

**London Borough of Brent**  
**Report to the Executive – 29<sup>th</sup> March 2004**  
**from the Director of Social Services**

**Report Title: Grants to Voluntary Organisations 2004/5**

**For Action**

**Name of Wards Affected**

ALL

FP REF: SS-03/04-19

**1.0 SUMMARY**

- 1.1 Social Services has some long standing relationships with voluntary sector partners, and continues to commission some services by grant funding pending the development of contracts. The Constitution requires these grants to be approved by Executive.

**2.0 RECOMMENDATIONS**

- 2.1 That the Executive approve the grants to the voluntary groups detailed in paragraph 7.2 for the year 2004/5.

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 The table in paragraph 7.2 lists the planned support to the voluntary sector from existing grants budgets which, for the year 2004/5 is £709,976. Executive is asked to agree grants totalling £709,976.

**4.0 STAFFING IMPLICATIONS**

- 4.1 There are no staffing implications.

**5.0 LEGAL IMPLICATIONS**

- 5.1 The Constitution requires the Executive to approve any grants in excess of £5,000 per annum.

- 5.2 If the services currently provided by the voluntary organisations in tables 1 and 2 are changed to contractual arrangements, the Council will need to comply with the requirements of the EC Procurement Regulations (if applicable) and also it's Contract Standing Orders.
- 5.3 The Council has the power to authorise the grants recommended to the voluntary organisations in Table 1 of this report.

## **6. BACKGROUND**

- 6.1 A number of voluntary organisations have been in receipt of grant funding from Social Services for a number of years. These organisations provide social care services which supplement the services provided directly by the Department.
- 6.2 This report details the funding provided to such voluntary organisations in previous years, as well as recommendations for funding during 2004/5. Members are asked to approve the recommended funding.
- 6.3 Where appropriate, longer term contractual agreements are being developed with voluntary organisations, however more work is required in terms of monitoring and developing commissioning strategies for all service areas before similar arrangements can be considered for organisations listed in this report. This will assist in ensuring that the resources are targeted towards organisations providing high quality, value for money services which meet identified needs and priorities locally.

## **7.0 DETAIL**

- 7.1 The Social Services Department has provided grant funding to a range of voluntary organisations for a number of years. These organisations provide services which supplement those provided by Social Services or through contractual arrangements with other organisations, and assist in ensuring that specific local needs are met through a diverse range of provision within a mixed economy of care.
- 7.2 Details of grant funding showing allocations in previous years and recommendations for 2004/5 are given in table below. In general, an increase of 2% has been recommended in line with the increase in budgets, except where organisations have requested a lesser amount. Brief details of the voluntary organisations and the services they provide are included in Appendix 1.

**Table 1**

Voluntary Organisation	Grant Paid 2001/2 £	Grant Paid 2002/3 £	Grant Paid 2003/4 £	Grant Request 2004/5 £	Increase £	Requested Increase %	Grant Recommended 2004/5 £	Recommended %
Brent Bereavement	14,400	14,760	14,760	16,000	1,000	6.7	<b>15,055</b>	2.0
Brent Triangle	105,600	108,200	108,200	166,110	57,910	54.0	<b>110,364</b>	2.0
BC Transport	147,800	148,500	152,658	156,627	3,969	2.6	<b>155,711</b>	2.0
Elders Voice	61,400	62,950	64,209	64,190	(20)	0	<b>64,190</b>	0.0
Elders Voice		51,030	52,051	80,429	28,378	54.5	<b>53,092</b>	2.0
Handyperson								
Mission Dine	10,300	10,560	10,800	58,623	47,623	432.9	<b>11,016</b>	2.0
New Testament	61,500	63,050	64,311	109,058	46,058	73.1	<b>65,597</b>	2.0
CoG								
WISE	55,800	57,200	110,344	232,703	123,703	113.5	<b>112,551</b>	2.0
Brent	120,000	123,000	120,000	123,000	3,000	2.5	<b>122,400</b>	2.0
Crossroads								
<b>TOTALS</b>	<b>576,800</b>	<b>639,250</b>	<b>695,119</b>	<b>1,006,740</b>	<b>261,621</b>		<b>709,976</b>	

**Notes:**

The following also receive funding from other sources:

Brent Triangle	also funded from the Carers Grant and the Mental Health Grant
Elders Voice	also funded from the Carers Grant
WISE	in addition to the grant, the Department also pays the salaries for 3 workers which amounts to £51,500 (this funding has been added to the Grants budget since 2003/4).
Brent Crossroads	also funded from the Carers Grant and the Aids Support Grant.

The Carers Grant is provided by the Department of Health and administered by Social Services. Its primary purpose is to provide breaks and other services for carers of adults with a disability and for young/parent carers of children with disabilities.

- 7.3 A limited amount of funds is available to provide grant funding, and for a number of years there has been consistency in the voluntary organisations receiving such funding and the amount allocated to each organisation (see Table 1 above). However, there are a number of voluntary organisations which are no longer funded by grants but are directly commissioned to provide services under a contractual agreement following the granting of an exemption under Standing Orders by the Executive at its meeting of 18<sup>th</sup> November 2002.

- 7.4 It is the intention of Social Services Department to transfer services to contractual arrangements where appropriate. However, in order to ensure that services commissioned in this way are providing good value for money, performing to high standards and meeting locally agreed priorities more work is needed in terms of developing robust monitoring arrangements and commissioning strategies to inform future allocation of resources.
- 7.5 During recent years, the availability of grant funding has not been advertised, but voluntary organisations have been invited to submit applications requesting renewal or increases to their existing funding. Following receipt of applications, senior Social Services officers consider the funding requests against the amount of resources available, the grant conditions and any available information on performance. For 2004/5 grant conditions remain those used by the Voluntary Sector Unit (attached at Appendix 2).
- 7.6 Based on such considerations, officers recommended that grant funding allocated for 2004/5 (as set out in Table 1 above) is approved to maintain the current level of services provided by these voluntary organisations.
- 7.7 During the past year, monitoring arrangements have confirmed that grant funding should be continued to these organisations that are providing essential services for the Department. Joint commissioning strategies, agreed between Social Services and the Primary Care Trust, will provide a strategic framework for the procuring of services for each service area which will also be important in ensuring resources are targeted to meet priority needs. The Joint Strategies will also assist in identifying which services can be transferred to contractual arrangements.
- 7.8 Every voluntary organisation in receipt of grant funding during 2004/5 will be requested to provide regular and detailed monitoring information (as required by the Council's Standard Grant Aid Conditions). Work is continuing to develop more robust service specifications in order to move to a situation where service contracts can be entered into instead of relying on conditions of grant. These contracts will clearly set out what service is to be provided, the conditions of payment, monitoring information required and various standards expected. The Council's Standing Orders will be complied with in respect of the new contract. Officers expect these contracts to be finalised during the next 2 years as current experience is proving that contract negotiations with the voluntary organisations is a lengthier process than expected.

## **8. TRANSPORT GRANTS TO VOLUNTARY ORGANISATIONS**

- 8.1 Arrangements and proposals relating to transport grants which have been historically made to a number of local organisations have been the subject of a separate report agreed by the Executive at its meeting on the 8<sup>th</sup> of March 2004. .

## **9.0 BACKGROUND INFORMATION**

- Social Services Development Plan 2004-5.
- Standard Grant Aid Conditions

Anyone wishing to see the above papers should contact:

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## **SUMMARY OF SERVICES PROVIDED BY ORGANISATIONS LISTED IN TABLE 1**

### **Brent Bereavement Services:**

Organisation provides high quality professional counselling and support to any bereaved resident of Brent (as well as Social Services clients) using a team of multi-cultural, selected, trained volunteers. Normally service is provided one hour a week per client for an average of 12 weeks, usually in people's own homes.

Also provides drop-in centre, a fortnightly social and therapeutic group, a telephone helpline, a specialist children's service, a specialist teenager's service, and training for health, school and social services staff.

The grant can be quantified in terms of counselling hours purchased.

### **Brent Triangle**

Provides advice, respite care and support to unpaid carers of people (aged 55 years plus) who are looking after a mentally ill person in order for the carers to continue caring for their relatives at home and, where feasible, to prevent long term institutional care. Domiciliary care service is provided to clients in their own homes Monday to Sunday, 24 hours a day. The organisation has just been registered with the National Care Standards Commission as a domiciliary care service provider.

### **Brent Community Transport**

Organisation provides a subsidised transport service in the form of:

- a) group hire for local voluntary organisations and
- b) taxi service for individuals registered as disabled with the Social Services Department.

Discussions are taking place to agree the amount of service to be provided from the grant funding.

### **Elders Voice**

The organisation provides day care for the elderly for two days a week – one day in the north of the Borough and the other in the south. Service is provided to housebound pensioners living within the borough.

The Handy Person Service aims to reduce accidents and increase safety and security in an elderly persons home in order to enable them to continue to live independently.

**Mission Dine**

Mission Dine provides a day care service to approx. 40 elderly people. The organisation also undertake home and hospital visits, art and craft activities and outings and generally aim to provide support to improve the quality of life.

**New Testament Church of God**

The organisation is a community based project providing a wide range of services which include a day centre (3 days a week), educational classes for senior citizens, various seminars on safety in the home and health living, befriending and welfare advice, as well as transport to the day centre for those who are not able to access public transport.

The project is wider than Social Services and includes a Friday night youth group, netball and football group. The organisation also operate a summer play scheme for children aged 5-16 living in Brent during the school holidays.

**West Indian Self Effort**

WISE provides a mixture of services to the elderly and to young people aged 9-14 years

**Brent Crossroads**

Brent Crossroads provides domiciliary care services to carers looking after someone with a physical and sensory disability. The organisation also provides the service to carers of people with HIV/Aids. The organisation has recently been registered with the National Care Standards Commission.

**LONDON BOROUGH OF BRENT**

**STANDARD CONDITIONS OF GRANT AID TO VOLUNTARY ORGANISATIONS**

**1. DEFINITIONS:**

- 1.1 **Organisation** means the person or the voluntary Organisation to whom grant aid is awarded by the London Borough of Brent.
- 1.2 **Grant Aid** means such sum and/or part of sums as may be approved for payment by the London Borough of Brent to the Organisation.
- 1.3 **The Council** means the Council of the London Borough of Brent.
- 1.4 **The Director of Finance** means the officer appointed by the Council to discharge its duties under Section 151 of the Local Government Act 1972.
- 1.5 **Executive Member** means any member of the Organisations management committee who holds the position of Chair, Secretary or Treasurer of that Committee.
- 1.6 **Committee Report** means the report to the relevant committee of the Council recommending the approval of grant aid to an Organisation.
- 1.7 **Guidance Note** means the Guidance Notes on Standard Conditions of Grant Aid for Voluntary Organisations for the time being in force.

**2. PART A - General Conditions**

This part of the Conditions applies to all Organisations in receipt of Grant Aid.

- 2.1 These Conditions must be read in conjunction with the Guidance Notes.
- 2.2 The Organisation shall use Grant Aid wholly and exclusively for the purposes specified by the Committee, and for the benefit of the inhabitants of London Borough of Brent. **Where grant is used for unauthorised purpose the Council reserve the right to recover full or part of the grant awarded.**



- 2.3 The Organisation shall keep the Council informed of all matters relating to the need for and the use of Grant Aid and in particular shall notify the Council in writing of any changes to the factors that formed the basis on which the grant aid was decided upon.
- 2.4 Where Grant Aid awarded is a contribution towards the costs of agreed activities, the organisation shall take all reasonable steps to seek and obtain from sources other than the Council, funding for the organisation's activities including those which are the subject of the Grant Aid award.
- 2.5 The Organisation shall not promote or oppose any political party or party political causes and shall not use any part of the Grant Aid to engage in party political activity or the furtherance or propagation of a religious faith.
- 2.6 The Organisation shall wherever possible, publicise Council support on all public literature, buildings and vehicles. The provision of Grant Aid shall be acknowledged within its annual report and accounts.
- 2.7 The Organisation shall submit an adopted constitution or its equivalent and an equal opportunities policy, the provisions of which need to be acceptable to the Head of Voluntary Sector Unit as advised by the Council Legal Services.
- 2.8 The Organisation shall satisfy the Head of the Voluntary Sector Unit as advised by the Council's Legal Services that the activities to be carried out with Grant Aid fall within the ambits of the organisation's powers.
- 2.9 The Organisation shall have a properly constituted management committee, which meets regularly, and not less than four times a year. The Organisation shall hold an annual general meeting and must inform the Council in writing of any changes to its management structure. It shall provide the Council within 10 working days with the names and addresses of the Chair, Secretary, Treasurer and other members of the management committee.
- 2.10 No Executive Members of the management committee of the Organisation shall take up employment with the organisation within two years after his/her resignation
- 2.11 Where Grant Aid is approved for up to one year, this shall be limited to the maximum amount agreed in the committee reports and shall not imply any commitment or agreement by the Council to provide Grant Aid to the organisation for more than that year or for any further period.
- 2.12 Where Grant Aid is approved by the Council for more than one year it shall be limited to the amount specified in the Committee Report(s) and shall not imply any commitment to provide grant aid for a longer period than specified in the Committee Report.

- 2.13 Without prejudice to paragraph 2.14 below, the Grant Aid shall not be released in the second subsequent years following the year in respect of which it is first awarded unless and until the Council, having received a monitoring report from the Head of Voluntary Service Unit that he/she is satisfied that the organisation has complied with the undertaking and agreement referred to in paragraph 3.1 below.
- 2.14 The Council will review the award of Grant Aid on an annual basis. The Council reserves the right to decide that Grant Aid should not be paid in the second or subsequent years notwithstanding any provision in the original Committee Report to the contrary.

### **3. PART B**

This part of the Standard Conditions of Grant Aid applies to all funded Organisations and must be complied with before the first quarter grant is paid.

#### **3.1 Written Undertaking And Agreement**

- 3.1.1 The Organisation shall complete and submit to the Council, a written undertaking and agreement to comply with the Council's Standard Conditions of Grant Aid and any additional conditions which may be imposed by the Council in respect of the grant aid in question. Two Executive Members shall duly sign this written undertaking and agreement on behalf of the Organisation **within three months of notification of the Grant Aid awarded.**
- 3.1.2 **Where the Grant Aid is not claimed by the end of September and/or no written undertaking and agreement is received by the Voluntary Sector Unit, the Grant Aid shall be withdrawn and reallocated to other Organisations**
- 3.1.3 The Organisation shall satisfy the Head of Voluntary Sector Unit as advised by the Council's Legal Services as necessary that the activities to be carried out with Council's Grant aid fall within the ambit of the organisation's constitutional power.
- #### **3.2 Budget**
- 3.2.1 The Organisation shall submit to the Council a full income and expenditure budget for the year in which Grant Aid is expected. This budget shall include all income from other sources and associated running expenditure.

### **3.3 Previous Year's Audited/Certified Accounts**

- 3.3.1 Before any payment of Grant Aid is made the Organisation shall submit to the Council a full set of audited/certified accounts for the previous financial year, signed by two officers of the Organisations management committee of whom one shall be the Treasurer. NB this condition is not applicable where the Organisation has supplied these documents to the Council when the application for Grant Aid was made or in compliance with paragraph 4.3 below in respect of a previous year's Grant Aid.

### **3.4 Salaries**

- 3.4.1 Before any part of the Grant Aid relating to salaries is paid, the Organisation shall submit to the Council detailed job descriptions for the funded post(s), all relevant details relating to the employment of persons in the funded post(s). These details shall include name, starting date, salary and grade and such other details as the Council may request.

## **4. PART C**

All Council grants aided Organisations must comply with the following conditions and terms where they are applicable before the third quarter's Grants Aid are released.

### **4.1 Six month report**

- 4.1.1 The Organisation shall, not less frequently than every six month after payment of Grant Aid, submit detailed written reports on the activities of the organisation in particular, those activities in respect of which the Grant Aid monies are used. Such reports shall include relevant statistics on numbers of persons assisted by the Organisation or who have used the Organisation's services and details of all steps taken to obtain funding from other sources for the Organisation's activities.

### **4.2 Revised Budget**

- 4.2.1 All Grant-Aided Organisations shall submit a revised income and expenditure statement by 15 October in each year. This revised income and expenditure statement shall show six months actual income and expenditure in each year to 30 September in that year and estimated income and expenditure for the following six months to 31 March on the form provided.

### **4.3 Audited / Certified Accounts**

- 4.3.1 All Organisations receiving Grant Aid from the Council shall submit statements of accounts to the Council as specified below:
- 4.3.2 All Organisations with gross income of less than £20,000 per annum shall submit to the Head of Voluntary Sector Unit as soon as possible and in any event not later than at least within six months after the end of the financial year in respect of which the Grant Aid is received or expended a set of accounts of the Organisation certified by an independent examiner for that financial year. Two officers of the Organisation's management committee shall sign the accounts, one of whom shall be the Treasurer of the Organisation.
- 4.3.3 All Organisations with gross income of £20,000 and over per annum shall submit to the Head of Voluntary Sector Unit/Director of the Unit that administers the Grant Aid in question within six months of the end of each financial year, externally and independently audited accounts for the financial year of the Organisation during which any Grant Aid is received (or expended). It shall further provide him/her on request with such information regarding the Organisation's activities as he/she may reasonably require to satisfy him/her as to the manner in which the Grant Aid or any part of the Grant Aid has been used.

### **4.4 Equipment, Furniture, Vehicles, Computers, Training and Premises costs (Accommodation, Support & Training Grants)**

- 4.4.1 Organisations in receipt of Grant Aid for equipment, furniture, vehicles, computers and premises costs shall produce receipted invoice(s) before grant payment is made. Where the organisation has insufficient funds, the Council may pay the supplier(s) direct on the organisation's behalf at the organisation's written request.
- 4.4.2 The Organisation shall keep and maintain an inventory of all assets purchased with the Council's grant monies. This inventory shall include a brief description of the asset, serial number, date of purchase and on any sale, date and income received on such sale.
- 4.4.3 The Organisation shall not dispose of any item of equipment or furniture etc., purchased with Grant Aid monies without the prior written consent of the Council.
- 4.4.4 Where the above items are disposed of, the Organisation shall repay of the Council forthwith, on demand, such part of the Grant Aid as the Council may determine. Such sum shall not exceed the sum which the Head/Director of the Unit that administers the Grant Aid in question, considers to be equivalent to the market value of the items at the time of disposal.

## **4.5 Insurance**

4.5.1 The Organisation shall take out insurance policies to cover all risks, but not limited as appropriate:

- i) Public and employer's liabilities
  - ii) Fire and other risks to the property
  - iii) Risks arising from the use of Vehicles and
  - iv) Theft or damages to property and its contents;
- And shall produce evidence of such insurance to the Council if so require.

4.5.2 The Council accepts no liability whatsoever to the Organisation or to any third party for any costs, claims, damages or losses however they are incurred. A Grant Aided Organisation shall not be or be deemed to be, an agent of the Council and shall not hold itself out to any third party as such.

## **4.6 Dissolution**

4.6.1 In the event that the Grant Aid Organisation is dissolved or, being a limited company, goes into liquidation, any of its assets which have been bought with Grant Aid monies and/or any unexpended Grant Aid monies shall be returned to the Council. Unless the Council agrees otherwise such agreement to be on terms decided by the Council.

4.6.2 No further Grant Aid shall be payable to the organisation with effect from the date upon which the dissolution/liquidation occurred.

## **4.7 Payment Methods**

Grant Aid shall be paid in four equal instalments quarterly in April, July, October and January respectively as specified in the guidance note except that Grant Aid of up to £500 shall be paid in two equal half yearly instalments April and October.