

Briefing Note for the Forward Plan Select Committee

26th November 2003

Review of Transport Grant to Voluntary organisations

This briefing note is in response to the query made by members at the last Forward Plan Select Committee Meeting regarding The Review of Social Services Transport Grant to Voluntary Organisations. It sets out the actions taken by the Department in relation to the organisations that did not provide information for the Review.

Letters were sent in April to 2003 asking agencies to provide details of their transport arrangements by 30th May 2003. Organisations were asked to provide the following information:

- The number of individuals including names dates of birth and addresses of clients/members (indicating whether each client resides in Brent).
- Details of the activities provided, location and frequency
- A brief statement outlining the need for continuation of grant funding

Of the 22 organisations in receipt of the grant, 15 provided the information requested, 2 responded but did not submit details of their clients and transport arrangements and 5 did not respond.

The two organisations that responded but did not provide the information needed were:

- Multiple Sclerosis Society
- Wembley Friendship Club

The Multiple Sclerosis Society has not made a claim against their grant for the year, the grant is allocated on a quarterly basis and it is a requirement of grant aid that organisations submit quarterly statements with details of their expenditure in order to receive the grant. To date the MS Society has not provided details of their expenditure despite letters from the Department reminding them to do so. No payments have therefore been made to the organisation.

In addition to this, a letter was sent to all organisations in October informing them of the decision to extend funding for the second half of the year and to remind them to send in details of their transport expenditure. MS society has not responded to this request.

As a result of the query made at the last Forward Plan Select Committee Meeting, a further request for information for the review has been made to this organisation. They have until 1st December to provide the details requested and if they do so they will be included in the review and assessed according to the proposed new criteria for funding next year.

Wembley Friendship Club closed in April 2002, and on longer requires the grant.

The 5 organisations that have not responded to the letter of the April are as follows:

- North Kensington Stroke Club
- Brent Association for Disabled People (BADP)
- Salvation Army
- Wembley Care Society
- Brondesbury and Willesden Friendship Club

North Kensington Stroke Club has not made a claim against their grant allocation for the past 2 years and therefore we assume they no longer require funding. BADP have not made a claim for this year, however both these organisation have been informed of the new criteria for funding and have been given the opportunity to submit details for the Review by 1st December if they wish funding to their organisation to continue.

The Salvation Army, Wembley Care Society and Brondesbury and Willesden Friendship Club have recently made a claim against their grant and these are being processed by the Department. These organisations have also been asked to provide details for the Review by 1st December.

A copy of the letter sent to the organisation listed above is attached as Appendix 1.

Appendix 2 provides details of the communication with each agency.

APPENDIX 1

Date: 12th November 2003

Letter to voluntary organisations who have not provided details for the Transport Review

Dear

Re: Review of Social Services Transport Grant

With reference to the above I have noted that you have not yet provided details of your transport arrangements for the review.

The review is nearly completed and in order for us to assess your organisations eligibility for future funding I would be grateful if you would provide the following information by 1st December 2003.

The details required are:

- The number of individuals including names dates of birth and addresses of clients/members (indicating whether each client resides in Brent).
- Details of the activities provided, location and frequency
- A brief statement outlining your need for continuation of grant funding

Please submit the above information to: Beverleigh Forbes, Social Services Department, 6th floor, Mahatma Gandhi House, 34 Wembley Hill Road, Wembley Middlesex HA9 8AD. You can also provide the information by e-mail,

Beverleigh.forbes@brent.gov.uk or by Fax on 020 8937 4194.

As a final report must be presented to members so please note that I must receive the above information by 1st December otherwise we will regrettably assume that you no longer require grant funding. Should you have any queries please contact Beverleigh on 020 8937 4163.

Can I remind you that if you have not submitted details of your expenditure for this year, please do so as soon as possible. You can request payment by sending invoices in respect of expenditure incurred this year to:

Taiye Sanwo - Finance Manager
London Borough of Brent, Social Services Department
6th Floor Mahatma Gandhi House
34 Wembley Hill Road
Wembley, Middlesex HA9 8AD

Also attached are details of the proposed new criteria for funding for your information. Thank you for your co-operation.

Yours sincerely

Jenny Goodall
Director of Social Services

APPENDIX 2

TRANSPORT GRANT

ORGANISATIONS THAT DID NOT RESPOND TO THE REVIEW

Name of organisation	Record of the Actions taken since the review	Actions to be taken
BADP	<ul style="list-style-type: none">• Details of the review was sent on April but no response received• Reminder sent on 9th May 2003 but organisation did not respond.• Last correspondence and request for grant was made in July 2002.	Wrote to org. on 12/11 requesting information for the review by 1/12
Brondesbury and Willesden Friendship Club	<ul style="list-style-type: none">• No letter of the review on file• Reminder sent on 9th April but organisation did not respond• Organisation recently contacted the Dept and have made a claim against their grant. They have agreed to provide details of their expenditure and information for the review by 1st December	Wrote to org. on 12/11 requesting information for the review by 1/12.
Multiple Sclerosis Society	<ul style="list-style-type: none">• Letter of review was sent last April but organisation did not provide the details requested. Instead they wrote requesting a grant increase of £1,000.• Reminder sent on 9th May 2003 but organisation did not respond.• Last request for grant was made in July 2002• Last year the organisation spent £4,000, £1870 above their grant on transport	Wrote to org. on 12/11 requesting information for the review by 1/12
North Kensington Stroke Club	<ul style="list-style-type: none">• No letter of review on file• Reminder of review sent on 9th May but organisation did not respond.• this org have made no claims against their grant in the last 2 years,	Wrote to org. on 12/11 requesting information for the review by 1/12
Salvation Army	<ul style="list-style-type: none">• No letter of review on file• Reminder sent on 9th May but organisation did not respond• Last request for grant was made Feb 2003• Organisation recently made a claim against their grant and have agreed to provide details of their	Wrote to org. on 12/11 requesting information for the review by 1/12

	expenditure and information for the review	
Wembley Care Society	<ul style="list-style-type: none"> • Letter on file but no response received • Reminder sent in May but org. have not respond • Org. recently contacted the dept and made a claim against their grant, they will also provide details for the review by 1st December 	Wrote to org. on 12/11 requesting information for the review by 1/12

Beverleigh Forbes
Quality and Support Unit