

**AGENDA ITEM: 16**

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Meeting	Cabinet Resources Committee
Date	30 March 2006
<b>Subject</b>	<b>Grant Applications, 2006/07</b>
Report of	Cabinet Member for Policy & Performance
Summary	This report sets out the budget framework for grant awards in 2006/07 and attaches assessments of applications by four voluntary organisations for decision by the committee in accordance with the procedure for approving voluntary sector grants of between £20,000 and £50,000 pa.

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Officer Contributors	Borough Treasurer Head of Adult Social Services Head of Children & Families Service Head of Education
Status (public or exempt)	Public
Wards affected	Not Applicable
Enclosures	(1) Summary of grant recommendations (appendix A) (2) Grant assessment reports: East Finchley Neighbourhood Contact (appendix B(i)) Home-Start Barnet (appendix B(ii)) New Barnet Community Association (appendix B(iii)) Old Barn Youth and Community Association (appendix B(iv))
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in	Not Applicable

Contact for further information: Ken Argent, Manager, Grants Unit, 020 8359 2020

## **1. RECOMMENDATIONS**

- 1.1 That, subject to the Council's Standard Conditions of Grant Aid and to the special conditions set out in the assessments attached, the grants recommended be approved.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Cabinet Dec 21/5/2001-6: adoption of scheme of delegated powers, reserving to the Cabinet Resources Committee approval of grants of between £20,000 and £50,000.
- 2.2 Cabinet Dec 3/9/2001-16: review of the grants programme, 1999 to 2002, and approval of principles and criteria for grant aid over the four years, 2002-06, with the primary aims of targeting support to facilitate the council's policy framework and continuing to create resources to promote new initiatives developed either by new organisations or within those currently receiving grant support.
- 2.3 Council 7/3/2006: approval of Key Priority Plans and grants budget for 2006/07.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 Two of the council's key priorities as set out in the Corporate Plan are 'Supporting the Vulnerable in our Community', acknowledging that all members of the community, including those with particular needs, have a right to lead full and independent lives, and 'A First Class Education Service', aimed at helping children and young people to achieve and offering opportunities, especially to those at risk.
- 3.2 The assessments of the grant requests attached to this report explain how the awards recommended will contribute to the delivery of services in support of these priorities. They accord with the Key Priority Plans and with the four-year grants development programme, which focuses on supporting voluntary and community sector activities that complement the council's priorities and demonstrate positive outcomes.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 All grants are made subject to the council's Standard Conditions of Grant Aid, with which applicants are required to signify their compliance by signing a written undertaking. Amongst other things, the conditions cover how awards are spent, allowing council officers a right of access to proof thereof, and requiring notification of any change in an organisation's circumstances. The council reserves the right to withhold payment of any approved grant, or to demand full or partial repayment, if it appears that an organisation has failed to comply with any of the conditions attached to the award.
- 4.2 In common with all revenue grants of £10,000 and above, the awards recommended herewith will be released in quarterly instalments, subject to monitoring to demonstrate satisfactory compliance with targets and outcomes agreed in advance.

## 5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

### 2006/07 Budget - Summary

- 5.1 The budget for grants to voluntary and community organisations in 2006/07 consists of:

	£
local grants general provision	1,275,000
Edward Harvist Charity	60,000
former Borough Lottery fund	<u>15,000</u>
	<u>1,350,000.</u>

### Small Grants Fund

- 5.2 In the interests of facilitating access to the programme by smaller voluntary and community groups, and in conjunction with use of a simplified application form, a sum of £70,000 is to be earmarked once again this year in a 'small grants' fund, to support awards of up to £5,000.

### Contractual Service Agreements

- 5.3 In accordance with the policy of converting into contracts all strategic voluntary sector grants in excess of £50,000 pa, contractual service agreements currently exist with the following voluntary organisations in receipt of core funding through the main grants programme. The roll forward of the contracts will involve the following payments in 2006/07:

<b>Organisation</b>	<b>Payment, 2006/07</b>
Barnet Citizens Advice Bureau Service	£363,076
Barnet Voluntary Service Council	£88,813
The <i>artsdepot</i> Trust	<u>£200,000.</u>
	<u>£651,889.</u>

### Edward Harvist Charity and former Borough Lottery Funds

- 5.4 Subject to a review of the allocation of Edward Harvist Charity funds in relation to proposals for reducing the accumulated balance held centrally, the following sums are also provided in the 2006/07 budget for one-off and short-term funding in accordance with established criteria and the council's priorities:

Edward Harvist Charity: main fund	-	£55,000
training fund	-	£ 5,000
Former Borough Lottery fund -		£15,000.

Grant Recommendations, 2006/07

- 5.5 Excluding the small grants fund, the contractual commitments and the Edward Harvist Charity and former Borough Lottery provisions, a sum of £552,991 is available for grants over £5,000 during the financial year to 31 March 2007.
- 5.6 It will be necessary to reserve a sum of £72,360 for supporting two fixed-term (project) grants where funding in 2005/06 has been approved in principle, subject to monitoring of performance against agreed targets and outcomes, and to adequate budgetary provision. The impact of fixed-term awards is reflected in the following budget summary:

<b>Budget Item</b>	<b>2006/07 Budget £</b>	<b>Commitments £</b>	<b>Balance £</b>
2006/07 general grants budget	1,275,000		
Small grants fund		70,000	
Contracts		651,889	
Budget available for general grants over £5,000			553,111
LESS provision for fixed-term (project) grants		72,360	
Balance remaining			480,751

- 5.7 Set out below is a full breakdown of the funds available for 2006/07:

<b>Budget item</b>	<b>Approved budget £</b>	<b>Recommendation to Cabinet – 3/4/2006/ Commitments £</b>	<b>Funds available £</b>	<b>Recommended to this meeting £</b>
General Fund:				
main fund	553,111	103,000		
less reserve for fixed-term grants		72,360	377,751	105,800
small grants	70,000	0	70,000	0
contracts	651,889	651,889	0	0
<b>TOTAL</b>	<b>1,275,000</b>	<b>827,249</b>	<b>447,751</b>	<b>105,800</b>

<b>Budget item</b>	<b>Approved budget £</b>	<b>Commitments £</b>	<b>Funds available £</b>	<b>Recommended to this meeting £</b>
Edward Harvist Charity:				
community fund	55,000	0	55,000	0
training fund	5,000	0	5,000	0
<b>TOTAL</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>0</b>
Borough Lottery:				
<b>TOTAL</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>

## **6. LEGAL ISSUES**

6.1 None.

## **7. CONSTITUTIONAL POWERS**

7.1 Paragraph 3.8 of Part 3 of the Constitution reserves to the Cabinet Resources Committee the power to approve grants to voluntary organisations to the value of between £20,000 and £50,000 per annum.

## **8. BACKGROUND INFORMATION**

8.1 Attached are assessments of applications by four organisations, each indicating the contribution that will be made to corporate policy and strategy, preceded by a summary of the recommendations (appendix A).

## **9. LIST OF BACKGROUND PAPERS**

9.1 2006/07 grant applications and related correspondence with the applicants.

9.2 Anyone wishing to inspect the background papers should telephone 020 8359 2020 or 2092.

Legal: JEL

CFO:

<b>SUMMARY OF RECOMMENDATIONS, 2006/07</b>	
<b><u>Organisation</u></b>	<b><u>Recommendation</u></b>
East Finchley Neighbourhood Contact (118/C/NEI)	£23,800
Home-Start Barnet (216/C/FAM)	£25,000
New Barnet Community Association (285/C/CTY)	£25,000
Old Barn Youth and Community Association (301/E/CTY)	£32,000
	<b>TOTAL: £105,800</b>

**GRANT APPLICATION 2006/07 – ASSESSMENT AND RECOMMENDATION**

<b>Corporate Priority</b>	Supporting the Vulnerable in our Community	
<b>Organisation</b>	<b>EAST FINCHLEY NEIGHBOURHOOD CONTACT</b>	<b>ref</b> 118/C/NEI
<b>Address</b>	East Finchley Neighbourhood Centre, 42 Church Lane, N2	

**Contribution to policy**

Through its commitment to work in partnership with local communities and voluntary groups linked to implementation of government policy such as the National Service Framework for Older People, the council wishes to help vulnerable people help themselves and ensure that those in need of support do not become socially excluded. Community-based initiatives are encouraged for the benefit of older and disabled people with medium to lower levels of need, building on the voluntary sector's abilities to develop and deliver services in their localities, aimed at maximising the independence and quality of life of vulnerable residents and helping them to remain as active as possible in the community.

East Finchley Neighbourhood Contact (EFNC) aims to provide neighbourly help and practical assistance to elderly, disabled and isolated people living in N2 and N3 by building and supporting a network of volunteers whose skills and abilities can be offered to meet the needs of clients. It also runs two luncheon clubs primarily for more mobile older people. Based in one of the most deprived parts of the borough, the service enhances the lifestyle of vulnerable people and reduces their dependence on the local authority, besides serving a large number of clients whose needs fall short of qualifying for support from social services.

**Outline of activities / service evaluation**

Administered by a paid part-time co-ordinator, who carries out all client assessments, helped by two part-time assistants, EFNC currently draws on the services of 43 volunteers who undertake the following tasks:

- \* befriending and visiting people living alone;
- \* helping with odd jobs in the home (e.g. window cleaning, sewing/mending, changing light bulbs, etc);
- \* advocacy (i.e. giving advice; letter-writing and form-filling; and liaising with statutory and voluntary sector agencies on clients' behalf);
- \* helping with shopping (including collecting pensions and prescriptions);
- \* transporting clients to and from clinics, hospitals, shops, etc;
- \* gardening (using both volunteer and paid helpers);
- \* checks to ensure that clients are receiving their full statutory benefit entitlements.

Over 8,000 volunteer tasks are now performed each year, divided between direct volunteer support in the home and advice and assistance offered by the paid staff at the telephone. Home visits, advocacy and shopping continue to constitute the main areas of demand. The number of clients registered with the scheme continues to increase and at present totals 221, of whom 49 were new in 2005. 80% are in receipt of regular (weekly or fortnightly) assistance. 75% are over the age of 75 and most are women living alone. The majority have medium to low levels of dependency. All clients' needs are monitored and re-assessed.

Over the last twelve months, EFNC's catchment area has been extended to include Finchley Church End and West Finchley Wards as part of a two-year community outreach project aimed at ensuring that vulnerable local residents maximise their take-up of welfare benefits and take full advantage of statutory and volunteer services. The computerisation of EFNC's administrative procedures, including a new client database, has helped to facilitate this expansion, enabling more time to be spent on direct client contact, assessment and reviews.

A co-ordinated referral procedure exists to other agencies such as 'Barnet Lifeline' and the voluntary sector 'Handperson Scheme', administered by Age Concern Barnet, which offers professional help to vulnerable older people with home repairs and other DIY jobs that are generally beyond the scope of volunteers, thus increasing the capacity for supporting people in need in the community.

The gardening scheme is primarily operated on an agency basis on behalf of Adult Social Services and Barnet Homes, and covers an even wider area encompassing N10, N11 and N12. Paid helpers maintain the gardens of up to 50 elderly and disabled council tenants twice a year, supplemented by unpaid voluntary help with gardening for clients (who are in receipt of income-related benefits) living in their own properties or privately rented accommodation.

The two luncheon clubs each cater for up to 20 people a session, one serving English-style meals (for people living in N2 and N3) meeting once a week and the other serving Islamic food for elderly Muslim women (drawing in clients from across the whole borough, for whom transport is provided), meeting once a fortnight. Both clubs are held at the Green Man Community Centre on the Strawberry Vale Estate, which offers full disabled access, and have a full take-up of places. The weekly club, in particular, has continued to grow in popularity with the advent of ancillary activities, such as talks and film shows, such that its membership amongst older and isolated residents of the estate trebled during 2005/06.

In addition to one-to-one help with shopping, EFNC also operates a 'shopping bus' service whereby a minibus (with a volunteer driver) is hired twice a week to take elderly and disabled people to a local supermarket. 45 people are registered, each being taken once every two or three weeks on a rota basis.

New clients mainly emanate from local publicity (such as in libraries, clinics, doctors/dentists' surgeries and the local newspaper) and leafleting of households, or by way of referrals from social workers, health visitors, occupational therapists, etc. A quarterly newsletter is sent to clients, and to statutory and other voluntary agencies operating in the area. Most of the members of the management committee are local residents who maintain the organisation's high profile through informal contacts. Adult Social Services, the local area housing team and hospital discharge services continue to be the main referring agencies.

The Older Adults Community Services Manager comments that EFNC fulfils an effective preventative strategy for isolated older and disabled people who do not qualify for assistance from social services, especially since implementation of national legislation, Fair Access to Care Services, which has resulted in re-targeting of statutory services towards those who are more highly dependent with personal care requirements. It plays an important part in prolonging the independence, and enhancing the quality of life, of clients, and addressing the issue of social exclusion amongst older people.

EFNC now follows standard guidelines rolled out by Adult Social Services for capturing and recording information as part of its client assessment procedures, aimed at reducing duplication of effort and streamlining referral mechanisms, especially when clients begin to require higher levels of intervention and support.



Its expansion into N3 has derived from a new partnership begun in 2005 with the Pension Service, under which staff and volunteers have been trained to run regular benefits checks on all clients. On average, six to eight clients a month are gaining additional allowances, or being referred to the Pension Service for further review, arising from this work. The partnership is also facilitating the allocation of more resources to supporting clients who have no family or friends to help them when they are unwell, or are handicapped by sensory, cognitive or language problems.

Other notable developments that have marked a year of capacity building include the expansion of EFNC's volunteer base, particularly through the recruitment of younger volunteers; a doubling of the number of weekly befriending relationships with lonely single people; and the introduction, in conjunction with other local groups and agencies, of occasional day trips by coach for more mobile clients, extending the scope for social contact.

### **Quality and equality**

The co-ordinator is responsible for training and supporting volunteers and allocating tasks, having regard to volunteers' capabilities and clients' needs. EFNC aims to assess the needs of all new clients within seven days of referral. Revised eligibility criteria serve to evaluate clients' mobility, health, income and specific needs with a view to prioritising services. Clients are periodically surveyed for their views and to identify areas for development. The latest survey showed a high degree of satisfaction. There is an advertised complaints procedure. Both volunteers and clients are represented on the management committee.

All volunteers who deal with vulnerable adults on a one-to-one basis are routinely subject to checks with the Criminal Records Bureau. However, arising from a review of the level of safeguards necessary to protect children, young people and vulnerable adults attending voluntary and community groups supported by the council, EFNC will be required to verify that its overall procedures and measures for safe recruitment and management comply with the standards set by the recommendations of the Bichard Report.

EFNC adheres to 'PQASSO' quality assurance standards, having achieved level one of the scheme in training with Barnet Voluntary Service Council. As a member of the Alliance of Barnet Good Neighbour Schemes, it liaises with the other participating schemes aimed at streamlining procedures; facilitating the recruitment, training and retention of volunteers; and accessing new resources to expand the services on offer.

EFNC has policies on equal access to services and equal opportunities in employment. Several volunteers act as interpreters and translators. It is proposing this year to re-print its literature in six community languages. Arising from closer working relationships and alliances with a range of community groups, in particular those serving the Afghan and Hindu communities, the proportion of clients from minority ethnic communities has increased, and currently accounts for 35% of all service users.

### **Cost and financial need**

The 2006/07 revenue budget, excluding the gardening scheme, which is funded separately by Adult Social Services (in the case of private tenants and owner-occupiers) and Barnet Homes (with regard to council tenants), shows a projected pre-grant shortfall of £29,018, equal to the grant request. The comparative 2004/05 actual figure was £25,139. Net current assets at 31/3/2005 were £16,303, which were entirely restricted funds, an uncommitted carry forward of £1,142 from the previous year having been used towards meeting the deficit in 2004/05.

In 2005/06, EFNC was awarded a revenue grant of £23,800, plus a one-off grant of £1,650 towards new office furniture and equipment. The only charge made is for attendance at the lunch clubs (£3.20 per meal), which covers most of the costs, except for payment of the cooks. A proportion of the cost of running the 'shopping bus' service is met from charities, a one-year grant from the Milly Apthorp Charitable Trust having replaced funding from the Finchley Charities. Fundraising and donations, mainly from clients using the shopping bus, contribute towards balancing the budget.

The programme of outings is largely organised on a self-financing basis, with some local sponsorship.

The expansion of services into N3 and the new comprehensive benefits checks account for £17,500 of total projected 2006/07 expenditure of £59,545 and is being met from a two-year grant of £34,000 from the Pension Service Partnership Fund, extending to March 2007. The award is paying for an extension of the co-ordinator's hours (from 24 to 30 a week); a part-time project assistant; publicity; volunteer recruitment/training; and administrative costs. It is also contributing towards the purchase of a new computer and photocopier.

The grant follows a more dynamic approach being taken by EFNC to fundraising, as a result of which the council's annual revenue grant has reduced from 65% to 40% as a proportion of core costs over the last two years. The award recommended for 2006/07 will maintain the existing level of support. EFNC will be applying to charitable trusts to make up the resulting shortfall.

**Grant recommendation, type and conditions**

**£23,800**

Project grant

One year revenue grant \*

One-off/Start-up grant

**Special conditions:**

The award should be made subject to the submission of a statement of working principles and practices and verification that these comply with post-Bichard standards of safe recruitment and management.

**Duration of project and exit strategy (project grants only)**

n/a

**Target grant outcomes (for monitoring and evaluation)**

To provide advice, support and practical assistance in the home; one weekly and one fortnightly lunch club; and a shopping service for elderly and disabled people living in N2 and N3.

**Date:** March 2006

**GRANT APPLICATION 2006/07 – ASSESSMENT AND RECOMMENDATION**

<b>Corporate Priority</b>	Supporting the Vulnerable in our Community	
<b>Organisation</b>	<b>HOME-START BARNET</b>	<b>ref</b> 216/C/FAM
<b>Address</b>	Old Barn Community Centre, 20 Fallows Close, N2	
<b>Contribution to policy</b>		
<p>The council is committed to supporting all members of the community who are vulnerable. This includes families living under stress, such as where there is a child with special needs. The Children Act 2004 reinforces the need for early intervention and preventative strategies to ensure that children have the best possible start in life following the recommendations of the Laming Enquiry into the death of Victoria Climbié. This objective is reflected in the expansion of 'Sure-Start' programmes across the country, aimed at improving the social and emotional development of children under five and their ability to learn, and strengthening families and communities.</p> <p>Reducing the numbers of children coming into care and ensuring children are safeguarded from abuse are priorities for both the Children &amp; Families and Early Years &amp; Play Services, as is the need to provide support for parents, family members and carers, particularly to access family learning opportunities and improve parenting skills.</p> <p>Home-Start Barnet (HSB) offers emotional and practical support to families under stress with at least one child under the age of five by way of recruiting, training and supporting volunteers to deliver a home visiting service, and through a drop-in group on the Grahame Park Estate. Its work complements statutory children's services by supporting not only children assessed as 'in need' under the Children Act 1989, but also children and families who fall below the statutory threshold for help. Home-Start schemes play a crucial role nationally in the delivery of home visiting services as part of the Sure-Start Local Programmes initiative, focused in Barnet on two of the borough's socially deprived areas at Underhill and West Hendon.</p>		
<b>Outline of activities/service evaluation</b>		
<p>Set up in 1997, HSB is an autonomous local group affiliated to Home-Start UK, which has 332 local schemes nationwide. It operates on a borough-wide basis, matching trained volunteers to families experiencing difficulties in caring for and raising children up to the age of five. The service comprises:</p> <ul style="list-style-type: none"> <li>* the assessment of families in need of help;</li> <li>* recruiting, supporting and supervising volunteers to work with families, generally over a period of six months to one year;</li> <li>* weekly visits (lasting up to three hours), linking a designated volunteer to a specific family;</li> <li>* regular assessments of clients and a carefully planned phasing out of support;</li> <li>* a twice-weekly family support drop-in service on the Grahame Park Estate.</li> </ul> <p>HSB employs a part-time office manager, who deals with all telephone enquiries and administration, and three co-ordinators, one, who is full-time, concentrating on the two Sure-Start areas, and two part-timers, each of whom is responsible for assessing and monitoring clients; training and supervising the volunteers; and selecting suitable volunteers to work with</p>		

families according to their particular needs. The scheme at present has 38 active volunteers.

It is publicised widely throughout the borough, including mail drops and features in community newsletters; notices in libraries, clinics, community centres and schools; and talks given to both professional and community groups. It operates in close liaison with statutory agencies, from which it receives referrals (via social workers, health visitors, etc) of 50% of clients. A growing proportion of clients are now self-referring as news of HSB's work spreads.

During 2004/05, HSB supported 64 families with 92 children under the age of five. 10% of the children and 6% of the parents had special needs. The problems encountered were wide ranging, but most parents, for a variety of reasons, felt isolated, often because of post natal depression or other mental health problems. 27% were lone-parent families, many of whom were experiencing financial difficulties. 29% had twins or triplets, giving rise to issues of physical and emotional exhaustion, being families for whom HSB fills a gap in provision as many do not qualify for any other help. Other common issues included domestic violence and inappropriate housing.

The stresses and strains these and other factors create make it difficult for families to cope; get out and about; and access services. They often feel trapped and lonely, having little or no support from their own families who may be far away, abroad or just not available. The regular weekly visit by a volunteer makes a significant difference to families' lives, enabling parents to share their concerns and seek advice; build self-confidence; link up with local services; or catch up with household tasks or rest. HSB thus helps prevent family crises and breakdown in a way that parents can accept as non-stigmatising.

Following a successful recruitment drive for more volunteers and an expanded training programme, HSB has increased its capacity by 33% over the last twelve months, eliminating a waiting list that contained 35 families at the beginning of the year. Between April and December 2005, 85 families were supported by its home-visiting programme. The year was marked by a larger number of 'high-end' referrals from council sources, sometimes picking up where a family support worker left off and/or offering friendship and emotional support over a longer period that is outside the remit of statutory services.

The drop-in facility on the Grahame Park Estate was last year extended to two mornings a week and provides a regular meeting place for otherwise very isolated families, many of whom are one parent families on a low income with a fear of crime in the locality. Run by a part-time project worker with the help of two play assistants, the drop-in is currently supporting 30 families, with an average of fifteen attending each session. It represents an effective mechanism for families to expand their social networks and gain support from others, besides providing young children with a safe and stimulating environment in which to play and learn social and other life skills.

There are monthly surgeries held at Lakeview, Fairway and Wingfield Children and Families Centres as part of partnership working with other agencies in the two Sure-Start areas, which also includes liaison with the Detached Youth Team and targeting of black, minority ethnic and other hard-to-reach groups.

The Divisional Manager in the Children & Families Service, who is the council's ex-officio representative on HSB's management committee, comments that the group is run in a professional manner and has developed clear and robust management, monitoring and evaluation systems. Its work is an effective means of preventing family problems from becoming crises and serves to build and maintain family values and the family unit. It

represents good value for money, the cost of taking a child into care being significantly greater than it costs HSB to support a family. The service has been an important element of setting up and delivering the Sure-Start initiative in Barnet.

This application is seeking strategic funding over a further three-year period with a view to supporting HSB's infrastructure and strengthening its ability to seek other funding to develop and expand services.

Targets for 2006/07 include increasing the number of trained volunteers to 50 that will enable HSB to expand its client base by a further 20%; piloting the recruitment of specialist volunteers to work on specific issues and projects; replication of the drop-in facility at other locations in the borough; and more outreach work, particularly in conjunction with its Sure-Start partners, targeting teenage parents, single fathers and refugee groups.

### **Quality and equality**

HSB operates in accordance with policy and practice guidelines laid down by Home-Start UK, which cover the recruitment and selection of staff and volunteers; the assessment and review of families' needs; child protection; confidentiality; complaints; and monitoring and evaluation. It is about to be audited by the national body, which is rolling out to affiliated groups a new quality assurance scheme. HSB's management committee comprises a cross section of local stakeholders, including representatives of key statutory and voluntary agencies, volunteers and clients. Quarterly reviews are held of the progress made with each client family. 85% of respondents to the latest annual client survey rated the overall quality of service as good or very good, and 50% felt that their needs had been met in full.

The Children & Families Service confirms that that HSB's recruitment and management procedures comply with the standards set by the recommendations of the Bichard Report, which include enhanced checks with the Criminal Records Bureau. There is a rigorous eight-week training programme for all new volunteers, which draws on the expertise of specialists and other agencies. Each trained volunteer is subject to monthly supervisory sessions with a co-ordinator.

HSB has an equal opportunities policy covering members of the management committee, staff, volunteers and all aspects of service delivery. Its literature is available in eight languages and many of its volunteers are multi-lingual. HSB also has access to outside interpreters. One third of the families presently receiving support are from minority ethnic communities. A similar proportion of the existing volunteers are Asian or black. Work with Barnet College and minority community support groups is aimed at introducing greater diversity amongst families and volunteers.

### **Cost and financial need**

Originally set up with three-year (council/health authority) Joint Finance, HSB currently incurs annual expenditure in excess of £110,000, of which 70% are staffing and training costs. The 2006/07 revenue budget shows a projected pre-grant shortfall of £33,138. Vacancies on two of the paid posts resulted in an equivalent actual figure for 2004/05 of £23,589. Net current assets at 31/3/2005 were £24,375, of which £2,507 were restricted funds, leaving an uncommitted balance of £21,868 (15% of projected 2006/07 expenditure).

HSB has been supported for the last three years with a fixed-term grant of £25,000 pa, which expires at the end of March 2006. In 2005/06, the award met 22% of core costs and was used

to fund one of the two part-time co-ordinator posts and towards meeting overheads.

The request is for a further three-year grant of £25,000 a year to continue to underpin core costs.

Practically all of HSB's income is in the form of grants, of which 70% is derived from three council sources. A service-level agreement with the Children & Families Service drawn up in 2003 yields £15,000 pa in return for the delivery of an agreed number of home visits and other volume measures. In practice, this supports the second part-time co-ordinator post. More recently, HSB has been commissioned by the Early Years & Play Service to support families in crisis living in the two designated Sure-Start areas, drawing on DfES Sure-Start funding. In 2005/06, this involved a payment of £44,110, a sum likely to be replicated in 2006/07.

The balance of funding is mainly in the form of fixed-term awards from charitable trusts in support of specific elements of HSB's work, complemented by a modest amount of fundraising and donations. There is no charge for any of its services.

HSB is seeking to increase its complement of staff by the addition of two further posts in 2006 to take charge of strategic development and building capacity, for which charitable funding is to be sought.

In view of the similarity of core funding that exists between the Grants Unit and the Children & Families Service, it is proposed that the two funding streams be amalgamated in 2006/07. The grant recommended is therefore for one year only, the agreed sum to be transferred from the grants budget to the Children & Families Service for future administration in conjunction with existing monitoring and evaluation procedures as part of its service level agreement with HSB.

**Grant recommendation, type and conditions**

**£25,000** Fixed-term grant   
One year revenue grant   
One-off/Start-up

**Special conditions:**

The award should be made subject to agreement with the Children & Families Service on targets and outcomes, and satisfactory compliance therewith.

**Duration of project and exit strategy (project grants only)**

n/a

**Target grant outcomes (for monitoring and evaluation)**

To offer regular support, friendship and practical help to vulnerable families in Barnet experiencing difficulties in caring for at least one child under the age of five through a weekly home visiting and drop-in service, specific targets and outcomes to be agreed as above.

**Date:** March 2006

**GRANT APPLICATION 2006/07 - ASSESSMENT AND RECOMMENDATION**

<b>Corporate Priorities</b>	Supporting the Vulnerable in our Community A First Class Education Service	
<b>Organisation</b>	<b>NEW BARNET COMMUNITY ASSOCIATION</b>	ref 285/C/CTY
<b>Address</b>	New Barnet Community Centre, 48-50 Victoria Road, New Barnet	

**Contribution to policy**

The council attaches a high priority to working in partnership with local communities and especially with groups that add value to council services and make a positive difference in their area, assisting vulnerable people to help themselves and lead a full life. Community-based initiatives fulfil an important role in helping older people with medium to lower levels of need to maintain their independence and remain as active as possible in the community, and averting the risk of their becoming socially excluded.

The council is also supportive of out-of-school activities for children, including breakfast clubs, after school clubs and holiday playschemes, focused on the three objectives of providing good quality childcare to help working parents; educational achievement; and opportunities for children to play. Provision within the voluntary sector makes a significant contribution to helping the authority achieve its strategic targets, set by the DfES, of sustainable out-of-school childcare places.

New Barnet Community Association (NBCA) offers these and other activities to residents young and old living in New Barnet and beyond, providing a focus for community involvement; contributing to the quality of life in its area, particularly for isolated older people; and enabling parents (who are unable to pay commercial childcare rates) to continue working, or studying, full-time, or to have respite from the care of disabled children.

**Outline of activities / service evaluation**

The association provides:

- \* a lunch club, with transport, social activities, talks and advice, for older people during school term-time, reducing from three to two days a week in April;
- \* a 40-place after school club for children aged five to eleven from four local primary schools, held each afternoon from 3.30 pm to 5.45 pm, Monday to Friday, also during term-time, with activities such as sports, games, arts and crafts, and including provision for children with disabilities through the Integrated Play Opportunities Project (IPOP);
- \* a breakfast club (and 'take to school' service), offering 24 places a day, accommodating children from the same four schools;
- \* a school holiday playscheme for eight weeks of the year, with capacity for 40 children a day and IPOP assistance for the disabled;
- \* a fully inclusive youth club for two hours on Wednesday evenings, catering for able-bodied and disabled young people aged eleven and upwards;
- \* accommodation within the community centre for hire by local groups, including an under fives playgroup; a weekly social club for pensioners; the local St John's Ambulance Brigade; and various classes, clubs and societies.

Activities are co-ordinated by a paid centre manager (35 hours a week), with eleven part-time staff or sessional workers to run or assist with the various parts of the programme, including a luncheon club organiser; play and youth club teams; and a special needs co-ordinator for the children's clubs (in addition to the one-to-one support provided through IPOP). The paid staff are supported by a team of volunteers, including students on work experience placements and offenders undertaking community service (who help with tasks such as building maintenance and gardening).

Arising from a reduction in membership of the lunch club (to 32) as clients have died or gone into residential care, one of the three weekly sessions is about to be discontinued. 80 meals are currently being served each week. Transport, using the centre's own minibus, is provided for up to ten disabled people at each session. New clients are being sought through local publicity. Members are supported in a number of ways, including benefits checks and liaison with other agencies. Co-operative arrangements exist with Friend-in-Need Community Centre (in East Barnet) (which supplies volunteer drivers) to provide social outings for members of both groups, besides facilitating greater sharing of information and resources.

148 children, including eighteen with disabilities and/or a statement of special educational needs and a smaller number from families in crisis referred by the Children & Families or Early Years & Play Services, are on the combined register for the after school club and holiday playscheme, both of which operate for most of the year at maximum capacity, with a waiting list for places. The take-up of places at the breakfast club is variable, but reaches a maximum of eighteen.

The youth club, started in 2000 and one of the few genuinely integrated youth clubs in the borough (with one-to-one helpers), continues to be well supported. 36 young people are at present registered, all but five of whom have a disability or special needs of some sort. Attendance averages 20 per session. One of the part-time workers running the club is seconded from the Inclusive Youth Clubs Project, thus reducing the call on NBCA's own resources. The in-house programme of activities is complemented by weekend outings once a month.

Altogether, NBCA has a membership of over 400 households and successfully harnesses the energy and enthusiasm of members and volunteers to assist those users who need extra help. The services available are widely publicised, including posters and circulars about the children's clubs distributed to the schools in the locality. Besides word of mouth recommendations, referrals are received from social workers, health visitors, general practitioners, carers and neighbours.

Since completion of phase one of a two-stage building development programme, the community centre offers improved facilities for disabled users, particularly amongst children and young people, and is successfully promoting more integrated activities. Its outdoor play area and garden were refurbished during 2005 and add to the range of play opportunities. For the last four months, volunteers from the Community Service Order Scheme have been repairing and decorating the premises inside and out.

Overall, NBCA delivers a well-structured programme that complements and supports council objectives and services and acts as the hub of voluntary and community sector activity in the area.

The luncheon club contributes to delivery of Adult Social Services' prevention strategy for older and disabled people. Out-of-school and holiday play provision is a focus area for the Early Years & Play Service and NBCA's clubs and playscheme help implement strategic targets set for



Barnet in terms of the creation and maintenance of childcare places. Support for voluntary and community sector youth clubs, particularly those serving young people with disabilities and special needs, accords with the Youth Service's strategy of building capacity, particularly in areas such as New Barnet, where, at present, there is no council provision.

### **Quality and equality**

Quality in the children's services is underpinned by standards set, and an annual OFSTED inspection carried out, under the Children Act 1989; regular training opportunities for staff that comply with more stringent national childcare standards; and participation in the '4 Children' quality assurance programme. Following a recent inspection, NBCA has achieved level 2 standard of a new national quality accreditation ('Quality in Play') brokered by the Barnet Play Association. Its play team, who are relatively new, are progressing through the scale of NVQ playwork qualifications. Details are being sought of its recruitment and management procedures to ensure that they comply with the recommendations of the Bichard Report.

Feedback from clients is obtained by way of newsletters and questionnaires used in each of the three main areas of activity. All parents of children attending the clubs receive a guidebook setting out quality standards. There is an advertised complaints procedure. All regular user groups are represented on the management committee, which also includes two council representatives.

NBCA operates an equal opportunities policy and works collaboratively with local schools and other statutory and voluntary agencies to ensure that its services are widely known and inclusive. The premises are fully accessible and offer adapted toilet and washing facilities. 23% of the current membership of the children's clubs is from minority ethnic communities.

### **Cost and financial need**

The 2006/07 revenue budget shows a projected pre-grant shortfall of £39,920. This assumes that the Early Years & Play Service will be continuing to support the four-week summer holiday playscheme, although it is likely that a service-level agreement with NBCA will be replaced by the purchase of more subsidised places. The budget makes no allowance, however, for the renewal of charitable funding for two part-time posts, which expired last year. Replication of the previous level of support for the posts will reduce the projected deficit to £29,520. The comparative 2004/05 actual figure was £25,386. Net current assets at 31/3/2005 were £57.

The grant request is for £30,072, specifically to fund the core posts of centre manager and (part-time) secretary; an honorarium paid to the luncheon club organiser; and sessional payments to the minibus drivers. In 2005/06, the association was awarded a revenue grant of £25,000, representing 35% of core costs, comprising £20,000 for community activities and £5,000 for the out-of-school programme, plus two one-off grants totalling £2,250 towards remedial electrical works and fitting an alarm and immobiliser to its minibus.

Fees to the after school club (£5 a session) and the holiday playscheme (£6/£12 per half day/day) meet up to 70% of the costs of those services. The breakfast club is run on a largely self-financing basis through the imposition of a daily charge of £3. Admission to the youth club is 50p per evening, with additional charges for special activities. Income to the lunch club covers the cost of meals and contributes towards transport expenses. With regard to all of the other community activities at the centre, membership fees, lettings income, donations and fundraising generally meet between 30% and 40% of annual revenue expenditure.

NBCA has encountered some cashflow problems during 2005/06, partly arising from a temporary dip in membership of the after school club during the autumn term as a higher proportion of children than normal transferred to secondary school or moved away and the more recent decline in take-up of places at the lunch club. There have also been problems of unpaid fees to the children's clubs by families in crisis, either because of family break-up or loss of employment, about which the association is reviewing its strategy.

In addition, it has had to support the part-time posts of children's special needs co-ordinator and youth club leader from its own resources for the last six months because of delays in BBC Children in Need accepting an application for re-funding. Its bid for a further three-year grant towards the two posts is now due to be considered in the next couple of months.

An application to the Early Years & Play Service for help from the Sure Start Sustainability Fund resulted in the award of a one-off grant of £2,000 towards balancing the 2005/06 budget.

NBCA will continue to pursue its successful policy of seeking charitable grants towards the development of the children's programme. The Valentine Poole Charity has invited it to apply for more general funding in 2006/07. Attainment of the 'Quality in Play' level 2 accreditation is about to result in a one-off award of £1,000.

**Grant recommendation, type and conditions**

**£25,000** (comprising £20,000 for community activities + £5,000 for the out-of-school programme)

Project grant   
 One year revenue grant  \*  
 One-off grant

**Special conditions:**

The award should be made subject to (a) confirmation that other funds have been secured towards maintaining the level of service outlined below and (b) the submission of a statement of working principles and practices, and verification that these comply with post-Bichard standards of safe recruitment and management.

**Duration of project and exit strategy (project grants only)**

n/a

**Target grant outcomes (for monitoring and evaluation)**

To provide (i) a lunch club for vulnerable older people on two days a week; (ii) out-of-school childcare and play opportunities, Monday to Friday, for children aged five to eleven whose parents need affordable provision to enable them to work or study, comprising an after school club and a breakfast club during term-time and an all-day holiday playscheme for eight weeks of the school holidays; (iii) an integrated youth club; and (iii) lettings to community groups.

**Date:** March 2006

**GRANT APPLICATION 2006/07 – ASSESSMENT AND RECOMMENDATION**

<b>Corporate Priorities</b>	A First Class Education Service Supporting the Vulnerable in our Community	
<b>Organisation</b>	<b>OLD BARN YOUTH AND COMMUNITY ASSOCIATION</b>	<b>ref</b> 301/E/CTY
<b>Address</b>	Old Barn Youth and Community Centre, 20 Fallows Close, N2	
<b>Contribution to policy</b>		
<p>The council is supportive of out-of-school activities for children, including breakfast clubs, after school clubs and holiday playschemes, focused on the three objectives of providing good quality childcare to help working parents; educational achievement; and opportunities for children to play. Provision within the voluntary sector makes a significant contribution to helping the authority achieve its strategic targets, set by the DfES, of sustainable out-of-school childcare places.</p> <p>A high priority is attached to working in partnership with local communities and with groups that add value to council services and make a positive difference in their area, helping vulnerable people to help themselves; reducing the risk of social exclusion; and encouraging community cohesion.</p> <p>The Old Barn Youth and Community Association (OBYCA) is the largest voluntary sector provider of out-of-school activities in Barnet, offering the full range of children's activities in an area of social deprivation. Occupying the borough's only full-time play centre, it caters for a large number of children referred by the Children &amp; Families and Early Years &amp; Play Services, including those with disabilities, and enables parents (who are unable to pay commercial childcare rates) to continue working, or studying, full-time. It has also developed a broad range of other community activities, helping to promote community involvement and improve the quality of life in an area of social housing and known need.</p>		
<b>Outline of activities / service evaluation</b>		
<p>OBYCA's year-round programme of activities focuses on out-of-school clubs for children aged five to thirteen and comprises:</p> <ul style="list-style-type: none"> <li>* a 60-place after school club (operating up to 6 pm, Monday to Friday, during school terms);</li> <li>* a 12-place breakfast club (every weekday morning in term-time from 7.30 am); and</li> <li>* a 60-place holiday playscheme (for ten weeks of the school holidays, and on INSET days).</li> </ul> <p>Activities include sports, games, arts and crafts, theme projects and day trips, with special provision made for children with disabilities through the Integrated Play Opportunities Project (IPOP). Those attending the after school club are also provided with a snack. Supervised by a part-time playleader and staffed by five part-time play workers (with a sixth worker helping on the holiday playscheme), children are collected from (and, in the case of the breakfast club, taken to) six local primary schools using the centre's own minibus.</p> <p>The capacity of the after school club was increased (by ten places a day) in 2000 in response to parental demand, but membership was subsequently affected by the opening of a privately-</p>		

run club and holiday playscheme at Martin Junior School, which also took pupils attending Tudor JMI School, being two of the schools supplying children that formerly used the Old Barn's facilities. Local publicity and other promotional activities have served to restore the take-up of places currently to 55% of available capacity. Ten places a day are at present filled by children deemed to be 'in need', sponsored by the Children & Families Service, whilst an average of four disabled children attend each session with one-to-one support from IPOP.

The breakfast club generally fills up to eight of the twelve available places each morning.

The holiday playscheme, which last summer had 23 social services-sponsored places, continues to be well supported, take-up over the last twelve months averaging 75% of capacity.

During 2004/05, 216 children up to the age of thirteen attended the children's clubs, of whom eighteen (8%) had one-to-one support in view of their special needs. At present, there are 250 children from 148 families registered at the centre.

The Early Years & Play Service attaches value to out-of-school provision by the voluntary sector, helping, as it does, to meet the strategic targets set for Barnet regarding the creation and maintenance of sustainable out-of-school childcare places and play provision across the borough.

OBYCA also offers a fully inclusive youth club, run on a semi-independent basis as part of the Inclusive Youth Clubs Project (IYCP) set up in 2003, in which OBYCA is the lead partner.

With the support of Barnet Youth Service and IPOP, the aim of the IYCP is to develop integrated youth clubs and activities across the borough for young people of all abilities aged eleven to eighteen. The project employs a full-time leader and nine sessional youth workers, who deliver activities at three other integrated youth clubs, comprising the club at New Barnet Community Centre and others at Oak Lodge School and Norwood's Kennedy Leigh Centre in NW4. Membership of OBYCA's youth club has grown from 72 to 120 over the last twelve months, of whom 39 are disabled. Attendance averages 35 per session. The Youth & Connexions Manager endorses the value of the clubs in integrating disabled and able-bodied young people and building a more inclusive society.

The association's programme is co-ordinated by a full-time manager, who is also responsible for supervising the overall use and operation of the community centre, which is leased by the council to OBYCA and includes a recently renovated adventure playground suitable for use by children with disabilities. A part-time assistant, whose post is shared with IPOP, discharges some of the day-to-day functions and enables the manager to focus more on strategic development and fundraising.

The premises provide an administrative base for two other voluntary groups, Home-Start Barnet (which offers support and help to vulnerable families with young children) and the Barnet Play Association (BPA) (the umbrella body for voluntary sector play provision for primary school-age children in Barnet), which occupy offices on the first floor.

Other community activities run independently at the centre include:

- \* a 24-place pre-school age playgroup each weekday morning in term-time;
- \* a parents and toddlers group;
- \* 'open door drop-in' sessions offered by Barnet Mencap for parents of children with a learning disability;

- \* Barnet College outreach classes in English as a second language;
- \* a Saturday morning Gujarati school;
- \* community activities run by the Grange Residents Association;
- \* a range of other community lettings during the daytime, evenings and weekends.

In addition to OBYCA's own clubs, there are up to 400 other users of the centre each week.

The centre's status within the local community will be further increased by the completion this spring of an extension to the premises, financed by North London Connexions, that will create an additional resource for young people that will offer a range of services, such as careers advice, to be delivered by a number of supporting agencies.

### **Quality and equality**

Quality in the children's services reflects standards set, and an annual inspection carried out by OFSTED, which, following its last inspection (in 2003), awarded OBYCA its top rating in ten out of fourteen national standards. The association follows quality assurance procedures recommended by '4 Children' and is participating in the new quality assurance scheme, 'Quality in Play', being brokered by the BPA. Guaranteed standards are published in a handbook for parents, who receive a bi-monthly newsletter. There is an ongoing programme of staff training; a published complaints procedure; and regular feedback from parents and children. The management committee mainly comprises parents and representatives of user groups, and includes two council representatives.

OBYCA has been asked to forward details of its recruitment and management procedures to verify that they comply with the recommendations of the Bichard Report.

The centre is fully accessible to people with disabilities. In partnership with user groups, OBYCA targets disadvantaged communities and seeks to extend access to play and recreational opportunities to all children and young people with special needs in accordance with its policy of equal opportunities. Staff speak six minority community languages. Over 50% of children attending the clubs and holiday playscheme are from Asian, black or other minority ethnic communities.

### **Cost and financial need**

The 2006/07 revenue budget, which, pending a decision on its establishment as a separately constituted body, incorporates the full staffing complement of the IYCP shared with the three other integrated youth clubs, shows a projected pre-grant shortfall of £36,875. The comparative 2004/05 actual figure was £29,813. At 31/3/2005, OBYCA had net current liabilities of £2,659.

The grant request is for £40,000. In 2005/06, the association was awarded a revenue grant of £32,000, apportioned as £19,760 for the out-of-school programme and £12,240 for community activities, plus a one-off grant of £8,500 towards the provision of a new tail-lift minibus by the Variety Club of Great Britain, which required one third of the value of the vehicle to be raised from other sources

A previous one-off award of £15,000 in 2003 in response to a joint bid with BPA towards the construction costs of a playwork assessment and training room at the centre was withdrawn last year as OBYCA was unsuccessful in raising the balance of funding for the project.

35% of OBYCA's annual expenditure is currently met from membership fees and admission

charges to the children's clubs and holiday playscheme. Daily rates are £3 and £5.50 for the breakfast and after school clubs respectively, and £16 for the holiday playscheme. Concessions apply in the case of siblings; children who are in receipt of free school meals; and families who qualify for Working Tax Credit.

The other main sources of income are lettings/hire charges; grants, mainly from charitable trusts, towards specific elements of the programme; and fundraising.

The Early Years & Play Service has for a number of years supported the four-week summer holiday playscheme through a service-level agreement with OBYCA, but this is likely to be discontinued and may be replaced by an increase in the number of subsidised places.

Originally set up with a pump-priming grant from the former (National Lottery) Community Fund, the cost of the youth club is substantially met from a funding package for the IYCP as a whole, now amounting to £55,000 a year following the addition of a three-year award from BBC Children-in-Need to existing fixed-term grants from North London Connexions and the London Youth Trust. The proposed formation of a consortium of local groups committed to inclusive youth provision is aimed at increasing other funding opportunities to support the development and expansion of the project.

The re-focusing of the manager's time towards marketing and fundraising is serving to increase self-generated income in 2005/06, with lettings and hire charges expected to yield 12% more than in 2004/05. OBYCA's immediate objective is to restore a working balance for the first time in a number of years. Combined with a more vigorous approach to external fundraising, it is demonstrating greater diversity in its budgeting such that the council's core grant has fallen from 20% to 15% as a proportion of annual turnover.

**Grant recommendation, type and conditions**

**£32,000** (comprising £19,760 for the out-of-school programme and £12,240 for community activities)

Project grant   
 One year revenue grant  \*  
 One-off/Start-up grant

**Special conditions:**

The award should be made subject to the submission of a statement of working principles and practices, and verification that these comply with post-Bichard standards of safe recruitment and management.

**Duration of project and exit strategy (project grants only)**

n/a

**Target grant outcomes (for monitoring and evaluation)**

To provide (i) out-of-school childcare and supervised play opportunities, Monday to Friday, for children aged five to thirteen whose parents need affordable childcare provision to enable them to work or study, comprising a breakfast club and an after school club during term-time and an all-day holiday playscheme for ten weeks of the school holidays and (ii) a range of other activities and facilities for the benefit of the local community.

**Date:** March 2006