

APPENDIX 4: Mencap – Appeals Documentation

Main Grants 2017-18 report – Annex A

Name of organisation	Lewisham Mencap
Date of meeting	30 August 2016
Names and positions of attendees	Abike Fakoya, Chair Mary Olaniyi, Coordinator/Family Advisor Cynthia Davis, Director and Volunteer Petra Marshall, Community Resources Manager LBL

Group Name:	Total	Q1	Q2	Q3	Q4
Total funding received 2015-16	£30,000	N/A	£10,000	£10,000	£10,000
Total funding to be received 2016-17	£40,000	£10,000	£10,000	£10,000	

Outcomes	Support
	<p>1. Provide activities for vulnerable adults that reduce isolation. Vibrant community infrastructure: High quality social activities for people with learning disabilities which cost about 50p to enter each club.</p> <p>2. People with learning disabilities in Lewisham can access holidays that give them the support they need.</p> <p>3. Advocacy support provided for people with learning disabilities and their families to ensure that they can gain access to services thereby improving their quality of life, social well-being. Parents and carers of people with learning disabilities can access practical support (writing letters, phone calls) and advocacy. Give parents and carers a voice in local service development.</p> <p>4. Parent, Carers and Cared for, gain more confidence and develop understanding of the process of the Direct Payments and Self-Directed Support.</p>

	Opportunity to share information and experience.									
Outputs:	2015-16 Target	2015-16 Q2	2015-16 Q3	2015-16 Q4	2015-16 Total	% Achieved	2016-17 Target	2016-17 Q1	2016-17 Q2	% Achieved TD
1. Provide 3 evening clubs per week in 2 centres (in locations) within Lewisham (<i>no. of sessions</i>)	117	39	33	39	111	94.87%	156	37		94.87%
2. One hour of support activities using the Leemore Centre sports garden once a week (<i>no. of sessions</i>)	18	6	6	6	18	100%	24	6		100%
3. Offer a range of supported holidays determined by club members (<i>1 holiday per year</i>)	1	0	0	1	1	100%	1	1		100%
4. Provide an appointment based and drop in advocacy service (<i>no. of people</i>)	12-15	5	5	4	14	100%	16-20	5		100%
5. Provision of healthy snacks within Clubs and Discos (<i>number of sessions available</i>)	39	13	13	13	39	100%	52	13		100%
6. Develop (deliver in 2016/17) Focus Group consisting of	3	1	1	1	3	100%	4	1		100%

Parents, Carers and Adults with a learning disability who receive the Direct Payments or Personal Budget (<i>number of focus groups per year</i>)											

1. Remove funding from under-performing groups/those performing least well

Have you achieved at least 90% of the agreed reporting outputs and outcomes in all quarters since the start of the programme?

The outputs for 2015/16 have all been met or exceeded except one, which was just under 95%. Performance for quarter 1 in 2016/17 is also on track to meet all targets.

The funding for this round of Main Grant (2015-18), agreed by Mayor & Cabinet (Contracts) in May 2015, states that Mencap's grant award would be for the provision of social clubs and related activity; and that this should be the priority for the organisation.

It further agreed that advocacy, and information and advice would not be funded and those services should be delivered by other organisations where needed.

However, Mencap have continued to use the Main Grant for the provision of advocacy and information and advice, and provide monitoring data for this (outputs 4 and 6). The council has continued to accept this monitoring data in error and has not directly addressed the use of the grant in this way.

During the course of this process this error has become apparent and Mencap report that they are in fact providing support and advocacy to many more people than that being reported.

Have you achieved all of the wider outcomes outlined in the initial grant application?

The organisation appears to be delivering against the wider outcomes agreed at the start of 2015/16 grant year.

Mencap provide lively and well attended clubs three evenings a week; averaging attendance between 50 and 80 per club night. In addition around 6 outings per year are delivered (e.g. to Hastings, Windsor) which allow the participants to socialise in a different setting and visit new places. In 2015/16 Mencap's assisted holiday was to Blackpool in June. This is subsidised with participants paying around £400 each. The organisation report that everyone had a great time, visiting Liverpool and going a river cruise and visiting the Beatles Story; going to a show, an animal farm and People History Museum.

The Direct Payments focus group covered a range of topics including rights under the Carers Act 2014, information on DBS, ACAS and insurance; and support was given in filling in legal help forms. In 2015/16 50 parents and carers and adults with learning disabilities attended across 3 sessions. In May 2016 Mencap presented to Lewisham Islamic Centre where 13 people attended; and information was given on right to care, assessment, SEN education and Direct Payments. There doesn't appear to be any satisfaction feedback.

If no to either of the above:

- what are the mitigating factors?
- what plans are in place for improving performance?
- what progress has been made against actions agreed with your Development Officer?

N/A

What local support/evidence of need can you identify for the work you are undertaking?

The organisation state that without their provision people would be isolated and would have an impact on their health; and that carers / families would not have respite care.

Attending the clubs gives the users confidence and reduces depression, stress and anxiety.

2. Negotiate reductions and seek alternative funding streams

Are there any proposals that you can put forward that will deliver significant saving against current expenditure? This can include capital investment to change your delivery/business model.

There are no significant savings suggested; however Mencap are looking at a number of small scale savings:

- seeking someone to share their offices on Lee High Road to make a saving of approximately £4-6k; although there has been little interest to date. They have been advised by their lead officer to explore the option of taking a desk at Leemore or Mulberry
- making parents pay for photocopies
- yearly membership rates increased from £5 to £20
- shopping centre fundraising
- other small scale efficiencies

What alternative funding streams are you already pursuing?

Mencap have undertaken some fundraising and funding bids as follows:

- People's health Trust March 2016 – not successful
- Lee Charity of William Hatcliffe May 2016 £20,000 – no outcome yet
- Big Lottery Reaching Communities 2 x application for £40,000, July and September 2016 – no outcome yet

Mencap state that they will continue to submit funding applications; however fundraising agencies have advised them that they are unlikely to get core funding or funding for existing projects. They are seeking to develop new projects to attract funds.

Are there any other funding streams that you can identify that the council can support you to access?

None were identified.

3. Work with groups to consider mergers or asset sharing

Are there any organisations doing similar work to you in the borough who you may consider sharing resources or merging with? Who have you considered/approached?

Mencap are seeking to share their office space to realise savings; although it has been suggested to them by their lead officer that they also investigate taking a desk space in one of the community hubs to make greater savings. They state that what Mencap do is different to other providers and therefore sharing assets or merging is not possible.

Mencap showed no interest in sharing resources with or merging with other similar Learning Disability providers.

Are there other groups in the local area that you could share resources with even if they are delivering a different type of service? Again, who have you considered/approached?

As above.

What support might you need to move these suggestions forward?

N/A

4. Pro-rata reductions across all groups

What would a 25% cut in your grants look like in service delivery terms? What are the wider impacts?

The recommendation report for funding for this round of Main Grant (2015-18), agreed by Mayor & Cabinet (Contracts) in May 2015, stated that Mencap's grant award would be for the provision of social clubs and related activity; and that this should be the priority for the organisation. It further recommended that advocacy, and information and advice be delivered by other organisations where needed.

Mencap have continued to use the Main Grant for the provision of advocacy and information and advice, and provide monitoring data for this (see outputs 4 and 6 above). The council has also continued to accept this monitoring data and has not dealt with this error until now.

It appears that a substantial proportion of the grant is used to provide this advocacy, information and advice; and Mencap are providing it erroneously. The social groups which the council does fund are predominantly run by volunteers with a small amount of administrative support and sessional worker cost.

As such, it is recommended that Mencap receive a 50% cut. This is to safeguard the social activities which they are funded for; and in recognition that the advocacy, information and advice work is not funded by the council.

When a pro-rata cut of 25% was discussed with the organisation they stated that they would need to close; that they couldn't continue to run. However, officers believe that a

50% cut would enable them to continue to deliver the social activities which was the original purpose of the grant in 2015.

Have you modelled this cut and developed an action plan for its implementation?

Several emergency meetings have been held to discuss a possible 25% cut and a number of actions have arisen from this (e.g. advertising the sharing of the office, small scale fundraising). Some modelling against 2017/18 budget forecast has taken place.

Conclusion

Any other comments / areas discussed

Conclusion and recommendation

Mencap provide well attended and much loved social activities in the form of clubs, outings and holidays for people with learning difficulties. However, they have also been using the funding received from the council for the provision of advocacy, information and advice despite this not being part of their grant award.

It is recommended that Mencap receive a 50% cut in their funding.

Equalities groups disproportionately impacted by recommendations

Ethnicity:		Pregnancy / Maternity:	
Gender:		Marriage & Civil Partnerships:	
Age:		Sexual orientation:	
Disability:	x	Gender reassignment:	
Religion / Belief:			

Commentary and potential mitigations:

Mencap provide support and activities for people with learning disabilities. A reduction in their funding will have a disproportionate effect on the protected characteristic of disability; however officers will work with the organisation to mitigate this impact as much as possible when agreeing new outputs for 2017/18.



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31st October 2016

Dear Abike,

Re: MAIN GRANTS – draft 2017/18 and 2018/19 funding recommendation and notice of proposed change to funding

I am writing to inform you of the draft recommendation for your 2017/18 Main Grant funding.

As you will be aware, the overall Main Grants budget is being reduced by £1m from 1 April 2017, equating to a reduction of just over 25%. Following consultation in May and June 2016, it was agreed by the Mayor and Cabinet to realise these savings using four approaches, in the following order of priority:

1. *Remove funding from under-performing groups/those performing least well*
2. *Negotiate reductions and seek alternative funding streams*
3. *Work with groups to consider mergers or asset sharing*
4. *Pro-rata reductions across all groups*

Officers have now met with all Main Grant funded organisations and sought to realise as much in the way of savings from the top 3 approaches as possible to reduce the impact of a pro-rata reduction to all remaining groups.

Whilst Mencap is delivering against the outputs and outcomes; it has been noted and was discussed at our meeting in September that you are not funded to deliver advocacy, information and advice. The recommendation report in 2015 was very clear that the funding was for the provision of social clubs and related activity only.

Mencap has continued to report monitoring against advocacy, information and advice and the council has accepted this in error. It would appear that some of the main grant funding is used to deliver this advocacy, information and advice and as such officers are recommending that Mencap receive a larger than pro-rata cut to reflect this, with a view to safeguarding the delivery of the social activities which is the purpose of the grant funding.

It is recommended that your grant is reduced by 50% in 2017/18 and 2018/19; which means that your recommended award will be £20,000 per annum.

NB - please note that this recommendation may be subject to change following appeals and decision.

Your recommendation report is attached.

If you would like to query anything in the report or highlight any factual errors please contact your Lead Officer as soon as possible. If your queries cannot be addressed and you wish to make a formal appeal against the recommended Grant award please send a submission to main.grants@lewisham.gov.uk

Your submission should be no longer than 2 sides of A4 with the email titled FORMAL APPEAL – (*name of your organisation*).

In order to be considered your appeal must reach us by midnight on Tuesday 15 November 2016. Please be aware that both your submission and our response will be public documents. These representations will be considered at a special meeting of the Mayor and Cabinet (Contracts) on 30 November 2016, 2-6pm. At this meeting you have the opportunity to make a short 3 minute presentation to the Mayor and Cabinet to be considered alongside the written representation. If you would like to speak, please confirm this when you send in your submission.

Following this meeting the final Main Grant recommendations will be presented to Mayor and Cabinet (Contracts) on 7 December 2016 for decision.

It has been agreed that the Main Grants programme will be extended by 1 further year, until 31 March 2019. However, please note that all council expenditure is subject to annual review, and continued funding will be subject to you agreeing and meeting your outputs and outcomes.

Please note that this letter acts as 3 months' notice of a proposed change to your funding. Although the final decision will not be taken until December you should take any necessary steps now required to manage any proposed change to your funding level.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Lee', is written over a faint, circular official stamp. The stamp contains some illegible text and a central emblem.

James Lee
Head of Cultural and Community Development



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14th November 2016

James Lee
Head of Cultural and Community Development Service
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Dear Mr. Lee

FORMAL APPEAL – LEWISHAM MENCAP

I am writing on behalf of Lewisham Mencap management committee to appeal the main grants funding recommendation made in October 2016.

We would like to highlight some factual errors made in the report and officially appeal against the decision made to cut our grant by 50% in 2017/18.

You state in your letter that we have continued to report monitoring against advocacy, information and advice and that the council 'has accepted this in error'. I would like to refer to a section of our Outcomes and outputs, agreed with Lewisham Council in September 2015.

Here it is clearly stated the function of Lewisham Mencap in terms of advocacy, information and advice.

Outcome:

- *Support provided for people with learning disabilities and their families to ensure that they can gain access to services thereby improving their quality of life, social well-being, increase independence, be better connected and less excluded.*
- *Parents and carers of people with learning disabilities can access practical support (writing letters, phone calls).*
- *Area based community development: Information for members on services, local issues and social activities.*
- *Client specific advice: Improved outcomes for parents and carers.*

Output:

- *Inform parents and carers of primary changes to services in Lewisham.*
- *Offer opportunities for them to speak to other parents; Participate as active partners that are engaged in ensuring positive transformation of services even during this financial challenging time.*

- *Work with officials/local councillors on those decisions that impact on services. Positively act as critical friend to improve public sector policy and delivery of services. 10-15 parents a year.*

After our outcomes and outputs being viewed and agreed to in September 2015 we continued to send regular monitoring reports and subsequently had a meeting with Petra Marshall who viewed all evidence of our outputs. Ms Marshall's report confirmed that we had met all recommendations to 100%.

We were then very shocked to receive the letter notifying us of our funding being cut by double the recommended amount as a direct response to our report of monitoring advocacy, information and advice.

The outputs that we refer to in our monitoring report on all activity of Lewisham Mencap, not just that activity that is funded by the Lewisham council grant. We report against the integrally important function of advocacy, information and advice in our accounts in relation to money that comes from streams other than that of the Lewisham council grant. As you are aware, our total spend for the year was £66,948.12, with our LC grant only amounting to £40,000. This is completely within the realms of what was recommended by Lewisham Council and agreed by Lewisham Mencap in their report in 2015 which stated "The focus of the award is for the provision of the social clubs and related activity. This should be a priority for Mencap with the Advocacy and Information and Advice provision delivered by other organisations where needed."

As I am sure you are also aware, no funding body has the right to dictate where money from other income is spent in relation to an organisations activities more broadly. To cut our funding further in direct response to our use of other funding to provide our advocacy work is effectively Lewisham Council seeking to control our organisations entire activities even though they are only a partial funder. Such action would be open to legal challenge.

The letter clearly states that we will receive the larger than normal cut to disallow us from offering advocacy, information and advice. It falsely states that cutting our funding by 50% will then allow for Lewisham Mencap to deliver social activities. The reduced funding is not enough to deliver social activities, and will result in the social based services we offer being adversely affected and potentially result in them being unable to function.

In conclusion, we would like to reiterate that this exaggerated cut acts to undermine the work of the social activities that Lewisham Council claim to want to support. It will result in Lewisham Mencap not having the money it needs to continue to offer valuable outputs, including the social activities and related activity. It also penalises Lewisham Mencap for offering advocacy, information and advice services that it funds from elsewhere, which is not the legal place of any funding organisation.

Lewisham Mencap values the continued support of Lewisham Council and would very much like this relationship to continue in a way that is best for those people we are here to help; those with learning difficulties and their families and carers. We look forward to you considering our appeal and hope to hear from you very soon.

Best wishes
Lucy Marsh
Secretary
Lewisham Mencap



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21st November 2016

Dear Lucy,

Re: MAIN GRANTS – response to formal appeal

I am writing in response to the formal appeal document that you submitted on 14th November 2016.

You refer in your submission to a number of outcomes and outputs relating to advocacy work. On review, these have been taken from the original application and do not reflect the quarterly monitoring reports that have been submitted over the past 12 months. There are, however, still outputs relating to this work in the monitoring returns, and as stated in your recommendation report for 2017/18 the council acknowledges that it has continued to receive this monitoring information in error.

The original grant award was to cover the cost of the delivery of your social activities with other organisations funded to deliver advocacy for people with learning disabilities. The funding we have been providing has clearly been funding advocacy in error so we are now seeking to address this.

We consider the £20,000 recommended sufficient to cover the costs related to delivering the social activities based on the fact they are primarily run by volunteers with small costs for sessional workers, sundries, insurance and holiday subsidy. These costs amount to approximately £9,000 based on your latest accounts which leaves £11,000 a contribution towards the staff members costs associated with running this element of the organisation.

Officers have discussed the cost of the office for one staff member (currently over £14,000) and whilst the organisation is seeking to find someone to share it and split the costs this has not been fruitful to date. Officers have suggested taking a desk in the newly refurbished Leemore Community Hub which would cost around £1,000 per year (inclusive of rates, utilities etc).

The proposed reduction in funding from the Main Grant programme does not negate the organisation seeking funding from elsewhere to deliver other activities.

Given the information contained within your initial report and in this letter it is my intention not to amend the recommendation to Mayor and Cabinet (Contracts) in relation to the grant reduction.

It is not clear in your submission but I assume that you would seek to further challenge this recommendation at the special meeting of the Mayor and Cabinet (Contracts).

If this is the case I can confirm that you will have the opportunity to make a short 3 minute presentation to the Mayor and Cabinet to be considered alongside the written representation. Your time slot for this presentation is **3.00pm on 30 November 2016. This meeting will take place in Room 2 at Lewisham Civic Suite in Catford.**

If you are satisfied with this response and do not wish to speak please let me know ASAP so you can be removed from the agenda.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Lee', written over a faint, dotted grid background.

James Lee
Head of Cultural and Community Development