

GREATER LONDON AUTHORITY

[REDACTED]
(By email)

Our Ref: MGLA210518-2613

20 July 2018

Dear [REDACTED]

Thank you for your email of 20 May and your clarification of 28 May requesting an unredacted copy of a 100-page document about the Black Londoners Forum.

You requested:

This is a request under the FoI 2000. I require the following document which can be found by googling Black Londoners Forum GLA documents or the following. [www.london.gov.uk/moderngov/Data/London%20Assembly%20\(Plenary\)20080305/Agenda/7%20Black%20Londoners%20Forum%20index%20PDF](http://www.london.gov.uk/moderngov/Data/London%20Assembly%20(Plenary)20080305/Agenda/7%20Black%20Londoners%20Forum%20index%20PDF). There is probably more but I am sure that this is sufficient for you to find the document. The first page has redactions but I want these removed as I know they can be as the journalist Andrew Gilligan obtained a copy some years ago without the redactions.

I was unsure whether the link you provided (a 1-page document) was meant to be the same as the 100-page document you had described so I write back to check. You clarified on 28 May:

Thanks you for your reply in this matter although I must express my astonishment at your inability to identify the document concerned. I am going print it out and post it to you but I found it a few minutes ago quite easily on Google by simply using "Black Londoners Forum GLA Documents". What you will see on the screen is the first page of a document dated 30-June-2004 which is the index to a document asking for information. It is headed Business case for London black patent and school governor network project. The reference I have given you is the one that appears at the top of the screen. The document is a series of letters from LDA officials principally Sarah Wilkins to various people concerning the accounts and conduct of the BLF. I hope this and the subsequent letter I am sending recorded delivery will clarify the matter. I know the document exists because as I say the journalist Andrew Gilligan has a copy of which I have had sight. It is quite lengthy, almost a hundred pages if I recall.

I can today confirm that the GLA holds information within the scope of your request and that we can today provide you with a partial response.

Some of these documents are already available (redacted versions) at <https://www.london.gov.uk/moderngov/CeListDocuments.aspx?MID=3709&F=SubIndex%24embed%24Agenda.htm&DF=05%2f03%2f2008&A=1&R=0>

However, the attached PDF document includes 10 pages that are not currently published on the GLA's website (pages numbered 8, 9, 10 & 14, 15, 16 also 74, 75, 76 & 78).

Unfortunately, we are still dealing with a small amount of material at this time and we are unable to provide a full response. We are consulting with our Legal team about the remaining redacted elements and considering an exemption under Section 42 (Legal and professional privilege).

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA210518-2613.

Yours sincerely


Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

Black Londoners Forum

Date Document	Page number
30-Jun-04 LDA business case for London black parent and school governor network project	1
[REDACTED]	[REDACTED]
18-Nov-04? LDA corporate Panel decision record form for London black parent and school governor network (year not project stated)	17
24-Nov-04 Email exchange between David Wood, GLA, and Sarah Wilkins, LDA, about information required for funding application for website for greater London black parents and governors network	19
[REDACTED]	20
05-Jan-05 LDA budget approval form for London Black Parent and School Governor Network project	26
31-Jan-05 Letter from Sarah Wilkins, LDA, to Dawn Stephenson, Black Londoners Forum regarding issues that need to be addressed before progressing Afroice - parent and school governor network website	27
02-Mar-05 Letter from Sarah Wilkins, LDA, to Dawn Stephenson, Black Londoners Forum, regarding a meeting to discuss next steps for Afroice - parent and school governor network website	29
16-Oct-05 Letter from Sarah Wilkins, LDA, to Simon Woolley, Black Londoners Forum, regarding obtaining further information to progress Afroice - parent and school governor network website (includes copy of project specification)	30
18-Jan-06 Letter from Ben Owusu, Black Londoners Forum, to Paul Nagle, LDA, regarding information requested in support of grant application for Afroice - parent and school governor network (includes index and commentary from Black Londoners Forum management accounts to 31st December 2005 and notes to Black Londoners Forum accounts for year ended 31 March 2005)	34
07-Mar-06 LDA letter to Black Londoners Forum for agreement of grant for Afroice - greater London parent and school governors network website	38
11-Apr-06 Emails from Sarah Wilkins, LDA, to Ben Owusu, Black Londoners Forum, regarding project progress report for Afroice - greater London black school governor network website	55
24-May-06 Email exchange involving Sarah Wilkins, LDA, Ben Owusu and Eroll Walters, Black Londoners Forum, regarding project progress report for Afroice website (includes copy of LDA project progress report for Afroice - greater London black school governor network website)	57
[REDACTED]	71
05-Feb-08 LDA project delivery timetable for Afroice - greater London black school governor network website	79
18-Jan-06 Letter LDA to Black Londoners Forum including accounts	81

Part 2 - Business Case - Financial and Economic Appraisal

Project Name	London Black Parent and School Governor Network	PD No.	19283	Theme	People
Project Manager		Team	Skills & Employment	Sub-Region 1	Pan London
Division			Speculative Application	Sub-Region 2	
Investment Routes (Leadership/Speculative/Competitive)					
Name of Lead Applicant (If Speculative)	Black Londoners Forum				
Name of Funding Recipient (If project is LDA Led)					
Due diligence check carried out on partners?					
Area(s) of Benefit (drop down list)	Pan London				
Delivery Location(s) (drop down list)	Pan London				
Proposed Start Date	1-Jan-05				
Proposed End Date	31-Mar-05				

Section 2.1 - General

Section 2.1.1 - Strategic Case Update	Not required
Has the Strategic Case been updated in the process of developing the Business Case?	
Section 2.1.2 - Cross Cutting Themes Impact Assessment	Not required
Has a Full Cross-Cutting Themes Impact Assessment been completed as part of the Business Case? If required complete this on the worksheet entitled Full Impact Assessment.	
Has an externally facilitated Cross-Cutting Themes Impact Assessment been completed as part of the Business Case? If required complete this on the worksheet entitled Full Impact Assessment.	Not required
Section 2.1.3 - Strategic Case Conditions and Advice	No Conditions Set
Have the Conditions of the Corporate Investment Panel on the Strategic Case been met?	
Section 2.1.4 - Procurement Route	NO details are the same
Have the Procurement details changed - if so please update Section 1.6 of the Strategic Case	

*Project plan
Project funding*

1

Section 2.2 - Option Appraisal

Section 2.2.1 Options Identification

Reference Case	The LDA does not fund the project. A website is not produced to aid dissemination and communication of the African Caribbean Parents and School Governors Network.	PM Office Use Only		
		2.2.1 Details Meet Requirements?		
		Yes	No	More Info
Reduced Scale Intervention	The website is produced but does not include a notice board or discussion room.	Comments:		
Alternative Option	Series of events are held to publicise the forum.			
Proposed Option	The design and build of an interactive website by a web designer that includes a content management system, notice board and discussion room. Consultancy and administrative support to develop the website content including research, collation of information, production of factsheets, lists of training and events, newfeeds of interest to members, web links, resource library, and consultation and online voting systems.			
Other Options Discounted from Full Analysis	No new content is developed for the website. Information about the project is added to the Black Londoners Forum website.			

2

Section 2.3 - Weigh Up Non-Monetary Costs and Benefits

Qualitative Factor	Weighting	Reference	Reduced	Alternative	Proposed
(A) Broadening accessibility to the Network	30%	0	8	6	10
(B) Providing an inf and signposting service	30%	0	8	3	10
(C) Strengthening the Networks identity	20%	0	8	2	10
(D) Providing a forum to facilitate dialogue	20%	0	2	2	10
(E)		0	0	0	0
(F)		0	0	0	0
TOTAL		0	0	0	0

not original
1000 pages

2.31 Explanation of Meanings of Additional Factors

Factor Description	Meaning
A Broadening accessibility to the Network's activities	The website will enable the activities of the network to reach a broader audience of all beneficiaries.
B Providing an information and signposting service	The site will act as a portal for policy briefings, fact sheets and other support materials about a range of education issues.
C Strengthening the Networks identity	The website will strengthen the presence of the existing 'non virtual' pan london Black School Governors network.
D Providing a forum to facilitate dialogue on education issues	Registered users will be able to post questions and opinions to the network and contribute to consultations.
E	
F	

2.32 Explanation of Weightings

Factor Description	Weight	Reason for Weighting
A Broadening accessibility to the Network's activities	0	
B Providing an information and signposting service	0	
C Strengthening the Networks identity	0	
D Providing a forum to facilitate dialogue on education issues	0	
E	0	
F	0	

2.33 Explanation of Scorings - Reference Option

Factor Description	Score	Reason for Scoring
A Broadening accessibility to the Network's activities	0	
B Providing an information and signposting service	0	
C Strengthening the Networks identity	0	
D Providing a forum to facilitate dialogue on education issues	0	
E	0	
F	0	

2.34 Explanation of Scorings - Reduced Option

Factor Description	Score	Reason for Scoring
A Broadening accessibility to the Network's activities	0	
B Providing an information and signposting service	0	
C Strengthening the Networks identity	0	
D Providing a forum to facilitate dialogue on education issues	0	
E	0	
F	0	

2.35 Explanation of Scorings - Alternative Option

Factor Description	Score	Reason for Scoring
A Broadening accessibility to the Network's activities	0	
B Providing an information and signposting service	0	
C Strengthening the Networks identity	0	
D Providing a forum to facilitate dialogue on education issues	0	
E	0	
F	0	

2.36 Explanation of Scorings - Proposed Option

	Factor Description	Score	Reason for Scoring
A	Broadening accessibility to the Network's activities	0	
B	Providing an information and signposting service	0	
C	Strengthening the Networks identity	0	
D	Providing a forum to facilitate dialogue on education issues	0	
E		0	
F		0	

PM Office Use Only		
2.3 Details Meet Requirements?		
Yes	No	More Info

2.31 comments
2.32 comments
2.33 comments
2.34 comments
2.35 comments
2.36 comments

Complete Sections 2.4 - 2.7 with details of the Proposed Option

Section 2.4.1 - Risk Map - see Risk Map worksheet

Section 2.4.2 - Full Risk Assessment

Date of last risk assessment / review: Name of officer responsible for last assessment / review:

Risk Identification - Description of Risk	Evaluation of Risk			Management of Risk = Control			Evaluation of residual risk (assuming controls will be implemented)			Final risk status	Risk owner
	Likelihood	Impact	Overall Rating	Approach	Risk Control/measure	Transfer	Likelihood	Impact	Overall Rating		
A: Strategic / Reputation Risks											
A1 High profile interest in the project (GLA)	Low					Press Release Marketing approval					
A2 Adverse publicity	Low										
A3 Discussion groups or noticeboard includes defamatory comments.	Medium					Content might feel low to the extent monitoring of postings.					BLF.
A4											
B: Funding & Financial Controls Risks											
B1 The project exceeds its budget.											Web design
B2 The project is late starting and does not achieve spend by 31st March 05.						Monitored. Contractor out on time					
B3											
B4											

Risk Identification - Description of Risk		Evaluation of Risk			Management of Risk = Control			Evaluation of residual risk (assuming controls will be implemented)			Final risk status	Risk owner
		Likelihood	Impact	Overall Rating	Approach	Risk Control measure	Likelihood	Impact	Overall Rating			
C: Compliance and Legal Risks												
C1	Poor project delivery											
C2												
C3												
C4												
D: Operational Risks of LDA												
D1	Change of LDA project manager.											
D2												
D3												
D4												

Spec.
I get confirmation for
January 11

David

10

Risk Identification - Description of Risk	Evaluation of Risk			Management of Risk = Control			Evaluation of residual risk (assuming controls will be implemented)			Final risk status	Risk owner
	Likelihood	Impact	Overall Rating	Approach	Risk Control measure	Likelihood	Impact	Overall Rating			
E: Operational Risks for Third Party Operator.											
E1	Information held on the website is inaccurate.					Verify data from partners before signposting. • Exposure of company.					
E2	Content is not updated.					• Finding error AIG - info; Company Officer. March date. can update.					
E3	No one uses the website.					• 201 registered - mail. Franklin - marketing plan over 1 year.					
E4						• National website making. • Calls for inf. now making.					

PM Office Use Only	
2.4.2 Details Meet Requirements?	
Yes	No
	More Info

Project - Overall Risk Assessment	LOW
--	-----

Section 2.5 - Project Delivery

2.5.1 Delivery Plan	<p>o To agree project plan by the end of week 1</p> <p>o To produce draft of the content including research and factsheets by week 6.</p> <p>o To submit revised content to website designer in week 7.</p> <p>o To have selected website designer by week 2, with work commencing in week 4 and site build completion in week 8.</p> <p>o To launch site by week 7 <i>and March</i></p>	<table border="1"> <tr> <th colspan="3">PM Office Use Only</th></tr> <tr> <td colspan="3">2.5.1 Details Meet Requirements?</td></tr> <tr> <td>Yes</td><td>No</td><td>More Info</td></tr> </table>	PM Office Use Only			2.5.1 Details Meet Requirements?			Yes	No	More Info
PM Office Use Only											
2.5.1 Details Meet Requirements?											
Yes	No	More Info									
2.5.2 Project Management Plan	<p>The LDA will require monthly reports for the first quarter on progress towards completion of the website and content development. After this point the LDA will require a quarterly summary of usage of the website (both qualitative and quantitative) at the end of the following 2 quarters. The Black Londoners Forum's Director will be responsible for project management and supervising staff and the consultant working on the project. They will have the responsibility of completing the LDA PPR and claims.</p>	<table border="1"> <tr> <th colspan="3">PM Office Use Only</th></tr> <tr> <td colspan="3">2.5.2 Details Meet Requirements?</td></tr> <tr> <td>Yes</td><td>No</td><td>More Info</td></tr> </table>	PM Office Use Only			2.5.2 Details Meet Requirements?			Yes	No	More Info
PM Office Use Only											
2.5.2 Details Meet Requirements?											
Yes	No	More Info									
2.5.3 Delivery Organisation	<p>The delivery organisation is the Black Londoners Forum. The Forum was set up with the aim of supporting, encouraging and civic engagement with the purpose of getting London's BME communities to influence decision making at the heart of London's governance. The Black Pan-London Parents and School Governors Network, that this site will support was formed in 2002. The Black Londoners Forum produces a range of information including policy briefings, fact sheets, website and a bimonthly newsletter. It is managed by an executive committee and has a staff team consisting of Director, Office Manager/administrator, Polict Coordinator and a policy development officer. Budget for the project includes administrative support, consultancy support and director's time.</p>	<table border="1"> <tr> <th colspan="3">PM Office Use Only</th></tr> <tr> <td colspan="3">2.5.3 Details Meet Requirements?</td></tr> <tr> <td>Yes</td><td>No</td><td>More Info</td></tr> </table>	PM Office Use Only			2.5.3 Details Meet Requirements?			Yes	No	More Info
PM Office Use Only											
2.5.3 Details Meet Requirements?											
Yes	No	More Info									
2.5.4 Monitoring Plan	<p>Spend is forecast to be completed in one quarter, and will be monitored using the quarterly project progress report. Due to the short time frame the LDA will be sent a monthly report on progress towards milestones. Monitoring will take place of:</p> <ul style="list-style-type: none"> o Number of members recruited from the website o Number of visits to the website o Responses to website survey <p><i>allow content uploaded</i> <i>summary of discussion</i></p>	<table border="1"> <tr> <th colspan="3">PM Office Use Only</th></tr> <tr> <td colspan="3">2.5.4 Details Meet Requirements?</td></tr> <tr> <td>Yes</td><td>No</td><td>More Info</td></tr> </table>	PM Office Use Only			2.5.4 Details Meet Requirements?			Yes	No	More Info
PM Office Use Only											
2.5.4 Details Meet Requirements?											
Yes	No	More Info									
2.5.5 Communications Plan <i>Boyle</i> <i>Plan</i>	<p>The Black Londoners Forum, backed by the GLA will launch the website by 2nd links will be made from the following websites... The launch of the website will be included in 2 newsletters, forums etc. A joint press release from the GLA, LDA and Black Londoners Forum will be released with backing from Ken Livingstone. Need completion with input from Black Londoners Forum.</p> <p><i>London Black Child - link in with website</i> <i>Black public sector workers conference</i> <i>London Schools Site</i> <i>the Black Child website GLA</i></p>	<table border="1"> <tr> <th colspan="3">PM Office Use Only</th></tr> <tr> <td colspan="3">2.5.5 Details Meet Requirements?</td></tr> <tr> <td>Yes</td><td>No</td><td>More Info</td></tr> </table>	PM Office Use Only			2.5.5 Details Meet Requirements?			Yes	No	More Info
PM Office Use Only											
2.5.5 Details Meet Requirements?											
Yes	No	More Info									

at local African centre
to event in ?

Section 2.6 Whole Life Project Costs of Proposed Option

Funding Type	Prior Years (£)	2004/05 (£)	2005/06 (£)	2006/07 (£)	Future years (£)	Total (£)
LDA Gross Capital	0	6,500	0	0	0	6,500
LDA Gross Revenue	0	7,500	0	0	0	7,500
LDA Gross Feasibility	0	0	0	0	0	0
Total Gross LDA Funding	0	14,000	0	0	0	14,000
Other Public Sector Funding	0	0	0	0	0	0
Private Sector Funding	0	0	0	0	0	0
Total Project Cost	0	14,000	0	0	0	14,000
Receipts to be paid to LDA	0	0	0	0	0	0
Total Net LDA Funding	0	14,000	0	0	0	14,000

a) Please explain the assumptions on which you have based these costs? These figures are based upon the breakdown of spend proposed by the Black Londoners Forum. Capital: Site Design and Build (£4000), Content Management System (£2500). Revenue: Research and production of spreadsheets and collation of information (£2150), notice board and discussion room (£1600), annual hosting fee (£250), Project Management (£2000), contribution towards core costs (£1500).

b) Please explain any prior years expenditure and show how much (if any) of the funding has been approved already

Section 2.7 - Project Closure and Evaluation

2.6.1 Exit Strategy

The LDA is funding site design and build, and research, production of fact sheets and collation of information for site content. The Black Londoners Forum will take the responsibility for continued updating and monitoring of the site after the period of LDA funding.

2.6.2 Evaluation Plan

The Black Londoners Forum will submit an evaluation of the project that will analyse whether the site has: raised the knowledge of mainstream institutions, service providers, and policy makers about the needs of network members; increased the awareness of parents within the network by the provision of any information and advice; helped developed relationships between local networks, local authorities and central government so that the view of members needs are represented at regional and national level.

November

December 2006 for final evaluation

PM Office Use Only		
2.6.1 Details Meet Requirements?	Yes	No
		More Info

PM Office Use Only		
2.6.2 Details Meet Requirements?	Yes	No
		More Info

Project Manager and Head of Team/Director Electronic Sign Off

The Project Manager and Head of Team / Director both consider that this Business Case is robust and that it should be submitted to the Performance Management Office for review.

Role in Project	Name	Position	Date
Project Manager		Skills and Employment Manager	
Head of Team or Functional Director			

Part 3 - Performance Management Office - Economic Appraisal

Section 3.1 - Quantitative Analysis

	Option	Cost	Variance from reference case (£)	Rank
<p>Here the Performance Management Office needs to:</p> <ul style="list-style-type: none"> - confirm that the project costing for each option summarised above in 2.2.2 are reasonable and make any adjustments in the boxes on the right - decide whether the costs need to be subjected to a discounted cash flow (DCF) analysis to generate a net present value. Generally this will not be required if the project is simple, of low value and of short duration. - decide whether any adjustments made for optimism bias are reasonable - and, on the basis of quantitative analysis rank each option where rank number "1" indicating the option exhibiting the lowest cost rank 4 the highest cost - consider whether a sensitivity analysis needs to be undertaken reflecting on the risk assessment 	1			
	2			
	3			
	4			
	5			

13

NDON DEVELOPMENT AGENCY RISK REGISTER

PROJECT NAME

Afroice Greater London Black School Governor Network Website

PD No.

19283

Date of last risk assessment/ review

Name of officer responsible for last assessment/ review:

Risk Identification - Description of Risk		Evaluation of Risk			Management of Risk = Control			Evaluation of residual risk (assuming controls will be implemented)			Final risk status	Risk owner
		Likelihood	Impact	Overall Rating	Approach	Risk Control measure		Likelihood	Impact	Overall Rating		
A: Strategic / Reputation Risks												
A1	High profile interest in the project (GLA)	8	1	9	Transfer	Approved marketing plan including jointly approved press releases.		8	1	9	AMBER	BLF/LDA
A2	Adverse publicity	2	7	9	Transfer	Ensure that the content is not contentious or inaccurate		1	7	8	AMBER	BLF
A3	Discussion groups or noticeboard includes defamatory comments	7	5	12	Transfer	Content mgt tool will enable monitoring prior to posting		2	5	7	GREEN	BLF
A4												
B: Funding & Financial Controls Risks												
B1	The project exceeds its budget	4	7	11	Transfer	Accurate budgeting and contract mgt of consultant and web designer.		3	7	10	AMBER	BLF
B2												LDA/BLF
B3												
B4												

LONDON DEVELOPMENT AGENCY RISK REGISTER

Risk Identification - Description of Risk				Evaluation of Risk			Management of Risk = Control			Evaluation of residual risk (assuming controls will be implemented)			Final risk status	Risk owner
				Likelihood	Impact	Overall Rating	Approach	Risk Control measure	Likelihood	Impact	Overall Rating			
C: Compliance and Legal Risks														
C1	Poor project delivery			5	7	12	Transfer	Close monitor of consultant and web designer progress. Contract in place early Mar 06	2	2	2	GREEN	LDA/BLF	
C2	Information technology fails			2	7	9	Transfer	IT support contracts; system appraisal; regular network backup	2	7	9	AMBER	BLF	
C3														
C4														
D: Operational Risks for LDA														
D1	Change of LDA manager			4	3	7	Transfer	Ensure audit trail is complete.	1	1	1	GREEN	LDA	
D2														
D3														
D4														

15

LDON DEVELOPMENT AGENCY RISK REGISTER

Risk Identification - Description of Risk		Evaluation of Risk			Management of Risk = Control		Evaluation of residual risk (assuming controls will be implemented)			Risk owner
		Likelihood	Impact	Overall Rating	Approach	Risk Control measure	Likelihood	Impact	Overall Rating	
E: Operational Risks for TPO / Project										
E1	Information held on website is inaccurate	3	8	16	Transfer	BLF to obtain verification from partners before signposting. Identification and contract with consultant will verify accuracy	3	3	3	BLF
E2	Content is not updated	8	8	16	Transfer	Funding secured from ALG from March 05 for Information and Comms Officer who will have responsibility to undertake Marketing plan, 291 reg members, promotion & local events, PR etc.	2	8	10	BLF
E3	No one uses the website	6	9	15	Transfer		3	9	12	BLF
E4										

OVERALL RISK ASSESSMENT

LOW

I confirm that all known risks have been included in the table above. All the existing controls measures in the above table are in place and that all the proposed control measures (subject to approval as appropriate) will be implemented

Partner Project Manager:
Signed _____ Position: _____ Date: _____

LDA Project Manager:
Signed _____ Position: _____ Date: _____

Reviewed by LDA Corporate Risk Manager: (subject to defined limits)
Signed _____ Position: _____ Date: _____

CORPORATE PANEL DECISION RECORD FORM

1. PD No: 19283
2. Project Name: London Black Parent and School Governor Network
3. Panel Date: 18th November

4. Investment Channel:

LDA led	✓
Speculative	
Competitive	

If Competitive – Stream:

5. Approval Sought:

Strategic Fit	✓
Feasibility	
Full	

6. Panel Checklist

Did the panel confirm that:	Tick all that apply
The project is an LDA portfolio priority	✓
The project fits with LDA Corporate Objectives	✓
Sufficient funds are available within LDA programmes	✓
The project has an acceptable level of Risk	✓
The feasibility requirements are appropriate (if applicable)	

7. Panel Decision:

Strategic Fit Approval		Full Approval	
Progress	✓	Approve	
Reject		Reject	
Defer		Defer	
Reroute			

CORPORATE PANEL DECISION RECORD FORM

8.a - Panel Comments (record of panel comments)

Careful monitoring is important.

8 b - Panel Conditions (conditions or reasons for rejection or deferral)

9. Actions Required

Action	By (LDA lead)
Progress to a "SPAG.LITE"	PM

10. Record Taken By

1

Sarah Wilkins

From: Sarah Wilkins
Sent: 24 November 2004 17:27
To: 'David Wood'
Subject: RE: Greater London Black Parents and Governors Network

David

Please find attached details of further information that I require to develop the business case. Can you forward to the Black Londoners Forum? At our meeting I wanted to go through each section of the business case, agree with the content and fill any gaps. Any feedback you can give prior to meeting up will also be gratefully received!

Did you manage to fix up a time – I unfortunately have a meeting booked in from 9-11am on the 1st of December, but can do any time after this.

Sarah

Sarah Wilkins
Skills and Employment Manager
London Development Agency
Devon House
58-60 St Katherine's Way
London
E1W 1JX
02

From: David Wood [mailto:]
Sent: 17 November 2004 11:39
To: Sarah Wilkins
Subject: Greater London Black Parents and Governors Network

Hello Sarah,

A couple of weeks ago before I went on leave you contacted me to with regard to information for a funding application being considered for a website to support a Greater London Black Parents and Governors Network. I was just wondering if there has been any progress on this or if you need any further information? I'd be grateful if you could let me know?

Many thanks

David

David Wood
London Stakeholders
Mayor's Office
5th Floor, City Hall
The Queen's Walk
London SE1 2AA

Tel: 0

Fax: (

25/11/2004

19

INSTRUCTION SHEET

PREPARATION OF A GRANT AGREEMENT¹

To:

Contracts and Procurement Team

From: Sarah Wilkins
Directorate: Business and Skills
Extension: 4610
Date: 17/12/04

Description of Project: *[Insert]*

Agreement details: *To be completed by instructing officer*

1.	Grantee <i>Please provide full name/trading name/company name and registration number as applicable</i>	Black Londoners Forum 4653624
2.	Address <i>Please provide full address or registered address (where the contracting party is a company)</i>	18A Victoria Park Square London E2 9PB
3.	Commencement date	1 st January 2005
4.	Authority i.e. Board Decision or Officers Delegated Authority. <i>(Please set out details)</i>	<i>Officers Delegated Authority</i>
5.	Procurement Procedure <i>(Please detail the procurement process followed where applicable)</i>	<i>Single tender</i>
6.	Grant <i>Please specify:</i> <i>Amount including the capital revenue split the total amount of the grant;</i> <i>(i) whether the grant is payable over more than one financial year;</i> <i>(ii) whether the grant is payable in advance or arrears.</i>	<i>Total grant: £18796</i> <i>Capital: £8000</i> <i>Revenue: £10796</i> <i>Grant to be paid in 04.05.</i> <i>Grant to be paid in arrears.</i>
7.	State Aid. <i>Please state which block exemption grant falls under or date of EU Commission Approval. (Where applicable) *</i>	<i>n/a</i>
8.	Project Reference Number	19283

9.	Services <i>Please supply a brief description of the services for which the grant is payable. (You may use the particulars page in the standard agreement to provide this information)]</i>	Creating and developing an interactive website to support Afroice – Parent and School Governors Network to empower and inform African Caribbean parents and school governors. It will:
10.	Services period <i>Please specify the period over which the services will be delivered</i>	1 st January 2005 to 31 st March 2005
11.	Grantee bank account details <i>Please specify the sort code and account number</i>	

Required documentation: *Please attach/enclose the following documents*

1.	The award letter <i>Please attach or specify the date when this correspondence will be provided. (If applicable) *</i>	Attached
2.	Project Specification <i>Please attach or specify the date when this document will be provided. (If applicable) *</i>	Attached
3.	Project Progress Report <i>Please attach or specify the date when this document will be provided. (If applicable) *</i>	Attached
4.	Claim Form <i>Please attach or specify the date when this document will be provided. (If applicable) *</i>	
5.	F2 <i>Please attach or specify the date when this document will be provided. (If applicable) *</i>	
	Signed Exemption from Financial Thresholds Form. <i>(This form must be provided where there has been a single tender action)</i> <i>Please attach or specify the date when this correspondence will be provided. (If applicable) *²</i>	
	European Commission State Aid Approval Letter* <i>[where applicable]</i>	
	Board Report and Decision Sheet including confirmation that all applicable conditions have been met. (If applicable) *	

The above details are correct and complete and the required documentation is/not attached/enclosed or will be sent to you by *[insert date]*.

Signed by the Instructing Officer

Date

To be completed by the Contracts and Procurement Team:

Signed by Receiving Officer
C&PTLegal

Date instructions received

PROJECT SPECIFICATION

BACKGROUND

Recent research indicates that there are considerable differences in standards of attainment for BME communities with African-Caribbean pupils being a particular cause for concern. Initial development of this project was made at the first London Schools and the Black Child Conference in March 2002 that was attended by 2000 black parents, teachers, community activists, school governors and policy makers. The Black Londoners Forum, which has more than 1600 members across 5 sectors (BME voluntary and community, faith, arts, business and youth sectors), managed a consultation exercise to enable Black parents and governors to develop Afroice – Parent and School Governors Network. This project has been developed from results of that consultation exercise. It also addresses LDA funded Education Commission research conclusions into 'The educational experiences and achievements of Black boys in London schools 2000-2003.'

THE PROJECT

The aim of the project is to create and develop an interactive website to support Afroice – Parent and School Governors Network. The Network encourages greater participation, involvement and representation from Black parents and governors, and provides a voice for black parents and governors. In summary the website will broaden accessibility to the Network's activities; provide an information and signposting service; strengthen the Network's identity; provide a forum to facilitate dialogue on education issues.

The project will develop an online virtual network to empower and inform African Caribbean parents and school governors. It will:

- provide an information and sign-posting service where information and support can be found about a range of education issues
- introduce African and Caribbean Londoners to the aims and objectives of the network to support black parents and governors
- discuss topics of interest particularly policy documents and consultations
- highlight information to empower and support African Caribbean parents and school governors
- provide an area where registered users/members will be able to post questions and opinions to the network and find out about education issues projects specific to the borough or local LEA
- inform others of the development of the network and the networks activities
- provide a tool for publicizing education issues and the role that African and Caribbean Londoner can make in influencing and affecting change
- have links to other sites relevant to education needs of African Caribbean children and parents and school governors, e.g. Saturday schools, parent support groups
- provide a forum to facilitate with African and Caribbean Londoners on education issues.

OUTPUTS AND BENEFICIARIES

Successful completion of the website and content will result in one reported London Development Agency output 'co-ordination and information initiative: research, promotion and networking event'.

Beneficiaries from the completed website include:

- Members of the African Caribbean Pan London Parents and School Governors Network
- African Caribbean Parents
- African Caribbean School Governors
- Greater London Authority, local authorities and other stakeholders

FUNDING

Project funding will provide for the following:

- The design and build of an interactive website by a web designer that includes a content management system, notice board and discussion room.
- Consultancy and administrative support to develop the website content including research, collation of information, production of factsheets, lists of training and events, newsfeeds of interest to members, web links, resource library, and consultation and online voting systems.
- Project management and supervising of staff and the consultant working on the project by the Director of Black Londoners Forum.
- A contribution towards office space, telephone, computer, stationery etc.

MONITORING AND EVALUATION

The Black Londoners Forum will submit monthly reports for the first quarter on progress towards completion of the website and content development. After this point the LDA will require a quarterly summary of usage of the website at the end of the following 2 quarters. Quarterly reports will include numbers of members recruited from the website, number of visits to the website, details of new content uploaded and a summary of activity on the discussion rooms.

The Black Londoners Forum will submit an evaluation of the project at the end of December 2005 that will analyse whether the site has: increased the awareness of parents within the network by the provision of any information and advice; helped develop relationships between local networks, local authorities and central government so that the view of members needs are represented at regional and national level. The evaluation will summarise qualitative statistics such as site hits, feedback from web survey, and give an indication of the overall impact of the site.

COMMUNICATIONS AND MARKETING

The Black Londoners Forum, backed by the GLA will launch the website in April 05 at a local Afroice seminar. Links will be made from a number of websites including the new GLA London Schools and the Black Child website. The website will be promoted through newsletters, forums, the monthly network meetings etc. A joint press release from the GLA, LDA and Black Londoners Forum will be released and a quotation sought from Ken Livingstone.

Dawn Stephenson
Black Londoners Forum
18A Victoria Park Square
London
E2 9PB

Devon House
58-60 St Katharine's Way
London E1W 1JX
www.lda.gov.uk
switchboard
t 020 7680 2000
f 020 7680 2040
direct lines
t
s

17th December 2004

Dear Dawn

RE: GRANT AWARD – 2004/05 FINANCIAL YEAR
PROJECT: AFROICE – PARENT AND SCHOOL GOVERNOR NETWORK WEBSITE
(18796)

I am pleased to inform you that the LDA has approved Grant funding in respect of the above project.

The maximum amount of capital Grant available for the year is £18,796.

Please note that the award of Grant is subject to completion of the LDA's standard form Grant Agreement, three copies of which are enclosed for execution by your organisation.

Please note that the terms of the enclosed Agreement are not negotiable and may not be amended except in the case of manifest error.

Please return the executed (but undated) Agreement to me as soon as possible and I will arrange for execution of the same by the LDA.

No payment will be made before the Agreement is completed and a valid Claim Form (as described in the Agreement) received. Payments will be made in accordance with the Agreement.

If you have any queries, please do not hesitate to contact me on (

Yours sincerely

Sarah Wilkins
Skills and Employment Manager

MT 1.4
WP 2.1

Budget Approval

PROJECT NAME	London Black Parent and School Governor Network	PD No.	19283
Brief Description	The creation and development of an interactive website to support the Pan-London Black Parent and School Governors Network. The Network encourages greater participation, involvement and representation from Black parents and governors, and provides a voice for black parents and governors.		


Feasibility Approval		To obtain a Feasibility Approval a Strategic Case must have been approved by the CIP Up to date PPR to accompany all Project Approval Forms	
Total Cost of Project (including any feasibility already approved)		£0	
Funding Breakdown		Cost (£)	
a. LDA Funding			
b. LDA Responsible Funding (e.g. ODFM, ERDF, ESF)	Specify Type:		
c. Existing LDA Capital Approval			
d. Existing LDA Revenue Approval			
e. Other Public Funding			
f. Other Private Funding			
g. Total Project Funding		£0	
h. Gross Cost of Project to LDA		£0	
i. Income Forecast to the LDA	Specify Type:		
j. Receipts Forecast to the LDA	Specify Type:		
k. Net Cost of Project to LDA		£0	

Budget Approval		To obtain a Full Budget Approval a Business Case must have been approved by the CIP To obtain a Research Approval a Strategic Case must have been approved by the CIP Up to date PPR to accompany all Project Approval Forms	
Total Cost of Project (including any feasibility already approved)			
Funding Breakdown		Cost (£)	
a. LDA Funding		£18,796	
b. LDA Responsible Funding (e.g. ODFM, ERDF, ESF)	Specify Type:		
c. Existing LDA Capital Approval			
d. Existing LDA Revenue Approval			
e. Other Public Funding			
f. Other Private Funding			
g. Total Project Funding		£18,796	
h. Gross Cost of Project to LDA		£18,796	
i. Income Forecast to the LDA	Specify Type:		
j. Receipts Forecast to the LDA	Specify Type:		
k. Net Cost of Project to LDA		£18,796	
TOTAL VALUE OF LDA EXPENDITURE APPROVED FOR THIS PROJECT		£18,796	

Profile of Expenditure

		Previous Spend	Year 1	Year 2	Year 3	Future Years	Total
Already Approved	Revenue						£0
	Capital						£0
Now Seeking Approval	Feasibility	£0					£0
	Revenue	£0	£10,796				£10,796
	Capital	£0	£8,000				£8,000
Unapproved	Revenue						£0
	Capital						£0

Signatories

Projects with LDA approval of up to £2m - needs Director approval			
Signature	Name	Position	Date
	Arun Batra	Director of Equality & Diversity	5/1/05

* Projects over £6m need appropriate Board Committee sign-off before Board submission
 \$ Projects over £10m need appropriate Board Committee/ LDA Board sign-off before submission to DTI
 # Projects over £10m and less than £20m need DTI approval. Projects over £20m need HMT approval

This financial approval will expire in the event that either:

- 1 There is a material change in the project (which involves a change in the amount of London Development Agency Investment), in which case you must obtain a fresh authorisation in accordance with best practice note 17 and submit a revised Budget Approval form for approval
- 2 There has been no drawdown within 12 months of the date of approval, in which case you must submit a revised Budget Approval form with covering explanation for delay and a recommendation and justification or extension of time

Dawn Stephenson
Director
Black Londoners Forum
18A Victoria Park Square
London
E2 9PB

Devon House
58-60 St Katharine's Way
London E1W 1JX
www.lda.gov.uk
switchboard
t 020 7680 2000
f 020 7680 2040
direct lines
t ()
f ()
m 5

Monday 31st January 2005

Dear Dawn

Afroice – Parent and School Governor Network Website

Thank you for your email dated 27 January 2005 that responded to my email of 17 January. As you will understand the LDA was concerned when we found that the company named 'Black Londoners Forum' with the company number 4653624 was dissolved on 6 April 2004. I am also concerned that the new company number you sent me on 27 January (05342767) refers to the '3410th Single Member Shelf Trading Company Ltd.', a company that was incorporated on 26 January 2005.

I would like to arrange a meeting where we can discuss this issue further. I thought that it would be beneficial if Mary Nicholls, Head of Equalities Management at the LDA who is the budget holder for this project, and Jonathan Kleinot who is from the LDA's legal team could also attend the meeting. Whilst we are keen to progress with the Afroice Parent and School Governor Network website there are a number of issues on which we seek clarity and must be satisfied on before we can progress, including:

- The reasons why the Black Londoners Forum (co. no. 4653624) was dissolved.
- Whether there are any outstanding creditors relating to the original company.
- Who the new company is i.e. registered name, constitutional documents etc.
- Details of the Directors and company structure of the new company.
- How the activities of the dissolved Black Londoners Forum have been administered following its dissolution in April 2004 (this relates to the payment from the LDA of £6950 to the Black Londoners Forum in August 2004).
- Why the LDA was not informed of the dissolution of the Black Londoners Forum.

Could you also bring a copy of the Black Londoners Forum 2003/2004 audited accounts?

I have checked our diaries and would like to propose two alternative dates – either Thursday 3rd February at 4:00pm or Monday 7th February at 9:30am. I would be grateful if you could let me know as soon as possible which date you could attend.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

Sarah Wilkins
Skills and Employment Manager

cc: Jonathan Kleinort
Mary Nicholls

Dawn Stephenson
Director
Black Londoners Forum
18A Victoria Park Square
London
E2 9PB

Devon House
58-60 St Katharine's Way
London E1W 1JX
www.lda.gov.uk
switchboard
t 020 7680 2000
f 020 7680 2040
direct lines
t 0
f
m 52

Wednesday 02 March 2005

Dear Dawn

Afroice – Parent and School Governor Network Website

I'm sorry that you were unable to attend our planned meeting on 15th February.

The LDA has budget approval for the creation and development of the Afroice Parent and School Governor network website, and it is a project we would like to take forward. Unfortunately we are not able to do so until we have met with you, and the issues raised in my letter off 31st January have been satisfactorily resolved.

I'd be grateful if you could contact me to let me know if you remain interested in delivering this project so that we can arrange a meeting to discuss our next steps.

Yours sincerely

Sarah Wilkins

S:

cc: Jonathan Kleinot
Mary Nicholls

Simon Woolley
Chair
Black Londoners Forum
18a Victoria Park Square
Bethnal Green
London
E2 9PB

Devon House
58-60 St Katharine's Way
London E1W 1JX
www.lda.gov.uk
switchboard
t 020 7680 2000
f 020 7680 2040
direct lines
t
f
m 52

16 October 2005

Dear Simon

Re: Afroice – Parent and School Governor Network Website

David Wood from the GLA contacted me recently with respect to the Parent and School Governor Website project. David recommended that I contact you with details of the project and ways in which we can move forward.

The project is based on a proposal from Black Londoners Forum (BLF) to the GLA to create and develop an interactive website to support the pan London black parent and school governor's network. Working with BLF and GLA I put forward a strategic and business case for funding for this project to the LDA's corporate investment panel in December 2004. A budget of £18,796 was approved in January 2005. I have attached the project specification and project progress report format that provides full details.

Unfortunately when our legal team was conducting the final checks prior to issuing a grant funding agreement to BLF we found that the company number provided indicated that the Black Londoners Forum had been dissolved in April 2004. Although Dawn Stephenson later sent us a different company number we were concerned that this related to a shelf trading company and that this company had only been incorporated on 26 January 2005. We wrote to Dawn on 31 January asking her to meet with us so that we could clarify a number of issues relating to the company's legal and financial status to enable us to move on with the project. Unfortunately Dawn cancelled several arranged meetings and, as you will understand, we felt unable to progress the project further.

David mentioned that BLF is now re-registered as the Black Londoner's Forum and has new directors in place. I recently spoke with our legal team and risk advisor who advised that prior to offering BLF a grant we would need to have further information from BLF. This would include information from yourselves as to how you allowed yourself to become deregistered, details of the identify of your current directors, and full details of your financial situation.

I would be very pleased to meet with you and your colleagues to discuss this and hopefully move to a situation where we can progress with this project.

Please do not hesitate to contact me on
further information.

0 if you have any queries or would like

Yours sincerely

Sarah Wilkins

cc: Gayle Vidal, Pauline Thomas

PROJECT SPECIFICATION

BACKGROUND

Recent research indicates that there are considerable differences in standards of attainment for BME communities with African-Caribbean pupils being a particular cause for concern. Initial development of this project was made at the first London Schools and the Black Child Conference in March 2002 that was attended by 2000 black parents, teachers, community activists, school governors and policy makers. The Black Londoners Forum, which has more than 1600 members across 5 sectors (BME voluntary and community, faith, arts, business and youth sectors), managed a consultation exercise to enable Black parents and governors to develop Afroice – Parent and School Governors Network. This project has been developed from results of that consultation exercise. It also addresses LDA funded Education Commission research conclusions into 'The educational experiences and achievements of Black boys in London schools 2000-2003.'

THE PROJECT

The aim of the project is to create and develop an interactive website to support Afroice – Parent and School Governors Network. The Network encourages greater participation, involvement and representation from Black parents and governors, and provides a voice for black parents and governors. In summary the website will broaden accessibility to the Network's activities; provide an information and signposting service; strengthen the Network's identity; provide a forum to facilitate dialogue on education issues.

The project will develop an online virtual network to empower and inform African Caribbean parents and school governors. It will:

- provide an information and sign-posting service where information and support can be found about a range of education issues
- introduce African and Caribbean Londoners to the aims and objectives of the network to support black parents and governors
- discuss topics of interest particularly policy documents and consultations
- highlight information to empower and support African Caribbean parents and school governors
- provide an area where registered users members will be able to post questions and opinions to the network and find out about education issues/projects specific to the borough or local LEA
- inform others of the development of the network and the networks activities
- provide a tool for publicizing education issues and the role that African and Caribbean Londoner can make in influencing and affecting change
- have links to other sites relevant to education needs of African Caribbean children and parents and school governors, e.g. Saturday schools, parent support groups
- provide a forum to facilitate with African and Caribbean Londoners on education issues.

OUTPUTS AND BENEFICIARIES

Successful completion of the website and content will result in one reported London Development Agency output 'co-ordination and information initiative: research, promotion and networking event'.

Beneficiaries from the completed website include:

- Members of the African Caribbean Pan London Parents and School Governors Network
- African Caribbean Parents
- African Caribbean School Governors
- Greater London Authority, local authorities and other stakeholders

FUNDING

Project funding will provide for the following:

- The design and build of an interactive website by a web designer that includes a content management system, notice board and discussion room.
- Consultancy and administrative support to develop the website content including research, collation of information, production of factsheets, lists of training and events, newsfeeds of interest to members, web links, resource library, and consultation and online voting systems.
- Project management and supervising of staff and the consultant working on the project by the Director of Black Londoners Forum.
- A contribution towards office space, telephone, computer, stationery etc.

MONITORING AND EVALUATION

The Black Londoners Forum will submit monthly reports for the first quarter on progress towards completion of the website and content development. After this point the LDA will require a quarterly summary of usage of the website at the end of the following 2 quarters. Quarterly reports will include numbers of members recruited from the website, number of visits to the website, details of new content uploaded and a summary of activity on the discussion rooms.

The Black Londoners Forum will submit an evaluation of the project at the end of December 2005 that will analyse whether the site has: increased the awareness of parents within the network by the provision of any information and advice; helped develop relationships between local networks, local authorities and central government so that the view of members needs are represented at regional and national level. The evaluation will summarise qualitative statistics such as site hits, feedback from web survey, and give an indication of the overall impact of the site.

COMMUNICATIONS AND MARKETING

The Black Londoners Forum, backed by the GLA will launch the website in April 05 at a local Afroice seminar. Links will be made from a number of websites including the new GLA London Schools and the Black Child website. The website will be promoted through newsletters, forums, the monthly network meetings etc. A joint press release from the GLA, LDA and Black Londoners Forum will be released and a quotation sought from Ken Livingstone.



Black Londoners Forum
18A Victoria Park Square
Bethnal Green
E2 9PB
T 0208 709 7981
F 0208 983 6830
www.blacklondon.org.uk

18 January 2006.

Paul Nagle
Risk and Audit Manager
London Development Agency (LDA)
Devon House
58-60 Katharine's Way
Devon House
London
E1W 1JX

Dear Mr Nagle

Re: Requested Information In support of Grant Application

Please accept our apologies in the delay in sending you the requested documentation in support for the Grant application of £18,796 to create and develop an interactive website to assist the pan London black parent and governors network. (Afro ice)

On reviewing the file I can see that a meeting was held with LDA and BLF on 28 October 2005. At the meeting you requested for BLF to provide 5 items of information to LDA to enable you to consider the release of the funds for the development of the website.

I understand your colleague Sarah Wilkins, Skills and Employment Manager had made a follow up calls on more than one occasion in relation to the requested information and she subsequently sent e-mail message to me on 19 December 2005. I also note from the e-mail message that you are also seeking clarification as to how BLF became deregistered, details of current directors, and full details of current financial situation.

With regards to this particular issue with BLF de registration and other related matters with Companies House.

I can confirm that BLF was initially incorporated at Companies House on 31 January 2003, registration number 4653624. On going through the information it is apparent that due to an administrative error some directors were not registered. The nominee secretary and director registered by the nominee company, which had at first registered the company correctly resigned but because BLF had not filed an annual return, nor had it registered any names or notified Companies House of the correct registered address at Victoria Park Square, all Companies House notices were mailed to the nominee company's address in Truro, Cornwall and BLF staff were not aware of the problem.

After 15 months, in April 2004, Companies House de-registered the 4653624 BLF Company and so BLF was no longer a limited company.

The ensuing sequence of events is not clear but BLF was registered again with Companies House on 25th January 2005, no 5341767. Companies House at our request provided a report dated 18th November 2005, which shows the following statutory information is registered in BLF's:

Directors Chouhan SK	25 th January 2005
Ronnie M	1 st February 2005
Woolley SA	25 th January 2005

Secretary Grossett SG 25th January 2005
Please note that Mr Grossett is not registered as a director.

The nominee appointments have resigned.

Registered address: 18A, Victoria Park Square
London E2 9PB

The accounting date for the annual accounts is still registered as 26th November (IE 22 months after the registered date, the maximum allowed) and the company secretary will notify Companies House of BLF's proper year-end of 31st March. The first annual accounts for the new limited company will be up to 31st March 2006.

I can confirm that we have already sent to Companies House the annual return, which is due on 26th February 2006.

I hope this answers any queries you may have on this particular issue.

Kind regards

Yours sincerely

B. Owusu
Interim Director

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Index and Commentary

Index

Commentary	pages 1 & 2
Balance Sheet and Notes to the Accounts	page 3
Summary of Fund Movements	page 4
BLF Core Expenditure	page 5
BLF Unrestricted Income	page 6
BME CCP Restricted Project	page 7
ALG, Citizenship and Human Rights (CHR)	page 8
ALG, Community Safety and Crime Reduction (CSCR)	page 9

Commentary

Basis on which accounts have been prepared:

Management accounts are based on all cheque payments and receipts up to 31-12-05.
The bank account has been reconciled up to the same date.
The consultant has accrued costs for all known office, accountancy and audit expenses, but cautions that he has not examined the unpaid invoices files nor has he been provided with a list of cheque payments for January 2006 which could include December costs.

The opening fund and other balances are in accordance with the annual accounts to 31-03-05.
These accounts have been audited but not yet approved by the committee nor signed by the auditors.

Finances

The accounts show an unfunded deficit on unrestricted activities of £29,811 which has been temporarily funded from unpaid creditors & accruals and also from restricted grants.
This situation is expected to be temporary whilst GLA considers BLF's recent revised budget submission for the 2005-06 financial year, in which BLF seeks a grant, to be retrospective from 1st April 2005, of £50,000 from GLA.

Secretarial Matters

BLF was re-registered as a limited company on 21st January 2005 and has recently submitted its annual return to Companies House. Its first set of audited accounts to be filed with Companies House will be up to 31st March 2006.

Project Activities

BLF is currently managing 2 main projects and earlier in the 2005 year it completed a major project funded by the Home Office and GOL.

Brief details are provided below and separate reports will be presented to the committee at its next meeting scheduled for early February, by the staff managing the projects.

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

8. Incoming Resources	Unrestricted Funds £	Restricted Funds £	2005 Total £	2004 Total £
Grants				
Transfer from Predecessor Organisation	-	-	-	97,306
Greater London Authority	50,000	-	50,000	65,567
Association of London Government	-	58,500	58,500	17,013
City Parochial Foundation	-	4,000	4,000	16,000
Home Office	-	76,211	76,211	40,638
London Development Agency	-	6,950	6,950	6,950
Total Grants	50,000	145,661	195,661	243,474
Other Income				
Donations and sundry items	2,773	-	2,773	2,491
Consultancy income	-	-	-	2,500
Total Incoming Resources	52,773	145,661	198,434	248,465

9. Reconciliation of Funds

	Balance 01-04-04 £	Movement in Funds			Mgmnt Charge £	Balance 31-03-05 £
		Incoming £	Outgoing £	Transfers £		
Restricted Funds:						
Greater London Authority, Education	5,062	-	389	-	(4,673)	-
Association of London Governments: Citizenship & Human Rights	-	38,500	15,384	-	-	23,116
Association of London Governments Crime Reduction & Community Safety	-	20,000	-	-	-	20,000
City Parochial Foundation	13,915	4,000	-	(17,915)	-	-
Home Office	14,978	76,211	54,882	-	(10,000)	26,307
London Development Agency	2,490	6,950	1,189	-	(8,251)	-
Fixed assets reserve	2,490	-	830	-	-	1,660
Total Restricted Funds	38,935	145,661	72,674	(17,915)	(22,924)	71,083
Unrestricted Funds	16,146	52,773	91,189	17,915	22,924	18,569
Total Funds	55,081	198,434	163,863	-	-	89,652

Black Londoners Forum Limited
18A Victoria Park Square
Bethnal Green
London E2 9PB

Devon House
58-60 St Katharine's Way
London E1W 1JX
www.lda.gov.uk
switchboard
t 020 7680 2000
f 020 7680 2040
direct lines
t 020 7954 4616
f
m

7th March 2006

For the attention of Mr Ben Owusu

Dear Sirs

**RE: AFROICE – GREATER LONDON PARENT AND SCHOOL GOVERNORS
NETWORK WEBSITE**

(1) LONDON DEVELOPMENT AGENCY; and

(2) BLACK LONDONERS FORUM LIMITED

1. The London Development Agency (“**LDA**”) has power, under sections 4 and 5 of the Regional Development Agency Act 1998 (as amended by the Greater London Authority Act 1999) to make grant funding available to facilitate the following:
 - 1.1 the economic development and regeneration of London;
 - 1.2 the promotion of business efficiency, investment and competitiveness in London;
 - 1.3 the promotion of employment in London by enhancing and developing the skills of local people;
 - 1.4 contributing to sustainable development in the UK.
2. Black Londoners Forum Limited, a company limited by guarantee, with no share capital, incorporated in England and Wales as No. 5341767 whose registered office is at 18A Victoria Park Square, Bethnal Green, London E2 9PB (the “**Grantee**”) has requested grant funding from the LDA for the Project (as defined below), which falls within one or more of the purposes set out in paragraph 1 above.
3. The LDA has agreed to make a grant of **£18,796** (eighteen thousand, seven hundred and ninety six pounds) (which amount shall be deemed to include any

value added tax determined by HM Revenue and Customs to be payable) (the "**Grant**") to the Grantee on the terms and conditions set out in this Letter of Agreement.

4. The Grantee shall, in accepting the Grant, comply with the provisions of the state aid rules (if applicable) and ensure that all the requirements for the application of any of the block exemption regulations, particularly the *de minimis* aid (Regulation 69/2001) and/or the exemption regulations covering SMEs (regulation 70/2001), are met and detailed records of the same maintained for a period of at least 10 years.
5. The ceiling for all *de minimis* aid provided to any one firm over a three-year period is currently reserved at €100,000. Any *de minimis* aid granted to the Grantee will be relevant if the Grantee wishes to apply, or has applied, for any other *de minimis* aid.
6. Where applicable, the Grantee shall co-operate with the LDA in discharging its obligation to provide information to the DTI State Aid Unit or the European Commission in relation to State Aid.
7. By signing, dating and returning to the LDA the enclosed duplicate of this Letter of Agreement, the Grantee confirms that the statements made by the Grantee in this Letter of Agreement are true and accurate and that the Grantee will comply with the terms and conditions set out and referred to in this Letter of Agreement.

8. Terms and conditions

Project

8.1 The Grantee agrees and confirms to the LDA that:

8.1.1 the Grantee will not use the Grant for any purpose other than for the purpose of creating and developing an interactive website to support the Afroice Greater London Patent and School Governors Network, as more particularly described in the attached Project Specification (Annexure 1) (the "**Project**");

8.1.2 the information given to the LDA by or on behalf of the Grantee in connection with the application for the Grant is true;

and the LDA gives the Grant on this basis.

Outputs

- 8.2 The Grantee confirms that it has sufficient resources, including competent and qualified personnel, financial, premises and other resources necessary to achieve the Outputs from the Project, as described in the attached Project Specification (Annexure 1) and the attached Project Progress Report (Annexure 3).

- 8.3 The Grantee confirms that the Project will incorporate the principle of sustainable development in its planning and development and the Grantee will ensure that the Project promotes diversity, values the diversity of people in London and demonstrates a commitment to equal opportunities.

Consents and Records

- 8.4 The Grantee has or will obtain, prior to the commencement of the Project, all consents, approvals and permissions necessary for the lawful carrying out of the Project;
- 8.5 The Grantee will keep accurate written records of income and expenditure relating to the Project (including, in particular, expenditure of the Grant) and will make these available to the LDA on request from time to time, and will provide copies of such records if so requested by the LDA;
- 8.6 The Grantee will keep its records relating to the Grant and the Project for 6 years after the payment of the Grant and will allow the LDA access to them for inspection and audit on reasonable prior notice.

Assistance to LDA

- 8.7 The Grantee will cooperate with the LDA and its authorised representatives and comply promptly with their requests for information, access to premises (if appropriate) and assistance in reviewing Project progress and compliance with the terms and conditions of this Letter of Agreement;
- 8.8 The Grantee will liaise and provide information as requested by the LDA with and to other organisations and related projects in London.

Capital Assets

- 8.9 A Capital Asset means any item of equipment or other asset which costs **£2,500** (excluding value added tax) or more and which, on the date of purchase, has a useful life of more than one year and is purchased wholly or partly out of the Grant.
- 8.10 The Grantee will advise the LDA in writing of the purchase of any Capital Asset and advise the LDA of its date of purchase, its purchase price (excluding value added tax), its location and details of anyone else having an interest in the Capital Asset.
- 8.11 The Grantee will not dispose of any Capital Asset without the prior written consent of the LDA which may require its sale at open market value and may also require payment of a share in the net proceeds of sale, in proportion to the amount of Grant contributed to its purchase.

Sub-contracting

- 8.12 The Grantee will not sub-contract any part of the Project without the LDA's prior written consent.

Purchasing

- 8.13 The Grantee will obtain three written quotes from possible suppliers of any works, equipment, goods and/or services to be purchased for the Project where the purchase price in any single purchase contract is £5,000 or more.
- 8.14 The Grantee will not split purchase contracts artificially so as to circumvent this requirement.

Insurance and Indemnity

- 8.15 The Grantee will obtain and maintain appropriate insurances in relation to the Project including public and third party liability insurance, employer's liability insurance, insurance against damage to property and contents and, if appropriate, professional indemnity insurance or trustees liability insurance and will provide evidence of this to the LDA on request.
- 8.16 The Grantee agrees to indemnify the LDA against any acts or omissions of its employees, agents or contractors in carrying out the Project.

LDA reputation

- 8.17 The Grantee will not do anything to damage the reputation of the LDA or the Greater London Authority.

Project publicity

- 8.18 The Grantee will obtain the LDA's prior written consent to all promotional activity, public statements or press releases issued by or on behalf of the Grantee in relation to the Project.
- 8.19 The Grantee will comply with the LDA's Marketing and Publicity Guidelines for materials and publicity. The Guidelines are available from the LDA in electronic format on request.
- 8.20 The above-mentioned Guidelines require incorporation of the LDA logo in marketing materials for the Project the LDA allow use of its logo solely for these purposes and for no other purpose whatsoever.

Grant claim and payment

- 8.21 The Grant may be claimed by giving to the LDA at least 14 days' written notice and by submitting a claim form (in the form attached as Annexure 2) duly signed and completed. The claim form must be certified by the Grantee's accountant or

other duly authorised representative that the amount claimed complies with the terms and conditions of this Letter of Agreement.

- 8.22 The claim form should be sent to: Payables and Receivables Manager; Finance Directorate; London Development Agency; Devon House; 58-60 St Katharine's Way, London EW1 1JX, no later than 15th March 2006, Reference Number 19283.
- 8.23 The LDA will endeavour to pay all claims within 30 days of receipt of a valid claim form but will not be responsible for any delay. It is in your interest to ensure that the claim form is completed in a clear and legible manner to ensure quick payment.
- 8.24 The claim form must be accompanied by a Project Progress Report in the form required by the LDA.

Withholding or reduction of Grant

8.25 The LDA can reduce or withhold the Grant if:

- 8.25.1 the Grantee has failed to comply with the terms and conditions in this Letter of Agreement;
- 8.25.2 the Grantee makes a substantial change to the Project which the LDA has not approved;
- 8.25.3 the Grantee attempts to dispose of a Capital Asset without the LDA's prior written consent;
- 8.25.4 there is any financial irregularity in the operation of the Project or the business of the Grantee;
- 8.25.5 in the LDA's opinion, the Grantee is not likely to complete the Project or achieve the Outputs;
- 8.25.6 the Grantee fails to comply with reasonable requests or instructions of the LDA or its duly authorised representative;
- 8.25.7 the LDA is required to do so as a result of a decision by the European Commission or as a result of any obligation arising under Community Law;

and the LDA will notify the Grantee in writing of any decision it takes to reduce or withhold the Grant or any part of it.

Termination and repayment

- 8.26 LDA may terminate this Agreement and demand repayment of the Grant or any part of it if:

- 8.26.1 the Grantee uses the Grant or any part of it other than for the Project; or
- 8.26.2 in the LDA's opinion, the Grantee is not likely to complete the Project or achieve the Outputs; or
- 8.26.3 the Grantee fails to comply with the terms and conditions set out in this Letter of Agreement. If the failure to comply is capable of remedy the LDA will give the Grantee written notice requesting remedial action within a reasonable time specified in the notice but failure to remedy the breach within the timescale specified will entitle the LDA to demand repayment of Grant and to terminate this Agreement.
- 8.27 If the LDA demands repayment of the Grant or any part of it the Grantee will make the repayment within 30 days.

Confidentiality and Intellectual Property

- 8.28 The Grantee will keep all information relating to the Grant confidential unless the prior written consent of the LDA has been obtained to the disclosure of any such information.
- 8.29 The Grantee grants to the LDA a non-exclusive, irrevocable and royalty free licence (with the right to grant sub-licences) to use all intellectual property rights (including without limitation all copyright) in any works created by the Grantee in the course of carrying out the Project under this Agreement.
- 8.30 The provisions of this clause 8 shall survive expiry or termination of this Agreement for any reason.

Proper Law and Jurisdiction

- 8.31 This Letter of Agreement shall be governed by and construed in accordance with English Law and the Grantee hereby irrevocably submits to the exclusive jurisdiction of the English Courts.

Yours sincerely

Signed:
Mary Nicholls
Head of Equality
For and on behalf of the London Development Agency

Date:

I am the duly authorised representative of Black Londoners Forum Limited and have read and understood the terms and conditions of this Letter of Agreement relating to the Grant.

I confirm Black Londoners Forum Limited's agreement to this Letter of Agreement and these terms and conditions.

Signed:

Name:

Duly authorised representative for and on behalf of Black Londoners Forum Limited

Date:

PROJECT SPECIFICATION

BACKGROUND

Recent research indicates that there are considerable differences in standards of attainment for BME communities with African-Caribbean pupils being a particular cause for concern. Initial development of this project was made at the first London Schools and the Black Child Conference in March 2002 that was attended by 2000 black parents, teachers, community activists, school governors and policy makers. The Black Londoners Forum Limited ("Black Londoners Forum"), which has more than 1600 members across 5 sectors (BME voluntary and community, faith, arts, business and youth sectors), managed a consultation exercise to enable Black parents and governors to develop Afroice Greater London Parent and School Governors Network. This project has been developed from results of that consultation exercise. It also addresses LDA funded Education Commission research conclusions into 'The educational experiences and achievements of Black boys in London schools 2000-2003'.

THE PROJECT

The aim of the project is to create and develop an interactive website to support the Afroice Greater London Parent and School Governors Network. The Network encourages greater participation, involvement and representation from Black parents and governors, and provides a voice for black parents and governors. In summary the website will broaden accessibility to the Network's activities; provide an information and signposting service; strengthen the Network's identity; provide a forum to facilitate dialogue on education issues.

The project will develop an online virtual network to empower and inform African Caribbean parents and school governors. It will:

- provide an information and sign-posting service where information and support can be found about a range of education issues
- introduce African and Caribbean Londoners to the aims and objectives of the network to support black parents and governors
- discuss topics of interest particularly policy documents and consultations
- highlight information to empower and support African Caribbean parents and school governors
- provide an area where registered users/members will be able to post questions and opinions to the network and find out about education issues/projects specific to the borough or local LEA
- inform others of the development of the network and the networks activities
- provide a tool for publicising education issues and the role that African and Caribbean Londoners can make in influencing and affecting change

- have links to other sites relevant to education needs of African Caribbean children and parents and school governors, e.g. Saturday schools, parent support groups
- provide a forum to facilitate with African and Caribbean Londoners on education issues.

OUTPUTS, MILESTONES, TIMETABLE AND BENEFICIARIES

Successful completion of the website and content will result in one reported London Development Agency output 'co-ordination and information initiative: research, promotion and networking event'. The Outputs, timetable and milestones are further described in the attached Project Progress Report (Annexure 3), all of which shall be deemed to be included in this Project Specification.

Beneficiaries from the completed website include:

- Members of the African Caribbean Pan London Parents and School Governors Network
- African Caribbean Parents
- African Caribbean School Governors
- Greater London Authority, local authorities and other stakeholders

FUNDING

Project funding will provide for the following:

- The design and build of an interactive website by a web designer that includes a content management system, notice board and discussion room.
- Consultancy and administrative support to develop the website content including research, collation of information, production of factsheets, lists of training and events, newsfeeds of interest to members, web links, resource library, and consultation and online voting systems.
- Project management and supervising of staff and the consultant working on the project by the Director of Black Londoners Forum.
- A contribution towards office space, telephone, computer, stationery etc.

MONITORING AND EVALUATION

The Black Londoners Forum will submit brief monthly update reports for the first three months on progress towards completion of the website and content development. After this point the LDA will require a quarterly summary of usage of the website at the end of the following 2 quarters. Quarterly reports will include numbers of members recruited from the website, number of visits to the website, details of new content uploaded and a summary of activity on the discussion rooms.

The Black Londoners Forum will submit an evaluation of the project at the end of December 2006 that will analyse whether the site has: increased the awareness of parents within the network by the provision of any information and advice; helped develop relationships between local networks, local authorities and central government so that the view of members needs are represented at regional and national level. The evaluation will summarise qualitative statistics such as site hits, feedback from web survey, and give an indication of the overall impact of the site.

COMMUNICATIONS AND MARKETING

The Black Londoners Forum, backed by the GLA will launch the website in May 06 at a local Afroice seminar. Links will be made from a number of websites including the GLA London Schools and the Black Child webpage. The website will be promoted through newsletters, forums, the monthly network meetings etc. A joint press release from the GLA, LDA and Black Londoners Forum will be released and a quotation sought from Ken Livingstone.

FORWARD STRATEGY

The Black Londoners Forum will take the responsibility for continued updating and monitoring of the site after the period of LDA funding.

ANNEXURE 2

CLAIM FORM

Claim Form

LONDON
DEVELOPMENT
AGENCY

Name of Project: Afroice – Greater London Parent and School Governors Network Website

Project Reference (PCS No): 19283

Name of LDA Project Manager: :

Type of Claim:

Frequency

☒ Quarterly

Timing

☐ In arrears

☒ In advance

Name of Grantee:	Black Londoners Forum Limited
------------------	-------------------------------

Address of Grantee:	18A Victoria Park Square Bethnal Green London E2 9PB
---------------------	--

Bank Account Details

Name of Bank and Branch:	L C L
--------------------------	-----------------

Bank Sort Code:			
-----------------	--	--	--

Account Name:	E
---------------	---

Account Number:									
-----------------	--	--	--	--	--	--	--	--	--

Claim Details

	Capital (£)	Revenue (£)	Total (£)
LDA Lifetime Total Forecast(a)	0	18,796	18,796
Received from LDA so far (b)	0		
Outstanding Funding (a - b)	0		
Funding claim this period	0		

Signature:

Please update and attach a completed **Project Progress Report** containing accurate information on progress up to the end of the most recent quarterly monitoring period (June, September, December & March). If submitting a monthly claim please only complete the Finance section of the **Project Progress Report** and return the two sheets to the LDA.

Reasons for **variance on budget**. Please give full details where this is greater than 10% or is more than £100,000 cumulative this financial year.

Reasons for **variance on benefits figures**. Please give full details where this is greater than 10%.

Reasons for **delays in the Project Delivery Plan** of more than 20 calendar days, and, where appropriate, progress with any recovery plan

Signature:

Certificate of Chief Finance Officer

I hereby make an application for a grant towards the expenditure detailed on this form.

I certify that to the best of my knowledge and belief:

The information given is correct and no other public sector funding has been or will be paid to this organisation in respect of the expenditure for which this claim is being made.

The expenditure referred to has been or will be only for the purpose of implementing the agreed funding agreement.

The grant claimed excludes all Value Added Tax recoverable by the Grant Funded Body.

The monitoring statements on this form and in the attached Project Progress Report are a true and accurate reflection of what has taken place.

Signed:

Print name:

Role in the organisation:

Date:

Telephone:

Email:

CLAIM FORMS WHICH ARE NOT SIGNED ON EVERY PAGE BY THE DELEGATED SIGNATORY, WILL BE RETURNED TO THE GRANT FUNDED BODY FOR SIGNATURE.

LDA Use Only

LDA payment details

Cfacs Inv No

Creditor Code

Cost Centre	Account	Activity	Project No	Phase	Amount	VC
			Total			

Certified By:

Authorised By:

--	--

SINGLE PROGRAMME

BANK DETAILS & SPECIMEN SIGNATURES FORM

Please complete this form and return it with your first claim

Name of Grantee: Black Londoners Forum Limited

Address of Grantee: 18A Victoria Square, Bethnal green, London

Post Code: E2 9PB

Telephone: 020 8709 9779

Fax Number for Remittances: 020 8983 6830

Name of Project: Afroice – Greater London Parent and School Governors Website

Project Number (PCS): 19283

Please provide specimen signatures for persons authorised to sign claim forms. You should note that we will only process claims endorsed by one of the signatories below.

	Name (Block Capitals)	Position	Signature
1 st Signatory			
2 nd Signatory			
3 rd Signatory			

Bank Details

I instruct the London Development Agency to make payments to:

Name of Bank and Branch: L B: €
P

Account Name: f

Bank Sort Code:

Account Number:

Signature:

The contract signatory must sign this form.

Date: _____

ANNEXURE 3

PROJECT PROGRESS REPORT

Orin Alexander

From: Sarah Wilkins
Sent: 11 April 2006 17:33
To: "ict"
Cc: Anna Mold
Subject: FW: Afroice - Black Londoners Forum

Follow Up Flag: Follow up
Flag Status: Yellow

Attachments: writing_guide.pdf; ONLINE_web_guidelines_part3.pdf; LDALIVE-#208701-v1-SGE_Instructions_-_04-05_final.DOC

Ben

Further to your conversation with Anna today, please find below the reporting timetable. We were expecting the updated PPR and monthly report on 31 March. Can you let me know if you are unsure of what you should be sending us?

Thanks

Sarah

From: Sarah Wilkins
Sent: 20 March 2006 10:51
To: 'ben@h'
Cc: 'r'
Subject: Afroice - Black Londoners Forum

Ben

I thought that it would be useful to remind you of the dates and information that the LDA requires to update us on the progress of the website project. As we discussed we also require you to adhere to our marketing and communication guidelines and will need to approve the site before it goes live, and also approve any press releases relating the project. I have attached the LDA Writing Guide and Best Practice for Websites



writing_guide.pdf (159 KB) ONLINE_web_guidelines_part3.pdf...

PI

se contact me if you have any queries.

Kind regards

Sarah

AFROICE – GREATER LONDON PARENT AND SCHOOL GOVERNORS NETWORK WEBSITE

Deadline	Report	Details
31 March 2006	Monthly Report	Progress towards website completion. Progress towards content development. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
31 March 2006	Project Progress Report (PPR)	Update the milestones section of the PPR spreadsheet with actual start and any actual end dates of the specified activity. Include how far intended results achieved. BLF to sign each page of the PPR. BLF to update the finance statement to state £18796 under the 'actual' line.

30 April 2006	Monthly Report	Progress towards website completion. Progress towards content development. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
31 May 2006	Monthly Report	Progress towards website completion. Progress towards content development. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
14 Jul 2006	Project Progress Report (PPR)	Update the milestones section of the PPR spreadsheet with actual start and any actual end dates of the specified activity. Include how far intended results achieved. BLF to sign each page of the PPR. Providing the website is completed BLF to update the output statement to state 1 actual coordination and info initiative completed.
14 Jul 2006	Quarterly Report	Report on Summary of usage of the website since completed: <ul style="list-style-type: none"> No. of visits to the site. Details of new content uploaded. Summary of activity on the discussion room. no. of members recruited from the website Details of Comms or Marketing activity. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
15 Sep 2006	Quarterly Report	Report on Summary of usage of the website since completed: <ul style="list-style-type: none"> No. of visits to the site. Details of new content uploaded. Summary of activity on the discussion room. no. of members recruited from the website Details of Comms or Marketing activity. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
31 Dec 2006	Project Evaluation	Document evaluating the impact of the site. Has the site met the objectives*? <ul style="list-style-type: none"> Increased awareness of parents in the network by provision of information and advice Helped develop relationships between local network, LA and central govt. Qualitative stats such as site hits, feedback from web survey. Details of site content. *NB there needs to be method of measuring this. Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).
31 Dec 2006	Certificate of Grant Expenditure	Certificate of Grant Expenditure (please see 2004/05 statement for guidance). This must be signed by your Chief Finance Officer but is not required to be externally audited.

Sarah Wilkins
Skills and Employment Manager
London Development Agency
Devon House



LDALIVE-#208701-
v1-SGE_Instruc...

58-60
London
E1W 1 1X
(Katherine's Way

Orin Alexander

From: Eroll Walters [mailto:eroll@blacklondonersforum.org]
Sent: 24 May 2006 16:55
To: Sarah Wilkins
Subject: RE: Afroice - Black Londoners Forum

Dear Sarah,

There has been, I am having a final talk with the board of Afroice, will come back to by latest Friday.

regards

Eroll

Eroll Walters
Interim Director

The Black Londoners Forum
18A Victoria Park Square
Bethnal Green
E2 9PB

Direct line no. .

-----Original Message-----

From: Sarah Wilkins [mailto:sarah@blacklondonersforum.org]
Sent: 24 May 2006 15:14
To: Eroll Walters
Subject: FW: Afroice - Black Londoners Forum

Eroll

I was wondering if there had been any progress on this at all?

Thanks

Sarah

From: Eroll Walters [mailto:eroll@blacklondonersforum.org]
Sent: 16 May 2006 11:17
To: Sarah Wilkins
Subject: RE: Afroice - Black Londoners Forum

Dear Sarah,

Thank you, I am in receipt of the grant funding agreement, I am perusing and so will get back to you.

regards

Eroll

Eroll Walters
Interim Director

57

The Black Londoners Forum
18A Victoria Park Square
Bethnal Green
E2 9PB

Direct line no.

-----Original Message-----

From: Sarah Wilkins [r]

Sent: 15 May 2006 16:06

To:

Subject: FW: Afroice - Black Londoners Forum

Importance: High

<<LDALIVE-#208241-v2-19283_PPR.XLS>>

Eroll

Please see the project progress report document. I have sent a copy of the grant funding agreement in the post.

Regards

Sarah

From: Sarah Wilkins

Sent: 12 May 2006 16:12

To:

Cc: 'rj' <[redacted]>

Subject: FW: Afroice - Black Londoners Forum

Importance: High

Eroll

I wonder if you can help me on this. I gave you a call today but thought it would be good to email as you were not available.

I spoke to Ben Owusu in response to the email below on the 19 April and he explained that someone was getting the information on the monthly report together for me. He also said that he was leaving the BLF and gave me your contact details. He assured me that he was passing on all details of the project history, objective, monitoring requirements etc to you and that you would be fully briefed.

I am getting quite concerned as I've not heard anything from you and have not yet received your report for March or April - the latter was due on 30 April.

I would be grateful if you could give me a call or forward the information through as soon as possible. Details of the information required and the deadlines is included in the table below.

Please do give me a call if you have any queries.

Regards

Sarah

Sarah Wilkins
Skills and Employment Manager
London Development Agency
Devon House
58-60 Katherine's Way
London
E1W 1JX
0

From: Sarah Wilkins
Sent: 11 April 2006 17:33
To: 'b'
Cc: Anna Mold
Subject: FW: Afroice - Black Londoners Forum

Ben

Further to your conversation with Anna today, please find below the reporting timetable. We were expecting the updated PPR and monthly report on 31 March. Can you let me know if you are unsure of what you should be sending us?

Thanks

Sarah

From: Sarah Wilkins
Sent: 20 March 2006 10:51
To: "
Cc: 'r'
Subject: Afroice - Black Londoners Forum

Ben

I thought that it would be useful to remind you of the dates and information that the LDA requires to update us on the progress of the website project. As we discussed we also require you to adhere to our marketing and communication guidelines and will need to approve the site before it goes live, and also approve any press releases relating the project. I have attached the LDA Writing Guide and Best Practice for Websites

Please contact me if you have any queries.

Kind regards

Sarah

**AFROICE – GRE <<writing_guide.pdf>> <<ONLINE_web_guidelines_part3.pdf>> ER
LONDON PARENT AND SCHOOL GOVERNORS NETWORK WEBSITE**

Deadline Report Details
31 March 2006 Monthly Report Progress towards website completion.

59

Progress towards content development.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

31 March 2006 Project Progress Report (PPR) Update the milestones section of the PPR spreadsheet with actual start and any actual end dates of the specified activity. Include how far intended results achieved. BLF to sign each page of the PPR.

BLF to update the finance statement to state £18796 under the 'actual' line.

30 April 2006 Monthly Report Progress towards website completion.

Progress towards content development.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

31 May 2006 Monthly Report Progress towards website completion.

Progress towards content development.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

14 Jul 2006 Project Progress Report (PPR) Update the milestones section of the PPR spreadsheet with actual start and any actual end dates of the specified activity. Include how far intended results achieved. BLF to sign each page of the PPR.

Providing the website is completed BLF to update the output statement to state 1 actual coordination and info initiative completed.

14 Jul 2006 Quarterly Report Report on Summary of usage of the website since completed:

- o No. of visits to the site.
- o Details of new content uploaded.
- o Summary of activity on the discussion room.
- o no. of members recruited from the website

Details of Comms or Marketing activity.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

15 Sep 2006 Quarterly Report Report on Summary of usage of the website since completed:

- o No. of visits to the site.
- o Details of new content uploaded.
- o Summary of activity on the discussion room.
- o no. of members recruited from the website

Details of Comms or Marketing activity.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

31 Dec 2006 Project Evaluation Document evaluating the impact of the site. Has the site met the objectives*?

- o Increased awareness of parents in the network by provision of information and advice
- o Helped develop relationships between local network, LA and central govt

Qualitative stats such as site hits, feedback from web survey.

Details of site content.

*NB there needs to be method of measuring this.

Spreadsheet signed by BLF with details of spend to date (date, supplier, what for, and amount).

31 Dec 2006 Certificate of Grant Expenditure Certificate of Grant Expenditure (please see 2004/05 statement for guidance). This must be signed by your Chief Finance Officer but is not required to be externally audited.

Sarah Wilkins

60

Skills and Employment Manager
London Development Agency
Devon House
58-60 Katherine's Way
London
E1W 1JX

<<LDALIVE-#208701-v1-SGE_Instructions_-_04-05_final.DOC>>

The information contained in this email and any attachments is intended only for the use of the named addressee.

It may contain information that is privileged and confidential, the disclosure of which is strictly prohibited by law.

Any privilege or confidentiality is not waived or lost because this email has been sent to you by mistake.

If you have received this email in error please notify us immediately by return email and delete it from your system

and destroy any copies. This email is subject to copyright and no part of it should be reproduced,

adapted or communicated without the consent of the copyright owner.

Any personal data in this email must be handled in accordance with the Data Protection Act 1998.

This email message and any attached files have been scanned for the presence of computer viruses. However,

you are advised that you open any attachments at your own risk. If you have any doubts about the authenticity

of an email purportedly sent by us, please contact the LDA immediately on 020 7954 4090.

For general inquiries contact 020 7680 2000

We thank you for your co-operation.

www.lda.gov.uk

This message has been scanned for viruses by MailController.

61

This message has been scanned for viruses by MailController.

[Click here to report this mail as spam](#)

Project Progress Report

PROJ NO	PROJECT NAME
19283	Afroice Greater London Black School Governor Network Website

Colour key	Action	Who enters
	<i>Do not enter - cells are left blank</i>	N/A
	<i>Do not enter - cells contain formulae</i>	N/A
	<i>Enter data at appraisal stage</i>	LDA Project manager
	<i>Enter as soon as available</i>	Funded body

Guidance for LDA Project Managers

- (1) Enter the Project No. and Project Name in the cells above - this will populate the project no/ name cells on the finance, output, milestone and risk register sheets.
- (2) Click on the "Finance" Worksheet tab - update budgets, spend and forecasts monthly or quarterly as appropriate
If you have 2003/04 or previous years budgets / spend enter this in the Prior Years column
Enter private sector funding or other public sector funding as an annual budget / forecast/ actual
- (3) Click on the Outputs Worksheet tab - select benefits and sectors from the drop down list
For each benefit selected, enter budget, forecasts and actuals as appropriate.
If you have 2002/03 or previous years budgets/actual outputs enter these in the 2002/03 column
Enter % for BME/ Disabled / Women and the spreadsheet will calculate these for you
- (4) Look at the "Risk register" worksheet - review the risks on a regular basis
- (5) Click on the "Milestones" tab. Enter and update milestones

Project Finance Statement

PD No. 19283 Project Name Afroce Greater London Black School Governor Network Website

	Prior Years Spend	2004/05												Full Year
		Q1			Q2			Q3			Q4			
All Funders		Apr	May	Jun	Total	Jul	Aug	Sep	Total	Oct	Nov	Dec	Total	18,796 18,796 -18,796 -100.0%
Budget Forecast Actual Difference % Variance														
LDA GROSS TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
LDA CAPITAL		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
LDA REVENUE		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
LDA FEASIBILITY (CAPITAL)		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
LDA FEASIBILITY (REVENUE)		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
LDA RECEIPTS show in negative		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
OTHER PUBLIC		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
PRIVATE SECTOR		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
Leverage		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0
% of LDA funding Other Public Private Sector		0	0	0	0	0	0	0	0	0	0	0	0	18,796 18,796 0 0

64

Project Output Statement

19283 Afroice Greater London Black School Governor Network Website

Percentage of Expenditure Apportioned	Prior Years	2004/05				2005/06				Full Year		Lifetime Total
		Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	Full Year	
Output No 1		Co-ordination and Info Initiatives: Research, promotion and networking events					Sector - Generic and Unspecified Sectors					
Total LDA Gross Target	% of total											
Total LDA Gross Forecast												
Total LDA Gross Actual												
Total % variance												
Net Target	100.0%											
BME Gross Target (see below)	100.0%											
BME Gross Forecast												
BME Gross Actual												
BME % variance												
BME Net Actual												
BME Type (actuals only)												
Asian or Asian British	Gross Actual											
Black or Black British	Gross Actual											
Chinese or Other Ethnic	Gross Actual											
Mixed Race	Gross Actual											
White BME	Gross Actual											
BME - No breakdown available	Gross Actual											
Disability Gross Target	0.0%											
Disability Gross Forecast												
Disability Gross Actual												
Disability % variance												
Disability Net Actual												
Women Gross Target	0.0%											
Women Gross Forecast												
Women Gross Actual												
Women % variance												
Women Net Actual												
Percentage of LDA Spend	0.0%											
Gross LDA Target Unit Cost												
Gross LDA Actual Unit Cost												

☐ Total LDA Gross Target
☐ Total LDA Gross Forecast
☐ Total LDA Gross Actual

Project Output Statement

19283 Afrobe Greater London Black School Governor Network Website

Output No 2	Prior Years	2004/05				2005/06				Full Year		Lifetime Total
		Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	2006/07	
		Sector - None selected										
% of total												
Total LDA Gross Target												
Total LDA Gross Forecast												
Total LDA Gross Actual												
Total % variance	0.0%											
Net target												
Net Actual												
BME Gross Target	0.0%											
BME Gross Forecast												
BME Gross Actual												
BME % variance												
BME Net Actual												
BME Type (actuals only)												
Asian or Asian British												
Black or Black British												
Chinese or Other Ethnic												
Mixed Race												
White BME												
BME - No breakdown available												
Disability Gross Target	0.0%											
Disability Gross Forecast												
Disability Gross Actual												
Disability % variance												
Disability Net Actual												
Women Gross Target	0.0%											
Women Gross Forecast												
Women Gross Actual												
Women % variance												
Women Net Actual												
Percentage of LDA Spend												
Gross LDATarget Unit Cost	0.0%											
Gross LDA Actual Unit Cost												

10

0.8

0.6

0.4

0.2

0.0

Total LDA Gross Target

Total LDA Gross Forecast

Total LDA Gross Actual

Q1

Q2

Q3

Q4

Q1

Q2

Q3

Q4

2006/07

2007/08

☐ Total LDA Gross Target
☐ Total LDA Gross Forecast
☐ Total LDA Gross Actual

Project Output Statement

19283 Afroice Greater London Black School Governor Network Website

Output No 3	Prior Years	2004/05				2005/06				Full Year		Lifetime Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2006/07	2007/08	
	% of total											
Total LDA Gross Target												
Total LDA Gross Forecast												
Total LDA Gross Actual												
Total % variance	0.0%											
Net target												
Net Actual												
BME Gross Target	0.0%											
BME Gross Forecast												
BME Gross Actual												
BME % variance												
BME Net Actual												
BME Type (actuals only)												
Asian or Asian British	Gross Actual											
Black or Black British	Gross Actual											
Chinese or Other Ethnic	Gross Actual											
Mixed Race	Gross Actual											
White BME	Gross Actual											
BME - No breakdown available	Gross Actual											
Disability Gross Target	0.0%											
Disability Gross Forecast												
Disability Gross Actual												
Disability % variance												
Disability Net Actual												
Women Gross Target	0.0%											
Women Gross Forecast												
Women Gross Actual												
Women % variance												
Women Net Actual												
Percentage of LDA Spend	0.0%											
Gross LDA Target Unit Cost												
Gross LDA Actual Unit Cost												

☐ Total LDA Gross Target
☐ Total LDA Gross Forecast
☐ Total LDA Gross Actual

1.2
1.0
0.8
0.6
0.4

Project Output Statement

19283 Afroice Greater London Black School Governor Network Website

Output No 4	Prior Years	2004/05				2005/06				Full Year		Lifetime Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2006/07	2007/08	
		Sector -										
% of total												
Total LDA Gross Target												
Total LDA Gross Forecast												
Total LDA Gross Actual												
Total % variance	0.0%											
Net target												
Net Actual												
BME Gross Target	0.0%											
BME Gross Forecast												
BME Gross Actual												
BME % variance												
BME Net Actual												
BME Type (actuals only)												
Asian or Asian British	Gross Actual											
Black or Black British	Gross Actual											
Chinese or Other Ethnic	Gross Actual											
Mixed Race	Gross Actual											
White BME	Gross Actual											
BME - No breakdown available	Gross Actual											
Disability Gross Target	0.0%											
Disability Gross Forecast												
Disability Gross Actual												
Disability % variance												
Disability Net Actual												
Women Gross Target	0.0%											
Women Gross Forecast												
Women Gross Actual												
Women % variance												
Women Net Actual												
Percentage of LDA Spend	0.0%											
Gross LDA Target Unit Cost												
Gross LDA Actual Unit Cost												
1.2												
1.0												
0.8												
0.6												
0.4												
0.2												
0.0												
□ Total LDA Gross Target												
□ Total LDA Gross Forecast												
□ Total LDA Gross Actual												
2006/07 2007/08												

□ Total LDA Gross Target
□ Total LDA Gross Forecast
□ Total LDA Gross Actual

Project-Output Statement

19283 Afriolce Greater London Black School Governor Network Website

Output No 5	Prior Years	2004/05				2005/06				Full Year		Lifetime Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2006/07	2007/08	
	% of total	Sector -										
Total LDA Gross Target												
Total LDA Gross Forecast												
Total LDA Gross Actual												
Total % variance	0.0%											
Net target												
Net Actual												
BME Gross Target	0.0%											
BME Gross Forecast												
BME Gross Actual												
BME % variance												
BME Net Actual												
BME Type (actuals only)												
Asian or Asian British	Gross Actual											
Black or Black British	Gross Actual											
Chinese or Other Ethnic	Gross Actual											
Mixed Race	Gross Actual											
White BME	Gross Actual											
BME - No breakdown available	Gross Actual											
Disability Gross Target	0.0%											
Disability Gross Forecast												
Disability Gross Actual												
Disability % variance												
Disability Net Actual												
Women Gross Target	0.0%											
Women Gross Forecast												
Women Gross Actual												
Women % variance												
Women Net Actual												
Percentage of LDA Spend	0.0%											
Gross LDA Target Unit Cost												
Gross LDA Actual Unit Cost												

☐ Total LDA Gross Target
☐ Total LDA Gross Forecast
☐ Total LDA Gross Actual

Sarah Wilkins

From: Sarah Wilkins
Sent: 09 February 2007 17:57
To: Christopher Eastcott
Cc: Colleen Washington
Subject: RE: Black Londoners Forum

Hi

I'd been chasing GLA on this and only just got a response from them today. They are to email me to confirm that GLA will be able to do the research and carry forward a solution regarding continual updating of the site.

David from the GLA also updated me on some other correspondence that they had had with BLF and that a meeting is to be held between BLF and Afroice on 13 Feb. This is to resolve the financial queries that I raised at the last meeting regarding defrayed expenditure.

I will contact the (new) chair of BLF and the CEO after the 13th to arrange to meet and put our offer on the table to them.

Thanks

Sarah

From: Christopher Eastcott
Sent: 09 February 2007 09:33
To: Sarah Wilkins
Cc: Colleen Washington
Subject: Black Londoners Forum

Sarah,

Just a brief email to follow up my email of 22 January 2007 regarding the above matter.

Have things progressed since we met on 18 January 2007? I would be happy to organise a meeting so that we can discuss progress if that would be useful, or, drop me an email to update me if this matter has since been resolved.

I am more than happy to provide further advice and assistance as necessary. Just let me know what you need.

Regards

Christopher Eastcott

04/04/2007

74

Sarah Wilkins

From: Sarah Wilkins
Sent: 09 February 2007 14:18
To: 'David Wood'
Subject: Afroice strategy
Importance: High

Hi David

I'd be really grateful if you could give me a call about this. I want to confirm something with the GLA before I request a meeting with Erroll.

Thanks

Sarah

Sarah Wilkins
London Development Agency
Palestra
197 Blackfriars Road, SE1 8AA
Tel: 0

04/04/2007

75

Sarah Wilkins

From: David Wood [I]
Sent: 10 January 2007 14:20
To: Sarah Wilkins
Subject: RE: Update on Black Londoners Forum

Hello Sarah

Many thanks for keeping me informed - will wait to hear from you in due course.

Best wishes

David

-----Original Message-----

From: Sarah Wilkins [mailto:sarah.wilkins@london.gov.uk]
Sent: 10 January 2007 13:06
To: David Wood
Subject: Update on Black Londoners Forum

Hi David

Just so you know that I'm not ignoring this, after we spoke I contacted our legal team giving them the background to the project and the problems experienced. I have asked them on guidance on 2 different options, see below.

- BLF subcontract to GLA to complete the project. BLF keep all remaining grant and pay GLA from this. (I wondered could the LDA provide the specification for what GLA will do, or draft this for BLF?)
- The grant to BLF is annulled and any funding not defrayed is clawed back by the LDA. A new grant agreement is made between LDA and GLA for completion of the project.

I've not yet heard their views on this and will let you know as soon as I do.

Speak soon

Sarah

Sarah Wilkins
 London Development Agency
 Palestra
 197 Blackfriars Road, SE1 8AA
 Tel: 020 7593 8610

The information contained in this email and any attachments is intended only for the use of the named addressee. It may contain information that is privileged and confidential, the disclosure of which is strictly prohibited by law. Any privilege or confidentiality is not waived or lost because this email has been sent to you by mistake. If you have received this email in error please notify us immediately by return email and delete it from your system and destroy any copies.

This email is subject to copyright and no part of it should be reproduced, adapted or communicated without the consent of the copyright owner. Any personal data in this email must be handled in accordance with the Data Protection Act 1998. This email message and any attached files have been scanned for the presence of computer viruses. However, you are advised that you open any attachments at your own risk.

04/04/2007

76

Sarah Wilkins

Subject: Black Londoners Forum & Afroice
Location: 6th Floor breakout (West)

Start: Mon 22/01/2007 11:00
End: Mon 22/01/2007 11:30

Recurrence: (none)

Meeting Status: Meeting organizer

Required Attendees: Nelam Sharma; Shahid Bashir

Hello

I've spoken to you both in the past about problems that we have had with BLF's management of a grant to produce a website for the Black London School Governors Network - Afroice.

I have met with legal about this and we think that the best cause of action is to terminate BLF's contract by mutual consent and for GLA to take on the responsibility for completion of the project. GLA themselves proposed this solution to us.

I wanted to meet up to find out your views on this as I understand that you both work with BLF in other ways, I was also interested to know if there is anyone else at the LDA that we should pass this by before I broach with BLF.

Thanks

Sarah

Project Delivery Timetable

19283 Afroice Greater London Black School Governor Network Website

Milestones at (Date): 5-Feb-08

Description of delivery stage / intended result	Programmed Start	Programmed End	Actual Start	Actual End	Actual to prog start in days	Actual to prog end in days	How far intended results achieved
Agree project plan	20-Feb-06	24-Feb-06					4 days
Produce draft of the content including research and factsheets	20-Feb-06	18-Feb-05					6 weeks
Draft specification for website designer	20-Feb-06	03-Mar-06					2 weeks
Selected website designer	06-Mar-06	24-Mar-06					3 weeks
Site build completed	27-Mar-06	05-May-06					6 weeks
Submit quarter 4 claim to the LDA	28-Feb-06	28-Feb-06					
Submit February report of progress to LDA	03-Mar-06	03-Mar-06					
Submit revised content to website designer	21-Apr-06	21-Apr-06					9 weeks
Site Launched	01-May-06	30-May-06					3 months
Submit March report of progress to LDA	31-Mar-06	31-Mar-06					
Submit May 06 to June 06 report to LDA including no. of members recruited from the website, number of visits to the website, details of new content uploaded; and summary of discussion room activity	07-Jul-06	14-Jul-06					
Submit July 06 to Sept 06 report to LDA including no. of members recruited from the website, number of visits to the website, details of new content uploaded; and summary of discussion room activity	07-Sep-05	15-Sep-05					

Description of delivery stage / intended result	Programmed Start	Programmed End	Actual Start	Actual End	Actual to		How far intended results achieved
					prog start in days	Actual to prog end in days	

Submit impact evaluation of the project to LDA	31-Dec-06	31-Dec-06					
--	-----------	-----------	--	--	--	--	--

* timetable has been built on assumption grant agreement will be issued by 20 February 2006



Black Londoners Forum
18A Victoria Park Square
Bethnal Green
E2 9PB
T 0208 709 7981
F 0208 983 6830
www.blacklondon.org.uk

18 January 2006.

Paul Nagle
Risk and Audit Manager
London Development Agency (LDA)
Devon House
58-60 Katharine's Way
Devon House
London
E1W 1JX

Dear Mr Nagle

Re: Requested Information In support of Grant Application

Please accept our apologies in the delay in sending you the requested documentation in support for the Grant application of £18,796 to create and develop an interactive website to assist the pan London black parent and governors network. (Afro ice)

On reviewing the file I can see that a meeting was held with LDA and BLF on 28 October 2005. At the meeting you requested for BLF to provide 5 items of information to LDA to enable you to consider the release of the funds for the development of the website.

I understand your colleague Sarah Wilkins, Skills and Employment Manager had made a follow up calls on more than one occasion in relation to the requested information and she subsequently sent e-mail message to me on 19 December 2005. I also note from the e-mail message that you are also seeking clarification as to how BLF became deregistered, details of current directors, and full details of current financial situation.

With regards to this particular issue with BLF de registration and other related matters with Companies House.

I can confirm that BLF was initially incorporated at Companies House on 31 January 2003, registration number 4653624. On going through the information it is apparent that due to an administrative error some directors were not registered. The nominee secretary and director registered by the nominee company, which had at first registered the company correctly resigned but because BLF had not filed an annual return, nor had it registered any names or notified Companies House of the correct registered address at Victoria Park Square, all Companies House notices were mailed to the nominee company's address in Truro, Cornwall and BLF staff were not aware of the problem.

After 15 months, in April 2004, Companies House de-registered the 4653624 BLF Company and so BLF was no longer a limited company.

The ensuing sequence of events is not clear but BLF was registered again with Companies House on 25th January 2005, no 5341767. Companies House at our request provided a report dated 18th November 2005, which shows the following statutory information is registered in BLF's:

Directors Chouhan SK	25 th January 2005
Ronnie M	1 st February 2005
Woolley SA	25 th January 2005

Secretary Grossett SG 25th January 2005
Please note that Mr Grossett is not registered as a director.

The nominee appointments have resigned.

Registered address: 18A, Victoria Park Square
London E2 9PB

The accounting date for the annual accounts is still registered as 26th November (IE 22 months after the registered date, the maximum allowed) and the company secretary will notify Companies House of BLF's proper year-end of 31st March. The first annual accounts for the new limited company will be up to 31st March 2006.

I can confirm that we have already sent to Companies House the annual return, which is due on 26th February 2006.

I hope this answers any queries you may have on this particular issue.

Kind regards

Yours sincerely

B. Owusu
Interim Director

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Index and Commentary

Index

Commentary	pages 1 & 2
Balance Sheet and Notes to the Accounts	page 3
Summary of Fund Movements	page 4
BLF Core Expenditure	page 5
BLF Unrestricted Income	page 6
BME CCP Restricted Project	page 7
ALG, Citizenship and Human Rights (CHR)	page 8
ALG, Community Safety and Crime Reduction (CSCR)	page 9

Commentary

Basis on which accounts have been prepared:

Management accounts are based on all cheque payments and receipts up to 31-12-05. The bank account has been reconciled up to the same date. The consultant has accrued costs for all known office, accountancy and audit expenses, but cautions that he has not examined the unpaid invoices files nor has he been provided with a list of cheque payments for January 2006 which could include December costs.

The opening fund and other balances are in accordance with the annual accounts to 31-03-05. These accounts have been audited but not yet approved by the committee nor signed by the auditors.

Finances

The accounts show an unfunded deficit on unrestricted activities of £29,811 which has been temporarily funded from unpaid creditors & accruals and also from restricted grants. This situation is expected to be temporary whilst GLA considers BLF's recent revised budget submission for the 2005-06 financial year, in which BLF seeks a grant, to be retrospective from 1st April 2005, of £50,000 from GLA.

Secretarial Matters

BLF was re-registered as a limited company on 21st January 2005 and has recently submitted its annual return to Companies House. Its first set of audited accounts to be filed with Companies House will be up to 31st March 2006.

Project Activities

BLF is currently managing 2 main projects and earlier in the 2005 year it completed a major project funded by the Home Office and GOL.

Brief details are provided below and separate reports will be presented to the committee at its next meeting scheduled for early February, by the staff managing the projects.

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Commentary , continued

meeting scheduled for early February.

Cracking Crime Project

During the current financial year BLF completed the Home Office/GOL funded cracking crime project. The overall aim of the project was to support black and minority ethnic community organisations to engage effectively in crime reduction initiatives and to provide training and capacity building and develop policy for wider dissemination to influence stakeholders in crime and disorder reduction in London.

The project work was evaluated by Equinox Consulting. The project made some resounding achievements in promoting and raising awareness of crime prevention and reduction issues within the BME communities. It was also able to help raise funds for a number of key organisations working in this area.

Citizenship & Human Rights

Community Safety and Crime Reduction

Two further projects, both funded by ALG are ongoing during the current year. The projects deal with relevant social issues, Citizenship & Human Rights, and, Community Safety & Crime Reduction. The 2 policy project officers managing these projects are Mohammed Kebby and Lauren Bennett-Headley. Progress reports have recently been sent to ALG.

These projects are expected to be completed during the second quarter of 2007.

Ben Owusu
January 2006

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Balance Sheet

		£
Fixed Assets		
Net fixed assets	b/fwd 1-4-05	2,996
Additions 2005-06 at cost		2,996
Current Assets		
Debtors, grants accrued		-
Cash on hand & at bank	20,657	
	20,657	
Current Liabilities		
Creditors & accruals	Note 1 14,599	
Net Current Assets		6,058
Total Net Assets		9,054
Funds		
Restricted funds		37,205
Fixed asset reserve		1,660
Unrestricted fund		(29,811)
Total Funds		9,054

NOTES

Creditors and accruals are:

Suppliers & LCF services	4,040
Rents	6,172
Insurance	570
Audit fee	2,100
Accountancy services	1,540
Sundry items	177
	14,599

85

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Summary of Fund Movements

	Balance 1 Apr 05 £	Income £	Expenditure £	Transfers £	Balance 31 Dec 05 £
Restricted Funds					
Black Minorities Ethnic Cracking Crime Project	26,307	-	26,307	-	-
ALG CHR: Citizenship & Human Rights	23,116	36,500	47,238		12,378
ALG CSCR: Community Safety & Crime Reduction	20,000	20,000	17,173		22,827
Transport for London	-	20,000	18,000		2,000
Total Restricted Funds	69,423	76,500	108,718	-	37,205
Unrestricted Funds					
General Fund, core	18,569	399	48,779	-	(29,811)
Fixed Assets Reserve	1,660	-	-		1,660
Total Unrestricted Funds	20,229	399	48,779	-	(28,151)
Total Funds	89,652	76,899	157,497	-	9,054

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

BLF Core Expenditure	Actual 9 months
	£
Staff & Related Costs	
Salaries, NIC, pensions	27,785
Temporary staff	-
Recruitment	3,578
Trainers' fees	-
Staff training & conferences	-
Travel & subsistence	89
Volunteers' expenses	342
Consultancy support	7,881
	39,675
Marketing & Events	
Conferences, events, AGM	-
Profile, promotion, newsletter	4,225
Council elections	-
	4,225
Office Costs	
Office rent	1,943
Office telephone & mobile	271
Office postage & courier	251
Office stationery	213
Office photocopier running	431
Office repairs & maintenance	248
Office refreshments	111
Website development	-
Website maintenance	57
IT development	-
IT mtce, consumables & s'ware	431
Office miscellaneous	30
	3,986
Finance & Administration	
Executive committee travel/trng	-
Subscriptions & publications	45
Insurances	114
Accountancy services	419
Audit fee	180
Legal fees	-
Bank charges	135
Depreciation	-
	893
Total Revenue Costs	48,779
Capital costs	-
Total Costs	48,779

87

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Unrestricted Income	Actual 9 months £
Grants	
GLA unrestricted	-
CPF unrestricted	-
	-
Other income	
Donations	-
Mailing income	399

399

NOTE

No accrual has been made for any grant income from GLA for 2005-06.

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Restricted Grant - Home Office ACU

Black Minorities Ethnic Cracking Crime Projects

	£
Balance b/fwd 01-04-05	26,307
Income	-
Home Office ACU grants	-
Expenditure	
Salaries, NIC	9,352
Pensions	2,067
Recruitment	-
Staff training	-
Staff travel	-
Volunteers' expenses	35
Consultancies	10,154
Conferences & events	-
Newsletters, mailouts	1,067
Office rent	1,396
Office telephone, mobiles & internet	313
Office postage & courier	257
Office stationery	287
Office photocopier running	253
Office repairs & maintenance	103
Office refreshments	44
IT maintenance, consumables & software	633
Office miscellaneous	-
Subscriptions & publications	53
Insurances	101
Accountancy services	112
Audit fee	80
Total Expenditure	26,307
Balance c/fwd 31-12-05	-

NOTE: The balance brought forward at 01-04-05 has not been audited.

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Restricted Grant - ALG, Citizenship & Human Rights

	ALG funded £	ALG funded £	Project total £
Balance b/fwd 01-04-05	23,116	-	23,116
Income			
Grant received	36,500		36,500
Total Income	36,500	-	36,500
Expenditure			
Salaries, NIC	35,002		35,002
Staff training	10		10
Staff travel	-	103	103
Volunteers' expenses		227	227
Consultancies		-	-
Conferences & events		1,423	1,423
Newsletter		2,269	2,269
Office rent		3,394	3,394
Office telephone & mobile		544	544
Office postage & courier		318	318
Office stationery		355	355
Office photocopier running		860	860
Office repairs & maintenance	-	265	265
Office refreshments	5	107	112
Website maintenance		47	47
IT mtce, consumables & s'ware		862	862
Subscriptions & publications	-	89	89
Insurances	-	228	228
Accountancy services		770	770
Audit fee		360	360
Total costs	35,017	12,221	47,238
Balance c/fwd 31-12-05			12,378

NOTE: The balance brought forward at 01-04-05 has not been audited.

ALG agreed a grant of £182,500 for the period October 2004 to March 2007, payable at the rate of £18,250 per quarter for 10 quarters. To date ALG has paid the first 4 quarters.

The budget applied for by the then Director totalled £184,536 split broadly as follows:

Salaries, NIC	29,593	60,801	62,552	152,946
Rent and other running costs	4,160	12,575	12,855	29,590
Equipment	2,000			2,000
	35,753	73,376	75,407	184,536

90

BLACK LONDONERS FORUM

Management Accounts to 31st December 2005

Restricted Grant - ALG, Community Safety and Crime Reduction

	£
Balance b/fwd 01-04-05	20,000
Income	
Grant received	20,000
Expenditure	
Salaries, NIC	10,106
Staff training	
Staff travel	75
Volunteers' expenses	8
Consultancies	-
Conferences & events	
Newsletter	1,385
Office rent	2,674
Office telephone & mobile	232
Office postage & courier	148
Office stationery	141
Office photocopier running	607
Office repairs & maintenance	172
Office refreshments	59
Website maintenance	47
IT mtce, consumables & s'ware	280
Subscriptions & publications	35
Insurances	127
Accountancy services	797
Audit fee	280
 Total costs	 17,173
Balance c/fwd 31-12-05	22,827

NOTE: The balance brought forward at 01-04-05 has not been audited.

ALG agreed a grant of £100,000 for the period October 2004 to March 2007, payable at the rate of £10,000 per quarter for 10 quarters. To date ALG has paid four quarters. The original application by the then Director was for a very large budget of over £600,000, of which BLF was to secure funding also from other sources. No other sources of funds have been secured and the project manager will need to work within the £100,000 available only, because currently BLF is not in a position to allocate any funds from its own resources.

Black Londoners Forum

Status An unincorporated entity

Address 18a, Victoria Park Square
Bethnal Green
London E2 9PB

Executive Committee

Andrew Sobitan
Simeon Grossett
Eddie Chan
Karen Chouhan
Ronnie Moodley
Simon Woolly
Yomi Falana
Jennifer Harris
Milena Buyum
Miohammed Qureshi
Alex King
Paizah neave
Joe Ukemenam
Rodney Reid

Auditor Susan Field FCA
Chartered Accountant
Neptune House
70, Royal Hill
London SE10 8RF

RH note:

WTT meets 'total exemption' conditions of S249A(1) / (3) and as such need not appoint a Reporting Ac
Under the Charities Act it seems that the requirement to appoint an Independent Adviser does not appl
Charity which is a Company Ch Act 1993 S43 (9)

In this regard I spoke to the Ch Commission on October 18th 2000 and the helpline confirmed that the
requirement to appoint an IA.

Black Londoners Forum

Statement of Executive Committee's responsibilities

The Executive Committee are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the Company and of its financial position at the end of that year. In preparing those accounts, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Executive Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the accounts comply with the Companies Act 1985. They are responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Black Londoners Forum

Balance Sheet at 31st March 2005

		2005		2004	
	Note	£	£	£	£
Net fixed assets	3		2,995		10,550
Current assets					
Debtors	4	41,114		33,700	
Cash at bank & on hand	5	<u>61,358</u>		<u>28,277</u>	
		102,472		61,977	
Less: Creditors and Accruals Falling Due Within 1 Year	6	<u>15,815</u>		<u>17,446</u>	
Net current assets			<u>86,657</u>		<u>44,531</u>
Net assets			<u>89,652</u>		<u>55,081</u>
Capital and reserves	9				
Unrestricted funds			18,569		16,146
Restricted funds			<u>71,083</u>		<u>38,935</u>
Total capital and reserves			<u>89,652</u>		<u>55,081</u>

Approved by the Management Committee on and signed on its behalf

.....
Simon Woolley
Chair

The notes on pages 9 to 13 form part of these financial statements.

95

Black Londoners Forum

Statement of Financial Activities for the Year Ended 31st March 2005

	Note	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
Incoming Resources	8				
Grants		50,000	145,661	195,661	146,168
Other income		<u>2,773</u>	<u>-</u>	<u>2,773</u>	<u>4,991</u>
Total Incoming Resources		<u>52,773</u>	<u>145,661</u>	<u>198,434</u>	<u>151,159</u>
Resources Expended	11				
Cost of generating funds:					
Fund-raising costs		16,863	-	16,863	17,550
Charitable expenditure:					
Cost of activities in furtherance of charity's objects		49,862	71,844	121,706	154,017
Management & administration		<u>24,464</u>	<u>830</u>	<u>25,294</u>	<u>21,817</u>
Total Resources Expended		<u>91,189</u>	<u>72,674</u>	<u>163,863</u>	<u>193,384</u>
Net incoming / (outgoing) resources		(38,416)	72,987	34,571	(42,225)
Management Charge		22,924	(22,924)	-	-
Transfer Between Funds		<u>17,915</u>	<u>(17,915)</u>	<u>-</u>	<u>-</u>
		2,423	32,148	34,571	(42,225)
Funds at 1 April 2004		<u>16,146</u>	<u>38,935</u>	<u>55,081</u>	<u>97,306</u>
Funds at 31 March 2005		<u><u>18,569</u></u>	<u><u>71,083</u></u>	<u><u>89,652</u></u>	<u><u>55,081</u></u>

Notes

1. All the above results are derived from continuing activities.
2. There are no other recognised gains or losses other than those stated above.
3. The notes on pages 9 to 13 form part of these financial statements.

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

1. Accounting Policies

The financial statements have been prepared under the historic cost convention. Also, although not yet registered as a charity, the accounts are prepared in accordance with applicable accounting standards and the statement of Recommended Accounting Practice (SORP) - Accounting by Charities.

The following principal accounting policies have been applied:

a) Income

Income represents amounts receivable during the year. Grants and donations for specific purposes are treated as income in the year in which received. Amounts received during the year relating to specific periods are spread over the periods to which they relate. Income received during the year for future periods is treated as deferred income.

b) Fund accounting

Restricted and unrestricted funds are separately disclosed, as set out in note 9. The different funds held are defined as follows:

- restricted funds are subject to specific restrictions imposed by the funder
- unrestricted funds are available to spend at the discretion of the Directors in furtherance of the charitable objectives of the Company.

c) Expenditure

Charitable expenditure and administration costs comprise direct expenditure including direct staff costs attributable to a grant. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking grants and in publicising the organisation.

Management & administration costs are those incurred in connection with the management of the organisation's assets, routine administration and compliance with constitutional and statutory requirements.

d) Depreciation of fixed assets

Computer and office equipment and furniture costing less than £500 is written off in the year of purchase. Capital items costing £500 and over are depreciated over an estimated four year life at a depreciation rate of 25% per annum. A full year's depreciation is charged in the first year of use of the asset.

2. Taxation

No taxation has been provided for in the financial statements because the Company is a non-profit making body funded principally by external grants.

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

3. Fixed Assets

	IT Equipment £	Furniture £	Total £
Cost at 1st April 2004	23,317	8,851	32,168
Purchases	650	-	650
Cost at 31st March 2005	<u>23,967</u>	<u>8,851</u>	<u>32,818</u>
Accumulated depreciation at 1st April 2004	15,343	6,275	21,618
Charges for 2005	5,993	2,212	8,205
Accumulated depreciation at 31st March 2005	<u>21,336</u>	<u>8,487</u>	<u>29,823</u>
Written down value			
At 31st March 2004	<u>7,974</u>	<u>2,576</u>	<u>10,550</u>
At 31st March 2005	<u>2,631</u>	<u>364</u>	<u>2,995</u>

4. Debtors

	2005 £	2004 £
Grant debtors	41,000	33,700
Sundry debtors	114	-
	<u>41,114</u>	<u>33,700</u>

5. Cash

	2005 £	2004 £
Current account and cash on hand	<u>61,358</u>	<u>28,277</u>

6. Creditors and Accruals (falling due within 1 year)

	2005 £	2004 £
Accruals	11,484	15,812
Social services & other taxes	4,331	1,634
	<u>15,815</u>	<u>17,446</u>

7. Analysis of Net Assets between Funds

	Tangible net fixed assets £	Net current assets £	Total £
Unrestricted funds	1,335	17,234	18,569
Restricted funds	1,660	69,423	71,083
Total	<u>2,995</u>	<u>86,657</u>	<u>89,652</u>

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

8. Incoming Resources	Unrestricted Funds £	Restricted Funds £	2005 Total £	2004 Total £
Grants				
Transfer from Predecessor Organisation	-	-	-	97,306
Greater London Authority	50,000	-	50,000	65,567
Association of London Government	-	58,500	58,500	17,013
City Parochial Foundation	-	4,000	4,000	16,000
Home Office	-	76,211	76,211	40,638
London Development Agency	-	6,950	6,950	6,950
Total Grants	50,000	145,661	195,661	243,474
Other Income				
Donations and sundry items	2,773	-	2,773	2,491
Consultancy income	-	-	-	2,500
Total Incoming Resources	52,773	145,661	198,434	248,465

9. Reconciliation of Funds

	Balance 01-04-04 £	Movement in Funds			Mgmnt Charge £	Balance 31-03-05 £
		Incoming £	Outgoing £	Transfers £		
Restricted Funds:						
Greater London Authority, Education	5,062	-	389	-	(4,673)	-
Association of London Governments: Citizenship & Human Rights	-	38,500	15,384	-	-	23,116
Association of London Governments Crime Reduction & Community Safety	-	20,000	-	-	-	20,000
City Parochial Foundation	13,915	4,000	-	(17,915)	-	-
Home Office	14,978	76,211	54,882	-	(10,000)	26,307
London Development Agency	2,490	6,950	1,189	-	(8,251)	-
Fixed assets reserve	2,490	-	830	-	-	1,660
Total Restricted Funds	38,935	145,661	72,674	(17,915)	(22,924)	71,083
Unrestricted Funds	16,146	52,773	91,189	17,915	22,924	18,569
Total Funds	55,081	198,434	163,863	-	-	89,652

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

10. Executive Committee Remuneration & Expenses

No Member of the Executive Committee received any remuneration during the period under review. Members of the Executive Committee were reimbursed £19 (2004: £95) by the Company for expenses incurred.

11. Resources Expended	2005	2004
	£	£
Salaries & NIC	99,615	93,882
Temporary staff	-	251
Recruitment	2,333	982
Staff training	2,048	392
Staff travel	371	845
Management Committee's travel	19	95
Volunteers' expenses	597	705
Consultancies	-	12,092
Conferences & events	7,668	7,914
Profile & promotion	104	419
Newsletter	10,278	17,254
Office rent	10,839	8,443
Office telephones, mobiles & internet	2,434	9,602
Office postage & courier	4,208	8,851
Office stationery	1,837	3,106
Office photocopier	3,738	3,789
Office repairs & maintenance	1,058	925
Office refreshments	464	548
Website development	-	7,766
Website maintenance	420	188
IT maintenance, consumables & software	3,040	3,169
Subscriptions & publications	486	506
Insurances	741	811
Accountancy services	1,802	1,807
Audit fees	1,225	906
Legal fees	99	-
Bank charges	234	93
Depreciation	8,205	8,043
Total	<u>163,863</u>	<u>193,384</u>

Black Londoners Forum

Notes to the Accounts for the Year Ended 31st March 2005

11. Resources Expended continued

Summary of Resources Expended	Restricted costs £	Unrestricted costs £	Total costs 2005 £	Total costs 2004 £
Direct charitable expenditure	71,844	49,862	121,706	154,017
Fundraising	-	16,863	16,863	17,550
Management & administration	830	24,464	25,294	21,817
	<u>72,674</u>	<u>91,189</u>	<u>163,863</u>	<u>193,384</u>

	2005	2004
Average number of employees during the year	3	3
No employee earned more than £50,000		