



Report Reference Number: S/19/6

To: Scrutiny Committee
Date: 4 July 2019
Ward(s) Affected: All
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Lead Executive Member: Cllr Chris Pearson (Lead Member for Housing, Health and Culture)
Lead Officer: Julie Slatter (Director of Corporate Services and Commissioning)

Title: Review of Community Centres

Summary:

In March 2019 the Scrutiny Committee agreed to establish a Task and Finish Group and work in partnership with the Tenant Scrutiny Committee to help facilitate a review of Community Centres. This information report sets out the previous work of the Scrutiny Committee on Council Funded Community Centres, in order for Members to decide how they wish to take the matter forward.

Recommendation:

The Committee are asked to confirm they wish to continue with the review, agree the proposed scope and methodology and establish a Task and Finish Group.

Reasons for recommendation:

Housing Revenue Account (HRA) funded Community Centres and their sustainability remains a key issue for members and residents alike. In order to move forward, we must first understand their current position in the community and how tenants and residents use them now and might wish to use them in future.

1 Introduction and background

1.1 Previous reviews have taken place in regards to Community Centres. Most notably in 2010, following a report to the Social Board, the decision was made to sell the poorly used centre at Womersley and convert the centre at Kellington into a residential unit. This left the Council with the 10 centres it has today:

- Anne Sharpe Centre, St Edwards Close, Byram
- Westfield Court Centre, Westfield Court, Eggborough
- Coultish Centre, Charles Street, Selby

- Cunliffe Centre, Petre Avenue, Selby
- Harold Mills House, North Crescent, Sherburn-in-Elmet
- Lady Popplewell Centre, Beechwood Close, Sherburn-in-Elmet
- Grove House, Grove Crescent, South Milford
- Calcaria House, Windmill Rise, Tadcaster
- Kelcbar, Kelcbar Close, Tadcaster
- Rosemary House, Rosemary Court

1.2 Reviewing the Community Centres was suggested as a piece of work in June 2015, following a proposal from Councillor Buckle. Primary concerns were raised around the poor use of the centres, running costs and lack of community engagement. Considerable discussions took place between the Committee and Lead Officer for Community Support, but it was not felt a Task and Finish Group was required at that stage. It was however agreed that work would be undertaken to try and address the issues raised by Committee as to the use of the centres.

1.3 Since then, public WIFI has been installed into almost every centre, and a new booking system created and managed by the Customer Contact Centre, in the hopes of garnering new community and private sector interest in the centres. An investment of £78,000 over two years was also agreed in 2017 to facilitate security and access improvements.

1.4 However, whilst these improvements are acknowledged, the same concerns regarding community usage and value for money remain present; and it is therefore important that this work be revisited and progressed, and that a review is undertaken to inform a way forward.

2 Proposed Review

Defining the review and its scope

2.1 This review is intended to consider how Community Centres are currently being used and how we can make better use of them in the future.

2.2 We propose that the scope of the review will:

- Determine current level of use and public satisfaction with the centres.
- Look at current management models at each centre.
- Confirm the cost of providing the centres to the HRA.
- Explore potential alternative delivery models.
- Explore whether the current service offer meets the future needs of tenants and residents; and if not, what future model may best achieve this.

Proposed Methodology

2.3 We propose that the review is completed over a 6 month period and includes the following:

- Scrutiny to decide Task and Finish group members.

- Officers to provide base line information (costs, condition, level of usage, current management arrangements and constitutions) to support initial fact finding work.
- Co-operative between Scrutiny Committee and Scrutiny Panel to generate a consultation survey.
- Tenant Participation Officer to oversee tenant and resident consultation.
- Site visits to the Community Centres to help understand the usage.
- Benchmark against other local authority practices in relation to Community Centres, with the potential for site visits.

2.4 The Tenant Scrutiny Panel work to analyse and provide recommendations in relation to specific areas of the Council's housing service. Completing the review in this way provides an opportunity for closer working relationships between Council members and our tenants, providing an innovative approach to the review process. Having first-hand experience, tenants can also offer a great insight into the consultation process and everyday use of the centres.

2.5 It is also important to state that different solutions may be appropriate for each centre and a wide range of options should be considered. Of central importance is therefore the views of the local community and it is proposed that a resident-wide consultation take place to best assess and inform the review and options for future use and management of each centre.

Baseline information

2.6 Officers are currently working on the baseline information to help inform the review and the Task and Finish group will be provided with detailed information on the following areas:

2.6.1 Management arrangements and constitutions

On a day to day basis the management of the centres is undertaken by the Housing and Property Team's. Each centre has a constitution and a management committee. The committee arrangements vary locally and some are more formal others. A copy of a constitution is available in Appendix B.

2.6.2 The condition of the centres and the facilities available

The standard of the décor, fixtures and fittings in the centres vary between each centre. If a Task and Finish group is established a visit to each centre to see the condition and the facilities will form part the review but some recent photographs taken at some of the centres are available in Appendix C.

2.6.3 Level of usage

The management committee for each centre are authorised to have 6 free sessions per week (2 hours per session). Members of the public and community groups can hire the Community Centres for their own use – the current charge is £10.40 per hour and use varies across the centres. Appendix D contains an overview of the regular bookings at each centre.

2.6.4 The income and expenditure related to running the centres

The Council owned Community Centres are wholly funded by the Housing Revenue Account. The financial budget is combined and officers are currently working to break this down and identify the costs associated with each individual centre. The budget covers the cost of repairs and maintenance, centre improvements, utilities, fixtures and fittings, cleaning, general insurance and management costs. In 17/18 the overall cost of running the centres was in the region of £203,000 and the overall Community Centre income totalled just over £13,000.

3. Implications

3.1 Legal Implications

All Council landlords are required to meet the four consumer standards, as set by the Regulator for Social Housing. The 'Tenant Involvement and Empowerment Standard,' requires landlords to consult with their tenants and *'ensure that tenants are given a wide range of opportunities to influence and be involved.'*

Any further legal implications arising from future proposals in respect of individual Community Centres will be addressed as part of those proposals.

3.2 Financial Implications

Any financial implications arising from future proposals in respect of individual Community Centres will be addressed as part of those proposals.

3.3 Policy and Risk Implications

The report's recommendation provides a number of opportunities to develop a co-operative approach between Council members and tenants, as to the provision and management of the Community Centres. In regards to partnership working arrangements, roles and responsibilities need to be clearly identified in order to mitigate risk as much as possible.

3.4 Corporate Plan Implications

This report links to Priority 3 of the Corporate Plan (2015-2020): To make a difference. It focuses on empowering and involving people in decisions about their area and their services.

3.5 Resource Implications

Any resources required as part of a Task and Finish Group will be identified in the attached Scoping Document – Appendix A.

3.6 Equalities Impact Assessment

All Selby District Council tenants will be eligible for the proposed consultation and every effort will be made to engage as many tenants as possible in this process.

4. Conclusion

- 4.1** In order to ensure that Community Centres are achieving their financial and community benefit potential, we propose a review of the centres take place. To do this, we recommend a Task and Finish Group be established by the Scrutiny Committee and Tenant Scrutiny Panel. This review will include a district-wide consultation and provide recommendations for future use of the centres.

5. Background Documents

N/A

6. Appendices

Appendix A – Scoping document
Appendix B – Copy of the Constitution
Appendix C – Internal Photographs
Appendix D – Community Centre Bookings

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Scrutiny Committee Task and Finish Group Review

Task and Finish Group Title:	Review of Community Centres
What the Review would achieve	Identify how the Community Centres are currently used and how we can make better use of them in the future.
Reasons for Review	<p>Criteria for selecting item:</p> <ul style="list-style-type: none"> • Identified by Members as key issue for public. • Positively impact on the delivery of services. • Engage the public and partner organisations. • Is the service cost/effective/value for money? <p>Potential criteria for rejecting items:</p> <ul style="list-style-type: none"> • N/A
Possible areas to be covered	<ul style="list-style-type: none"> • Current level of use and public satisfaction with the centres. • The cost of the Community Centres to the Housing Revenue Account • Exploration of potential alternative models • The current Community Centre management model • Exploration of whether the current service offered meets the future needs of tenants and residents and if not, what future model may best achieve this for the centres. • Explore what sources of external funding may be available • Explore how can the centres generate income • Explore links to wider work on culture and health and how we can use the centres for delivery of activities and event
Methodology/Approach	<ul style="list-style-type: none"> • Establish the Task and Finish Group • Officers to provide base line information to support initial fact finding work which could also include visits to the Community Centres to help understand the usage • The Scrutiny Committee and the Tenant Scrutiny Panel will work together to generate a consultation survey. • Tenant Participation Officer to oversee tenant consultation.

	<ul style="list-style-type: none"> • Benchmark against other local authorities practices in relation to Community Centres including potential site visits
Indicators of Success	A report will be produced with recommendations on how we can make better use of the centres.
Barriers/dangers/risks	<p>Tenants and service users do not engage in the review.</p> <p>Lack of engagement with wider community</p>
Length of Review	6 Months
Resources	<ul style="list-style-type: none"> • Staff time • Council member time • Tenant Scrutiny time • Community Centre Committee members time • Tenants and residents time

CONSTITUTION OF THE COMMUNITY CENTRE

NAME OF CENTRE AND PURPOSE	The Centre shall be called *. Its purpose is to provide a meeting place and entertainment for Senior Citizens living in * and immediately surrounding villages.
THE COMMITTEE	The Management Committee shall be called the * Management Committee - hereinafter referred to as the Management Committee.
OBJECTS OF THE COMMITTEE	<p>The Management Committee shall be responsible for the day to day running of the Centre and the promotion and regulation of its use by those eligible.</p> <p>Those eligible to use the Centre are all those of pensionable age and the disabled living in the villages referred to above.</p>
COMPOSITION OF THE COMMITTEE	The Committee shall comprise of no more than 12 Members elected by those eligible to use the Centre (by invitation others not eligible to use the Centre may have their names put forward for election) at the Annual General Meeting.
SELECTION OF THE COMMITTEE	<p>The Annual General Meeting shall elect the Committee each year. Members elected shall serve for a period of one year and may allow their names to go forward for election for further periods of yearly service.</p> <p>The Management Committee shall have power by a two thirds majority vote to co-opt any person to serve on the Committee whom it feels would benefit its work. Co-opted members have no vote in Committee on policy decisions.</p>
THE CHAIRMAN	A Chairman shall be elected annually by the Committee from amongst its members. This election to take place at the AGM. The Chairman will serve for a period of one year. That person may stand for re-election for further yearly terms.
THE HONORARY SECRETARY	At the same first meeting of the Committee each year the Honorary Secretary shall be elected for a period of one year. He/she may stand for re-election for further yearly terms. The Secretary shall take minutes at the AGM and each Committee meeting and record them in a book provided for this purpose.
THE HONORARY TREASURER	The Honorary Treasurer shall be elected at the same meeting to serve for one year and shall keep a record of all financial transactions pertaining to the Centre. The Honorary Treasurer shall be required to present to the Committee an audited Statement of Account in March which the Committee will put before the AGM for acceptance in April. The Honorary Treasurer may serve for further periods of yearly service.

RULES

1. The Committee shall meet as often as its business requires providing that there shall be at least one meeting each quarter.
2. The Honorary Secretary shall convene the meeting on the instruction of the Chairman by giving at least seven days clear notice to members.
3. A meeting may also be convened by request of at least six members of the Committee.
4. The Annual General Meeting shall be held in April each year and a report of the Centre's activities shall be presented by the Chairman to the AGM.
5. Any changes, amendments or additions to the Constitution can be made only at the AGM. Submissions in writing, duly proposed and seconded by those eligible to vote at the AGM, must be received by the Honorary Secretary at least six weeks before the date of the AGM. Any additions to or changes in the Constitution must be made in the form of a motion to the AGM and before being adopted must be passed by at least a two thirds voting majority of those attending the AGM.
6. Those eligible to vote at the AGM are all members of the Centre - that is all senior citizens and disabled persons living in the villages referred to in the Constitution.
7. The assets of the Committee shall be held for and used for the benefit of all senior citizens and disabled persons living in the above mentioned villages. Should all members of the Committee resign and no-one be elected to replace those members, then all the assets of the Committee shall be immediately transferred to the account of "Selby District Council".
8. In any matter of Policy and Use of the Centre decision rests with the Management Committee whose decision shall in all matters be final.

9. **VOTING AT COMMITTEE MEETINGS**

All elected members of the Committee shall have one vote each but co-opted members may only vote in non-policy matters. In the case of a tied vote the Chairman shall have a second or casting vote.

Westfield, Eggborough



Cunliffe, Selby



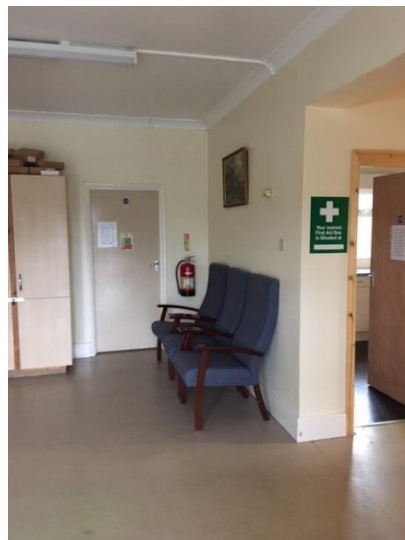
Grove House, South Milford



Harold Mills, Sherburn in Elmet



Lady Popplewell, Sherburn in Elmet Calcaria, Tadcaster



APPENDIX D

Activities and usage

- Anne Sharpe Centre, Byram: a large part of the centre is rented by the local doctor's surgery. Separate to this, bingo and coffee morning's takes place twice a week.
- Westfield Court, Eggborough: one of the quieter centres, it hosts bingo on a Monday afternoon and an exercise class on Tuesday.
- Coultish Centre, Selby: hosts regular bingo, a weekly embroidery club and the fortnightly TARA. Horton Housing also use the centre for their Community Café on a Wednesday afternoon and it is rented by a local hairdresser and learning school on a Thursday.
- Cunliffe Centre, Selby: a busier centre with a separate room and facilities, this is rented out three days a week by YPC (a local disability group). It hosts bingo regularly and Horton Housing also hosts a Community Café here on a Tuesday afternoon. It is also used for coffee mornings, exercise classes, Refuge Council drop-in and NYCC Adult Learning.
- Harold Mills House, Sherburn-In-Elmet: hosts a weekly lunch club, Horton Housing also offer a weekly drop-in and Community Café, and there is bingo on a Thursday afternoon.
- Lady Popplewell Centre, Sherburn-In-Elmet: hosts bingo twice a week, is rented fortnightly by the French Group and a local visiting scheme. It also has a weekly art class and friendship group.
- Grove House, South Milford: hosts bingo and dominos three evenings a week, a weekly 'Tea with tots' and 'Derby and Joan' group, and a monthly painting class.
- Calcaria House, Tadcaster: Games committee and line dancing are hosted once a week, Horton Housing Community Café fortnightly, slimming club on a Wednesday and bingo three times a week. The WI rent the centre for one evening a month and it is also used by SDC for a housing drop-in surgery.
- Kelcbar, Tadcaster: hosts an exercise class once a week, a monthly social club and Churches Together meeting, and fortnightly coffee morning.
- Rosemary House, Tadcaster: a quieter centre, it hosts bingo twice a week and the flood fundraising group on a Thursday morning.