

Title of meeting: Culture Leisure & Sport Decision Meeting

Subject: Community Centres Update

Date of meeting: 6 February 2015

Report by: Head of City Development and Cultural Services

Wards affected: All

1. Requested by

1.1 Cabinet Member for Culture, Leisure and Sport

2. Purpose

2.1 To update the Cabinet Member for Culture, Leisure & Sport on the current 'state of health' of community centres within her portfolio and to outline any significant changes or events since the last update report in February 2013.

3. Information

3.1 Background information

- 3.1.1 There are 14 community centres located across the city which are supported and overseen by Community Support in Culture. 12 of these centres are managed by charitable associations and 2 are directly managed.
- 3.1.2 Centres are provided at nil rent to the associations and they retain all income generated from hiring of the premises in return for meeting all the basic running costs. (The current financial status of the associations is shown at Appendix 1).
- 3.1.3 Service Level Agreements are in place which set out the council's expectations covering the provision of a broad and balanced programme for the whole community, conformity with legal requirements and good practice and the cleanliness and safety of the centre (see Appendix 2). The SLAs are monitored in detail each year and an action plan agreed for any improvements or developments required.
- 3.1.4 The demographic profile of the users of each centre, together with space utilisation and numbers of attendances, is assessed every two years (formerly annually). These surveys are currently underway and the results will be reported at a future meeting.

3.2 Significant changes since February 2013

- 3.2.1 6 centres have been transferred from the General Fund to the Housing Revenue Account, which has made significant repairs and improvements possible. The responsibility for the structural maintenance of the remaining centres is with Asset Management Service.
- 3.2.2 Binsteed Community Centre was declared surplus to requirements and the building transferred to Early Years as a dedicated childcare centre, formally acknowledging the principal usage.
- 3.2.3 The second extension to Milton Village Hall, funded largely by external grants, has enabled the creation of a very successful community café and has contributed to the Association's greater financial viability.
- 3.2.4 Havelock and Highbury Community Centres are successfully hosting Children's Centres.
- 3.2.5 The new Hillside and Wymering Centre has opened, re-providing both the former Wymering Centre and Hillside Youth Centre in a shared, purpose built facility. The new centre is very busy and is already oversubscribed.
- 3.2.6 The completion of the community hub - Somerstown Central - has rehoused Southsea Community Association plus creating a housing development site where the old community centre stood.
- 3.2.7 The policy of not replacing seconded PCC staff but grant aiding associations to employ directly has, over the last year, reduced the total number of PCC staff in community centre to 8.

3.3 Other information

- 3.3.1 5 centres provide small community cafes offering low cost hot and cold snacks; Southsea Community Association's former café has been replaced by external caterers.
- 3.3.2 4 centres have open access IT rooms plus Fratton has 2 free access pcs in their café. All centres have signed up to participate in the super-connected cities wifi project.
- 3.3.3 Only 4 centres still operate bars and all have declining usage with 3 bars being barely sustainable.

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Signed by
Stephen Baily
Head of City Development and Cultural Service

Appendices:

Appendix 1: Financial situations and management arrangements

Appendix 2: Service Level Agreement

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

| Title of document | Location |
|---|------------------------------|
| Annual reports and accounts of all community associations | CDCS files, floor 5 core 3/4 |
| Signed SLAs with all community associations | CDCS files, floor 5 core 3/4 |
| SLA monitoring reports for all community associations | CDCS files, floor 5 core 3/4 |

Appendix 1: Financial situations and management arrangements

| Centre name | PCC direct costs | PCC grant aid | Total PCC funding | Free Reserves | Comment |
|-----------------------|-------------------------|----------------------|--------------------------|----------------------|---|
| Anchorage | £9,550 | N/A | £9,550 | N/A | Centre managed directly - no association |
| Baffins | zero | zero | zero | £22,150 | 13/14 surplus = £3,822 |
| Buckland | £20,053 | £8,880 | £28,933 | £152,192 | 13/14 surplus = £20,459 |
| Cosham | zero | zero | zero | £93,128 | 2013 deficit = £20,675 (financial year January to December) |
| Eastney | zero | zero | zero | £49,470 | 13/14 deficit = £109 |
| Fratton | £47,923 | £1,275 | £49,198 | £70,789 | 13/14 surplus = £15,678 |
| Havelock | zero | zero | zero | £12,771 | 13/14 surplus = £1,124 |
| Highbury | zero | £6,500 | £6,500 | £3,352 | 13/14 deficit = £6,514 |
| Hillside + Wymering | £21,747 | N/A | £21,747 | N/A | Centre managed directly - no association |
| Milton | zero | zero | zero | £19,345 | 13/14 surplus = £4,008 |
| Paulsgrove | zero | £27,500 | £27,500 | £15,986 | 13/14 deficit = £6,749 |
| Southsea / Somerstown | £34,639 | zero | £34,639 | £75,583 | 13/14 surplus = £ 4,020 |
| Stacey | zero | £7,000 | £7,000 | £20,912 | 13/14 deficit = £7,028 |
| Stamshaw + Tipner | £1,626 | £5,430 | £7,056 | none | 12/13 deficit = £7,781, 13/14 accounts awaited |

These figures have been taken from the most recent accounts available from the community associations.

The value of the waived rentals is not included, nor is the cost of any Landlord repair maintenance or improvements.

Appendix 2:

Service Level Agreement

Purpose: The purpose of community centres is to serve their local community by providing a warm and safe environment in which residents can engage in a wide range of activities. Associations managing centres will strive to cater for all, irrespective of age, gender, ethnic origin, disability, sexual orientation, or beliefs. They will offer opportunities to engage in social activities, in volunteering, in activities and interest groups and in personal development. Associations will work to high standards of conduct in all aspects of their work and strive to be centres of excellence in the field of social and leisure provision.

Parties: The parties to this agreement are Portsmouth City Council (Cultural Services) and _____ Community Association.

Adopted: This agreement was adopted by _____

Community Association at its Committee Meeting on

_____/_____/_____

Signed on behalf of the Association:

Chairperson _____

Name _____

Signed on behalf of Portsmouth City Council

Representative _____

Name _____

The Community Association will:

A. Strive to provide a broad and balanced programme for the whole of the community, within the constraints of the size of the building and of finance and in light of other local provision.

To enable this, the association will:

- i Maintain an understanding of the community it serves through consultation, analysis of use and through community research when appropriate.
- ii Annually - set *short and long-term objectives* towards achieving the aim of a broad and balanced programme. These to make use of the results of the Centre Use and User Profile surveys.

Once agreed, to send a copy of these to the Community Support Officer

- iii Annually - formally review progress of these objectives and send a copy of the review to the Community Support Officer.
- iv *Publicise* its programme of activities within the local community

B. Have in place and in operation policies covering the following areas:

- i Health and Safety
- ii Equal Opportunities
- iii Financial Management
- iv Employment (paid and voluntary staff)
- v Charging Rates
- vi Child Protection
- vii Customer Service
- viii Governance

C. Provide annual evidence of public liability (to the value of £5 million) and employers insurance.

Annually, provide evidence of the above.

D. Keep the building in a clean, safe and welcoming condition, including:

Carrying out monthly recorded Health & Safety Checks.

Monitoring the building and reporting any defects \ maintenance issues relevant to Portsmouth City Council.

E. Follow all requirements of its constitution and of Charity Law

- i Access and support the All Associations meetings
- ii Allow staff (if appropriate) to attend the all centres staff meetings
- iii Ensure managers (if appropriate) attend the Centre Managers meetings

F. Provide audited/independently examined annual accounts.

Annually, provide evidence of the above.

G. Participate in the annual data gathering exercise to provide the information PCC is required to obtain and report

- i The numbers of users per annum
- ii The profile of centre users (collected once a year)
- iii The utilisation of space (collected once a year)
- iv User satisfaction levels

H. Provide information for local people on services and activities locally and city-wide.

I. Provide and promote opportunities for voluntary work.

J. Ensure that good practice is followed in the recruitment, management and employment of staff.

- I Ensure staff are trained appropriately to carry out required duties
- li Ensure staff receive periodic recorded supervision
- lii Ensure staff have suitable contracts of employment
- lv That in the employment of staff equality of opportunity is ensured.

K. Provide the Community Support Officer with minutes and agendas to committee meetings in a timely way.

PCC will provide:

A. A rent free building for the provision of services and activities for the local community.

- i Carry out its responsibility for repairs and maintenance to the building with regard to budgetary limitations.

B. Assistance in the development of policies and procedures based on existing examples of good practice.

- i Provide examples of policies to associations on request
- ii Provide support in the development of policies and procedures
- iii Strive to inform associations of new or changed legislation that may affect them

C. Access to technical advice on the refurbishment or extension of centres.

- i Access to avenues of support within PCC
- ii Technical and other support with funding bids

D. Assistance towards the funding of periodic community needs research.

- i Contacts for researchers to carry out the required research
- ii Access to grants to fund research

E. Assistance in the identification of funding sources for programme or building developments.

- i Active support in identifying funding sources.

F. Support in identifying potential partners or providers of new services.

G. Access to training for association staff and volunteers.

- i Access to Portsmouth City Council or external training for association staff and volunteers – where resources allow.
- ii Enable training where requested \ required for association trustees.
- iii Support \ access to training to meet the requirements of the Service Level Agreement.

H. Up to date information on services locally and city wide and the means to display this.

- i Regular mailings of posters and leaflets relating to activities and services in Portsmouth
- ii The means to display this information

I. Regular meetings with Associations to obtain feedback on their performance in the above.

- i Arrange annual meetings between representatives of the City Council and the association to review the operation of this agreement.

Larger Centres Only

J. Staffing support by either direct employment or by grant-aiding employment by Associations. This support is subject to budgetary limitations and will be determined annually with reference to opening hours, utilisation and ability to generate income, reserves and compliance with this agreement.