

Appendix 1

Summary of Leased Centre and Learning Centre Questionnaire responses.

No questionnaire could be completed for Cummings Park Centre, Manor Park Centre, Seaton 3Rs Learning Centre and Torry Youth and Leisure Centre as there are no associations linked to these centres. It was also not possible to fully complete a questionnaire in relation to Altens Community Centre.

Financial Management and Planning

Of the 32 Associations questioned:

- 4 associations had a business plan or equivalent document.
- 15 associations were able to evidence that they produced regular written financial statements for their management committees.
- 7 associations provided verbal financial updates to their management committees.
- 20 of the associations have enough finances within their bank account to allow them to operate for over 12 months without any income.

Internal Governance

Of the 32 Associations questioned:

- All associations ensured their management committees were quorate when formally meeting
- 6 associations met less frequently than 4 times per year.
- 12 association had paid members of staff that were also full voting members of their management committees.
 - The conflict of interest this creates were managed by excluding these individuals from the discussion and decision making process when a conflict arose.
- 27 associations have a number of written operational policies and procedures in place to govern their operation.
 - Having these policies and procedures in place does not necessarily mean the Associations will work within the terms of their policy.
 - Completing the questionnaire has prompted those that do not have written operational policies and procedures in place to take action to develop these.

Joint Working and Strategic Planning

Of the 32 Associations questioned:

- Every association has both formal and informal links with other local organisation and agencies.
- The Local Outcome Improvement Plan (LOIP) and Community Learning and Development Strategic Plan (CLD Plan) are not being actively used as a means to develop local activities by the associations.
- Many of the activities taking place within the centres are having a positive impact upon the outcomes of the LOIP and CLD Plan.
- There is no standardised way of recording the number of attendees using the centres.
 - Some use registers for activities, some centres had electronic counters and some estimated numbers based on typical attendance at each activity.
- There are between 50 and 2,000 participants per week at each centre with an average of approximately 600 per centre.

Organisational Capacity

Of the 32 Associations questioned:

- The number of management committee members for each association were between 4 and 14 with an average of 9.
- 5 associations had management committees with less than 6 members.
- 656 individuals volunteer their time across the centres contributing the equivalent of 111 full time members of staff.
- 132 individuals are directly employed by the associations, across the centres, which is the equivalent of 30 full time members of staff.

Community Asset Transfer

The learning centre associations also provided their views on Community Asset Transfer

- Two Associations were interested, with reservations, in progressing the idea of Community Asset Transfers of their premises.

- One association did not feel they had adequate information to make an informed choice and indicated that they would like more information regarding Community Asset Transfers.
- One learning centres association, that uses a stand alone centre, also indicated an interest in obtaining more information regarding Community Asset Transfer.
- The remaining 18 Community Centre Associations that responded to this question did not wish to look at developing a request for a Community Asset Transfer of their community centre.

The reasons provided for this were due to the following:-

- Concerns that the associations would be worse off financially by being responsible for repairs, cyclical maintenance and energy bills.
- Concerns that the associations felt they would lose the development grant if they owned the centre.
- Concerns that the associations felt the building may be a liability rather than an asset.
- Concerns that there were outstanding repairs or that the building required to be in good order before considering any Asset Transfer.
- Concerns that the centre is not stand alone and is attached to another building with shared services.
- The associations felt it may be difficult to recruit new members to the management committee if there was the extra responsibility of owning the centre.
- Some associations felt they would like to strengthen their committee first.
- Some associations felt their business model was not right for owning the centre.
- Some associations felt comfortable that the Council was there as a safety net.
- Some associations were happy with the current arrangements and were not interested in Asset Transfer.