

## ABERDEEN CITY COUNCIL

---

COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>7 June 2012</b>
ACTING DIRECTOR	<b>Patricia Cassidy</b>
TITLE OF REPORT	<b>Community Centres</b>
REPORT NUMBER:	<b>ECS/12/029</b>

---

### 1. PURPOSE OF REPORT

This report provides an update on the current position in relation to moving community centres to the “leased” type model, and provides a number of recommendations to facilitate that process.

The committee report also provides an update and recommendations in relation to Rosemount Community Centre and brings back feedback from consultation with Management Committees working in 3Rs Community Schools about the proposal to retain 3Rs facilities within the management of the Council.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a. Suspend Standing Order 22 to revoke the decision of the Committee on 28 March 2012 – that each lease and management agreement be reported back to the Education Culture and Sport Committee for approval – and instead that individual leases and management agreements will only be brought back to committee if a Management Committee requests a lease for more than 10 years, or for any other exceptional reason.
- b. Notes that the following centres are being supported to become leased centres within the short term:
  - (i) Old Torry Community Centre
  - (ii) Mastrick Community Centre
  - (iii) Northfield Community Centre
  - (iv) Loirston Community Centre
  - (v) Kincorth Community Centre
- c. Note the progress of photographic condition surveys for the community centres that are progressing to leased centre status.
- d. Note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources

Committee with a recommendation that funding is identified to progress these works.

- e. Note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000.
- f. Note the approach from the Grampian Police Joint Board to occupy part of the Rosemount Community Centre; formally note that the space is surplus to the requirements of the Education Culture and Sport and instruct the Head of Legal and Democratic Services and Head of Asset management and Operations to negotiate final terms and conclude a 10 year lease/ license agreement for the area of Rosemount Community Centre as set out in the report.
- g. Agrees that the lower hall area of Rosemount Community Centre be declared as Surplus to the immediate requirements of Education Culture and Sport and authorise the head of asset management and operations to market the space for lease on Commercial terms for a period of up to 10 years.
- h. Agrees that due to the unique circumstances of this building, Rosemount Community Centre will not transfer to the leased community centre model, but will remain within the responsibility of the Council, with a local Management Committee inputting into the programming of the building.
- i. Agrees that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and the Council continues to be able to meet its statutory requirements.
- j. Give consideration to retaining community wings within Community Schools within the responsibility of the Council, operating in the same way as community wings within 3Rs schools.
- k. Agrees that Management Committees connected to 3Rs schools, Community Schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances.
- l. Agrees to refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service.

### **3. FINANCIAL IMPLICATIONS**

The provision of Community Centres by the Council represents a cost to the public purse of approximately £3.3million of revenue funding per year. This includes buildings costs such as repairs and energy costs that are covered by the Council, as well as the annual development grant of £10,565 plus and additional £500 per year for indemnity insurance. The community centres also draw on the corporate

Repairs and Maintenance budget on a prioritised basis. There are also capital funding implications.

#### **4. OTHER IMPLICATIONS**

##### **4.1 Legal Implications**

The legal relationship between the Council as funding body and owner of the Community Centres and Management Committees as the operators of Community Centres are governed via a Management Agreement and Lease. The model Management Agreement and Lease was arrived at following a considerable period of negotiation, and was approved at the Full Council meeting on 4 April 2012.

#### **5. BACKGROUND/MAIN ISSUES**

##### **5.1 Transition to new Lease and Management Agreement**

A standard Lease and Management Agreement was agreed at Full Council on 4 April 2012. It was agreed that the duration of the standard lease would be for 10 years, with each request to be considered on a case by case basis and reported back to the Education, Culture and Sport Committee for approval. For practical reasons, Community Centres will transfer to the new Lease and Management Agreement in phases, and to assist in the smooth progression of this, this report recommends that the decision to bring each lease and management agreement to committee is revoked and committee approval is only sought by exception (i.e. if there is a request to significantly change the model Lease and Management Agreement as previously approved by committee). The early phases will include stand-alone former Community Education Centres with constituted Management Committees which have the requirements of the Management Agreement in place, and Community Centres which have been operating as a leased centre, but in the absence of any lease being in place.

Accompanying the lease for each property there will be a photographic schedule of condition. Whilst these inspections for this are purely to record the current condition of the buildings it is possible that immediate repairing issues may be identified by these inspections. There are no budgets available for any works that may be required. These surveys were undertaken during week commencing 21<sup>st</sup> May and are currently being written up.

##### **5.1.1 Old Torry Community Centre**

Old Torry Community Centre is situated within Old Torry and is a traditional community hall. The Management Committee are now established and constituted and consider themselves ready to sign up to the Lease and Management Agreement.

##### **5.1.2 Mastrick Community Centre**

Mastrick Community Centre have an established Management Committee in place and consider themselves ready to sign up to the Lease and Management Agreement. The centre is connected to the library which means that there are some centre specific considerations in relation to the interconnection of systems between the two buildings.

### 5.1.3 Northfield Community Centre

Northfield Community Centre have an established Management Committee in place and consider themselves ready to sign up to the Lease and Management Agreement. The centre is connected to the library which means that there are some centre specific considerations in relation to the interconnection of systems between the two buildings.

### 5.1.4 Cairncry Community Centre

This community centre has been operating for some time as a leased community centre, however there are no legal documents in place between the Council and the Management Committee in place. Signing up to the new agreements will ensure clear accountability and governance systems.

### 5.1.5 Loirston Annexe Community Centre

The Management Committee of Loirston Annexe Community Centre have indicated that they feel that they are ready to sign up to the Lease and Management Agreement, however they are not prepared to, until repairs are carried out to the car park and toilets. The costs for carrying out these repairs have been estimated at £60,000. There is no budget available for these works, which would not be identified as a high priority within the corporate repairs and maintenance budget. If the Committee wishes these works to be progressed, it is recommended that the Committee refer this item to Finance and Resources committee to source an appropriate budget for these works.

## 5.2 **Community Centres with existing leases**

The following table shows community centres which have existing leases with the Council which have outrun their original leases, which are now continuing through Tacit Relocation:

<b>Name of Centre</b>	<b>Date of lease expiration</b>
Altens Community Centre	28 March 2003
Balnagask Community Centre	28 November 2005
Balgownie Community Centre	28 November 2006
Catherine Street Community Centre	28 November 2004
Cummings Park Community Centre	15 May 2008
Froghall Community Centre	28 November 2003
Inchgarth Community Centre	28 November 2009
Sheddocksley Community Centre	28 November 2003
Tillydrone Community Centre	28 November 2004
Ruthrieston Community Centre	12 April 2012

For leases continuing under tacit relocation, if the Management Committees agree to renounce the leases voluntarily then this can be done at any time. If not then the leases running on tacit relocation can only be brought to an end at the end of each successive year with a minimum 40 days written notice in advance of the termination date requiring to be given. It would therefore be intended to write to all centres with a lease expiration date in November to inform them that their existing lease will not continue to be renewed this year, and that to continue to occupy the

building they will require to sign up to the new Lease and Management Agreement prior to the 28 November 2012. (The same approach will also apply to those centres with end dates in March, April and May in 2013.)

In order to facilitate this, the report recommends that the previous committee decision of 28 March 2012 that all leases and management agreements be considered on a case by case basis by the Education, Culture and Sport Committee be revoked.

There are also 6 Community Centres which have an ongoing lease with some years yet to run. These are Airyhall Community Centre, Danestone Community Centre, Ferryhill Community Centre, Hanover Community Centre, Kingswells Community Centre and Hilton Community Centre. The Management Committees for these centres will be approached to discuss a voluntary renunciation of their existing leases and a replacement with the new style of lease. The outcomes of these discussions will be reported to a future committee.

### **5.3 Rosemount Community Centre**

Rosemount Community Centre is a particularly large and complex building, which has been identified as not being appropriate to run as a traditional leased centre. Officers and the former Rosemount Management Committee have been developing a vision for the centre which would see it as a hub for community, learning and creative activities within the Rosemount area of the city.

The Management Committee recently became inquorate, and consequently agreed to dissolve. Since that time a visioning session has been arranged for local residents with the aim of attracting local residents onto a steering group which would work to become a Management Committee.

Prior to the dissolution of the Management Committee, officers had been working in partnership with the Management Committee and associated steering group to deliver a workable and sustainable model for the building. This included providing accommodation to the police, and putting in place a commercial lease for the lower hall area of the building, as well as using the building to house the Council's Arts Development team and developing relationships with other potential partners.

#### **5.3.1 Rosemount Proposals for Grampian Police**

Discussions have been ongoing with the Grampian Police Joint Board (GPJB) about a lease for part of the top floor of Rosemount Community Centre (and some car parking spaces) for the local community police unit.

In return for a ten year lease, Grampian Police would be prepared to pay for the significant capital investment required to bring this area of the building up to the standard that they would require. Within the Grampian Public Sector Strategic Asset Management Group there is an agreement that partners will not charge each other a commercial rent but merely an allocation of holding costs and charges for the building. Agreement has been reached over a suitable sum to cover the costs for GPJB exclusive use of the designated area. This would mean that part of the top floor of Rosemount Community Centre along with a number of car-parking spaces would be dedicated to the use of the police, and they would also have access to communal areas of the building including stairs and corridors.

The benefits of this proposal include developing stronger partnerships with Grampian Police, capital improvements to the building, and a significant long term sustainable income stream into the building. The former Management Committee were in favour of this proposal.

Along with the benefits into entering into such an agreement there are some risks to the Council in entering into such an agreement. In particular given the condition of the building it is unreasonable to achieve anything other than tenants internal repairing and insuring terms on the building. In agreeing a lease the Council may at some point be obliged to undertake as yet unknown internal repairs, which in other circumstance they may have delayed. Agreeing a lease with another organisation may reduce the Councils flexibility with the property in the event that say, they wished to dispose of the asset at some point in the future.

This report recommends that the Head of Asset Management and Operations is instructed to conclude this deal.

### 5.3.2 Proposals to enter into a commercial lease

An opportunity has arisen for a commercial lease to be entered into in respect of the lower hall of the Rosemount Community Centre. The commercial usage would require to align with the vision for the centre as a hub for community, learning and creative activities. In line with procurement requirements, the area will require to be marketed.

The implications of entering into a commercial lease in respect of this area of the building would mean that the lower hall and associated changing rooms would be allocated as dedicated space to the successful bidder. The successful bidder would also have access to communal areas of the building including stairs and corridors.

The benefits of this proposal include potential capital investment to the building and a significant long term sustainable income stream into the building. The former Management Committee were in favour of this proposal.

The risks of this proposal are as identified in the preceding section.

This report recommends that the Head of Asset Management and Operations is instructed to progress and conclude this proposal.

### 5.3.3 Condition of Building

A recent review of the condition of the building has identified some roof leakage and potentially other wind and watertight, and health and safety repairs that are required. While costs for these works have not been costed or fully specified at the time of writing this report, it is suggested that it would be prudent to recognise that costs are likely to be required and an initial budget of £100,000 should be identified. In order not to delay the agreements with the police and potential commercial operators, it is recommended that the Education, Culture and Sport Committee refer this report to the Finance and Resources Committee, recommending that up to £100,000 be sourced to allow any immediately required works to proceed. (Note: Asset Management have advised that it is unlikely that these works would be allocated a high enough priority to allow them to be funded from the corporate

Repairs and Maintenance budget, and there is no suitable budget within Education, Culture and Sport for these works.) It is noted that a full feasibility study for the future of the building is intended will continue to be developed to identify capital and revenue costs and income possibilities.

#### **5.3.4 Implications for Management Committee**

Due to the unique nature of this building including the additional cleaning and operational management responsibilities that will be required, recent difficulties within the Management Committee, and the complex arrangements that are being progressed with a range of other providers being based within the building, officers do not recommend that the Council progresses this facility as a traditional leased centre, but a different operational model be developed for the building.

This alternative model would include the Council retaining overall operational responsibility for the building, and working in partnership with the Management Committee to programme the community learning elements of the building (in a similar way to what is proposed in respect of 3Rs Learning Centres.)

Officers intend to discuss this proposal with volunteer members of the community who are currently associated with the building (note that there is currently no steering group or Management Committee in place.) These discussions will take place prior to the committee.

#### **5.4 Lifelong Learning Provision**

During the consultation process in relation to the Management Agreement for the "leased" type community centres, it emerged that a wide area of disagreement related to a proposed clause that required a set number of hours within each centre to be allocated for the provision of Community Learning and Development activities. It is highlighted that the final Management Agreement was developed on the assumption that the Community Wings within 3Rs schools will remain within the operation of the Council, for the provision of learning activities.

The Education, Culture and Sport Committee on 23 February 2012, noted the position in relation to 3Rs buildings and Torry Youth Centre and instructed officers to discuss with management committees and others the best way to deliver community benefit using these buildings and to report back to a future committee on this.

- 5.4.1 There are 5 Learning Centres within 3Rs facilities with Management Committees. These are Mile End, Hazlehead, Seaton, Cults and Beacon Centres. Efforts were made to meet with each of these Management Committees and these meetings have taken place with Mile End Management Committee, Hazlehead Management Committee and Seaton Management Committee. At the time of writing the report, discussions are ongoing in relation to meetings with the Beacon Management Committee, and the Lower Deeside Management Committee (Cults).

The meetings that have taken place have been positive, with the general feedback that the proposed operational arrangements would be workable and less onerous for the individual volunteers on the Management Committees. In response to these meetings Draft Operational Proposals for the Learning Centres within 3Rs schools

has been produced (Appendix A), and this has been sent to the five Management Committees for consideration and comment. Initial feedback has been fairly positive.

5.4.2 The Committee on 23 February 2012, also acknowledged “the unique circumstances surrounding the Beacon Centre, and instructed officer to enter into negotiations with Sport Aberdeen to ensure the continuation of community activities within the Beacon Centre.”

The existing Services Specification between Aberdeen City Council and Sport Aberdeen sets out the following in respect of the Beacon Centre for community use:

*Prior to submitting and proposals to change the programme which is in place at transfer, the Company should be able to evidence that it has evaluated current usage as well as having taken account of the needs of the community both locally and city-wide in order to justify that alternative programmes would better address these needs.*

*Exercise flexibility to address local needs and circumstances through discounted rates.*

*Actively engage with the local community (possibly through a Beacon Centre users forum) to ensure that programmes at the Beacon Centre continue to meet local needs.*

*Where the Beacon Centre programme, including use of particular rooms or facilities, incorporate significant non-sports activities, including youth work, adult learning and non-sports activities, these will be programmed in liaison with the Council Community Learning and Development staff.*

*The Council’s Community Learning and Development Service to have use of the facilities at the Beacon Centre (at no cost to the Council) as follows:*

- *Youth Centre – exclusive use 7 days per week throughout the opening hours of the Beacon Centre (with potential use of vacant time by the Company, to be negotiated with senior Community Learning and Development staff.)*
- *Various office spaces – exclusive use 7 days per week as a community learning and development staff office.*
- *First floor large board room – priority use on 4 mornings (Monday – Thursday) between 9.30am – 12.00pm, and 3 afternoons, (Tuesday – Thursday) between 12.30 – 4.30 for community learning and development classes.*
- *GP Room 3 – priority use for Community Learning and Development organised adult learning programmes (including existing dressmaking class) for up to 4 mornings, 4 afternoons and 2 evening sessions per week (each session of up to 2.5 hours.)*
- *First floor dance studio – priority use for Community Learning and Development organised activities on one weekday afternoon from 1.30 –*



*3.30pm and one weekday evening from 6 – 8pm each week for youth dance type activities.*

- *Games hall – priority use for Community Learning and Development organised youth work activities of half games hall on 2 evenings per week for one hour sessions between 7 and 10pm.*
- *Youth Discos – on one Friday evening per month (dates to be agreed), Community Learning and Development will have use of the first floor dance studio, GP Room 3 and the Coffee bar area, for youth disco events, between 7 and 10pm.*

*Regular liaison to take place on an ongoing basis with Council Community Learning and Development staff to ensure the smooth operation of Community Learning and Development use and exploit opportunities for joint working wherever possible.*

At the time of finalising this report, officers are awaiting confirmation of a suitable date to meet with the Beacon Management Committee to discuss proposals for the use of the spaces at the Beacon Centre for Community Learning and Development usage. There are ongoing partnership meetings between Sport Aberdeen and Aberdeen City Council, and there have been no requests to change the current allocation of space as set out above. It is noted that most of the community areas within 3Rs schools consist of 2 community rooms, and the space available within the Beacon Centre for Community Learning and Development use is significantly greater than some other 3Rs centres.

- 5.4.3 It is noted that retaining the 3Rs centres within the responsibility of the Council for the provision of community learning and development will cover many areas of the city, but not all areas.
- 5.4.4 It is also highlighted that the school use requirements are changing as a result of new developments and changes in demographics. This may lead to short term capacity issues within some schools, and this report should be considered in conjunction with the report on the Primary School Estates review, which is also on the agenda for this Committee.
- 5.4.5 With the above in mind, it is the view of officers that consideration should also be given to retaining community wings within all schools (3Rs and non 3Rs community schools), within the responsibility of the Council. This would mean that the community wings in non-3Rs schools would operate in the same way as that proposed for 3Rs schools (see appendix A.) This decision would also help ensure that there were adequate spaces for the provision of community learning and development for communities within Torry, Bridge of Don and Dyce.

## **5.5 Hillylands Centre**

When the Summerhill Centre was closed in 2010, it had been planned that the Mastrick Young People's project would relocate to a new development at Hillylands. Since that time, budget decisions have resulted in a significant reduction in the number of staff available to deliver the service. In addition, since prior to the closure of Summerhill, the focus of planning of local youth activities by the Mastrick Young

People Committee has reduced, with local youth activities primarily being planned and delivered by the Council. This is now being addressed through the local Learning Partnership, which includes young people, working towards planning the overall youth development activity within the local area.

At the Education, Culture and Sport Committee of 24 November 2011, officers recommended that the centre was declared surplus to the requirements of Education, Culture and Sport. The Committee resolved to “instruct officers to refer the Hillylands Centre and Mastrick Young Peoples Project to the budget process for consideration in the 2012/13 budget.”

The potential financial implications of using the Hillylands Centre as a staffed youth centre are as follows:

Staffing - £80k - £100k per year  
Premises Costs - £10k per year (plus £13k rates)

Total revenue budget - £90k - £110k per year

Initial capital budget requirements - £20,000

Note - all figures are approximate.

There was no specific budget identified within the 2012/13 budget for this purpose. Officers therefore recommend that this property is declared surplus to the requirements of Education, Culture and Sport and reverts to the Corporate Asset Group.

## **5.6 Protecting Vulnerable Groups (PVG) Scheme**

The Protecting Vulnerable Groups (PVG) Scheme was introduced by the government to replace and improve on the previous Disclosure scheme.

At the Special Education, Culture and Sport Committee on 28 March 2012, Management Committee volunteers stated how onerous the process was for Management Committees to check their volunteers and asked whether this would be something that the Council could take on. At the committee, the following decision was taken: “To instruct officers to investigate Council assistance in providing PVG checks, in consultation with management committees, and delegates to the Head of Legal and Democratic Services, in consultation with the legal representative of the community centres, the Conveners and Vice-Conveners of the Education, Culture and Sport and Finance and Resources Committees, any decision on whether the Council carries out checks or provides training and guidance.”

Since this decision, officers have contacted Disclosure Scotland and have held discussions with the Council’s legal advisors regarding the possibility of Aberdeen City Council acting as an “umbrella organisation” for PVG checks for volunteers working in leased community centres.

ACC as an umbrella body could process PVG checks on behalf of management committees, however, in processing these, the Council would need to enter into a

formal agreement to ensure that a management committee (this could be included within or as an addition to the Management Agreement):

1. Abides by the Code of Practice issued by Scottish Ministers regarding the correct handling, holding and destroying of Disclosure information as per Part v of the Police Act 1997.
2. complies with the Code of Practice and provide and assurance that those individuals for whom a PVG check is being sought, under the PVG Act 2007, that disclosure information will be used properly and fairly.
3. complies with the requirements of the Rehabilitation of Offenders Act 1974.

The Management Agreement, containing these amendments would require to be in place before applications could be processed.

The current cost of a new PVG membership is £59.00; an update report for an existing scheme member costs £18.00. Volunteers can have their application processed at no cost.

There would however be the cost of the internal administration processing time.

If the Council were to carry out PVG checks we would also need to ensure that each centre informed the Council of who their volunteers were and ensured that these volunteers and any new volunteers did not work at the centre until their PVG check had been obtained. This requirement would require to be included within the Management Agreement, or where Management Agreements are already in place/ until they are signed, be included within the conditions of the Development Grant funding.

It is noted that Council officers have been working closely with Management Committees to encourage them to carry out PVG checks on their staff and volunteers, however some centres state that they are struggling to carry out this requirement and resultantly there are some volunteers and staff working in community centres with access to children and vulnerable adults, who have not yet been checked.

## **6. IMPACT**

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Protecting children and vulnerable adults
- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities

- Educational attainment in Aberdeen is continuously sustained and improved
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

Public – This report will be of interest to the public, as the recommendations will impact on services delivered throughout the city.

An Equality and Human Rights Impact Assessment has been completed in respect of this budget decision.

## **7. BACKGROUND PAPERS**

23/2/12 Education, Culture & Sport Committee, Community Centres

24/11/11 Education, Culture & Sport Committee, Community Development Fund – Childcare and Out of School Provision

24/11/11 Education, Culture & Sport Committee, Community Centres

15/9/11 Education, Culture & Sport Committee, Update on Implementation of Budget Decision - Reduce Communities Team

17/6/11 Finance & Resources Committee, Kaimhill Community Facilities – Update on Progress of Management Agreement

2/6/11 Education, Culture & Sport Committee, Update on Implementation of Budget Decision - Reduce Communities Team

24/3/11 Education, Culture & Sport Committee, Implementation of Budget Decision – Reduce Communities Team

## **8. REPORT AUTHOR DETAILS**

Gail Woodcock

Service Manager Communities

[gwoodcock@aberdeencity.gov.uk](mailto:gwoodcock@aberdeencity.gov.uk)

01224 522732

## **APPENDIX A:**

### **Draft Operational Proposals for 3Rs Lifelong Learning Centres with existing Management Committees:**

#### **Management Committee**

- Existing Management committees can choose to become area based or centre specific.
- The Management Committee will be independent to the Council, but will have close communication with the council.
- The Management Committee will have their funds transferred to their bank account and will be responsible for managing and maintaining their accounts, including getting these accounts appropriately checked on a regular basis. The MC will not require to send their accounts to the Council.
- The Management Committee will require to have their own constitution. This constitution should be shared with the Council.
- The Management Committee will not require to sign up to the Management Agreement that will apply to other community centres.
- It is anticipated that a brief partnership agreement will be entered into between the Council and the Management Committee.
- The Management Committee may choose to employ tutors or other staff to run specific learning classes. The Management Committee would be responsible for its own staff and volunteers.
- The Management Committee would be required to abide by the Council's bookings and lettings rules. This would include having appropriate insurance in place if they are running classes and ensuring that all their employees and volunteers are appropriately trained and checked.

#### **Programming**

- The Council will have overall responsibility for the programme.
- The Council will work in partnership with the Management Committee when developing the programme.
- The programme will require to meet the learning and development needs of the local community. The needs of the local community will be identified through the Learning Partnership.
- Given that existing programmes, developed through the Management Committees have been set up to meet the needs of the local community, it would not be anticipated that there would be significant changes to the existing programmes.
- The Council will work with the Management Committee to develop this existing programme.
- The Management Committee and the School Head Teacher will be encouraged to discuss how the programmes of the school and community learning align during the planning stage.
- The programme for the school and community learning will require to be submitted to bookings and lettings each Spring.
- The programme for the school and community learning will take precedence over external lets.
- There will be opportunity to develop the community learning programme throughout the year, depending on remaining space available.

## **Learning Partnership**

- The Management Committee will be entitled to have a seat on the local Learning Partnership.
- The role of the Learning Partnership is to determine what the learning needs of the local community are, review what provision is already there, and work together as partners to seek to address gaps and areas of duplication.
- The Learning Partnership consists of a range of partners with access to a range of different spaces to deliver learning requirements.
- The spaces available through the Council will include the local 3Rs learning centre.

## **Links with School**

- Strong partnership and effective communication with all partners, and particularly between the school, Communities team staff and the Management Committee is important to ensure that learning opportunities are maximised.
- The Management Committee will be encouraged and supported to maintain an effective dialogue with the school. Particularly in relation to effective programming, which includes ensuring that different programmed activities are compatible.

## **Insurance**

- Under the proposal, it is not intended that a Development Grant will be provided to the Management Committees.
- However, if a Management Committee is employing staff or using volunteers to provide learning opportunities, then it is recognised that having suitable insurance is recommended.
- With this in mind, officers would be recommending that Management Committees are provided with an annual sum of £625 to be used for the purposes of procuring indemnity insurance, and public and employers liability insurance.

## **Staffing**

- It is intended that the Council will put in place a Learning Centre Supervisor to oversee all the programmes within Learning Centres and deal with any operational issues, and a part time receptionist/ administrative assistant within each centre.
- The number of hours allocated for each receptionist/ administrative assistant will depend on the nature of the specific centre.
- The programming of hours for the receptionist/ administrative assistant will be done in consultation with the Management Committee, and to fit in with the specific needs of each programme.
- The receptionist/ administrative assistant will be employed by the Council, and will use Council systems.
- There may be opportunity for the receptionist/ administrative assistant to assist the Management Committee, for example in relation to the managing of learning class administration (which may include booking people onto course and receiving fees for classes for passing on to the Management Committee). Where specific activities are agreed to be done by the receptionist/ administrative assistant on behalf of the Management Committee, these will be agreed in writing in advance.
- The receptionist/ administrative assistant will not be available to manage the finances of the Management Committee or to minute meetings of the Management Committee.