

Compliance Monitoring Process

Aberdeen City Council has entered into a number of leases and management agreements with independent organisations in relation to community centre buildings across the city.

The Council has a responsibility to ensure that it has a sufficient oversight of the activities and governance of the leased community centres so it can demonstrate to elected members, local tax payers and other relevant stakeholders that it is making best value of its resources.

Every group who leases a community centre from Aberdeen City Council will have a management agreement in place and the council has a requirement to monitor the terms of this agreement.

A compliance monitoring process has been developed to ascertain if any group leasing a community centre building from the council requires any support and assistance in order for the group to meet its obligations with regards to the lease and management agreement. As the process is based around identifying where support and assistance is required it will also consider other issues not directly related to the lease and management agreement where the Management Committee may benefit from support. It also provides the group with the ability to formally raise any concerns it has in relation to the Council's obligations regarding the lease and management agreement.

The process is designed to be collaborative in nature and has been developed to minimise the time commitment required from the voluntary groups with the majority of preparatory and draft work been carried out by Council officers.

The process as follows:

1. The Community Centre Liaison Officer will complete a Council monitoring form and record any known issues for discussion with the Management Committee.
2. The Management Committee, or representative(s) from the Management Committee, should complete the self monitoring form and return it to the Community Centre Liaison Officer.
3. Community Centre Liaison Officer will prepare a very rough draft action plan based on the completed forms and provide a copy of this to the management committee, or representative(s) of the Management Committee, along with copies of all the completed forms, and forms still to be completed, for information. This very rough draft action plan is very much a working document in note form and will be a starting point for discussion and its contents are likely to change following discussion.

4. The Community Centre Liaison Officer will meet with the Management Committee, or representative(s) of the Management Committee, to discuss the very rough draft action plan and mutually develop this into a draft action plan which the Community Centre Liaison officer will prepare for consideration by the Management Committee at one of their forthcoming meetings.
5. The Management Committee will then consider the draft action plan at one of their Management Committee meetings. It is anticipated that the Management Committee will be in agreement with the contents of the draft action plan and that the plan will be agreed, perhaps with some amendments.
6. Progress of the action plan can be monitored by the Management Committee and the Council. At an agreed time following the adoption of the agreed action plan the Community Centre Liaison Officer will complete a final checklist, confirming that requirements of the management agreement in relation to key points, will be completed, assuming that this is the case.

The process is designed to be relatively straight forward and is intended to be supportive of Management Committees in relation to meeting their obligations in terms of the lease and management agreement. It is not intended to be prescriptive to management committees and it is recognised that some management committees may wish to develop different actions from those that are suggested by the Council.

This process is about ensuring there is partnership working taking place and that both management committees and the Council are aware of, and meeting, their obligations to everyone's benefit.