

Learning Centre Operational Agreement

Operational Agreement between Aberdeen City Council and NAMED Learning Centre Association.

Underlying Principles

Aberdeen City Council wishes to be supportive of organisations which can provide a community programme to meet the learning needs of their local communities as detailed by the Council's Community Learning and Development Strategic Plan 2018-2021 and local needs analysis.

To this end the Council has recognised NAMED Learning Centre Association as a learning centre association. A learning centre association is an independent voluntary organisation which superseded the former area management committee.

The Council recognises the important role that NAMED Learning Centre Association has in ensuring a community programme is delivered from NAMED Learning Centre. While the association delivers a community programme for the direct benefit of the local community, meeting agreed community priorities, the Council will waive the hire charges for the association's use of NAMED Learning Centre. The Council will also endeavour, within existing resources, to provide staff support to assist the association to prosper and develop its community programme.

This agreement will be reviewed on an annual basis, with the first review to take place on or around July 2022.

The regular review will not preclude the carrying out of any consultation with the association and/or others where there is a likelihood that any proposed changes will impact upon those using the centre.

Either party may terminate the agreement by providing three months' notice to the other party. On termination of the agreement NAMED Learning Centre Association shall remove its property from the Council's premises within 14 days.

The Association

The association will be independent of the Council and democratic.

The association will have no remit or responsibility for the management and operation of the Learning Centre premises and will only be responsible for the management and operation of its own activities.

The association will not be charged for its use of NAMED Learning Centre to deliver community learning and development activities, a community programme. This is not transferable to any other organisation.

The association may wish to provide activities in other premises. Where practicable, if the other premises are managed and operated by Aberdeen City Council, and the

activity is part of an agreed Community Programme, then the Council may decide to waive the hire charges.

The association will be responsible for their staff, workers and volunteers.

The association will operate lawfully at all times.

The association is identified as a Priority Booker within the Council's Space Hire Terms and Conditions. The association must adhere to these terms and conditions.

The association cannot provide free space, or hire out, any part of NAMED Learning Centre, to any third party or External Customer.

The association shall provide Aberdeen City Council with a copy of its constitution and provide an updated copy within 28 days after any changes are made.

The association shall provide Aberdeen City Council with a copy of its independently examined annual accounts within 6 months of its year end.

The association shall ensure that it has appropriate public liability insurance in place. The Council will reimburse the association for this cost up to a maximum £260 per annum. The Council will also reimburse the association for the cost of indemnity insurance up to a maximum £500 per annum. Details of how to claim this reimbursement will be provided by the Council to the association at the start of each financial year.

Programming

The association will only be responsible for the programme of activities that they provide. The overall programme for NAMED Learning Centre is likely to include activities provided by the Council and third parties and not only the association.

While the association delivers a community programme that meets identified community needs (as detailed within local plans such as the Local Outcome Improvement Plan 2016 – 2026, the Community Learning and Development Strategic Plan 2018-2021 and highlighted through Education Scotland inspections) the Council will waive the charge for the association's use of NAMED Learning Centre.

The association may wish to develop their programme to meet local identified needs. The association will be encouraged to join the relevant formal bodies (e.g. Locality Inclusion Partnerships, Local Empowerment Groups etc.) to ensure that discussion takes place with relevant parties and that best use is made of staff, volunteers and other resources available.

The association's programme requires to be submitted to the Council on an annual basis using the Priority Booking window of the online booking process.

The association can request changes to their programme throughout the year using the online booking process.

Arrangements for priority bookings are outlined within the Council's Space Hire Terms and Conditions document and forms part of Corporate Bookings Policy.

The Council will decide on the final overall programme for NAMED Learning Centre.

Staffing

The Council will be responsible for the day to day management and operation of the centre premises, ensuring the centre is fit for purpose and that appropriate procedures are in place to ensure the Health and Safety of all users.

The Council wants learning centre associations to thrive and will therefore endeavour to provide practical and developmental support from appropriate staff as resources allow.

The association will ensure they have appropriate staff (paid or voluntary) in place to support their needs.

Links with Other Users of the Building

Third parties and External Customers using NAMED Learning Centre will hire space directly with the Council without any involvement from NAMED Learning Centre Association.

The association will be responsible for any of their activities carried out on their behalf by third parties. In such a case, all risk assessments and insurances will be the responsibility of the association and all income and expenditure from the activity must be recorded within the association's cashbook.

The online booking system should be used for all hires requested by the association. The Council will decide which lets requests are authorised in accordance with the Corporate Bookings Policy.

While the association will not have any formal relationship with any External Customers who hire space directly from the Council it is hoped that those delivering activities from the centre will be able to develop good relationships with each other. Therefore, the Council may wish to establish a Building Users Group (BUG) where the organisations using the centre can come together to share their views on the centre and the overall programme of activities being delivered from NAMED Learning Centre. The BUG will be facilitated by the Council and agendas will be agreed in advance.

Local Arrangements

In order to support NAMED Learning Centre Association to deliver the association's programme of activities, for 2021/22, Aberdeen City Council will endeavour to provide the following support to the association as the Council's resources allow. This will be reviewed regularly (in consultation with the association) and may change at short notice depending on the needs of priority Council services. It should be noted that community access to learning centres is unlikely to be possible during the coronavirus crisis.

NB: To be completed as determined by local arrangements or availability. It would include such information as:

Any storage space available (if any)

Any office space available (if any)

Detail of key holder access and conditions (if any)

And any other local arrangements agreed between the Council and association.

It would be presented in a way similar to this example, however the details would be different for each association.

In order to support NAMED Learning Centre Association to deliver the association's programme of activities, Aberdeen City Council will provide the following to the association:

- Waive the charges for the association's bookings of NAMED Learning Centre to deliver the Association's community programme.

Provide access to secure storage in the front hall for 16 laptops.

- Provide access to the main Office on Tuesday 9 am – 11am, Wednesday 1pm – 4pm and Thursday 6pm – 9 pm.
- Provide use of a shared desk in the main office on Tuesday 9 am – 11am, Wednesday 1pm – 4pm and Thursday 6pm – 9 pm.
- PAT test any electrical equipment belonging to the association that is made accessible to the Council at the time the tests are being carried out.
- Allow the clerical receptionist to assist the association, in relation to the community programme administration, for three hours per week.

For the Association

For the Council

Signature

Signature

Name

Name

Position

Position

Date:

Date: