

Education, Children and Families Committee

10.00am, Tuesday 8 December 2015

Governance Arrangements and Council Support to Community Centre Management Committees – referral from the Governance Risk and Best Value Committee

Item number	8.4
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 12 November 2015 considered a report detailing the arrangements for and Council support to community centre management committees. The report was previously considered by the Education, Children and Families Committee following a request by the Governance, Risk and Best Value Committee that information be provided on this issue.

The report has been referred to the Education, Children and Families Committee for further consideration.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Terms of Referral

Governance Arrangements and Council Support to Community Centre Management Committees

Terms of referral

- 1.1 On 12 November 2015, the Governance, Risk and Best Value Committee considered a report detailing the governance arrangements for community centre management committees and clarifying the Council support provided to them. The report had been written following a request by the Committee to provide the information to the Education, Children and Families Committee, prior to its submission to the Governance, Risk and Best Value Committee.
- 1.2 The report by the Executive Director of Communities and Families included information on the escalation of issues, service management and interaction with Neighbourhood Partnerships, as well as outlining the role and responsibilities of Community Learning and Development (CLD) Workers based in community centres. It explained how the review of community centres was part of the ongoing wider property rationalisation work stream of the transformational change programme and would include identifying areas for improvement as part of the new locality arrangements.
- 1.3 The Governance, Risk and Best Value Committee agreed:
 - 1.3.1 To note the report.
 - 1.3.2 To refer the report back to the Education, Children and Families Committee, recommending, on the basis of cases of communication breakdowns brought to the attention of the Committee, that a partnership agreement for relations between the Council and community centre management committees be established. This agreement should define the respective responsibilities of each party, and provide clear lines of communication between each organisation. The referral report should also recommend that regular training be offered to community centre management teams so they are aware of their duties and responsibilities and adequately supported in carrying them out.

For Decision/Action

- 2.1 The Education, Children and Families Committee is asked to consider the recommendations of the Governance, Risk and Best Value Committee.

Background reading / external references

[Education, Children and Families Committee 6 October 2015 - Minute](#)

Carol Campbell

Head of Legal and Risk

Contact: Carol Richardson, Assistant Committee Clerk

Email: carol.richardson@edinburgh.gov.uk | Tel: 0131 529 4105

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Governance, Risk and Best Value Committee

10am, Thursday, 12 November 2015

Governance Arrangements and Council Support to Community Centre Management Committees – referral from the Education, Children and Families Committee

Item number

Report number

Executive/routine

Wards

Executive summary

As previously requested by the Governance, Risk and Best Value Committee, the Education, Children and Families Committee on 6 October 2015 considered a report on the arrangements and Council support to community centre management committees. The Committee agreed to note the report and to refer it to the Governance, Risk and Best Value Committee for consideration.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report

Terms of Referral

Governance Arrangements and Council Support to Community Centre Management Committees

Terms of referral

- 1.1 The Governance, Risk and Best Value Committee had previously requested that a report be submitted to the Education, Children and Families Committee on governance arrangements and Council support to community centre management committees, prior to being submitted to the Governance, Risk and Best Value Committee for consideration.
- 1.2 On 6 October 2015, the Education, Children and Families Committee considered a report by the Executive Director of Communities and Families on the governance arrangements (including the escalation of issues, service management and the interaction with Neighbourhood Partnerships) and Council support to community centre management committees.
- 1.3 The Education, Children and Families Committee agreed:
 - 1.3.1. To note the contents of the report by the Executive Director.
 - 1.3.2. To refer the Executive Director's report to Governance, Risk and Best Value Committee for consideration.

For Decision/Action

- 2.1 The Governance, Risk and Best Value Committee is asked to consider the attached report by the Executive Director of Communities and Families.

Background reading / external references

[Minute of the Governance, Risk and Best Value Committee - 5 March 2015](#)

Carol Campbell

Head of Legal, Risk and Compliance

Contact: Ross Murray, Assistant Committee Clerk

E-mail: Ross.Murray@edinburgh.gov.uk | Tel: 0131 469 3870

Links

Coalition pledges

Council outcomes

**Single Outcome
Agreement**

Appendices

Governance Arrangements and Council Support to Community
Centre Management Committees – report by the Executive
Director of Communities and Families

Education, Children and Families Committee

10am, Tuesday, 6 October 2015

Governance Arrangements and Council support to Community Centre Management Committees

Item number
Report number
Executive/routine
Wards

Executive summary

This Report was requested by Governance, Risk and Best Value Committee at its meeting on 5 March 2015. The Report describes the arrangements (including the escalation of issues, service management and interaction with neighbourhood partnerships) and Council support to community centre management committees.

Links

Coalition pledges	P33, P36 and P41
Council outcomes	CO23, CO25 and CO27
Single Outcome Agreement	SO2, SO3 and SO4

Governance Arrangements and Council support to Community Centre Management Committees

Recommendations

- 1.1 Note the contents of the report.
- 1.2 That the report be referred to the GRBV Committee for consideration.

Background

- 2.1 Nearly all of the 38 Community Centres are leased to Management Committees that are usually made up of user groups and/or local residents. The Management Committees or Trustees are unincorporated associations with charitable status registered with Office of Scottish Charity Regulator (OSCR). This registration saves approximately £1.2m annually in rates.
- 2.2 The Council and Management Committee manage the community centre facility in partnership. In this way both Council priorities are met through locally responsive provision and services. All income generated from centre use, in the form of lets to local groups or agencies is held by the Management Committee.
- 2.3 CLD clerical staff provide operational support to the Management Committee to ensure it meets OSCR requirements.
- 2.4 The current model has been in place for approximately 40 years. A Partnership Portfolio was developed as a result of the review of CLD in 2010 to reinforce good practice around community centre governance and this was disseminated through a seminar with all stakeholders. The Partnership Portfolio contains information and guidance to support the management committee in areas such as governance, facilities management, role and responsibilities etc.

Main report

- 3.1 The role and responsibility of the CLD worker based in a Community Centre is to:
 - 3.1.1 develop, deliver and manage the delivery of Council service priorities;
 - 3.1.2 provide day to day management of all centre based support staff i.e. Clerical, Administrators, Service Support Officers (SSO), cleaners, part time Youth and Children's Workers etc.;

- 3.1.3 fulfil Head of Establishment responsibilities i.e. Health and Safety, liaise with Facilities Management, etc.;
- 3.1.4 provide guidance, training and support to the Management Committee members as and when required;
- 3.1.5 develop the centre programme in partnership with Management Committee. This often includes applying to external sources for funding.
- 3.2 CLD Workers do not work exclusively in the centre. They also have responsibility to develop services out with the building and contribute to local partnership projects or themed professional groups and activity. Some CLD workers support two or three centres.
- 3.3 CLD staff have a close working relationship with the local neighbourhood partnership. They share information, work on projects and initiatives together particularly around community engagement. CLD staff also support their management committees to apply for small grants from the neighbourhood partnership to either deliver additional service locally or contribute to building improvements.
- 3.4 The Management Committee's purpose and responsibility is to represent the local community and, working in partnership with CLD, to ensure that the resources of the centre are used for the benefit of all local residents. Their specific responsibilities and powers are included in their constitution and they must operate within OSCR guidelines. They receive support from CLD with carrying out these responsibilities. The management committee has no management responsibility for Council staff.
- 3.5 Letting Arrangements are a key area of activity by management committees. In the leasing agreement with Management Committees Council use of the centre is free. Management Committees make decisions on requests for centre use by community groups and non council organisations/businesses. They also set the let charges for the centre. Out with 'normal' opening times the Council's Extended let charge applies.
- 3.6 All income accumulated by, or raised by, Management Committees must be used to further their charitable objectives/aims. Only the Management Committee can decide how their funds are allocated.
- 3.7 Cleaning, Maintenance, Capital Works, Operational costs, SSOs and other servicing of the Centre are the responsibility of Integrated Facilities Management (IFM) within Corporate Property.
- 3.8 As Head of Establishment the CLDW will raise any building issues with their allocated FM Manager. If the issue is not addressed satisfactorily the matter is escalated to Senior Manager in FM through CLD line management until a solution or action is identified.
- 3.9 Most Management Committees have an 'open' invitation to elected members (Councillors, MPs and MSPs) to their board/committee meetings.

- 3.10 The CLD worker based in the Centre with the Head of Establishment role attends most Management Committee meetings. On occasion the local senior CLD worker will attend. CLD managers and the Senior Education manager also attend if invited.

Next Steps

- 4.1 The ongoing review of Community Centres as part of the wider property rationalisation work stream of the transformational change programme will include examining current arrangements and identifying areas for improvement as part of new locality arrangements.

Measures of success

- 5.1 There is a clearer understanding of the relationship between Council departments, particularly CLD, and management committees.

Financial impact

- 6.1 There is no financial impact.

Risk, policy, compliance and governance impact

- 7.1 There are no adverse impacts arising from this report.

Equalities impact

- 8.1 No adverse impact.

Sustainability impact

- 9.1 No adverse impact.

Consultation and engagement

- 10.1 There is ongoing consultation about the relationship between Council and management committees as it affects service delivery and governance.

Background reading/external references

Gillian Tee

Executive Director of Communities and Families

Contact: Dinah Pountain, Acting Community Learning and Development Manager

E-mail: dinah.pountain@edinburgh.gov.uk | Tel: 0131 469 3361

Links

Coalition pledges	<p>P33 - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used</p> <p>P36 - Develop improved partnership working across the Capital and with the voluntary sector to build on the "Total Craigroyston" model</p> <p>P41 - Take firm action to resolve issues surrounding the Council's property services</p>
Council Outcomes	<p>CO23 - Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community</p> <p>CO25 - The Council has efficient and effective services that deliver on objectives</p> <p>CO27 - The Council supports, invests in and develops our people</p>
Single Outcome Agreement	<p>SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health</p> <p>SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential</p> <p>SO4 - Edinburgh's communities are safer and have improved physical and social fabric</p>
Appendices	<p>List of Community Centres</p>

Appendix 1 List of Community Centres

1. Southbridge Resource Centre
2. Gate 55
3. Leith Community Centre
4. Inch Community Centre
5. St. Brides Community Centre
6. Royston/Wardieburn Community Centre
7. Carrickvale Community Centre
8. South Queensferry/Roseberry Hall
9. Pentland Community Centre
10. Southside Community Centre
11. Clovenstone Community Centre
12. Fort Community Wing
13. Cameron House Community Centre
14. Valley Park Community Centre
15. Castlevue Community Centre
16. Jack Kane Community Centre
17. Goodtrees Neighbourhood Centre
18. Kirkliston Community Centre
19. Tollcross Community Centre
20. Magdalene Community Centre
21. Ratho Community Wing
22. Craigmount Community Base
23. Duncan Place Resource Centre
24. Gilmerton Community Centre
25. Craigentiny Community Centre
26. Gracemount Youth & Community Centre
27. West Pilton Neighbourhood Centre
28. Northfield Community Centre
29. Nelson Hall
30. Rannoch Community Centre
31. Gorgie Memorial Hall
32. Bingham Community Centre
33. Juniper Green Village Hall
34. Wardie Residents Association
35. Portobello Community Centre
36. Balerno Village Hall
37. Colinton Mains Community Centre
38. Moredun Community Centre