

### Cabinet Response to Scrutiny Report

<b>Scrutiny Committee: Co-operative &amp; Communities</b>		<b>Cabinet Member: Cllrs. Arnold England and Shaun Davies</b>	
<b>Report: Review of the Management of Community Centres</b>		<b>Response prepared by: Rachael Jones</b>	
<b>Lead Scrutiny Member: Cllr. Angela McClements</b>		<b>Date of Cabinet meeting: 18<sup>th</sup> October 2012</b>	
<b>Lead Scrutiny Officer: Tracy Clarke/Stephanie Jones</b>			
<b>Scrutiny Recommendation</b>	<b>Response and summary of action being taken to implement, or reason for rejection</b>	<b>Date by which action will be taken</b>	<b>Person responsible for action</b>
<p>1. It was agreed that one-size does not fit all and that a business plan should be developed for each centre (except Priorslee) which takes account of existing local activity and structures and local needs and wants. This should start with a survey of the views of local people possibly linking into other surveys or engagement work, or in Your Voice if this is localised.</p>	<p>Agree that one size does not fit all for the community centres and that consideration needs to be given to the role and function of each community centre taking into account the needs of the local community. It is proposed that a project group incorporating key Council services and partners is developed to consider the future development of each centre in relation to its specific circumstances. It is proposed that using the information gathered through Scrutiny that a detailed review of the five community centres is carried out (Brookside, Leegomery, Sutton Hill, Watling Street and Donnington Lifelong Learning Centre). The principles included within the Scrutiny recommendations will be considered as part of the parameters for the review; however, other options may also be developed as part of this piece of work.</p>	<p>A phased approach will be taken, it is envisaged that all centres will have been reviewed by March 2014. Project Steering Group to be established November 2012 to develop and oversee project plan for further review of centres.</p>	<p>Rachael Jones Service Delivery Manager</p>

<p>2. The centre in Priorslee functions as a nursery and not as a community centre. It is recommended that it ceases to be considered as a community centre, that the tenancy with the nursery is reviewed and the property transferred to Assets &amp; Property to manage.</p>	<p>Agreed – management of Priorslee to be transferred to Estates and Investments.</p>	<p>November 2012</p>	<p>Kate Turner Service Delivery Manager</p>
<p>3. Members recognise that there is limited staff capacity and that developing five community centres is a significant undertaking. It is therefore recommended that a phased approach is taken so that the centres are developed one at a time, and in the following order: Brookside, Leegomery, Sutton Hill, Watling Street, Donnington.</p>	<p>Agreed that a phased approach will be taken an initial scoping will be carried out to identify the order in which the plans will be developed. It is agreed that due to the large investment in Brookside Community Centre this centre should be considered first.</p>	<p>All plans to be complete by March 2014, a more detailed timetable to be produced as part of detailed project plan.</p>	<p>Rachael Jones Service Delivery Manager</p>
<p>4. Members found the centre in Leegomery to be under-used, shabby and not ideally located, but felt that it deserved a concerted effort to revive the centre. An initial piece of work should be done with the community to establish what local people would value in a community centre and the feasibility of developing a management group similar to that in Admaston. However, if there continue to be sustainability issues then the Council should consider alternative options for the building.</p>	<p>Agreed that the future of Leegomery Community Centre needs to be considered in relation to its role within the community. It is proposed that a range of options be considered in relation to the future use of the Leegomery Centre.</p>	<p>See above</p>	<p>Wendy Tonge Priority Action and Parish Liaison Manager</p>
<p>5. In all cases the relevant Town and Parish Councils must be consulted.</p>	<p>Agreed – discussions will be held with the relevant Town and Parish Councils.</p>	<p>A TPC representative will be invited to join the project</p>	<p>Wendy Tonge Priority Action and Parish Liaison</p>

		group and the relevant TPC will be invited to take part in the discussion around each centre.	Manager
6. Local voluntary, community and residents groups should be indentified and consulted to explore their interest in being involved with the management and running of the centres.	Agreed – to be discussed in relation to each individual centre.	Timescales to be included in project plan.	Wendy Tonge Priority Action and Parish Liaison Manager
7. The opportunities for private sector sponsorship, or in-kind investment, such as Cap Gemini's involvement in Dawley Town Hall, should be explored through the Council's business networks, other networks and local businesses.	Agreed – to be discussed in relation to each individual centre.	Timescales to be included in project plan.	Wendy Tonge Priority Action and Parish Liaison Manager
8. Communication with TCAT should be improved by having a designated contact officer to ensure that funding opportunities are not lost and issues are resolved quickly.	Agreed – discussions are currently being held in relation to specific community centres. Designated contact officer in relation to Community Centres agreed as Wendy Tonge.	Ongoing	Wendy Tonge Priority Action and Parish Liaison Manager
9. All relevant service areas should consider the community centres as venues for delivering services or hosting events, and promoted to partners as potential venues for delivering services and holding events. This should include linking into the Youth Offer to engage and involve younger people and links to public health services, especially when public health	Agreed that use of community centres to be promoted for service delivery. Discussions have been held around the Youth Offer for a number of buildings and proposed to be shared in relation to Brookside and Donnington, discussions have also been held around managing joint facilities more effectively	Ongoing	Wendy Tonge Priority Action and Parish Liaison Manager

responsibility is transferred to the Council.			
10. Consideration should be given as to whether the centres could be Wi-Fi enabled from the existing IT budget or funding by partners or sponsors.	Agreed – Brookside, Sutton Hill, Donnington, Watling and Leegomery to be Wi-Fi enabled.	To be confirmed.	Kirsty King ICT Service Delivery Manager
11. The potential for setting up community cafes run by local volunteers should be looked at, similar to that in Donnington, and the option for Donnington to become a food-hygiene training centre should be considered.	Agreed – this will be considered as an option for each centre and will be implemented where appropriate. Funding has been secured through a local group to develop a community cafe in Brookside and this model will be considered for other centres where appropriate.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
12. Consideration should be given to having key-holders from the local community for each centre to improve accessibility. The key holders must have a proper induction to ensure awareness of the Council's policies and procedures and be a welcoming face at the door.	Agreed - to consider this as an option and to be implemented where appropriate.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
13. Consideration should be given to schemes for volunteers and apprenticeships linked to community centre projects to enable local people to gain new skills and improve their employment opportunities.	Agreed – this model is already used in Donnington and is being developed in Brookside through the community cafe and other projects. This principle will be included in the review of other centres.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
14. It was noted that there are unused pockets of land around some of the community centres and consideration should be given to how outside space could be used as part of the development plans for the centres.	Agreed – this will be considered as part of the detailed plan for each community centre consideration would need to be given to the value of each area of land and the Council's budget strategy.	To be included in project timetable.	Kate Turner Service Delivery Manager

15. As part of development work, officers should give consideration to the examples of good practice that have worked well in other centres highlighted in this report.	Agreed – proposed the project group consider other models when developing centre options.	Project Steering Group to consider good practice when considering options for each centre.	Wendy Tonge Priority Action and Parish Liaison Manager
16. A “Community Board” of managers from all the community centres in Telford and Wrekin should be set up to share ideas and opportunities for collaboration. Due to resources, this may be a virtual network.	Agreed – proposed that some representation is included within the project steering group.	Group to be established November 2012	Rachael Jones Service Delivery Manager
17. The marketing of the community centres on the Council’s website should be improved and on-line booking explored.	Agreed – costs of implementing on-line booking would need to be explored. Weekly activities for community centres now promoted within centres, will explore promoting this more widely.	November 2012	Sarah Durnall Team Leader
18. All lone workers must receive an induction and training on the Council’s procedure for lone working as soon as possible after employment.	All staff are aware of the lone working policy; health and safety procedures for community centres have been reviewed and updated. Key holding arrangements for out of hours have been improved.	Complete	Wendy Tonge Priority Action and Parish Liaison Manager