

## COMMUNITY & SOCIAL AFFAIRS COMMITTEE

24 JANUARY 2012

### REPORT OF HEAD COMMUNITIES & NEIGHBOURHOODS

#### COMMUNITY CENTRES – MANAGEMENT ARRANGEMENTS

#### 1 PURPOSE OF REPORT

- 1.1 To seek member approval for the employment of fixed term for 1 year Community Centre Assistants (0.5FTE) to undertake duties at three of Melton Sure Start and Community Centre's (Cove, Edge, Fairmead).

#### 2.0 RECOMMENDATIONS

- 2.1 **The Committee agrees to the employment of two Community Centre Assistants (0.5FTE) for three Children's Sure Start and Community Centre's in Melton Mowbray. The employment period to be 1 year fixed term from 1<sup>st</sup> April 2012.**
- 2.2 **That the income generated from the room bookings be allocated from the existing Management Committee to Melton Borough Council to cover the cost of the posts that are to be employed through Melton Borough Council (Appendix A).**
- 2.3 **The current charges that have been agreed are to remain subject to review with a 10% discount for private bookings for those living in the Melton Town due to town residents paying into the special expenses budget (Appendix B).**

#### 3.0 KEY ISSUES

##### **Background**

- 3.1 In January 2011 the Management Committee that meets to administer the running of all the Children's Sure Start and Community Centre's in Melton Mowbray agreed to manage a group of Community Volunteer Assistants in order to help reduce costs for overtime to Melton Borough due to the Centre's needing to be opened in the evenings and at weekends.
- 3.2 The last twelve months in which the management committee has organised community functions at the centres has been a relative success but due to changes in membership of the committee and issues with paying expenses of the community volunteers the Management Committee feel that the role is of too much responsibility. The Committee are also concerned about current changes in employment law and feel that they are not developed enough as a group to continue with the responsibility of managing the evening and weekend opening and closing aspect of the Centre's.
- 3.3 During the past twelve months an income has been generated from the room bookings to community groups and organisations. It is proposed that the balance

from the existing bank account is transferred to Melton Borough Council on 1<sup>st</sup> April 2012 to help with start up costs of employing a 0.5FTE Band 4. The income generated at current rates does not cover the full costs but with increased bookings expected it is anticipated that full costs with surplus income will be generated. In April 2012 £4,000 will be also transferred to Melton Borough Council.

- 3.4 The Community Centre's are now very busy and more bookings are being generated including a number of private functions at weekends such as birthday parties.

#### 4.0 **POLICY AND CORPORATE IMPLICATIONS**

- 4.1 By agreeing to the recommendations would mean that the Council will have to employ 0.5 FTE staff to cover the opening in evening and setting up of Community Centre's to include evenings and weekends. Melton Borough Council would be employing two staff (0.25 FTE per post).

- 4.2 The staff would be rotated on a one week on, one week off basis and this would be administered by the People Team in the Communities and Neighbourhoods Department.

- 4.3 There would be the flexibility to use these additional staff for other tasks across the Council thus reducing the impact on overtime costs.

- 4.4 Fees and charges have not increased since January 2011 when they were first introduced, which is not in line with the corporate charging policy, however, It is proposed that a review takes place before 1<sup>st</sup> April 2012 in consultation with members of the management committee looking at current charging rates. Recommendations will be taken to the next Community & Social Affairs Committee in March 2012.

- 4.5 Currently no cash is taken at the children centres and this practice will continue, however, any process developed to take monies (cheques) will include input from the Council's Internal Audit team, to ensure appropriate controls and systems are in place

#### 5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 The Council would have to pay the wages and administer the relief Community Centre Support staff. It is proposed that the staff report to the Children's Centre Co-ordinator. The costs of having this service on an annual basis are listed below;

Employee cost at 18.5 hours per week at band 4 spinal point 14 (FTE £15725.00)

Annual Salary	=	£7862.50
MBC NI	=	£ 64.33
MBC Pension	=	<u>£ 563.89</u>

Total annual cost = £8490.72

- 5.2 The costs will be met by income from room bookings through the Community Centre and this will be administered by the People Team on a daily basis.

- 5.3 Income will be collected and managed in accordance with procedures set by Internal Audit.

5.4 It is estimated a sum of £4,000 will be transferred from the Management Committee accounts to Melton Borough Council on 1<sup>st</sup> April 2012. This sum with the minimum estimated income will ensure all costs of the new posts will be covered in 2012/13.

5.5 It is proposed that, if approved, the staff sit within the Children Centre Budget as part of the Communities & Neighbourhoods service in line with other staff within services carrying out similar duties i.e. supporting people.

**6.0 LEGAL IMPLICATIONS/POWERS**

6.1 There will be the implication of employing relief staff.

**7.0 COMMUNITY SAFETY**

7.1 There are no direct links in this report however if the centres are utilised in relation to the aims and objectives of the community there should be a positive impact on crime.

**8.0 EQUALITIES**

8.1 An initial equalities impact assessment has been completed and no issues have been highlighted from the assessment (Appendix C).

**9.0 RISKS**

9.1 The risks are considered in the table below:

<b>Probability</b>				
Very High A				
High B				
Significant C				
Low D		2		
Very Low E		1		
Almost Impossible F				
	IV Neg- ligible	III Marg- inal	II Critical	I Catast- rophic
	<b>Impact</b> →			

Risk No.	Description
1	There is no or little demand for use of the centres.
2	Income is not in line with annual costs

9.2 We currently are aware that more proactive advertising of the availability of the community centres is needed. In February 2012 staff in partnership with the management committee and local residents groups will be carrying out a wide publicity process to increase uptake of room use of the buildings.

10.0 **CLIMATE CHANGE**

10.1 There are no climate change issues directly arising from this report.

11.0 **CONSULTATIONS**

11.1 At this stage consultation has taken place with the management committee and local resident groups.

11.2 The Property Team, Children's Centre Team and Neighbourhood Support Officer have been consulted and all fully support this approach.

12.0 **WARDS AFFECTED**

12.1 All wards are affected.

Contact Officers: Ronan Browne, Lucie Keeley, Kate Parkinson

Date: 11 January 2012

Appendices: Appendix A – Income Generation 2011  
Appendix B – 2012/13 Charges  
Appendix C- Equalities Impact Assessment

Background Papers: None

Reference: X drive/Committees/CSA/2011-12/HR- Community Centre- Management Arrangements