



Report of the Director of Environment and Neighbourhoods

Meeting: Outer South Area Committee

Date: Monday 6th September 2010

Subject: Outer South Community Centres Report

Electoral Wards Affected:

Ardsley & Robin Hood
Morley North
Morley South
Rothwell

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

Delegated Executive Function not available for Call in Details set out in the report

Executive Summary

The management of Community Centres became a delegated function of area committees in 2006/07. Delivering the Community Centres function in the current financial climate will be extremely difficult. With budgets under increasing pressure over the next few years, it will be difficult to meet the expectations that were originally set out to Area Committees when this function was created.

A review of all the Area Committee delegated and enhanced functions will take place in the Autumn to assess progress to date and look at practical arrangements which make the functions more robust. It will also begin to look at how service efficiencies can be made through better integration and, in some service areas, rationalisation of locally based services. Central to the review will be the aim of putting Area Committees at the very heart of local decision making and service accountability

The portfolio of centres to be managed by the Area Committees was created by the transfer of centres from the former Neighbourhoods and Housing and Learning and Leisure Directorates. The sponsoring service is currently the Regeneration Service. There are currently 71 centres across the city, 24 of which are leased out to voluntary organisations while 47 are directly managed by the council.

This report provides Area Committees with details of their actual expenditure for the 2009/10 financial year, information on the 2010/11 budget allocations for their centres, details of maintenance issues that have been dealt with by Corporate Property Management, rental support awarded to leased centres and other issues associated with the local portfolio of the Committee. The area committee is asked to consider the issues raised in the report and agree actions as appropriate.

1.0 Purpose Of This Report

1.1 This report provides:

- Actual spend against budgets for 2009/10
- Budget allocations for 2010/11
- Details of investment made via Corporate Property Management service (CPM) in 2009/10
- Rental support to leased centres for 2010/11
- Area specific information for each of the centres in the portfolio

2.0 Background Information

2.1 The Community Centres delegated function forms part of Leeds City Council's constitution, which provides the framework within which the council conducts its business and makes decisions. The constitution describes who is responsible for making decisions and how decisions are taken.

2.2 A detailed report outlining the delegation description was presented to all 10 Area Committees in October/November 2009. The delegation includes:

- The management of controllable revenue budgets
- Making investment decisions from their own Well Being budgets and applications for capital from the Councils Major Maintenance Fund
- Responsibility for setting charges and discounts for centres in their area within a common framework, and agree a schedule of charges for implementation.
- Allocating capital receipts arising from the disposal of a community centre to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

2.3 In addition, Area Management Teams on behalf of the Area Committees were given responsibility for the following functions:

- Liaising with users, user groups, Members and Area Committees on issues relating to centres in their area
- Developing proposals for re-shaping the portfolio
- Developing capital schemes and funding packages
- Monitoring the service level agreement for centres in their area and capital and revenue budgets
- Ensuring that leases and licenses are in place and reviewed periodically
- Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage

3.0 2009/10 Budget Position

3.1 Table 1 sets out the year end budget position for 2009/10 for the city wide portfolio – budget versus actual plus income, while Table 2 shows the position for Outer South area committee for the same period. Appendix 1 provides detail of the budget versus actual plus income for each centre.

Table 1 – City Wide Year End Outturn 09-10

TOTAL COMMUNITY CENTRES		<u>Budget 09/10</u>	<u>Outturn 09/10</u>	<u>Variance</u>
		£	£	£
Controllable				
	Caretaking Costs	1,015,180	919,605	-95,575
	Premises Costs	581,330	555,937	-25,393
	Supplies & Services	41,140	161,141	120,001
		1,637,650	1,636,683	-967
Income				
	Internal	-260,590	-173,292	87,298
	External	-265,270	-210,100	55,170
		-525,860	-383,392	142,468
Net Controllable		1,111,790	1,253,291	141,501
Non-Controllable				
	CPM Management Fee	241,630	240,122	-1,508
	NNDR (Business Rates)	197,810	193,689	-4,121
	Insurance	26,100	27,390	1,290
	CPM Maintenance Charge	467,590	458,207	-9,383
	Capital Charges	1,082,230	1,212,460	130,230
		2,015,360	2,131,868	116,508
Net Budget		3,127,150	3,385,159	258,009

Table 2 – Outer South Year End Outturn 09-10

OUTER SOUTH		<u>Budget 09/10</u>	<u>Outturn 09/10</u>	<u>Variance</u>
		£	£	£
Controllable				
	Caretaking Costs	128,610	125,934	-2,676
	Premises Costs	69,540	55,650	-13,890
	Supplies & Services	6,790	2,627	-4,163
		204,940	184,211	-20,729
Income				
	Internal	0	0	0
	External	-77,670	-58,237	19,433
		-77,670	-58,237	19,433
Net Controllable		127,270	125,974	-1,296
Non-Controllable				
	CPM Management Fee	35,230	29,050	-6,180
	NNDR (Business Rates)	25,920	24,636	-1,284
	Insurance	2,580	2,640	60
	CPM Maintenance Charge	55,990	55,990	0
	Capital Charges	144,520	101,807	-42,713
		264,240	214,123	-50,117
Net Budget		391,510	340,097	-51,413

3.2 Savings to be retained

It has been agreed that Area Committees can retain controllable net revenue savings from across their portfolios, to support investment priorities within local centres. The table at 3.0 identifies that the net revenue balance for the Outer South committee at the end of 2009/10 was £51,413. However, £50,117 relates to non controllable capital charges, which fluctuate year on year and are not under the Area Committee's budgetary remit. This means that the Outer South Area Committee has £1,296 available to re-invest across the community centres portfolio. It is recommended that some of this funding is allocated to Blackburn Hall to provide new signage to go along with the improvements that have recently taken place at the facility. The Outer South Community Centres Sub Committee will then decide how the rest of the funding is allocated.

3.3 City wide budget information for 2010/11

Budget Heading	Controllable £,000	Non- Controllable £,000	Total £,000	Notes
Caretakers	£1,034,560			
Premises	£562,420			
Supplies & Services	£84,650			Licenses & telephones
Income (internal)	- £193,340			LCC depts.
Income (external)	- £332,130			
Management Fee		£242,320		CPM
NNDR (business rates)		£192,760		
Insurance		£39,950		
Capital charges		£1,214,580		Capital Charges represent charges to the revenue accounts in relation to capital assets, combining the cost of depreciation and the continuing cost of borrowing in support of capital works in previous years.
CPM Maintenance budget		£387,570		Budgets now devolved to CPM
CPM City Buildings Charge		£257,880		Morley Town Hall
Central Recharges		£151,690		Legal, professional fees etc
Grand Total	£1,156,160	£2,486,750	£3,642,910	

* Overheads budget for central recharges and support e.g. legal / professional fees, are not included within this budget.

- 3.4 The non-controllable budgets are managed by finance and include; capital charges, business rates, insurance and CPM service management costs.
- 3.5 For 2010/11 CPM have levied a management charge of £242,320 for services provided to directly managed centres. This will be allocated to community centres in proportion to their overall spend on staff and running costs. Centres with higher operational costs will therefore attract a higher proportion of the management fee. For example, If Centre A's staffing and running costs represent 5% of the total community centre budget then they will attract 5% of the management fee. If Centre B's running costs represent 10% of the total community centre budget then they will attract 10% of the management fee. This would continue until the full 100% has been allocated.
- 3.6 The Regeneration Service and CPM have recently renegotiated a Service Level Agreement (SLA) which sets out the roles and responsibilities covered by each service in relation to the management of community centres within the portfolio.
- 3.7 **Area Committee 2010/11 budget information**
For 2010/11 the Outer South Area Committee has been delegated (controllable budget) £158,120. A summary of the budget for each centre is outlined in the table below.

Centre Name	Delegated Budget 2010/11 £,000
Blackburn Hall	32,960
Gildersome YC	24,640
Lewisham Park	30,580
4 rooms at Morley Town Hall	-43,840
Rose Lund Centre	25,520
St Gabriel's	10,660
Tingley Y & C Centre	28,030
Windmill YC	48,820
East Ardsley (leased)	0
West Ardsley (leased)	-2,190
Churwell (leased)	50
Peel Street (leased)	-880

Appendix 2 of this document provides a detailed breakdown of the controllable budgets delegated to each of the centres in the committee's portfolio.

- 3.8 **Income**
All Area Committees have now agreed their pricing and lettings policies for the hire of space in community centres, the policies will be implemented from 1st October 2010.

In order to support Area Committees to generate income to invest in improvements to their local portfolio, it was agreed that a new procedure is put in place from 1st April 2010, which enables Area Committees to retain new income over and above the agreed income targets (based on previous years income).

For 2010/11 the Outer South Area Committee has an income target across the whole portfolio of £77,770. Subject to the overall revenue budget balancing, any income achieved over and above this amount, will be retained by the committee in 2011/12.

3.9 Capital Budgets

A ring-fencing arrangement for capital receipts arising from the disposal of community centre assets was agreed by Executive Board in 2006 and was incorporated into the Capital Strategy and Asset Management Plan 2007-08. This allows for up to 100% of the receipt to be retained by Area Committees to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

3.10 In 2009/10 there were no disposals in Outer South.

3.11 Area Committee proposals need to be supported by an individual business case which should be compiled prior to finalising the sale of the asset, for consideration by the Asset Management Board (AMB). Proposals with a total value of less than £100K require AMB support and final approval by the Director of Resources. Proposals for more that £100k require Executive Board approval. Further advice will be provided to Area Committees to develop their proposals on a case by case basis.

4.0 Rental Support

4.1 Rental Support for Leased Out Centres

A rental support programme for leased centres is currently administered by the Regeneration Service through an annual assessment process and is based on a market rental assessment of the property. In the Outer South Area the following organisation benefit from this arrangement:

Organisation	Centre	Market rent assessment	Rental Support Approved by RMT (30 April 2010)	Rent payable 2010/11	% of rent payable
East Ardsley Community Association	East Ardsley CC	£5,400	90%	£540	10%

4.2 Rental Support for Users of Office Accommodation

The Executive Board report of March 2006 specifies that Rental Support Agreements are put in place for organisations that are providing community services from Community Centres which meet local priorities.

Market rental assessments have now been carried out for all permanent occupiers of space, including offices and activity space, in community centres. No permanent occupiers have yet been identified in Outer South though from work carried out city wide, it is evident that most organisations do not pay for this type of space occupied.

Work is ongoing to develop a fair charging policy for organisations with permanent use of accommodation. This will be presented to a future area committee meeting for discussion.

5.0 Maintenance Update

The CPM Service, Resources Directorate is responsible for building maintenance of all Council buildings and miscellaneous land (except schools and ALMO housing property) and provides facilities management for community centres. All revenue maintenance budgets have been consolidated to form a corporate building maintenance budget which has been managed by CPM since 1 April 2009. As a result, the repair maintenance of community centres is no longer part of the delegated function for Area Committees.

6.0 Update on Outer South Area Committee Portfolio

The section below provides a building by building update on the progress made to date and any key tasks currently being undertaken at the facilities which form part of the Outer South Area Committee's portfolio:

Directly Managed Centres

Blackburn Hall – Refurbishment works have recently taken place at this facility. Work is to be undertaken to look at ways in which the temporary events notices for the sale of alcohol can be distributed amongst other users and not just on group taking them all on.

Gildersome Youth Centre – Work is continuing to look at ways in which community activities are provided in the area and how space in Gildersome Youth Centre and Gildersome Meeting Hall are best used.

Lewisham Park Centre – Key Holding with user groups needs to be explored further in order to reduce running costs at the facilities.

Morley Town Hall – Work is ongoing to strengthen relationships with users at the facility.

Rose Lund Centre – discussions are ongoing around whether this facility should remain as part of the Area Committees portfolio due to the current type of use from the facility.

St Gabriel's Community Centre – Area Committee have agreed that this facility is to remain open for three years, with an annual review, before assessing the future viability of this facility in terms of usage and running costs.

Tingley Youth & Community Centre – work is currently being undertaken to try and arrange a sub lease / licence for Tingley Brass Band to use a room in the facility exclusively for rehearsal space.

Windmill Youth Club - £142,000 Section 106 and Area Well Being Budget funded renovation project is complete. Work is ongoing to improve the relationship between

Rothwell Judo Club and LCC Youth Service activities taking place at the facility on a Friday evening. A protocol has been set in place to give the groups clear guidelines when using the facility at this time.

Leased Facilities

Churwell Community Centre / Stanhope Memorial Hall – Work is progressing to renovate Stanhope Memorial Hall and dispose of Churwell Community Centre. The specifications of the scheme have now been finalised and awaiting the outcome of the Council's capital projects review to have an idea of when the scheme will be able to go ahead.

East Ardsley Community Centre – building under the management of East Ardsley Community Association and the community association benefit from rental support of 90% (see 4.1)

Peel Street Centre – facility is leased to Joseph Priestley for the provision of training courses and rent is being paid in line with agreement in the lease.

West Ardsley Community Centre - Work is being undertaken to put the organisation on the Rental Support programme. This has been due to difficulties in increasing rental payments in line with the amounts detailed in the lease agreement between LCC and Kalidoscope. It is hoped that the rental support will commence in financial year 2011/12.

Outer South Community Centres Sub Committee – the community centres sub committee meeting on a quarterly basis to discuss the delegated portfolio of Outer South Centres. The committee has an action plan which has been in place since 2007 and has been successful in tackling problems with building management and between user groups. The committee membership consists of a councillor representing each ward – Councillor Dunn (Ardsley and Robin Hood), Councillor Gettings (Morley North), Councillor Grayshon (Morley South and Chairman of group) and Councillor Wilson (Rothwell). Area Management lead the group with Corporate Property Management Area Buildings Manager and Directorate Property Manager in attendance.

7.0 Performance Management and Reporting

7.1 Baseline Position and key targets for the Service

Area Committees will receive mid year and year end budget update reports. Reports on key issues affecting centres in the committee's area will be provided alongside these.

7.2 From April 2011 reports will be available on the level of bookings in each centre, potential income and level of waived fees. This will enable area committees to identify centres that are well / under used etc which can help inform future management and development plans.

7.3 Reporting Arrangements

Performance will be reported to area committees twice a year, at the June/July and Nov/Dec committee cycles.

8.0 Equality Considerations

There is a perception that some centres are only accessible to some sections of the community. All centres need to demonstrate that they comply with the Council's equality commitments. This applies to both directly managed centres and leased centres. Advice and guidance and appropriate monitoring procedures need to be developed and implemented to better address this issue. This work will be incorporated within the centre action plans as they are developed.

9.0 Implications for Council Policy and Governance

The community centre issues detailed in this report comply with agreed Council policy and governance arrangements.

10.0 Consultation

Members and centre users have been consulted on the delegation of community centres for a number of years. Discussion has also taken place with the 10 Area Chairs, Area Management Teams and colleagues from Corporate Property Management (CPM) in compiling this report.

11.0 Legal and Resource Implications

The Community Centres delegated function allows the Area Committees to retain revenue savings which are made within the financial year, to enable them to deliver on their investment priorities, as identified within their local action plans or Area Delivery Plan.

12.0 Recommendations

The Outer South Committee is asked to note the content of this report and to comment as appropriate.

Background Papers

- Community Centres Report 19th October 2009
- Executive Board Report, March 2006

Appendix 1:

	Expenditure			Income			Net
	Budget 09/10	Outturn 09/10	Variance	Budget 09/10	Outturn 09/10	Variance	Variance
	£	£	£	£	£	£	£
Rose Lund Centre	23,980	24,325	345	-500	-188	312	657
Gildersome Youth Centre	37,600	30,069	-7,531	0	0	0	-7,531
Windmill Youth Centre	17,760	27,907	10,147	-800	-882	-82	10,065
Tingley Youth Centre	27,490	23,606	-3,884	-1,000	-132	868	-3,016
Lewisham Park Community Centre	30,400	27,438	-2,962	-1,690	0	1,690	-1,272
Peel Street Centre	70	1,029	959	-900	-1,085	-185	774
St Gabriel's Centre	11,400	5,816	-5,584	-400	-60	340	-5,244
East Ardsley Community Centre	540	523	-17	-540	0	540	523
West Ardsley Community Centre	60	620	560	-3,000	-2,750	250	810
Blackburn Hall	51,150	42,442	-8,708	-25,000	-20,498	4,502	-4,206
Churwell Community Centre	0	256	256	0	0	0	256
Morley Town Hall (4 rooms)	4,490	180	-4,310	-43,840	-32,642	11,198	6,888
	204,940	184,211	-20,729	-77,670	-58,237	19,433	-1,296

Appendix 2:

OUTER SOUTH	Caretakers	Premises	Supplies	Total Expend	Intl Income	Extl Income	Total Income	Net Cost
ROSE LUND CENTRE	17,750	8,270	0	26,020	0	-500	-500	25,520
GILDERSOME Y.C.	13,600	9,540	1,500	24,640	0	0	0	24,640
WINDMILL Y.C.	41,330	8,290	0	49,620	0	-800	-800	48,820
WEST ARDSLEY (TINGLEY Y.C.)	21,490	7,140	400	29,030	0	-1,000	-1,000	28,030
LEWISHAM PARK C.C.	21,910	10,360	0	32,270	0	-1,690	-1,690	30,580
PEEL STREET	0	120	0	120	0	-1,000	-1,000	-880
ST GABRIEL'S CENTRE	6,390	4,670	0	11,060	0	-400	-400	10,660
EAST ARDSLEY CC (LEASED)	0	540	0	540	0	-540	-540	0
WEST ARDSLEY CC	0	90	0	90	0	-3,000	-3,000	-2,910
BLACKBURN HALL ROTHWELL	41,280	15,880	800	57,960	0	-25,000	25,000	32,960
CHURWELL CC (LEASED)	0	50	0	50	0	0	0	50
4 ROOMS AT MORLEY TOWN HALL	0	0	4,490	4,490	0	-43,840	43,840	-39,350
TOTAL OUTER SOUTH	163,750	64,950	7,190	235,890	0	-77,770	77,770	158,120