

**Report of Community Hub Development Manager**

**Report to Director of Communities and Environment**

**Date: 7<sup>th</sup> November 2018**

**Subject: Morley Community Hub - Furniture**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Morley North, Morley South		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		

**Summary of main issues**

1. Executive Board authorised expenditure of £4.617m for the delivery of Phase 2 of the Community Hubs programme, subject to the approval of the Director of Communities and Environment to individual submission of business cases for delivering each part of Phase 2 of the Community Hub programme. The office furniture and library furniture for Morley Community Hub is estimated to be in the region of £63,549.
2. This report sets out the individual business case for Morley Community Hub furniture and fit-out, which requires approval for expenditure of £63,549.
3. This cost will be met by savings made from other remaining schemes in the rollout of the Community Hub programme.

**Recommendations**

4. The Director of Communities and Environment is requested to:
  - Note the contents of the report
  - Authorise expenditure of £63,549 for the supply and installation of the Morley Community Hub furniture.

## **Purpose of this report**

- 1.1 For the Director of Communities and Environment to agree to the expenditure of £63,549 to furnish and fit-out Morley Community Hub to support the delivery of integrated and accessible services.

## **2 Background information**

- 2.1 On 22<sup>nd</sup> June 2016 Executive Board received a report that set out the Phase 2 Community Hub Business Case and costs to allow the continued roll out of the Community Hubs with fully integrated services across the city including asset rationalisation, co-location of housing and other back offices within Hubs, essential backlog maintenance and new ICT infrastructure and equipment to enable new ways of working.
- 2.2 The Business Case included works to deliver Hub Projects across the City. The Morley Community Hub project was one of these schemes identified in the report.
- 2.3 It was agreed that the approval of the Director of Communities and Environment was required for individual business cases of expenditure to deliver each part of the Community Hub programme.

## **3 Main issues**

### **Summary of fit-out and costs**

- 3.1 This section advises of the furniture and fit-out costs to create Morley Community Hub.
- 3.2 It is estimated that construction work will complete 23<sup>rd</sup> December 2018, after which furniture and shelving can be delivered and installed. Morley Community Hub is expected to open end January 2019. The One Stop Service, which is currently based in the Morley Town Hall, will then move across into the Hub. The vacant space in the Morley Town Hall can then be utilised for other services or partners.
- 3.3 The following section advises of the furniture and Library shelving required to create an accessible environment within Morley Community Hub in the former Morley Library building.
- 3.4 The scheme includes new furniture to the Community Hub - a mix of new and re-used library shelving, self-service desks and seating, waiting area furniture, meeting room furniture, equipment and new office furniture.
- 3.5 The proposed drawings are enclosed Appendix A.

### **Finance**

- 3.6 Executive Board authorised expenditure of £4.617m for the delivery of Phase 2 of the Community Hubs programme. All proposed schemes are subject to the approval of the Director of Communities and Environment to individual submission of business cases for delivering each part of the Community Hub programme.
- 3.7 The costs required for the furniture and fit-out of Morley Community Hub are estimated at £63,549.

3.8 This cost will be met by savings made from other remaining Phase 2 schemes of the Community Hub programme to ensure that the overall approved budget is not exceeded.

Overall Phase 2 Hub Programme approved Funding	Total	Phase 2	Furniture & ICT	Housing & Back Offices	Backlog Maintenance
<b>Total Capital Spend</b>	£4,617k	£2,298k	£959k	£685k	£675k

  

Morley Hub furniture and fit out funding approval request	Total	Morley Hub	Furniture & ICT	Housing & Back Offices	Backlog Maintenance
<b>Total Capital Spend</b>	£63.6		£63.6		

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

4.1.1 Executive Board has received a number of reports, which established and reported progress on the delivery of the work being progressed to address poverty and inequality across the city. Four propositions were agreed by Members, brought together under the banner of Citizens@Leeds, in order to achieve the following outcomes –

- Providing more accessible and integrated services
- Helping more people out of financial hardship
- Helping more people into work
- Being responsive to the needs of local communities.

4.1.2 Following the success of the Pathfinder Hubs, Members received a subsequent report on developing the Community Hub Model on a city wide basis in October 2014 and it was agreed to –

- Adopt a city-wide Community Hub Model that sees a network based approach, developed in partnership with Community Committee's and local ward councillors, and supported by a City Centre Community Hub.
- Bring together all existing community based One Stop Centres, Libraries and Housing Management offices to be managed as a single set of front-of-house services, to enable the development of a city-wide network of Community Hubs.

4.1.3 Community Hubs continue to make a real difference for local communities, changing people's lives and enabling us to deliver more and better services.

4.1.4 Morley Community Hub will develop real integration with a wide range of services and partners and are providing better outcomes for local people, with the intention of helping more people into work, reducing deprivation and social isolation. The

furniture choices and layout will provide an inclusive and accessible environment for citizens in the local community.

- 4.1.5 Ward Members have been consulted and are supportive of introducing a Community Hub within the Morley area and that the existing Library building is to be refurbished and furnished to a very high standard.

## **4.2 Equality, Diversity, Cohesion and Integration**

- 4.2.1 There are clear links between poverty and inequality of outcomes in relation to education, employment, health and life expectancy. The accessible and integrated services proposition is focussed on ensuring that citizens and communities can access services in the simplest way for them whilst ensuring that the council and its partner's response to help citizens and communities is integrated and joined up so that access is as equal as possible.
- 4.2.2 With regard to the development of Community Hubs, reasonable inclusions and diversity requirements have been built into the presented costs.
- 4.2.3 An Equality, Diversity, Cohesion and Integration (EDCI) screening for the Community Hub Programme is available. The screening demonstrates how the impact of the proposals on equality, diversity, cohesion and integration have been considered and outlines the actions that have been taken/are being taken to mitigate the impact.
- 4.2.4 The key points of the screening illustrate the positive impact the Community Hub developments have on resolution at first point of contact, accessibility, welfare benefits and poverty, social exclusion, reading and lifelong learning, tailoring services to local communities.
- 4.2.5 As advised within the screening, each Hub will be created to ensure equality for all in respect of the furniture and shelving. This will include height adjustable desking, a range of seating options to suit differing needs and dementia friendly spaces.

## **4.3 Council policies and the Best Council Plan**

- 4.3.1 Addressing poverty and inequality, supporting communities, helping people into work and tackling social isolation are key priorities for the Council. This significantly contributes to our Strong Economy and a Compassionate City agenda towards inclusive growth, as set out in the Best Council Plan 2017/18-2020/21.
- 4.3.2 The development of the Morley Community Hub contributes to the delivery of the 2017/18 Best Council Plan's priorities on 'Resilient communities', 'Child friendly city' and 'Good growth', and therefore the outcome for everyone to 'earn enough to support themselves and their families'.
- 4.3.3 Morley Community Hub, as part of the Hub programme, also plays a key role in supporting delivery the Children's and Young People's Plan and the Leeds Joint Health and Wellbeing Strategy. These have a strong focus on addressing debt,

maximising income through helping people into work, moving people and families out of poverty and providing facilities and services which help address social isolation.

#### **4.4 Resources and value for money**

4.4.1 The Executive Board Report received on 22nd June 2016 set out the Phase 2 Community Hub Business Case and costs to allow the continued roll out of the Community Hubs with fully integrated services across the city including asset rationalisation, co-location of housing and other back offices within the Hub, essential backlog maintenance and new ICT infrastructure and equipment to enable new ways of working.

4.4.2 Following the success of previously completed Community Hubs, we have refined our furniture choices, which seek to balance quality products, quality fabrics that are built to withstand the rigours of a busy community facility.

4.4.3 It is also the intention to reuse some existing furniture from across the service in order to ensure value for money and avoid wasting furniture. In some instances existing furniture, showing surface wear and tear will be recovered where the furniture remains structurally sound. This represents a large saving to the council.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 This is a significant operational decision and is exempt from Call In.

#### **4.6 Risk Management**

4.6.1 The key risks associated with the Community Hub programme are principally around the delivery of schemes to costs, time and quality thresholds and the availability of LCC resources. To mitigate this, the Communities and Environment Leadership Team will act as Programme Board and the Director of Communities and Environment will be asked to agree individual scheme business cases to ensure that the cost, quality and time thresholds are adhered to and that the overall Hub Programme is delivered within the agreed financial allocation.

### **5 Conclusions**

5.1 Customer satisfaction and feedback has been extremely positive in relation to the Community Hubs delivered to date with residents/partners appreciating the investment in the buildings and the range of services available in one place.

5.2 In order to build upon the positive progress made so far, and to achieve our long-term aims around delivering integrated and accessible services, which meet the increasingly complex needs of the citizens and communities of Leeds; it is important that Leeds City Council continues its commitment to Community Hubs through all phases of the programme.

5.3 Morley Community Hub is part of the overall Community Hub programme that provides modern and safe environments that treat our customers with respect. They encourage contact with Leeds City Council as an organisation and provide access to services that can offer help and assistance.

### **6 Recommendations**

6.1 The Director of Communities and Environment is requested to:

- Note the contents of the report
- Authorise expenditure of £63,549 for the supply and installation of the Morley Community Hub furniture.