

**Report of Community Hub Development Manager**

**Report to Director of Communities and Environment**

**Date: 18<sup>th</sup> January 2019**

**Subject: Phase 3 - Year 1 – Hunslet Community Hub**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Hunslet and Riverside		
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: Appendix number:		

**Summary of main issues**

1. Executive Board authorised expenditure of £3.03m for the delivery of year 1 of Phase 3 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 3 – Year 1 of the Community Hub programme. The Hunslet Community Hub was estimated to be in the region of £495k within the authorised funding.
2. This report sets out the individual business case and costs for the delivery of the Hunslet Community Hub Phase 3 works, backlog maintenance works, furniture and ICT, which requires approval for expenditure of £495k.

**Recommendations**

3. The Director of Communities and Environment is requested to note the contents of the report and authorise expenditure of £495k for the delivery of the Hunslet Community Hub Phase 3 - Year 1 Works, backlog repairs, furniture and ICT.

## **1 Purpose of this report**

- 1.1 For the Director of Communities and Environment to agree to the expenditure of £495k to create the Hunslet Community Hub to support the delivery of integrated and accessible services.

## **2 Background information**

- 2.1 On 7<sup>th</sup> February 2018 Executive Board received a report that set out the Phase 3 – Year 1(2018/2019) 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.
- 2.2 The Business Case included works to deliver Year 1 Hub Projects across the City. The Hunslet Community Hub project was one of these schemes identified in the report.
- 2.3 Executive Board authorised expenditure of £3.03m for the delivery of phase 2 of the Community Hubs programme. The Hunslet Community Hub was included within the authorised funding.
- 2.4 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 Phase 3 – Year 1 Community Hub programme.

## **3 Main issues**

### **Summary of Works and Costs**

- 3.1 The following section advises of the works required to create the Hunslet Community Hub in the Hunslet Library Building.
- 3.2 New customer service areas, larger library provision, new staff office and kitchen facilities, large job shop zone, 24 new self-service PCs, a bike library, new accessible customer toilets and staff toilets and
- 3.3 The works to the Hub comprise new floor finishes, automatic doors, a new glazed enquiry room, Wi-Fi, refurbished customer/staff toilets, complete redecoration throughout the main building, new reception desk and new customer self service facilities.
- 3.4 The scheme addresses substantial backlog maintenance issues including new windows, heating repairs, new lighting system throughout, alterations to fire alarm, fire evacuation improvements and improved main entrance ramp and stairs. CPM have already completed some other major backlog works under their own capital budget to completely replace the roof, rooflights and the boilers, so this has been removed from the scheme. They will be contributing 50% (or £20k) towards the replacement of the windows under a separate order direct to LBS.
- 3.5 The scheme includes new furniture to the Community Hub and mix of retained original and new library shelving, self-service desk and seating, waiting area furniture, new office furniture and new ICT equipment.

- 3.6 The proposed drawings are enclosed Appendix A.
- 3.7 The existing job shop and small library will be temporarily relocated into a shop unit in the nearby shopping centre.
- 3.8 Leeds City Council Building Services (LBS) are delivering the building works.

### Finance

- 3.9 Executive Board authorised expenditure of £3.03m for the delivery of Phase 3 – Year 1 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 the Phase 3 – Year 1 Community Hub programme.
- 3.10 The costs required for approval are £495k and is within the funding approved by Executive Board for Hunslet :

	Total	Phase 3 – Year 1 2018/19	ICT and furniture	Backlog Maintenance
<b>Total Capital Spend Year 1 only</b>	£3,030k	£2,117k	£571k	£342k

Hunslet Hub funding approval request	Total	Hunslet Hub	Furniture & ICT Gen fund	Fees	Backlog Maintenance
<b>Total Capital Spend</b>	£495k	£315k	£60k	£10k	£110k

## 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 As advised above the Hunslet Community Hub is within the existing Hunslet Library building.

4.1.5 The 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.

4.1.6 Ward Members have been consulted and are wholly supportive of introducing a Community Hub within the Hunslet area and that the former Community Association Building continues to be available to local people.

## **4.2 Equality and 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 and 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 partners 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 the Phase 3 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 was attached to the approved Phase 2 Community Hubs Executive Board Report. An updated EDCI Screening document was completed for Phase 3. 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. Works have been included in the scheme such as, auto doors, accessible toilets, improvements to fire escape routes and adjustable height desking.

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 & poverty, social exclusion, reading and lifelong learning, tailoring services to local communities.

4.2.5 As advised within the screening It will be necessary to review each scheme individually to assess the possible effects of any proposed changes/closures on staff and customers, with a particular equality focus and taking into account the local demographics, distance to travel to new location, public transport links, parking etc.

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

- 4.3.1 Addressing poverty and inequality, helping people into work and tackling social isolation are key priorities for the Council and make a significant contribution to our Strong Economy and a Compassionate City agenda, as set out in the Best Council Plan 2017/18.
- 4.3.2 The development of Community Hubs, and the development of the Hunslet Community Hub, contributes to the delivery of the 2017/18 Best Council Plan outcomes for everyone to 'earn enough to support themselves and their families' and the Best Council Plan 2017/18 priorities on 'Resilient communities', 'Child-friendly city' and 'Good growth'.
- 4.3.3 The Hunslet Community Hub, as part of Phase 3 of the Hub programme, also plays a key role in supporting delivery of the Safer and Stronger Communities Plan, the Children's and Young People's Plan and the Leeds Joint Health and Wellbeing Strategy all of which 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 7th February 2018 set out the Phase 3 – Year 1(2018/2019) Community Hub Business Case requiring £3.03m capital costs to allow the continued roll out of the Community Hub network to deliver fully integrated services across the city including asset rationalisation savings, 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 The report was approved by Executive Board.
- 4.4.3 The costs of the scheme have been tendered via our internal provider LBS and LCC furniture and library frameworks will be used to purchase furniture, which should ensure that VFM is achieved.

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

- 4.5 This is a significant operational decision, as a direct consequence of the Key Decision taken by Executive Board in February, and is exempt from Call In.

#### **4.6 Risk Management**

- 4.6.1 The key risks associated with the Community Hub Phase 3 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 for Phase 3 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 service 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 this Phase 3 programme.
- 5.3 The Hunslet Community Hub is part of the Phase 3 programme to provide a modern safe environment that treats our customers with respect and encourages contact with Leeds City Council as an organisation 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 and authorise expenditure of £495k for the delivery of the Hunslet Community Hub Phase 3 - Year 1 Works, backlog repairs, furniture and ICT.

## **7 Background documents<sup>1</sup>**

- 7.1 Appendix A – Proposed floor plans

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.