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Woodsley Road MCC Management Agreement

1 Context of the Management Agreement

- 1.1 The Management Agreement is between Leeds City Council ('the Council') and Woodsley Road Multicultural Centre Management Committee ('the Management Committee'). It will work in conjunction with the Licence for Use and Occupation signed by the Committee on xx.

2 Purpose of the Management Agreement

- 2.1 The purpose of the Management Agreement is to clarify the roles and responsibilities of the Council and the Management Committee in relation to the management of Woodsley Road Multicultural Community Centre ('the centre').
- 2.2 The Management Agreement outlines the requirement for the Management Committee to produce a three year business plan, to be reviewed on an annual basis, and provide a number of documented policies and procedures that will govern the development and use of the centre.
- 2.3 The Management Agreement has a two year duration from the date of formal adoption by the Management Committee and North West Inner Area Committee.

3 Governance

- 3.1 The Council, as owner, will provide finance for the centre and is responsible for cleaning, caretaking, lettings and maintenance functions at the centre. The Council reserves the right to delegate any of these functions to the Management Committee by mutual agreement and a formal contract being entered into.
- 3.2 The Management Committee will work as a registered charity in accordance with the recognised Memorandum and Articles of the Committee, especially in:-
- The establishment and maintenance of a membership base for the centre and encourage participation among members in the governance of the centre;
 - The promotion and holding of elections to the Management Committee at each Annual General Meeting in accordance with the recognised Memorandum and Articles of the Committee;
 - The holding of regular, inclusive, structured and minuted Management Committee meetings.
- 3.3 The Management Committee will seek approval from the Council for any changes to the agreed Memorandum and Articles.
- 3.4 The Council will monitor the performance of the Management Committee against the terms of the Management Agreement on a quarterly basis.

4 Management Arrangements

- 4.1 The Council will nominate an officer/s from North West Area Management to liaise with the Management Committee over the management of the centre.
- 4.2 The Management Committee reserves the right to raise funds in order to support the development of the centre, including the employment of staff. The recruitment of staff must first be approved by the Council prior to a vacancy being advertised.
- 4.3 The Management Committee shall provide the following written policy and procedure documents which must be approved by the Council prior to being formally adopted at a Management Committee meeting.
- 4.4 All policies must be drafted and submitted to the Council by 30th June 2007. The Council shall have four weeks from the submission of a policy to approve its adoption or request amendments.

4.4.1 Health and Safety

This policy shall cover all aspects of health and safety relating to the premises.

One member of the Management Committee will have responsibility for the Health and Safety Policy and will carry out annually a full risk assessment of the premises.

All users, members and employees of the centre will be provided with a copy of the Health and Safety Policy which will outline an individual's responsibility to abide by the policy.

The Council shall provide advice and training on health and safety matters to the centre's Management Committee and staff when required.

4.4.2 Child Protection

This policy shall outline the Management Committee's responsibility to ensure that the centre and its users are following procedures that will minimise the risk of harm to under 18s accessing the centre's facilities.

One member of the Management Committee will have responsibility for the Child Protection Policy and will carry out annually a full risk assessment of the premises.

All organisations wishing to make a booking at the centre for activities involving under 18s (excluding private functions) shall provide the Council with a copy of their own Child Protection Policy.

All staff employed at the centre shall be subject to an enhanced criminal record bureau check.

4.4.3 Equality and Diversity

This policy shall outline the responsibilities of the Council and the Management Committee in ensuring that the centre is open and accessible to all members of the local community and how it applies to the centre's leadership, service delivery, consultation and engagement.

This policy shall govern the recruitment and lettings policies as outlined at 4.4.5 and 5.0 respectively.

4.4.4 Complaints and Grievance

This policy shall outline the role of the Council and the Management Committee in addressing complaints from centre members or users about the management of the centre. Complaints and grievances from staff employed by the Council or the Management Committee shall be subject to the terms outlined in their contract of employment.

North West Area Management shall have overall responsibility for ensuring that the complaints and grievance procedure is adhered to and reviewed at regular intervals.

4.4.5 Recruitment

This policy shall only apply to posts directly employed by the Management Committee. The policy must comply with all existing legislation relating to the advertising of vacant posts. All other posts shall be subject to the Council's published recruitment and selection policy.

The Chair of the Management Committee shall be responsible for ensuring that this policy is adhered to and that all staff employed directly by the Management Committee are provided with a full contract and terms of employment.

5 Lettings

- 5.1 The Council is responsible for receiving and processing all lettings in accordance with the Community Centres Lettings Policy. All lettings shall be charged at the appropriate rate stated in the policy without exception.
- 5.2 The Council shall advise the Management Committee of all booking requests, in line with standard letting policy procedures.
- 5.3 Any objection to a letting request must be submitted in writing to the Council within 48 hours of notification of the request.
- 5.4 A letting may only be cancelled if the premises is required as a polling station or the building is rendered unfit for use.
- 5.5 The Management Committee, in co-operation with the caretaking staff at the centre, are responsible for ensuring that the terms of lettings are adhered to by organisations using the centre. If an organisation is not adhering to the terms of their booking, the Management Committee should write to the

individual contact named on the booking form and advise them of their obligations. A copy of any such correspondence should be sent to North West Area Management for information. Any organisation that is persistently breaking the terms of its letting will be invited to a meeting with a representative from the Management Committee and the Council.

- 5.6 The Council will pay the Management Committee a percentage (?) of the income from all chargeable lettings in order to support the development of the centre and appointment of appropriate staff. Any arrangement to make payments to the Management Committee in respect of lettings income may be withdrawn by the Council if the Management Committee fails to meet the obligations outlined in the Management Agreement.

6 Woodsley Road Multicultural Community Centre Business Plan

- 6.1 The Management Committee will be required to draft a three year business plan by 1st September 2007. The plan must be formally approved by the Council and adopted by the Management Committee, and must contain the following information:

6.2 Aims and Objectives of the Centre

Outlining the role of the centre within the local community and short, medium and long term aims and ambitions for the centre.

6.3 Community Engagement

How the Management Committee will consult with local residents and voluntary organisations to ensure that the mix of activities available at the centre meets the needs of the local community, in conjunction with other local community centres.

Make proposals for a variety of consultation methods and outline how hard to reach groups such as non-English speakers and young people will be included in the consultation activities.

How the results of consultation will be progressed by the Management Committee should also be included in this section.

6.4 Open Access to the centre by the wider community

The Management Committee should review current centre usage against an analysis of the demographics of the wider local community. This section should outline the efforts that will be made to develop activities within the centre to attract members from cultural, ethnic, religious or age defined groups from within the local community who are currently not accessing the centre.

The Council will provide statistical information on the surrounding population and details of community, voluntary or statutory organisations that may be interested in using the centre. The Management Committee will be responsible for considering widening access and participation at the centre and implementing a strategy to address the current shortfalls in centre usage.

The Management Committee should outline how it intends to co-operate and co-ordinate activities with other local community centres.

This section will also address how the Management Committee will publicise the centre and its activities.

6.5 Business Development Plan

Purpose of the plan:

The purpose of the Business Development Plan is to outline how the Committee intends to develop a self-financing community centre. A skills audit of the Management Committee should be undertaken prior to drafting of the plan to enable identification of members, or potential co-opted members, with relevant skills to contribute towards the development of an ambitious and fully costed plan.

6.6 The business development plan will cover three years from the adoption of the Management Agreement to the point where the centre is self-financing without core funding from the Council.

6.7 Funding strategy:

The Management Committee will outline how it will increase the number of revenue generating bookings at the centre. The Management Committee should also identify grant funds that may be approached to seek support for the development of the centre.

6.8 In addition to generating income from bookings and grants, the Business Development Plan should explore a number of social enterprise opportunities that could be run from within the centre. North West Area Management will provide details of Social Enterprise advisors, the development of these schemes will be the responsibility of the Management Committee.

6.9 Monitoring and evaluation:

The plan will include a detailed action plan, including timescales for delivery and a named person with responsibility for each action. A section on how the plan will be monitored and evaluated will also be included here.

6.10 Financial Plan

Full details of forecasted income and expenditure will be outlined in this section to support the three year Business Development Plan.

6.11 The Council will provide full details of the current income and expenditure at the centre, and the Management Committee will estimate future income and other costs associated with the proposed actions in the Business Development Plan.

6.12 The Financial Plan must also address the current debt owed to the Council by the Management Committee. In order for the Council to agree to the handing over of the centre, all debt owed by the Management Committee must have been repaid.

6.13 The Management Committee must submit a full set of annual accounts to the Council within 8 weeks of the close of the previous financial year. This will be relevant for accounts relating to 2006/07 onwards.

7 Management Agreement Milestones

7.1

Action	Timescale
Hold quarterly meetings with representatives between the Council and the Management Committee to review the progress of the Committee against the actions detailed in this agreement.	Quarterly from date of agreement
Draft and adopt policies and procedures as outlined at 4.4	30 th June 2007
Complete a three year business plan as outlined at 6.0	1 st September 2007

7.2 Failure to comply with the terms of this agreement may result in the Council divesting the Management Committee of its responsibilities as outlined under section 3.0 of this agreement.

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