

INNER EAST COMMUNITY CENTRE WORKING GROUP TERMS OF REFERENCE

Overview

This group has been established to oversee and manage the portfolio of Environment & Neighbourhoods community centres which have been delegated to Inner East Area Committee.

The main aim of this working group will seek to improve the quality of service provided, taking into account the needs of communities, other facilities available, capital and revenue resources available and longer term sustainability considerations.

The working group have delegated responsibility from the Inner East Area Committee to make recommendations regarding facilities which are part of the committees portfolio of community centres. These recommendations will be reported back to Area Committee for final approval.

The group will also link into the Community Centres Review which is currently underway. The working group will act as a consultative forum for the recommendations from the project team which have been assigned to review all current community centre policies, procedures and operations.

Specific responsibilities

- Review caretaking arrangements and any specific requirements for effective centre operation, including opening and closing times
- Consider possible future management arrangements for centres including the leasing of facilities to community organisations
- Provide a consultation mechanism for the review of a lettings policy for centres including charging arrangements
- Undertake a comprehensive area based review programme and oversee changes to the portfolio of centres to ensure that the portfolio of community centres is financially sustainable over the longer term and:
 - § Is suitable for the intended purpose
 - § In good condition
 - § Accessible by the intended customer base
- Consider the rationalisation of Environment & Neighbourhoods community centres and look at other community facilities within the area and see how these may better serve the localities needs
- Discuss any funding that may be available to improve or enhance community facilities within the area and prioritise repairs / improvements of community facilities in the locality
- Provide regular update reports to Inner East Area Committee on the work of this group
- Ensure that the facilities are promoted and use is encouraged
- Develop an Inner East Community Centres Action Plan

Membership of the Working Group

Ward Member Representation:

- Councillor Hyde (Chair) - Killingbeck & Seacroft
- Councillor Khan - Burmantofts & Richmond Hill
- Councillor Maqsood – Gipton & Harehills
- Councillor Morgan – Killingbeck & Seacroft

Officer Representation:

- Sarah May – East North East Area Management Team
- Trudie Canavan – Strategy & Commissioning Team
- TBC –Facilities Management (as required)
- TBC – Corporate Property Management (Maintenance) (as required)

It is proposed that the group will meet on a bi-monthly basis at the Reginald Centre.