

Committee: COMMUNITY

Agenda Item

Date: 15 March 2007

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Title: STANSTED DAY CENTRE

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Item for decision

Summary

- 1 This report provides Members with a request from the Management Committee of the Stansted Day Centre to undertake a pilot project with a review after 18 months of operation. In essence, the Management Committee want to employ a manager who will be responsible for the day-to-day running of the centre and act as a conduit between the Management Committee and the Council in relation to all the form filling etc that needs to be completed.

Recommendations

- 2 The report recommends that:-
 - (a) The Day Centre retains the Council's 50% share of rental income of approx £1,600, officers to investigate the funding of this from existing budgets;
 - (b) Officers undertake a review of the pilot project after 18 months of operation and report the findings to the Committee

Background Papers

- 3 None

Impact

- 4

Communication/Consultation	Meetings have been held with members of the Day Centre Management Committee and the relevant Councillor representative
Community Safety	Not applicable
Equalities	The Day Centre provides an invaluable service for elderly residents of Stansted and surrounding villages.

Finance	There will be a budgetary pressure of £1,600 if officers are unable to find the resources from existing budgets.
Human Rights	Not applicable
Legal implications	Not applicable
Ward-specific impacts	Stansted Mountfitchet
Workforce/Workplace	None

Situation

- 5 The Day Centres were originally provided by the Council to:-
- “Promote the welfare of people over 60 years of age and/or registered disabled by providing and maintaining a Day Centre for recreation and leisure purposes in the interests of social welfare and improving quality of life.”
 - “Provide meals and light refreshments for eligible persons attending the Day Centre”.
- 6 A voluntary Management Committee manages the Day Centre and the Council has a Management Agreement with the Management Committee. This sets out the management and financial arrangements between the two parties. Essentially, the Council relies on the Management Committees to provide the Day Centre services. The Council’s responsibilities are:-
- Liaison with Management Committees
 - Training of staff/volunteers in evacuation procedures, first aid, health & safety, etc.
 - Carrying out of Risk Assessments
 - Attending at Management Committee meetings and Annual General Meetings
 - Organising and chairing Day Centre Forums meetings
 - Repairing and maintaining the buildings
 - Appointing a District Council Representative on Day Centre Management Committee
 - Paying Electricity, gas, water, non-domestic rates and sewerage bills
 - Cleaning of the Centres
 - Buildings Insurance.
 - Public Liability Insurance.

- 7 The Council receives 50% of the income achieved by the Management Committees hiring the Day Centres to groups and organisations for various uses. The Management Committee organise fresh cooked lunches and light entertainment to be provided to local residents who are over 60 or disabled on a “drop-in” basis.
- 8 The Day Centre is run by volunteers on behalf of the Council. Officers meet with the Day Centre Management Committees on a regular basis to provide support and for each to share good practice, issues and concerns.
- 9 The main activities provided by the Management Committees include Lunches, Coffee Mornings/ Strawberry Teas, Games/Quizzes, Music, Flower Arranging, Christmas Lunch and other celebrations, Keep Fit, organising volunteer rotas etc. They make the facilities available for hire to sectors of the local community including voluntary groups and for private functions. The Day Centre Management Committee collect performance information on a quarterly basis. Recent changes in legislation have meant that Management Committees have to be far more “hands-on” in terms of ensuring that accurate records are kept.
- 10 The current Stansted Day Centre Management Committee have been operational for approximately 20 years and through prudence and good housekeeping have ensured an extremely efficient service. This has resulted in there being a very low expenditure to the Council.
- 11 The Committee employs 2 cooks, arrange volunteer rotas and have, hitherto, managed all the fundraising activities. However, members of the Committee, whilst still happy to be involved with the Day Centre would like to ensure its future by employing a general manager to undertake the majority of the work that they have been undertaking.
- 12 Members will be aware that when a Best Value Review of Day Centres was carried out in 2003/04 that concerns were expressed that as Management Committee Members grew older that younger blood was not going to come forward. Failure to address this issue could result in them all resigning on mass if we don't do something to alleviate the problem.
- 13 Discussions have taken place with the Management Committee who are keen to continue to work with the Council. The proposed solution would be to permit the Day Centre to retain the 50% share of the rental income – this currently amounts to approximately £1,600 per annum.
- 14 The Management Committee will utilise the rental income along with some of its reserves to employ a “manager” who will take on the day to day running of the centre and undertake some fundraising activities etc. (S)he will also be responsible for organising the volunteer rotas etc. and would act as a conduit between the Day Centre and the new Day Centre Officer that we will be appointing from April '07.

15 By employing a Manager, the Day Centre will be able to ensure that all relevant legislation etc. is complied with and all the numerous forms that they have to complete are done and sent in on time.

16 Should the Committee agree to the above proposal, it is proposed that there should be a review 18 months after the start date.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Management Committee members resigning and no one to replace them	Medium	High	The Council would have to undertake the function until a decision was made as to the future of the Day Centre