

## **Meeting of the Day Centre Forum On Tuesday 18 January 2011 At 2.00pm Thaxted Day Centre**

### **Present:**

Sally Johnson (Facilities Officer), Eileen Evans (Home Ownership & Administration Officer) Louise Milns ( Project Officer) and Nicole Shephard-Lewis (Tenant Participation Officer)

Joan Hoadley (Saffron Walden Day Centre), Gwynn Davies (Dunmow Day Centre), Marjorie Edge (Saffron Walden Day Centre), Roger Mead (Saffron Walden Day Centre), Brian Baldwin (Takeley Day Centre), Helen Walker (Stansted Day Centre), Wendy Barron (Dunmow Day Centre) Vanessa Peddar (Thaxted Day Centre), and Carolyn Fitzgibbon (Takeley Day Centre)

### **Apologies:**

Cllr Christine Cant (Dunmow Day Centre), Liz Petrie (Housing Management Manager), Michael Williams (Takeley Day Centre), Rev. Ian Reed (Thaxted Day Centre), Jill Swales (Stansted Day Centre), Ruth Rawlinson (Stansted Day Centre), and Charles Wilkinson (Takeley Day Centre)

### **Minutes from the Last Meeting:**

Minutes of previous meeting were confirmed as an accurate reflection and adopted by the assembled committee.

### **Matters Arising:**

Door guards still to be fitted at Saffron Walden and Dunmow, Nicole Shephard-Lewis to chase up.

### **Cleaning Update:**

Saffron Walden – issue with equipment being locked away and unavailable for day to day spillages. Some issues with cleaning standards - Ryan Morgan training Wayne as he is awaiting CRB check.

Also wet floors left without warning signage or signage incorrectly placed. A request that maintenance work arranged outside of opening hours.

Sally Johnson to arrange for signage for each Day Centre and will discuss access to general cleaning equipment with cleaning company.

Lead Officer's Report

Community and Housing Committee, 15 March 2011, item 5 appendix 3

Thaxted - No issues - very happy with regular cleaner

Sally Johnson indicated seats not being cleaned

Split of responsibility confirmed Day Centre responsible for table tops.

Dunmow - No issues

Annual carpet clean to be arranged.

Visitor Books:

Signing-in still an issue for some contractors particularly where DC staff absent  
Nicole Lewis-Smith to refer issue to Russell Goodey

Fire Books:

Discussion on whether emergency lighting is included in testing  
Day Centre only responsible for checking fire alarms

Sally Johnson provided example of 'fish key' used for testing & will clarify checks requirements with Martin Stocks and Mike Thomason

Fire testing:

Dunmow - John Penfold tests, Stansted - Call Point, Takeley - No fire book,  
Thaxted - In drawer

Fly Killers:

For day centres who have fly killers a the bulb needs to be replaced annually Keith Hitchings has kindly carried out tests and is happy to order replacement bulbs with the next order for environmental health team. Day centres with fly screens are free not to have fly killer if flies are not an issue.

**David Goldspink:**

Complimentary letter received from DG following visit to each Day Centre in which advised there was no role for him as an overall co-ordinator although he offered to provide help for fund raising advice if required – Saffron Walden day centre may pursue.

The issue of staff parking was raised as cooks have to pay to feed meter (volunteers tend to walk to Day Centre and not claim) but some have granted parking rights

Nicole Shephard-Lewis to check with UDC Licensing Team

**Performance Indicators:**

Draft items reviewed & discussed - those present agreed to trial April 2011.

### **Scrutiny Review Update:**

Adoption of the Stansted Day Centre policy discussed including the requirement to all day centres to contribute to a support resource to co-ordinate.

It was agreed there would be a requirement to change the Management Agreements although variations would exist across Day Centres//Employees.

Day Centres would retain 50% of income to contribute to management costs and evidence that funds were used for this purpose and concern was expressed if funds did not cover the additional cost

A dedicated resource would improve lettings income to enable the DC to become self-financing as at Stansted.

Management Agreement does not include cover for Public Liability paid by the DC. The Council pays Building & Contents insurance, the DC pays its own premiums but a question was raised as to whether other hirers were covered under the Day Centre Hiring Committee.

Each Day Centre will need to check its own policy.

It was agreed that to be viable co-operation is essential. Stansted DC outlined the role of their manager and it was agreed the needs of each Day Centre will vary but the resource should provide the Management Committee with support.

Although the proposal for a shared resource to cover all Day Centres was agreed in principle the deadline needs to be finalised. Length of contract, time frames & responsibility for recruitment need to be agreed - the resource cannot be a UDC employee due to conflict of interest - but there was indication the Stansted resource could be a potential candidate.

Saffron Walden, Dunmow/WVRS – licences are being revised.

Stansted advised they had plenty of volunteers but someone is needed to co-ordinate.

The message to the public on the issue of Day Centres is Use It or Loose It as income is down

### **Any Other Business:**

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Fire Doors: WRVS are main offenders for leaving doors open but have declined to contribute to Fire Doors

Training for DC staff on 'Food Hygiene' is to be arranged. John Arthurs is to design a bespoke course for the day centres. Nicole Lewis-Smith to update when dates are available.

All day centre were reminded 4 Weekly review in the "Safer Foods, Better Business" book need to be signed by the Management Committee.

Private Hires: A discussion on separate hire agreements showed variations between centres. Regular hirers initially receive full terms with abridged versions for each event but there may be potential for one agreement to cover all events.

Day Centre Rules: Hand over guidelines needed – potential for co-ordinator to manage.

First Aid Boxes: need to clarify contents: Nicole Shephard-Lewis to discuss with Natalie Leatham & Sally Johnson.

**Date of next meeting:**

Tuesday 10 May 2011 at 2pm in the Gt. Dunmow Day Centre