

**Committee:** Community and Leisure  
**Date:** 7 January 2002  
**Agenda Item No:** 4  
**Title:** Day Centres Charging Policy  
**Author:** Alex Stewart (01799) 510555

### **Summary**

- 1 This report recommends that Members change the current charging and admission policy for Day Centres.

### **Background**

- 2 The Council owns five Day Centres. They are based at Saffron Walden, Great Dunmow, Stansted Mountfitchet, Thaxted and Takeley. Voluntary Management Committees comprising of representatives from the local community manage the Day Centres. The Council provides officer support and five Councillors sit on each Day Centre Management Committee.
- 3 Originally, the Council established the Day Centres for people of retirement age or over and associated community groups. No charge is made to these groups for the use of the Day Centres. Any income achieved is made from external bookings from individuals or other community groups, e.g., children's parties, bazaars etc. who do not fall into the "free category". Income derived from such bookings is split equally between the Day Centre and the Council.
- 4 The Management Committees are able to obtain small grants from bodies such as BAA Stansted Community Fund and the Uttlesford Community Partnership Fund. The Management Committees are responsible for the internal fabric of the building, taking and managing bookings. The Council is responsible for ensuring that the external fabric of the building is maintained to satisfactory standards and provides capital monies for major projects such as kitchen refurbishment etc.
- 5 At the last meeting of the Community and Leisure Committee, it was considered that more income should be derived from Day Centres. To this end, officers have met with representatives of the Day Centres to discuss the most appropriate way to achieve this.

### **Current Usage**

- 6 The Day Centres provide a range of services to local people such as lunch clubs; this prevents social isolation and ensures community well being. Other clubs utilise the Day Centres offering Bridge and Whist afternoons. Most of these users fall into the "free category", resulting in the facilities being offered free of charge.

- 7 Representatives considered that it would be reasonable to expect all user groups to pay a realistic fee for use of the Day Centres in line with fees that are charged for similar facilities. For example, the Saffron Walden Day Centre considered that were it to charge for all bookings, it would probably be able to increase its income by £2,500 per annum - this is based on current hourly charges and charging all users including the retired.

### **Best Value Review**

- 8 The Day Centres are going to be subject to a Best Value Review during the next financial year. Officers will be presenting this Committee with Terms of Reference at its next meeting in March 2003 which will have been discussed with representatives of the Day Centre Management Committees.

### **Conclusion**

- 9 In order for Day Centres to achieve extra income, it is essential that they are given the flexibility to charge all groups utilising the premises with effect from April 2003. In so doing, it is anticipated that this will achieve the Council's target for additional income of £5,000 p.a.

RECOMMENDED that the Council amend the Day Centres Charging Policy to introduce charges for all users in order to achieve the Council's target for additional income.

Background Papers: Notes from the Day Centre Forum; Day Centre Management Agreements; Day Centre Management Agreements

**Committee:** Community & Leisure  
**Date:** 7 January, 2003  
**Agenda Item No:** 5  
**Title:** Leisure & Cultural Services BV Review Final Report and Improvement Plan  
**Author:** Sarah McLagan (01799) 510560

### **Summary**

- 1 A copy of the Leisure & Cultural Services BV Review Final Report and Improvement Plan is attached as recommended by the Scrutiny Committee on 20 November, 2002, for approval.

RECOMMENDED that the Leisure & Cultural Services BV Review Final Report and Improvement Plan be approved.

Background Papers: BVR of Leisure & Cultural Services Files

**Committee:** Community and Leisure  
**Date:** 7 January 2003  
**Agenda Item No:** 6  
**Title:** Budgets and Service Plans 2003 – 04  
**Author:** Nick Harris (01799) 510313

Report to follow

**Committee:** Community and Leisure  
**Date:** 7 January 2003  
**Agenda Item No:** 7  
**Title:** Community Legal Service – Draft Strategy Consultation  
**Author:** Alex Stewart (01799) 510555

### **Summary**

- 1 This report provides Members with the progress that has been made towards the adoption of the Mid North Essex Community Legal Service Partnership Strategic Plan and recommends that Members note the issues arising and confirm its comments on the Plan.

### **Background**

- 2 The Community Legal Service Partnership (CLSP) brings together in a single grouping, the funders and providers of local legal and advice services. The CLSP provides the funding and planning frameworks to support the local networks of legal and advice services. There is a statutory responsibility for the Council to enter into such a partnership and produce a strategy, the purpose of which is provide legal and advice services to the local community.
- 3 The Mid North Essex Community Legal Service Partnership consists of representatives from Uttlesford DC, Maldon DC, Chelmsford BC, Braintree DC, members of private practice and the voluntary sector.
- 4 Funding for the Partnership comes from the regional office of the Community Legal Service (formally the Legal Aid Board), one or more local authority (through provision of officer time and grants to voluntary organisations), and others, particularly charities which take responsibility for ensuring that the local population has access to legal and advice services.

- 5 Providers of services include solicitors in private practice, not for profit agencies such as the Citizens Advice Bureau, law centres and Housing Aid/Advice Centres.

### **Progress to Date**

- 6 The CLSP has undertaken an exercise to assess local need and has mapped local provision across the four districts. A Directory of "Service Providers" has been produced and is available at the Council Offices in Saffron Walden and Great Dunmow as well as the Thaxted CIC and with local service providers such as the CAB and CVSU. The Directory is updated on an annual basis and this work has been co-ordinated jointly by the Community Legal Service and Chelmsford BC.
- 7 Having gathered information about the current service provision, it has been possible to carry out a "gap analysis". This analysis has identified categories of law and or advice for which there is either little or no provision. As a result, the Partnership has been able to produce the draft Strategic Plan which is currently being consulted on. The complete document is available in the Members Room. However, the gap analysis is appended as that provides the basis for future priorities.

### **General Comments on the Draft Strategic Plan**

- 8 The draft Strategic Plan follows a standard format which looks at the need for legal and advice services; assesses the current provision and, identifies any gaps that may need addressing. The main issues that need to be addressed are information provision for young people and ethnic minorities and access to services by older people.
- 9 The Strategic Plan proposes that more work is required to improve provision for young people and ethnic minority groups. Whilst it is recognised that work is being undertaken in these areas, e.g., using the Mobile Information Bus to provide information on a range of issues for young people; it is difficult to assess the demand and, therefore, what form the support should take. In addition, it recommends that the Partnership should continue to analyse and monitor the need for advice in education, health and community care.
- 10 With regards to older people, accessibility is still the main problem and it is suggested that more home visits are carried out, together with improvements and a more coordinated provision of transport in the area. Concerns are also expressed over the level of immigration advice that maybe required should the district have an Asylum Centre located within its environs. This will have to be monitored and acted upon when decisions have been made about such a provision.
- 11 In general, it is considered that the provision in Uttlesford is satisfactory. The draft Strategic Plan recognises that any increase in provision is heavily dependant upon funding and to this end, the Lord Chancellor's Department will be providing grant aid for projects that are recognised as priorities by partnerships across the country.

- 12 The draft Strategic Plan enables the Council to fulfil two objectives. The first being that it complies with Best Value Improvement Plan-BV177; the second objective enables the Partnership to apply for funding from the Lord Chancellor's Department in order to fulfil the gaps identified in the Strategy. For example, as advice provision for young people is seen as being a fundamental requirement, the Partnership is able to apply for funding to support such provision for the Mobile Information Bus. It also enables the Partnership to draw down funding from Connexions to undertake similar tasks.
- 13 As a direct provider of advice, e.g., housing and via reception, the Council would be able to consider applying for a Community Legal Service Quality Mark. The aim of the Quality Mark is to ensure that the service provider focuses on their own areas of expertise, and refers clients to other service providers where necessary.

### **Next Steps**

- 14 Members are asked to confirm the comments made above on the draft Strategic Plan and to provide any additional points that they consider pertinent. The draft Strategic Plan is being consulted on until the end of January. Comments will be analysed by the Community Legal Service and the formal Strategy and associated work programme will be ready for adoption by March 2003. A report will be prepared for the next meeting of this Committee requesting that it recommends that the Council formally adopts the Strategy.

RECOMMENDED that the Committee notes the progress and issues arising from the draft Mid North Essex Community Legal Service Partnership Strategic Plan and confirm its comments on the draft Strategic Plan.

Background Papers: Guidance and Information for Community Legal Service Partnerships; Draft Strategic Plan for Consultation – Mid North Essex Community Legal Service Partnership