

Committee: Scrutiny Committee
Date: 6 October 2009
Title: Review of Day Centres - Update
Officer's Report
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BI & Performance Manager

Agenda Item

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Item for
decision

Summary

- 1 Following the development and agreement of the Terms of Reference for the Scrutiny Review of Day Centres in the district, some of the initial investigative work that will be required has commenced.
- 2 This report has been compiled to provide an update on the work undertaken to date by the Business Improvement and Performance Manager as the allocated officer resource for the review.

Recommendations

Members review and consider this report giving comment as necessary.

Background Papers

- UDC/Day Centre Management Agreements
- UDC Budget Reports – Day Centres
- Housing Management Day Centres Financial Report

Impact

Communication/Consultation	The review will include gathering benchmarking information from neighbouring Councils and consultation with various stakeholder representatives throughout the district.
Community Safety	The review will include establishing an understanding of all Health and Safety implications for Day Centre staff and users
Equalities	All areas of consideration with regards to Equalities will be addressed during the review
Finance	The Day Centres provide a (limited) income for the Council
Human Rights	None specifically
Legal implications	None specifically
Sustainability	None specifically

Ward-specific impacts	District wide
Workforce/Workplace	None specifically

Situation

- 3 The approach being undertaken for the review is to start by conducting a number of initial fact-finding interviews with officers that have had an involvement in, or working knowledge of, the Day Centres. These interviews will be conducted using the key focus areas from the Terms of Reference document to structure the sessions. Following these meetings, further evidence will be gathered from various sources including key stakeholders, the Day Centre management committees and members of the community via a number of different methods.
- 4 Although progress of the review has been limited to date, there has been an initial information gathering meeting held with representatives from the Housing Management Team. These Officers have/have had input to the day-to-day running of the Day Centres in terms of direct support offered to the Management Committees.
- 5 The key objective of this meeting was for the BI&P Manager to familiarise themselves with the locations, uses and management arrangements for each of the Day Centres. In addition an understanding of the support required/being offered by the Housing Management team was established.
- 6 A copy of the 2008-09 Day Centres Financial Report has been obtained which details budget, expenditure and income details for each centre. It is planned for a piece of detailed analysis work to be conducted on this report which will breakdown the budget details further and clarify the financial position of each centre. Revenue lines will also be investigated to identify if there is a common approach to hire fees etc.
- 7 A copy of a Day Centre Management Agreement has also been obtained. These documents were last issued in 2006 and were intended to be used to identify the responsibilities of both the Council and the Management Committees. Although parts of the agreement are generic there are also specific details pertaining to the individual centres such as inventory listings and employment details. Again, a further detailed review of these documents will be conducted to establish the full extent of the provision that each centre manages.
- 8 Additional information regarding footfall numbers, performance indicator data and any previously conducted benchmarking activities has been requested from the Housing Management group.
- 9 From the information gathered during this meeting with the Housing representatives it can already be appreciated that there is a large amount of disparity between the centres in terms of the facilities they offer, the usage of them and costs associated with running them.
- 10 It is proposed that any further investigative work is conducted under the guidance of the Day Centres Members reference group.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That Council policy for day centres is not appropriate	1 The scrutiny review aims to achieve appropriate policy outcomes	2 Appropriate Council policy will contribute towards vibrant and well used day centres	Recommendations to policy committee, Member Reference Group and member representation to management committees

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.