

Committee: Scrutiny Committee
Date: 8th December 2009
Title: Review of Day Centres - Update
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Agenda Item
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Summary

- 1 This report has been prepared to provide an update to Members on the current status of all project activities associated with the review of Day Centres in the district.
- 2 Although the report has been written by the Business Improvement and Performance Manager, it also refers to the progress made on activities by other Officers that have been assigned to the review.

Recommendations

- That Members review and consider this report giving comment as necessary.

Background Papers

- UDC Scrutiny Committee Review - Day Centres – Terms of Reference
- UDC/Day Centre Management Agreements
- UDC Budget Reports – Day Centres
- Housing Management Day Centres Financial Report
- Housing Management Day Centres working files

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 Community 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. The management of this income will be investigated during the review
Health & Safety	The review will include establishing an understanding of all Health & Safety implications for Day Centre staff and users
Legal implications/ Human Rights	None specifically
Sustainability	None specifically
Ward-specific impacts	District wide
Workforce/Workplace	None specifically

Situation

- 3 Since the last update was presented to Members (06.10.09) additional Officer resource has been allocated to the review in the form of part-time support from both Louise Milns and Bruce Tice. They are now working alongside Paula Evans to progress key review activities. It is anticipated that in the New Year Bruce and Louise will assume a lead role from an Officer perspective, until the conclusion of the review (planned for April 2010).
- 4 The Officer team are meeting weekly along with the Scrutiny Lead Officer to ensure progress of all allocated tasks.
- 5 A formal meeting has also been held with all members of the Member Working group to establish and confirm all project tasks and roles and responsibilities within the group. The communication of progress on all work tasks between the Officer and Member groups is/will be being managed via email and face-to-face update sessions when and as required.
- 6 A project plan has been established (see Appendix 1 attached) that identifies the various work streams required for the review as well as how these relate to the main identified objectives. As yet there are only a limited number of dates scheduled into the plan as tasks are being tracked on a weekly basis (see point 4 above).
- 7 Progress of the review can be summarised as follows:
 - Member visits have been scheduled for all but one of the Centres prior to Christmas. These visits are intended to be an opportunity to gather some qualitative data from both the voluntary management groups and users of the Centres. A proforma is being developed that will be used to ensure consistency in both the data gathered and the methodology for gathering it.

- There will also be Member and Officer presence at the Day Centres Management Forum meeting scheduled for 14th December. This will again provide an opportunity to gather some additional data to support the review.
- A meeting is to be held with representatives from both the Housing Management financial team and the UDC accounts team. This meeting will provide an opportunity for the Officer review team to fully understand the content of the Day Centres financial reports they currently have access to as well as being able to raise any queries they have with regards to the accounts.
- Management Agreements have now been obtained for all of the Centres in the district and a comparison exercise is currently being completed. In addition performance indicator statistics that are collected by the Centres are currently being analysed.
- There are a number of benchmarking exercises planned including reviewing any National Care Standards that may be applicable and any other statistics relevant to local government. Although some benchmarking against other neighbouring authorities has been completed in the past by the Housing Management section, the amount of information gathered was minimal so this exercise will be repeated.
- Some catchment area profiling will also be conducted where both demographics and sociological influences will be examined. This information will then be used in conjunction with some of the indicator data to determine actual use against perceived.
- All current support documentation, including the Council Day Centres Policy, will be reviewed for suitability and amended as required.
- A 'matrix' of all findings is being developed along with a recommendations report that will be presented upon the conclusion of the review.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That the 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.