



To: Executive Cllr Community Well-being
Report by: Trevor Woollams (Head of Community Development)
Relevant scrutiny committee: Community Services 16.1. 2014
Wards affected: Trumpington

Clay Farm Multi-Use Centre – Management Proposal

Key Decision

1. Executive summary

- 1.1 The Council is developing a new multi-use community facility, with partners, at Clay Farm. It is due to open in 2015.
- 1.2 This report proposes that, subject to finalising appropriate legal agreements and agreeing appropriate financial arrangements with partners, the City Council and County Council should set up a management company to run the new centre.

2. Recommendations

The Executive Councillor is recommended to agree that:

- 2.1 The decision to complete appropriate legal agreements and set up a management company with the County Council to run the planned Clay Farm Multi-use Centre is delegated to the Director of Customer and Community Services, subject to:
 - a) Agreement of lease arrangements and financial contributions with partners.
 - b) Prior consultation with the Head of Finance, Head of Legal Services, Executive Councillor and Spokes for Community Well-being and Chair of Community Services Scrutiny Committee.

3. Background

- 3.1 The March 2013 report to this committee set out proposals to pursue options for establishing a management company to run the new multi-use centre at Clay Farm. The Executive Councillor endorsed this approach.
- 3.2 To recap, the centre is being built by the City Council. Delivery is being managed by a Project Board comprising partners (including Trumpington Resident's Association) and led by the Head of Strategic Housing. A design partner, ADP Ltd. has been working with partners on the design and at the time of writing this report, a planning application is imminent. The centre is due to open in late 2015.
- 3.3 The idea of a management company evolved from a stakeholder event including residents and to consider shared operational needs in November 2012. The main message from this event was that stakeholders wanted the centre to be seen as a unified facility and not just a collection of different services.
- 3.4 Under the proposal, the centre will remain in the ownership of the City Council but will be leased to the management company with its own Articles of Association. The management company will sub-lease the housing element (third and fourth floors) to Bedfordshire Pilgrims Housing Association, the second floor to the health partner (for use as GP surgeries) and some office space on the first floor to the police for their touchdown space. The rest of the first floor will be community meeting / activity rooms and a reading area. The ground floor will include a library, community hall, large meeting / activity room and a café. The company may lease the café to a social enterprise or charitable organisation or run it themselves.
- 3.5 The management company Board would comprise a small number of Directors (to be agreed) nominated by the City and County Councils. The City Council would have the majority of Director nominations. Partners would also want the ability to co-opt a small number of other stakeholder representatives (non-voting) onto the Board. For example, a representative from the GP practice and the local Resident's Association.
- 3.6 There are still some detailed negotiations to complete around lease arrangements and financial contributions such as the cost of service charges and their fair apportionment across partners before we will be in a position to establish the management company. These will all need to be finalised with legal agreements in place before a construction contract is signed.

- 3.7 The City and County Councils will be required to make a revenue contribution from September 2015 to cover the net running costs of the community rooms and library and a share of the running costs of the common areas. This was flagged up in last year's Medium Term Strategy and the 2013 Mid-Year Financial Review. The amount of the City Council's contribution will be known once the negotiations with partners have been concluded. This sum will be fed into the 2014 Mid-Year Financial Review and budget setting process for 2015/16.
- 3.8 There are likely to be resource implications for the City Council's Finance team in terms of how the management company is accounted for within the City Council's accounts because the City Council will have the power to appoint the majority of the company's Directors. Further work and advice will be required on this issue from Finance and our External Auditors once the negotiations around leases and cost apportionments have been concluded.

4. Implications

(a) Financial Implications

Any legal costs incurred in setting up the management company will be met by the project budget for delivering the Multi-Use Centre.

The Council will need to make a revenue contribution from September 2015 to the management company to cover the net cost of running the community rooms and a share of the cost of running the common areas. This has been flagged up previously in the 2012 MTS and the 2013 Mid-Year Financial Review.

There are likely to be some resource implications within Finance in terms of ensuring the management company's accounts are aligned with the City Council's accounting procedures.

(b) Staffing Implications

It is anticipated that the management company will either employ its own staff and/or contract services out to others. There are no implications identified for existing staff at this stage apart from resource implications for the Finance team highlighted above.

Whether the management company directly employs staff or contracts out services, every effort should be made to ensure any staff working at the centre for the management company are paid the living wage.

(c) Equal Opportunities Implications

An EQIA has been completed for the new centre and has informed the design which, at the time of writing, is nearing completion. A planning application should have been submitted by the time of the scrutiny committee meeting. The centre design has also been considered by the Council's Access group as part of the pre-application process.

In terms of the proposals to set up a management company, which is the focus of this report, the EQIA has highlighted that we will need to ensure that the staff employed by the management company (either directly or through a contractor) are competent and that they take equality issues into account when setting operational procedures such as:

- Hire policy and pricing
- Café operation e.g. range of type of food and drink.
- Safe operation e.g. ensuring corridors are clean and free of obstruction.
- Hearing loops are maintained and available.
- Lifts are clean and maintained.
- Accessible toilets and baby changing areas are cleaned and maintained
- buggy parks are clean and well maintained
- People with special needs are assisted e.g. escorted to the GP surgery.

The EQIA can be found on the Council's website at:

<https://www.cambridge.gov.uk/equality-impact-assessments>

(d) Environmental Implications

None in terms of the management company

(e) Consultation and Communication

There has been extensive consultation with residents and stakeholders over the design of the building. Stakeholders and residents, including Trumpington Residents Association, have been consulted over management arrangements at a

stakeholder workshop and informed about proposals through the Southern Fringe Community Forum which is chaired by Councillor Blackhurst from Trumpington ward.

Members of this scrutiny committee endorsed the approach of a management company in March 2013.

(f) **Procurement**

Procurement relating to the design and delivery of the Multi-Use Centre will be carried out by the Head of Strategic Housing.

(g) **Community Safety**

None

5. Inspection of papers

Previous reports to Community Services Scrutiny Committee:

Future Management of the Council's Community Centres – March 2013
<http://democracy.cambridge.gov.uk/documents/g542/Public%20reports%20pack%2014th-Mar-2013%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

To inspect the background papers or if you have a query on the report please contact:

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