

Report To:	Policy and Resources Committee	Date: 7 August 2018
Report By:	Grant McGovern Head of Inclusive Education, Culture and Communities	Report No: PR21/18/GM/HS
Contact Officer:	Hugh Scott Service Manager – Community Learning and Development, Community Safety & Resilience and Sport.	Contact No: 01475 5459
Subject:	Amendment to Communities Facilities Service Review: Exceptional School Lets to Non-Uniformed and Commercial Organisation not entitled to waivers.	

1.0 PURPOSE

1.1 The purpose of this report is to request that the Policy and Resources Committee agrees to an amendment to the proposals for the restriction of some primary school lets to uniformed organisation as detailed in the Communities Facilities Service Review presented to the Education and Communities Committee 23 January 2018.

1.2 This report also outlines details of a proposal for the implementation of procedures for exceptional lets to non-uniformed groups and commercial organisations as a potential source of income for Inverclyde Council.

2.0 SUMMARY

2.1 As part of the preparation for Inverclyde Council's 2018/19 Budget, a range of saving proposals was submitted for consideration by all Council services with the proposals subsequently considered by a cross-party Members' Budget Working Group prior to their presentation to the relevant Committee for debate.

2.2 The proposals presented to the MBWG included that community use would cease in some primary schools other than for uniformed organisations already having access to the school. The MBWG subsequently recommended that the proposal should be included in the public consultation process and also agreed that an update report should go to the Education & Communities Committee to provide greater detail on the proposals. That report was submitted to the Committee on 23 January 2018 - see report number EDUCOM13/18MM for full details of the above.

2.3 Subsequent representation by Phoenix Road Safety Group to Education Services, Communities and also Inverclyde Leisure, who manage the school lets process on behalf of Inverclyde Council, to access to St Patrick's Primary School to hold their annual Cycle Safety competition resulted in the granting of the let as an exceptional circumstance.

2.4 It is now proposed to amend the agreed policy to include the provision of exceptional lets in the relevant schools to non-community groups as a potential source of income to the Council. The full costs of such lets would be met by the applicant and include cleaning, management and letting officer costs plus VAT where appropriate – see paragraph 4.6 below.

3.0	RECOMMENDATIONS	
3.1	It is recommended that the Committee agrees to the proposed amendment to Inverclyde's current policy on lets to community facilities to now include one-off or non-regular lets requested by non-uniform or commercial organisations.	
3.2	It is recommended that the Committee delegates authority to the Head of Inclusive Education, Culture and Communities in consultation with the Head of Legal and Property Services and the Chief Financial Officer to establish an appropriate schedule of payments for one-off or non-regular access community facility lets requested by non-uniformed or commercial organisations with no net financial cost to the Council.	
	Grant McGovern	
	Head of Inclusive Education, Culture and Communities	

4.0	BACKGROUND	
4.1	<p>Community facilities in Inverclyde fall into four main categories:</p> <ul style="list-style-type: none"> I. Town Halls managed by Inverclyde Leisure II. Community Centres managed by Inverclyde Leisure III. Tenant and Resident Halls supervised by Inverclyde Leisure IV. Self-managed community centres and tenants' and residents' halls. <p>In addition to the above, extensive use is made by the community of the school estate, particularly by sports organisations. A wide range of HSCP and Council Services is also provided through these facilities. In all cases lets are demand led, mostly by 'custom and practice'. Customers' wishes are accommodated to the point of specifically opening certain facilities, particularly primary schools and some community centres, for a single short let when alternative available capacity could be offered nearby. Access to all facilities, including the school estate but excluding self-managed halls, is via Inverclyde Leisure's booking office.</p>	
4.2	<p>Funding models for community facilities in Inverclyde fall into three main categories</p> <ul style="list-style-type: none"> I. IL managed (let income plus council management fee). II. Self-managed tenants'/ residents' halls (let income plus council subsidy/grant). III. Self-managed (let income plus council funding dependent on SLA). <p>Four centres (Auchmountain Resource Centre, Clune Park Resource Centre, Paton Street Community Centre and Boglestone Community Centre - part of the centre is operated by Boglestone Community Association) operate slightly outside these categories in that running and staffing costs are met by the Council and IL respectively, however a local management committee retains income and does not contribute directly to the core operating costs of the centre but funds some of the activities provided there.</p> <p>The Council has no sight of the income raised in these instances.</p>	
4.3	<p>The community services review recommended that community use would cease in most (13) primary schools, with the exception of PPP primary schools where there are front-loaded community access costs. The primary schools in Wemyss Bay, Inverkip and Kilmacolm - non-PPP schools - and Kings Oak primary would also be excluded due to the relative lack of alternative facilities in those areas.</p>	
4.4	<p>Paragraph 5.7 of the Communities Facilities Service Review proposed that due to their close community connections, uniformed organisation should continue to have access to their current local school which is often their geographic base. However, it is emphasised that the use of schools by uniformed organisations should not imply that the school would be available for all organisations requesting access as uniformed lets have the benefit of being regular and consistent.</p>	
4.5	<p>Phoenix Road Safety Group has been able to access St Patrick's Primary School for several years to hold its annual Cycle Safely competition. The changes agreed in the Community Facilities Service Review on the restriction of lets other than to uniformed organisations has proved a significant barrier to the group in their desire to continue the annual event in a location they feel is particularly suited to the format of the competition.</p> <p>Representation from the group has been made to Education Services, Communities and also Inverclyde Leisure, who manage the school lets process on behalf of Inverclyde Council, to request access to the school. While this has previously been granted as exceptional circumstances there is no agreed payment schedule in place to cover the entirety of costs incurred by the Council.</p>	
4.6	<p>The approach by the Phoenix Road Safety Team has presented the opportunity to consider the implementation of exceptional lets to non-uniformed and commercial</p>	

groups not entitled to waivers as a potential source of income to the Council.

The amendment to policy proposed in this report provides a framework to manage one-off or non-regular access to community or school facilities by non-uniformed or commercial organisations with no financial implications for the Council. These arrangements will continue to be managed by Inverclyde Leisure.

4.7 The table below details the propose payment schedule for commercial hire of Inverclyde community/ school facilities. The example given is based on a 4 or 5 hour hire.

Costs	Duration/Rate	Sub-total
Letting officer in attendance ¹	5 hours @ £8.75(+29% employer's costs) /hr	£56.44
Cleaning Assistant ²	3 hours @ £8.75(+29% employer's costs) /hr	£33.86
Management/Organisational costs	1 hour @ T/L K level @ £21.78 (+29% employer's costs) /hr	£28.10
Clerical Assistant	1 hour @ £8.75(+29% employer's costs) /hr	£11.29
Utility Costs ³	6 hours @ £.60p/hr	£3.60
General wear and tear repairs		£15.00
Total		£148.29 Rounded to £149
Unit Costs per 1 hour let		37.5 at 4hrs 29.80 at 5hrs

Footnotes:

- (1) Letting officer available throughout period of let plus advance opening/closing and for health and safety/security purposes.
- (2) It is assumed Cleaning Assistant will be key holder to lock up after work completed.
- (3) Utility costs for lighting and increased heating for period of let based upon 6 hours to allow for pre heat and period post usage for cleaning.
- (4) VAT is not applicable in this let but may be applicable for others.

5.0 IMPLICATIONS

5.1 Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
N/A					

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments

	N/A						
5.2	Human Resources:						
	Letting officer required to facilitate let.						
5.3	Legal:						
	None						
5.4	Equalities:						
	None						
5.5	Repopulation:						
	None						