To: Members of the Scrutiny Committee

Councillors:
G Friend (Chair), A Hill (Deputy)
H Cooksey, M Creaghan, C Froggatt, J Flaherty, T Jennings, A Fradgley and I Marks

Statutory Co opted Members:
Roman Catholic Representative: Mr David Littlewood
Church of England Representative: Vacancy
Parent Governor Representative: Vacancy
Parent Governor Representative: Vacancy

Publish date

Meeting of the Scrutiny Committee

Wednesday 18 September 2019 at 6.30pm

Council Chamber, Town Hall, Sankey Street, Warrington, WA1 1UH

Agenda prepared by Adam Kellock, Senior Democratic Services Officer – Telephone: (01925) 442144
E-mail: akellock@warrington.gov.uk

Note – In line with The Openness of Local Government Bodies Regulations 2014 this meeting may be recorded. A guide to recording meetings has been produced by the Council and can be found at https://www.warrington.gov.uk/info/201104/council_committees_and_meetings/1003/access_to_council_meetings

AGENDA

Part 1
Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.
1. **Apologies for Absence**

   To record any apologies received.

2. **Code of Conduct - Declarations of Interest**
   **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

   Members are reminded of their responsibility to declare any
disclosable pecuniary or non-pecuniary interest which they have in
any item of business on the agenda no later than when the item is
reached.

3. **Minutes**

   To confirm the minutes of the meeting held on 19 June 2019 as a
correct record.

4. **Statutory Guidance on Overview & Scrutiny in Local and Combined Authorities**

   Report of the Head of Legal and Democratic Services.

5. **Community Centre Provision**


6. **Work Programme 2019/20**

   To consider the draft work programme for the 2019/20 municipal year.

7. **Schedule of Meetings for 2019/20**

   To note the schedule of meetings for the 2019/20 municipal year, as follows:-

   19 June 2019
   18 September 2019
   11 December 2019
   19 February 2020
   15 April 2020
Part 2

Items of a "confidential or other special nature" during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

Nil
**Agenda Item 3**

**SCRUTINY COMMITTEE**

**19 June 2019**

**Present:** Councillor G Friend (Chairman)

**Councillors:** H Cooksey, M Creaghan, J Flaherty, A Fradgley, C Froggatt, A Hill and T Jennings

Cllr Barr substituted for Cllr Marks

**Co-optees:** Mr D Littlewood

**Apologies**

Cllr Marks

**SC1 Code of Conduct – Declarations of Interest**

There were no declarations of interest submitted.

**SC2 Minutes**

The committee received the minutes of the meeting that took place on 10 April 2019.

Decision,

That the minutes of the meeting held on 6 February 2019 be agreed as a correct record.

**SC3 Cheshire Pension Fund**

The Committee received a presentation from Mr Nick Jones and Mr Steve Wilcock of Cheshire Pension Fund.

The Presentation covered the following points:

- Organisational size of the body
- How the fund worked
- Statistical information about it
- How the employer base was made up
- WBC stabilisation rates
- Local governance arrangements and how the Pension Fund Committee was made up together with its terms of reference
- External scrutiny arrangements were provided
- Information relating to the various stakeholders and the four investment strategies, strategic asset allocation and the portfolio structure was provided
- The manager allocation, investment performance and investment scrutiny
Members asked questions on how investments were chosen particularly with regard to the ethical side eg recent Climate Change Motion passed by Council. It was reported that the Pension Fund Committee decided on investments.

Underperformance in two quarters was picked up on and the representatives outlined the process that was used in situations such as this eg formal meetings.

General comments about the appropriate diversity of funds and ability to make changes if needed.

**SC4 Consultation and Engagement**

The committee received the Consultation and Engagement report which provided them with detail of the council’s consultation and engagement approach, standards, methods and best practice.

The following comments were made;

Reduction on budget consultation, particularly with businesses;

Consultation on the Local Plan – how much is enough? Was testing carried out prior to rolling out?

Gareth Hopkins reported that in general 100s of responses were received in response to the Local Plan consultation.

**Decision**

It was agreed that the contents of the report be noted; and

A future item would be placed on the work programme relating to the consultation of the Local Plan.

**SC5 Quarter 4 Performance Report 2018/19**

The Scrutiny Committee received the quarter 4 performance report 2018/19 which provided an update of council performance against the Corporate Strategy 2018-20. The report demonstrates how we are achieving against the priorities and targets set in the strategy at the quarter 4 period (up to end March 2019). The attached Cabinet report was the latest available corporate performance report.

The report was discussed by the Committee and in general it was considered that it was robust and proportionate with the right level of detail.

There was a general discussion regarding the phone answering call rates by the Contact Centre and the service provided for members. It was thought that the new transformation project could enable members to track their own complaints.
Decision

It was agreed that the contents of the report be noted

SC6  Work Programme 2019/20

The Committee considered its Work Programme for 2019/20

Decision,

That the Work Programme be agreed.

SC7  Schedule of Meetings for 2019/20

To note the schedule of meetings for the 2019/20 municipal year, as follows:-

18 September 2019
11 December 2019
19 February 2020
15 April 2020

Signed: ..............................

Date: .................................
TITLE OF REPORT:  STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY IN LOCAL AND COMBINED AUTHORITIES

1.  PURPOSE

1.1 To consider and discuss the statutory guidance relating to the Council’s Overview and Scrutiny function and published by the Ministry for Housing, Communities and Local Government (MHCLG) in May 2019.

2.  CONFIDENTIAL OR EXEMPT

2.1 This report is not considered to contain confidential or exempt information

3.  INTRODUCTION AND BACKGROUND

3.1 The guidance was published in May 2019. Its purpose is to ensure that authorities are aware of the purpose of Overview and Scrutiny, what effective scrutiny looks like, how to conduct it and the benefits it can bring.

3.2 The Guidance recognises that authorities approach scrutiny in different ways and what might work well for one, might not work for another.

3.3 It is 'Statutory Guidance' which means that authorities must 'have regard' to it and give good reason if it is not followed. It applies to all authorities who have a scrutiny committee in place, whether required to or not.

3.4 The full guidance is attached at Appendix A to this report.

4.  CONTEXT

4.1 MHCLG sets out what it sees as effective scrutiny. Scrutiny should:

- Provide constructive 'critical friend' challenge
- Amplify the voices and concerns of the public
- Be led by independent people who take responsibility for their role; and
• Drive improvement in public services.

4.2 The Guidance recognises that the nature of local government has changed in recent years including combined authorities and alternative forms of service delivery.

4.3 The prevailing organisational culture, behaviours and attitudes of an authority will, in the view of MHCLG, largely determine whether scrutiny succeeds or not. The performance of scrutiny can be of interest to external bodies such as regulators and inspectors plus it can be highlighted in public reports. Failures in scrutiny can therefore result in a negative public image of the authority.

4.4 The Guidance sets out how authorities can establish a strong organisational culture. This includes:
- Recognising scrutiny’s legal & democratic legitimacy
- Identifying a clear role & focus
- Ensuring early and regular engagement between the executive & scrutiny
- Managing disagreement
- Providing the necessary support
- Ensuring impartial advice from officers
- Communicating scrutiny’s role and purpose to the wider authority
- Maintaining the interest of full Council in scrutiny's work
- Communicating scrutiny's work to the public
- Ensuring scrutiny members are supported in having an independent mind-set.

4.5 Emphasis is put on strong organisational culture is particularly important in those authorities with a directly elected mayor to ensure there are checks and balances to maintain a robust democratic system. Scrutiny Committees should be well resourced, have high calibre members and pay particular attention to issues such as:
- rights of access to documents
- a transparent and fully recorded decision making process
- delegated decisions by the Mayor
- whistleblowing protection for both members and officers
- powers of full Council to question and review

5. RESOURCES

5.1 The Guidance states that the resources allocated to scrutiny plays a pivotal role in its success and the added value it can bring to the authority. It is for each authority to decide on the resources it provides.

5.2 It goes on to say that support to scrutiny is not only about budgets and officer time (as important as these are). It is also about how the wider authority engages with scrutiny. It sets out the factors an authority should consider when deciding on resources.
5.3 The Guidance also covers the statutory scrutiny officer role. It says that authorities not required to appoint such an officer should consider whether doing so would be appropriate for their local specific needs.

6. SELECTING COMMITTEE MEMBERS

6.1 It is stated that selecting the right members to serve on scrutiny committees is essential for those committees to operate effectively. They should have the requisite expertise, commitment and ability to act impartially. It also refers to the fact that CfPS have issued guidance for combined authorities on this issue.

6.2 The process of selecting a committee chair, in addition to the attributes required of every scrutiny member, the chair should also possess leadership and teambuilding skills plus the ability to achieve consensus amongst the committee members and maintain independence in its work.

6.3 The Guidance states that authorities should consider voting in chairs by secret ballot. Combined authorities should note the legal requirements that apply to them where the chair is an independent person.

6.4 The value of external training providers plus the value of co-option and outside technical advice is stressed.

7. POWER TO ACCESS INFORMATION

7.1 The Guidance sets out the legal position with regard to scrutiny's rights to information.

7.2 It goes on to say that scrutiny members should have access to a regularly available source of key information about the management of the authority to assist focused and informed outcomes.

7.3 While requests for information should be judged on their individual merits, authorities should adopt a default position of sharing the information they hold with scrutiny members. Before an authority decides not to disclose information, it should seriously consider whether it could instead be shared in closed session.

7.4 When asking an external organisation to provide documentation or to appear before it, scrutiny committees should consider:

- the need to explain the purpose of scrutiny
- the benefits of an informal approach
- how best to encourage compliance with the request
- who to approach.

7.5 Advice on following "the Council Pound" is included within the guidance. It says that authorities should recognise the legitimacy of this interest and support scrutiny to obtain information for organisations who have been contracted to deliver services. This could
include a requirement in contracts for them to supply information to or appear before scrutiny committees.

8. PLANNING WORK

8.1 Emphasis is given to the need for scrutiny to have a clear role and function to provide focus and direction (paragraph 49). It argues that prioritisation is necessary - which means that there might be issues that, despite being important, scrutiny cannot look at it.

8.2 It goes on to say that different overall roles could include having a focus on risk, the authority's finances or on the way the authority works with its partners. This does not mean that certain subjects are "off-limits". In the mind of MCHLG it is more about looking at topics and deciding whether their relative importance justifies the positive impact scrutiny's involvement could bring.

8.3 A section covering "Who to speak to" when gathering evidence. Conversations should be had with:
- the public
- partners
- the Executive

8.4 Details covering information sources and the type of information scrutiny will depend on to carry out its role. This includes performance, finance and risk, corporate complaints and any Ombudsman reports. It goes on to repeat an earlier point that as committees can meet in closed session, commercial confidentiality should not preclude the sharing of information.

8.5 The Guidance advises on the type of questions scrutiny could ask when considering a shortlisted item for the work programme - such as 'do we understand the benefits scrutiny will bring?'; 'how could we best carry out this work?'; 'what would be the best outcome?'; and 'how would the work engage with the executive and other decision makers, internal and external?'.

8.6 The final point in this section is again about prioritisation. If the work programming is robust and effective, there may be issues that scrutiny would like to look at but they can’t be selected.

9. EVIDENCE SESSIONS

9.1 It is argued that evidence sessions are a key way in which scrutiny committees inform their work. This might happen in committee, in task/finish groups or in standalone sessions. Good preparation is a vital part of conducting effective evidence sessions, together with clarity of desired objectives. This does not necessarily mean a large number of pre-meetings or the development of complex scopes. It’s more about setting overall objectives and then considering what types of questions can be best to elicit the information being sought.

9.2 The Guidance goes on to say that as far as possible there should be consensus among the committee about the objective of an evidence session before it starts. Where members have different views, the chair should take this into account when planning the session.
9.3 If done effectively, the session should produce themes and highlight the key findings. Enough evidence should have been gathered to allow the chair to set a clear direction.

9.4 The document says that the development and agreement of recommendations should be done by members after due regard to advice from officers. Recommendations should be evidence based and SMART. Sharing information with executive members should not provide an opportunity for them to revise or block recommendations before they are formally made. It should be more about providing a chance to errors to be identified and corrected and for a more general ‘sense-check’.

10. **FINANCIAL CONSIDERATIONS**

10.1 The financial implications of the current proposals can be met from within existing resources.

12. **RISK ASSESSMENT**

12.1 All recommendations are consistent with the legal requirements relating to the conduct of local authority meetings.

13. **EQUALITIES ISSUES**

13.1 There are no equalities issues arising from the proposed revisions to the Constitution.

14. **CONSULTATION**

14.1 The Scrutiny Committee is being consulted on any potential changes to the terms of reference of the Scrutiny Committee.

14.2 The Constitution Sub Committee will consider any potential changes and will subsequently make recommendations to Council should any amendments to the Constitution be required.

15. **REASONS FOR RECOMMENDATION**

15.1 To enable the Council to discharge the Council’s statutory duty to maintain the Constitution.

16. **RECOMMENDATION**

16.1 That the Committee considers the Statutory Scrutiny Guidance and notes recommends any constitutional changes that maybe be required to the Constitution Sub Committee.
4.7 Organisational Improvement and Development

This Policy Committee will assist the Council in the development of policies and delivery of services in accordance with its general responsibilities in relation to:-

- The development and delivery of high performing effective accessible services
- Human Resources policy
- Workforce skills and learning
- Telephony, digital and office accommodation strategies
- Corporate Strategy, including the development and review of the Corporate Plan
- Innovation, collaboration and new ways of working
- The development and setting of the Council’s Budget.

Without prejudice to the generality of its functions the Committee shall consider:-

- The opportunities for enabling easy access to the Council through implementing the single customer gateway programme
- Issues relating to the development and improvement of community engagement and involvement activity.

5. Responsibilities of the Scrutiny Committees

5.1 Scrutiny Committee

The Scrutiny Committee will discharge those functions arising under Section 21 of the Local Government Act 2000 associated with the Council’s call-in procedures.

The Committee will scrutinise the process of setting the Council’s budget. For clarification, the Scrutiny Committee will scrutinise the budgetary process, rather than the budget itself.

The Committee will ensure transparency and provide assurance to the public and stakeholders about the Council’s and partners’ performance, by scrutinising performance and financial monitoring reports, external inspection reports, and progress or annual reports of partners.

The Committee will exercise the scrutiny functions in respect of specific time-limited reviews of priority issues for the Council and its partners, in support of the work of the Policy Committees, Cabinet or Council, in accordance with an agreed work programme.

5.2 Health Scrutiny Committee

This Committee will assist the Council in the development of policies and delivery of services in accordance with its responsibilities to act as the
SECTION B

RESPONSIBILITIES OF OVERVIEW AND SCRUTINY BODIES
RESPONSIBILITIES OF OVERVIEW AND SCRUTINY BODIES

(COMPRISING THE POLICY COMMITTEES AND SCRUTINY COMMITTEE)

CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Role of Overview and Scrutiny Bodies</td>
<td>77</td>
</tr>
<tr>
<td>2. Scrutiny of Complaints and Probity</td>
<td>78</td>
</tr>
<tr>
<td>3. Scrutiny of Crime and Disorder</td>
<td>78</td>
</tr>
<tr>
<td>4. Scrutiny of Flood Risk Management</td>
<td>79</td>
</tr>
<tr>
<td>5. Scrutiny of Health and Well-Being</td>
<td>79</td>
</tr>
</tbody>
</table>
1. **Role of Overview and Scrutiny Bodies**

1.1 The Council's Overview and Scrutiny Bodies will ensure that the Council's functions under S9F-9Fl of Part 1A of the Local Government Act 2000 (Overview and Scrutiny Committees) are discharged. Subject to the terms of reference set out at Paragraphs 4 and 5 of Section A of Part 3 of this document, the relevant Policy Committees and the Scrutiny Committee will as appropriate:-

a) prepare, implement, monitor and review an annual work programme covering the arrangement for scrutiny including that of other public bodies;

b) establish such Review Panels, including setting down in writing each Panels terms of reference, appointing the Chairperson in accordance with the Council's criteria and with such membership as it sees fit, to undertake scrutiny on a task and finish basis;

c) ensure the Chief Executive and Management Board discharge their responsibilities effectively and efficiently in relation to the scrutiny function;

d) scrutinise decisions of the Cabinet including pre-decision scrutiny, and offer advice or make recommendations on the matter under scrutiny once the Committee has considered the issues;

e) refer to the Council or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Committee determines should be brought to the attention of the Council or the Committee or Sub-Committee;

f) if requested, offer any views or advice to the Cabinet in relation to any matter referred to the Committee for consideration;

g) undertake general policy reviews with a cross-service approach wherever possible and make recommendations to the Council or the Cabinet to assist in the development of future policies and strategies;

h) review the Council's response to its obligations in respect of the overall performance management regime and where appropriate advise the Cabinet and the Council of its findings;

i) advise the Cabinet and Council, as appropriate, of the Overview and Scrutiny response to the formulation of the Council's Budget and the Council's Performance Management reports;

j) scrutinise decisions after implementation to examine their effect and outcomes;
1.2 In performing their role the Committees may consult and involve the local community and other local public, private and voluntary bodies or organisations.

1.3 The Committees may review and make recommendations in relation on matters which are not the direct responsibility of the Council but which affect the social, economic and environmental well-being of an area or the Borough as a whole or under any statutory requirement or Council contract, procedure or practice.

2. **Scrutiny of Complaints and Probity**

2.1 The Organisational Improvement and Development Policy Committee shall also:

   a) develop, maintain and monitor policies and procedures for handling complaints made against the Council and monitor on a regular basis the level and nature of complaints received and ensure that advice is formulated regarding action to be taken to address areas of concern;

   b) monitor the level and nature of Ombudsman complaints and advise the Council, Cabinet, Committees, Sub-Committees and Departments and Services on remedial action as appropriate;

   c) ensure in conjunction with the Standards and Audit and Corporate Governance Committees that the Council has in place appropriate mechanisms to protect organisational integrity including the development of appropriate policies and guidance.

3. **Scrutiny of Crime and Disorder**

3.1 The Building Stronger Communities Policy Committee shall also exercise the scrutiny functions under s19 of the Police and Justice Act 2006, as the statutory “crime and disorder committee” in connection with the work of the Community Safety Partnership and:

   a) may refer reports or recommendations to Cabinet, or Council, and to the responsible authorities and co-operating bodies of the Community Safety Partnership, as appropriate, about crime and disorder matters;

   b) shall consider any crime and disorder matter referred to it by an member of the committee or of the authority;

   c) shall notify any member of its reasons if it decides not to make a report or recommendations to the Cabinet or the Council;

   d) shall provide a copy of any report or recommendations to the member who referred the issue;
e) shall notify the responsible authorities and co-operating bodies that they must consider and have regard to any report or recommendations referred to them and should provide a response to that report within 28 days;

f) may co-opt representatives of responsible authorities or co-operating bodies from the Community Safety Partnership in a non-voting capacity;

g) shall meet as a crime and disorder committee at least once a year;

h) may request, in writing, relevant information from responsible authorities or co-operating bodies, which should be provided within a reasonable period of time;

i) may, with reasonable notice, require the attendance of an officer or an employee of a responsible authority or co-operating body to attend before it and answer questions;

i) may recommend Council to consider the establishment of a joint committee with one or more authorities, as appropriate.

4. Scrutiny of Flood Risk Management

4.1 The Supporting the Local Economy Policy Committee shall also exercise the review and scrutiny functions under S9FH of Part 1A of the Local Government Act 2000, in relation to the exercise of flood risk management functions affecting the area, as set out in the Flood and Water Management Act 2010 and:-

a) may refer reports or recommendations to the flood risk management authority, which should have regard to those reports or recommendations;

b) may request relevant information from the flood risk management authority, or a require a response to a report or recommendations;

c) may require the attendance before it of relevant officers of the flood risk management authority to answer questions;

5. Scrutiny of Health and Well-Being

5.1 The Protecting the Most Vulnerable Policy Committee and the Health Scrutiny Committee will, as appropriate:-

a) fulfil the Health Scrutiny duties falling on the Council by virtue of the National Health Service Act 2006, including the making of reports or recommendations to relevant National Health Service (NHS) bodies or relevant health service providers and may request a response within 28 days;
b) liaise with National Health Service (NHS) bodies on any matter relating to the planning, provision and operation of Health services in Warrington, including commenting on the annual "quality accounts" regarding performance and priorities;

c) respond to any formal consultations undertaken by NHS bodies on any substantial development or variation in service;

d) if necessary, report to the Secretary for Health:

- where the Committee is concerned that consultation with the authority on substantial developments or variations in service has been inadequate;

- where the Committee considers that the proposal is not in the interests of the health service or the people of Warrington

e) participate with other relevant local authorities external to Warrington in joint scrutiny arrangements of National Health Service Bodies providing cross-border services to Warrington residents;

f) carry out or commission scrutiny reviews, in conjunction with the Warrington Local Strategic Partnership, its Priority Action Groups, the Clinical Commission Group and the Health and Wellbeing Board, to ensure that all sections of Warrington’s local communities have equal access to Health Services and have an equal chance of a successful outcome from those Services;

g) oversee local Health Scrutiny arrangements in Warrington, commissioning work and receiving reports and recommendations as appropriate;

h) provide a programme of training and development for all Members and Co-opted Members involved in Health Scrutiny;

i) deal with any matter referred by the Department of Health, Care Quality Commission, Local Healthwatch or by another Overview and Scrutiny Body;

k) if necessary, request written information from a health service body or require the attendance of any member or employee of a health service body at a meeting, to enable it to carry out its health scrutiny function.

5.2 The Council has adopted a protocol for the establishment of joint health overview and scrutiny arrangements for the Cheshire and Merseyside sub-region.
the opinion of the Chairperson of the relevant Committee is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of a Policy Committee or the Scrutiny Committees or any of their sub-committees.

5.5 Any Member raising an item under 5.2, 5.3 and 5.4 above shall be precluded from raising the matter again for a period of six months from the date it is considered by a Committee.

5.6 The Chair of the relevant Policy Committee or the Scrutiny Committees may defer, in consultation with the Committee and the relevant Member or Officer, the consideration of an item put forward under 5 (save where call-in procedures as set down in Rule 12 of this Procedure apply) to the next suitable meeting in order to enable the annual work programme to be effectively managed.

6. **Policy Review and Development**

6.1 The Policy Committees and the Scrutiny Committees have a key role in policy review and development.

6.2 The role of the Committees in relation to the development of the Council’s Budget and Policy and Planning Framework is set out in detail in the Policy and Planning Framework and Budget Procedure Rules.

6.3 In relation to the development of the Council’s approach to other matters not forming part of its Policy and Planning and Budget Framework, the Committees may make proposals to the Cabinet for consideration in so far as they relate to matters within their terms of reference.

6.4 Scrutiny bodies may hold enquiries and investigate options for future direction in policy development and may appoint specialists to assist them in this process. They may visit sites, conduct public surveys, hold public meetings, commission research and undertake such other things they consider reasonable and necessary to inform their deliberations. They may call witnesses on any matter under consideration and may pay to any specialists and witnesses a reasonable fee and expenses for doing so within budgetary provision.

7. **Reports from Scrutiny Bodies**

7.1 Once it has formed its recommendations on proposals for policy development, the appropriate Committee will prepare a formal report and submit it to the Democratic Services Manager for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy and Planning Framework), or to the Council as appropriate (if the recommendation would require a departure from or a change to the agreed Budget and Policy and Planning Framework).
7.2 The Council or Cabinet shall consider that report at its next programmed meeting.

8. Consideration of Scrutiny Reports by the Council, Cabinet and other Committees/Sub-Committees of the Council

8.1 Once a Policy Committee or a Scrutiny Committee has completed its deliberations on any matter it will forward a copy of its final report to the Democratic Services Manager who will refer it to the Cabinet or the Council for consideration, according to whether the contents of the report would have implications for the Council’s Budget and Policy and Planning Framework including the Corporate Plan.

8.2 If the Head of Democratic & Member Services refers the matter to the Council, he/she will send a copy of the Report to the Leader with notice that the matter is to be referred to Council. The Cabinet will have six weeks in which to respond to the Scrutiny report, and the Council shall not consider it within that period.

8.3 When the Council does meet to consider any referral from a Scrutiny body on a matter which would impact on the Budget and Policy and Planning Framework, it shall also consider the response of the Cabinet to the Scrutiny proposals.

8.4 Where a Policy Committee or a Scrutiny Committee prepares a report for consideration by the Cabinet, then the Committee will submit a copy of their report to each Member of the Board including the Leader. At the time of doing so, the Scrutiny body shall send a copy to the Head of Legal and Democratic Services. The Cabinet must consider the report and respond in writing to the Scrutiny body within six weeks of receiving it. A copy of the written response shall be sent to the Head of Legal and Democratic Services and a representative(s) of the Board will attend a future meeting of the Committee to present the Board’s response.

8.5 Where a Scrutiny body prepares a report for consideration by a Member body other than the Council or the Cabinet, it shall send a copy of the report to the Leader, the Head of Legal and Democratic Services and the Democratic Services Manager. The Democratic Services Manager will arrange for the report to be submitted to the appropriate body at its next meeting. The body must respond within six weeks of receiving the report and a copy of any such response shall be copied to the Leader and the Head of Legal and Democratic Services and the Democratic Services Manager. The Democratic Services Manager will then arrange for the response to be included in the agenda for the next meeting of the appropriate Policy Committee or the Scrutiny Committee. A Member or Members of the body shall be entitled to attend the Committee to present the response.

8.6 Scrutiny bodies will have access to the Cabinet’s Forward Plan of Key Decisions and timetable for decisions and intentions for consultation. The
Policy Committee or the Scrutiny Committee will be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

9. Rights of Scrutiny Members to documents

9.1 In addition to their rights as Councillors, Members of Scrutiny bodies have the additional right of access to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution, subject to the rules on confidential and exempt information.

9.2 Nothing in this paragraph prevents more detailed liaison between the Cabinet and Scrutiny bodies as appropriate depending on the particular matter under consideration.

10. Members and Officers giving account

10.1 Any Scrutiny body may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing the documentation, in fulfilling its scrutiny role, it may require any Member of the Cabinet to attend before it to explain in relation to matters within their remit:

a) any particular decision or series of decisions;

b) the extent to which the actions taken implement Council policy; and/or

c) their performance.

and it is the duty of those persons to attend if so required. The Council also expects Cabinet Members to attend such Scrutiny Bodies as are relevant to their portfolio responsibilities, in addition to any instances where attendance is required by the body, in accordance with this Constitution.

10.2 Where a Scrutiny body requires an officer to attend to answer questions or discuss issues it must consider the seniority of the officers it would be appropriate to require to appear before it.

10.3 Where an Officer is required to appear to answer questions, their evidence should be confined to questions of fact and explanation relating to policies and decisions. Officers may explain:-

a) what the policies are

b) the justification and objectives of those policies as the Cabinet sees them;

c) the extent to which those objectives have been met; and

d) how administrative factors may have affected both the choice of policy measures and the manner of their implementation
10.4 Officers may be asked to explain and justify advice they have given to the Cabinet prior to decisions being taken. They may also be asked to explain and justify decisions they have taken under delegated powers from the Cabinet.

10.5 Officers should not be expected to take part in, and should not be drawn into, discussions of politically contentious matters and any officer input should be consistent with the requirements for political impartiality.

10.6 The requirements of any protocols on Member/Officer Relationships and the Officer Code of Conduct must be adhered to where an officer is attending a Scrutiny body.

10.7 Where any Member or Officer is required to attend a Scrutiny body under this provision, the Chairperson of that Committee will inform the Democratic Services Manager. He/she will inform the Member or Officer in writing giving at least ten clear working days’ notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or Officer concerned will be given reasonable and sufficient notice to allow for preparation of that documentation.

10.8 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

11. Attendance by others

11.1 A Scrutiny body may invite people other than those people referred to in paragraph 10.1 above to address it, discuss issues of local concern and/or answer questions. This includes people who are not Members or Officers of the organisation.

12. “Call-in” Procedure (save with regards to matters outside the Policy and Planning Framework and Budget – see 16 below)

12.1 Call-in should only be used in exceptional circumstances, where Members of Policy Committees have evidence which suggests that the decision was not taken in accordance with the principles set out in Article 12 (Decision Making).

12.2 When an Cabinet decision is made by the Cabinet, an individual or a Committee or Sub-Committee of the Board, or a Key Decision is made by an Officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 clear working days of being made. All Members of the Council will be sent copies of the record of all such decisions within the same timescale, by the person
responsible for publishing the decision. The normal practice is to use
 electronic methods given the short timescale imposed.

12.3 Subject to paragraphs 12.4 and 12.5 below a decision taken and to which
 paragraph 12.2 above refers will not come into force, and may not be
 implemented, until the expiry of 5 clear working days after the decision was
 made and recorded.

12.4 Where an Cabinet decision has been made and has not been implemented,
 any Member of the Council, except those who are members of the Cabinet,
 may submit a call-in notice, in writing, within the period specified in paragraph
 12.3 above, to the Democratic Services Manager. The notice must state the
 reasons for exercising the call-in facility which must be based upon the
 principles of good decision making set down in Article 12.6 and the notice
 must be signed by a further four eligible Members of the Council. Where the
 notice is valid the decision cannot be implemented until the procedures in this
 section have been followed. Where a valid notice is received the decision
 shall stand referred to the next meeting of the Scrutiny Committee or Health
 Scrutiny Committee, as appropriate, for advice.

12.5 The decision will be referred to the first meeting of the Scrutiny Committee or
 Health Scrutiny Committee, as appropriate, after it has been made, provided
 an item can be included on the agenda of the body in compliance with normal
 requirements of the Access to Information Procedure Rules. Alternatively,
 where the matter cannot reasonably wait until the next meeting of the relevant
 Scrutiny Committee a special meeting of the Committee may be called to
 consider the matter and the Access to Information Procedure Rules shall
 apply.

12.6 Having considered the matter, the relevant Scrutiny Committee may decide to
 offer no advice in which case the decision may be implemented. Where
 advice is offered the Cabinet will reconsider the decision as set out in
 paragraph 12.9 below.

12.7 Alternatively the relevant Scrutiny Committee may decide to refer the matter
 to the full Council for advice. The full Council may decide in respect of a
 decision coming direct to it for advice to refer the matter to another Scrutiny
 body for advice.

12.8 Once the Council or the relevant Scrutiny Committee has decided to offer
 advice or not to offer advice, no further call-in notices may be served in
 respect of that matter subject to the decision in question. This does not
 prevent the matter being scrutinised further by the appropriate Scrutiny body
 after the decision has been implemented in accordance with these Rules.

12.9 Where a matter is considered by the Council, or the relevant Scrutiny
 Committee, its advice will be submitted to the Cabinet. The Cabinet shall
 consider the advice but shall not be bound to accept it in whole or in part. The
 Cabinet shall have sole discretion to decide on the further action to be taken
 in relation to the decisions in question including confirming, with or without

165
amendment, the original decision or deferment pending further consideration, or making a different decision, having taken account of the advice. There are no further rights to enable a Member of the Council to submit a "call in" notice under 12.4 above. The decision may then be implemented.

12.10 If under this procedure the Council or the relevant Scrutiny Committee, having considered the matter, indicates that it does not wish to offer any advice to the Cabinet, then the decision can be implemented immediately. Further, if under this procedure the Council or the relevant Scrutiny Committee does not consider the matter at the relevant meeting, the decision will be effective on the date of the meeting and can be implemented immediately.

12.11 A notice submitted under 12.4 above can only be withdrawn with the written consent of all the signatories to the notice.

13. **Urgent decisions and the Call-in Procedure**

13.1 The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or other decision taker is urgent under Rule 14 of the Access to Information Procedure Rules. A decision will only be urgent if any delay would be likely to seriously prejudice the Council’s or the public’s interests. The record of the decision and notice by which it is made public shall state that the decision is an urgent one, and therefore not subject to call-in.

13.2 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

14. **The Party Whip**

14.1 When considering any matter in respect of which a Member of a Scrutiny body is subject to a formal party whip, the Member must declare the existence of the whip, and the nature of it before the commencement of that body’s deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the Minutes of the meeting.

15. **Procedure at Policy Committee and Scrutiny Committee Meetings**

15.1 The Policy Committees and the Scrutiny Committees shall consider the following business:

a) record of the last meeting;

b) declaration of interest including any under Rule 14 above;

c) consideration of any matter referred to the Committee by the Council or by the Cabinet;

d) consideration of any matter referred to the Committee;
e) responses of the Cabinet on reports of the Committee; and

f) the business otherwise set out on the agenda for the meeting.

15.2 Where a Policy Committee or a Scrutiny Committee conducts investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at its meetings which are to be conducted in accordance with the following principles:

a) the investigation be conducted fairly and all Members of the Committee to be given the opportunity to ask questions of attendees, and to contribute and speak;

b) those assisting the Committee by giving evidence be treated with respect and courtesy; and

c) the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

15.3 Following any investigation or review, the Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall unless there are exceptional reasons, make its report and findings public.

16. Call-in with regards to the Policy and Planning Framework and Budget

16.1 Call-in of matters believed to be outside the Policy and Planning Framework and Budget is dealt with within the Policy and Planning Framework and Budget Procedure Rules in this Constitution.

17. Matters within the remit of more than one Scrutiny Body

17.1 Where a matter for consideration by a Scrutiny body also falls within the remit of one or more Scrutiny bodies, the decision as to which body, or which bodies, will consider it, including any arrangements for joint working or sharing information, will be resolved by the Chairpersons of the Committees in question, taking into account any advice from appropriate officers.

18. Formal Petitions Scheme

18.1 Any resident of the Borough, defined as a person living, working or studying in Warrington may create or sign a petition. Petitions can be used to request the Council consider, reconsider or take action on any matter where the Council has duties or responsibilities or which affect the Borough.

18.2 Petitions must not relate to Planning decisions, Licensing decisions, matters for which another right of review or appeal exists, certain statutory petitions or vexatious, abusive or inappropriate matters.
18.3 A petition must receive 100 or more valid signatures in order to receive a response. If a petition receives fewer than 1500 valid signatures it will be forwarded to the relevant Assistant Director and/or Cabinet Portfolio Holder for their consideration. The ward Councillors for the area affected by the petition will also be informed when a petition is received.

18.4 If a petition receives over 1500 valid signatures the petition will be considered by the Monitoring Officer and the Chair of the Audit and Corporate Governance Committee to determine the course of action to be taken. It can then be determined if the petition is to be considered by the relevant Overview and Scrutiny Committee, Full Council or any committee of the Council as appropriate.

18.5 If it is determined that a relevant Overview and Scrutiny Committee is to consider the petition the committee may exercise its full range of scrutiny powers under paragraphs 9, 10 and 11 of these rules in order to obtain information to enable it to respond effectively to the petitioner.

18.6 The relevant Overview and Scrutiny Committee can consider the petition at one of its public meetings at which the petition organiser will be invited to address the committee on the petition for no more than five minutes. The committee can then determine the action that it wishes to take with regards to the petition which include:

- To take no further action;
- To make a recommendation to the Cabinet;
- To recommend that a debate on the petition takes place at Full Council

18.7 If the petition organiser is not satisfied with the response of the Council, he/she can request that the Scrutiny Committee reviews the adequacy of the steps taken or proposed in that response. The petition organiser will need to provide reasons why the response is not thought to be adequate.

18.8 If the committee so chooses, it may use any of its powers to deal with the matter. The petition organiser will be informed of the committee's decision within five working days and the outcome of the review will be published on the Council's website (Hyperlink).

18.9 Members of the Council will be kept informed of the petitions received on a regular basis. The Audit and Corporate Governance Committee will also receive an annual report on petitions at the end of each municipal year.
19. Joint Health Overview and Scrutiny for Cheshire and Merseyside

19.1 The Council has adopted a protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside, a copy of which is provided at Section 5, Part E.
TITLE OF REPORT: COMMUNITY CENTRE PROVISION

1. PURPOSE

1.1 For the committee to consider the previously undertaken review of Community Centres in Warrington and current performance.

2. CONFIDENTIAL OR EXEMPT

2.1 There is no confidential or exempt information arising from this report.

3. INTRODUCTION AND BACKGROUND

3.1 Community Centres play a vital role for local communities. The Scrutiny Committee has requested information to allow the Committee an overview of the previously undertaken review of Community Centres in Warrington, current performance, and how this review has been implemented. The Committee has also requested supporting information on policies as applied to the centres, such as fees and charging, which are attached as appendices.

3.2 The attached Community Centres Review 2018 (Appendix 1) document provides detail of the management, financial arrangements, and programme of activity at 19 community centres.

3.3 It includes details of Burton Wood Community Centre and St Werburgh’s Community Hub which are both now independent of WBC having completed an asset transfer process.

3.4 In July 2019 Bank Park Pavilion was added to the community centres portfolio at the request of Lead Member Cllr. Tony Higgins, in order to raise the profile and usage of the building located at Bank Park. The centre now provides regular training courses, events,
Agenda Item 5

Following a Neighbourhoods restructure in 2016, the new management team raised concerns about the viability and financial sustainability of WBC community centres. There were low occupancy levels and a significant amount of free use and there was an increased focus on compliance of centres with health and safety legislation.

A standardised Fees and Charges policy was introduced, which was revised in April 2019 (Appendix 2), which set fixed charges for community and business hire across all centres, based on the size of the room hired.

All of the Council’s overall policies around conduct and other issues also apply to the community centres. These are too numerous to attach but as an example, the Council’s Dignity and Respect Policy is attached as Appendix 3. This and other policies are published on WINNIE, the Council’s intranet site.

4. IMPLEMENTATION OF THE REVIEW

In 2018/2019 the Neighbourhoods service implemented the policy to ensure the standardisation, equity of access and increase occupancy and to establish a WBC offer that met Council pledges, local need and Neighbourhood and Public Health priorities.

5. CURRENT POSITION

Following the internal refurbishment of Fearnhead community centre, it was reported that the roof required replacement. A successful bid to WREN by Neighbourhoods secured £100,000 and the roof was replaced in the fourth quarter of 2019.

Oakwood Community Centre was partially refurbished through a successful capital funding application and was match funded through Birchwood Business Park’s Corporate Social Responsibility Programme.

The following three centres were offered an asset transfer but chose to return the centres to WBC management. All revenue expenditure, repairs and maintenance and health and safety are managed by WBC. WBC also retains all income from the centres.

- Sankey Bridges Community Centre
  Following the return of Sankey Bridges to WBC management, the volunteer group at the centre have continued to deliver activities and secured a Community Initiative Fund (CIF) grant to support groups in becoming financially sustainable and hiring the centre at the standard community rate. The volunteers have established a healthy working relationship with the Neighbourhoods team and with support have increased the range of activities available and work closely with the Neighbourhoods and Community Centre Team with a new programme of activity at the centre. WiFi has been installed at the request of local ward members.

- Penketh Community Centre
Neighbourhoods service met with existing groups to reassure them that the return of the centre to WBC control would not affect their usage and to dispel local rumours that the centre was to close. Groups were offered support through CIF funding to become financially sustainable. The centre has a diverse programme of activity and is closet to being fully occupied.

- Croft Community Centre

Meetings were held with the volunteer management group who indicated that they wished to continue to provide support to groups using the centre and to establish a positive relationship with established groups using the centre and to ensure that good communication between centre users and WBC is in place.

5.4 The lead member requested that all centres be equipped with a defibrillator and ensured all staff and volunteers in proximity of the equipment had access to training in how to use them.

6. DEVELOPMENT OF DEMENTIA FRIENDLY ENVIRONMENTS

6.1 Programme of work to make centres more physically dementia friendly

There has been an increase in the use of community centres by older people in recent years. This is in line with changes to the availability of care provision and the need to provide more preventative opportunities for older people and their families. Warrington Borough Council is improving community centres to be more dementia friendly. Physical improvements and refurbishment is being undertaken to ensure that each centre is DDA compliant and dementia friendly. This work includes consideration of paintwork, signage, lighting and toilet facilities.

6.2 Dementia Friends Training

Staff and volunteers have been trained as dementia friends in order to provide a welcoming and healthy environment for service users. Service users are consulted in activities and improvements that are initiated in each centre.

6.3 Creation of activity programmes to support people with dementia

Several centres are used by MacIntyre and Catalyst Choices to deliver contracted services and community groups and other organisations are encouraged to deliver social and health related activity and are supported through the community initiative fund to develop inclusive activity that meets the needs of the local community. Where there are gaps identified in this naturally forming activity, the Neighbourhood team initiates sessions and encourages volunteer support theminites delivery.

6.4 Referral pathway from the wellbeing service

Warrington Wellbeing service receives referrals as part of the dementia project from Hollins
Agenda Item 5

Park Memory Clinic and borough-wide GPs. Clients are supported and hand-held into activity at their local neighbourhood community centre.

6.5 WIFI Enablement

A programme of work has been established to enable centres to have WIFI in place. Initially this has been targeted at centres that support residents with IT drop-ins and budget booster/job club.

7. HEALTH AND SAFETY OF BUILDINGS

7.1 All centres display signage relating to health and safety of staff and users of community centres. As examples, please find attached the Fire Safety Policy, Dog Policy and Dignity at Work policies (See Appendices).

8. FOOD INITIATIVES

8.1 The Welfare Reform Action Group has supported the development of food initiatives in several centres. This includes ‘HapiHub’ fridges in Orford Community Hub and College Close. A satellite Warrington Foodbank crisis food service is in Fearnhead Community Centre and in October 2019 Warrington Food Pantry will open in Fearnhead Community Centre. It is envisaged that these food initiatives will be expanded into other centres in 2020.

9. FINANCIAL CONSIDERATIONS

9.1 Financial position 2018/2019

Community Centre Total Income = £197,778
Community Centre Revenue Costs = £214,256

10. RISK ASSESSMENT

10.1 All Community Centres have their own risk assessments in place.

11. EQUALITY AND DIVERSITY/EQUALITY IMPACT ASSESSMENT

11.1 All community centres exist to further community cohesion, inclusion and involvement of community members and they positively promote activities for people with protected characteristics – particularly vulnerable, older and disabled people. There are no equality or diversity issues directly arising from this report.

12. CONSULTATION

12.1 The portfolio holder has been consulted prior to the publication of this report.

13. RECOMMENDATION

13.1 That the committee note the content of the report and identifies any areas for future
work as deemed necessary.
## Contents

1. **Introduction:** 4  
   1.1 Introduction 4  
   1.2 Sources of Data and Information / Limitations 4  
   1.3 Further Information 5  

2. **Overview:** 6  
   2.1 Neighbourhoods working in Community Centres 7  
   2.2 Community Centre Usage 8  
   2.3 Housing Developments 9  

3. **Bewsey & Whitecross Ward:** 11  
   □ Bewsey Park Community Centre 12  
   □ Whitecross Community Centre 13  

4. **Birchwood Ward:** 15  
   □ Oakwood Hub 16  

5. **Burtonwood & Winwick Ward:** 18  
   □ Burtonwood Community Centre 19  

6. **Culcheth, Glazebury & Croft Ward:** 20  
   □ Croft Youth Centre 21  
   □ Culcheth Community Centre 21  

7. **Fairfield & Howley Ward:** 23  
   □ College Close Community House 24  
   □ Nora Street Community House 25  

8. **Great Sankey South Ward:** 27  
   □ Sankey Bridges Community House 28  

9. **Latchford East Ward:** 30  
   □ Westy Community Centre 31  

10. **Latchford West Ward** 33  
    □ St Werburgh’s Community Hub 34  

11. **Orford Ward:** 35  
    □ Orford Community Hub 36  

12. **Penketh & Cuerdley Ward:** 38  
    □ Meeting Lane Community Centre 39  

February 2018
13. Poplars & Hulme Ward:  
- Capesthorne Community Centre 41  
- Greenwood Community Centre 41  
- Radley Common Community Centre 42  

14. Poulton North Ward:  
- Fearnhead Cross Youth & Community Centre 45  
- Padgate Community Centre 46  

15. Stockton Heath Ward:  
- Sandy Lane Community Centre 49  

16. The Way Forward 50
1. Introduction

1.1 Introduction

This document provides brief information about the Warrington Borough Council community centres to inform the community centres review. It provides details of the Ward in which they are located, alongside information about levels of social deprivation in each area. A summary of Neighbourhood activity within each centre is also included, as well as details of the income, expenditure, occupancy levels and footfall for each. Whilst most centres are in need of investment, the document also highlights those with the most pressing need.

As centres are used by the Town’s most vulnerable residents, including children, older people and adults with learning disabilities, it is the aspiration of this report to direct urgent investment towards centres with the greatest need. This may also include the installation of defibrillators which should be prioritised in centres frequented by residents at highest risk.

1.2 Sources of Data and Information / Limitations

- Housing development information from Warrington Strategic Housing Land Availability Assessment
- Deprivation based on Index of Multiple Deprivation 2015 (Department of Communities and Local Government)
- Population statistics from Office for National Statistics (ONS), mid-year 2016
- Benefits information from NOMIS
- Anti-social behaviour rates from Cheshire Police, via Warrington Borough Council
- Public health information from 2013 Health & Wellbeing Survey, Public Health Team
- Data from National Child Measurement Programme (NCMP)
- Mortality and life expectancy from ONS
- ACORN information, a segment tool that categorises the UK population into demographic types
- Community centre usage, management information, finance position and footfall from the Neighbourhoods Team.

Some of the above has been extracted from existing documents and profiles including: Ward Profiles, Warrington Ward Health Summaries, Warrington Central Renewal Area: Information Profile for the wards in CNRA, and Warrington Community Facilities Review reports. Signposting to reports for further information can be found in the next section.

Key to Financial Tables

Following a summary of each community centre in this document, there is a brief picture of the financial position and footfall within those centres. The running costs include expenditure on fuel, water and sewerage charges, but do not include staff costs. The building maintenance programme refers to the money that has been spent on each building in the previous year, providing essential repairs and maintenance. The budget for this does not lie with Communities and Neighbourhoods but is part of the Property Management Service. With the exception of Whitecross and Fearnhead, the centres have received little investment due to the difficult financial position of the council in recent years.

February 2018
Limitations
Following the 2016 Boundary Review, lots of ward level data had to be approximated from the many datasets that are readily available at a smaller level of geography (Lower Super Output Areas, LSOA). A method has been devised in-house to estimate ward-level statistics from LSOA-level statistics.

1.3 Further Information

- **Warrington Ward Profiles** – containing key statistics on population, ethnicity, qualifications, crime and more

- **Warrington Ward Health Summaries** – includes information on a range of factors known to impact on population health, including lifestyle risk factors, general health and wellbeing, life expectancy and wider determinants of health.
2. **Overview**

There are currently 19 community centres within Warrington. Map 1 shows where they are located within Warrington and which ward they fall under.

This document will outline the current management arrangements withineach centre

Map 1

<table>
<thead>
<tr>
<th>Community Centre</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bewsey Park Community Centre</td>
<td>Bewsey &amp; Whitecross</td>
</tr>
<tr>
<td>Burtonwood Community Centre</td>
<td>Burtonwood &amp; Winwick</td>
</tr>
<tr>
<td>Capesthorne Community Centre</td>
<td>Poplars &amp; Hulme</td>
</tr>
<tr>
<td>College Close Community House</td>
<td>Fairfield &amp; Howley</td>
</tr>
<tr>
<td>Croft Youth Centre</td>
<td>Culcheth, Glazebury &amp; Croft</td>
</tr>
<tr>
<td>Culcheth Community Centre</td>
<td>Culcheth, Glazebury &amp; Croft</td>
</tr>
<tr>
<td>Fearnhead Cross Youth &amp; Community Centre</td>
<td>Poulton North</td>
</tr>
<tr>
<td>Greenwood Community Centre</td>
<td>Poplars &amp; Hulme</td>
</tr>
<tr>
<td>Meeting Lane Community Centre</td>
<td>Penketh &amp; Cuerdley</td>
</tr>
<tr>
<td>Nora Street Community House</td>
<td>Fairfield &amp; Howley</td>
</tr>
<tr>
<td>Oakwood Hub</td>
<td>Birchwood</td>
</tr>
<tr>
<td>Orford Community Hub</td>
<td>Orford</td>
</tr>
<tr>
<td>Padgate Community Centre</td>
<td>Poulton North</td>
</tr>
<tr>
<td>Radley Common Community Centre</td>
<td>Poplars &amp; Hulme</td>
</tr>
<tr>
<td>Sandy Lane Community Centre</td>
<td>Stockton Heath</td>
</tr>
<tr>
<td>Sankey Bridges Community House</td>
<td>Great Sankey South</td>
</tr>
<tr>
<td>St Werburgh’s Community Hub</td>
<td>Latchford West</td>
</tr>
<tr>
<td>Westy Community Centre</td>
<td>Latchford East</td>
</tr>
<tr>
<td>Whitecross Community Centre</td>
<td>Bewsey &amp; Whitecross</td>
</tr>
</tbody>
</table>
2.1 Neighbourhoods working in Community Centres

Neighbourhood Workers and Community Enablement Officers continue to build capacity and confidence within communities by supporting and empowering residents to participate and advocate for themselves and their fellow residents. Neighbourhood staff support the development of “friends groups”, user groups, women’s group etc. and much of this activity takes place within Warrington’s community centres. The centres provide an essential building for residents to come together and participate in activities that can improve their health, their job prospects, economic outlook, socialisation and wellbeing for themselves and their family.

The centres also provide an opportunity to pilot new approaches of working with communities and target the help where it is most needed. An example of this is the location of the “happy fridge” within Orford Community Hub. This initiative is supported by the Volunteer Coordinator of the Neighbourhood Team and an enthusiastic local resident who has combined her desire to reduce food waste with her wish to target any surplus food where it is needed the most. Users of this service have an opportunity to anonymously access a variety of perishable and non-perishable goods on a daily basis. Food bank vouchers are also available within the centre and the Warrington Borough Council’s Toy Appeal is also run from here. The uptake of these services is high because residents can be assured that anonymity and confidentiality will be retained because of the professional experience of staff and highly trained volunteers.

A further example of the positive role of the Neighbourhood Team within community centres is the Budget Boosting Clubs (BBC) which are delivered weekly in six of our community centres.

The BBCs offer advice and support to help presidents find employment and boost their income in a friendly, welcoming environment. Helpful, confidential support is offered to help presidents get a better deal, reduce their household bills, encourage people to sign up to a credit union, provide tips on how to save money and help presidents check their benefits entitlement. Essential support is also provided to improve resident’s skills in interview and support with writing CVs and covering letters for job applications.

The clubs are a lifeline to many, where ex-clients often return for a visit.

Health Inequalities Team

The Health Inequalities Team conduct the majority of their work through Warrington Borough Council (WBC) community centres. The team link up with the community groups already operating within centres and identify and respond to the grass roots need. The number and location of community centres provide the flexibility to deliver projects right in the heart of communities.

Offering activities on people’s doorsteps is integral to our service as this is where residents are the most comfortable. Barriers to participation have been identified (Withall et al., 2001) and include cost, the fear of entering alone and accessibility of facilities. These barriers are overcome by delivering projects within our community centres which are both locally and familiar.

The Health Inequalities Team target their work in the areas of greatest need. The number and location of community centres provide access to members of the public to access information, training and services locally.
The activity delivered in our community centres is wide and varied. Recent examples include Make Time courses, Happy? OK? Sad? Workshops, Boost and Youth Connect 5 (mental health and wellbeing courses) and This Warrington Girl Can.

This Warrington Girl Can in particular has provided us with a major success that could NOT have been delivered without the use of our local community centres. During three recruitment sessions, 120 local women have signed up to take part in new activities. During our first week of activities, the classes have been at capacity, and feedback received shows that women have enjoyed attending local activities within their community where they did not feel intimidated. Finally, community centres enable us to deliver a range of adult and community learning courses with partnership with Warrington & Vale Royal College and Priestly College. They have also provided an important location for the delivery of the social prescribing agenda including Positive Thoughts and Creative Remedies courses with our Mental Health Outreach Team colleagues.

2.2 Community Centre Usage

The following charts demonstrate the occupancy levels of each community centre during the week and during the weekend, showing the proportion of total occupancy used in each centre. Only those community centres directly managed by Warrington Borough Council are displayed. Occupancy levels are based on block bookings only, not casual or one-off bookings, and it should be noted that each community centre has different levels of availability as some have one, two or three rooms for hire. Each room is capable of holding three sessions a day.

Weekly Use: None of the community centres are fully occupied during the week but the top five community centres shown in chart 1 have a high usage of 80% or over. Over half of the community centres have 50% or less of their capacity used, with Nora Street and College Close having very few bookings during the week.

Chart 1

Weekend Use: None of the community centres are fully booked at weekends. Croft and Sankey Bridges have the highest usage of 80% or over. Over half of the community centres have 50% or less of their capacity used, with Nora Street and College Close having very few bookings during the week. See chart 2 for further detail.
2.3 Housing Developments

Having seen an overview of current usage of community centres across the borough, changes in the population can affect the need for community centres in the future. Detail about potential developments is available from the Warrington Strategic Housing Land Availability Assessment (SHLAA). The SHLAA makes an assessment about the likelihood that sites are suitable, available, and achievable.

Between 2017 and 2022, there could be potentially 2,674 new dwellings built across Warrington. The biggest individual potential developments are in West Warrington: Omega, Lingley Mere, and Dawson House with potentially 338, 150, and 122 dwellings respectively. South Warrington in Grappenhall (192 dwellings) and Appleton (137), and Central Warrington at Peel Hall with 135 dwellings.

Map 2 shows the distribution of all potential developments of 50+ houses, alongside the location of the community centres. There are other smaller developments planned or underway; these are spread across the borough and difficult to visualize on a map of this scale. There are no reliable estimates of population change relating to these housing developments.

---

1 This includes a ‘small sites allowance’ to account for smaller developments over the period for which there is no site attached at present.
3. Bewsey & Whitecross Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Bewsey & Whitecross contains areas of very high socio-economic deprivation; approximately 75% of residents live in the most deprived fifth of areas in England (Quintile 1), with a further 20% in quite deprived areas (Quintile 2), and 5% in Quintile 3 (neither particularly deprived or un-deprived). It is one of two extremely deprived wards within Warrington, the other being Poplars & Hulme.

Population (ONS, MYE 2016):
- Total population = 11,537
- Male population = 5,935 (51.4%)
- Female population = 5,602 (48.6%)
- 26.0% of ward population is aged 0-19 (Warrington 23.5%)
- 10.2% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 84 per 1,000 residents in receipt of any out-of-work benefit, one of the highest rates across all wards (Warrington 45 per 1,000)
- 56 per 1,000 residents in receipt of Disability Living Allowance, one of the highest rates across all wards (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 58.0 incidents per 1,000 population, the highest rate of all wards (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 24.2% of reception children and 38.2% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 56% of adults are overweight or obese (Warrington 55%)
- 18% of adults do less than 30 ‘Equivalent’ minutes of exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy (73.3 years) in Bewsey and Whitecross was significantly lower than the Warrington average (78.9 years), i.e. about 5 years lower. Female life expectancy (79.9 years) was lower than Warrington (81.9 years). All-age all-cause mortality was also significantly worse.

(Source ACORN)
Community Centres

There are two community centres located within Bewsey & Whitecross ward – Bewsey Park Community Centre and Whitecross Community Centre.

Bewsey Park Community Centre, Troutbeck Avenue

<table>
<thead>
<tr>
<th>Current Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Money Advice Service</td>
</tr>
<tr>
<td>□ Bowlers</td>
</tr>
<tr>
<td>□ Bewsey History Group</td>
</tr>
<tr>
<td>□ Credit Union Collection point</td>
</tr>
<tr>
<td>□ Luncheon Club</td>
</tr>
<tr>
<td>□ NA Counselling</td>
</tr>
<tr>
<td>□ Coffee morning</td>
</tr>
<tr>
<td>□ Pensioners Bowlers</td>
</tr>
<tr>
<td>□ University of the 3rd Age</td>
</tr>
<tr>
<td>□ Dominos League</td>
</tr>
<tr>
<td>□ Breathe Easy</td>
</tr>
<tr>
<td>□ Bewsey Park Bingo</td>
</tr>
<tr>
<td>□ Police Surgery</td>
</tr>
</tbody>
</table>

The Neighbourhoods Team took over full management of this centre in April 2017. The Regional Adoption Agency moved into the front of the building which had previously been rented by Golden Gates Housing Trust and was more recently the home of the Bewsey and Dallam Hub project team.

The motivation for this decision was to ensure the retention of a community facility in the Bewsey and Dallam area following the demolition of the “Community House” which forms part of the regeneration project and to fill the void before the building of the new community facility. The centre offers flexible community space at the back of the building which is used by the vibrant group of bowlers who use the facilities but also by a credit union and community luncheon club amongst other activities.

As the levels of deprivation in the area are amongst the highest in the region, it is an area where the Neighbourhoods Team focuses a great deal of community enablement work. There is a Bewsey Park user group which is administrated by the team and a weekly presence within the centre for community activities. The team has recently supported a user group to attain a grant to develop an IT suite within the centre.

Community Development Officers in Bewsey & Dallam developed a history group, parents group, older people’s lunch club, coffee mornings, winter warm health checks, family play days, garden days and bulb planting with schools at Bewsey Park. Supporting the Friends of Bewsey Park they consulted and raised funds for a major building extension. The Neighbourhoods Team have been successful with funding applications for multi-use games area, gym equipment and climbing wall, development of a community office, funding for kitchen refurbishment and IT suite.

The team has also supported the group to deliver community fundays, health check events, Halloween, Christmas and environmental days.
Recently refurbished, Whitecross Community Centre is located within close proximity to both Warrington Hospital and the town centre. It is used as a base for the Neighbourhoods Team and is home to the Older People’s Forum, who occupy a community office within the centre. The centre has a large sports hall, fully equipped kitchen and two further meeting rooms as well as an IT suite, changing facilities and outdoor, floodlit football pitches. The centre has a busy community activity programme as well as a “Friends Group” which is supported by community enablement and project workers within the Neighbourhood Team. There is also a well-attended weekly budget booster session delivered within the centre.

Community Development Officers play a huge role in stimulating community activity and work with a number of groups. One of the groups, Whitecross Ladies Group, meet weekly at the centre. They plan events throughout the year in an effort to engage with the local community and encourage them to visit the centre. They hold a number of Hot Pot lunches which target older, isolated people in particular, as well as afternoontea dances and an annual Christmas grotto which is well attended. They are an important user group who are always willing to help out with other events which take place at the centre, for example the recent Toy Appeal. They are represented on the ‘Friends of Whitecross’ group which has been running for the last few years. This group meets monthly at the centre and again have made a difference in the short time they have been in existence. They held a family funday last year and have a number of similar events planned for the coming year. This has encouraged many local residents to attend and find out what is going on at the centre. They have also been responsible for doing a substantial amount of gardening and tidying up of the greenspace and areas around the centre, making it much more inviting to visitors.

February 2018
Financial Position of Centres and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost £</th>
<th>Building Maintenance £</th>
<th>Income £</th>
<th>Annual Position £</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bewsey Park</td>
<td>3,249</td>
<td>13,000.00</td>
<td>9,751</td>
<td>13,162</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitecross</td>
<td>13,000.00</td>
<td>9,470.00</td>
<td>21,000.00</td>
<td>8,000</td>
<td>29,703</td>
<td></td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Bewsey Park Community Centre has one room available, with the potential of three sessions a day. During the week, two thirds of its availability is occupied, with only a third booked during the weekend.

Whitecross Community Centre has three rooms available for hire. The centre is used for a third of its available time during the week, and used only 6% of a weekend.

Source: Neighbourhoods Team

February 2018
4. Birchwood Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Birchwood is unusual within Warrington in that it contains areas across all levels of socio-economic deprivation; approximately 14% of residents live in the most deprived fifth of areas in England (Quintile 1), 26% in Quintile 2, 25% in Quintile 3, 12% in Quintile 4, and 23% in the least deprived fifth in England (Quintile 5). Of the local areas within Birchwood ward, part of Oakwood lies in the most deprived quintile; part of Gorse Covent and part of Locking Stumps lie within the least deprived quintile. NB: given that generally there are wide health inequalities between people living in areas of high levels of deprivation and those living in areas of low deprivation, with more deprived populations usually having worse health outcomes, data for Birchwood ward as a whole is likely to hide inequalities within the ward, with areas of high and low deprivation counterbalancing each other.

Population (ONS, MYE 2016):
- Total population – 10,589
- Male population – 5,331 (50.3%)
- Female population – 5,258 (49.7%)
- 22.3% of ward population is aged 0-19 (Warrington 23.5%)
- 17.3% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 60 per 1,000 residents in receipt of any out-of-work benefit, one of the highest rates across all wards (Warrington 45 per 1,000)
- 57 per 1,000 residents in receipt of Disability Living Allowance, one of the highest rates across all wards (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 39.4 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 22.3% of reception children and 27.2% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 55% of adults are overweight or obese (Warrington 55%)
- 12% of adults do less than 30 'Equivalent' minutes of exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012 - 2016) and mortality (ONS, 2010 - 2014):
Birchwood ward was not significantly different to the Warrington average for life expectancy or all-age all-cause mortality. Male life expectancy was 78.4 years, compared to 78.9 years in Warrington. Female life expectancy was 82.5 years, very similar to Warrington (81.9 years).

(Source: ACORN)

February 2018
Community Centres

There is one community centre located within Birchwood ward.

Oakwood Hub, Whitethroat Walk

Current Usage

- Tots zone use on a regular weekly basis
- Chair-based exercise
- Decoupage jewellery
- Making Community activities include carer and toddler groups, mums and babies
- Discussion groups
- Women’s groups
- Credit Union
- Daycare
- Budget Boosting Club

Oakwood is comprised of two community bungalows joined together offering two adjoining community spaces as well as some small office facilities. It is home to Catalyst Choices daycare service, credit union and tots groups as well as other activities. The centre is in desperate need of upgrading with toilet facilities and flooring replacement being a high priority for the community centre team. A capital bid has been prepared for the centre and will be submitted shortly. Parking is limited at the centre but a public car park is located a short five minutes’ walk away. The East Neighbourhood Team offers support to groups within the centre. The community centre team clean the centre and are responsible for the full health and safety of the building.

The East Team uses the hub as a meeting place in the Oakwood area and supports Oakwood Community Association who have their monthly committee meetings at the hub. The association are beginning to build their profile in the area, and over the last years, have put on a number of small scale community activities, mainly from the hub. These activities have included a picnic, a Halloween event, and Christmas celebrations. The association also supports local groups, including Totzone, who now meet in the local school, Tobemore, local to the parents, and Sister’s United, a women’s support group. The East Neighbourhood Team also gives support to Sister’s United, which enables the empowerment of more local people in the area.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Financial Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banding</td>
<td>Running cost £</td>
</tr>
<tr>
<td>Oakwood</td>
<td>4,464.00</td>
<td>4,698.00</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team
Community Centre Usage

Oakwood Hub has two rooms available for hire. Half of the sessions available during the week are occupied, with no usage of a weekend.

Chart 7
Oakwood Hub
Number of Sessions occupied Monday to Friday
(Availability: 2 rooms @ 3 sessions per day x 5)

- 15 sessions occupied
- 15 sessions unoccupied

Source: Neighbourhoods Team

Chart 8
Oakwood Hub
Number of Sessions occupied at a Weekend
(Availability: 2 rooms @ 3 sessions per day x 2)

- 0 = occupied
- 12 = unoccupied
5. Burtonwood & Winwick Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 43% of residents live in quite deprived areas (Quintile 2), 38% live in areas in Quintile 3 (neither particularly deprived or un-deprived), and 19% live in quite un-deprived areas. None of Burtonwood & Winwick lies within the most or the least deprived areas in England.

Population (ONS, MYE 2016):
- Total population – 6,531
- Male population – 3,155 (48.3%)
- Female population – 3,376 (51.7%)
- 20.5% of ward population aged 0-19 (Warrington 23.5%)
- 23.8% of ward population aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 50 per 1,000 residents in receipt of any out-of-work benefit (Warrington 45 per 1,000)
- 61 per 1,000 residents in receipt of Disability Living Allowance, joint highest with Poplars & Hulme (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 29.3 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 27.6% of reception children and 51.1% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 69% of adults are overweight or obese, the highest of all wards (Warrington 55%)
- 16% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy (77.0 years) and female life expectancy (81.2 years) in Burtonwood & Winwick were lower than the Warrington averages of 78.9 years and 81.9 years respectively, although these differences were not significant. All-age all-cause mortality was significantly worse than the Warrington average.

(Source: ACORN)

February 2018
Community Centres

There is one community centre located within Burtonwood & Winwickward.

Burtonwood Community Centre, Green Jones Brow

<table>
<thead>
<tr>
<th>Current Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Pensioners party</td>
</tr>
<tr>
<td>□ Cabaret</td>
</tr>
<tr>
<td>□ Fundraising</td>
</tr>
<tr>
<td>□ Concerts</td>
</tr>
<tr>
<td>□ Beer Festival</td>
</tr>
</tbody>
</table>

The Burtonwood Centre was asset transferred to the Burtonwood Centre Management Group in (June) 2017. The centre has rugby pitches within the grounds and a large centre with multi-purpose rooms delivering both community and social activities. The delivery of community activities is supported by a Service Level Agreement that accompanied the lease to the centre and was a fundamental aspect of the lease transfer agreement with Warrington Borough Council. The performance of the community offer is monitored by the Community Centre Marketing Manager, who continues to liaise with the Management Group to ensure a vibrant and varied community programme is continued to be delivered as part of the Service Level Agreement.

The transfer of the centre placed great demands on officer resources and although day-to-day management of the centre has been transferred to the incumbent group, arms-length support is provided in relation to health and safety requirements and advice on policy development at the centre. An approach from the centre to a telecommunication agency requesting the rental of a mast at the site also requires continuing support from WBC’s Property and Estates Team. To reflect the age and condition of the centre, a tapered payment is provided to the Community Management Team within the centre to support its transition into its independence from the Council.

February 2018
6. Culcheth, Glazebury & Croft Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, Culcheth, Glazebury and Croft is relatively un-deprived. 26% of the population lives within the least deprived fifth of areas in England (Quintile 5), with a further 49% in quite un-deprived areas (Quintile 4) and 25% in Quintile 3 (neither particularly deprived nor un-deprived). None live in the more deprived areas (Quintiles 1 and 2).

Population (ONS, MYE 2016):
- Total population – 11,761
- Male population – 6,202 (52.7%)
- Female population – 5,559 (47.3%)
- 20.6% of ward population is aged 0-19 (Warrington 23.5%)
- 22.4% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 27/1,000 residents in receipt of any out-of-work benefit (Warrington 45/1,000)
- 35/1,000 residents in receipt of Disability Living Allowance (Warrington 42/1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 18.9/1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 13.0% of reception children and 25.2% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 56% of adults are overweight or obese (Warrington 55%)
- 12% of adults do less than 30 ‘Equivalent’ minutes of exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy (81.3 years) and female life expectancy (84.6 years) in Culcheth, Glazebury and Croft were significantly higher than the Warrington average of 78.9 years and 81.9 years respectively. All-cause mortality was significantly better than the Warrington average.

(Source: ACORN)
Community Centres

There are two community centres located within Culcheth, Glazebury & Croft Ward – Croft Youth Centre and Culcheth Community Centre.

Croft Youth Centre, Smithy Lane

Current Usage

- Rainbow Guides
- Girls & Ladies Keep Fit
- Mums & Tots
- Army Cadet Force
- Over 60s
- Beavers
- Karate
- Brownies
- Guides
- Tea Dance
- Cubs
- Scouts
- Croft Football Team

Croft community centre is managed on a day-to-day basis by a small management team who coordinate bookings and retain all income received. The cleaning, care-taking and health and safety responsibilities are delivered by the community centre team. The group pays an annual rental to WBC each year of £3,353. In order to bring the centre in line with the community centre strategy, discussions have taken place where the management group have been advised that the booking of the centre will need to be centralised and council fees and charges applied to all user groups. The management team could consider an asset transfer of the centre. The local group is resistant to a centralised booking system as they fear a rise in hire charges would reduce their activity programme. The local Parish Council and management group are currently considering the options. The community programme is a varied programme of both children’s and adult sessions.

Culcheth Community Centre, Jackson Avenue

Current Usage

- Line Dancing
- Whist Club
- Painting
- Keep Fit
- Parish Council meeting
- Bingo - Wednesday afternoon
- History Group
- Keep Fit
- Cllr Surgery
- Bingo
Culcheth Community Centre is located in one of the least deprived wards of Warrington. Culcheth has a vibrant village centre served by shops and other non-council owned community facilities. The centre provides a busy programme of community activity. The centre, known locally as the “Age Concern” centre provides activities mainly for older residents and historically there has been some resistance to promoting the centre for younger users, however, the community centre team do not discriminate if requests are received for activities aimed at children or young people.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running Cost £</th>
<th>Building Maintenance £</th>
<th>Income £</th>
<th>Annual Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Croft</td>
<td></td>
<td>7,438.00</td>
<td>7,672.00</td>
<td>3,353.00</td>
<td>(4,085)</td>
</tr>
<tr>
<td>Culcheth</td>
<td></td>
<td>6,263.00</td>
<td>7,672.00</td>
<td>4,480.00</td>
<td>(1,703)</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Croft has one room for hire and is fairly well used during the week and the weekend.

Source: Neighbourhoods Team

Culcheth also has one available room. It is not used as much as Croft either during the week or the weekend.

Source: Neighbourhoods Team
## Fairfield & Howley Ward

### Key Points:

**Deprivation (Index of Multiple Deprivation 2015):**
Fairfield & Howley is a socio-economically deprived ward. 61% of the population lives within the most deprived fifth of areas in England (Quintile 1), and the remaining 39% live in quite deprived areas (Quintile 2).

**Population (ONS, MYE 2016):**
- Total population – 11,682
- Male population – 6,004 (51.4%)
- Female population – 5,678 (48.6%)
- 23.6% of ward population is aged 0-19 (Warrington 23.5%)
- 12.7% of ward population is aged 65+ (Warrington 18.0%)

**Benefits (at November 2016, NOMIS Jun 17):**
- 83 per 1,000 residents in receipt of any out-of-work benefit, one of the highest rates across all wards (Warrington 45 per 1,000)
- 54 per 1,000 residents in receipt of Disability Living Allowance, one of the highest rates across all wards (Warrington 42 per 1,000)

**Anti-social behaviour (Cheshire Police, 2016/17):**
- 39.1 incidents per 1,000 population (Warrington 32.8 per 1,000)

**Public health (2013 Health & Wellbeing Survey unless stated otherwise):**
- 24.7% of reception children and 30.2% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 56% of adults are overweight or obese (Warrington 55%)
- 17% of adults do less than 30 'Equivalent' minutes exercise in an average week (Warrington 13%)

**Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):**
- Male life expectancy (74.3 years) in Fairfield & Howley was significantly lower than the Warrington average (78.9 years), i.e., almost 5 years lower.
- Female life expectancy was also significantly lower (77.4 years) than Warrington (81.9 years), i.e., 4.5 years lower. All-cause mortality was significantly worse than the Warrington average.

### Family Index

- 40% Single
- 28% Social Rented
- 18% All Student/Pensioner
- 10% Lone Parent
- 15% Couple With Children
- 15% Couple No Children

(Source: ACORN)
Community Centres

There are two community centres located within Fairfield & Howleyward – College Close Community House and Nora Street Community House.

College Close Community House, College Close

Current Usage

- Bingo group

College Close Community House is a small facility which is a converted bedsit originally transferred to the Council by Golden Gates Housing Trust (GGHT). It is, however, located in an area of high levels of social deprivation and a Neighbourhood Community Enablement Officer has worked alongside the volunteer to invigorate activity within the centre and a plan to promote activity is being developed.

Traditionally managed on a day-to-day basis by a small group of local, retired women, the programme has reduced in recent years and is currently used twice weekly by the Bingo Group who also organise Christmas lunches for the local older people. Recently a Clean 17 estate clean-up day was run from the Community House and a winter warm event in partnership with the Police, GGH and members of local community groups. There are plans for the Neighbourhood Team to deliver further events throughout the coming months in order to engage with the local community in an effort to increase usage of the community flat. As activity currently is virtually non-existent at present, there can be no business rates relief offered to the centre which gives WBC responsibility for the business rates at the centre. The Community Centre Team carries out health and safety checks and a light touch approach to cleaning.

February 2018
Nora Street Community House is looked after by a small group of women who plan and deliver some activity within the centre. The major event of the calendar year is the Howley Carnival and the centre acts as the hub for planning, storage and preparation of the event. The centre has few weekly groups and is situated in an isolated part of this socio-economically deprived ward. It is the home of Fairfield and Howley Credit Union which has now amalgamated with Warrington Credit Union and they hold a weekly collection point there. They also have a weekly breakfast drop-in session and weekly bingo sessions. It is the home of Howley Residents Association and also the Howley Carnival Committee who are responsible for organising the annual Howley Carnival event which has been running for over 30 years and is immensely popular with the local community. The ladies group holds monthly luncheons for older people as well as a Christmas lunch.

The community house has a small computer room upstairs and has held drop-in sessions delivered by Priestley College. They also occasionally have college courses at the house and the Neighbourhood Team has held Change 4 Life courses at the house. The Community Centre Team currently provides a caretaking and health and safety duty at the centre, however, the majority of cleaning is performed by volunteers within the centre. The Neighbourhood Community Enablement Team provides support to the volunteer to stimulate higher demand for use of the centre but this is proving difficult to achieve.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Financial position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banding</td>
<td>Running cost</td>
</tr>
<tr>
<td>College Close</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Nora Street</td>
<td>3,000.00</td>
<td>3,159.00</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Nora Street Community House is looked after by a small group of women who plan and deliver some activity within the centre. The major event of the calendar year is the Howley Carnival and the centre acts as the hub for planning, storage and preparation of the event. The centre has few weekly groups and is situated in an isolated part of this socio-economically deprived ward. It is the home of Fairfield and Howley Credit Union which has now amalgamated with Warrington Credit Union and they hold a weekly collection point there. They also have a weekly breakfast drop-in session and weekly bingo sessions. It is the home of Howley Residents Association and also the Howley Carnival Committee who are responsible for organising the annual Howley Carnival event which has been running for over 30 years and is immensely popular with the local community. The ladies group holds monthly luncheons for older people as well as a Christmas lunch.

The community house has a small computer room upstairs and has held drop-in sessions delivered by Priestley College. They also occasionally have college courses at the house and the Neighbourhood Team has held Change 4 Life courses at the house. The Community Centre Team currently provides a caretaking and health and safety duty at the centre, however, the majority of cleaning is performed by volunteers within the centre. The Neighbourhood Community Enablement Team provides support to the volunteer to stimulate higher demand for use of the centre but this is proving difficult to achieve.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost</th>
<th>Building Maintenance</th>
<th>Income</th>
<th>Annual Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Close</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Nora Street</td>
<td>3,000.00</td>
<td>3,159.00</td>
<td>872.00</td>
<td>NONE</td>
<td>(3,000.00)</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

February 2018
Community Centre Usage

College Close Community House has no usage to show.

Nora Street Community House has one room for hire and has very little use either during the week or of a weekend.

Chart 13

Nora Street Community Centre
Number of Sessions occupied Monday to Friday
(Availability: 1 room @ 3 sessions per day x 5)

Source: Neighbourhoods Team

Chart 14

Nora Street Community Centre
Number of Sessions occupied at a Weekend
(Availability: 1 room @ 3 sessions per day x 2)
8. Great Sankey South Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, approximately half of Great Sankey South residents live in quite deprived areas (Quintile 4), and half live in quite deprived areas in Quintile 2 (mainly Hood Manor and Sankey Bridges).

Population (ONS, MYE 2016):
- Total population – 11,525
- Male population – 5,677 (49.3%)
- Female population – 5,849 (50.7%)
- 25.4% of ward population is aged 0-19 (Warrington 23.5%)
- 14.6% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 42 per 1,000 residents in receipt of out-of-work benefit (Warrington 45 per 1,000)
- 42 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 28.3 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 21.9% of reception children and 23.8% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 58% of adults are overweight or obese (Warrington 55%)
- 14% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012 -2016) and mortality (ONS, 2010-2014):
Male life expectancy in Great Sankey South was 79.5 years compared to 78.9 years in Warrington, this was not significantly different. Female life expectancy was 84.9 years, significantly higher than Warrington (81.9 years). All-age-all-cause mortality was not significantly different to the Warrington average.

(Source ACORN)
Community Centres

There is one community centre located within Great Sankey Southward.

Sankey Bridges Community Centre, Old Liverpool Road

Current Usage
- Residents Association meetings
- Foodbank
- Zumba
- Kids parties
- Credit Union
- Painting
- Pilates
- Red Cross training
- Arts and crafts

This centre is located in the most deprived part of the ward. The Community Management Team within the centre performs most of the cleaning and gardening at the centre and the health and safety checks and responsibilities are held by the Community Centre Team. The Centre Management Group has historically coordinated all bookings and retained all income for the centre. WBC has paid all utility and running costs. The management group delivers a community café, residents association support and credit union. In addition there are a couple of private hire weekly sessions. In line with community centre policy, this management group has been informed that policy now does not allow for this flexible management arrangement and the Group have been asked to consider their choices as to whether to agree to centralise the booking through the Community Centre Team where all income will be retained by WBC or consider the asset transfer route. It is unlikely that the management group will have an appetite for the responsibilities of asset transfer. They are due to discuss this situation further at their February meeting.

The West Neighbourhood Team provides support to the Committee which includes IT support and attending their Committee meetings. Through this support we have also put on an Ageing Well Feeling Great course for the over 50s. Sixteen different people attended this course, and as a result friendship groups were formed and people started attending other activities at the centre such as the weekly lunch club, therefore reducing social isolation.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Financial Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banding</td>
<td>Running cost</td>
</tr>
<tr>
<td>Sankey Bridges</td>
<td></td>
<td>£15,100.00</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team
Community Centre Usage

Sankey Bridges Community Centre has one room for hire and is very well used during the week. It is occupied for two thirds of its availability on a weekend.

Chart 15

Sankey Bridges Community Centre
Number of Sessions occupied Monday to Friday
(Availability: 1 room @ 3 sessions per day x 5)

- No. Sessions Occupied: 2
- No. Sessions Unoccupied: 13

Source: Neighbourhoods Team

Chart 16

Sankey Bridges Community Centre
Number of Sessions occupied at a Weekend
(Availability: 1 room @ 3 sessions per day x 2)

- No. Sessions Occupied: 2
- No. Sessions Unoccupied: 4

Source: Neighbourhoods Team
9. Latchford East Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 40% of Latchford East residents live in the most deprived areas in England (Quintile 1), and the remaining 60% live in quite deprived areas (Quintile 2).

Population (ONS, MYE 2016):
- Total population – 8,526
- Male population – 4,242 (49.7%)
- Female population – 4,285 (50.3%)
- 26.0% of ward population is aged 0-19 (Warrington 23.5%)
- 12.4% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 75 per 1,000 residents in receipt of any out-of-work benefit, one of the highest rates across all wards (Warrington 45 per 1,000)
- 49 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 43.4 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 23.8% of reception children and 37.3% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 52% of adults are overweight or obese (Warrington 55%)
- 16% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy (73.3 years) in Latchford East was significantly lower than the Warrington average (78.9 years). Female life expectancy (77.3 years) was also significantly lower than Warrington (81.9 years). All-age all-cause mortality in this ward was also significantly lower.

(Source: ACORN)

32% No Cars
32% Social Rented
32%
Community Centres

There is one community centre located within Latchford Eastward.

Westy Community Centre, Bridgewater Avenue

Current Usage
- Westy Friendship Group
- Indoor Bowls
- Community meal
- Tots Group
- Women’s Group and Job Club
- Boxing Club
- Craft Group
- Art/Music Group
- Ringcraft
- Silver Service Club
- Kids and Youth Group
- Music School
- Other ad-hoc bookings

Almost half of residents in the area are amongst the most deprived in the country. In recent years, the centre has experienced significant levels of anti-social behaviour which has led to expensive repairs and the need for investment in increased security measures. The aggressive behaviour of local youths has also adversely impacted hire levels at the centre with some users anxious about potential car crime and intimidation when entering or exiting the centre. A partnership approach to this problem alongside increased security and the weekly presence of police in the centre has led to a marked reduction in the impact of this anti-social behaviour.

Community Development workers have played a huge role in stimulating activity within Westy Community Centre. The centre has had increased usage over recent years with a number of groups using the centre including Women of Westy, Silver Service and the Friendship group. A craft group has recently started and seems to be doing well and increasing members. A very successful boxing session for young people has been running for a number of years and has, according to the police, been instrumental in tackling anti-social behaviour.

It has become evident, through working with groups at the centre, that the facility is very important to the local community and one that they would like to see used even more. Since Life Church have been leasing the building, there have been a number of activities that are really well attended and important to the local community including mums and tots, breakfast drop-in and young people’s drop-in on Friday night. Latchford Big Local and NEWCU hold a credit union helping hand session there twice weekly. Others users include a dance/music group, dog training sessions and an indoor bowling group. The centre is used for community events including summer fundays and the Latchford Big Local finale day. The Friends of Westy Park has recently been relaunched, and there is a keen interest in the park area and also the centre. They have recently supported WBC to secure funding from Latchford Big Local for £2,000 towards improving the security of the building and also to provide outside lighting which the community have indicated would help them feel more safe when the building is used in the evenings.
Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost £</th>
<th>Building Maintenance £</th>
<th>Income £</th>
<th>Annual Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westy</td>
<td></td>
<td>11,820.00</td>
<td>13,262.00</td>
<td>7,197.00</td>
<td>(4,623)</td>
<td>8836</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Westy Community Centre has two rooms for hire. Half of its available sessions are occupied during the week, but it is not used very much of a weekend.

Chart 17

Westy Community Centre
Number of Sessions occupied Monday to Friday
(Availability: 2 rooms @ 3 sessions per day x 5)

- No. Sessions Occupied: 15
- No. Sessions Unoccupied: 15

Source: Neighbourhoods Team

Chart 18

Westy Community Centre
Number of Sessions occupied at a Weekend
(Availability: 2 rooms @ 3 sessions per day x 2)

- No. Sessions Occupied: 1
- No. Sessions Unoccupied: 11

Source: Neighbourhoods Team
10. Latchford West Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 58% of Latchford West residents live in quite deprived areas (Quintile 2), and the remaining 42% live in Quintile 3 (neither particularly deprived or non-deprived).

Population (ONS, MYE 2016):
- Total population – 7,779
- Male population – 3,833 (49.3%)
- Female population – 3,947 (50.7%)
- 19.1% of ward population is aged 0-19 (Warrington 23.5%)
- 20.4% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 53 per 1,000 residents in receipt of any out-of-work benefit (Warrington 45 per 1,000)
- 41 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 26.2 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 25.6% of reception children and 43.8% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 57% of adults are overweight or obese (Warrington 55%)
- 14% of adults do less than 30 ‘Equivalent’ minutes of exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Latchford West was not significantly different to the Warrington average for life expectancy or all-age all-cause mortality. Male life expectancy was 76.4 years, compared to 78.9 years in Warrington, and female life expectancy was 80.7 years, Warrington was 81.9 years.

(Source ACORN)
Community Centres

There is one community centre located within Latchford West ward.

St Werburgh’s Community Hub, Boswell Avenue

Current Usage

- Catalyst Choices
- Gardening Project
- Sewing Group
- Little Werbies
- Chair Based Exercise
- Coffee Morning
- Low Impact Circuits
- Film Club
- Bingo

St Werburgh’s Community Hub was asset transferred to the St Werburgh’s Community Hub Group in 2014. Two Members of the Council, Cllr Maureen McLaughlin and Mayor, Cllr Les Morgan were instrumental in setting up the only WBC community facility in Latchford West. The hub is co-located within the WBC Professional Development Centre (PDC) and offers a wide range of community activities to local residents. The South Area Neighbourhood Team were based within the facility in these early years which provided neighbourhood assistance to the Hub helping to secure funding to extend the activities that are delivered within the centre. The Community Centre Team provide a centralised booking service for the centre with income for all bookings being transferred to the Hub Group less a service charge payable to the PDC for utilities, caretaking, health and safety, and maintenance services.

The St Werburgh’s Community Hub Group delivers weekly activities that include a coffee morning, film club, IT drop-in, and mums and tots group with the help of a small but highly professional team of volunteers. There is an inspirational and “can do” attitude within the Hub Group that has ensured the Hub requires no WBC financial support except for the rental of a small office.

St Werburgh’s Community Hub itself is not supported financially by Warrington Borough Council.

February 2018
11. Orford Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 51% of Orford residents live in the most deprived areas in England (Quintile 1), and a further 37% live in quite deprived areas (Quintile 2). The remaining 12% live in an area in Quintile 4 (quite un-deprived); this is housing between Orford Park and Hilden Island.

Population (ONS, MYE 2016):
- Total population – 12,010
- Male population – 6,018 (50.1%)
- Female population – 5,993 (49.9%)
- 24.9% of ward population is aged 0-19 (Warrington 23.5%)
- 15.5% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 80 per 1,000 residents in receipt of any out-of-work benefit, one of the highest rates across all wards (Warrington 45 per 1,000)
- 59 per 1,000 residents in receipt of Disability Living Allowance, one of the highest rates across all wards (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 37.4 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 19.7% of reception children and 35.9% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 61% of adults are overweight or obese (Warrington 55%)
- 16% of adults do less than 30 'Equivalent' minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Orford was not significantly different to the Warrington average for life expectancy or all-age all-cause mortality. Male life expectancy was 77.8 years, compared to 78.9 years in Warrington, and female life expectancy was 81.2 years, similar to Warrington (81.9 years).

(Source ACORN)
Community Centres

There is one community centre located within Orford.

Orford Community Hub, Festival Avenue

Current Usage

- MORA Bingo
- MOSS Social evening
- MOSS Children’s events
- Grub in the Hub
- Sewing Group
- Brownies
- English courses
- Taekwondo
- Meditation
- Art Group
- Mencap
- Slimming World
- Circuits
- IT suite and Job Club run by WBC
- Clothes/shoes recycling
- MacIntyre hold weekly sessions in the centre’s community rooms
- Catalyst Choices Day Care Service
- Driving Vehicle Standards Agency office space (Driving Test Centre)
- MacIntyre Charity Base
- Clothes Bank
- Happy Fridge
- WBC Toy Appeal Headquarters
- Centre is also popular with casual users

Orford Community Hub (OCH) is a vibrant centre of community activity and manages to achieve the highest income levels of all community centres. The Neighbourhoods Team headquarters are located within the centre which is also home to the Mid Orford Residents Association and their sub-groups which deliver social activities for the whole community. The centre is also home to the Driving Vehicle Standards Agency which provides an expanding Warrington driving test centre in this deprived ward. This has the potential to improve the household income of local residents through the increased job opportunities available through the skill of driving. The centre also provides a permanent base for MacIntyre, a charity working with adults with learning disabilities. In addition, the centre offers a varied programme of activities for the whole community. It is the headquarters of the WBC Toy Appeal and hosts the Clothes Bank and the new “Happy Fridge” initiative, coordinated by a local Volunteer and the Neighbourhood’s Volunteer Coordinator.

Neighbourhood working within the centre

There is further neighbourhood working within the centre. Two groups are supported by the Community Enablement Officer which are Mid Orford Residents Association (MORA) and Mid Orford...
Kids Club (MOKA) and MORA have access to a small office at OCH which is also used as a base for the resident association and for the credit union. These two groups are very active and run a number of groups and activities for the local community.

MORA run a weekly luncheon group with a regular attendance of 45 people aged 50+. They organise events during Easter, summer (Orford by the sea), Halloween and a Christmas grotto. These events attract over 100 people. MORA also organise coach trips for families.

MOKA organise activities for children aged 7 - 12 during school holidays. This includes activity sessions and day trips out. All activities are free for local children; approximately 65 children attended the last holiday club.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Financial Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banding</td>
<td>Running cost</td>
</tr>
<tr>
<td>Orford</td>
<td>£18,583.00</td>
<td>£19,852.00</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Orford Community Hub has two rooms for hire. Just under half of its sessions are booked during the week, and a quarter of sessions are occupied at the weekend.

Chart 19: Orford Community Hub
Number of Sessions occupied Monday to Friday
(Availability: 2 rooms @ 3 sessions per day x 5)

17 (No. Sessions Occupied)
13 (No. Sessions Unoccupied)

Chart 20: Orford Community Hub
Number of Sessions occupied at a Weekend
(Availability: 2 rooms @ 3 sessions per day x 2)

9 (No. Sessions Occupied)
3 (No. Sessions Unoccupied)

Source: Neighbourhoods Team
12. Penketh & Cuerdley Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 26% of Penketh & Cuerdley residents live in the least deprived areas in England (Quintile 5), and the remaining 74% live in quite deprived areas (Quintile 4).

Population (ONS, MYE 2016):
- Total population – 10,078
- Male population – 4,823 (47.9%)
- Female population – 5,256 (52.1%)
- 19.3% of ward population is aged 0-19 (Warrington 23.5%)
- 28.4% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 27 per 1,000 residents in receipt of out-of-work benefit (Warrington 45 per 1,000)
- 44 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 18.9 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 15.9% of reception children and 30.9% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 59% of adults are overweight or obese (Warrington 55%)
- 12% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy in Penketh & Cuerdley was significantly higher (80.8 years) compared to the Warrington average (78.9 years). Female life expectancy (81.4 years) was not significantly different to Warrington (81.9 years). All-cause mortality was not significantly different to Warrington.

(Sources: ACORN)
Community Centres

There is one community centre located within Penketh & Cuerdley.

Penketh (Meeting Lane) Community Centre, Helston Close

Current Usage

- Watercolours
- Timeless fitness
- Linedancing
- Sarah Royle School of Dance
- WarGames
- Low impact keep fit
- Penketh Cobra
- Kayte keep fit
- Mature Movers
- Mr & Mrs B Dance
- M & M Dance
- Women’s Institute
- Professional Businessmen’s Meeting (Probus)
- Whist
- Crafters Crop

Penketh is one of Warrington’s least deprived areas, with 26% of its residents living in the least deprived areas in England. Penketh (Meeting Lane) Community Centre is managed on site by a community group who employ a centre manager. The centre co-ordinates its own bookings and retains all income in return for a rental paid to WBC Community Centre Team of £4,774 each year. Health and safety weekly checks are performed by the community centre’s caretaking team along with some cleaning. The maintenance responsibility for the centre is also held by the Community Centre Team. The Centre Management Group is a small team who perform the delegated management of the centre in a highly professional manner. This management team have been informed of the community centre strategy and are considering their options. The community activity programme within the centre is predominantly aimed at older people.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Financial Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banding</td>
<td>Running cost £</td>
</tr>
<tr>
<td>Penketh</td>
<td>5,759.00</td>
<td>4,774.00</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

There is no information available on usage for Penketh Community Centre.
13. Poplars & Hulme Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 83% of residents live in the most deprived fifth of areas in England (Quintile 1), and a further 13% live in quite deprived areas (Quintile 2). There remaining 4% live in quite un-deprived areas (Quintile 4), near Houghton Green. It is one of two extremely deprived wards in Warrington, the other being Bewsey & Whitecross.

Population (ONS, MYE 2016):
- Total population – 12,510
- Male population – 6,123 (48.9%)
- Female population – 6,387 (51.1%)
- 29.7% of ward population is aged 0-19 (Warrington 23.5%)
- 11.8% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 87 per 1,000 residents in receipt of any out-of-work benefit, the highest of all wards (Warrington 45 per 1,000)
- 61 per 1,000 residents in receipt of Disability Living Allowance, joint highest with Burtonwood & Winwick (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 55.6 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 27.0% of reception children and 34.3% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 64% of adults are overweight or obese (Warrington 55%)
- 24% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012 -2016) and mortality (ONS, 2010-2014):
- Male life expectancy (75.1 years) was significantly lower than the Warrington average of 78.9 years, i.e. more than 3 years lower. Female life expectancy (79.8 years) was not significantly different to Warrington (81.9 years) i.e. approximately two years lower. All age all-cause mortality was significantly worse than the Warrington average.

36% Index: 166
No Cars
47% Social Rented

(Source: ACORN)

February 2018
Community Centres

There are three community centres located within Poplars & Hulme – Capesthorne Community Centre, Greenwood Community Centre, and Radley Common Community Centre.

Capesthorne Community Centre, Avery Close

Current Usage

- Credit Union based in the centre – 1 session per week
- Tap Dancing - Monday morning
- Credit Union - Tuesday afternoon
- Bingo - Tuesday afternoon and Thursday afternoon
- Slimming World - Thursday morning

Capesthorne is situated in the middle of older people’s bungalows. The programme of community activity within this relatively small centre is mainly focussed upon older residents. The building has one main room with a small domestic kitchen and storeroom. The centre is served by a private car park and has no gardens attached.

The cleaning/caretaking and booking of the centre is the responsibility of the Community Centre Team.

Greenwood Community Centre, Meteor Crescent

Current Usage

- Gorse Covert Day Centre - Monday to Friday (2 sessions per day)
- Credit Union - Tuesday evening
- Residents Meeting - Tuesday evening (2nd of the month)
- Bingo - Wednesday evening
- Craft Class - Thursday afternoon
- Counselling Session - Thursday evening
- Youth Art - Friday afternoon

A much larger centre than Capesthorne, Greenwood has three meeting rooms for hire. A large “L” shaped hall, an office and small meeting room. The centre is booked by Catalyst Choices Monday to Friday, 52 weeks each year. A credit union, art classes and a local Residents Group also meet regularly at the centre. The centre opens onto a small, gated, private patio area and a children’s playground. The Marketing Manager has been advised that this playground is in need of costly repairs and is nearing the end of its usefulness. Community Development Workers have organised...
community fundays, setup bingo, and craft and art groups, and organised community meetings for partner groups, GGHT to meet with the local community.

All cleaning, caretaking and health and safety responsibilities are WBC. Bookings are received through the Community Centre Team.

Radley Common Community Centre, Grasmere Avenue

Current Usage

- Luncheon club – 2 sessions per day x four days
- Stars Drama
- New Life Church
- Pentecostal Church
- Dance club
- Boxing club
- Collegiate hair and beauty

Radley Common Community Centre is home to a volunteer-led luncheon club on four days each week. The centre provides some of the most vulnerable residents across Warrington a warm welcome, hot meals and stimulation. Located in an area of great need, the centre is also home to Catalyst Choices, a Neighbourhoodled Budget Boosting club, after school club, boxing club, dance group and Church. Community Development workers have played a huge role in stimulating activity within Radley Common and have implemented a health and beauty suite, Stars drama, accessed funding for play equipment, refurbished the MUga, setup a summer play scheme, facilitated the first community funday and setup a group to fund and deliver future events supported by a week-long grotto-themed community event.

WBC has responsibility for all cleaning, caretaking and health and safety checks as well as a centralised booking service. The luncheon club has a licence with WBC in return for an agreed rent.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost £</th>
<th>Building Maintenance £</th>
<th>Income £</th>
<th>Annual Position £</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capesthorne</td>
<td>2,155.00</td>
<td>2,201.00</td>
<td></td>
<td>4,100.00</td>
<td>1,945.00</td>
<td>2278</td>
</tr>
<tr>
<td>Greenwood</td>
<td>8,663.00</td>
<td>6,196.00</td>
<td></td>
<td>11,000.00</td>
<td>2,337.00</td>
<td>3804</td>
</tr>
<tr>
<td>Radley Common</td>
<td>11,936.00</td>
<td>4,037</td>
<td></td>
<td>8,000.00</td>
<td>(3,936)</td>
<td>7181</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

February 2018
Community Centre Usage

Capesthorne Community Centre has one room for hire. Just over a quarter of sessions are occupied during the week. There is no usage of a weekend.

Greenwood Community Centre has one room for hire. It is well occupied during the week, but no usage of a weekend.

Radley Common Community Centre also has one room for hire. Like Greenwood, it is well occupied during the week, with no usage of a weekend.
14. Poulton North Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, none of Poulton North residents live in the least deprived areas in England (Quintile 5), but 39% live in quite deprived areas (Quintile 4). 53% live in Quintile 3 (neither particularly deprived nor un-deprived), and the remaining 8% live in the most deprived areas (Quintile 1).

Population (ONS, MYE 2016):
- Total population – 9,993
- Male population – 4,925 (49.3%)
- Female population – 5,068 (50.7%)
- 20.7% of ward population is aged 0-19 (Warrington 23.5%)
- 21.2% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 39 per 1,000 residents in receipt of any out-of-work benefit (Warrington 45 per 1,000)
- 47 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 17.1 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 20.0% of reception children and 28.6% of year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 56% of adults are overweight or obese (Warrington 55%)
- 13% of adults do less than 30 ‘Equivalent’ minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012 -2016) and mortality (ONS, 2010 -2014):
Male life expectancy (78.5 years) was not significantly different to the Warrington average of 78.9 years. However, female life expectancy (85.4 years) was significantly higher (81.9 years), i.e. approximately 3.5 years higher. All-cause mortality was significantly better than Warrington.

(Source: ACORN)

18%
Index: 83
No Cars
16%
Social Rented

February 2018
Community Centres

There are two community centres located within Poulton North: Fearnhead Cross Youth & Community Centre, and Padgate Community Centre.

Fearnhead Cross Youth & Community Centre, Insall Road

Current Usage

- Mums and Tots
- Family Support Group
- Pain Management
- Age Concern
- Carers Drop In
- Catalyst Choices Day Care
- Bingo
- Families United - Line Dancing
- Fusion Dance
- Slimming World
- Budget Boosting

There is also volunteer-led activity at the centre.

Fearnhead Centre is situated within Poulton North Ward where half of local residents are living in neither particularly deprived or deprived areas, though 8% live in the most deprived area (Quintile 1). The centre has recently benefited from a capital investment of £340,000 and is one of the largest facilities containing the most flexible layouts for community use. A major problem with the room was identified during the refurbishment of the centre. The WBC building premises team have estimated the cost of repair or replacement to be between £70k & £90k. The CIPG have approved this repair, but the Lead Member has supported the Neighbourhood’s Team approach to WREINoordertoreceiveexternalfundingfortheproject. The centre has three rooms for business/community hire, a lounge with kitchen, a large conference room for events and celebrations with an attached kitchen and training room. There are a couple of much smaller rooms that could be used for small clinics, one to one working etc.

Foulton with Fearnhead Parish Council are located within the centre alongside a local residents association and a community development worker employed with a grant from the Parish Council and Lottery.

Health and safety responsibility and cleaning and caretaking are the responsibility of WBC’s Community Centre Team. The Community Centre Team also coordinates bookings for the centre.

The Parish Council has explored the prospect of the newly refurbished centre being asset transferred to them on behalf of some of the volunteer groups using the centre. Because of the recent, substantial investment in the centre and the fact that WBC does not have the resources to offer further financial support to the centre at this time, it has been determined that the Community Centre Team will be based within the centre to manage the centre.

February 2018
Marketing Manager being located at the centre and Fearnhead can achieve higher income levels to ensure the future sustainability of the centre.

Padgate Community Centre, Station Road

Current Usage
- There is a busy community activity programme within this centre.
- The centre also has the capacity to deliver private parties and celebrations, as it is licensed.

Padgate Community Centre is located adjacent to Padgate railway station. The centre has a large function room and two additional training rooms. The centre is located on a car park that is the responsibility of WBC and shared by a GP practice, scout hut and local residents. A Capital Bid application has been submitted to resurface the car park which will be considered at January’s meeting. There is a small management team within the centre that employs a manager on their behalf. The centre has a -ordinate all bookings and community activity. This group are keen for the centre to be asset transferred to them and the Community Centre Team and Property Services are liaising with the group. The management group have paid WBC a rental for the centre, but this has ceased during the asset transfer period. Cleaning and caretaking is provided by the Centre Group but weekly health and safety checks are performed by the WBC Community Centre Team.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost £</th>
<th>Building Maintenance £</th>
<th>Income £</th>
<th>Annual Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fearnhead</td>
<td>12,000.00</td>
<td>7,058.00</td>
<td></td>
<td></td>
<td>12757</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Fearnhead Community Centre has three rooms for hire. During the week, nearly a third of its sessions are booked. There is less use on a weekend.
No information available for Padgate Community Centre; this centre is currently being asset transferred.
15. Stockton Heath Ward

Key Points:

Deprivation (Index of Multiple Deprivation 2015):
Socio-economically, 57% of Stockton Heath residents live in the least deprived areas in England (Quintile 5), and the remaining 43% live in quite deprived areas (Quintile 4).

Population (ONS, MYE 2016):
- Total population – 7,013
- Male population – 3,425 (48.8%)
- Female population – 3,589 (51.2%)
- 24.0% of ward population is aged 0-19 (Warrington 23.5%)
- 19.9% of ward population is aged 65+ (Warrington 18.0%)

Benefits (at November 2016, NOMIS Jun 17):
- 22 per 1,000 residents in receipt of out-of-work benefit (Warrington 45 per 1,000)
- 27 per 1,000 residents in receipt of Disability Living Allowance (Warrington 42 per 1,000)

Anti-social behaviour (Cheshire Police, 2016/17):
- 17.8 incidents per 1,000 population (Warrington 32.8 per 1,000)

Public health (2013 Health & Wellbeing Survey unless stated otherwise):
- 9.5% of reception children and 30.0% of Year 6 are overweight or obese (Warrington 21.9% and 30.8% respectively) (2016/17, NCMP)
- 44% of adults are overweight or obese (Warrington 55%)
- 10% of adults do less than 30 'Equivalent' minutes exercise in an average week (Warrington 13%)

Life expectancy (ONS, 2012-2016) and mortality (ONS, 2010-2014):
Male life expectancy (81.3 years) was significantly higher than the Warrington average (78.9 years). Female life expectancy (87.5 years) was also significantly higher than Warrington (81.9 years), ie approximately 5.5 years higher. All-cause mortality was significantly better than Warrington.

(Source: ACORN)

16% 7%
Index: 72 Social Rented
No Cars

(Source: ACORN)

February 2018
Community Centres

There is one community centre located within Stockton Heath.

Sandy Lane Community Centre, Sandy Lane

Current Usage

- Parish council use
- Office rented by Catalyst Choices who occupy the centre 4 days per week and deliver a structured day care service
- Bridge club
- Stockton Heath Parish Council occupy an office in this centre
- Lunch Club

This is the only WBC controlled community centre in South Warrington. The centre is cleaned and all health and safety responsibility rests with the Community Centre Team. Stockton Heath Parish Council is co-located in the building alongside the South Area Neighbourhood Team. The centre is hired by Catalyst Choices on four day a week for the delivery of day care services. A community lunch club and evening bridge classes are also held in the centre.

Financial Position of Centre and Footfall

<table>
<thead>
<tr>
<th>Centre</th>
<th>Banding</th>
<th>Running cost £</th>
<th>Building Maintenance</th>
<th>Income £</th>
<th>Annual Position</th>
<th>Footfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Lane</td>
<td></td>
<td>11,164.00</td>
<td>11,000.00</td>
<td>(164.00)</td>
<td></td>
<td>4333</td>
</tr>
</tbody>
</table>

Source: Neighbourhoods Team

Community Centre Usage

Sandy Lane Community Centre has one room for hire. During the week, nearly all available sessions are booked. Of a weekend there is no usage.

Chart 29  Chart 30
16. The Way Forward

Community Centre Review Next Steps

The Community Centre Review report recommends taking the approach of separating the centres into three categories for action:

- Keep and Invest
- Asset Transfer
- Return to WBC control

Keep and Invest

The centres included in this category are those that are considered to be essential to the WBC pledge to protect the most vulnerable residents of the town. Some centres listed within this category create a surplus income whilst others operate at a deficit. Other factors that influence inclusion into this category are:

- Within Central Neighbourhood Renewal Area (OCH, Bewsey, Capesthorne, Greenwood, Whitecross, Westy and consequently considered essential to future regeneration plans.)
- Centres currently deliver a programme of activity that meets the need of the local population and include a Prevention Core offer.*
- There are few other community resources/buildings to meet resident demand.
- Ward profile evidence suggests an increasing demand for the facility in the future.

The community centre review suggests the following centres fall within this category:

- Orford Community Hub*
- Bewsey Community Centre
- Capesthorne Community Centre
- Greenwood Community Centre
- Whitecross Community Centre*
- Westy Community Centre*
- Oakwood Community Centre*
- Sankey Bridges Community Centre
- Sandy Lane Community Centre
- Culcheth Community Centre
- Fearnhead Cross Community and Youth Centre

With the exception of Fearnhead and Whitecross, each centre will require some investment to refresh the appearance and appeal of the centres. The community centre team are currently costing a programme of capital investment to deliver this “refresh” of the centres. Oakwood community centre and Westy community centre require more than internal paintwork. Oakwood, which is a centre that covers expenditure costs, is frequented by vulnerable users so three-day a week and the flooring, toilets and kitchen areas do not meet health and safety standards.
requirements and certainly do not offer the standard of fitting that is required for a centre to deliver an environment supporting the dignity of service users. The timetable of this programme of investment will reflect these priorities; the first centres to be upgraded will be Oakwood, Orford Community Hub and Westy Community Centre.

*Prevention/Core Offer*

Although there is a programme of continual marketing to attract new private users to the community centres in order to boost income and occupancy levels, the community centre team and neighbourhoods staff strive to offer a full programme with each centre that meets the social, health and wellbeing requirements of all Warrington residents. This programme is the “Prevention/Neighbourhoods Offer”. This is the aspiration for all 11 centres highlighted as central to neighbourhoods working to deliver a programme that includes the following activities:

- Mums and Tots activity
- Older children's activity including Karate, Scout/Guide groups, youth clubs, boxing clubs
- Older People's social activity including lunch clubs, coffee mornings, film clubs
- Increasing Household Income activity including Budget Boosting Clubs, digital inclusion sessions
- Activity that supports wellbeing including arts and crafts, hobby groups, exercise sessions and dancing groups
- Activity to support community development including Resident Association/user groups/Neighbourhoods activity
- Health Inequalities Team activities including regular blood pressure testing events, wellbeing sessions and the delivery of health and wellbeing training programmes and health initiatives
- Dementia friendly staff and volunteers and an environment that supports service users experiencing dementia

Dementia Friendly Centres

Ward profiles reveal that the number of residents over 85 will be doubled in Warrington in the next twenty years. The impact of this on health and adult social care facilities presents a great challenge to service planners and the cost presents the greatest burden to public finances. Consequently, there is a role for community centres as an affordable focus for services that improve the health and wellbeing of all residents. The community centre management team also has the ambition to ensure that volunteers, staff and all users of centres have the opportunity to attend dementia friend training and also that all facilities offer a basic package of signage, planning, decorating and lighting that provides an environment that is supportive of residents experiencing dementia and that offers a programme of activity sympathetic to their needs.

Dementia Action Week 21 – 27 May

Following Lead Member’s direction, the community centre team will lead a series of events throughout Dementia Action Week to emphasise the commitment of Warrington Borough Council to the needs of vulnerable residents and their families experiencing the challenges of dementia.
The week will be launched by a dementia information event where “dementia friends” sessions will be delivered, dementia friendly activities across the town will be promoted and Adult Social Care staff will be on hand along with Wellbeing workers to help families navigate the care system and discover what is on offer for relatives and those experiencing the condition. Lunch clubs and coffee mornings within all centres will be badged as dementia friendly this week with a full itinerary being on offer to all residents. The WBC “dementia friendly places” initiative will be launched in this week where four/five centres will be advertised as dementia friendly buildings.

Westy Community Centre

In 2016 a conversation took place between “The Big Local” group, Local Ward Members and WBC Officer to discuss the potential of reverting use of Westy Community Centre to changing rooms, sports hall and bar to adjoin the refurbished playing fields. The community centre team, however, feel that the health and wellbeing needs of the local area determine that the centre should continue to provide community activities for the whole community. This will include services for children and older people.

Radley Community Centre

As a consequence of any planned housing developments on the Peel Park site, there may be an opportunity to divert section 106 finance to rebuild the existing centre. This will deliver the long term solution of a purpose-built centre to support the health and wellbeing needs of the local community. The relocation of the Radley Common lunch club would be a priority for the community centre team while building work took place.

Asset Transfer of Centres

In accordance with approved community centre strategy, four centres which currently operate outside standardised management arrangements have been provided with twelve months’ notice that they will be required to either take a long term full repairing lease on the facility or revert to WBC community centre control. The community centre team make the following recommendations supported by Lead Member, Cllr Tony Higgins and following consultation with Ward members and incumbent management groups.

A threshold to determine the resilience of Management Groups to be considered for a full asset transfer of the facility is determined by reviewing:

- The number and experience of Members of Management Groups
- The experience and qualifications held by Group member to hold financial responsibility to secure the future sustainability of the centre
- The experience and qualifications of Group member to secure health and safety responsibilities for the centre
- The ability to deliver a range of services and activities to manage a centre that will deliver the health and wellbeing needs of the local population

February 2018
Padgate Community Centre

The management team at Padgate are eager to progress the asset transfer of the centre. They are currently not paying rent as they have a Heads of Terms document setting out the intention to lease. The Group employ a centre manager who co-ordinates centre activity and plans events within the facility. A condition survey was carried out on the centre in 2016 and highlighted a number of repairs required at the centre. The Group are keen that the attached car park is not included within the transfer.

The progress of this asset transfer will be a priority of the community centre team in the short term. There is the need for WBC to financially support the centre via a tapered payment for the next three years.

Penketh

The community centre team recommend:

- Discussing the management group's aspirations with regard to the future of the centre
- Ensuring the management group are able to comply with the threshold of responsibility outlined above for an asset transfer application
  - Or
  - The centre will revert to central WBC control
- Nb there is an employee of the Management Group at the centre

Sankey Bridges Community Centre

The community centre team recommend:

- Discussing the management group's aspirations with regard to the future of the centre
- Ensuring the management group are able to comply with the threshold of responsibility outlined above for an asset transfer application
  - Or
  - The centre will revert to central WBC control
- The contribution of the management group will be recognised by ensuring current community led activities continue to be hosted at the centre for a pre-determined length of time free of charge

Croft Community Centre

The community centre team recommend:

- Discussing the management group's aspirations with regard to the future of the centre
Ensuring the management group are able to comply with the threshold of responsibility outlined above for an asset transfer application

Or

The centre will revert to central WBC control

Current activities will be required to meet standardised fees and charges of all community centres
COMMUNITY CENTRES

FEES & CHARGING POLICY

June 2019
Community Centre Management Team
contacts

<table>
<thead>
<tr>
<th>Community Centre Marketing Manager</th>
<th>Barbara Parratt</th>
<th>07836576604</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Manager</td>
<td>Kenny Greenough</td>
<td>07730075916</td>
</tr>
<tr>
<td>Community Centre Admin Team</td>
<td>Alison Robinson Lyn Mullen Elaine Marsden</td>
<td>01925818017</td>
</tr>
</tbody>
</table>

Address:
Community Centres Administration Team
Fearnhead Community & Youth Centre Insall Road
Warrington.
WA20 HD

Tel: 01925/818017
Email: communitycentres@warrington.gov.uk
1 Types of Hire
   • Business Hire
   • Private Events Hire
   • Community Hire
   • Miscellaneous Hire

2 Concessions & Waivers
   • Concessions
   • Waivers

3 Cancellation Policy
   • Cancellation/Alteration to Block Bookings
   • Cancellation/Alteration to Casual Bookings

4 Hiring a Community Centre Space
   • Block Bookings
   • Casual Bookings
   • Facility Hire — Payments
   • Hirers Responsibilities
   • No Smoking Policy
   • Emergency Evacuation Procedure
   • Storage Facilities
   • Timings
   • Registered CIC
   • Temporary Events Notice (TENS)

5 Fees & Charges

6 Booking Forms
   • Block Booking Form
   • Casual Booking Form
1 TYPES OF HIRE

Business Hire
Business hire is defined as the hire of a room by an organisation or group operating for profit.

Private Hire
Private hire is defined as below
Children’s Parties £50 (3 hour).
Weddings, celebrations or other events eg dog obedience, £25 (minimum charge per hour per room booked)
All Weather Pitches £35 (adult teams per hour including changing facilities including lights)
All Weather Pitches £25 (children’s teams per hour including changing facilities and lights)

Community Hire
Community hire applies to community groups, charities and for activity related to Neighbourhood priorities and outcomes.

Miscellaneous Hire
Miscellaneous hire applies to groups who do not fall into the previous 3 categories eg Faith Groups, Community Outreach Classes

2 CONCESSIONS & WAIVERS

Concessions
- No concessions are applicable to business or private hire
- For community groups, WBC may consider a further reduction to the charges in special circumstances. For example, a new group supporting Neighbourhood priorities can obtain a 50% room rate reduction to support the sustainability of the group. This will be limited to a six week period.
- Councillor surgeries and credit unions will receive free use.
- Free resident meetings are limited to six per year per resident association
- Sessions, meetings and training involving direct delivery by public health and Neighbourhood staff including the budget boosting clubs, IT drop-ins and other community delivery will continue to be free of charge.
- Community Centre Management Committees are entitled to free meeting rooms for their group meetings
- Polling Stations – All centres used as Polling Stations will be charged a fixed fee of £60
Grottos open to all Warrington children may receive up to 10 days free community room hire in December. Bookings will be managed by the community centre administration team.

Waivers
In centres with low occupancy levels the Marketing Manager will occasionally offer special offers or room hire reductions to bring up occupancy of voids to 75%. As this is a special consideration for waiving of a charge, the proposal to utilise voids will be fully costed by the relevant service manager and to be approved the relevant Executive Director in line with the council fees and charges policy.

3 CANCELLATION POLICY

Cancellation/Alterations to Block Bookings

- Any group wishing to cease use of a facility must provide one months’ notice, in writing to the Community Centres Administration Team at Fearnhead Cross Community & Youth Centre, Insall Road, Fearnhead, Warrington. WA2 0HD.
- If a group wishes to cancel one-off sessions, for day trips, or several sessions for holidays, Community Centres Administration Team must be informed. No charge will be made if 10 days’ notice is given. In all other circumstances hire fees will be due.
- Groups who operate on a seasonal or termly basis must provide dates of use on an annual basis.

Cancellation/Alterations to Casual Bookings

- Should it be necessary to cancel or alter a casual booking the Community Centres Management Team must be contacted immediately.

N.B Failure to inform the Community Centres Administration Team of any cancellations will result in a charge being made for the facilities.

4 HIRING A COMMUNITY CENTRE SPACE

- To book a community centre space or to make amendments to existing bookings please contact Community Centres Administration Team on 01925 818017 or email communitycentres@warrington.gov.uk

- Please provide name of preferred venue, area, preferred date and time, reason for hire, room size needed and/or size of group.
Block Bookings
- Bookings are only confirmed upon the receipt of a completed block bookings form.
- A copy of the signed hire form will be returned to the hirer.

Casual Bookings
- Bookings are only confirmed upon receipt of a completed booking form together with full payment.
- Casual hire requires an additional £25 refundable deposit which must accompany the completed booking form.
- A receipt for full payment will be returned with a copy of the hire form.

Facility Hire – Payments
- Casual hire – full payment must be made at the time of booking. A receipt will be forwarded to hirers and details confirmed with the caretaking staff. Cheques to be made payable to Warrington Borough Council.
- Block bookings – invoices for the use of the facilities will be raised at the beginning of each calendar month by the Borough Council’s Finance Department.
- Details of the locations where payments can be made are included at the rear of the invoice. Cheques to be made payable to Warrington Borough Council.

Hirers Responsibilities
All hirers will be expected to:
- Familiarise themselves with the evacuation procedures
- Leave the centre in a clean and tidy state
- Comply with health and safety legislation and as identified in the hirer information pack
- Provide their own first aider and suitable equipment
- Report all damage to the community centre administration team
- Have consideration for the welfare of the neighbourhoods when leaving the building

No Smoking Policy
All community centres are no smoking areas and this includes the use of electronic cigarettes and vaping machines.
Emergency Evacuation Procedure

- All hirers will be provided with a layout plan of the centre showing the location of fire exits and fire extinguishers. All hirers are advised to be familiar with the emergency evacuation procedure for the building.

- Your responsibility as a hirer is to evacuate the building and inform the fire brigade.

Storage Facilities

- Storage is very limited within the Community Centres. If you require dedicated storage and that space is available, a charge will be levied.

NB – Any equipment stored on site is left at the group's own risk. Groups are advised to take out contents insurance for their equipment. Warrington Borough Council is not responsible for any loss or damage to equipment left on site.

Timings

Community Hirers are charged per 3-hour session which includes setup and clear up time.

Sessions must finish promptly so thenexthireris able to setup.

Registered CIC

- Not for profit businesses will be charged a reduced business rate. Proof of status will be required.

Temporary Events Notice (TENS)

- A temporary events notice is required if you wish to hold an event at which one or more licensable activities will take place and is not authorized by an existing premises license or club premises certificate. Licensable Activities under the Licensing Act 2003 would be:
  - The sale by retail of alcohol

- TENS must be submitted no later than 10 clear working days before the event and there can be only one Temporary Event Notice (TENS) per form.

- The fee of £21 is payable to Warrington Borough Council and is to be paid at the time of application. The application will not be dealt with until the fee has been paid.

- If you require a Temporary Events Notice for your event, please contact the Community Centres Administration Team who will forward an
application form and “Guidance to Event Organisers” for you to complete and return.

• Once the endorsed Temporary Events Notice has been received a copy should be forwarded to the Community Centres Administration Team and MUST BE displayed prominently at the event.

NB further information on Temporary Event Notices can be found in the “Guidance to Event Organisers, Licensing Act 2003” which is available on request from the Community Centres Administration Team.

5 FEES & CHARGES

<table>
<thead>
<tr>
<th>BUSINESS HIRE</th>
<th>(cost per hour)</th>
<th>COMMUNITY HIRE</th>
<th>(cost per 3 hour session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Room</td>
<td>Cost (Mon-Fri) £</td>
<td>Cost Wknd £</td>
<td>Type of Room</td>
</tr>
<tr>
<td>Small meeting room</td>
<td>15.00</td>
<td>+£20</td>
<td>Small meeting room</td>
</tr>
<tr>
<td>Intermediate room</td>
<td>18.00</td>
<td></td>
<td>Intermediate room</td>
</tr>
<tr>
<td>Larger room/hall</td>
<td>20.00</td>
<td></td>
<td>Larger room/hall</td>
</tr>
<tr>
<td>IT Suite</td>
<td>45.00</td>
<td></td>
<td>IT Suite</td>
</tr>
<tr>
<td>Kitchen</td>
<td>10.00</td>
<td></td>
<td>Kitchen</td>
</tr>
<tr>
<td>All Weather Pitches (adult teams per hour including changing facilities including lights)</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Weather Pitches (children’s teams per hour including changing facilities and lights)</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIVATE HIRE</th>
<th>MISCELLANEOUS HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hire</td>
<td>Cost £</td>
</tr>
<tr>
<td>Weddings, celebrations or other events e.g. dog training, (minimum charge per hour)</td>
<td>25.00</td>
</tr>
<tr>
<td>Car Boot</td>
<td>100.00</td>
</tr>
<tr>
<td>Children’s Parties (3 hour session)</td>
<td>50.00</td>
</tr>
</tbody>
</table>

* All charges are inclusive of VAT

6 BOOKING FORMS

Block Booking Form (appendix 1)
This is used for a regular session for a period of at least 6 weeks.

Casual Booking Form (appendix 2)
This is used for ‘one off’ events.
## COMMUNITY CENTRE HIRE FORM – BLOCK BOOKING

**TO BE COMPLETED BY THE HIRER**

(Please complete all fields)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of group/organisation</td>
<td></td>
</tr>
<tr>
<td>Name of hirer</td>
<td></td>
</tr>
<tr>
<td>Address for invoice</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Daytime tel no</td>
<td>Evening tel no</td>
</tr>
<tr>
<td>Do any members of your group have a disability?</td>
<td></td>
</tr>
</tbody>
</table>

**DETAILS OF BLOCK BOOKING**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of community centre</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Room required</td>
<td></td>
</tr>
<tr>
<td>Approx number of attendees</td>
<td></td>
</tr>
<tr>
<td>Number of weeks required</td>
<td></td>
</tr>
<tr>
<td>List of dates room required</td>
<td></td>
</tr>
<tr>
<td>Start time of hire</td>
<td>End time of hire</td>
</tr>
</tbody>
</table>

Does your group have the relevant information below?

<table>
<thead>
<tr>
<th>Field</th>
<th>Yes/No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability Insurance</td>
<td></td>
<td>Please provide copies to confirm your booking and enter details below</td>
</tr>
<tr>
<td>Criminal Record Disclosure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Protection Policies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Methods of Payment

As per instructions on your monthly invoices. Please read these carefully. Cheques to be made payable to: **Warrington Borough Council.** Please return all forms and copies of relevant documentation and retain the conditions of hire for your information.

Provisional bookings are held for a period of 7 working days from the date of your booking enquiry. After this time provisional bookings will be cancelled. Bookings are not confirmed until confirmation letters have been issued.

Any queries, please contact the Community Centres Administration Team:-
Fearnhead Cross Community & Youth Centre, Insall Road, Warrington. WA2 0HD. Tel: 01925 818017 email **communitycentres@warrington.gov.uk**

Cancellation/Alterations to Block Bookings

- Any group wishing to cease use of a facility must provide one months notice, in writing to the Community Centres Administration Team at Fearnhead Cross Community & Youth Centre, Insall Road, Warrington. WA2 0HD. Tel: 01925 818017. If a group wishes to cancel one-off sessions, for day trips, or several sessions for holidays, the Community Centres Administration Team must be informed by telephone on 01925/818017. No charge will be made if 10 days notice is given. In all other circumstances hire fees will be due.
- Groups who operate on a seasonal or termly basis must provide dates of use on an annual basis.

**N.B Failure to inform the Community Centres Administration Team of any cancellations will result in a charge being made for the facilities**

I have received and read all the conditions of hire and abide by them. I have retained a copy for my information.

Signature of Applicant: ………………………… Date ………………………

---

<table>
<thead>
<tr>
<th><strong>For office use only</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates per session per week</td>
<td>£</td>
</tr>
<tr>
<td>No of weeks</td>
<td>£</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>£</td>
</tr>
</tbody>
</table>

\wla\dfs\COM\COM-CentAdmin\Block Bookings\All Forms Needed\Block Booking Form 2017.docx
## COMMUNITY CENTRE HIRE FORM – CASUAL BOOKING

**TO BE COMPLETED BY THE HIRER**

(Please complete all fields)

<table>
<thead>
<tr>
<th>Name of group/organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of hirer</td>
</tr>
<tr>
<td>Address for invoice</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Daytime tel no</td>
</tr>
<tr>
<td>Evening tel no</td>
</tr>
<tr>
<td>Do any members of your group have a disability?</td>
</tr>
</tbody>
</table>

**DETAILS OF CASUAL BOOKING**

<table>
<thead>
<tr>
<th>Name of community centre required</th>
<th>Activity</th>
<th>Room required</th>
<th>Approx number of attendees</th>
<th>Start time of hire</th>
<th>End time of hire</th>
</tr>
</thead>
</table>

Please tick method of payment

<table>
<thead>
<tr>
<th>Cash/cheque</th>
<th>To be invoiced</th>
</tr>
</thead>
</table>

**COST**

<table>
<thead>
<tr>
<th>£</th>
</tr>
</thead>
</table>

Cost of hire per session

+£25 returnable deposit

Balance to pay

Date received

**CONDITIONS OF HIRE**

Please return the completed booking form together with your payment in full to the address overleaf.

Please make *cheques payable to Warrington Borough Council*.

I have received and read the Conditions of Hire and agree to abide by them and have retained the Conditions of Hire for information.

**Signature of Applicant:**

**Date**
Any queries please contact:

Community Centres Administration Team
Fearnhead Cross Community & Youth Centre
Insall Road
Fearnhead
Warrington
WA2 0HD

Tel: 01925 818017
Email: communitycentres@warrington.gov.uk

---

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>AMOUNT £</th>
<th>DATE</th>
<th>RECEIPT NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST OF HIRE PER SESSION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ £25 RETURNABLE DEPOSIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BALANCE PAID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CENTRE INFORMED**

---

<table>
<thead>
<tr>
<th>For office use only</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a TENS required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of TENS received</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
# Community Centre Hire Form - Block Booking

**Please complete all fields**

<table>
<thead>
<tr>
<th><strong>To Be Completed By The Hirer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of group/organisation</td>
</tr>
<tr>
<td>Name of hirer</td>
</tr>
<tr>
<td>Address for invoice</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Daytime Tel No</strong></th>
<th><strong>Evening Tel No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do any members of your group have a disability? 

**Details of Block Booking**

<table>
<thead>
<tr>
<th>Name of community centre required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>Room required</td>
</tr>
<tr>
<td>Approx number of attendees</td>
</tr>
</tbody>
</table>

Number of weeks required (if less than 51 weeks please list dates you wish to book in the box below)

<table>
<thead>
<tr>
<th>Number</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of dates room required

<table>
<thead>
<tr>
<th>Please state reason (term time, alternative week etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Start Date of Hire:

Start Time of Hire:   End Time of Hire:
Does your Group have the relevant information below?

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
<th>Please provide copies to confirm your booking and enter details below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Record Disclosure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Protection Policies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Method of Payment**

As per instructions on your monthly invoices. Please read these carefully. Cheques to be made payable to: Warrington Borough Council. Please return all forms and copies of relevant documentation and retain the conditions of hire for your information.

Provisional bookings are held for a period of 7 working days from the date of your booking enquiry. After this time, provisional bookings will be cancelled. Bookings are not confirmed until confirmation letters have been issued.

Any queries, please contact the Community Centres Administration Team:
- Fearnhead Cross YAC, Insall Road, Padgate, Warrington WA2 0HB. Tel: 01925 818017. Email: communitycentres@warrington.gov.uk

**Cancellation/Alteration to Block Bookings**

- Any group wishing to cease use of a facility must provide one month's notice in writing to the Community Centres Administration Team at Fearnhead Community Centre, Fearnhead Cross YAC, Insall Road, Padgate, Warrington WA2 0HD.
- If a group wishes to cancel one-off sessions, for day trips, or several sessions for holidays, the Community Centres Administration Team must be informed by telephone on 01925/818017. No charge will be made if 10 days' notice is given. In all other circumstances, hire fees will be due.
- Groups who operate on a seasonal or termly basis must provide dates of use on an annual basis.

**N.B Failure to inform the Community Centres Administration Team of any cancellations will result in a charge being made for the facilities**

I have received and read all the conditions of hire and abide by them. I have retained a copy for my information.

Signature of Applicant: ………………………………… Date …………………………

---

For office use only

<table>
<thead>
<tr>
<th>Rates per session per week</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of weeks</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>£</td>
</tr>
</tbody>
</table>

[Block Booking Form 2019.docx]
# COMMUNITY CENTRE HIRE FORM – CASUAL BOOKING

(Please complete all fields)

## TO BE COMPLETED BY THE HIRER

<table>
<thead>
<tr>
<th>Name of group/organisation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of hirer</td>
<td></td>
</tr>
<tr>
<td>Address for invoice</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
<tr>
<td>Daytime Tel no:</td>
<td></td>
</tr>
<tr>
<td>Evening tel no:</td>
<td></td>
</tr>
</tbody>
</table>

Do any members of your group have a disability?

## DETAILS OF CASUAL BOOKING

| Name of community centre required |  |
| Date required:                   |  |
| Activity                         |  |
| Room required                    |  |
| Approx number of attendees        |  |
| Start time of hire:              |  |
| End time of hire:                |  |

Please tick method of payment:

<table>
<thead>
<tr>
<th>Cash/cheque</th>
<th>Tobe invoiced</th>
</tr>
</thead>
</table>

## COST

<table>
<thead>
<tr>
<th>Cost of hire per session</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Required</td>
<td></td>
</tr>
<tr>
<td>Balance to pay</td>
<td></td>
</tr>
</tbody>
</table>

## CONDITIONS OF HIRE

Please return the completed booking form together with your payment in full to the address overleaf. Please make *cheques payable to Warrington Borough Council.*

I have received and read the Conditions of Hire and agree to abide by them and have retained the Conditions of hire for information.

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Date</th>
</tr>
</thead>
</table>

104
Any queries please contact:
Fearnhead Community Centre Administration Team
Fearnhead Cross YAC
Insall Road
Padgate
Warrington
WA2 0HD

Tel: 01925 818017
Email: communitycentres@warrington.gov.uk

---

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>DATE</th>
<th>RECEIPT NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COST OF HIRE PER SESSION

BALANCE PAID

CENTRE INFORMED

---

**For office use only**

<table>
<thead>
<tr>
<th>Is a TENS required</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of TENS received</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

---

WARRINGTON Borough Council
COMMUNITY CENTRES

CONDITIONS OF HIRE

(To be retained by the Hirer)

June 2019
1. CONDITIONS OF HIRE

On full payment of the hire charge stated in the schedule, by the Hirer, the Council will let the hired premises for the period mentioned on the booking form.

Block Bookings

- Bookings are only confirmed upon the receipt of a completed block bookings form.
- A copy of the signed hire form will be returned to the hirer.

Casual Bookings

- Bookings are only confirmed upon the receipt of a completed booking form.
- Casual hire requires payment in full at the time of booking + £25 damage deposit refundable if there is no damage to the facility.

Facility Hire – Payments

- **Casual hire** – payment must be made at the time of booking. A receipt will be forwarded to hirers and details confirmed with the caretaking staff. Cheques to be made payable to Warrington Borough Council.
- **Block bookings** – invoices for the use of the facilities will be raised at the beginning of each calendar month by the Borough Council’s Finance Department.
- Details of the locations where payments can be made are included at the rear of the invoice. Cheques to be made payable to Warrington Borough Council.

Hirers Responsibilities

All hirers will be expected to:

- Familiarise themselves with the evacuation procedures as detailed in the Centre Health & Safety Folder
- Leave the centre in a clean and tidy state
- Comply with health and safety legislation and as identified in the Hirer Information Pack (Block bookings only)
- Provide their own first aider and suitable equipment
- Report all damage to the community centre administration team
- Have consideration for the welfare of neighborhoods when leaving the building
- Community Hirers are charged per 3 hour session which includes setup and clear up time.
- Sessions must finish promptly so the next hire can be set up.
- The Hirers shall not use the hired premises for any other purpose other than that stated in the schedule.
- No part of the hired premises are to be used for any unlawful purpose or in any unlawful way.
- No animal is to be brought into the venue without written consent of the Management.
- The hire of the hired premises does not entitle the Hirer to use or enter the hired premises at any time other than the hire period specified in the schedule attached hereto unless prior arrangements have been made with the Management.
- The Hirers shall take care of and shall not cause or permit to be caused any damage to the hired premises or any part of the hired premises or to fittings, equipment or other property therein.
• The Hirer shall pay to the Council the amount certified by the Council for any damage thereto (including accidental damage caused by any act or neglect by the Hirer or any person using the premises during the hire period and any earlier access as agreed by the Management).

• No alteration to the structure, fittings, decorations or furnishings of the hired premises are to be made without the previous written consent of the Management in the event that permission is granted such alterations shall be carried out at the expense and risk of the Hirer on the terms and conditions of such consent.

• All sceneries, curtains and property used in connection with the Hirer of the hired premises shall be adequately fireproofed.

• No bolts, nails, screws, pins or any other like object shall be driven into any part of the hired premises nor shall any photographs, placards, bills, advertisements or notices be displayed inside or outside any part of the hired premises without the previous written consent of the Management and referral to the Centres Asbestos Report.

• The Hirer shall indemnify the Council against all claims, actions and proceedings in respect of loss or damage to goods or death or injury to persons in the hired premises or entering or leaving the same in connection with the purpose for which the premises are hired and occurring or arising during that period that the premises are being used or prepared by the Hirer, provided always that this indemnity shall not extend to any loss, damage or injury caused by the negligent act or default of the Council, its servants or agents.

• Without limiting its liabilities under this Condition, the Hirer shall insure with an Insurance Company against all liabilities.

• The Hirer shall hold a policy of insurance in respect of public liability with a minimum identify of £5 million.

• The Hirer shall supply to the Council a demand copy of their insurance policy confirming that the Hirer’s insurance policy and supply any risk assessments carried out by or on behalf of the Hirer.

**NoSmokingPolicy**

All community centres are no smoking areas and this includes the use of electronic cigarettes and vaping machines.

**EmergencyEvacuationProcedure**

• All hirers are shown the location of fire exits and fire extinguishers. All hirers are advised to be familiar with the emergency evacuation procedure for the building as detailed in the Centres Health & Safety Folder.

• Your responsibility as a hirer is to evacuate the building and inform the fire brigade.

**StorageFacilities**

• Storage is very limited within the Community Centres. If you require dedicated storage and that space is available, there will be a charge levied.

**NB – Any equipment stored on site is at the Hirer’s risk. Groups are advised to take out contents insurance for their equipment. Warrington Borough Council is not responsible for any loss or damage to equipment left on site.**

**ChildProtectionPolicy**

The Hirer must demonstrate that they have their own child protection policy when applying to hire and this must be available if requested by the Council. The Hirer will also supply to the Council upon request all Criminal Records Bureau Disclosure information they have obtained. The Council also have the right to request from the Hirer any further Criminal Records Disclosure information that they deem appropriate.
The Hirer undertakes at his own cost, strictly to observe and perform:

- all relevant statutory provision regulations, from time to time in force including but not limited to licensing legislation;
- the provisions of this Hire agreement;
- all instructions given to him by the Council or its agents, under the terms of this Hire agreement.

The Hirer shall indemnify the Council against all claims, demands, actions and proceedings in respect of any violation of copyright or any unauthorised performance or use of record apparatus or contrivance of the period of hire.

A right of entry to the hired premises will be reserved at all times to the Council, their representatives, agents, servants and any Police or Fire Officer on duty during the hired period.

The Hirer shall during the hire period be responsible for:

- the efficient supervision of the hired premises, including effective control of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency.
- ensuring all fire exits from the hired premises shall be kept unfastened and immediately available for exit during the whole time the hired premises are in use.

## CANCELLATIONS

### Cancellation/Alteration to Block Bookings

- Any group wishing to cease use of a facility must provide one month’s notice, in writing to the Community Centres Administration Team at Orford Community Hub, Festival Ave, Warrington, WA2 9EP.
- If a group wishes to cancel one-off sessions, for any reason or several sessions for holidays, the Community Centres Administration Team must be informed. No charge will be made if 10 days’ notice is given. In all other circumstances hire fees will be due.
- Groups who operate on a seasonal or termly basis must provide dates of use on an annual basis.

### Cancellation/Alteration to Casual Bookings

- Should it be necessary to cancel or alter a casual booking, the Community Centres Management Team must be contacted immediately. In order for the remaining 75% hire charge to be waived, cancellations must be received at least 10 working days before the event.

**N.B Failure to inform the Community Centres Administration Team of any cancellations will result in a charge being made for the facilities**

### Cancellation by the Council

The Council reserves the right by notice to the Hirer to terminate any hiring or alteration of the hired premises. The Council shall not as a result of this cancellation incur any liability for breach of contract or be liable to the Hirer for any consequential or other economic loss.

In the event of the cancellation due to unforeseen circumstances by the Council, such cancellation not being caused by negligence of the Hirer, its
servants or agents, the Council will give the Hirer the maximum practical notice and the hire charge paid to the Council by the Hirer will be refunded to them. In the event of such cancellation the Council shall not in these circumstances be liable to the Hirer for any consequential or other economic loss.

Breach by the Hirer

If the Hirer fails to observe and perform any of these Conditions, the Council may:

- Charge to and recover from the Hirer any expense incurred by the Council in remedying such failure.
- Cancel this Hire Agreement or any other hiring of the hired premises by The Hirer without incurring any liability to the Hirer for the return of any Fee or otherwise.

3 TEMPORARY EVENTS NOTICE (TENS)

- A temporary events notice is required if you wish to hold an event at which one or more licensable activities will take place and is not authorized by an existing premises license or club premises certificate. Licensable Activities under the Licensing Act 2003 would be:
  - The sale by retail of alcohol
- TENS must be submitted no later than 10 clear working days before the event and there can be only ONE Temporary Event Notice (TENS) perform
- The fee of £21 is payable to Warrington Borough Council and is to be paid at the time of application. The application will not be dealt with until the fee has been paid
- If you require a Temporary Events Notice for your event, please contact the Community Centres Administration Team who will forward an application form and “Guidance to Event Organisers” for you to complete and return.
- Once the endorsed Temporary Events Notice has been received a copy should be forwarded to the Community Centres Administration Team and MUST BE displayed prominently at the event

4 EXCLUSIONS

Warrington Borough Council do not permit the use of the following within their centres due to Health & Safety issues.

- Bouncy castles
- Inflatables
- Generators
- Smoke Machines

If the Hirer fails to observe and perform any of these Conditions, the Council may charge to and recover from the Hirer any expense incurred by any damage / costs occurred by the Council in remedying such failures.
DOG ADMISSION POLICY

To protect the health and safety of all staff, volunteers and centre users, dogs are not allowed into WBC community centres except by prior arrangement with the Community Centres Management Team.

In accordance with Equal Opportunities legislation, Guide dogs, Hearing dogs and Assistance Dogs are welcome in public areas of all WBC community centres. Dogs are the responsibility of owners and should be on a lead at all times when in centres.

Dogs are not permitted in areas where food is prepared or stored within community centres, or in areas where there may be a risk to other users of the centre, e.g. small children.

WBC community centres are available to hire for Dog Shows, dog training and dog obedience classes by arrangement with the Community Centres Management Team.

Responsible dog ownership means always picking up after your dog.
CommunityCentres
Fire/EmergencyEvacuationProcedure

All hirers/users of the hall must have within their party a designated person who is to be responsible for the safe evacuation of the hall in event of an emergency.

All groups must have a signing in register and must carry out their own fire drills.

Responsibilities of Designated Person

1. The designated person must make themselves familiar with the layout of the hall. The locations of the fire alarm break glass points, fire exits, fire lighting equipment and phone.

2. It is advised that at the start of the hire the designated person must take a register of all people present at the event. In the event of a jumble sale or Fayre type of event the designated person is to be extra vigilant.

3. On discovering a fire, detecting smoke, a smell of burning, or simply a suspicion of a fire, you must immediately raise the alarm. The alarm can be raised by breaking the nearest fire alarm break glass point.

4. Whilst the building is sounding the designated person must ensure that all personnel have left the building and are accounted for (see note 2).

5. The designated person should then call the fire brigade giving the full address of the community centre:

6. On the fire brigade's arrival, the designated person must make themselves known to the emergency services and inform them of the nature of the call and headcount details.

7. The designated person is to ensure that there is no interference with the emergency services.

8. If possible the designated person can attempt to extinguish the fire using the appropriate fire extinguisher (at no time is anyone's life to be put in danger!).

Following an alarm no persons shall be allowed to enter the building to collect personal possessions once they have left the building.

Contact Warrington Borough Council, Operational Manager on 07730075916
## RISK ASSESSMENT

**Department:** Families and Wellbeing  
**Location:** Community Centres (Various)  
**Name of Assessor:** Kenny Greenough  
**Position of Assessor:** Operational Manager

### Title: User Group Risk Assessment (No Caretaker)

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Persons at Risk</th>
<th>Potential Harm</th>
<th>Existing Control Measures</th>
<th>Risk Rating (H/M/L)</th>
<th>Further Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Evacuation</td>
<td>All</td>
<td></td>
<td>All fire fighting equipment in place.</td>
<td></td>
<td>Ensure group organisers have been given instructions to keep all routes clear at all times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fire evacuation procedures to be given to group organisers.</td>
<td></td>
<td>Group organisers to fully understand evacuation procedures and have carried out verbal instructions to their groups.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No smoking within the buildings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emergency contact numbers to be given to group organisers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure electrical appliances and equipment are switched</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>

**Reference Number:**

---

Ensure emergency contact numbers 999 to be given to all organisers. Ensure organisers have staff callout numbers for all staff on duty. WBC Emergency call out number given to organisers (07730 075 916)
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Persons at Risk</th>
<th>Potential Harm</th>
<th>Existing Control Measures</th>
<th>Risk Rating (H/M/L)</th>
<th>Further Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Routes</td>
<td>All</td>
<td></td>
<td>All fire exits to be kept clear at all times</td>
<td></td>
<td>Ensure building security is in place. Volunteers to carry out security checks at all exits and entrances.</td>
</tr>
<tr>
<td>Security &amp; safety of group.</td>
<td>All</td>
<td></td>
<td>Organiser aware of youth presence around buildings.</td>
<td></td>
<td>Group organisers have been advised not to confront troublesome youths and to contact police.</td>
</tr>
<tr>
<td>Noise</td>
<td>All</td>
<td></td>
<td>Group organised shown procedures for alerting police in case of emergencies involving abuse from youths.</td>
<td></td>
<td>Ensure all doors and windows are kept closed when playing music.</td>
</tr>
<tr>
<td>Securing building after use</td>
<td>All</td>
<td>Burglary, Arson attacks.</td>
<td>Group organised to be considerate to the surrounding residents. All music to be kept to a minimum noise level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group to leave premises promptly and to leave quietly and in an orderly manner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group organiser has been given instructions of re-setting alarms and securing the building.</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group organiser to ensure all chains are fixed and locked on fire exits when leaving the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard</td>
<td>Persons at Risk</td>
<td>Potential Harm</td>
<td>Existing Control Measures</td>
<td>Risk Rating (H/M/L)</td>
<td>Further Action Required</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Accidents</td>
<td></td>
<td>Personal Injuries</td>
<td>Group organiser to switch off all lights when leaving.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group organisers to be aware of accident procedures and to report any accidents/incidents to the manager at the earliest convenience.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dogs Admission Policy

To protect the health and safety of all staff, volunteers and centre users, dogs are not allowed in to WBC community centres except by prior arrangement with the Community Centres Management Team.

- In accordance with Equal Opportunities legislation, Guide dogs, Hearing dogs and Assistance Dogs are welcome in public areas of all WBC community centres. Dogs are the responsibility of owners and should be on a lead at all times when in centres.

- Dogs are not permitted in areas where food is prepared or stored within community centres, or in areas where there may be a risk to other users of the centre e.g. small children.

- WBC community centres are available to hire for Dog Shows, dog training and dog obedience classes by arrangement with the Community Centres Management Team.

- Responsible dog ownership means always picking up after your dog.
No dogs allowed except guide dogs and assistance dogs or by prior arrangement with the Community Centre Management Team.
# Dignity at Work Policy

Produced by Human Resources

Tel: 01925 442941
www.warrington.gov.uk

---

## DOCUMENT STATUS

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feb 2009</td>
<td>Newpolicy</td>
</tr>
<tr>
<td>2</td>
<td>January 2011</td>
<td>Review of existing procedure</td>
</tr>
<tr>
<td>3</td>
<td>February 2013</td>
<td>Review of policy and procedure</td>
</tr>
<tr>
<td>4</td>
<td>April 2013</td>
<td>Agreed at JCC</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>PAGE</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>1. Policy Statement</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2. Scope of the Policy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3. Aims of the Policy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4. Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5. Expected Behaviours</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6. Unacceptable Behaviour</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>7. Sources of Advice and Support</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>8. Roles and Responsibilities</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>9. Complaints</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10. Legal Viewpoint</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11. Confidentiality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>12. Review and Monitoring</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>13. Further Information</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

Appendix A - Defining Inappropriate Behaviour

Appendix B - Dignity at Work Advisers
1. **POLICY STATEMENT**

The Council is committed to working towards creating a working climate in which all workers are treated fairly and with dignity and respect.

Dignity at Work is not just about inappropriate behaviour (such as bullying and harassment), it’s about:

- Structures and practices that offer equality of opportunity
- Collective and individual voice
- Safe and healthy working conditions
- Secure terms of employment
- Just rewards

This Policy is linked to the Code of Conduct for Employees and is part of the Council’s strategy to provide dignity at work for all by providing a structured approach to help promote a culture of dignity and respect, prevent inappropriate behaviour and tackle such behaviour where it occurs.

The Council recognises its duty of care to employees and that to work effectively people need a climate in which they are respected and valued. All workers, especially those who have responsibility for others, share this duty of care. The Council therefore expects all workers to treat each other with respect, courtesy and consideration at all times. All workers have the right to expect professional behaviour from others, and have a corresponding responsibility to behave professionally towards others.

On the whole, workers within the organisation maintain high standards of professional conduct. If however any worker feels uncomfortable as a result of the behaviour of another, they have the right to challenge such behaviour and/or raise a complaint. Frequently the best resolution is by means of an open and honest discussion, with support if necessary. All workers are encouraged to challenge unacceptable behaviour, be it towards themselves or another individual.

It is inevitable, that from time to time, within any workgroup, there may be a level of disharmony or friction. Disagreement and debate are to be expected and can be productive and developmental. Most of the time colleagues are able to overcome differences of opinion or approach through tolerance, acceptance of diversity and debate. However, there are occasions when, what may seem small differences are compounded, or more extreme activity occurs which moves beyond the boundaries of normally acceptable behaviour.

If difficulties cannot be resolved informally, complaints can be raised through the Grievance Procedure. Any complaints made about inappropriate behaviour will be
thoroughly investigated and without delay. All allegations will be treated seriously and sensitively, and confidentiality will be maintained throughout the process.

If a complaint is judged to be vexatious or malicious, disciplinary action will be taken against the complainant; however, disciplinary action will not be taken if a complaint made in good faith is judged to be unfounded.

Action will be taken to protect employees from intimidation, victimisation or discrimination for making a complaint or assisting in an investigation. Retaliating against an employee for complaining about or assisting in an investigation is a disciplinary offence.

2. **SCOPE OF THE POLICY**

2.1 This Policy applies to:

- all Council employees (with the exception of those in maintained delegated schools) including temporary and casual;
- Section 151 Officer, Monitoring Officer, Registration Officers, agency and contract workers, and others with whom we work in partnership (the principles of the policy apply but the complaints procedure will be a different process i.e. the Grievance Procedure will not be used);
- elected members (the principles of the policy will apply, however complaints should go via the Monitoring Officer to the Standards Board).

2.2 This policy has the potential to include inappropriate behaviour outside of working hours, with particular reference to work-related social functions and other organised events, where this has an impact on working relationships.

3. **AIMS OF THE POLICY**

3.1 The aims of the Dignity at Work Policy are to:

- ensure the dignity at work of all our workforce;
- encourage professional behaviour and a productive working environment;
- respect and value differences;
- make full use of the talents of all the workforce;
- prevent acts of discrimination, exclusion, unfair treatment and other negative or demeaning behaviours;
- encourage an early and speedy resolution of complaints;
- demonstrate our commitment to equal opportunities for all;
- educate and develop our workforce to challenge and tackle inappropriate behaviour;
- be fair and just in our dealings.
3.2 The Council will:

- Take reasonable steps to protect the dignity of the workforce
- Ensure that all policies and procedures are consistent with the principles of justice, fairness and respect for employees and the organisation
- Ensure that there are appropriate procedures and systems in place to promote the dignity of employees at work and provide advice, information and support to protect the dignity of our workers
- Educate all employees on their personal responsibility to behave in a way that respects the dignity of fellow workers
- Raise awareness of the Dignity at Work Policy and Grievance Procedure, making relevant training and guidance available
- Develop systems to monitor and assess the effectiveness of our actions and interventions

4. PRINCIPLES

4.1 The principles on which this policy is based are:

Organisational Culture - All employees must treat their colleagues with respect and dignity. Anyone who engages in behaviour which is not respectful, or supports or encourages such behaviour by others, may be liable to disciplinary action.

Self-definition - Inappropriate behaviour is not determined solely by the intention of the person who has caused the offence, but also by the effect it has on the recipient. The issue of intention is clearly relevant in determining the appropriate response to a complaint.

Impartiality - There is an independent process available to establish what happened in any incident, as far as that is possible.

Fair Treatment - Both parties to a complaint will be treated fairly. They will both be offered support and guidance throughout the process.

Non-Victimisation - Employees will be protected from victimisation for making or being involved in a complaint.

Confidentiality - As far as practically possible, confidentiality will be maintained.

5. EXPECTED BEHAVIOURS

5.1 All employees have a role to play in helping to create a culture where Dignity at Work is respected and any form of inappropriate behaviour is not accepted.
5.2 As a Warrington Borough Council employee, you should, and you can expect your colleagues to:

- Take into account the views, concerns and feelings of others when giving and receiving information;
- Contribute to a healthy and safe working environment;
- Project a helpful and professional image to colleagues and customers;
- Through their own behaviour, manner and conduct, represent the Council to the outside world in a positive way;
- Recognise the needs of (internal and external) customers who may have special requirements, e.g. barriers to communication or access;
- Be positive and helpful when communicating with customers;
- Build working relationships based on trust, respect, sharing, cooperation and mutual support, by:
  - Co-operating with others, sharing useful or relevant information and experience;
  - Being supportive and offering assistance when required;
  - Encouraging and listening to other team members’ ideas, opinions and feelings and appreciating their perspective;
  - Establishing and maintaining constructive and open relationships with colleagues;
  - Understanding how their own work can impact on other team members;
- Display a commitment to equality of opportunity and dignity at work by:
  - Demonstrating an understanding of the Council’s Equality and Diversity commitments;
  - Respecting and valuing diversity issues;
  - Contributing to an anti-discriminatory work environment.

5.3 In addition to the behaviours listed for all employees, Managers should:

- Actively encourage co-operative working;
- Support and empower members of their team;
- Involve others in the process of making decisions and planning;
- Provide opportunities for others to explore problems, arrive at and/or contribute to solutions;
- Know the importance of getting feedback from others;
- Encourage, enable and use such feedback in a constructive manner;
- Actively develop self and encourage others to take an active part in their own development, while ensuring that team development is relevant and cost-effective.

These expected behaviours should be reviewed as part of the Our time to talk process.

5.4 Managers have a legitimate right to manage and set realistic performance objectives and raise poor performance (by following Council Policy). The key is the manner in which this is done.

6. **UNACCEPTABLE BEHAVIOUR**

6.1 Unacceptable behaviour is defined as behaviour that breaches the generally recognised norms of socially acceptable conduct at work, or which contravenes Council policy. Unacceptable behaviour is assessed by the impact the behaviour has on the recipient.

6.2 Unacceptable behaviour may occur in a manager/employee relationship, between colleagues in the workplace or across the Council. It may be persistent or in some circumstances, an isolated incident.

6.3 There are many forms of behaviour, which are inappropriate and unacceptable within the workplace, and what may be appropriate within one set of circumstances may be inappropriate in another. Usually people are able to judge where the limits of acceptability lie and to modify their behaviour appropriately in any given situation, however this is not always the case (for example, conflicts and misunderstandings can sometimes result from cultural differences).

6.4 Inappropriate behaviour carries a cost at both an individual and organisational level. Employees can be subject to fear, stress and anxiety, which can put great strains on personal and family life and can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation. For the organisation, the costs can be poor morale, reduction in quality of service, higher staff turnover, reduced productivity, divided teams and damage to reputation.

6.5 For the purpose of this policy, behaviour is defined as inappropriate if it is:

- unwanted by the recipient, and
perceived by the recipient as violating his or her dignity and/or creating an
intimidating, hostile, degrading, humiliating or offensive environment, and
having regard to all the circumstances, including the recipient's perception, the
behaviour could reasonably be considered as having that effect.

6.6 Inappropriate behaviour includes a number of specific behaviours, (e.g. victimisation,
bullying or harassment) relating to gender, race, ethnicity or national origin, disability,
sexuality, religion or belief, marital status, age, social class, trade union activity or political
belief (definitions and examples of unacceptable behaviour are set out in Appendix A).
Such behaviour may have legal, as well as moral and ethical, implications.

7. SOURCES OF ADVICE AND SUPPORT

7.1 The Council recognises that there can be difficulties in raising the issue of unacceptable
behaviour, particularly in its more extreme manifestations. However, it is important that
potential difficulties are overcome so that such behaviour is not allowed to continue and
to facilitate these several sources of advice and support are available.

7.2 It is recognised that usually the best person to raise a complaint about unacceptable
behaviour is with the line manager and this is encouraged wherever possible. However,
it is understandable that an employee may not always feel comfortable doing this and
may prefer to talk the issue through with an alternative person, particularly if the
complaint is about the manager.

7.3 A series of options have been put in place to enable employees to be supported. This
support will be provided to complainants, alleged offenders and any witnesses.

Dignity at Work Advisor
The advisors are drawn from across the Council and have been provided with specialist
training. They are an independent and confidential resource. They can provide employees
with information and assistance on how to proceed with concerns relating to dignity at work
and offer support in approaching an informal resolution wherever possible. They encourage
individuals to speak to their line manager, if they haven't already done so and will assist with
this if required.

It is important to emphasise that the Dignity at Work Advisor is not involved in any
investigations, has no formal role within the procedures and is not expected or trained to
fulfil a professional counselling role. It is not the role of the Dignity at Work Advisor to
make decisions for the individual, but merely to provide them with the information
necessary to come to a decision about how to proceed.

An individual does not have to contact a Dignity at Work Advisor as part of the procedure.
They may directly seek informal and formal resolution of the procedures should they so
A list of trained Dignity at Work advisors can be seen in Appendix B.

**Trade Unions**
The Council recognises the important role Trade Unions play in addressing dignity at work and members are encouraged to approach these representatives regarding their concerns. The Council will work in conjunction with the Trade Unions in addressing unacceptable and inappropriate behaviours.

**Independent Mediators**
Council mediators are specially trained to facilitate informal outcomes where possible between those who have raised concerns and the people that they have concerns about. Mediators are drawn from a wide range of jobs across the Council, but operate independently of these roles for the purposes of mediation.

Mediation refers to neutral and objective facilitation by a third party to help the parties communicate with each other and come to an agreement to restore positive working relationships.

Employees may want to use the Mediation Service prior to considering formal procedures or to find a way of working together again after being involved in formal procedures. The Mediator will provide the parties with a written agreement (agreed by both parties) outlining the issues addressed and agreed action to be taken by the parties to resolve the issue.

Any of the parties have the right to request the assistance of a mediator to assist in the resolution of issues arising from a complaint of inappropriate behaviour. However, taking part in mediation is entirely voluntary and can only take place with the agreement of all parties involved.

For further information, you can get a complete copy of the Mediation Service Document from the intranet.

**Human Resources**
HR Business Partners act as a neutral party in any complaint under this policy (through the Grievance procedure). They can offer confidential advice and guidance in relation to policy and procedure. However, if an individual requires support, they should refer them onto a Dignity at Work Adviser. They may be asked to attend informal/formal meetings as a neutral party.

**Employee Support Programme**
The Council provides a confidential external service for its employees and their partners.
and families. This service offers 24-hour telephone support (Freephone 0800 282 193).

8. ROLES AND RESPONSIBILITIES

The Council has a responsibility:

- to promote dignity at work and take all reasonable steps to prevent and eliminate all forms of inappropriate behaviour;
- for ensuring managers and employees know how to deal with inappropriate behaviour when it occurs;
- to ensure investigators and dignity at work advisors are available to effect the policy.

Managers have a responsibility:

- to demonstrate high standards of behaviour;
- to familiarise themselves with policy and procedure and ensure employees are aware of them;
- to ensure a safe working environment including taking appropriate action to tackle and eliminate unacceptable behaviour if and when it occurs;
- to deal with complaints promptly, sensitively, effectively and in accordance with the procedure.

Employees - It is the responsibility of every employee and elected member of the Council:

- to take responsibility for their behaviour and modify it if necessary;
- to help prevent offending behaviour by challenging and reporting colleagues whose behaviour appears to be causing distress to others;
- to encourage colleagues to be open with each other and to resolve differences informally and at an early stage to avoid escalation of the situation;
- to let people know straight away if they are offending you.

The role of Human Resources is:

- to champion the principles of the Policy and ensure the aims are achieved;
- to provide guidance to managers and employees on the operation of the policy and complaints procedure, encouraging speedy and informal resolution (where appropriate to do so);
- to maintain lists of trained Dignity at Work Advisers and investigating officers and provide advice and guidance when requested;
- to monitor the operation of the complaints procedure to ensure consistency and timeliness;
to gather and analyse appropriate data, and monitor the numbers and nature of complaints reported;

to attend formal meetings, when required, as a ‘neutral’ party to assist the process.

The role of the **Dignity at Work Advisor** is:

- to be a first contact (available to the complainant and alleged offender) for dealing with queries or complaints under this policy;
- to listen, offer support and discuss options open to the employee;
- to assist with informal resolution;
- if requested, accompany the complainant or alleged offender at any meeting during the complaints procedure;
- to record enquiries/complaints for statistical and monitoring purposes.

**Investigating Officers** will either be senior managers or occasionally an external consultant, whose role is:

- to explore the complaint
- to interview the alleged offender
- to make further investigations
- to examine the evidence
- to produce a report making recommendations

The role of the **Trade Union Representatives** is to provide independent advice and support to their members.

The role of a **Mediator** is:

- to speak confidentially to all parties;
- to explore the issues and facilitate a structured dispute resolution process;
- to act as a neutral facilitator;
- to help build an agreement for future working relationships.

9. **COMPLAINTS**

9.1 The Council has adopted a Grievance Procedure to recognise the particular nature of complaints of unacceptable behaviour, including bullying and harassment. The procedure provides for both informal and formal resolution of complaints. Whilst every employee has the right to ask for a formal investigation to be undertaken, the Council recognises the considerable strains such investigations can in themselves generate and would wish to promote and facilitate informal resolution wherever possible.

9.2 It is recognised that, in many cases, all that the complainant wants is for the unwanted,
offensive, discriminatory or bullying behaviour to stop. In addition, it is often the case that the person who is responsible for such behaviour may not know that their behaviour is having that effect. If told about the problem, the person may be willing to change their behaviour immediately. The Grievance Procedure is therefore intended to be flexible enough to cater for such circumstances, but also robust enough to deal with cases of discrimination, harassment, bullying or victimisation which require an investigation and possible disciplinary proceedings.

9.3 Every effort will be made to ensure that employees making complaints, and others who give evidence or information in connection with the complaint, will not be victimised. Victimisation is discrimination contrary to equality legislation. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation may result in disciplinary action, including the possibility of dismissal.

9.4 The Council has a duty to monitor racial incidents, therefore if a complaint is made that is racial in its nature, a ‘Racist Incident Monitoring Form’ must be completed. These can be obtained from Human Resources.

9.5 Where there has been an allegation of inappropriate behaviour, an employee has the right to seek advice from a Dignity at Work Adviser, HR Business Partner, or their Trade Union representative, as appropriate and will be advised in writing of this right, should a formal complaint be made. They have a right to respond fully to such accusations and to be accompanied in this process by their trade union representative, work colleague or dignity at work adviser.

10. THE LEGAL VIEWPOINT

10.1 Behaviour that can be construed as harassment, bullying and/or victimisation, and the failure to deal with such incidents or allegations, may expose the Council and individual employees to a number of legal consequences.

10.2 Discrimination and harassment based on race, ethnicity, gender, sexual orientation, disability, age or religion and belief are serious employment issues and may be in breach of the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 2005, the Human Rights Act 1998, the Protection from Harassment Act 1997 and/or Employment Equality Regulations.

10.3 Employers have a duty of care for all their employees. If the mutual trust and confidence between employer and employee is broken, there could potentially be a fundamental breach of contract. Employers are usually responsible in law for the acts of their employees.

10.4 Under the Health and Safety at Work Act 1974 employers are responsible for the health,
safety and welfare at work of all employees.

11. **CONFIDENTIALITY**

11.1 A high degree of discretion, sensitivity and confidentiality must be exercised by all those involved at any stage of dealing with a complaint. However, confidentiality must not act as an impediment to the thorough investigation of complaints where that is required and nor should it be used to undermine the right of any employee to be treated fairly.

11.2 All employees involved in any investigation are expected to respect the need for confidentiality. Failure to do so will be considered a disciplinary offence.

11.3 Statistical information will be gathered for monitoring purposes and will be treated with confidentiality and in accordance with the Data Protection Act.

12. **REVISION OR TERMINATION OF THIS PROCEDURE**

12.1 The operation of this policy will be monitored and periodically reviewed by Human Resources, or nominated representative. Any amendment to it (other than factual amendment following changes in statute or Council structures) will be subject to consultation with the recognised Trade Union through the appropriate Joint Consultative Panels.

13. **FURTHER INFORMATION**

13.1 Further advice and guidance on this policy can be obtained from your directorate HR Business Partner or Trade Union representative.

13.2 If you would like to comment on the content of the policy, please contact your directorate HR Business Partner.

13.3 The Policy is also available in alternative formats such as Braille, large print, on audiotape or community languages if requested.
## Scrutiny Committee
### Draft Work Programme – June 2019 to May 2020

<table>
<thead>
<tr>
<th>Work Programme Topic</th>
<th>Purpose of the item</th>
<th>Link to National Policy &amp; Local Context</th>
<th>Lead Officer/Cabinet Member</th>
<th>Date of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheshire Pension Fund</td>
<td>To gain an understanding of the issues facing the Cheshire Pension Fund and its performance</td>
<td>The Local Government Pension Scheme is administered by Cheshire West and Chester on behalf of member authorities. Councillor R Bowden is Warrington’s representative on the Pension Fund Committee and may be in a position to provide some feedback</td>
<td>L Green Cllr C Mitchell</td>
<td>19 June 2019</td>
</tr>
<tr>
<td>Consultation and Engagement</td>
<td>To receive a report on the Council’s approach to consultation and engagement</td>
<td>The Council consults on significant changes to its policies and services and other matters, such as the annual Budget. The level of engagement can range from simple information sharing to full devolution, where participants are involved in shaping the final decision. A Manager’s Toolkit on Consultation and Engagement is currently accessible via the Council’s Intranet. A review of the consultation and engagement activity and approach is currently taking place</td>
<td>L Green (Amanda Juggins supported by Helen Hill) Cllr H Patel</td>
<td>19 June 2019</td>
</tr>
<tr>
<td>Local Plan Consultation</td>
<td>To carry out a review of the consultation process that was carried out for the Local Plan</td>
<td></td>
<td>N Gallagher Cllr J Guthrie</td>
<td>TBC</td>
</tr>
<tr>
<td>Corporate Plan and Performance Update</td>
<td>To consider the ‘State of Warrington’ based upon the annual performance report to the Executive Board</td>
<td>The Committee has not considered general performance data for some time. This exercise may assist the Committee in identifying items of underperformance to include as topics in its Work Programme for 2019/20</td>
<td>L Green Cllr R Bowden</td>
<td>19 June 2019</td>
</tr>
<tr>
<td>Agenda Item 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical Framework</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To consider the implementation and effectiveness of the Ethical Framework</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Ethical Framework was introduced by the Audit and Corporate Governance Committee following a call-in of a decision relating to a strategic acquisition. The committee wishes to monitor how it is being implemented</td>
<td>L Green Cllr R Bowden</td>
<td>11 December 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement Strategy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To consider how the Procurement Strategy works in promoting the ethics of the Council</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The committee wishes to monitor how the Procurement Strategy is being implemented</td>
<td>L Green (C Harris) Cllr C Mitchell</td>
<td>11 December 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Funding Formula for Schools and High Needs Funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To maintain a watching brief on the implications of the recent implementation of the National Funding Formula for Schools and High Needs Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New national funding formulae for schools, high needs and the central school services block was introduced in April 2018.</td>
<td>S Peddie Cllr M Smith</td>
<td>19 February 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To consider a report on how disadvantaged pupils’ needs were being addressed, including those pockets of deprivation in affluent areas.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Following a report to the Committee on 5 December 2018, Members sought more detail about how disadvantaged pupils’ needs were being addressed.</td>
<td>S Peddie (P Worthington) Cllr M Smith</td>
<td>19 February 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directorate – Families and Wellbeing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Centre Provision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To consider the previously undertaken review of Community Centre’s in Warrington and current performance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Centres play a vital role for local communities. A review was carried out recently regarding such centres and the committee wishes to consider how this review has been implemented</td>
<td>M Abdel-Aziz Cllr T Higgins</td>
<td>18 September 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directorate – Growth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directorate – Public Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks and Open Spaces Strategy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To consider progress as to the development of a Parks and Open Spaces Strategy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Open Space Audit 2015 records the position of open space at that time. An updated Playing Pitch Needs Assessment (PPNA) and associated Playing Pitch Strategy (PPS) are currently being prepared. A Warrington Sports Facilities Strategic Needs Assessment (SFSNA) was adopted by Executive Board in April 2015.</td>
<td>D Boyer</td>
<td>15 April 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda Item 6</td>
<td>Transport Strategy</td>
<td>To monitor how the strategy is being implemented</td>
<td>Key issues affecting the Borough include traffic congestion and air quality. The committee wishes to monitor how the Transport Policy is being implemented and its performance against key objectives such as air quality.</td>
<td>D Boyer Cllr H Mundry</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Waste Strategy</td>
<td>To monitor how the strategy is performing and to identify any issues</td>
<td>Waste collection and recycling is a key service performed by the Council. The committee wishes to monitor how this strategy is being implemented and the performance of the service</td>
<td>D Boyer Cllr J Guthrie</td>
<td>11 December 2019</td>
</tr>
</tbody>
</table>