

## EAST AYRSHIRE COUNCIL

### EDUCATION COMMITTEE – 21 MARCH 2006

#### REVIEW OF CHARGES IN THE LETTING POLICY FOR COMMUNITY USE AND APPLICATION FOR LETTING OF COUNCIL PREMISES

##### Report by Executive Director of Educational and Social Services

## 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek Committee approval to revise charges for accommodation used by community groups and inform members of proposed changes to the application form and associated guidance in relation to the Smoking, Health & Social Care (Scotland) Act 2005.

## 2. BACKGROUND

### 2.1 Letting Charges

- 2.1.1 The Letting Policy identifies groups and organisations which the Council wishes to support in kind through the offer of subsidised access to Council accommodation
- 2.1.2 Within the Department, the Letting Policy takes account of the finite budget available to open schools outwith school hours to community groups, by the application of a Letting Plan across the Council Area.
- 2.1.3 The Letting Plan takes account of regular use of facilities and other facilities available locally. The Plan endeavours to balance access, rationalise use of establishments and seeks to minimise the occasions when an establishment is open for only one user group.
- 2.1.4 The Council supports a large number of community groups through the letting of premises. In the last financial year in excess of 14,500 lets were processed by Community Learning and Development Service for educational establishments.
- 2.1.5 At Education Committee of 31 January 2006 charges for the use of all weather synthetic pitches were set.

### Smoking policy

- 2.6 The letting application form and associated guidance advises lessees of the conditions on which lets are approved. In relation to smoking the current let application and associated guidance currently states that 'the Council's Smoking Policy should be adhered to at all times, during the let.

### **3. REPORT**

#### Letting charges

- 3.1** The Letting Policy in East Ayrshire presently recognises 7 separate categories of lets which differentiate the level of subsidy offered to each group or organisation. The Letting Policy, with proposed charges, is attached as Appendix 1.
- 3.2** In excess of 88% of all lets administered are in receipt of 90% subsidy on the rates charged i.e. Category 5 or over. On average these groups currently pay £4.30 per hour. It is proposed to increase this to £4.45.
- 3.3** New Rates will be:

	<b>2005/6</b>	<b>2006/7</b>
Large Unit (Games Hall etc)	£51 per hour	£52.50
Medium Unit (Gym, Dining Hall etc)	£43 per hour	£44.50
Small Unit (Classroom etc)	£36 per hour	£37.00

- 3.4** It is proposed to implement this increase from 1 August 2006

#### Amendment to Let application and associated guidance

- 3.5** The current let application and associated guidance currently states that 'the Council's Smoking Policy should be adhered to at all times, during the let'. As a result of the Smoking, Health & Social Care (Scotland) Act 2005 the application form and associated guidance will be amended to reflect the new legislation which comes into force on 26 March 2006 which introduces a ban on smoking in public places. It is anticipated that wording will be agreed corporately to ensure a consistency across the Council.

### **4. PERSONNEL IMPLICATIONS**

- 4.1** Nil

### **5. COMMUNITY PLANNING/POLICY IMPLICATIONS**

- 5.1** Actively promoting the access to, and use of, community facilities is contained within the Promoting Community Learning Theme of East Ayrshire's Community Plan.

### **6. POLICY/FINANCIAL IMPLICATIONS**

- 6.1** The review of charges is in line with the Council's policy of charging for services.

## **7. RECOMMENDATIONS**

**7.1** It is recommended that the Education Committee:

- (i) agree implementation of the revised charges from 1 August 2006;
- (ii) remit amendments to the letting form and associated notes of guidance to officers; and
- (iii) note the content of the report.

John Mulgrew  
Executive Director of Educational and Social Services

01 March 2006  
JM/KG/DG

### **LIST OF BACKGROUND PAPERS**

1. Education Committee 31 January 2006 : The Letting Policy for Community Use : Additional Charging Category

Members wishing further information should contact Kay Gilmour, Head of Community Support Tel (01563) 576104, or Dot Grieve, Principal Officer Community Learning & Development Tel: 01563 578127

**IMPLEMENTATION OFFICER: KAY GILMOUR**

<b>Category 1</b>	<b>Special Commercial Events – Negotiated Rate</b>	
	<ul style="list-style-type: none"> <li>Any special Events run on a commercial basis; for example Commercial concerts or Commercial Dances – i.e. large scale events</li> </ul>	
<b>Category 2</b>	<b>Standard Commercial Events – Full Economic Rate (FER) plus 15%</b>	
	<ul style="list-style-type: none"> <li>All commercial lets run for financial gain or profit by individuals or commercial organisations; for example Sales, Exhibitions or Fairs, Fashion Shows.</li> </ul>	
<b>Category 3</b>	<b>Fund-raising and Social Events – 50% of FER</b>	
	<ul style="list-style-type: none"> <li>Community or private events run for social, not financial gain; for example weddings, birthday parties, organisation's social; events.</li> <li>Fund-raising events run by youth, voluntary, charitable and not for profit organisations.</li> <li>Recreational commercial lets run on a regular basis targeting young people.</li> <li>Departmental use outwith the letting plan.</li> <li>MP Surgeries.</li> <li>Councillors surgeries outwith the establishments letting plan.</li> </ul>	
<b>Category 4</b>	<b>Parents Groups fund-raising - 20% of FER</b>	
	<ul style="list-style-type: none"> <li>Fund-raising events run by Parents Organisations in support of their school activities – a maximum of 2 per year per school.</li> </ul>	
<b>Category 5</b>	<b>Regular Meetings – 10% of FER</b>	
	<p>Within the establishment's letting plan:</p> <ul style="list-style-type: none"> <li>Regular community group lets e.g. mothers and toddlers, sports groups, school activities, youth groups, community councils, church groups and community group committee meetings;</li> <li>Meetings of political groups (including business of political parties) and trade unions.</li> </ul>	
<b>Category 6</b>	<b>Priority Areas, as identified in Regeneration Strategy – 50% of Category 5 Charge</b>	
	<ul style="list-style-type: none"> <li>All groups named in above category 5</li> </ul>	
<b>Category 7</b>	<b>100% Remission of Rate</b>	
	<ul style="list-style-type: none"> <li>Departmental use of their own premises, within the letting plan;</li> <li>Councillors surgeries within the establishment's letting plan.</li> </ul>	
<b>Elections</b>	In respect of the use of Council premises for all elections, charges will be set in accordance with National Provisions in force.	
<b>Charges</b>		
<b>Large Units</b>	Including – assembly halls, main halls, dining halls, games halls, theatres, lecture halls and swimming pools	<b>£52.50 per hour</b>
<b>Medium Units</b>	Including – small halls, gymnasia and kitchens.	<b>£44.50 per hour</b>
<b>Small Units</b>	Including – classrooms, general purpose rooms, meeting rooms, workshops, dressing rooms and staff rooms.	<b>£37.00 per hour</b>
<b>NB – Any additional janitation/cleaning costs will require to be charged separately</b>		