

Appendix 1

Ballymacarrett Recreation Centre – 6 monthly Review

Accountability

1. Provide evidence that the management committee has established effective arrangements to ensure compliance with all relevant regulations and issues of best practice. E.g. Health and safety, child protection.

The board has in place policy documents that are strictly adhered to and form part of the articles of association and governance documents these are implemented with programs and projects and include child protection policies, health and safety policies, grievance and complaints procedures.

2. Outline the management committee's arrangements to ensure that Council's Grant aid funds are used appropriately in compliance with the funding agreement.

Belfast City Council Funding is managed through a finance committee of three directors

Mr William Glover

Mr Jackie McMurray

Mr The Rev Colin Hall-Thompson

A dedicated bank account has been set up for all expenditure from this account and it must receive the accent of the board of directors and must comply with BCC terms and condition within the agreed budget headings. Regular auditory requirements are met through an independent auditor company. There is also a finance procedures handbook in place

3. Illustrate how the management established clear channels of communication with the centre users.

The Board have representative from user groups as a director who has regular contact with various groups they have also regular contact through flyers to user groups any group using the centre can at any time request a meeting with the chair of the board or through the acting centre manager. A grievance and complaints procedure is also in place

Management Committee

1. Does the management committee meet regularly please provide minutes of last 3 meetings.

In order to provide the minutes from management board meetings I need to receive the accent of the board the next meeting is on 6th November minutes will follow after this meeting

2. Outline present membership of the management committee stating where representation is from users, local community, business etc.

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|---|-----------------------|
| - Jackie McMurray | Chairperson Community |
| - Yvonne Hutchison Vice Chairperson | User groups |
| - Angela Cochrane | Secretary MARA |
| - William Glover Finance Officer | User Group & MARA |
| - Raymond Fleming | Chairperson MARA |
| - Sharon Wilkinson | TQRA Community Group |
| - Ronnie Rutherford | Local Business |
| - Rev Colin Hall-Thompson | Business |
| - Vacant to be nominated through MARA | |
| - Vacant to be nominated through East Belfast Sports Forum | |
| - Vacant to be nominated through community representation | |
| - Vacant to be Co-opted through user groups (Belfast Cheer) | |

3. Has the committee established formal procedural and financial processes to govern its meetings and business

The group have in place formal finance policies meetings are held regularly (2 weekly) and have in place formal finance management procedural practise guidelines that forms part of our contractual obligations to BCC

4. In the last 6 months has the management committee been involved in any training to help it manage the centre effectively

Yes the board are currently undergoing training through the stakeholder development team preparing strategy documents and sustainability strategy mapping this is providing expertise in consultation and training.

5. Have the office bearers had their roles formally defined in writing and is there a process of induction for new committee members.

Yes through the business plan and now formally through the stakeholder training program also this is done through policy and procedures of the articles of association

6. Is there a formal code of conduct in place

Yes this is continually being developed to ensure it is up to date. We have a code of practise & confidentiality in place

7. Can the committee identify the key activities, processes and programmes that it delivers.

Yes but all projects would be delivered through user groups under various themes ie MARA social and youth engage with age Older Residents FIFA coaches Ethnic program Health & Fitness EBSF

Financial

1. Do the group understand their financial responsibilities, state what they are.

Yes we have in place finance procedures and policies through contract with BCC and have a financial procedures handbook that is followed.

2. Can the group show how much money has been received in any given period.

Yes the finance officer & Sub committee provides monthly printouts to the board of all accounts, expenditures and incomes. (copy To J Nelson)

3. Who the money was received from

Records are kept of all income by the finance sub committee and can be provided on request these will be audited by independent auditors. The Acting Centre manager can also provide records of all users and groups contacts information and postal addressing for correspondence.

4. How much has been spent and on what.

There can be no expenditure without the prior consent of the full board and then sub committee

5. Do you have a written set of financial procedures

Yes we have in place a financial procedures handbook that all directors would have a copy

6. Is the group confident that this is complete, accurate and accessible.

Yes

7. Outline these procedures

Financial procedures handbook provided with original business proposal no amendments to date copy to follow

Usage

1. Please outline the centre opening hours\

As per contracted 9 to 9.30 Mon to Fri Sat 9 to 5

We would like to formally request permission to include opening on Sundays to facilitate demand for health and fitness training for various groups on a none competitive level

2. State the level of usage of the centre, in terms of numbers of groups and individuals who attend weekly and monthly

Approximately 40 groups of 10 per week for various sport and health & fitness programs

The Centre is fully booked each evening from 4pm to 9.30pm full program provided to Jan & John of Weekly bookings we also have a reserve list of approximately 8 groups waiting for slots to become vacant and run add hoc booking system for cancellations and free time

3. Have you a development plan to increase usage of the centre.

The marketing and development strategy is now being developed through the stakeholder training program

4. Outline how you publicise the centre and its programme.

As above but with full evening usage we have had no need as yet to market the centre as much as we had initially planned we do intend to initiate a vigorous daily marketing strategy for social development groups.

Complaints

1. Do you have a complaints policy

We have introduced a complaints and grievance procedure and placed notices on the notice boards but as yet no one has felt the need to use these.

2. How many formal complaints have been made about the centre, staff or facilities since you took over control.

There have been no formal complaints received about our running of the centre or volunteers. We have received a number of verbal minor complaints about nets being ripped, cold showers etc. but all have been resolved at the time of complaint.

Wider community links

1. State the links you have with other local voluntary community groups

We are introducing groups to the centre through a number of methods including the East Belfast Sports Forum, East Belfast Community Workers forum, East Belfast Youth Workers Forum, Engage with Age are all now using the centre at various levels for a number of activities. We also have representation on a number of other east Belfast Forums and group that we use to highlight the centre

2. Identify how these links could be improved.

We will be initiating our marketing strategy early in 2007 this should raise the profile and users of the centre. We will also be trying to get more local residents involved in the centre and these forums. However with a full booking sheet these must be introduced very cautiously to ensure we do not overbook

Difficulties/solutions

1. Outline the major difficulties you are facing

There are no major difficulties that would threaten the opening or running of the centre we believe

Sunday opening it would be appreciated if we could have permission to open on Sundays for none competitive training sessions to facilitate demand and to provide for some coaches to volunteer as this is the only free time they have

Volunteers we are I suppose in the same situation as most groups in East Belfast having difficulties getting enough suitable volunteers

Snag List a number of repairs are still to be completed by BCC these are a source of great frustration for the group for example there are a number of leaks in the roof of the small upstairs room this means when it is raining we are unable to use this room the cover for the kitchen waste pipe is still to be done etc

2. How do you intend to address these

By keeping on raising with the relevant department in BCC these issues are not going to disappear or go away overnight and because of health and safety issues around these snags we are unable to complete them ourselves.

3. In what way could BCC help

Finish the snag list

Initiate the program for work to the five a side area to the east of the building

Until we are fully operational it is limited as to what we need over the coming six months the community marketing should start coming online

4. Has the development support (Jan Costello) we have already put in place been useful, please illustrate

There has been some confusion into the role of the support worker we are dealing with these issues as they arise but do not see them as a major difficulty Jan's experience has been a source of great resource into BCC funding & departmental accessing but as yet we have not had the opportunity to fully utilise these this would generally be down to us as yet not being fully operational in the community development side of the centre this will develop with the marketing strategy.

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