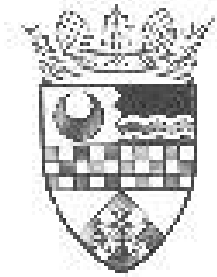


Dalgety Bay



Day Care



## **Dalgety Bay Day Care Association – Community Campus**

**Steering Group  
Final Report**

**Date:  
28<sup>th</sup> August 2004**

## **Acknowledgements**

The contribution and assistance of John Wyllie is gratefully acknowledged in the preparation of this report.

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## **Steering Group Final Report**

### **1.1 Background**

For the past sixteen years Dalgety Bay Day Care Association has provided a service, one-day a week for older people in Dalgety Bay. This has taken place in the form of a day care service where older people come to meet others, have a meal and participate in a range of social/educational activities. Transport is provided to the venue, which is in the Sports and Social Club, transport is also provided for outings.

The service has been provided on a voluntary basis until 2003 and was funded by a small grant from Fife Council, fundraising activities and contributions from the folks who attend as well as donations from a variety of supporters. Following the retirement of the founder and voluntary co-ordinator Mrs VI. Armstrong it was decided to appoint a paid co-ordinator in 2002, this was paid for from our own funds in the first instance. In 2003 we received a large grant from Fife Council, which allowed us to pay for a co-ordinator, engage in training for volunteers and to pay for new furnishings and equipment. We are grateful to the council for this funding which will cover costs for the next three years. The main problem for the Day Care is the venue, from which we operate, while we are thankful to have this, we are limited in our ability to offer an improved and extended service. The Community Council have given the land on which the venue is to be built and we have planning permission for a building.

With the assistance of Colin McPhail, leader of the Community Council, an open meeting was held to pursue how we could fund such a building. For this meeting Mrs Helen Eadie MSP had arranged a presentation from Mr. Hugh Donnelly on Community Co-operatives as a means of moving this forward. Representatives from the Medical Centre, Economic Development Fife Council, Community Council, Day Care, interested residents of Dalgety and our Local Councillors attended the meeting. From this meeting a steering group was set up to look at how best we can take this forward. The group consisted of 3 from the Day Care, 3 from the Community Council, with an on-call member from each group. Our advisors were Hugh Donnelly, Employee Ownership Scotland, Chris Clark, Integrated Health Manager, and Carroll Haxton, Fife Economic Development. Our Fife Councillors attending when duties permitted. The group had a six-month life span, however due to many reasons we well exceeded our original time-scale. Remit of the group was to establish costs and consider viability of the project prior to hand over to a different group to set up the Management of such an initiative.

The steering group has met 7 times and undertaken a range of debate; fact-finding visits and heard from a project already operating a co-operative. It soon became very clear that there was a need for a resource centre in Dalgety Bay to serve the whole community with the Day Care being part of that provision, and that a community partnership is needed to bring this to fruition.

## **1.2 Survey of Local Needs**

The Community Council carried out a Facilities Survey of Dalgety Bay in 2001. The conclusions of that survey still apply except that since then:

- the Marconi Social Club has closed, losing that facility
- The Sailing Club has built an extension to enlarge their premises,
- The Hope Tryst, public house, has become the Bay Inn public house and restaurant. The new Granary public house has become the Hungry Horse public house and an alternative dining facility.
- A new bowling club pavilion is nearing completion and when it becomes operational it will have limited letting facilities.

See *Appendix 1*.

## 2 Options Considered

### 2.1 Creating a Community Co-operative

The roots of the modern co-operative lie in the community based, mutual structures that grew out of the ideas of the Rochdale Pioneers in the mid 19<sup>th</sup> Century, it is now an international movement established in 79 countries. Co-operatives are jointly owned and democratically controlled enterprises. Membership is based on participation and the control of the organisation by its members is fundamental. Members can be consumers, people using the service, or producers, people providing the service. Co-operatives have been established as solutions to social care delivery.

The steering group heard an excellent presentation from one such group. The Day Care Committee recognises the possibilities that this exciting model could bring to services for older people in the bay area. It was recognised that the Day Care committee could not embark on this undertaking alone, as we neither have the skills or the resources to do so. They are however fully committed to engaging in a community partnership to move this forward.

A community co-operative is a business, and therefore:

- if it does not make money it does not survive
- its profits are reinvested in the co-operative
- it cannot be a registered charity
- it will have paid employees
- it will have charitable purposes
- it will require a business plan
- we would require a mortgage
- an income stream would have to be developed
- it would require to be registered at Companies House.

*Appendix 2. (Model Rules) Co-operatives UK 1997, Charitable Society for the benefit of the community*

Employee Ownership Scotland will be able to continue to advise/support if a Co-operative model is adopted.

## **2.2 Senior Executive Programme**

This group did a presentation to the Day Care Committee and their leaflet is attached as general information. *Appendix 3.*

## **2.3 Community Centre**

As this stands it could not meet the requirements of a registered Day Care Centre.

## **2.4 Sports and Social Club**

Restricted facilities to become a permanent home and as mentioned would not meet the Care Commission standards.

## **2.5 Dalgety Parish Church**

Fully occupied in community use.

## **2.6 Clinics**

Fully used.

## **2.7 Schools**

Not suitable for day care purpose.

## **2.8 Bowling Club**

New premises near completion it has limited letting availability.

## **2.9 Portacabin**

Given that the day-care is a small, voluntary group, with limited funds and expertise to take the larger project forward, it would seem that this is the best option for us in the short term. We would, however, wish to be part of a wider community scheme, which would have a day-care provision.

### 3 Sites/Services Visited

1. A local Day Care Resources Centre in Rosyth is all-inclusive and provides a wide variety of services we cannot offer in Dalgety Bay. However, there is always a waiting list, and new clients may have to wait several months for a place. A time consuming journey is involved to take clients from Dalgety Bay to the centre.
2. A new day care facility has been built at Abbey View in Dunfermline. The style of the building would be ideal for us in Dalgety Bay. The building incorporates the day care area with a community resource area for use by the general public and includes a cafe. Both of these facilities are fully funded by Fife Council.
3. A small day-care facility run by the Church of Scotland in Auchtermuchty provides a service from an adapted bungalow. Although limited in numbers, the venture is well used by Fife Council and operates 5 days per week. This type of option might be feasible in our situation.
4. A representative of Sunderland Home Care Associates Ltd. gave an example of co-operative success. This venture started in the 70's as a co-operative and was so successful that in 1990 it changed to a 100% employee-owned company and the share based company SHCA was created.

This meant that the employees did not simply own the company, as is the case with a Co-op, but any profit was passed to employees in shares. An Employment Benefit Trust and profit-sharing Trust were set up with EBT being the major shareholder thus keeping the Co-op ethos.

The venture works closely with Social Services and was originally set up on a 'not-for-profit' basis for care in the community. This is the sort of facility we would like to provide here.

5. A venture in North Queensferry in the 1980's provided an example of a fund-raising effort by the residents to build a Community Centre. Originally 'Porta-Cabins' were provided by Shell/Exxon and local volunteer labour was used to fit out the building for public use. Over the years, a pitched roof and a brick skin have been added.

The residents now have a well-used facility, which employs a full-time caretaker and a part-time cleaner. It sources its income from Funding by Fife Council and regular hall letting.

Reports on the areas visited are attached as *Appendix 4*.

### **3.1 Information to Steering Group**

Mr Charles Russell, from Scottish Business in the Community, attended a day care meeting on Tuesday 4 November. Our aims were explained to Mr Russell and he responded positively as follows:

1. He will provide a project leader who will be available to help us through the project.
2. Lottery funding can be explored through the Senior Executive Programme.
3. He gave examples of successful applications in this area.
4. He was very impressed with the work we had done and feels we are well on the road to achieving our goal.
5. He can give as much professional support as we would require.

Reports on the areas visited are attached as *Appendix 4*.

## 4 Staff Focus Group

A lunchtime meeting was held with staff from the Health Service this included:

- representatives from West Fife Local health Service,
- Fife Primary Care Trust, and
- Inverkeithing Medical Group.

Staff views were sought on the Day Care Development.

Their collective comments are:

- **Client Base**

- Older People who may be isolated or need some structure to their week. The facility should focus on enabling people to stay physically and mentally well.
- Older people with psychiatric illness (dementia etc.) would be dealt with at Rosyth Resource Centre or elsewhere. Mixing the client group was unworkable.

- **Facilities**

Should include;

- Lunch Club/Coffee Mornings.
- Activities providing mental stimulation, including a mind gym and university of the third age. Physical activities including aerobics, bowls and outdoor activities such as tennis, walking etc. Social activities including bingo, bridge and adult education classes.

- **Access**

- The building would have to be fully accessible to all clients including wheelchair users and people with vision/hearing loss.
- Accessible transport would also be required.
- The building should be open at least Monday to Friday 9a.m. – 9 p.m.

- **Staff**
  - There should be a core staff team including a co-ordinator with at least two other staff to cover opening times. These staff would act as care assistants.
  - A part-time member of staff should also be recruited to support volunteers.
  - Older people themselves should be seen as a valuable resource and given the opportunity/support to lead sessions.
  
- **Finance**
  - Older people themselves could make a contribution to their sessions, Direct Payments *Appendix 5*.
  - Social Work should be a key funding partner, explore what Social work is presently funding.
  - Some groups already provided within hospitals could be provided as outreach.

## 5 Projected Building Costs

A detailed estimate is being obtained but a rough figure is about £250000.

This would be less if a kit type construction were used. Brochures on Kit styles are available through the Chair of the Community Council.

Based on the available figures we have indicated concerning projected costing, it should be noted that a sound business plan, including detailed cash flow, is a must to access funding and demonstrate sustainability.

### 5.1 Possible Operating Revenue

Possible Operating Revenue costs could be:

#### 5.1.1 Estimated Yearly Income from a Community Co-operative Day Care/Resource Centre

Weekly income from lets Morning/Afternoon/Evening @ £25\* per let

Monday to Saturday 18 lets at £25 £450 a week.

*\*Based on Fife Council charges for Dalgety Bay Community Centre lets*

51 weeks @ £450	£ 22950
Coffee/Charity Shop income	£ 12000
Donations	£ 300
Interest	£ 250
Community Council Donation	£ 500
Fundraising	£ 600
<b>Total</b>	<b>£ 36000</b>

### 5.1.2 Estimated Yearly Outgoings

Building loan repayments based on borrowing £200000 over 15 years period (5% fixed interest rate)	£ 14000
Non domestic rates/Water rates	£ 20000 *
Electric heating	£ 2500
Telephone	£ 250
Administration (Caretaker + relief)	£ 12000
Maintenance	£ 2000
Audit Fee	£ 500
Insurance	£ 1000
Bank Charges	£ 200
Sundry Expenses	£ 400
Publications	£ 400
Insurance	£ 600
<b>Total</b>	<b>£ 53850</b>

\* Ballpark figure from Assessor's Office based on a total floor area of 257.10sq m. 80% discount obtainable for registered charities and additional 20% could be negotiable with Social Services Department.

Any additional yearly grants obtained for the centre would reduce expenditure.

Worst deficit:	£ 53850
	£ <u>36600</u>
	£ <b>17250</b>

**With 80% discount on rates, the deficit would be: £ -1250**

## **5.2 Possible Income Generators**

- Lets
- Day Care
- Health
- Private Health
- Art Club
- Council
- Meeting Rooms
- Charity Shop
- Theatre/Cinema
- Community Council
- Fundraising activities
- Coffee shop/hot snacks.

## **5.3 Possible Funding Sources**

- Community Fund
- Fife Council Community Grants
- Age Concern Scotland
- Unemployed Voluntary Action Grants
- Various Trusts
- Scottish Executive
- Co-op banks
- Co-op Ins grants (Particularly interested in care projects)
- Community Div (Scottish Co-op) to fund legal structuring, if we go for Co-ops UK Model Rules.

## 6 Conclusion of the Steering Group

From the work of the steering group the following points can be made:

1. Without major funding the new build project is not viable.
2. A building loan would place a long-term hardship on those meeting repayments and interest costs due to the income uncertainty. Grants will, of course, reduce this and make the project more viable.
3. It is noted from the last census, that:
  - Inverkeithing (population **5414**) has a civic centre.
  - Rosyth (pop **12,468**) has a Resources Day Care centre.
  - Lochgelly pop **6835**) has a theatre and a community centre.
  - Cowdenbeath (pop **10,001**) has a swimming pool and community complex.
  - Dalgety Bay (pop **10,190**) has, apart from the Sports and Leisure Centre that was built from planning gain, only a small Community Centre, which is totally inadequate for the size of the new town. It is also worth noting that Fife Council consider the sports and Leisure centre to be a West Fife facility and **not solely** Dalgety Bay.
4. Present accommodation for the Day Care Association cannot fully meet the needs of older people.
5. There are inadequate Community facilities in Dalgety Bay.

## 7 Recommendations of the Steering Group

1. Circulate this report for comment to:
  - The Chief Executive Fife Council,
  - Chair NHS Fife, Helen Eadie MSP,
  - Gordon Brown MP,
  - Councillors Arnott and Randall,
  - Director Development Services, Fife Council,
  - Director of Social Services, Fife Council,
  - Community Council,
  - Day Care Association, Dalgety Bay and Donibristle Play-groups, and
  - place a copy of the report in the Library.
2. The Community Council should arrange a meeting with Fife Planners making a master plan for the Town Centre. This plan should incorporate land owned by the Community Council to create a Community Campus.

Such a campus could be developed gradually incorporating the Day Care Resource, Child-Care facilities as well as suites of rooms to meet wider community needs.
3. Seek interested parties from our community to form a Management Development Committee or a Community Co-operative to pursue the Community Campus idea.
4. This management group/community co-operative should take cognisance of the report and appendices provided by the steering group.
5. The further pursuance by the Community Council of short-term resources to facilitate the needs of the Day Care Association and Playgroups.
6. Establish a fund raising campaign
7. Community Planning gain be pursued by the local Fife Councillors and the Community Council with major developments.

## STEERING GROUP MEMBERS

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Jan Owenson  
Jeanette Gray  
Frances Leslie  
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Susan Stephen  
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John Wyllie

## STEERING GROUP ADVISORS

Chris Clark, Integrated Care Manager  
Carroll Haxton, Fife Council Economic Development  
Hugh Donnelly, Employee Ownership Scotland  
Cllr Stuart Randall  
Cllr David Arnott

### **Signed:**

Colin McPhail, MBE, C.Eng, MICE, MIHT, Chairman, Dalgety Bay and Hillend  
Community Council

### **Signed:**

Jan Owenson, Chairperson, Dalgety Bay Day Care Association