

Community Facility & Civic Spaces Pricing Policy

Approved Date	
Review Date	
Related Legislation/Applicable Section of Legislation	
Related Policies, Procedures, Guidelines, Standards, Frameworks	Corporate Pricing Policy Equality Scheme
Replaces	
Policy Lead (Name/Position/Contact details)	Jackie Patton Head of Community Planning & Development
Sponsor Directorate	Organisation Development & Community Planning
Version	

Revision record

Date	Version	Revision Description

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1. Title and summary

1.1. The Community Facility & Civic Spaces Policy sets out the framework of pricing structures and concessions for council owned and directly managed community facilities and civic spaces within the context of the overarching corporate principles set out in the Corporate Pricing Policy Framework.

1.2. The following is a list of facilities the policy applies to and those it does not apply to;

POLICY APPLIES	POLICY DOES NOT APPLY
Ahoghill Community Centre	Ballee Community Centre
Ballykeel Community Centre	Broughshane Community Centre
Dr John McKelvey Centre	Clough Community Centre
Dunclug Community Centre	Gracehill/Galgorm Community Centre
Harryville Community Centre	Kells/Connor Community Centre
Oakfield Community Centre	Portglenone Community Centre
Eden Community Centre	Tullygarley Community Centre
Sunnylands Community Centre	Millbrook Community Centre
Greenisland Community Centre	Seacourt Community Centre
Castleview Community Centre	Glenlough Community Centre
Woodburn Community Centre	Glynn Community Centre
Carrickfergus Town Hall	Linn Road Community Centre
Carrickfergus Civic Centre	
Greenland Community Centre	
Larne Town Hall	
Larne Market Yard	
Carnlough Town Hall & Heritage Centre	
Islandmagee Community Centre	

Please note the policy does not apply in the instances of council owned centres that are leased to community organisations or managed by community organisations under licence or through a voluntary management committee.

2. Purpose and Aims

2.1. The purpose of this policy is to provide an appropriate pricing framework for the community facilities and civic spaces that will ensure services are accessible and affordable to all our citizens.

2.2. The aims of the Policy are:

- to ensure charges are fair and equitable **and support the Council's objective** to promote equality of opportunity;
- to operate a tariff of charges for the provision of community facilities and civic spaces **so as to recoup a reasonable proportion of Council's expenditure** in order to avoid an undue burden on ratepayers;
- to ensure that such charges, where relevant, are competitive within the context of existing market conditions;
- to increase the number of people utilising the community facilities and civic spaces and so contribute to the health, wellbeing and quality of life of Mid and East Antrim Borough residents and visitors;
- **to recognise Council's social responsibility** through a pricing policy that will enable access to community facilities and civic spaces for the benefit of the community;
- with the agreement of the Director and Head of Service, to allow managers discretion to target specific market segments where appropriate (e.g. to maximise usage of facilities at times/seasons when general usage is traditionally low);
- to ensure specific concessionary rates for defined disadvantaged groupings are applied consistently throughout the Borough;
- to redress legacy council commitments in alignment with the Three Year Implementation Plan of the Community Development Review;
- to develop, implement and keep under review specific concessionary rates to promote the achievement of council objectives and strategies and ensure these are applied consistently throughout the Borough; and
- to establish an annual pricing review process.

3. Context

3.1. In addition to the overarching principles set out in the Corporate Pricing Policy Framework this policy is reflective of relevant legislation, regional initiatives and strategies and council strategies specific to community facilities and civic spaces as set out in Appendix 1.

4. Scope

- 4.1. This policy applies to all charges for community facilities and civic spaces which are owned and directly managed by the council and will replace policies of predecessor councils which continued to operate while this policy was being developed. The Service Pricing Schedule will become operational on 1 April 2018. A list of the facilities that this schedule applies to can be found in Appendix 2. A list of the facilities that this schedule does not apply to can be found in Appendix 3.
- 4.2. The Strategic Review of Community Development undertaken by Council has a three year implementation plan, commencing April 2108, the review of the pricing policy will be enshrined within that implementation plan to ensure consultation with stakeholders.
- 4.3. The ability of the Council to charge for services it provides falls into two categories:
 - Statutory charges - Charges are set nationally and regionally and local authorities have little or no opportunity to control such charges. (For example planning fees and registrar fees).
 - Discretionary charges - Local authorities can make their own decisions on setting such charges. (For example car park charges, cemetery charges or leisure centre charges).

5. Harmonisation of pricing of Community Facilities and Civic Spaces across the Borough

- 5.1. A table of the discretionary/proposed pricing schedule is attached at Appendices 4 and 5.
- 5.2. Where there has been a variation on the concessionary charges applied to community facilities and civic spaces across Mid and East Antrim, this policy aims to align the concessions offered and to standardise the groups that the concessionary charges apply to.
- 5.3. As far as possible charges have been aligned. Where there is deemed to be a disparity on the quality of service provision across community facilities and civic spaces the policy, through annual review, will seek to harmonise over a period of three years running concurrently with the Implementation Plan of the Community Development Review. Charges will be set commensurate with the quality of provision.

6. Concessionary Pricing

- 6.1. A key objective for Council is to improve and support the health and wellbeing of our people and communities through our services, and therefore, individual pricing policies, where appropriate, may consider giving concessionary pricing to the particular groupings, who are residents of the Mid and East Antrim Borough:

Within the scope of this policy the following groupings, as identified within the corporate pricing policy framework, will qualify for concessionary rates;

- Community organisations (not for profit) working in the interests of older people or people with disabilities.
- Other not for profit groups who are hiring facilities for activities/events that are in the interests of older people and/or people with disabilities.

In this instance a concession of 20% will be given on the standard rates as outlined in the attached pricing schedule (See Appendix 4).

This concessionary pricing is offered **in the context of “Putting People First”** and in response to the evidence and community planning priorities with respect to older people and people with a disability.

It should be noted that, as detailed in the Corporate Pricing Policy Framework, in addition to the access to concessionary rates for use of community facilities; constituted Community, Voluntary, Sports and Arts Groups can make an application for a grant in respect to costs which may include;

- Venue hire of a Council facility for a one off event (ongoing hire costs will not be considered).
- Hire of a Council facility as part of a wide scale service or programme external to Council remit.

7. Entitlement Criteria

- 7.1. The suitable proof which may be requested by Council staff in consideration of eligibility of a concessionary rate is outlined below:

Category and Definition	Suitable Proof
Community Organisations (not for profit) working in the interests of older people or people with disabilities.	Constitution of group with stated objectives in line with concession rate definition.

Category and Definition	Suitable Proof
Other not for profit groups who are hiring facilities for activities/events that are in the interests of older people and/or people with disabilities.	Details of activity in line with concession rate definition.

In summary a group made up of, or working with or for older people, and/or people with disabilities will qualify for a concessionary rate.

Other not for profit groups who are hiring facilities for activities/events that are in the interests of older people and/or people with disabilities will qualify for a concessionary rate.

8. Pricing Review

8.1. An annual review of pricing will be conducted by 30 September each year as part of the budget setting process. Where appropriate annual reviews will take into account:

- (a) Inflationary pressures;
- (b) Actual or potential impact of competition in terms of price and quality;
- (c) Trends in user demand and the forecast effect of price variations;
- (d) The results of customer feedback and surveys;
- (e) Council and Service budget targets;
- (f) Cost structure implications arising from developments such as investments in the service or changes in legislation affecting payroll costs;
- (g) The collective impact of price variations on other service areas;
- (h) The potential for more effective alternative charging structures;
- (i) Proposals for targeted promotions and the results of evaluations of previous promotions; and
- (j) Consider the impact of concessionary rates in accordance with **Council's** corporate objectives and the review of any potential adverse impact.

9. Appendices

Appendix 1 - Relevant Legislation and Strategies

Appendix 2 - List of Community Facilities Pricing Policy applies to

Appendix 3 - List of Community Facilities Pricing Policy does NOT apply to

Appendix 4 - Discretionary/Proposed Pricing Schedule for Community Facilities

Appendix 5 - Discretionary/Proposed Pricing Schedule for Civic Spaces

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Appendix 1 - Relevant Legislation and Strategies

The following are a list of relevant legislation and strategies to the service of **“Community Facilities and Civic Spaces”** which have informed and influenced the development of this pricing policy.

1. Section 75 Northern Ireland Act (1998) - places a primary duty relating to the nine dimensions of difference and a secondary duty relating to good relations which embeds the spirit of anti-discriminatory behaviour.

2. The Local Government Act (NI) 1972: outlines the principal functions of Council but does not make any direct reference to charging for services or facilities.

3. Part 10 and Part 12 of The Local Government Act (NI) 2014: confers the new power of Community Planning and new duty of Performance Improvement on council.

Community Planning: A council and its community planning partners— must identify long-term objectives for improving (i) the social well-being of the district; (ii) the economic well-being of the district; and (iii) the environmental well-being of the district.

Performance Improvement: A council must make arrangements to secure continuous improvement in the exercise of its functions ensuring Fairness.

4. The Recreation and Youth Service (NI) Order 1986: requires each district council to secure the provision of adequate facilities for recreational, social, physical and cultural activities and for that purpose may, either alone or together with another district council or any other person:

- establish, maintain and manage any such facilities;
- organise any such facilities;
- assist, by financial contributions or otherwise, any person to establish, maintain and manage any such facilities or to organize any such activities;
- provide or assist by financial contribution or otherwise in the provision of leaders for such activities; and
- defray or contribute towards the expenses of any persons taking part in any such activities.

5. New Targeting Social Need (1998): When developing prices for services, Council should also take into consideration the New Targeting Social Need Policy (New TSN) which looks at targeting public funds so that more can be used to benefit those who are most disadvantaged.

New TSN has 3 elements:

- tackling the problems of unemployment and increasing employability;
- tackling inequalities in areas such as health, housing and education and the problems of disadvantaged areas;
- promoting social inclusion by identifying and tackling factors which contribute to social exclusion and undertaking positive initiatives to improve and enhance the life and circumstances of the most deprived and marginalised people in the community.

6. Mid & East Antrim Borough Council Corporate Plan (2015-19): outlines the transformational change required to ensure we deliver better services for our citizens and continually improve services year on year.

In developing a pricing policy for this service area we take into consideration the commitments given within the Corporate Plan through the statement of its vision;

“Mid and East Antrim: Working together to create a better future for all”

and also the commitment made through the following Strategic Objective;

“We want vibrant, safe and healthy communities for all our citizens, and the Council’s lead role in developing the Community Plan for our area will be key to delivering this. Continuing to work with our communities we will secure a better quality of life, improved health and wellbeing and protection of our green and clean Borough. However, we also want to enable and empower our communities to drive improvements themselves and build stronger and sustainable communities as a result.”

7. Putting People First, Mid and East Antrim first community plan

Our vision for 2030 is:

“Mid and East Antrim will be a strong, vibrant, safe and inclusive community, where people work together to improve the quality of life for all.”

One of the 5 key priority themes identified in the Community Plan is ‘Good Health and Wellbeing’ with a strategic priority of ‘responding to an ageing society’. The plan also includes a proposed action to ensure the needs of citizens with disabilities are addressed.

In particular the evidence base for the Community Plan identified that:

- **In 2017, 18.8% of Mid and East Antrim’s population is aged 65 and over.** It is predicted by 2030 that Mid and East Antrim will have the second highest proportion of its population aged 65 and over (21.9%) behind only Ards and North Down (24.3%).
- 19.3% of residents of Mid and East Antrim had a long-term health problem or disability that limited their day-to-day activities.

8. Strategic Review of Community Development (Mid and East Antrim Borough Council)

Council has identified ‘building stronger, safe and healthier communities’ as one of five strategic priorities within the Corporate Plan. In order to support delivery of this priority Council agreed to review the current approach to community services and development across Mid and East Antrim by developing a clear strategy and action plan.

It was agreed that Community development within the new Council area required streamlining to reflect a consistent and supportive approach, providing clarity of direction and supporting a collaborative approach to building resilience and capacity within its communities

In April 2017, Council considered the initial findings of the review and participated in a workshop with RSM Consultants to input to the content of the final report.

In June 2017, the final report, which included feedback on the interim report, was presented to and approved by Council.

In August 2017 Council approved an outline Implementation Plan and agreed Officers would develop a costed plan for consideration and approval in advance of the Estimates process.

Included in the review:

- Review of community facilities across the Borough, to include an assessment of the adequacy of current provision identifying geographical areas of under and over provision and opportunities to work with other partners in the provision of community facilities;
- Review of management and financial arrangements in Council owned community facilities, to include arrangements for charging for use of facilities and funding of running costs;
- Review of arrangements for community support across the Borough, including in respect of the various Council grant schemes that have been made available for community and voluntary groups;
- Review of community development processes and support across the Borough, together with a review of the varying models adopted by the legacy Councils, including Service Level Agreements (SLA), Tenders and the range of financial arrangements and any other structures;
- Review of systems and processes for building the capacity of the community and voluntary sector in Mid & East Antrim Borough to address community needs;
- Review of community engagement processes across the Borough;
- Review of the range of existing strategic partners and partnerships operating within the Borough contributing to community development;
- Consideration of best practice regionally and nationally in respect of community development and community services;
- Identification of strategic priorities, including establishment of a vision for the **Council’s** future Community Development Strategy and analysis of the infrastructure needs; and

- Development of a clearly articulated Action Plan, detailing key resources required performance measures and potential funding options.

The agreed three year implementation plan will commence in April 2018. Enshrined within it will be the pricing policy review in the context of the outcomes of the various elements of work within the implementation plan.

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Appendix 2 - Facilities to which this schedule applies

BALLYMENA AREA	Ahoghill Community Centre
	Ballykeel Community Centre
	Dr John McKelvey Centre (Cullybackey)
	Dunclug Community Centre
	Harryville Community Centre
CARRICKFERGUS AREA	Oakfield Community Centre
	Eden Community Centre
	Sunnylands Community Centre
	Greenisland Community Centre
	Castleview Community Centre
	Woodburn Community Centre
	Carrickfergus Town Hall
	Carrickfergus Civic Centre
LARNE AREA	Greenland Community Centre
	Larne Town Hall
	Larne Market Yard
	Carnlough Town Hall & Heritage Centre
	Islandmagee Community Centre

Appendix 3 - Facilities to which this schedule does NOT apply (Council owned Centres that are leased to community organisations or are managed by community under licence or through a voluntary Management Committee)

BALLYMENA AREA	Ballee Community Centre
	Broughshane Community Centre
	Clough Community Centre
	Gracehill / Galgorm Community Centre
	Kells / Connor Community Centre
	Portglenone Community Centre
	Tullygarley Community Centre
LARNE AREA	Millbrook Community Centre
	Seacourt Community Centre - THE CLIFF
	Glenlough Community Centre
	Glynn Community Centre
	Linn Road Community Centre

Appendix 4 - Discretionary/Proposed Pricing Schedule for Community Facilities (under direct management of Council)

		STANDARD RATES		
	CENTRE	MAIN HALL £ per hour	MINOR HALL £ per hour	OTHER ROOMS £ per hour
1	Greenland, Larne	8.00 (was £7.00)	n/a	5.00 (was £3.50)
2	Carnlough Town Hall, Larne	n/a	n/a	5.00 (was £5.00)
3	Islandmagee, Larne	8.00 (was £5.00)	n/a	5.00 (was £5.00)
4	Ahoghill, Ballymena	9.00 (was £9.15)	5.00 (was £5.40)	n/a
5	Ballykeel, Ballymena	9.00 (was £9.15)	5.00 (was £4.60)	n/a
6	Cullybackey, Ballymena	8.00 (was £6.90)	n/a	5.00 (was £5.20)
7	Dunclug, Ballymena	8.00 (was £7.10)	n/a	5.00 (was £5.10)
8	Harryville, Ballymena	8.00 (was £5.40)	n/a	n/a
9	Oakfield, Carrickfergus	10.00 (was £10.75)	n/a	6.00 (was £6.05)
10	Eden, Carrickfergus	10.00 (was £10.75)	n/a	6.00 (was £6.05)
11	Sunnylands, Carrickfergus	8.00 (was £8.65)	n/a	5.00 (was £5.65)
12	Greenisland, Carrickfergus	8.00 (was £8.75)	n/a	5.00 (was £5.70)
13	Castleview, Carrickfergus	8.00 (was £8.75)	n/a	5.00 (was £5.70)
14	Woodburn, Carrickfergus	8.00 (was £8.75)	n/a	5.00 (was £5.70)

Note: Commercial rates will be three time (x3) the rates quoted above

Appendix 5 - Discretionary/Proposed Pricing Schedule for Civic Spaces

Venue	Room	Off Peak (Mon-Fri Day)	Peak (Mon-Fri Evening and Weekend)
Larne Town Hall	McGarel Hall	£30 *	£45 * (<i>was £37.50</i>)
	Wilson Room	£15 *	£22.50 * (<i>was £18.75</i>)
Larne Market Yard	Market Shed	£15 *	£22.50 * (<i>was £18.75</i>)
	Auction House	£10 * (<i>was £5</i>)	£15 * (<i>was £5</i>)
Carrickfergus Town Hall	Jubilee Hall	£20 * (<i>was £16.95</i>)	£30 * (<i>was £29.90 eve, £31.70 Sat & £45.40 Sun</i>)
	Dobbs Room	£15 (<i>was £9.25</i>)	£22.50 (<i>was £19.15 eve, £23.95 Sat & £38.75 Sun</i>)
Carrickfergus Civic Centre	Committee Rooms and Education Room	£10 (<i>was £9.25</i>)	£15 (<i>was £19.10</i>)
<p>All charges shown above are per hour</p> <p>* Only available in four hour booking slots (charge therefore 4 times hourly rate above)</p> <p>Where commercial rates are applicable price quoted will be doubled</p>			