

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

19th SEPTEMBER 2017

PROPOSAL TO APPROVE (IN PRINCIPLE) A 99 YEAR LEASEHOLD TRANSFER OF ST. MAIRS DAY CENTRE, ABERDARE TO AGE CONNECTS MORGANNWG

**REPORT OF THE GROUP DIRECTOR OF COMMUNITY & CHILDREN'S
SERVICES AND THE DIRECTOR OF CORPORATE ESTATES AND
PROCUREMENT IN CONSULTATION WITH THE RELEVANT PORTFOLIO
HOLDERS COUNCILLOR G HOPKINS, COUNCILLOR R LEWIS AND
COUNCILLOR M NORRIS**

Authors: Debra Hanney, Sian Nowell, Neil Griffiths, Neil Elliot, Hilary Reid.

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with a summary of the risks and benefits of the business proposal submitted by Age Connects Morgannwg (ACM) for their proposed community asset transfer of St. Mairs Day Centre, by way of a 99 year lease.

2. RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Agree to approve (in principle) a 99 year leasehold transfer of St. Mairs Day Centre to Age Connects Morgannwg subject to;
- ACM successfully being awarded a £1.1 million Big Lottery CAT 2 Fund Capital and Revenue Grant. Grant decision will be known in February 2018.
 - Agreement for the relocation of the current Community Meals provision to an alternative location. Members are to receive a separate report on the Community Meal Service.
- 2.2 Agree to provide a letter of support to compliment ACM's Big Lottery application which is due to be submitted by 26th September 2017.

3. REASONS FOR RECOMMENDATIONS

- 3.1 ACM are in the process of finalising a major funding application to lever in significant capital and revenue funding in excess of £1.1 million to renovate and improve the facilities and services for the benefit of the local and wider community.

- 3.2 This provides an opportunity for the Council to enhance, transform and modernise both the building and the existing service delivery provision at St Mair's Day Centre by working in partnership with Age Connects Morgannwg who aim to develop the current facility into an intergenerational community hub.
- 3.3 The cost to the Council in the relocation of the Community Meal Service to an existing site can be met within current financial budgets of the Service.

4. BACKGROUND TO PROPOSAL

- 4.1 The St. Mairs Day Centre, Aberdare is currently occupied by 24 staff providing a lunch service to residents over 50 years old. It also houses the Community Meal production kitchen which cooks and delivers meals to the Cynon Valley. The centre serves on average 60 meals per day in-house and delivers 60,000 community meals per annum.
- 4.2 The centre also supports a range of various user groups who access the centre on a weekly/monthly basis. The opening times for the centre have reduced, impacting on delivery of evening activities.
- 4.3 There is a small team of Traffic Enforcement officers located there who are part of the Council's Highways department. The relocation of this team will be dealt with via the Council's Strategic Accommodation Strategy utilising space within existing Council premises.
- 4.4 The Council owns the freehold premises.

5. AGE CONNECTS MORGANNWG PROPOSAL

- 5.1 Age Connects Morgannwg submitted an Expression of Interest to the RCT Together Team in October 2015 to develop the current St. Mairs Day Centre into an intergenerational community hub and aim to re-brand the building as the "***Cynon Linc***".
- 5.2 Due to their current lease at Principality House Pontypridd ending in 2018, ACM recognise that St. Mairs is under-utilised and offers the potential to become an excellent location for an intergenerational delivery programme, a one stop shop for information regarding services within the locality and to house their administrative team. .
- 5.3 ACM obtained a Big Lottery CAT Stage One Capital Development Grant in February 2017 to develop their proposals further and they will be submitting their final Stage 2 application for £1.1m to Big Lottery CAT 2 Fund by 26th September 2017. A decision on their application will be known on 7th February 2018. If successful, the project will need to have commenced by July / August 2018.

- 5.4 ACM is requesting a 99 year leasehold transfer with a nil market rent of St. Mairs Day Centre in order to be eligible for this particular grant scheme.
- 5.5 The Big Lottery Leasehold guidance requires the Council to commit to a 99 year leasehold period and within that timeframe, impose a 20 year asset liability period allowing the Big Lottery to take a legal charge over the lease. Additional requirements include no break clauses or rent reviews to be permitted during this period and the ability to include an assignment clause to transfer the leasehold interest to a similar third sector organisation in order to permit the project to be continued by a similar organisation if ACM is not in a position to do so.
- 5.6 ACM propose to create an Intergenerational Community Hub and rename the centre “**Cynon Linc**” and will offer opportunities for all ages in the Cynon Valley community, with specialist equipment, resources, support and activities available to older people, including those suffering from dementia and their carers.
- 5.7 The wider community will benefit from affordable, appropriate daily activities that run into the evening/weekends and nutritious affordable meals. A new childcare facility and the relocation of the existing “Maendy Place GP Practice” are also being proposed.
- 5.8 Older people who currently use St Mair’s Day Centre want improved community support services that enhance their wellbeing, increase their independence, knowledge, skills and experience. ACM have consulted the community and have established that there is a need for accessible activities which people of all ages can use.
- 5.9 ACM is pursuing an extensive refurbishment proposal to effectively maximise the use of the building by diversifying their current delivery programme, the installation of energy efficiency opportunities and to rebrand the building to make it more open and accessible for a wider range of customers. Planning permission was submitted on 17th August 2017.

6. PROPOSED DELIVERY PROGRAMME

- 6.1 ACM’s proposal for the development of an intergenerational community hub will include sustaining existing services and expanding its remit to include;
- Activities throughout the day and evening from arts and crafts, storytelling, reminiscing, music, education classes, gardening to concerts and films;
 - There will be a social enterprise bistro providing affordable, healthy meals and snacks for the whole community. ACM is continuing to explore different charging packages for meal and activity options;
 - A sensory room that can be used with people suffering from dementia alongside a dementia café.

- Nail cutting service and therapy rooms for hire.
- The building will be used to house ACM's head office (18 staff) so the public can access their services including their **Community Outreach Service, Befriending Project and Information and Advice Team**. These services offer general advice on issues affecting older people and specialist advice and casework for Welfare Benefit claim forms, reconsiderations and appeals, including support and representation at Tribunals. This support has resulted in an additional £1.7 million additional benefits for Age Connects Morgannwg clients.
- Space for local groups to hire alongside a hall which can be used for events.
- Outdoor courtyard will be utilised as a community garden to support intergenerational gardening club and will support the growing of produce for the bistro.
- Friends of St. Mairs Membership Scheme
- Support the inclusion of the existing user groups and developing new opportunities with other key partners.
- Community Hot- desking opportunities

6.2 Proposed Sub-tenants

- Establishment of a new fee paying childcare facility for babies and 2-3 year olds are being developed.
- Relocation of existing "Maendy GP Practice" is also being progressed.

The building needs of both these proposed sub-tenants have been reflected in ACM's Capital Development building plans.

6.3 ACM's proposal also aims to **strengthen the sustainability of third sector organisations** in the area by providing affordable office and activity space, in a space with other organisations that fosters partnership working. This will also strengthen the long-term sustainability of Age Connects Morgannwg as they will have an affordable base for their core operations, room to develop new projects, ability to expand their social enterprise work and give the local community more access to their services.

6.4 Financial Sustainability and Funding Needs

ACM has identified the following sources of income generation as a mechanism to sustain both the building and delivery of their proposed programme of activities;

Generated Income Sources	Rationale/Comments
○ <u>Restaurant Income</u>	○ ACM advise the projected increase on existing meal provision can be

Generated Income Sources	Rationale/Comments
<ul style="list-style-type: none"> ○ Opening times 8am to 5pm Monday to Thursday and from 8am to 8pm on Fridays. ○ Evening activities will be phased in ranging from once per week in Year 1 and up to 4 evenings per week by Year 5. 	<p>justified due to extended opening hours and eligibility for customers will be open to all ages resulting in a projected broader customer base.</p> <ul style="list-style-type: none"> ○ Location of staff situated within building will rise including ACM, Fern Partnership and GP Practice. ○ Range of different meal value options will be available.
<ul style="list-style-type: none"> ○ Rent from sub-tenants including a Service Charge 	<ul style="list-style-type: none"> ○ Childcare Facility ○ GP Practice ○ Age Connects Morgannwg
<ul style="list-style-type: none"> ○ <u>Room Hire Charges</u> 	<ul style="list-style-type: none"> ○ Draft flexible charging policy for room hire. ○ ACM have used 20-26% occupancy rates in Year 1 and 50-60% occupancy rates and rising from Year 2 onwards to calculate its projected room hire income

6.5. Projected Income and Expenditure Profile

Income Sources	2018/19	2019/20	2020/21	2021/22	2022/23
<u>Total Income</u>	252,687	297,278	299,325	307,277	316,033
<u>Total Expenditure</u>	250,925	295,546	297,606	305,250	313,706
<u>Profit/(Loss)</u>	1,762	1,732	1,719	2,027	2,327

ACM recognise that “Cynon Linc” will take longer than 5 years to become fully sustainable. They are developing a funding strategy which seeks to increase income through applying to trusts and foundation for revenue and project funding.

6.6 Risk Register

ACM has clarified they will not be progressing the asset transfer if they are not successful with their Big Lottery CAT 2 application in February 2018.

ACM has completed a risk analysis and has evidenced how they will mitigate against risks by identifying clear controls and actions needed to prevent and minimise any adverse effect to the sustainability and reputation of the organisation.

7. PROPOSED PROJECT OUTCOMES

7.1 ACM monitors all its services through evaluation forms (where appropriate). They have identified the following outcomes alongside indicators which will help them measure how well they are doing.

- Outcome 1 - Older People will take part in more evening activities resulting in a reduction in loneliness.
- Outcome 2 - Those with dementia and their carers will be less isolated due to the increase in activities and facilities catering specifically for them.
- Outcome 3 - Long Term sustainability of third sector organisation, such as ACM will be strengthened resulting in an increase in support.
- Outcome 4 - Community cohesion will increase as more people of all ages take part together in activities and education

Additional Anticipated Outcomes

- 7 New jobs created including roles including Project Manager, Centre Manager, Facilities Officer, Receptionist, Head Chef, Assistant Chef and Kitchen Assistant.
- 25 Learning and Training Opportunities
- 2,500 Health Outcomes
- ACM has advised the reconfiguration of space within St. Mairs should allow the proposed childcare facility to cater for up to 9 x babies and up to 19 x children aged 2 years plus.

8. CURRENT SERVICE AREA DELIVERY

8.1 Meals on Wheels Service Provision

- The Catering Service considers that it has the physical capacity in other kitchens to accommodate the possible transfer of the Meals on Wheels provision, and the changes could be accommodated within the existing Service budgets.
- Timescales for potential relocation of service (subject to successful Big Lottery Bid) are yet to be clarified/finalised.

8.2 TUPE Considerations

- Staff from both the Community Meal Service and Day Centre Staff have been consulted in respect of ACM's proposals and the Council's HR Team has confirmed TUPE will not apply as part of the asset transfer process.

8.3 Traffic Enforcement Team

- There are 4 Highways team staff located at the premises and it is used primarily as a hot desk facility.
- The team will be relocated within the Council's building portfolio.

9. EQUALITY AND DIVERSITY IMPLICATIONS

- 9.1 An Equality Impact Assessment has been completed in accordance with the Council's Policy and guidance. Some potential negative impact has been identified affecting one or more of the target equality groups and mitigating actions have been identified to minimise these potential impacts. A full Equality Impact Assessment has been carried out and is attached as Appendix 1 of this report.

10. CONSULTATION

- 10.1 An extensive level of consultation has been undertaken by Age Connects Morgannwg in July 2016 and August 2017 with;
- Existing users of the day centre including individuals and user groups
 - Open public consultation
 - Stakeholder consultation

Key Feedback

- Acknowledgement from older patrons of the importance of engaging new users into the building due to fear of the building closing.
- Acknowledgment from some patrons that the opportunities available at St. Mairs have been of great benefit to them and a lifeline with regards to combating bereavement and loneliness. Patrons value the social aspect.
- Request for longer opening hours as some patrons find the evenings particularly isolating and lonely.
- Request for new, different activities to be delivered including education and learning opportunities
- Affordable food – ACM have advised they will be looking at affordable meal options.
- Current users have also asked if the building can be opened up for children and young people. Eg grandparents have expressed desired to bring grandchildren during holiday periods etc.
- Desire for the building to be more visibly dementia friendly.

11. FINANCIAL IMPLICATION(S)

- 11.1 There is potential for savings to the existing Community Day Centre Service arising from this proposal.
- 11.2 There will be a cost to transferring the Community Meal service which will be addressed in a further report to Members.

12. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- Section 123 of the Local Government Act 1972.
- Social Services and Wellbeing (Wales) Act 2014. This proposal will address a key priority within the Act to “**Promote social enterprises and co-operatives which involve people who need care and support**”.

13. LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES

- 13.1 National Policy is driving us to support and build community capacity both as a means of improving general health and wellbeing but also to facilitate and promote social enterprise.
- 13.2 The Social Services and Wellbeing (Wales) Act 2014, in particular, lays out a model of social care that is reliant on the community responding to low level needs to prevent escalation into statutory services and emphasising service models that support people take more control over their care. It also sets out a requirement that Councils promote social enterprise the third sector and co-operatives.
- 13.3 Locally RCT's corporate plan 'The Way Ahead' 2016-2020 is clear about the benefits of supporting the community sector as set out below.

Help people and communities help themselves

- ***The Council is at its most effective when it is helping people to live successful lives as independently as possible and when it is helping communities to help themselves.***
- ***We believe that if you give power to local people you get better results and achieve better value.***
- ***We want to help communities to do more themselves and give them more control over local services such as schools, libraries and other cultural and community facilities.***
- ***We know that RCT's army of volunteers already make a huge difference to thousands of people's everyday lives in their neighbourhoods, towns and villages.***
- ***We want to work more closely with RCT's voluntary and community sector to stimulate innovation and encourage communities to step forward and take on new roles in providing local services and solutions. In doing so we recognise that some***

of our most deprived communities will need additional capacity, and we will work with Welsh Government to ensure the various poverty programmes are refocused to maximise their impact for those families and individuals that require the greatest support.

- 13.4 However, whilst some areas in the Borough already have strong networks of support in place this is not a consistent picture and vulnerable people and families can escalate into statutory services because they did not have the opportunity to seek help earlier or because there are limited options available.
- 13.5 This is particularly true for older people. Loneliness and isolation is a common concern for older people, often they report that bereavement (friends and spouses) or illness contributes to loss of confidence and opportunities to socialise which can have wide ranging effects on their health and wellbeing.
- 13.6 There is evidence in some English Local Authorities that low level community run activities can have a significant impact on supporting vulnerable groups, which is reflected in lower demand for statutory services.
- 13.7 This success appears to be at its strongest where Local Authorities actively support communities to build their capacity in response to their specific local needs.

14. ANALYSIS OF AGE CONNECTS MORGANNWG BUSINESS PLAN

- 14.1 The Community Asset and Service Transfer Panel met on 23rd August 2017 to assess and scrutinise ACM's proposals. The following information summarises the perceived risks and benefits associated with these proposals.
- 14.2 It is worth noting that at the time of writing this report that Age Connects Morgannwg will continue to develop and revise their funding application and financial profile information to the Big Lottery which is due to be submitted by 26th September 2017.
- 14.3 Age Connects Morgannwg have been operating successfully for the past 40 years as a charity and not for profit social enterprise. The charitable objectives of the organisation is to "***promote the relief of the aged***". This includes those who are vulnerable, isolated and in poverty. They have clear strategic and operational priorities and focus on being responsive to the needs of older people, ensuring they meet legislative requirements, maintain the reputation of the organisation, maintain high quality provisions which are financially sustainable and deploy a well-supported, managed and appropriately trained workforce.
- 14.4 They have a skilled and experienced Board and staffing team with good governance, stringent policies and processes for sound business and financial management systems and the care of vulnerable older people. They have evidenced their ability to manage a range of medium to large grants and commissioned contracts across Bridgend, Merthyr and Rhondda Cynon Taf.

- 14.5 ACM is sector leading in its ability to engage with their key target audience of people aged 50+ and have engaged with 27,000 older people over the last three years. ACM's focus on continuing to involve local people and community members will continue with opportunities for both individuals and representatives from the user groups to be on the management committee.
- 14.6 The main concern raised by panel members was in respect of ACM's ambitious financial projections for income generation. Since the panel meeting on 23/8/17, ACM have now submitted a detailed rationale for calculations relating to all sources of income generation and expenditure. This includes a flexible charging policy for meal provision, using a conservative estimate of projected meals purchased and indicate these are more achievable projections. ACM are mindful that they will need to ensure the business grows within its means and will not over commit on proposals that are not viable in the long term.

Lunch Time Sales

Year end	Actual No of meals	Projected No of Meals
2016/17	16000	
2018/19		11700
2019/20		13000
2020/21		13000
2021/22		14300
2022/33		14300

Room Occupancy % Rates

Room	2018/19	2019/20	2020/21	2021/22	2022/23
Hall Hire	26	60	80	80	80
Education Room	20	50	60	65	70
Meetings			25	35	50
Sensory			20	30	50
Nail Cutting	20	20	20	30	60

- 14.7 The 20 year legal charge on the building by Big Lottery also needs to be highlighted for consideration.
- 14.8 With regards to their total capital development costs ACM have developed two costed options. Plan A includes their preferred reconfiguration which includes an extension to the first floor. Plan B allows them to complete a refurbishment of St Mair's to deliver what they need within the CAT2 budget, but leaves out some of the more cosmetic elements and the extension to the first floor. What all this means is that ACM will not be dependent on any funding outside of the Big Lottery CAT2 to progress. ACM are working on a funding strategy for additional capital work. ACM have also submitted a

planning application for the whole scheme so that they could complete some work at a later date if they were unable to secure funding during this time period.

- 14.9 RCT Social Services has always found ACM to be a competent and stable organisation who are able to manage service provision to vulnerable people safely. They are flexible and reliable and have proven to be a sustainable service in the Borough
- 14.10 The Council is about to consider the development of Community Hubs/ Neighbourhood Networks across the Borough. This facility offers a good opportunity to develop that offer for the north of Cynon without incurring significant costs. Community Hubs are an invest to save approach that are supported by the Council's two key transformational themes - 'Early Intervention Prevention' and 'Independence'
- 14.11 The footfall at this site associated with the proposed relocation of the Maendy GP service and the proposal to develop a Childcare provision alongside the other activities on site provide good opportunities to encourage people to access the centre, normalise it in the community and for the Council to work with ACM to extend the offer further.

15. CONCLUSION

- 15.1 To conclude the panel felt that other than the need to highlight the ambitious financial projections and the note on the 20 year legal charge on the building by Big Lottery, this proposal does present the Council with an innovative opportunity to build community resilience using an early intervention and prevention approach and felt it has the potential to address a number of strategic priorities and is a potential pathfinder project for a “community hub model”.
- 15.2 Taking these concerns into consideration, the Panel acknowledge the potential financial risks but want to recommend we support their proposed transfer, subject to the outcome of their Big Lottery application which will be known in February 2018. It is anticipated ACM's proposals will be diligently scrutinised by Big Lottery before a successful grant can potentially be awarded.

OTHER INFORMATION:

Relevant Scrutiny Committee:

- Public Service Delivery, Communities and Prosperity Scrutiny Committee

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

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19th SEPTEMBER 2017

REPORT OF THE GROUP DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES AND THE DIRECTOR OF CORPORATE ESTATES AND PROCUREMENT IN CONSULTATION WITH THE RELEVANT PORTFOLIO HOLDERS COUNCILLOR G HOPKINS, COUNCILLOR R LEWIS AND COUNCILLOR M NORRIS

COMMUNITY ASSET TRANSFER OF ST. MAIRS DAY CENTRE

Background Papers

- Social Services and Wellbeing Act 2014

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Appendix 1 – Equality Impact Assessment

Please ensure that you refer to the ‘Equality Impact Assessment Guidance’ when completing this form. If you would like further assistance please contact the Equality & Diversity Team.

Details
Name of initiative to be assessed: Proposal (in principle) to undertake a 99 year leasehold transfer of St. Mairs Community Day Centre, Aberdare to Age Connects Morgannwg
Name of responsible officer: Neil Elliott
Group/Directorate: Community and Children's Services
Service Area: Adult Services
Date: 7 September 2017

a) What are you assessing for impact?

Service/ Function	Policy/ Procedur e	Project	Strategy	Plan	Proposal	Information/ Position statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b) Please name and describe below:

St. Mairs Community Day Centre is an open access centre in Aberdare for the use of adults age 50 and over. It is open Monday to Friday from 10am to 4pm and provides a subsidised meal service and social activities for it's patrons. A number of community group and associations also use the centre to meet and hold events on a regular basis.

Local Authorities do not have a statutory duty to provide this service. The opening times for the centre have reduced over recent years, impacting on delivery of some activiies, in particular in the evening and Saturday's.

St. Mairs also houses the Meals on Wheels production kitchen, which cooks

and delivers meals to people across the Cynon Valley. Under the proposal described below the meals production kitchen would need to be relocated to another facility and options are currently being explored by the Education Directorate. This proposal will have no direct impact on the provision of the meals on wheels offer provided by the Council.

In October 2015, Age Connects Morgannwg (ACM) submitted an expression of interest, as part of the Council's "RCT Together" initiative, to redevelop St. Mairs Community Day Centre into an intergenerational community hub and rename the centre "Cynon Linc". Under the Cynon Linc proposal, access to services will be open to people of all ages in the wider Cynon Valley community area and expanded to include:

- Activities throughout the day and evening from arts and crafts, storytelling, reminiscing, music, education classes, gardening to concerts and films
- Social enterprise bistro providing affordable, healthy meals and snacks for the whole community
- Sensory room that can be used with people suffering from dementia alongside a dementia café
- Nail cutting service and therapy rooms for hire
- Space for local groups to hire alongside a hall which can be used for events.
- Outdoor courtyard will be utilised as a community garden to support intergenerational gardening club and will support the growing of produce for the bistro
- Friends of St. Mairs membership scheme
- Community hot-desking opportunities

In addition to maintaining support to existing user groups ACM are exploring new opportunities to establish relationships with other key stakeholders such as New Horizons, Merthyr and Valleys Mind, early years and parenting practitioners and youth providers. ACM is also continuing to discuss opportunities with the Local Health Board on the benefits of integrating community health initiatives such as smoking, substance misuse and sexual health programmes for older people.

As part of the proposal, Age Connects Morgannwg will relocate their Head Office to the Cynon Linc, which will provide the public with access to range of information and advice services including their Community Outreach Service, Befriending Project and Information and Advice Team. It is also proposed to establish a new fee paying childcare facility, in collaboration with Fern Partnership, and relocate the existing Maendy GP Practice to the Cynon Linc facility.

ACM is pursuing an extensive refurbishment proposal to effectively maximise the use of the building by diversifying their current delivery programme, the installation of energy efficiency opportunities and to rebrand the building to make it more open and accessible for a wider range of customers. Planning permission was submitted on 17th August 2017.

ACM obtained a Big Lottery Community Asset Transfer (CAT) Stage One Capital Development Grant of £48,050 in February 2017 to develop the proposals and they will be submitting their final Big Lottery CAT Stage 2 application for £1.1m to fund planned rebishment proposals by 26th September 2017. ACM is requesting a 99 year leasehold transfer St. Mairs Community Day Centre, with a nil market rent, in order to be eligible for this particular grant scheme. A decision on the application will be known on 7th February 2018. If successful, the project will need to have commenced by July / August 2018.

Two periods of consultation has been undertaken by ACM during July 2016 and August 2017 on a proposal to transfer St. Mairs Community Day Centre to ACM. On both occasions existing St. Mairs users and and the wider public were consulted and the feedback from this consultation has been considered as part of this Equality Impact Assessment.

**c) Is the delivery of this initiative affected by legislation or other drivers such as codes of practice?
If so, please identify what and how**

There are National drivers influencing us to support and build community capacity both as a means of improving people's general health and wellbeing but also to facilitate and promote social enterprise, the third sector and co-operatives.

The Social Services and Wellbeing (Wales) Act 2014, in particular lays out a model of social care that is reliant on the community responding to low level needs to prevent escalation into statutory services and emphasising service models that support people taking more control over their care.

Locally, the Council's corporate plan 'The Way Ahead' is clear about the benefits of supporting the community sector as set out below.

- The Council is at its most effective when it is helping people to live successful lives as independently as possible and when it is helping communities to help themselves.
- We believe that if you give power to local people you get better results and achieve better value.
- We know that volunteers in Rhondda Cynon Taf already make a huge

difference to thousands of people's everyday lives in their neighbourhoods, towns and villages.

Furthermore, the Council's corporate plan clarifies its intention to support the community take a more pro-active role

- We want to work more closely with the voluntary and community sector across Rhondda Cynon Taf to stimulate innovation and encourage communities to step forward and take on new roles in providing local services and solutions. In doing so we recognise that some of our most deprived communities will need additional capacity, and we will work with Welsh Government to ensure the various poverty programmes are refocused to maximise their impact for those families and individuals that require the greatest support.
- We want to help communities to do more themselves and give them more control over local services such as schools, libraries and other cultural and community facilities.

The needs of vulnerable people and families can sometimes escalate into statutory services because there are limited opportunities available for people to seek help earlier. Good practice research has identified that strong community based initiatives are effective in providing low level support options and these are usually available from a community hub or open access facility.

The Council is exploring the development of a community hub and spoke approach to community development and transferring St. Mair's to ACM and redeveloping it as a community hub will compliment this proposed model and make a significant contribution to a wider early intervention and prevention agenda.

Evidence we gathered from talking to people for the Wellbeing Assessment during 2016 demonstrated that these are the things that people identify as important to their wellbeing:

- when we feel like we belong
- when we know what to get involved in and how to get involved
- when we connect with each other and the world around us
- when we make the most of what we already have; and
- when we are smart about the things we want to change

Evidence we gathered from talking to people for the Population Assessment during 2016 demonstrated that these are the things that people with care and support needs identify as important to their wellbeing:

- Making connections with others

Screening/Relevance Test: Is an equality impact assessment required?

- Access to Information and advice
- Organisations working better together
- Stopping problems before they start or get worse

ACM's intention to create a hub and make it accessible to all sections of the community will raise the profile of the facility significantly and provide wellbeing opportunities for the community beyond what is currently available at St. Mairs.

d) Does the initiative directly affect service users, employees or the wider community?

Yes Continue assessment

No No need to continue screening or carry out an EqIA

Screening is used to decide whether the initiative you are responsible for has a high or medium impact on any of the protected groups and will require a full EqIA.

Please provide details of the possible impact your proposal may have on the following groups, this may not necessarily be negative, but may impact on a group with a particular characteristic in a specific way.

You should also identify whether this constitutes a high, medium or low impact.

Please refer to Equality Impact Assessment Guidelines for further information.

Protected Characteristic	Impact
Age	<p>Overall there is a disproportionately higher risk of impact on adults aged over 50 and they may have specific anxieties around the proposed changes to existing services. See mitigations in the full Equality Impact assessment below for how this will be addressed.</p> <p>Feedback to the consultation undertaken by ACM identified a need for accessible activities and services at the proposed “Cynon Linc” which people of all ages could use. The decision, as part of the proposal, to expand the current offer and allow access to individuals of all age ranges would have a positive impact on the wider community.</p>
Disability	<p>There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.</p>
Gender Reassignment	<p>There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.</p>
Marriage and Civil Partnership	<p>There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.</p>
Pregnancy and Maternity	<p>If the provision of a childcare facility could be secured as set out in the proposal for Cynon Linc this would have a positive impact on pregnant women and new mothers in the locality.</p>
Race	<p>There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.</p>

Religion or Belief	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Sex	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Sexual Orientation	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Other Characteristics	
Existing St. Mairs users	Existing St. Mairs users may choose not to attend if the current offer is changed and this may lead to social isolation and poorer wellbeing outcomes if users stop attending. See mitigations in the full equality impact assessment below for how this will be addressed.
Low income users	Currently, the meals service provided at St. Mairs is subsidised and room hire is free of charge. However, under this proposal there is a need in order to create a sustainable business plan, for ACM to consider an increase in meal and room hire charges. This could have a negative impact on low income users.
Welsh Language	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Carers	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Armed Forces Community	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.

If after completing the EqlA screening/relevance test, you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below. (Please use additional pages if necessary).

Are you happy that you have sufficient evidence to justify your decision?

Yes

No

Signed: Neil Elliott

Position: Service Director

Date: 7 Sept 2017

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you **MUST carry out a full EqlA.**

Approved by Head of Service or Director

Signed: Neil Elliott

Position: Service Director

Date: 7 Sept 2017

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact and clearly identify which groups are affected.

In terms of any disproportionate/negative/adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

The initial screening analysis found the following 2 impacts:

Protective Characteristics	Impact of proposal	Mitigating Actions
Age	Overall there is a disproportionately higher risk of impact on adults aged over 50 and they may have specific anxieties around the proposed changes to existing services.	Continue to engage with service users and other key stakeholders regarding the transfer proposal as part of an agreed joint communication strategy. There will be a transition plan which could involve support at St. Mairs and that will be sensitive to the needs of those that may be affected by this change, to ensure that any impact is mitigated and the process of change is safely handed.
Existing St. Mairs service users	Existing St. Mairs users may choose not attend if the current offer is changed and this may lead to social isolation and poorer wellbeing outcomes if users stop attending.	Work with St. Mairs users to involve them in the proposed service transfer and ensure they are involved in planning of the service model and programmes of activities as part of an agreed transition plan.
Low-income service users	Currently, the meals service provided at St. Mairs is subsidised and room hire is free of charge. However,	ACM to continue to explore affordable charging policy for meal and activity/room hire options.

	<p>under this proposal there is a need, in order to create sustainable business model, for ACM to consider an increase in meal and activity room/hire charges. This could have a negative impact on low-income users.</p>	<p>ACM to engage with service users prior to agreement of a charging policy.</p>
<p>If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.</p>		
<p>Not applicable</p>		

Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

Population assessments completed in 2016 across the Cwm Taf region was used to understand demographics and service need.

Service usage data held with Adult Services was used to ascertain service level and activity data for St. Mairs.

Age Connect Morgannwg’s “Cynon Linc” Business Plan was used as a reference for service activity and research.

(ii) Give details of how you have engaged with service users on the proposals and steps taken to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Two periods of consultation has been undertaken by Age Connects Morgannwg during July 2016 and August 2017. On both occasions existing St. Mairs users and and the wider public were consulted and key feedback included:

- Acknowledgement from St. Mairs patrons of the importance of engaging new users into St. Mairs due to reduction in numbers and fear of closure. Under the proposal described above, access to “Cynon Linc” will be open to people of all ages and the range of activities and support opportunities expanded in order to increase the numbers of people engaged and ensure longer term sustainability of the centre
- Acknowledgment from some patrons that the opportunities available at St. Mairs have been of great benefit to them and a lifeline with regards to combating bereavement and loneliness. Patrons value the social aspect. As described above, the decision has been made to provide services at “Cynon Linc” that retains current use and has aspirations to expand the current offer to reduce social isolation.
- Request for longer opening hours as some patrons find the evenings particularly isolating and lonely. Under the proposal, Cynon Linc will provide activities throughtout the day and evening aimed at reducing isolation and loneliness.
- Request for new, different activities to be delivered including education and learning opportunities. As already described, under the proposal the decision has been made to provide a range of activities during the day and evening across a number of subject areas, which will include education and learning opportunities.
- Request for affordable food options. Under the proposal, there will be a social enterprise bistro providing affordable, healthy meals and snacks for the whole community. ACM is continuing to explore different charging packages for affordable meal options.
- Current users have also asked if the building can be opened up for children and young people; for example, grandparents have expressed desired to bring grandchildren during holiday periods etc. As decribed above, access to Cynon Linc will be open to people of all ages.
- A need for somewhere that people with dementia and their carers could come together - where the carer could get some respite and support whilst the person with dementia could socialise, reminisce and enjoy the company of others. Under the proposal the decision has been made to provide a range of activities during the day and evening, which will include support for people with dementia and carers.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality Duties?

Yes

No

Decision Log - detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made).

Rhondda Cynon Taf Cabinet – 18th July 2017. Decision made:

- to authorise Age Connects Morgannwg to undertake the necessary consultation and the development of a Big Lottery Bid to develop an intergenerational community hub at St Mair's Day Centre.
- that a subsequent report is presented to Cabinet in September 2017 once the consultation has been completed and Age Connects Morgannwg's funding application has been completed.
- to consider at the Cabinet meeting in September 2017 whether a 99 year lease for St Mair's Day Centre is granted to Age Connects Morgannwg, subject to Big Lottery Funding approval.

Review

Date of Next Review:	7 th February 2018
If review is not required, explain why:	
This date coincides with the Big Lottery CAT 2 funding application decision	

Completed by:	Neil Elliott
Signature:	
Job Title:	Service Director Adult Services
Date:	7 Sept 2017

This assessment must be approved by an appropriate Head of Service or Director

Approved by:	Gio Isingrini
Signature:	
Job Title:	Group Director Community and Children's Services
Approval date:	7 Sept 2017

Please return a copy to:

Equality & Diversity Team

The Pavilions

Cambrian Park

Clydach Vale

CF40 2XX

Email: equality@rctcbc.gov.uk

EQUALITY IMPACT ASSESSMENT FORM

Please ensure that you refer to the 'Equality Impact Assessment Guidance' when completing this form. If you would like further assistance please contact the Equality & Diversity Team.

Details

Name of initiative to be assessed: Proposal (in principle) to undertake a 99 year leasehold transfer of St. Mairs Community Day Centre, Aberdare to Age Connects Morgannwg

Name of responsible officer: Neil Elliott

Group/Directorate: Community and Children's Services

Service Area: Adult Services

Date: 7 September 2017

a) What are you assessing for impact?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b) Please name and describe below:

St. Mairs Community Day Centre is an open access centre in Aberdare for the use of adults age 50 and over. It is open Monday to Friday from 10am to 4pm and provides a subsidised meal service and social activities for it's patrons. A number of community group and associations also use the centre to meet and hold events on a regular basis.

Local Authorities do not have a statutory duty to provide this service. The opening times for the centre have reduced over recent years, impacting on delivery of some activiies, in particular in the evening and Saturday's.

St. Mairs also houses the Meals on Wheels production kitchen, which cooks and delivers meals to people across the Cynon Valley. Under the proposal described below the meals production kitchen would need to be relocated to another facility and options are currently being explored by the Education Directorate. This propoal will have no direct impact on the provision of the meals of wheels offer provided by the Council.

In October 2015, Age Connects Morgannwg (ACM) submitted an expression of interest, as part of the Council's "RCT Together" initiative, to redevelop St. Mairs Community Day Centre into an intergenerational community hub and rename the centre "Cynon Linc". Under the Cynon Linc proposal, access to services will be open to people of all ages in the wider Cynon Valley community area and expanded to include:

- Activities throughout the day and evening from arts and crafts, storytelling,

EQUALITY IMPACT ASSESSMENT FORM

reminiscing, music, education classes, gardening to concerts and films

- Social enterprise bistro providing affordable, healthy meals and snacks for the whole community
- Sensory room that can be used with people suffering from dementia alongside a dementia café
- Nail cutting service and therapy rooms for hire
- Space for local groups to hire alongside a hall which can be used for events.
- Outdoor courtyard will be utilised as a community garden to support intergenerational gardening club and will support the growing of produce for the bistro
- Friends of St. Mairs membership scheme
- Community hot-desking opportunities

In addition to maintaining support to existing user groups ACM are exploring new opportunities to establish relationships with other key stakeholders such as New Horizons, Merthyr and Valleys Mind, early years and parenting practitioners and youth providers. ACM is also continuing to discuss opportunities with the Local Health Board on the benefits of integrating community health initiatives such as smoking, substance misuse and sexual health programmes for older people.

As part of the proposal, Age Connects Morgannwg will relocate their Head Office to the Cynon Linc, which will provide the public with access to range of information and advices services including their Community Outreach Service, Befriending Project and Information and Advice Team. It is also proposed to establish a new fee paying childcare facility, in collaboration with Fern Partnership, and relocate the existing Maendy GP Practice to the Cynon Linc facility.

ACM is pursuing an extensive refurbishment proposal to effectively maximise the use of the building by diversifying their current delivery programme, the installation of energy efficiency opportunities and to rebrand the building to make it more open and accessible for a wider range of customers. Planning permission was submitted on 17th August 2017.

ACM obtained a Big Lottery Community Asset Transfer (CAT) Stage One Capital Development Grant of £48,050 in February 2017 to develop the proposals and they will be submitting their final Big Lottery CAT Stage 2 application for £1.1m to fund planned refurbishment proposals by 26th September 2017. ACM is requesting a 99 year leasehold transfer St. Mairs Community Day Centre, with a nil market rent, in order to be eligible for this particular grant scheme. A decision on the application will be known on 7th February 2018. If successful, the project will need to have commenced by July / August 2018.

Two periods of consultation has been undertaken by ACM during July 2016 and August 2017 on a proposal to transfer St. Mairs Community Day Centre to ACM. On both occasions existing St. Mairs users and and the wider public

EQUALITY IMPACT ASSESSMENT FORM

were consulted and the feedback from this consultation has been considered as part of this Equality Impact Assessment.

- c) **Is the delivery of this initiative affected by legislation or other drivers such as codes of practice?
If so, please identify what and how**

There are National drivers influencing us to support and build community capacity both as a means of improving people's general health and wellbeing but also to facilitate and promote social enterprise, the third sector and co-operatives.

The Social Services and Wellbeing (Wales) Act 2014, in particular lays out a model of social care that is reliant on the community responding to low level needs to prevent escalation into statutory services and emphasising service models that support people taking more control over their care.

Locally, the Council's corporate plan 'The Way Ahead' is clear about the benefits of supporting the community sector as set out below.

- The Council is at its most effective when it is helping people to live successful lives as independently as possible and when it is helping communities to help themselves.
- We believe that if you give power to local people you get better results and achieve better value.
- We know that volunteers in Rhondda Cynon Taf already make a huge difference to thousands of people's everyday lives in their neighbourhoods, towns and villages.

Furthermore, the Council's corporate plan clarifies its intention to support the community take a more pro-active role

- We want to work more closely with the voluntary and community sector across Rhondda Cynon Taf to stimulate innovation and encourage communities to step forward and take on new roles in providing local services and solutions. In doing so we recognise that some of our most deprived communities will need additional capacity, and we will work with Welsh Government to ensure the various poverty programmes are refocused to maximise their impact for those families and individuals that require the greatest support.
- We want to help communities to do more themselves and give them more control over local services such as schools, libraries and other cultural and community facilities.

The needs of vulnerable people and families can sometimes escalate into statutory services because there are limited opportunities available for people to seek help earlier. Good practice research has identified that strong community based initiatives are effective in providing low level support options and these are usually available from a community hub or open access facility.

EQUALITY IMPACT ASSESSMENT FORM

The Council is exploring the development of a community hub and spoke approach to community development and transferring St. Mair's to ACM and redeveloping it as a community hub will compliment this proposed model and make a significant contribution to a wider early intervention and prevention agenda.

Evidence we gathered from talking to people for the Wellbeing Assessment during 2016 demonstrated that these are the things that people identify as important to their wellbeing:

- when we feel like we belong
- when we know what to get involved in and how to get involved
- when we connect with each other and the world around us
- when we make the most of what we already have; and
- when we are smart about the things we want to change

Evidence we gathered from talking to people for the Population Assessment during 2016 demonstrated that these are the things that people with care and support needs identify as important to their wellbeing:

- Making connections with others
- Access to Information and advice
- Organisations working better together
- Stopping problems before they start or get worse

ACM's intention to create a hub and make it accessible to all sections of the community will raise the profile of the facility significantly and provide wellbeing opportunities for the community beyond what is currently available at St. Mairs.

d) Does the initiative directly affect service users, employees or the wider community?

Yes
No

Continue assessment

No need to continue screening or carry out an EqIA

EQUALITY IMPACT ASSESSMENT FORM

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium impact on any of the protected groups and will require a full EqIA.

Please provide details of the possible impact your proposal may have on the following groups, this may not necessarily be negative, but may impact on a group with a particular characteristic in a specific way.

You should also identify whether this constitutes a high, medium or low impact.

Please refer to Equality Impact Assessment Guidelines for further information.

Protected Characteristic	Impact
Age	<p>Overall there is a disproportionately higher risk of impact on adults aged over 50 and they may have specific anxieties around the proposed changes to existing services. See mitigations in the full Equality Impact assessment below for how this will be addressed.</p> <p>Feedback to the consultation undertaken by ACM identified a need for accessible activities and services at the proposed "Cynon Linc" which people of all ages could use. The decision, as part of the proposal, to expand the current offer and allow access to individuals of all age ranges would have a positive impact on the wider community.</p>
Disability	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Gender Reassignment	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Marriage and Civil Partnership	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Pregnancy and Maternity	If the provision of a childcare facility could be secured as set out in the proposal for Cynon Linc this would have a positive impact on pregnant women and new mothers in the locality.
Race	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Religion or Belief	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Sex	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Sexual Orientation	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.

EQUALITY IMPACT ASSESSMENT FORM

Other Characteristics	
Existing St. Mairs users	Existing St. Mairs users may choose not to attend if the current offer is changed and this may lead to social isolation and poorer wellbeing outcomes if users stop attending. See mitigations in the full equality impact assessment below for how this will be addressed.
Low income users	Currently, the meals service provided at St. Mairs is subsidised and room hire is free of charge. However, under this proposal there is a need in order to create a sustainable business plan, for ACM to consider an increase in meal and room hire charges. This could have a negative impact on low income users.
Welsh Language	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Carers	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.
Armed Forces Community	There is no evidence to suggest an impact is likely. As such, the effect of the proposal is deemed neutral on this protected characteristic.

If after completing the EqlA screening/relevance test, you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below. (Please use additional pages if necessary).

Are you happy that you have sufficient evidence to justify your decision?

Yes

No

Signed: Neil Elliott

Position: Service Director

Date: 7 Sept 2017

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqlA.

Approved by Head of Service or Director

Signed: Neil Elliott

Position: Service Director

Date: 7 Sept 2017

EQUALITY IMPACT ASSESSMENT FORM

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact and clearly identify which groups are affected.

In terms of any disproportionate/negative/adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

The initial screening analysis found the following 2 impacts:

Protective Characteristics	Impact of proposal	Mitigating Actions
Age	Overall there is a disproportionately higher risk of impact on adults aged over 50 and they may have specific anxieties around the proposed changes to existing services.	Continue to engage with service users and other key stakeholders regarding the transfer proposal as part of an agreed joint communication strategy. There will be a transition plan which could involve support at St. Mairs and that will be sensitive to the needs of those that may be affected by this change, to ensure that any impact is mitigated and the process of change is safely handed.
Existing St. Mairs service users	Existing St. Mairs users may choose not attend if the current offer is changed and this may lead to social isolation and poorer wellbeing outcomes if users stop attending.	Work with St. Mairs users to involve them in the proposed service transfer and ensure they are involved in planning of the service model and programmes of activities as part of an agreed transition plan.
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If ways of reducing the impact have been identified but are not possible, please

EQUALITY IMPACT ASSESSMENT FORM

explain why they are not possible.

Not applicable

Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

Population assessments completed in 2016 across the Cwm Taf region was used to understand demographics and service need.

Service usage data held with Adult Services was used to ascertain service level and activity data for St. Mairs.

Age Connect Morgannwg's "Cynon Linc" Business Plan was used as a reference for service activity and research.

(ii) Give details of how you have engaged with service users on the proposals and steps taken to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

EQUALITY IMPACT ASSESSMENT FORM

Two periods of consultation has been undertaken by Age Connects Morgannwg during July 2016 and August 2017. On both occasions existing St. Mairs users and and the wider public were consulted and key feedback included:

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- A need for somewhere that people with dementia and their carers could come together - where the carer could get some respite and support whilst the person with dementia could socialise, reminisce and enjoy the company of others. Under the proposal the decision has been made to provide a range of activities during the day and evening, which will include support for people with dementia and carers.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality Duties?

Yes

No

Decision Log - detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made).

Rhondda Cynon Taf Cabinet – 18th July 2017. Decision made:

- to authorise Age Connects Morgannwg to undertake the necessary consultation and the development of a Big Lottery Bid to develop an intergenerational community hub at St Mair’s Day Centre.
- that a subsequent report is presented to Cabinet in September 2017 once the consultation has been completed and Age Connects Morgannwg’s funding

EQUALITY IMPACT ASSESSMENT FORM

application has been completed.

- to consider at the Cabinet meeting in September 2017 whether a 99 year lease for St Mair's Day Centre is granted to Age Connects Morgannwg, subject to Big Lottery Funding approval.

Review

Date of Next Review:	7 th February 2018
If review is not required, explain why:	
This date coincides with the Big Lottery CAT 2 funding application decision	

Completed by:	Neil Elliott
Signature:	
Job Title:	Service Director Adult Services
Date:	7 Sept 2017

This assessment must be approved by an appropriate Head of Service or Director

Approved by:	Gio Isingrini
Signature:	
Job Title:	Group Director Community and Children's Services
Approval date:	7 Sept 2017

Please return a copy to:

Equality & Diversity Team
The Pavilions
Cambrian Park
Clydach Vale
CF40 2XX

Email: equality@rctcbc.gov.uk