

STOREY'S FIELD COMMUNITY TRUST

Tuesday 29 September 2015

University of Cambridge Primary School

Present:

Kevin Blencowe (Chair, CCC), Jeremy Sanders (UoC), Heather Topel (UoC), John Hipkin (CCC)

In attendance:

Debbie Kaye (CCC), Sally Roden (CCC), Vicky Mays (UoC), Robin Laird (UoC)

1. Welcome

1.1 Members were welcomed to the meeting. The new Secretary to the Committee Robin Laird was introduced to the members present.

1.2 Apologies were received from Sian Reid and Jonathan Nicholls.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Minutes of the last meeting

3.1 The minutes were approved as accurate.

4. Matters arising

4.1 All matters arising were covered in the agenda

5. Management arrangements proposal

5.1 The Trustees received a paper outlining the principles of the HR management proposals for consideration.

5.2 The main items covered in the proposal included consideration of how the relationship would work with the trustees in terms of roles and responsibilities, consideration of termination period and performance management arrangements.

5.3 Some concern was raised about the wording of paragraphs relating to cost recovery and delivery of the Centre business plan. It was agreed that the aim of the proposal was to set out principles which would then form head of terms and a contract.

5.4 It was clarified that the right to vary the composition of the staff team was meant to provide the right for the Council to backfill if necessary due to absence.

5.5 It was agreed that the broad principles set out in the proposal were acceptable; however the wording would be reviewed. Comments made by the Trust would be captured and an amended draft of the proposal would be sent to Jeremy Sanders and Kevin Blencowe for approval to then be circulated to Debbie Kaye. **ACTION: Sally Roden, Secretary**

5.6 Debbie Kaye offered to explore similar contracts used at the City Council which may provide a useful example. **ACTION: Debbie Kaye**

5.7 Once the proposal had been approved by the City Council then work could commence on heads of terms which would be brought back to the next Trust meeting.

6. Draft Centre Manager Job Description

6.1 The Trust received a revised job description for the Centre Manager.

6.2 The Trust agreed that not all of the skills listed would be required to be essential. Debbie and Sally would review this. It was also requested that an additional paragraph be added to emphasise the requirement for the Centre Manager to implement the Trust's vision and objectives. **ACTION: Sally Roden/Debbie Kaye**

6.3 The Trust agreed that the job description should broaden the requirement for local authority experience to cover other similar environments such as managing performing arts centres, higher education facilities etc. The job description should also request experience in working in diverse communities. **ACTION: Sally Roden/Debbie Kaye**

6.4 The Trust agreed that the role would be advertised on the City Council and University recruitment websites and that other publications could be explored such as Arts Professional. Debbie Kaye agreed to investigate. **ACTION: Debbie Kaye**

6.5 The Trust agreed that the interview panel should include one Trustee from the City Council and one Trustee from the University in addition to Sally and Debbie. The Trustees reiterated the need to have clarity on the recruitment process before this work commenced. Debbie agreed to set out a proposal for the recruitment process and circulate to the Trust for agreement. If necessary this would be brought back to the next Trust meeting for further discussion. **ACTION: Debbie Kaye**

7. Draft pre-opening timeline

7.1 The pre-opening timeline was circulated for information. It was acknowledged that the timeline was indicative and may have to flex but was useful as a guide.

8. Pre-opening budget proposal

8.1 The Trust received a proposal for the pre-opening budget which was now aligned with the business case.

8.2 The Trust requested that this be amended to reflect the HR services costs. It was suggested that the money to fund the pre-opening phase could be funded from the Section 106 agreement. Heather Topel agreed to investigate this possibility. **ACTION: Heather Topel.**

8.3 Debbie Kaye also raised the possibility of exploring the City Council's current work on reviewing booking systems. It was agreed that opportunities to achieve efficiencies by using such systems should be investigated by the Trust.

9. Protocols for PR and external communication

9.1 It was agreed that the protocol for agreeing announcements made in relation to the Community Centre should be for any press releases to be reviewed by Biky Wan, PR Manager at North West Cambridge Development, Ashley Perry, Corporate Marketing & Communications Manager at the City Council and through the Chair of the Storey's Field Trust.

9.2 A request had been made by the North West Community Forum for an update about the Storey's Field Trust. It was agreed that as Chair Kevin Blencowe should normally provide such updates but in this instance Kevin would ask John Hipkin to represent the Trust, as he would be in attendance at this meeting.

9.3 It was reported that several enquiries to book rooms in the Centre had already been received. It was agreed that these would be passed to Robin Laird who would register interest and send a holding note explaining that further information about Centre bookings would be available in Summer 2016.

10. Overview of Phase 1 programme

10.1 It was noted that the Primary School had now opened and welcomed over 110 children. Lots of positive feedback had already been received from parents and teachers.

10.2 It was reported that Farrans (Community Centre contractor) had been working on site for about a month. There were about 11 projects working across the site at the

current time and the next major milestone would be the completion of student accommodation in 12 months' time.

10.3 The Trust noted that the residential developer schemes were in development and Hills application would be presented at the next JCC with Countryside's application to be made early in 2016.

10.4 The discussions with the hotel operator would soon be concluded and further information would be shared at that point. The Trustees queried whether hotel facilities would be open to the public and it was confirmed that subject to planning discussion the hotel operator had proposed to offer facilities which would help to animate the site and be open to the community.

11. Date of the next meeting

11.1 The next meeting is scheduled to take place on 17 November 2015,

Summary of Actions:

Para 5.5/5.6. Amend the Management Arrangement proposal in line with comments made by the Trust. Possible examples to be circulated by Debbie Kaye. Circulate to Jeremy Sanders and Kevin Blencowe for approval. **Sally Roden/Secretary**

Para 6.2. Review skills in the draft Centre Manager's job description skills. Also, insert a paragraph to emphasise the Trust's vision and objectives. **Sally Roden/Debbie Kaye**

Para 6.3. Include Local Authority experience covering managing performing arts centres, higher education facilities etc in the Manager's job description. Also, include working in diverse communities. **Sally Roden/Debbie Kaye**

Para 6.4. Investigate what publications could be used for advertising the job description. **Debbie Kaye**

Para 6.5. Set out proposal for the recruitment process for Centre Manager and circulate to the Trust. **Debbie Kaye**

Para 8.2. Amend the pre-budget opening proposal to reflect the HR services cost. Investigate possibility of funding from s106 agreement. **Heather Topel.**

Para 9.3. Register interests for the Community Centre and send a holding note to enquirers. **Robin Laird**