

## *SOUTH EAST NEIGHBOURHOOD*

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### **Lewisham Council**

#### **Item: Lewington Centre Progress Report**

Prepared by Paul Nehra, Neighbourhood Investment Manager

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#### **1.0 Staffing**

- 1.1 Patricia Okonkwo was appointed to post of Centre Co-ordinator in December 2008. The Centre also has a part-time caretaker 20 hours per week a p/t (one day per week) administrator – the cost of this post is met directly by L&Q. In addition to this, staff are supported by a resident volunteer as part of a programme administered by L&Q.
- 1.2 The South-east Neighbourhood Investment team secured the services of a trainee post funded through a local authority programme. This member of staff has provided additional support at the centre. Costs associated with this employee have been met directly by L&Q.
- 1.3 To ensure we are able to maintain a consistent level of service we are seeking to secure the services of another trainee to work at the Centre. This post will focus on supporting the Centre Co-ordinator in generating external funding to ensure the financial independence of the centre.
- 1.4 L&Q's Southwark Neighbourhood Investment Co-ordinator also works closely with the Centre Co-ordinator to develop a range of projects and activities described in Section 2.

#### **2.0 Key Projects**

##### **2.1 Catch 22**

Catch 22 are LB Lewisham's appointed youth services provider. They have expanded the range of services they offer to include Friday night and weekend sessions. We are continuing to develop the working relationship with Catch 22 and the Centre Co-ordinator has assisted in developing provision around music and media workshops by L&Q contracting direct to source and fund a service provider (XLP).

##### **2.2 Under 5's nursery**

This is a widely used service attracting a diverse range of local residents and their

children. They have been particularly supportive of a Muslim women's group with whom we have developed a range of services.

### 2.3 Cyber Centre

We have secured £30K of external funding to update the IT equipment in the centre and are offering a range of taster and drop-in sessions along with basic skills programmes for local community volunteers. In partnership with XLP we ran a twelve week multi-media programme for young people.

We are currently tendering for the provision of new IT equipment and a service and repair contract. Once this is in place we will be in a position to offer a wider range of accredited programmes. The initial intention was to outsource this programme to one provider under a service level agreement arrangement. This has proved difficult to place and will be contracting with a range of providers to offer a wide range of accredited learning opportunities at all levels of competency. We are also working with Catch 22 to develop an inter-generational programme where younger learners will train and support older residents through a 'buddying' programme.

### 2.5 Income from Hiring

We have rented office space to Horn Afrik, an organisation who offer IAG services and practical support to BAME families. They have been instrumental in signposting new users to the centre and generated additional income.

The centre co-ordinator has continued to develop productive working relationships with key service providers and the local community. Income generation through external funding and hire of the centre's facilities is progressing adequately. However, hire income from the Centre's main hall has been below what was initially anticipated. Acoustic panelling is to be installed soon and we are also looking at our pricing structure. On completion of the remedial works we will be undertaking a marketing campaign to the local community and voluntary sector promoting the centre.

2.6 The income from the LBL endowment and the IMR flats above totals £59K so far this year. This money has enabled us to run a number of capacity building programmes for local residents. These include:

- Lewington centre Steering Group – this consists of 6 local residents and 6 partner agencies. It is intended that this group form the Management Committee. We have supported the residents through IT, meeting skills and confidence building programmes.
- Volunteering programme – we have so far supported 7 local residents through this programme. The volunteers, predominately from BAME backgrounds, have received accredited basic IT and language skills training, confidence building and office administration training along with an opportunity to help with administrative and practical duties associated with the running of the centre. The duties have included hall bookings updating financial data, reception duties and assisting at

community events.

- Young people

We have worked with a specific group of young people who have assisted us in funding applications and bids. The 4 young people have all undergone a communication skills programme that included both verbal and technology based communication. The group have supported us in successfully securing two funding bids by being part of our presentation team.

- Muslim Women's Group

We have assisted this group through the provision of language and literacy training, keep fit and have recently started a sewing class for some of the younger mothers. We have worked closely with Horn Afrik to support this client group.

Whilst the keep fit programme originally focussed on this group it is now offered to women from all ethnic backgrounds. This has helped to foster a greater sense of community cohesion.

- Healthy living

We have run a number of keep fit, aerobic and exercise programmes. In the main these have been intergenerational but we are developing a specific programme for the over 50's. In addition we ran a 12 week cooking programme that focussed on healthy eating on a limited budget.

Business Plan (attached)

- It is anticipated that the Centre will make a profit of 28K in 2009/10.
- Actual spend to date in the current financial year is highlighted in yellow.
- There has been a saving on staff costs to date as we have secured the help of local volunteers and a trainee post.
- We are in the process of recruiting an administrator/facilities post from the BP.
- There is an overspend on staff overheads in this financial year as a result of a one off installation of IS equipment
- Operational costs are forecasted at 70K against 43K in the BP
- Guaranteed Income : 109K to date, 140K end of year
- Private hire : below target.

|                                  | 2007/08 |           | 2007/08   |            | 2008/09   |            | 2008/09        |            | 2009/10    |            | 2009/10    |             | 2010/2011   |             | 2011/2012   |             | 2012/2013   |             | 2013/2014   |             | 2014/2015   |             | 2015/2016   |             | Total       |             |             |             |            |        |
|----------------------------------|---------|-----------|-----------|------------|-----------|------------|----------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|--------|
|                                  | Actual  | Biz Plan  | Actual    | Biz Plan   | Actual    | Biz Plan   | Actual to date | Biz Plan   | Actual     | Biz Plan   | Actual     | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    | Actual      | Biz Plan    |            |        |
| <b>EMPLOYEE COSTS</b>            |         |           |           |            |           |            |                |            |            |            |            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |            |        |
| Wages & Salaries                 | 0.00    | 11,101.40 | 22,604.00 | 59,282.35  | 20,837.65 | 61,196.47  | 20,837.65      | 61,196.47  | 664,256.29 | 667,469.11 | £70,842.56 | £74,384.69  | £78,103.92  | £82,009.12  | £85,087.56  | £88,162.07  | £91,236.58  | £94,311.09  | £97,385.60  | £100,460.11 | £103,534.62 | £106,609.13 | £109,683.64 | £112,758.15 | £115,832.66 | £118,907.17 | £121,981.68 | £125,056.19 |            |        |
| NI & Pension                     | 0.00    | 2,953.40  | 678.12    | 13,405.35  | 625.13    | 14,075.62  | 625.13         | 14,075.62  | 14,779.40  | £15,518.37 | £16,294.29 | £17,109.00  | £17,984.45  | £18,858.90  | £19,733.35  | £20,607.80  | £21,482.25  | £22,356.70  | £23,231.15  | £24,105.60  | £24,980.05  | £25,854.50  | £26,728.95  | £27,603.40  | £28,477.85  | £29,352.30  | £30,226.75  | £31,101.20  |            |        |
| Temporary Staff                  | 0.00    | 4,000.00  | 1,741.63  | 21,000.00  | 4,430.18  | 18,000.00  | 4,430.18       | 18,000.00  | £15,000.00 | £10,000.00 | £10,000.00 | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00  | £10,000.00 |        |
| Total Staff Costs                | 0.00    | 17,854.80 | 25,023.75 | 92,687.70  | 25,892.96 | 93,272.09  | 25,892.96      | 93,272.09  | £94,035.69 | £92,987.48 | £97,136.85 | £101,493.69 | £105,848.37 | £110,203.15 | £114,557.84 | £118,912.52 | £123,267.20 | £127,621.88 | £131,976.56 | £136,331.24 | £140,685.92 | £145,040.60 | £149,395.28 | £153,749.96 | £158,104.64 | £162,459.32 | £166,814.00 | £171,168.68 |            |        |
| <b>STAFF OVERHEADS</b>           |         |           |           |            |           |            |                |            |            |            |            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |            |        |
| Mileage Allow                    | 0.00    | 100.00    | 0.00      | 100.00     | 100.00    | 120.00     | 100.00         | 120.00     | 100.00     | 100.00     | 100.00     | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00     |        |
| Vehicle Expenses - Petrol        | 0.00    | 0.00      | 0.00      | 0.00       | 0.00      | 0.00       | 0.00           | 0.00       | 0.00       | 0.00       | 0.00       | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       |        |
| Travel Expenses - fares          | 0.00    | 150.00    | 0.00      | 157.50     | 135.00    | 165.38     | 135.00         | 165.38     | 135.00     | 135.00     | 135.00     | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00      | 135.00     | 135.00 |
| Staff Subsidence                 | 0.00    | 0.00      | 0.00      | 0.00       | 0.00      | 0.00       | 0.00           | 0.00       | 0.00       | 0.00       | 0.00       | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       |        |
| Refreshment allowance            | 0.00    | 0.00      | 0.00      | 0.00       | 0.00      | 0.00       | 0.00           | 0.00       | 0.00       | 0.00       | 0.00       | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       |        |
| Staff Training                   | 0.00    | 660.00    | 0.00      | 2,640.00   | 2,600.00  | 3,465.00   | 2,600.00       | 3,465.00   | 2,600.00   | 2,600.00   | 2,600.00   | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00    | 2,600.00   |        |
| Staff Recruitment                | 0.00    | 4,000.00  | 0.00      | 1,050.00   | 750.00    | 1,102.50   | 750.00         | 1,102.50   | 750.00     | 750.00     | 750.00     | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00     |        |
| IS                               | 0.00    | 900.00    | 0.00      | 3,600.00   | 3,600.00  | 4,725.00   | 3,600.00       | 4,725.00   | 3,600.00   | 3,600.00   | 3,600.00   | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00    | 3,600.00   |        |
| 10% Overheads                    | 0.00    | 1,365.40  | 0.00      | 5,461.60   | 1,515.12  | 7,168.35   | 1,515.12       | 7,168.35   | 1,515.12   | 1,515.12   | 1,515.12   | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12    | 1,515.12   |        |
| Total Staff Overheads            | 0.00    | 7,175.40  | 0.00      | 13,009.10  | 16,666.27 | 16,746.23  | 16,666.27      | 16,746.23  | 16,666.27  | 16,666.27  | 16,666.27  | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27   | 16,666.27  |        |
| <b>OPERATIONAL OVERHEAD</b>      |         |           |           |            |           |            |                |            |            |            |            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |            |        |
| Printing & Stationary            | 0.00    | 228.00    | 1,710.00  | 7,500.00   | 1,650.00  | 1,965.00   | 1,650.00       | 1,965.00   | 1,650.00   | 1,650.00   | 1,650.00   | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00    | 1,650.00   |        |
| Photocopying Machines            | 0.00    | 200.00    | 1,140.00  | 1,425.00   | 1,250.00  | 1,425.00   | 1,250.00       | 1,425.00   | 1,250.00   | 1,250.00   | 1,250.00   | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00    | 1,250.00   |        |
| Postage                          | 0.00    | 20.00     | 104.50    | 104.50     | 100.00    | 114.00     | 100.00         | 114.00     | 100.00     | 100.00     | 100.00     | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00      | 100.00     |        |
| Refuse Services                  | 0.00    | 700.00    | 3,900.00  | 3,900.00   | 2,500.16  | 4,200.00   | 2,500.16       | 4,200.00   | 2,500.16   | 2,500.16   | 2,500.16   | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16    | 2,500.16   |        |
| Water/Gas/Electric rates         | 0.00    | 400.00    | 4,610.00  | 5,610.00   | 4,500.00  | 6,100.00   | 4,500.00       | 6,100.00   | 4,500.00   | 4,500.00   | 4,500.00   | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00    | 4,500.00   |        |
| Non Domestic Rates               | 0.00    | 0.00      | 0.00      | 0.00       | 0.00      | 0.00       | 0.00           | 0.00       | 0.00       | 0.00       | 0.00       | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       |        |
| Security/Insurances              | 0.00    | 1,440.00  | 7,500.00  | 7,500.00   | 4,762.00  | 7,700.00   | 4,762.00       | 7,700.00   | 4,762.00   | 4,762.00   | 4,762.00   | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00    | 4,762.00   |        |
| Maintenance (inc cycical)        | 0.00    | 0.00      | 7,708.80  | 6,205.28   | 6,205.28  | 8,000.00   | 6,205.28       | 8,000.00   | 6,205.28   | 6,205.28   | 6,205.28   | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28    | 6,205.28   |        |
| Telephone Costs                  | 0.00    | 400.00    | 1,000.00  | 1,000.00   | 750.00    | 1,050.00   | 750.00         | 1,050.00   | 750.00     | 750.00     | 750.00     | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00      | 750.00     |        |
| Cleaning                         | 0.00    | 844.00    | 6,000.00  | 4,800.00   | 4,800.00  | 6,300.00   | 4,800.00       | 6,300.00   | 4,800.00   | 4,800.00   | 4,800.00   | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00    | 4,800.00   |        |
| Events                           | 0.00    | 400.00    | 5,914.10  | 2,000.00   | 2,106.80  | 2,000.00   | 2,106.80       | 2,000.00   | 2,106.80   | 2,106.80   | 2,106.80   | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80    | 2,106.80   |        |
| Publicity/Public Relations       | 0.00    | 400.00    | 0.00      | 1,500.00   | 1,500.00  | 2,000.00   | 1,500.00       | 2,000.00   | 1,500.00   | 1,500.00   | 1,500.00   | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00   |        |
| Licences/sundry expenses         | 0.00    | 300.00    | 0.00      | 1,500.00   | 7,840.00  | 1,500.00   | 7,840.00       | 1,500.00   | 7,840.00   | 1,500.00   | 1,500.00   | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00    | 1,500.00   |        |
| Total Office Overheads           | 0.00    | 5,332.00  | 26,087.40 | 40,964.50  | 37,964.26 | 43,084.00  | 37,964.26      | 43,084.00  | 37,964.26  | 37,964.26  | 37,964.26  | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26   | 37,964.26  |        |
| <b>TOTAL REVENUE EXPENDITURE</b> | 0.00    | 30,162.20 | 51,111.15 | 146,661.30 | 80,523.48 | 153,102.32 | 80,523.48      | 153,102.32 | 80,523.48  | 80,523.48  | 80         |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |            |        |