

## **COMMON ROOMS AND COMMUNITY SPACE POLICY – REQUEST FOR UPDATE TO POLICY**

Report of the Head of Housing Management

### **1. SUMMARY**

- 1.1 This report is to request to add an update to the Common Rooms and Community Space policy and procedure, which was approved at Operational Board in June 2020.
- 1.2 Since the rooms have been reopened after lockdown, there have been several requests made which are not clearly defined in the existing policy. The policy is not due to be reviewed until June 2023, therefore this report is to ask for an amendment to the policy to be considered.

### **2. RECOMMENDATION**

- 2.1 To approve an addition to the Common Room and Community Space Procedure 2020-2023 as outlined in paragraph 4.4 below.

### **3. REASON(S) FOR RECOMMENDATION**

- 3.1 To ensure the policy and procedure for the Community Rooms are allowing maximum safety and inclusion for Derby Homes Customers.

### **4. MATTER(S) FOR CONSIDERATION**

- 4.1 Derby Homes have 22 community rooms located all over the city. These rooms are owned by Derby City Council and managed by Derby Homes. Since the reopening of the rooms after the COVID-19 lockdown, we have had several requests for the community rooms use which is not clearly defined in our existing community rooms policy.
- 4.2 The community spaces are a great asset to Derby Homes. We encourage maximum use of all our community spaces and fully support bookings that focus on social inclusion. Derby Homes and other agencies can use the space to encourage customers to get involved with a variety of social events and activities as well as deliver projects that have the potential to influence people's lives.
- 4.3 We would like the Operational Board to approve one new addition to the Community rooms policy to ensure that the use of the rooms is consistent and fair.

- 4.4 The suggested amendment is:  
Block bookings (consecutive booking of over a day or more) of a community room will be considered on a case-by-case basis. A block booking would only be considered if:
- it is for an event which is open to the public
  - or involving the whole community
  - or working towards Derby Homes' strategic objectives.
- 4.5 The Community Room policy and procedure have been created to ensure the safety of customers and give clear guidance regarding the charging structure, booking requirements and expectations of anyone wishing to hire the rooms.

## **5. OTHER OPTIONS CONSIDERED**

- 5.1 None

## **IMPLICATIONS**

### **6. HEALTH & SAFETY IMPLICATIONS**

- 6.1 If the amendment to the policy is not approved, there is a chance of inconsistent bookings in the community rooms, which would be unfair for customers using the room.

### **7. RISK IMPLICATIONS**

- 7.1 The use of the policy and procedure for the community rooms is to increase fairness and transparency when using our community rooms. If the amendment is not agreed, there is a risk that a group may monopolise the use of the room and not allow time for other groups. This would be unfair for other groups who wish to use the community room for inclusive activities.

The areas listed below have no implications directly arising from this report:

Consultation  
Financial and Business Plan  
Legal and Confidentiality  
Council  
Personnel  
Environmental  
Equalities Impact Assessment  
Policy Review

For more information please contact:

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Background information: Common Room and Community Space Policy and Procedure – June 2020

List of appendices: None

**This report has been approved by the following**

Managing Director	Maria Murphy	17/11/2021
Finance Director/Derby Homes Accountant	David Enticott or Michael Kirk	11/11/2021
Company Solicitor	Taran Lalria	14/11/2021
Head of Service	Lorraine Testro	11/11/2021