



**Invitation for
Expression of Interest to provide
Management Services for
South Parish
Community Centre**

This Is What Makes Us Cork.

Closing date for Submission:

03/11/2023 @ 5pm

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About the Contracting Authority

Cork City Council is seeking expressions of interest from community groups and organisations to manage and operate the South Parish Community Centre for a period of 5 years.

Cork City Council, herein after referred to as the Contracting Authority, is the authority responsible for this expression of interest.

Cork City Council is the Local Authority for the administrative of Cork City. Cork is located in the south-west of Ireland, in the province of Munster, since an extension to the city's boundary in 2019, the city area increased from 39 km² to 187 km², and the population within the city bounds increased from 125,000 to 210,000. Cork City Councils significant economic advantages include Cork Port, fast access to rail, road, and power and telecommunications infrastructure.

Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level. Further information is available at our corporate website www.corkcity.ie

South Parish Community Centre Background

Cork City Council would like to hear from organisations or groups who are interested in taking over the management and running of The South Parish Community Centre for a period of 5 years. South Parish Community Centre is located on Sawmill Street in Cork City. It is home to a number of community organisations and groups and it is designated as a protected historical structure. The premises is two stories, comprised of number of meeting rooms, offices and a hall. Viewing is advised prior to any expressions of interest to ensure a full understanding of the building is in place.

Cork City Council is required to undertake a process to agree an arrangement for the management of the South Parish Community Centre. This building is located on Saw Mill street in Cork City (T12 E304).

This will involve selecting a community/ voluntary organisation from within the city to act as Managers of the Community Centre. In general, this entails managing each element of the Facility in an effective and professional manner and to a standard of excellence so as to ensure the provision of a full range of activities to be used solely for community and youth services related activities and for the benefit to the general public in the South Parish catchment area.

This arrangement was previously carried out by the South Parish Community Association. It is proposed that the prospective organisation will manage the premises for an initial 5-year period, with an annual review.

There are currently a number of groups who use the centre as their base including but not restricted to, the Bridge Co-op, The Gay Project , Retired peoples Network, Narcotics Anonymous and Alcoholics Anonymous and other community groups upon request.

This is an opportunity for a community group/organisation to acquire office space for their own use whilst managing the building or for an organisation to manage the building without externally.

Requirements

Generally:

- Manage each element of the Facility in an effective and professional manner ensuring a standard of excellence is provided to ensure the development of a full range of activities to be used solely for community and youth services related activities and for the benefit to the general public in the South Parish catchment area;
- Under the direction of Cork City Council, actively promote, encourage, and market the optimum use of the Facility.
- Nominate a contact person with whom Cork City Council shall liaise in relation to any terms of this Agreement or any matter concerning the Facility.

Specifically:

Facilities and Services:

- Ensure all facilities within the facility and surrounding environs are kept litter free at all times;
- Monitor admission during opening hours;
- Provide readily understandable information on all aspects of the facilities within the Facility;
- Co-operate at all times with other permitted occupiers/users of the Facility to facilitate the provision of community services;
- Operate a satisfactory administrative system to manage the booking of the facilities and ensure all facilities are available to users in a satisfactory manner;
- Promote maximum use of the facility when not required by youth and community services;
- Ensure the operation of any outdoor facilities in a safe manner and carry out regular inspections as advised by Cork City Council to ensure these facilities are safe at all times;
- Ensure its staff have undertaken appropriate training and are fully conversant with Health and Safety issues in relation to the operation of outdoor facilities;
- to be responsible for all costs associated with the running of the facility and to be responsible for the payment of all outgoings and utility bills in respect of the property including water, service charges including rates (if applicable)
- to manage all income generation, and to ensure that the Facility is operating to its full capacity and within governance rules.

Opening Times:

- Ensure in so far as is reasonably possible that the Facility opens and is available for use between 9am and 10pm Monday to Friday inclusive and on Saturday and Sunday subject to demand

Financial Receipts:

- Agree and observe directions or guidelines issued in writing to the Management Company from time to time by Cork City Council specifying tariffs to be charged for use of the facilities within the Complex and observe any directions or pricing policies in place;
- Operate proper financial control and cash control and accountability;
- Prepare and furnish to Cork City Council an Annual Report on the operation of the Complex which shall include details of activities, opening hours, users, etc.;

Staffing:

- Hire, supply, or employ personnel competent and properly qualified to perform all the duties necessary to give effect to the obligations of the Management Company;
- Ensure that all persons supplied, hired, or employed by the Management Company shall discharge their duties competently and to a high standard
- Ensure that all persons supplied, hired, or employed by the Management Company will possess and display attitudes of good customer care at all times in the performance of their duties concerning users of the Complex or other members of the public;
- Ensure that all persons supplied, hired, or employed but the Management Company to carry out any duties shall at all times be and remain the employees of the Management Company and not of Cork City Council.

Health and Safety:

- Prepare and implement a proper and effective safety statement and a proper and effective risk management programme to minimise, and where possible eliminate, incidents of accident, injury or illness to staff, to members of the public, and to other persons. The Management Company shall ensure full compliance by it of its duties in law to employees and others and in particular (and without prejudice to the generality of the foregoing or to the full extent of the legal duty arising) shall;
 - A. provide and maintain a safe, healthy working environment and a safe and healthy facility for public use, taking account of all requirements of law;
 - B. make available all necessary safety devices and protective equipment and supervise their use;
 - C. shall be responsible for any other Fire, Health and Safety requirements and child protection safe guarding.

Maintenance:

- Keep the Facility and Building in a safe, clean, hygienic, orderly, and attractive state and condition
- To be responsible for all internal repairs and maintenance of the Facility and Building;

Complaints:

- Operate an effective procedure for receiving, recording, investigating and resolving complaints from users or other persons within the Facility ensuring the maintenance of a written record of all complaints, their investigation and resolution and make available all such records for inspection by Cork City Council on request;

Indemnities and Insurances:

- Indemnify Cork City Council, fully and completely, against all actions, damages, claims, costs, expenses and demands which may be made against Cork City Council as owner or provider of the Complex
- Insure and keep insured a Public Liability Policy of Insurance with a limit of €6,500,00.00 for any one incident with full indemnity therein to Cork City Council;

- Insure and keep insured an Employers Liability Policy of Insurance with a limit of €13,000,000.00 for any one incident with full indemnity therein to Cork City Council;
- Procure that all-
 - A. Groups, schools and users of the Facility;
 - B. Contractors or independent operators of services;

The Facility:

- Keep the Facility secured at all times against all risks of damage, injury, vandalism, loitering, graffiti, intruder or fire and keep and to use all appropriate forms of alarms and electronic devices in support of this obligation as is appropriate;
- Ensure the Facility is open and available for community use
- Promote the availability of the centre
- Allow Cork City Council, at all reasonable times, enter upon the said Facility for the purposes of inspection and examination;
- Allow Cork City Council, at all times, enter upon the said Facility for the purposes of attending to any emergency situations which may arise,
- The Management Company shall pay and discharge all out goings in respect of the Facility.

Duration

Five-year management agreement to be reviewed annually, with an annual get out clause for both parties.

Rent

A rental charge will not apply to the successful applicant(s) for the duration of their management agreement.

Annual Stipend

There will be a financial stipend of €10,000 annually to the successful applicant(s) to support the role of the costs/ management of the facility. The successful applicant(s) will adhere to the Council's funding mechanisms and protocols in order to avail of this support.

Community Development Role

The successful applicant(s) will develop a plan over the 5-year period to ensure capacity building and optimum use of the facility, this will be supported by Cork City Council

5 Year Period	Priorities
Year 1	Host 2-3 Open Evenings Provide regular funding stream by advertising availability of space(s) in centre)

Year 2 & 3	Develop a Local Community Steering Committee to examine the potential of optimizing the local use of the building
Year 4	Review local needs that could be supported by the South Parish Community Centre
Year 5	Examine the need for and the possibility of Re-establishing a local community council/community association or other model suitable for South Parish

Specification/Eligibility Criteria

Organisations interested in leasing the community centre are asked to submit an Expression of Interest.

This opportunity is open to voluntary, community, charities and social enterprise organisations which are suitably qualified and meet the criteria set out in this expression of interest.

Expression of interest is also welcomed by a consortium of community -based organisations, however, the proposal should clearly show who will be responsible for areas such as maintenance, marketing, community liaison and point of contact with the council.

The successful organisation/group should also have: a track record of community engagement and an understanding of what is required to successfully manage a community building.

Experience and expertise of financial planning and control, and a track record of fundraising.

How to Apply

Expressions of interest should be submitted to denise_murphy@corkcity.ie by 03/11/2023

Should any potential applicant wish to view the building prior to submitting an expression of interest this will be facilitated through Denise Murphy

Next Steps

Expressions of Interest will be considered by a panel and an interview may take place

