

# **Ballymun Community Facilities Forum Workshop**

## ***Reflections on Moving 14<sup>th</sup> May 2008***

### **Lessons and Recommendations Arising**

#### **Introduction**

The Ballymun Community Facilities Forum brings together representatives from voluntary and community groups, BRL and Dublin City Council to develop a plan for the planning and management of community facilities in the area. The Forum invited some community groups to share their experiences of moving into interim and new build accommodation so that it could learn from it and apply the learning to the future planning and management of community facilities.

Five key themes emerged from the workshop and these are presented here.

#### **1. Design and Build: *Better Communication, Management and Technical Support***

- A single project team from BRL should oversee each project and should appoint one person as Project Manager to be responsible for liaison with the community group or groups
- Communication should be clear and regular and all communication whether from DCC or BRL should go through the Project Manager to ensure consistency and clarity
- The Project Team should provide the community group with technical assistance in the design and building of the accommodation. This includes the preparation of the design brief, the interpretation of drawings, consideration of issues such as the sharing of premises between different organisations and the scheduling of regular site visits and reviews
- One person from the community group should be appointed to act as Liaison Person with the Project Team and Project Manager on behalf of the group and should feedback to it
- Some issues were raised in relation to the construction process and finalisation of buildings for occupation, particularly in terms of size and access.

#### **2. Build Capacity: *Provide Programme of Support to Community Groups as Needed***

- In addition to the technical support referred to above, a programme of support should be offered to community groups who are going to move to interim or long term accommodation. This support should be in the form of advice, information, capacity building and the sharing of experiences between groups to ensure that they are fully aware of their options, the implications of these options and their responsibilities in relation to moving (both immediate and in the long term) and

that they are equipped to manage the process of relocation and all aspects of their new accommodation.

**3. Cost Implications: *Clarify Early and Ensure Availability and Sustainability of Funding***

- Community Groups should be assisted to work out the ongoing revenue cost and other resource implications of moving at the outset of the project
- Statutory funders should be advised of the plans for new buildings at the beginning of the process so that they can be aware of the cost implications and can make early decisions on the necessary changes to the funding of community groups
- Statutory funders should work together to address the cost implications over a sustained period
- Possible models for sustainable funding should be explored, including a mix of statutory and philanthropic sources

**4. Shared Buildings: *Address Management and Access Issues***

- Ensure that groups who are planning to go into shared premises are fully aware of the implications of sharing a building in terms of the effect on their service users, visitors and relationship management
- Ensure that the reception, security and other front of house staff are trained, supported and appraised of the implications of multiple occupants and in particular of the different requirements of their visitors and service users

**5. Interim Accommodation: *Address Security and Common Areas Issues***

- Clarify whether it is the community group or DCC who is responsible for security in the building and the maintenance of common areas
- Organise the move to interim accommodation to ensure that no group is on their own for any time in block.