LCC Day Centres: Community Use Pilot

Information Pack for VCFSE Organisations

This information pack is intended to support Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations to make informed decisions when submitting an Expression of Interest (EOI) to use LCC Day Centres for evening and/or weekend activity delivery.

Contents

Use **CTRL + Click** on any of the listed contents below, to allow you to move easily between different sections of the document.

Table of Contents

1. Purpose and Context 2

2. Potential Pilot Sites 3
   Days and Times of Use 3
   Access to space during the Pilot 3

3. Monitoring and Learning 4
   Monitoring and Learning: at a glance 4
   What the pilot is seeking to learn 4
   What organisations will be asked to do 4
   How the learning will be used 5

4. Support During the Pilot 5
   Mobilisation and Set-Up 5
   Induction and Ongoing Support 6
   Working Together During the Pilot 6
   Minimising Barriers to Participation 7
   Looking Beyond the Pilot 7

5. What to include in your Expression of Interest 8
   EOI requirements at a glance: 8
   Important points to note: 9

6. How EOIs will be assessed 9

7. Submitting your EOI 10
   EOI Drop-in: Ask Questions & Explore the Pilot 10

BACK TO CONTENTS

1. Purpose and Context

This pilot is designed to explore how Council-owned day service buildings can be used more openly and collaboratively with communities, outside of core weekday hours, to support social connection, wellbeing and participation. It will create space for co-production, experimentation and learning, and build understanding of how public spaces can be used more effectively.

This information pack is designed to support Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations to make informed decisions when completing an Expression of Interest (EOI) to use Day Centres for evening and/or weekend activities. The approach is deliberately learning-focused and adaptive, placing value on insight, relationships and lived experience.

The information supplied in this pack is to enable you to complete an expression of interest for Phase One of the pilot. Phase One is a small-scale and time-limited (1-2 test sites, for 6 months) exercise. It will enable the Council to test assumptions, build understanding and inform future decisions about prevention, commissioning and place-based working. This is a learning pilot and flexibility, collaboration, and open dialogue are encouraged throughout.

It brings together:

- What the day centres are and why they are being made available
- What spaces and facilities are typically available at each centre
- How access, cleaning, kitchens, and equipment work in practice
- Responsibilities and expectations for organisations using the buildings

Lancashire County Council operates several Day Centres that are primarily used during weekdays. Outside these times, the buildings offer an opportunity to:

- Provide welcoming community activities during evenings and weekends
- Reduce loneliness and isolation
- Reach people unable to attend daytime provision due to work, caring roles, or other barriers
- Make better use of public community assets

The use of the centres under this pilot are community led, and not clinical in tone. This pilot does not form a care service contract and is non-regulated care. The pilot is designed to complement, not replicate, statutory day services.

BACK TO CONTENTS

2. Potential Pilot Sites

There are 11 Potential Sites being considered for inclusion in this pilot. These sites are located across Lancashire and provide accessible, community-based environments that are suitable for evening and weekend activity. Full details are provided in the accompanying *"Potential Sites Information"* document. Organisations should refer to this when considering where their proposed activities may be best suited.

Days and Times of Use

Expressions of Interest may propose use during:

- Evenings (typically after 5.00pm on weekdays)
- Weekends (Saturday and/or Sunday)
- A mixture of evenings and weekends

Indicative usage windows may include:

- Evenings: e.g. 5.00pm-9.30pm
- Weekends: 10.00am – 4.00pm or 4.00pm – 9.00pm

Final approved days and times will be confirmed by the council to ensure compatibility with security and operational requirements.

Access to space during the Pilot

During the pilot, VCFSE organisations will be able to use multipurpose communal spaces only (e.g. activity rooms, meeting areas, kitchenette). Care specific rooms and specialist equipment will not be available. This includes items such as hoists or adapted bathing facilities.

This is because:

- these facilities require specific training and competence to use safely
- use without trained staff would create a risk of injury
- it could also damage equipment needed for essential daytime services

This restriction:

- applies to everyone equally (it is not about who you are, but how the space can be safely used)
- is a standard safety measure, similar to restricted areas in many public buildings
- is proportionate for a short, 6-month pilot, where we are testing safe community use before considering any future changes

Accessible toilets that are part of general building provision will still be available. This does not prevent disabled people from taking part in the pilot. Activities will take place in accessible communal spaces, and we will consider reasonable adjustments where these can be made safely without requiring specialist equipment.

BACK TO CONTENTS

3. Monitoring and Learning

This pilot is deliberately learning-focused, rather than a formal performance management exercise. Monitoring arrangements are designed to be light-touch, proportionate and supportive, recognising the diversity, capacity and approaches of VCFSE organisations.

The emphasis is on shared understanding, reflection and improvement, rather than measuring delivery against fixed outcomes. The Council will provide proportionate support throughout the pilot to enable organisations to participate effectively and contribute to shared learning.

Monitoring and Learning: at a glance

Area	What this means
Overall approach	Learning-focused, collaborative and adaptive
Purpose	To understand how Council Day Centres can be used more flexibly to support community activity outside core weekday hours
Monitoring	Minimal and proportionate
Focus	Practical insight, lived experience and what works in practice

What the pilot is seeking to learn

Through this pilot, the Council is interested in understanding:

- How community use of day centres can complement existing daytime provision
- What types of activities attract participation during evenings and weekends
- What barriers to participation exist and how these might be reduced
- How buildings can be used more flexibly, inclusively and sustainably

The focus is on practical learning rather than testing organisations against fixed outcomes.

What organisations will be asked to do

Organisations taking part in the pilot will be asked to contribute to learning in straightforward and proportionate ways, including:

- Keeping simple attendance records
- Gathering basic participant feedback
- Recording and reporting incidents, near misses or safeguarding concerns in line with agreed procedures

BACK TO CONTENTS

- Participating in regular reflection and learning sessions
- Sharing feedback, insight and experiences on what has worked well and what could be improved
- Working collaboratively with the Council and other organisations included in the pilot
- Engage with the Council through regular check-ins, reflection sessions and collaborative problem-solving to support delivery and learning

Organisations are not expected to use complex data systems, detailed outcomes frameworks or formal monitoring tools. Participation in monitoring, review and reflection throughout the pilot will be proportionate and flexible.

How the learning will be used

Learning gathered through the pilot will help inform:

- decisions about whether and how the approach could continue or be expanded
- improvements to centre access, use and operational arrangements
- future commissioning, partnership and community-use opportunities

The council values open and honest feedback, including where aspects of the pilot have not worked as intended, and is committed to working collaboratively with VCFSE partners throughout. The Council will support organisations throughout this process, including through structured mobilisation, induction arrangements and ongoing guidance during delivery. This is intended to reduce barriers to participation and ensure a shared, practical approach to learning.

4. Support During the Pilot

The Council recognises that taking part in a time-limited pilot requires organisations to commit time, capacity and resource. This section sets out the support that will be provided to enable organisations to participate with confidence, and to ensure a collaborative and well-managed approach throughout.

The Council will lead a structured mobilisation process so organisations understand what to expect, can operate safely and confidently, and are not exposed to unnecessary risk during this learning pilot.

Mobilisation and Set-Up

Once the pilot sites and participating organisations are confirmed, the Council will lead a structured mobilisation process to support the safe and effective use of each building.

BACK TO CONTENTS

This will include:

- Initial introduction meetings to bring together relevant Council staff and participating organisations
- Site familiarisation and access arrangements, including practical walkthroughs where required
- A site-specific handover pack, setting out key operational information for each building
- Clear guidance on requirements, including health and safety, safeguarding and use of space
- Development of a site-specific mobilisation plan, led by the Council, to ensure all necessary arrangements are in place prior to delivery

As part of mobilisation, the Council will work with organisations to establish clear and proportionate arrangements for access, security, insurance and incident management. These arrangements will be designed to support safe delivery while avoiding unnecessary complexity or burden.

A proportionate provider agreement will be put in place to reflect these arrangements and set out expectations in a clear and accessible way. The intention is to enable organisations to participate with confidence, without taking on disproportionate financial or operational risk.

Induction and Ongoing Support

To support safe and effective use of the buildings, organisations will receive:

- Site-specific induction, based on the relevant building and activities
- Clear points of contact and escalation routes, including guidance on who to contact for day-to-day queries, site-specific issues, and emergencies
- Clear guidance on practical arrangements, including opening and closing procedures, building security, and what to do in the event of incidents or emergencies
- Ongoing support to help navigate any operational challenges that arise during delivery

The approach will be responsive and proportionate, recognising that questions and practical considerations may emerge once activity is underway.

Working Together During the Pilot

This pilot is intended to be delivered in partnership, with a strong emphasis on open communication and shared problem-solving.

The Council will work closely with participating organisations to:

- Maintain regular communication and check-in points

BACK TO CONTENTS

- Support practical problem-solving where challenges arise
- Facilitate shared learning between organisations where appropriate
- Keep arrangements under review to ensure they remain proportionate and workable in practice

This is a learning pilot, and flexibility will be built in wherever possible to respond to what is working well and where improvements can be made.

Minimising Barriers to Participation

The Council is committed to making it as straightforward as possible for organisations to take part.

As this is a learning pilot, the approach to mobilisation and delivery is intended to:

- Reduce unnecessary administrative burden
- Provide clarity on roles and responsibilities from the outset
- Ensure that practical, legal and operational arrangements are agreed in a proportionate way
- Avoid placing undue financial or operational risk on participating organisations wherever possible

This is intended to support a wide range of VCFSE organisations – including smaller or grassroots groups – to participate with confidence.

Looking Beyond the Pilot

While this is a time-limited pilot, the learning generated will directly inform future decisions about how Council buildings and community-based approaches are used.

Insight from the pilot will be used to:

- Understand what works (and what doesn't) in delivering community-led activity in these settings
- Inform decisions about whether this approach should be continued, adapted, scaled, or stopped
- Improve how Council buildings are used as shared community assets outside core hours
- Shape future approaches to prevention, partnership working and community-based support

A decision on next steps will be made through the Council's governance processes before the end of the pilot, using evidence gathered throughout delivery.

Participation in the pilot therefore offers an opportunity for organisations to contribute directly to shaping future models and approaches, based on practical experience and shared learning.

BACK TO CONTENTS

5. What to include in your Expression of Interest

This section explains the information you will be asked to provide as part of the Expression of Interest (EOI). EOIs are intended to be light-touch, proportionate and accessible, and should not require significant time or resource to complete.

The Council is seeking proposals that demonstrate fit with the pilot, safe delivery, and a willingness to learn, rather than polished or fully developed service models. Applications from partnerships or collaborative approaches are welcomed.

EOI requirements at a glance:

Section	What you'll be asked to include	Level of detail expected
2. About your organisation	• Organisation name and legal status • Main contact details • Website or social media links (if available)	Basic information only. This helps the Council understand who you are and provides a point of contact.
3. Your interest in the pilot	• Why you are interested in taking part • Who your activities would be for (e.g. working-age adults, carers, older people) • Types of activities you might offer • When you would expect to use the space (evenings, weekends, or both)	Short, indicative responses. Activities do not need to be fully designed at this stage.
4. Approach and values	• How you would involve people and communities in shaping activities • How you would help create a welcoming, inclusive and non-clinical environment	Brief, reflective responses. This section is about ethos and approach rather than formal methodology.
5. Practical considerations	• Confirmation that you have an appropriate safeguarding policy • Confirmation of public liability insurance (or ability to obtain it) • Whether activities would be delivered by staff, volunteers, or both	Yes / no confirmations only. No evidence is required at EOI stage.
6. Learning & Participation	•A brief outline on how you will contribute to learning	Examples of reflections, short stories, what worked/did not work.
7. Potential Pilot Sites	• Preferred locations • Accessibility requirements • Any facility needs or constraints	Optional. Preferences will be considered where possible but cannot be guaranteed.
8. Final declaration	• Understanding of the basis and conditions of the pilot	Confirmation only.

BACK TO CONTENTS

Important points to note:

- EOIs are designed to be quick to complete and should not require significant time or resources.
- You are not required to submit policies, certificates or supporting documents at this stage.
- If invited to take part, you may be asked to provide additional information at a later point.

6. How EOIs will be assessed

EOIs will be reviewed using a proportionate, learning-focused approach. This is not a competitive scoring exercise.

EOIs will be considered against the following criteria:

Area	What we are looking for
Fit with the pilot	Alignment with the aims of community-led, welcoming activity outside daytime provision
Safe delivery	Appropriate safeguarding awareness, insurance and basic health and safety arrangements
Learning value	Willingness to reflect, adapt and share learning during and after the pilot
Feasibility	Practicality of proposed use within available times, spaces and capacity

Where interest exceeds available sites or capacity, the Council may balance:

- Learning opportunities across different locations
- A mix of activity types
- Accessibility and inclusion considerations

The outcome regarding which site(s) will be used for the pilot will be based on achieving the best overall conditions for learning, rather than choosing the highest-performing individual proposals. This approach ensures the pilot generates meaningful insight that can inform future decisions.

BACK TO CONTENTS

7. Submitting your EOI

Completed EOIs should be returned to **awpicomm@lancashire.gov.uk** **by 9am on Monday 29th June.**

Following the EOI submission deadline, the Council will review all responses and will aim to confirm which organisations and sites will be taken forward by **Friday 17th July**.

All organisations will be notified of the outcome.

If you have any questions, require clarification or would like a brief discussion regarding this pilot, please get in touch with the Commissioning Team via email at **awpicomm@lancashire.gov.uk** **by Monday 22nd June 2026.**

EOI Drop-in: Ask Questions & Explore the Pilot

A relaxed, informal, online drop-in session is available so you can ask questions, talk through your ideas, and get practical support with your Expression of Interest (EOI):

Date: Tuesday 23rd June 2026
Time: 13:30-14:30
Meeting link: MS Teams Online Event

There's no set agenda – just a chance to connect with the team, explore the opportunity, and think together about how you might get involved. Whether you're ready to submit an EOI or simply want to find out more, we're here to support you.

This is also an opportunity to start building relationships and share early thinking, as we take a test-and-learn approach and shape the pilot together.

Throughout the pilot, we'll work alongside you – from the start through to delivery – offering support with mobilisation, induction and ongoing guidance. Rather than a one-off process, this is about building relationships, learning as we go, and adapting together. Our aim is to make it easier for organisations to take part and to create a space where we can openly test, reflect and improve things in practice.

BACK TO CONTENTS