

# GREATER LONDON AUTHORITY

[REDACTED]  
(By email)

Our Ref: MGLA220719-8145

16 August 2019

Dear [REDACTED]

Thank you for your request for information which the GLA received on 19 July 2019. Your request has been dealt with under the Freedom of Information Act 2000.

You requested:

*I understand that Groundwork was commissioned by the Greater London Authority (GLA) to compile data on the locations of community centres in London for the Mayor's Cultural Infrastructure Map <https://maps.london.gov.uk/cim/index.html#modal>*

*I was hoping you'd be able to enlighten me on where I can find the report which was produced and what the methodology was in compiling this data.*

Please find below and attached the information we hold within the scope of your request:

- Please find attached an extract which shows the methodology
- Additionally, there is some methodology-related information on the Cultural Infrastructure Map itself, copied below for reference

## Community centres

### Description

Buildings which are owned by a housing association or local authority for the purpose of serving a community; providing facilities for the development of the recreational, cultural and personal welfare of members of that community; and/or a meeting place for voluntary organisations or other groups in the community which need accommodation.

### How data was compiled

GLA commissioned research. Led by [Groundwork](#)

### Credit for use

GLA.

No report has been produced. The outcome is the published map at <https://maps.london.gov.uk/cim/index.html#modal>

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA220719-8145.

Yours sincerely

  
**Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at: <https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

[Not in scope]

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## Methodology and Approach / Service Delivery:

### Overview of our Approach:

Building on existing work by the GLA Intelligence Unit, Groundwork London (GL) will collate a database of community centres in London which are available for groups and organisations to use for cultural and social activities. This database will be used to populate the “Community Centre” layer in the Mayor’s Cultural Infrastructure Map (CIM). As the current delivery partner on the CIM project, our GDS team have a comprehensive understanding of the GLA’s objectives for this project, and we will use this to inform to guide our approach.

Our Approach to this commission will bring together the in-house skills and expertise of GL’s Geospatial Data Services (GDS) team, combined with our extensive ground-level knowledge of London’s communities from the delivery of over 500 community development projects each year, spanning all London boroughs.

We will collate information about both formal (those that have been specially provided for people) and informal (those that communities have adopted) buildings. The production of the database will take place over two phases:

- 1) **The creation of an initial database of community centres in London**, using the existing GLA database as a starting point and supplementing this data utilising a combination of desk-based research (public directories, charity register etc.) as well as mapping/outreach to our vast network of community infrastructure connections and partners.
- 2) Once the Cultural Infrastructure Map is published, **active promotion to encourage additional user submissions, and moderation of those submissions** will take place. This will involve GL officers promoting the database through key community gatekeepers and directly to community groups in line with our Engagement strategy, as well as a follow up contact attempt to encourage submissions.

### Activities:

#### Phase 1 – Consultation and Engagement

At project inception we will agree the brief and scope with the GLA. This will include finalising/agreeing the definition of community centres, criteria for inclusion and eligibility.

**Engagement Strategy:** Based on the agreed inclusion criteria, we will develop an engagement strategy, covering our approach for formal and informal centres. This will be built on our existing extensive knowledge of community centres and networks in London, as well as the existing GLA datasets.

We will hold two workshops as part of this phase. The first will be with GL stakeholders to fully map our existing knowledge. The second will be with GLA and appropriate stakeholders to test our agreed data structure and agree the engagement plan.

**Workshop 1 - Map existing knowledge:** Our GDS team will provide the list of community centres from GLA's existing work to GL's delivery teams through an online database for reference. Our delivery teams will update missing details in the dataset through their extensive contact with community infrastructure organisations.

We will first hold a half-day workshop with key GL staff and stakeholders, building on the ground-level knowledge of project officers from our Community, Youth, Volunteering Services, Green Doctor and Grants Management teams. Their experience working with communities will bring a variety of examples of how community groups create, exist and evolve in London.

We will capture their extensive knowledge of community resources across London. This will involve mapping direct knowledge of community hubs and spaces, and key contacts that would have access to additional information. These would include key infrastructure contacts and networks which would have data on community centres, for example:

- Housing Associations
- London wide networks e.g. Greater London Volunteering, Borough CVS
- Employment networks, libraries
- Faith networks e.g. Jewish volunteering
- Disability networks centres e.g. ACE
- Youth infrastructure networks e.g. Young Barnet foundation, On side, V inspired
- Community networks / hubs – Lift Hubs

Once this knowledge has been mapped, it will be checked for consistency and completeness and uploaded to an online database in Zoho Creator. Duplicated information at this stage would be considered highly reliable and inconsistencies flagged. This will enable existing gaps in the data and key networks to be identified. These will be targeted during the community engagement phase.

**Workshop 2 - Test data structure and agree engagement plan:** Our second workshop will be with the GLA and key stakeholders. This will be used to test the database structure and agree the community Engagement Plan. Incorporating both GLA's and GL's knowledge will enable the finalised Engagement Plan to maximise data capture for formal and informal centres.

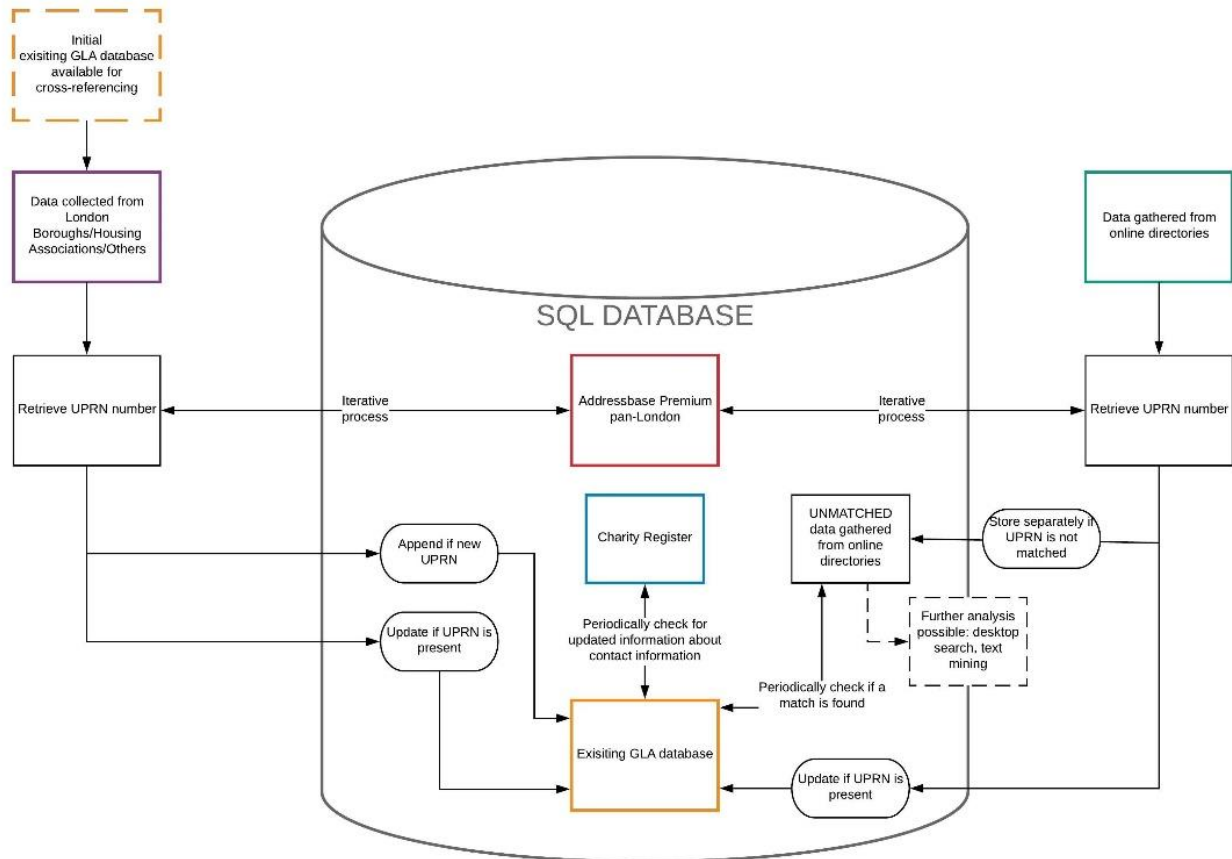
**Desktop Research:** The GDS team will carry out desktop research of published directories, e.g. from Local Authorities/Housing Associations, which will be used to supplement the existing datasets.

The GDS team will carry out data matching and enrichment of the gathered dataset. This will be done using OS AddressBase Premium. Additional information, for example contact details, will be gathered through periodic checks of the Charity Commission's Register.

**Database Methodology:** Our proposed approach to the database structure is shown in the below diagram.

1. Through our unique contacts with Local Authorities, Housing Associations, and other community group networks, we will gather the list of publicly available buildings available for communities.
2. Through our own independent desktop research we will gather list of publicly available community buildings.
3. Through an iterative process, these two sets of data will be matched against GLA supplied data using OS AddressBase Premium (through PSMA with GLA under GL partner licence with OS).
4. Matched records will have additional attributes (name of organisation, contact details and purpose / type of use etc.) added. Any new records will be appended.

5. Further attributes (e.g. which community group use the buildings) can be added by matching charity commission database with the list created at step 4.
6. The verified list of community centres will be available for updating the Cultural Infrastructure map. Output to include: UPRN, postcode, full address, OA, Ward, Local Authority, Easting, Northing, Latitude, Longitude, ownership, user(s), type of uses, main contact name, main contact email address.



## Phase 2 – Communication and Moderation

**Community Engagement:** Using the finalised engagement plan, the published map will be promoted to encourage community submissions. GL officers will promote the map through the key infrastructure networks and gatekeepers identified in the engagement plan.

Methods for outreach could include desk based calls and emails with stakeholders and group mailings and social media. Finalised methods used will be agreed as part of the Engagement Plan. Part of this outreach will involve promoting the benefits of being involved to networks and community groups. After initial contact has been made, follow up contacting will be undertaken to encourage as many to engage as possible, subject to timescales/budget.

**Support with moderation and map update:** Moderated community sourced submissions will be reviewed for gaps in coverage. Additional areas for targeted promotion can be identified at this stage. User submitted data will be checked against existing data sets and validated.

**Handover and Sign off:** The validated and moderated dataset shall be handed over to the GLA and signed off.