

CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

<p>Decision Ref. No:</p>
<p>Responsible Officer: David Vitty, Service Director, Adult Social Care</p>
<p>Subject: First Point, 528 Wimborne Road</p>
<p>Decision taken: To declare surplus to the Council's requirements the premises at First Point, 528 Wimborne Road</p>
<p>Reasons for the decision: The decision responds to the following Corporate priorities identified in the Corporate Plan: <i>EC4 Making the best use of our assets</i> – since the asset is surplus to requirements it is to be sold to generate a capital receipt.</p>
<p>Call-in and Urgency: The decision is subject to the Council's call in procedures</p>
<p>Background: First Point is currently occupied by 6 Tricuro staff and plans are in place to re-locate these staff to Boscombe Connect. Once the staff have relocated, the building will be surplus to Adult Social Care requirements and the asset can be released for a capital receipt. Bournemouth Talking Newspaper have a 10 year lease with effect from 24th February 2011 of the summer house in the garden of the property. Their agreement can be terminated on 6 months notice. They are currently exploring options for alternative accommodation within the Council's portfolio and externally.</p>
<p>Options - and reasons for rejection: None</p>
<p>Consultations undertaken: Ward members in Winton East have been informed about this decision and invited to further discuss the proposals if they wish to. Portfolio Holder for Adult Social Care has been consulted and supports the decision.</p>

Finance/Resource Implications:

The decision to release this asset is in line with the requirements of the Medium Term Financial Plan and the need for the service to reduce revenue commitments wherever possible. The sale of the asset will generate a capital receipt for the Council.

Name: A Richards
Signature: (of Chief Finance Officer)
Date:

22/3/17

Legal implications:

The Council owns the freehold interest of the property and has the necessary statutory power to dispose of the property in accordance with section 123 of the Local Government Act 1972.

Name:
Signature: (of Monitoring Officer)
Date:

02/04/17

Risk assessment:

An initial risk assessment has been completed and identifies this as a medium risk project.

Name: Jenni Collis-Heavens
Signature: (of Officer completing assessment)
Date: 4-4-17

Impact Assessments:

An Environmental Impact Assessment recognises that the premises are underutilised. Disposal will allow a new use to come forward which could have a positive effect on the area.

Equality impact needs assessment has been completed, it recognises that there are potential benefits for clients from the re-location of the Employment Team. It also identifies an action plan which mitigates potential negative outcomes for Bournemouth Talking Newspaper and Tricuro staff.

Information for/not for publication:

The decision will be published

Background papers:

- Risk Assessment
- Equality Impact Needs Assessment
- Environmental Impact Assessment

Any conflict of interest declared by a Cabinet Member who is consulted	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
--	------------------------	--------------------	---

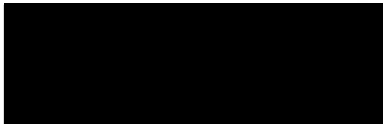
by the Member taking the decision			
Yes/No* (*Delete as appropriate)			

Decision taken by:

Councillor Blair Crawford

Cabinet Portfolio Adult Social Care

Signed



Date of decision:

2/4/17.

Date of publication of record of decision: (to be inserted by Democratic Services)

Date decision effective – that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel:

-insert date-

Equality Impact Needs Assessment

The Diversity Promise - *Better for all*



1. Title of Policy/Service/Project	Release First Point, Winton, for capital receipt.
2. Service Unit	Adult Social Care
3. Lead Responsible Officer and Job Title	David Vitty, Adult Social Care Director
4. Members of the Assessment Team:	Jenni Collis-Heavens, Jo Rust
5. Date assessment started:	December 2016
6. Date assessment completed:	12/04/2017

About the Policy/Service/Project:

7. What type of policy/service/project is this? (delete as appropriate)	Changing
8. What are the aims/objectives of the policy/service/project? (please include here all expected outcomes)	<p>First Point is currently underutilised; the asset is surplus to requirements and can be released for capital receipt.</p> <p>First Point is currently occupied by The Employment Team, which consists of 6 Tricuro staff, this has been the case for some time now, plans are in place to relocate the staff to Boscombe Connect.</p> <p>Bournemouth Talking newspaper rent a small space at the site, their lease agreement requires a 6-month notice period which will be served. Property services are working with Bournemouth Talking Newspaper to help them find alternative</p>

accommodation, they have urged them to also explore potential solutions, both with partner organisations and in the open market.

Once the Tricuro staff have relocated, the main building will be empty and surplus to Adult Social Care requirements and the asset can be released for capital receipt.

9. Are there any associated services, policies or procedures? Yes

If 'Yes', please list below:

The Council has a Capital Strategy & Corporate Asset Management Plan which recognises that due to continued Government austerity measures, Bournemouth Council has significantly less maintenance budgets to look after the property estate in its current form. This will lead to a policy of re sizing of the number of properties that the Council can adequately maintain.

10. List the main people, or groups of people, that this policy/service/project is designed to benefit and any other stakeholders involved?

Clients will benefit from the Employment Team being co-located with The Community Support Team, Shared Lives, Bournemouth Enablement Team, Tricuro Boscombe Day Opportunity Service.

Tricuro staff will benefit from being co-located with other teams and will prevent them from being isolated.

11. Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users?

Bournemouth Talking newspaper will need to re-locate

Consultation, Monitoring and Research

Where there is still insufficient information to properly assess the policy, appropriate and proportionate measures will be needed to fill the data gaps. Examples include one-off studies or surveys, or holding informal consultation exercises to supplement the available statistical and qualitative data.

If there is insufficient time before the implementation of the policy to inform the EINA, specific action points will be need to be clearly set out in the action plan. Steps must include monitoring arrangements which measure the actual impact and a date for a policy review.

Consultation:

12. What involvement/consultation has been done in relation to this (or a similar) policy/service/project and what are the results?

Consultation has been undertaken with the following;

- Relevant Ward Members: Ward members have been informed of this proposal by David Vitty, the ward is Winton East. Tricuro, Alison Waller, Managing Director
- Cllr Crawford, Adult Social Care Portfolio holder
- The Employment Team have been consulting with clients as they attend the service, no comments have arisen to date.
- Tricuro staff have been consulted and are content with the move, they have raised concerns about parking.

The outcome of consultation is that it is recognised that the building is underutilised. Tricuro want to relocate their staff to Boscombe Connect, because the service is currently isolated at First Point.

13. If you have not carried out any consultation, or if you need to carry out further consultation, who will you be consulting with and by what methods?

N/A

Monitoring and Research:

<p>14. What data, research and other evidence or information is available which is relevant to this EINA?</p> <p>First Point is located in the Winton East ward and Boscombe Connect is located in the Boscombe West ward. The 2011 census shows that both wards have a small proportion of under 18's and retirement age residents compared to Bournemouth. Both wards have a higher proportion of working age residents as compared to Bournemouth and nationally. However of the economically active population Boscombe West has a higher percentage of unemployed. Similarly of the economically inactive population Boscombe West has a very high percentage of long term sick or disabled (over a third) whereas Winton East has a much smaller percentage at 8.2%.</p>
<p>15. Is there any service user/employee monitoring data available and relevant to this policy/service/project? What does it show in relation to equality groups?</p> <p>Tricuro have not shared staff characteristics.</p>
<p>16. If there is a lack of information, what further information do you need to carry out the assessment and how are you going to gather this?</p> <p>N/A</p>

Assessing the Impact

	Actual or potential positive benefit	Actual or potential negative outcome
17. Age		
18. Disability	There is onsite parking for disabled staff	Closure of First Point will mean that Bournemouth Talking newspaper will need to relocate, if they do not find appropriate accommodation it could mean that local visually impaired or blind people will not have access to tapes, CD's or memory sticks of local

	Actual or potential positive benefit	Actual or potential negative outcome
		<p>news which enables them to feel part of the local community.</p> <p>Community Employment Team - Changing working environment could have a negative impact on any staff with a disability.</p>
19. Gender		
20. Gender reassignment		
21. Pregnancy and Maternity		
22. Marriage and Civil Partnership		
23. Race		
24. Religion or Belief		
25. Sexual Orientation		

	Actual or potential positive benefit	Actual or potential negative outcome
26. Any other factor/ groups e.g. socio-economic status/carers etc	Re-locating The Employment Team will benefit clients due to the team being closely linked with other teams that could be working with their clients at Boscombe Connect.	
27. Human Rights		

Stop - Any policy which shows actual or potential unlawful discrimination must be stopped, removed or changed.

28. If impacts have been identified include in the action plan what will be done to reduce these impacts, this could include a range of options from making adjustments to the policy to stopping and removing the policy altogether. If no change is to be made, explain your decision:

Action Plan

Include:

- What has/will be done to reduce the negative impacts on groups as identified above.
- Detail of positive impacts and outcomes
- The arrangements for monitoring the actual impact of the policy/service/project

29. Issue identified	Action required to reduce impact	Timescale	Responsible officer	Which Business Plan does this action link to e.g. Service Equality Action Plan/Team Plan
<p>Closure of First Point will mean that Bournemouth Talking Newspaper will need to relocate, if they do not find appropriate accommodation it could mean that local visually impaired or blind people will not have access to tapes, CD's or memory sticks of local news which enables them to feel part of the local community.</p>	<p>Bournemouth Talking Newspaper have a 6-month notice period. The council will support Bournemouth Talking Newspaper to find suitable and appropriate alternative accommodation, whilst also encouraging them to seek alternatives in the private sector,</p>	<p>6 months from date of notice</p>	<p>David Vitty, ASC Service Director</p>	<p>Adult Social Care Equality Action Plan</p>
<p>Tricuro staff with identified disability need to be supported appropriately with re-location</p>	<p>Tricuro to work with staff and identify an appropriate transfer plan</p>	<p>May 2017</p>	<p>Tricuro - Anja Ford</p>	

Issue: **First Point, 528 Wimborne Road**
 Meeting Date: **N/A - CMD**
 Accountable Manager: **Jenni Collis-Heavens**
 Impact Assessor: **Jo Rust ☎ 01202 454600 ✉ jo.rust@bournemouth.gov.uk**

Key	
+	Balance of positive Impacts
?	Balanced or unclear impacts
-	Balance of negative impacts
n/a	Not applicable

Impact Criteria	Impact	Comments
Natural resources impact on use of natural resources - for example energy, water, raw materials	n/a	The sale of the Council's interest will have no impact on natural resources. The impact of re-use of these premises on the use of natural resources is unknown, but this is not part of this decision.
Quality of environment contribution to safe and supportive environments for living, recreation and working	?	The premises are currently underutilised. Sale of the premises will allow a new use which could provide a positive contribution to the environment for example employment opportunities.
Bio-diversity protects and improves wildlife and habitats	n/a	The disposal will have no impact on bio-diversity.
Waste and pollution effects on air, land and water from waste and emissions	n/a	The sale of the premises will have no impact on waste and pollution. The impact from re-use of these premises is unknown, but this is not part of this decision.
Council Priority and Objectives for Improving our Environment: <ul style="list-style-type: none"> • Reduce traffic congestion • Improve streetscene • Improve recycling & energy management • Respond to climate change • Improve quality of existing space 	n/a	The re-use of these premises may have an effect on the objectives for improving our environment but this is unknown and not part of this decision.

Please complete and save your checklist, and email a copy to Roxanne King, Environment Strategy & Sustainability Officer @ Roxanne.king@bournemouth.gov.uk

If you would like help in completing this checklist or would like to request a change, again contact Roxanne King by email or call on 01202 451144.

G2 Initial Risk Assessment



First Point 528 Wimborne Road - Sale of Freehold

PROJECT NUMBER: To be obtained from PMO

PROJECT RISK LEVEL:

MEDIUM *

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)				
CRITERIA				Score
1) Duration of Project	0-6 months <input type="radio"/>	7-12 months <input checked="" type="radio"/>	Above 1 year <input type="radio"/>	3
2) Effort	1-4 people (FTE) <input checked="" type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>	1
3) Business Impact	Service Unit/Service <input type="radio"/>	More than 1 SU <input type="radio"/>	Council/External <input checked="" type="radio"/>	10
4) Priority	Desirable <input type="radio"/>	Highly Desirable <input checked="" type="radio"/>	Essential <input type="radio"/>	3
5) Costs &/or Savings	Up to £250k <input checked="" type="radio"/>	£251k-£500k <input type="radio"/>	Over £501k or if project is to be funded through prudential borrowing <input type="radio"/>	2
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input checked="" type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>	1
				Risk Score
				20

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 1 below:

Table 1 - Risk Status	
Project Risk Rating	Points Total
Low	Between 10-18
Medium	Between 19-35
High	36+