



## CABINET MEMBER DECISION RECORD TEMPLATE

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

<b>Decision Ref. No:</b>
<b>Responsible Officer:</b> Ed Alexander Planning and Contracts Manager - Parks
<b>Subject:</b> To enter into agreements with Active Dorset for management and operation of various parts of Slades Farm and the lease of a pavilion.
<b>Decision taken:</b> To enter into three separate agreements with Active Dorset for parts of Slades Farm. A licence for the management of the Open Space areas to be co-terminus with a lease for the new Pavilion and a separate licence for the Velodrome.
<b>Reasons for the decision:</b> For the better management of Slades Farm open space. This provides facilities for sports inclusion and recreation which is vital for the local community. This decision also supports corporate priority ' <i>An Active Community</i> ' and ' <i>An Improving Environment</i> ' by providing quality on site facilities and ensures the sports provision remains on site.
<b>Call-in and Urgency:</b> Subject to normal call in procedures
<b>Background:</b> Slades Farm Public Open Space was established in 1970's to provide an area of recreation for the public when the adjoining housing estates were built. The site has been managed as an open space and sports facility by the Council since then. The area included two changing room blocks, a number of football pitches, and more recently, a velodrome as well as some other ancillary community facilities including a play area. In recent times, the requirement for football at the site has declined and this resulted in the main changing rooms being taken out of use. Simultaneously, the level of anti-social behaviour in the area increased with the main changing room being subject to a number of incidents of criminal damage.  Parks working with their partner, Active Dorset, have been looking at ways of increasing sport provision and supporting general recreation at the site. The main changing rooms have been demolished and a new facility has been erected which would house Active Dorset Offices and a Community Café/Space. There is an option for other local charities to rent areas of the facility as required. As

part of these agreements, Active Dorset would manage the sports provision and increased community engagement at the site. In the long term, Active Dorset would be looking to re-invest in the site facilities.

**Options - and reasons for rejection:**

- Do nothing - this was rejected as a presence needs to be maintained on the site as there has been previous problems with anti-social behaviour. There is limited resource that the Parks team have available to continue to invest in the sites current state.
- Parks to invest in the site and provide greater onsite presence - this was rejected due to lack of capital and revenue budgets as it would require significant financial, staff and material resource.

**Consultations undertaken:**

Ward Councillors and Portfolio holder were consulted as part of a Statutory Disposal of Open Space notice. No comments were received.

A Disposal of Public Open Space notice was in the Bournemouth Echo on 22<sup>nd</sup> and 29<sup>th</sup> October 2018 and no comments were received.

Property Services have been actively involved in the Heads of Terms negotiations and no further comments are noted.

Insurance have also offered advice in relation to insurance premiums and appropriate cover needed.

**Finance/Resource Implications:**

The finance team were actively involved in the procurement of the new pavilion on site.

Name: ADAM RICHENS                      Signature: (of Chief Finance Officer)

Date: 13/2/19

Michael  
13.02.19

**Legal implications:**

Legal Services will be drawing up all agreements and consequently are actively involved in this process.

Name: TANJA COULTER                      Signature: (of Monitoring Officer)

Date: 13/2/19

**Risk assessment:**

An initial risk assessment for each agreement is attached for information. There is also a full risk register for the overall project.

Name: EDWARD ALEXANDER                      Signature: (of Officer completing assessment)

Date: 14/2/19

**Impact Assessments:**

An Environmental Impact Assessment for each of the three agreements is attached for information

A Equality Impact Needs Assessment screening record for each of the three agreements is attached for information.

**Information for/not for publication:**

**Background papers:**  
Slades Farm master plan  
Executive Gateway Board Report

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No* (*Delete as appropriate)			

**Decision taken by:**

Councillor

*L. Anton*  
.....

(Printname) Cabinet

Portfolio

.....

Signé

Date of decision:

*14.2.19*

**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:



Issue: To lease Open Space at Slades Farm

Meeting Date: 9<sup>th</sup> October 2018

Accountable Manager: Ed Alexander, Contracts Manager - Parks

Impact Assessor: Louisa Forrester

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

Impact Criteria	Impact	Comments
<b>Natural resources</b> impact on use of natural resources - for example energy, water, raw materials	?	No change from previous position so the demand on natural resources will not change.
<b>Quality of environment</b> contribution to safe and supportive environments for living, recreation and working	?	This lease does not impact the current use of the site and therefore there is no impact.
<b>Bio-diversity</b> protects and improves wildlife and habitats	?	No change to current position.
<b>Waste and pollution</b> effects on air, land and water from waste and emissions	?	No change to the current position. Tenants are required to reduce waste from any operations and recycle.

<p><b>Council Priority and Objectives for Improving our Environment:</b></p> <ul style="list-style-type: none"> <li>• Reduce traffic congestion</li> <li>• Improve streetscene</li> <li>• Improve recycling &amp; energy management</li> <li>• Respond to climate change</li> <li>• Improve quality of existing space</li> </ul>	<p>?</p>	<p>This decision will not change the current position and should attract visitors to the area to stay for longer periods of time as it maintains the facilities.</p>
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Please complete and save your checklist, and email a copy to Lee Green, Environment Strategy & Sustainability Manager @ [lee.green@bournemouth.gov.uk](mailto:lee.green@bournemouth.gov.uk)

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

Issue: To lease the Pavilion at Slades Farm.

Meeting Date: 10<sup>th</sup> October 2018

Accountable Manager: Ed Alexander, Contracts Manager - Parks

Impact Assessor: Louisa Forrester

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

Impact Criteria	Impact	Comments
<b>Natural resources</b> impact on use of natural resources - for example energy, water, raw materials	?	The new building on site will use similar amounts of natural resources as the previous building. There is therefore, no change to current position
<b>Quality of environment</b> contribution to safe and supportive environments for living, recreation and working	+	The new Pavilion will contribute to a safe and supportive environment for those that use it and will increase the inclusion on the site. It will therefore have a positive impact.
<b>Bio-diversity</b> protects and improves wildlife and habitats	?	The new Pavilion is built in a similar position to the old and therefore, no change has occurred.
<b>Waste and pollution</b> effects on air, land and water from waste and emissions	?	No change to the current position. Tenants are required to reduce waste from any operations and recycle.

<p><b>Council Priority and Objectives for Improving our Environment:</b></p> <ul style="list-style-type: none"> <li>• Reduce traffic congestion</li> <li>• Improve streetscene</li> <li>• Improve recycling &amp; energy management</li> <li>• Respond to climate change</li> <li>• Improve quality of existing space</li> </ul>	<p>?</p>	<p>The pavilion has improved the quality of the existing space and attract more people the area.</p>
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If you would like help in completing this checklist or would like to request a change, again contact Lee Green by email or call on 01202 451144.



Issue: To lease Velodrome at Slades Farm.

Meeting Date: 10<sup>th</sup> October 2018

Accountable Manager: Ed Alexander, Contracts Manager - Parks

Impact Assessor: Louisa Forrester

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

Impact Criteria	Impact	Comments
<b>Natural resources</b> impact on use of natural resources - for example energy, water, raw materials	?	No change from previous position so the demand on natural resources will not change.
<b>Quality of environment</b> contribution to safe and supportive environments for living, recreation and working	?	This lease does not impact the current use of the site and therefore there is no impact.
<b>Bio-diversity</b> protects and improves wildlife and habitats	?	No change to current position.
<b>Waste and pollution</b> effects on air, land and water from waste and emissions	?	No change to the current position. Tenants are required to reduce waste from any operations and recycle.

<p><b>Council Priority and Objectives for Improving our Environment:</b></p> <ul style="list-style-type: none"> <li>• Reduce traffic congestion</li> <li>• Improve streetscene</li> <li>• Improve recycling &amp; energy management</li> <li>• Respond to climate change</li> <li>• Improve quality of existing space</li> </ul>	<p>?</p>	<p>This decision will not change the current position and should attract visitors to the area.</p>
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Please complete and save your checklist, and email a copy to Lee Green, Environment Strategy & Sustainability Manager @ [lee.green@bournemouth.gov.uk](mailto:lee.green@bournemouth.gov.uk)

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

# G2 Initial Risk Assessment



Slades Farm Pavilion

PROJECT NUMBER: *To be obtained from PMO*

PROJECT RISK LEVEL:

**HIGH** \*

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 type="radio"/>	Above 1 year <input checked="" type="radio"/>	6	
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 type="radio"/>	£251k-£500k <input checked="" type="radio"/>	Over £501k or if project is to be funded through prudential borrowing <input type="radio"/>	15	
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	
				<b>Risk Score</b>	<b>36</b>

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+

**RISK REGISTER FOR**

**Letting of Slades Farm Pavilion to Active Dorset**

RISK REGISTER COMPLETED BY:

DATE:

Risk Key:

Definitions:

Priority Ratings:

L = Likelihood (1-4)

1-2 Low risk

I = Impact (1-4)

3-6 Medium risk

S = Score (I x L)

8-16 High

**Corporate Risk Categories:**

Poi=Political    Enviro=Environmental  
 Econ=Economic    Comp=Competitive  
 S=Social    Cust=Customer/Citizen  
 T=Technological    Rep=Reputation  
 L=Legislative    Phys=Physical

**Service Risk Categories:**

Res=Resource    Cont=Contractual  
 L=Legal    T=Technological  
 Phys=Physical    Enviro=Environmental

PLEASE SEE TABS BELOW FOR THE RISK SCORING MATRIX, INFORMATION ON RISK CATEGORIES AND IMPACT & LIKELIHOOD SCORING DEFINITIONS

Objectives of the Project, Policy, Initiative, Service etc:

- A: Letting of Outdoor Bowls sites to resident clubs for self management.
- B: Reduction of costs in maintaining sites for Parks and Building Maintenance budgets
- C: Continuation of outdoor bowls in Bournemouth acknowledging reducing membership.
- D:
- E:
- F:

Risk No	Risk			Risk Category	Risk Owner	Gross Risk Score (ie as if no mitigations/controls in place)			Risk Mitigation/Control Measures Put in Place	Net Risk Score (ie rating of the risk with current controls or procedures in place)			Further Action (ie mitigation/controls) required	Action Owner	Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			L	I	S		L	I	S				L	I	S
1	Organisation of a number of different assets and resident clubs use facilities	Poor financial planning, cash flow problems etc by club. No new members so site becomes unviable or steering group refuse to take responsibility	Tenant has to close, so use of pavilion and facilities gets handed back to Council.	Cust/Res/Cont	Ed Alexander	2	1	2	Contractual meetings with tenant during contract period to monitor position	2	1	2	If tenant ceases to operate, Parks to review site operation	Ed Alexander /Parks Development Team	on going	2	1	2
2	Tenant does not does not perform as required under lease	Tenant fails to adhere to terms of contract	Business reputation poor and customers use alternative sites	Cust/Res/Cont	Ed Alexander	1	1	1	Contractual meetings with tenant during contract period	1	1	1	Feedback any Customer concerns	Ed Alexander	on going	1	1	1
3	Tenant can no longer meet its contractual/legal obligations	Tenant no longer has the funds to continue which results in loss of lease repayments effecting prudential borrowing	Site becomes financial burden	Cust/Res/Cont/Phys	Ed Alexander	2	4	8	brand new building which is attractive to new tenants, government funding initiative back current position	1	2	2	Regular inspections/feedback	Ed Alexander	on going	1	2	2
4	Lack of use by local sports clubs meaning under-utilised asset	Tenant ceases to operate	bad press and backlash as a result of site closing	Social	Ed Alexander	2	1	2	Contractual meetings with tenant during contract period to monitor position	2	1	2	If tenant ceases to operate, Parks to review site operation	Ed Alexander	on going	2	1	2
5	National bodies no longer exist and Active Dorset no longer operates	Tenant ceases to operate	bad press and backlash as a result of pavilion vacant	Political/Reputation	Ed Alexander	2	1	2	Contractual meetings with tenant during contract period to monitor position	2	1	2	If tenant ceases to operate, Parks to review site operation	Ed Alexander	on going	2	1	2
6	Tenant doesn't use agreed SLA with ground maintenance and hirers less qualified grounds staff	Incorrect use of materials (e.g. chemicals) causes long term environmental impact	Remediation works need to be carried out by either the tenant or the Council	Environmental	Ed Alexander	2	2	4	Grounds keeping is specialised and clubs are using experienced groundskeepers	1	2	2	Inspections by trained Parks Operations staff to check on working practices	Ed Alexander	on going	1	2	2
7	Overuse of resources -water, fuel etc.	Tenant is not using energy saving operations	High levels of natural resources unnecessarily wasted	Environmental	Ed Alexander	1	2	2	Tennats are responsible for all bills so, have vested interest in keeping waste to a minimum.	1	1	1	Site inspections	Ed Alexander	on going	1	1	1
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40								0				0						0

Risk No	Risk			Risk Category	Risk Owner	Gross Risk Score (ie as if no mitigations/ controls in place)			Risk Mitigation/Control Measures Put in Place	Net Risk Score (ie rating of the risk with current controls or procedures in place)			Further Action (ie mitigation/ controls) required	Action Owner	Completion Date <small>(DD/MM/YYYY)</small>	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			L	I	S		L	I	S				L	I	S
41								0			0							0
42								0			0							0
43								0			0							0
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48								0			0							0
49								0			0							0

### Equality Impact Needs Assessment (Due regard) Screening Record

1. Title of Policy/Service/Project	Various Agreements at Slades Farm
2. Date of screening	9 <sup>th</sup> October 2018
3. Service Unit	Housing and Communities – Parks
4. Lead Responsible Officer	Ed Alexander
5. Job Title	Planning and Contracts Manager
6. Members of the Assessment Team	Louisa Forrester

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

7. Does the policy/service/project affect service users, employees or the wider community? (This is not just about numbers. A potential to affect a small number of people in a significant way is as important as a potential to affect many people)	No
8. Is it a major policy/service/project, with a significant affect on how functions are delivered?	No
9. Will it have a significant effect on how other organisations operate?	No
10. Does it involve a significant commitment of resources?	No
11. Does it relate to an area where there are known inequalities? (e.g. the gender pay gap, racist or homophobic bullying in schools etc)	No
12. Does it relate to a service that is currently underused by people it should reach?	No
13. Does the policy/service/project relate to functions that previous consultation have identified as important to a particular group?	No

14. Do different groups have different needs or experiences in relation to the policy/service/ project ?	No
15. Is there likely to be a positive or negative impact in terms of equality?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our [Public Duties](#) around equality. It also means, more importantly, that opportunities may have been missed to enhance equality.

<p>16. If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?</p> <p>This decision does not alter how the service has been/will continue to be operated and therefore, there is no change of use. This decision does not impact anyone from an equalities perspective and ensures a presence is maintained in the park.</p>
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