

CABINET MEMBER DECISION RECORD TEMPLATE

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

Decision Ref. No:
Responsible Officer: Sarah Longthorpe, Acting Commercial Development Manager, Environment & Economy
Subject: Bournemouth Building and Maintenance Limited
Decision taken: To appoint Hugh Lambourne, Head of Construction as a Director of this company.
Reasons for the decision: Bournemouth Building and Maintenance Limited currently has four directors and has a vacancy following the retirement of Simon Ludgate. Bournemouth Building and Maintenance Limited is not within the Bournemouth Group so has to seek authority from the Council.
Call-in and Urgency: This decision is subject to the Councils call in procedure.
Background: Hugh Lambourne has been appointed into the post of Head of Construction, Housing and Communities and has the necessary skills and expertise to fulfil this position, accordingly the board of directors wish to nominate him for appointment into this vacancy with immediate effect.
Options - and reasons for rejection: Do not appoint another Director and continue to operate with existing four directors. This was rejected as the shareholder's agreement requires a minimum of three directors to be appointed and states that a quorum shall be any three directors. It is considered that five directors are required to ensure the necessary skills and expertise on the company board and to replicate the good governance procedures of the Bournemouth Group.
Consultations undertaken: Consultation with Bournemouth Building and Maintenance Limited Directors as this relates to the management of the company and Legal Services on the approval process.
Finance/Resource Implications: There are no financial implications of this decision. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name: A. Richards</p> <p>Date: 13/7/16</p> </div> <div style="width: 45%;"> <p>Signature: (of Chief Finance Officer)</p> <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div> </div> </div>
Legal implications: As sole shareholder the Council under the Company's Articles of Association and

Shareholder Agreement has to approve the appointment of Directors to the Board.

The decision is an executive decision, and can be taken by a Cabinet member, the Portfolio Holder.

This decision is in accordance with the legal framework and the Council's Constitution.

Name: *TANYA Council*

Signature: (of Monitoring Officer)

Date: *13/7/16*



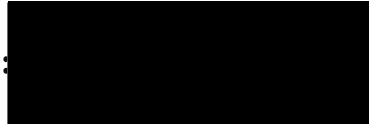
Risk assessment:

An initial risk assessment has been carried out and identified this decision as a Medium risk.

Name: Sarah Longthorpe

Signature:

Date: 12th July 2016



Impact Assessments:

A risk assessment and EINA have been completed.

Information for/not for publication:

This decision is to be published.

Background papers:

Bournemouth Council Group Limited Strategic plan 2016/17 and Bournemouth Building and Maintenance Limited Business Plan 2016/17 Cabinet Report 27th dated April 2016.

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 Robert Lawton

Housing Cabinet Portfolio

Signature

Date of decision:

18.7.16

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

22 July 2016

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:

29 July 2016

-insert
date-

Equality Impact Needs Assessment (Due regard) Screening Record

1. Title of Policy/Service/Project	Bournemouth Building and Maintenance Limited – addition of new Company Director
2. Date of screening	12 th July 2016
3. Service Unit	Corporate & Commercial
4. Lead Responsible Officer	Sarah Longthorpe
5. Job Title	Acting Commercial Development Manager
6. Members of the Assessment Team	N/A

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>An EINA has already been completed as part of the Bournemouth Building and Maintenance Limited business case, this decision to appoint an additional company director does not alter the position.</p>

G2 Initial Risk Assessment



PROJECT NAME:

Bournemouth Building and Maintenance Limited - New Director Appointment

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 checked="" type="radio"/>	7-12 months <input type="radio"/>	Above 1 year <input type="radio"/>	2	
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	Business Unit/Service <input type="radio"/>	More than 1 BU <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) Cost	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	19

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+

Initial Risk Assessment

Initial Risk Assessment (IRA) 12 07 16