
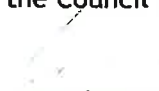


CABINET MEMBER DECISION RECORD TEMPLATE

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

| |
|---|
| Decision Ref. No: Responsible Officer: Sam Munnings, Estates Manager |
| Subject: Sale of First Point, 528 Wimborne Road, Winton BH9 2EX |
| Decision taken: To sell First Point, 528 Wimborne Road, Winton BH9 2EX for [£'] |
| Reasons for the decision: The sale of First Point to the highest bidder complies with the objective to achieve best value for Council assets. |
| Call-in and Urgency: Both the Council and the purchaser wish to proceed swiftly with the sale, <i>however the decision is subject to the council's call-in procedure</i> |
| Background: The property was declared surplus in April 2017 through a Cabinet Member Decision signed by the Portfolio Holder for Adult Social Care. The property was vacated by Tricuro in early 2018 and has been marketed by informal tender since July 2018. The tender closed on 13 th September 2018. |
| Options - and reasons for rejection: The property has been subject to a comprehensive marketing strategy and the [£'] was not only the highest offer received, but also reflects best consideration for the property. There are no reasons for rejection. |
| Consultations undertaken: Ward Members in Winton East and the Portfolio Holder for Adult Social Care were consulted during the process for declaring the property surplus ready for disposal. |
| Finance/Resource Implications: The decision to sell the property will generate a capital receipt which will contribute to delivery of the Capital Programme. Name: ADAM RICHENS Signature: (of Chief Finance Officer)  Date: 3/10/18 |
| Legal implications: The Council owns the Freehold and the sale to the highest bidder following an informal tender demonstrates best consideration, meeting the Council's obligations under Section 123 of the Local Government Act 1972. Name: TANYA COULTER Signature: (of Monitoring Officer)  Date: 3 OCTOBER 2018 |

Risk assessment:

A risk register has been completed and identifies this as a low risk project.

Name: Sam Munnings

Signature: _____

Date: 28th September 2018

Impact Assessments:

An Environmental Impact Assessment recognises that the premises were underutilised and disposal will allow a new use to come forward which could have a positive effect on the area. The Equality Impact Needs Assessment was completed for the property to be declared as surplus. It recognised that there were benefits for clients from the relocation of the Employment Team. Any negative outcomes for Bournemouth Talking Newspapers and Tricuro staff have been addressed.

Information for/not for publication:

The decision will be published, subject to redactions.

Background papers:

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

| 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 Philip Broadhead, Cabinet Member for Local Government Reorganisation & Economic Growth

Signed: _____

Date of decision:

4.10.18

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-

Note - See separate guidance on recording decisions at Appendix 1.

Equality Impact Needs Assessment

The Diversity Promise - *Making it Happen!*



| | |
|--|--|
| Title of Policy/Service/Project | Sale of First Point, Winton, for capital receipt. |
| Service Unit | Adult Social Care |
| Lead Responsible Officer and Job Title | Pete Courage, Service Manager for Service Development, Adult Social Care |
| Members of the Assessment Team: | Sam Munnings |
| Date assessment completed: | October 2018 |

About the Policy/Service/Project:

| | |
|---|--|
| What type of policy/service/project is this? | Changing |
| What are the aims/objectives of the policy/service/project? | First Point is currently underutilised, the asset is surplus to requirements and has been released for capital receipt. First Point is vacant having relocated the staff to Boscombe Connect. |
| 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. The sale of First Point will result in a capital receipt. |
| List the main people, or groups of people, that this policy/service/project is designed to benefit and any other stakeholders involved? N/A |
| Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users? No |

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:

| |
|---|
| <p>What involvement/consultation has been done in relation to this (or a similar) policy/service/project and what are the results?</p> <p>Consultation has been undertaken regarding declaring the asset surplus;</p> <ul style="list-style-type: none"> • Relevant Ward Members: Ward members were informed of this proposal by David Vitty. The ward is...Tricuro, Alison Waller, Managing Director • David Vitty, Adult Social Care Service Director • Cllr Crawford, Adult Social Care Portfolio holder |
|---|

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

Consultation has been undertaken regarding the sale as follows;

- Pete Courage, Service Manager for Service Development, Adult Social Care

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:

What data, research and other evidence or information is available which is relevant to this EINA?

First Point is located in the Winton East ward and Boscombe Connect is located in the Boscombe West ward. The 2011 census showed 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%.

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?

N/A

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?

N/A

Assessing the Impact

| | Actual or potential benefit | Actual or potential negative outcome |
|--|-----------------------------|--------------------------------------|
| Age | None | None |
| Disability | None | None |
| Gender | None | None |
| Race | None | None |
| Religion or Belief | None | None |
| Sexual Orientation | None | None |
| Transgender | None | None |
| Any other factor/ groups e.g. socio-economic status/carers etc | None | None |

| | Actual or potential benefit | Actual or potential negative outcome |
|--------------|-----------------------------|--------------------------------------|
| Human Rights | None | None |

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

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

| 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 |
|------------------|----------------------------------|-----------|---------------------|--|
| | | | | |

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.

RISK REGISTER FOR

INSERT NAME OF SERVICE OR PROJECT

RISK REGISTER COMPLETED BY:

Sam Munnings

DATE:

20/09/2018

Risk Key:

Definitions:

Priority Ratings:

L = Likelihood (1-4)

I = Impact (1-4)

S = Score (I x L)

1-2 Low risk

3-6 Medium risk

8-16 High

Corporate Risk Categories:

Pol=Political
Econ=Economic
S=Social
T=Technological
L=Legislative

Service Risk Categories:

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

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

A:
B:
C:
D:
E:
F:

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

| 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 | L | I | S |
| | | | | | | | | | | | | | | | | | | | | | |
| 1 | Locals object to sale | Lack of Consultation | Stalls the sale/Reputational | Rep/Cust | | | 2 | 2 | 4 | Consulation to close the centre was undertaken and signed off previously | 1 | 1 | 1 | | | | | | 0 | | |
| 2 | No Sale | The sale doesn't go through | Cost to Council of maintaining the building | Phy | | | 2 | 2 | 4 | Bids assessed on ability to complete sale. Under bidder available if sale to highest bidder falls through | 1 | 1 | 1 | | | | | | 0 | | |
| 3 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 4 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 5 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 6 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 7 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 8 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 9 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 10 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 11 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 12 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 13 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 14 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 15 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 16 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 17 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 18 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 19 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 20 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 21 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 22 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 23 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 24 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 25 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 26 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 27 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 28 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 29 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 30 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 31 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 32 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 33 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 34 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 35 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 36 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 37 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 38 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 39 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 40 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 41 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 42 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 43 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 44 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 45 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 46 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 47 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 48 | | | | | | | | 0 | | | | 0 | | | | | | | 0 | | |
| 49 | | | | | | | | 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 (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 |

Risk Scoring Matrix

| THREATS | | | | | |
|------------|---------------------------------------|------------|---------------|-------------|----------------|
| Likelihood | Almost Certain (4) >90% | 4 | 8 | 12 | 16 |
| | Likely (3) 60 - 90% | 3 | 6 | 9 | 12 |
| | Could Happen (2) 20 - 60% | 2 | 4 | 6 | 8 |
| | Unlikely /Rarely (1) 0 - 20% | 1 | 2 | 3 | 4 |
| | | Low (1) | Medium (2) | High (3) | Extreme (4) |
| | Impacts | | | | |

Please see tabs below for explanations of risk categories, and impact and likelihood scoring guidance.

Categories of Risk

Table 1: Corporate Risks

(Table 2: Service Risks is below)

Categories of Risk

Corporate Risks are those risks which need to be taken into account in judgements about the medium- to long-term goals and objectives of the Council.

Service Risks are those risks that managers and staff will encounter in the daily course of their work.

The following tables include categories of risk however these are not an exhaustive list but provide a framework for identifying and categorising a broad range of risks the Council could face.

Table 1: Corporate Risks

| Category of Risk | Risk Definition | Examples |
|------------------|---|---|
| Political | Those associated with a failure to deliver either local or central government policy, or to meet the local administration's manifesto commitments | <ul style="list-style-type: none"> a) Wrong corporate/strategic priorities b) Decisions based on incomplete/incorrect information c) Too slow to modernise/innovate d) Community planning oversights/errors |
| Economic | Those affecting the ability of the Council to meet its financial commitments. These include internal budgetary pressures, the failure to purchase adequate insurance to cover external macro-level economic changes ¹ , or the consequences of proposed investment decisions | <ul style="list-style-type: none"> a) UK/regional economic problems b) Missed business or service opportunities c) Unreliable accounting records d) Material misuse of resources or fraud e) Cost of capital |
| Social | Those relating to the effects of changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives | <ul style="list-style-type: none"> a) Demographic change b) Crime and disorder |
| | | Continued to the right |

¹ For example, changes in interest rates, inflation, borrowing cost or other responses to the global market

For example, changes in interest rates, inflation, borrowing consent or other responses to the global market.

| Category of Risk | Risk Definition | Examples |
|------------------|---|--|
| Reputation | Those associated with the level of confidence and trust which stakeholders have in an organisation | a) Reality gap between stakeholder expectations and actual outcomes b) Changes in external beliefs and expectations which can widen or (less likely) narrow this gap c) The quality of internal coordination, which also can affect the gap ¹ d) Increasingly the quality of co-ordination with partners in service delivery |
| Physical | Those associated with corporate or systemic fire, security, health, safety & welfare (both staff and community) etc | a) Corporate Health & Safety b) Corporate Fire Safety c) Safeguarding the vulnerable in the community |

¹ Walter Isaacson, The Real Leadership Lessons of Steve Jobs, Harvard Business Review Magazine, April 2012

| Category of Risk | Risk Definition | Examples |
|-------------------------|---|---|
| Technological | Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. They may also include the consequences of internal technological failures on the Council's ability to deliver its objectives | <ul style="list-style-type: none"> a) Obsolescence b) Inappropriate IT strategy c) Inability to implement change d) Major IT or project failure |
| Legislative | Those associated with current or potential changes/management of changes in respect of national or European law | <ul style="list-style-type: none"> a) TUPE regulations¹ b) Breaches c) Inadequate response to legislative changes |
| Environmental | Those relating to the environmental consequences of progressing the Council's strategic objectives | <ul style="list-style-type: none"> a) Noise, contamination, pollution b) Impact of planning and transport policies c) Climate Change d) Energy efficiency e) Recycling f) Landfill requirements g) Sustainability issues |
| Competitive | Those affecting the competitiveness of the service (in terms of cost or quality) and/or its ability to deliver best value | <ul style="list-style-type: none"> a) Failed bids for government funds/grants b) Failure to demonstrate best value |
| Customer/Citizen | Those associated with the failure to meet the current and changing needs and expectations of customers and citizens | <ul style="list-style-type: none"> a) Lack of consultation b) Image |
| | | Continued below left |

¹ Transfer of Undertakings (Protection of Employment) Regulations relating to the possible transfer of staff terms and conditions when in-house work is transferred to an external contractor

Table 2: Service Risks

| Category of Risk | Impact | Examples |
|------------------|---|--|
| Resource | Financial HR Information Physical assets | <u>Financial</u> a) insufficient funding b) poor budget management c) fraud <u>HR</u> a) staff capacity b) staff skills c) recruitment and retention <u>Information</u> a) adequacy for decision making b) protection of privacy <u>Physical assets</u> a) loss b) damage c) theft |
| Legal | Those related to possible breaches of legislation | a) Breaches b) Exposure to liability claims |
| Physical | Those related to fire, security, accident prevention and health and safety of staff and public | Hazards/risks associated with: a) Buildings b) Vehicles c) Plant and d) Equipment |
| Contractual | Those associated with the failure of contractors to deliver services or products to the agreed timeframes, cost and specification | a) Slipped or missed timescales b) Costs exceeded c) Specification not met |
| Technological | Those relating to a reliance on operational equipment | a) IT systems b) Equipment and machinery |
| Environmental | Those relating to pollution, noise or the energy efficiency of ongoing service operations | a) Noise, contamination, pollution b) Inefficient use of energy and/or water c) Climate Change |

Impact and Likelihood Scoring

Table 3: Impact Scoring Guidance

| Threat (Negative) Impacts Scores | | |
|----------------------------------|----------------|--|
| 1 | Low | <ul style="list-style-type: none"> a) Potential financial loss of less than £100k b) Minor injury c) Minor legal/regulatory consequence d) Minor impact outside single objective/local system e) Internal adverse publicity, minor reputational damage/ adverse publicity f) Minor service disruption g) Minimal service user complaints |
| 2 | Medium | <ul style="list-style-type: none"> a) Potential financial loss of between £100k and £499,999 b) More serious injury c) Significant legal/ regulatory consequence d) Significant impact on objective/s, processes or systems e) Significant localised reputational damage f) Significant service disruption g) Multiple service user complaints |
| 3 | High | <ul style="list-style-type: none"> a) Potential financial loss of between £500k and £999,999 b) Major disabling injury c) Substantial legal/ regulatory consequence d) Substantial impact on objective/s, processes or systems e) Prolonged adverse local and national media coverage f) Substantial service disruption g) A substantial number of service user complaints |
| 4 | Extreme | <ul style="list-style-type: none"> a) Potential financial loss of over £1m b) Fatality and/or multiple injuries c) Major legal/regulatory consequence d) Major impact on corporate level objective/s e) Major/severe reputational damage/ national adverse publicity f) Central government interest/ administration g) Loss of all critical services for a significant period of time |

Table 4: Likelihood Scoring Guidance

| Threat (Negative) Likelihood Score | | |
|---|-------------------------|---|
| 1 | Unlikely/ Rare | a) 0 - 20% chance of occurrence b) 1 in 20 year event c) May occur only in exceptional circumstances d) Has never or very rarely happened before |
| 2 | Could Happen | a) 20 - 60% chance of occurrence b) 1 in 10 year event c) Is unlikely to occur but could occur at some time/in some circumstances |
| 3 | Likely to Happen | a) 60 - 90% chance of occurrence b) 1 in 5 year event c) Will probably occur at some time/in most circumstances |
| 4 | Almost Certain | a) Over 90% chance of occurrence b) Occurs on an annual basis c) Is expected to occur in most circumstances |