




CABINET MEMBER DECISION RECORD TEMPLATE

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

Decision Ref. No:				
Responsible Officer: Martin Dover - Traffic Manager, Environment				
Subject: 'A' Boards and similar advertising boards and signs policy (referred to hereafter as 'A' Boards)				
Decision taken: To approve the policy and agree charges for any enforcement taken in relation to 'A' Boards.				
Reasons for the decision: To approve the criteria for acceptance of 'A' Boards and the level of enforcement considered appropriate for all 'A' Boards that are placed on highway outside businesses within the Borough of Bournemouth.				
Call-in and Urgency: This decision is subject to the councils call in procedure				
Background: Whilst technically all 'A Boards' represent an obstruction to the highway, the Council realises that there are benefits to businesses of having 'A Boards' outside their premises and therefore seeks to standardise as much as possible what will be considered acceptable. This policy will introduce a comprehensive set of guidelines and procedures for dealing with 'A' Boards on the highway. It will assist by providing formal guidelines, which will still allow businesses to promote themselves with the use of 'A' Boards but at what the Council considers an acceptable level. It will also ensure that the Council is complying with its duties in relation to protecting the rights of the public to use the Highway and in addition it sets out the enforcement action that the council will take for non compliance with the policy.				
Options - and reasons for rejection: As detailed in the record of decision				
Consultations undertaken: Consultation with Legal to obtain legal advice on compliance with the appropriate legislation and internal teams to determine the cost of providing services. No consultation with businesses or traders associations has been carried out.				
Finance/Resource Implications: The proposed fees and charges have been set to ensure the Council is covering its costs in providing the services described above.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Name: A Richards</td> <td style="width: 65%;">Signature: (of Chief Finance Officer)</td> </tr> <tr> <td>Date: 15/6/2016</td> <td style="text-align: center;"></td> </tr> </table>	Name: A Richards	Signature: (of Chief Finance Officer)	Date: 15/6/2016	
Name: A Richards	Signature: (of Chief Finance Officer)			
Date: 15/6/2016				
Legal implications:				

The policy and guidance has been considered by the legal department to ensure compliance with the Council's legal duties and responsibilities in respect of the highway.

Name: TANYA COUNTESS



Signature: (of Monitoring Officer)

Date: 7/6/16

Risk assessment:

An initial risk assessment has been completed and has been classed as medium risk.

Name:



Signature: MARTIN DOVER

Date:

17/6/16

Impact Assessments:

Information for/not for publication:

This decision is to be published

Background papers:

Initial Risk assessment
EINA

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)			

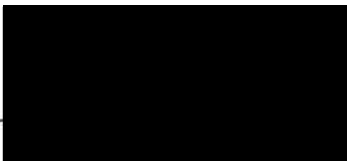
Decision taken by:

Councillor MIKE GREENE

(Print name) Cabinet Portfolio

TRANSPORT... SUSTAINABILITY + CARBON MANAGEMENT

Signed:



Date of decision:

23/6/16

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:

EINA Screening Record

Title of Policy/Service/Project	'A' Boards and similar Advertising Boards and Signs (hereafter referred to as 'A' Boards) policy guidelines
Date of screening	
Service Unit	Environmental Services
Lead Responsible Officer	Martin Dover
Job Title	Traffic Manager
Members of the Assessment Team	Gary Powell, Martin Dover

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

Is there likely to be a positive or negative impact in terms of equalities?	No
Does it involve a significant commitment of resources?	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 promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?

The proposal is to Implement guidelines to all businesses and costs for any removal due to a breach of these guidelines does not have an impact on equalities.



G2 Initial Risk Assessment

PROJECT NAME: A' Boards Policy and Guidelines

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)				Score			
CRITERIA							
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 checked="" type="radio"/>	Highly Desirable	<input type="radio"/>	Essential	<input type="radio"/>	1
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	21

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

