

Notice of The Charter Trustees for Bournemouth



Date: Monday, 23 January 2023 at 6.00 pm

Venue: Council Chamber, BCP Civic Centre, Bournemouth BH2 6DY

Membership:

Mayor:

Cllr R Lawton

Deputy Mayor:

Cllr D Kelsey

Cllr S Phillips
Cllr H Allen
Cllr L Allison
Cllr M Anderson
Cllr S C Anderson
Cllr M Andrews
Cllr S Bartlett
Cllr J Beesley
Cllr D Borthwick
Cllr P Broadhead
Cllr D Brown
Cllr S Bull
Cllr R Burton
Cllr E Coope

Cllr M Davies
Cllr N Decent
Cllr B Dove
Cllr B Dunlop
Cllr J Edwards
Cllr G Farquhar
Cllr D Farr
Cllr L Fear
Cllr A Filer
Cllr M Greene
Cllr N Greene
Cllr M Haines
Cllr N Hedges
Cllr M Iyengar

Cllr C Johnson
Cllr T Johnson
Cllr A Jones
Cllr J Kelly
Cllr L Lewis
Cllr R Maidment
Cllr D Mellor
Cllr L Northover
Cllr K Rampton
Cllr C Rigby
Cllr R Rocca
Cllr T Trent
Cllr L Williams
Cllr K Wilson

All Members of the The Charter Trustees for Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link: <https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?MId=5433>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email democratic.services@bcpcouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpcouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpccouncil.gov.uk

GRAHAM FARRANT
HONORARY CLERK TO THE CHARTER TRUSTEES

13 January 2023



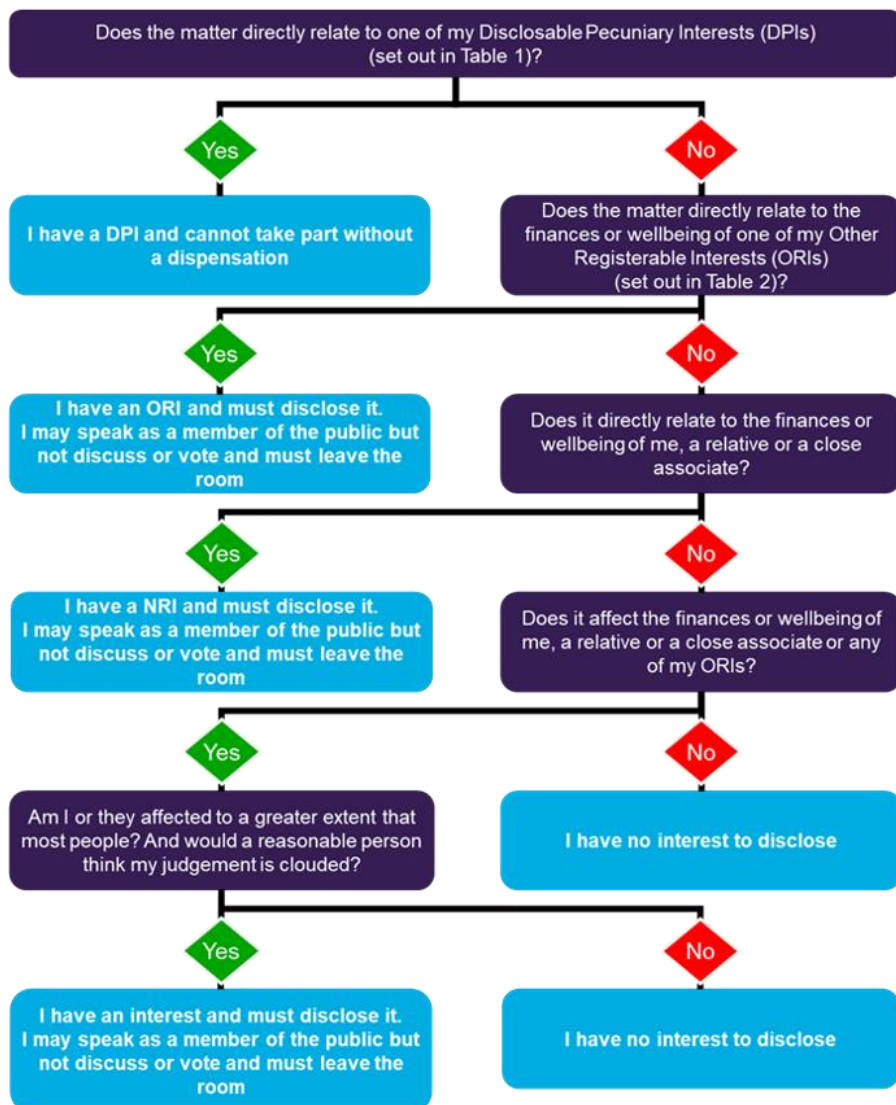
Available online and
on the Mod.gov app

Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(susan.zeiss@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

- | | |
|---|---------------|
| 1. Apologies
To receive any apologies for absence from Charter Trustees. | |
| 2. Declarations of Interests
Charter Trustees are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.
Declarations received will be reported at the meeting. | |
| 3. Confirmation of Minutes and matters arising
To confirm the minutes of the meeting held on 24 October 2022 and to consider any matters arising. | 5 - 8 |
| 4. Charter Mayor's Report

The Charter Mayor will report on his recent activities and any associated issues. | Verbal Report |
| 5. Report of the Bournemouth Charter Trustees Civic Working Group
This report summarises the issues discussed at the Civic Working Group held on 19 December 2022, and seeks support for any recommendations arising. | 9 - 12 |
| 6. Budget and Precept 2023/24
The Charter Trustees are required to set their 2023/24 budget, council tax requirement and resultant precept for submission to BCP Council by 31 January 2023. | 13 - 18 |
| 7. Review of the Risk Register - Bournemouth
This report provides an opportunity for Charter Trustees to review the register attached as Appendix 1 to the report, taking account of new and emerging risks. | 19 - 24 |
| 8. Appointment to the position of Mayor of Bournemouth 2023/24
To advise Charter Trustees of the appointment to the position of Mayor of Bournemouth for the year 2023/24, and subsequent Deputy Mayor of Bournemouth for the year 2024/25. | 25 - 26 |

No other items of business can be considered unless the Mayor decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 24 October 2022 at 6.00 pm

Present:-

Cllr R Lawton – Mayor

Cllr D Kelsey – Deputy Mayor

Present: Cllr L Allison, Cllr M Anderson, Cllr S C Anderson, Cllr S Bartlett, Cllr J Beesley, Cllr D Borthwick, Cllr P Broadhead, Cllr D Brown, Cllr R Burton, Cllr E Coope, Cllr M Davies, Cllr J Edwards, Cllr G Farquhar, Cllr D Farr, Cllr L Fear, Cllr A Filer, Cllr M Haines, Cllr N Hedges, Cllr C Johnson, Cllr T Johnson, Cllr J Kelly, Cllr K Rampton, Cllr C Rigby, Cllr R Rocca and Cllr L Williams

18. Apologies

Apologies for absence were received from Councillors S Bull, B Dove, B Dunlop, M Greene, N Greene, M Iyengar, L Northover, S Phillips and R Rocca.

19. Declarations of Interests

The Honorary Clerk reported that no declarations of interest had been received for this meeting.

20. Confirmation of Minutes and matters arising

The minutes of the meeting held on 23 June 2022 were confirmed as a correct record.

21. Charter Mayor's Report

The Mayor referred with regret to the recent death of Her Late Majesty The Queen and former Bournemouth Borough Councilor Sue Anderson. Charter Trustees stood in silent tribute.

The Mayor subsequently reported on his activities since the last meeting of the Charter Trustees. The Mayor advised of his honour to serve as Mayor for Bournemouth and how much respect people had for the office. He informed Charter Trustees of the wide variety of engagements he had undertaken including the following:

- The British Blind Chess Association at The Marsham Court Hotel;
- A Celebration of Black History Month at the Hilton Hotel;
- Visit to the former HMS Coastguard lookout tower at Hengistbury Head which had been re-opened and supported by volunteers;
- Attendance, with the Mayor of Poole, at the Samaritans Annual Branch meeting at the RNLI Centre in Poole;

- Prama Life Memory Lane Group in Boscombe which supports people with various degrees of dementia;
- The opening of the Platinum Jubilee Bournemouth Air Festival with the Chairman of BCP Council.

The Mayor further reported that discussions were underway to revive the town's twinning connections with Netanya in Israel and Lucerne in Switzerland. It was hoped that a visit to Netanya could be arranged for March 2023. Cllr Filer provided further details but reiterated that the costs of any visits would be met by those attending. Further details would be provided to Charter Trustees when known.

22. Report of the Civic Working Group

The Deputy Mayor presented a report, a copy of which had been circulated to each Charter Trustee and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The report summarised the issues discussed at the first Civic Working Group as established at the previous meeting of the Charter Trustees and sought support for a series of recommendations arising.

In relation to the display of portraits, the Deputy Mayor advised that the Working Group proposed that only historic portraits should be displayed in the Mayor's Parlour but considered that the modern portraits could be displayed in the Mayoress' Parlour. It was suggested that it would be worth considering the digitising of Mayoral portraits.

RESOLVED that:-

- (a) no additional portraits be hung in the Mayor's Parlour in accordance with Bournemouth's history and tradition:**
- (b) the former Bournemouth Borough Council yellow and blue flag be adopted as the Charter Trustees' Civic Flag and that it be flown on the following occasions:-**
 - **formal meetings of the Charter Trustees including Mayor Making;**
 - **civic services;**
 - **at half-mast on the day of the funeral of a former Bournemouth Mayor, subject to the BCP Council Flag Flying Policy;**
- (c) the Charter Trustees support the establishment of a meeting between the Civic Parties of both Bournemouth and Poole to agree a new engagements matrix for reporting to the Charter Trustees/BCP Councillors to agree.**

Voting: (a) - 23 for, 2 against (0 abstentions); (b) and (c) – Unanimous

(Councillor G Farquhar requested that his vote against resolution (a) be recorded in the minutes).

Councillors D Kelsey and D Farr left the meeting at 6.55pm.

23. Finance Update September 2022

The Responsible Financial Officer presented a report, a copy of which had been circulated to each Charter Trustee and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The report set out the forecast for the 2022/23 financial year which illustrated that the Charter Trustees of Bournemouth will underspend against the budget set. This underspend was due to spend to date and planned activity for the remainder of the year being lower than originally envisaged. The forecast underspend for the year was reported as £13,090.

Charter Trustees were advised that budget workshop would be convened to provide a steer for the formation of the budget for 2023/24.

RESOLVED that:-

- (a) the Charter Trustees note the in-year budget position for 2022/23, note the completion of the external audit and other finance updates set out in the report; and**
- (b) the Mayor, Deputy Mayor, budget signatories (Councillors M Davies and L Williams) and Councillor L Allison be appointed to serve on the budget workshop meetings.**

Voting: Unanimous

The meeting ended at 7.05 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Charter Trustees Civic Working Group
Meeting date	23 January 2023
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group held on 19 December 2022, and seeks support for any recommendations arising.
Recommendations	It is RECOMMENDED: Coronation Budget That the Civic Working Group be delegated authority to agree a programme of events and expenditure from within this budget.
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Presented by	Cllr David Kelsey – Deputy Mayor of Bournemouth
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Classification	For Decision

Background

1. At the meeting of the Charter Trustees of Bournemouth held on 23 June 2022, Trustees established a Civic Working Group for discussion of relevant matters and to allow for the shaping of proposals for submission and consideration at the full Charter Trustee body.
2. The most recent meeting of the Civic Working Group was held on Monday 19 December 2022.
3. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

Summary update of the report submitted at the last Charter Trustees meeting:
Civic Events Matrix

4. The first joint BCP, Bournemouth and Poole Working Group will take place on **Friday 20 January 2023.**

Remembrance Event 2022

5. A number of minor observations were passed to officers for consideration ahead of future Remembrance events.

Agreed:

- a) That officers circulate the Charter Trustees processional instructions, including reminders of expected conduct, in advance of future Remembrance events;
- b) That officers amend the instructions to the Civic Party for departing and saluting the dais, and;
- c) That officers provide instruction to all Charter Trustees, (after the local Elections in 2023), of the expectation of their attendance at listed events in the Mayoral Year.

Extra links for Mayoral Chains of Office

6. The Civic Working Group advised that they agreed to support the purchase of additional links for the Mayoral Chain of Office.

Agreed: That officers continue to liaise with the supplier to facilitate extra links for the Mayoral Chain, before providing further information to the Civic Working Group at a future date.

Civic Service

7. The Working Group considered the potential removal of the Civic Service from the Budget due to falling attendance.

Agreed:

- a) That the Budget Heading for the Civic Service be retained, with the Charter trustees reminded of their expected attendance, and;
- b) That the Mayor consider whether to change the date for the event, to promote greater attendance.

Mayoress' Parlour

8. The Group considered the use of the Mayoress' Parlour by the Mayoralty from the next Mayoral Year.

Agreed:

- a) That the Mayoress' Parlour continue to be used as a reception room for the Mayor's guests, and;
- b) That officers further explore the potential suitability of the room for use by others, including the relevant charges applicable.

Coronation budget

9. The Working Group noted that the Poole Charter Trustees had allocated £10,000 in their budget towards any celebrations to mark the King's Coronation in May 2023. It was recommended that a similar amount be allocated within the Bournemouth Charter Trustees budget, with the Civic Working Group delegated authority to agree how the budget was to be used. It was noted that the nature of any celebrations would be subject to advice issued by Buckingham Palace.
10. Further information will be provided by the Responsible Financial Officer as part of Agenda Item 6.

Recommended: That the Civic Working Group be delegated authority to agree a programme of events and expenditure from within this budget.

Any Other Business

11. Cllr Filer wished to record her thanks to the Civic Team for providing a great service to the Civic Dignitaries.

Summary of financial implications

12. There are no financial implications arising from this report and the recommendations before the Charter Trustees.

Summary of legal implications

13. The roles and responsibilities of the Charter Trustees is defined in legislation, standing orders and the handbook. The issues raised in this report are in accordance with these provisions.

Summary of human resources implications

14. There are no human resource implications arising from this report.

Summary of sustainability impact

15. There are no sustainability implications arising from this report.

Summary of public health implications

16. There are no public health implications arising from this report.

Summary of equality implications

17. There are no equality implications arising from this report.

Summary of risk assessment

18. The Charter Trustees maintain a separate risk register which is reviewed annually by the Charter Trustees as a body. Any implications arising from decisions of the Charter Trustees which may have an impact on the register will be updated accordingly.

Background papers

19. None.

Appendices

20. There are no appendices to this report.



CHARTER TRUSTEE MEETING

Report subject	Budget and Precept for 2023/24
Meeting date	23 January 2023
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2023/24 and any subsequent precept for submission to BCP Council by 31 January 2023.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) The proposed budget for 2023/24 as set out in Appendix A be approved</p> <p>(b) The council tax requirement and precept of £147,091 be approved</p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2023/24
Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Council Wide
Classification	For Decision

Background

1. The budget for 2023/24 and resulting council tax requirement and precept must be agreed by a formal meeting of the Charter Trustees. For BCP Council, the billing authority, to produce the requisite calculations required for council tax billing under the Local Government Finance Act 1992, the precept must be agreed by 31 January 2023.

Budget Monitoring 2022/23

2. It was reported at the meeting of 24 October 2022 that the 2022/23 budget would be underspent by £13,090. The current projection in Appendix A is that the underspend across civic budgets will now result in an in-year contribution to reserves of £16,190.

3. Any in-year position would be added to the reserves carried forward from 2021/22 of £57,990.

Budget 2023/24

4. The proposed budget for 2023/24 is detailed in Appendix A and results in a council tax requirement and precept of £147,091.
5. At the meeting of 24 October 2022, the Charter Trustees agreed to nominate members to form a budget workshop to provide guidance to officers in drafting the 2023/24 budget and to facilitate the budget setting process at today's meeting.

Review of individual budgets

6. In the main, individual budget lines have been maintained at 2022/23 levels. The budget workshop discussed and agreed that the hospitality budget could be reduced by £2,000 leaving a £10,000 budget going forward.
7. Recharges between the council and the charter trustees for staffing, accountancy and internal audit have been increased slightly to reflect higher staffing costs in 2023/24.
8. Investment income has been increased to £1,250 reflecting the increase in interest rates. The calculation is based on a forecast of the average interest rate that BCP Council achieves for its investments and applied to the average level of reserves the Charter Trustees will hold for 2023/24.
9. It was also agreed at the budget workshop and civic working group that £10,000 should be set aside in the budget to support Coronation activities. To avoid a one-off spike in the council tax requirement it was agreed this would be funded from reserves.

Reserves

10. The table below summarises the projected reserves position for the Charter Trustees for Bournemouth as of 31 March 2023, and the recommendation is to draw down £10,000 in 2023/24 to support Coronation activities.

Figure 1

	Forecast 2022/23	Proposed 2023/24
	£	£
Opening Balance 1 April	(57,990)	(74,180)
Movement in Year	(16,190)	10,000
Closing Balance 31 March	(74,180)	(64,180)
Percentage of Proposed Precept 2023/24	50%	44%

11. The projected level of reserves as at 31 March 2024, taking into account the in-year draw down is £64,180. This represents 44% of the proposed precept for

next year. The RFO would recommend a level to be held in reserves of 20% to provide for unforeseen expenditure.

Tax Base 2023/24

12. The council tax requirement, or precept, that funds the budget is apportioned across the tax base to arrive at a charge per property. The tax base is the number of chargeable properties in the Charter Trustee area converted into Band D equivalents.
13. Usually, the expectation would be that the tax base increases year-on-year as new homes are built. The 2023/24 tax base has increased by 901.5 Band D equivalent properties or 1.4% of the tax base. This has the effect of reducing the charge made to residents in the Charter Trustee area because there are more properties over which to spread the precept.

Council Tax requirement and precept 2023/24

14. If the draft budget as set out in Appendix A is approved, it would result in the following precept and Band D charge.

	2022/23	2023/24	Decrease	%
Precept £	147,773	147,091	(682)	-0.5%
Tax Base	63,940.9	64,842.4		
Band D Charge £	2.31	2.27		

15. The council tax charge will therefore decrease by 1.8% equating to a decrease of £0.04 per annum on a Band D property.
16. It should be noted that the Charter Trustees are not subject to council tax referendum principles for 2023/24. However, ministers had been considering setting a limit on town and parish councils for 2023/24 but decided in December 2022 to defer the decision. It is unknown if this would also encompass charter trustees but something that will be closely monitored.

Summary of financial implications

17. As detailed in the report.

Summary of legal implications

18. The Charter Trustees must set their council tax requirement in accordance with the Local Government Finance Act 1992 and subsequent legislation.

Summary of human resources implications

19. None

Summary of sustainability impact

20. None

Summary of public health implications

21. None

Summary of equality implications

22. None

Summary of risk assessment

23. None

Background papers

None

Appendices

Appendix A – Charter Trustees of Bournemouth Proposed Budget 2023/24

The Charter Trustees of Bournemouth - Budget 2023/24



2022/23 Budget	2022/23 Forecast	Description of expenditure and income	2023/24 Budget
Expenditure			
Civic Budget			
12,000	3,000	Hospitality	10,000
4,500	3,300	Civic Regalia	4,500
100	100	Travel and Subsistence	100
200	200	Training & Conferences	200
2,000	500	Out of Pocket Expenses	2,000
500	500	Photography	500
300	300	Flowers	300
Civic Events			
3,500	1,500	Mayor-Making	3,500
10,000	10,000	Remembrance Sunday Parade & Service	10,000
2,000	2,000	Civic Service	2,000
200	200	Civic Awards	200
1,500	100	War Commemorations	1,500
1,000	5,460	Special Anniverserial Events	1,000
800	800	Other Events - Contingency	800
0	0	Coronation	10,000
Premises			
17,350	14,350	Room & Premises rental	17,350
Staffing Recharges			
78,843	78,843	Salaries, LGPS Pensions & National Insurance	81,997
Administration and Running Costs			
200	100	Postage	200
50	50	Printing & Photocopying	50
300	100	Stationery	300
250	150	Subscriptions - Organisations	250
Supplies and Services			
500	200	Uniform and Clothing	200
600	600	Insurance	600
400	400	External Auditors	400
1,300	1,300	Internal audit	1,500
3,580	3,580	Accountancy	3,644
1,500	1,500	IT Provision	1,500
200	50	Telephone	50
200	200	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
Transport			
2,000	2,000	Use of Vehicles	2,000
1,500	500	Fuel	1,000
500	250	Vehicle Hire	500
147,873	132,133	Total Expenditure	158,341
Income & Reserves			
(147,773)	(147,773)	Council Tax Precept	(147,091)
(100)	(550)	Investment Income	(1,250)
0	16,190	Contribution to / (from) Reserves	(10,000)
(147,873)	(132,133)	Total Income & Reserves	(158,341)
0	0	Net Position	0

Bournemouth Charter Trustee - Reserves

(57,990)	(57,990)	Opening Balance	(74,180)
0	(16,190)	In year movement	10,000
(57,990)	(74,180)	Closing Balance	(64,180)

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Review of the Risk Register - Bournemouth
Meeting date	23 January 2023
Status	Public Report
Executive summary	This report provides Charter Trustees with an opportunity to review the Risk Register attached as Appendix 1 to the report, taking account of updates to existing risks, and new and emerging risks.
Recommendations	It is RECOMMENDED that: the risk register, as attached at Appendix 1 to the report, be reviewed, updated and approved subject to consideration of paragraph 3 below.
Reason for recommendations	That in accordance with the decision of the Charter Trustees on 25 January 2021, and best practice, the risk register should be reviewed on a regular basis and updated to take account of new and emerging risks.
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Wards	Not applicable
Classification	For Decision

Background

1. As best practice, the Risk Register should be reviewed by Charter Trustees on a regular basis. The Register was last reviewed at the Charter Trustee meeting held on 24 January 2022.
2. The Charter Trustees are asked to consider the Register and any changes and updates required, together with any new risks that need to be added.
3. Set out below are updates on the risks highlighted within the previous report:
 - a) **Historical and ceremonial assets – Loss of civic regalia** – An annual asset check was recently completed in January 2023.
 - b) **Transmission of Covid 19 Infection – Exposure of Civic dignitaries and Civic team to the virus** – Risk rating reduced, following increased uptake of vaccinations and boosters.

- c) **Budgets** - Risk rating reduced, as Budget workshops continue to be held on an annual basis. The most recent Workshop was held on 13 December 2022.
- d) **Health and Safety – Lone working** – as previously reported to the Charter Trustees, the lone working arrangements in place are subject to regular review to ensure that they are fit for purpose. The score for the risk is high however all appropriate arrangements are put in place where appropriate for each engagement.

Options Appraisal

- 4. Best practice indicates that the register should be reviewed on a regular basis. The Charter Trustees need to ensure that all risks have been reflected and appropriate mitigations included to manage the implications of any risks.

Summary of financial implications

- 5. Any financial implications associated with the mitigations put in place to manage the risks will be considered by the Charter Trustees and approved prior to implementation.

Summary of legal implications

- 6. There are no legal implications arising from this report.

Summary of human resources implications

- 7. There are no human resources implications arising from this report.

Summary of sustainability impact

- 8. There are no sustainability implications arising from this report.

Summary of public health implications

- 9. There are no public health implications arising from this report.

Summary of equality implications

- 10. There are no equality implications arising from this report.

Summary of risk assessment

- 11. Any risk assessments required in respect of the mitigations identified within the register will be undertaken as appropriate.

Background papers

None.

Appendices

Appendix 1 – Risk Register

Bournemouth Charter Trustee Risk Register

Activity	Risk Register		
Service Unit	Law and Governance		
Department	Civic Team		
Assessed By	Neil Fraser, Carolyne Suter, Hazel Randall		
Assessment Date	2023	Date Review Due	2024

Likelihood x
Severity
=
Risk Rating

LIKELIHOOD

1 Rare
2 Unlikely
3 Likely
4 Certain

SEVERITY

1 Complete

2 On track

3 Some challenges, mitigation action in place

4 Serious challenge, remedial action in place

1

2

3

4

2

4

6

8

3

6

9

12

4

8

12

16



Reference

02

RISK RATING (Likelihood x Severity = Risk Rating)

1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Historical and ceremonial assets	Loss of civic regalia	Loss of irreplaceable items	Asset Register with photos stored in a secure online folder, Insurance Policy, items securely stored	1	3	3	Management of assets including access and use, annual verification and insurance review	Completed	Deputy Head of Democratic Services	1	1	1
Historical and ceremonial assets	Damage to Civic Regalia	Damage to items	All assets stored appropriately when not in use. Appropriate cleaning/polishing methods to be applied. Gloves worn at all times when handling assets.	2	3	6	Review of the Insurance arrangements. Discourage Civic Dignitaries from self-removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.	Ongoing	Deputy Head of Democratic Services	1	2	2

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Finance	Non-compliance with the financial regulations adopted by the Charter Trustees	Loss of financial revenue from the Charter Trustee accounts	The Charter Trustees have operated in accordance with the BCP Council Financial Regulations, and this will continue until such time as the Charter Trustees develop their own financial regulations. In addition, it is necessary to define the role of the budget signatories as recommended by the internal audit report.	2	1	2	Financial Regulations for the Charter Trustees and Role and Responsibilities of the Budget Signatories agreed	Completed	Deputy Head of Democratic Services Responsible Finance Officer	1	1	1
Civic Dignitary Personal Injury	Civic Dignitary sustains an injury whilst carrying out Civic Duties	Potential liability and claim against the Charter Trustees and reputational damage	In order to ensure the personal safety of Civic dignitaries at official engagements and events, all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team.	1	2	2	Ongoing overview of activities and insurance provisions	Ongoing	Deputy Head of Democratic Services	1	1	1
Transmission of Covid19 infection	Exposure of Civic dignitaries and Civic team to the virus	Increased risk of spreading the virus on a local basis.	In order to comply with current Government guidance all engagements will cease and alternative options such as undertaking	2	2	4	All civic activity subject to risk assessment to evaluate risk ensuring compliance with national guidance	Ongoing	Civic Team Leaders	2	2	3

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
			engagements virtually are considered.									
Budgets	The Charter Trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient meaning the Trustees cannot carry out their desired functions	The Charter Trustees are only required to meet twice a year plus the AGM. The other meetings are for the budget setting and projected out-turn.	2	2	4	Annual Charter Trustee Budget Workshop held	Ongoing	Deputy Head of Democratic Services / Responsible Financial Officer	1	1	1
Health & Safety	Lone working	Risk of injury/illness/ Death and/or intimidation.	None.	3	3	9	In accordance with their role as BCP Councillors, the Charter Trustees adopt the Health & Safety Policies of BCP Council	Ongoing	Deputy Head of Democratic Services	3	2	6
Equality & Diversity	Failure to comply with the Law.	Reputational damage.	None.	1	3	3	In accordance with their role as BCP Councillors, the Charter Trustees compliance with the Equality & Diversity legislation of BCP Council	Ongoing	Deputy Head of Democratic Services	1	1	1

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Appointment to the position of Mayor of Bournemouth 2023/24
Meeting date	23 January 2023
Status	Public Report
Executive summary	To advise Charter Trustees of the appointment to the position of Mayor of Bournemouth for the year 2023/24, and subsequent Deputy Mayor of Bournemouth for the year 2024/25.
Recommendations	It is RECOMMENDED that: Charter Trustees note the information contained within the report.
Reason for recommendations	To inform Charter Trustees of the appointment as set out within the report.
Classification	For Information.

Background

1. Following a request to Charter Trustees for nominations to the position of Mayor of Bournemouth for the period 2023/24, and subsequent Deputy Mayor of Bournemouth for the year 2024/25, Cllr Roberto Rocca is confirmed as appointed, by way of uncontested nomination.

Summary of financial implications

2. There are no financial implications arising from this report.

Summary of legal implications

3. There are no legal implications arising from this report.

Summary of human resources implications

4. There are no human resources implications arising from this report.

Summary of sustainability impact

5. There are no sustainability implications arising from this report.

Summary of public health implications

6. There are no public health implications arising from this report.

Summary of equality implications

7. There are no equality implications arising from this report.

Summary of risk assessment

8. There are no risk assessment implications arising from this report.

Background papers

9. Bournemouth Charter Trust Handbook.

Appendices

10. There are no appendices included with this report.