

Notice of The Charter Trustees for Bournemouth



Date: Monday, 22 January 2024 at 6.00 pm

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

Membership:

Mayor:

Cllr A Filer

Deputy Mayor:

Cllr G Farquhar

Cllr C Adams	Cllr J Challinor	Cllr R Maidment
Cllr H Allen	Cllr A Chapmanlaw	Cllr G Martin
Cllr M Andrews	Cllr B Chick	Cllr J Martin
Cllr S Armstrong	Cllr E Connolly	Cllr A-M Moriarty
Cllr S Bartlett	Cllr D d'Orton-Gibson	Cllr B Nanovo
Cllr J Beesley	Cllr B Dove	Cllr L Northover
Cllr P Broadhead	Cllr M Dower	Cllr K Rampton
Cllr D Brown	Cllr J Edwards	Cllr J Richardson
Cllr O Brown	Cllr D Farr	Cllr C Rigby
Cllr S Bull	Cllr M Gillett	Cllr J Salmon
Cllr R Burton	Cllr M Haines	Cllr K Salmon
Cllr P Canavan	Cllr J Hanna	Cllr T Trent
Cllr S Carr-Brown	Cllr R Herrett	Cllr L Williams
Cllr B Castle	Cllr A Keddie	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?CId=304&MId=5692&Ver=4>

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

12 January 2024

**DEBATE
NOT HATE**



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
(janie.berry@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 16 October 2023 and to consider any matters arising. | 5 - 8 |
| 4. Charter Mayor's Communications
The Charter Mayor will update Trustees on their recent activities and any associated issues. | |
| 5. Report of the Bournemouth Civic Working Group
This report summarises the issues discussed at the Civic Working Group and seeks support for any recommendations arising. | 9 - 12 |
| 6. Budget and Precept for 2024/25
The Charter Trustees are required to set the budget for 2024/25 and any subsequent precept for submission to BCP Council by 31 January 2024. | 13 - 18 |
| 7. Review of the Risk Register - Bournemouth
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 any new and emerging risks. | 19 - 24 |
| 8. Appointment to the office of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26
To advise Charter Trustees of the appointment to the office of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26 | 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.

This page is intentionally left blank

THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 16 October 2023 at 6.00 pm

Present:-

Cllr A Filer – Mayor

Cllr G Farquhar – Deputy Mayor

Present: Cllr S Bartlett, Cllr R Burton, Cllr S Carr-Brown, Cllr B Castle, Cllr D d'Orton-Gibson, Cllr M Dower, Cllr D Farr, Cllr M Haines, Cllr G Martin, Cllr J Martin, Cllr A-M Moriarty, Cllr B Nanovo, Cllr K Rampton, Cllr J Richardson and Cllr L Williams

18. Apologies

Apologies were received from Councillors Adams, Armstrong, Beesley, D Brown, O Brown, Challinor, Connolly, Dove, Edwards, Hanna, Northover, Rigby, Trent and Wilson.

Apologies were also received from Graham Farrant, Honorary Clerk. Richard Jones, Head of Democratic Services, was present in his absence.

19. Declarations of Interests

No declarations of interest were received for the meeting.

20. Confirmation of Minutes and matters arising

RESOLVED: That the minutes of the meeting held on 27 June 2023 be approved as a correct record.

Voting – Unanimous.

21. Charter Mayor's Communications

The Mayor reported on their activities since the last meeting, which included attendance at:

- Black History Month events;
- Various community events with representatives from the Indian subcontinent, Portugal, Gypsy and Traveller groups, residents with learning disabilities, and local college and university students;
- Armed Forces events;
- The Coast Watch annual service;
- World of Love festival Apologies were also received from Graham Farrant, Honorary Clerk. Richard Jones, Head of Democratic Services, was present in his absence.

Forthcoming events included an Armed Forces event at The Guildhall London, which would include Royal attendance.

The Mayor highlighted her support for the Hope Radio Grounded Project, which helped to grow and distribute food to those in need.

The Mayor also highlighted the forthcoming Remembrance Day service and encouraged Trustees to attend.

22. Report of the Civic Working Group

Cllr Williams introduced the report of the Civic Working Group, which sought debate and resolution on:

- a) A proposal to change the Civic term to serve as Deputy Mayor, before serving as Mayor in the subsequent year;
- b) The suggested provision of an annual allowance for the Mayor and Deputy Mayor to replace 'out of pocket' expenses; and
- c) A proposal for approximately £5,000 to be taken from Reserves for additional links to be added to the Mayoral Chain of Office.

Trustees discussed recommendation a). Those Trustees in favour of the change suggested that serving as Deputy Mayor first would provide useful experience before taking on the role of Mayor, as well as allowing a Deputy to review whether they wanted to progress to the Mayoral role.

Officers suggested that advance notice of a forthcoming Mayor could help to avoid contested elections and allow for officers to better prepare celebratory events.

Other Trustees were in favour of keeping the arrangement unchanged and suggested that serving as Mayor first would allow for an experienced Deputy Mayor to support new Mayors. It was also suggested that changing the term could exclude Trustees in their last term of office.

The proposal was put to the vote, as follows:

For: 5

Against: 9

Abstention: 4

The motion was lost.

Recommendation b) was discussed. Officers confirmed the current process for claiming 'out of pocket' expenses and advised that the recommendation sought approval to replace this with a monthly allowance in principle, with implementation subject to a more detailed review of any financial implications.

Trustees in favour of the proposal suggested that an allowance would streamline the expenses process for future Mayors and Deputy Mayors. It was also suggested that an allowance could help to avoid administrative

time and costs for Democratic Services, and could be more inclusive to future Mayor's and Deputy Mayors who otherwise might not be of sufficient means to fulfil the duties of the roles.

Other Trustees requested clarity on the proposed value of the allowance, the financial implications of providing an allowance (including tax implications) and its impact on budgets, and suggested that without this information they could not vote in favour of the proposal.

The proposal was put to a vote, as follows:

For: 6
Against: 7
Abstention: 5

The motion was lost.

Recommendation c). was discussed, with most Trustees supporting the suggested use of reserves.

The proposal was put to a vote, as follows:

For: 14
Against: 3
Abstentions: 1

The motion was carried, and it was:

RESOLVED: That approximately £5,000 be taken from Reserves for additional links to be added to the Mayoral Chain of Office.

23. Finance Update September 2023

Matthew Filmer - Responsible Financial Officer, presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Trustees were advised of a forecast underspend of £6,450, mostly due to a lower than forecast use of hospitality budget and out of pocket expenses claims.

It was confirmed that a Budget Working Group was to be scheduled for December, which would review recharges, the tax base/precept and use of reserves, ahead of formal budget setting at the January 2024 Charter Trustee meeting. Trustees who were eager to have input into the budget were encouraged to attend the Budget Working Group meeting. Democratic Services confirmed that all Trustees would be notified of the meeting details once finalised. It was agreed that the meeting would allow for both in-person and remote attendance.

Trustees were advised that the audit for 2022/23 had been completed with no issues, and the audit document was available to view on the public website.

RESOLVED: that the in-year budget position for 2023/24 and other finance updates, as set out in the report, be noted.

The meeting ended at 7.22 pm

MAYOR

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Civic Working Group
Meeting date	22 January 2024
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group and seeks support for any recommendations arising.
Recommendations	<p>Implementation of a new Mayor's Award Scheme</p> <p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> a. the Charter Trustees agree to the implementation of a Mayor's Award Scheme in principle, and; b. That the Civic Working Group be delegated authority to oversee the use of any budget agreed in support of the Scheme.
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Carolyne Suter, Civic Team Leader.
Classification	For Decision.

Background

1. At the meeting held on 22 June 2022, the Charter Trustees established a Civic Working Group to make recommendations at the Charter Trustee Meetings.

Purpose of the Civic Working Group

2. The establishment of the Civic Working Group provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission and consideration at the full Charter Trustee body. Meetings of the Civic Working Group would be scheduled quarterly.
3. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

Schedule of dates for future Civic Working Group Meetings

4. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting.
5. The most recent meeting was held on 08 January 2024.

Request for a Budget to mark the 80th Anniversary of D-Day in June 2024.

6. The Civic Working Group recommended that the 80th Anniversary of D-Day in June 2024 be marked with an appropriate event in Bournemouth. To that end, a provision of £5,000 to support the event is requested, to be determined as part of agenda item 6: Budget and Precept 2024/25.
7. If approved, further details of the format of the event will be shared with the Charter Trustees in due course.

Implementation of a new Mayor's Award Scheme

8. The Civic Working Group recommended the implementation of a new Mayor's Award Scheme to recognise and acknowledge Bournemouth residents who were volunteering within the community.
9. A provision of £2,000 to support the Scheme is requested, to be taken from the Civic Awards budget header to be determined as part of agenda item 6: Budget and Precept 2024/25. If approved, it was recommended that the Civic Working Group be delegated authority for the use of that provision.

RECOMMENDATION:- That:

- a. the Charter Trustees agree to the implementation of a Mayor's Award Scheme in principle, and;
- b. That the Civic Working Group be delegated authority to oversee the use of any budget agreed in support of the Scheme.

Use of the Coat of Arms

10. Following a query on the use of Charter Trustee Coats of Arms, clarifying information was sought from the College of Arms. Bournemouth Trustees are requested to note the information as reproduced below:

"Coats of Arms belong only to the corporate body to which they have been granted, and they can be borne only by that body. So the Arms of a local authority can be borne only by that authority, on stationery, signs, seals, flags, vehicles and so on, to represent that corporate body. Local authorities are not able to grant licences or other permissions to outside bodies to use their Arms: Arms are legally rather close to dignities, being conferred under Crown authority."

Summary of financial implications

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

Summary of legal implications

12. 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

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

17. 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

None.

Appendices

None.

This page is intentionally left blank



CHARTER TRUSTEE MEETING

Report subject	Budget and Precept for 2024/25
Meeting date	22 January 2024
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2024/25 and any subsequent precept for submission to BCP Council by 31 January 2024.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) The proposed budget for 2024/25 as set out in Appendix A be approved</p> <p>(b) The council tax requirement and precept of £148,091 be approved</p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2024/25
Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Council Wide
Classification	For Decision

Background

1. The budget for 2024/25 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 2024.

Budget Monitoring 2023/24

2. It was reported at the meeting of 16 October 2023 that the 2023/24 budget would be underspent by £6,450. The current projection in Appendix A is that the underspend across civic budgets will now result in an underspend of £18,421 allowing an in-year contribution to reserves of £8,547.

3. Any in-year position would be added to the reserves carried forward from 2022/23 of £90,938.

Budget 2024/25

4. The proposed budget for 2024/25 is detailed in Appendix A and results in a council tax requirement and precept of £148,091.
5. At the meeting of 16 October 2023, the Charter Trustees agreed to nominate members to form a budget workshop to provide guidance to officers in drafting the 2024/25 budget and to facilitate the budget setting process at today's meeting.

Review of individual budgets

6. The current in year forecast shows underspend in hospitality, mayor making and out of pocket expenses which has consistently been underspent, even during non-Covid years. The 2024/25 budget reduces these allocations with the reminder to Charter Trustees that reserves are available should plans be to spend beyond these allocations.
7. An introduction of a £400 budget to pay for work commissioned from BCP Council's Communication team has been included. This is to allow promotion of the work of the Charter Trustees to Bournemouth residents.
8. Recharges between the Council and the Charter Trustees for insurance, IT, accountancy, and internal audit have been increased reflecting higher Council staffing costs in 2024/25. The biggest area of increase in the 2024/25 budget has been on staff support, broken down in figure 1 below. This now includes a charge for the honorary clerk as well as an overhead apportionment from the Council which has become standard practice when charging external organisations such as the Charter Trustees.

Figure 1

Salary Element	Budget 2023/24	Budget 2024/25	Basis of Apportionment
Head of Democratic Services	2,234	2,849	5% of cost split 50% Bmth CT + 21% Central Overhead
Deputy Head of Democratic Services	4,032	5,143	10% of cost split 50% Bmth CT + 21% Central Overhead
Mayor's PA / Team Leader	16,798	21,423	80% of cost split 50% Bmth CT + 21% Central Overhead
Mayor's PA / Team Leader	16,798	21,423	80% of cost split 50% Bmth CT + 21% Central Overhead
Mace Bearer	14,857	18,948	80% of cost split 50% Bmth CT + 21% Central Overhead
Mace Bearer	14,675	18,716	80% of cost split 50% Bmth CT + 21% Central Overhead
Deputy Mace Bearer	12,603	16,073	80% of cost split 50% Bmth CT + 21% Central Overhead
Honorary Clerk	0	2,471	2% of cost split 50% Bmth CT + 21% Central Overhead
Total Salary Costs	81,997	107,046	

9. Investment income has been decreased to £800 reflecting a potential cut in interest rates during 2024. 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 2024/25.
10. It was also agreed at the budget workshop and civic working group that £5,000 should be set aside in the budget to support the 80th D-Day Anniversary and that

the civic awards budget should be increased from £200 to £2,000. This has been funded from the merging of budget provision for events as well as the use of reserves.

Reserves

11. The table below summarises the projected reserves position for the Charter Trustees for Bournemouth as of 31 March 2024, and the recommendation is to draw down £23,645 in 2024/25 to support the budgeted activity.

Figure 2

	Forecast 2023/24 £	Proposed 2024/25 £
Opening Balance 1 April	(90,938)	(99,485)
Movement in Year	(8,547)	23,645
Closing Balance 31 March	(99,485)	(75,840)
Percentage of Proposed Precept 2023/24	67%	51%

12. The projected level of reserves as at 31 March 2025, taking into account the in-year draw down, is £75,840. This represents 51% 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 2024/25

13. 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.
14. Usually, the expectation would be that the tax base increases year-on-year as new homes are built. The 2024/25 tax base has increased by 457 Band D equivalent properties or 0.7% 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 2024/25

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

	2023/24	2024/25	Increase	%
Precept £	147,091	148,091	1,000	0.7%
Tax Base	64,842.4	65,299.4		
Band D Charge £	2.27	2.27		

16. The council tax charge will therefore be frozen at £2.27 per annum on a Band D property.

17. It should be noted that the Charter Trustees are not subject to council tax referendum principles for 2024/25.

Summary of financial implications

18. As detailed in the report.

Summary of legal implications

19. 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

20. None

Summary of sustainability impact

21. None

Summary of public health implications

22. None

Summary of equality implications

23. None

Summary of risk assessment

24. None

Background papers

None

Appendices

Appendix A – Charter Trustees of Bournemouth Proposed Budget 2024/25

The Charter Trustees of Bournemouth - Budget 2024/25



2023/24 Budget	2023/24 Forecast	Description of expenditure and income	2024/25 Budget
Expenditure			
Civic Budget			
10,000	3,000	Hospitality	6,000
4,500	4,462	Civic Regalia	4,500
100	100	Travel and Subsistence	100
200	100	Training & Conferences	200
2,000	450	Out of Pocket Expenses	1,000
500	300	Photography	500
300	200	Flowers	300
Civic Events			
3,500	1,008	Mayor-Making	2,000
10,000	8,979	Remembrance Sunday Parade & Service	10,000
2,000	1,830	Civic Service	2,000
200	0	Civic Awards	2,000
1,500	0	War Commemorations - D-day	5,000
1,000	0	Special Anniverserial Events	0
800	0	Other Events - Contingency	0
10,000	8,250	Coronation	0
Premises			
17,350	17,350	Room & Premises rental	18,512
Staffing Recharges			
81,997	81,997	Salaries, LGPS Pensions & National Insurance	107,046
Administration and Running Costs			
200	100	Postage	100
50	50	Printing & Photocopying	50
300	100	Stationery	150
250	150	Subscriptions - Organisations	150
Supplies and Services			
200	200	Uniform and Clothing	200
600	600	Insurance	640
400	400	External Auditors	400
1,500	1,500	Internal audit	1,750
3,644	3,644	Accountancy	3,888
1,500	1,500	IT Provision	1,600
0	0	Communication and Promotions	400
50	50	Telephone	50
200	200	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
Transport			
2,000	2,000	Use of Vehicles	2,700
1,000	1,000	Fuel	1,000
500	400	Vehicle Hire	400
158,341	139,920	Total Expenditure	172,836
Income & Reserves			
(147,091)	(147,091)	Council Tax Precept	(148,091)
(1,250)	(900)	Investment Income	(800)
(10,000)	8,547	Contribution to / (from) Reserves	(23,645)
0	(476)	Mayor Making Contributions	(300)
(158,341)	(139,920)	Total Income & Reserves	(172,836)
0	0	Net Position	0

Bournemouth Charter Trustee - Reserves

(90,938)	(90,938)	Opening Balance	(99,485)
10,000	(8,547)	In year movement	23,645
(80,938)	(99,485)	Closing Balance	(75,840)

This page is intentionally left blank

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Review of the Risk Register - Bournemouth
Meeting date	22 January 2024
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 any 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.
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	Carolyne Suter, Civic Team Leader.
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 23 January 2023.
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 to the Risk Register since the last review:
 - a) **Civic Dignitary Personal Injury:** downgraded on severity due to provision of insurance and ongoing overview activities.

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	2024	Date Review Due	2025

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

03

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.

21

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	1	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	Risk of spreading the virus on a local basis.	All civic activity subject to risk assessment to evaluate risk ensuring compliance with national guidance	2	2	2	Continued review of national guidance as issued	Ongoing	Civic Team Leaders	2	2	2
Budgets	The Charter Trustees make decisions	Budgets are excessive, causing	The Charter Trustees are only required to meet twice a year plus	2	2	3	Charter Trustee Budget Workshop is held annually	Ongoing	Deputy Head of Democratic	1	1	1

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
	which are not financially viable	superfluous cost to taxpayers, or insufficient meaning the Trustees cannot carry out their desired functions	the AGM. The other meetings are for the budget setting and projected out-turn.						Services / Responsible Financial Officer			
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	2	2	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

This page is intentionally left blank

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Appointment to the office of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26
Meeting date	22 January 2024
Status	Public Report
Executive summary	To advise Charter Trustees of the appointment to the office of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26
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.
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Information.

Background

- Following a request to Charter Trustees for nominations to the position of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26, Cllr George Farquhar is confirmed as appointed, by way of uncontested nomination.

Summary of financial implications

- There are no financial implications arising from this report.

Summary of legal implications

- There are no legal implications arising from this report.

Summary of human resources implications

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

Summary of sustainability impact

- 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.