

Notice of The Charter Trustees for Bournemouth

Date: Thursday, 30 January 2025 at 6.00 pm

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



Membership:

Mayor:

Cllr G Farquhar

Deputy Mayor:

Cllr A Filer

Cllr T Slade

Cllr C Adams

Cllr H Allen

Cllr M Andrews

Cllr S Armstrong

Cllr S Bartlett

Cllr J Beesley

Cllr P Broadhead

Cllr D Brown

Cllr O Brown

Cllr S Bull

Cllr R Burton

Cllr P Canavan

Cllr S Carr-Brown

Cllr J Challinor

Cllr A Chapmanlaw

Cllr B Chick

Cllr E Connolly

Cllr D d'Orton-Gibson

Cllr B Dove

Cllr M Dower

Cllr J Edwards

Cllr D Farr

Cllr M Gillett

Cllr J Hanna

Cllr R Herrett

Cllr A Keddie

Cllr R Pattinson-West

Cllr G Martin

Cllr J Martin

Cllr A-M Moriarty

Cllr B Nanovo

Cllr L Northover

Cllr K Rampton

Cllr J Richardson

Cllr C Rigby

Cllr J Salmon

Cllr K Salmon

Cllr T Trent

Cllr L Williams

Cllr K Wilson

Cllr G Wright

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.bcpCouncil.gov.uk/ieListDocuments.aspx?Cld=304&Mld=6313&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.bcpCouncil.gov.uk

GRAHAM FARRANT
HONORARY CLERK TO THE
CHARTER TRUSTEES
22 January 2025

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app



Maintaining and promoting high standards of conduct

Selflessness

Councillors should act solely
in terms of the public
interest

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in

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

3 - 6

To confirm the minutes of the meeting held on 4 December 2024 and to consider any matters arising.

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

7 - 14

This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting and seeks support for any recommendations arising.

6. Budget and Precept for 2025/26

15 - 20

The Charter Trustees are required to set the budget for 2025/26 and any subsequent precept for submission to BCP Council by 31 January 2025.

7. Review of the Risk Register - Bournemouth

21 - 24

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.

8. Nominations for appointment to the office of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27

25 - 26

To advise Charter Trustees of the outcome of the nomination process for appointment to the office of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27.

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.

THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 04 December 2024 at 6.00 pm

Present:-

Cllr G Farquhar – Mayor

Cllr A Filer – Deputy Mayor

Present: Cllr A Filer (Deputy Mayor), Cllr S Armstrong, Cllr S Bartlett, Cllr P Broadhead, Cllr D Brown, Cllr R Burton, Cllr P Canavan, Cllr S Carr-Brown, Cllr E Connolly, Cllr D d'Orton-Gibson, Cllr M Dower, Cllr J Edwards, Cllr M Gillett, Cllr R Herrett, Cllr A Keddie, Cllr G Martin, Cllr J Martin, Cllr A-M Moriarty, Cllr L Northover, Cllr K Rampton, Cllr J Salmon, Cllr T Slade and Cllr L Williams

12. Apologies

Apologies for absence were received from Councillors Andrews, Beesley, O Brown, Challinor, Farr, Hanna, Rigby, K Salmon, and Wilson.

13. Declarations of Interests

None.

14. Confirmation of Minutes and matters arising

RESOLVED: That the minutes of the meeting held on 17 July 2024 be agreed as a correct record.

15. Charter Mayor's Communications

The Mayor provided an update on his activities since the previous meeting, highlighting attendance at 63 engagements, including:

- Scout camp
- 100th birthday celebrations
- Beating of the retreat at the Air Festival
- Opening of charity shops
- Graduations at various schools and universities
- Remembrance events
- Funerals for former Mayor Bob Chapman and Cllr Brian Castle.

It was noted that the Mayor's rescue dog Billy had accompanied the Mayor to many events and was to be considered his companion consort for the Mayoral Year.

16. Report of the Bournemouth Civic Working Group

The Chair of the Civic Working Group, Councillor Williams, 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.

The report summarised the issues discussed at the Civic Working Group (CWG) meetings held since the last Charter Trustee meeting in July, focussing on work undertaken following receipt of specialist King's Counsel (KC) advice on the remit of the Bournemouth Charter Trustees (CT), including matters relating to twinning.

The specialist advice received had confirmed that the remit of the Charter Trustees was limited to:

- Appointing a Charter Mayor and Deputy Charter Mayor;
- Ensuring the safe custody of the Charter of Incorporation; and
- Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

As a result, the Standing Orders and Handbook were proposed to be amended to better reflect this advice. At the same time, it was felt that that there was an opportunity to tidy up the Standing Orders to clarify certain matters (such as the mechanism by which Charter Trustees could be removed, as set out in law.) The proposed amendments were set out in the report's appendices A-D and were recommended for approval.

Some Trustees raised concerns over a lack of clarity on which proposed changes were resulting from KC advice and which were 'tidying up' or additions for clarity. Some Trustees felt that they were unable to agree the proposed changes without first seeing the KC advice.

Honorary Clerk confirmed that the proposed changes resulting from the KC advice were mostly in section 1, with the amended Handbook reflecting those updates.

The Honorary Clerk and Mayor reminded Trustees that they had delegated authority to the CWG to review such matters and make recommendations accordingly. It was confirmed that the CWG had carefully considered the KC advice as supported by officers and while the request to see the KC advice was noted, the advice was protected by legal privilege and so could not be shared (though the honorary Clerk did provide some detail). Trustees were advised that the report of the CWG accurately reflected the KC advice and was sufficiently detailed to allow Trustees to determine the recommendations before them.

In response to a query on the strictness of the CT remit and the potential for the CT to take on tasks from the principal authority, Trustees were advised that the advice from the KC was that certain tasks or events previously managed by the CT, such as Remembrance events, were outside of its the remit. As a result, 2024 Remembrance events in Bournemouth and Poole

had been undertaken and paid for by BCP Council, with the Bournemouth and Poole Mayors invited to lead their respective events.

Trustees were reminded that the CT was funded by the Council Tax precept, with that money to be used for CT functions only. Were this money to be used for matters deemed outside of remit, the CT could be subject to a legal challenge.

The recommendations as set out in the report were moved and seconded.

In response to ongoing discussion it was moved that the question be put. This was seconded and agreed by a majority.

Trustees accordingly moved to the vote and it was:

**RESOLVED: that
Following acceptance of legal advice regarding the remit of the Charter Trustees, that the proposed amendments to the Standing orders and Handbook be approved.**

Voting: 18 F: 2 Ag (3 abstentions)

Councillor Northover left the meeting at 18:52.

17. Finance Update November 2024

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

Trustees were advised that the forecast for the 2024/25 financial year was that the Charter Trustees of Bournemouth would underspend against the budget set. This was due to a lower than forecast spend to date on hospitality and events (such as Remembrance) and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year was £6,464.

Regarding the legal advice procured from King's Counsel (KC) it was confirmed that this was approximately £25k, to be shared evenly between the Charter Trustees of Bournemouth and Poole.

Reserves of just over £17k were being used to support the 2024/25 budget, with reserves forecast to decrease to a closing position of c. £86k.

Trustees were advised that a workshop on the budget for 2025/26 had been held in the previous week which had reviewed charges, the implications of the legal advice on the future budget, precept and Council Tax ahead of the budget setting meeting in early 2025.

The external audit for 2023/24 accounts had been completed with no issues. This was available to view on the Trustee website.

Trustees queried whether the KC legal costs were to be recharged from BCP Council and whether there was a charge for the initial incorrect advice received. In response, it was confirmed that the advice had been procured and paid for by BCP Council, with the costs to then be invoiced to the CT. There was no information available regarding whether the Council had been charged for incorrect advice.

Trustees queried the purpose of the £4.5k on civic regalia. This was confirmed to be for the procurement and upkeep of regalia. It was confirmed that officers were required to obtain 3 separate quotes for any spend over. £500.

RESOLVED that:

The Charter Trustees note the in-year budget position for 2024/25 and other finance updates set out in the report.

Voting: Nem. Con.

The meeting ended at 7.12 pm

MAYOR

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Civic Working Group
Meeting date	30 January 2025
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting and seeks support for any recommendations arising.
Recommendations	It is RECOMMENDED that: Charter Trustees note the attendance record set out in Appendix A and continue to monitor attendance at each CT meeting through a standing agenda item.
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting held on 23 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

Purpose of the Civic Working Group

2. The establishment of the CWG 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.
3. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting, where possible.
4. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

Trustee attendance at meetings

5. Historically, attendance at CT meetings has been inconsistent. At times, the Civic office has been required to call each Trustee individually to confirm their attendance and ensure a quorum.
6. Mindful of this, the CWG has reviewed Trustee attendance at meetings since the start of the municipal year in May 2024. This data can be found at Appendix A to this report.
7. The Standing Orders, as adopted at the meeting held on 4 December 2024, make provision for Charter Trustees to be removed “if that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings.”
8. The Charter Trustee Handbook, adopted at the meeting held on 4 December 2024, also makes provision for Trustees to “submit a request in writing to the Honorary Clerk that they be removed from the membership in accordance with section (7) above.”
9. In line with the relevant procedures set out above, the CWG instructed the Honorary Clerk to write to any Trustee who had not attended the two most recent meetings, asking them to confirm whether they wished to continue as Charter Trustees or whether they wished to be considered for removal. An example letter is reproduced at Appendix B to this report.
10. No Trustees have submitted a request for their removal, and the CWG is therefore satisfied that the letter has successfully highlighted the need for Trustees to attend meetings wherever possible.
11. Therefore, the CWG does not recommend that any Trustee is removed at this time. Following this process, it is suggested that the Charter Trustees may wish to consider reviewing attendance at each CT meeting.

RECOMMENDATION – That:

Charter Trustees note the attendance record set out in Appendix A and continue to monitor attendance at each CT meeting through a standing agenda item.

Future meeting dates / times

12. Linked to the issues with attendance detailed above, and to promote greater attendance at meetings, the CWG suggested that Trustees be asked to feed back on potential meeting dates and times ahead of their approval at the Annual meeting in May 2025.
13. Further details will be forthcoming through the Civic office in the near future.

Summary of financial implications

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

Summary of legal implications

15. 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

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

20. 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

21. Standing Orders
22. Handbook

Appendices

Appendix A: Trustee Attendance 2024/25

Appendix B: Example letter re. Trustee attendance at meetings

This page is intentionally left blank

Trustee	24 May 2024	25 June 2024	17 July 2024	04 December 2024
Allen	Apologies	Apologies	Apologies	Not Present
Brown (O)	Apologies	Not Present	Not Present	Apologies
Chapmanlaw	Apologies	Apologies	Not Present	Not Present
Armstrong	Present	Apologies	Present	Present
Bartlett	Apologies	Present	Present	Present
Dove	Apologies	Apologies	Apologies	Not Present
Maidment	Not Present	Apologies	Not Present	Not Present
Challinor	Apologies	Apologies	Present	Apologies
Chick	Not Present	Apologies	Present	Not Present
Farr	Apologies	Apologies	Present	Apologies
Burton	Present	Apologies	Present	Present
Canavan	Not Present	Present	Present	Present
Carr-Brown	Present	Apologies	Present	Present
Hanna	Apologies	Apologies	Present	Apologies
Rampton	Apologies	Apologies	Apologies	Present
Wilson	Apologies	Present	Apologies	Apologies
Connolly	Present	Present	Apologies	Present
d'Orton-Gibson	Present	Apologies	Present	Present
Adams	Apologies	Present	Present	Not Present
Dower	Apologies	Present	Present	Present
Edwards	Apologies	Present	Present	Present
Farquhar	Present	Present	Present	Present
Andrews	Apologies	Present	Present	Apologies
Filer	Present	Apologies	Present	Present
Gillett	Not Present	Present	Present	Present
Beesley	Apologies	Present	Present	Apologies
Herrett	Present	Present	Apologies	Present
Keddie	Apologies	Present	Present	Present
Broadhead	Not Present	Apologies	Present	Present
Martin (G)	Present	Apologies	Present	Present
Martin (J)	Present	Present	Apologies	Present
Moriarty	Present	Present	Present	Present
Brown (D)	Apologies	Apologies	Present	Present
Northover	Apologies	Present	Present	Present
Bull	Present	Apologies	Present	Not Present
Richardson	Present	Present	Present	Not Present
Nanovo	Present	Present	Apologies	Not Present
Rigby	Not Present	Present	Present	Apologies
Salmon (J)	Not Present	Apologies	Present	Present
Slade (T)	N/A	N/A	N/A	Present
Trent	Present	Present	Present	Not Present
Williams	Present	Present	Present	Present
Salmon (K)	Present	Apologies	Present	Apologies
Wright	Apologies	Present	Present	Not Present

This page is intentionally left blank

Dear Cllr XX

At a recent meeting of the Bournemouth Civic Working Group, at which Charter Trustee attendance at meetings during the municipal year 2024-25 was reviewed, it has been brought to my attention that you have not attended the two most recent Bournemouth Charter Trustee meetings, held on 17 July and 4 December 2024.

While it is acknowledged that there may be times when a Trustee is unable to join a meeting, we do ask that Trustees make every effort to attend.

In line with legislation as set out within the Standing Orders, Charter Trustees “may remove from office a Councillor [...] if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.”

However, the newly revised Charter Trustee handbook makes provision for a Charter Trustee to “submit a request in writing to the Honorary Clerk that they be removed from the membership”. This was introduced to allow Trustees to request their removal if they find it difficult to attend meetings or do not wish to engage with the work of the Charter Trustees.

I am therefore writing to ask that you confirm, by return, whether you wish to remain as a Charter Trustee for Bournemouth or whether you would like to request your removal.

If you do wish to remain as a Charter Trustee, I would recommend making every effort to attend the forthcoming meeting on 30 January to avoid any potential removal as a result of non-attendance.

Yours sincerely,

Graham Farrant

Honorary Clerk to the Charter Trustees of Bournemouth

This page is intentionally left blank



CHARTER TRUSTEE MEETING

Report subject	Budget and Precept for 2025/26
Meeting date	30 January 2025
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2025/26 and any subsequent precept for submission to BCP Council by 31 January 2025.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) The proposed budget for 2025/26 as set out in Appendix A be approved</p> <p>(b) The council tax requirement and precept of £151,713 be approved</p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2025/26
Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Council Wide
Classification	For Decision

Background

1. The budget for 2025/26 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 2025.

Budget Monitoring 2024/25

2. It was reported at the meeting of 4 December 2024 that the 2024/25 budget would be underspent by £6,464. The current projection in Appendix A is that the underspend across civic budgets will now result in an underspend of £18,389 as the Council will now fund the recent King Counsel legal advice.

3. Any in-year position would be added to the reserves carried forward from 2023/24 of £103,577.

Budget 2025/26

4. The proposed budget for 2025/26 is detailed in Appendix A and results in a council tax requirement and precept of £151,713.
5. A budget workshop was held in December 2024 to focus on the forthcoming budget to provide guidance to officers in drafting the 2025/26 budget and to facilitate the budget setting process at today's meeting.

Review of individual budgets

6. Following receipt of specialist King's Counsel (KC) advice on the remit of the Charter Trustee which advised that certain events that the Charter Trustee used to support and run such as Remembrance Sunday and Grant Funding were not permissible. This therefore means that a number of lines have been removed fully in the 2025/26 budget.
7. The Charter Trustee can continue to maintain and improve historic property of a ceremonial nature. The Civic work group felt a higher level of hospitality spend was necessary to support events such as regalia talks so has been increased to £10,000.
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 2025/26. The overall staff support charge has been reduced from £104,575 to £97,185 reflecting a different support structure from BCP Council.
9. Investment income has been decreased to £1,000 reflecting a potential cut in interest rates during 2025. 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 2025/26.

Reserves

10. The table below summarises the projected reserves position for the Charter Trustees for Bournemouth as of 31 March 2025, and the recommendation is to not draw down from reserves in 2025/26.

Figure 2

	Forecast 2024/25	Proposed 2025/26
	£	£
Opening Balance 1 April	(103,577)	(98,321)
Movement in Year	5,256	0
Closing Balance 31 March	(98,321)	(98,321)
Percentage of Proposed Precept 2025/26	65%	65%

11. The projected level of reserves as at 31 March 2025 is £98,321. This represents 65% 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 2025/26

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 2025/26 tax base has increased by 2,464 Band D equivalent properties or 3.8% 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 2025/26

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

	2024/25	2025/26	Increase	%
Precept £	148,091	151,713	3,622	2.4%
Tax Base	65,299.4	67,763.4		
Band D Charge £	2.27	2.24		

15. The council tax charge will therefore be reduced to £2.24 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 2025/26.

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 2025/26

The Charter Trustees of Bournemouth - Budget 2025/26



2024/25 Budget	2024/25 Forecast	Description of expenditure and income	2025/26 Budget
Expenditure			
Civic Budget			
6,000	4,637	Hospitality	10,000
4,500	4,500	Civic Regalia	6,000
100	20	Travel and Subsistence	100
200	0	Training & Conferences	200
1,000	394	Out of Pocket Expenses	1,000
500	250	Photography	500
300	70	Flowers	300
Civic Events			
2,000	2,143	Mayor-Making	3,000
10,000	0	Remembrance Sunday Parade & Service	0
2,000	0	Civic Service	2,000
2,000	1,028	Civic Awards	0
5,000	5,774	War Commemorations - D-day	0
Premises			
18,512	18,512	Room & Premises rental	18,883
Staffing Recharges			
107,046	104,575	Salaries, LGPS Pensions & National Insurance	97,185
Administration and Running Costs			
100	0	Postage	100
50	166	Printing & Photocopying	50
150	0	Stationery	150
150	150	Subscriptions - Organisations	150
Supplies and Services			
200	249	Uniform and Clothing	200
640	640	Insurance	640
400	400	External Auditors	400
1,750	1,750	Internal audit	1,785
3,888	3,888	Accountancy	3,966
1,600	1,600	IT Provision	1,633
400	400	Communication and Promotions	400
50	50	Telephone	50
200	200	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
Transport			
2,700	2,700	Use of Vehicles	2,721
1,000	1,000	Fuel	1,000
400	200	Vehicle Hire	400
172,836	155,295	Total Expenditure	153,013
Income & Reserves			
(148,091)	(148,091)	Council Tax Precept	(151,713)
(800)	(800)	Investment Income	(1,000)
(23,645)	(5,256)	Contribution to / (from) Reserves	0
(300)	(1,148)	Mayor Making Contributions	(300)
(172,836)	(155,295)	Total Income & Reserves	(153,013)
0	(0)	Net Position	0.00

Bournemouth Charter Trustee - Reserves

(103,577)	(103,577)	Opening Balance	(98,321)
23,645	5,256	In year movement	0
(79,932)	(98,321)	Closing Balance	(98,321)

This page is intentionally left blank

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Review of the Risk Register - Bournemouth
Meeting date	30 January 2025
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	Neil Fraser, Deputy Head of Democratic Services.
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 22 January 2024.
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) Following a recommendation by the Audit team, the Register has been changed to the Audit Team's preferred format;
 - b) All categories from the previously reviewed Register remain present with the addition of an identified Risk regarding the drafting of a Service Level Agreement (SLA) for the provision of support between BCP Council and the

Charter Trustees. The SLA is currently being drafted for proposed adoption at a future CT meeting.

- c) All other Risks maintain their previous score or have been downgraded following mitigation actions. Actions taken can be found in column J.

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 have been 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 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 resource 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

- 12. None.

Appendices

- 13. Appendix 1 – Risk Register

Risk Key:

Definitions:

Priority Ratings:

Corporate Risk Categories:

Pol=Political

Econ=Economic

S=Social

T=Technological

L=Legislative

Enviro=Environmental

Comp=Competitive

Cust=Customer/Citizen

Rep=Reputation

Phys=Physical

Service Risk Categories:

Res=Resource

L=Legal

Phys=Physical

Cont=Contractual

T=Technological

Enviro=Environmental

L = Likelihood (1-4)

1-2 Low risk

I = Impact (1-4)

3-6 Medium risk

S = Score (I x L)

8-16 High

RISK REGISTER COMPLETED BY:

Neil Fraser and Carolyne Suter

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

A:

B:

C:

D:

E:

F:

Further Action RAG Status Option Definitions

Red

Serious challenge, remedial action required, &/or out of tolerance

Amber

Some challenges, mitigating action in place, &/or within tolerance

Green

On track

Blue

Complete

White

Not started

Black

Cancelled

Risk No	Gross/Initial Risk			Risk Category/ies	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	Control/Action Owner	Control/ Action RAG Status	Control/ Action Target Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk Title (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			I	L	S		I	L	S					I	L	S
1	Historical and ceremonial assets	Loss of Civic Regalia	Loss of irreplaceable items or irreperable damage	Economic		1	3	3	A complete asset register with photos is stored in a secure folder on shared drive. All assets are securely stored strong room or Mayor's Parlour at the BCP Clvic Centre. Time register is being kept for the removal and return of any asset taken off site. Annual verification and insurance reviews are being carried out.	1	1	1	Upload of asset register to a secure Sharepoint location	Deputy Head of Democratic Services	Green	Feb-25	1	1	1
2	Historical and ceremonial assets	Damage to Civic Regalia	Damage	Economic		2	3	6	All assets are stored appropriately. Gloves are worn at all times when handling historic assets. Cleaning/polishing is being carried out regularly.	1	2	2	Review of the Insurance arrangements - on hold pending outcome of Community Governance Review. Discourage Civic Dignitaries from self-removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.	Deputy Head of Democratic Services	Amber	On Hold	1	2	2
3	Finance	Non-compliance with the financial regulations adopted by the Charter Trustees	Timely production of accounts, safe and efficient safeguarding of public money and to prevent and detect inaccuracy and fraud.	Economic		2	1	2	The Charter Trustees are operating in accordance with their Financial Regulations.	1	1	1	None.	Deputy Head of Democratic Services / Responsible Financial Officer	Blue	Completed	1	1	1
4	Civic Dignitary Personal Injury	Civic dignitary sustains an injury in the course of carrying out Civic duties	Potential liability and claim against the Charter Trustees and reputational damage	Physical		1	1	1	All appropriate safety arrangements are being put in place following consultation between event organisers and the Civic Team	1	2	2	None.	Deputy Head of Democratic Services	Green	Ongoing	1	1	1
5	Transmission of Covid 19 infection	Exposure of Civic Dignitaries and Civic Team to the virus	Increase risk of spreading the virus on a local basis	Physical		1	1	1	No longer deemed a substantial risk following widespread vaccinations.	1	1	1	None.	Civic Team Leaders	Blue	Completed	1	1	1
6	Budget	The Charter Trustees make decisions which are not financially viable	Budgets could be excessive, causing excessive cost to taxpayers, or insufficient, limiting the Trustees ability to carry out statutory functions	Economic		2	1	2	Budgets are considered and set by the Responsible Financial Officer in consultation with the budget Working Group, and then approved at a meeting of the Charter Trustees.	2	1	2	Annual Charter Trustee budget workshops continue to be held	Deputy Head of Democratic Services / Responsible Financial Officer	Green	Ongoing	1	1	1
7	Health and Safety	Lone working	Risk of injury/illness/Death and/or intimidation	Physical		3	3	9	Trustees and staff adhere to the Health & Safety Policies and the Lone Working Policy of BCP Council.	3	2	6	All measures to ensure Trustee and staff safety are in place.	Deputy Head of Democratic Services	Green	Ongoing	3	2	6
8	Equality and Diversity	Failure to comply with the Law	Reputational damage	Legislative		1	2	2	In accordance with their role as a BCP Councillor, Trustees comply with the equality and diversity legislation as required of BCP Council	1	2	2	None.	Deputy Head of Democratic Services	Green	Ongoing	1	2	2
9	Service Level Agreement (SLA)	Lack of SLA could result in a loss of service provision from BCP Council to the Charter Trustees, or insufficent value for money for services provided	Reputational damage, inability to carry out staturoy functions	Economic		6	1	6	The Standing Orders, most recently approved by Charter Trustees in December 2024, set out the current agreement for support from BCP	6	1	6	A detailed SLA is being drafted for formal adoption by the Charter Trustees.	Deputy Head of Democratic Services	Green	May-25	6	1	6

Risk No	Gross/Initial Risk			Risk Category/ies	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	Control/Action Owner	Control/ Action RAG Status	Control/ Action Target Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk Title (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			I	L	S		I	L	S					I	L	S
									Council to the Charter Trustees.										

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Nominations for appointment to the office of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27
Meeting date	30 January 2025
Status	Public Report
Executive summary	To advise Charter Trustees of the outcome of the nomination process for appointment to the office of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27.
Recommendations	It is RECOMMENDED that: Charter Trustees note the information contained within the report.
Reason for recommendations	To inform Charter Trustees of the outcome of the nomination process as set out within the report.
Report Authors	Neil Fraser, Deputy Head of Democratic Services.
Classification	For Information.

Background

1. Following a request to Charter Trustees for nominations to the position of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27, Cllr Jackie Edwards is confirmed as Mayor elect, 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 resource 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 Trustee Handbook.

Appendices

10. There are no appendices included with this report.