

Bath & North East Somerset Council

MEETING:	The Board of Trustees of the Recreation Ground, Bath		
MEETING DATE:	13 th Oct 2010	AGENDA ITEM NUMBER	
TITLE:	Business Case for Trust Administrator	EXECUTIVE FORWARD PLAN REFERENCE: E2187	
WARD:	All		
AN OPEN PUBLIC ITEM			

1 THE ISSUE

1.1 The current administrator arrangements for the Rec have evolved out of historic systems and processes between numerous Council departments and The Trust. Consequently, responsibilities are fragmented and it is often not clear to potential customers exactly who to contact in order to address their questions. Additionally, Council Officers often perform tasks for The Trust as a minor part of their other responsibilities. This leads to confusion, inefficiency and no clear oversight of activities taking place on The Rec.

At the last Trust Board meeting the Trustees requested that a business case be produced to evaluate the financial impact of replacing administration services provided by several council officers with a dedicated role.

2 RECOMMENDATIONS

The Trust Board is asked to:

1. Review the enclosed business case analysing the financial impact of appointing a dedicated Trust Administrator to replace services provided by various Council Officers; and
2. Approve the appointment of a Trust Administrator.

3 FINANCIAL IMPLICATIONS

3.1 Any financial implications have been noted within the content of this report.

4 THE REPORT

4.1 Existing Arrangements

The administration costs incurred by the Trust over the last 3 years are set out in the table below:

	BUDGET	ACTUAL	ACTUAL
--	---------------	---------------	---------------

	2009/10	2008/09	2007/08
Administration			
Grounds	15,000	15,416	6,463
Property	18,500	28,216	7,524
Legal	5,000	14,211	8,475
Finance	2,000	3,515	
	40,500	61,358	22,462
Servicing Trust Meetings	5,000	4,097	4,253
	<u>45,500</u>	<u>65,455</u>	<u>26,715</u>

It is considered desirable to consolidate the responsibilities into a new role of Trust Administrator whose responsibilities would include:-

- (i) Responding to enquiries about bookings
- (ii) Taking bookings, sending out booking forms and confirmation letters
- (iii) Maintaining an online diary of events
- (iv) Liaising with Grounds Staff to ensure provision of facilities and maintenance of surfaces are adequate
- (v) Invoicing for all bookings
- (vi) Assistance with event planning and issue of appropriate licences
- (vii) Issuing parking permits and invoicing for them
- (viii) Liaison with Third Party contractors where required
- (ix) Completion of year end financial procedures
- (x) Security of facility
- (xi) Development of adequate booking and diary systems to replace existing spreadsheets
- (xii) End of year book keeping procedures
- (xiii) Administration of Trust Board meetings

Whilst it may still be necessary to incur some of the costs for legal and financial services is considered that if an administrator was appointed at a cost of circa £30k the trust would have a dedicated resource that costs less than amount charged to it by the Council.

5 RISK MANAGEMENT

5.1 Not applicable for this report.

6 RATIONALE

6.1 Day to Day Management fulfils the terms of the Trust.

7 OTHER OPTIONS CONSIDERED

7.1 All information is contained within the report.

8 CONSULTATION

8.1 Open Spaces and Parking Services, Bath and North East Somerset Council.

9 ADVICE SOUGHT

9.1 Open Spaces and Parking Services, Bath and North East Somerset Council.

9.2 Finance, Bath and North East Somerset Council

Contact person	<i>Glen Chipp - Trust Board Adviser - 01225 394567</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	