

Bath & North East Somerset Council

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| MEETING/ DECISION MAKER: | Alice Park Sub Committee | |
| MEETING/ DECISION DATE: | 22 August 2016 | EXECUTIVE FORWARD PLAN REFERENCE: |
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| TITLE: | Service Level Agreements & Event Management | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: Please list all the appendices here, clearly indicating any which are exempt and the reasons for exemption: Appendix A – proposed SLA's. | | |

1 THE ISSUE

- 1.1 The Alice Park Trust is managed by a Sub-Committee of the Charitable Trust Board and so falls outside the normal governance arrangements for parks managed by the Council. This report seeks to set out areas of responsibility and how the park might be managed in the future.
- 1.2 The recommendations take into account setting future goals and undertaking emergency work as well as the setting of routine service level agreements to cover Ground's Maintenance, Trees and Play, Events, Estates Management, and any advice requested by the Sub Committee

2 RECOMMENDATION

The Sub Committee is asked to;

- 2.1 Agree the detail of the Service Level Agreements as outlined in Appendix A
- 2.2 Agree that decisions about requests for works to be undertaken, or events to be approved that fall outside of the Sub-Committee cycle be delegated to the Chair of the Sub-Committee in consultation with the Lead Officer.
- 2.3 Agree that urgent works required under health & safety legislation be delegated to the Lead Officer to action promptly.

- 2.4 Agree that all such decisions detailed in 2.2 be reported to the subsequent meeting of the Sub-Committee.
- 2.5 Agree that the principle for agreeing events, and the charges levied for events in Alice Park are as outlined in section 5 of this report.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Requests for works or events may inevitably come with associated cost or resource. The Lead Officer and the Chair of the sub-Committee will seek advice from the S151 Officer or his representative in the event that the cost cannot be accommodated from within existing budget in recommending a decision to approve such requests.
- 3.2 As the Alice Park Trust does not currently make sufficient income to self-fund all of its costs, the Trust relies on an annual contribution from the Council. For the financial year 2016/17 day to day running costs are covered by existing budgets within the Parks department.
- 3.3 In future years the Trust will need to request funding from the Council to cover its costs through the Council's budget setting process, and will also need to seek alternative funding streams to enhance its income, such as applying for grant funding, fundraising, holding events, procuring concessions etc.
- 3.4 The process for requesting funding from the Council will be determined in consultation with the Chair of the Sub Committee and/or the Chair of the Charitable Trust Board and reported back to a subsequent meeting of the Sub-Committee.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust and the sub-committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
- 4.2 The objects of the trust require the land bequeathed to be used as a public park and children's recreation ground. The committee must consider whether any proposed use falls within the trust's objectives, and if so whether to permit the use requested. If it permits the use then it must decide on what terms, in order to ensure effective use of the park whilst minimising any conflict between the different uses to which the park is subject to under the terms of the trust deed.
- 4.3 Urgent works may from time to time be required in order to comply with health & safety legislation. It is proposed that these works will be commissioned without delay by the Lead Officer when brought to the attention of the Council, to reduce risk.

5 THE REPORT

- 5.1 The key functions that make up the management of Alice Park are Grounds Maintenance; Trees, Play; Events, Estates management.

- 5.2 It is proposed that the Trust enters into a Service Level Agreement (SLA) to cover each element so that it is able to profile income and expenditure for Alice Park.
- 5.3 The proposed Ground's Maintenance, Trees , Play and Estates Management SLAs can be seen in APPENDIX A, and represent the service currently provided to Alice Park to maintain the park in its current condition.
- 5.4 It is also possible that the Sub Committee will be approached from time to time to facilitate an event. The sub-Committee cycle may not allow for formal reports for decision, as event organisers can approach the management at any time to a relatively narrow timescale.
- 5.5 It is therefore proposed that any such requests are directed to the Events Team who will then liaise with the Lead Officer (or his Deputy) to consider any potential site related issues. Depending on the size and complexity of the event this could then be passed to the Safety Advisory Group for Events (SAGE) who may have further comment regarding the safety of the event taking place and recommended amendments to ensure that the event is safe and fit for purpose.
- 5.6 The Lead Officer (or his Deputy) would then consult with the Chair of the Sub Committee and agree or decline the event under delegated authority.
- 5.7 A report will be presented to the Alice Park Sub Committee detailing the requests received, those approved and the reasons behind any event that was declined.
- 5.8 There is currently no charge for the Event's Team processing applications to the event organiser, but members of the Sub Committee should be aware that this position is likely to come under review by the Council.
- 5.9 As events are a potential funding stream for the Alice Park Trust, it is recommended that a charge is made to event organisers for all events that are charging for admission or participation, or expect to make a profit , in common with the charging mechanism applied throughout the Council for hire of its parks and use of services.
- 5.10 As some events are bespoke it is recommended that fees are in line with those charged for events that take place in Parks elsewhere within B&NES, but that the Lead Officer could, in conjunction with the Chair of the Sub Committee, and/or the Chair of the Charitable Trust Board, enter negotiations with a remit to maximise income for the Trust. Any such negotiations are to be reported to the first available meeting of the Sub Committee
- 5.11 As there can be a degree of damage following an event in a green space it is recommended that a bond is held to pay for any necessary associated repairs to the Park and that the level of the bond is in line with that held for other parks across B&NES
- 5.12 It is proposed that the Lead Officer is asked to make a presentation to the next meeting of the Alice Park Sub Trust outlining potential future management proposals for the park

6 RATIONALE

- 6.1 Alice Park is a significant park which is managed under the auspices of the Trust Sub Committee. It is essential that the Trust manages the park to the best of its ability for the benefit of the park users.
- 6.2 The Sub Committee must balance the needs of the park with the resources available and by adopting the SLAs will be able to assure that the quality of the park is maintained
- 6.3 The Alice Park Sub Committee may draw upon the knowledge and experience of the Council's Parks Management Team and request officer attendance at meetings on occasion.

7 OTHER OPTIONS CONSIDERED

- 7.1 None. The park is managed by a Trust of which the Council is the sole Trustee. The Alice Park Trust Sub-Committee is a sub-committee of the Council's Charitable Trust Board.

8 CONSULTATION

- 8.1 The Council's Section 151 Officer or his representative have not had the opportunity to be consulted on the final content of this report, therefore any decisions made which impact on the Council's budget will need their final sign off. If any amendments to recommendations are proposed, these will be agreed with the Chair of the Sub-Committee.

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| Background papers | <i>n/a</i> |
| Please contact the report author if you need to access this report in an alternative format | |