

Bath & North East Somerset Council

MEETING:	Alice Park Trust Sub-Committee
MEETING DATE:	25 January 2024
TITLE:	Review of Parks and Greenspaces Service Level Agreements for Alice Park
WARD:	Lambridge
AN OPEN PUBLIC ITEM	
List of attachments to this report: Appendix 1 – Parks and Greenspaces SLA	

1 THE ISSUE

- 1.1 To review the Service Level Agreement (SLA) for Parks & Green Spaces with the Alice Park Trust Sub-Committee (the Sub-Committee), which was first written in 2016/17.

2 RECOMMENDATION

Alice Park Sub-Committee is asked to;

- 2.1 Note and agree the review of the Service Level Agreement set out at Appendix 1
- 2.2 Agree a single point of contact into the Council for reporting of issues and/or works required with the Park.
- 2.3 Agree a maintenance and repair scope, as set out in the SLA and note inflationary rises in line with other Council-owned parks and based on the annual budget setting process.
- 2.4 Agree process for major improvement works and identifying funding.

3 THE REPORT

- 3.1 Both the Council's financial position and the Alice Park Trust financial position necessitate a review of the SLA, which was written in 2016/17.
- 3.2 Historically, the Council has not shown the full costs of providing services to Alice Park Trust (the Trust). A review of all services provided to the Trust from the Council will enable the Trust to make informed decisions with regards to both expenditure incurred and income generated. The long-term aim of the Trust is to

become financially self-sustaining, through income from events, S106, fundraising and grants.

- 3.3 The revised SLA accurately shows the costs associated with delivering the service to Alice Park, and is in line with the costs for Council parks/green spaces.
- 3.4 In order to manage the process for agreeing works and maintain an audit trail and provide timely updates to the Trust, the proposal is to agree a single point of contact into the Council, as outlined below:
 1. Request submitted through Parks & Greenspaces mailbox
 2. Parks & Greenspaces will assign to appropriate Officer in Parks
 3. Officer determine the following:
 - a. H&S risk – action taken as soon as possible to address, and if deemed a Corporate Landlord property repair the officer will log the issue with the Property Helpdesk. If outside SLA, the Trust to be invoiced retrospectively
 - b. Works order issued, in line with SLA's or Property Team instructions and the Trust informed when works will be programmed
 - c. Request not part of the SLA
 - i. The relevant Council Officer will provide the Trust with costs {via submission to the Sub-Committee i.e.. A formal response?}
 - ii. Trust to determine whether they have suitable funds and agreement to proceed; if approved
 - iii. Relevant Officer Officer to issue works order and provide programme timeline for delivery

This removes the Trust contacting individual officers and ambiguity over who is responsible.

- 3.5 Requests for major improvement works to be discussed at the Sub-Committee and identify funding streams for each stage of the process.
- 3.6 This will give a full audit trail to the Trust of programme of works, along with costs for maintaining and improving the Alice Park. It enables the Trust to get back onto an even keel with an agreed co-ordination and communication process in place.

4 STATUTORY CONSIDERATIONS

- 4.1 The Sub-Committee must operate within the parameters of its Terms of Reference, Charity legislation and Charity Commission Guidance.
- 4.2 In discharging the Council's function as sole corporate trustee for the Alice Park Trust the Sub-Committee must operate within the scope of local government law. Elected Members of the Sub-Committee must act in accordance with the Localism Act 2011 and the Councillor Code of Conduct.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

The cost of the three existing Parks SLAs (Grounds Maintenance, Tree Maintenance and Play Area/Equipment Maintenance) totals £23,634 in 2023/24. The proposed SLA in year one (which includes tri-annual sand replacement)

would total £27,083. The extra cost will be factored into the Trusts 2024/25 budget setting and future year funding considerations.

6 EQUALITIES

6.1 No specific considerations

7 CLIMATE CHANGE

7.1 A well-run park supports local biodiversity and can help cities be more resilient to climate change by improving air quality and absorbing carbon from the atmosphere.

8 OTHER OPTIONS CONSIDERED

None.

9 CONSULTATION

9.1 This report was drafted in consultation with the Section 151 Officer and Monitoring Officer.

Contact person	Chris Major
Background papers	
Please contact the report author if you need to access this report in an alternative format	