MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Charity Committee

10th July 2013

REPORT OF THE COBTREE OFFICER

Report prepared by Joanna Joyce

1.	COBTREE MANOR ESTATE - RISK MANAGEMENT		
1.1	<u>Issue for Decision</u>		
1.1.1	To consider if amendments need to be made to the Risk Assessment for the operation and management of the Charity.		
1.2	Recommendation of the Cobtree Officer		
1.2.1	It is recommended that the Risk Assessment document attached as an appendix to the report be endorsed.		
1.3	Reasons for Recommendation		
1.3.1	The Committee resolved to review the risks associated with the operation and management of the Charity on an annual basis.		
1.3.2	The Risk Assessment document used in the past is attached at Appendix A . Officers have reviewed the document, modified it as necessary, and now recommend it for endorsement.		
1.3.3	The greatest level of activity generating most risk to the wellbeing of the Charity is the implementation of the Master Plan and the repayment of reserves that have been drawn down to pay for this. With careful financial and operational supervision of the project the risks should be minimized sufficiently to justify the improvements to the park that this will bring. The Risk Assessment Document for the Master Plan is attached at Appendix B .		
1.3.4	The second biggest risk to the wellbeing of the Charity is the		

operation and management of the Cobtree Manor Park Golf Course. The Partnership Board, which was put in place at the beginning of the new management contract to review and

monitor the performance of the contractor, has met quarterly as

envisaged. This has ensured that the contractor has continued to work well up to expectation and continues to develop a successful facility. The contract runs for 5 years from 9th January 2009 to 8th January 2014. Negotiations are currently underway regarding the 5 year extension as provided for in the current lease which will take the contract to 8th January 2019.

1.4	Alternative Action and why not Recommended			
1.4.1	The alternative course of action is to change the format and/or content of the document, but this is not considered necessary.			
1.5	Impact on Charity Objects			
1.5.1	The essence of the risk assessment is to ensure that the Charity continues to operate effectively within the terms of its objects and the obligations set out in the 1971 Lease.			
1.6	Impact on Corporate Objectives			
1.6.1	None.			
1.7	Risk Management			
1.7.1	Failure to manage the risks as set out in this report could result in the failure to fulfill the objects of the Charity and the loss of the Charity's assets.			
1.8	<u>Other</u>	<u>Implications</u>		
1.8.1	1.	Financial		
	1.	Staffing		
	2.	Legal		
	3.	Equality Impact Needs Assessment		
	4.	Environmental/Sustainable Development		
	5.	Community Safety		
	6.	Human Rights Act		
	7.	Procurement		

8.

Asset Management

1.8.2 There are no other implications outside the normal operations of the Estate Committee.
1.9 Relevant Documents
1.9.1 Appendices
1.9.2 Background Documents

Cobtree Manor Park Master Plan

IS THIS A KEY DECISION REPORT?					
Yes No					
If yes, when did it first appear in the Forward Plan?					
This is a Key Decision because:					
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Wards/Parishes affected:					