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1. **PURPOSE OF REPORT**

In accordance with financial procedure rules, to seek member approval for the creation of a budget for manned security service for the Hinckley Hub Reception area and meeting rooms with the costs being shared by all occupiers.

2. **RECOMMENDATION**

- Members approve a supplementary expenditure budget of £25,000.
- Members approve a supplementary income budget of £16,666 for the contributions of £8,333 from Jobcentre Plus and £8,333 from Leicestershire County Council.

3. **BACKGROUND TO THE REPORT**

The Hinckley Hub is occupied by Hinckley & Bosworth Borough Council, Leicestershire County Council and Jobcentre Plus. The ground floor reception area, meeting rooms and Jobcentre Plus area are publicly accessible areas within the building. In order to ensure staff safety of employees working within these areas, a risk assessment has been carried which recommends the employment of one security guard to cover the reception area and associated meeting rooms.

The security guard's duties under the current national Jobcentre Plus security contract are limited and do not allow full coverage in areas occupied by partners. For this reason, the Council are looking to procure a separate security contract through ESPO with contributions from the partners as above.

4. **FINANCIAL IMPLICATIONS [IB]**

The cost of security is estimated to be £25,000. Partner Contributions are estimated to be:-

Job Centre Plus £8,333

Leicestershire County Council £8,333.

HBBC's contribution will therefore be £8,334. In accordance with Financial Procedure rules budgets for the estimated expenditure of £25,000, and income of £16,666 will need to be established.

5. **LEGAL IMPLICATIONS [AB]**

It is a general duty on all employers to ensure the health safety and welfare of its employees under the Health and Safety at Work Act 1974.

6. **CORPORATE PLAN IMPLICATIONS [MZ]**

By providing a shared security service for the building, we are 'protecting the community by creating a safer place' and 'creating a vibrant place to work' for staff

7. **CONSULTATION**

None Required

8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

1. Use the RISK TACTICAL approach detailed in the Risk Management Strategy (available on the intranet) to identify any risks associated with this report / decision;
2. Assess the risks identified using the corporate assessment criteria for likelihood and impact detailed in the Risk Management Strategy to determine risk levels;
3. Please ensure that risks are captured on project, service or corporate risk registers;
4. Ensure the risks are contained in the Service Improvement Plan for your service area;
5. Record significant risks (ie those that remain red after accounting for current mitigating actions and require treatment – Net Red risks) in the box below.]

| Management of significant (Net Red) Risks   |   |               |
|---|---|---------------|
| Risk Description  | Mitigating actions                            | Owner         |
| Staff and public safety compromised if risk assessment recommendations are not put into place | Recommendations from this report are approved | Malcolm Evans |

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

[This section should never be left as 'none' – explanation must be given. Identify the possible implications that the decision will have on our community, for example:

- Data used to identify the community or groups affected by the decision
- Impact on vulnerable groups (eg.disabled, carers, those with learning difficulties)
- Impact on Parish Councils
- Environmental implications
- Ensuring services are accessible to all (location, method of delivery).]

Where there is a proposed new service, change of service, or a new or reviewed policy, an Equality Impact Assessment is required and has been undertaken and can be viewed here: [Insert hyperlink to EIA on website or state 'non required']

[To be approved by your service manager before submission]

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background papers: None

Contact Officer: Matthew Zmija, 5653  
(M. Evans, Estates & Asset Manager)

Executive Member: Cllr K Lynch