

Trading Board Meeting

**G3, Rowan House, 33 Sheepen Road,
Colchester, CO3 3WG**

Wednesday, 03 August 2016 at 18:00

The role of the **Trading Board** is to consider the trading issues of the Council and to challenge and monitor the Council's trading arrangements including companies owned by the Council and joint Committee arrangements, and to make recommendations to Council and Cabinet on trading proposals.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services. Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to most public meetings. If you wish to speak at a meeting or wish to find out more, please refer to Attending Meetings and "Have Your Say" at www.colchester.gov.uk

Audio Recording, Filming, Mobile phones and other devices

The Council audio records all its public meetings and makes the recordings available on the Council's website. Audio recording, photography and filming of meetings by members of the public is also permitted. The discreet use of phones, tablets, laptops and other such devices is permitted at all meetings of the Council, with the exception of Committee members at all meetings of the Planning Committee, Licensing Committee, Licensing Sub-Committee and Governance Committee. It is not permitted to use voice or camera flash functionality and devices must be kept on silent mode. Where permitted, Councillors' use of devices is limited to receiving messages and accessing papers and information via the internet. Viewing or participation in social media is at the discretion of the Chairman / Mayor presiding at the meeting who may choose to require all devices to be switched off at any time.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please use one of the contact details at the bottom of this page and we will try to provide a reading service, translation or other formats you may need.

Facilities

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the ground floor.

Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Library and Community Hub, Colchester Central Library, 21 Trinity Square,
Colchester, CO1 1JB

telephone (01206) 282222 or textphone 18001 followed by the full number you wish
to call

e-mail: democratic.services@colchester.gov.uk

www.colchester.gov.uk

Trading Board - Terms of Reference

- a) Consider and review the activities performed by:
 - the commercial services arm of the Council
 - those services generating income of approximately £250,000 or above
 - any trading arms of the Council
 - any partly or wholly owned companies of the Council
- b) Identify and develop any new commercial agreements generating significant income for the Council for approval by Cabinet or Council.
- c) Develop the composition of any new body or bodies created wholly or in part by the Council for commercial purposes including their purpose; governance; operating model; business planning function; risk factors; and to recommend approval for such new arrangements to Cabinet or Council.
- d) Ensure any Council capital investment and/or assets that are to be transferred to or used by an outside body for commercial purposes is properly specified, protected and used by the outside body and recommended to Cabinet or Council for approval.
- e) Consider any proposed new/transfer or sale/purchase of company shares and make recommendations on these for approval by Council.
- f) Identify and recommend to Cabinet or Council major strategic opportunities for procurement of services from other companies, organisations, social enterprises and the voluntary and third sector.
- g) Receive regular reports of procurement agreements entered into including financial and service performance measures against those stated in the contract and bring any concerns or risks as recommendations to Cabinet.

COLCHESTER BOROUGH COUNCIL

Trading Board

Wednesday, 03 August 2016 at 18:00

Member:

Councillor Rosalind Scott
Councillor Lesley Scott-Boutell
Councillor Lewis Barber
Councillor Kevin Bentley
Councillor Robert Davidson
Councillor Martyn Warnes

Chairman
Deputy Chairman

Substitutes:

All members of the Council who are not Cabinet members.

AGENDA - Part A

(open to the public including the press)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

1 Welcome and Announcements

- a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.
- (b) At the Chairman's discretion, to announce information on:
 - action in the event of an emergency;
 - mobile phones switched to silent;
 - the audio-recording of meetings;
 - location of toilets;
 - introduction of members of the meeting.

2 Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3 Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent, to give reasons for the urgency and to indicate where in the order of business the item will be considered.

4 Declarations of Interest

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgement of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

5 Minutes

To confirm as a correct record the minutes of the meeting held on 22

6 Have Your Say!

a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter relating to the terms of reference of the Committee/Panel not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter relating to the terms of reference of the Committee/Panel not on this agenda.

7 Commercial Business Development - Operational Businesses 13 - 14

See report by the Commercial Manager and the Commercial Transition Manager

8 Work Programme 2016-17 15 - 16

See report by the Assistant Chief Executive

9 Exclusion of the Public (not Scrutiny or Executive)

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

Part B

(not open to the public including the press)

10 **Minutes (Part B)**

The following minutes contain exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of part 1 of Schedule 12A to the Local Government Act 1972.

To confirm as a correct record the not for publication extract from the minutes of the meeting on 22 June 2016

11 **Public Sector Reform Commercial Opportunities**

The following report contains exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of part 1 of Schedule 12A to the Local Government Act 1972.

See report by the Commercial Manager

12 **Commercial Business Development - Operational Business Performance and Income Report**

The following report contains exempt information (financial/business affairs of a particular person, including the authority holding the information) as defined in paragraph 3 of part 1 of Schedule 12A to the Local Government Act 1972.

To note the contents of the Performance and Income report.

TRADING BOARD

22 June 2016

Present :- Councillor Rosalind Scott (Chairman)
Councillors Lewis Barber, Kevin Bentley, Robert Davidson, Lesley Scott-Boutell and Martyn Warnes

Substitute Members:- None

Also Present: - Councillors Cory and Smith

120. Minutes

RESOLVED that the minutes of the meeting held on 23 March 2016 and 25 May 2016 be confirmed as a correct record.

Councillor Bentley (in respect of position as Portfolio Holder for Economic Growth and Partnerships at Essex County Council) and Councillor Warnes (as a member of Unison) declared a non pecuniary interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(5).

121. Work Programme

The Board considered a report from the Assistant Chief Executive setting out a draft work programme for the 2016-17 municipal year.

Ian Vipond, Strategic Director Commercial and Place, introduced the report and in view of the new membership of the Board, provided some background about the Board's terms of reference and the reports submitted to the Board. Whilst the Commercial Services would remain as the main focus of the Board's work, the Board would also receive reports on a number of other commercial and trading issues. It was open to the Board to suggest items it wished to see added to the Work Programme.

In discussion, the Board raised the following issues:-

- The importance of the public sector reform agenda and the need to look at ways to save money as well as generate commercial income was stressed. It was suggested that public sector reform issues be looked at regularly.
- The need for transparency in the Board's work and that wherever possible, the Board's business should be held in public, and where it was necessary for reports to be included on the Part B agenda, these should be accompanied by a public report setting out as much information as possible.
- How Council officers were encouraged to identify saving and commercial opportunities. In response, it was explained that business was one of the three main cultures that underpinned the organisation. This applied to all staff and played an integral part in the staff appraisal system. The new staff reward scheme provided incentives to officers who excelled and displayed the organisational cultures. In

addition the Commercial Services team was available to help other teams within the Council and a programme of commercial training had been made available to all managers.

- The culture underpinning the work of the Trading Board was to seek commercial opportunities with a public sector ethos. It was appreciated that a commercial approach would not be suitable for all services.

RESOLVED that:-

- (a) The Trading Board work programme be noted.
- (b) Public Sector Reform Commercial Opportunities be added to the agenda for the meeting on 3 August 2016 and the Housing Development Company be added to the agenda for the meeting on 28 September 2016.

The Board resolved under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

122. Minutes – Not for Publication Extract

RESOLVED that the not for publication extract of the minutes of the meeting on 23 March 2016 be confirmed as a correct record.

The Board resolved under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

123. Commercial Business Development - Building Control

This minute is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the authority holding that information.)

The Board resolved under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

124. Commercial Business Development – Events Management

This minute is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the authority holding that information.)

The Board resolved under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item as it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

125. Commercial Business Development – Operational Businesses

This minute is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the authority holding that information.)

Trading Board report – Commercial Business Development

Operational Businesses

**Author – Rob Hill, Commercial Transition Manager
Graham Lewis, Commercial Manager**

Monitoring/CCTV

- Work will start soon on adding CCTV accessibility at our Disaster Recover Location.
- The annual service of all cameras has taken place with no reported problems.
- Provision of an additional Camera for Crouch Street being investigated – S106 funding available.

Helpline

- Interviews have taken place for part time, casual staff.
- We have quoted to supply a private retirement scheme with 80 alarm units.
- We have quoted to provide another private retirement scheme with CCTV, alarm and Help points.
- We have produced a short version of our animated video clip for playing on TV screens in Libraries, doctor surgeries, waiting rooms etc.
- We are holding ongoing meetings with Essex County Council(ECC) and Essex Equipment Services to work through the implementation of the new stock control and job ordering software.
- Helpline is continuing its summer awareness campaign by attending community events when appropriate.

Bereavement Services

- The Cemetery wall on Mersea Road was significantly damaged by an uninsured driver recently. Major repairs are being planned to rebuild approximately 4 metres of wall.
- The Cemetery extension has received its first burial. Initial investigations are being conducted with a view to upgrading the broadband connection at the Crematorium.
- There are some teething problems with the new grounds maintenance contractor. CBC's grounds contract contact will be liaising with them to resolve this.

Events

- The New Operations Manager – Events joined us on 11 July. He has been set the priorities of securing and developing a clear budget 'profit and loss' report

for the service and to assist in the programming for activities in Castle Park and other open spaces for later this year and into next summer.

- The collaboration with The Mercury Theatre in connection to Charter Hall management and forward event booking is proceeding well. A full report on future management options will be presented to the Board later this year.
- A procurement tender has gone to market in relation to supply of food and drink for weddings and other events across our venues – responses will be evaluated at the beginning of August. This exercise will allow us to begin to promote ‘packages’ for wedding and other events.
- A new website has been designed with an initial focus on weddings (we want to improve our web profile to assist with future bookings). Once the wedding section is in place the Colchester Events Company central site will be developed to include, Charter Hall ticketed event, corporate and open space hire
- Regular meetings are in place with the event venues to deal with any issues that the new service might be encountering – there has been a lot of work undertaken to ‘release’ costs and income from existing budgets and ‘real’ costs separated from recharges.
- A new Events Policy document is being produced for consideration by the Portfolio Holder and Cabinet. An SLA with Charter Hall is also being developed to ensure that there is clarity of responsibility for the venue set up, event running and venue management.
- The move of the Ceremony Room to the Town Hall has been a successful transition and we are in regular dialogue with ECC in relation to bookings and payments.

Building Control

- The creation of Seax Essex Building Control continues. Member commitment to the shared service has been received from Colchester, Basildon and Braintree – other partners will be confirming their positions over the coming weeks, Tendring will be last to decide during the first week of August. An update will be provided at the Trading Board meeting.
- Individual working groups continue to meet, led by CBC officers
- Workshops have been held for all affected employees across the partner authorities with updates from the project lead, HR (including Unison) and Business Systems. Follow up meetings have been diarised and employees have been encouraged to highlight any issues they may have.

A separate ‘budget build’ meeting has taken place to consider again the cost and income implication of the partnership. The results of this work will be presented and discussed in part B of the next meeting.

3 August 2016

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Trading Board Work Programme 2016-17		☎ 507832
Wards affected	Not Applicable		

This report concerns the work programme for the Trading Board 2016-17

1. Decision(s) Required

- 1.1 To note the Work Programme for the Trading Board.

2. Reasons for Decision(s)

- 2.1 The work programme is a standard item included on the agenda of all meetings of the Trading Board. It allows the Board to consider the scheduling of forthcoming items of business and to suggest additional items that fall within the Board's remit.

3. Alternative Options

- 3.1 It is open to the Board to agree amendments to the Work Programme.

4. Supporting Information

- 4.1 The current work programme is attached at Appendix 1. The updates on the Commercial Services will remain as the main focus of the Board's work in 2016-17 and this is reflected in the work programme. As requested by the Board, the item on Public Sector Reform Commercial Opportunities has been added to the work programme for this meeting. The Corporate Asset Management Strategy has now been scheduled for the meeting on 28 September.
- 4.2 It is open to the Board to suggest additional items that fall within the Board's remit be added to the work programme.

5. Strategic Plan References

- 5.1 The work of the Trading Board supports the key themes of Vibrant, Prosperous and Thriving in the Strategic Plan for 2015-18.

6. Standard References

- 6.1 There are no particular references to; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

Trading Board 2016-17 Work Programme

Date of Meeting	Scheduled items of business
22 June 2016	<div>Commercial Development reports</div> <div>Business</div> <div>Building Control</div> <div>Events Business Update</div>
3 August 2016	<div>Commercial Development reports</div> <div>Business</div> <div>Public Sector Reform Commercial Opportunities</div>
28 September 2016	<div>Commercial Development reports</div> <div>Business</div> <div>Housing Development Company</div> <div>Corporate Asset Management Strategy</div> <div>Building Control Update</div>
23 November 2016	<div>Commercial Development reports</div> <div>Business</div>
25 January 2017	<div>Commercial Development reports</div> <div>Business</div>
22 March 2017	<div>Commercial Development and Procurement reports</div> <div>Business</div> <div>Annual Report 2016-17</div>