

# Trading Board Meeting

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

**Wednesday, 17 June 2015 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](http://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](http://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](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://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, 17 June 2015 at 18:00

### **Member:**

Councillor Julia Havis  
Councillor Dave Harris  
Councillor Kevin Bentley  
Councillor Roger Buston  
Councillor Robert Davidson  
Councillor Andrew Ellis  
Councillor Martin Goss  
Councillor Justin Knight

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 Minutes**

To confirm as a correct record the minutes of the meeting held on 11 March 2015.

**11-03-15-minutes**

9 - 10

### **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 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 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 not on this agenda.

**6 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.

**7 Trading Board Work Programme 2015-16**

11 - 12

See report from the Assistant Chief Executive

**8 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)

**9 Minutes**

- This report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

(financial / business affairs of a particular person, including the authority holding information).

**10 Essex Building Control Shared Service Business Case**

**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 from the Head of Commercial Services

**11 Commercial Business Development - Helpline**

**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 - Monitoring/CCTV**

**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

**13 Commercial Business Development - Bereavement Services**

**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

**14 Procurement Savings**

**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 Procurement Manager





## **TRADING BOARD 11 MARCH 2015**

*Present :-* Councillor Julia Havis (Chairman)  
Councillors Kevin Bentley, Roger Buston, Mark Cory,  
Robert Davidson, Bill Frame, Dave Harris, Justin Knight,  
Rosalind Scott

*Substitute Members:-* None

*Also Present: -* Councillor Paul Smith, Councillor Anne Turrell

### **49. Minutes**

*RESOLVED* that the minutes of the meeting on 14 January 2015 be confirmed as a correct record.

### **50. Work Programme**

The Board considered a report from the Assistant Chief Executive setting out the draft work programme for the 2014-15 municipal year.

This was the last meeting of the municipal year and the outstanding items would be included in the work programme for 2015-16. A draft work programme for 2015-16 would be submitted to the first meeting of the Trading Board in 2015-16, which was scheduled for 17 June 2015.

It was confirmed that a report on the next steps for the Building Control service would be submitted to the meeting on 17 June 2015.

*RESOLVED* that the draft work programme for 2014-15 be noted.



17 June 2015

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Trading Board Work Programme 2015-16		☎ 507832
Wards affected	Not Applicable		

**This report concerns the work programme for the Trading Board 2015-16**

## 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 reviews of service will be the main focus of the Board's work in 2015-16 and this is reflected in the work programme. The item on the Sport and Leisure Strategy and Business Plan 2015-18 has been scheduled for the meeting on 23 September 2015.
- 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.

## Appendix 1

### Trading Board 2015-16 Work Programme

<b>Date of Meeting</b>	<b>Scheduled items of business</b>
<b>17 June 2015</b>	<b>Commercial Development and Procurement reports</b>  <b>Future development of the Building Control Service</b>
<b>5 August 2015</b>	<b>Commercial Development and Procurement reports</b>  <b>Trading Arrangements (provisional)</b>  <b>Events Business Case</b>
<b>23 September 2015</b>	<b>Commercial Development and Procurement reports</b>  <b>Sport and Leisure Strategy and Business Plan 2015-18</b>  <b>Trading Arrangements (provisional)</b>
<b>18 November 2015</b>	<b>Commercial Development and Procurement reports</b>
<b>13 January 2016</b>	<b>Commercial Development and Procurement reports</b>
<b>23 March 2016</b>	<b>Commercial Development and Procurement reports</b>
<b>Items to be scheduled</b>	<b>Strategic Asset Management</b>  <b>Supporting Commercial Services through Human Resources</b>