

Trading Board Meeting

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

Wednesday, 22 June 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, 22 June 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 meetings held on

23 March 2016 and 25 May 2016.

minutes 230316 9 - 10

minutes 250516 11 - 12

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 Work Programme 13 - 16

See report by 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 (Part B)**

The following minute extract 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 confirm as a correct record the not for publication extract from the minutes of the meeting on 23 March 2016.

10 **Commercial Business Development - Building Control**

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

11 **Commercial Business Development - Events Management**

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 Businesses**

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 and the Commercial Transition Manager

TRADING BOARD

23 March 2016

Present :- Councillor Julia Havis (Chairman)
Councillors Kevin Bentley, Roger Buston, Andrew Ellis,
Martin Goss, Dave Harris and Justin Knight

Substitute Members:- None

Also Present: - Councillor Bill Frame

113. Minutes

RESOLVED that the minutes of the meeting held on 13 January 2016 be confirmed as a correct record.

114. Annual Report

The Board considered a report from the Strategic Director, Commercial and Place, setting out a draft Annual Report for the Trading Board for the 2015-16 municipal year.

Graham Lewis, Commercial Manager, presented the report and explained that the Annual Report 2015-16 contained reports on each of the individual commercial services and included information about performance against Key Performance Indicators.

The Board welcomed and endorsed the draft Annual Report, but in the course of discussion the following points and suggestions were made:-

- The members of the Board should be listed in the Annual Report;
- The language in the section on the Cemetery and Crematorium should be appropriate and references to “profit” should be amended to something more sensitive;
- The Annual Report should be promoted and publicised effectively. It demonstrated how the Council was acting in a more commercial way to reduce its reliance on public funding. The key messages should be highlighted to local media and it was hoped that the Chairman of the Board in the next municipal year would promote the report when it was considered at Cabinet.

RESOLVED that:-

- (a) The format and content of the Annual Report for the 2015/16 municipal year be agreed;
- (b) Authority to agree the final wording of the Annual Report 2015/16 be delegated to the Chairman and Group Spokespersons;
- (c) Once finalised, the Annual Report 2015/16 be submitted to Cabinet.

115. Work Programme 2015/16

RESOLVED that the work programme for 2015/16 be noted.

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.

116. 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.

117. 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.

118. Commercial Business Development – Operational Businesses and Performance Summary

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.)

119. Thanks

The Chairman noted that this was the last meeting of the Board in the current municipal year and thanked the members of the Board for their positive contributions to the work of the Board and also the officers supporting the work of the Board.

Trading Board

Wednesday, 25 May 2016

Attendees: Councillor Lewis Barber (Member), Councillor Kevin Bentley (Member), Councillor Robert Davidson (Group Spokesperson), Councillor Rosalind Scott (Chairman), Councillor Lesley Scott-Boutell (Deputy Chairman), Councillor Martyn Warnes (Member)

Substitutes: No substitutes were recorded at the meeting

120 Appointment of Chairman

RESOLVED that Councillor Rosalind Scott be appointed as Chairman for the ensuing municipal year.

121 Appointment of Deputy Chairman

RESOLVED that Councillor Lesley Scott-Boutell be appointed as Deputy Chairman for the ensuing municipal year.

22 June 2016

Report of	Assistant Chief Executive	Author	Richard Clifford ☎ 507832
Title	Trading Board Work Programme 2016-17		
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. The Approval of the Corporate Asset management Strategy has been scheduled for the meeting on 3 August and a further update on the progress of the Building Control Shared Service is scheduled for the meeting on 28 September meeting. In addition some outstanding items from the Board's work programme in 2015-16 have been carried forward.

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	<p>Commercial Business Development and Procurement reports</p> <p>Building Control</p> <p>Events Business Update</p>
3 August 2016	<p>Commercial Business Development and Procurement reports</p> <p>Approval of Corporate Asset Management Strategy</p>
28 September 2016	<p>Commercial Business Development and Procurement reports</p> <p>Building Control Update</p>
23 November 2016	<p>Commercial Business Development and Procurement reports</p>
25 January 2017	<p>Commercial Business Development and Procurement reports</p>
22 March 2017	<p>Commercial Business Development and Procurement reports</p> <p>Annual Report 2016-17</p>
Items to be Scheduled	<p>Trading Arrangements</p> <p>Public Sector Reform Commercial Opportunities</p> <p>Waste Commercial Opportunities</p> <p>Housing Development Company</p>

