

Trading Board Meeting

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

Wednesday, 14 January 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 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, 14 January 2015 at 18:00

Member:

Councillor Julia Havis
Councillor Bill Frame
Councillor Kevin Bentley
Councillor Roger Buston
Councillor Robert Davidson
Councillor Mark Cory
Councillor Dave Harris
Councillor Justin Knight
Councillor Rosalind Scott

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 5 November 2014.

05-11-14- public copy

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 Work Programme 2014-15

11 - 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

- 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 Procurement Savings

The following report contains exempt information (financial/business affairs of a particular person including the authority holding 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

11 Commercial Business Development - Community Alarms Helpline

The following report contains exempt information (financial/business affairs of a particular person including the authority holding 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 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 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 Commercial Business Development - Bereavement Services Opening Hours

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

See report by the Commercial Manager

- 15 **Commercial Business Development - Building Control**
The following report contains exempt information
(financial/business affairs of a particular person including the
authority holding information) as defined in paragraph 3 of Part
1 of Schedule 12A to the Local Government Act 1972

See report by the Commercial Manager

- 16 **Commercial Business Development - Other Activities**
The following report contains exempt information
(financial/business affairs of a particular person including the
authority holding information) as defined in paragraph 3 of Part
1 of Schedule 12A to the Local Government Act 1972

See report by the Commercial Manager

TRADING BOARD

5 NOVEMBER 2014

Present :-

Councillor Julia Havis (Chairman)
Councillors Kevin Bentley, Mark Cory, Robert Davidson,
Bill Frame, Dave Harris, Justin Knight

Substitute Members:-

Councillor Brian Jarvis for Councillor Roger Buston
Councillor Mike Lilley for Councillor Rosalind Scott

Also Present: -

Councillor Smith, Councillor Turrell

29. Minutes

RESOLVED that the minutes of the meeting on 24 September 2014 be confirmed as a correct record.

30. Work Programme

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

Ian Vipond, Strategic Director, Commercial and Place, provided an update and indicated that the Commercial Services Review on Trade Waste was likely to be reported to the January 2015 meeting. It was suggested that this work take account of the work done by Blue Marble for Essex County Council on waste. In respect of the Stadium Management Company, officers would offer them the opportunity to attend either the January or March 2015 meetings. The Strategic Asset Management item was not in a position to be formally reported in this municipal year but a verbal update would be provided to the March 2015 meeting.

It was agreed that the Annual Report 2014/15 should be added to the Work Programme for the meeting in March 2015, so that the current membership could consider the first draft of the report.

RESOLVED that the draft work programme 2014-15 be noted and that the work programme be amended to include:-

- the Commercial Services Review of Trade Waste to be scheduled for January 2015;
- the Stadium Management Company to be scheduled for either the January or March 2015 meeting;
- a verbal update on Strategic Asset Management to be scheduled before the end of the municipal year;
- the Annual Report for 2014-15 be scheduled for March 2015.

For action by:	Target Date
----------------	-------------

14 January 2015

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Trading Board Work Programme 2014-15		☎ 507832
Wards affected	Not Applicable		

This report concerns the work programme for the Trading Board 2014-15

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 comprising items previously requested by Panel members, together with other items of business particularly in relation to the progress of the commercial reviews of services. It is anticipated that the updates on the commercial reviews of service will be the main focus of the Board's work going forward, and this is reflected in the work programme.
- 4.2 Following discussions at the meeting of the Trading Board on 5 November, the Trading Board Annual Report 2014-15 has been added to the work programme for the 11 March meeting. In addition, the Chairman and the Chief Executive of the Stadium Management Company have accepted an invitation to attend and make a presentation to the 11 March meeting.
- 4.3 It is open to the Board to suggest additional items that fall within the Board's remit that they wish the Board to consider.

5. Strategic Plan References

- 5.1 There are a number of priorities for the Council within the overall objective of seeing Colchester as the place to live, learn, work and visit these priorities require a sustainable and financed Council in order to deliver them. The Commercial approach which the Trading Board oversees is critical to the achievement of that outcome and as a result all outcomes in the Strategic Plan.

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 2014-15 Work Programme

Date of Meeting	Scheduled items of business
18 June 2014	<p>Revolving Investment Fund</p> <p>Commercial Business Development report</p> <p>Update on CBH Trading Subsidiary (verbal)</p> <p>Update on Building Control proposals (verbal)</p> <p>Council Recharges</p> <p>Approval of Annual Report to Cabinet and Council</p>
6 August 2014	<p>Feasibility of Supermarket Levy</p> <p>Commercial Business Development report</p> <p>Commercial Procurement Report</p>
24 September 2014	<p>Commercial Business Development and Procurement reports</p> <p>Helpline/CCTV Monitoring - Future Options for ICT</p> <p>Report on measures typical to commercial enterprise in the sport and leisure environment (see minute 9, 14 August)</p>
5 November 2014	<p>Commercial Business Development and Procurement reports</p> <p>Helpline/CCTV Monitoring - Future Options for ICT: recommendation on future supplier</p> <p>Update on progress with Building Control Partnership Opportunities</p>

14 January 2015	<p>Commercial Development and Procurement reports</p> <p>Commercial Services Review: Trade Waste</p>
11 March 2015	<p>Commercial Development and Procurement Reports</p> <p>Stadium Management Company</p> <p>Trading Board Annual Report 2014-15</p> <p>Verbal Update on Strategic Asset Management</p>
Items to be scheduled	<p>Sport and Leisure Service Business Case 2015 onwards (June/July 2015)</p> <p>Strategic Asset Management</p>

