

Trading Board report – Commercial Business Development

Operational Businesses

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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.