

# Trading Board Meeting

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

**Wednesday, 28 September 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](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.

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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, 28 September 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 3

**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 Trading Board Work Programme 2016-17**

13 - 14

See report by the Assistant Chief Executive

**8 Commercial Business Development - Operational Businesses**

15 - 16

See report by the Commercial Manager

**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 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 approve the not for publication extract from the minutes of the meeting held on 3 August 2016.

**11 Seax Essex Building Control Update**

**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**

### **3 August 2016**

<i>Present :-</i>	Councillor Rosalind Scott (Chairman) Councillors Kevin Bentley, Lesley Scott-Boutell and Martyn Warnes
<i>Substitute Members:-</i>	Councillor Buston for Councillor Davidson Councillor J. Maclean for Councillor Barber
<i>Also Present: -</i>	Councillor Cory

#### **126. Minutes**

*RESOLVED* that the minutes of the meeting held on 22 June 2016 be confirmed as a correct record.

#### **127. Have Your Say**

Kim Naish attended and addressed the Board pursuant to the provisions of Meetings General Procedure Rule 7(5). He worked as a private hire driver. Private hire drivers made an important contribution to the borough's economy. He had recently changed his car, which had to be examined by the Council. He had been advised that the earliest date at which this could be done was 6 September 2016. This was an unacceptable level of service. It would effectively prevent him from working for a month, and would also seriously inconvenience his customers. He was aware of other drivers who had faced similar delays.

Gareth Mitchell, Head of Commercial Services, indicated that although this matter fell outside the immediate remit of the Trading Board he would raise the matter urgently with colleagues.

#### **128. Commercial Business Development – Operational Businesses**

The Board considered a report from the Commercial Manager and the Commercial Transition Manager, providing an update on the operational businesses.

Members of the Board noted the teething problems that had arisen on the new grounds maintenance contract. It was confirmed that the new contract was flexible and was based on need, rather than task or job based. It had always been anticipated that the handover to the new contractor would be challenging. However, the Council was actively monitoring the situation and it was anticipated that all work would be up to date by the end of August. No additional costs would be incurred by the Council as a result.

In respect of the Events Management, it was anticipated that the Colchester Events Company and the new Events Policy would be launched together in the autumn. Members emphasised the need to ensure that the service was properly promoted and highlighted that members, if properly briefed, could act as ambassadors for the service.

The progress on the creation of the SEAX Building Control Service was noted. Members explored issues around the recruitment and retention of Building Control staff and how the transfer into the new service was viewed. The Commercial Manager explained that levels of enthusiasm for the new service varied. Not all appreciated the advantages and opportunities that the new service offered. The new contract for all staff would be rolled out shortly, and there would be a need to ensure that the advantages it offered, such as training and development, were clearly explained. There was some anecdotal evidence that some private sector Approved Inspectors would also welcome the opportunity to join the new service. It was suggested that the new service should look at the possibility of delivering a training service which it could sell externally, but it was felt that this was likely to be unsustainable given the likely size of the service.

*RESOLVED* that the contents of the report be noted.

## **129. Work Programme**

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

Members of the Board suggested that it would be useful for the Annual Report 2016-17 to be scheduled initially for the meeting in January 2017, so that the Board could be involved in the initial drafting. It was also suggested that the Board look at the savings and commercial opportunities arising from the Essex Waste Partnership, such as collaborative approaches to collections and the commercial aspects of trade waste. This would be separate from the current work being undertaken by the Portfolio Holder for Waste and Sustainability on waste and recycling in Colchester.

*RESOLVED* that the Work Programme 2016-17 be agreed subject to:-

- (a) The Annual Report 2016-17 be added to Work Programme for the meeting on 25 January 2017 in addition to the meeting on 22 March 2017;
- (b) The addition of an item relating to the commercial opportunities arising from the Essex Waste Partnership.

**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.**

## **130. 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.**

### **131. Public Sector Reform Commercial Opportunities**

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.**

### **132. Commercial Business Development – Operational Business Performance and Income report**

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.)



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

**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.
- 4.2 The items on the Housing Development Company and the Corporate Asset Management Strategy have been rescheduled to the meeting on 23 November 2016. As requested by the Board at its meeting in August, the Annual Report 2017-17 has been added to meeting in January 2017 and the item requested on the Commercial Opportunities arising from the Essex Waste partnership has also been scheduled for that meeting.
- 4.3 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

<b>Date of Meeting</b>	<b>Scheduled items of business</b>
<b>22 June 2016</b>	<b>Commercial Development reports</b> <b>Business</b> <b>Building Control (Cabinet paper)</b> <b>Events Business Update</b>
<b>3 August 2016</b>	<b>Commercial Development reports</b> <b>Business</b> <b>Public Sector Reform Commercial Opportunities</b>
<b>28 September 2016</b>	<b>Commercial Development reports</b> <b>Business</b> <b>Building Control Update</b>
<b>23 November 2016</b>	<b>Commercial Development and Procurement reports</b> <b>Business</b> <b>Housing Development Company</b> <b>Approval of Corporate Asset Management Strategy</b>
<b>25 January 2017</b>	<b>Commercial Development reports</b> <b>Business</b> <b>Annual Report 2016-17 (first draft)</b> <b>Commercial Opportunities arising from Essex Waste Partnership</b>
<b>22 March 2017</b>	<b>Commercial Development reports</b> <b>Business</b> <b>Annual Report 2016-17</b>
<b>Items to be Scheduled</b>	<b>Trading Arrangements</b> <b>Commercial Opportunities arising from “One Contact, One Service”</b>

**Trading Board report – Commercial Business Development**

**Operational Businesses**

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

**Monitoring/CCTV**

- A camera has now been relocated to the roof of Williams & Griffiths (Fenwicks) following their renovations. This has improved High Street coverage.
- 2 damaged underpass cameras are being replaced with anti-vandal dome cameras.
- Additional cameras have been installed following town centre development work.

Additional information relating to location and coverage of these cameras will be provided during Part B of this meeting.

**Helpline**

- Additional part time and casual staff have been recruited.
- McMillan coffee morning was held on 7<sup>th</sup> September – hosted by Helpline in the Moot Hall, this was attended by The Mayor and Portfolio Holder, local businesses and residents.
- Helpline have gained promotional opportunities in local supermarkets including the Co-Op and Waitrose.
- Private sheltered schemes have been approached and been made aware of the variety of services Helpline offers.
- Essex County Council (ECC) has now agreed the funding model for assistive technology for residents. Helpline will manage the administration process as well as carrying out the installations and ongoing monitoring.
- ECC has now also agreed its retail pathway model in which customers are provided with a choice of assistive technologies - Helpline will usually be the first option to supply Colchester residents with assistive technology.

**Bereavement Services**

- We are waiting for the insurance company to appoint an approved contractor to commence the Mersea Road wall repairs.
- The Cemetery extension was officially opened on Friday 26<sup>th</sup> August by Councillor Oxford, Portfolio Holder with responsibility for Bereavement Services.

- Friday 26<sup>th</sup> August was also the open day for the Cemetery and Crematorium with a number of tours being conducted by the staff through the afternoon and evening.
- We are working with the new grounds maintenance contractor to improve the recycling of green waste from the cemetery with the introduction of green bags and signage to encourage cemetery users to recycle.
- We will shortly be looking at the renewal of the maintenance and service contracts for the main equipment at the crematorium.

## **Events**

- Colchester High School has again booked their esteemed prize giving event at the Town Hall and Charter Hall.
- A successful 'Slow' food festival took place in Castle Park over the past weekend.
- More than 134 Community Weddings have now taken place at the Town Hall since taking over from Colchester Registry Office in April.
- A number of events have been put on sale at Charter Hall with a view to developing the audience programme further in 2017.
- Development work is underway for a range of events and attractions for Christmas

## **Building Control**

Colchester's Building Control Surveyors and service has been the subject of a customer survey. A sample of 100 customers was contacted, resulting in 63 responses.

Overall customer satisfaction with Colchester Building Control officers was outstanding;

- 58 out of 63 respondents (92%) felt that Colchester Building Control officers were professional.
- 54 out of 63 respondents (86%) agreed that Colchester Building Control staff always explained what was going on with their enquiry.

The survey has provided pointers to key areas that could be improved.

### ***Seax Essex Building Control***

At meeting of the Supervisory Board the three remaining authorities made the mutual decision not to proceed with the proposed shared service based on the difficulty of securing the necessary cost savings and projected income expectations, a situation created by the departure of other authorities over the past 6 months.

We are very much committed to partnership working and are keen to explore how we might benefit from the work undertaken to date and we will be looking at methods of doing so over the coming months.