

Trading Board

**Council Chamber, Town Hall
22 May 2013 at 12.30am**

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. 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, 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 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 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. Councillors are permitted to use devices to receive messages and to access papers and information via the internet and 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 take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 18001 followed by the full number that you wish to call 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.

Colchester Borough Council, Angel Court, High Street, Colchester
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) Monitor and review activities and functions performed by the commercial services arm of the Council, significant income generating services, any trading arms and wholly or partly owned companies.
- b) Establish and report on high level performance and financial indicators agreed within the corporate performance statements or other agreements of performance entered into between the Council and the outside bodies and report to Cabinet on any areas which give rise to concerns.
- c) Oversee any new agreements entered into between the Council and the outside bodies for approval by Cabinet or Council.
- d) Consider and influence the composition of any new body or bodies created wholly or in part by the Council including their purpose; governance; operating model; business planning function; risk factors; and recommend approval for such new arrangements to Cabinet or Council.
- e) 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 for the purposes intended by form of recommendation to Cabinet or Council for approval.
- f) Monitor, challenge and confirm for Cabinet approval significant income generating services (£250,000 or above) whether delivered by the Council's owned or partly owned companies, trading arms or Council's own provided service for the purpose of increased income or whether the business opportunity is no longer viable in its current and ongoing form.
- g) Consider any proposed new/transfer or sale/purchase of company shares and make recommendations on these for approval by Council.
- h) Monitor, review and recommend to Cabinet or Council major and strategic opportunities for procurement of services from other companies, organisations, social enterprises and the voluntary and third sector.
- i) 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.
- j) Commission any actions or make recommendations to Council or Cabinet which will facilitate the Council's decision making and policy achievements in commercial services together with changes to governance arrangements of the outside body.
- k) Recommend to Cabinet steps for the Council to be represented at any stages, processes or meetings concerning the outside bodies including the exercise of any shareholder actions on the wholly or party owned Council company.

**COLCHESTER BOROUGH COUNCIL
TRADING BOARD
22 May 2013 at 12:30pm**

Members

Chairman : Councillor Scott Greenhill.
Deputy Chairman : Councillor Bill Frame.
Councillors Kevin Bentley, Andrew Ellis, Julia Havis,
Cyril Liddy and Terry Sutton.

Substitute Members : All members of the Council who are not Cabinet members.

Agenda - Part A

(open to the public including the media)

Pages

1. 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.

2. Appointment of Chairman

To appoint a Chairman for the ensuing Municipal Year.

3. Appointment of Deputy Chairman

To appoint a Deputy Chairman for the ensuing Municipal Year.

4. Exclusion of the Public

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).

