

Trading Board

**Grand Jury Room, Town Hall
26 March 2014 at 6.00pm**

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.

**COLCHESTER BOROUGH COUNCIL
TRADING BOARD
26 March 2014 at 6:00pm**

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)

Members of the public may wish to note that agenda items 1 to 5 are normally brief.

	Pages
1. Welcome and Announcements	1
(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:	
<ul style="list-style-type: none">• 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	2 - 3
To confirm as a correct record the minutes of the meeting held on 8 January 2014.	
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 judgment 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. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

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 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.

7. Work Programme 2013/014

4 - 7

See report by the Assistant Chief Executive

8. 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).

**COLCHESTER BOROUGH COUNCIL
TRADING BOARD
26 March 2014 at 6:00pm**

Agenda - Part B

(not open to the public or the media)

Pages

9. Minutes

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.

To confirm as a correct record the not for publication extract from the minutes of the meeting held on 8 January 2014.

10. Colchester Borough Homes Trading Strategy and Protocol

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 Head of Commercial Services

11. Commercial Review of Building Control Services - Business Plan Update

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 Head of Commercial Services

12. Commercial Review of Bereavement Services - Business Plan

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 Head of Commercial Services

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

8 JANUARY 2014

Present :- Councillor Scott Greenhill (Chairman)
Councillors Kevin Bentley, Andrew Ellis, Bill Frame,
Julia Havis, Cyril Liddy and Terry Sutton

19. Minutes

The Minutes of the meeting held on 20 November 2013, including the not for publication extract published in Part B of the Agenda, were confirmed as a correct record of the meeting.

It was noted that further information on the facilities costs provided in the Commercial Review of the Cemetery and Crematorium would be circulated to Members by email within the next few days.

For action by:	Target Date
Interim Commercial Transition Manager	January 2014

20. Framework for Commercial Opportunities

The Board considered a report outlining the work undertaken to develop a framework for assessing projects and a potential pipeline for their consideration, as part of the continued work to identify appropriate commercial opportunities for the Council to consider. Ian Vipond, Strategic Director, attended to assist the Board.

Councillor Liddy identified two areas which he would like to see considered, the first was procurement and the second was a reinvestment strategy. It was suggested that a reinvestment strategy would be important when managing the expectations of business managers and the Council.

The Strategic Director responded that a procurement strategy was already being considered by officers and would be reported back to the Board. He agreed that reinvestment was an important point and he was sure questions would emerge regarding such a strategy as operations developed.

In response to a question from the Board as to whether formal negotiations could be introduced between the Portfolio Holder for Business and Resources and business managers, the Strategic Director suggested discussions would likely occur once business plans were in place but nothing could be done to tie the hands of future Portfolio Holders.

RESOLVED that –

- i) the appraisal framework is confirmed as an appropriate mechanism for

assessing commercial opportunities as they come forward; and

ii) the Commercial Opportunity Matrix is a useful starting point for the identification of a pipeline of future assessments.

21. Work Programme 2013/14

The Board considered a report concerning the Work Programme for the Trading Board 2013/14.

RESOLVED that the Work Programme for the Trading Board be noted.

22. Commercial Review of Community Alarms Service - Business Plan

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.

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)).

23. Commercial Review of Building Control Service - Situation Analysis and Options Paper

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.

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)).



Trading Board

Item
7

26 March 2014

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Trading Board Work Programme 2013-14		☎ 507832
Wards affected	Not Applicable		

This report concerns the work programme for the Trading Board 2013-14

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. In order to ensure that the workload for individual meetings remain manageable and realistic, a number of items originally provisionally scheduled for this meeting have been rescheduled for the June 2014 meeting.

4.2 The dates for Trading Board meetings in 2014-15 are as follows:-

18 June 2014
6 August 2014
24 September 2014
5 November 2014
14 January 2015
11 March 2015

Whilst items have been provisionally scheduled for the first meeting of the 2014-15 municipal year, a report on the work programme for 21014/15 will be submitted to the meeting in June 2014 for 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.

Date of Meeting	Scheduled items of business
14 August 2013	<p>Presentation from Simon Mead, Chief Executive of Eastern Enterprise Hub</p> <p>Revisions to Terms of Reference</p> <p>Procurement Overview</p> <p>The Council's main areas of income generation</p>
18 September 2013	<p>Situation Appraisal and Operational Reports: CCTV/Community Alarms</p> <p>The type of company structures that can be set up within the powers for Local Authorities to trade through a company</p>
20 November 2013	<p>Commercial Service Review: Situation Analysis and Options Paper: Cemetery and Crematorium</p>
8 January 2014	<p>Commercial Service Review: Situation Analysis and Options Paper: Building Control</p> <p>Improvement East report on Framework for Commercial Work</p> <p>Commercial Service Review: Business Case for Community Alarms/CCTV</p>
26 March 2014	<p>Commercial Review of Building Control Service - Business Plan update</p> <p>Commercial Review of Bereavement Services - Business Plan</p> <p>Colchester Borough Homes Trading Strategy and Protocol</p>
<p><u>2014-15</u> 18 June 2014</p>	<p>Revolving Investment Fund</p> <p>Workflow commercial opportunities</p>

	<p>Council Recharges</p> <p>Approval of Annual Report to Cabinet and Council</p>
6 August 2014	Feasibility of Supermarket Levy
24 September 2014	Report on measures typical to commercial enterprise in the sport and leisure environment (see minute 9, 14 August)
Items to be scheduled	<p>Quarterly report by the Commercial Procurement Manager – to be scheduled once the Commercial Procurement Manager is appointed</p> <p>Strategic Asset Management</p> <p>Commercial Services Review: Trade Waste</p> <p>Stadium Management Company</p>

