

Investment Board – 24 April 2019

Minutes of the meeting of the **Investment Board** held on **24 April 2019** when there were present:-

Chairman: Cllr M J Steptoe
Vice-Chairman: Cllr A L Williams

Cllr C C Cannell
Cllr T G Cutmore
Cllr D S Efde
Cllr Mrs J R Gooding

Cllr G J Ioannou
Cllr M J Lucas-Gill
Cllr M J Webb
Cllr S A Wilson

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A H Eves and I H Ward.

SUBSTITUTES

Cllr Mrs L Shaw for Cllr I H Ward

OFFICERS PRESENT

S Scrutton	- Managing Director
A Hutchings	- Strategic Director
N Lucas	- Section 151 Officer
M Harwood-White	- Assistant Director, Assets and Commercial
A Law	- Assistant Director, Legal and Democratic
M Power	- Democratic Services Officer

ALSO PRESENT

C Bowmer	- Associate Director, Gleeds
D Blackie	- Project Manager, East of England Local Government Association

69 MINUTES

The Minutes of the meeting held on 16 January 2019 were agreed as a correct record and signed by the Chairman.

70 GREEN GATEWAY TRADING (DEVELOPMENT) LTD – APPOINTMENT OF DIRECTOR

Members considered the report of the Assistant Director, Legal and Democratic on the appointment of a replacement Director.

Resolved

That Angela Hutchings be formally appointed as a Director of Green Gateway Trading (Development) Limited.

71 GREEN GATEWAY TRADING (GM) LTD – APPOINTMENT OF COMPANY AUDITORS

Members considered the report of the Assistant Director, Legal and Democratic on the appointment of company auditors for Green Gateway Trading (GM) Ltd.

Resolved

That the contract to undertake the statutory audit for Green Gateway Trading (GM) Ltd for the next three years be awarded to Venthams Limited.

72 ASSET DELIVERY PROGRAMME: PROCUREMENT DOCUMENTATION AND DELIVERY PARTNER OPTION

Members considered the report of the Assistant Director, Assets and Commercial seeking approval for the Asset Delivery Programme procurement documentation and the recommended delivery partner option for delivery of the Programme, as well as the terms of reference for the Member Working Group and Programme Board.

It was noted that Cllr D J Sperring, who was a Member of the Working Group, had been unable to attend the meeting due to a prior engagement.

Cllr G J Ioannou, the Portfolio Holder for Enterprise, introduced the report, which set out steps that had been taken in the early procurement phase of the programme, including the proposed option to procure the Council's development partner and the terms of reference for the Member Working Group and the Programme Board, which were the two key forums to ensure appropriate governance. He added that the health check review of the programme had delivered a very positive outcome.

The Member Working Group had worked in conjunction with Gleeds and officers on developing the programme. It was noted that the health check undertaken on the programme had recommended that an independent person be appointed to oversee the programme; this was being taken forward.

Members were introduced to Chris Bowmer from Gleeds who would be taking the Council through the competitive dialogue process and Duncan Blackie from the EELGA, who would be involved in coordinating the programme management. In addition, Andrew Rowson from the EELGA had been appointed to provide further expertise and challenge to the programme.

In response to a questions, the following was noted:-

- It was intended that public engagement would be undertaken at the pre-planning part of the development process in the form of sharing drawings, sketches and maps of the proposed developments with the public. The Member Working Group would also be asked to provide input and reaction on the suitability of solutions and designs as they emerge through the

competitive dialogue process.

- The estimated capital cost of £3.4 million for the proposed Council office complex, which included allowances for risk and contingency, would be offset against the sale of Council assets that were no longer required and revenue savings, leaving a net cost of £0.6 million, which made good financial sense. The Full Business Case would show a more accurate development cost.
- The purpose of the competitive dialogue process was to enable the Council to liaise with potential developers to establish a solution and determine a specification that would achieve the Council's development aims. Final tenders would only be invited when these parameters were established.
- The Member Working Group would be engaged with the programme team throughout the competitive dialogue process so that, as solutions emerged, they could be explored and tested by the Working Group.
- The procurement process would be undertaken by officers with technical input from Gleeds and legal support from Anthony Collins Solicitors; there would be no involvement from the Member Working Group. In view of the need to refer to aspects of the exempt appendices, it was:-

Resolved

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

In response to a Member question, it was noted that any gaps in the Pre-Qualification Questionnaire (PQQ) were of an administrative or technical nature and would not change the fundamental basis of the PQQ. However, it was agreed that the Board should be asked to approve the PQQ in its draft format at this point.

Resolved

- (1) That the Pre Qualification Questionnaire be approved, subject to administrative and technical amendments.
- (2) That the draft Output Specification be noted.
- (3) That the draft Invitation to Participate in Dialogue be noted.
- (4) That the draft Invitation to Submit Final Tenders be noted.
- (5) That a development contract be approved as the procurement route for appointing the Council's development partner.

- (6) That the terms of reference for the Member Working Group be approved.
- (7) That the terms of reference for the Programme Board be approved.

The meeting closed at 8 pm.

Chairman

Date

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