

Investment Board – 14 March 2018

Minutes of the meeting of the **Investment Board** held on **14 March 2018** when there were present:-

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

Cllr T G Cutmore
Cllr N J Hookway
Cllr Mrs T R Hughes
Cllr G J Ioannou
Cllr M J Lucas-Gill

Cllr Mrs C M Mason
Cllr J R F Mason
Cllr I H Ward
Cllr S A Wilson

VISITING MEMBER

Cllr M Hoy

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs J R Lumley.

SUBSTITUTE MEMBER

Cllr Mrs L Shaw for Cllr Mrs J R Lumley.

ALSO PRESENT

P Cook, Development Surveyor, Essex County Council
Adam Thompson, Development Operations Manager, Essex County Council
David Cohen, Development Surveyor, Essex County Council

OFFICERS PRESENT

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

61 MINUTES

The Minutes of the meeting held on 17 January 2018 were agreed as a correct record and signed by the Chairman.

Cllr M Hoy wished it to be recorded that, under the terms of the Local Government Act 1972, he didn't agree that certain items included in the exempt appendix to the Projects Dashboard report should have been; in particular, the planning application for the Council development, the Council's ICT project and the Homelessness Reduction Project. It was requested that the matter be referred to the Assistant Director, Legal Services to be re-examined and a written explanation provided to Members.

EXCLUSION OF THE PRESS AND PUBLIC

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.

62 CAPITAL ASSETS INVESTMENT STRATEGY

The Board considered the exempt report of the Strategic Director on developing a Capital Assets Investment Strategy.

The Strategic Director outlined the proposal to set up a Member Working Party to develop a Capital Assets Investment Strategy for the Council. The Working Party would not have delegated powers to make decisions; it would report back to the Investment Board as soon as practicable. It would be appropriate for appointment to the Working Party to be based on the expertise and skills of individual Members and their availability for daytime meetings; there was no requirement to reflect the political balance of the Council. A grouping of four or five Members would facilitate rapid progress in debate and ease of scheduling meetings. There would be no substitutes permitted.

A motion that that the Working Party be comprised of three Members from the Conservative Group and two in total from the opposition parties was moved by Cllr T G Cutmore and seconded by Cllr G J Ioannou. The Leader of the Green and Rochford District Residents Group argued that the Working Party should comprise a Member from each political Group and that he did not support the motion. His Group would not participate in a Working Party with the proposed composition.

In response to a question on the report, the Strategic Director explained that the delivery programme of development, as appended to the report, was high level and illustrative only at this point.

When the Investment Board had identified which assets it wanted to bring forward and the way they should be delivered, detailed financial work would be undertaken to ascertain whether these were projects capable of being delivered.

It was confirmed that Project Wyvern was within the budget previously agreed by the Investment Board.

On a requisition pursuant to Council Procedure Rule 17.4 a recorded vote was taken on a motion, moved by Cllr T G Cutmore and seconded by Cllr G J Ioannou, that the Working Party be comprised of three Members from the Conservative Group and two in total from the opposition Parties, as follows:-

For (7) Cllrs T G Cutmore, G J Ioannou, M J Lucas-Gill, Mrs L Shaw, M J Steptoe, I H Ward and A L Williams

Against (5) Cllrs N J Hookway, Mrs T R Hughes, Mrs C M Mason, J R F Mason and S A Wilson.

Abstain (0)

The motion was declared carried and it was:-

Resolved

- (1) That a Working Party comprising three Members of the Conservative Group and two in total from opposition Parties be appointed for the purpose of working with officers to submit a finalised Capital Assets Investment Strategy to the Board as soon as practicable on the basis set out in the officer report.
- (2) That a revised planning application be submitted for the redevelopment of the Council's premises at 19 South Street, Rochford, on the basis set out in the officer report, with the question of future site disposal being considered as part of the Capital Assets Investment Strategy. (SD)

READMISSION OF THE PRESS AND PUBLIC

63 PROJECTS DASHBOARD

The Board considered the report of the Strategic Director, which presented the Projects Dashboard as prepared by the Programme Management Office (PMO) in respect of projects within the remit of the Investment Board.

Members felt that the presentation of the report could be amended to make it easier to read. It was also felt that the format of the Project High Risk Register could be amended for clarity. Any comments by Members on how the Dashboard is presented/designed could be taken to the PMO team.

In response to the concern that Project target dates show in the Dashboard appeared to have been altered, Members were advised that as this was the first iteration, the projects detailed had been re-baselined, and did not include milestones already completed. Going forward, no more re-baselining would be undertaken.

In response to questions, the following was noted:-

- The Dashboard reflected the progress status of each project. The role of the PMO was to collect data, to compile information in conjunction with project owners, to hold projects to account, and to report to the Leadership Team and then to Members. The PMO provided support to

project owners in putting their project plans together; project progress was measured on a like for like basis to ensure consistency.

- The Project owner could not instruct the PMO to change Project milestones. If a slippage was minor and could be corrected with no impact on the next milestone or deliverability, the Project Manager could manage this, in liaison with the Leadership Team (all slippage would be reported to Leadership Team). If slippage affected milestones on the Project a report would be made to the Investment Board/Executive so that Members could be satisfied that corrective measures were being taken to mitigate future slippage against the agreed target.
- Member scrutiny and challenge would be a key part of the governance arrangements.
- Sites previously report to the Investment Board would form part of consideration to develop the delivery plan.
- Critical path analysis was key as this would define what decisions should be made, by whom and whether any changes in milestones should be considered as minor. In respect of the Gold projects officers were aware that anything that would affect the critical path would be presented to the Investment Board. The capital investment delivery plan would be coming back to the Board when agreed.
- All development projects would have critical dates built in and a delivery date would be based on when the investment started to provide income to the Council.
- It was confirmed that, as projects go forward, information would be released, as appropriate, into the public domain. The Capital Asset Investment Strategy delivery programme would be in the public domain once agreed.
- The Council would be issuing a press release in respect of the withdrawal of the existing planning application for the No 19 South Street, Rochford development and the submission of a revised application.
- The Strategic Director would review the PMO terms of reference on an annual basis.

Resolved

- (1) That the Project Management Office Terms of reference be approved.
- (2) That the Projects Dashboard be noted.

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The meeting closed at 8.33 pm.

Chairman

Date

UNCONFIRMED

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