

Investment Board – 17 January 2018

Minutes of the meeting of the **Investment Board** held on **17 January 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 J R Lumley

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

VISITING MEMBERS

Cllrs M Hoy and DJ Sperring

OFFICERS PRESENT

S Scrutton	-	Managing Director
A Hutchings	-	Strategic Director
N Lucas	-	Section 151 Officer
J Bostock	-	Assistant Director, Democratic Services
M Harwood White	-	Assistant Director, Commercial Services
D Tribe	-	Assistant Director, Transformation
M Petley	-	Head of Finance
A Aldridge	-	Principal Open Spaces Officer

19 MINUTES

The Minutes of the meeting held on 13 September 2017 were agreed as a correct record and signed by the Chairman.

(Note: Cllrs Mrs CM Mason, JRF Mason and SA Wilson wished it to be recorded that they had voted against agreeing the minutes as a correct record as they felt that Minute 187 should have reflected that the recommendation to Full Council had been passed by a majority).

20 GREEN GATEWAY TRADING (GROUNDS MAINTENANCE) LTD. – CHAIRMAN

Resolved

That the continuation of Dawn Tribe as Chairman of the Company for a further year be endorsed. (ADDS)

21 PROPOSED NEW APPROACH TO THE OVERSIGHT, REVIEW AND IMPLEMENTATION OF PROJECTS

Members considered the report of the Strategic Director on the introduction of a new, more streamlined, approach for the Investment Board to have oversight and review of project work through the delivery of a revised Programme Management Office approach.

In presenting the report the Strategic Director provided Members with an example of the contents of a single dashboard for the reporting of all performance indicators. Responding to questions the Strategic Director advised that:-

- The proposed approach would encompass the 'golden thread' concept and a facility for trend analysis between periods could be introduced. Assistant Directors would work with the Programme Management Office to revise baseline data in consultation with Member sponsors.
- The Board could be provided with a list of the functions of the Programme Management Office.
- Project management methodologies would be appropriate for all Council projects notwithstanding their designation level. A number of tried and tested project management techniques would be embedded and an officer skills audit undertaken as part of data re-alignment.
- Within its data capture activity the Programme Management Office would identify critical paths and interdependencies to provide for go/no go decision making in relation to each project.
- A trading arm LATCo had been established so there was no need to include it in project designation.
- The three project themes at the end of the appended table (Science/Medical/Technology Hub, Programme Office and Place Branding Project) fell within Bronze designation.

During discussion reference was made to the value of an update on the working of the new approach in six months time to ensure it remained fit for purpose.

Resolved

- (1) That the proposals for a more streamlined approach to Investment Board oversight and review of project work through the delivery of a revised Programme Management Office approach, as detailed in the report, be agreed.
- (2) That the Executive be advised of the information that will now be provided in relation to projects aligned with its oversight. (SD)

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.

22 GREEN GATEWAY TRADING (GROUNDS MAINTENANCE) LTD – UPDATE

(Note: Cllr M J Steptoe declared a non-pecuniary interest in this item by virtue of being a Member of Barling Magna Parish Council.)

The Board received the exempt 2018/19 update report from the Company Directors.

In presenting the report the Company Chairman was pleased to announce that Barling Magna Parish Council and Hawkwell Parish Council had just extended their contracts.

Members noted that the apprenticeship arrangement was going well. It was also noted that:-

- Teckal requirements meant that the Company was restricted to being able to provide up to 19% of its services to parties other than the District Council. In view of that, any suggestions in relation to trading possibilities beyond current company activity, such as working with housing associations or private sector open spaces/hedge cutting, would need to be given separate consideration by the Council.
- Under current arrangements the Company leased its vehicles, providing some certainty and targeting of costs. It would be appropriate for this approach to be reviewed in terms of considerations beyond the current contract.
- A balance sheet would be circulated to Board Members after the meeting.
- The majority of health and safety reporting related to low level incidents. Such reporting contributed to a health and safety ethos.
- The corporate credit cards were for the purpose of consumables.
- Accountancy costs were included within support costs and figures in the forecast statements were VAT exclusive.

Resolved

That the company update be noted.

23 UPDATE ON PROJECT WYVERN (PHASE 1) AND ASSET REGISTER REVIEW PROJECT

The Board considered the exempt report of the Strategic Director providing an update on the progress of Project Wyvern (Phase 1) and the Asset Register Review Project.

Discussion included the merits of an Investment Strategy approach for introducing bespoke business cases for each project, the nature of the Council's Transformation Project, current considerations in relation to office facilities / changes and analysis that had been undertaken that pointed to changes of approach for certain aspects of Project Wyvern.

Detail on discussion and the associated resolutions is set out in the exempt appendix to this minute.

Prior to the close of the meeting the Chairman wished to place on record thanks to the officers involved in the project to adapt the Old House, Rochford into a wedding venue for their sterling work, particularly with regard to promotion of the facility.

The meeting closed at 8.58 pm.

Chairman

Date

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