

Minutes

Policy, Projects and Resources Committee Tuesday, 19th June, 2018

Attendance

Cllr Mrs McKinlay (Chair)	Cllr Kendall
Cllr Kerlake (Vice-Chair)	Cllr Mynott
Cllr Barrett	Cllr Parker
Cllr Hirst	Cllr Ms Rowlands
Cllr Hossack	

Apologies

Substitute Present

Also Present

Cllr Bridge
Cllr Mrs Pound

Officers Present

Philip Ruck	-	Chief Executive
Daniel Toohey	-	Head of Legal Services and Monitoring Officer
Claire Mayhew	-	Corporate and Democratic Services Manager
Jacqueline Mellaerts	Van -	Chief Financial Officer
Philip Drane	-	Planning Policy Team Leader
Phoebe Barnes	-	Principal Accountant
Kim Anderson	-	Partnership, Leisure and Funding Manager
Steve Summers	-	Chief Operating Officer
Lorne Spicer	-	Business Development and PR Manager

31. Apologies for Absence

There were no apologies received.

32. Minutes of the Previous Meeting

The Minutes of the Policy, Projects and Resources Committee held on 12th March 2018 were approved as a true record.

33. Asset Development Programme Update

The aim of the Council's Asset Development Programme ("ADP") was to realise the potential of the Council's property asset base so as to deliver improved revenue streams from the portfolio but at the same time securing the regeneration, economic development and housing objectives of the Council. The report provided an update on the work of the Asset Development Programme Project Board ("Project Board") to date.

The report outlined the progress made by the Project Board on a) the Joint Venture Partner Procurement, b) the wholly owned Company (Seven Arches Investments Ltd), c) the Early Successes Programme and other in-house items including the Memorial Wall project.

It requested a £30m loan drawdown "facility" (including the £10m already approved) for investment purposes by Seven Arches Investments, and for the Council to borrow from the market to fund this facility.

After a full discussion, Cllr Mrs McKinlay **MOVED** an amendments to the following recommendations, this was **SECONDED** by Cllr Kerlake.

- 2.1 *To note the progress of the Asset Development Programme.*
- 2.2 *To approve a total £30m loan drawdown facility (Including the £10m already approved) to Seven Arches Investments Ltd following recommendations from the Project Board, and that delegated powers be given to the Chief Finance Officer in consultation with the Chair of PPR Committee and the Group Leaders or their deputies to approve the use of the drawdown facility.*
- 2.3 *To approve the Council to borrow up to £30m to provide this facility and revise the Treasury Management Strategy to be reported at Ordinary Council on 27th June 2018.*

Following a full discussion, a vote was taken on a show of hands and it was **RESOLVED**.

- 1. To note the progress of the Asset Development Programme.**
- 2. To approve a total £30m loan drawdown facility (Including the £10m already approved) to Seven Arches Investments Ltd following recommendations from the Project Board, and that delegated powers be given to the Chief Finance Officer in consultation with the Chair of PPR Committee and the Group Leaders or their deputies to approve the use of the drawdown facility.**

3. To approve the Council to borrow up to £30m to provide this facility and revise the Treasury Management Strategy to be reported at Ordinary Council on 27th June 2018.

Reasons for Recommendation

To update the Committee on the progress of the Asset Development Programme.

34. Centenary Fields

The Centenary Fields programme aimed to protect one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War 1 (WWI). These protected sites would be war memorial parks or recreation grounds, memorial gardens, parks and recreation grounds that contain war memorials or other valued green spaces. Safeguarding these sites would create a living UK-wide legacy in commemoration of the sacrifice made by those who lost their lives in WWI. Fields in Trust was working in partnership with the Royal British Legion to deliver the programme.

The report before Members was to agree the site for the proposed Centenary Field in Brentwood.

Cllr Mynott requested that Merrymeades Park be added to the list of possible sites, this was agreed by the Chair.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That Members agree to support the Centenary Fields Programme and;
2. That officers liaise with the Royal British Legion to identify a suitable site in Brentwood in consultation with the Chair of Policy, Projects and Resources Committee.

Reasons for Recommendation

The Centenary Fields programme provided a fitting legacy to those that gave their lives in World War I.

35. Corporate Projects

Members were aware of the key corporate projects that had been reported regularly to the committee. An overview of each of these projects was contained within the report and a schedule of the key timelines with major events/actions was set out in Appendix A of the report.

The key corporate projects previously included:

- Local Development Plan
- Town Centre Development
- Town Hall Remodelling

Further to the list, the following two key corporate projects had been added and were included within the report:

- Commercial Activity
- Joint Venture Procurement

Cllr Kendall, asked when responses to the LDP consultation would be available. Mr Drane inform the committee that this should be available this week for Members.

Cllr Hossack required a monthly update of the Town Hall development to be circulated.

After a full discussion, Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was **RESOLVED**.

1. **That members agree the list of Corporate Projects as set out in 1.2 and 1.3 of the report.**
2. **That members agree the timelines as set out in Appendix A of the report.**
3. **That the Policy, Performance and Finance Committee are requested to consider the Corporate Projects as set out in Appendix A and report back to the appropriate committee.**

Reasons for Recommendation

To ensure that the Corporate Plan 2016 – 2019 as supported by projects that deliver the necessary change.

36. Constitution Working Group

The purpose of the report was for the Committee to consider appointments to the Constitution Working Group (CWG), and an indicative work plan, to enable the Monitoring Officer to consult the Constitution Working Group on the review of the operation of the Constitution.

Cllr Rowlands, Chair of Regulatory and Governance requested that the Planning Chapter and Planning Code of Practice to be brought to Planning and Licensing Committee. Therefore, some of the dates in the Appendix will need to be amended.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations subject to an amendment to 2.3 & 2.4 to state:

2.3 *That members note the indicative work plan at paragraph 4.3 for the review of the Constitution, during the 2018/19 Municipal Year.*

2.4 *Agree that the CWG under Regulatory and Governance Committee will lead on work that reviews the constitution, referring to Full Council as appropriate.*

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY.**

1. **That the composition and appointments to the Constitution Working Group for the Municipal Year 2018/19 as set out in paragraph 4.1 be agreed.**
2. **That any necessary changes to the membership of the Constitution Working Group during the Municipal Year 2018/19 are made in accordance with paragraph 4.2.**
3. **That members note the indicative work plan at paragraph 4.3 for the review of the Constitution, during the 2018/19 Municipal Year.**
4. **Agree that the CWG under Regulatory and Governance Committee will lead on work that reviews the constitution, referring to Full Council as appropriate.**

Reasons for Recommendations

The Council must have a written constitution to be kept up to date, which sets out how the Council conducts its business and who takes decisions.

To comply with the requirement in the Constitution, for there to be a Constitution Working Group comprising of Members, appointed by and reporting to the Council to consider proposed changes to the Council Constitution.

37. 2017/18 Provisional Outturn and Annual Treasury Management Report

37. 2017/18 Provisional Outturn and Annual Treasury Management Report

The report dealt with the 2017/18 provisional outturn for:

- The General Fund - paragraph 3 of the report.
- Housing Revenue Account - paragraph 4 of the report.
- The Capital Programme - paragraph 5 of the report.

The report also considered the reserves and working balance levels.

The Council was also required by regulations issued under the Local Government Act 2003 to produce an Annual Treasury Management review of activities and the actual prudential and treasury indicators for 2017/18. The report met the requirements of both the CIPFA Code of Practice on Treasury

Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) - paragraph 6 of the report.

Cllr Kendall, requested a monthly update of the budget for the Town Hall development. The Chair suggested a monthly newsletter to update members to be provided by the Communication Dept.

Budget Monitoring is carried out regularly by the Finance Dept and this can be made available.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

A vote was taken on a show of hands and it was **RESOLVED**.

- 1. That the provisional (subject to audit) outturn 2017/18 for the General Fund and the HRA contained within the report, are approved.**
- 2. That the capital programme carries forwards requested in Table 7 of the report and Capital Funding in Table 7a of the report are approved.**
- 3. That the Treasury Management activity and information for 2017/18 be noted.**

REASON FOR RECOMMENDATION

To comply with the requirement in the Consultation, the Council must report the Year End Balances to Committee, for sound financial management and ensure carried forward totals are correct. The Treasury Management Strategy is part of the Policy Framework and must be reported to Council at the beginning of the financial year, mid year review and a year end review of the Councils Treasury function.

38. Policy for Document Retention

The report, Members were asked to consider and adopt a policy and schedule covering document retention and destruction.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report.

A vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. That Members note and approve the Document Retention Policy and Schedule (Appendix A of the report), with delegated authority granted to the Head of Legal Services to revise and update as necessary from time to time.**

Reasons for Recommendation

Reviewing records assisted in the specific requirement to properly manage all records created in accordance with council policies and legislation. It also assisted in the smooth conduct of business to ensure cost-effective use of records was maintained. Reviews ensured that records no longer required were properly destroyed which supported the council's operations. However, it was also used to prevent the premature destruction of records and to identify those records worthy of permanent preservation.

39. ASELA 2050 Update

The purpose of the report was to update members of the PPR committee on the status of the work undertaken by Leaders and Chief Executives of South Essex Councils, now known as the Association of South Essex Local Authorities (ASELA).

South Essex Councils were defined as Brentwood, Basildon, Thurrock, Southend, Rochford, Castle Point and Essex CC.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. That the committee recommends to Ordinary Council, that the Statement of Common Ground (SCG), and attached as Appendix A of the report, prepared by ASELA be approved as a guide to the preparation of a Joint Strategic Plan.**

Reasons for Recommendation

In order to fulfil the obligation of the Duty to Co-operate as was required for the Brentwood LDP to be accepted, and to promote and deliver much needed infrastructure and economic growth, Brentwood must engage with the surrounding boroughs.

40. Urgent Business

There were no items of urgent business.

The meeting concluded at 20:30pm