

Minutes

Policy, Projects and Resources Committee Monday, 15th January, 2018

Attendance

Cllr Mrs McKinlay (Chair)	Cllr Keeble
Cllr Barrett	Cllr Kendall
Cllr Faragher	Cllr Mynott
Cllr Hossack	

Apologies

Cllr Kerlake (Vice-Chair)	Cllr Parker
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Substitute Present

Cllr Hirst
Cllr Ms Rowlands

Also Present

Cllr Mrs Hubbard
Cllr Mrs Pound
Mike Hawkins – Chair of Renaissance Group

Officers Present

Chris Leslie	-	Commercial Manager
Elaine Richardson	-	Town Centres and Marketing Co-ordinator
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Monitoring Officer
Craig Stack	-	Revs and Bens -Basildon Council
Sam Stone	-	Revs and Bens - Basildon Council

224. Apologies for Absence

Apologies for absence were received from Cllrs Kerlake and Parker. Cllrs Hirst and Ms Rowlands substituted for them.

Cllr Faragher took on the role of Vice-chair for the duration of the meeting.

225. Minutes of the Previous Meeting

The minutes of the previous meeting held on 29 November 2017 were approved as a true record.

226. Variation in the Order of the Agenda

Cllr Mrs Mckinlay proposed and it was agreed that Item 4 on the agenda – Brentwood Borough Renaissance Group Strategic Review and Re-naming – be considered next.

227. Brentwood Borough Renaissance Group Strategic Review and Re-naming

The report informed the Policy, Projects and Resources Committee of the outcome of a Brentwood Borough Renaissance Group strategy review following the appointment of a new Chair, Mike Hawkins, who addressed the Committee.

The review had resulted in a re-naming of the Group to “Brentwood Business Partnership”, also a revised purpose, aims, objectives and membership to reflect a longer-term vision for the group.

Cllr Ms Rowlands **MOVED** and Cllr Faragher **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 content of the report and the strategic review and Brentwood Business Partnership Aims and Objectives as set out in Appendix A of the report.

2. That Members agree to the change of name and updated strategy as reported in Appendix A of the report.

Reasons for Recommendation

The new name and re-launch will help identification and clarity of purpose for the group and give it greater visibility in the borough.

228. Asset Development Programme Update

Members were reminded that the aim of the Council’s Asset Development Programme was to realise redevelopment opportunities from the Council’s property portfolio to secure improved revenue streams, regeneration objectives, economic development and housing objectives of the Council. The report provided an update on the work of the Asset Development Programme Project Board to date.

Since the P, P&R Committee meeting in September, market soundings had been undertaken with a range of organisations (December 2017) to get feedback on the Council's ambitions. Interest was high and feedback complimentary of Brentwood, its favourable location, its asset portfolio and the structured and considered way in which the Council was developing the project.

The Memorial Wall project continued to develop and had taken an exciting turn as officers had established that modular built plinths could be purchased, some including storage of ashes, which were proving very popular in Colchester Cemetery and Crematorium. A new layout/design for setting these in the Woodman Road cemetery was being developed along with a re-working of the business case finances and options analysis.

A monthly Project Highlight Report for the Asset Development Programme was reported to Project Board setting out achievements for that month and also what was planned for the coming month.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **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. To note the report of the Asset Development Programme Project Board.

2. That a report be made to the Policy, Projects and Resources February 2018 Committee to confirm the investment vehicle, including governance, tax and legal implications, required to deliver the Asset Development Programme objectives as set out in Section 4 of the report.

Reason for Recommendations

PPR Members to note progress at this stage.

229. National Non-Domestic Rate Relief Policy

The Committee was asked to consider approving the Policy for granting Discretionary Non-Domestic Rate Relief as set out in Appendix A of the report. The purpose of the policy was to ensure that a fair and consistent approach by the Council was taken when granting Discretionary Non-Domestic Rate Relief, reducing the risk of legal challenge.

The Council could grant discretionary relief in addition to mandatory relief and the current policy which covered these reliefs was set out in 3.2 of the report. The government had introduced three new non-domestic discretionary rate reliefs, Public House Relief, Supporting Small Business Relief and Discretionary Business Rates Relief Scheme. The Council had been

providing the first two of these reliefs with the Discretionary Business Rates Relief Scheme due to be administrated by the end of January 2018.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **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

That the Policy for the granting of Discretionary Non-Domestic Rate Relief as set out in Appendix A of the report be approved.

Reasons for Recommendation

To reduce the risk of legal challenge to the council and would provide a clear statement as to when relief will be granted.

230. Preparation for General Data Protection Regulation - GDPR

Members were reminded that on 25 May 2018, the General Data Protection Regulation (GDPR) would replace the Data Protection Act 1998. To that end there was a Data Protection Bill 2017 currently before Parliament and this would effectively adopt GDPR when enacted in due course. The Council had therefore commenced work on its strategy for introducing GDPR compliant measures in time for the new law coming into effect in May 2018.

Members were advised that a further report would be made to the Committee at the 12 March 2018 Policy, Performance & Resources Committee meeting.

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

RESOLVED

That the attached compliance action plan, along with the attached project plan, be approved to enable officers to roll out effective GDPR compliance across the Council by 25 May 2018.

Reasons for Recommendation

Members approval of the appended compliance action plan, to be read alongside the Project Plan, was sought to enable officers to take all necessary measures to ensure BBC was compliant with GDPR when it became a law on 25 May 2018, so enabling the Council to continue to keep related business risk to a minimum. Members would appreciate this was a complex, council wide project so that some dates for action/completion under the Project Plan were subject to change for operational reasons. This would NOT affect the overall projected completion date of 25 May 2018. Specific work flows would be developed following receipt of council-wide responses to a questionnaire to be sent out to all departments around end of January 2018, along with guidance notes and other documents designed to capture all information

necessary to ensure compliance in all areas in due course. Specific GDPR training would be put in place for both officers and Members to complete over the coming months.

Members of this committee would receive a further update from officers on GDPR at their meeting, now re-scheduled for 12 March 2018.

231. Town Hall

Members were advised that the Town Hall project was progressing in line with identified timescales. All services, both front office and back office had relocated out of the Town Hall and continued to be run successfully from the new sites.

The second phase of construction would soon commence and to avoid too many change requests officers sought approval to work with the commercial sector to deliver the right and appropriate space for Start Up Hubs.

Cllr Mrs McKinlay advised that updates would be given at the Leaders' meetings on financial matters in relation to the Town Hall transformation.

Cllr Mrs McKinlay **MOVED** and Cllr Faragher **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

That Members approve Officers engaging with commercial organisations and business partners to identify specific requirements and needs for start-up businesses, as part of the Council's Community Hub.

Reasons for Recommendation

The approval to discuss and negotiate with the commercial sector would provide more detailed commercial knowledge and information in which the Council lacked expertise. The Council should always strive to be its best and if that required outside knowledge then this should be encouraged.

Early engagement meant that there were likely to be less changes or issues later when the project finally comes to fruition.

232. Urgent Business

There was no urgent business.

The meeting ended at 8.30pm

