



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

Minutes of the meeting of the LATC Shareholder Review Committee held in Committee Room 2, The Grange, Nutholt Lane, Ely on Wednesday, 27 April 2016 at 10:00am

P R E S E N T

Councillor David Ambrose Smith
Councillor Sue Austen
Councillor Mike Bradley (Chairman)
Councillor Peter Cresswell (Vice-Chairman)
Councillor Chris Morris

I N A T T E N D A N C E

Councillor Lis Every

O F F I C E R S

Jo Brooks – Director Operations
Maggie Camp – Legal Services Manager
Tracy Couper - Democratic Services Manager

9. PUBLIC QUESTION TIME

No questions were received from members of the public.

10. APOLOGIES AND SUBSTITUTIONS

No apologies for absence were received.

The Chairman welcomed Councillor Austen to her first meeting following her replacement of Councillor Dupré as a Member of the Committee.

11. DECLARATIONS OF INTEREST

No declarations of interest were made.

12. MINUTES

The Committee received the Minutes of the meeting held on 14 March 2016. Members requested that the Minutes be a short summary of the salient points of the meeting.

It was resolved:

That the Minutes of the meeting held on 14 March 2016 be confirmed as a correct record and signed by the Chairman.

13. CHAIRMAN'S ANNOUNCEMENTS

The Chairman did not make any announcements.

14. **REVIEW SCOPING TEMPLATE/WORK PROGRAMME**

The Committee considered the draft Review Scoping Template detailing the work programme for the review of the Shareholder Committee.

The Director Operations, Jo Brooks, explained that, subject to agreement by the Committee, this would form the framework and timetable on which the review would operate. The Chairman commended the Scoping Template and the evidence documents pack attached to it.

The Chairman referred to the fact that documents now were referring to East Cambs Trading Company (ECTC) as well as the LATC, and asked for a single term to be used to avoid confusion. The Director Operations stated that the specific ECTC name had been adopted for the LATC very recently, and that efforts would be made to use this wherever possible.

Councillor Ambrose-Smith queried whether the timescale for the review was sufficient, bearing in mind that the Committee was required to report to the 20th October Council meeting, necessitating the production of recommendations by 10 October, which was the date of the second meeting of the Shareholder Committee. The Democratic Services Manager stated that, although the recommendations needed to be finalised by 10 October for the despatch of the Council Agenda, this did not preclude Members from attending the second Shareholder Committee meeting as observers and, if necessary, updating their comments/recommendations at the Council meeting itself on 20 October. The Chairman and Vice-Chairman commented that the Committee should adhere to the timeframe set for them by full Council.

The Director Operations explained the methods to be used to gather evidence for the review, which it was suggested should include attendance by Members of the Review Committee as observers at the Shareholder Committee meeting to be held on 12 July 2016. In that connection, Members asked to receive an Agenda for the Shareholder Committee meeting on 12 July.

The Director Operations proposed that the Chairman of the LATC, Paul Remington, and Chief Executive, as a LATC Director, be invited give evidence to the Review Committee. However, Members requested that Paul Remington and Emma Grima be invited to give evidence, the latter as a LATC Director with an operational perspective. They also requested that Andy Radford be invited to give evidence to the Review Committee as Company Secretary. The Review Committee agreed that Councillor Bill Hunt should be invited to give evidence as Chair of the Shareholder Committee, although they reserved the right to amend the invitations, once they had attended the first Shareholder Committee meeting as observers on 12 July.

The Democratic Services Manager explained the content of the evidence documents pack attached to the Review Scoping Template, which would be the key reference documents to inform the review process. In connection with Appendix 3 – the LATC Structure and Control Functions and Roles and Responsibilities Charts - Members asked if this could be annotated

to show who was involved/responsible for each area, to assist the Review Committee in identifying possible conflicts of interests. The Director Operations agreed to prepare an annotated version for the next Review Committee.

In response to questions by Members, the Democratic Services Manager outlined possible conclusions of the Review Committee arising from the review:

- That the Asset Development Committee was the appropriate body to act as the Shareholder Committee;
- That the Asset Development Committee was not the appropriate body to act as the Shareholder Committee and one of the following was more appropriate:
 - a “stand alone” Shareholder Committee
 - a sub-committee of another Policy Committee
 - a working party/group of Council.

In response to questions from the Chairman, the Legal Services Manager confirmed that the Shareholder Agreement was the dominant document for explaining the role and responsibilities of the Shareholder Committee.

It was resolved:

That the Review Scoping Template detailing the work programme for the review of the Shareholder Committee as submitted be agreed, and the following witnesses/experts be invited to attend to give evidence at the next meeting of the Committee:

Paul Remington – Chairman of East Cambs Trading Company (ECTC)

Emma Grima – ECTC Director

Andy Radford – ECTC Company Secretary

Cllr Bill Hunt – Chairman of Shareholder Committee

15. **DATE OF NEXT MEETING**

It was resolved:

That, subject to confirmation of the date, the next meeting of the LATC Shareholder Review Committee be held in mid August 2016.

The meeting concluded at 10.40am.

Chairman.....

Date: