

Meeting FINANCE AND MAJOR CONTRACTS MANAGEMENT COMMITTEE

Date 23 April 2018 (commencing at 2.00pm)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

Richard Jackson (Chair)  
Roger Jackson (Vice Chair)  
John Ogle (Vice Chair)

Richard Butler	Tom Hollis
John Clarke	Eric Kerry
Keith Girling	Mike Pringle
Kevin Greaves	Andy Wetton

**OFFICERS IN ATTENDANCE**

Pete Barker	Democratic Services Officer
Martin Done	Service Director - Communications, Marketing and Commercial Development
Jayne Francis-Ward	Corporate Director - Resources
Gareth Johnson	CPU and Enforcement Manager
Mark Knight	Commercial Development Unit Manager
Andrew Magyar	Category Manager
Celia Morris	Group Manager - Performance and Improvement
Keith Palframan	Group Manager - Finance, Strategy and Compliance
Nigel Stevenson	Service Director - Finance, Procurement and Improvement
Clare Winter	Group Manager - Procurement

**ALSO IN ATTENDANCE**

Dave Cox - Acuma Solutions

**1. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 19 March 2018, having been circulated to all Members, were taken as read and were confirmed, and were signed by the Chair.

**2. APOLOGIES FOR ABSENCE**

Councillor Richard Butler replaced Councillor Mike Quigley MBE and Councillor Kevin Greaves replaced Councillor Diana Meale, both for this meeting only.

**3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

#### **4. FINANCIAL MONITORING REPORT: PERIOD 11 2017/18**

**RESOLVED: 2018/017**

That the variations to the Capital Programme, as detailed in the report, be approved.

#### **5. RISK AND INSURANCE**

**RESOLVED: 2018/018**

That Committee receive update reports on a 6 monthly basis.

#### **6. INSURANCE RENEWAL 2018-19**

**RESOLVED: 2018/019**

- 1) That a two year contract extension is agreed with the current insurer, Zurich Municipal.
- 2) That a tender process is commenced in 2019/20 for completion for the 1 May 2020 renewal.
- 3) That the excess on the public/employers' liability policies is increased from £260,000 to £750,000.
- 4) That the excess on the property and motor policies is maintained at the 2017/18 level.
- 5) That the 5 insurances not placed with Zurich are renewed with the holding insurers and taken to tender with the Zurich policies for the May 2019 renewal date.

#### **7. GENERAL DATA PROTECTION REGULATION (GDPR), IMPLICATIONS FOR CONTRACTS**

**RESOLVED: 2018/020**

- 1) That Members support the approach to contacting contracted suppliers and varying their Contracts.
- 2) That an update report be brought to Committee at the end of the summer

#### **8. CAR PARKING ENFORCEMENT AND BAILIFF PROJECTS**

**RESOLVED: 2018/021**

That Committee consider the KPIs within the tenders due in 2019/20 for Enforcement Agents/Enforcement Service.

#### **9. BUSINESS REPORTING AND MANAGEMENT INFORMATION PROJECT – NEXT PHASE**

**RESOLVED: 2018/022**

That Phase 4 of the BRMI Project be funded by the allocation of £0.7m from the Finance and Major Contracts Management Capital Programme.

## **10. COMMERCIAL DEVELOPMENT UNIT: SERVICE OUTCOMES**

### **RESOLVED: 2018/023**

- 1) That all three services (County Enterprise Foods, Early Years Training Services, Registrations Services) repeat elements of the CDU process and return to present their commercial plans.
- 2) That a report be brought back to committee setting out the lessons learnt from the CDU process and the commercial challenges faced by the authority with appropriate recommendations for members to consider.

## **11. WORK PROGRAMME**

### **RESOLVED: 2018/024**

That reports on the following topics be brought to future meetings of the Committee:

- In light of the developments at Northamptonshire County Council, a report be brought to Committee confirming Members' responsibilities, lessons learnt and examples of best practice.
- Risk and Insurance – 6 monthly update reports
- General Data Protection Regulation – update report
- Commercial Development Unit – lessons learnt from the process and the details of the commercial challenges facing the Authority

The meeting closed at 3.28pm

CHAIR