

Highland Council Corporate Resources Committee

Minutes of Meeting of the **Commercial Board** held in Committee Room 2, Council Headquarters, Inverness on Thursday 13 September 2018 at 2.00 pm.

Present

Mr G Adam
Mr G Cruickshank
Mr R Gale
Mr J Gray

Mr D Louden
Mr P Siggers
Ms M Smith

Officials in attendance

Mr E Foster, Head of Corporate Finance and Commercialism, Finance Service
Mrs C Campbell, Head of Performance and Resources, Community Services
Mr M Bailey, Principal Project Manager, Commercial & Efficiency Team, Corporate Resources Service
Mr M Kelly, Project Manager, Commercial & Efficiency Team, Corporate Resources Service
Mr M MacDonald, Project Manager, Commercial & Efficiency Team, Corporate Resources Service
Mrs L Dunn, Principal Administrator, Chief Executive's Office

An asterisk in the margin denotes a recommendation to the Corporate Resources Committee. All decisions with no marking in the margin are delegated to the Board.

MR G ADAM IN THE CHAIR

BUSINESS

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr L Fraser, Ms D Mackay and Mr A Rhind.

2. Declarations of Interest

The Board **NOTED** the following declaration of interest:-

Item 5 – Mr D Louden (non-financial)

3. Minutes of Last Meeting

There was circulated the Minutes of the last meeting held on 9 August, the terms of which were **APPROVED**.

4. Exclusion of the Public

The Board **RESOLVED** that under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting on the grounds that the matter for discussion would involve the likely disclosure of exempt information as defined Part I of Schedule 7A of the Act.

5. Commercial Opportunities

Declaration of Interest – Mr D Louden declared a personal non-financial interest in this item in regard to Tain Common Good Fund, but having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that his interest did not preclude him from taking part in the discussion.

A presentation was made by the Commercial & Efficiency Team during which a project dashboard was presented which categorised projects according to opportunities waiting to be considered; business cases to be developed; full business cases being developed; projects approved and being implemented; and projects no longer being progressed.

The presentation highlighted the importance of ongoing proactive risk management, and that prevailing Programme Risks and mitigating actions would be routinely and timeously reported to the Board. The Board was updated on the risk regarding resourcing the development and delivery of the Programme, including the work on culture change, with actions to be determined to manage this risk in the context of competing demands across various change agendas.

An update was provided on the progress of each project that had been listed within each category and during discussion a number of detailed questions were raised and responded to by officers.

Following detailed discussion, the Commercial Board **NOTED** the project dashboard update and **AGREED** that:-

- i. A criteria checklist be prepared and circulated to Members with a view to identifying other suitable opportunities for CI15 projects in their areas;
- ii. A progress report be submitted to the next meeting in regard to project CI16;
- iii. A Full Business case be submitted to a future meeting in regard to project CI8;
- iv. A Full Business case be submitted to a future meeting in regard to CI18; and
- v. Programme Risks and Mitigating Actions be standing item on all future agendas.

6. Commercial Culture of the Council

A presentation was made by the Commercial & Efficiency Team on progress with developing an engagement plan for how Members and staff could embrace the challenge of becoming more business focused in how to deliver services.

Following discussion, the Commercial Board **NOTED** the update and **AGREED** that a progress report be submitted to the next meeting on 17 October 2018.

7. Commercial Property Investment Opportunities

There were no items reported in regard to this matter.

The meeting was closed at 3.50 pm.