

# **BIRMINGHAM CITY COUNCIL**

## **CABINET COMMITTEE – GROUP COMPANY GOVERNANCE**

**Wednesday 13 February 2019 at 1130  
hours in Committee Room 6, Council  
House, Victoria Square, Birmingham B1  
1BB**

### **Attendance:**

Councillor Brigid Jones, Deputy Leader, in the Chair;  
Councillors: Tristan Chatfield, Debbie Clancy, Jon Hunt and Gareth Moore

### **Also in Attendance:**

Kate Charlton	City Solicitor	
Connie Price	Head of Service - Legal	
Georgina Dean	Solicitor	
Martin Stevens	Head of City Finance Accounts	
Alison Jarrett	Assistant Director, Development and Commercial Finance	
Richard Tibbatts	Head of Category - Strategic Services	
Ian Benson	(representing Clive Heaphy – Shareholder (Acivico)	
Marie Reynolds	Committee Services	
Ian Briggs	Chair	- Acivico
Anna Klonowski	Interim Chief Executive	- Acivico
Annabel Scholes	Interim Finance Director	- Acivico

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### **CHAIRMAN'S INTRODUCTION**

- 1 The Chair welcomed Councillor Tristan Chatfield (Cabinet Member – Finance and Resources, replacing Councillor Brett O'Reilly) and Councillor Gareth Moore to the meeting and subsequently explained the roles, responsibilities and purpose of the Committee.
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### **APOLOGY**

- 2 Councillor Jon Hunt submitted an apology for having to leave the meeting at 13:10 hours.
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### **DECLARATIONS OF INTERESTS**

- 3 Georgina Dean submitted a declaration – Acivico.
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**PUBLIC NOTES OF THE LAST MEETING**

- 4 The public notes of the last meeting were agreed.
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**TRAINING UPDATE**

The following report of the City Solicitor, Finance and Governance was submitted:-

(See document No. 1)

Connie Price, Legal Services, provided an overview of directors and Committee Members' training that had been received to date. She highlighted that the training on 24 January 2019 had been well received by attendees, adding that additional training would be provided for those that had been unable to attend.

A feedback questionnaire from the most recent session had been provided in order to help inform future training needs and a training plan would be presented to a future Committee meeting once this information had been collated.

A new Mailbox had been established in order to assist directors with their enquiries and to be kept updated of future training sessions.

During the discussion the following points were captured:-

- Company Appointments – when changes take place – Group Offices are given as much notice as possible in order to appoint appropriate members.
- Former Councillors and their Organisations are consulted as to whether they wish to continue with their appointments where appropriate.
- Work ongoing with the register of appointments – (suggested sweep up session training to include Charity Board appointments.
- Suggestion – there be a comprehensive training record set up (to include any training directors had received elsewhere with the relevant detail against their name.

- 5 **RESOLVED:-**

The Committee noted the report and considered the proposals for future training needs.

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**REVIEW OF COMPANIES**

The following report of the City Solicitor, Finance and Governance was submitted:-

(See document No. 2)

Georgina Dean, Legal Services, introduced the report.

During the discussion relating to the template, the following points were highlighted:-

- Sight of Company Business Plan – earliest opportunity
- To include cover risk element with Business Plan
- BCC's interest in the company – relationships/function role
- Nature of investment

**6 RESOLVED:-**

The Committee noted the report; and

Considered whether the information provided was sufficient; and

that the Pen Portrait be amended to include the current financial position.

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**COMPANY UPDATE**

The following report of the Corporate Director, Finance & Governance was submitted:-

(See document No. 3)

Martin Stevens, Head of City Finance, introduced the report and referred specifically to Appendix 1 which detailed the charities linked with Maintained Schools within the City.

A general discussion ensued whereby it was highlighted that there was the need to consider the approach BCC should take regarding the duty of care to its employees.

**7 RESOLVED:-**

The Committee noted the information provided;

That a further report be submitted to Committee once matters set out in Section 3 had been reviewed by 17 April 2019.

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**GROUP COMPANY GOVERNANCE - SECTION 24 RECOMMENDATIONS**

The following report of the Corporate Director, Finance & Governance was submitted:-

(See document No. 4)

Martin Stevens, Head of City Finance, introduced the report and confirmed that the information was submitted to Audit Committee on a regular basis. He added that the auditors were aware of all responses to Section 24 Recommendations.

8 **RESOLVED:-**

That the proposed actions to mitigate the concerns of the External Auditor be noted;

That the progress in delivering the proposed actions to date be noted.

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**GROUP COMPANY GOVERNANCE - RISK REGISTER**

The following report of the Corporate Director, Finance & Governance was submitted:-

(See document No. 5)

Martin Stevens, Head of City Finance, introduced the report.

9 **RESOLVED:-**

The Committee noted the report.

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**ACIVICO LIMITED – PEN PORTRAIT**

The following report of the Corporate Director, Finance & Governance was submitted:-

(See document No. 6)

Martin Stevens, Head of City Finance, introduced the report.

10 **RESOLVED:-**

The Committee noted the report.

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**FREQUENCY OF MEETINGS**

- 11 A brief discussion ensued regarding the frequency of the meetings and the possibility of cancelling the March formal CC-CGC meeting and reserving the slot

for a potential 'workshop session' should this be required. While the meeting were in agreement, an issue was raised regarding the possibility of an Acivico report needing to be approved in March and it was therefore agreed, that the meeting remain scheduled for the time being.

During the discussion relating to the frequency of meetings, it was suggested and agreed by the committee, that the meetings scheduled for 2019/20 Municipal Year were based on a cycle which co-ordinated in line with Audit Committee meetings.

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**DATE OF NEXT MEETING**

- 12 The next meeting is scheduled to take place on Wednesday, 13 March 2019 at 1100 hours in Committee Room 6, Council House.
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**EXCLUSION OF THE PUBLIC**

- 13 **RESOLVED:-**

That, in view of the sensitive nature of the discussion due to take place relating to Acivico Limited, the public be now excluded from the meeting.

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