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## SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

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**MINUTES** of the Meeting held in the Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Wednesday, 23 September 2015 from 10.04 - 11.53 am.

**PRESENT:** Councillors Jane Chitty, John Cubitt and Gerry Lewin (Chairman).

**IN ATTENDANCE:**

Janine Boughton, Head of Administration and Business Development  
Vikki Finneran, Principal Accountant, Financial Services, Gravesham Borough Council

James Freeman, Head of Planning, Swale Borough Council  
Stephen Gaimster, Assistant Director, Housing and Regeneration, Medway Council  
Sarah Kilkie, Assistant Director (Communications), Gravesham Borough Council  
Andrew Lawson, Finance Business Partner, Medway Council  
Kellie MacKenzie, Democratic Services Officer, Swale Borough Council  
Tony Van Veghel, Director, South Thames Gateway Building Control Partnership

**ALSO IN ATTENDANCE:**

Helen Randall (Trowers & Hamblins LLP)

**1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2 RECORD OF MEETING**

The record of the meeting held on 10 June 2015 were agreed as a correct record and signed by the Chairman.

**3 DECLARATIONS OF INTEREST**

No interests were declared.

**4 URGENT MATTERS BY REASON OF SPECIAL CIRCUMSTANCES**

There were no urgent matters.

**5 EXCLUSION OF THE PRESS AND PUBLIC**

*(1) That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:*

*3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

**5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

**6 PRESENTATION - COMMERCIALISATION OF THE PARTNERSHIP**

The Chairman introduced the item and welcomed Helen Randall from Trowers & Hamlins LLP to the meeting.

Helen gave a presentation on commercialisation of the Partnership. She spoke about the legal structures and issues around commercialisation of the partnership highlighting the benefits and risks associated with moving the consultancy into a Local Authority Trading Company (LATC).

She outlined how to create a LATC and showed alternative ownership models. The presentation also included information about public procurement; employment and pensions and taxation. Helen also outlined the main potential benefits and risks of a LATC.

Members and officers were then invited to ask questions which Helen responded to.

The Chairman thanked Helen for her presentation. It was agreed that the presentation would be forwarded to the Committee.

- Democratic Services Officer

The Committee adjourned at 11.14am and recommenced at 11.24am.

The Director of the South Thames Gateway Building Control Partnership stated that officers would meet separately with Helen Randall about developing a Business Plan and report back to the December 2015 meeting. In response to a query, the Director of the South Thames Gateway Building Control Partnership stated that potentially a trading company could be set-up by October 2016.

**Resolved:**

- (1) That a draft programme be prepared in order to move development of a Business Plan forward and an update be reported at the next meeting of the Committee on Thursday 10 December 2015.***

**7 BUSINESS PLAN 2012-2017**

The Director of South Thames Gateway Building Control Partnership introduced the report which sought agreement that the South Thames Gateway Building Control Partnership's Business Plan (dated 10 August 2015 Version 1) and Delivery Plan for 2016 - 2019 (dated 10 August 2015 Version 1) be sent to each Partner Authority for comment.

***Resolved: That the draft Business Plan 2016-2019 (dated 10 August 2015 Version 1) and Delivery Plan 2015-2016 (dated 10 August 2015 Version 1) be sent to each Partner Authority for comment.***

**8 MONITORING REPORT**

The Director of the South Thames Gateway Building Control Partnership introduced the report which updated the Committee on the current forecast for the 2014/15 financial year and gave details against the progress of the objectives of the Business Plan 2012/2017.

The Chairman thanked all staff and Members of the Joint Committee for their hard work.

***Resolved:***

***(1) That the report be noted.***

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel