



BCP FuturePlaces Board Meeting

18th July 2022

Agenda

Item		Lead	Format
1.	Welcome	Chair	Verbal
2.	Notice and Quorum	Chair	Verbal
3.	Register of Interests	Chair	Paper
4.	Minutes of the meeting held on 12.05.2021 and Matters Arising	Chair	Paper
5.	Governance Documents	CB	Paper
6.	Finance	AR	Paper
7.	Risk Register	CB	Paper
8.	Human Resources	CB	Paper
9.	Premises	CB	Paper
10.	Marketing and Communications	GM	Paper
11.	Procurement	GM	Paper
12.	Project-Specific Items for Board Attention	GM	Paper
13.	Any Other Business	Chair	Verbal
14.	Date of next meeting: 29.09.22	Chair	Verbal

Present:

Councillor Philip Broadhead (PB), Chair
Gail Mayhew (GM), Director
Craig Beevers (CB), Director

In Attendance:

Graham Farrant (GF), CEO BCP Council
Adam Richens (AM), Head of Financial Services
Sarah Longthorpe (SL), Director of Regeneration
Susan Zeiss (SZ), Director of Law and Governance
Rebecca Lawry (RL), Company Secretary

Apologies:

Councillor Drew Mellor (DM), Director



Item 4 : Draft Minutes of the Meeting held on 12.05.2022 and Action Log

BCP FUTUREPLACES LIMITED – Company number 13465045

BOARD MEETING - Minutes

THURSDAY 12 MAY 2022 AT 13:00 ON MS TEAMS

Present:

Councillor Philip Broadhead (PB), Chair
Councillor Drew Mellor (DM), Director
Gail Mayhew (GM), Director
Craig Beevers (CB), Director

In Attendance:

Graham Farrant (GF), CEO, BCP Council
Rebecca Lawry (RL), Company Secretary
Sarah Longthorpe (SL), Director of Regeneration
Adam Richens (AR), Head of Financial Services
Ingrid Brown (IB), Head of Legal Services

Apologies:

Susan Zeiss (SZ), Director of Law and Governance

1. Welcome, Quorum and Apologies

- 1.1. PB welcomed everyone to the meeting and confirmed the meeting was.

2. Directors' Register of Interests

- 2.1. The Directors noted the Register of Interests and no further interests were declared for the matters on the agenda.

3. Minutes of the last meeting held on 24.03.22 and Action Log

- 3.1. The minutes of the meeting held on 24th March 2022 were approved for signing by the Chair.
- 3.2. All actions were updated on the log or approved for closure.
- 3.3. The Directors received, and after due consideration approved the Terms of Reference for the Remuneration Committee.

4. Governance Documents

- 4.1. The Board members discussed the ongoing work to finalise the Governance Documents, noting that agreement had been reached on how to proceed with the Resource Agreement and address concerns around the capacity of council resources.

5. Finance

5.1. CB presented the finance report, highlighting:

- 5.1.1. The need to move the ledgers from BCP Council finance to the Company, particularly around requisitioning. DM offered his support to this being done. GF recommended that a review be undertaken of any effect this may have on the Teckal status of the Company.

Action: Determine effect of moving finance from the Council to the Company on Teckal status

- 5.1.2. Project delays due to unavailability of funds. The Board discussed the funding of the Company at length and agreed that it would be discussed after the meeting with a cabinet decision to be made on the funding before the end of the week.

Action: Funding discussion and cabinet decision required before the end of the week

- 5.1.3. Draft Management Accounts have been drafted and shows very little variance to budget.
- 5.1.4. Business plan has been agreed and shows no live issues outstanding. The Directors noted that the business plan will go in draft to CMB and then to Cabinet in June.

Action: IB to check with Susan Zeiss whether Councillors Mellor and Broadhead will have dispensation to vote on Company related matters at future Council meetings.

6. Risk Register

- 6.1. CB informed the Board that there had been no change to the risk register since the last meeting.
- 6.2. The Board agreed the need to develop a FAQ sheet and a promotional video for display on the website.

ACTION: Develop FAQ sheet and promotional video for display on the website.

7. Human Resources

- 7.1. GM presented the HR report, and updated the Board on progress made with the NED recruitment. She explained that there were a number of people interested in the NED and Chair positions and confirmed that a national advert would be placed to further extend the visibility of these vacancies.
- 7.2. The Board discussed the Company bonus scheme and agreed that this would require the oversight of the Remuneration Committee (Terms of Reference provided as

attachment to the Action Log). The board deferred further consideration of the matter until a suitable remuneration committee had been constituted.

8. Premises

- 8.1. The Board members discussed the need for the Company to find premises given the imminent move of teams from the current location. Various options were discussed and DM agreed to look into these outside of the meeting.

ACTION: DM to look into potential premises for the Company headquarters.

9. Marketing and Communications

- 9.1. CB presented the report, highlighting:
- 9.1.1. Levelling up fund had been given great context at MIPPIM.
 - 9.1.2. Great event design contacts had been made.
 - 9.1.3. Homes England had indicated their intention to use the Company as a pilot for municipal stewardship.
 - 9.1.4. Bournemouth Air Show provides a significant opportunity to raise the Company profile with potential investors.

10. Procurement

- 10.1. The Board noted that the Interim Procurement manager was enjoying significant success, but that it was anticipated that they would not remain beyond their contract terms. A permanent procurement manager was being recruited.
- 10.2. CB explained the desire for procurement finance to be brought within the Company rather than outsourcing to BCP Council, the Directors acknowledged the need for careful adherence to the procurement guidelines and also the extra legal resource requirements that this would raise.

11. Project-Specific Items

- 11.1. The Board members noted that project specific items had been discussed at a project meeting in advance of the Board. There were no items necessary for escalation to the Board for approval at this stage.

12. Any Other Business

- 12.1. There being no further business the Chair closed the meeting.

..... Chair