



BCP FuturePlaces Board Meeting

15th December 2022

Agenda

Item		Lead	Format
1.	Welcome	Chair	Verbal
2.	Notice and Quorum	Chair	Verbal
3.	Minutes of prior meeting and Action Log	Chair	Paper
4.	Finance	CB	Paper
5.	Audit	CB	Paper
6.	Risk Register	CB	Paper
7.	Human Resources	GM	Paper
8.	Marketing and Communications	GM	Paper
9.	Procurement	GM	Paper
10.	Project-Specific Items for Board Attention	GM	Paper
11.	Any Other Business	GM	Verbal
12.	Date of next meeting: TBC	Chair	Verbal

Present:

Lord Kerslake (BK), Chair
Councillor Drew Mellor (DM), Director
Gail Mayhew (GM), Director
Craig Beevers (CB), Director

In Attendance:

Graham Farrant (GF), Shareholder Representative
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



Item 4 : Draft Minutes of the Meeting held on 09.11.22 and Action Log

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BCP FUTUREPLACES LIMITED – Company number 13465045

BOARD MEETING - Minutes

WEDNESDAY 9TH NOVEMBER 2022 AT 15:00 AT THE BOARDROOM, BOURNE GARDENS, EXETER PARK ROAD, BOURNEMOUTH BH2 5BD AND ON MS TEAMS

Present:

Lord Kerslake (BK), Chair
Councillor Drew Mellor (DM), Director
Gail Mayhew (GM), Director
Craig Beevers (CB), Director

In Attendance:

Graham Farrant (GF), CEO, BCP Council & Shareholder Representative
Sarah Longthorpe (SL), Director of Delivery - Regeneration
Adam Richens (AR), CFO and Director of Finance.
Susan Zeiss (SZ), Director of Law and Governance and Monitoring Officer
Rebecca Lawry (RL), Company Secretary

Apologies:

1. Welcome, Quorum and Apologies

- 1.1. BK welcomed everyone to the meeting and confirmed that the meeting was quorate.

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 29.09.22 and Action Log

- 3.1. The minutes of the meeting held on 29th November 2022 were approved for signing by the Chair.
- 3.2. All actions were updated on the log or approved for closure.
- 3.3. The Board members noted that the Members of the Council had been invited to attend a meeting with the Chair and the Directors of the Company the following day. The Chair asked that a schedule of member meetings be developed to ensure that the Council members are kept informed of the progress of the Company.

ACTION: Member/FuturePlaces Engagement Forum (MFEF) meetings to be scheduled for the coming year and representation invited. Company secretary to action.

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4. Governance Documents

- 4.1. The Board members discussed resourcing and commissioning agreements that had been stalled due to staff availability. CB advised that many of the outstanding issues had been resolved and the final documents were anticipated to come back to the next meeting for approval. BK urged a practical solution be sought to ensure the final documents be agreed at the next meeting.

ACTION: Governance Documents to be produced to the Chair with intention to progress to agreement.

5. Finance

- 5.1. CB presented the finance report, and the Board members discussed the management accounts. BK suggested some changes to the format of the management accounts, details to be agreed outside of the meeting.

ACTION: Agree format of future management accounts outside of the meeting

- 5.2. The Directors had a detailed discussion around the need to finalise Outline Business Cases (OBCs) in order to be able to capitalise projects. After due consideration it was agreed that the key OBCs would be brought back to the December Board meeting for consideration in order that these could then go to Cabinet and be capitalized before the year end.
- 5.3. Board asked FuturePlaces to move ahead with the Beach Road OBC.

ACTION: OBCs to be considered for first four projects at the December Board meeting. Meeting to be held with Commissioning Team ASAP to agree action points needed after which they will support approval of the OBCs. Latest working draft to be provided to next board meeting. Schedule of key dates for approval steps to be circulated.

6. Audit

- 6.1. CB presented the Audit report, confirming that the audit remained on track to be completed by the end of the year. AR confirmed that no challenges had been raised.
- 6.2. The Board members noted that staff bonuses would need to be paid by 31st December in order for Corporation Tax deductions to be secured.

7. Risk Register

- 7.1. CB presented the risk register and highlighted financing availability within the Council as the key area of risk for the Company, due to the impact it could have on the financial resources that the Council might be able to make available for the Company.
- 7.2. In response to a question from BK, GM confirmed that interest from investors remains high even in light of current market volatility. However, CB noted that availability of

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funds wasn't the issue, it was the ability of the Council to service debt within the MTFP that was the potential issue.

ACTION: Provide a Market Report report for the next meeting

- 7.3. SL highlighted the need to include the case for change and demand as part of each outline business cases to ensure the full picture is understood at the outset.

8. Human Resources

- 8.1. CB presented the HR report and gave an update on the significant progress that had been made in recruiting to the open positions within the Company. The Board members noted the continued regional challenges in attracting high quality candidates to positions outside of London.
- 8.2. The Board members discussed the recruitment of the NEDs and noted that one further candidate had been identified. It was agreed that approval should be sought from the Council to enable an offer to be made to the candidate as soon as possible.

ACTION: Obtain Council approval for the NED appointment and make the offer ASAP

- 8.3. The Board members agreed that the bonus decision be delegated to BK with payment to be actioned before the end of the year.

ACTION: Bonus proposal to be agreed by BK and actioned for payment prior to year end

9. Marketing and Communications

- 9.1. CB presented the report, highlighting:
- 9.1.1. Media coverage of BK's appointed had been very positive.
 - 9.1.2. Engagement activities on projects had gone well.
- 9.2. The Board members agreed that future marketing and communications needed to have a focus on positive stories of how BCP FuturePlaces was working to enhance the local area. It was noted that FuturePlaces will make an appointment or will procure a service to cover capacity shortfall arising from BCP MARCOMMS staffing issue.

10. Procurement

- 10.1. CB presented the procurement report and commented in the significant work that had enabled capacity and trust to be built within the team. CB confirmed that future efforts would be focused on building the Company's procurement framework.

11. Projects

- 11.1. The Board members noted the report, highlights being:
- 11.1.1. GF confirmed that the Council expected the Company to focus on the OBCs for the 4/5 main projects rather than too many peripheral projects. GM commented

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that the main projects had been agreed and there were some additional projects that required focus given the opportunity they present to work more closely with Homes England.

11.1.2. The Board members discussed the possibility of aligning commercial and public realm projects to maximise viability and deliverability impacts. It was agreed that further work would be undertaken to determine whether this was possible in the case of Port of Poole and Poole Quay projects.

ACTION: Alignment of multiple projects to be considered and brought back to a future meeting

12. Any Other Business

12.1. Consideration to be given to how interface with planning operates at both strategic programme level, in respect of BCP FuturePlaces role in iterating the Regeneration Strategy (with BCP Regeneration Team) and also on individual projects operating under the stewardship model. Issue of Pre-App fees; planning resource and management of conflicts of interest were highlighted.

ACTION: Interface with planning should be considered at strategic, programme and project level with recommendations to a future meeting.

12.2. There being no further business the Chair closed the meeting.

..... Chair