

**MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)  
Extract from Minutes of Board Meeting dated 16<sup>th</sup> March 2020 at 10:00 am  
Held in MK College, Bouverie House, 200 Silbury Blvd, CMK, MK9 1LT**

Item	
	<p><b>Introduction:</b></p> <p>The new Independent Chair Elect attended the Board meeting in the capacity of observer. The appointment takes effect from the 1<sup>st</sup> April 2020 subject to call-in of the delegated decision.</p>
1	<p><b>Apologies:</b></p> <p>Apologies were noted by the Board.</p>
2	<p><b>Declarations of Interest</b></p> <p>None disclosed.</p> <p>The new Chair was asked to provide a list of interests. Annual declarations of Independent Board Members to be shared with the Chair.</p>
3	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting held on the 03.02.20 were taken as an accurate record of the meeting.</p> <p>Matters Arising: CMK 2050: Board were reminded that representations of the strategy are to be submitted by the 17.04.20</p> <p>Appointment of Auditors: Board were advised that an informal tender for an alternative provider to Ernst &amp; Young, for producing MKDP’s 2019/2020 audited accounts had been undertaken. Price Waterhouse Cooper, Grant Thornton and Hillier Hopkins were approached. PWC and Grant Thornton advised they were not taking any further instructions for this financial year. Hillier Hopkins tender meets MKDP’s criteria and the Board were asked to approve the appointment.</p> <p>The appointment of Hollier Hopkins was APPROVED, for 1 year with an option to extend, subject to satisfying the Council’s S151 Officer’s requirements.</p> <p>Board were advised that the asset valuation element had been tendered separately.</p> <p>Facilities Management Update: MKC’s Facilities team have provided a bid to manage MKDP’s portfolio. Due diligence is underway to identify areas of conflict. The proposal is to operate within a Service Level Agreement arrangement opposed to a contract however Board expressed a preference for a contract. Guidance on this matter to be looked into.</p> <p>It was confirmed that the current managing agents, are providing continuity of service whilst MKDP goes through the appointment process.</p>

	<p>Health &amp; Safety: A tender is underway for a risk assessment on all open spaces such as car parks, Station Square, and MKDP buildings.</p> <p>PR &amp; Comms Strategy: Board recommended that MKDP has a PR strategy for the next 6 months whilst the overall strategy involving Economic Development, progresses. Update requested for the next Board meeting.</p> <p>Board Skills Assessment: The assessment is postponed whilst the Local Housing Company is being evaluated.</p> <p>Property &amp; Projects / Investment &amp; Development SCs: Revised terms of reference, merging the two committees, to be addressed at the next Finance Audit &amp; Governance SC.</p>
<b>4</b>	<b>Reports</b>
4.1	<p>Chair's Report (as MKC nominee): No matters to report other than to welcome the new Chair to the Board</p>
4.2	<p>CEO's Report: The Board NOTED the contents of the report and made comment as follows:</p> <p>Local Housing company (LHC): Resources have been allocated. Research is underway with emerging thoughts to be presented at the next Property &amp; Projects/Investment SC meetings with outline recommendations being made to the Board in June. Following discussions on the use of workshops it was agreed that a workshop engaging key Council Officers and Councillors will be arranged to work through Councils' requirements, priorities, and outputs within the next few weeks.</p> <p>HR matters: Nominations &amp; Remunerations subcommittee approved the appointment of the Development Executive – Housing Delivery: The Chair stated that this appointment is an Executive decision and as Chair of the Nominations &amp; Remunerations sub-committee gave her support to the appointment. The Board recognised that the future structure and resources in terms of housing delivery would need to be addressed. The resignation of the Placemaking Executive was accepted. Recruitment to this post to be considered.</p> <p>Health &amp; Safety: A point of correction to the paper: Property, Projects &amp; Investments SC will establish the PPM programme and Safety Risk Register and not Finance Audit and Governance.</p>
4.3	<p>Council's Report: Consideration of Future Options: MKC's Chief Executive advised the Board that his paper titled Consideration of Future Options was submitted to Group Leaders on the 20.01.2 and that widening the boards' remit was supported. The main messages are 'MKDP's remit to be widened to include greater focus on housing and integrating the MKDP operational team with colleagues doing similar work in MKC'. The Board's support and acceptance was requested.</p> <p>MKC requested MKDP to look into forming and Local Housing Company (LHC).</p>

	<p>Housing Company: The Board considered the proposal and in order to produce a high-level proposal by June the following actions were deemed necessary</p> <ol style="list-style-type: none"> <li>1 Workshops <ol style="list-style-type: none"> <li>a. Collaborate with Councillors to work through the 'point of need/opinion'</li> <li>b. Collaboration with Council Officers to establish the 'facts base line'.</li> </ol> </li> <li>2 Gant chart/timetable, agendas, questionnaire to stimulate discussion.</li> </ol> <p>Board stated it believed that the timeframe of June should be achievable however, noted that Covid-19 presented a risk which could have an impact on the timeframe.</p> <p>MKC's Deputy Chief Executive was confirmed as the key Council contact for the project.</p> <p>MKDP Integration- MKDP to consider:</p> <ol style="list-style-type: none"> <li>1 Co-location:</li> <li>2 Skills review: If the housing company happens there would be a requirement to think about skills of the senior leadership team and ensure the skills are appropriate if it changes significantly.</li> </ol> <p>The Chair summarised as follows: The Board Noted the paper and advised it would explore the options therein.</p>
<b>5</b>	<b>Subcommittee Minutes</b>
5.1	<p>Property &amp; Projects &amp; Investment – 28.02.20 The minutes of the meeting were NOTED.</p> <p>Matters Arising: Old Bus Station: Board were advised that one of the tenants are in breach of their rent arrangement Bailiffs have been appointed. The Managing Agents are providing a report as to how/why the level of debt was allowed to escalate. The intention is to re-let the space when handed back.</p>
5.2	<p>Finance Audit &amp; Governance – 28.02.20 The minutes of the meeting were NOTED.</p>
5.3	<p>Nominations &amp; Remuneration – 28.02.20 The minute from the Noms &amp; Rems committee regarding the resignations to be circulated.</p>
<b>MATTERS FOR DISCUSSION &amp; APPROVAL</b>	
<b>6</b>	<b>Governance Matters</b>
6.1	<p>Business Plan: Comments received:</p> <ul style="list-style-type: none"> <li>• The final draft to be circulated to the Chair of Finance Audit &amp; Governance before sending it to the Council</li> <li>• Organisation chart to be updated <ul style="list-style-type: none"> <li>• In relation to the Housing Delivery appointment</li> <li>• The Board discussed the appointment of the CFO to the Board but did not agree the appointment at this stage. Whilst there are merits to the inclusion of the CFO at Board level, it was not currently permitted under our existing membership agreement and this would need to be</li> </ul> </li> </ul>

	<p>changed if this position were to be included. Therefore, the organisation chart should remain unchanged in this respect. It was noted that Executive Members do not in any case carry any voting rights.</p> <ul style="list-style-type: none"> <li>• Amalgamation of subcommittees</li> </ul> <p>Subject to the above Board APPROVED the business plan.</p>
6.2	<p><b>Board Arrangements:</b> The Board were asked to APPROVE the co-option of a further member onto the Property &amp; Projects subcommittee and attend the Board meetings in this capacity. Approval was given subject to the Chair of PPSC confirming that he was happy and comfortable to accept the appointment.</p> <p>Members Agreement: Appointment of Board Members and subcommittee appointments process to be circulated.</p>
<b>7</b>	<b>Finance:</b>
7.1	Financial Report: Board considered and noted the financial results for the period April 2019 – January 2020.
7.2	<p>MKDP Budget: The key assumptions behind the draft budget for the financial year 1<sup>st</sup> April 2020 – 31 March 2021 were noted by the Board</p> <p>The draft budget assumes no material changes as a consequence of the ongoing review by MKC and assumes MKDP continues to operate in line with the current business plan.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Risk to the budget: Covid-19 – Car parking permits refunds, drop in usage and property rental holidays. Financial risk to be assessed.</li> <li>• Overhead: Staffing Costs: Forecasts to 2024/25 to be broken down and shared the Chair of Finance Audit &amp; Governance subcommittee</li> </ul> <p>The Board APPROVED the budget subject to receiving approval of the staffing costs.</p>
<b>8</b>	<b>Property Matters:</b>
	No matters arising
<b>9</b>	<b>Other: MKDP reps to the Strategy for 2050</b>
	The Board APPROVED the consultation response.
<b>MATTERS FOR APPROVAL AND NOTING ONLY</b>	
<b>10</b>	<b>Governance Matters:</b>
10.1	Elected Members Conflicts of Interest: The Board noted the content of the letter dated 20.01.20 from the Chair of the Constitution Commission regarding MKDP conflicts of interest.
<b>11</b>	<b>Property Matters:</b>
	No matters arising

<b>12</b>	<b>AOB</b>
12.1	General Property Market Conditions: INTU: A watching brief to be maintained on market conditions.
12.2	<p>Coronavirus: Business continuity for MKDP in place. Currently following the Council's lead and recommendations. Consideration of longer term risks such as:</p> <ul style="list-style-type: none"> <li>• Development sites at risk of supply chains being cancelled.</li> <li>• Soft FM of properties</li> <li>• Financial impact ie car parking, rent payments</li> <li>• Agile working, electronic meetings. Video conferencing to be investigated.</li> </ul>
12.3	Structure of the LLP. MKC are looking to regularise the arrangements with regards to named shareholders. More details to follow.
12.4	Planning for the Future publication. Link to be circulated.
12.5	<p>Board Meeting dates: Board AGREED that the May Board meeting would move to Monday 4<sup>th</sup> May. All other dates will remain as scheduled.</p> <p><b>Post Meeting update:</b> Following a discussion with the Chair please note that the Board Meeting scheduled for the 27<sup>th</sup> July will move to the 3<sup>rd</sup> August 2020.</p>

Confirmed as a true extract from the Minutes of the meeting of the Board held on 16<sup>th</sup> March 2020 and published in accordance with the Freedom of Information Act 2000.

*Bernadette Conroy*

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Interim Chair