

**MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)
 Exceptional Board Meeting
 13th November 2020
 12:40 – 13:00
 Video Conference via MS Teams**

Board Members Present:

Nicola Sawford – Independent Chair (NS)
 Bernadette Conroy, Independent Board Member (BC)
 Steve Mallen, Independent Board Member, (SM)
 Roger Bell, Independent Board Member, (RB)
 Huw Lewis, Independent Board Member, (HL)
 Cllr Rob Middleton, (RM)
 Cllr Jenni Ferrans, (JF)
 Tracey Aldworth, Board Member, MKC (TA)

In Attendance:

Mike Clarke, Independent Committee Member (MC)

Item		Action
1	Apologies:	
	Cllr Alex Walker (AW)	
2	Purpose of the meeting	
	NS explained that the purpose of the meeting was for the R&N committee to put a pay proposal to the board, update the board on Tracey Aldworth’s role, propose subsequent changes to board membership and to propose the associated necessary change to the Board’s scheme of delegations.	
3	Declarations of Interest	
	TA declared an interest.	
4	R&N - pay	
	BC updated the board on the pay discussion at the recent R&N meeting. The committee would like to propose a pay increase for staff backdated to 1 June. 2.5% has been included in the budget and the forecast. The committee would also like to ensure the increase is in line with the recent MKC pay increase. The Board approved the increase. Subsequently it is was clarified that the MKC increase is 2.75% and that this would cost a further £1,270 this financial year. The board approved the increased figure by e-mail.	
5	R&N – staff and board	
	BC informed the board that in the absence of the Chief Executive due to illness TA would be providing 1.5 days a week support as Managing Director starting on 9 November. As a result TA will step down from the board and Michael Bracey will take her place as the MKC executive board member. NS noted that the staff team had been informed.	

	NS noted that a new conservative board member had been proposed. The R&N committee will consider the candidate and report to the board meeting on 7 December.	
6	Delegations	
	<p>NS explained to the board that to enable TA to provide support, delegations would need to be changed.</p> <p>In terms of delegation from the Board in the Chief Executive's absence, the Board agreed that it can insert the words 'or Managing Director' after every reference to the Chief Executive. This allows TA to carry out the functions in the absence of Chief Executive. This form of delegation will cover the situation MKDP is in now. The company secretary will be asked to work with FAG to ensure that a revised scheme of delegation is brought forward to the January Board meeting for our approval, which will reflect the position then.</p>	
7	Update	
	NS updated the board on the personnel matters.	