

MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)

Board Meeting

24.01.2023

10:30 – 12:00

Venue: Hotel La Tour

Board Members Present:

Nicola Sawford, Independent Chair, (NS)
Roger Bell, Independent Board Member, (RB)
Mike Clarke, Independent Board Member, (MC)
Julia Gregory, Independent Board Member (JG)
Cllr Rob Middleton, (RM)
Cllr David Hopkins, (DH)
Cllr Jenni Ferrans, (JF)

In Attendance:

Tracey Aldworth, MKDP, Managing Director (TA)
Kath Corbett, MKDP, Chief Finance Officer, (KC)
Matthew Green, MKDP, Property Development Director, (MG)
Adam Sciberras, MKDP, Special Projects Director, (AS)
Ellenor Scott, MKDP, Company Secretary & General Counsel, (ES)

Item		Action
1	Apologies:	
	Michael Bracey, Board Member	
2	Declarations of Interest:	
	Nicola Sawford is a Director of MKHC Roger Bell is a Director of MKHC Kathleen Corbett is the Lead Officer for MKHC Ellenor Scott is Company Secretary of MKHC Rob Middleton Declared an interest in item 7.1 as he would be taking the decision for the Council.	
3	Previous Minutes	
3.1	The minutes of the meeting held on the 14.12.22 were approved by the Board.	
3.2	Matters arising/Actions Log: The Board noted the status position of action. The Board requested that a draft of the ‘glossy’ version of the annual accounts is circulated to Board Members for comment prior to the final version being presented. Deadline March Board meeting. The Board noted the completed actions and noted the timeframe for ongoing matters.	
4	LHC:	
4.1	General update: It was confirmed to Board that the final application to the Regulator of Social Housing was approved by Milton Keynes Housing Company (MKHC) and submitted on 23.12.22.	

	<p>The Regulator has advised that it will be at least 6 weeks until any initial questions will be received. Trowers & Hamblins LLP advised MKHC Board it is normal to expect questions which can be intensive at this stage of the process. Registration normally takes 6 to 9 months.</p> <p>The Board noted the next steps as outlined by the Executive.</p> <p>The Board were invited to direct any specific technical questions to the Executive offline. Ongoing matters for the Executive at this stage relate to, investment values, review, and financial modelling the pipeline sites, delivery programme and as part of mobilisation confirming reporting of Health & Safety compliance post property handover by MKHC to MKDP Board.</p>	
5	Finance Matters:	
5.1	<p>Profit Distribution: The first profit distribution payment (also previously called the dividend) to the Council was made in 21/22 based on the results of the 20/21 financial year. The Council has now requested a profit distribution based on the 21/22 financial year. Profit distributions for future years are currently being discussed with the Council.</p> <p>The CFO was asked to provide further information on the Council's Tariff Risk Reserve.</p> <p>Resolution: The Board resolved to distribute profits of £1.203m to Milton Keynes City Council from MKDP's distributable profits.</p>	
5.2	<p>Management Accounts: Quarter 3 The Board noted the performance for the 9 months to 31.12.22 – Profit & Loss and Balance Sheet.</p> <p>Board was advised of the work underway to prepare for the financial year end and noted the plan to present the draft year end out turn (management accounts) to the May 2023 Board meeting.</p> <p>The Board were also advised that the Finance team are working on an improved format for the management accounts for the 2023/24 financial year that will include segmental analysis.</p>	
6	Governance Matters:	
6.1	<p>Nominations & Remuneration Committee Minutes and recommendations: The Board noted the minutes of the meeting held 19.01.23. There were 2 recommendations requiring MKDP Board Approval.</p> <ol style="list-style-type: none"> 1 The Board approved the recommendation that Roger Bell's appointment to the MKHC Board should be extended until 31.12.23 2 The Board approved the appointment of Julia Gregory to the Risk Audit & Governance subcommittee. <p>The N&R committee considered and agreed to the dissolution of the Property Projects and Investments sub-committee (PPI).</p>	

6.2	<p>2023/24 Meeting Schedule: N&R supported the changes to the subcommittee structure those being:-</p> <ol style="list-style-type: none"> 1 The substitution of Property, Projects and Investments subcommittee with specific/site strategy meetings to be held on an ad-hoc basis. 2 The move to 4 meetings per annum of the Risk, Audit & Governance subcommittee. 3 The nominated attendees to each meeting. <p>Resolution: The Board approved the schedule of MKDP Board meetings for 2023/24 and the changes to the current subcommittee arrangements.</p> <p>The Chair suggested that the urgent approval process be reviewed in line with the review of the Members Agreement.</p>	
7	Special Projects & Property Matters:	
7.1	<p>MK Gateway: RM noted a Conflict of interest and did not take part in the vote. The Board were informed that the Developer have advised that the longstop date of 28.02.23 would not be met due to viability issues and have requested that the date be moved to the 30.05.23</p> <p>The proposal will change the expected receipt due at the end of February, to MKDP taking receipt of just a deposit with the balance deferred for a period of 3-5 years.</p> <p>Workstreams involving MKDP/MKCC are ongoing to ensure that, if the deferment of the premium is approved, the project is delivered, and the receipt is sufficiently protected. A further decision will be required to approve the actual structure, this will be taken at a future board meeting when details are known.</p> <p>The options considered were</p> <ol style="list-style-type: none"> 1 Refuse the request and enforce completion on the 28.02.23 2 Approve the request for an extension to 31.05.23 to allow time to agree and document the outstanding points. <p>Following a debate about the finances, funding, and security, the Board approved option 2 of the recommendations above.</p>	MG
7.2	<p>Key Land Deal Update: The Board noted the updates on the top priority sites that MKDP are currently working on.</p>	
8	Reports	
8.1	Chair's Report: The Chair advised that her updates were covered in the MD report.	
8.2	<p>MD's Report: The Board noted the updates within the report. Key matters to note were:</p> <p>Draft Projects Tracker & Key Performance Indicators: The Board were asked to provide comment on the Projects Tracker and Key Performance Indicators. The intention is to circulate the tracker for information to future board meetings. The key projects tracker will be reported monthly and the key performance indicators on a quarterly basis.</p>	

	Business Plan update: To be the primary agenda item at the February Board meeting.	
8.3	MKCC Chief Executive Report: No update due to apologies received.	
9	AOB: No matters arising	
10	Close	
	The Chair closed the meeting at 12:00	
	NEXT MEETINGS: 28 th February 2023: Room 1.02, 10:30 – 12:30 28 th March 2023: Room 1.25, 10:30 – 12:30 23 rd May 2023: Room 1.04, 10:30 – 12:30	

Confirmed as a true extract of the meeting of the Board held on 24th January 2023 and published in accordance with the Freedom of Information Act 2000.

Nicola Sawford

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Independent Chair