

MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)

Board Meeting

24.10.2023

10:30 – 12:30

Civic Office, Room 1.01

Board Members Present:

Nicola Sawford (NS) – Independent Chair of the MKDP Board

Mike Clarke (MC) – Independent Board Member

Julia Gregory (JG) – Independent Board Member

Roger Bell (RB) – Independent Board Member

In Attendance:

Tracey Aldworth (TA) - Managing Director, MKDP

Kath Corbett (KC) - Chief Finance Officer, MKDP – *Online*

Matthew Green (MG) - Property Development Director, MKDP

Adam Sciberras (AS) - Special Projects Director, MKDP

Ellenor Scott (ES) - Company Secretary & General Counsel, MKDP

Allison Pettifer (AP) - Secretary to the Board, MKDP

Item		Action
1	Apologies: No apologies received.	
	Declarations of Interest:	
	N Sawford declared that she had stepped down from her Non-Executive Director position on the Milton Keynes Housing Company Board effective from the 18.10.23. She will still attend the board meetings as an observer when invited. There were no other new declarations of interest.	
2	Previous Board Minutes & Actions	
2.1	The minutes of the board meeting held 26.09.23.	
2.2	Matters Arising/Actions Log	
	The Board noted the completed actions and status updates. Matters Arising: Lessons Learnt Paper: Work on the paper is being held pending the additional work to arrive at a decision regarding the subsidy position.	KC
3	Reports	
3.1	Managing Director's Update: Health & Safety: RAAC – It was confirmed the inspection of the Old Bus Station and The Brunel Centre had been completed and there were no issues. Risk Register: The Local Housing Company has been flagged as the number one risk due to subsidy control. The Chair requested a 'deep dive' of the risk register at the December Risk & Audit subcommittee. Treasury Management and Investment Policies are being drafted.	KC TA/KC KC

	<p>Open University – Campus 2030 project: The OU workstreams are moving forwards with the city centre project. MKCC are taking a report to Cabinet on the 7.11.23 seeking a decision for the Council to provide full support. The report will also request that the Partnering Agreement with Cranfield University is ended.</p> <p>Bouverie House: MK:U will continue occupation at Bouverie House until the lease ends in 2026. MKDP has indicated we would approve any breaks requested. Post 2026 Options for Bouverie House to be considered as part of the detailed sessions with Board.</p> <p>Owners Advisory Group: The meeting scheduled for the 13.10.23 was cancelled due to unavailability of Councillor Middleton and this will need to be rescheduled.</p> <p>The Managing Director has requested a formal arrangement for the MKDP Exec Team to meet up with the Exec Team of MKCC to cover executive level issues.</p> <p>Finance Director Recruitment is underway, and the final interviews are on 07.11.23. Nicola Sawford, Tracey Aldworth and Tim Jennings are on the panel, with the other Executive Team members being involved in the process.</p> <p>Kents Hill Park: Work on site has commenced. Delivery of the affordable and market units will be phased over a 3-year period. The final delivery schedule is being finalised.</p>	
3.2	<p>Chair's Update: The update covered the</p> <ul style="list-style-type: none"> • MKHC Board change • Focus on the LHC • Preparation of the reporting for the Owners Advisory Group (OAG). • Recruitment Process 	
3.3	<p>LHC Update: The Board was provided with an update on the progress of the LHC.</p> <p>Next steps: MKDP's proposal is to market the 78 homes at Kents Hill Park based on:</p> <ul style="list-style-type: none"> • A 'Full Affordability' scenario (44 affordable rented homes at 80% market rent, 33 social rented homes). • A 'Maximum Income' scenario (69 affordable rented homes, 9 social rented homes). <p>In parallel, the CFO will revisit the long operating lease model on a variable rent option. This had been previously discounted two years ago, as at that time there had been a number of Regulatory issues with lease-based associations and it was felt this approach might prove difficult with the Regulator when seeking a quick registration process.</p> <p>It is understood that there are now a couple of applications with the Regulator at the final stage which are based on a variable rent operating</p>	

	<p>lease model. Advice is being sought on what a commercial deal might look like using this arrangement.</p> <p>Engagement at a political level will be necessary once the new financials are available before a final recommendation/decision can be taken by MKDP and then MKHC.</p> <p>The MKHC business plan will need to be redrafted/remodelled to reflect all the options and the changes.</p> <p>The Board Noted the paper and the Chair requested a Board meeting be convened in December to allow time for receipt and evaluation of the bids so a decision in respect of this matter can be made.</p>	
4	Property & Placemaking Reports	
4.1	<p>Campbell Park Northside: Terms for a revised contract are to be presented to the November board. Discussions are ongoing regarding the design of the scheme. A meeting has been arranged with MKCC to agree the planning strategy following which comms for the application changes will be agreed.</p>	MG
4.2	<p>Midsummer Boulevard East: The Board acknowledged the paper and approved the terms of the agreement.</p>	
5	Finance & Governance Reports	
5.1	<p>Management Accounts: The board received the management accounts and noted the financial performance for the 5 months to 31.08.2023. In summary, income is better than budget and expenditure is expected to be in line with budget at year end.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Forecast year end position column to be added to the profit & loss account position. • Service charge variance is to be investigated. • Further investigation under spends on Property Management, especially into repairs and maintenance. 	
5.2	<p>Procurement Rules: Following the recent changes to MKDP's Governance arrangements, the procurement rules have been reviewed to reflect how MKDP procures goods, services, and works now that it is not affected by the public procurement rules. The amendments primarily relate to the thresholds and are proposed as:</p> <ul style="list-style-type: none"> • The MKDP Executive can directly award contracts valued under £25k. • Contracts valued over £25k require three quotes. <p>The proposed amendments to the procurement rules were approved by the Board. It was also agreed that direct awards would be reported to Risk & Audit subcommittee on a rolling 12 months and any previous awards would be flagged.</p> <p>It was also suggested that in light of inflation the value thresholds should be reviewed to ensure they are still appropriate.</p>	

5.3	<p>Bank Signatories:</p> <ol style="list-style-type: none"> 1. The Board approved the addition of MKDP Officers as signatories to the bank mandate: <ul style="list-style-type: none"> • Managing Director • Company Secretary 2. The Board approved the retention of MKCC Officer's: <ul style="list-style-type: none"> • Director for Finance and Resources • Assistant Director of Finance <p>The board also suggested that one of the Non-Executive Directors could be added. This is to be considered.</p>	KC
5.4	<p>Noms & Rems Committee Membership: The Board approved the appointment of Julia Gregory and Mike Clarke to the Nomination and Remuneration subcommittee with immediate effect.</p>	
6	AOB:	
	Forward Plan of Meetings: The schedule for 2024 was noted.	
	<p>NEXT MEETINGS:</p> <p>28 November 2023: 10:30 – 12:30 16 January 2024: 10:30 – 12:30 20 February 2024: 10:30 – 12:30 19 March 2024: 10:30 – 12:30</p> <p>In addition to the Board meetings there are project sessions planned for 28.11.23 and 19.12.23.</p>	

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

.....
Independent Chair