



Committee and Date

West Mercia Energy Joint
Committee

29th February 2016

WEST MERCIA ENERGY JOINT COMMITTEE

Minutes of the meeting held on 28 September 2015

**In the Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2
6ND**

10.00 - 11.30 am

Responsible Officer: Emily Marshall

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Present

Councillor Mike Owen (Chairman)

Councillors Steve Charmley, Lee Carter, Paul Rone and John Smith.

23 Apologies for Absence

Apologies for absence were received from Councillor Adrian Hardman (Worcestershire), Graham Powell (Herefordshire), Phillip Price (Herefordshire) and Arnold England (Telford and Wrekin).

24 Named Substitutes

Councillor Paul Rone (Herefordshire) was in attendance as a substitute for Philip Price (Herefordshire).

25 Disclosable Pecuniary Interests

Members were reminded that they must not participate in the discussion or voting on any matter in which they had a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

26 Minutes

An amendment to the Minutes was reported. Councillor P. Price was the representative from Herefordshire Council not Worcestershire as stated at minute number 2.

RESOLVED:

That the Minutes of the West Mercia Energy Joint Committee held on 16th February 2015 be approved as a correct record, subject to the above amendment.

27 Supplier Contracts

In accordance with Standing Orders, the Director of West Mercia Energy provided an update on Supplier Contracts.

He reported that with regards to the energy consultancy services contract, it had not been appropriate to go to market and so the current contract would be renewed in accordance with Standing Order 3.2(iii) with the Flexible Energy Management Panel being supportive of this approach.

In respect of the liquefied petroleum gas contract Standing Order 5.3 was being utilised to allow for post tender negotiations

RESOLVED:

That the update on supplier contracts by the Director of West Mercia Energy be noted.

28 West Mercia Energy Statement of Accounts 2014/15 and Annual Governance Statement 2014/15

The Treasurer presented the report Letter of Representation, the Statement of Accounts 2014/15 and the Annual Governance Statement 2014/15 for the West Mercia Energy Joint Committee (Copy attached to the signed minutes).

The Treasurer confirmed that there were no major issues to report and in response to a question, he explained how the pension deficit was addressed within the Business Plan, adding that there had been no concerns in this area and the next valuation was due in 2016.

RESOLVED:

1. That the Treasurer's Letter of Representation be noted and signed by the Chairman.
2. That the 2014/15 Statement of Accounts be approved and signed by the Chairman (in accordance with the requirements of the Accounts and Audit Regulations 2011).
3. That the Annual Governance Statement 2014/15 be approved.

29 External Audit - Audit Findings Report 2014/15

Mr A. Davies (External Auditor – Grant Thornton) presented the West Mercia Energy Joint Committee Audit Findings Report 2014/15 (copy attached to the signed minutes). Mr Davies expressed his appreciation for the assistance provided by the Director and his team during the audit process.

RESOLVED:

That the West Mercia Energy Joint Committee Audit Findings Report 2014/15 be noted.

30 Internal Audit - Update Reports

The Audit Services Manager presented the 2014/15 Annual Report and the Internal Audit update reports for Procurement, Finance and Debtors for 2014/15 (copies attached to the signed minutes).

RESOLVED:

1. That the Internal Audit Annual Report 2014/15 be noted.
2. That the Internal Audit Report – Procurement 2015/16 be noted.
3. That the Internal Audit Report – Finance 2015/16 be noted.
4. That the Internal Audit Report – Debtors 2015/16 be noted.

31 Exclusion of Public and Press

RESOLVED:

That under Section 100(A)(A4) of the Local Government Act 1972, the public be excluded during the consideration of the following items of business on the grounds that they might involve the likely disclosure of exempt information as defined in Schedule 12(A) of the Act.

32 Exempt Minutes

RESOLVED:

That the Exempt Minutes of the meeting held on 16th February 2015 be approved as a correct record.

33 Distribution of Surplus

The Treasurer presented an exempt report (copy attached to the signed exempt minutes), which recommended the level of distribution of surplus to the member authorities.

RESOLVED:

That the recommendations contained within the exempt report be approved.

34 Scheme of Delegation

The Treasurer requested that consideration of the report be deferred until the next meeting and outlined the reasons for this.

RESOLVED:

That consideration of the exempt report be deferred until the next meeting.

35 Flexible Energy Management Panel - Terms of Reference

The Treasurer requested that consideration of the report be deferred until the next meeting and outlined the reasons for this.

RESOLVED:

That consideration of the exempt report be deferred until the next meeting.

36 West Mercia Energy Joint Agreement

The Treasurer requested that consideration of the report be deferred until the next meeting and outlined the reasons for this.

RESOLVED:

That consideration of the exempt report be deferred until the next meeting.

37 Supplier and Customer Contracts

The Director of West Mercia Energy presented an exempt report (copy attached to the signed exempt minutes), which provided an update on Supplier and Customer Contracts for the forthcoming six month period.

RESOLVED:

That the recommendations contained within the exempt report be approved.

38 Update on the Local Authority Audit and Accountability Act 2014

The Treasurer presented an exempt report (copy attached to the signed exempt minutes), which informed members of changes to the statutory audit requirements for Joint Committees.

RESOLVED:

That the recommendation contained within the exempt report be approved.

39 Business Plan and Trading Performance to Date 2015/16

The Director of West Mercia Energy presented an exempt report (copy attached to the signed exempt minutes), which detailed the Business Plan and Trading Performance to date for 2015/16 together with the current predicted final result for the year.

RESOLVED:

That the recommendation contained within the exempt report by the Director be approved.

40 Flexible Energy Management Panel - Minutes

The Director of West Mercia Energy presented an exempt report (copy attached to the signed exempt minutes), which presented the Minutes of the Flexible Energy Management Panel meetings held on 8th January, 24th February, 14th April and 17th June 2015.

RESOLVED:

That the recommendation contained within the exempt report by the Director be approved.

41 Risk Management Update

The Director of West Mercia Energy presented an exempt report (copy attached to the signed exempt minutes), which provided an update on risks in accordance with the West Mercia Energy Risk Management Strategy.

RESOLVED:

That the recommendation contained within the exempt report be approved.

42 West Mercia Energy Health and Safety Policy

The Director of West Mercia Energy presented an exempt report (copy attached to the signed exempt minutes), which presented to Members the updated Health and Safety Policy for West Mercia Energy.

RESOLVED:

That the recommendation contained within the exempt report be approved.

43 West Mercia Energy Staff Terms and Conditions

The Treasurer provided an update on the West Mercia Energy Staff Terms and Conditions.

RESOLVED:

That the update on the West Mercia Energy Staff Terms and Conditions be noted.

44 Dates of Future Meetings

Dates of meetings for 2016 would be circulated to members in due course.

Signed (Chairman)

Date: