

**Minutes of the meeting of West Mercia Energy Joint Committee held at Westgate, Bridgnorth Monday 25 February 2013 at 11.00am.**

**Members Present:**

Herefordshire Council	P Price (Chairman)
Shropshire Council	S Charmley M Owen
Telford & Wrekin Council	W McClements
Worcestershire County Council	A I Hardman D. Thain

**Officers Present:**

West Mercia Energy	N Evans
Grant Thornton	J Hill
Shropshire Council	J Walton N Denton C Pilawski K Hall E Marshall
Worcestershire County Council	M Howard
Herefordshire Council	D. Powell
Telford and Wrekin	D. Sidaway S. Bass

**1. ELECTION OF CHAIRMAN**

**RESOLVED:** That Mr P Price be elected Chairman for the ensuing year.

**2. ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Mr W McClements be elected Vice-Chairman for the ensuing year.

**3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Mr A England and Mr J Jarvis. The Chairman welcomed Worcestershire County Council's new representative, Mr David Thain to the meeting.

**4. DISCOLSABLE PECUINARY 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.

**5. MINUTES**

Mr M Howard reported that further to Minute 56, the new Joint Agreement for West Mercia Energy had been agreed by all four authorities and was in the process of receiving official seal.

**RESOLVED:**

That the minutes of the meeting held on 24<sup>th</sup> September 2012 be approved as a correct record.

**6. AUDIT COMMITTEE TERMS OF REFERENCE AND WORK PLAN**

Ms C Pilawski introduced the report which recommended changes to the Audit Committee Terms of Reference and also approval of a work plan for the Committee. Ms Pilawski pointed out that the Work Plan could be varied as the year progressed and that the points raised at the earlier Audit Committee meeting would also be taken on board.

A request was made to change reference to "Internal Audit" to "Shropshire Council".

**RESOLVED:**

(a) That the Audit Committee Terms of Reference be adopted for inclusion within the Scheme of Delegation for West Mercia Energy.

(b) That the Audit Committee Work Plan, as detailed at Appendix B, be approved.

**7. ANNUAL AUDIT LETTER 2011/2012**

Ms J Hill (Grant Thornton) introduced the Annual Audit Letter 2011/12. Ms Hill drew the Committee's attention to page 3 of the letter which detailed the key messages of the audit. Ms Hill also confirmed that there were no material errors identified.

**RESOLVED:** That the Annual Audit Letter 2011/2012 be noted.

**8. FEES LETTER 2012/13**

Ms J Hill (Grant Thornton) introduced the Fees Letter 2012/13. Ms Hill explained that additional significant risks had been identified following the sale of the supplies division of the business and additional audit procedures were required which would result in an increase to the scale fee for 2012/13. It was however pointed out that efficiencies might be identified as work progressed, but it was difficult to quantify an amount at this time.

**RESOLVED:** That the Fees Letter 2012/13 be noted.

**9. DELEGATION TO THE DIRECTOR**

The report of the Chief Executives was received. The report outlined a recommendation to grant delegated authority to the Director of West Mercia Energy to approve customer contracts up to a certain level.

In response to a question, Mr N Evans, Director of West Mercia Energy confirmed that any contracts approved using delegated powers would be reported to the Flexible Energy Sub-Committee.

**RESOLVED:** That the Director of West Mercia Energy be granted delegated authority to approve customer contracts up to a level of £500,000 and supplier contracts up to a level of £100,000. Any contract above these levels would require the approval of each of the Chief Executives of the Owing Authorities or their nominated representative.

**10. EXCLUSION OF THE 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.

**11. EXEMPT MINUTES**

(The full version of Minute 11 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the Exempt Minutes of the meeting held on 24<sup>th</sup> September 2012 be approved as a correct record.

**12. WEST MERCIA ENERGY BUDGET 2012/2013**

(The full version of Minute 12 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the Budget for 2012/13 be approved.

**13. TRADING PERFORMANCE TO DATE**

(The full version of Minute 13 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the content of the report be noted.

**14. BUSINESS PLAN AND BUDGET FOR 2013/2014**

(The full version of Minute 14 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the Business Plan and Budget for 2013/14 be approved.

**15. FLEXIBLE ENERGY SUB-COMMITTEE**

(The full version of Minute 15 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the minutes of the meetings of the Flexible Energy Sub-Committee held on 29<sup>th</sup> August 2012 and 2<sup>nd</sup> November 2012 be approved. It was noted that the Group would now be referred to as the Flexible Energy Management Panel.

**16. ENERGY GOVERNANCE, ACCOUNTABILITY, RISK AND REPORTING POLICY**

(The full version of Minute 16 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the Energy Governance, Accountability, Risk and Reporting Policy for West Mercia Energy be approved.

**17. HEALTH AND SAFETY POLICY**

(The full version of Minute 17 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

**RESOLVED:** That the West Mercia Energy Health and Safety Policy be approved.

**18. DATE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the West Mercia Energy Joint Committee be held on Monday, 24<sup>th</sup> June 2013 at 11.00 a.m. in the Council Chamber, Westgate, Bridgnorth.