

Open

# Special Overview & Scrutiny Committee

## Agenda

To be held remotely  
6pm  
Thursday, 23rd July 2020



## Overview & Scrutiny Committee

### Members of Committee:

**Chairman: Councillor M J Hart**  
**Vice-Chairman: Councillor S J Chambers**

**Councillor N J Desmond**  
**Councillor S Griffiths**  
**Councillor T L Onslow**  
**Councillor S E N Rook**

**Councillor C Edginton-White**  
**Councillor S Miah**  
**Councillor M Rayner**  
**Councillor D R Sheppard**

**Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.**

### Information for Members of the Public:

**Part I** of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

**Part II** of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

1. The Overview & Scrutiny Committee meeting is open to the public except for any exempt/confidential items. These items are normally discussed at the end of the meeting. Where a meeting is held remotely, "open" means available for live or subsequent viewing.
2. Members of the public will be able to hear and see the meetings by a live stream on the Council's website:  
  
<https://www.wyreforestdc.gov.uk/streaming.aspx>
3. This meeting is being held remotely online and will be recorded for play back. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. All streamed footage is the copyright of Wyre Forest District Council.

### **Declaration of Interests by Members – interests of members in contracts and other matters**

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of the Council's constitution for full details.

### **Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)**

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

## **Co-opted Members**

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their committee in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

## **For Further information:**

**If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)**

Wyre Forest District Council  
Special Overview & Scrutiny Committee

Thursday, 23rd July 2020

To be held remotely

Part 1 - Open to the press and public

Agenda item	Subject	Page Number
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<p><b>Appointment of Substitute Members</b></p> <p>To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.</p>	
<b>3.</b>	<p><b>Declarations of Interests by Members</b></p> <p>In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.</p> <p>Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.</p>	
<b>4.</b>	<p><b>Capital Portfolio Fund – Quarterly Fund Report</b></p> <p>To receive a report from the Corporate Director: Economic Prosperity &amp; Place which provides an update on the performance of the Capital Portfolio Fund for the First Quarter 2020 for the period up to 30th March 2020.</p>	5
<b>5.</b>	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2 - Not open to the Press and Public

<b>6.</b>	<p><b>Agenda Item No. 4 - Capital Portfolio Fund – Quarterly Fund Report</b></p> <p>Electronic Appendix 1 - Jones Valerio June Quarterly Performance Report</p>	
-----------	---	--



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Mike Parker – Corporate Director Economic Prosperity  
& Place  
Date: 23<sup>rd</sup> July 2020  
Open with and Exempt Appendix

### Capital Portfolio Fund – Quarterly Fund Report

#### 1. Summary

- 1.1 This report provides an update on the performance of the Capital Portfolio Fund for the First Quarter 2020 for the period up to 30<sup>th</sup> March 2020. Appendix 1 (exempt) is the detailed Quarter Fund Report (QFR).

#### 2. Background

- 2.1 In July 2019 the Council's Cabinet agreed the Asset Management Strategy (AMS) 2019-22 and this was adopted at the July Council meeting. The adoption of the AMS is a key document for the Council as part of its Capital Strategy; the AMS sits alongside the Capital Portfolio Fund Strategy as the means by which the Council can monitor the performance of properties acquired using the Capital Portfolio Fund.
- 2.2 The Council has appointed Jones Valerio to support the acquisition and overall management of the portfolio of assets and they were instrumental in supporting the development of the Asset Management Strategy.
- 2.3 The Asset Management Strategy is structured around each of the acquired assets having an individual Strategic Asset Level Business Plan (SALBP). This enables the Council to oversee the individual assets and at a glance determine their 'live' status in terms of planned activity and performance. All decisions made by the Council on each asset are transparently made using the Procedure Guidance and Client Approval process which gives a clear audit of decisions made regarding each asset. In turn the collective SALBPs then forms the overall Asset Management Strategy where the Council is able to monitor performance against the strategic objectives of growing capital and revenue value as well as taking holistic decisions about the overall balance of the portfolio in terms of asset sector, location, lot size etc and to form a view about relative performance against agreed KPIs and local and regional market benchmarks.
- 2.4 Performance reporting is a key tenet of the Strategy and Part 9 sets out the manner in which regular reporting will take place to ensure the Council is always up to date with the performance of individual assets as well as the overall performance of the portfolio. This is the second performance report to

Overview and Scrutiny since the adoption of the AMS with frequency of reporting on a biannual basis. Since the last report there is more information now included from the Council's appointed Property Manager BNP Paribas but there still remains an issue with up to date valuation information which has temporarily been based on Estimated Rental Value (ERV) for the purposes of this report and the matter will be rectified when the new asset valuers are appointed later in 2020.

**3 Key Issues**

- 3.1 Appendix one is the detailed QFR which contains a detailed commentary on the overall strategy of the portfolio together with a detailed report on performance and some specifics on developing proposals for some of the acquisitions to increase capital value and revenue returns.
- 3.2 The QFR indicates that the portfolio is still well balanced across retail, office and industrial sectors and gives a detailed breakdown of performance collectively across the portfolio and by each individual asset. The Council's advisers Jones Valerio will make a full presentation to the Committee at the meeting itself. It should be noted that this QFR report is up to end of march 2020 and therefore does not yet reflect the full impact of the Coronavirus, that will be more prevalent in Q2 report next time.

**4. Conclusion**

- 4.1 This is the second QFR that has been produced and it sets out the extensive indicators of the performance of the acquisitions in the Capital Portfolio Fund. These are reported to Overview and Scrutiny on a biannual basis.

**5. Options**

- 5.1 The Overview and Scrutiny Committee is requested to note the performance of the Capital Portfolio Fund:

**6. Appendices**

Appendix 1 (Exempt) – Jones Valerio June Quarterly Performance Report

**7. Background Papers**

None

**Officer Contact Details:**

Name: Mike Parker

Title: Corporate Director: Economic Prosperity & Place

Contact Number: 2500