



**MEETING OF THE  
WEST MIDLANDS JOINT COMMITTEE**

**TO BE HELD IN LORD KNIGHT'S SUITE, TALLY HO CONFERENCE CENTRE,  
PERSHORE ROAD, BIRMINGHAM, B5 7RN ON  
FRIDAY 12 JANUARY 2018 AT 1:00pm**

**A G E N D A**

1. **APOLOGIES**
2. **CHANGE TO NOMINATED MEMBER TO SERVE ON WEST MIDLANDS JOINT COMMITTEE FROM BIRMINGHAM CITY COUNCIL**

Change to nominated members from Birmingham City Council following the appointment of Cllr Ian Ward as Leader and Cllr Brigid Jones as Deputy Leader.

**5 HLW YX**.....3. **MINUTES**

To confirm the "Public" section of the Minutes of the previous meeting held on 30<sup>th</sup> June 2017.

**Attached** 4. **CO-ORDINATED SERVICES AND SHARED FACILITIES BUDGET 2017/18**

Report of Secretary to WMJC/Chief Executive Birmingham CC

**Attached** 5. **WEST MIDLANDS JOINT COMMITTEE ANNUAL RISK ASSESSMENT STATEMENT**

Report of Secretary to WMJC/ Chief Executive, Birmingham CC

**Attached** 6. **BIRMINGHAM AIRPORT- ACTION TAKEN BETWEEN MEETINGS**

Report of District Advisers

7. **DATE OF NEXT MEETING**

Friday 22<sup>nd</sup> June 2018 - Rooms 3 & 4, The Council House, Birmingham

**8. EXCLUSION OF THE PUBLIC**

**CHAIRMAN TO MOVE:-**

"That in view of the nature of the business to be transacted, which includes the following exempt information, the public be now excluded from the meeting: -

**Title of Report etc**

**Description of Exempt Information**

(Part 1, Schedule 12A of the Local Government Act, 1972)

**1. MINUTES**

"Private" Minutes of the meeting held on 30<sup>th</sup> June 2017.

Paragraph 3

**2. BIRMINGHAM AIRPORT – ACTION TAKEN BETWEEN MEETINGS**

Report of District Advisers

Paragraph 3

Contact Officer:  
Tracey Murray  
WMJC Secretariat  
Birmingham City Council  
Tel: 0121 464 5718  
E-mail: tracey.murray@birmingham.gov.uk

**MINUTES OF THE ANNUAL MEETING OF THE  
WEST MIDLANDS JOINT COMMITTEE HELD AT  
BIRMINGHAM & MIDLAND INSTITUTE ON FRIDAY  
30 JUNE 2017**

**PRESENT:-**

**Birmingham**

Councillor I Ward  
Councillor R Alden

**Coventry**

Councillor G Duggins (Voting Member)  
Councillor P Male

**Dudley**

Councillor P Harley (Voting Member)

**Sandwell**

Councillor S Khatun

**Solihull**

Councillor R Sleigh (Voting Member)  
Councillor I Courts

**Walsall**

Councillor S Coughlan (Voting Member)

**Wolverhampton**

Councillor R Lawrence (Voting Member)  
Councillor W Thompson

**West Midlands Fire and Rescue Authority**

Councillor John Edwards (Chairman)

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**1. ELECTION OF CHAIRMAN**

Nominations were invited for the position of Chairman of the Committee.

It was moved, seconded and

**2084 RESOLVED:-**

That Councillor S Coughlan be appointed Chairman of the West Midlands Joint Committee for the period ending with the Annual Meeting of the Committee in June 2018.

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**2. ELECTION OF VICE-CHAIRMAN**

The Chairman invited nominations for the position of Vice-Chairman of the Committee. It was moved, seconded and

**2085 RESOLVED:-**

That Councillor John Clancy be appointed Vice-Chairman of the West Midlands Joint Committee for the period ending with the Annual Meeting of the Committee in June 2018.

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**3. APPOINTMENT OF SECRETARY**

**2086 RESOLVED:-**

That Stella Manzie, CEX, Birmingham City Council be appointed as Secretary to the Committee following the retirement of Mark Rogers, for the remaining one year term of office expiring with the Annual meeting in 2018.

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**4. APOLOGIES**

**2087** Apologies were submitted on behalf of the following: -

Councillor J Clancy – Birmingham  
Councillor A Khan – Coventry  
Councillor G Ridley – Coventry  
Councillor S Eling – Sandwell  
Councillor J Windmill – Solihull  
Councillor A Andrew - Walsall  
Councillor P Bilson – Wolverhampton

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**5. MINUTES**

**2088** The minutes were confirmed as a correct record.

**6. CONSTITUTIONAL/GOVERNANCE REPORTS OF SECRETARY/MET. CEX'S**

**A. Nomination of Members to serve on West Midlands Joint Committee 2017/2018**

A report of the Secretary and Chief Executive, Birmingham CC was submitted:-

2089

**RESOLVED:-**

That the nominations received from the West Midlands District Councils for service on the West Midlands Joint Committee for the Municipal Year 2017/18 as set out below, be received and noted: -

Birmingham City Council

Councillor J Clancy	(Labour) (Voting Member)
Councillor I Ward	(Labour)
Councillor R Alden	(Conservative)

Coventry City Council

Councillor G Duggins	(Labour) (Voting Member)
Councillor A Salam Khan	(Labour)
Councillor G Ridley	(Conservative)

Dudley MBC

Councillor P Harley	(Conservative) (Voting Member)
Councillor D Vickers	(Conservative)
Councillor P Lowe	(Labour)

Sandwell MBC

Councillor S Eling	(Labour) (Voting Member)
Councillor S Khatun	(Labour)
NA	(no opposition Group Leader)

Solihull MBC

Councillor R Sleigh	(Conservative) (Voting Member)
Councillor I Courts	(Conservative)
Vacant	

Walsall MBC

Councillor S Coughlan	(Labour) (Voting Member)
Councillor M Bird	(Conservative)
Councillor A Andrew	(Conservative)

Wolverhampton City Council

Councillor R C Lawrence	(Labour) (Voting Member)
Councillor P Bilson	(Labour)
Councillor W Thompson	(Conservative)

**B. West Midlands Police and Crime Panel Membership 2017/18**

A report of the Chief Executive, Dudley MBC was submitted: -

2090

**RESOLVED:-**

- (i) That the West Midlands Joint Committee confirm the appointment to the 5 additional members of the Panel (including that advised at the meeting) to achieve the balanced objectives, as set out in the report and outlined below.

<b>Political Group</b>	<b>District</b>	<b>Member</b>	<b>Substitute</b>
Labour	Birmingham	Cllr Jayne Francis	Cllr Mick Brown
Conservative	Birmingham	Cllr Peter Douglas Osborn	Cllr David Barrie
Conservative	Solihull	Cllr Diana Holl-Allen MBE	Cllr Andy Mackiewicz
Conservative	Dudley/Walsall (ABCA)	TBC after ABCA 28 June	TBC after ABCA 28 June
Labour	Sandwell/Wolverhampton (ABCA)	TBC after ABCA 28 June	Cllr Bupinder Ghakal

- (ii) Two further ABCA nominations and one substitute nomination to be notified.
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**C. Birmingham Airport Holdings Ltd; Board Directors – District Nominations**

2091

**RESOLVED:-**

That approval be given to the appointment of the new representative Directors to the Board of Birmingham Airport Holdings Ltd, in accordance with the nominations received from District Councils, for the remaining term of office expiring with the Annual Meeting of this Committee in June 2018.

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**D. WMJC Nominations and Subscriptions to Other Bodies 2016/17**

A report of the Secretary and Chief Executive, Birmingham CC was submitted:-

**Strategic Aviation Special Interest Group of the Local Government Association**

2092

**RESOLVED:-**

- (i) That approval be given to continued membership of the Strategic Aviation Special Interest Group for the Municipal Year 2017/19 at an annual subscription of £5,700.00;
- (ii) That Councillor H Bills (Dudley) be appointed as a voting member on the Special Interest Group for the period ending with the Annual Meeting of this Committee in 2018;

- (iii) That Councillor R Piper (Sandwell) be appointed as an observer member on the Special Interest Group for the period ending with the Annual Meeting of this Committee in 2018.

**West Midlands Arts Trust - Nomination of Representatives**

2093

**RESOLVED:-**

That Councillor D Hughes (Birmingham) and Councillor S Trow (Sandwell) be appointed to serve as the representatives of this Committee on the Council of West Midlands Arts Trust for the period ending with this Committee's Annual Meeting in June 2018.

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**7. WEST MIDLANDS JOINT COMMITTEE 2016/17 OUTTURN AND ANNUAL RETURN**

A report of the Secretary and Chief Executive, Birmingham CC was submitted: -

2094

**RESOLVED:-**

- (i) That the 2016/17 budget outturn for the West Midlands Joint Committee, as set out in section 3 of the report and in Appendix A, be noted;
- (ii) That approval be given to Appendix B to the report.
- 

**8. COMBINED AUTHORITY UPDATE**

A verbal update on CA matters was provided by Martin Reeves, this covered the appointment of Deborah Cadman as WMCA Chief Executive and the recruitment of Directors reporting to her.

2095

**RESOLVED:-**

That the update be noted.

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**9. MATTERS OF INTEREST**

**A. West Midlands Fire and Rescue Authority**

A report from the Chairman of the Authority was submitted:-

Councillor John Edwards, Chairman of the West Midlands Fire and Rescue Authority attended the meeting and presented the report. Update covered the financial position of the Authority and key work developments.

Chief Fire Officer Phil Loach provided a brief West Midlands update on Grenfell Tower related matters.

2096

**RESOLVED:-**

That the update report from the Chairman of West Midlands Fire and Rescue Authority be received and noted.

**B. PVVP/CSE Update**

A report from the PVVP/CSE co-ordinator was submitted:-

Phillipa Cresswell, PVVP/CSE Co-ordinator, attended the meeting and presented the report. Last year WMJC funded the CSE communications and marketing campaign, the update provided an overview of the campaign and its achievements.

2097

**RESOLVED:-**

That the update report from the PVVP/CSE Co-ordinator be received and noted.

The Committee also congratulated the team on the campaign's shortlisting for two national awards.

**C. BIRMINGHAM AIRPORT – ACTION TAKEN BETWEEN MEETINGS**

A report of Birmingham CC and Dudley MBC District Advisers was submitted:-

2098

**RESOLVED:-**

That the action taken under the Districts' Side Agreement set out in paragraph 3 of the report be noted.

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**10. DATES OF MEETINGS IN 2017/18**

2099

**RESOLVED:-**

The Committee is recommended to meet on the following dates at the Council House, Birmingham

i) Friday 12th January 2018, 1:00 – 3:00

ii) Friday 22<sup>nd</sup> June 2018, 1:00 – 3:00

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**West Midlands Joint Committee – 12<sup>th</sup> January 2018**

Report from Stella Manzie - Secretary to West Midlands Joint Committee, Interim Chief Executive Birmingham City Council (on behalf of West Midlands District Treasurers' Group)

**Co-ordinated Services and Shared Facilities Budget 2018/19**

**1 Introduction**

1.1 There are a number of services and facilities which are co-ordinated or shared by the West Midlands Joint Committee member authorities and which have a financial impact on their budgets. These are:

- a) West Midlands Joint Committee Budget - there are a number of activities which are jointly funded by the West Midlands Joint Committee.
- b) Other services and facilities which are funded by separate contributions from member authorities, namely:
  - Planning and Transportation - Joint Data Team, this will now pass to WMCA and will no longer be reported at WMJC
  - Pensions – this will continue to be collected by Wolverhampton detailed in Appendix C.

1.2 The key points of these various budgets are set out below for your information with further details provided in Appendices A to B.

**2 Recommendations**

2.1 The Joint Committee is recommended to:

Approve the West Midlands Joint Committee's 2018/19 Budget and consequential member Authority contributions at 50% of prior year, as set out in Section 3 and in Appendices A and B.

**3 West Midlands Joint Committee Budget**

2017/18 Forecast Outturn

3.1 **Appendix A** attached shows the Budget and forecast outturn position for the current financial year.

3.2 When setting the Budget last year, a surplus balance of £40,313 was forecast to be brought forward from 2016/17. However, as reported to the Joint Committee on 30<sup>th</sup> June 2017, at year end, the actual surplus was £56,747, an improved position of £16,434 compared to the forecast assumed in setting the 2017/18 Budget.

3.3 For 2017/18, the Committee is forecast to incur expenditure of £116,206. This will create a surplus. The component elements of the Budget are:

- a) Pensions: This is for the ongoing pension payments relating to when the Airport was wholly owned by member authorities.
- b) Subscriptions: This is the cost of the subscriptions which allow nominated Members to sit on the Strategic Aviation Special Interest Group.
- c) Finance and Administrative Support Services: This relates to the charge from Birmingham City Council for the cost of staff time and other associated costs for work carried out in relation to the Airport and for supporting this Committee.
- d) Aeronautical Adviser: This is for aeronautical advice to the 7 West Midland Districts in relation to their shareholding in Birmingham Airport.
- e) Miscellaneous: This is the cost of catering, photocopying, travel etc. for the Committee's meetings.

3.4 The balance brought forward from 2016/17 of £56,747 has not been used and thus is still held in reserve. This projected surplus in 2017/18 will be carried forward to 2018/19 and can be used to reduce contributions.

#### 2018/19 Budget

3.5 **Appendix A** also shows the proposed 2018/19 Budget for the Joint Committee. If the Committee approves the proposed Budget allocations, the 2018/19 Joint Committee Budget will be £136,000. The forecast surplus in 2017/18 of £186,557 includes miscellaneous one off income of £75,848.

3.6 **Appendix B** shows the level of contributions required from members. The contributions for 2018/19 are shown at 50% of the previous year as the reserves can be used to supplement this leaving a balance that can be used for any ad hoc items.

3.7 **Appendix C** shows the level of contributions required from members for the payment of previously agreed pension enhancements to former County Council employees who have no successor authorities.

#### **4 Planning and Transportation - Joint Data Team**

4.1 The Joint Data Team now has moved to the remit of WMCA and thus it budgets and outturns will be reported there.

## **5 Pensions**

- 5.1 The West Midlands District Councils are jointly responsible for the payment of previously agreed pension enhancements to former County Council employees who have no successor authorities. Wolverhampton will continue to liaise with individual authorities on the details of current contributions required.

**Stella Manzie**  
**Secretary to West Midlands Joint Committee**  
**Interim Chief Executive Birmingham City Council**

**West Midlands Joint Committee 2017/18 Forecast Outturn and proposed 2018/19 Budget**

	2017/18				2018/19 Budget
	Original Estimate	Revised Estimate	Forecast Outturn	Variation	Proposed
	£	£	£	£	£
<b>BALANCES BROUGHT FWD</b>					
Cumulative (surplus)/shortfall	<u>(40,313)</u>	<u>(56,747)</u>	<u>(56,747)</u>	<u>0</u>	<u>(186,557)</u>
<b>Total</b>	<u>(40,313)</u>	<u>(56,747)</u>	<u>(56,747)</u>	<u>0</u>	<u>(186,557)</u>
<b>EXPENDITURE</b>					
<b>Joint Committee</b>					
Pensions	50,000	50,000	42,737	(7,263)	45,000
Subscriptions:	7,200	7,200	5,700	(1,500)	6,000
Finance & Administrative Support	56,000	56,000	47,700	(8,300)	56,000
Aeronautical Adviser	20,000	20,000	17,500	(2,500)	24,000
Legal Fees	1,000	1,000	0	(1,000)	0
Projects	30,000	30,000	0	(30,000)	0
Funds to be allocated	44,282	44,282	0	(44,282)	0
Miscellaneous	2,000	2,000	2,569	569	5,000
Audit of accounts				0	
	<u>210,482</u>	<u>210,482</u>	<u>116,206</u>	<u>(94,276)</u>	<u>136,000</u>
<b>INCOME</b>					
Contributions	(170,169)	(170,169)	(170,168)	1	(85,084)
Misc Income			(75,848)	(75,848)	
	<u>(170,169)</u>	<u>(170,169)</u>	<u>(246,016)</u>	<u>(75,847)</u>	<u>(85,084)</u>
<b>(SURPLUS)/SHORTFALL BALANCE CARRIED FWD</b>	<u>0</u>	<u>(16,434)</u>	<u>(186,557)</u>	<u>(170,123)</u>	<u>(135,641)</u>

**Contributions for West Midlands Joint Committee**

	<b>Birmingham</b>	<b>Coventry</b>	<b>Dudley</b>	<b>Sandwell</b>	<b>Solihull</b>	<b>Walsall</b>	<b>Wolverhampton</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>2017/18 Contributions</u></b>								
West Midlands Joint Committee	66,740	20,454	19,127	19,195	12,712	16,608	15,332	<b>170,169</b>
<b><u>2018/19 Contributions</u></b>								
<b>Proposed at 50% of previous year</b>								
West Midlands Joint Committee <sup>(2)</sup>	33,370	10,227	9,563	9,598	6,356	8,304	7,666	<b>85,085</b>

**Notes**

Joint Committee contributions apportioned on basis of West Midlands Mid 2014 Population estimates (as published by the Office for National Statistics in June 2015)

## PUBLIC ITEM 4, Appendix C

### Pension Fund - Allocation of Pension Costs 2017-2018 and 2018-2019

Relating to former WMCC, WMRB and Other Employees without a successor authority.

	<b>2017-2018</b>	<b>2017-2018</b>	<b>2018-2019</b>
	<b>Original</b>	<b>Revised</b>	<b>Estimate*</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Birmingham	136,800	125,820	127,660
Coventry	44,290	40,730	41,320
Dudley	50,220	46,190	46,860
Sandwell	39,940	36,730	37,260
Solihull	42,040	38,660	39,230
Walsall	38,740	35,620	36,140
Wolverhampton	34,430	31,660	32,130
	<b>386,460</b>	<b>355,410</b>	<b>360,600</b>

\* Allocation of 2018-2019 estimate has been calculated based on the actual 2017-2018 tax base. When actual tax base is approved for 2018-2019 the figures will be recalculated using the known rates.

**West Midlands Joint Committee Meeting 12th January 2018**

Report from Stella Manzie - Secretary to West Midlands Joint Committee & Chief Executive Birmingham City Council.

**West Midlands Joint Committee Annual Risk Assessment Statement**

**1. Introduction**

1.1 The purpose of this report is to seek the Committee's approval to the Annual Risk Assessment Statement. In doing so, highlight any actions taken to mitigate potential risks.

**2. Recommendation**

2.1 You are recommended to note and endorse the content of the Annual Risk Assessment statement and actions taken to mitigate risks as outlined at **appendix 1**.

**3. Background**

3.1 At its meeting on 23 January 2008, this Committee agreed to produce and formally approve an Annual Return in order to comply with the Accounts and Audit Regulations 2003 and the Audit Commission Act 1998.

3.2 In order to comply with regulations and the Annual Return process, it was also agreed, as part of the governance statement, to carry out an annual assessment of the risks facing this Committee and outline appropriate actions taken to manage these risks.

3.3 At its meeting on 5 March 2008, this Committee agreed the process for reviewing the adequacy of controls put in place and that the Committee would receive an updated Annual Risk Assessment Statement for approval by Members at its meeting in January each year.

**4. Annual Risk Assessment Statement**

4.1 The attached **appendix 1** contains a breakdown of the risks assessed and the controls to address them.

**S Manzie**

**Secretary to West Midlands Joint Committee/Chief Executive Birmingham City Council**

Contact Officer: Tracey Murray – 0121 464 5718 (WMJC Secretariat)

**REPORT TO WEST MIDLANDS JOINT COMMITTEE 12 JANUARY 2018****WEST MIDLANDS JOINT COMMITTEE ANNUAL RISK ASSESSMENT STATEMENT**

RISK INFORMATION			COUNTER MEASURES		
Description of Key Risks	Likelihood / Impact of Risk	Consequences if the risk event occurred (impact)	Description of current controls in place	Date Controls Implemented	Frequency of control
<b><u>Legal</u></b>					
<ul style="list-style-type: none"> <li>Lack of formal constitution/ToR</li> <li>Lack of governance structure/process to enable decision making</li> </ul>	<p>Low/medium</p> <p>Low/medium</p>	<ul style="list-style-type: none"> <li>No formal democratic representation at district level.</li> <li>No nominations process to Joint Authorities i.e. Police Crime Panel/WMITA O&amp;S (balancing places) &amp; Birmingham Airport Board</li> <li>No ability to determine &amp; exercise district powers and rights as shareholders in Birmingham Airport</li> </ul>	<ul style="list-style-type: none"> <li>Formal constitution in place which provides the necessary framework for operation and democratic representation. This sets out voting rights and the role and functions of the Committee</li> </ul>	<p>Body formally constituted in 1985</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> <li>Unclear role and responsibilities resulting from the introduction of the Combined Authority.</li> </ul>	<p>Low/medium</p>	<ul style="list-style-type: none"> <li>Adverse impact on effective decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Legal advice has been sought on the impact of the Combined Authority and proposals re responsibilities are being developed.</li> </ul>	<p>From December 2015.</p>	<p>Ongoing</p>

RISK INFORMATION			COUNTER MEASURES		
Description of Key Risks	Likelihood / Impact of Risk	Consequences if the risk event occurred (impact)	Description of current controls in place	Date Controls Implemented	Frequency of control
<ul style="list-style-type: none"> <li>Inability to monitor and take actions arising from the decision making process</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>No ability to co-ordinate actions on important issues affecting the districts and provide a vehicle for communicating actions and the needs of the districts to government and other bodies</li> </ul>	<ul style="list-style-type: none"> <li>Regular clerked meetings of Joint Committee, where matters of joint interest/decision affecting the Met. Districts are reported, discussed and decisions formally recorded and acted upon</li> </ul>	Ongoing	Ongoing
<ul style="list-style-type: none"> <li>Inability to consult and share information with joint bodies i.e. Police and Fire &amp; Rescue.</li> </ul>	Low/Low	<ul style="list-style-type: none"> <li>No formal joint consultative mechanism in place to liaise with Joint bodies (Police, Fire etc) on issues that cut across the Met. Districts</li> </ul>	<ul style="list-style-type: none"> <li>Chairman of joint bodies from the Met area are Ex-Officio members on Joint Committee.</li> </ul>	ongoing	ongoing
<ul style="list-style-type: none"> <li>Insufficient staff resource to effectively deliver the Committee's objectives</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to provide staffing at the appropriate level of expertise to provide strategic/policy advice</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient officer/admin support at the appropriate level of expertise to enable the Committee to exercise its duties.</li> </ul>	ongoing	ongoing
<ul style="list-style-type: none"> <li>Lack of expertise &amp; timely advice</li> </ul>	Low/medium				

RISK INFORMATION			COUNTER MEASURES		
Description of Key Risks	Likelihood / Impact of Risk	Consequences if the risk event occurred (impact)	Description of current controls in place	Date Controls Implemented	Frequency of control
<b><u>Reputation</u></b>					
<ul style="list-style-type: none"> <li>Adverse/negative publicity</li> </ul>	Medium/medium	<ul style="list-style-type: none"> <li>Inability to improve public perception</li> </ul>	<ul style="list-style-type: none"> <li>Development of positive press releases/briefings which are agreed by CEX's and Leaders before release</li> </ul>	As and when required	Ongoing
<b><u>Financial</u></b>					
<ul style="list-style-type: none"> <li>Insufficient Budget Planning &amp; Forecasting</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to agree a detailed annual budget which is deliverable and individual member contributions</li> </ul>	<ul style="list-style-type: none"> <li>Report to Joint Committee for approval on an annual basis</li> </ul>	Annually	Annually (January)
<ul style="list-style-type: none"> <li>Poor budgetary control</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to deliver expenditure in line with agreed budget resulting in significant end of year under or over spend position</li> </ul>	<ul style="list-style-type: none"> <li>Regular internal monitoring takes place</li> <li>Forecast outturn the year reported to Joint Committee for approval</li> <li>Actual outturn for the year reported to Joint Committee for approval</li> </ul>	Ongoing  Annually  Annually	Ongoing  Annually (January )  Annually (June)

RISK INFORMATION			COUNTER MEASURES		
Description of Key Risks	Likelihood / Impact of Risk	Consequences if the risk event occurred (impact)	Description of current controls in place	Date Controls Implemented	Frequency of control
<ul style="list-style-type: none"> <li>Lack of accountability</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to keep efficient and effective records</li> <li>Inability to prevent mal-administration and fraud</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure is recorded on BCC's financial ledger 'Voyager'</li> <li>Voyager system ensures that invoices and orders are appropriately checked and authorised.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
<ul style="list-style-type: none"> <li>Lack of compliance with accounting policy</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to follow correct accounting policy</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with Birmingham City Councils accounting procedures/policies</li> </ul>	Ongoing	Ongoing
<ul style="list-style-type: none"> <li>Failure to comply with relevant financial internal controls and procedures</li> </ul>	Low/medium	<ul style="list-style-type: none"> <li>Inability to detect and prevent above financial risks</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of compliance with relevant procedures and controls carried out annually by Birmingham City Councils Internal Audit Team</li> </ul>	Annually	Annually

**WEST MIDLANDS JOINT COMMITTEE – 12<sup>th</sup> January 2018**

**Report of Birmingham City Council and Dudley MBC District Advisers**

**BIRMINGHAM AIRPORT**

**1. Purpose of Report**

- 1.1 To note actions taken under the Districts' Side Agreement since the last Meeting of Joint Committee

**2. Background**

- 2.1 Under Section 5.4 of the Districts' Side agreement, Joint Committee may arrange for the discharge of their functions by each of the Districts' Chief Executives or anyone authorised by any District to act in the Chief Executive's absence acting in consultation with the Chair or Vice Chair of Joint Committee
- 2.2 Since the last meeting of Joint Committee, approval has been given under Section 5.4 of the Districts' Side Agreement to the issues set out below

**3. Aeronautical adviser**

- 3.1 Following an interview process, Sir Michael Hodgkinson was appointed in January 2009 as the 7 West Midland Districts' aeronautical adviser in relation to Birmingham Airport.
- 3.2 It is felt that Sir Michael Hodgkinson provides important insight and knowledge and it is useful to have continuity of knowledge in the role. Approval has been given under Section 5.4 of the Districts' Side Agreement to the re-appointment of Sir Michael Hodgkinson as aeronautical adviser to the West Midland Districts for a further 12 months until the end of December 2018 at a daily cost of £1,500 plus expenses. The estimated total annual cost is £18k plus expenses. Dudley Council has been given authority to prepare a letter of engagement to give effect to the appointment

#### **4. District nominations to the Board**

- 4.1 Each of the Districts other than Birmingham (which nominates four persons) nominates one person to the Joint Committee for appointment to the Board. Directors need not be Councillors. The Joint Committee is required to observe the wishes of each of the Districts in respect of each appointment and removal, and wherever practicable to appoint Directors for a period of two years.
- 4.2 In June 2016, West Midland Joint Committee appointed the District Directors for a two year term of office ending with the Annual General Meeting of the Joint Committee in June 2018.
- 4.3 Approval has been given under Section 5.4 of the Districts' Side Agreement to the appointment of Councillor T Chatfield from Birmingham MBC to serve on the Board of Birmingham Airport Holdings Limited for the remainder of the period expiring in June 2018 in place of Councillor J Clancy.
- 4.4 In addition, approval has been given to the continued appointment of Councillor T Singh as the Wolverhampton City Council nomination to serve on the Board of Birmingham Airport Holdings Limited for the remainder of the period expiring in June 2018.

#### **5. Recommendation**

It is recommended that:

- 5.1 the actions taken under the Districts' Side Agreement set out in paragraphs 3 and 4 above be noted

**Elaine Peach**  
**Airport Adviser**

**Mohammed Farooq**  
**Airport Adviser**

Contact Officer: Elaine Peach  
Birmingham City Council  
Telephone: 0121 303 3938  
E\_mail: elaine\_peach@birmingham.gov.uk