

MGL – summary timeline of relevant contact between Council and MGL from March 2019

2019	
13 March	Letter from Jonathan Lund to Jason Smith (MGL) setting out requirements for effective governance of MGL
3 May	Quarterly performance review meeting (PJ, JW, JS, JL) to run through new governance and reporting requirements. No cash flow information received so restated Council requirement for cash flow information to be provided.
13 May	E-mail from Jennie Watkins to Cabinet/Senior Management Team setting out new arrangements re governance of MGL
20 May	Annual Council - announcement that Jennie Watkins will become Chair of MGL; and Steve Morgan taking over as Cabinet Member for Culture and Leisure
6 June	Anne Brinkhoff taking over as lead Council officer for relationship with MGL
16 July	First quarterly performance monitoring meeting (AB; SM; JW; JS) under new arrangements. Meeting notes show that concern over cash flow expressed and action for JS to meet with JT to discuss financial monitoring and management
8 August	Meeting between City Council (SM; HN; AB; JT; SW) and MGL (JW; JS: NW) to discuss what course of action is required to write off the historic £97k debt. Agreed for this to be considered subject to MGL responding to a list of questions about finances, governance and operations
9 August	MGL's AGM – formal election of Jennie Watkins as Chair of the Board
15 August	Email from AB to JS outlining requirements for information – with a deadline of the 28 th August
29 August	Reply from MGL (JS) with various documents attached; information was incomplete. Council officers instruct Internal Audit to review the information.
2-5 Sept	Various emails between AB and JS asking for additional information, particularly in relation to salary costs, cash flow and P&L accounts
5 Sept	E-mail from AB to JS asking him for actual cash flow position
11 Sept	Receipt of management figures from MGL identifying outstanding debts to HMRC, PAYE, other creditors and a growing cash flow deficit. Briefing of Cabinet informally and agreement on proposed course of action
16 Sept	E-mail to Group Leaders and Chair of O&S about a Cabinet member decision to provide a loan facility to MGL
17 Sept	Publication of a revised Forward Plan
18 Sept	Separate briefing with Cllrs Hilton and Coole (AB, SW, HW) re Cabinet Member decision
19 Sept	Briefing with Cllr Stephens (AB, SE, HW) MGL Board meeting – review commission agreed & terms of loan drawdown agreed
20 Sept	ToR for strategic and operational review sent out to three consultancy firms (subject to outcome of Call in by Scrutiny) – deadline of 3 rd October
25 Sept	Publication of Cabinet Member Decision
30 Sept	Confidential briefing to Scrutiny
2 Oct	Call in notice received
7 Oct	Tender evaluation of proposals for the Strategic and Operational Review (SM, HN, AB, JW) – subject to outcome of Call in by Scrutiny
14 Oct	Special Overview & Scrutiny Committee to discuss call in. Call in dismissed.
15 Oct	Process starts to enable flexible loan facility for MGL (led by Jon T.)

Appendix 2

21 Oct	Formal appointment of Consultant for Strategic and Operational review. In parallel discussions with GT (led by Jon Topping) for the finance and governance review
22 Oct	Meet with Consultants (Melanie Sensicle) to scope the strategic and operational review (SM, HN, AB, JW and Nick Bishop). Agreed for review to include stakeholder survey and survey to GCC councillors. Timetable for reporting agreed as: <ul style="list-style-type: none"> - 6th December: interim findings and draft recommendations (to subset of MGL Board and GCC) - 10th December: receipt of final report - 12th December: MGL Board/GCC Cabinet consider reports - 15th December: publication of report prior to O&S Committee (GCC) - 19th December: Special O&S Committee
23 Oct	AB asked to provide interim support/management to the MGL team (until 22 Jan) MGL CEO suspended
31 Oct. – 6 Nov	Survey finalised; agreed with MGL Board and sent out via MGL/BID and GCC democratic services (stakeholder and GCC councillors)
31 Oct	Quarterly performance monitoring meeting (JW; SM; AB; JT).
6-7 Nov	Consultants on site for group interviews (strategic/operational review) MGL CEO disciplinary hearing (6 Nov)
12-13 Nov	Consultants on site for 1:1 interviews (strategic/operational review)
From 6 Nov	GT appointed and finance and governance review being scoped; interviews and document review carried out.
6 Dec.	Presentation of interim findings and draft recommendations to MGL (JW, NB) and GCC (SM, HN, AB, JL)
12 Dec.	MGL Board meeting – consideration of report findings and GCC recommendations. Also dismissal of CEO. Cabinet Briefing – consideration of report findings and report/recommendations to Cabinet
18 Dec	MGL Board dismissal of bookkeeper
19 Dec.	Special Scrutiny Committee to consider consultant reports and report/recommendations to Cabinet
2020	
From 2 Jan	Procurement process for interim CX (invited 5 expressions of interest, shortlisted 3 candidates)
4 Jan	End of appeal period for MGL CEO dismissal. No appeal received.
15 Jan	Cabinet meeting – approval of recommendations
16 Jan	MGL Board meeting to acknowledge GCC report/recommendations including transfer of City events programme; accounts sign off; staff redundancy notice agreed. Request for interim finance officer support from GCC. Interviews for interim CX and appointment of Steve Brown (SB)
17 Jan	MGL staff redundancy notices (notice at risk) issued
22 Jan	Steve Brown starts his role as interim CX
23 Jan (until 21 Feb)	Hadrian Walters (HW) starting to provide financial support to MGL, in particular: review of creditors/obligations; introduction of finance processes; oversight of payments
12 Feb	Meeting of Informal Cabinet plus officers (AB, HW, JMcG) and SB to review the financial position of MGL and future options. Agreement not to provide further investment
13 Feb	Tel call with IP (Bishop Fleming) to understand process (JW; SB; AB)

Appendix 2

	<p>MGL Board meeting – passed a resolution to commence insolvency procedures</p> <p>Tel call with IP – confirm next steps</p> <p>Decision to cease operation. Office closed. Assets secured. Staff asked to leave the offices and de facto redundancy.</p> <p>JW meeting with Group Leaders and Deputy Leaders to brief them on the MGL board’s decision to commence insolvency procedures.</p>
18 Feb	Four MGL staff start with City Council on short-term contracts
19 Feb (until 25 Feb)	Work with IP, including drafting of Statement of Insolvency Practice 6
25 Feb	<p>MGL Board meeting</p> <ul style="list-style-type: none"> - Resolution to voluntarily wind up MGL - Resolution to appoint JW of BF as Liquidator - Resolution to appoint Jennie Watkins as director of UKDRIC and authorized to remove existing directors <p>City Council Cabinet Member Decision to same effect.</p>
27 Feb	JW writes to creditors