

**Executive Advisory Panel
Redevelopment of Council Headquarters
Meeting Notes**

Evangelical Church, Bath St, Market Harborough LE16 9JL

Wednesday 27th February 2013

Commencing: 5pm

Councillors Present: Beaty, Mrs Beesley-Reynolds, Hall, Dr Hill, Johnson & Spendlove-Mason (Chair)
Houseman (Leicestershire County Council)

Officers Present: A. Graves (AG), C. Clarke (CC), T. Downs - Willmott Dixon (TD), G. Keeping (GK)

Item	Action
<p>1. Apologies for Absence None received.</p>	
<p>2. Election of Chairman Cllr Spendlove-Mason was elected as Chairman; he welcomed Cllr Houseman as Leicestershire County Council's representative on the panel.</p>	
<p>3. Terms of reference of the panel & reporting schedule The terms of reference and reporting schedule were noted. The Advisory Panel's meeting notes will be fed back to the Executive.</p>	
<p>4. Project Delivery Arrangements CC explained the arrangements in place for managing and challenging the project, using the governance and project delivery arrangements set out in the papers circulated. The Property Project Board includes officer representatives (including user representatives) from Harborough District Council (HDC) and Leicestershire County Council (LCC). The Board reports through this Panel to the Executive. The Board provides a challenge to Willmott Dixon in relation to financial and project management issues. Challenge in relation to quality of construction work is provided through LCC (Nigel Dutton) acting on HDC's behalf via a service level agreement; funded as part of the LCC contribution to the project. A 'chinese wall' is in place between the Project Manager and the Shared Head of Legal</p>	

services in relation to lease and valuation matters, given that the Project Manager (CC) is also supplied by Leicestershire County Council.

Panel members were asked to feed comments or concerns that they receive from constituents about the project back to the Project Board. It was agreed that a contact list would be produced and that the chart showing the Property Delivery Structure would be altered to include full names (rather than just initials). **CC**

5. Lettings Strategy

The strategy sets out HDC’s aspirations with regard to making the best use of the building (the Council’s own use of the building having been reduced from 80% to 20%). The Panel welcomed the emphasis placed in the Strategy on attracting independent, local businesses. The Panel’s attention was drawn to section 2.3 ‘Retail tenant selection policy’ which will act as a guide to Officers; any potential deviation from the policy will be referred back to the Panel.

6. Review of highlight report

Highlight reports are produced by CC & TD for the Project Board and are intended to provide a high-level picture of the various workstreams using non-exempt information. The Panel accepted that this level of information would meet its needs. Interim highlight reports will be included in the monthly Transformation report.

Key Performance Indicators (KPIs):

It was agreed:

- That the KPIs listed on page 5 of the report were sufficient for the Panel’s needs and that no new indicators were required at this stage;
- That any complaints received would be reported back to the Panel; **CC, TD**
- That any complaints, rather than being dealt with as a Ward issue, would be passed on to the Project Board, via Chris Clarke; and **Cllrs Johnson & Hill**
- That Ward Members would be informed when week-end working was planned. **TD, CC**

2.1.1 Lettings:

- The Panel was asked to consider an early approach from Jobcentre Plus to lease one of the retail units. The Panel was concerned that this would go against the Lettings Strategy for retail units, and concluded that it would be more appropriate for Jobcentre Plus to be located on the second floor, which would be used by the public.
- Feedback to Jobcentre Plus to be actioned. **CC**

2.1.3 Office Space:

- There is good interest in the non-HDC office spaces, with Leicestershire CC expressing interest in 48 desks. The Panel requested a breakdown of the LCC desks by department / function. **CC**
- An item needs to be added to Workstream 2.1.3 regarding the move back into the refurbished building. **CC**

2.1.4 Museum / Library and Bowdens:

- A consultation will be carried out with the public. An integrated Library & Museum is not currently in the contract, but is expected to be added in April. **CC**
- HDC have now formally accepted Bowdens Charity offer of funding (report needs to be updated)

2.2 Business Case Tracker:

- Revenue forecast to be included in future reports. **CC**

2.3 Client Risk Register

- Individual risks will be numbered in future reports **CC**
- Museum funding – should read ‘Harborough Historical Society’. **CC**
- Tie in with the corporate asset strategy – slight risk since work will proceed before the asset strategy is in place.

2.4 Communications:

- Panel members will be provided with a link to the Q&A record. **CC**
- The entry for Website update needs to be revised – it currently has two dates. **CC**

7. (i) Community Engagement Strategy

The Panel approved the Strategy and Action Plan.

1. Naming of the building:

- The Panel felt that the building already had a well-recognised local name and it was therefore **Recommended** to Council that the building be named ‘The Symingtons’.
- No further community consultation on the name was proposed, emphasis would be placed on other forms of community involvement.

2. Time capsule:

- it was suggested that a topping-out ceremony should also be held. **CC**

(ii) Artists Impressions

A link to the impressions will be circulated to Panel members.

8. Any other business

- Tour of building:
 - It was agreed that Panel Members and Cllr Rook would have the opportunity to visit the building prior to the meeting on 25th April. Members would meet at the Willmott Dixon accommodation office at 3pm (to be confirmed).

TD / CC

9. Dates of Future Meetings:

- Thursday 25 April
- June meeting to be agreed
- Thursday 26 September
- Wednesday 18 December (provisional)

The meeting closed at 7.25pm