

HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE TRANSFORMATION BOARD

held in the Council Chamber,
Council Offices, Adam and Eve Street, Market Harborough

4th January 2012

commencing at 10.00a.m.

Present: Councillor Rook (Chairman).

Councillors Mrs. Ackerley, Galton, Dr. S. Hill, King, Pain, and Spendlove-Mason.

Officers: A. Graves, B. Imison, E. O'Neill and P. Ridley.

An apology for absence was received from Councillor Graves.

382 DECLARATIONS OF MEMBERS' INTERESTS

Councillors Dr. S. Hill, Pain and Galton declared personal, non-prejudicial interests in the Council's Property Review. In each case the nature of the interest was stated to be that they are County Councillors; the County Council has an interest in the District Council's Property Review.

383 MINUTES

RESOLVED: that the Minutes of the Meeting of the Transformation Board held on 1st December 2011 be taken as read and signed by the Chairman as a true record.

384 TRANSFORMATION HIGHLIGHTS

B. Imison, Transformation Team Programme Manager, provided updates on the various work-streams concerning the Council's Transformation process.

The Board NOTED that:

- (i) the Business as Usual Work-stream have reported that the Council's complaints process needs to be reviewed.
- (ii) the work of the Communications Work-stream is on target.
- (iii) the work of the Community Engagement Work-stream is on target. The Council has engaged a company called CR Market Research Ltd to undertake consultation work. This work will be conducted in consultation with the Portfolio Holder for Community Engagement, Cohesion and Wellbeing.
- (iv) work on the Democratic Work-stream has begun. A project brief is currently being finalised.
- (v) the work of the I.T. Work-stream is vital to the success of the Transformation process. A full project and implementation plan for the work to be undertaken is being finalised. Work completed to date includes server updates and the procurement of a new voicemail system (due to be implemented on 17th January 2011). There are concerns about the capacity of the Council's I.T. department to deliver the necessary work. The Council may need to procure additional resources in order to fulfil the work of the I.T. Work-stream.
- (vi) as part of the work of the Locality Working Work-stream, a Member Work-shop will be held on 18th January 2012.
- (vii) performance Management measures for each of the Transformation Work-streams have been set.
- (viii) As part of the work of the Service Redesign Work-stream, staff Workshops were held on 21st December 2011. This Work-stream is on target.

- (ix) the work of the Waste and Recycling Work-stream will be the main item on the agenda at the next Meeting of the Transformation Board.

The Board requested that future updates include details of which Members are involved with leading the various Transformation Work-streams being undertaken by the Council.

385 SECTION 100A(4) LOCAL GOVERNMENT ACT 1972

RESOLVED: that the press and public be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

386 TRANSFORMATION PROGRAMME RISK LOG

The Board received an update on the risks associated with the Transformation process noted plans put in place to mitigate these risks.

The Board RESOLVED to approve the mitigation of the identified risks.

387 COST OF TRANSFORMATION TEAM

The Board considered budget monitoring information about the Council's Transformation process and

RESOLVED to note the budget monitoring statement up to 14th December 2011.

388 PROPERTY REVIEW

The Board considered a review of the Council's property undertaken by Willmott Dixon Construction Ltd.

The Transformation Board made the following RECOMMENDATIONS to Council:

- (i) **The options developed by Willmott Dixon and set out in their Discussion Document are noted. It is acknowledged that these options have only been developed to concept stage.**
- (ii) **The preferred option - recommended by Willmott Dixon for the Headquarters Building on Adam and Eve Street and the Market Hall site, be further developed up to an outline Business Case stage. The outline Business Case to include options for the re-provision of the market and also longer term proposals to regenerate Fox's Yard. In recommending this action it is noted that the preferred option achieves the primary objectives of, being fully funded, has the potential to generate future income and will not be a 'gold plated' solution for office accommodation.**
- (iii) **The Business Case on the preferred option be developed for further consideration and review by the Transformation Board before referring to Full Council April/May 2012.**
- (iv) **Action to be taken to inform key stakeholders and the public of the preferred option. Actions to include face to face meetings, content on the council website and social media, information posted in or around the Market Hall itself and work with local media. This information should include notification of a public consultation exercise to follow.**
- (v) **Action to be taken to put on public display options from the Willmott Dixon review and the preferred option. The public and stakeholders to be invited to view and comment on the emerging proposals.**

- (vi) **Action is taken to establish a small professional ‘Client’ team at the appropriate time to manage the project and specifically to provide:**

 - **Project management support.**
 - **A cost control/quantity surveying service**
 - **CDM – Co-ordinator to advise the Council on health and safety issues arising from the construction project.**
- (vii) **In order to develop the outline Business Case of the preferred option, the Council authorise Willmott Dixon to enter into confidential negotiations with potential retailers with a view to securing, a significant capital receipt, or rent income for the disposal of an interest in the Market Hall and adjacent car park. Capital payments or rent income to be used to support the refurbishment of the Headquarters Building.**
- (viii) **Actions to be taken to commence detailed negotiations with the County Council to relocate the Library – preferably to the first floor of the Headquarters Building but with a ground floor reception/access and information point. The first floor to be accessible by lift access off the reception area**
- (ix) **The County Council be invited to pay a rent reflecting present day commercial values or, the actual tendered works cost to secure the Library refurbishment/relocation in exchange for a peppercorn rent.**
- (x) **The Museum stakeholders to be given the option to operate from the first floor of the building subject to all running costs being found through arrangements to be established by the Market Harborough Historical Society.**

The Meeting ended at 12.30p.m.