

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

Evangelical Church, Bath St, Market Harborough, LE16 9JL

Wednesday 28th August 2013

Commencing: 5.15pm

Councillors Present: Beaty, Dr Bremner (Chair), Mrs Burrell, Hall, Dr Hill, Liquorish & Spendlove-Mason

Officers Present: A. Graves (AG), S. Riley (SR), M. Perris (MP), C. Clarke (CC), G. Keeping (GK)

Item	Action
1. Apologies for Absence Cllrs Johnson (Cllr Mrs Burrell substituting) and Blunt (LCC).	
2. Notes of the meeting held on 4th July 2013 The notes of the meeting were agreed.	
3. Highlight Report <ul style="list-style-type: none">• An updated Highlight Report will be produced for the next Panel meeting;• The handover date will now be near to Christmas to allow additional work, relating to tenant requirements, to be completed. These works will be met from within the existing budget envelope, including £60k of contingency funding;• The datacentre will be moved to the new server room. This is a critical activity and will start on schedule within the next week;• Work on the Museum & Library is progressing well and the contribution from the Bowdens Charity will begin to be drawn down from the time of the next invoice;• Key Performance Indicators are being achieved satisfactorily;• Work on the main staircase is due to start next week;• A meeting is taking place today over design options for the bicycle shelter. Staff and Members will be engaged in the design process;• The Panel discussed the possibility of improving the appearance of the rear of the building. Although some changes might be made through landscaping, it was too	CC

late in the project to consider substantial changes and it was unlikely that English Heritage would agree to any alterations anyway. A vote was taken regarding the possibility of obtaining costings for improvements to the rear elevation, but a majority of Panel Members voted against this proposal.

- Procurement for the facilities management supplier is progressing. Interviews for the Building Manager were being held the following day;
- Cultural Change: staff are being consulted on the Green Travel Plan at the moment. The survey will be open to Members to contribute;
- Beth Murgatroyd will work closely with party whips regarding the reintroduction of civic and democratic processes into the refurbished building; and
- Building works on the Museum & Library will be largely complete by the end of November. High-value items cannot be moved back until the building is occupied. The Library's move out of Millers House will tie in with the end of the lease.

**MP &
B.Murgatroyd**

4. Project Plan for Move Back

- The contract is now scheduled for completion on 23rd December. The main issues revolve around the length of time it will take to get the 1st Floor operational;
- The ICT workstream is very intense at present;
- Facilities management: induction will be needed to learn how to use the new technology / systems in the building; and
- Cultural workstream: the focus will be on the transformation of working practices and the way in which the public use the building. Full induction will be needed at the start of using the building, as space will be shared with other agencies.

5. Budget Monitoring

Dealt with under Item 3 above.

6. Any Other Business

None

7. Dates Future Meetings

Meeting dates:

- Thursday 26th September – CANCELLED
- Meeting in October to be arranged
- Wednesday 18 December – start at 6.30pm (provisional)

GK

Exempt Business

1. Section 100A Local Government Act, 1972

It was

RESOLVED that: the public and press 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 Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

2. Lettings Update

Offices:

- Negotiation is in progress with tenants for the office space. It is possible that tenants may not be able to move into the building until several months after its reopening;
- The Chairman requested that a short briefing note on integration with other agencies be issued to Panel members;
- An initial meeting with NHS is scheduled for 4th September 2013;
- Heads of terms agreed with Leicestershire County Council. Full agreement to be finalised by October 2013;

MP
& B. Jolly

Retail Units:

- Planning decision over additional uses is being called in to Council on 9th September 2013; and
- Two potential occupiers have visited and one offer has been received.

3. Review of Business Case

- The target of 87.5% occupancy over the 27 year period of the business case remains achievable;
- There are still some unknowns – e.g. running costs;
- A prudent approach of not factoring in potential income is being taken for 2013/14. It is hoped that the target of 87.5% will be achieved by the end of 2014/15;
- The accurate picture will be known in 2015/16;
- The various models in the Business Plan will be reviewed and incorporated in future budget monitoring reports;
- An estimate will be made of the break-even point for occupancy; and
- Income from letting rooms will be investigated as an additional income stream.

4. Communications Plan

- Re-launch will be community-based and to budget;

- LCC will have a significant role in the re-launch (regarding the Museum & Library), but the focus will remain with HDC, as building owner;
- Most activity will be from March onwards. Local residents will be engaged.
- RECOMMENDED that:
 - (i) The opening ceremony should involve local MPs and
 - (ii) that someone with an academic interest in buildings and architecture should be invited to be present at the opening.

5. Re-launch Activity

Dealt with under Item 4 above.

The meeting closed at 6.30pm.