

# MARKET HALL EXECUTIVE ADVISORY PANEL

## TERMS OF REFERENCE

Extracts from minutes of Executive Meeting, held on 29<sup>th</sup> January 2013:

### *“454 ESTABLISHMENT OF EXECUTIVE ADVISORY PANELS*

*Following the establishment of an Executive Advisory Panel to look at the Redevelopment of the Council Headquarters at the last meeting of the Executive, the terms of reference of this panel needed to be agreed by the Executive. There was also a need to establish a similar panel to support the work on the market hall*

*RESOLVED that:*

*i) that the terms of reference for the Redevelopment of the Council Headquarters attached at Appendix E be agreed*

***ii) that a seven member politically balanced Market Hall Executive Advisory Panel be established***

***iii) that the terms of reference for the Market Hall Executive Advisory Panel attached at Appendix F be agreed***

*Summary of Reasons for the Recommendations*

*The Council is undertaking two major projects; the redevelopment of the Council headquarters and work to the market hall. The Council's Constitution sets out the role of an Executive Advisory Panel as supporting the Executive in carrying its duties and functions by ensuring that the Executive is adequately informed in the decision-making process.*

*There is a requirement that the Executive will determine the remit of an Executive Advisory Panel within the confines of its role set out above”*

## **Appendix F**

Harborough District Council

Executive Advisory Panel

Market Hall Draft Terms of Reference— January 2013

### **1. Membership**

The Executive Advisory Panel to comprise of 7 members (to be politically balanced) nominated by the Council Groups to support the Executive in carrying out its duties and functions regarding the work to the market hall the Group Whips being asked to submit nominations for membership of this Executive Advisory Panel to the Chief Executive.

### **2. Role**

The Advisory Panel will provide guidance, challenge and support to the Officer Project Board, led by the Chief Executive. The Panel will be informed of the key stages of the development, budget profiles within the parameters of the approved budget, risk and mitigation, and have oversight of the agreed performance framework for the project. The Panel will oversee the package of market services improvements set out in the report to Council on 22 October 2012 (Minute278 refers)

### **3. Frequency of Meetings**

The Task Panel will meet quarterly but may be convened at other times to consider issues as they arise. The meetings will be public and will be subject to the Access to Information regulations. Minutes of the meetings will be published on the Council's website

### **4. Chair**

The Portfolio holder for Finance and Assets will chair the Task Panel.

### **5 Reporting process**

The minutes of the Panel will be presented to the Executive in order to keep the Executive informed of its progress

**Minutes of Council held on 22 October 2012:**

278 PROPERTY REVIEW: BUSINESS CASE FOR MARKET HALL INVESTMENT

At its Meeting on 30<sup>th</sup> April 2012, Council asked for a detailed business case for investment in the Market Hall, Market Harbour and its market management services, to develop a commercial management approach for the same.

It was moved by Councillor Spendlove-Mason and seconded by Councillor Rook that:

(i) the Council agrees that a package of market services improvement measures is required to be implemented in the short- to medium-term to:

- address the negligible value of the Market Hall as a going concern,

mitigate the significant risk of the market service incurring an ongoing loss of revenue within two years,

deliver and demonstrate through a minimum of 12 months trading accounts (following re-development of Market Hall), a robust financial position to provide flexibility for the Council in respect to the future ownership, management and operation of market trading.

(ii) the Chief Executive, in consultation with the Head of Legal Services and the Section 151 Officer and in accordance with Council's Contract Procedure Rules, be granted authority to:

Procure a contract for the provision of interim market management services to oversee the delivery of recommendation 2.2.3 below,

Procure a contract/contracts for the design, specification, tender and construction of a scheme of physical improvements to the Market Hall and facilities for outdoor market trading, at an anticipated cost of £410,000,

Implement those operational changes to market management necessary to deliver the vision and tenant mix set out in this report.

(iii) Council note that in accordance with the Council's Contract Procedure Rules, decisions to enter into contracts in line with recommendations 2.2.1 and 2.2.2 will be subject to approval by either Council or the Executive.

(iv) Council authorise the Section 151 Officer to draw down or otherwise make available capital and revenue funding to support the above recommendations as set out in the accompanying Property Review Proposals – Financial Overview presented to Council.

Councillor Johnson proposed an amendment to Part (ii) of the motion, as follows:

"The second bullet point be amended to read: Procure a contract/contracts for the design, specification, tender and construction of a scheme of physical improvements to the Market Hall and facilities for outdoor Market trading (substituting the work listed in Option 2 for the reconfiguration of the public toilets for the work listed in Option 1 for the reinstatement of these toilets) at an anticipated cost of ~~£410,000~~ £465,000."

The proposed amendment was seconded by Councillor Dunton. On being put to a vote it was

RESOLVED that: the motion not be amended.

Councillor Spendlove-Mason's motion became the substantive motion and on being put to the vote it was

RESOLVED that: items (i) to (iv) above be approved.