

Minutes of a meeting of the **PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE** held in the Council Offices, Priory Road, Spalding, on Thursday, 20 July 2017 at 11.00 am.

PRESENT

M G Chandler (Chairman)
C N Worth (Vice-Chairman)
G J Taylor (Portfolio Holder)

Executive Director Commercialisation, Communications Manager, Programme Delivery Manager and Interim Strategic Projects Manager

In Attendance: Democratic Services Officer

Apologies for absence were received from or on behalf of Councillors C N Johnson, together with Chief Executive

1 DECLARATION OF INTERESTS

There were no declarations of interest.

2 PROGRESS REPORT ON OFFICE CO-LOCATION PROPOSALS AT PRIORY ROAD

Consideration was given to the report of the Executive Director Commercialisation on progress of Office Co-location proposals at Priory Road, seeking delegated authority to proceed with completion of the lease with the Department of Work and Pensions and to note the content of the report to approve the principle layout for the DWP area.

Interim Strategic Projects Manager introduced the report and gave an update on progress with the proposed co-location with Department of Work and Pensions (DWP) offices.

The designs of the plans had been frozen as far as DWP were concerned. They had changed slightly to what was within the report as reception would be slightly changing and more booths included. It was estimated that there were 3 to 4 weeks left on the design process.

DWP were due to have ministerial approval on whether they would be going ahead with the proposals by the week beginning 3 July, but that had not happened. It was going through a full Business Case sign off and was currently delayed at the People and Location Board stage. This meant that the current programme would now not go ahead at the planned timescale. They were now looking to complete Phase 1 in time for Christmas

Action By

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and not start the second phase until after Christmas, with a proposed handover schedule for the end of March 2018, as this was the date they had to be out their current property Broadgate House.

The benefits of DWP re-locating were financially neutral but had long term benefits for future tenants as well as improved residents' access to services.

An expression of interest had been drafted for local contractors to advertise within 3 to 4 weeks.

A further meeting at the end of July was due to take place with a view to pushing the proposal forward.

The Chairman asked for a building works programme to be drafted so things could progress as soon as dates were established. Information on how the public areas would be affected during the transition stage was also requested.

The Programme Delivery Manager advised that a 3 month lead time on alterations for Compass Point Business Services (CPBS) areas was required and would need to be mindful of any impact on annual billing for a proposed handover.

RECOMMENDATION:

1. That delegated authority was given to the Executive Director Commercialisation to proceed with completion of the lease with the Department of Work and Pension; and
2. That the content of the report was noted and the principle layout for the DWP area was approved.

3 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were no urgent items.

4 TO CONSIDER RESOLVING THAT, UNDER SECTION 100A (4) OF THE LOCAL GOVERNMENT ACT 1972, THE PUBLIC BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEM OF BUSINESS ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE ACT.

DECISION:

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That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs, 1, 3, 4 and 5 of part 1 of Schedule 12A of the Act.

**5 PROGRESS REPORT ON OFFICE CO-LOCATION
PROPOSALS AT PRIORY ROAD**

The Committee considered Appendix 4 of the progress report on Office Co-Location proposals at Priory Road and the Interim Strategic Projects Manager outlined the following points:

The ten year lease with an option for a mutual break at the 5th anniversary was a standard government policy.

The building had been re-measured – the yellow areas on the plans would be leased and the blue areas shared. The blue areas would be leased on a reduced service charge level (50%) The service charge would be on an annual basis and was based on total floor area.

The rent would commence on date of occupation. Contribution costs from DWP amounted to £200K, which was nearly 60% of the total transformation costs.

A full time security guard would be needed under the terms of the lease and the proposal would be for DWP to pay 90% of the costs. If further security was needed, then it was proposed that DWP be totally responsible for those extra costs. The estimated cost of £55k was not presently built into budgets, but would be in the future.

The Committee considered access control and the proposal to have a magnetic control on the door at the back of the proposed DWP area.

The Chairman had spoken to Executive Manager Information regarding proximity readers for the car park, doors and printers. Quotes were currently being sought on this matter, which would be additional to the £350k budget already allocated.

All the access points into the Priory Road site were being looked at, with proposals to limit the public to only one entrance. The rear entrance from Vine Street car park was frequently used therefore an evidence based decision would be made whether to limit this to staff and deliveries only. Approval was given to close the main

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car park entrance to the public with access being limited to staff and deliveries only.

Current interest from other outside partnerships was encouraging and the position was outlined as follows:

- Lincolnshire Partnership NHS Foundation Trust proposal to have 4 hubs with up to 11 back office staff, waiting to arrange a meeting.
- Telephone conversations had taken place with Kevin Kendall, Property Officer, and Katie Gosling Programme Manager from Lincolnshire County Council– prior to a meeting scheduled for 2 August. Looking into assets for Spalding and Holbeach, Ayscoughfee being a potential opportunity. Childrens Services could be relocated from the Vista site (up to 45 staff) Matthew Hogan and Paul Jackson would be invited to the meeting for their input. County Councillor Eddy Poll was liaising with the District Council in trying to positively move things forward between the two authorities. There was also a possibility in re-locating the registrars.
- Discussions had taken place with Boston's Womens Aid who were currently housed within the CAB area of Priory Road. The Committee urged caution as to why they wanted to leave their current location within CAB.
- Ministry of Justice – currently had two sites for their Probation Services at Broadgate House and in Boston, a proposed meeting within the next 3 weeks to ascertain their needs was scheduled.
- South Lincolnshire Clinical Commissioning Group (SLCCG) currently had staff at a site in Market Deeping and initial discussions had taken place about the viability of moving them to Priory Road Council Offices. However this would not be progressing further at this stage. A positive outcome was reached in that SLCCG had advised SHDC that they were keen to discuss other opportunities that may be better suited, so discussions would be developed further to progress these ideas.
- Mental Health had enquired about locating 10 back office staff at the Council Offices so these discussions would now be developed further with a view of possible co-location by the end of the year. Members would be updated at a later stage.

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The Executive Director Commercialisation was keen to start a modernisation programme for current staff at Priory Road to aid in the challenge of where to fit everyone.

Universal Credit would be launched in Spalding in April 2018 therefore CPBS would be busy during the period of change

A further update would be provided in September so a meeting would be tabled.

(The meeting ended at 11.50 am)
(End of minutes)