



**TO COUNCILLOR:**

L A Bentley  
G A Boulter

J W Boyce  
F S Broadley

Mrs S Z Haq

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **BROCKS HILL/OFFICE RELOCATION SUB-COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 7 DECEMBER 2021** at **5.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**29 November 2021**

**Mrs Anne E Court**  
Chief Executive



**IMPORTANT COVID-19 NOTICE**

In-person Council and Committee meetings which are open to the press and public to observe have resumed from 7 May 2021 following the expiry of the Regulations that allowed local authorities to hold remote meetings.

Whilst most of these meetings will take place in the Council Chamber at the Council Offices in Wigston, it may be necessary to host a meeting at an alternative venue and/or at short notice. This will allow all attendees to maintain social distancing and follow the latest COVID-secure guidelines.

If attending an in-person meeting, all attendees must wear a face covering (unless exempt or when seated) and must sanitise their hands on entry and exit to/from the meeting venue. Meeting venue capacity will be severely restricted due to COVID-19 regulations, however there will still be opportunities for public participation in accordance with the Council's Constitution.

Where the necessary technology is available and working, the press and public may still be able to watch the live streams of meetings without having to attend in-person. Instructions on how to access live streams can be found below where applicable. At a minimum, audio recordings of meetings will be made available on the Council's website shortly after any given meeting.

**ITEM NO.**

**AGENDA**

**PAGE NO'S**

**Live Stream of Meeting | Instructions**

**This meeting will be live streamed.**

**Press & Public Access:**

**YouTube Live Stream**

CUSTOMER  
SERVICE  
EXCELLENCE



**Postal Address:** Council Offices, Station Road, Wigston, Leicestershire LE18 2DR

**Refuse & Recycling Centre:** The Depot, Wigston Road, Oadby, Leicestershire LE2 5JE

**Tel:** (0116) 288 8961 **Fax:** (0116) 288 7828 **Email:** [csc@oadby-wigston.gov.uk](mailto:csc@oadby-wigston.gov.uk)



[oadby-wigston.gov.uk](http://oadby-wigston.gov.uk)

~ Page 1 ~



OadbyWigstonBC



@Oadby\_Wigston

A direct link to the live stream of the meeting's proceedings on the Council's YouTube Channel is below.

<https://youtu.be/N6EAAjxKvX8>

**1. Apologies for Absence**

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.

**2. Appointment of Substitutes**

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

**3. Declarations of Interest**

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

**4. Petitions and Deputations**

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

**5. Sub-Committee Terms of Reference**

**4 - 6**

Report of the Head of Built Environment

**6. Exclusion of the Press and Public**

The press and public are likely to be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighs the public interest in disclosing the information.

**7. Office Relocation to Brocks Hill – Procurement Process and Work Programme (Exempt)**

**7 - 15**

Exempt Report of Regeneration Project Manager

**For more information, please contact:**

**Democratic Services**

Oadby and Wigston Borough Council  
Council Offices  
Station Road, Wigston  
Leicestershire  
LE18 2DR

**t:** (0116) 257 2775

**e:** democratic.services@oadby-wigston.gov.uk

**Brocks Hill/Office Relocation Sub-Committee**

Tuesday, 7 December 2021

*Printed and published by Democratic Services,  
Oadby and Wigston Borough Council, Council Offices,  
Station Road, Wigston, Leicestershire, LE18 2DR*

**You can access all available public meeting documents  
and audio-visual live streams and recordings electronically on:**



Our website **oadby-wigston.gov.uk** under **'Your Council'** and **'Meeting Dates, Agendas & Minutes'**



Your smart **iPad**, **Android** or **Windows** tablet device with the **'Modern.Gov'** app



Our **YouTube** Channel **ow.ly/FYQW50zDNkc** or smart device with the **'YouTube'** app (facilitated by **'Zoom'**)



Our audio platform **soundcloud.com/oadbywigstonbc** or smart device with the **'SoundCloud'** app

# Agenda Item 5



<b>Brocks Hill/Office Relocation Sub Committee</b>	<b>Tuesday, 07 December 2021</b>	<b>Matter for Information and Decision</b>
--	--------------------------------------	--

**Report Title:**

**Sub-Committee Terms of Reference**

**Report Author(s):**

**Adrian Thorpe (Head of The Built Environment)**

<b>Purpose of Report:</b>	To seek Members approval of the Terms of Reference for this Sub-Committee.
<b>Report Summary:</b>	The report sets out the Terms of Reference for this Sub-Committee and recommends that they are approved.
<b>Recommendation(s):</b>	<b>That the Terms of Reference for the Brocks Hill/Office Relocation Sub Committee are approved.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive) (0116) 257 2602 <a href="mailto:Anne.Court1@oadby-wigston.gov.uk">Anne.Court1@oadby-wigston.gov.uk</a></p> <p>Adrian Thorpe (Head of The Built Environment) (0116) 257 2645 <a href="mailto:Adrian.Thorpe@oadby-wigston.gov.uk">Adrian.Thorpe@oadby-wigston.gov.uk</a></p> <p>Jeffery Kenyon (Economic Regeneration Manager) (0116) 257 2465 <a href="mailto:Jeffery.Kenyon@oadby-wigston.gov.uk">Jeffery.Kenyon@oadby-wigston.gov.uk</a></p> <p>David Garner (Regeneration Project Manager) (0116) 257 2623 <a href="mailto:David.Garner@oadby-wigston.gov.uk">David.Garner@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	<p>Providing Excellent Services (CO3) Growing the Borough Economically (CO2)</p>
<b>Vision and Values:</b>	<p>Customer Focus (V5) Innovation (V4) Teamwork (V3)</p>
<b>Report Implications:-</b>	
Legal:	It is a requirement within the Council's Constitution that terms of reference are established, setting out the Sub-Committee's functions(s), size, composition, duration and the extent of delegation by the parent Committee.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Organisational / Transformational Change (CR8)</p>
Equalities and Equalities	There are no implications arising from this report.

Assessment (EA):	EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<b>1.</b> Sub Committee Terms of Reference

## **1. Information**

- 1.1 The Brocks Hill/Office Relocation Sub-Committee is a new Sub-Committee and as such, it is required that the Terms of Reference are agreed and approved. These are set out in **Appendix 1.**
- 1.2 Appendix 1 also sets out the general powers of the Sub-Committee which should be noted by all Members of the Sub-Committee.

# Appendix 1

## **General Powers – Office Relocation Sub-Committee**

Composition – 5 members

Quorum - 3

1.1 This Sub-Committee must operate within its Terms of Reference and delegated powers and in accordance with Part 3 of the Constitution as appropriate.

1.2 The delegated powers of this Sub-Committee must be exercised in conformity with any directive of the Council on any matters relating to the policy framework.

1.3 This Sub-Committee shall not have the power to incur expenditure which has not been sanctioned by the Council.

1.4 This Sub-Committee is authorised to take any steps, including delegation to officers, which may be necessary to carry out the functions delegated to it.

1.5 This Sub-Committee is authorised to carry into effect any of the duties, powers or functions delegated to it.

1.6 This Sub-Committee is responsible for monitoring the performance of the specific tasks delegated to it.

1.7 The Sub-Committee may not resolve to seek Council or Committee authority rather than to exercise delegated authority in any matter.

## **Terms of Reference**

1. To approve in consultation with the Head of the Built Environment and the Head of Finance (Section 151 officer) the process to appoint a developer to facilitate the re- development of the Brocks Hill building to provide office accommodation within the approved budget and through the use of a procurement Framework.
2. Acting upon the recommendation of the Head of the Built Environment and the Head of Finance (Section 151 officer) to appoint a developer to deliver the project as per '1' above.
3. To agree in consultation with the Head of the Built Environment the tender specification to facilitate the re- development of the Brocks Hill building to provide office accommodation.
4. To agree in consultation with the Head of the Built Environment the overall size, type and nature of the office accommodation to be provided at the Brocks Hill building within the approved budget to enable the Council Offices to re-locate to Brocks Hill.
5. To authorise the Monitoring Officer(Head of Law and Democracy) to enter into and negotiate any contract or agreement within the approved budget that is necessary to facilitate the redevelopment of Brocks Hill building on the advice of the Head of the Built Environment and the Head of Finance (Section 151 officer).

(Document is Restricted)

(Document is Restricted)