



TO COUNCILLOR:

L A Bentley
G A Boulter

J W Boyce (Chair)
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 **WEDNESDAY, 19 JANUARY 2022 at 4.30 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
11 January 2022

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

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YouTube Live Stream

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

<https://youtu.be/hBkrWL65ii4>

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. Minutes of the Previous Meeting

4 - 6

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

5. Action List Arising from the Previous Meeting

To read, confirm and note the Action List arising from the previous meeting.

6. 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.

7. 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.

8. Overview of the Work Programme and Tender Packages

For more information, please contact:

Democratic Services

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

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Agenda Item 4

MINUTES OF THE MEETING OF THE BROCKS HILL/OFFICE RELOCATION SUB-COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 7 DECEMBER 2021 COMMENCING AT 4.30 PM

PRESENT

J W Boyce

Chair



COUNCILLORS

L A Bentley

G A Boulter

F S Broadley

Mrs S Z Haq

OFFICERS IN ATTENDANCE

C Campbell

Head of Finance / Deputy Section 151 Officer

D Garner

Regeneration Project Manager

D Gill

Head of Law & Democracy / Monitoring Officer

A Hunt

Democratic Services Officer

J Kenyon

Economic Regeneration Manager

A Thorpe

Head of Built Environment

S Wheeliker

Democratic Services Officer

1. APPOINTMENT OF CHAIR

It was moved by Councillor G A Boulter, seconded by Councillor F S Broadley and

UNANIMOUSLY RESOLVED THAT:

Councillor J W Boyce be appointed Chair of the Sub-Committee.

2. APOLOGIES FOR ABSENCE

Councillor Mrs S Z Haq was unable to be present for the beginning of the meeting, but subsequently joined the meeting at 16:39 and was present and voting during Item 8 of the agenda.

3. APPOINTMENT OF SUBSTITUTES

None.

4. DECLARATIONS OF INTEREST

None.

5. PETITIONS AND DEPUTATIONS

None.

Brocks Hill/Office Relocation Sub-Committee

Tuesday, 7 December 2021

Chair's

Initials

6. SUB-COMMITTEE TERMS OF REFERENCE

The Sub-Committee gave consideration to the report as set out on pages 4 – 6 of the agenda, which asked it to review and approve the draft Terms of Reference.

It was moved by Councillor G A Boulter, seconded by Councillor F S Broadley and

UNANIMOUSLY RESOLVED THAT:

The Terms of Reference for the Brocks Hill/Office Relocation Sub-Committee be approved.

7. EXCLUSION OF THE PRESS AND PUBLIC

By affirmation of the meeting it was

UNANIMOUSLY RESOLVED THAT:

The press and public 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 involved the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item outweighed the public interest in disclosing the information.

8. OFFICE RELOCATION TO BROCKS HILL – PROCUREMENT PROCESS AND WORK PROGRAMME (EXEMPT)

Councillor Mrs S Z Haq joined the meeting at 16:39.

The Committee gave consideration to the exempt report, as set out on pages 7 – 12 of the private agenda reports pack.

In respect of recommendation A, it was noted that no Members of the Sub-Committee were available to attend the presentations on the relevant date, but it was agreed that the arrangements should proceed as scheduled.

It was moved by Councillor J W Boyce, seconded by Councillor G A Boulter and

UNANIMOUSLY RESOLVED THAT:

- (i) The presentation arrangements set out at paragraph 7.2 be approved to proceed, but without a Member of the Sub-Committee in attendance; and**
- (ii) The questions for use in the presentations as set out at paragraph 8.1 be approved.**

THE MEETING CLOSED AT 5.42 PM



Chair

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