

BOROUGH OF BARROW-IN-FURNESS

HOUSING MANAGEMENT FORUM

Special Meeting: Wednesday, 16th April, 2014
at 2.00 p.m. (Committee Room 4)

Group Meetings at 1.15 pm

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.

2. Admission of Public and Press

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

3. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

4. Apologies for Absence/Changes in Membership.

FOR DECISION

OPERATIONAL

(R) 5. Relocation of Housing Service to the Town Hall.

NOTE: (D) – Delegated to the Executive Committee
(R) – Referred to the Council

HOUSING MANAGEMENT FORUM MEMBERS:

Councillors: K. Hamilton (Chairman)
D. Barlow
M. Irwin
A. Johnston
F. G. Murray
R. J. Pointer
J. Richardson
K. Williams

Tenant Representatives: Mr M. Burton
Mr A. McIntosh
Mr W. Ward
Mrs K. Warne
Mrs G. Giddings
Ms M. Burgess
Mr W. McEwan } Substitutes

HOUSING MANAGEMENT FORUM	(R) Agenda Item 5
Date of Meeting: 16th April, 2014	
Reporting Officer: Colin Garnett, Housing Manager	
Title: Relocation of Housing Service to the Town Hall	
Summary and Conclusions:	
The purpose of this report is to agree a sum of £250K from the HRA balance being identified to fund the relocation of the Housing Service to the Town Hall.	
Recommendations:	
Members are requested to agree £250K be made available from the HRA balance to contribute towards the cost of the Housing Service being relocated.	

Report

The Housing Service is scheduled to move from Cavendish House by 31st December, 2014 when a break clause in the lease allows for it to be ended early.

Agreement to move was agreed by Council on 4th March, 2014.

Proposals are currently in progress to provide office space on the ground-floor by moving existing services elsewhere in the Town Hall.

In order to maintain the current delivery model for the service, a front desk and interview rooms will be created in the Cornwallis Street end of the Town Hall opposite the First Point reception.

The majority of front line officers will be located behind the new reception in the offices currently occupied by Planning and Building Control. Business Support and Homelessness Advice will be in two offices, one of which has been made available by relocating Parking Services.

In order to provide these new offices, alterations to the Town Hall are required and the new main housing offices will require significant remodelling of the existing layout for which planning approval is being sought.

The estimated cost of the work required is £177K.

A proportion of the cost will be met by the General Fund but it is appropriate for the HRA to contribute to the cost to ensure the offices are fit for our purposes.

The timetable to carry out the required work is to complete by early October.

In addition to the cost of the work in the Town Hall, there will be further cost to the HRA with regards:

- completing works to Cavendish House required under the lease;
- actual cost of moving; and
- possible furniture/storage units for new offices.

These latter items have not yet been costed.

No budget provision has been identified for the cost of relocation and, therefore, agreement of Council is required.

It would be our intention to only spend what is necessary to make the move. I would suggest a figure of £250K be made available from the HRA balance to be spent as required for the relocation of the service.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

In agreeing the HRA budget for 2014/15 the balance stood at c.£1.9M. I would propose £250K be agreed as a budget for the relocation of the service.

Provisional costs have been identified for the building work required, a proportion of which will be met by the General Fund.

The budget figure suggested is based on the premise of ensuring sufficient funds are available to fund the relocation but expenditure will only be incurred where necessary to ensure the provision of the service.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil