

CABINET**Tuesday, 20th June, 2023**

Present:-

Councillor Gilby (Chair)

Councillors	Holmes	Councillors	Davies
	Sarvent		J Innes
	Serjeant		Staton
	Baldauf-Good		Stone

*Matters dealt with under the Delegation Scheme

**1 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3 MINUTES**RESOLVED –**

That the minutes of the meeting of Cabinet held on 4 April 2023 be approved as a correct record and signed by the Chair.

4 FORWARD PLAN

The Forward Plan for the four month period July, 2023 to October, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

5 RELOCATION OF CUSTOMER SERVICES CENTRE

The Service Director – Digital, HR and Customer Services presented a report asking Members to approve the relocation of the Council's Customer Service Centre from 85 New Square to Chesterfield Town Hall. The relocation would also involve a number of other Council services which would in future be delivered from the Town Hall.

A feasibility study had been undertaken to determine whether it would be more economic, efficient and effective to deliver more of the Council's services from the Town Hall. The feasibility study had demonstrated that this would be the case, enabling currently redundant space at the Town Hall to be fully utilised.

85 New Square required significant repairs and maintenance work to be completed in the next five years. The work was required to meet new building safety standards, replace critical infrastructure, and address general wear and tear. It was estimated that the Council would need to spend £790k over the next five years to address these matters.

The relocation of Council services from 85 New Square was expected to achieve ongoing revenue savings of £81k per annum, rising to £132k per annum when the building was sold or rented.

It was proposed to provision public access to the Customer Service Centre on the ground floor of Chesterfield Town Hall, to the rear of the main reception area.

To enable the relocation, one-off costs totalling £157k would need to be incurred. These costs were set out in section 6.0 of the Service Director's report.

The enabling works including redecoration to the 2nd and 3rd floors of Chesterfield Town Hall would be undertaken from late June 2023 and prior to the relocation of staff, to minimise disruption to the delivery of Council services and to the workforce.

It was recognised that additional support would be needed to successfully relocate Council staff from 85 New Square to Chesterfield Town Hall and to enable the transition to agile working principles. This support would be

provided by the Service Director for Digital, HR and Customer Services, supported by HR Business Partners and the Transformational Programme Manager.

***RESOLVED –**

1. That the relocation of the Council's Customer Service Centre and the operational services based at 85 New Square into Chesterfield Town Hall during the 2023 – 24 financial year, be approved.
2. That it be noted that minor painting, decoration, and property repairs would be undertaken on the 2nd and 3rd floor of the Town Hall, as part of the routine maintenance programme for the building. This work would be funded through the Property Repairs Fund (RFP).
3. That 85 New Square be marked as surplus for operational requirements.
4. That delegated authority be given to the Service Director for Economic Growth, working in conjunction with the Deputy Leader and Cabinet Member for Finance and Asset Management, to undertake marketing for sale or lease of 85 New Square, ensuring that an appropriate buyer is secured whose plans align to the Council's Town Centre Master Plan.
5. That Cabinet recommend to full Council that funding of £157k be incorporated into the Council's capital programme so that appropriate customer service facilities can be provisioned.

REASON FOR DECISIONS

Relocation of the Customer Service Centre would enable the Council to continue to maximise the use of its operational assets whilst also reducing liability for ongoing maintenance and operational running costs. It would enable the council to continue to modernise service delivery, providing access to a greater number of public services from Chesterfield Town Hall.

