

## CABINET MEMBERS REPORT TO COUNCIL

21 September 2017

**COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 28 July to 21 September 2017

### **1 Progress on Portfolio Matters.**

Mintlyn parking plans have been finalised and should be submitted ready for a planning decision. We have managed to add an extra 50 spaces so we hope to have parking on the highway cleared for all but a few exceptional occasions.

The Open Day at Mintlyn was a resounding success and I have to thank the whole team for supporting my wish to go ahead with this. We had upwards of 500 visitors who were able to ask questions which dispelled any preconceived thoughts or notions on the cremation process. A few comments from the feedback cards which stood out were 'professionalism of the staff', 'cleanliness of the building', 'rigid process to ensure dignity' and overall it was a pleasure to see so many interested people and help them feel comforted about the whole experience. We were not sure how it would be received however from the response we are seriously considering running it again next year. I have to make the final point via a quote from Dave Clayton – Cemeteries and Crematorium Manager – "Hard work? – Yes. Worth it? – Definitely".

In answer to Cllr Tyler's question at the last Full Council meeting regarding working spaces for Members at King's Court following the refurbishment: Yes there will be a quiet working area provided on the Second Floor. There are also meeting rooms which can be booked through the meeting room booking system, accessed through outlook email. There may be further rooms available later however at the present time we are focussed on getting the works for the DWP/JCP move which should commence in October and run through until March 2018.

The CCTV room refurbishment has been completed with no loss of working time during the process. The staff have been fully engaged and supportive during the refit which was major and they spent many hours surrounded by what looked like a very large spiders web due to the relocation of cables. They have been very patient and continued to provide a professional 24/7-day service, at times, in what seemed to be total chaos for which they deserve thanks. I will give a further update next month when they have had time settle into the new set up.

The Town Hall room changes are being swiftly organised and we hope to soon start with Cabinet meetings in the Council Chamber – previously known as Mayors Parlour. The Mayor is moving back into what was the original Mayors Parlour but more recently the Civics office. The Civic team are moving downstairs into the Miles room which is better suited as an office rather than a meeting room. Following this we can move panel meetings from the Education Room into the Council Chamber. I'm sure many felt the Education room was too narrow for meetings, especially if the meeting required outside guests, large presentations and more importantly the public had an interest which meant a large gathering. As we have been used to the Committee Suite it was clearly far from acceptable so I'm sure you will agree the Council Chamber will be a better solution. It can still be used by the Mayor or other groups for larger social gatherings and again booked via the Outlook email system. If you require a certain layout of chairs or tables please make your wishes are clear on the booking request.

The microphone system we tested a few months back should be with us for October Full Council. There were a few 'band width sharing' issues to sort so there is finally light at the end of the tunnel.

The new meeting/training room being designed for King's Court is evolving into something rather more 21<sup>st</sup> Century and I am now looking in more depth at the IT provision for Members to enable them to undertake their role more easily. If you have any thoughts on what you feel would support your role in a better way please let me know now whilst I am looking at this issue.

## **2 Forthcoming Activities and Developments.**

Regular meetings with Officers and Executive Directors

## **3 Meetings Attended and Meetings Scheduled**

Officer meetings  
Cabinet meeting and Portfolio updates  
Open Day Mintlyn  
Scrutiny Task group  
Lynn Sport update walk  
Cabinet Sifting