



Oakham Town Council

TOWN COUNCIL OFFICES TASK & FINISH GROUP TERMS OF REFERENCE

1. Purpose

The Town Council hereby establishes a Task & Finish Group to undertake a comprehensive review of the Council's office accommodation in light of recent security concerns and to consider the most appropriate long-term accommodation solution for the Council.

The Group will investigate all reasonable options and prepare a detailed report, with supporting evidence and costings, for consideration by Full Council.

2. Objectives

The Task & Finish Group shall:

- Review the suitability, security, accessibility and operational effectiveness of the Council's current office accommodation.
- Investigate the viability of relocating Council offices to Victoria Hall.
- Investigate the viability of relocating Council offices to 2 Princess Avenue.
- Identify and assess any other suitable accommodation options available to the Council.
- Consider opportunities for improving security, public accessibility, staff and councillor facilities, storage, meeting space and operational efficiency.
- Assess the advantages, disadvantages, risks and opportunities associated with each option.
- Obtain professional advice, quotations or specialist reports where appropriate.
- Produce evidence-based recommendations for Full Council.

3. Scope

The review should include, but is not limited to:

- Security of the premises.
- Public access and accessibility.
- Compliance with relevant legislation and standards.
- Building condition and maintenance requirements.
- Running costs.
- Capital costs.
- Adaptation or refurbishment costs.
- Leasehold or ownership implications.
- ICT and communications requirements.
- Parking.
- Storage and archive facilities.
- Meeting accommodation.
- Staff welfare facilities.
- Environmental and energy efficiency considerations.
- Business continuity and resilience.
- Moving costs.
- Future capacity to meet the Council's needs.

4. Authority

The Committee is appointed under the Council's Standing Orders and operates in accordance with:

- The Local Government Act 1972
- The Council's Financial Regulations and Standing Orders

5. Membership

The Task & Finish Group shall comprise:

- A minimum of three Town Councillors appointed by Full Council. Maximum of 6.
- Additional councillors may be appointed by Full Council if considered appropriate.

The Group may invite suitably qualified residents or individuals with relevant professional expertise to assist its work in an advisory capacity. Such individuals shall not have voting rights and shall not act on behalf of the Council unless specifically authorised.

6. Powers

The Task & Finish Group is established solely to investigate and make recommendations.

The Group has no delegated decision-making powers and may not commit the Council to any expenditure, contract or course of action unless specifically authorised by Full Council.

The Group may:

- Gather information.
- Request relevant documents and information through the Proper Officer.
- Visit potential premises.
- Obtain quotations and indicative costings.
- Consult professional advisers where authorised.
- Engage with residents and stakeholders.
- Report its findings to Full Council.

7. Report to Full Council

The Group shall prepare a comprehensive written report for consideration by Full Council.

The report shall include:

- An executive summary.
- Details of the options considered.
- The methodology used.
- Findings for each option.
- A full financial appraisal of each option.
- Estimated capital expenditure.
- Estimated annual revenue costs.
- Estimated maintenance and lifecycle costs.
- Funding opportunities, where applicable.
- Risk assessment.
- Security assessment.
- Advantages and disadvantages of each option.

- Legal, governance and operational considerations.
- Equality and accessibility considerations.
- Environmental considerations.
- A recommended preferred option, supported by evidence.
- Any alternative recommendations considered appropriate.

Where precise figures are unavailable, the report should provide realistic estimates together with the assumptions used.

8. Meetings

The Group shall meet as required to complete its work at a location of its choice.

The Chair shall be appointed by the Group at its first meeting unless appointed by Full Council.

Meeting notes shall be maintained and passed to the Clerk for circulation to Full Council, and publication on the Councils website where appropriate.

9. Declarations of Interest

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Oakham Town Council.

10. Duration

The Task & Finish Group shall remain in existence until:

- Its final report has been presented to Full Council; and
- Full Council has determined that the Group has completed its work.

11. Review

These Terms of Reference may be amended only by resolution of Full Council.

Adopted at the Full Council meeting held on 12th August 2026