

NEW HEADQUARTERS – MEMORABILIA AND ENDOWMENTS
(Report by New Accommodation Project Co-ordinator)

1. Introduction

- 1.1 Since its creation in 1974 the Council has accumulated a substantial collection of memorabilia which previously was displayed in the old Pathfinder House. Because of the contemporary look and feel of the replacement building careful consideration will have to be given to the future use of the memorabilia. Display space will be limited and consideration will need to be given to the function of the various spaces and to creating a look and feel that is appropriate to their use.
- 1.2 The new building and associated public realm have the potential to provide a clear statement of the Council's civic values and strategic vision. Care will, therefore, need to be exercised to ensure that the structures and spaces are managed appropriately and that decisions with regard to their use help to enhance the Council's overall image.
- 1.3 This report proposes a protocol for the treatment of the Council's existing memorabilia and future acquisitions and endowments.

2. Categories of Spaces

- 2.1 There are five discrete categories of space on the Council's redeveloped headquarters site –

Customer Service Centre – a space providing convenient and quick access for customers to face-to-face service delivery and information – so far as is possible the space should be open and inviting.

Public Meeting Rooms – the spaces used for meetings of the Council and its Panels etc. which needs to achieve appropriate gravitas without being intimidating to the public wanting to see democracy at work – the spaces may also be used for internal meetings and has the potential to be let commercially so need to be versatile and not viewed as a traditional council chamber.

Members' Lounge, Meeting Room and Chairman/Leader's Room – spaces reserved for the use of Members and in which memorabilia relating to the history of the Council, including its twinning activities, could be displayed to provide Members and their guests with a historical context for their participation in local democratic and civic processes.

Back Office Areas – working and welfare spaces used by the Council's staff, to which public access is restricted, designed to support innovative thinking and a positive public service ethic.

External Public Realm – an area of hard and soft landscaping which will provide visitors with their first impression of the Council's headquarters – the quality of signage and any public art must help to create the general feeling that the headquarters exists to deliver publicly accessible democratic processes responsible for efficient, effective and economic service.

- 2.2 The treatment of these spaces will be very different according to the function they are fulfilling and the use of memorabilia within them will similarly differ.

3. Categories of Memorabilia

- 3.1 The memorabilia falls into the following categories –

Rolls of Honour – boards listing former and serving Chairman and Chief Executive of the Council

Portraits of Chairmen – large photographs of all Chairmen of the Council

Photographs of Council – group photograph of every Council since 1974

Twinning Items – items received from the Council's twinned authorities

RAF/USAF Related Items – plaques etc. relating to the military association with the site and/or Huntingdonshire

Awards and Trophies – items presented by external organisations to mark achievements by the Council e.g. Investors in People

- 3.2 The table at Annex A proposes how this Memorabilia could be used within the new headquarters. Because wall space is limited it may only be possible to display the most recent portraits of chairmen and most recent group photographs of the Council. Those not physically displayed could be made available to view on the council's website.

4. Future Endowments

- 4.1 Existing items previously were displayed in Pathfinder House and could, if they are to be displayed in future, be displayed in the new building as proposed at Annex A. An offer has been now been received of an endowment in the form of a sculpture for installation in the public realm associated with the new building. The endowment has been offered by a former Chairman to commemorate her late husband.

- 4.2 Accepting the endowment could establish a precedent and it would be prudent to consider a framework within which such requests are considered before making a decision. The framework could include –

- I. the relationship of the donor to the Council;
- II. the relationship, if any, of the person being commemorated to the Council;
- III. the availability of a suitable location for the installation/display of the item provided by the endowment;
- IV. control of the size and wording of any inscription required by the donor;
- V. the appropriateness of the endowment to the Council's civic values and strategic vision;
- VI. future maintenance liabilities and cost, including insurance;
- VII. restrictions on the placing of wreaths etc. at the time of anniversaries ; and
- VIII. the Council's right, at its sole discretion, to relocate or remove the sculpture at a future date.

4.3 The public realm is within a Conservation Area and is a key part of the setting for the Grade II* listed building and any installation will, therefore, need to be considered in the planning context of the building.

5. Recommendations

5.1 Cabinet are recommended to –

- (a) agree the proposed display of memorabilia detailed in Annex A and to approve this approach for all similar items added in future years;
- (b) note that the display of chairman's portraits and group photographs of the council will be restricted to the most recent compatible with the available space; and
- (c) agree a protocol which will be used by the Chief Executive, after consulting the Leader of the Council, to determine current and future consideration of endowments.

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ANNEX A: PROPOSED LOCATION FOR DISPLAYING MEMORABILIA

	Customer Service Centre	Public Meeting Rooms	Members' Lounge, Meeting Room and Chairman/Leader's Room	Back Office Areas
Rolls of Honour			Members' Lounge	
Portraits of Chairmen			Stairs and first floor corridor leading to Members' rooms	
Photographs of Council			Members' Lounge	
Twinning Items			Small items in Chairman/Leaders' Room and Members' Private Meeting Room – Larger items in Member's Lounge	
RAF/USAF Related Items		Foyer outside public meeting rooms.		
Awards and Trophies	Awards related to service quality/customer service.	Awards relating to overall performance in foyer outside public meeting rooms.		Awards relating to internal processes.