

Decision Maker: Improvement and Efficiency Sub Committee

Date: 19 January 2011

Decision Type: Non-Urgent Executive Non-Key

Title: OFFICE ACCOMMODATION STRATEGY

Contact Officer: Bill Ford, Head of Improvement, Efficiency & Effectiveness
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Chief Officer: Doug Patterson, Chief Executive
Marc Hume, Director of Renewal & Recreation

Ward: Bromley Town

1. Reason for report

- 1.1 This report provides the Improvement and Efficiency Sub Committee with an update on progress and plans to improve the utilisation and efficiency of existing office accommodation on the civic centre site with a view to determining clear short and longer term strategies to improve the efficiency of our office accommodation resources.
- 1.2 The Sub Committee has been kept informed of the general thrust of the work through the regular highlight reports submitted to each meeting, and further details are included in the attached copy of the report to the Executive on 8th December 2010 which summarised the programme, with associated costs and benefits, and which sought approval of the funding required. The Executive agreed the proposed programme, subject to officers consulting with relevant Members throughout to provide assurance on the need for, and value of, certain works.
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2. **RECOMMENDATION(S)**

- 2.1 Members to note.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres.
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Financial

1. Cost of proposal: Estimated cost £2M
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Property Division
 4. Total current budget for this head: £2M
 5. Source of funding: Capital
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Staff

1. Number of staff (current and additional): c 500 staff affected by proposed moves
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 Officers have been working with Gleeds, a specialist management and construction consultancy firm, on potential options for improving the utilisation and efficiency of the Council's office accommodation. That work, which has included consultation with Members, concluded that some short term investment in the civic centre campus would enable the Council to achieve some efficiency savings over the next few years, and would also contribute towards the Council's aim to release surplus buildings, specifically the Old Town Hall which has recently been placed on the market for sale.
- 3.2 The outcome of that work is set out in the attached report to the Executive which summarises the programme, estimated timescales, costs and outcomes expected to be delivered. In summary a programme of works costing £2M will enable us to release three office buildings, one of which is the Old Town Hall, upgrade and update significant parts of this campus, and deliver at least £473K per annum from April 2012. Vacating the buildings also offers the potential for additional financial benefits through sale and/or rental income from those properties.
- 3.3 Since the Executive approved the programme, officers have started more detailed work, initially consulting with Departments on their use of space and specific requirements and defining additional main reception self-service/payment facilities and associated matters. Once details have been finalised the specification and tender process will be done, and the detailed schedules for staff movements will be planned and organised. The process will be supported by communications throughout.
- 3.4 The project implementation will be done on a day to day basis by a small officer project team, which will meet weekly to keep on top of what is an aggressive schedule. The team will report in to Chief Officers via the Organisational Improvement Board to ensure any issues likely to cause delay are escalated and addressed swiftly. Members will be kept abreast of progress through the highlight reports covering the Organisational Improvement Programme.

4. FINANCIAL IMPLICATIONS

- 4.1 As set out in detail in the report to the Executive. Overall, for £2M expenditure savings of £473k will be made starting 2012/13. The payback period on this basis would be 4.2 years.

Non-Applicable Sections:	Policy, Legal, Personnel
Background Documents: (Access via Contact Officer)	Report (CE1065) to Executive 8 December 2010 - Office Accommodation Strategy Report to Cabinet - Office Accommodation -Development Options, 10/09/2010 Consultants report - Bromley Council development options for the civic centre campus, July 2010