

14 March 2017

Policy, Finance & Resources Committee

Town Hall Remodelling - Temporary Relocation

Report of: *Greg Campbell, Business Transformation Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 Members will be aware that at Ordinary Council (19.10.16 Min 191) it resolved to agree a recommendation to remodel of the Town Hall building. The report on the 19th October 2016 also confirmed the need to relocate all services out of the Town Hall while the remodelling work continues. This report considers the relocation of back office services.
- 1.2 This report does not consider front line services including reception and any face to face interactions with customers which will be provided from 1 & 2 Seven Arches Road. Further it does not consider the location of committee meetings which will be provided from a local school.
- 1.3 This report requests delegated authority to enable the process to relocate to another premise on a temporary basis so the overall project is not delayed and can continue to meet the timelines necessary to secure temporary accommodation in order that the Town Hall is vacant and ready for the remodelling work to start later this year.

2. Recommendation(s)

- 2.1 That delegated authority be given to the Chief Executive, S151 and Monitoring Officer in consultation with the Leader, Deputy Leader and Opposition Leaders to agree, negotiate and implement the temporary relocation of back office services out of the Town Hall building, including appropriate letting arrangements of required.

3. Introduction and Background

- 3.1 This document seeks member's approval to delegate authority to enable the temporary relocation of services as part of the wider Town Hall

Remodelling project to continue. Funding for the temporary relocation was set aside as part of the overall remodelling budget.

4. Background

- 4.1 The Council are considering a number of options for the temporary relocation of 'back office council Services' these have included the use of our own properties, portacabins and consideration of private hire of local office space.
- 4.2 Initial investigations into the market have identified that the cost to buy temporary or permanent portacabin style space is prohibitive that private available office space is not plentiful, and certainly not at the size the Council would require and not without splitting up many of the services to different locations within the borough. Therefore, the potential acceptable choices are likely to be limited.
- 4.3 The back office includes all services and it is the intention where possible that these will all be located in one location, if possible. Where possible the temporary relocation will include bookable meeting space for members and their respective groups.
- 4.4 The criteria that has been used to select and prioritise space was the need to keep the services as much together as possible, maintain continuity of service, reduce the burden on ICT & communication by ensuring IT is delivered to as few as sites as possible, to keep within the budget allocated and where possible ensure good transport links and parking where possible.
- 4.5 Although overall conclusions have not been made there are positive lines of enquiry the Council are pursuing and would like to negotiate over the next few months. However, without the authority to continue to progress to contract and agreement stage and with few scheduled Council meetings during this period the Council could find itself and the project timeline delayed considerably
- 4.6 This proposal does not include the front-line service presently carried out at the Town Hall. Front line will be relocated along with Mind, Community for Voluntary Services, Registrars and Weddings to 1 & 2 Seven Arches Road and forms a separate piece of work. Further this proposal does not include a space for council committee meetings, these plans are being drawn up along the original proposal agreed at the October Committee which will be seeking to temporary relocate the majority of these to Brentwood County High School.

Expected Outcomes

- The project expects to deliver the following outcomes
- Space for the back office to be accommodated
- Seamless back office services
- Improvement of space utilization
- Movement towards New Ways of Working

Risk analysis

The temporary relocation of services will have a number of risks and issues which will be created through the choice made. Risks and issues will be managed as part of the process when determining the appropriate temporary relocation site

5 Reasons for Recommendation

- 5.1 The Town Hall project is on tight deadlines to achieve its target. If the Council is delayed agreeing temporary accommodation it will be difficult to keep the project on track in order for works to begin later this year.

6 References to Corporate Plan

- 6.1 The temporary relocation of services supports the remodelling project which in turn fits with a number of corporate objectives set out in Vision for Brentwood 2016 – 19

- Review the Town Hall project to deliver a community hub, shared by others
- Consider how Council assets can be utilised to promote sustainable development in the Borough
- Maximise Council assets to deliver corporate objectives and ensure community benefit
- Review our asset management governance strategy
- Develop new ways of working for the Council, improving service delivery and reducing costs and unnecessary bureaucracy
- Explore alternative methods of service delivery, including shared services and outsourcing

7 Implications

Financial Implications

Name & Title: John Chance, Finance Director (Section 151 Officer)

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- 7.1 There are no direct financial implication within this report, though the Town Hall project is fully costed and has been agreed previously by

Council. Any costs related to relocation of staff will be covered elsewhere and when known in detail.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer and Head of Legal Services

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- 7.2 No legal implications immediately arise from this report. Legal Services are available to advise and assist as the programme goes forward.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 7.3 Other implications relating to this temporary relocation will be dealt with through the delegated authority if agreed.

8 Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 8.1 None

9 Appendices to this report

- 9.1 None

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