



COUNCIL EXECUTIVE

CIVIC CENTRE – ACCOMMODATION ALTERATIONS

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To advise Council Executive of the proposed alterations to accommodation occupied by elected members and their administrative support units.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Considers the proposed alterations to accommodation for elected members and their administrative support units;
2. Considers the proposed temporary accommodation arrangements;
3. Notes the proposed timescales for undertaking alteration works; and
4. Advises on action required by officer.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable and making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	None.
VI Resources - (Financial, Staffing and Property)	Cost of works will be funded from existing resources.
VII Consideration at PDSP	None.

VIII Other consultations None.

D. TERMS OF REPORT

Following the outcome of the recent council elections the breakdown of councillors based on political parties has altered. As a consequence, changes are required to be made to the existing office accommodation layout which is occupied by councillors and their support units.

The objective is to enable each of the political groups and the independent councillor to continue to be accommodated within the first floor of the Civic Centre in a secure environment. A further consideration has been to minimise construction works timescales and to limit disruption in being undertaken during the summer recess.

Appendix 1 provides an indicative new layout.

Separate temporary accommodation for elected members based on political groups cannot be provided during the works without significant disruption to the day to day operation of the Civic Centre and both council and partners service delivery. It is however, proposed that the following temporary arrangements are implemented during works to enable elected members and the administrative support units to continue to function with as minimal disruption as possible.

- The council chambers will be made available as a temporary “hot desk” facility for elected members to drop in and access e-mails. This will be managed on a booking basis with each political group designated times where their elected members can use the facility; and
- Administrative support teams will require to be temporarily relocated during the works. This will be done on a phased basis using conference room two as decant accommodation.

Following Council Executive consideration of the indicative layout, officers can finalise design detail and commence the appropriate statutory consents, procurement and implementation of the works. The proposed timescales are as follows:

- Approval of proposed layout – 20 June 2017
- Submission of statutory consents – 21 June 2017
- Procurement of works – 21 June 2017 to 3 July 2017
- Works commence – 10 July 2017
- Works complete – 31 July 2017

Whilst some disruption will occur during works, by undertaking these during the summer recess and having temporary arrangements, it is hoped this will be kept to a minimum.

E. CONCLUSION

Layout alterations are required to accommodate each of the political groups and the independent councillor within accommodation that can support their activities whilst recognising the need to minimise disruption. Council Executive is asked to consider and approve actions required to progress this matter.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Proposed Accommodation Layout Alterations.

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