



DERBY CITY COUNCIL

**COUNCIL CABINET**  
**20 April 2010**

**ITEM 15**

Report of the Corporate Director of Corporate  
and Adult Services

## **ACCOMMODATION STRATEGY**

### **SUMMARY**

- 1.1 Cabinet on 24 November 2009, Minute 123/09 refers, resolved to proceed with a scheme of refurbishment and extension at the Council House to meet the Council's central office accommodation needs. It is therefore necessary to acquire office space for decant accommodation to suit the timing of the programme. Accommodation has been identified for both the customer services and main office functions and provisional heads of terms for leasing the space agreed

### **RECOMMENDATION**

- 2.1 To approve the provisional heads of terms, as detailed in the confidential part of this agenda, for the taking of decant space to accommodate the Customer Services and main office functions whilst the refurbishment of the Council House takes place.

### **REASONS FOR RECOMMENDATION**

- 3.1 To allow the decanting of staff from the Council House in time for the refurbishment and extension to take place the leases of the decant space need to be in place by early summer 2010.
- 3.2 Given the extent of the refurbishment and extension work proposed, it will not be possible to occupy the Council House whilst these works are carried out.

### **SUPPORTING INFORMATION**

- 4.1 The proposed timescale for the work at the Council House requires that it is empty by the end of 2010. The refurbishment and extension works can then take place over the following 2 years with staff moving back in at the end of 2012 or in early 2013.

- 4.2 In order to meet the timing of the programme these leases need to be in place in early summer so that fit out works can take place and staff move in by the end of the year. As the space is temporary costs, particularly fitting out, need to be minimised but balanced against providing an acceptable environment for staff and customers. However, the best use of space and new working practices will be used whenever possible to help ensure the floor area required, and therefore the costs, are minimised.
- 4.3 In considering the decanting of staff and functions to achieve an empty building three elements have been identified
- A temporary customer service 'one stop shop' and Derby Advice centre
  - Replacement of Council House office accommodation
  - Provision of the Civic and Member space
- 4.4 To house all the customer service functions delivered at the Council House, accommodation at the corner of Albion Street and East Street has been identified. These premises are easily accessible with ground floor retail frontage and upper floor office accommodation. The building will provide for a large reception area with a customer facing One Stop Shop (OSS) facility adjacent. The office space at Heritage Gate that is identified for the decant of the office staff will also be used for the Member space. It is intended to lease this space and carry out minimal conversion works to keep costs to a minimum. The civic functions will be housed within existing Council facilities.

## OTHER OPTIONS CONSIDERED

- 5.1 A number of alternative premises within the city centre were considered but none of them met the requirements of the Council.

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<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1 – Implications Appendix 2 (confidential section) – Accommodation Strategy - Decant

<b>IMPLICATIONS</b>
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**Financial**

- 1.1 As contained in the confidential report

**Legal**

- 2.1 As contained in the confidential report

**Personnel**

- 3.1 None

**Equalities Impact**

- 4.1 The space used for decant will be designed meet the needs of people with disabilities. The Derby Workstyle Equalities Group and the Disabled People's Advisory Forum will be consulted at the design stages of the project.

**Corporate objectives and priorities for change**

- 5.1 The overall project will contribute to the Council priorities of **a City of growth**, in particular contributing to reduce the effects of climate change in Derby and contributes to all the objectives in the **Council organisational development**.