

Project Initiation Document

Project Sponsor: David Jones

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Document Control

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Project Transfer funding from a project to move the older people's team from Leighton Buzzard Health Centre to Linslade school. In favour of refurbishing house 3 at Houghton Lodge area office a domestic dwelling in to an office

Document PID

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Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.

Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change

Distribution

Name	Position	Organisation

Abbreviations

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1. Introduction

This paper seeks to summarise the accommodation requirements of the commissioning service. However a strategic approach to meeting them would be preferred rather than a piecemeal solution. It would not be ideal to compete with operational staff for the most prized parts of Houghton lodge. There would be many advantages of this being the directorate HQ

There is an urgent need to resolve the problems of dispersed and inadequately accommodated staff

Current arrangements are inefficient and impair performance. Improving admin support through sharing limited resources would also improve efficiency.

If accommodation is mostly open plan sufficient meeting space will need to be identified

The commissioning service consists of three groups of staff commissioning (with contract compliance) Personalisation and partnerships. Staff are located over a number of sites Borough Hall third and sixth floors (under pressure to move as space has already been identified for specific Borough staffs) Houghton Lodge, Biggleswade and Dunstable. The AD's shared pa is based at Melbourne House away from the rest of the staff

2. Objective

The Priority for the service is to have this group of staff located together. Houghton Lodge is the preferred site as some staff are already there and there would be real service benefits from being close to operational colleagues. It would be desirable for the AD to have her/his main base there as more urgent issues arise in this area requiring regular contact with the head of commissioning

There would be sufficient space at Houghton Lodge once some Borough staff relocate. However much needed extra space could be provided by bringing house 3 into commission

3. Scope

House 3 is the third house in a row of terraced houses on the Houghton Lodge site at Ampthill. House one and two are currently used as offices. House 3 was until recently occupied by a former member of staff who unfortunately passed away

House 3 is in a poor state of decoration and will require the removal of all floor coverings and curtains. Removal of kitchen units
Refurbish downstairs cloakroom .Replace central heating boiler. Supply and fit office quality lighting .Redecorate the whole property
Allow new carpets and vertical blinds throughout

Supply and install data and electrical points
Supply and install office furniture

Exclusions

The following exclusions apply in this project;

Improvements are limited to those items and rooms specified in the Project deliverables.

4. Description of Work

- Kitchen isolate all services and remove all kitchen units including any wall tiling
- Ground floor cloakroom and first floor toilet and bathroom, isolate services and remove all sanitary ware included any wall tiling. The ground floor cloakroom would be reinstated
- Allow to replace the central heating boiler and overhaul the whole system
- Allow to supply and fit office quality lighting in all rooms ,except the ground floor cloakroom and first floor bedroom which is to become a store
- Internally allow to completely redecorate the property including cleaning the windows
- Allow for new carpets gradus plus in all offices hall and landing in the ground floor cloakroom and first floor store room allow altro or similar
- Allow to supply and fit vertical blinds
- Site set up prelims
- I.T data and electrical points to include cisco

Deliverables

The extra space provided by refurbishing house 3 in to office space would enable 8 members of the commissioning team to be relocated from Borough hall to an office which could become the directorate HQ. In turn this will enable Bedford Borough to free up space in Houghton Lodge by removing BBC staff from Houghton Lodge

Summary of project plan

- Mouchel to carry out Building work
- In house I.T to carry out data and electrical installations
- Peddar and Summers supply and install Office furniture

5. Financial Issues

- Grant funding of £78k was set aside at the very end of the financial year to relocate the older people's team from Leighton Buzzard health centre and move them to a site agent's house at Linslade School.

- The director prefers to keep this team with the health centre and arrangements have recently been made for them to have larger accommodation within the health centre
- Permission is required therefore to move this funding to refurbishing house 3 at Houghton Lodge Ampthill
- Costs identified from Feasibility

	£
Improvement works	14,855
Fees	1,856
I.T Data	6,658
Office Furniture	3,491
Total	26,860

6. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
Terry McEwen	Bedford	Council Project Manager

7. Timescale

It is estimated this work would take 3 months

8. Conditions / Constraints / Risks

None identified.