

## Central Bedfordshire Council

EXECUTIVE

6 December 2016

---

### Corporate Accommodation Plan (CAP)

Report of Executive Member for Corporate Resources, Cllr Richard Wenham,  
([Richard.Wenham@centralbedfordshire.gov.uk](mailto:Richard.Wenham@centralbedfordshire.gov.uk))

Advising Officer: Director of Community Services, Marcel Coiffait  
([Marcel.Coiffait@centralbedfordshire.gov.uk](mailto:Marcel.Coiffait@centralbedfordshire.gov.uk))

**This report relates to a Key Issue**

---

#### Purpose of this report:

1. To present the draft Corporate Accommodation Plan which articulates the Council's approach to its corporate accommodation.

#### RECOMMENDATION

##### The Executive is asked to:

1. **approve the Corporate Accommodation Plan and the conclusions reached within it.**

#### Overview and Scrutiny Comments/Recommendations

2. This item is planned to go to Corporate Resources Overview and Scrutiny Committee on the 29 November 2016. The Executive will be notified of any recommendations arising from this meeting.

#### Issues

3. There is currently no holistic approach to the management of the Council's corporate accommodation. This draft CAP is intended to address this issue and is designed to ensure that the Council's corporate accommodation offer:-
  - a. Is of the appropriate scale, in the right location and in the right condition for the delivery of services;
  - b. Is flexible to future changes in requirements resulting from new operating models;

- c. Aligns with and facilitates the implementation of the Working Smarter Project, and allows staff to work in a modern and effective way; and
- d. Delivers the best value for money solution having regard to both cost and quality.

### **Options for consideration**

- 4. The various options for consideration are detailed in the attached Corporate Accommodation Plan.

### **Reason/s for decision**

- 5. Property is expensive to procure, run and maintain, especially when budgets are under ever increasing pressure. As a result, corporate accommodation needs to be carefully managed over its life to ensure best value in terms of use, maintenance and financial return, whilst still ensuring quality in service delivery.
- 6. This draft CAP will support better management of the Council's corporate accommodation and will provide a solution to the issues highlighted above.

### **Council Priorities**

- 7. The Corporate Accommodation Plan will enable the Council to provide a more responsive and efficient service from our key offices, delivering efficiency savings at the same time and more efficient cost control in capital and revenue terms.
- 8. In addition, the vacation of one current office building will enable the development of enhanced services for the vulnerable, through provision of a much needed extra care facility.

### **Corporate Implications**

- 9. ICT – Due to the office moves that are described in the Corporate Accommodation Plan there will be a requirement to relocate staff and appropriate ICT infrastructure to alternative sites. This will have resource implications that will need to be addressed with the ICT team.
- 10. Sustainability – Sustainability will be a consideration when determining office locations for any teams that are relocated as a result of the implementation of the Corporate Accommodation Plan. An assessment of any implications will be undertaken as part of the delivery stage of the plan.

## **Legal Implications**

11. It is not considered that there are any significant legal implications arising from the proposed plan. Any minor legal implications resulting from the delivery of this plan such as the termination of leases and consultation with employees will be addressed as part of the plans delivery.

## **Financial and Risk Implications**

12. It is expected that the delivery of the plan will facilitate the vacation of the Houghton Lodge site by CBC staff, this site having been identified as having alternative value in accommodating the affordable extra care facility needed in the West Mid Beds locality. The Plan will also realise revenue savings of c. £300k identified under the Working Smarter Programme. Savings identified by the Working Smarter Programme that relate to CBC properties will be addressed by the Quadrant Accommodation Plans.
13. There are some risks associated with the delivery of the plan as it links with other deliverables such as the Working Smarter Project and requires a number of office moves which could impact staff. However, a key deliverable of the Plan is to provide flexible accommodation for the future and as such the plan seeks to minimise the Authority's risks associated with accommodation going forward.

## **Equalities Implications**

14. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
15. As part of the development of the Corporate Accommodation Plan careful consideration is being given to the needs of residents and staff.

## **Implications for Work Programming**

16. Subject to the Committee's endorsement of this plan, the CAP would be taken forward to the implementation stage. Part of the implementation will involve the development of four Quadrant Accommodation Plans as described within the CAP. These plans will be brought to Executive for endorsement at a later date.

## **Conclusion and next Steps**

17. It is requested that the Executive Committee endorses the approach being proposed in the Corporate Accommodation Plan to rationalise and make better use of our office accommodation, to save capital and revenue costs, and to provide more modern, flexible work spaces for staff.

## **Appendices.**

18. Appendix A Corporate Accommodation plan