

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **NEW OFFICES WORKING GROUP**

At a meeting held in the Committee Room 1 on 23<sup>rd</sup> February 2004 at 2pm

- Present:** Councillor RT Summerfield – Chairman
- Councillors:** JD Batchelor, Mrs J Hughes, JA Nicholas & Mrs DSK Spink
- Officers:** JS Ballantyne, Chief Executive  
GJ Harlock, Finance & Resources Director  
P Barnes, Special Projects Manager  
J Garnham, Finance Project Officer
- Lambert Smith Hampton:** Andrew Gordon & Matthew Williams

Apologies were received from Cllr SGM Kindersley.

#### **1. MINUTES**

- 1.1 The minutes of the meeting held on 13<sup>th</sup> January 2004 were agreed as a correct record, subject to the inclusion of the word “consider” in the second sentence of paragraph 2.6, which now reads:
- The Finance Project Officer agreed to consider contacting parish councils regarding the availability of furniture after the relevant audit had been completed.

#### **2. MATTERS ARISING**

##### **Cambridge Office (minute 2.1)**

- 2.1 The Finance Project Officer reported that the officers from the City Council had assured him that the building work in the Cambridge Office would be complete by the end of March.
- 2.2 It was understood that the four posts in the Cambridge Office had been offered to four current members of staff. *It was confirmed after the meeting that one of these posts is 0.5 FTE; should experience at the Cambridge Office indicate that the remaining 0.5 FTE is also required, further recruitment will be undertaken.* It was noted that the Cambridge Office had the desk space for an additional member of staff which visiting officers could use.

##### **Removals and Disposal of Old Furniture (minute 2.6)**

- 2.3 The Finance Project Officer reported that the company Anca Business Supplies had shown a keen interest in taking ownership of the Council's surplus office furniture. It was understood that the Council would only receive a small remuneration for this furniture. The Group agreed that the Council should proceed in its negotiations with Anca Business Supplies as they presented the most practical and cost effective solution to the disposal of the surplus furniture.

##### **Cash Office (minute 5.5)**

- 2.4 It was understood that the cash office had been fitted to the new building but the issue of whether the Council would incur an extra charge for the ballistic

resistant glass had not yet been resolved.

### **3. NOTES FROM CAMBOURNE OFFICERS GROUP (COG)**

- 3.1 The Finance Project Officer summarised the latest business of the COG sub-groups.

#### **Furniture, Space & Storage**

- 3.2 It was noted that the furniture order had been sent to Breathe and the cost would be within budget. The furniture would be assembled in the new office in April after the building work had been completed.

- 3.3 It was reported that departments were continuing to dispose of documents that no longer needed to be retained (including shredding of confidential documents) and to DIP documents for retention. It was understood that, if departments were not able to complete the disposal or DIPing of documents before the move, there was a contingency plan for storing these documents on a temporary basis at the new office and completing the work as soon after the move as possible.

#### **HR/ Travel**

- 3.4 It was reported that a new Travel to Work Plan was being developed to meet the planning conditions on the building. The Special Project Manager stated that he was liaising with the County Council and seven private companies to ensure that a Council-run bus service would complement the County Council service. He reported that he was liaising with businesses at the Business Park including the organisation which could potentially be occupying building 2030 regarding a co-ordinated travel to work scheme. He agreed to contact the authorities responsible for staffing Sackville House (the Joint Services Building) regarding travel to work.

**PB**

#### **Staff Facilities**

- 3.5 It was noted that laser printers would be used at the new offices and staff would also be able to send larger print jobs straight to the networked photocopier.

- 3.6 It was understood that quotes for providing free vending machines for staff use were being examined.

- 3.7 It was noted that the staff canteen would have the same level of facilities as the existing canteen.

- 3.8 Staff visits to the completed office would be held in April. A meeting would be held on 24<sup>th</sup> February with the Information Section who have been collating staff queries to relay to the Special Project Officer. Responses to these queries will be published on the Intranet to ensure availability to all staff.

#### **Relocation**

- 3.9 The Finance Project Officer reported that a company would be selected shortly to transport the furniture the Council would be taking to the new office. It was understood that the cost would be within budget.

#### 4. TELEPHONE NUMBERS FOR CAMBOURNE OFFICE

- 4.1 The Special Projects Manager presented this report which outlined the issues relating to telephone numbers for the Cambourne office and invited Members to evaluate and decide which option was the most appropriate.
- 4.2 It was noted that the final set of numbers in paragraph 35 should be 71 3499.
- 4.3 The Special Projects Manager advised against allocating the Cambridge area code for the new office due to the cost of installing the appropriate link and the ongoing line rental fee. Andrew Gordon advised that it was only viable to incur these costs if the user would benefit from being associated with the City of Cambridge. The Group agreed that such a recognition was of no benefit to the Council and the option of securing a Cambridge area code for the new office was rejected.
- 4.4 It was understood that the use of a provider other than BT to supply the main telephony services to the Council might increase rates that are charged for other BT services that the Council uses. It was suggested that the relationship with utility suppliers should be examined, with a view to achieving a reduction in call rates.
- 4.5 It was noted that NTL could offer the same extensions as those currently used. However, the Chief Executive stated that it was the aim of the Council to encourage callers to use the new contact centre as opposed to the old direct dial numbers. This could be achieved more easily if all staff were given new numbers after the move.
- 4.6 In response to questioning, the Special Projects Manager agreed to examine what effect the telephone contract would have on a Broadband deal which apparently could offer businesses a phone charge that was 30% lower than the BT rate.
- 4.7 The Special Projects Manager advised that BT would be a more appropriate provider as they could provide 500 numbers which allowed more flexibility than NTL who could offer 400 numbers.
- 4.8 It was understood that BT had published incorrect numbers in their telephone directory, which would remain until January/February 2005. It was noted that the public and other stakeholders would have to be informed of the new numbers. However, the 08450 450 500 call centre number would be unaffected by the office move.
- 4.9 The Group **AGREED** to utilise the range of numbers from BT which are 01954 71 3000 – 71 3499

#### 5. RISK REGISTER AND PROJECT PLAN UPDATE

##### **New Office – Completion of Works**

- 5.1 The Special Projects Manager reported that the building was still not 100% watertight but an air pressure test would be carried out on 1<sup>st</sup> March 2004. All windows were in and the front and rear doors had been left off to ease access to the building for construction workers. The developers had repeated their assurance that the work would be finished by 31<sup>st</sup> March 2004.
- 5.2 The Finance and Resources Director expressed his concern at the lack of progress that had been made on building works when he visited the site

earlier in the month. He added that there had been no workmen present on the two Sunday afternoons he had visited the site despite the assurance that the building was being worked on 7 days a week. It was reported by the Special Projects Officer that construction work was being carried out on Sunday morning but not Sunday afternoon.

- 5.3 The Chief Executive stated that he had met with a Director of Development Securities, Julian Barwick, who had assured him that the building would be completed by 31<sup>st</sup> March although correction work (known as “snagging” works), which was inevitable in any building works, would have to be carried out after that date. It was understood that McAlpine and Breathe would have to work together to ensure that “snagging” works could be completed without interfering with the installation of the furniture. A meeting will be held with Breathe and McAlpine on 5<sup>th</sup> March to develop a programme for snagging works after the 1<sup>st</sup> April.

#### **Manifestation**

- 5.4 It was understood that manifestation would be added to glass partitions at various heights to make the glass visible to pedestrians and wheelchair users. It was noted that additional manifestation would be added to the windows of Chief Officers to ensure more privacy than other rooms. The Chief Executive explained that blinds might have to be added to Chief Officer and other rooms where confidential meetings were held. It was agreed that these rooms would be assessed after the move and blinds or extra manifestations would be added if necessary.

#### **RISK REGISTER**

- 5.5 The Special Projects Manager drew attention to the amendment to risk 22: Possibility of delays to practical completion date, as a meeting had been arranged with Breathe and the developer to discuss scheduling of post construction works. He stated that he had also met with ITNET to inform them that the removal company will move the computer hardware while ITNET focus on getting the servers on-line.
- 5.6 The Special Projects Manager also drew the Group's attention to the amendments to risk OC11 and OC12 which had necessitated the submission of the details of the Travel to Work plan and the Cambridge Office to the relevant local planning authority. No problems were envisaged with these issues.
- 5.7 It was noted that the details on the Project Plan would be summarised to show activities relating to occupation of the building and relocation. This will be submitted at the next meeting.

#### **6. ANY OTHER BUSINESS**

##### **Lettering Below the Council Crest**

- 6.1 The Special Projects Manager circulated two possible designs for the lettering below the Council Crest. The Group agreed the first option which used regular lettering and was clearer than the second option which used bold lettering and drew attention away from the Council Crest.

##### **Art Work – Insurance Premium Excess**

- 6.2 The Special Projects Manager informed the Group that the Council's insurers would insure 3 dimensional sculptures for the same annual premium but the Council would be liable for the first £500 of any damage incurred. The

Finance and Resources Director stated that in view of the amount of money involved and the probability of damage, this issue should be dealt with outside this Group.

#### **Display of Historical Artefacts**

- 6.3 Councillor Mrs J Hughes asked what progress had been made on her suggestion that articles of archaeological interest found in Cambourne be displayed at the new office. The Special Projects Manager stated that Beverley Carpenter, one of the resident artists on the Business Park had displayed some archaeological artefacts at one of her recent displays. He suggested that she should be contacted, probably through Wysing Arts, on this issue. Councillor Mrs DSK Spink informed the Group that she would be attending a meeting with Wysing Arts shortly and would raise this issue then. Concern was expressed at the cost of displaying such artefacts.

DS

#### **Closing the Hills Road Office**

- 6.4 It was agreed that, to facilitate the move, the Council's offices (i.e. at Hills Road, Station Road and Oakington) should be closed at 12 noon on Friday 30<sup>th</sup> April. It was noted that the Cambridge Office would be operational by then. It was agreed that this should be publicised and an article placed in South Cambs Magazine.

#### **Opening Ceremony**

- 6.5 The Chief Executive reported that the Council were working with the County Council to secure a member of the Royal family to open both the new offices and Sackville House (the Joint Services Building) in Cambourne. It was noted that the official opening would take place after the building had been occupied.

### **7. DATES OF NEXT MEETING**

- 7.1 The next meeting of the Group will be held on:
- 19<sup>th</sup> March 2004 at 2pm in Committee Room 2

It was agreed that a meeting be scheduled for Tuesday 13<sup>th</sup> April at the new offices at 2pm. This meeting would only take place if required.

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The meeting ended at 3.45 pm

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