



Cabinet 7 May 2008

West Suffolk House, Bury St Edmunds: Storage and Records Management (May 08/03)

1. Summary and Reasons for Recommendations

- 1.1 Phase 1 of the Public Service Village Programme is the construction of West Suffolk House. The building will be jointly owned by St Edmundsbury Borough Council and Suffolk County Council and a joint committee (West Suffolk House Joint Committee) has been established to manage the building through procurement to occupation and beyond.
- 1.2 In order to enable the floor space within the new offices to be effectively utilised it is proposed to remove closed filing from the working area and adopt a joint storage and records management solution.
- 1.3 By combining each authority's storage and records management service the costs will be shared.

2. Recommendations

- 2.1 It is **RECOMMENDED** that:-
- (1) Option 4, as contained within the Business Case for Joint Storage Solution at West Suffolk House (Appendix A to Report Y727) be adopted;
 - (2) a capital budget allocation of up to £85,000, funded from the Building Repairs Reserve, be made for the conversion and fitting out of the existing depot as detailed in Table 3.1 of the Business Case for Joint Storage Solution at West Suffolk House (Appendix A to Report Y727); and
 - (3) the Corporate Director of Resources, in consultation with the Portfolio Holders for Economy and Asset Management and Performance and Organisational Development, be given delegated authority to implement the measures necessary to deliver joint file storage and records management.

3. Corporate Objectives

- 3.1 The recommendations meet the following, as contained within the Corporate Plan:-
- (a) Corporate Priority : *'Raising Corporate Standards and Efficiency';* and
 - (b) Cabinet Commitments : *'Public Service Village'.*

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4. Key Issues

- 4.1 The Borough Council together with Suffolk County Council have agreed to the joint construction of replacement offices, West Suffolk House.
- 4.2 The office has been designed to be very space efficient incorporating flexible working practices such as hot desking, open plan and limiting the space per work station in line with current best practice guidelines. To achieve this, as detailed in the Business Case for Joint Storage Solution at West Suffolk House (Business Case) attached as Appendix A to this report, the amount of storage on the floor plate is calculated at 1.5 linear metres per workstation. This means that files other than those being actively used (closed files) must be stored off site.
- 4.3 The two key issues are:-
(1) storage facilities; and
(2) records management.
- 4.4 The Business Case sets out the options for providing storage facilities to accommodate closed files for both authorities, together with other bulky items, such as emergency planning equipment. An audit undertaken in 2007 showed that St Edmundsbury Borough Council had approximately 8,700 linear metres of filing.
- 4.5 With a robust approach to remove duplication, unnecessary filing, greater use of electronic filing and the implementation of a destruction policy based on the adopted Local Government Classification Scheme, which defines legal requirements for the periods of different record retention, it is estimated that for St Edmundsbury Borough Council this amount can be reduced to approximately 2,300 linear metres equating to 7,000 record management boxes. This assumption is based on information provided by Suffolk County Council's Records Management Service and the recent adoption of a similar approach by Ipswich Borough Council when moving to its new accommodation.
- 4.6 A records management service is required for West Suffolk House. This service will support the aim to effectively manage the records by highlighting when records have reached their statutory retention period and to ensure that the level of storage is kept at sustainable levels following the adoption of the proposals outlined in 4.5. above. The service will also include retrieval of closed files from storage and through the Facilities Management Service deliver these to the officer.
- 4.7 In order to facilitate the provision of a joint closed files storage and records management service there are a number of key principles that require agreement by both authorities. Officers of each authority are researching the options available for delivery of the service and will report their findings to the Corporate Director for Resources.

5. Other Options considered

- 5.1 There are six options detailed under Section 2, Premises, of the Business Case. It is considered that even with the future uncertainty of the depot at this moment Option 4 offers the best return for the capital investment and will result in lower revenue running costs. In order to minimise the financial cost of any future move the storage shelving and cages can be transferred and reused.

6. Community impact <i>(including Section 17 of the Crime and Disorder Act 1998 and diversity issues)</i>			
6.1 <u>General</u>			
6.1.1 West Suffolk House will provide a clear and obvious presence in the town and a focal point for all Suffolk County Council and St Edmundsbury Borough Council interactions. The provision of a joint closed file storage and records management service will be of significant financial benefit to council tax payers by delivering the supporting services in the most efficient and economical way.			
6.2 <u>Diversity</u>			
6.2.1 The records management system will be designed to be understandable and accessible to all.			
7. Consultation			
7.1 Portfolio Holders for Asset Management and Performance and Organisational Development, West Suffolk House Joint Committee, St Edmundsbury Borough Council's Corporate Management Team, Suffolk County Council's Resources Director.			
8. Resource implications <i>(including asset management implications)</i>			
8.1 The capital cost of Option 4 is approximately £161,500, as detailed in Table 3.1 of the Business Case, and this will be shared 50:50 between both authorities. There is no budget provision within the existing Phase 1 Public Service Village Programme for this element and it is, therefore, recommended that it is funded from the Buildings Repairs Reserve.			
8.2 The revenue costs for the joint service delivery are detailed in Table 3.2 of the Business Case and are approximately £98,600 per annum. However, by combining the office accommodation with the postal and courier service this could be reduced to £74,645 per annum. This cost would be apportioned depending on the number of boxes stored by each authority and for St Edmundsbury Borough Council this may impact on the projected savings for West Suffolk House, although a number of the costs such as rates are already being incurred. This cost will be included within the overall budget submitted for approval to Cabinet by the West Suffolk House Joint Committee in the autumn of 2008.			
9. Risk Assessment <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
9.1			
Risk area	Inherent level of Risk (before controls)	Controls	Residual Risk (after controls)
	High/Medium/Low		High/Medium/Low
Records area required for Phase 2 capital investment lost.	H	Capital Investment on shelving and cages to be reused in any re provision of accommodation.	M
Capital cost exceed budget.	H	Works commissioned in-house and closely monitored by Property Services.	L
Inappropriate skills for certain posts.	H	A Records Management Service will adopt a robust appointment process based on essential skills criteria.	L
Delivery of service within business case budget.	H	Effective monitoring of service costs and development of service performance specifications as appropriate.	L

Disruption to service delivery on occupation.	H	Early commissioning of joint storage and records management service.	L
Non compliance with statutory records retention policy.	H	A Records Management Service to train council employees on effective records management processes.	L
Storage requirement exceeds capacity provided.	M	Adoption by all services of a destruction policy based on national guidelines.	L

10. Legal or policy implications

10.1 Commissioning of a joint file storage and records management service will enable St Edmundsbury Borough Council to fully implement the adopted Local Government policies on record retention and management.

10.2 External storage will facilitate the effective use of the office space as envisaged within the Business Case and will enable the storage of records at a reduced cost per m².

Wards affected	All	Portfolio Holders	Economy and Asset Management and Performance and Organisational Development
Background Papers	X582 Y84 W458	Subject Area	Property Management

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Business Case

For

Joint Storage Solution

at

West Suffolk House

Suffolk County Council
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

St Edmundsbury Borough Council
St Edmundsbury House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

**Business Case
For
Joint Storage Solution at West Suffolk House**

1. Introduction

Bury Public Service Village is a joint project between Suffolk County Council and St Edmundsbury Borough Council where a new shared office will be provided, enabling citizens to have improved access to both authorities' services. Construction started in June 2007 with full occupation originally planned for December 2008. The programme will also pursue a range of service improvements and additional savings, such as those arising from flexible working and process re-design.

This programme of service improvements includes changes to filing and storage. The quantity of available storage space on the floor plate will be limited to 1.5m (linear) per workstation so this means that additional provision will need to be provided elsewhere. With 435 planned workstations the floor plate storage equates to 652.5 lin metres.

Storage for Filing

Three different levels/types of filing storage have been identified:

- active – a file that someone is working on
- semi-active – a file that is not active and not ready to be closed
- closed – a file that is no longer in use

SCC staff at Shire Hall use SCC's Records Management for storage and retrieval of non-active files. SEBC staff are less advanced in closing files and managing paper records. Service provision through SCC's Records Management has been identified for the majority of the filing related storage requirements at West Suffolk House. Records Management's premises are at Cocksedge in Ipswich. There is some capacity at Cocksedge but only for approximately 250 boxes (or 83 lin m approx).

Measurements taken in January 2007 show that SEBC has 8700 linear metres of filing which approximately equates to 26100 boxes¹. In Bury St Edmunds (Shire Hall) SCC has 1562 linear metres, which is the equivalent of 4686 boxes. West Suffolk House will have a total of 652 lin metres of storage on the floor plates. SEBC expect to destroy approximately 6370 lin metres of filing. This leaves 3240 (8700 – 6370 + 1562 – 652) lin metres of filing (or 9720 boxes) which need to be accommodated elsewhere.

Footnote

¹ 1 lin metre equals 3 RM boxes (approx)

Table 1 – Breakdown of active and closed files and records for destruction for SCC and SEBC

File Type	Lin metres of filing for SCC	Approx number of SCC boxes (1 lin metre approx equals 3 RM boxes)	Lin metres of filing for SEBC	Approx number of SEBC boxes (1 lin metre approx equals 3 RM boxes)
Active	1562m	4686	1165m	3495
Semi-active	Nil	Nil	Nil	Nil
Closed	Nil	Nil	1165m	3495
Destroy	Nil	Nil	6370m	19110
Total	1562m	4686	8700m	26100

It is envisaged that closed files could be stored at the closed file store at Risby. Alternatively if there is sufficient space within the chosen option they could be accommodated in the new premises.

In addition some services have identified the need for a quicker service than Records Management's typical 4-hour response. To reduce the number of miles travelled and to facilitate this quick response to enquiries, it is necessary to identify suitable premises within Bury St Edmunds, preferably on the PSV site.

Storage for Equipment

Due to the nature of work carried out at Shire Hall, Western Way and Angel Hill, a number of staff have equipment that will not fit into the proposed lockers or filing cupboards. This equipment ranges from children's car seats to surveying equipment and reflective jackets to display stands, driving simulators and election equipment. Therefore additional space is required to accommodate these items. The latest survey shows this to be 222.5 cubic metres.

Both authorities are working in partnership to find joint solutions in as many areas as possible for West Suffolk House, eg ICT. Both authorities were keen to develop a joint solution for storage and filing and SEBC saw the advantage of using SCC's Records Management expertise and experience. With this in mind it was proposed that filing storage be delivered through RM.



2. Premises

It was felt to be important that files and equipment be stored within Bury St Edmunds as the amount of miles that would be travelled by car in order to retrieve a file. Adding car/van miles was not considered to be green and an additional and unnecessary burden to the taxpayer. There would also be a lack of convenience for staff if files were stored elsewhere in Suffolk. Therefore options within Bury St Edmunds were identified which met the broad criteria:

1. Within Bury St Edmunds
2. Vacant or available soon
3. Industrial type unit appropriate for conversion

Option 1 – New Build at PSV

One idea for the future is to provide a Records Management service for all PSV partners. A new purpose built building could be provided on the Western Way site. This would need to be big enough to meet current needs but be capable of being extended to meet the needs and proposal of future partners. This option would be subject to planning permission.

Pros	Cons
Convenience to West Suffolk House	Planning permission required
Purpose built	Min 2 years to procure and build
Good security as on Western Way site	Interim solution would be needed
Purchase not lease	No guarantee that partners would come on board
May be possible to generate revenue in future	
No need for vehicles	

Option 2 – Former Joinery Store

Havebury Housing Association recently vacated this building. The building is located on the Western Way site and is within 2 minutes walking distance from West Suffolk House. Vehicular access is from Olding Road. Some works would be required to the building to make it suitable. The floor area is approximately 5060 sq ft (470 sq m).

Pros	Cons
Convenience to West Suffolk House	Conversion works required/ Building condition needs improvement
Vacant/Available now	Lease

Greater flexibility of operation/use	Building planned to be demolished as part of PSV Phase 2 therefore costs lost
Cheap rent	Lack of IT, toilets etc
Good security as on Western Way site	Close to skateboard park
No need for vehicles	Poor environment for staff to work in even after upgrade completed

Option 3 – Conversion of Depot

The Depot is joined to the NHS Logistics building and St Edmundsbury House. The building has a ground floor area of 3000 sq m. Whilst part of the building is used for the repair and maintenance of vehicles approximately half the building is used for storing all sorts of equipment and furniture, including, temporarily, museum pieces.

Pros	Cons
Convenience to West Suffolk House	Partial floor to ceiling separation from vehicle maintenance area
Good security as on Western Way site	Currently poorly organised and temporarily storing museum pieces
No need for vehicles	Building planned to be demolished as part of PSV Phase 2
Low rent	Space will become available after Sept 08
Existing toilets and IT provision	

Option 4 – Part Conversion of Depot and adjacent Office

As option 3 but with the office area accommodated within the current IT suite of St Edmundsbury House. This space would be shared with the Post and Courier service.

Pros	Cons
Convenience to West Suffolk House	Partial floor to ceiling separation from vehicle maintenance area
Good security as on Western Way site	Currently poorly organised and temporarily storing museum pieces
No need for vehicles	Building planned to be demolished as part of PSV Phase 2
Low rent	Space will become available after Sept 08
Existing toilets and IT provision	
Decent office environment for staff	

Option 5 – Conversion of SCC building in Bury St Edmunds ie 7 & 9 Ailwin Road
 7 & 9 Ailwin Road are leased properties within SCC's property portfolio that SCC rents from a third party. The current lease expires in 2015. The premises are under used and it is possible to use one of the two units for a storage facility. Each unit has an approximate floor area of 230 sq m.

Pros	Cons
Current asset with 7 years left on lease	Landlords permission may be required for conversion
Improved use of premises	Not on Western Way site, therefore vehicles required
In Bury St Edmunds	

Option 6 – Conversion of SEBC building in Bury St Edmunds eg Bunting Road
 St Edmundsbury Borough Council has an investment portfolio of properties which include industrial type premises. Some examples of these are on Bunting Road. The current rent passing on a 4 to 5 year lease is £28,000 pa for approximately 5000 sq ft (approx 465 sq m). The building would be suitable to have a mezzanine floor.

Pros	Cons
In Bury St Edmunds	Not on Western Way site, therefore vehicles required
	Reduced revenue for SEBC
	Open market rent

3. Operating the Storage Facility

The premises would be operated by SCC Records Management in a similar manner to the facilities at Cocksedge, Ipswich. This service currently operates by sending an email to Records Management requesting a file, which then retrieve the file and deliver it to the person's desk. The service is provided from 9.00 to 17.00 hours Monday to Friday (excluding public holidays). Service delivery is 48-hour service for closed files, 24-hour for semi-active and half day service (typically 4 hours) for active files. Emergency retrieval is £50 per box (for closed or active files).

However, the nature of the work that will be carried out at West Suffolk House will mean that staff will need to have immediate access to files at times of emergency. If a building close to West Suffolk House is chosen then it may be possible for staff to walk into the building and ask RM staff to retrieve the file for them there and then. The operation of the storage facility would need to be worked through with RM and staff to achieve an appropriate operating solution.

All revenue costs would need to be recovered and directorates would be recharged by RM on the basis of the number of files/boxes stored.

Records Management would be able to carry out filing (at an additional cost) or large numbers of files could be ordered for staff to carry out filing at their desks.

Equipment Storage

Staff need to have ready access to equipment and in some circumstances may not be able to wait for it to be delivered, eg emergency survey of highways infrastructure following an accident. Therefore access to equipment needs to be available at all times.

Secure zoned space could be provided (e.g. in cages) for each division/service as required. Each space could contain shelving or racking for storing equipment and non-filing items. Specified staff would be able to access this section of the premises as and when they need during the day.

Bury St Edmunds Public Service Village



PSV

3.1 - Estimated Capital Costs

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Comments
	New build at PSV	Conversion of Joinery Store	Conversion of Depot	Part Conversion of depot & adjacent office	SCC building in BSE	SEBC building in BSE	
Land purchase	£35,000	£0	£0	£0	£0	£0	
New Build	£500,000	£0	£0	£0	£0	£0	
Fit out	£250,000	£0	£0	£0	£250,000	£250,000	Based on Cocksedge
Clean Out	£0	£1,000	£5,000	£5,000	£1,000	£1,000	
Repair and Make Good	£0	£40,000	£20,000	£15,000	Inc in Fit Out	Inc in Fit Out	Option 4 inc fire door & ramp
Goods lift for mezzanine	£0	£27,000	Not required	Not required	Inc in Fit Out	Inc in Fit Out	
Fit out/Shelve/etc	£0	£54,000	£27,000	£27,000	Inc in Fit Out	Inc in Fit Out	Mezzanine may be optional in Option 3 due to size of building
Security	£0	£10,000	£10,000	£10,000	Inc in Fit Out	Inc in Fit Out	
Lighting	£0	£10,000	£10,000	£10,000	Inc in Fit Out	Inc in Fit Out	
IT and Telephony	£0	£5,000	£0	£0	Inc in Fit Out	Inc in Fit Out	
Heating, electricity etc	£0	£10,000	£5,000	£5,000	Inc in Fit Out	Inc in Fit Out	
Specialist Equipment/Furniture	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	Furniture to be recycled from existing stocks. Therefore nil cost.
Moving and Relocation	£5,500	£5,500	£5,500	£5,500	£5,500	£5,500	
Legal and Professional Fees	£80,000	£25,000	£15,000	£15,000	£40,000	£37,500	
Form Welfare Provision	Inc in Fit Out	£5,000	£0	£0	Inc in Fit Out	Inc in Fit Out	Already provided in Option 4
Cabinets/Cages for Equipment Storage	£17,000	£17,000	£17,000	£17,000	£17,000	£17,000	
Partition Wall	£0	£0	£50,000	£50,000	£30,000	£0	See Notes below
Total Capital Costs	£889,500	£211,500	£166,500	£161,500	£345,500	£313,000	Options 3&4(£136,500) See notes

Bury St Edmunds Public Service Village

PSV

3.2 - Estimated Revenue Costs

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Comments
	New build at PSV	Conversion of Joinery Store	Conversion of Depot	Part Conversion of depot & adjacent office (Figures in brackets represent savings due to shared space with postal operations).	Conversion of SCC building in BSE (Ailwin Road)	Conversion of SEBC building in BSE (Bunting Road)	
Rent pa	£0	£8,350	£8,350	(£4,175) £8,350	£12,995	£28,000	Option 1: Assumed purchase of site. Option 5: Current rent for 7&9 Ailwin Road is £25990pa
Utilities pa	£5,600	£5,600	£5,600	(£2,800) £5,600	£5,600	£5,600	Based on Cocksedge
Heating	£8,000	£8,000	£8,000	(£4,000) £8,000	£8,000	£8,000	Based on Cocksedge
Cleaning and FM	£11,000	£11,000	£11,000	(£5,500) £11,000	£11,000	£11,000	Based on Cocksedge
IT and Telephone	£1,000	£1,000	£1,000	(£500) £1,000	£1,000	£1,000	Based on Cocksedge
Courier	£0	£0	£0	£0	£12,000	£12,000	Assumed additional courier trip required
Staff	£43,570	£43,570	£43,570	£43,570	£43,570	£43,570	
Rates	£7,100	£7,100	£7,100	£7,100	£7,100	£7,100	Based on Joinery Store
Building Maintenance	£5,000	£10,000	£10,000	(£5,000) £10,000	£10,000	£10,000	
Equipment Maintenance	£3,000	£3,000	£0	£0	£3,000	£3,000	For maintenance of goods lift
Security	£4,000	£4,000	£4,000	(£2,000) £4,000	£4,000	£4,000	Option 3 - Security already exists
Total Revenue Costs pa	£88,270	£101,620	£101,620	(£74,645) £98,620	£118,265	£133,270	Options 3 & 4 see notes for info re possible savings
Equivalent cost of storing per box per annum	£14.18	£10.96	£10.45	(£7.68) £10.15	£19.00	£21.41	Assumed 6225 boxes (all active files) for options 1, 5 & 6. 9270 boxes for options 2, 3 & 4.

Notes

All Options:

Capital and revenue figures have been calculated for West Suffolk House and are not split across SCC and SEBC. Capital costs will be split equally whilst revenue costs will be split on a pro rata basis.

Standard courier costs are included in the storage rate per box.

1 x Scale 3 and 1 x Scale 4 staff and temporary/holiday cover required to run the facility.

Option 1:

An interim solution will be needed for this option as it will take 2 years to procure and build a new facility. Therefore additional capital and revenue cost likely to be the same as Option 3. Therefore total capital cost likely to be £1,092,500.

Option 2:

It could be possible for Facilities Management to manage the security and out-of-hours access to the building.

Option 3:

Capital: Partition wall is to complete separation from workshop/vehicle maintenance area. Structural Engineer will need to check. Possible saving on estimated £50,000.

Due to size and current structure of the Depot a mezzanine floor is not required
Revenue: It could be possible for Facilities Management to manage the security and out-of-hours access to the building.

Option 4:

Capital as Option 3

Revenue: The office area could be shared with the Post and Courier service which would reduce the running costs by approx 25%. Figures shown in brackets in table 3.2.

Option 5:

This building may be a bit small to accommodate filing and equipment storage. Partition wall required to separate the 2 units. Structural Engineer required to check

Option 6:

Assumed SEBC will require market rent for the premise. Rent based on current rates in Bury St Edmunds.

No premises currently available. This option was included for comparison purposes.

4. Assumptions

Various assumptions have been made in order to create this business case. These are as follows:

- The actual quantities of active, semi-active and closed filing within SEBC are unknown. SCC staff at Shire Hall currently use Records Management so it is understood that all filing at Shire Hall is active.
- The level of archiving and destroying files within SEBC is unknown and therefore the assumption has been made that three quarters of the files can be destroyed, of the remainder half can be closed and the rest are active.
- There is no asbestos in any of the buildings in options 2 to 6.

5. Issues and Concerns

Whilst the Joinery Store and the Depot (Options 2, 3 and 4) are in an ideal location on the Public Service Village site the current master plan shows the buildings being demolished as part of Phase 2. There is currently no timetable for Phase 2 as nothing is definite about a new partner relocating to the site. Even an imminent decision to relocate to the PSV would mean that it would take at least 2 years of planning, design and construction to bring Phase 2 to fruition. Currently there are two possible new partners and this may mean that Phase 2 may be in two stages.

It has been considered that any business case for a future partner would need to cover the costs of relocating the Depot as it covers a large part of the site. It could be suggested that the business case for Phase 2 would need to cover the costs of relocating the Joinery Store (Option 2) too.

It is therefore a concern that SEBC and SCC could be investing capital into a building whose medium to long-term future is uncertain if options 2, 3 or 4 are chosen. Mitigation will be required to ensure that capital invested in either of these buildings is not wasted and this could be achieved through relocation of storage shelves and cages.

This could mean that a second move will be needed. If this were the case, the move would be carefully managed to ensure minimum disruption and occur over a weekend. The shelving/racking and cages could be reused to reduce capital costs, which would be about £44,000. A similar move took place about 18 months ago when SCC's Records Management was relocated from St Andrew's House to Cocksedge.

The Depot will not be available until September 2008 at the earliest. This is because it is currently storing museum artefacts that will relocate to the new museum at West Stow. However it is likely that the occupation of West Suffolk House will be delayed to early 2009. Whilst it would be preferable to fit out the Depot during Summer 2008 this probable delay means that there will be some 'breathing space' for the storage project and the fit out can take place once the artefacts have been moved out.

Earlier discussions viewed the delivery of the courier and postal service from the same premises as the storage as providing value for money. These figures are shown in brackets in table 3.2. In addition to revenue savings, accommodating the two services within the same premises would provide the following intangible benefits:

- Staff working in an office type building rather than converted industrial unit
- Both services currently have a close working relationship which would be further facilitated within joint premises
- Potential for close working between the two services eg lunch cover for customer service desk/reception desk.

Whilst Ailwin Road (Option 5) has been included it may be a bit small to provide the full level of service envisaged.

Discussions with SCC staff have found mixed messages relating to needs and wants for filing. This makes it difficult to quantify the level and type of service needed. For example SCC staff are saying that all of their files are active and that they need to have access to them. For example a Social Worker can have an emergency call about a customer and need to leave immediately, taking the file with them. It is envisaged that the more current active files will be accommodated on the floor plate, but as it is not possible to accommodate all the filing on the floor plate it is imperative that whichever solution is chosen that it can meet service delivery needs. This level of service is not necessary for all staff and there will need to be discussion with Records Management about how their service is delivered. In addition change management training will assist with this culture change.

In addition, the actual quantity of filing space on the floor plate may be different from that quoted on page 2. There are new 'cupboards' on the market that provide greater capacity for filing than standard cupboards and filing cabinets used within Shire Hall, St Edmundsbury House and Endeavour House. However this furniture is more expensive. The outcome of the furniture business case may mean that less storage space would be required. However, it should be noted that it is any surplus could not be accommodated within Cocksedge.

6. Recommendations

To deliver the level of service that staff will require it is essential that the storage facility is located on the Western Way site. This reduces the options down to 4, options 1, 2, 3 & 4. Whilst Option 1 provides one of the cheapest revenue options, it is by far the most expensive capital solution, coming to approximately £900k when an interim solution is included and hence is unaffordable.

Options 2, 3 and 4 provide similar value capital and revenue costs; however by further discussions between the two authorities it has been possible to reduce the capital cost of options 3 & 4. There are also revenue savings to be made in options 3 & 4, particularly option 4 if the office premises are shared with the Courier and Post service.

It should be noted that capital and revenue funding for this element of the WSH project has not been identified and this funding will need to be found. Some revenue savings will be made from the reduced running costs but exactly how much this will be is not known as figures were not available for SEBC.

It is also important to point out that there has been some synergy with the courier and postal project and that earlier discussions proposed sharing the same building. Therefore the decision for storage accommodation will impact on where the postal and courier service will be provided. Options 2, 3 and 4 would enable this sharing.

Option 4 is recommended for approval.