



Cabinet 1 December 2010

West Suffolk House Joint Committee: 12 November 2010 (Dec10/03)

(The following is a summary of the decisions taken by the Joint Committee. This is for information only and no decisions are required by the Cabinet.)

Cabinet Members: Cllrs Sara Mildmay-White and David Ray *Chairman of the Joint Committee: Cllr David Ray*

1. Car Parking to the Front of West Suffolk House: Update (Report B289)

RESOLVED:- That,

- (1) the current arrangements of monitoring the up-to-one-hour parking provision for staff and Members at the Visitors' Car Park located to the front of West Suffolk House be continued by Facilities Management Services;*
- (2) updates on levels of abuse be included within the Building Manager's regular reports to the Joint Committee; and*
- (3) the option of introducing a ticket machine, as detailed in Option A of Section 3.1 of Report B132, and recorded in the resolution of the Joint Committee on 23 July 2010, not be implemented at the present time.*

Car parking is currently provided for disabled staff and Members, and for visitors to West Suffolk House at the front of the offices. In addition, staff and Members are allowed to park for up to one hour before 3.30 pm in order to drop off/collect papers and attend short meetings etc.

On 23 July 2010, the Joint Committee resolved that:-

- '(1) monitoring of abuses to the car park located to the front of West Suffolk House be undertaken over the next three months; and*
- (2) if significant levels of abuse continue, then Option (a), as detailed in Section 3.1 of Report B132, be implemented.'*

Following this decision of the Joint Committee, a considerable amount of effort has been invested in communicating the message to staff through various means, as outlined in the report. The use of the car park has been monitored by Facilities Management (FM) Services and there has been a considerable decline in the level

of abuse. However, it is ascertained that without regular monitoring, some drivers continue to contravene the rules governing this car park.

Spaces are now generally available for visitors to the building; therefore, the Joint Committee considered it appropriate to continue monitoring usage and that it was not necessary to install a ticket machine at this time.

2. Review of the West Suffolk House Travel Plan (Report B290)

RESOLVED:- That,

- (1)***
 - (a) individuals working for organisations, contractors or agents other than Suffolk County Council and St Edmundsbury Borough Council but based at West Suffolk House, also be charged for parking at the Olding Road car park, as detailed on Section 4.1 of Report B290; and***
 - (b) this be achieved through charging the organisation or by charging the individuals where access to their payroll is permitted;***
- (2) any new contractors or agents appointed by either Council, be invoiced for use of the Olding Road car park;***
- (3) continued support for incentives to encourage alternative means of transport be provided, as outlined in Section 3 of Report B290, funded from the income from the Olding Road car park; and***
- (4) the travel mode targets for 2011 and 2015, as detailed in Section 4.2 of Report B290, be adopted.***

On 12 November 2010, the Joint Committee considered progress made on the approved West Suffolk House Travel Plan since its initial approval in December 2008 and subsequent amendment in September 2009.

Since occupation in March 2009, several organisations other than Suffolk County Council and St Edmundsbury Borough Council have occupied the building, such as Catch 22, Improvement East and Ocean Contract Cleaning Limited; the latter providing Facilities Management Services. It is important and in the spirit of meeting the objectives of the Travel Plan, to ensure that all individuals and organisations are charged for parking in the Olding Road car park. Any new contractors or agents appointed by either Council should also be invoiced for use of the Olding Road car park.

Report B290 also detailed several incentives currently provided for staff to encourage alternative means of travelling to work other than being the sole occupant of vehicles producing more than 120g/km of carbon emissions. The Joint Committee considered these and other incentives should continue to be encouraged, particularly if the travel mode targets agreed in Section 4.2 of Report B290 are to be achieved.

3. West Suffolk House: Budget Proposals: 2011/2012 (Report B291)

RESOLVED:-

That, subject to the budget setting processes of each Authority, the West Suffolk House Joint Service Budget Proposals for 2011/2012, as detailed in Appendix A to Report B291, be approved.

The Operating Agreement (Clause 8.3 refers) relating to the operation of West Suffolk House, requires the Building Manager to prepare by no later than 30 November in each year, a revised operating budget incorporating capital and revenue budget proposals for implementation in the next financial year. The total budget allocation proposed for 2011/2012 was £1,006,950, which indicates a reduction of £106,750 from the 2010/2011 budget of £1,113,700. The areas that had shown a significant change from the 2010/2011 budget are detailed in Section 2.2 of Report B291.

Attached as Exempt Appendix B to Report B291 is the revenue planned building maintenance repairs for the 2011/2012 financial year. There are no proposals for capital expenditure during 2011/2012.

The Joint Committee was particularly pleased to note that the projected annual savings for both Councils, as detailed in the previously approved updated business case (West Suffolk House Joint Committee Minutes of 3 April 2009, Minute 140 refers) are currently being exceeded.

4. West Suffolk House Building Manager: Amendment to Operating Agreement (Exempt Report B292)

RESOLVED:- That,

- (1) *the role and duties of the West Suffolk House Building Manager post be reviewed;***
- (2) *no permanent appointment be made until:-***
 - (a) *the outcomes of the restructuring of Suffolk County Council Property Services; and***
 - (b) *the shared services reviews between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Section 3.2 of Exempt Report B292, are known; and***
- (3) *as an interim measure, resources be made available from within the existing Suffolk County Council Property Services Section, as detailed in Section 3.3 of Exempt Report B292, to undertake the duties of the Building Manager.***

On 27 January 2011, the current Building Manager for West Suffolk House is due to retire but by mutual agreement this has been extended to 31 March 2011. This provides an opportunity for the role to be reviewed. In addition, and in accordance with the adopted Operating Agreement for West Suffolk House, the succession proposals were brought to the Joint Committee for consideration.

The role of the Building Manager remains important and should be recruited as soon as possible; however given the current restructuring being carried out within Suffolk County Council's Property Services, and the shared services approach being undertaken between St Edmundsbury Borough Council and Forest Heath District Council, it was considered appropriate to wait until these reviews are completed before appointing a permanent replacement. An option was considered by the Joint Committee, which was to utilise staff from within the SCC Property Services Section as an interim measure.

The Joint Committee agreed that the situation provided a suitable opportunity to review the Building Manager role, particularly as it was becoming more maintenance-based, and considered it prudent to await the outcome of the reviews before continuing with recruitment process.