



St Edmundsbury  
BOROUGH COUNCIL

# C226

## Cabinet 23 November 2011

West Suffolk House Joint Committee:  
23 September 2011 (Dec11/01)

*(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 John Griffiths  
and David Ray*

*Vice Chairman of the Joint  
Committee: Cllr David Ray*

### 1. Report on the Operation of West Suffolk House (Report C141)

**RESOLVED:- That**

- (1) a reminder be sent by the Interim Building Manager to all staff asking them to challenge people not showing ID badges as they attempted to enter non-public areas of West Suffolk House, as detailed in Section 3.5.2 (a) of Report C141;**
- (2) departmental sections not adhering to both authority's 'Clear Desk Policy' be 'named and shamed', as outlined in Section 3.5.2 (b) of Report C141;**
- (3) with effect from 3 October 2011, the following be applied to staff, Members and other recognised parties normally charged for parking in the Olding Road car park at West Suffolk House, as outlined in Section 5 of Report C141:-**
  - (a) those parking for more than the specified time limit of one hour before 3.30 pm in the front visitor's car park of West Suffolk House be charged double the respective authority/organisation's daily car parking charge;**
  - (b) this information be communicated to all affected parties at the earliest opportunity;**
  - (c) the situation be monitored to ascertain whether the problem has improved or been resolved; and**
- (4) Suffolk County Council's Democratic Services Section be approached to seek their advice on replacing Suffolk County Councillor Tim Marks on the West Suffolk House Building User Group, as outlined in Section 6 of Report C141.**

The Joint Committee supported the proposal of the Interim Building Manager contained in Report C141 to send a reminder to all staff asking them to challenge people not showing ID badges as they attempted to enter non-public areas of the building. In addition, the Interim Building Manager had clarified at the meeting that departmental sections, rather than individuals will be 'named and shamed' in respect of ensuring the 'Clear Desk' Policy is maintained.

An increasing number of staff/contractor vehicles are being parked in the front visitor's car park before 3.30 pm for more than the specified one hour. As stated in Report C141, these offenders had been charged for a full day's parking in line with their respective authority/organisation's current policy on car parking charges. The Joint Committee considered that this was an insufficient deterrent and that such offenders should be charged double the respective authority/organisation's daily car parking charge. The situation will be monitored to ascertain whether this action improved or solved the problem entirely.

In respect of Section 6 of Report C141, '*West Suffolk House Building User Group*', the Joint Committee suggested that either Suffolk County Councillors Terry Clements or Stefan Oliver could be asked to replace Suffolk County Councillor Tim Marks on the Building User Group, as both these Councillors are Members of both SCC and SEBC. The Interim Building Manager will approach SCC's Democratic Services Section for their advice.

## **2. Review of West Suffolk House Policies (Report C142)**

### ***RESOLVED:- That***

- (1) the West Suffolk House Intranet site be reviewed and updated, as detailed in Section 3.2 of Report C142;***
- (2) the consumption of hot food at workstations be banned with immediate effect and the Principles of Occupation be amended accordingly, as detailed in Section 2.5.3 of Report C142;***
- (3) as detailed in Section 2.6.4 of Report C142:-***
  - (a) the qualifying level for free parking in the Olding Road car park be reduced to 110g/km CO2 for new applications from 1 January 2012; and***
  - (b) users already meeting the requirements of the current scheme be deferred from the revised qualifying level until 1 April 2014; and***
- (4) a smoking area be created immediately adjacent to the remains of the defunct St Edmundsbury Borough Council Office building as the only exception to the 'no smoking' policy of the overall Health and Safety Policy relating to the operation of West Suffolk House, as detailed in Section 2.3 and Appendix A of Report C142.***

In accordance with the terms and conditions of the Operating Agreement for West Suffolk House, the Joint Committee has the responsibility for keeping the West Suffolk House Policies under regular review.

Support was firstly shown at the meeting to review and update the West Suffolk House Intranet site, as proposed in Section 3.2 of Report C142.

Members also wished to amend the Principles of Occupation, attached as Appendix B to Report C142, to disallow the eating of hot food at workstations. This is primarily because of the smells created in the direct workplace, which can be intrusive to neighbouring staff. Another amendment to the Principles of Occupation relates to reducing the qualifying level of those driving vehicles that produced 125g/km of carbon dioxide or less to 110g/km of carbon dioxide or less for new applications to the scheme allowing free parking in the Olding Road car park. Members recognised the financial outlay connected with purchasing qualifying vehicles and supported a proposal to defer the qualifying level to 1 April 2014 for existing users of the scheme and also requested that the recommendation contained in Section 4.1 (4)(a) of Report C142 be amended to have an effective date of 1 January 2012 as potential applicants may have already placed orders for new vehicles that currently met the existing qualifying criteria for free parking.

Following complaints received from members of the public regarding staff smoking on the pavement in Beetons Way, the creation of a smoking area immediately adjacent to the remains of the defunct St Edmundsbury Borough Council office building was considered an appropriate alternative by the Joint Committee. This is the only exception to the current 'no smoking' policy detailed in the building's overall Health and Safety Policy.

### **3. West Suffolk House Budget Proposals: 2012/2013 (Report C143)**

**RESOLVED:-**

***That, subject to the budget setting processes of each authority, the West Suffolk House Joint Service Budget Proposals for 2012/2013, as detailed in Appendix A to Report C143, be approved.***

The Operating Agreement (clause 8.3 refers) requires the West Suffolk House 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. Attached as Appendix A to Report C143 were the revenue budget proposals for the financial year 2012/2013. The total budget allocation proposed for 2012/2013 is £940,250, which is a reduction of £66,700 from the 2011/2012 budget of £1,006,950. The areas that have shown a significant change from the 2011/2012 budget were detailed in Section 2.1 of the report.

Attached as Appendix B was the revenue planned building maintenance repairs for the 2012/2013 financial year. There are no proposals for capital expenditure during 2012/2013.

The Joint Committee was particularly pleased to note that the projected annual savings for both Councils, as detailed in the previously updated Business Case (West Suffolk House Joint Committee Minutes of 3 April 2009, Minute 140 refer) are currently being exceeded. Whilst the largest cost increase reflects the rise in energy costs this has been minimised as the Building Management System has become more effective and efficient.

#### **4. Items of Interest (Agenda Item 9)**

***RESOLVED:- That***

- (1) the West Suffolk House Building User Group be asked to formulate proposals for encouraging more staff to occupy the roof terrace for future consideration by the Joint Committee; and***
- (2) investigations be undertaken into whether workstations within West Suffolk House could be utilised by other appropriate public bodies and organisations, including the voluntary sector.***

On 23 September 2011, a discussion was held regarding the use of West Suffolk House's roof terrace and ways in which staff could be encouraged to make better use of it, particularly in the summer months. The Building User Group will be asked to formulate proposals for the space for future consideration by the Joint Committee.

The discussion then centred on the occupation of West Suffolk House by other public bodies and appropriate organisations, such as those from the voluntary sector. Investigations will be undertaken into whether workstations within West Suffolk House can be utilised by other appropriate organisations.