



St Edmundsbury
BOROUGH COUNCIL

C415

Cabinet 28 March 2012

Shared Offices Joint Committee (formerly West Suffolk House Joint Committee): 16 March 2012 (Apr12/03)

*(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 Member: Cllr John Griffiths

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

1. Haverhill Council Offices: Operating Agreement (Report C396)

RESOLVED:- That

- (1) the Operating Agreement for Haverhill Council Offices, outlined in Appendix 1 to Report C396, be approved;**
- (2) officers be given delegated authority to amend the Operating Agreement in respect of the detail of the Facilities Management Services, and any specific changes required as part of completing the final document; and**
- (3) the Joint Committee be informed of significant changes identified in (2) above.**

On 28 February 2012 the Council agreed that the management of the Haverhill Council Offices would be included in the Terms of Reference of the West Suffolk House Joint Committee and, consequently, become the Shared Offices Joint Committee. Accordingly the Terms of Reference were amended and approved.

Attached as Appendix 1 to Report C396 was the proposed Operating Agreement, which will come into use when Phase 3 of the refurbishment works are completed. It is anticipated that staff from Suffolk County Council will have relocated from Camps Road offices by early June 2012. The Operating Agreement has been modelled on the comprehensive document for West Suffolk House, which was prepared by external solicitors. Parts of this document are not applicable, but most of it applies to the Haverhill Council Offices. Following approval by the Joint Committee, the specific wording will be finalised by the two Councils' in-house legal services.

The Joint Committee endorsed the recommendations in the report, however, it wished to be informed if any significant changes were required to the draft Operating Agreement.

2. Haverhill Council Offices: Proposals for External and Internal Signs (Report C397)

RESOLVED:- That

- (a) the external signs used at Haverhill Council Offices be similar to those used at West Suffolk House in Bury St Edmunds; and**
- (b) all internal signs reflect which organisations are making services available to the public.**

The Borough Council and County Council have agreed to share Haverhill Council Offices in a way similar to West Suffolk House in Bury St Edmunds, and the external signs will be needed on the building, fronting Lower Down's Slade, and internal signs will be needed in the foyer area.

It is proposed to replace the existing signs on the front of the Haverhill Council Offices, pictured in Appendix 1 to Report C397, with a similar sign to that at West Suffolk House, also pictured in Appendix 1. There will also need to be a focus on the name of the building, which is yet to be decided, and a need to show the logos of both authorities. There will also need to be additional signage identifying the individual voluntary organisations occupying the offices.

The design of internal signs needs to make it clear to the public which services are directly available. Signs also need to be future proof against County Council services being available at some point. Signs have also to be suitably flexible to inform voluntary staff and customers visiting the voluntary organisations. It is proposed that the internal signs were designed to include removable name plates.

The Joint Committee was off the strong opinion that the external signage should be discrete, and that the building should appear uncluttered.

3. Report of the West Suffolk House Building Manager (Report C398)

RESOLVED:- That

- (1) a report be presented at the next meeting concerning the unauthorised use and any proposed enforcement actions in respect of the Visitors' Car Park;**
- (2) a report be presented at the next meeting on printing and photocopying and the use of the Multi-Functional Devices and Copy Shop; and**
- (3) the Travel Plan Officer be asked to consider whether it was feasible to introduce a scheme for both staff and Members to obtain a bicycle at a reduced price similar to the Salary Sacrifice scheme.**

A detailed discussion was held by the Joint Committee on the usage of the Visitors' Car Park. The Joint Committee was concerned that staff were still using this car

park rather than that at Olding Road. Various 'enforcement actions' were considered, including the installation of a barrier system. However, it was concluded that a further detailed report was required into ensuring that the Visitors' Car Park was predominantly used by visitors to West Suffolk House.

A detailed discussion was also held on the review of printing undertaken by staff using the multi-function devices (MFDs) and the use of the Copy Shop. The Joint Committee was concerned at the overuse of the MFDs and the underuse of the Copy Shop. It was explained that the overuse of the MFDs has resulted in them being 'worn out' and needing to be replaced before the due renewal date. However, the Suffolk County Council Copy Shop is currently under utilised. Part of the problem for over use of the MFDs is that staff are not charged directly for copying, whereas a charge is levied for the use of the Copy Shop. The Joint Committee was also informed that the Borough Council contract with the Copy Shop was due to come to an end and the Council is looking to go out to tender. Therefore, this printing could go to another provider, which could increase the usage even further on the MFDs. The Joint Committee considered that from the information provided this situation was unacceptable, and decisions seemed to be taken in isolation without regard to implications elsewhere. The Joint Committee asked for a full report at its next meeting.

In response to a question, it was agreed that the Travel Plan Officer would be contacted regarding whether the Councils could introduce a scheme regarding the purchase of bicycles at a reduced price, similar to that of the Salary Sacrifice scheme.