



Cabinet 25 July 2012

Report from the Shared Offices Joint Committee: 1 June 2012 (Aug12/06)

(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

*Chairman of the Joint
Committee: Cllr David Ray*

1. Building Manager's Report (Report D21)

RESOLVED:- That

(1) Available Space at West Suffolk House

A report be presented to the next meeting as a result of the review into identifying any available space;

(2) Visitors' Car Park, West Suffolk House

A report be presented to the next meeting regarding the utilisation of the car park and preventing parking in areas outside of the marked bays;

(3) Energy Conservation

A report be presented to the next meeting in the use of voltage optimisers.

Discussions are currently taking place with NHS Commissioning with regard to taking up 22 work stations at West Suffolk House. This matter had been referred 'up to' the appropriate Central Government Department for 'approval'. It is understood that the Eastern Local Government Association had now sold its Flempton House offices and would be moving into West Suffolk House and using 14 work stations. An enquiry has also been received from the Chief Executive of the Institute of Inshore Fisheries regarding potential office accommodation.

Facilities Management was continuing to monitor the Visitors' Car Park, and had also been experimenting with mobile barriers to prevent parking to areas outside of the marked bays. This had proved successful, and it is now proposed that these areas are marked with yellow lines. During the discussion the Joint Committee was informed that part of the problem was the identification of the ownership of vehicles. Solutions are being sought and discussions with appropriate management are taking place. In addition, it was suggested that appropriate notices be placed

on windscreens. It was agreed that the issue of the utilisation of the visitors' car park be presented at the next meeting.

A discussion was held on energy conservation measures, including whether a detailed examination be undertaken into the use of voltage optimisers which appeared to reduce energy costs with good payback on capital outlay. It was agreed that a report will be presented at the next meeting.

2. Printing Services (Exempt Report D22)

RESOLVED:- That

- (1) a print audit of service delivery at West Suffolk House and the Joint Haverhill offices be commissioned to include, subject to Member approval, the printing service at Forest Heath District Council; and**
- (2) a further report be presented to this Joint Committee, with the results of the audit and a proposed way forward.**

Currently design and printing services in West Suffolk House (WSH) are provided by Eastern Facilities Management Solutions Ltd (EFMS) (formerly Suffolk County Council Traded Services), to both Suffolk County Council (SCC) and St Edmundsbury Borough Council (SEBC) staff.

EFMS, which is a SCC wholly-owned arms length company, services all SCC printing and design service needs at WSH. They are also currently the contractor for SEBC as a result of a competitive tender in 2007. This contract expired on 30 April 2012, and is currently being held over on a month by month basis. As SEBC and Forest Heath District Council (FHDC) are moving towards joint delivery of services, printing is an area that lends itself to review and possible joint delivery.

In preparing a specification for tendering it is important to define service requirements clearly, and at present it is not clear what will be the most efficient and cost effective way of delivering the service for all three authorities (including FHDC). It is therefore, appropriate for an audit to be undertaken to examine SCC (WSH only), SEBC and FHDC printing requirements, and for this review and possible solutions to also include the floorplate machines at WSH.