



St Edmundsbury
BOROUGH COUNCIL

D201

Cabinet 21 November 2012

Shared Offices Joint Committee: 16 November 2012 (Nov12/01)

(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*

*Chairman of the Joint
Committee: Cllr David Ray*

1. Building Manager's Report (Report D186)

RESOLVED:- That

- (1) the installation of a charging post with two charging points for electric vehicles in a suitable place in the visitor car park at West Suffolk House for a total cost of £3,000 to be shared equally between St Edmundsbury Borough and Suffolk County Councils, as outlined in Paragraph 6.3.1.7 of Report D186, be approved; and**
- (2) officers explore other options to employing a full-time Custodian for Haverhill House and a report back be made.**

The Building Manager (BM) reported on progress on negotiations to extend the current contract with Ocean FM which included a proposal to add other areas of work relating to Forest Heath District Council buildings which had not hitherto been covered by the contract. The value of this work was comparatively small in relation to the overall contract and colleagues in legal will advise on any proposals.

In relation to General Housekeeping Issues the BM reported that the storage of equipment, stationery etc within the floorplates of West Suffolk House was a significant area of work to be tackled. Some progress had been made in rationalising charity stands within the building. The Joint Committee agreed that the matter of storage generally should be referred to the Joint Leadership Team for options to be explored and for information to be disseminated to line managers and staff via 'Wavelength' about the requirement of the Rules of Occupation for desks and other areas to be kept clear. It was acknowledged that there were now other occupiers in addition to SEBC and SCC staffs who needed to be engaged on this issue.

The BM reported on issues relating to Haverhill House. New sounders had been installed to the panic alarms and these were operational. An issue was raised concerning visitors locating the mobile buzzer. This would now be a fixture with appropriate signage as to its usage. Concerns expressed about staff carrying hot drinks across the reception area had been assessed by the Health and Safety Manager who was of the view that this practice posed no significant risk to members of the public.

The Joint Committee considered a Budget Proposal that a full-time Custodian post be created for Haverhill House for Health and Safety and security reasons but it was of the view that other options should be first explored, such as giving additional custodian responsibilities to existing staff, on a rota basis if needs be.

The Building Manager's Report referred to a request made to the Travel Plan Officer, Suffolk County Council, for charging points to be installed for staff electric vehicles at West Suffolk House. It was noted that a post with two charging points is to be installed at the staff car park near Endeavour House. The Travel Plan Officer has offered to have a charging post installed at West Suffolk House and has offered to contribute 50% towards the installation costs of £1,500.

Agreement was given to install a charging post with two charging points in a suitable place in the visitor car park at West Suffolk House at an overall cost of £3,000 to be shared equally between the two authorities. It is more appropriate that the charging point is installed in the visitor car park and not the Olding Road Car Park as both visitors and staff would have access to the charging points. Staff that use electric cars are exempt from paying Car Park charges.

2. West Suffolk House and Haverhill House Budget Proposals 2012/2013 (Report D187)

RESOLVED:-That

- (1) subject to the budget setting processes of each authority:***
 - (a) the West Suffolk House Joint Service Budget Proposals for 2013/2014, as detailed in Appendix A to Report D187, be approved;***
 - (b) the Haverhill House Joint Service Proposals for 2013/2014, as detailed in Appendix B to Report D187, be approved; and***

- (c) **capital monies be allocated for the two projects detailed in paragraph 4.4:-**
 - (i) **improving access control to the staff entrance at West Suffolk House. The cost of this is estimated as £25,000; and**
 - (ii) **replacement lighting to Haverhill House, not included as part of the refurbishment, at an estimated cost of £20,000 but it be noted that by installing LED lighting this cost will be recouped by saved energy costs within 3 years; and**
- (2) **officers report to the Joint Committee with more information on the following headings in the Revenue and Reactive Repairs Budget:-**
 - (a) **water testing 'including' shower areas;**
 - (b) **tea station maintenance, fridges and Zip Tap heaters; and**
 - (c) **rainwater harvesting system maintenance:**

With an examination of whether these or those under other headings need to be the subject of checks for the current periods prescribed or whether they can be carried out at less frequent intervals.

Report D187 was submitted which informed that the Operating Agreement (Clause 8.3 refers) 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. Attached as Appendix A to Report D187 are the Revenue Budget proposals for the financial year 2013/2014. The total budget allocation proposed for 2013/2014 is £931,200, which is a reduction of £9,050 from the 2012/2013 budget of £940,250. The areas that have shown significant changes from the 2012/2013 budget are detailed in Section 4.1 of the report.

Attached as Appendix B are the Revenue Budget proposals for the financial year 2013/2014, i.e. £143,535. This is the first year a budget has been produced following refurbishment of the building and joint ownership between St Edmundsbury Borough Council and Suffolk County Council.

The Revenue Planned Building Maintenance Repairs for both buildings for the financial year 2013/2014 included in the above, are detailed for information in Appendix C attached.

In relation to Appendix B, the Committee noted that a sum of £20,000 included for a full-time Custodian at Haverhill House within the overall amount of £65,385 for the F M Contract would be subject to review when the report requested about alternative options was considered.

The Committee questioned some of the amounts included in the Revenue and Reactive Repairs Budget (Appendix C) and raised an issue of whether maintenance checks could be undertaken at less frequent intervals than at present. Officers responded by advising that some of the checks undertaken were a statutory requirement but the various budget headings would be investigated and a report back to the Committee would be made on the scope for making such changes although these would have to be weighed against the disadvantages of not having an adequate planned maintenance regime. Comparisons on cost would also be carried out with Suffolk County Council's suppliers for the same types of maintenance work.

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