



St Edmundsbury  
BOROUGH COUNCIL

# E53

## Cabinet 9 July 2013

### Report of the Shared Offices Joint Committee: 7 June 2013

*(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:*

*Chairman of the Joint Committee:*

*Cllrs Peter Stevens and  
David Ray*

*County Cllr Mrs R Hopfensperger*

**1. West Suffolk House and Haverhill House: Building Manager's Report (Report E19)**

**RESOLVED: That**

- (1) the information provided in the St Edmundsbury and Forest Heath staff communication Wavelength regarding how to access the FM Helpdesk be included in a future edition of the St Edmundsbury Members' Bulletin;**
- (2) a written response be provided as to how many low emissions cars used the Olding Road car park; and**
- (3) the cost of £14,000 (reduced from the original quote of £20,000) for the procurement of a franking machine, as detailed in paragraph 4.4.2 of Report E19, be approved, subject to the appropriate funding being provided from St Edmundsbury Borough Council's Office Equipment Renewal Reserves and match funding being provided by Suffolk County Council.**

The Facilities and Projects Manager (FPM) advised that following discussions, the extension of the three year contract with Ocean Facilities Management (FM) to five years had been agreed in principle, subject to the inclusion of additional contract items set out in the report. These included utilisation of an integrated FM Help Desk System to enable staff to forward requests direct to FM; provision of a carpet cleaning machine; and agreement to provide adequate custodian cover at Haverhill House at no further cost to the contract.

Members discussed West Suffolk House (WSH) operational issues, including the early results of analysis of occupancy levels of WSH; a design and print audit; car parking; WSH security; Conference Chamber audio-visual equipment; and post. The FPM had established potential cost savings of up to 15% by using Cleanmail postal services, which would require the purchase of a new franking machine, based upon an invest to save basis. Since the report was printed the £20,000 estimated cost of the new machine had been negotiated down to £14,000 and was estimated to save approximately £500 per month in postal costs. The FPM confirmed that half of the cost could potentially be funded from the St Edmundsbury Office Equipment Renewal Reserves. The County Council's Corporate Property Strategic Manager confirmed that the County Council would fund the second half of the replacement equipment cost.

A discussion was held on what further action could be taken to discourage the misuse of the WSH visitors' car park. The next step would be to erect a large sign at the entrance to the car park saying '*Visitor Parking – 1 hour only*'. Other issues discussed included Haverhill House operational issues and the Green Travel Plan Report.

## **2. Items of Interest (Agenda Item 7)**

Members had asked whether the Councils were receiving the feed-in tariff from solar panels erected on their buildings yet. The FPM had advised that some income was being received, although he could not be sure whether income was yet being received from every site. Further information would be provided at the next meeting.

In response to a question in connection with the current cleanliness of the bicycle shelters, Members were informed that following the end of the seagull breeding season, the whole of the exterior of West Suffolk House would be cleaned.

Finally, it was requested that areas of untidy paintwork, such as the repair to the entrance to Café West, be touched up.