

# **Report to Stronger Council Committee**

**Date of meeting:** 19<sup>th</sup> January 2020

**Portfolio:** Leader (Councillor C Whitbread)

**Subject:** Accommodation update

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## **Recommendations/Decisions Required:**

**That the Committee note the summary of progress on the Accommodation Programme as at 06<sup>th</sup> January when this report was written and any verbal updates.**

## **Executive Summary**

Construction works and fixtures and fittings continue to be on time, orders have now been placed with the first delivery taking place in January. Minor amendments have been made to the ground floor space to enable a large PACE room to be available impacting the consultation space. This is not assumed to be a problem as there is available space within other parts of the building.

Requirements for the desk and car park system are now complete and configuration of the IT system that will manage this have now commenced.

One of the "Travel to the Civic" options for employees and residents is the DRT. This was launched in January and there has already been a positive take up for the service with residents which we hope to extend to employee usage. This pilot will be closely monitored, as it is recognised that this will be taking place at a time when the civic is not open and needs to consider the needs of the employees of the council.

A focus on the change management and communication effort has continued through this period, with members briefings, managers briefings and employee briefings all taking place. Feedback from employees has been positive and individuals were "excited" and felt it looked "elegant and 21<sup>st</sup> Century". Individual sessions have been taking place with teams and there has been a big focus on decluttering. With a "Scan it, Scrap it, Store it, Stop it" campaign, we have been keen to ensure we only retain what is necessary and also recognise that files can be retained in digital form. One of the biggest areas of opportunity was business support where they disposed of 95 boxes in one day alone and there have been donations to schools and charities for unused and unwanted items.

Commercialisation of the 2<sup>nd</sup> floor is now live. We will be looking to review the interest and opportunities for this space at the end of January. Talks continue with partners in terms of how they would use the Civic and this also extends to other partners that will be using touchdown space in the community hub. We had intended to complete discussions with partners by the end of December and we are now hoping to conclude by end of Q4.

Due to the current lockdown, we will be closely reviewing the plan and understanding any impact this may have on the fit out of the building and the co-ordination of both external and internal resources that will need to install equipment.

The refurbishment continues to be within the agreed budget and is forecasting a positive variance of £106,066.

**Reason for decision:** No decision required.

**Legal and Governance Implications:**

There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

**Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the Safer, Cleaner and Greener initiative, or any crime and disorder issues with the district. Relevant implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

**Consultation Undertaken:**

Programme updates provided to:  
Leadership Team  
Overview & Scrutiny Committee  
Stronger Council Select committee

**Background Papers:**

**Risk Management:**

There are no risk management issues arising from this report. Relevant issues arising from re-planning or actions to achieve specific objectives or benefits will be identified by the responsible service director and communicated to the Corporate Risk Management Group.