

Agenda Item No 5

Special Sub-Group

17 March 2014

**Report of the
Assistant Director (Streetscape)**

Accommodation Project

1 Summary

- 1.1 This report updates Members on progress to date in relation to the Accommodation Project and seeks approval for the terms of the licence between WCC and NWBC.

Recommendations to the Group

- a) That the Sub-Group notes and comments on the progress made to date in relation to the Accommodation Project, and;**
- b) That the Sub-Group approves the main terms of the licence between WCC and NWBC as set out in para 2.3**

2 Update

- 2.1 Phase 3a of the works to the Civic wing of the ground floor has now been completed with the finished area officially being handed over on 10th March, 2014. A temporary reception is now being housed in the Committee Room with the Contact Centre accommodated within the Mayor's Parlour and Members' Lounge. The Print Room is currently housed in the Member Group Rooms. All access for staff, customers and Members will be through the Civic Reception from now until the completion of the works in June. Preparation work (including any asbestos removal and clean up) will begin on the final phase of the project during the week commencing 17th March. Over that week, the work to isolate and protect the server room will also be undertaken so that the Council's IT systems can continue to operate throughout the final stage of the work programme with no disruption to services. The works to extend the current One Stop Shop area to incorporate DWP staff will then start in earnest from 24th March. As part of the final phase, the server room will be remodelled and the former training suite will be altered to accommodate the relocated Contact Centre and Print Room as well as a small meeting room. The final stage of the works is expected to be completed on or before 16th June, 2014.
- 2.2 As reported previously Heads of Terms have now been agreed between Warwickshire County Council and North Warwickshire Borough Council for staff from WCC's Adult and Children's teams to occupy space on the second floor.

2.3 The main provisions of the initial Heads of Terms were:

- Licence period of ten years
- Option to break after five years (upon giving six months notice)
- Tenant to pay capital contribution up front
- A rent free period
- 14 dedicated car parking spaces (on Woolpack Way car park utilising space currently occupied by the recycling banks)
- Shared access to four duty spaces within the barrier car park

In addition to these provisions, the licence specifies:

- Start date of 1st April, 2014
- Option to terminate the licence by either side after two years (upon giving twelve months notice)
- Any capital costs associated with early termination to be met by the tenant

2.4 The early termination clause is designed to give greater flexibility to both parties over the period of the licence. The proposed use of the car parking spaces on Woolpack Way is designed to ensure that parking is provided to Warwickshire County Council staff without significantly affecting car parking provision within the barrier car park while at the same time minimising the impact on public parking through the use of an area, the majority of which is currently dedicated to recycling banks. The removal of those banks was approved by the Community & Environment Board on 20th January, 2014. The duty spaces are proposed as an extension to the current provision for those vehicles which need access to the main staff entrance for loading and unloading and emergency or "on call" vehicle (such as Borough Care vehicles).

2.5 Overall, the project is within budget. The project continues to run ahead of the original overall programme timetable.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 The project is on budget. The agreed target cost will help ensure that the project costs are contained within budget and there are additional funds built into the budget to cover contingency events and risk items

The Contact Officer for this report is Richard Dobbs (719440).