

# **Report to the Cabinet**

**Report reference: C/103/2007-08.**

**Date of meeting: 4 February 2008.**



**Epping Forest  
District Council**

**Portfolio: Finance, Performance Management and Corporate Support Services.**

**Subject: Corporate Restructure - Accommodation Works.**

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## **Recommendations/Decisions Required:**

**(1) To approve the carry forward of £14,500 unspent DDF allocation from 2007/08 to 2008/09 for accommodation works; and**

**(2) That a revenue District Development Fund growth bid in the sum of £55,500 be made for 2008/09 to fund the required accommodation works as a result of the realignment of services consequent upon the agreement of the new Council Directorate structures.**

## **Report:**

1. Following the restructuring of the Council's Services into five new Directorates and agreement of the detailed restructuring proposals by the Deputy Chief Executive and Service Directors for their new areas there will be a need to carry out a series of accommodation moves to realign staff into their new Directorate groupings. This will include the transfer of 33 staff from the Hemnall Street offices to the Civic Offices.

2. The range of works involved will include office alterations, repositioning of electrical, telephone and data outlets, office removals and changes to the directional signage within the Civic Offices complex

3. Whilst every effort will be made to minimise the amount of work carried out a budget will be required for those works it is necessary to undertake.

4. Until the detailed planning of each affected office area has been completed it is difficult to be accurate about the likely cost involved. This work cannot be completed until Council has approved the detailed structures.

5. However based on the cost of previous removal projects and the information currently available the best estimate is accommodation works costs of the order of £100,000.

6. Subject to the Council approving the budget proposals for 2008/09 some DDF funding will already be available as follows:

(a) £14,500 carry forward from 2007/08 (recommendation 1 above); and

(b) £30,000 new allocation for 2008/09 (DDF proposal for 2008-09).

7. Recommendation (2) above is that an additional DDF amount of £55,500 be approved for 2008/09 to fund the likely overall cost of works.

8. In addition Cabinet has approved a small amount of money from the Planning Development Grant to be spent on office accommodation issues. However there are

restrictions on how this money can be spent, which must be planning related and therefore cannot be added into a general funding pool. However this allocation can be used for those aspects affecting Planning Services Directorate and the effect of this has been taken into account in the additional funding now requested.

**Statement in Support of Recommended Action:**

9. Without the appropriate funding the required realignment of services and staff into new Directorate groupings cannot take place.

**Other Options for Action:**

10. Do nothing and leave staff where they are currently located. This will result in an inefficient way of working because staff who will form the new directorate groupings will be dispersed all around the building and in the case of the Deputy Chief Executives area and one Directorate split across two locations within Epping.

**Consultation Undertaken:**

11. None.

**Resource Implications:**

**Budget Provision:** Existing DDF budget for 2008/09 of £44,500 (subject to Council approval); additional DDF budget of £55,500 for 2008/09 requested.

**Personnel:** Nil.

**Land:** Nil.

**Council Plan 2006-10/BVPP Reference:** No specific reference.

**Relevant Statutory Powers:** None.

**Background Papers:** None.

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** N/A.

**Key Decision Reference (if required):** Related to the key decision regarding the Top Management Restructure.