



Cambridge City Council

To: Executive Councillor for Finance and Resources:
Councillor Richard Robertson
Report by: Frances Barratt, Corporate Projects Manager
Relevant scrutiny committee: Strategy & Resources Scrutiny Committee
Wards affected: None

OFFICE ACCOMMODATION STRATEGY – PHASE II – MOBILE TECHNOLOGY

1. Executive summary

- 1.1 The Office Accommodation Strategy was reported to the Strategy and Resources Scrutiny Committee on 19 January 2016 which approved the short to medium term aim of the Office Accommodation Strategy (phase II) to: consolidate administrative office accommodation to The Guildhall, Mandela House and 171 Arbury Road; and relocate remaining Depot based services to 130 Cowley Road and the former Park and Ride site. The project was approved at The Council meeting on 25 February 2016.
- 1.2 Earmarked reserves were established to fund the projects to deliver the strategy and included funds for the purchase of additional technology to support remote and flexible working to enable a reduction in office space overall. Officers seek approval to draw down the funds to the value of £99,000, identified for this purpose in the Office Accommodation Strategy earmarked reserves.
- 1.3 It is necessary to take this decision out of cycle to commence works as soon as possible to enable the staff groups to start making changes to their working practices ahead of their relocation to the refurbished offices at 130 Cowley Road, Mandela House and The Guildhall in the first half of 2017.

2. Recommendations

The Executive Councillor is recommended to approve:

- 2.1 a capital budget of £99,000 to cover the purchase of mobile technology to enable the reduction of office space as described in the Office Accommodation Strategy, January 2016.

3. Background

- 3.1 The Office Accommodation Strategy was approved at S&R on 19 January 2016 which approved the short to medium term aim of the Office Accommodation Strategy (phase II) to consolidate administrative office accommodation to The Guildhall, Mandela House and 171

Arbury Road and the use of 130 Cowley Road and Park and Ride site for relocated Depot services. The earmarked reserve funds for this strategy were approved at The Council meeting on 25 February 2016.

- 3.2 The Office Accommodation Strategy rationalises and improves the use of property, creating revenue savings and aims to generate capital receipts through the release of Hobson House, Mill Road Depot and 89 Cherry Hinton Road.
- 3.3 These reductions in office spaces will be enabled by more flexible working practices so staff can work where they are best located. Investment in mobile technology to support the release of office space through supporting flexible ways of working is anticipated. Relevant staff will be equipped to work outside the normal Cambridge City Council office base, e.g. at other office locations, on site, at home. The guidance for this way of working currently exists and is incorporated within the Remote Working Guidelines.
- 3.4 Work to assess how each service meets target reductions in office space will be enabled by organisational change and training interventions as the services prepare to re-locate to new offices. These changes will be overseen by the Business Transformation Programme Board and any revenue costs associated with this work is already funded within the Office Accommodation earmarked reserve. Target reductions in desk spaces for each service are set out in appendix A.
- 3.5 The technology will be purchased through the standard catalogue maintained on behalf of Cambridge City Council by 3C ICT. The capital budget will be used to purchase, set up and install this equipment. The catalogue items will include laptops and tablet devices appropriate for the work of each officer and the range will include: Surface Pro 4, Lenovo 460s Laptop, and Lenovo X1 Carbon and mobile telephones.
- 3.6 Services will start preparing for the organisational change necessary to make the adjustment to a 7:10 desk ratio and more flexible working in January 2017 and this work will continue through to the point they occupy the new offices. An overview of Office Accommodation Strategy – Phase II and details of services and number of staff affected is at appendix A:

4. Implications

(a) Financial Implications

- 4.1 The capital and revenue budgets were approved in the Budget Setting Report 2016 and an earmarked reserve for the Office Accommodation Strategy fund was established with the remit to provide the resources to deliver the capital aspects of the Office Accommodation Strategy. The earmarked reserves were:

BSR reference and description	2016/17 £	2017/18 £
NCL3764 – Capital	1,886,000	454,000
NCL3848 – Revenue – including revenue set up	1,121,000	261,000

- 4.2 Council approved a process for allocations made from the fund in accordance with the Council's delegation and approval processes outlined in Part 3 Section 9.3 of the Council's Constitution:
 - Projects costing up to and including £300k in total to be considered in the first instance by the Capital Programme Board and then submitted for approval by the Executive Councillor for Finance and Resources.
 - Projects with a total cost of over £300k will be considered in the first instance by the Capital Programme Board and reviewed at Strategy and Resources Scrutiny Committee before approval, subject to the need to make urgent

decisions.

- 4.3 The revenue implications of purchasing, installing and training for use of mobile technology are included in the BSR 2016 in NCL3848.
- 4.4 The Capital Programme Board considered this proposal at its meeting on 8 November 2016 and approved the proposals to be put forward for funding approval.

(b) Staffing Implications

- 4.4 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016

(c) Equality and Poverty Implications

- 4.5 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016

(d) Environmental Implications

- 4.6 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016

(e) Procurement

- 4.7 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016.

(f) Consultation and communication

- 4.8 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016.

(g) Community Safety

- 4.9 As set out in Office Accommodation Strategy was approved at S&R on 19 January 2016

5. Background papers

These background papers were used in the preparation of this report:

Strategy & Resource Scrutiny Committee Reports -

6. Inspection of Papers

To inspect the background papers or if you have a query on the report please contact:

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7. Appendices

Appendix A: Overview – Phase II Office Accommodation Strategy