

<b>1</b>	<b>PROPOSAL TO RATIONALISE BASEMENT STORAGE FACILITIES WITHIN CHURCH HILL HOUSE</b>
<b>2</b>	<b>Purpose of Report</b>
2.1	To consider the proposed changes to basement storage facilities in Church Hill House to rationalise storage space in order to assist with the Council House refurbishment project.
<b>3</b>	<b>Background</b>
	<p><u>Existing Provision</u></p> <p>3.1 The Council is committed to enabling an agile, knowledgeable and motivated workforce to deliver services that improve lives. The Church Hill House refurbishment project aims to create a positive working environment in which staff can embrace this ethos. Staff will work in a flexible manner, with the option of working at home where appropriate.</p> <p>3.2 As a consequence, it is imperative that the Council manages its information, particularly in respect of paper records, in a way that will facilitate agile working. This means moving to a reduced amount of paper storage where possible.</p> <p>3.3 Currently, paper records are held in Church Hill House basement, an attic in Orchard House and with private external storage providers. This approach is unsustainable as Orchard House will be demolished as part of the Touchwood 2 expansion, in turn meaning that less space is available for staff and their paperwork.</p> <p>3.4 Whilst a move towards becoming less reliant on paper records is desirable, it is recognised that there is still some paperwork that is essential for the Council to maintain in storage (for example, care records and legal paperwork). Action needs to be taken with regard to:</p> <p><i>The amount of paperwork staff keep</i> – the message regarding staff reducing the amount of paperwork they accumulate is already being disseminated across the Council through engagement events, the intranet and storage audits.</p> <p><i>Ensuring that there is sufficient storage space within the Council House Complex</i>– this report proposes a solution that will rationalise the existing space in the Church Hill House basement that will accommodate the residual paperwork as agile working is implemented, and also allow some extra room to meet future requirements without having to use offsite storage providers.</p> <p><u>Proposal</u></p> <p>3.5 Building Design Group were commissioned to design a basement storage solution that would provide the optimum amount of space for records management so that paper records can be kept in one place in a rational way.</p> <p>3.6 The design (attached at Appendix C) incorporates 407m of linear racking and 2,092m of shelving, which will optimise the amount of space available.</p> <p>3.7 Benefits from going ahead with this proposal will also accrue to the larger</p>

Church Hill House project, as it will reduce removal and accommodation costs. The Council will no longer require offsite storage provision.

Financing

3.8 It is recommended that this project is funded through prudential borrowing, with repayments being supported by savings from eliminating off-site storage costs.

3.9 Summary costs of the proposed project are detailed in the table below:

<b>Estimated Project Costs</b>	
	<b>£000</b>
Building Works	114
Furniture	103
Contingency	11
Fees	18
<b>Prudential Borrowing Requirement</b>	<b>246</b>
Revenue cost of borrowing	20
Savings from ceasing offsite storage	(29)
<b>Net annual (surplus)/deficit</b>	<b>(9)</b>

3.10 When taken together with the data centre relocation project detailed in Appendix A, there is a net annual budget requirement of £4k. It is anticipated that this will be met by the IT revenue budget.

3.11 It is recommended that prudential borrowing of up to £300,000 is approved for this project to ensure that sufficient funds can be accessed.

**4 Evaluation of Alternative Option(s)**

4.1 N/A

**5 Reasons for Recommending Preferred Option**

5.1 Reasons for recommending the preferred option are given in section 3 of this appendix.

**6 Scrutiny**

6.1 The redesign of Council offices is being monitored by OSMB on a regular basis.

## **7 Implications**

### **7.1 Delivery of the Council's Priorities**

The expansion of Touchwood, redesign of the Council offices and the promotion of agile working are key programmes under the Council priority to 'Deliver Value'. The proposed relocation of the data centre and improvements to storage are required at an early stage in these key programmes to contribute towards their overall delivery and to remove some of the risks to business continuity when the major redesign works take place.

### **7.2 Policy/Strategy Implications - N/A**

### **7.3 Meeting the duty to involve - N/A**

### **7.4 Financial Implications**

As set out in this appendix.

### **7.5 Legal implications - N/A**

### **7.6 Risk Implications**

As Cabinet have previously been advised, the plans to expand the Touchwood shopping centre will not be confirmed until mid-2016 and until this time there remains a risk that the Church Hill House refurbishment project may not proceed. However, the proposal to rationalise storage space has been treated as a standalone business case as set out in this appendix.

### **7.7 Statutory Equality Duty**

There are no direct equality or diversity implications.

### **7.8 Carbon Management/Environmental - N/A**

### **7.9 Partner Organisations - N/A**

### **7.10 Safeguarding/Corporate Parenting Implications - N/A.**

### **7.11 Customer Impact - N/A**

### **7.12 Other implications - N/A.**

## **8 List of appendices referred to**

8.1 Appendix A – Proposal to relocate the data centre to the Civic Suite car park.

8.2 Appendix C - Planned layout of the data centre and basement storage facilities.

## **9 Background papers used to compile this report**

9.1 None.

## **10 List of other relevant documents**

10.1 None.