

## SLOUGH BOROUGH COUNCIL

**REPORT TO:** Cabinet                      **DATE:** 17th June 2019

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**WARD(S):** All

**PORTFOLIO:** Cllr Swindlehurst: Leader of the Council

### PART I NON-KEY DECISION

#### HQ TOWN CENTRE RELOCATION - UPDATE

##### **1 Purpose of Report**

To provide an update on the HQ relocation project and the proposed use of different assets.

##### **2 Recommendations**

The Cabinet is requested to note:

- a) Council progress in making 25 Windsor Road (25WR) available to use as the Council's HQ;
- b) The remainder of the Ground Floor and the entire 4<sup>th</sup> Floor at 25WR are being fitted-out to support the requirement to accommodate:
  - approximately 180 staff being transferred back in-house from Arvato;
  - a Post Room and an IT Workshop.
- c) The 5<sup>th</sup> floor will continue to be made available for commercial let to a third party.

##### **3 Background**

- 3.1 Since Cabinet agreed to acquire 25WR, in May 2018, a number of decisions have been taken that could impact on the original business case.
- 3.2 Given the level of interest in the Council's forthcoming move to a new HQ at 25 WR it was thought timely to present members with an update of progress so far.

##### **4 Progress to date**

- 4.1 Officers are anticipating, subject to the ongoing availability of third party resources, the completion dates of 25WR as follows:

Ground Floor – July 2019  
1<sup>st</sup> Floor - July 2019  
2<sup>nd</sup> Floor – August 2019  
3<sup>rd</sup> Floor – September 2019  
4<sup>th</sup> Floor – November 2019  
Ground Floor North - December 2019

#### Construction

4.2 Bouygues were appointed with responsibility for implementing the internal fit-out of the building. Key tasks that have been delivered are as follows:

- Design;
- Fit out of the Ground Floor South including the Council Chamber, Communications Room and Civic Suite;
- Installation of infrastructure to introduce enhanced Audio Visual solutions including live streaming of public meetings.

#### Technology

4.3 From the technology perspective, the main challenges have been around the role of Arvato. Upon receipt of SBC's Termination Notice, Arvato placed all 25WR project work on hold, which had a consequent knock-on effect on the overall programme. Officers have subsequently negotiated the continuation of key projects. Therefore the core IT elements relating to 25WR are now progressing on schedule:

- Network connectivity is installed at 25WR and tested.
- The new Wi-fi solution and Domain Controller are progressing to plan.
- UPS installation for resilience is scheduled for June 16<sup>th</sup>.

#### Unified Communications Telephony

4.7 SBC have engaged direct with Virgin Media and are arranging a "lift & shift" of existing IPMM SMP telephony into 25WR to enable occupation from Day 1. This is viewed as a purely short term arrangement to enable a more robust solution to be developed by the end of 2019.

#### Remote Working

4.8 Remote Working was identified as a clear Phase 2 activity in the Transformation Business Case, approved by Cabinet on 15th April 2019. Therefore, new desktop IT will not be introduced immediately for the moves, we will lift and shift PCs and IGels. As we progress through the transformation journey, smart technology will be rolled out to support smart working and digital initiatives. However, a significant amount of remote working equipment already exists within the organisation. HR have been undertaking workshops to assist staff with new ways of working prior to the 25 WR moves. Three significant work areas have also been identified as "pilots" and additional devices are being procured to support this.

#### Audio Visual Work

4.9 This workstream is now progressing well using a solution provided by ProAv an independent supplier procured via Bouygues. ProAv have presented an effective solution to enable live streaming of public meetings in the Council Chamber, enabling our residents to view meetings online i.e. planning.

## CCTV

- 4.10 CCTV has progressed with an additional Virgin line being put in place to allow live visibility via the control room.

## Access Control

- 4.11 Access Control (one card does all) systems have been tested and confirmed compatible. The new ID badge will contain a single chip which will control in/out door access, printing and locker access.

## Transport and Parking

- 4.12 The consultation has been launched to introduce charging for car parking at the allocated car park - Hatfield for staff and members. The consultation has received significant interest from staff. Multiple staff briefings have been held.
- 4.13 The feasibility study has been completed by Pod Point to enable us to increase the charging infrastructure of the EV fleet, therefore also increasing our electric vehicle fleet for staff and member use.

## Impact on other buildings

- 4.14 Cornwall House – Members will be aware that Cornwall House is now deemed the most appropriate solution to transfer the front of house services from Landmark Place when the lease expires in May 2020. Although the structure of this building limits design and space available to replace like for like design to Landmark Place, an initial draft design of Cornwall House has been completed. Workshops to improve and edit the design based on service and customer needs are taking place. Due to the limited space in this building, a reduced customer front will be provided, which will not duplicate the present provision at Landmark Place. However, we are exploring options of some provision being made from other satellite buildings including The Curve. Front line services will be transferred into Cornwall House in May 2020 when the lease for Landmark Place expires. This decision will remain under constant review as the Council continues to implement the localities strategy.
- 4.15 St Martins Place - The CCG have expressed an interest in leasing 35,000 sq. ft. of space at St Martins Place, enabling us to retain the building as a Community Hub that will complement the emerging Localities Strategy and generate income. This will enable the Slough Children's Trust to remain at St Martins Place occupying the remainder of the space (25,000 sq. ft.) and be co-located with the CCG. Subject to completion, this will mean that the building will no longer be developed for housing. This approach, which is consistent with our One Public Estate objectives will have the benefit of releasing land occupied by our public sector partners for future housing development – therefore the impact on the supply of new homes that would otherwise be met via the introduction of circa 60 apartments has been mitigated. Cabinet will be formally requested to agree a decision concerning the future of SMP once further details are available.

## **5. Ex-Arvato staff**

- 5.1 Subsequent to the initial decision to purchase 25WR, Cabinet agreed to end SBC's contract with Arvato and insource the transactional services they currently provide with effect from 1 November 2019. As a result of this decision the Council needs to

incorporate the accommodation of approximately 180 'new' officers as well as a Post Room and IT Workshop.

- 5.2 The only available and suitable council asset to accommodate these staff is at 25WR. Utilising the remainder of the ground floor and all the 4<sup>th</sup> floor is the most practical and financially viable solution. This would enable the returning services to transition back in-house more smoothly, as they can easily be accommodated with the existing SBC teams they are expected to merge back into. Cabinet is asked to note this decision as part of this report.
- 5.3 Although we will no longer be leasing the 4<sup>th</sup> Floor to a third party, we will market the 5<sup>th</sup> floor to achieve commercial rent.

## **6. Revised Business Case**

- 6.1 Despite the above changes in direction, following a review of the likely costs and benefits of moving to 25WR, the overall financial outcome is not adversely impacted from the Business Case specified in the Cabinet report in May 2018.

## **7. Conclusion**

- 7.1 The Council's move to 25WR continues to progress well. It is expected that the majority of SMP staff will have transferred over to the new HQ by the end of October 2019 and will be joined by ex-Arvato employees from 1 November 2019.

## **8. Appendices**

None.