

**DISTRICT COUNCIL HEADQUARTERS AND OTHER OFFICE
ACCOMMODATION MEMBERS ADVISORY GROUP
(Report of the Advisory Group)**

1. INTRODUCTION

- 1.1 The Advisory Group met on 7th April 2004 and Councillors I C Bates, P J Downes, N J Guyatt, D P Holley, P G Mitchell and B F C Wallis were present.
- 1.2 Also in attendance were Messrs D Monks, A Roberts, M Sharp and P Watkins and Mrs E Wilson.
- 1.3 The report of the meeting of the Advisory Group held on 22nd January 2004 was received and noted.

2. HEADQUARTERS AND DEPOT FEASIBILITY STUDY

- 2.1 The Advisory Group received and noted a report by the Director of Operational Services on progress with the appointment of consultants to undertake a feasibility study into the Council's options for future accommodation and other incidental work.

3. PROJECT PROGRAMME

- 3.1 The Advisory Group gave consideration to a project programme and proposed timetable to the end of the year for the procurement by the Council of future accommodation. Having received assurances as to the achievability of the proposals, it was agreed -

that the Cabinet should be recommended to adopt the budget programme and timetable for the feasibility study and decision on the procurement of future accommodation as set out in the annex to the report.

4. CORPORATE ISSUES

- 4.1 The Advisory Group received a report by the Director of Operational Services drawing attention to a range of issues to be resolved prior to commencement of the feasibility study. Having noted the work streams that had already been initiated, Members registered their support for the approaches outlined in the report to address issues of facilities management; car parking and a staff travel plan; organisational structure; office space configuration, including "hot desking"; and employee liaison.
- 4.2 The Advisory Group went on to discuss Members' accommodation. In order to inform their decisions in this area the Director of Operational Services was requested to arrange for a paper on the options available to be submitted to the next meeting and for site visits for the Advisory Group to observe how similar authorities had sought to deal with accommodation issues

5. DATES OF FUTURE MEETINGS

5.1 The Advisory Group agreed -

that future meetings be held at 8.00am on 19th May and at 6.00pm on 23rd September 2004.

**Councillor D P Holley
Chairman**