

**DISTRICT COUNCIL HEADQUARTERS AND OTHER OFFICE
ACCOMMODATION MEMBERS' ADVISORY GROUP**

(Report of the Advisory Group)

1. INTRODUCTION

- 1.1 The Advisory Group met on 26th July 2005 and Councillors I C Bates, PLE Bucknell, PJ Downes, DP Holley and T V Rogers were present. Apologies for absence from the meeting were submitted on behalf of Councillors WT Clough and K Reynolds.
- 1.2 Also in attendance were Messrs D Monks, R Preston, A Roberts and M Sharp and Mrs E Wilson.
- 1.3 The report of the meeting of the Advisory Group held on 31st May 2005 was received and noted.

2. HEADQUARTERS AND OTHER ACCOMMODATION – AN UPDATE

- 2.1 The Advisory Group gave consideration to a report by the Director of Operational Services on a range of matters relating to the procurement of the Council's future office and other accommodation. A copy of the report is attached as an Appendix.
- 2.2 Having being acquainted with progress of the procurement process to date, the Advisory Group noted those matters not included in the tender specification, which would contribute to the overall cost of the project. In that context it was emphasised that an exercise should be carried out to identify savings, in particular, by reusing existing furniture where at all possible.
- 2.3 With regard to the appointment of technical and legal advisors, it was noted that appointments shortly would be made. It was expected that the technical advisors would be able to identify areas in which savings could be driven into the process. The Advisory Group also noted that technical advice would be available to tenderers from officers of the District Council on planning and operational matters during negotiations.
- 2.4 In reviewing the Procurement Programme, the Advisory Group decided to present all Members with details of the proposals and progress of the process to date prior to the joint meeting of the Overview and Scrutiny Panels on 13th September 2005.
- 2.5 The Advisory Group endorsed a proposed Communications Plan for the replacement headquarters and other accommodation.

- 2.6 Following discussion on various other matters, the Advisory Group requested further information on the financial implications of providing separate premises for the headquarters and customer service centre and on the future of the existing depot. Whereupon, it was

RESOLVED

that the Cabinet be recommended to:

- (a) note the progress on work related to costs related to tender evaluation;
- (b) note the tender timetable and agree the process as set out in Annex B to the attached report;
- (c) approve the Communications Strategy as set out at Annex C to the attached report; and
- (d) request an appraisal of the Godmanchester Depot site at a future meeting.

3. DATE OF NEXT MEETING

- 3.1 The Advisory Group agreed that the next meeting should be held on 12th September 2005 at 8am.

Chairman