

CORPORATE SERVICES SCRUTINY PANEL

24TH June 2010

Catmose Council Administrative Buildings

1. Background

The County Council currently spends around £ 385,000 on running and managing its administrative buildings each year. This includes rents, rates, maintenance, insurance, utilities and service charges.

The Council has started to review whether these costs could be reduced by the introduction of modern working practices. This work has not yet reached the stage of a formal feasibility or business case, it is anticipated that this will happen during Q1 2011 when pilots of the new ways of working have been undertaken.

2. Property Summary

The table below summarises the buildings occupied by the Council for administrative purposes. It notes whether they are freehold or leasehold, and where leasehold it provides details of rentals paid and the expiry date for the lease.

Premises	Tenure	Use	Rental	Lease Expiry	Notes
Catmose House	F	Main Offices and Customer Service	n/a	n/a	Reviewing use of space
Catmose Cottage	F	Offices and Registrars Service	n/a	n/a	Reviewing location of Registrars service. Will provide space for offices. Longer term could be let or disposal considered.
Ashwell Depot Cottage	F	Storage and use by Red Cross	n/a	n/a	To be disposed of as part of Ashwell Depot sale
Museum offices	F	Offices. Access into Museum	n/a	n/a	Space could be separately let, but new fire escape required
Station Approach	L	Highways, Storage and Archive. IT backup and business continuity	£55,000 + Service Charge	30.9.12	Need to retain to be reviewed.
Victoria Hall	L	Capital Projects Team	£9,900	31.3.11	Capital projects to relocate and lease not renewed
40a Melton Road Oakham (Jules)	L	Youth Service provision, plus some office space	Peppercorn	29.11.24	Primarily service delivery
40 Melton Road Oakham (Eureka)	L	Adult Learning	£10,500	28.2.11	Activity will move to Catmose Campus. Lease; will not be renewed.

3. What are we doing?

Work is being undertaken to assess how, by working differently, the following benefits can be realised:

- Remove the need to lease in space, reducing rental and other costs
- Improve productivity, by changing workflows, access to key systems while on the move and better motivation
- Improve working conditions and address maintenance issues
- Reduce travel time and costs
- Reduce staff turnover and absenteeism
- Reduce environmental impact
- Improve informal communications and reduce silo working

Similar changes have been successfully introduced in other local authorities including Salford, Suffolk and Central Bedfordshire.

External consultants are being appointed to work with in house staff in running pilot schemes over the next six months. These should enable us to be clear that this works for Rutland and delivers the benefits suggested. It will also enable us to understand and deal with potential issues before a wider roll out across RCC

This will help to inform ongoing options appraisal and work on the business case. Depending on the success of the pilot the options could include an exit from any or all of the following:

- Remodel Catmose
 - Catmose Cottage and Museum offices
 - Station Approach,
 - Victoria Hall
 - 40 and 40a Melton Road

Agile Working is :

- Mobile technologies, flexible working patterns and changes to the working environment ***in a co-ordinated way***
- Agile Working ***where*** AND ***how*** you work.
- Maximising efficiency in working practices and harnessing technology
- **Everyone** can benefit from Agile Working

4. Conclusions

The timescale for the initial pilot work is Q3 and Q4 2010. During this period further work will be done to refine the figures and understand the full business case. Initial investment will be required, but the potential benefits could be up to £ 100k pa.