



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Alan Vincent, Resources Portfolio Holder and Deputy Leader	9 August 2018

Relocation of the ICT and Digital Team from the Ground Floor to the First Floor at the Civic Centre, Poulton-le-Fylde

1. Purpose of report

- 1.1 To seek approval for building works to enable the relocation of the ICT and Digital Team from the ground floor to the first floor at the Civic Centre, Poulton-le-Fylde and to include the scheme in the Council's 2018/19 Capital Programme.

2. Outcomes

- 2.1 Building works are undertaken to accommodate a restructured department and to develop better collaborative working relationships.
- 2.2 We will maximise commercial opportunities and improve the return from our assets.

3. Recommendations

- 3.1 That approval is given for building works to the vacant corridor above the Doctor's surgery in the Civic Centre.
- 3.2 That the scheme, budgeted at £30,000 (including contingences for some minor works), is added to the Council's 2018/19 Capital Programme.
- 3.3 That additional income from the vacant rooms formerly occupied by the ICT and Digital Team is achieved through a lease or similar arrangement.

4. Background

4.1 Following the SOCITM review of the IT service, the recommendations included exploring the accommodation for the service. It was felt that the current layout and office constraints were a barrier to developing better collaborative working relationships within the team. A restructure is currently underway to create a new ICT and Digital department. The new department also includes the Communications and Marketing Team. Revised accommodation for the team is therefore required.

5. Key issues and proposals

5.1 To address the inadequacies of the current office space and allow for the incorporation of the Communications and Marketing Team, the vacant area above the Doctor's surgery in the Civic Centre has been identified as a suitable location, but requires building works to achieve the desired layout.

5.2 Quotations for the works have been sought through 'The Chest' procurement portal. A supplier has been selected to undertake the scheme with a budget of £30,000.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider the management, repair, maintenance and use of the Council's land and buildings."

Financial and legal implications	
Finance	The total scheme budget is £30,000 and this will be funded from the Capital Investment Reserve. The project will be added to the 2018/19 Capital Programme accordingly. Additional income over and above existing budgets from any new lease or similar arrangement for space at the Civic Centre or Bungalow will be used to top-up the Reserve to cover the cost. Following this, the income would be an efficiency saving against revenue budgets.
Legal	The quotation process is compliant with the Council's Contract Financial Procedure Rules. A contract will be entered into with the successful contractor.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	x
data protection	x

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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