

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 04 June 2018

<b>Portfolio:</b>	Streetscene
<b>Subject:</b>	<b>Streetscene Depot Building Improvements</b>
<b>Report of:</b>	Head of Streetscene
<b>Corporate Priority:</b>	Protecting & Enhancing the Environment

**Purpose:**

This report seeks Executive approval for funding to remodel and refurbish the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

**Executive summary:**

Approximately one third of the Council's employees work in the Streetscene Department located at the Broadcut Depot, Wallington. The workforce delivers some of the Council's main frontline services including, amongst others, Refuse & Recycling, Grounds Maintenance and Street Cleansing.

Over recent years, organisational changes have increased the number of employees working at the depot by around 30%. As a result, there is now a need to refurbish and remodel the existing accommodation to cater for the increased number of employees.

The proposal is to refurbish the ground floor toilet, changing and rest area accommodation and create additional space to provide lockers for the operatives to store and dry personal protective clothing.

On the first floor the proposal is to extend the existing office accommodation, install a lift and provide computer workstations, information desk and noticeboards for the operatives to access. When the works are complete, the office accommodation will be fitted with new office furniture of the same style and design provided at the Civic Offices.

The budget cost for the works is £220,000, but this will be subject to detailed design and a competitive tendering process.

**Recommendation/Recommended Option:**

It is recommended that the Executive agrees a budget of £220,000 to refurbish and remodel the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

**Reason:**

To enable the refurbishment and remodelling of the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

**Cost of proposals:**

The estimated budget cost for the works is £220,000, subject to a formal tender price being obtained. There is also a small revenue implication estimated at £1,700. This can be covered within the existing revenue budget.

**Appendices:               None**

**Background papers:   None**

**Reference papers:       None**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	04 June 2018
<b>Subject:</b>	Streetscene Depot Building Improvements
<b>Briefing by:</b>	Head of Streetscene
<b>Portfolio:</b>	Streetscene

#### INTRODUCTION

1. Approximately one third of the Council's employees work in the Streetscene Department located at the Broadcut Depot, Wallington. The workforce delivers some of the Council's main frontline services including Refuse & Recycling, Grounds Maintenance and Street Cleansing, amongst others.
2. The Streetscene staff accommodation was last refurbished in 2007/08 at a cost of around £180,000. Since then there has been a 30% increase in staff working at the depot and the accommodation is now in need of refurbishment to provide adequate facilities for the staff.
3. Over the last 10 years there have been many organisational changes in addition to changes in how services are organised and delivered. The most recent organisational change has resulted in additional office based staff working from the depot. Also, the Executive recently agreed that the hedge cutting contract be brought back in-house and this has further added to the number of operatives working from the depot.
4. This report seeks funding to remodel and refurbish the accommodation at the Depot to enable it to cater for existing staff numbers and to have the capacity for any potential increase in staff numbers going forward.

#### BACKGROUND

5. A locker for each of the operatives is essential to allow them to store their personal protective equipment. There is a designated changing area in the depot where lockers are provided. This area has heating facilities that help to ensure wet protective equipment is dried in time for the following day. At present, there is not sufficient space in this area to provide lockers for all the operatives. This means that some operatives have lockers located in corridors without adequate drying facilities which makes effective drying difficult.
6. In addition, the current toilet and rest room area for the operatives needs refurbishment.

7. The Streetscene office accommodation is located on the first floor above the operatives changing and toilet area. There is not sufficient space to accommodate all the office based staff and the layout does not enable the different workgroups to be in the same work area.
8. As with the ground floor facilities, the office accommodation on the first-floor needs refurbishment. The only means of accessing the first floor is via a staircase and so there is a need to provide a lift to the first floor. This will ensure that the facilities are compliant with the equalities act.
9. The provision of office furniture falls some way short of the standard provided in the Civic Offices and remodelling and refurbishment of the accommodation provides the opportunity to replace the current office furniture.

## **PROPOSAL**

10. Additional space for lockers on the ground floor can be provided by removing an existing small meeting room and single office. This will create space for the provision of an additional 53 lockers with drying facilities. The meeting room space and office space will be re-provided as part of the first-floor remodelling. An accessible toilet will be installed and the toilet facilities and the rest area will be redecorated.
11. On the first floor, the office accommodation will be extended over the mezzanine floor. The dividing wall will be partially removed to create an open space feel and there will be roofing insulation and air conditioning units installed to help reduce the heat build-up that occurs during the summer.
12. To comply with the Equalities Act, a lift will be installed to gain access to the first floor. There will be computer workstations available to operatives with information desks and noticeboards to assist communication with the operatives on service and Council related issues.
13. Planning consent will be required for the works to the first floor.
14. When the remodelling works are complete, the accommodation will be fitted with new office furniture of the same style and design provided at the Civic offices.
15. The proposals have been shared with the operatives and office based staff and amendments made to original proposals in accordance with suggestions and feedback received.

## **FINANCIAL IMPLICATIONS**

16. Some initial designs have been drawn up and budget costs obtained. The budget cost for the works is £220,000, but this will be subject to detailed design and a competitive tendering process.
17. Budget provision is already in place to fund the purchase of the office furniture.
18. There are implications for the revenue budget with regards to servicing of the lift and the air conditioning unit which is estimated to cost £1,700 per annum. These costs can be met from the existing revenue budget.

## **CONCLUSION**

19. The current staff accommodation at the Broadcut Depot is unable to accommodate the current establishment and falls some way short of the standard of facilities provided at the Civic Offices.
20. This report seeks funding to remodel and refurbish the accommodation at the Depot to enable it to cater for existing staff numbers and to have the capacity for any potential increase in staff numbers going forward.

### **Enquiries:**

For further information on this report please contact Mark Bowler. (Ext 4420)