



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR ESTATES**

**TOPIC - WCC MAIN RECEPTION REFURBISHMENT, AND CITY OFFICE RECONFIGURATION**

**PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Legal Services Manager, the Chief Executive and the Strategic Director: Resources are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Monday 18 June 2018.**

**Contact Officers:**

**Case Officer:** Graeme Todd, Tel: 01962 848282 Email: [gtodd@winchester.gov.uk](mailto:gtodd@winchester.gov.uk)

**Democratic Services Officer:** Nancy Graham, Tel: 01962 848235, Email: [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

**SUMMARY**

Under CAB 3014 a budget of £475,000 was approved for further works to City Offices on the main reception and for office reconfiguration. The contract for the original refurbishment works was won by Portsdown Interiors Ltd and these works are due to complete by the middle of June. Prices were tendered by the contractor for the refurbishment of the toilets, but the works were not included in the contract. The contract also included a light refurbishment of the reception area and £30,000 was allocated for this work.

This report seeks approval to incur expenditure for further works to the City Offices as detailed below:

1. City Office Reception - to extend the refurbishment in the main reception area, to include the reconfiguration of the space, the improvement of the customer facing facilities and the replacement of the furniture;
2. Alterations to the IT Training Room/Meeting Room 7&8 – to provide an area of ground floor accommodation which would be suitable for letting;
3. Installation of payment kiosks within the City Offices main reception in conjunction with refurbishment works;
4. Refurbishment of City Offices Toilet Facilities – the refurbishment of those toilets not included within the current improvement works; and
5. External Entrance Improvements & Signage – the replacement of the existing handrails with new balustrading, paving, widening the entrance steps, external decoration of the entrance area and new signage.

The expenditure on the works is planned as follows:

City Office Reception – inclusive of furniture	£180,000
Security improvements to cash area	£10,000
Alterations to IT Training Room/ Meeting Room 7&8	£65,000
Reception payment kiosks	£30,000
Refurbishment of City Offices Toilet Facilities	£110,000
External Entrance Improvements & Signage	£25,000
Alterations to existing CX area	£15,000
Total	<u>£435,000</u>

A budget of £475,000 was agreed by Members as part of the Capital Programme in February. Accordingly authority is sought under Financial Procedure Rule 6.4 to this additional expenditure being incurred.

In addition to the capital budget requirement, ongoing revenue costs for the payment kiosks, including software licences, amount to £4,000 per annum.

### BACKGROUND

The Council are currently undertaking refurbishment works to the City Offices which are due to be completed at the end of May. These works include:

- Replacement ceilings;
- LED low energy lighting;
- New carpets and decorations.

This initial works contract included a limited refurbishment of the existing reception area. With the new works proposal a more extensive refurbishment is planned.

The current main reception has not been significantly refurbished for over twenty years, the accommodation has become dated and the layout no longer meets the needs of visitors.

The proposed works would also deliver an additional area of lettable ground floor office space. The full reception refurbishment would include the relocation of the reception desk to a more customer focused location, the provision of new furniture and additional meeting/interview areas.

Payment kiosks will be installed into the reception area of City Offices to enable customers to make payments by cash, cheques and card. This will modernise the way the Council receives payments at the City Offices; enabling customers using the kiosks to allocate payments themselves to their own account or bill. The kiosks also have the potential to reduce the amount of fraudulent cash received as they perform approx. 40 different checks on cash deposited, rejecting fraudulent notes.

Externally the entrance ramp, steps and lobby are in poor condition and give an unattractive impression to visitors to the offices. To provide a better first impression for visitors, it is proposed to replace the balustrading with modern brushed steel hand rails and infill panels, to widen the existing front entrance steps and to modify the paving within these areas. The front entrance doors and lobby doors are a mixture of colours and it is proposed to redecorate these in a uniform colour. There is limited external and wayfinding signage to the front entrance of the building and it is proposed to introduce new corporate signage to provide better information for visitors.

The works currently being carried out, do not allow for the refurbishment of all of the toilet accommodation. Following the completion of the initial phases of the office refurbishment, the poor and dated condition of the toilet provisions has been further highlighted. The toilet areas are in need of refurbishment and approval is sought to carry out the following works:

- The replacement of the sanitary ware;
- The replacement of flooring; ceilings and lighting,
- The installation of new cubicles; tiling and redecoration.

In all of the areas where improvement works are proposed, the lighting will be replaced with LED lighting which will be more energy efficient and result in reduced carbon emissions.

## **PROPOSED DECISION**

That authority be given under Financial Procedure Rule 6.4 to incur the expenditure detailed in this report and the Corporate Head of Asset Management be authorised to extend the existing contract with Portsdown Interior limited to include works for City office reception, and security improvements to cash area, in accordance with the Council's Contract Procedure rules to seek tenders for the remaining works and to appoint contractors following analysis of the returns.

## **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

**Alterations to IT Training Room/ Meeting Room 7&8** - In order to provide a temporary reception, it will be necessary to remove the IT training room partition. An alternative would be to reinstate the partition and continue to use the accommodation for use by Winchester City Council.

**City Offices Reception Refurbishment** - An alternative would be to carry out a light refurbishment, to include the re-decoration, ceiling/lighting replacement works, that were allowed for in the current City offices refurbishment programme. This option would result in abortive works if in the future reconfiguration refurbishment were to be undertaken and would not address the sub-standard nature of the existing layout.

**External Entrance Improvements & Signage** – An alternative would be to carry out a nominal amount of repairs within existing maintenance budgets. This was rejected because it would not address the poor quality and appearance of the existing access.

**Leave the reception area and city offices as is** - This may lead to a lack of retention of staff. Poor access and entrance to the Council, could create a poor perception of the Council and its ability to delivery services.

## **RESOURCE IMPLICATIONS:**

The contract will be managed by staff in the Estates Team with assistance from external consultants. Estates will control the budget and the programme to ensure that the project is delivered on time and within the budget. The sum of £475,000 has been allocated to these works in the Capital Programme in the period 2018/19 of which £435,000 is required. These works will be financed from the Capital Receipts Reserve.

In addition to the capital budget requirement, ongoing revenue costs for the payment kiosks, including software licences, amount to £4,000 per annum.

Subject to procurement routes and negotiations with the current contractor it is anticipated the works would be carried out in a phase manner. To enable this to

happen it is proposed that the cash office/IT training area would be adapted for use as a temporary reception area while the refurbishment works were carried out. It is anticipated that there will be a 9 week construction period for this phase of the works.

Works to the toilet areas would be carried out on a phased basis to ensure toilet provision for staff and visitors was maintained. It is anticipated that these works can be undertaken in while the phase 1 and 2 works are being undertaken. The final phase would be to provide the ground floor lettable accommodation it is anticipated that this work will take in the region of 8 weeks to complete. Dependent upon the procurement route chosen, the anticipated lead in time prior to commencement on site would range from 5 months for a traditional tender, to 1 month for negotiations with the existing contractor.

### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

Discussions have been held with Customer Services Managers.

Statutory undertakers have been notified of the proposal.

The works have been discussed with the Leader Cllr Horrill, the Portfolio Holder for Estates Cllr Miller and the Portfolio Holder for Finance Cllr Guy Ashton.

### **FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

None

### **DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

None

### **DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

**Approved by: (signature)**

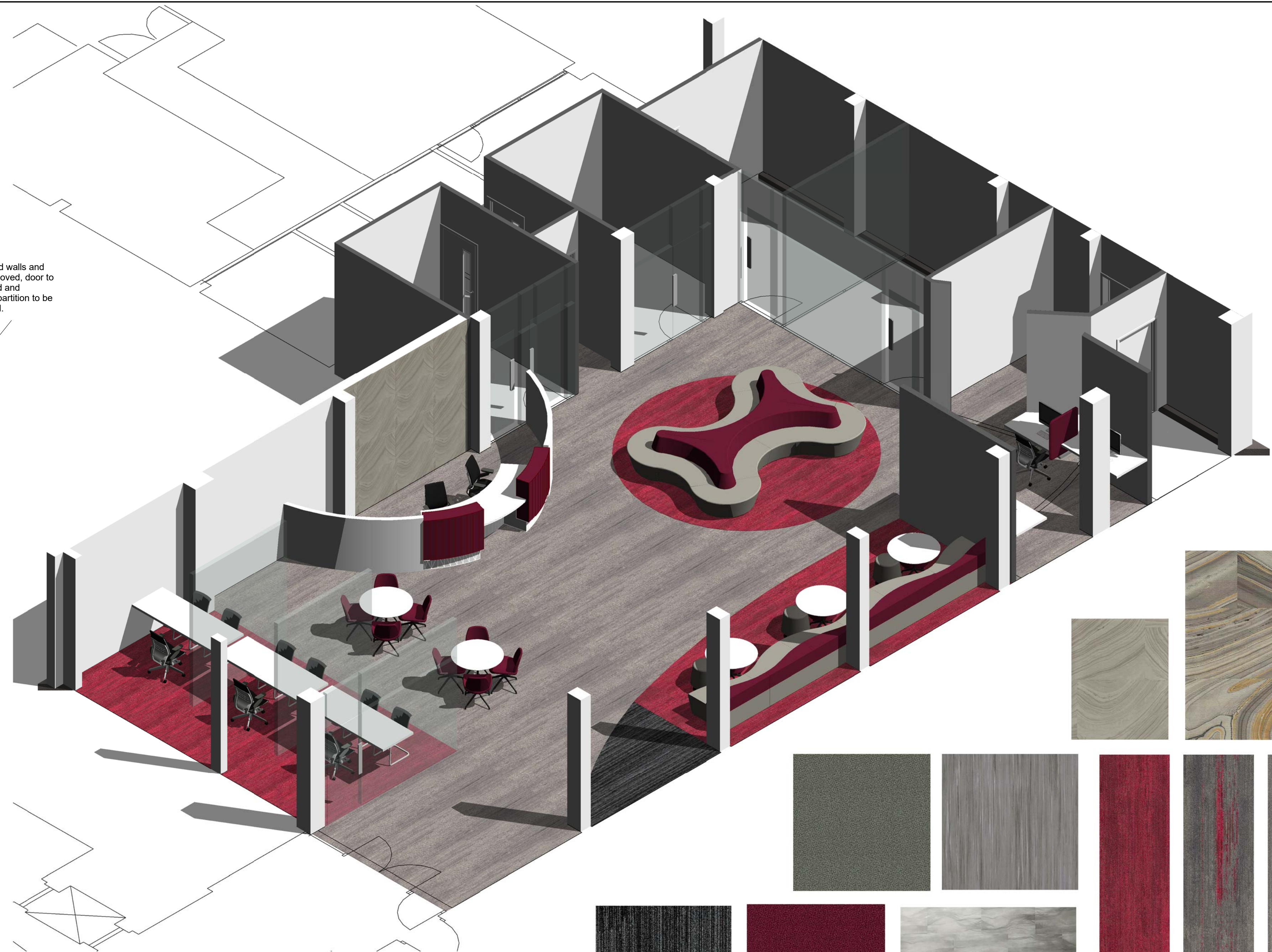
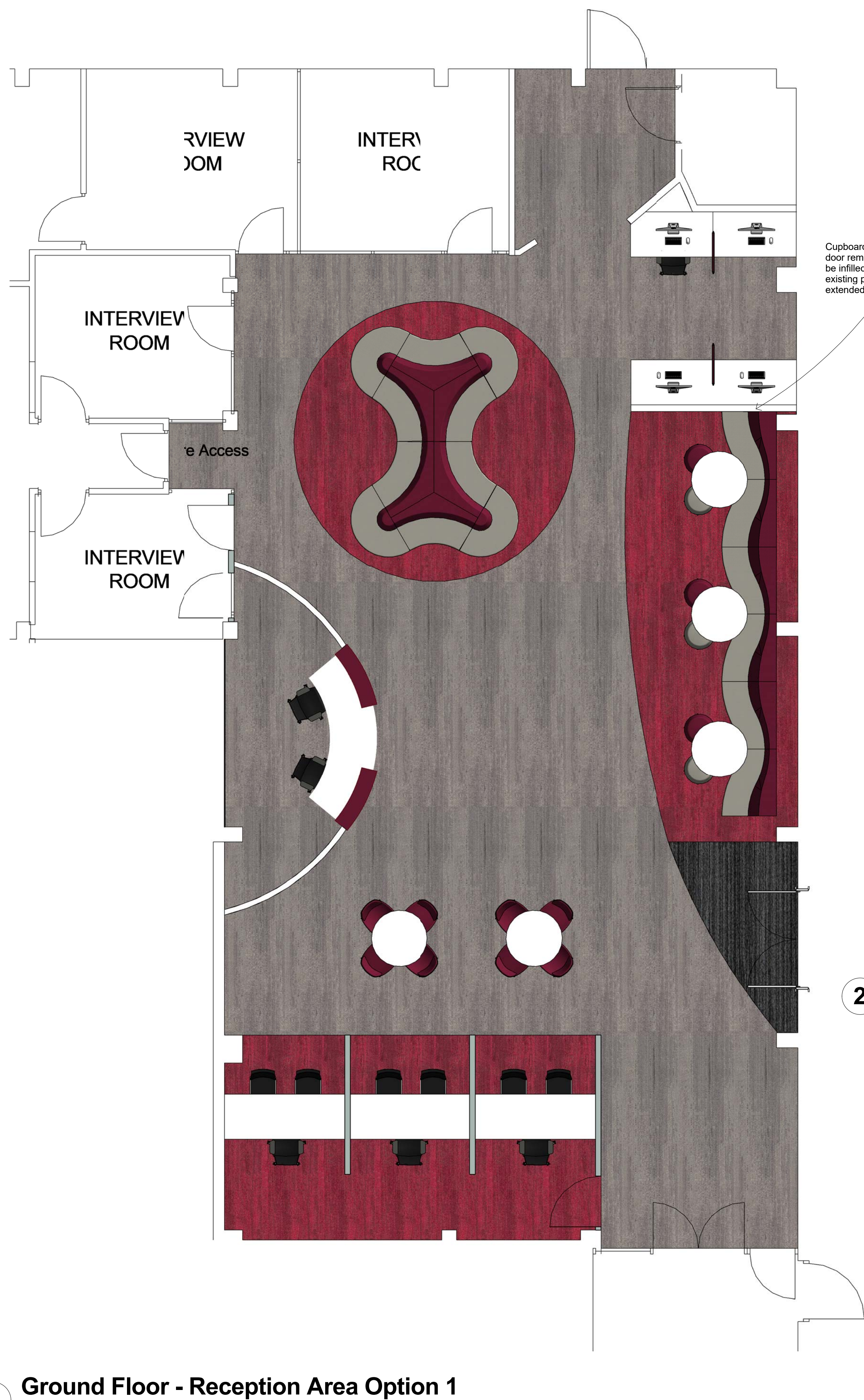
**Date of Decision**

**Councillor Steve Miller – Portfolio Holder for Estates**

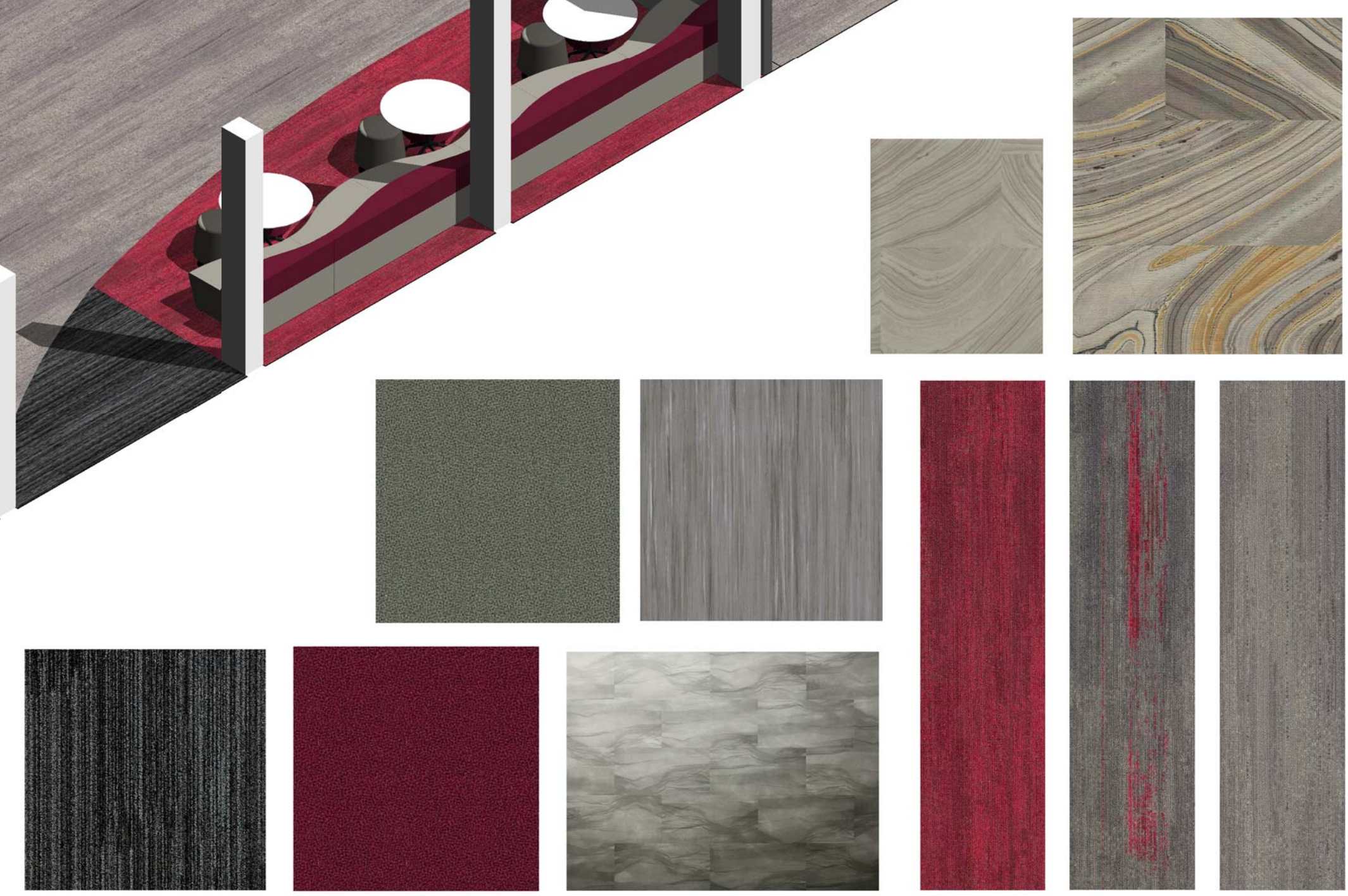
### **APPENDICES:**

Appendix 1 – Main City Office Reception Plan  
Appendix 2 – 2<sup>nd</sup> Floor City Offices Re-configuration





2 Reception Area Option 1



1 Ground Floor - Reception Area Option 1  
1 : 50

REVISION SCHEDULE				
Rev	Date	By	Checked By	Description
A	10/10/17	HW	PC	Changes to two options for the reception area following client feedback.

**GENERAL NOTES**

- For M&E information, refer to drawings and specification provided by the M&E contractor.
- For Structural information, refer to engineers drawings and specification for all structural items.
- For ICT information, refer to drawings and specification by ICT consultant.
- All dimensions given in millimetres.
- All dimensions within this drawing must be checked onsite and not scaled from this drawing.

SCALE: As Indicated	PAPER SIZE: A1	DATE: 16/08/17	DRAWING DETAILS: Ground Floor - Reception Area Option 1
REVISION: A	SHEET NO: S12	DRAWN BY: HW	DRAWING STATUS: CHECKED BY: PC

PHASE:	PROJECT: Winchester City Council
FLOOR:	CLIENT: Winchester City Council

PROJECT NUMBER: 170149
DRAWING NUMBER: 170149_12

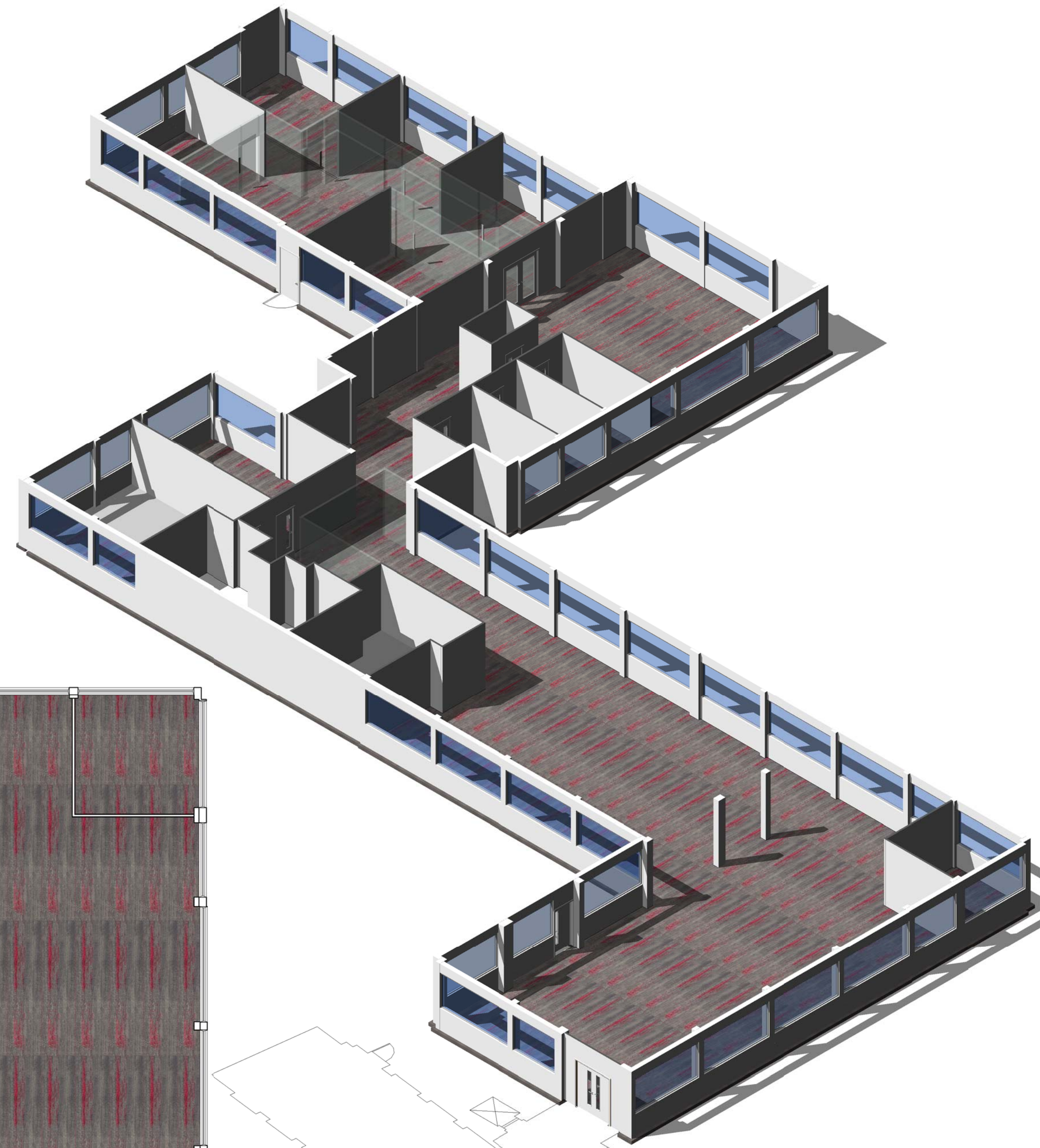
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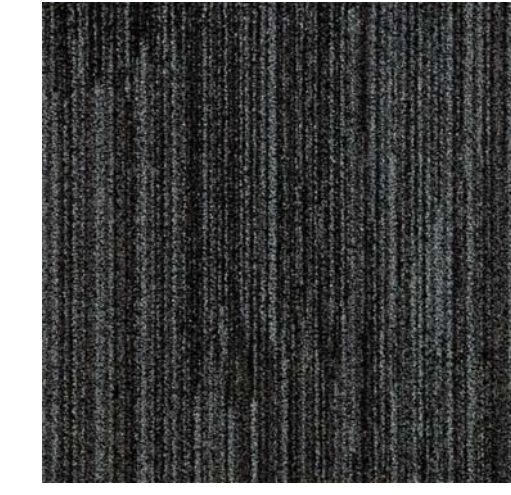




Replacement Ceiling Tiles "Rockfon Blanca"



2 Second Floor Phase 1 - 3



Barrier Matting



Vinyl Flooring

Flooring to be kept as existing

Glazed Partition New Decoration Throughout New Window Film New Blinds

Replacement Carpet "Miliken" - Mixture of three different red coloured planks



New Howdens Kitchen

Replacement Lighting "Eaton"



1 Phase 1 - 3 Second Floor  
1 : 100

Rev	Date	By	Checked By	Description
A	08/11/17	HW	FD	Revision to Phase 1 - 3 Second Floor following client feedback received from Fran on 08/11/17.
B	Date 6	HW	FD	Revision to Phase 1 - 3 Second Floor - Addition of furniture and placement of walls.
C	13/11/17	HW	FD	Revision to Phase 1 - 3 Second Floor - Increase in size of two offices and addition of 6 pers meeting table each.
D	14/11/17	HW	FD	Revision to Management Suite on second floor as well as option created for 1st floor and 2nd floor of west wing.
E	14/12/17	HW	FD	Revision to Management Suite - Removal of furniture and alteration to partitioning.
F	14/12/17	HW	FD	Removal of sliding glazed partitions.

**GENERAL NOTES**

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- For ICT information, refer to drawings and specification by ICT consultant.
- All dimensions given in millimetres.
- All dimensions within this drawing must be checked onsite and not scaled from this drawing.

SCALE: As Indicated @	PAPER SIZE: A1	DATE: 16/08/17	DRAWING DETAILS: Phase 1 - 3 Second Floor
REVISION: F	SHEET NO: S16	DRAWN BY: HW	DRAWING STATUS: CHECKED BY: PC

PHASE	PROJECT: Winchester City Council
FLOOR	CLIENT: Winchester City Council

PROJECT NUMBER: 170149
DRAWING NUMBER: 170149_16

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