

RESOURCES AND PERFORMANCE SELECT COMMITTEE

DATE 18 December 2020

**County Hall Move and Agile Programme update**

Purpose of report: A briefing for the Select Committee.

Introduction:

1. An update has been requested of the Agile Organisation Programme (AOP) of the following matters:
 - 1.1 Woodhatch update report
 - 1.2 Update on County Hall, Kingston-upon-Thames
 - 1.3 Office Strategy
 - 1.4 Staff

Woodhatch update report

2. At the time of writing, the building infrastructure and fit out are on target for completion on 14 December 2020 and the building will be ready for occupation from the New Year.
3. The Chamber in terms of fit out (carpet, decorating and cabling) is complete. The Chamber will be furnished and ready for Cabinet in March 2021 as planned, and if required. Temporary furniture will be deployed by the end of the year to enable use for meetings, which meets the requirement for a first Members' meeting on 26 January 2021.
4. The Chamber will be completed within the £370k Audio Visual and furniture, fixtures and equipment (FFE) budget.
5. The Lodge required building maintenance works ahead of being fitted out. The layout and extent of use are currently being formalised ahead of completion by March 2021.
6. The web conferencing Public I tool will be installed by end of Jan 2021. The County Hall facility can be used in the interim and this will only involve one operator.

7. Facilities Management (FM) have fitted vending equipment and have procured a service from a coffee vendor. In addition, they have linked in with local bakeries around deliveries to site and a visiting catering van. Refurbishment of the cafeteria is underway with a plan to ramp up facilities in response to demand.
8. The AOP project team have engaged with Directorates to take them through space and adjacency planning.
9. A Travel Plan has been scoped by Atkins consultants and will be ready for the New Year. Whilst this is later than would be ideal, the continued government guidance encouraging working from home means that this will not present a practical issue. The Travel Plan will be informed by a Travel Survey, which will include Members. The Travel Plan process will then be applied to all other buildings in scope of the Move Out of County Hall.
10. The forecasted annual running costs of Woodhatch are forecasted to be £1,552k, compared with the actuals at County Hall of £1,962k. These costs included planned maintenance but not wider repairs. Within these costs, annual Woodhatch energy costs are forecast to be £131k which can be compared with County Hall energy costs of £237k. Woodhatch will use 18% of the gas and 25% of the electricity that County Hall uses in a year.
11. The cost of fit out and technology is £5m, made up of £2m property, £1.2m IT and £1.8m for property technology. Spend is being managed to budget and is not forecast to go over.

Update on County Hall, Kingston-upon-Thames
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12. AOP continues to co-ordinate the work of change management, Land & Property, HR & OD and IT&D to achieve the exit of County Hall as an operational base on 31 December 2020 and the project is on track.

Decant

13. The mobilisation and move of staff are underway.
14. Artefacts have been catalogued by the File, Archive, Bin project. The Property Team, in consultation with the Cabinet Member for Resources, have reviewed the itineraries and are proposing that, at least in the short-term, the council looks to retain all the heirlooms listed in these itineraries and moves them to a

secure storage venue. Decisions could then be taken on where the items should go, whether it be to the new Civic Heart, another council building or to a local museum/cultural venue

15. A Records Management project was initiated to establish how files and records are accessed now and how they should be stored and managed after County Hall is sold. This work had to be partially paused during the second lockdown and will continue into the New Year. The focus is to maintain business continuity during the move and create sustainable storage and retrieval processes.
16. During the period between 1 January 2021 and disposal, there will be 2 FM people on site during the day and 2 contract security guards overnight. The FM staff are included in establishment costs, while the security staff cost £3,825 per month.

Disposal

17. County Hall has been actively marketed since 8 September 2020. Second Round bids have been requested from 5 shortlisted parties. Those Bids are due in at the end of November and will then be analysed and evaluated during early December, with any recommendations to proceed with a proposed purchaser by circa Friday 11 December.

Office strategy

18. The Agile Office Strategy will now be presented to Cabinet in January 2021.
19. The next phase of the AOP is being scoped alongside the Workforce Strategy to deliver the space requirements as we exit Covid.

Staff

20. All staff currently based at County Hall have been allocated new administrative bases at either Woodhatch, Ashley Park House, Fairmount, Merrow or Quadrant Court. Individual letters were sent to all staff whose administrative base is changing during the week commencing 9 November 2020, which began the contractual notice process.
21. The communication and engagement campaign is continuing. A regular blog is supported by dedicated team level activities. The core messages include reiterating the concept and benefits of Agile Working, including the difference

between an administrative base (a contractual requirement) and a workspace (which is where work can be done in practice).

Conclusions:

22. The closure of County Hall in Kingston Upon Thames as an operational base by 31 December 2020 is on track. Some access will be required into early 2021 to complete the physical move and building decommissioning.
23. The creation of a Chamber at Woodhatch in Reigate is on track for a Council Meeting in March 2021, as is preparation of the Civic Heart and general office space to be ready for 1 January 2021. A travel plan is being readied.
24. The sale of County Hall continues to make progress.
25. All County Hall based staff have been informed of their new administrative bases with effect from 1 January 2021.

Recommendations:

26. That this report is accepted as the current status of the project.

Next steps:

The move project continues.

Report contact

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Sources/background papers

Appendix 1 – Woodhatch



Infrastructure being completed



Furniture being set out



Carpeting being completed and painting underway



Appendix 2 – samples of artefacts



JAN FRANS VAN BLOEMEN, CALLED
ORRIZONTE (1662-1749)

View of Rome from the Barberini Palace

oil on canvas

66 x 96½in.

£150,000-250,000 (Christies valuation)

Presented to Surrey County Council by H.M. Chester
of Poyle Park, Tongham, Surrey, 1902.

The Collection of Prince Colonna, England, 1796.



AFTER TERENCE CUNEO (1907-1996)

The Normandy Landings

signed by circa thirty three veterans, the print signed and dated 'Feb '93', the mount inscribed with presentation inscription

print

19¹/₂ x 26¹/₄in.

Small commercial value

Selection of items that have been recorded:

Item	Location
Silver Salver presented by Heather Hawker	In Safe
Police Truncheon 1995	In safe
Schools Christmas Card Cup	in penryn cupboard
Base of Chairman's Christmas Card Competition Cup	In Safe
Kirk Cuplet Cup (1 of 2)	In safe
Kirk Cuplet Cup (2 of 2)	In safe
County Hall Lawn Tennis and Bowl Club Cup 1925	In Safe
South Eastern District Snooker Cup 1937	In Safe
Double handled silver cup	In safe
Silver Epergne with three baskets	In Safe
Stock of medals for volunteers reception	In Safe
6 x Past Chairman's Badges	In Safe
3 x Past Chairman's Consort Badges	In Safe
Chairman's Lapel Badge	In Safe
Surrey County Centenary Plate	in penryn cupboard
Silver Plate lighter	Middle draw of Sideboard (Furniture 1)
Wooden Beaver - gift from District of Surrey in British Columbia	Right hand side draw of Sideboard (F1)
Silver candle stick holder	On Glass top table (19) in corner next to jukebox

Member Development Steering Group: Council 'Heirlooms' Update

25 November 2020

Background

1. At its meeting on 25 September 2020, the Member Development Steering Group (MDSG) requested an update on what would happen to the council heirlooms after County Hall closes in January 2021.

Current Position

2. County Hall currently houses several items of historical value to the council. These vary from large scale paintings to smaller items such as silverware. At the end of 2019, Christie's and Bellman's were invited to County Hall to create an inventory and valuation for these items. There is a separate list of items owned by the Civic Team, relating to items that sit in the Chairman's Office.

Proposal

3. The Property Team (in consultation with the Cabinet Member for Resources) have reviewed the itineraries and are proposing that the council looks to retain all the heirlooms listed and moves them to a secure storage venue. Decisions could then be taken on where the items should go, whether it be to the new Civic Heart, another council building or to a local museum/cultural venue.

Member Input

4. Property would welcome member input into the future location of these items. It is therefore proposed that a sub-group from the MDSG, with a representative from each political group, meets separately to discuss the council heirlooms in detail and make recommendations regarding their future location.
5. To support the discussions, the sub-group will receive the detailed itineraries in advance. It is also suggested that the following officers are present to support the discussions:
 - a. Representative from the Property – to outline space availability and design at the various council buildings.
 - b. Caroline Breckell, Deputy Clerk to the Surrey Lieutenancy – Caroline is an expert on the county history and can provide historical context to many of the items on the list.
 - c. Representative from Cultural Services – to provide information on Surrey cultural venues/museums that could house some of the heirlooms, if deemed appropriate.

- d. Democratic Services to provide meeting support

Recommendation

- 6. That the MDSG appoints a sub-group of members to review the council heirlooms and make recommendations to the Cabinet Member for Resources and the Property Team regarding their future location.

Report Author: Rachel Basham, Member Services Manager

For Sale

Unique Opportunity

Surrey County Hall, Penrhyn Road, Kingston-upon-Thames, KT1

Prominent Grade II Listed County Hall building and office headquarters of Surrey County Council;
County Hall accommodation extends to c. 267,000 sq ft GIA and the Staff Club c. 24,000 sq ft GIA;
Freehold interest for sale;
Offers invited.

Please contact:

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08449 02 03 04



From the brochure:

Description

The property is currently the main headquarters for Surrey County Council and comprises the Grade II listed, Surrey County Hall building, which includes a range of buildings dating from 1893 to 1982 and a private courtyard area. A significant extension took place in 1938 that extended the building fronting Penrhyn Road and further extensions were then added in 1953, 1963 and 1982. The oldest section of the building includes the landmark clock tower overlooking Penrhyn Road. Surrey County Council are due to vacate the building by December 2020.

Surrey County Hall is a 5 storey building above a basement and lower basement and comprises a total floor area of c. 267,000 sq ft GIA.

The building is mainly constructed from a white Portland stone with slate roofs and white painted timber sash windows. Later additions have been constructed using a mixture of precast and exposed structural concrete and dark metal cladding.

The Staff Club is also included within the sale boundary and lies at the south of the County Hall. This 2 storey building is currently vacant and includes a canteen, coffee shop and administrative office accommodation and comprises a total floor area of c. 24,000 sq ft GIA. Additionally, 5 and 7 Milner Road are included within the sale and comprise two semi-detached houses currently let on AST's.

The total site area is broadly 5.23 acres (2.12 hectares).

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