

## **BRIEFING NOTE: ONE PUBLIC ESTATE (OPE)**

### **DEVELOPMENT OF FEASIBILITY WORKS TO SUPPORT BUSINESS CASE**

#### **1. Background Information**

- 1.1 In 2016 the Government Policy Unit (GPU) gave approval for the Department for Work and Pensions (DWP) to work with the Council to facilitate the expansion in public facing services at Loxley House and a potential solution for back office functions. This work has focused primarily upon the feasibility of a new build complemented by the reconfiguration and expansion space to accommodate an expanded front facing hub at Loxley House. Funding has also been granted to explore the feasibility of reconfiguring the four Joint Service Centres to create additional capacity.

#### **2. Business Cases**

- 2.1 Three Business Cases are to be developed:

- Loxley – Public Sector Hub, Potential redesign to accommodate relocation of DWP and Fostering and Adoption Teams
- Crocus Place – Public Sector Hub - The potential development of a new build on a brown field site in the Council's ownership.
- Joint Service Centres- Potential reconfiguration to create additional capacity and the opportunity for income generation.

#### **2.2 Public Sector Hubs**

The project scope includes the co-location of DWP staff and relocation of Council Services into to Loxley House including the Revenue and Benefits Service and Fostering and Adoption Service. The project will include:

- a. Design and fit out of the Public Facing ground floor and back office areas Floors 1 - 4.
- b. Change Management to support Agile Working solutions to maximise occupancy and capacity within Loxley House
- c. Enabling works where necessary including structural, M&E, ICT, fire evacuation, toilets etc.
- d. Move management
- e. Temporary decanting arrangement to facilitate works at Loxley House.
- f. Feasibility study for new office development with a view of gaining DWP approval later this year.

### 2.3 Joint Service Centres

The project objective is to maximise the utilisation of the JSC estate including the potential for reconfiguration of space to increase capacity. The project will include:-

- a. Redesign and fit out of shared area layouts
- b. Enabling works where necessary including M&E, ICT, fire evacuation, toilets, etc.
- c. Change Management considerations.
  - A Project Brief has been agreed with Nottingham City CCG and internal Project Management is to be provided by the HR and Transformation Service
  - LIFT Co as landlord of three of the JSCs is to be appointed to provide design and cost work in accordance with the provisions of the Strategic Partnering Agreement
  - The project will also include the procurement of technical surveys in respect to IT

### **3. Development of feasibility works to support the Public Sector Hubs Business case**

- 3.1 This delegated decision requests approval for the development of feasibility works to support the business case of the Public Sector Hub projects. This includes the following:
- 3.2 The Council needs to commission further services and resources funded from the OPE grant:
  - a. To carry out a feasibility study in respect to a new office development to identify any significant risk to development that could impact on cost and which includes statutory, technical etc. These services will be procured via the SCAPE BECS Framework to advance the project to enable DWP to approve the business case later this year.
  - b. To undertake building investigations and design work at Loxley House to explore the impact of the conversion of the building to accommodate new agile working practices and increase the utilisation and capacity of the building. The services will be procured via the SCAPE BECS Framework to advance the project to enable Revenue and Benefits relocation from Angel Row and the first tranche of the DWP during Autumn/Winter 2017
- 3.3 The Council needs to appoint and procure additional resources funded by the "Unlocking Loxley" carry forward. This will include appointments from the Project Management Framework and in house resource from the Major Projects Team. These resources will be deployed in the development of the Full Business Case that will include a resource plan for delivery.

#### **4. Financial Assumptions**

It is assumed that the above projects will proceed to delivery upon the approval of a Business Case. The Business Cases will outline the financial case for expenditure based upon savings or income generated to offset capital expenditure including borrowing.

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