

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**  
**20<sup>TH</sup> JULY 2010**

**Design Brief for Single Site Office Accommodation**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	-
<b>CORPORATE PLAN AIM:</b>	A Well Run and Responsive Council
<b>CABINET MEMBER:</b>	Councillor J-P Champion
<b>DIRECTOR:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Ian Miller Ext. 2700 ian.miller@wyreforestdc.gov.uk
<b>APPENDICES:</b>	None

**1. PURPOSE OF REPORT**

- 1.1 To consider arrangements for the design brief for this major capital project.

**2. RECOMMENDATIONS**

**The Cabinet is recommended to:**

- 2.1 NOTE the current proposals for the finalisation of the design brief as set out in this report.**
- 2.2 DECIDE to delegate the approval of the final Design Brief to the Corporate Management Team in agreement with the Leader of the Council.**

**3. BACKGROUND**

- 3.1 Further to a previous report to Cabinet on the 20<sup>th</sup> April, Officers have progressed the decision to appoint a project management and design team, namely Rider, Levett, and Bucknall (RLB). Completion of the site purchase process has taken place and invasive ground testing that can only be done post completion has started. This is to establish load bearing capacity etc. The first phase of noise testing has been completed and further noise testing to inform the design process is taking place. Topographical surveys have taken place on the 18<sup>th</sup> June and an Ecology Survey on the 24<sup>th</sup> June which allows the design process to progress from desk top stage.
- 3.2 Regular reports and updates are continuing to the Transformation Board and the Corporate Resources Scrutiny Committee. There has also been a Member Seminar on the 17<sup>th</sup> June and a further seminar is proposed for all Members at the end of July to give a further opportunity for members to input into the design brief.

**4. KEY ISSUES**

- 4.1 The Procurement Officer is currently working with Legal Officers to progress the European Journal notice as a pre-cursor to short listing construction companies to tender for the project. All companies submitting expressions of interest will be assessed under evaluation criteria with the three highest scoring companies being invited for interview with a panel which will meet in the month of November 2010.
- 4.2 It is essential that prior to the above, a design brief is finalised. It would not be practical to delay the finalisation of this to the next meeting of the Cabinet and therefore the proposal in the report is to delegate the decision on finalisation of the design brief as set out in recommendation 2.2.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The costs of the design brief is included in the Council's approved capital plan of £10.5m for the single site office accommodation project. Among other things, this covers; costs of construction, fit out etc professional advice, design and project management.

**6. LEGAL IMPLICATIONS**

- 6.1 All stages of the single site project are being let in accordance with the council's financial regulations and contract procedure rules.

**7. EQUALITIES IMPACT NEEDS ASSESSMENT**

- 7.1 Tenderers are required to comply with the council's policies on equalities, and the building to be designed will integrate compliance with the Disability Discrimination Act and other relevant legislation. There are no adverse impacts on the six equality strands.

**8. RISK MANAGEMENT**

- 8.1 The risk of the single site project is being mitigated by the use of external advice on the complete project process including the initial design elements for the building.

**9. CONCLUSION**

- 9.1 Approval of the design brief is an important element in securing appropriate office accommodation on a single site. The proposed arrangements ensure that it will be progressed swiftly.

**10. CONSULTEES**

- 10.1 Leader of the Council.
- 10.2 Corporate Management Team.

**11. BACKGROUND PAPERS (ALL PART II)**

- 11.1 Report to Council on 29<sup>th</sup> July 2009.
- 11.2 Progress reports to Corporate Resources Scrutiny Committee, 11<sup>th</sup> February, 18<sup>th</sup> March and 15<sup>th</sup> April 2010.
- 11.3 Reports to Transformation Board, 26<sup>th</sup> January, 8<sup>th</sup> March and 7<sup>th</sup> July 2010.
- 11.4 Report to Cabinet 20<sup>th</sup> April 2010.
- 11.5 Member seminar 17<sup>th</sup> June 2010.