

# **APPENDIX A**

## **Accommodation Project**

**David Edwards, Director of Environment and Shared Services**

## **Background**

There are two leases for the Gateway:

- The first for Maidstone (Stoneborough) House including floors 4,5,6 the terrace and the Gateway, the lease is until October 2023
- The second is for the first floor only, but excludes the unfinished area at the rear, and is also until October 2023 but has a break clause of October 2016.

KCC are currently undertaking a programme of reviews across Kent they started with Maidstone and Tenterden gateways. KCC are assessing the offer at each gateway and the value of the gateway to KCC.

Working groups were set up to consider next steps for the gateway and Maidstone House.

## Accommodation Working Group

What do we know? what do we need to know? What are the concerns? what are risks? what are the benefits? What are the opportunities?

- What do we look like now? Staffing, space,
- What are we going to look like? Setting our blueprint
- What are our options? Opportunities to lease and land ownership
- What are others doing? – visits and research
- Who might want to do something with us?

	Floor 1	Floor 4	Floor 5	Floor 6	Gateway	Terrace	Totals m2	short term changes m2	long term changes m2	Final total
Workspace	51	515	569	643	65	0	1843		1600	1600
Circulation	38	224	196	182	86	30	756		600	600
Training	0	87	0	0	0	0	87			87
Meeting	0	62	29	141	81	105	418		355	355
Break Out	0	29	29	29	0	170	257		120	120
WC	0	0	0	0	46	28	74			74
Storage	33	131	166	26	5	0	361	310	270	270
Print / Stationary	14	24	inc	11	0	0	49			49
Post Room	0	0	105	0	0	0	105			105
Amenity	11	10	10	10	35	12	88			88
First Aid Room	0	0	10	0	0	0	10			10
IT	6	6	3	44	8	11	78			78
Public Areas	0	0	0	0	430	0	430		215	215
Vacant	222	0	0	0	0	0	222	111	0	0
Members	95	0	0	0	0	0	95			95
Totals m2	470	1088	1117	1086	756	356	4873	421	3169	3746

## Short and long term wins

### Short Term Wins

- Reducing space required – storage, multi use areas, desk booking technology and hot desking
- Releasing space on first floor

### Long Term Wins

- Reduce cost of accommodation
- More flexible working for staff
- Income generation
- Support digital first approach to customer service delivery

## Strategy

- Build
  - Regeneration opportunities
  - Mixed use development
- Buy
  - Renovation opportunities
  - Existing property availability
- Lease
  - Quality and availability

## Gateway update

- It is likely that KCC will exercise the break clause at 2016
- A project team has been formed in KCC
- project manager has been appointed for Maidstone
- It is planned to work together jointly address the future accommodation and the face to face service

## Next Steps

- Lessons learnt and options – Aylesbury Vale
- Identification and implementation of 'quick wins'
- Explore options to appoint a project manager
- Undertake further business intelligence and risk assessment
- Regular review of accommodation blueprint

## Views On Direction