

PROPOSED TERMS OF REFERENCE FOR CIVIC OFFICES REPROVISION SUB-COMMITTEE

- To generally oversee the Civic Offices Reprovision Project as a phased redevelopment of the Addlestone Community Association building, Civic Offices and adjacent lands with the (?) purpose of meeting the Council's strategic aims, as follows;
 - The new Civic Offices must be sited on the former ACA site to allow for decanting from the existing building and so minimise any dislocation in service delivery.
 - The development must reflect Runnymede's position of being an "excellent" provider of services.
 - The redevelopment of the Civic Offices and adjoining sites should be seen as one of the key elements for the regeneration of central Addlestone.
 - The new Civic Offices and settings should generate communal identity and civic pride both for citizens of the wider Borough and the staff of the Council.
 - The Civic Offices must present a welcoming face to local citizens.
 - The building must provide the opportunity for joint working with other public Agencies so improving the service delivery to residents.
 - The design processes and resulting building should provide a vehicle for promoting a change in the cultural working practices of the Council.
 - Internally the building layout should maximise the sense of connectivity between departments, encouraging the cross fertilization of ideas and creating a sense of membership amongst staff.

- The offices in their setting must provide a fully accessible environment.
- The building must be truly flexible and adaptable to new ways of working throughout its design life, allowing for full exploitation of new technologies, changing customer needs, variation in the scope of responsibility and services and potential part sale or occupation by others.
- The building must provide an excellent working environment, improving the Council's ability to attract and retain high quality staff and foster better working efficiency and productivity.
- The building must achieve a high level of sustainability and seek to optimise the grants available for innovative building solutions.

Delegated powers

- To settle general and specific design, layout, fitting out, finishing and programme details consistent with the strategic aims and the approved capital and revenue estimate provisions.
- To commission whatever consultancy or other specialist advice may be necessary for the proper discharge of the project, subject to appropriate budgetary provision.
- To receive and examine progress reports on the building project, cost statements, variations and matters with potential additional cost implications, and to instruct Officers as necessary.
- To agree an internal and external communications strategy with regard to the project.
- To receive the project outturn report following the scheme completion and advise the Economic Development and Corporate Management Committees thereof.

- To receive regular updates from the Architectural Team, Quantity Surveyor and Associated Technical and Design Companies.
- To evaluate best practice elsewhere in terms of design, internal layouts and grouping as well as front of house arrangements.
- To liaise with the IT Member Working Group to ensure that Information Technology, Telephony and Change Management issues are identified and pursued in accordance with the agreed strategic aims of the project.

Matters requiring recommendation

- To make any necessary recommendations to the Corporate Management Committee on budgetary and policy matters relating to the scheme.
- To make recommendations to the Economic Development Committee on the property transactions associated with the scheme including lease terms to third party occupiers, franchisees and disposal of surplus lands.

Note: The Sub-Committee will be time limited with powers and duties ceasing by 31 March 2008.