



# Causeway Coast & Glens Borough Council

Estates Strategy Update	15 May 2018
<b>Corporate Policy and Resources Committee – FOR DECISION</b>	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Innovation and Transformation
<b>Outcome</b>	The Council will continuously examine and introduce ways to provide services in more accessible and efficient ways
<b>Lead Officer</b>	Head of Performance
<b>Cost: (If applicable)</b>	Building upgrades required (Lighting)

## 1.0 Purpose

1.1 The purpose of this report is to provide Elected Members with an update on the Estates Strategy and seek approval on the next phase of the strategy.

## 2.0 Background

2.1 The relocation of Planning files from County Hall to Cloonavin is now complete. This piece of work needed to be finalised in order to assess the amount of storage space available for other service areas in the basement area in Cloonavin.

2.2 As part of the Estates Strategy review undertaken by Senior Management, The Director of Leisure and Development and Chief Finance Officer have suggested reconfiguring their service areas within the Cloonavin Building. This would involve relocating Leisure and Development Staff from the open plan area on the first floor to the top floor and finance staff down from the top floor to the vacated area. The proposed reconfiguration will involve 50 staff. This suggestion was dependent upon the availability of adequate file storage in the basement Cloonavin and this has now been confirmed.

2.3 With the new staff structures now in place the reconfiguration will enable Managers to be in close proximity to their staff and service areas to be

grouped together spatially. The new floor layouts will enable maximisation of space on both floors.

- 2.4 All Leisure and Development staff based in Cloonavin will be on the top floor area and all finance staff on the first floor. This arrangement will also make it easier for customers to identify staff positioning within the building by service area when they are on site for face to face meetings.
- 2.5 The spatial planning associated with the proposed internal reconfigurations within Cloonavin will provide information regarding the final numbers of staff to be located in Ballycastle. Staff will be aware of their proposed location as part of this process and hopefully this will provide assurance regarding their place of work.
- 2.6 Any minor building adjustments made in seeking to maximise space with this proposed reconfiguration will be carried out internally. A lighting upgrade is required within Cloonavin as the building does not meet current standards.
- 2.7 A report will be brought back to Council regarding final staff numbers for Ballycastle, their service areas and future accommodation options.

### **Recommendation**

**It is recommended** that the Causeway Coast and Glens Borough Council approve the staff reconfiguration suggestion as set out in this report.