
Office move update

Agenda item 12

Date: 6 November 2018

1. Current position

We exchanged contracts on our new office premises at Europoint House on 19 October 2018. The landlord has carried out the necessary work to knock the two office units we are leasing into one. This has included works to level the floor, update the lighting and re-carpet.

Our fit out contractors started work during the week commencing 29 October with the work estimated to take two to two and a half weeks. This will provide some leeway for testing and installing phone and internet equipment before staff actually move in to the new offices.

We will be moving offices on Saturday 24 November and the office will be closed on Monday 26 November while we get everything up and running.

2. Procurement of fit out work

We tendered for contractors to carry out fit out works at the premises in August 2018, advertising the tender on our website in accordance with our procurement policy. We received no responses to the advert but we got quotes from three companies; Zentura, who were recommended to us by a company we worked with previously and two companies we found on the internet; Rap Interiors and Ei2 Interiors.

Having reviewed the different quotes, we selected Zentura based on the cost they quoted and their understanding of what we were trying to achieve with our office relocation.

3. The new office

The new office will be around 75% of the size of our Union Street premises so there will be an element of hot-desking required, particularly for part time staff. We will be occupying it on a five year lease.

Retaining a Southwalk location means that we are still between 5 and 30 minutes of most of the places we go for meetings. We have found that this saves us time and also means that many people are prepared to come and meet us which is even more convenient. We will also be able to continue our shared service agreement with the Fire Service for our Finance Advisor.

Features will include:

- A medium sized meeting room which will seat 12 in comfort
- A small meeting room/office for the CEO
- A small kitchen / tea point area
- Reception arrangement on door entry – with a waiting area, coat rack etc.
- A small private area for prayer or rest if someone is not well at work
- Access to a large bike room and showers

We can hire a meeting room on site for Board/Policy meetings and events.

4. Projected savings to date

The anticipated savings for the move are shown in the table below. The total average annual saving over a five year period (which spans six financial years) is projected to be around £35,000. As our telephone/internet contract is about to expire, the office move has provided us with the opportunity to make major savings on these costs of over £7,000 a year, having tested the market and found that the contractor who supplies several organisations at Europoint House offers the best value service. There may also be potential to save on IT costs in the future when our contract with Node 4 is up.

Year	Projected premises savings
Year 1 (2018-19)	£21,249.04
Year 2 (2019-20)	£39,406.08
Year 3 (2020-21)	£43,279.70
Year 4 (2021-22)	£47,404.19
Year 5 (2022-23)	£51,826.04
Year 6 (2023-24)	£9,265.63
Average saving	£35,405.11

RF-C October 2018