



Accommodation Strategy Workstreams

Responsible Board Member(s) Carl Woodall
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Summary: The accommodation sub group met in early December 2009. It agreed a document for discussion at the Accommodation Steering Group. The discussion document on tactical changes for 2010 proposed certain items of research including an occupancy study of Members' offices and an audit of locker usage. It also proposed tactical changes in a number of different areas of Members' accommodation.

This paper sets out both progress with the urgent tactical changes (workstream 2) and the work carried out by other groups over the past few weeks.

Summary of actions requested:

- The Board is asked to take note

Workstream 1 – Research

1. The Department of Facilities has been working with PED on an internal benchmarking exercise. It has become apparent that the 'people' information is not as accurate as it might be; in other words we don't really know exactly how many people we are supporting at each of our sites at any one point in time or what we need to provide in future. However, we do have a provisional cost per m² and per full time equivalent. The current size of the House of Lords estate is not robust and needs to be validated, but this exercise whilst planned does not fit with our timescales.
2. A great deal of work has also been ongoing with the new Principal Estates Manager, Helen Arkell, on lease obligations and opportunities. Areas of concern include the arrangements for the use of the basement storage space at the QEII Conference Centre, the lease renewal at Abbey Gardens, the flexibility of our arrangements at Tothill Street and the number of third party occupiers that need regularising across the estate.
3. A number of focus group meetings have been held with Members. There are a number of common themes emerging such as the lack of small meeting rooms and more informal refreshment areas where meetings could be held. Members also report a general lack of need for dedicated desk space for their support staff.

Workstream 2 – 2010 Tactical Requirements

4. A letter was sent by the Director of Facilities to the Accommodation Whips a couple of weeks ago. It set out the results of the recent locker audit (conducted in the February Recess) and an up to date list of Peers' and their locations. Feedback has

been received from Baroness D'Souza and Lady Anelay. Some amendments and refinements to the information have been requested.

5. Proposed changes to public rooms were agreed by the Accommodation Sub-Group in early December. These have subsequently been agreed by all relevant Committees, and arrangements for implementation are largely in place. Wi-Fi requirements have been delivered. There is an agreed model for implementing changes triggered by the general election established in conjunction with the House of Commons and PED/PICT.

Workstream 3 – Policies and Standards

6. This group has held two meetings and considered two discussion papers. Some good progress has been made in considering space, furniture and environmental standards, particularly in relation to the Millbank Island site. The proposed standards are based on those used by the Office of Government Commerce and the Environment Agency. These need to be discussed in more detail with the Reading Clerk as referenced in workstream 5.

Workstream 4 – Location Criteria

7. This group has also held two meetings, and assisted in the development of a table and questionnaire. This was sent to Departments on 5 March with a completion date of 19 March. A number of returns remain outstanding. Work is underway to collate the responses and review common themes for discussion by the workstream group.

Workstream 5 – PED Interface

8. This workstream has not been formally established. However, a range of different elements have been progressed in conjunction with other groups as there is some crossover. This is particularly the case with records relating to the estate, policy formulation, environmental and financial information.

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