Office Rationalisation – Options Development Methodology   Appendix 1

Corporate & Area Committee Strategy

Define buildings & Services to be included within Office Rationalisation

Service Suitability Assessment

Heads of Service : Key Service Managers

Condition Survey

Area Corporate Services Manager

Undertake Data Collection & Consultation Programme

Property Suitability Survey

Council/Service Requirements
- **Frontline** - Customer Facing Staff
- **Backroom** – Non Customer Facing

Confirm Services, Posts and classification of Frontline & Back office Staff

Future IT Requirements

Future Service Requirements

Community Planning Co-ord.

Confirm Evaluation Criteria

Community Partners

SMT Approval

Options Development
1. Existing Buildings
2. Refurbishment of Existing Buildings
3. Refurbished buildings / new buildings combination
4. Leased/other
5. New build:
   a. Green Field
   b. Brown Field

IT Requirements within Design & Costs

Project Team Filtering Options Short List

Further Development of Project Short List to Conceptual Design & Cost Plan Stage

SMT & Area Committee: Consideration & Approval of Short List

PHASE 1

Consultation:

Consultation