

EAST PALLANT HOUSE AND CDC FUTURE OFFICE ACCOMMODATION OPTIONS APPRAISAL

TERMS OF REFERENCE AND SCOPING

Review Topic	East Pallant House and CDC future office accommodation Options Appraisal
Membership (and Chairman)	Politically balanced membership including OSC representatives to be agreed by Cabinet. A maximum of 6 members to be appointed to the task and finish group.
Scope	The consideration of the future provision of the Council's office accommodation needs including the visitor's reception, public meetings area and back offices for staff. Consideration of the future use of the East Pallant site including car parks.
Terms of Reference	To receive regular updates on the development of the options appraisal to cover the three interdependent elements. 1 - establishing the ongoing requirements of the council's offices including the reception provision, the venue for public meetings and the back office facility for staff 2 – how are those needs best met, analysing viable options including remaining in EPH (with the potential to reduce onsite footprint), share with local partners or move to new premises either existing or new build. This element to include consultation with relevant parties and wider consideration such as social, environmental and economic. 3 – if we were to have either a reduced footprint or vacated the building what opportunities are there with the site.
Review Period	2022 -2023 with a final decision being made by the new Council post May 2023.
Officer support	Joe Mildred, Vicki McKay, Pam Bushby, Democratic Services and other services as required.
Frequency of Meetings	As required
Report back to	Updates to OSC and Cabinet with a final decision to be taken by Council in 2023.