

Report subject	BCP Civic Annexe service relocations
Meeting date	2 nd September 2026
Status	Public report
Executive summary	This report proposes the relocation of services currently accommodated within the BCP Civic centre Annexe, to allow for its disposal. Options are set out within the proposal detailing various approaches to reprovision services, supporting the Council's strategic direction for more efficient and effective use of its estate. The proposal forms part of the wider Estates and Accommodation programme and seeks to ensure that operational services are accommodated in locations that better support long-term estate planning. A range of relocation options have been considered across several Council assets, including the Civic Centre and West Wing, Civic Extension, Civic basement, Parkway House and other potential operational accommodation. These options have been reviewed against service requirements, statutory obligations, operational deliverability, financial implications, impact on other building users and alignment with the Council's wider estate strategy.
Recommendations	It is RECOMMENDED that Cabinet recommend to Council to: 1. Approve the delivery of building improvements as set out in Option 3 2. Approve a budget of £2.3m to support the activity detailed within Option 3. 3. Approve the funding strategy proposed for option 3 for the delivery of the Annexe service relocations as set out in restricted Appendix 2 - Financial implications 4. Approve the Health and safety related essential improvements, bringing the basement in line with the improvements delivered throughout the rest of the building within the earlier Phase 1 works

	It is RECOMMENDED that Cabinet recommend to Audit and Governance Committee to: 5. Recommend to council to approve short term prudential borrowing of £1.8m part of the funding strategy to deliver the Annexe services relocations.
Reason for recommendations	The recommended option reallocates services from the BCP Civic Annexe allowing for its disposal
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Wards	Bournemouth central
Classification	For Decision

Background

1. The BCP Civic Centre Annexe forms part of the wider Civic Centre campus. Originally designed as office and support accommodation, its age, layout and condition now limit its suitability for specialist operational, statutory or high-footfall public services. As a result, it has previously been identified as suitable for disposal and has been on the Bournemouth Development Company option agreement for some time. During COVID and throughout the time since, the space has proved invaluable hosting the services currently in situ and offering swing space while other work was undertaken throughout the campus.
2. The Estates and Accommodation programme provides the strategic framework for BCP council's rationalisation and reallocation efforts. Significant progress has been made through the programme, including rationalising office accommodation, developing the BCP Civic Centre as the Council's principal administrative and democratic hub, establishing hub offices across the conurbation and reviewing operational buildings for their most appropriate future use. The programme has also been responsible for releasing multiple assets for reuse for Special Educational Needs and Disabilities and Housing. In doing so it has established a clear direction to make better use of Council assets, consolidate activity where appropriate and release or repurpose buildings no longer required for their current use.
3. The relocation of staff and services from the BCP Civic Centre Annexe is one of the next stages in this ongoing programme. The Annexe currently accommodates a

number of operational services and support functions, Dorset Coroners Service jury court provision and associated accommodation, Elections operational space, Parking Enforcement, Events and related storage, welfare and support requirements. Some of these services are located in the Annexe as a pragmatic response to previous accommodation pressures; however, continued reliance on the building does not represent the most effective long-term use of the Civic Centre Annexe building and site.

4. The proposal is therefore driven by a combination of strategic, operational and estate planning considerations. Strategically, it supports the Council's direction of concentrating core civic, democratic, customer and back-office activity within the Civic Centre campus, while ensuring that operational services are located in accommodation that reflects their functional requirements. Continued occupation of the building would create a significant cost pressure to the Council due to the investment required in buildings electrical and network infrastructures - See option 4 detailed within appendix 2 financial implications.
5. A range of options have been considered across several assets, reflecting the complexity of the services currently accommodated within the Annexe and the need to balance service requirements, statutory obligations, cost, deliverability and impact on other building users. These options have included different approaches to reprovisioning services within the Civic Centre, Civic Extension, Civic basement and other operational accommodation. The options appraisal has considered the needs of statutory, customer-facing and operational services, as well as the wider dependencies across the estate.
6. The proposal also seeks to maximise opportunities within the BCP Civic Centre itself. The Civic Centre is the Council's principal civic and administrative hub and has already benefitted from investment resulting in a modern complement of accommodation, democratic spaces, meeting rooms, technology and hybrid working spaces. Relocating services from the Annexe provides an opportunity to use existing space more effectively.

Annexe based services

7. **The Coroners Service** accommodation within the Annexe currently provides jury court provision and associated support space for coronial activity, including waiting, administrative and ancillary functions. As host authority for the Dorset Coroners Service, BCP is required to adhere to the terms and conditions of the inter-authority agreement for the office and court provision of the service.
8. **The Elections team office and operations space** is currently hosted on the ground floor. Elections activity requires flexible, secure and accessible space for the receipt, checking, storage, preparation and dispatch of electoral materials, together with sufficient capacity to support peaks in activity during electoral events.
9. **Parking Enforcement** team are currently accommodated within the Annexe on a temporary basis following their relocation from 6 Braidley Road. The teams support a range of parking-related operational, enforcement and customer service functions and require access to suitable office, welfare, storage and operational support space.
10. **Events** require flexible accommodation that can support both office-based planning activity and operational preparation for events across the conurbation. The team

needs access to suitable workspace, storage for event materials and equipment, welfare provision and practical loading or movement arrangements to support the timely deployment of resources.

11. **Sustainable travel facilities.** The annexe hosts shower and cycle storage provisions and is still used by Civic campus based staff, albeit on a lesser degree over more recent times. Provisions are mirrored within the main Civic centre building.
12. **Parking provision** The Annexe currently supports staff working within the wider Civic Centre campus, with some staff relying on on-site parking due to operational requirements, shift patterns, personal circumstances, accessibility needs or limited alternative travel options. The Annexe carpark also hosts a fleet of 24 BCP vehicles and the associated charging points.

Other services directly affected

Civic Extension E0

13. Options involving the reuse of E0 for Elections or Jury court will have a direct operational impact on Housing, Customer and Citizens Advice Bureau services, particularly where the recommendations require a reduction in the current E0 footprint and the relocation of back-office activity to other floors. E0 currently provides the principal face-to-face customer engagement space, within the Civic Centre campus and is used heavily by Housing customers, with available evidence indicating that use is largely appointment-based rather than casual drop-in.
14. Housing have highlighted the importance of maintaining sufficient capacity for teams who support the Welcome Point and wider customer-facing activity.
15. Customer and Citizens Advice Bureau services will also be affected by any reduction in engagement space and any reconfiguration of E0. The project team will work with services to minimise the impact of space reallocation. It is expected both services will be reallocated space within the E0 footprint.
16. The recommendations will be delivered through a phased, service-led relocation plan, with temporary moves, decant arrangements and revised working patterns agreed in advance with affected services and managed in accordance with Construction Design and Management Regulations 2015.
17. The project and delivery teams will work closely with services, Facilities Management, Health and Safety and the appointed contractor to mitigate noisy or disruptive activity wherever possible to maintain service continuity.

Civic Town Hall Basement

18. Some services, in particular Facilities Management have already been relocated to make way for parking enforcement and Health and Safety improvement works. The health and safety improvement works within the Civic Town Hall basement will have a direct impact on users and services currently operating from, or reliant on, the basement during the construction period. This also includes the accessible route from the carpark to within the Extension and the main building.

Council Chamber and democratic offices

19. Option 3 will have a direct impact on the Council Chamber, member resource room, Leaders office and Cabinet meeting rooms, as it proposes to accommodate the Coroners jury court and associated break out rooms within that complement of rooms within the west wing. This will require the daytime use of the Chamber and additional rooms to be set aside for coronial activity on agreed sitting days (approx. 70% of normal working days), reducing their availability for wider civic, democratic, member, officer and meeting use during those periods. Members' Resource Room, Leader's office and Cabinet meeting rooms are required to support jury court operations, waiting, private discussion, secure circulation, and separation of parties attending proceedings.
20. The project team will engage with Cabinet and key nominated councillors to establish what alternative arrangements and provisions need to be made in order to minimise disruption and maintain provision. The project team will work with Democratic Services, the Coroners Service, Facilities Management, Information Technology, elected member support and other affected users to agree operating protocols, protect essential democratic business, maintain appropriate dignity and confidentiality for coronial proceedings and minimise disruption to member and civic functions.

Disposal of BCP Civic Annexe

21. The relocation of services currently provisioned within the civic annexe, allows for its disposal. The disposal being a priority of the overall project, a subsequent report will be presented to cabinet in due course but in the meantime the benefits associated with disposal are
 - Capital receipt
 - Revenue savings associated with operational costs
 - Cost avoidance – anticipated health and safety and essential maintenance work
 - Release of site for development purposes

Options Appraisal

22. In line with the requirements detailed above we have explored and evaluated the following options

Option 1

23. This option supports release of the Annexe, provides a clearer long-term location for the Coroners Service, which satisfies the Coroners services needs and is a best fit for the remainder of Annexe based services operationally.
 - Coroners Service – relocated to Parkway House.
 - Elections – allocated space in E0.

- Customer and housing services – front of house accommodated in E0, with a reduced footprint and back office accommodation on E3.
- Parking Enforcement – relocated to the Civic basement.
- Events – allocated Civic Centre space, To Be Confirmed.

Option 2

24. This option supports the release of the annexe, provides Coroners Service Jury court space within E0 and keeps Elections close to the Civic Centre, but reduces flexibility in customer/housing accommodation and requires careful management of shared-use space.
- Coroners Service – Jury court provisioned on E0.
 - Elections – Relocated in part to Parkway House and in part within meeting rooms within floors 2 and 3 in the Main town hall building.
 - Customer and housing services – front of house accommodated in E0, with a reduced footprint and back office accommodation on E3.
 - Parking Enforcement – relocated to the Civic basement.
 - Events – allocated space in Civic centre To Be Confirmed.

Option 3

25. This option supports the release of the Annexe, increases use of Council Chamber, meeting rooms, public access, security and room-booking arrangements. But balances operational needs with financial pressures.
- Coroners jury court – accommodated in the Council Chamber and neighbouring West Wing rooms.
 - Elections – Relocated in part to E0 and in part within meeting rooms within floors 2 and 3 in the Main town hall building.
 - Customer and Housing –back-office activity moved to E3 and a reduced E0 presence.
 - Parking Enforcement – relocated to the Civic basement.
 - Events – allocated space in Civic Centre To Be Confirmed.

Option 4

26. This option does not release the annexe but does minimise immediate service disruption and avoids short-term displacement.
- Coroners Service – remain in the Civic Annexe.
 - Elections – remain in the Civic Annexe.
 - Customer and Housing – remain in the Civic E0, where applicable.
 - Parking Enforcement – remain in the Civic Annexe.
 - Events – remain in the Civic Annexe.

27. The table below shows the estimated capital commitment of the four options

Annexe Services relocation	Option 1 Coroners - Parkway House Elections - E0		
	BCP £	Dorset £	Total £
Project summary:			
Capital outlay	3,286,929	1,697,496	4,984,425
Revenue outlay	708,964	188,611	897,575
Total	3,995,893	1,886,107	5,882,000
	Option 2 Coroners - E0 Elections - Parkway house		
	BCP £	Dorset £	Total £
Project summary:			£
Capital outlay	3,588,566	743,665	4,332,231
Revenue outlay	683,355	82,629	765,984
Total	4,271,921	826,294	5,098,215
	Option 3 Coroner - Chambers Elections - E0		
	BCP £	Dorset £	Total £
Project summary:			£
Capital outlay	2,055,438	51,578	2,107,016
Revenue outlay	229,528	4,586	234,114
Total	2,284,966	56,164	2,341,130
	Option 4 All remain in situ		
	BCP £	Dorset £	Total £
Project summary:			£
Capital outlay	1,577,812	525,938	2,103,750
Revenue outlay	193,261	183,319	376,580
Total	1,771,073	709,257	2,480,330

Recommended option

28. Option 3 is recommended as the most proportionate and financially responsible approach to enabling the vacation of the Civic Centre Annexe. While this option does not provide every occupying service with its preferred or ideal accommodation outcome, it reflects the Council's current financial position and the need to prioritise affordability, deliverability and strategic estate rationalisation over bespoke service solutions.
29. The recommended option requires a degree of compromise from all affected services. The Coroners Service, Elections, Parking Enforcement, Customer and Housing services, and Events will each need to adapt to revised accommodation arrangements, shared spaces, reduced footprints or alternative operational layouts. These compromises are recognised, but they are considered necessary in the context of the Council's wider financial pressures and the need to avoid more costly relocation solutions that would place additional strain on limited capital and revenue resources.
30. Option 3 also supports the release of the retail and commercial units within Parkway House, allowing these spaces to be marketed, let or considered as part of a wider asset review rather than being absorbed into internal Council occupation. This preserves the opportunity to generate income, support commercial use of the building, and avoid committing valuable lettable space to services where alternative, lower-cost accommodation arrangements can be achieved within the retained Civic Centre estate.
31. The recommendation therefore reflects a balanced position: it enables the Annexe to be vacated, supports the wider Estates & Accommodation programme, limits the level of required investment, and protects the opportunity to secure value from Parkway House.

Summary of financial implications

32. The project costs are shared between BCP Council (51.32%) and Dorset Council (48.68%) based on population proportions, with Dorset funding its share independently. For BCP, the proposed financing strategy combines existing capital receipts and short-term borrowing, with the intention that proceeds from the future sale of the Annexe will be used to repay the borrowing as early as possible. Revenue costs associated with the project are expected to be funded through the flexible use of capital receipts.
33. Under the recommended Option 3, BCP would require a capital outlay of £2.3m, this would initially be financed using approximately £530,000 capital receipts and £1.8m in short-term borrowing, with up to the full borrowing amount expected to be repaid from the Annexe sale.
34. The financial model includes borrowing costs calculated over 50 years using interest rates of 6.0% BCP internal low risk rate and 6.23% the prevailing PWLB interest rate as of 20 July 2026.
35. Interest rate volatility remains a risk in the model. Any budget assumptions should be made on the model using the prevailing PWLB interest rate. On this basis, the project is forecast to generate an initial net annual saving of £35,000, rising by a further £148,000 per year if the borrowing is repaid early. As a result, the current Medium Term Financial Plan (MTFP) growth pressure of £210,000 from 2027/28

could be removed and replaced with a £35,000 saving, creating an overall reduction of £245,000 for 2027/28.

36. More detail of the financial model is available in the restricted Appendix 2 – Annexe services relocation – financial implications.

Summary of legal implications

37. As host authority for the Dorset Coroners services BCP are required to adhere to all terms and conditions of the inter-authority agreement for office and court provisions of the service.

Summary of human resources implications

38. There are no redundancies restructures or Transfer of Undertakings(Protection of Employment) Regulations implications with the proposal.
39. The impacts of service space reallocations will be managed through appropriate change management, staff engagement and communication, ensuring service continuity.
40. Where appropriate all affected staff will have their contracts Terms and conditions amended to reflect their new base location, in line with best practice and previous office relocations.

Summary of sustainability impact

41. The proposal supports the Council's estate rationalisation and climate objectives by reducing reliance on the Civic Centre Annexe as an operational building and consolidating services within the retained Civic Centre campus.
42. The Annexe has a photovoltaic solar array on its roof, which provides both carbon reduction and financial benefits through renewable electricity generation, reduced utility costs and potential income from export or tariff arrangements.
43. The proposal maintains suitable sustainable travel facilities for staff using the Civic Centre campus, including cycle storage, shower provision and lockers. Maintaining these facilities will support staff wellbeing, encourage sustainable commuting choices and align with the Council's wider climate and sustainability commitments.

Summary of public health implications

44. There are public health considerations with this proposal

Summary of equality implications

45. The recommended option supports the wider Estates and Accommodation Strategy by enabling closure of the BCP Civic Centre Annexe and relocating affected services into alternative accommodation. The proposal may deliver positive equality impacts by improving use of the modernised estate, supporting clearer access arrangements and creating an opportunity to review service accessibility. However, there are potential negative impacts for older people, disabled people, pregnant people, carers, people on low incomes, people with limited digital access, people who need interpretation, bereaved families and vulnerable residents. These impacts relate mainly to changes in location, accessibility, travel, privacy, service continuity

and understanding where to access support. The closure of the Annexe car park may also affect staff access, travel time, travel cost, walking distances, safety and wellbeing, particularly for colleagues with disabilities, health conditions, pregnancy or maternity needs, caring responsibilities, shift patterns or equipment requirements. Mitigation will include accessibility checks, service consultation, clear communications, reasonable adjustments, assisted access routes, staff parking and travel mitigations, post-move monitoring and confirmation of an operationally safe Elections solution before implementation.

Summary of risk assessment

46. The proposal carries a number of risks typical of a complex estate rationalisation and service relocation programme, but these are considered manageable with appropriate governance, phasing and engagement. The principal risks relate to maintaining continuity of statutory, operational and customer-facing services while the Annexe is vacated and works are delivered within the Civic Centre campus. This includes the need to ensure that the Coroners Service continues to have suitable accommodation for jury inquests and associated support functions, that Elections operations retain secure and flexible space for election-period activity, and that Parking Enforcement, Events, Customer, Housing and other affected services are able to continue operating effectively during transition.
47. Key delivery, communications and financial risks relate to coordinating works across the Civic Centre basement, E0, West Wing and other receiving areas while maintaining live services, managing staff, member, partner and service-user expectations, and controlling costs linked to design development, construction market conditions, unforeseen building issues, enabling works and the timing of any capital receipt or cost avoidance from the Annexe. These risks will be managed through detailed design, construction phasing, service readiness planning, clear communications and engagement, procurement and financial monitoring, contingency planning and escalation through project governance.

Background papers

48. [Estates and Accommodation - BCP civic space.docx](#)
49. [20201028 Accom Project v1.0.docx](#)

Appendices

- Appendix 1 – Business case - Exempt
- Appendix 2 – Detailed financial appraisal - Exempt
- Appendix 3 - Coroners break out rooms - Exempt
- Appendix 4 – Coroners chamber use – Exempt
- Appendix 5 – Elections Operations space and E0 layout – Exempt
- Appendix 6 – Public meeting room and E0 layout - Exempt