



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

Developing the ICO's Accommodation Strategy

March 2008



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Developing the ICO's Accommodation Strategy:
Specification

1. Background

The role of the Information Commissioner's Office (ICO)

The ICO is the UK's independent public body set up to promote access to official information and to protect personal information. We regulate and enforce the Data Protection Act, the Freedom of Information Act, the Privacy and Electronic Communications Regulations and the Environmental Information Regulations. The ICO provides guidance to organisations and individuals. We rule on eligible complaints and can take action when the law is broken. Reporting directly to Parliament, the Commissioner's powers include the ability to order compliance, using enforcement and decision notices, and prosecution.

The ICO's current estate

The ICO currently employs around 300 full time equivalent staff. These are spread out over various sites. Further details are contained in Annexe A.

- Our main office covers two sites in Wilmslow. One houses 100 staff and the other 150.
- There is a storage facility in Macclesfield.
- There are regional offices in Cardiff, Edinburgh and Belfast.
- The Belfast office has just moved to new offices.
- The Cardiff accommodation is relatively new.
- The lease on the Edinburgh office expires in February 2009. We have just begun a search for alternative accommodation.
- The ICO has a small base in Millbank Tower, central London.

The current two sites in Wilmslow are close to maximum capacity. They may be able to accommodate a small number of additional staff, but this would require further creative space design.

We anticipate more staff will be arriving in Wilmslow in the near future. This anticipated increase in staffing means that we need to look at alternative arrangements to house staff in our main office.

The ICO's Executive Team decided that we should look to co-locate the main ICO offices close to our current base in Wilmslow.

2. Objectives

The ICO is seeking external support to further develop its accommodation strategy by undertaking an estates rationalisation exercise. This will involve:

- looking at the current estate and determining the current position
- establishing future requirements which will include consideration of government requirements, flexible working options, space planning, energy efficiency and sustainability issues, etc.
- producing a report to be presented to the ICO's Executive Team.

The ICO is very keen to ensure that views of its staff are taken into consideration during this process.

The ICO believes that good communications with staff will also be vital, keeping them informed as the work progresses.

3. Deliverables

The ICO will require the successful bidder to:

- Produce the report referred to above by 1 June 2008 which must be capable of forming the basis of a business case to the Ministry of Justice and Treasury.
- Make a formal presentation to the ICO's Executive Team expanding on the information provided in the report;

4. Bids

Bids are invited from consultants to undertake this initial work. The bids should explain how bidders propose to achieve the objectives set out in section 2 above. Bids should also include details of relevant experience of working with organisations similar to the ICO.

We are inviting fixed price bids for the work outlined in this invitation to bid.

We envisage deciding on our preferred supplier on the basis of written proposals.

Bids from suitably qualified and experienced consultants should be sent to:

Jackie Struthers
Executive Assistant
Corporate Support Unit
Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

email: jackie.struthers@ico.gsi.gov.uk

To arrive no later than **7 April 2008**.

We expect to award the contract by **18 April 2008**.

Further information

If any further information is required please email Simon Entwisle, Chief Operating Officer at simon.entwisle@ico.gsi.gov.uk, or Andrew Cryer, Head of Finance and Facilities at andrew.cryer@ico.gsi.gov.uk, or telephone 01625 545784.

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Annexe A

LOCATION	Status	From	To	Term	Sq ft	Car park	Next break
Wycliffe House (Wilmslow)	Lease	02/01/1992	01/01/2017	25yrs	17475	58	n/a
Town House (Wilmslow)	Lease	19/08/2004	20/12/2012	8yrs 4mths	8836	33	19/08/2010
Athey Street (Macclesfield)	Lease	11/06/2006	10/06/2009	3yrs	6100	4	n/a
Belfast, Adelaide St	Lease	20/12/2007	19/12/2017	10 yrs	2515	0	19/12/2012
Cardiff, Cambrian Bldg	Lease	07/09/2006	06/09/2016	10yrs	1987	3	07/09/2011
Edinburgh, Thistle St	Lease	16/02/2004	15/02/2009	5yrs	650	0	n/a
London, Millbank	Licence	31/03/2005	15/05/2015	10yrs 2mths	685	0	3mths notice