

Critcher, Matthew

Subject: FW: RE: FOI Reply to be Published on our Website - 12FOI 098 - Reply to Andy Jenkins
Caspian Point emails 28-08-2012

From: [redacted s.40 – staff name]
Sent: 16 August 2012 09:54
To: ZZOPS Wales Office
Subject: Welcome to Caspian Point

Many thanks to Cardiff colleagues for helping to facilitate a smooth move to Caspian Point last weekend and I hope that everyone is enjoying their new office. There's still some things left to do: staff are already aware of the telephony issues, for example, and some more minor 'snagging' works will take place over the next few weeks. I'd be grateful in particular if everyone could ensure that their crates are unpacked as soon as possible so that I can have the empty crates collected.

With thanks to colleagues who have suggested them, I wanted to write with a few good housekeeping 'top tips' to help ensure that CP remains a good working environment:

- please clear up any mess you have made in the kitchen;
- put dirty cups etc into the dishwasher rather than leave them in the sink or on the worktop;
- please don't leave dirty plates and cutlery on your desk overnight;
- don't leave out-of-date or unwanted food in the fridge.

I also want to make my usual security pleas: look after your access fob, don't lend it to people, and don't let people you don't know into the office. Please note that the clear desk policy applies in CP as it did in DH, and to comply with our information assurance rules, random and periodic spot-checks will be made.

Best wishes

[redacted s.40 – staff name]

[redacted s.40 – staff name]
Head of Corporate Services / Pennaeth Gwasanaethau Corfforaethol
T: [redacted s.40 – telephone number]

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From: [redacted s.40 – staff name]
Sent: 09 August 2012 09:15
To: ZZOPS Wales Office
Subject: ALL STAFF - Caspian Point update

All staff

The move from Discovery House to Caspian Point will take place over the forthcoming weekend.

Unfortunately the telephone system will not fully be up and running until 28 August. This means that there will be a severely restricted system - for both external and internal callers, and for both incoming and outgoing calls - until this time.

Between 13 August-28 August, there will be 4 working telephone lines, with all other extensions diverted to these numbers. They will specifically be:

- [redacted s.40 – staff name] as the contact point for the Silk Commission on [redacted s.40 – telephone number];
- [redacted s.40 – staff name] as contact for Private Office and Communications on [redacted s.40 – telephone number];
- a phone in the new video conference suite for conference calls on [redacted s.40 – telephone number]; and
- [redacted s.40 – staff name] as contact point for the Policy, Constitution, and Legal Adviser on [redacted s.40 – telephone number].

[redacted s.40 – staff name] will also be available via his blackberry on [redacted s.40 – telephone number].

Because these 4 numbers will handle all the calls for Caspian Point until the new system is up and running, it would be very helpful if staff could keep internal phone traffic to a minimum until the full system has been installed.

Best wishes

[redacted s.40 – staff name]

[redacted s.40 – staff name]

Head of Corporate Services / Pennaeth Gwasanaethau Corfforaethol

T: [redacted s.40 – telephone number]

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From: [redacted s.40 – staff name]

Sent: 03 August 2012 14:09

To: ZZOPS Wales Office; [redacted s.40 – staff name]

Subject: DISCOVERY STAFF: moving day information

DISCOVERY HOUSE STAFF

Dear all

Some information about the forthcoming move to Caspian Point next week , including the action that you will need to take.

Friday 10 August

By **noon** - please ensure:

- all your belongings are in your crate, which needs to be clearly labelled with your name and new desk number ([redacted s.40 – staff name] will have these);
- a label (with name and desk number) has been attached to your PC, monitor, and mouse;
- you have placed a label on your telephone, and placed the phone in the special crate ([redacted s.40 – staff name] will assist) .

It would be really helpful if staff could help out on Friday afternoon by looking around the floor making sure nothing that needs to be moved over the weekend has been left out including kitchen items such as utensils, etc.

If they are unable to continue working due to the need to facilitate the move by leaving early, staff may claim a flexi-credit for the remainder of the day if needed.

Monday 13 August

Your crate, IT equipment and telephone will be at your new desk in Caspian Point. You will have been issued with a security access fob which will enable you to access the WO (or Commission) space - please see **[redacted s.40 – staff name]** if you haven't got one of these.

I attach a short guide to Caspian Point which I urge you to read, especially the section on fire evacuation procedures.

Important note on IT and telephony

Your telephone should be working on Monday morning. IT equipment will also work, but please be aware that the network will be significantly slower than normal for a week or so while Atos finish off the connection from Caspian to the MoJ network. It would be helpful if staff could, during this period, minimise the use of bandwidth-hungry websites, e.g. BBC iPlayer; Parliamentary webcasts, Youtube etc, which reduces the speed for everyone.

There will inevitably be some disruption for a week or so once we are in residence, but I know I can rely on colleagues to bear with us as we iron out these issues.

Let me know if you have any questions.

Best wishes

[redacted s.40 – staff name]

[redacted s.40 – staff name]

Head of Corporate Services / Pennaeth Gwasanaethau Corfforaethol
T: **[redacted s.40 – telephone number]**

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From: **[redacted s.40 – staff name]**

Sent: 24 July 2012 13:27

To: ZZOPS Wales Office

Subject: Caspian Point - update

Dear all

A quick update on where we are with the Cardiff office move.

Work in Caspian Point itself is progressing well - all electrical and mechanical work has been completed, partitions have been constructed and the wall finishes, blinds and carpets were completed last week. In line with the planned programme, the furniture fitout will take place this week. I've attached some photos of the office as it looked late last week.

Timetable

In a project like this, there always needs to be a degree of flexibility around the timing of certain logistics which are outside our direct control, such as the involvement of BT and MoJ engineers in moving our IT and telephone systems. For this reason, we have held back from giving you a definitive timetable until now, when we are able to do so with a good degree of certainty (although there is of course still the chance of some last-minute changes).

The current timetable is that the office space will be ready for occupation from 27 July but the IT and telephones may not be up and running until a couple of weeks after that, and so **the formal move will now take place over the weekend of 10-12 August**.

Although we won't be physically moving until that weekend, the Caspian Point office will be open from 27

July and available for meetings, quiet space etc, and for overspill over the Olympic period - but anyone seeking to access their emails or make phone calls from there during that period there will need a BlackBerry and/or mobile phone. IT and telephones will of course continue to be available as now in Discovery House right up to 10 August

Move logistics

Crates have been delivered to Discovery, and DH staff should now start thinking about packing their belongings and other items (don't forget that the pedestals in the new office are smaller than the ones currently in use).

On the day before moving day, you will be asked to label your crate, IT equipment etc - this will help ensure that you have all the right stuff awaiting you at Caspian Point when you arrive the next working day. You will be asked to label your telephone separately and place in a specific crate.

I will be in touch again closer to the time with further details including a short guide to the new building, and first day arrangements etc.

Best wishes

[redacted s.40 – staff name]

[redacted s.40 – staff name]

Head of Corporate Services / Pennaeth Gwasanaethau Corfforaethol

T: [redacted s.40 – telephone number]

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From: [redacted s.40 – staff name] On Behalf Of Adams-Jones, Fiona
Sent: 09 May 2012 10:12
To: ZZOPS Wales Office; [redacted s.40 – staff name]
Subject: JOINT MESSAGE FROM SofS AND FIONA RE THE RELOCATION OF OUR CARDIFF OFFICE

To all staff

Secretary of State:

I visited our new office space in Caspian Point recently and after hearing about the plans for our new office, I wanted to say how pleased I am about the way in which this is shaping up and the benefits that this move promises to bring us as a department.

As you know, we are leaving Discovery House earlier than originally planned, but in doing so we are playing our part in helping a major new inward investor establish operations there.

We are not moving far, so we will remain close to the Welsh legislature, but benefit from our co-location with other key stakeholders such as CBI Wales and the European Commission office in Wales. This move has the added advantage of causing minimal disruption to the travel arrangements of those of you who are based in Cardiff. I believe that the move is an exciting new opportunity for the Wales Office, placing us alongside businesses and government institutions alike.

Director:

The new office space is bigger and brighter than our current set up, and I am confident that it will be a much more modern and constructive working environment. Teams have been consulted on their requirements and DH staff and visiting GH staff have already seen the outline space plans. We have this week finalised the design and finishes, and they will be shared with everyone shortly. **[redacted s.40 – staff name] will be conducting visits for groups of staff around the new space in Caspian Point** (all welcome – including visiting staff from GH of course) **next Tuesday and Wednesday, probably in the afternoon. If you're interested in taking part, please email [redacted s.40 – staff name] direct for further details.**

Our Ministers and I remain very keen that everyone in the Wales Office, in both offices and across all teams, has a stake in making our new Cardiff office a great place in which to work. This new environment will, we hope, reinvigorate the way in which we do business and will help us continue to do the very best we can for the people of Wales.

Fiona
9/5/12

From: [redacted s.40 – staff name] On Behalf Of Adams-Jones, Fiona
Sent: 23 March 2012 14:49
To: ZZOPS Wales Office
Subject: MOVE TO CASPIAN POINT - RELOCATION PROJECT MANAGER

To all staff

[redacted s.40 – staff name] emailed last week to let everyone know the outline timetable, and some associated arrangements, for our move from Discovery House to Caspian Point in the summer. This is just to let you know that our Relocation Project Manager - [redacted s.40 – staff name]- will be joining us in the week beginning 2 April.

[redacted s.40 – staff name] is on loan to the Wales Office from the Welsh Gov't and will be with us right up to the move itself, for 2 days per week and will be based in DH. She is a highly experienced accommodation project manager and she will lead on all the logistical and practical arrangements on the fitting out of Caspian Point and the physical move. She will work alongside [redacted s.40 – staff name], who will be Business Continuity Project Manager for the relocation. Both [redacted s.40 – staff name] and [redacted s.40 – staff name] will report to Glynne, who is the SRO for the project. They will both be supported by [redacted s.40 – staff name] and his small team.

I know you'll make [redacted s.40 – staff name] welcome and I hope those of you in Cardiff will find it helpful to have both [redacted s.40 – staff name] and [redacted s.40 – staff name] on hand in DH throughout.

Hope you all have a happy and relaxing Easter.

Fiona

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From: [redacted s.40 – staff name]
Sent: 15 March 2012 11:12
To: ZZOPS Wales Office
Subject: Cardiff Office Move Update

All Staff

15/11/2012

The SMT are aware that concerns have been expressed about precisely when the Wales Office will be vacating Discovery House, and have asked me to reassure everyone that we will not be moving out until Caspian Point is ready for us to move into. We anticipate that the move will take place in the summer, and we will of course ensure that you are kept fully informed as arrangements begin to firm up.

In the meantime, I will be setting up a business continuity group to help ensure that all parts of the department have an opportunity to feed in views as the project unfolds, and raise any concerns that they might have. You will also be able to send any queries to a new email address we have created called '*Wales Office Move Questions*'. The questions and answers will be available for all to see, with names anonymised where people prefer.

In the meantime, I am circulating the attached outline project plan, which sets out the broad timetable and some of the key milestones along the way. This will be firmed up over the coming weeks and will be circulated to everyone on a regular basis. Please talk to your line manager or SMT representative if you have any concerns at this stage.

regards,

[redacted s.40 – staff name]