

From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#); [REDACTED]
Subject: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries
Date: 14 June 2024 15:40:00
Attachments: [PD - Accommodation Requirements Template \(005\).XLSX](#)

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is required?

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: [REDACTED]
Sent: Thursday, June 13, 2024 10:22 AM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we cant claim for staff who are here “now and again”

Happy to discuss before we send it back.

██████ ██████
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext ██████

From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#); [REDACTED]
Subject: FW: 02339 Castle Barracks - 2023-24 costs
Date: 29 October 2024 08:56:00
Attachments: [02339 Castle Barricks - 2023-24 costs.xlsm](#)

Folks,

Thanks for taking the time to meet last Friday at Enniskillen JBO. I got the view that the meeting was positive with a few issues arising that you now plan to consider with the wider team before providing a formal response to PD.

[REDACTED]

We discussed budgeting issues and as agreed find attached a Cognos report for the building detailing what is currently paid by DoF for Castle Barracks. Essentially, from that we pay rates and maintenance with the remaining costs such as fuel, electricity, water, cleaning and security presumably funded by Dfl unless there is some other agreement I place? Typically, when an organisation moves to a new building then the budget held for the running of original building would be used to pay those new costs based on the percentage of area held.

I trust this has been helpful. In the meantime, if you have any queries please feel free to contact me.

[REDACTED]

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 24 October 2024 14:52
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: 02339 Castle Barricks - 2023-24 costs

[REDACTED]

Please see Cognos report

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#); [REDACTED]
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff
Date: 21 November 2024 17:04:52
Attachments: [image001.jpg](#)
[241120 Enniskillen JBO - Sketch Proposal for Blue Badge Staff.pdf](#)
[Postal workstations.JPG](#)

Hello [REDACTED]

We had a look at the floorplan and went over and had another look at the JBO to get the picture correct in our heads. So there are a couple of changes we would propose.

1. The Postal workstation be sited where the two desks face each other beside the designated Scanner Space. These will have to be bigger due to a large scanner connected to each workstation (see picture) additional 800x800 desk required. It also not good facing a blank wall when doing a repetitive task.
2. Scanner Space can be done away with as we are reducing the number of scanners from 5 to 3 and two of them will be attached to the postal workstations. A single 800x800 desk will suffice for the other and can be placed beside one of the MFD's.
3. MFD's need to be split with one at each end of room. I would suggest moving one to where the postal workstations were originally.

Can discuss anytime except a Monday.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 15:33
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi [REDACTED]

As discussed, while awaiting a response from the other Dfl sections in Castle Barrack there is

nothing to prevent us from progressing the designs for the Blue Badge Unit. I have therefore got [REDACTED] in Construction Division to prepare the attached drawing for your consideration.

Pleased if you could review with your team for their feedback and look forward to receiving your collective comments. Alternatively you may wish to discuss over a Teams meeting – let me know what works best?

Thanks

[REDACTED]

From: [REDACTED] [REDACTED] (DoF) <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 13:22
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

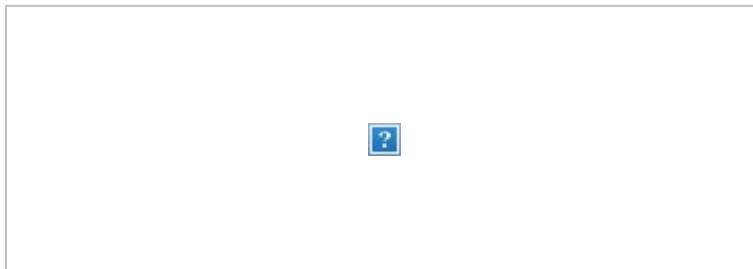
[REDACTED]

Please see sketch proposal for Enniskillen JBO for the Blue Badge Staff relocating from Castle Barracks.

Regards

[REDACTED] [REDACTED]

Architecture | Construction Division | Construction & Procurement Delivery
Level 2 East | Clare House | 303 Airport Road West | Belfast | BT3 9ED
☎ (028) 90816 [REDACTED] | Network [REDACTED] | Mobile [REDACTED] | ✉ [REDACTED]@finance-ni.gov.uk



From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#)
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff
Date: 20 November 2024 15:33:00
Attachments: [image001.jpg](#)
[241120 Enniskillen JBO - Sketch Proposal for Blue Badge Staff.pdf](#)

Hi [REDACTED]

As discussed, while awaiting a response from the other Dfl sections in Castle Barrack there is nothing to prevent us from progressing the designs for the Blue Badge Unit. I have therefore got [REDACTED] in Construction Division to prepare the attached drawing for your consideration.

Pleased if you could review with your team for their feedback and look forward to receiving your collective comments. Alternatively you may wish to discuss over a Teams meeting – let me know what works best?

Thanks

[REDACTED]

From: [REDACTED] (DoF) <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 13:22
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

Please see sketch proposal for Enniskillen JBO for the Blue Badge Staff relocating from Castle Barracks.

Regards

[REDACTED] [REDACTED]

Architecture | Construction Division | Construction & Procurement Delivery
Level 2 East | Clare House | 303 Airport Road West | Belfast | BT3 9ED
☎ (028) 90816 [REDACTED] | Network [REDACTED] | Mobile [REDACTED] | ✉ [REDACTED]@finance-ni.gov.uk



From: [REDACTED]
To: [REDACTED] (DoF)
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff
Date: 29 November 2024 14:32:00
Attachments: [241128 Enniskillen JBO - Sketch Proposal for Blue Badge Staff - Option 2.pdf](#)

[REDACTED]

Can you review and if practical make the requested updates.

[REDACTED]

Estate Development Unit

Tel [REDACTED] ([REDACTED])

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 28 November 2024 16:45
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Thanks [REDACTED]

I would place the two postal workstations where [REDACTED] had originally the scanners all placed, against the wall between columns 2 and 4 and move the MFP's and scanners further up towards the doors. If possible I would have their backs to the stud wall facing towards the windows rather than spending 8 hours a day doing a very repetitious task facing a blank wall.

Sorry for the inconvenience.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [Hobbs, Niall](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Castle Barracks
Date: 30 April 2024 17:35:52

[REDACTED]

Contact details in Dfl to discuss the accommodation requirement for Dfl in Castle Barracks.

Thanks

Niall

From: Marten, Lucy <Lucy.Marten@infrastructure-ni.gov.uk>
Sent: Friday, April 19, 2024 8:10 AM
To: Hobbs, Niall <Niall.Hobbs@finance-ni.gov.uk>
Cc: Kerr, Sian <Sian.Kerr@infrastructure-ni.gov.uk>; [REDACTED] <[\[REDACTED@infrastructure-ni.gov.uk\]](mailto:[REDACTED@infrastructure-ni.gov.uk])>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[\[REDACTED@infrastructure-ni.gov.uk\]](mailto:[REDACTED@infrastructure-ni.gov.uk])>
Subject: RE: Castle Barracks

Hi Niall

Thanks for your email and your help around this. Naturally we are keen to find a suitable long term solution and are glad to work with you to do this. There are three people from Dfl who need to be involved and can advise around the accommodation requirement. These are: Sean McConnell, [REDACTED] and [REDACTED]

Kind regards

Lucy

From: Hobbs, Niall <Niall.Hobbs@finance-ni.gov.uk>
Sent: Thursday, April 18, 2024 4:45 PM
To: Marten, Lucy <Lucy.Marten@infrastructure-ni.gov.uk>
Cc: Kerr, Sian <Sian.Kerr@infrastructure-ni.gov.uk>
Subject: Castle Barracks

Lucy

My team and PSD colleagues will investigate options around the heating system. Another solution we will have to consider is moving the staff to alternative accommodation, please advise a contact on your side as we will need to engage to understand the accommodation requirement.

Any solution will have to be informed by the available financial envelope.

Regards

Niall

Niall Hobbs
Head of Office Estates
Properties Division
Ground Floor
Goodwood House
May Street
Belfast
BT1 4NN

From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#); [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff
Date: 28 November 2024 10:14:00
Attachments: [image001.jpg](#)
[241120 Enniskillen JBO - Sketch Proposal for Blue Badge Staff.pdf](#)

Hi [REDACTED]

I forwarded your comments to [REDACTED] in Construction Division and he has now produced the attached revised drawing. Please review and let me know if the changes meet your Units requirements?

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 21 November 2024 17:05
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hello [REDACTED]

We had a look at the floorplan and went over and had another look at the JBO to get the picture correct in our heads. So there are a couple of changes we would propose.

1. The Postal workstation be sited where the two desks face each other beside the designated Scanner Space. These will have to be bigger due to a large scanner connected to each workstation (see picture) additional 800x800 desk required. It also not good facing a blank wall when doing a repetitive task.
2. Scanner Space can be done away with as we are reducing the number of scanners from 5 to 3 and two of them will be attached to the postal workstations. A single 800x800 desk will suffice for the other and can be placed beside one of the MFD's.
3. MFD's need to be split with one at each end of room. I would suggest moving one to where the postal workstations were originally.

Can discuss anytime except a Monday.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit

DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 15:33
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi [REDACTED]

As discussed, while awaiting a response from the other DfI sections in Castle Barrack there is nothing to prevent us from progressing the designs for the Blue Badge Unit. I have therefore got [REDACTED] in Construction Division to prepare the attached drawing for your consideration.

Pleased if you could review with your team for their feedback and look forward to receiving your collective comments. Alternatively you may wish to discuss over a Teams meeting – let me know what works best?

Thanks

[REDACTED]

From: [REDACTED] [REDACTED] (DoF) <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 13:22
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

Please see sketch proposal for Enniskillen JBO for the Blue Badge Staff relocating from Castle Barracks.

Regards

[REDACTED] [REDACTED]



From: [REDACTED]
To: [REDACTED]
Cc: [Hunter, Nicola](#); [REDACTED]; [REDACTED]; [REDACTED]; [McConnell, Sean](#)
Subject: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries
Date: 21 June 2024 15:57:42

[REDACTED]

I can give you direct answers to items 1 and 2 which relate to the Blue Badge Unit.

1. The storage area is currently located at the Silverhill Depot in Enniskillen. Having our file stores at another location to the Processing Unit is extremely awkward and will be the subject of scrutiny by Internal Audit in our upcoming review.
2. We can get 15 boxes into a tambour unit so about six tambours.
3. This item will have to be addressed directly with through Roads Service, Western Division.
I suggest you contact [REDACTED] Principal Engineer, Network Maintenance.

You have different Business Units sharing the Castle Barracks site with The Section Office part of Roads Service Western Division and the Blue Badge Unit which is part of Transport Policy and Projects. Both have different management structures and come under different Directors within DfI.

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Friday, June 14, 2024 3:40 PM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]; [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is

required?

Happy to discuss.

██████

From: █████ █████ <████████@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: █████ █████ <████████@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: █████ █████
Sent: Thursday, June 13, 2024 10:22 AM
To: █████ █████ <████████@infrastructure-ni.gov.uk>; █████ █████
<████████@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we cant claim for staff who are here “now and again”

Happy to discuss before we send it back.

██████ █████
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext █████

From: [REDACTED]
To: [REDACTED]
Cc: [McConnell, Sean](#); [REDACTED]; [REDACTED]
Subject: RE: DfI Castle Barrack - Accommodation Review
Date: 09 May 2024 09:22:00

Hi [REDACTED]

I work for DoF Estate Development Unit and I plan to meet with yourselves on the 23rd to review DfI accommodation needs to understand if possible alternative DoF properties are available in Enniskillen that may suit your organisation. This review has come about given the significant investment I understand is needed at Castle Barracks coupled with the extensive agile working which has left much of the Office Estate underutilised. I discussed this in detail with Sean yesterday afternoon and he suggested you would likely give him a call following receipt of the invite.

Look forward to meeting you next week. In the interim if you have any queries please feel free to give me a call.

[REDACTED]

-----Original Appointment-----

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Wednesday, May 8, 2024 4:49 PM
To: [REDACTED]; [REDACTED]
Subject: Accepted: DfI Castle Barrack - Accommodation Review
When: 23 May 2024 14:30-16:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: Castle Barracks

[REDACTED] Can you shine some light as to what this is about "Accommodation Review"??

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [Bennett, Donna](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: DFI moves from buildings
Date: 29 November 2024 11:33:56

Thanks Stephen

That's very helpful. Grateful if you can keep us in the loop on updates and any progression.

Many thanks

Donna

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 28 November 2024 11:03
To: Bennett, Donna <Donna.Bennett@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@finance-ni.gov.uk>
Subject: RE: DFI moves from buildings

Hi Donna,

Perhaps get a chance to discuss at some point in the future but for now I can confirm that the accommodation schemes that PD EDU are actively working on that impact DFI are -

- [REDACTED]
[REDACTED]
[REDACTED] Redacted information out of scope of request.
- Castle Barracks, Enniskillen – Feasibility stage - no firm timescale.
- [REDACTED].
Redacted information out of scope of request.

Thanks

[REDACTED]

From: [REDACTED]
Sent: 26 November 2024 15:16
To: Bennett, Donna <Donna.Bennett@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: DFI moves from buildings

Hi Donna,

When free can you give me a call.

Thanks,

[REDACTED]

From: Bennett, Donna <Donna.Bennett@infrastructure-ni.gov.uk>

Sent: 22 November 2024 11:02

To: [REDACTED] <[REDACTED]finance-ni.gov.uk>

Cc: [REDACTED] <[REDACTED]infrastructure-ni.gov.uk>

Subject: DFI moves from buildings

[REDACTED]

Can you send me your timetable for staff moves from buildings you undertaking for Dfl. We need this so we can address line of business issues being raised as well as wifi connectivity/PSTN lines and circuit lines. I am being asked last minute to move MFDs, Scanners and IT equipment with no prior notice , and where I have staff already allocated to work on other priorities across the Department. I need to have time to allocate resource and know when to allocate.

Grateful for your cooperation in this as I understand you are the lead in these projects

Donna

Donna Bennett | Head of Digital Services

Digital Services Branch | Dept for Infrastructure

Room 5.12, 5th Floor

Clarence Court | Adelaide Street | Belfast | BT2 8HD

Email: donna.bennett@infrastructure-ni.gov.uk

Tel: [REDACTED] **(Internal Ext:** [REDACTED] **| Mobile:** [REDACTED]

From: [REDACTED]
To: [REDACTED] [Hunter, Nicola](#)
Cc: [REDACTED] [\(DoF\); Healy, Daniel](#)
Subject: RE: Enniskillen JBO - Building Visit
Date: 23 October 2024 15:53:58

Hi [REDACTED]

Just to clarify, as per Nicola's email below, Network Maintenance (the Section Office) need 10 workstations, along with Consultancy Network Development staff requiring 6 workstations. It would be beneficial to have these 16 workstations at the same location.

I have no reason to believe the requirements for Blue Badge Section would have changed.

Best regards

[REDACTED]

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 23 October 2024 14:38
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] (DoF) <[REDACTED]@finance-ni.gov.uk>
Subject: RE: Enniskillen JBO - Building Visit

Nicola,

Pity you are no longer able to make the meeting but no doubt [REDACTED] will keep you posted on matters arising.

Happy to consider Dfl moving staff to Silverhill. Just now trying to understand the effect on accommodation requirements within the DoF Estate if that takes place ahead of our meeting.

As a reference below is the note as issued by yourself back in August noting staff and workstation requirements.

The requirements remains unchanged for Blue Badge unit of 10 desks plus specialist equipment. Office in secure self contained office?
Consultancy and Network Development staff require say 6 workstations?

Happy to discuss.

[REDACTED]

Having reviewed the information provided it appears that Blue Badge Unit require 10 desks – the staff in there work on rotational basis with 10 in the office each day (attached email from [REDACTED] [REDACTED] I have been given access to their hybrid working agreements and all list 3 days at home and 2 days in the office when they are on postal duties which cannot be carried out at home. They also require a space away from others and that it is secure as they deal with money etc.

With regard to the section office staff, it appears that all section office staff are required to work from the office full time. There is no option for home working, and it is extremely difficult to determine which desks would be free because staff are on and off site on an ad hoc basis etc. They will also need somewhere with easy car access, as they very often have to pack up large and cumbersome pieces of equipment to take on site.

There are approx. 10 staff working in the section office at present.

There are a small number of staff who work in the office from Consultancy and Network Development staff, who it would appear are also on hybrid working agreements. They number 6 in total and therefore a small consideration of desks should be included for these staff also (possibly 3 desks that could be used in rotation in line with the 50% reduction).

Therefore a total number of 26 work stations would be required subject to final review by the business area.

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>

Sent: 23 October 2024 12:44

To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>

Cc: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] (DoF) <[REDACTED]@finance-ni.gov.uk>

Subject: RE: Enniskillen JBO - Building Visit

Hi [REDACTED]

Unfortunately I am not able to attend the meeting on Friday, however [REDACTED] [REDACTED] will be there as the Western Divisional representative for Dfl. [REDACTED] and I have been discussing the suitability of the JBO for our maintenance staff in the section office, and we believe that the current Dfl location in Silverhill would be a better fit for the maintenance staff.

Silverhill would provide a joined up approach to working for both maintenance and O&M staff and provide efficiencies there are numerous cross overs between these staff members. Blue Badge unit is not connected in any way to the maintenance functions undertaken by the section office and there is no need to house both units together.

A much better option would be to house maintenance staff in Silverhill and Blue Badge in the JBO.

Could you advise if there was any consideration in using Silverhill to house some of the staff

decanting from Castle barracks and if not, could this now be considered as I believe this is a much better solution, at least for the section office staff who would need regular access to car parking facilities.

██████ – grateful if you could follow up this email with ██████ and ██████ on my behalf on Friday at the meeting.

Thanks
Nicola

From: [REDACTED]
To: [Hunter, Nicola](#); [REDACTED]
Cc: [REDACTED]
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries
Date: 05 August 2024 23:56:41

Nicola [REDACTED]

For Blue Badge Unit there is also the requirement for a large secure storage for retaining four years of hard copy applications. This would have to be at least 17 feet by 30 feet. This was identified during the original request for accommodation requirements.

Currently these files are stored in a room in the Portakabin structures that make up Silverhill Depot. The storage is less than secure for files that are marked Medical-Protect, a matter I intend to raise during our upcoming Audit, and the building is scheduled for replacement with no provision in the new building for Blue Badge Storage.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Monday, August 5, 2024 3:58 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Sorry I couldn't take your call earlier I was on the mobile. Having reviewed the information provided it appears that Blue Badge Unit require 10 desks – the staff in there work on rotational basis with 10 in the office each day (attached email from [REDACTED] [REDACTED] I have been given access to their hybrid working agreements and all list 3 days at home and 2 days in the office when they are on postal duties which cannot be carried out at home. They also require a space away from others and that it is secure as they deal with money etc.

With regard to the section office staff, it appears that all section office staff are required to work from the office full time. There is no option for home working, and it is extremely difficult to

determine which desks would be free because staff are on and off site on an ad hoc basis etc. They will also need somewhere with easy car access, as they very often have to pack up large and cumbersome pieces of equipment to take on site.

There are approx. 10 staff working in the section office at present.

There are a small number of staff who work in the office from Consultancy and Network Development staff, who it would appear are also on hybrid working agreements. They number 6 in total and therefore a small consideration of desks should be included for these staff also (possibly 3 desks that could be used in rotation in line with the 50% reduction).

Therefore a total number of 26 work stations would be required subject to final review by the business area.

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:58 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Thanks Nicola

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:53 AM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Sorry for the non reply. I have been liaising with the team on our Client side in Western division to ascertain whether all desks are required and am currently gathering information on that one.

I have also received information from Blue Badge team and am carrying out an assessment of desk space required based on that information.

I aim to have things finalised with the Client side by the end of the week with a return after the July holidays

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:51 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi Nicola,

Following our discussion on the 24th June you agreed to raise the issue in item 3 directly with counterparts in the Western Division team. Are there any updates to report?

Happy to discuss.

Thanks,

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Friday, June 21, 2024 3:58 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: CM: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

[REDACTED]

I can give you direct answers to items 1 and 2 which relate to the Blue Badge Unit.

1. The storage area is currently located at the Silverhill Depot in Enniskillen. Having our file stores at another location to the Processing Unit is extremely awkward and will be the subject of scrutiny by Internal Audit in our upcoming review.
2. We can get 15 boxes into a tambour unit so about six tambours.
3. This item will have to be addressed directly with through Roads Service, Western Division.
I suggest you contact [REDACTED] Principal Engineer, Network Maintenance.

You have different Business Units sharing the Castle Barracks site with The Section Office part of Roads Service Western Division and the Blue Badge Unit which is part of Transport Policy and Projects. Both have different management structures and come under different Directors within DFI.

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Friday, June 14, 2024 3:40 PM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is required?

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: [REDACTED]
Sent: Thursday, June 13, 2024 10:22 AM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>

Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we cant claim for staff who are here “now and again”

Happy to discuss before we send it back.

■■■■ ■■■■

Manager

Blue Badge Unit

DFI

Castle Barracks

Enniskillen

Ext ■■■■

From: [REDACTED]
To: [Hunter, Nicola](#); [REDACTED] [McConnell, Sean](#)
Cc: [REDACTED] (DoF)
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries
Date: 14 October 2024 09:35:00

Folks,

We have received confirmation from DfC that based on the Dfl business requirements I shared with them they are content that there should be sufficient space in Enniskillen JBO to accommodate Castle Barracks staff.

Next step would be to arrange a visit to the premises. Trying to keep low key so can you provide details of up to say 5 staff you wish to attend? Going to suggest the 18th or 21st October – let me know if this works or suggest other dates?

Happy to discuss.

Many thanks,

[REDACTED]

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Monday, September 2, 2024 10:37 AM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] (DoF)
<[REDACTED]@finance-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

H [REDACTED]

Many thanks for the update. Grateful to be included in any meeting that will be held to discuss viability

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Monday, September 2, 2024 9:31 AM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; Hunter, Nicola
<Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] (DoF)
<[REDACTED]@finance-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

██████ Nicola

As an update I met with DfC accommodations staff at Enniskillen JBO on the 23rd August to have an initial review of the accommodation available. From that visit I established that the building appears to fit the requirements set out to date during our discussions albeit with some minor construction works needed to meet the security requirements for the Blue Badge unit.

Before proceeding further I have written to DfC asking them to formally confirm that they are content to offer areas of the building for use by non DfC staff.

On receiving a positive response from DfC I would then propose a meeting at that building with DfI to jointly establish the viability or not of this proposal.

Happy to discuss.

██████

From: ██████ ██████ <████████@infrastructure-ni.gov.uk>
Sent: Tuesday, August 6, 2024 10:54 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: ██████ ██████ <████████@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Very simple we do not have the resource nor the IT capability to digitise hard copy applications (about 16,000 per year) . It is a question for Senior Management who would be able to decide if the additional resource can be found and if an IT solution to “digitise the hard copy records” is possible.

Currently both hard and online applications are retained for 4 years then the paper and electronic records are disposed as per the DfI Disposal Schedule. They are currently in a room in a building managed by O&M so I presume their Premises officer has a Key and probably the Security Man. The room is supposed to be shared with Street Lighting Division which is not appropriate. The building is also 2.5 miles away which is a bit of a nuisance if you need to check something on the original application form. Forms are moved from the BBU Unit at the end of each month due to space restrictions.

Way above my pay grade!

██████ ██████
Manager
Blue Badge Unit
PO Box 64
ENNISKILLEN

BT74 OBL

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Tuesday, August 6, 2024 10:33 AM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

The requirement for a storage area that large is quite significant. Can I ask why these records cannot be digitised when received and safely stored in a CM container with appropriate restrictions? This may solve the issue with secure storage as well as decreasing the amount of space required in the new building.

Old files stored in Silverhill depot could be worked through and digitised if needed, or could be retained until the disposal schedule would allow for their destruction. I am assuming they are currently in a room that can be locked and Blue Badge unit are the only holders of the key?

Thanks
Nicola

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Monday, August 5, 2024 11:57 PM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Nicola/[REDACTED]

For Blue Badge Unit there is also the requirement for a large secure storage for retaining four years of hard copy applications. This would have to be at least 17 feet by 30 feet. This was identified during the original request for accommodation requirements.

Currently these files are stored in a room in the Portakabin structures that make up Silverhill Depot. The storage is less than secure for files that are marked Medical-Protect, a matter I intend to raise during our upcoming Audit, and the building is scheduled for replacement with no provision in the new building for Blue Badge Storage.

██████████
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext ██████████

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Monday, August 5, 2024 3:58 PM
To: ██████████ ██████████ <██████████@finance-ni.gov.uk>
Cc: ██████████ ██████████ <██████████@infrastructure-ni.gov.uk>; ██████████ ██████████
<██████████@infrastructure-ni.gov.uk>; ██████████ ██████████ <██████████@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi ██████████

Sorry I couldn't take your call earlier I was on the mobile. Having reviewed the information provided it appears that Blue Badge Unit require 10 desks – the staff in there work on rotational basis with 10 in the office each day (attached email from ██████████ ██████████ I have been given access to their hybrid working agreements and all list 3 days at home and 2 days in the office when they are on postal duties which cannot be carried out at home. They also require a space away from others and that it is secure as they deal with money etc.

With regard to the section office staff, it appears that all section office staff are required to work from the office full time. There is no option for home working, and it is extremely difficult to determine which desks would be free because staff are on and off site on an ad hoc basis etc. They will also need somewhere with easy car access, as they very often have to pack up large and cumbersome pieces of equipment to take on site.

There are approx. 10 staff working in the section office at present.

There are a small number of staff who work in the office from Consultancy and Network Development staff, who it would appear are also on hybrid working agreements. They number 6 in total and therefore a small consideration of desks should be included for these staff also (possibly 3 desks that could be used in rotation in line with the 50% reduction).

Therefore a total number of 26 work stations would be required subject to final review by the business area.

Thanks

Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:58 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Thanks Nicola

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:53 AM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Sorry for the non reply. I have been liaising with the team on our Client side in Western division to ascertain whether all desks are required and am currently gathering information on that one.

I have also received information from Blue Badge team and am carrying out an assessment of desk space required based on that information.

I aim to have things finalised with the Client side by the end of the week with a return after the July holidays

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:51 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi Nicola,

Following our discussion on the 24th June you agreed to raise the issue in item 3 directly with

counterparts in the Western Division team. Are there any updates to report?

Happy to discuss.

Thanks,

[REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Friday, June 21, 2024 3:58 PM
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: CM: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

[REDACTED]

I can give you direct answers to items 1 and 2 which relate to the Blue Badge Unit.

1. The storage area is currently located at the Silverhill Depot in Enniskillen. Having our file stores at another location to the Processing Unit is extremely awkward and will be the subject of scrutiny by Internal Audit in our upcoming review.
2. We can get 15 boxes into a tambour unit so about six tambours.
3. This item will have to be addressed directly with through Roads Service, Western Division. I suggest you contact [REDACTED] Principal Engineer, Network Maintenance.

You have different Business Units sharing the Castle Barracks site with The Section Office part of Roads Service Western Division and the Blue Badge Unit which is part of Transport Policy and Projects. Both have different management structures and come under different Directors within DFI.

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Friday, June 14, 2024 3:40 PM
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is required?

Happy to discuss.

██████

From: █████ █████ <████████@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: █████ █████ <████████@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: █████ █████
Sent: Thursday, June 13, 2024 10:22 AM
To: █████ █████ <████████@infrastructure-ni.gov.uk>; █████ █████
<████████@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we cant claim for staff who are here “now and again”

Happy to discuss before we send it back.

██████ █████

Manager
Blue Badge Unit
DFI
Castle Barracks

Enniskillen

Ext 

From: [Hunter, Nicola](#)
To: [REDACTED]
Cc: [REDACTED]; [McConnell, Sean](#); [REDACTED]
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries
Date: 10 July 2024 09:52:54

Hi [REDACTED]

Sorry for the non reply. I have been liaising with the team on our Client side in Western division to ascertain whether all desks are required and am currently gathering information on that one.

I have also received information from Blue Badge team and am carrying out an assessment of desk space required based on that information.

I aim to have things finalised with the Client side by the end of the week with a return after the July holidays

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:51 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Hi Nicola,

Following our discussion on the 24th June you agreed to raise the issue in item 3 directly with counterparts in the Western Division team. Are there any updates to report?

Happy to discuss.

Thanks,

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Friday, June 21, 2024 3:58 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: CM: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

[REDACTED]

I can give you direct answers to items 1 and 2 which relate to the Blue Badge Unit.

1. The storage area is currently located at the Silverhill Depot in Enniskillen. Having our file stores at another location to the Processing Unit is extremely awkward and will be the subject of scrutiny by Internal Audit in our upcoming review.
2. We can get 15 boxes into a tambour unit so about six tambours.
3. This item will have to be addressed directly with through Roads Service, Western Division. I suggest you contact [REDACTED] Principal Engineer, Network Maintenance.

You have different Business Units sharing the Castle Barracks site with The Section Office part of Roads Service Western Division and the Blue Badge Unit which is part of Transport Policy and Projects. Both have different management structures and come under different Directors within DfI.

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Friday, June 14, 2024 3:40 PM
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is required?

Happy to discuss.

[REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: [REDACTED] [REDACTED]
Sent: Thursday, June 13, 2024 10:22 AM
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we cant claim for staff who are here “now and again”

Happy to discuss before we send it back.

[REDACTED] [REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED]
To: [REDACTED]; [Hunter, Nicola](#)
Cc: [McConnell, Sean](#); [REDACTED]; [REDACTED] (DoF)
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries
Date: 02 September 2024 09:31:00

[REDACTED] Nicola

As an update I met with DfC accommodations staff at Enniskillen JBO on the 23rd August to have an initial review of the accommodation available. From that visit I established that the building appears to fit the requirements set out to date during our discussions albeit with some minor construction works needed to meet the security requirements for the Blue Badge unit.

Before proceeding further I have written to DfC asking them to formally confirm that they are content to offer areas of the building for use by non DfC staff.

On receiving a positive response from DfC I would then propose a meeting at that building with DfI to jointly establish the viability or not of this proposal.

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Tuesday, August 6, 2024 10:54 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks DfI - PD - Accommodation Requirements Template - Queries

Very simple we do not have the resource nor the IT capability to digitise hard copy applications (about 16,000 per year) . It is a question for Senior Management who would be able to decide if the additional resource can be found and if an IT solution to “digitise the hard copy records” is possible.

Currently both hard and online applications are retained for 4 years then the paper and electronic records are disposed as per the DFI Disposal Schedule. They are currently in a room in a building managed by O&M so I presume their Premises officer has a Key and probably the Security Man. The room is supposed to be shared with Street Lighting Division which is not appropriate. The building is also 2.5 miles away which is a bit of a nuisance if you need to check something on the original application form. Forms are moved from the BBU Unit at the end of each month due to space restrictions.

Way above my pay grade!

██████ ██████
Manager
Blue Badge Unit
PO Box 64
ENNISKILLEN
BT74 OBL

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Tuesday, August 6, 2024 10:33 AM
To: ██████ ██████ <████████████████████@infrastructure-ni.gov.uk>; ██████ ██████
<████████████████████@finance-ni.gov.uk>
Cc: ██████ ██████ <████████████████████@infrastructure-ni.gov.uk>; ██████ ██████
<████████████████████@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi ██████████

The requirement for a storage area that large is quite significant. Can I ask why these records cannot be digitised when received and safely stored in a CM container with appropriate restrictions? This may solve the issue with secure storage as well as decreasing the amount of space required in the new building.

Old files stored in Silverhill depot could be worked through and digitised if needed, or could be retained until the disposal schedule would allow for their destruction. I am assuming they are currently in a room that can be locked and Blue Badge unit are the only holders of the key?

Thanks
Nicola

From: ██████ ██████ <████████████████████@infrastructure-ni.gov.uk>
Sent: Monday, August 5, 2024 11:57 PM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; ██████ ██████
<████████████████████@finance-ni.gov.uk>
Cc: ██████ ██████ <████████████████████@infrastructure-ni.gov.uk>; ██████ ██████
<████████████████████@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Nicola/██████████

For Blue Badge Unit there is also the requirement for a large secure storage for retaining four years of hard copy applications. This would have to be at least 17 feet by 30 feet. This was identified during the original request for accommodation requirements.

Currently these files are stored in a room in the Portakabin structures that make up Silverhill Depot. The storage is less than secure for files that are marked Medical-Protect, a matter I intend to raise during our upcoming Audit, and the building is scheduled for replacement with no provision in the new building for Blue Badge Storage.

[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Monday, August 5, 2024 3:58 PM
To: [REDACTED] <[\[REDACTED\]@finance-ni.gov.uk](mailto:[REDACTED]@finance-ni.gov.uk)>
Cc: [REDACTED] <[\[REDACTED\]@infrastructure-ni.gov.uk](mailto:[REDACTED]@infrastructure-ni.gov.uk)>; [REDACTED] <[\[REDACTED\]@infrastructure-ni.gov.uk](mailto:[REDACTED]@infrastructure-ni.gov.uk)>; [REDACTED] <[\[REDACTED\]@infrastructure-ni.gov.uk](mailto:[REDACTED]@infrastructure-ni.gov.uk)>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Sorry I couldn't take your call earlier I was on the mobile. Having reviewed the information provided it appears that Blue Badge Unit require 10 desks – the staff in there work on rotational basis with 10 in the office each day (attached email from [REDACTED] [REDACTED] I have been given access to their hybrid working agreements and all list 3 days at home and 2 days in the office when they are on postal duties which cannot be carried out at home. They also require a space away from others and that it is secure as they deal with money etc.

With regard to the section office staff, it appears that all section office staff are required to work from the office full time. There is no option for home working, and it is extremely difficult to determine which desks would be free because staff are on and off site on an ad hoc basis etc. They will also need somewhere with easy car access, as they very often have to pack up large and cumbersome pieces of equipment to take on site.

There are approx. 10 staff working in the section office at present.

There are a small number of staff who work in the office from Consultancy and Network Development staff, who it would appear are also on hybrid working agreements. They number 6 in total and therefore a small consideration of desks should be included for these staff also (possibly 3 desks that could be used in rotation in line with the 50% reduction).

Therefore a total number of 26 work stations would be required subject to final review by the business area.

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:58 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Thanks Nicola

From: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:53 AM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Sorry for the non reply. I have been liaising with the team on our Client side in Western division to ascertain whether all desks are required and am currently gathering information on that one.

I have also received information from Blue Badge team and am carrying out an assessment of desk space required based on that information.

I aim to have things finalised with the Client side by the end of the week with a return after the July holidays

Thanks
Nicola

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Wednesday, July 10, 2024 9:51 AM
To: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>

Subject: RE: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi Nicola,

Following our discussion on the 24th June you agreed to raise the issue in item 3 directly with counterparts in the Western Division team. Are there any updates to report?

Happy to discuss.

Thanks,

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Friday, June 21, 2024 3:58 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>; McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: CM: RE: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

[REDACTED]

I can give you direct answers to items 1 and 2 which relate to the Blue Badge Unit.

1. The storage area is currently located at the Silverhill Depot in Enniskillen. Having our file stores at another location to the Processing Unit is extremely awkward and will be the subject of scrutiny by Internal Audit in our upcoming review.
2. We can get 15 boxes into a tambour unit so about six tambours.
3. This item will have to be addressed directly with through Roads Service, Western Division. I suggest you contact [REDACTED] Principal Engineer, Network Maintenance.

You have different Business Units sharing the Castle Barracks site with The Section Office part of Roads Service Western Division and the Blue Badge Unit which is part of Transport Policy and Projects. Both have different management structures and come under different Directors within DFI.

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: Friday, June 14, 2024 3:40 PM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: Castle Barracks Dfl - PD - Accommodation Requirements Template - Queries

Hi [REDACTED]

Many thanks for taking the time to fill out the attached Template.

Few queries as follow -

- The Template notes a requirement for standalone storage area at least 30 ft x 20 ft – is this the storage presently held at a local depot that you noted at our meeting?
- On the 80 boxes of application forms and guidance notes – assume this is held at CB? If yes how many boxes would a standard 1m tambour shelf hold?
- Your output on the attached is for 33 desks for a 34 headcount with only Private Streets unit having a reduced desk requirement at 1 desk for 2 people. Under the Estate Review all the NICS departments committed to a workstation ratio reduction to at least 50%. There is of course flexibility to suit business needs such as your Blue badge Unit at 1 to 1 which seems reasonable. For those remaining staff in Castle Barrack as per note 3 on the Template and in line with our discussions I need you to provide a clear rationale of why a 1/1 ratio is required?

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: Thursday, June 13, 2024 3:07 PM
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Subject: FW: PD - Accommodation Requirements Template (005).XLSX

From: [REDACTED]
Sent: Thursday, June 13, 2024 10:22 AM
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Cc: McConnell, Sean <Sean.McConnell@infrastructure-ni.gov.uk>
Subject: PD - Accommodation Requirements Template (005).XLSX

Please see my draft of the Accommodation Requirements. Please add to comments as required and review numbers of workstations at end. I have 33 in total. Please remember job Sharing staff are only entitled to one desk between them and we can't claim for staff who are here "now and again"

Happy to discuss before we send it back.

██████████ ██████████

Manager

Blue Badge Unit

DFI

Castle Barracks

Enniskillen

Ext ██████████

From: [REDACTED]
To: [REDACTED] (DoF)
Subject: FW: 2411BO - Sketch Proposals for Blue Badge staff
Date: 06 December 2024 14:02:00
Attachments: [image001.jpg](#)
[241202 Enniskillen JBO - Sketch Proposal for Blue Badge Staff - Option 3.pdf](#)

[REDACTED]

See below note from [REDACTED] confirming that they are content with the attached design proposal.

Can you please proceed to have estimated costs prepared for the construction works.

Allow for access control locks to doors into the office plus all the store rooms on the top floor.

Can you get the early view of the mechanical engineers to confirm if we may have issues with heating/ vent with the construction of the full height walls.

Thanks

[REDACTED]

Estate Development Unit

Tel [REDACTED] ([REDACTED])

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 05 December 2024 12:38
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 2411BO - Sketch Proposals for Blue Badge staff

That all looks good to me. Happy to proceed on this basis with the Blue Badge part of the proposal.

Any progress from Roads Service Section Office.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 02 December 2024 11:20
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

See attached with amendments. Slight compromise on the desks due to practicalities of servicing with power and data.

[REDACTED]

Estate Development Unit

Tel [REDACTED] ([REDACTED])

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 28 November 2024 16:45
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Thanks [REDACTED]

I would place the two postal workstations where [REDACTED] had originally the scanners all placed, against the wall between columns 2 and 4 and move the MFP's and scanners further up towards the doors. If possible I would have their backs to the stud wall facing towards the windows rather than spending 8 hours a day doing a very repetitious task facing a blank wall.

Sorry for the inconvenience.

[REDACTED]
[REDACTED]
Manager
Blue Badge Unit
DFI

Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 28 November 2024 16:04
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

Apologies. Try this version now attached.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 28 November 2024 10:57
To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED] this is the same drawing as the first one????

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 28 November 2024 10:14
To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi [REDACTED]

I forwarded your comments to [REDACTED] in Construction Division and he has now produced the attached revised drawing. Please review and let me know if the changes meet your Units requirements?

Happy to discuss.

[REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 21 November 2024 17:05
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hello [REDACTED]

We had a look at the floorplan and went over and had another look at the JBO to get the picture correct in our heads. So there are a couple of changes we would propose.

1. The Postal workstation be sited where the two desks face each other beside the designated Scanner Space. These will have to be bigger due to a large scanner connected to each workstation (see picture) additional 800x800 desk required. It also not good facing a blank wall when doing a repetitive task.
2. Scanner Space can be done away with as we are reducing the number of scanners from 5 to 3 and two of them will be attached to the postal workstations. A single 800x800 desk will suffice for the other and can be placed beside one of the MFD's.
3. MFD's need to be split with one at each end of room. I would suggest moving one to where the postal workstations were originally.

Can discuss anytime except a Monday.

[REDACTED] [REDACTED]

Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 20 November 2024 15:33
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>

Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>

Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi [REDACTED]

As discussed, while awaiting a response from the other DfI sections in Castle Barrack there is nothing to prevent us from progressing the designs for the Blue Badge Unit. I have therefore got [REDACTED] in Construction Division to prepare the attached drawing for your consideration.

Pleased if you could review with your team for their feedback and look forward to receiving your collective comments. Alternatively you may wish to discuss over a Teams meeting – let me know what works best?

Thanks

[REDACTED]

From: [REDACTED] (DoF) <[\[REDACTED\]@finance-ni.gov.uk](mailto:[REDACTED]@finance-ni.gov.uk)>

Sent: 20 November 2024 13:22

To: [REDACTED] <[\[REDACTED\]@finance-ni.gov.uk](mailto:[REDACTED]@finance-ni.gov.uk)>

Subject: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

Please see sketch proposal for Enniskillen JBO for the Blue Badge Staff relocating from Castle Barracks.

Regards

[REDACTED]

Architecture | Construction Division | Construction & Procurement Delivery

Level 2 East | Clare House | 303 Airport Road West | Belfast | BT3 9ED

☎ (028) 90816 [REDACTED] | Network [REDACTED] | Mobile [REDACTED] | ✉ [REDACTED]@finance-ni.gov.uk



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 2411BO - Sketch Proposals for Blue Badge staff
Date: 06 December 2024 12:52:04
Attachments: [image001.jpg](#)

[REDACTED]

[REDACTED] is our Assistant Departmental Security Advisor (ADSO) and would need to be consulted.

The only other things I can think of presently are

1. The store rooms will also have to have the same access controls as the Blue Badge Unit
2. Do you raise the matter with ITAssist to get us set up on the network in the JBO. DSB will have to be consulted as well to get the scanners reconfigured.

[REDACTED] [REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 05 December 2024 13:49
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 2411BO - Sketch Proposals for Blue Badge staff

[REDACTED]

Many thanks for confirmation that this plan works for the Blue Badge Unit. Next stage would be to have this design costed for the business case to determine the preferred option overall. It would be helpful if you could confirm if you require anything beyond access control and intruder detection for the space so this can be included? Perhaps you have a physical security advisor that Dfl use for this who may be able to assist if required.

Nothing further to report from the Section Office side of things from our meeting a few weeks back.

[REDACTED]

Estate Development Unit

Tel [REDACTED] ([REDACTED])

From: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Sent: 05 December 2024 12:38
To: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Cc: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 2411BO - Sketch Proposals for Blue Badge staff

That all looks good to me. Happy to proceed on this basis with the Blue Badge part of the proposal.

Any progress from Roads Service Section Office.

[REDACTED] [REDACTED]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@finance-ni.gov.uk>
Sent: 02 December 2024 11:20
To: [REDACTED] [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED] [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED]

See attached with amendments. Slight compromise on the desks due to practicalities of servicing with power and data.

[REDACTED]

Estate Development Unit

Tel [REDACTED] ([REDACTED])

From: [redacted] <[redacted]@infrastructure-ni.gov.uk>
Sent: 28 November 2024 16:45
To: [redacted] <[redacted]@finance-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [redacted]
<[redacted]@infrastructure-ni.gov.uk>; [redacted]
<[redacted]@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Thanks [redacted]

I would place the two postal workstations where [redacted] had originally the scanners all placed, against the wall between columns 2 and 4 and move the MFP's and scanners further up towards the doors. If possible I would have their backs to the stud wall facing towards the windows rather than spending 8 hours a day doing a very repetitious task facing a blank wall.

Sorry for the inconvenience.

[redacted]
[redacted]
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext [redacted]

From: [redacted] <[redacted]@finance-ni.gov.uk>
Sent: 28 November 2024 16:04
To: [redacted] <[redacted]@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [redacted]
<[redacted]@infrastructure-ni.gov.uk>; [redacted]
<[redacted]@infrastructure-ni.gov.uk>
Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[redacted]

Apologies. Try this version now attached.

[redacted]

From: [redacted] <[redacted]@infrastructure-ni.gov.uk>

Sent: 28 November 2024 10:57

To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>

Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>

Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

[REDACTED] this is the same drawing as the first one????

From: [REDACTED] <[REDACTED]@finance-ni.gov.uk>

Sent: 28 November 2024 10:14

To: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>

Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>

Subject: RE: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi [REDACTED]

I forwarded your comments to [REDACTED] in Construction Division and he has now produced the attached revised drawing. Please review and let me know if the changes meet your Units requirements?

Happy to discuss.

[REDACTED]

From: [REDACTED] <[REDACTED]@infrastructure-ni.gov.uk>

Sent: 21 November 2024 17:05

To: [REDACTED] <[REDACTED]@finance-ni.gov.uk>

Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>; [REDACTED]
<[REDACTED]@infrastructure-ni.gov.uk>

Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hello [REDACTED]

We had a look at the floorplan and went over and had another look at the JBO to get the picture correct in our heads. So there are a couple of changes we would propose.

1. The Postal workstation be sited where the two desks face each other beside the designated Scanner Space. These will have to be bigger due to a large scanner connected to each workstation (see picture) additional 800x800 desk required. It also not good facing a blank wall when doing a repetitive task.
2. Scanner Space can be done away with as we are reducing the number of scanners from 5 to 3 and two of them will be attached to the postal workstations. A single

- 800x800 desk will suffice for the other and can be placed beside one of the MFD's.
3. MFD's need to be split with one at each end of room. I would suggest moving one to where the postal workstations were originally.

Can discuss anytime except a Monday.

██████████ ██████████
Manager
Blue Badge Unit
DFI
Castle Barracks
Enniskillen
Ext ██████████

From: ██████████ ██████████ <██████████@finance-ni.gov.uk>
Sent: 20 November 2024 15:33
To: ██████████ ██████████ <██████████@infrastructure-ni.gov.uk>
Cc: Hunter, Nicola <Nicola.Hunter@infrastructure-ni.gov.uk>
Subject: FW: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

Hi ██████████

As discussed, while awaiting a response from the other Dfl sections in Castle Barrack there is nothing to prevent us from progressing the designs for the Blue Badge Unit. I have therefore got ██████████ in Construction Division to prepare the attached drawing for your consideration.

Pleased if you could review with your team for their feedback and look forward to receiving your collective comments. Alternatively you may wish to discuss over a Teams meeting – let me know what works best?

Thanks

██████████

From: ██████████ ██████████ (DoF) <██████████@finance-ni.gov.uk>
Sent: 20 November 2024 13:22
To: ██████████ ██████████ <██████████@finance-ni.gov.uk>
Subject: 241120 Enniskillen JBO - Sketch Proposals for Blue Badge staff

██████████

Please see sketch proposal for Enniskillen JBO for the Blue Badge Staff relocating from Castle Barracks.

Regards

■■■■

Architecture | Construction Division | Construction & Procurement Delivery
Level 2 East | Clare House | 303 Airport Road West | Belfast | BT3 9ED
☎ (028) 90816■■■■ | Network■■■■ | Mobile■■■■ | ✉■■■■ finance-ni.gov.uk

