

## Portfolio Holder for Property and Waste

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County Hall  
Llandrindod Wells  
Powys  
LD1 5LG  
5 December 2017

For further information please contact

Stephen Boyd  
[steve.boyd@powys.gov.uk](mailto:steve.boyd@powys.gov.uk)  
01597 826374

### **NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION**

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **11 December 2017** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.37 of the Constitution.

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| <b>1.</b> | <b>NORTH OFFICE ACCOMMODATION REVIEW</b> |
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**CYNGOR SIR POWYS COUNTY COUNCIL**  
**PORTFOLIO HOLDER DELEGATED DECISION**  
**by**  
**COUNTY COUNCILLOR PHYL DAVIES**  
**(PORTFOLIO HOLDER FOR PROPERTY & WASTE)**  
**December 2017**

**REPORT AUTHOR:**     **Natasha Morgan, Professional Lead- Strategic Property**

**SUBJECT:**             **North office accommodation review**

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**REPORT FOR:**        **Decision**

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**1. Summary**

- 1.1 Corporate Property has concluded its first phase of office accommodation reviews resulting in a significant reduction in the corporate office portfolio across the breadth of the County. This phased approach sought to consolidate where possible all existing services into strategically placed properties to aid in service delivery and aid in budget revenue reductions.
- 1.2 Between 2008 -2017 Powys CC has vacated some 20 office premises across the County, representing nearly 9,000 sq. metres of space and 264 workstations. The budgets show an actual revenue cost saving of c.£330,000 per annum though, taking into account notional rents, rates and hard facilities management costs there is a notional saving of about £1,320,000 per annum (based on standard measures produced by Lambert Smith Hampton).
- 1.3 The office closure programme undertaken by Corporate Property has saved an annual 1.4m kilowatts of energy and 355 tonnes of carbon dioxide. Based on current prices the saving (included in the figure above) is approximately £80,710 per annum for the electric and gas consumed at the sites.
- 1.4 The majority of these buildings have been sold to obtain capital receipts, with a few that were leased-in by the Council returned to their owners.
- 1.5 On 30 March 2017, the Council purchased Ladywell House in Newtown. It is currently bringing in a rental income which is to be increased following further lettings once the building has been refurbished. There is also the opportunity to use some of the refurbished space for the Council's own purposes and therefore reducing and consolidating our office holdings in the north of the County. In order to move to the next phase of our review, which will

focus on our north offices, we need to consider what our current and future needs are. This will include analysing the following:

- Usage- by staff, service users, members and the public
- Maintenance liabilities- both day to day and backlog maintenance
- Whether they are fit for purpose and capable of accommodating our agile working strategy

## **2. Proposal**

- 2.1 To review our officer accommodation in the north of the County with a view to making recommendations to Cabinet early next year.

## **3. Options Considered / Available**

- 3.1 Do nothing- if we do not carry out this review we will not be able to be confident that our office accommodation in the north of the County is fit for purpose and economic to run in the long term. This could expose the Council to risk and liability in the future. It could also inhibit the Council's ability to attract new staff to the Council.
- 3.2. Carry out the review and report our findings.

## **4. Preferred Choice and Reasons**

- 4.1 Our preferred option is to proceed with the review. In terms of costs, the review itself will comprise officer time and the cost of condition surveys.

## **5. Impact Assessment**

- 5.1 Is an impact assessment required?            Yes/No- not at this stage
- 5.2 If yes is it attached?                            Yes/No

## **6. Corporate Improvement Plan**

- 6.1 This review will ensure that we are meeting our corporate objectives.

## **7. Local Member(s)**

Not applicable- this is a strategic review.

## **8. Other Front Line Services**

Does the recommendation impact on other services run by the Council or on behalf of the Council?            Yes/No

If so please provide their comments

## 9. **Communications**

Have Communications seen a copy of this report? Yes/No

Have they made a comment? If Yes insert here.

## 10. **Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)**

10.1 Legal: The recommendations can be accepted from a legal point of view

10.2 Finance

The Interim Professional Lead for Finance acknowledges this report and can confirm that the property service have achieved savings based on the rationalisation of buildings. The review is supported and aims to identify the most effective use of office space in the North going forward. Finance would expect to be involved in that review to ensure all savings are identified, and if necessary the appropriate funding mechanisms are used to facilitate value for money on our offices in the North.

10.3 Corporate Property (if appropriate)

## 11. **Scrutiny**

Has this report been scrutinised? Yes/ No?

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

## 12. **Statutory Officers**

The S151 Officer acknowledges the Finance comment and confirms that this review is needed to ensure the most effective use of our offices in the north. Property services have savings targets to deliver in future years, and rationalisation of buildings is a practical way to achieve this objective

The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".

### 13. **Members' Interests**

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest he/she should declare it, complete the relevant notification form and refer the matter to the cabinet for decision.

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|---|---|
| <b>Recommendation:</b>  | <b>Reason for Recommendation:</b>   |
| To proceed with a full review of our office accommodation in the north of the County and to present recommendations to Cabinet early next year. | To ensure that our office accommodation in the north of the County is fit for purpose into the long term future and to limit risk and liability to the Council. |

|                               |                                 |                       |              |
|-------------------------------|---------------------------------|-----------------------|--------------|
| <b>Relevant Policy (ies):</b> | Strategic Asset Management Plan |                       |              |
| <b>Within Policy:</b>         | <b>Y / N</b>                    | <b>Within Budget:</b> | <b>Y / N</b> |

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Relevant Local Member(s):</b> | <b>Not applicable</b> |
|----------------------------------|-----------------------|

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|---|-----------------------|
| <b>Person(s) To Implement Decision:</b>         | <b>Natasha Morgan</b> |
| <b>Date By When Decision To Be Implemented:</b> | <b>ASAP</b>           |

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| Contact Officer: | Natasha Morgan   |
| Tel:             | 01597627560  |
| Email:           | <a href="mailto:Natasha.morgan@powys.gov.uk">Natasha.morgan@powys.gov.uk</a> |

**Background Papers used to prepare Report:**