

## Portfolio Holder for Highways, Recycling and Assets



County Hall  
Llandrindod Wells  
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29 October 2018

For further information please contact

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### **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 **2 November 2018** (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 7.36 of the Constitution.

1.	<b>INFORMATION MANAGEMENT: INCOME OPPORTUNITIES THROUGH COMMERCIAL STORAGE AND RECORDS MANAGEMENT</b>
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**CYNGOR SIR POWYS COUNTY COUNCIL**

**PORTFOLIO HOLDER DELEGATED DECISION**

**by**

**COUNTY COUNCILLOR PHYL DAVIES**

**(PORTFOLIO HOLDER FOR HIGHWAYS, RECYCLING AND ASSETS)**

**November 2018**

**REPORT AUTHOR:** Principal Lead Museums, Archives and Information Management

**SUBJECT:** Information Management: Income opportunities through commercial storage and records management

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**REPORT FOR:** Decision

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<b><u>1.</u></b>	<b><u>Summary</u></b>
1.1	In 2017 Powys County Council completed the refurbishment of Unit 29 Ddole Road Industrial Estate to accommodate both its Information Management and Archives Services.
1.2	A small integrated team of professional and non-professional staff manage both services at Unit 29. The Information Management Service provides help and advice to all areas of the Council on information management issues including records management practices and procedures. The Service manages and stores around 250,000 files of semi-current and non-current records, which are retained for a certain period of time for legal, financial, administrative or operational reasons.
1.3	Powys Archives collects and preserves records relating to Powys' cultural and historical past in accordance with legislation, and in turn provides access to them through a public searchroom. The service currently holds around 3000 linear metres of material dating from the fourteenth century to the present day.
1.4	As part of the refurbishment project at Unit 29 two large strongrooms have been created and are fitted with mobile racking with a total capacity of 14,954 linear metres. The Archive store conforms to the PD5454 Standard and has air handling units which control temperature and humidity. There is enhanced fire protection across the whole building, and CCTV and external lighting provides a high level of security.
1.5	There is currently a quantity of vacant shelves in the Archive store which provides accrual space for the Archive collection over the next 20 years.

	This presents an opportunity for the Council to offer records storage to external organisations along with a records management service on a commercial basis.
<b><u>2.0</u></b>	<b><u>Proposal</u></b>
2.1	The Information Management service along with a quantity of vacant storage at Unit 29 presents a commercial opportunity for the Council. It is proposed that storage along with a records management service is marketed to external organisations.
2.2	Any agreement will be formalised through a service level agreement (SLA). Charges will be determined by the amount of storage space required, and the level of records management agreed, including anticipated number of file retrievals, returns and destructions.
2.3	The broad scope of the SLA will therefore include an undertaking to provide: <ol style="list-style-type: none"> <li>1. Advice on records and information management</li> <li>2. Storage of semi-current and non-current records at Unit 29</li> <li>3. Retrieval of records</li> <li>4. Confidential records shredding</li> </ol>
<b><u>3.0</u></b>	<b><u>Impact Assessment</u></b>
3.1	Is an impact assessment required? No
<b><u>4.0</u></b>	<b><u>Corporate Improvement Plan</u></b>
4.1	The proposal supports the Corporate Improvement Plan 2016/19 which outlines the Council's objectives and priorities in a challenging financial environment. It is acknowledged that reductions in spending of the scale needed cannot be achieved by simple budget changes. They demand a fundamental shift in the way we work through transformational change.
4.2	Essentially the financial climate has meant thinking differently, which provides an opportunity for innovation and radically changing the way we deliver our services.
4.3	Increasing the amount of income within the authority allows the council to become more resilient to the budget cuts proposed by the Welsh Government, and allows the Council to continue to provide valued services to its residents.
4.4	The proposal also supports the key objectives and principles of the Council's Income Management and Service Cost Recovery Policy January 2016, which includes provision for income generated from fees and charges to the public, business and other organisations.
<b><u>5.0</u></b>	<b><u>Communications</u></b>

5.1	Have Communications seen a copy of this report?    Yes  Communications Comment: No proactive communication action at this stage.
<b>6.0</b>	<b><u>Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)</u></b>
6.1	<p>Legal – The ability of Local Authorities to trade is limited, especially to the non-Public Sector. Discussions must take place with legal before appropriate charging rates are determined.</p> <p>Finance – The Finance Business Partner for Leisure and Recreation fully supports the proposal of marketing the space available at this site to external organisations, the charges of which will be determined by a number of factors. The proposal supports the CIP 2016/19 which outlines the Council’s objectives and priorities in a challenging financial environment. It will be necessary for Finance to be involved in the charging mechanism adopted which will include the necessity to charge VAT.</p> <p>Property - The Professional Lead Strategic Property notes the contents of the report and is supportive of exploiting opportunities to increase income.</p> <p>Insurance – Looking at the proposal from the Property insurance prospective I do not see a particular issue here, obviously non Council employees accessing the archives will need to be controlled and you will need to obtain protocols on persons visiting the premises along with ensuring that any third party contractors have the appropriate Public Liability cover in force, preferably for a limit of £10,000,000. The other obvious issue is Data Protection.</p> <p>Information Governance – The Data Protection Officer notes the content of the report, and is supportive on the basis that as a Data Processor for the external organisations, there are robust agreements in place to support Powys County Council’s processing of another organisation’s personal data in line with the requirements of the Data Protection Act 1998 and the forthcoming General Data Protection Regulations, including ensuring that records of processing activities are maintained, to evidence compliance with the regulations and to ensure clarity around the recorded material of other organisations against Powys County Council’s obligation for disclosure of information under the Freedom of Information Act 2000.</p>
<b>7.0</b>	Scrutiny
7.1	Has this report been scrutinised?                      No
<b>8.0</b>	<b><u>Statutory Officers</u></b>

<b>8.1</b>	The Head of Financial Services (Deputy Section 151 Officer) notes the comments from finance and insurance and is supportive of the proposal. Please ensure that finance and insurance staff are involved in the development of any written agreements entered into.
<b>8.2</b>	The Solicitor to the Council (Monitoring Officer ) commented as follows : “ I note the legal comments and have nothing to add to the report.”
<b>9.0</b>	<b><u>Members’ Interests</u></b> 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 for and refer the matter to Cabinet for decision.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
To support the proposal that storage along with a records management service by the Council’s Information Management Service is marketed to external organisations.	To support the key objectives and principles of the Council’s Income Management and Service Cost Recovery Policy January 2016, which includes provision for income generated from fees and charges to the public, business and other organisations.

<b>Relevant Policy (ies):</b>	Income Management and Service Cost Recovery Policy January 2016		
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Relevant Local Member(s):</b>	-
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<b>Person(s) To Implement Decision:</b>	<b>Catherine Richards</b>
<b>Date By When Decision To Be Implemented:</b>	<b>Immediately</b>

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