

APPENDIX 2

AGENDA ITEM NO:

REPORT TO CABINET

CABINET MEMBER: COUNCILLOR PAUL MARFLEET: LEAD MEMBER FOR MODERNISATION

DATE: 25th January 2011

SUBJECT: ASSETS REVIEW

1.0 DECISION SOUGHT

- 1.1 That Cabinet endorses the recommendations formulated from the service asset reviews outlined in paragraph 2.11
- 1.2 That Cabinet approves the Asset Review strategy as outlined in this report as the vehicle for delivering these recommendations with a view to rationalisation of the Council's asset portfolio and increased efficiency of space utilisation in line with service delivery needs.
- 1.3 That Cabinet agrees that all changes to the Council's property portfolio are reviewed by the Asset Management Team, effectively acting in the role of County Landlord, with strategic decisions being formally agreed at the Capital and Asset Strategy Management Group and operational issues being formally agreed by the Asset Management Group prior to agreement at CET, Cabinet and/or Council where applicable.....

2.11.8 Corporate Property;

Office Accommodation General:

The Council's office accommodation portfolio should be reduced to the minimum amount of floor space required, consistent with its business needs, operating effectively and sustainably.

Increased utilisation of space should be achieved where possible by applying the following criteria:

Maximum 10m² gross floor area per workstation;

Ratio of desks/staff to be 8/10 (8 desks for every 10 staff members) as a target – final ratio to be determined by service needs;

Open plan configuration where possible and use of cellular offices minimised;

Corporately managed meeting and training facilities based on actual need;

Flexible utilisation of cellular offices as departmental meeting spaces;

Service review of filing and storage needs.

Investigation into collaboration with external agencies;

Office Accommodation North Denbighshire:

Investigate the potential and cost implications of housing all staff currently accommodated in the 6 locations in the North of the County in either:

A reduced number of office buildings currently owned/leased by the Council;

One or two newly constructed, leased building.

Office Accommodation South Denbighshire:

Increase utilisation of the PFI buildings (County Hall, Town Hall and Corporate Store) through more efficient use of space and alternative working practices (as outlined above).

Investigate the potential to vacate Trem Clwyd & Canol y Dre for alternative use/capital generation.

Office Accommodation Denbigh:

Retain the existing building in Denbigh in the medium term but consider the potential for vacation and disposal in conjunction with the studies of the other two areas....

The minutes for the above meeting record that the resolution for this item was:

RESOLVED that Cabinet:

- 1 *endorses the recommendations formulated from the service asset reviews outlined in paragraph 2.11*
- 2 *approves the Asset Review strategy as outlined in the report as the vehicle for delivering these recommendations with a view to rationalisation of the Council's asset portfolio and increased efficiency of space utilisation in line with service delivery needs.*
- 3 *agrees that all changes to the Council's property portfolio are reviewed by the Asset Management Team, effectively acting in the role of County Landlord, with strategic decisions being formally agreed at the Capital and Asset Strategy Management Group and operational issues being formally agreed by the Asset Management Group prior to agreement at CET, Cabinet and/or Council where applicable.*