

WIRRAL COUNCIL

CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE - 12 JANUARY 2009

REPORT OF THE DIRECTOR OF LAW, HR AND ASSET MANAGEMENT

ADMINISTRATIVE ACCOMMODATION STRATEGY AND ASSET MANAGEMENT

1.0 EXECUTIVE SUMMARY

This report responds to a request for an explanation of how the council intends to achieve a 20% reduction in administrative accommodation by 2011.

2.0 BACKGROUND

On 27 November 2008 the Chief Executive reported to Cabinet with proposals arising from the Strategic Asset Review for the consolidation of the Council's asset base. Part of his report dealt with administrative accommodation. This advised members that, with a programme of workspace change, it would be reasonable to expect to save at least 20% of the council's annual expenditure on office accommodation.

3.0 ACHIEVEMENT OF SAVINGS

3.1 This figure of 20% represents a reasonable estimate of savings that would be delivered through a change programme that would include the following elements:

- The initial vacation and disposal of seven identified administrative assets
- The more intensive use of core properties, which would allow the relocation of staff and the subsequent vacation and disposal of additional (at this stage unspecified) properties
- The widespread adoption of agile working, which would allow a further reduction in the number of buildings required, and
- Savings in facilities management costs

3.2 The report made clear however that for this to happen there will need to be:

- Central control and management of administrative accommodation and FM budgets
- Consistent compliance with the corporate space planning standard of 10sq.m. per person
- Co-ordination of property, IT and HR inputs focused on delivering workplace change, and
- A roll-out of agile working, underpinned by substantial investment in IT and a strong programme of workplace change

3.3 It also made clear that for this scale of savings to be achieved significant initial investment will be required, both to create new and more efficient working environments and to provide the necessary IT infrastructure and equipment.

3.4 A recommendation from the Strategic Asset Review was that the Director of Law, HR and Asset should report to a future meeting of Cabinet on more detailed proposals for accommodation change, including the centralisation of current facilities management arrangements.

4.0 **NEXT STEPS**

4.1 The proposals arising from the Strategic Asset Review are currently subject to consultation and it is intended that they will be the subject of a further report to Cabinet on 15 January 2009. If the proposals relating to office accommodation are agreed, a detailed programme will be developed to deliver the targeted savings.

5.0 **FINANCIAL AND STAFF IMPLICATIONS**

None arising directly from this report.

6.0 **EQUAL OPPORTUNITIES IMPLICATIONS**

None

7.0 **COMMUNITY SAFETY IMPLICATIONS**

None arising directly from this report.

8.0 **LOCAL AGENDA 21 IMPLICATIONS**

None arising directly from this report.

9.0 **PLANNING IMPLICATIONS**

None.

10.0 **ANTI-POVERTY IMPLICATIONS**

None.

11.0 **SPECIAL INCLUSION IMPLICATIONS**

None.

12.0 **LOCAL MEMBER SUPPORT IMPLICATIONS**

None.

13.0 **RECOMMENDATION**

That a further report is submitted to this committee following a Cabinet decision on the implementation of the Strategic Asset Review and the development of an implementation programme for accommodation change.

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MISC\ADMINISTRATIVE ACCOMMODATION STRATEGY