

**Vale of Glamorgan Local Service Board Asset Management Group**  
**13 September 2012**

**Attendees:**

Helen Moses – Vale of Glamorgan Council  
Mark Perris – Vale of Glamorgan Council  
Nicola Williams – Cardiff and Vale University Health Board  
Rachel Connor - Vale Centre for Voluntary Services  
Jane Wade – Vale of Glamorgan Council  
David Powell – Vale of Glamorgan Council  
Jonathan Nettleton – Cardiff and Vale University Health Board  
Gary Osborne – South Wales Police

**Apologies:**

Patrick Carroll – Vale of Glamorgan Council  
Paul James – South Wales Police

No.	Agenda Item	Action
1.	<b>Welcome and Introductions</b>  Jane welcomed everyone to the meeting. Helen advised that she had not received apologies or updates from the college or the fire service.  Helen to contact both regarding attendance at meetings.	HM
2.	<b>Minutes of the 13<sup>th</sup> June 2012 and Matters Arising</b>  David confirmed that he had given a presentation to the voluntary sector on energy efficiency.  Helen and Mark have circulated details of properties available through EPIMS and will continue to pass on anything of interest.  Energy data for 2011/12 has been received from all partners.  Helen had provided Paul James with contact details for Tony Carter from the fire service.  A report on the issues raised at the LSB Transport Workshop is being prepared for a future meeting of the LSB and Helen will bring the report to this meeting if there are relevant issues.  Helen had circulated details of libraries in the Vale of Glamorgan to the group.	HM

	<p>The Council is still exploring options with regards to standby energy use for pcs and Jane will speak to IT for an update.</p> <p>Mark to liaise with Jonathan and Steve Davies from the UHB regarding any opportunities/requirements regarding GP surgeries.</p>	<p>JW</p> <p>MP/JN</p>
3.	<p><b>Asset Management Strategies</b></p> <p><b>Vale of Glamorgan Council</b>  A copy of the draft Asset Management Plan had been circulated with the agenda and Mark advised that if anyone has any queries to contact him. It is due to be considered by Cabinet in October and work is now being undertaken so that details on individual buildings can be included in the next version. The Council is looking to rationalise the number of buildings and is also undertaking a desk occupation study as part of its Space Project. This should release accommodation space and facilitate more hot desking.</p> <p><b>Cardiff and Vale UHB</b>  A plan has been prepared by consultants and is being considered by the Board. Work is continuing at Llandough Hospital including a new car park.</p> <p>Jane commented that when the Council's Planning Committee recently considered the Penarth Learning Community concerns were raised over traffic and this was also linked to developments at the hospital.</p> <p>The lease at 2 Stanwell Road ends in November and some UHB staff will hopefully be moving to the Dock Office. Jonathan asked for copies of relevant paperwork to be forwarded to him. The Public Health Wales team and the Community midwifery team will also be moving out leaving the property on Stanwell Road empty.</p> <p><b>South Wales Police</b>  The station at Barry Island will be empty within the week with staff moving to Barry Police Station. Probation have moved in to Barry Police station and the co-location is going well.</p> <p><b>Voluntary Sector</b>  Rachel advised that the voluntary sector mostly occupy leased properties. She would like to take on extra space, at the Enterprise centre, preferably unit 1. Mark agreed to include this request in discussions at the Council's Asset Management Group.</p>	

4.	<p><b>Hot Desking</b></p> <p>A wireless network is being installed in the civic offices to help facilitate hot desking and to provide a guest network. Mark is also looking at council buildings to identify those that may have space for hot desking and will share this information when available. The ideal would be to have space in most towns and villages that partners could access.</p>	MP
5.	<p><b>Archiving</b></p> <p>All agreed that space for archiving is a concern and there are capacity issues. These are likely to become more acute as changes are implemented and it was agreed that this should be a standing item on the agenda. All partners were asked to find out their organisation's long term plans and report back at the next meeting.</p>	All
6.	<p><b>Energy Use</b></p> <p>David advised that all partners had submitted energy use data for 2011/12 and the split in CO2 emissions across partners was;</p> <p>Vale of Glamorgan Council – 52%  Cardiff and Vale UHB – 36%  Cardiff and Vale College – 9%  Police – 2%  Fire Service – 1%</p> <p>Helen to circulate the spreadsheet with the minutes. Figures have been included in the LSB Annual Report on the Community Strategy and this will provide a baseline for measuring progress against the annual 3% target to reduce emissions.</p> <p>Automatic Meter Reading (AMR) has improved the robustness of data for the Council and Display Energy Certificates also demonstrate an improvement. The Council has 4 grade B buildings and 3 of these are Victorian Primary Schools.</p> <p>Photo voltaic panels have been installed on half of the upper roof of the civic offices. So far the performance has been encouraging and there will be a display in reception to show how it is working.</p> <p>Rachel advised that some voluntary organisations who do own their own buildings have made enquiries about PV panels and she would like to pass on any information. David</p>	

	<p>agreed to keep the group informed about performance and any maintenance issues.</p> <p>David also highlighted that as of 6<sup>th</sup> January 2013 that public buildings with a floorspace of 500m2 will be required to have a Display Energy Certificate.</p>	
7.	<p><b>Any Other Business</b></p> <p>Jonathan raised the issue of partners offering surplus properties or space for use by others as a short term/interim measure whilst other options or processes are being explored. Jonathan to forward some information to Helen to circulate.</p>	JN
8.	<p><b>Date of Next Meeting</b></p> <p>5<sup>th</sup> December 2012 – venue to be confirmed</p>	