

# **The Vale of Glamorgan Council**

## **Cabinet Meeting: 14 March, 2016**

### **Report of the Leader**

#### **Civic Offices Works and Space Project**

##### **Purpose of the Report**

1. To provide Cabinet with an update on the progress of the Council's Space Project.
2. To seek approval to appoint a contractor to undertake necessary works to the Civic Offices and Barry Library as described in this report
3. To seek approval for the relocation of staff from Provincial House to the Civic Offices and the relocation of the Open Learning Centre and associated staff from Provincial House to Barry Library.

##### **Recommendations**

1. That Cabinet note the contents of this report.
2. That Cabinet approve the proposals to carry forward the following capital amounts from the 2015/16 Capital Programme to the 2016/17 and 2017/18 Capital Programmes:
  - £862k relating to the Space Project is carried forward from 2015/16 to 2016/17
  - £30k relating to the Space Project is carried forward from 2015/16 to 2017/18 in respect of release of retention monies required at the end of the defect liability period, including associated fees
  - £200k relating to the Civic Offices Electrical Rewire is carried forward from 2015/16 to 2016/17
3. That, subject to recommendation 2, Cabinet delegate authority to the Head of Finance, in consultation with the Managing Director and Leader, to award contracts and accept the most economically advantageous tenders to deliver the project as described in this report and for the Head of Legal Services to prepare and execute the required works contracts, subject to the total value of these contracts being contained within the approved funding.
4. That, subject to recommendations 2 and 3, Cabinet approve the relocation of staff from Provincial House to the Civic Offices as described in this report.

5. That, subject to recommendations 2 and 3, Cabinet approve the relocation of the Open Learning Centre service and its associated staff from Provincial House to Barry Library as described in this report.
6. That, subject to recommendations 2 and 3, Cabinet approve the vacation of Provincial House at the appropriate time.
7. That, subject to recommendations 2 and 3, Cabinet approve the proposals for works to be completed at the Civic Offices site as described in this report.
8. That, subject to recommendations 2 and 3, Cabinet approve the proposals for works to be completed at the Barry Library site as described in this report.
9. That, subject to recommendations 2 and 3, Cabinet delegate authority to the Head of Finance, in consultation with the Leader and Managing Director, to manage the project as described in this report, including the temporary relocation of staff if required within the Council's existing office building portfolio.
10. That Cabinet receive further updates on the project as it progresses.

## **Reasons for the Recommendations**

1. To provide an update to Cabinet on the progress of the project.
2. To amend the 2015/16 and future years' Capital Programme.
3. To ensure that contracts are awarded in a timely manner and consistently with the Council's procurement requirements so as not to cause any delays to the project, subject to the total value of these contracts being contained within the approved funding.
- 4-5 To enable Provincial House to be vacated.
6. To enable the Council to relinquish the lease on Provincial House at the appropriate time to deliver the benefits outlined in this report and minimise any impact on the Council's business operations.
7. To ensure that the Civic Offices site can accommodate the staff and associated services currently located at Provincial House and that the building is compliant with relevant legislation.
8. To ensure that the Open Learning Centre can be relocated to the Barry Library site.
9. To enable the project to be efficiently managed and any potential disruption to services limited.
10. To ensure Members are kept informed of progress.

## **Background**

4. Cabinet endorsed phase one of the Space Project on 25 February 2013 to relocate approximately 94 Children & Young People Services staff and associated facilities from Haydock House to the Docks Office and in so doing, the vacation and disposal of Haydock House was realised. The sale of this property was completed in May 2014 realising a capital receipt and annual savings of approximately £90k associated with the running costs of the building.
5. Haydock House was the first of the Council's corporate office buildings to be disposed of as part of the Space Project. Following this, the Council has considered a second stage of the project which involves termination of the lease on Provincial

House based at Kendrick Road, Barry, in order to deliver annual financial savings and operational efficiencies through the co-location of services.

6. The Council took over a lease agreement for Provincial House on 24th March 2006, which is due to come to an end on 11th November 2016. On 27th July 2015, Cabinet granted delegated authority to the Head of Finance in consultation with the Leader to relinquish the lease of Provincial House when the contractual term ends in November 2016, subject to a separate report being presented to Cabinet outlining detailed proposals for the relocation of staff in due course. (Minute C2871).
7. This report sets out the proposals in line with the previous delegation and seeks approval to relocate staff and associated services following Council's approval of the Final Budget Proposals for the Capital Programme for the years 2016/17 to 2020/21 on 2nd March 2016.
8. Currently the Council's Human Resources service and Learning and Skills directorate are based in Provincial House, which is primarily used for office accommodation. In addition, the building accommodates the Council's Occupational Health suite as well as the Open Learning Centre which delivers training courses to members of the public in a classroom environment.
9. The termination of the lease relating to Provincial House would generate estimated revenue savings of £363k per annum, based on the current running costs of the building. This contributes to the Council's Reshaping Services Programme, which contains a project seeking to deliver operational efficiencies and financial savings from the Council's office accommodation portfolio.

## **Relevant Issues and Options**

### **Relocation of HR & Learning and Skills (excluding Open Learning Centre)**

10. 31 Human Resources (HR) staff and 108 Learning and Skills staff are currently based in Provincial House. In order to vacate Provincial House, a series of options have been considered for the relocation of staff and services. The Council's main office accommodation portfolio consists of the Docks Office (which was considered as part of the first phase of the Space project), Alps Depot, Court Road Depot, Provincial House and Civic Offices. Due to the nature of these services it was considered that a location in Barry was appropriate for both Learning and Skills and HR services. It is therefore proposed that these services be relocated to the Civic Offices due to it being the only Barry-based office with sufficient potential capacity available to accommodate these services (subject to the works described in this report being undertaken).
11. To provide adequate office space within the Civic Offices for HR and Learning and Skills to be relocated from Provincial House, there is a requirement for a series of staff moves, some changes to the physical layout of the building, the increased use of smarter working (including an element of hot-desking) and a reduction in the amount of space used for physical file storage.
12. [Appendix A](#) illustrates which services are based on each floor of the Civic Offices now and which services will be based on each floor of the Civic Offices should the proposals contained in this report be implemented.
13. Implementing the changes detailed in [Appendix A](#) offers the opportunity for the co-location of teams in larger open plan spaces. For example, moving HR into the Civic

Offices complements the recent restructure to merge TransAct and HR functions and further supports the future development of the service.

14. To ensure an equitable and efficient allocation of space to all staff and services within the Civic Offices a number of general rules were applied when planning the space. These rules were applied to phase one of the project at the Docks Office and include allocating a 6m<sup>2</sup> “space standard” per person and maintaining kitchen and toilet facilities in line with corporate standards, providing cellular offices for staff who are at a Head of Service level or above only and reusing existing furniture wherever possible. Where exceptions to these general rules have been required, these have been agreed with the Managing Director. Where work to the building is required to achieve the changes, this will be minimised wherever possible. For example the removal of existing partitions to create larger offices will necessitate some remedial works such as the replacement of carpet tiles and decoration. The exact extent of these works has been considered on a room-by-room basis.
15. The changes propose that the Council’s Occupational Health suite is relocated from Provincial House to the Lower Ground Floor of the Civic Offices. This is an essential staff service, operated by both Council and medical staff and requires private access. Locating this service on the Lower Ground Floor of the Civic Offices will enable unrestricted access from the rear entrance of the building.
16. In order to implement the above changes, smarter working, including an element of hot-desking is required. The principles of smarter working and hot-desking have been discussed with all service managers and where possible have been applied to space consolidation plans as part of the project. The Regulatory Services Project, which has created a shared service between Bridgend, Cardiff and the Vale of Glamorgan, has ensured that smarter working features within the new operating model. The space project team have worked closely with the Regulatory Services project to ensure that opportunities for smarter working are made possible through space planning. For example, the service requested the creation of a drop-in area on the ground floor of the Civic Offices, offering a hot desking arrangement for staff who work offsite for the majority of the day, but occasionally need to access to a computer and telephone. This negates the need for every member of staff in the new structure to have exclusive use of a desk, ultimately saving both space and money.
17. An initial review of storage held in corporate office buildings has been undertaken and has identified a significant amount of physical storage in both the Civic Offices and Provincial House. The opportunity has been taken to reduce and consolidate storage and consider increased electronic storage of files and documents, thereby reducing space requirements following the proposed move to the Civic Offices. The Council has accessed external scanning services via an ESPO framework and Human Resources and Learning and Skills staff are working to digitise the large amount of paper storage currently held. It is necessary that this work is completed prior to the office moves taking place. This scanning exercise is complementing the implementation of TRIM (the Council’s Record Management System) within Learning and Skills and Human Resources, which is currently underway. The estimated costs associated with the scanning exercise are outlined in the relevant sections of this report.

### **Electrical and Data Works at the Civic Offices**

18. The Civic Offices were built in 1979 and formally opened by the Princess Royal in 1981. Since that date, limited large-scale maintenance has been undertaken on much of the building’s infrastructure. The Electricity at Work Regulations 1989,

require electrical installations to be maintained so as to prevent, as far as reasonably practicable, danger. The Regulations also state that all electrical systems must be maintained to be safe at all times. Part of this regime requires that a Fixed Electrical inspection is undertaken every five years. Testing of the Civic Offices was conducted by a third party supplier on a floor by floor basis in 2014 and 2015, with the results being “unsatisfactory” on each of the six floors. Urgent works categorised as Category 1 on the Certificate have been undertaken, leaving the remaining Category 2 and 3 items outstanding. All items are required to be completed before a satisfactory rating and certificate is issued. Since the fixed electrical inspection was undertaken, the Council have continued to carry out regular assessments of the electrical network to ensure any risks are monitored and that the safety of staff and building users is not compromised.

19. The Civic Offices building is over 30 years old and little electrical upgrade work has taken place during this time. Electrical installations have a generally accepted life span of 25 years. The changes that have been made to the building over time have steadily increased the demand for power and data. The existing electrical distribution boards are full to capacity and there is no room for extension. These boards are also obsolete and it has been confirmed that there are no spare parts available. This is a fundamental issue that requires immediate attention.
20. The communications infrastructure (cabling and hardware supporting the wired/wireless transmission of ICT data and operation of the telephony system) is also at capacity within the Civic Offices. With an increasing demand being placed on data by both an increase in the number of staff within the Civic Offices and by software applications in use by the Authority as a whole, works are required to replace the cabling with greater capacity CAT-6a cabling and to enhance the wireless infrastructure within the building.
21. There are also likely reputational and insurance consequences relating to not having a satisfactory electrical installation in the Civic Offices. With the current distribution boards being at capacity, increased demand on the electrical network could result in increased instances of power outages, which will impact upon the operation.
22. With current data networks also being at capacity, increased demand could result in a higher number of outages, which will impact upon the operational efficiency of the Authority.

### **Civic Offices Works**

23. It is proposed that the works to electrical and ICT installations described above should be undertaken in parallel with the physical works required to relocate staff from Provincial House to the Civic Offices. This approach would minimise the cost and overall disruption associated with the works as well as minimising the risks of further increasing the demands on the building’s power and data systems resulting from increased numbers of staff being located on this site. Undertaking the electrical works would result in a satisfactory rating being achieved for the Civic Offices as the design for the works addresses all currently outstanding category two and three items (many of which relate to the existing distribution boards which would be replaced).
24. It is proposed that works will be undertaken on a complete floor-basis and will involve the removal and replacement of all ceilings and lighting in the building. This means that all electrical, data and physical works will be undertaken on a whole floor before the floor is handed back to the Council and the contractor will move on to the next floor. Providing the contractor with access to an entire floor will mean that it will not

be accessible to staff and building users for a period of time. A programme of works, including the temporary relocation of staff, will be produced in consultation with the preferred contractor to minimise the impact upon the Council's operations. Health and safety considerations for staff and building users will be of paramount importance in planning and undertaking the works to the building. It is intended that all customer facing activities will remain undisrupted throughout this period.

25. The project has taken advice from Building Control on the proposals. It has been recommended that an element of work is carried out to improve fire compartmentation to protected stairways, third floor roof voids and store rooms within the Civic Offices to ensure fire safety compliance. It is proposed that this work is undertaken at the same time as the electrical and ICT installations as part of this project as it will require above-ceiling access, which will be enabled through the removal of ceilings as described above.
26. It is proposed that delegated authority be given to the Head of Finance, in consultation with the Leader and Managing Director, to manage the project as described in this report, including the temporary relocation of staff if required within the Council's existing office building portfolio. The project has recently appointed a temporary project manager who is responsible for the planning and day to day running of the project, including interaction with the contractor and service areas to ensure minimal impact on the day to day running of the Council's operations. A project board has been established with representation from relevant departments. The board will meet regularly to ensure oversight of the project.
27. A communications plan has been developed by the cross-departmental project team to ensure that building users and staff based at the Civic Offices receive timely and relevant updates. Core Brief has been used as a method of communication to date, alongside face to face meetings with all impacted Heads of Service and Directors. It is proposed that if this report is approved by Cabinet, face to face drop in sessions will be held for all impacted staff to meet members of the project team and discuss the detail of the project. A 'move champion' will be identified within departmental teams so that the project team has a single point of contact through whom messages can be communicated clearly. It is also proposed that as the project progresses a weekly report is presented to the Council's Corporate Management Team to provide a status update on the works and to flag any issues and risks. This will also ensure that any communications are agreed at a senior level before filtering down to staff. A communications plan will also be enacted for the users of the Open Learning Centre and Barry Library to ensure all are aware of the project's development.
28. Formal tender processes have been conducted for the combined physical, electrical and data works at the Civic Offices and Barry Library. These have been tendered as two separate projects in order to facilitate both being undertaken concurrently. Tender evaluation processes have been undertaken resulting in the identification for a preferred tenderer for both contracts.
29. Full Council agreed the Capital Budget proposals for 2016/17 to 2020/21 on March 2nd 2016, which contained provision for the following three schemes relating to this project; Space Project/Reduced Office Accommodation, Civic Offices Rewire and Civic Offices Network Rewire. It is proposed that Cabinet delegates authority to the Head of Finance in consultation with the Leader and Managing Director to now award contracts and accept the most economically advantageous tenders to deliver the project as described in this report, subject to the total value of these contracts together with the ancillary works/services and fees being contained within the approved funding available to this project.

30. Work is currently underway on post tender negotiations with the preferred tenderer for the Civic Offices project. These negotiations relate to amendments to the scope of works included in the tender invitation documents and phasing implications that may affect the overall duration of the contract.
31. Subject to approval of this report and formal execution of contracts, a period of mobilisation will commence with the appointed contractor. It is currently envisaged that the works will commence from April 2016, with the majority of the works completed in the 2016/17 financial year. Further updates will be presented to Cabinet as the project progresses.

### **Relocation of Open Learning Centre (OLC) from Provincial House to Barry Library**

32. The Open Learning Centre (OLC) offers training courses to members of the public. Currently located on the ground floor of Provincial House, the OLC occupies a number of classrooms, crèche and office facilities. The centre currently has around 370 learners each year and operates a timetable of classes during term times.
33. It is proposed that the OLC be located on the site of the existing Barry Library (first floor) to further develop the Library as a “community learning hub”, capitalising on synergies between Adult Learning and the Library service.
34. This move also ties in with the recent structural move of Arts Development, which now sits within the Learning and Skills Directorate, reporting into the Principal Librarian. This change has assisted with the creation of a “community learning hub”, as the Gallery, Library and Open Learning Centre all fall under the same management structure and, subject to the proposals outlined in this report being approved, will all be based at the same site making it a more attractive, efficient and convenient proposition for service users.
35. The changes that are proposed to Barry Library in order to accommodate the Open Learning Centre are all based on the first floor of the building and within current Library space. It is proposed that three classrooms, an office space and a crèche (with toilet facilities) are created at the rear of the building and that the existing ICT suite on first floor is used as the fourth classroom. These changes will require the rationalisation of existing Library equipment across both floors. It is proposed that existing Library Reception space is used for the Open Learning Centre, rather than creating a separate area. It is also proposed that Open Learning Centre storage is accommodated within existing Library storage space on the Lower Ground Floor of the building.
36. The project team will continue to work closely with Learning and Skills staff to ensure that any building works that are required to achieve the above changes have minimal impact on the delivery of the service. Out of hours working will be carried out where possible to minimise disruption to staff and the public. As part of the project’s communications plan, a consultation exercise will be undertaken with Open Learning Centre service users.
37. Separate tenders were submitted for the Open Learning Centre and Civic Offices, due to the specialist nature of the works required to the Civic Offices to undertake the electrical and data upgrades and to ensure that costs were kept to a minimum. Tendering separately also meant that the work to the Civic Offices and Barry Library can be carried out simultaneously.
38. As indicated above, it is proposed that delegated authority be given to the Head of Finance, in consultation with the Leader and Managing Director, to manage the project as described in this report, including the temporary relocation of staff if

required within the Council's existing office building portfolio. The project has recently appointed a temporary project manager who will be responsible for the planning and day to day running of the project, including interaction with the contractor and service areas to ensure minimal impact on the day to day running of the Council's operations.

39. Subject to approval of this report and formal execution of contracts, a period of mobilisation will commence with the appointed contractor. Work is currently underway on post-tender negotiations relating to the scope of works and therefore the overall duration of the contract. Further updates will be presented to Cabinet as the project progresses.

### Resource Implications (Financial and Employment)

40. The approved Capital Programme for the Space project is summarised below:

	2015/16 £000	2016/17 £000	2017/18 £000	Total £000
Space Project	1,002	300	0	1,302
Civic Offices	225	1,258	72	1,555
Electrical Rewire Civic Offices	0	250	23	273
Network Rewire				
<b>Total £000</b>	<b>1,227</b>	<b>1,808</b>	<b>95</b>	<b>3,130</b>

41. It is recommended that the majority of these capital amounts are reprofiled as shown below. As such the re-profiled Capital Programme for these works would be as follows:

	2015/16 £000	2016/17 £000	2017/18 £000	Total £000
Space Project	110	1,162	30	1,302
Civic Offices	25	1,458	72	1,555
Electrical Rewire Civic Offices	0	250	23	273
Network Rewire				
<b>Total £000</b>	<b>135</b>	<b>2,870</b>	<b>125</b>	<b>3,130</b>

42. As such, it is recommended that Cabinet approve the following amendments to the Capital Programme:

- £862k relating to the Space Project is carried forward from 2015/16 to 2016/17
- £30k relating to the Space Project is carried forward from 2015/16 to 2017/18 in respect of release of retention monies required at the end of the defect liability period, including associated fees
- £200k relating to the Civic Offices Electrical Rewire is carried forward from 2015/16 to 2016/17

43. To date, two tender processes have been undertaken: firstly for works to the Civic Offices and secondly to the Barry Library site for the proposed Open Learning Centre. The tender processes were initiated in compliance with the Council's

Financial Regulations/Contract Standing Orders. The Council has since adopted a new Constitution which contains revised contract procedure rules and an associated procurement code of practice. Due regard has, and will continue to be, given to the requirements reflected in the Constitution.

44. Following Cabinet's consideration of this report, and in order to award contracts for works on the Civic Offices and Barry Library and to ensure timely mobilisation of the contractor, it is proposed that Cabinet delegates authority to the Head of Finance, in consultation with the Managing Director and Leader, to award contracts and accept the most economically advantageous tenders to deliver the project as described in this report and subject to the total value of these contracts being within the approved funding available to this project.
45. In addition to the contracts for works at the Civic Offices and Barry Library, there will be procurement exercises associated with removals and file scanning, as well as any remedial works to Provincial House in respect of dilapidations. It is proposed that these contracts form part of the delegated authority to the Head of Finance, subject to the total values being within the overall budget available to the project.
46. The cost of removals associated with the move of Learning and Skills and Human Resources to the Civic Offices and the Open Learning Centre to Barry Library and to undertake all internal moves in order to achieve the proposed layouts will be included within the total budget for this project.
47. The Council have accessed external scanning services via an ESPO framework and are currently undertaking a pilot as part of a potentially larger exercise within Human Resources and Learning and Skills to digitise the paper storage currently held. The cost of this work will also be included within the total project budget.
48. It is intended that the re-use of current furniture and equipment will be prioritised and as such the purchase of new furniture will be kept to an absolute minimum.
49. The Council's Reshaping Services Programme has allocated a £672k savings target to 'a review of council wide property costs, including running costs'. £100k of this savings target is to be achieved in 2015/16, as approved by Council on 4 March 2015 (minute 941), with a further £209k to be achieved in 2016/17 and £363k in 2017/18, as approved by Council on 2nd March 2016. The £363k saving of revenue costs related to the running cost of Provincial House will contribute to this. The amount of savings to be realised in 2016/17 will be dependent upon the date Provincial House is vacated. As such the profile of savings may be impacted and will be reported as part of the Council's Financial Monitoring processes.
50. Trade Unions have been briefed regarding these proposals and will continue to be kept updated at regular meetings. Staff currently based at both Provincial House and the Civic Offices have been engaged throughout the process and all impacted service areas have contributed to the design of proposals to ensure that the changes meet their requirements.
51. A communications plan has been developed by the cross-departmental project team to ensure that building users and staff based at the Civic Offices receive timely and relevant updates. Core Brief has been used as a method of communication to date, alongside face to face meetings with all impacted Heads of Service and Directors. It is proposed that if this report is approved by Cabinet, face to face drop in sessions will be held for all impacted staff to meet members of the project team and discuss the detail of the project. A 'move champion' will be identified within departmental teams so that the project team has a single point of contact through whom messages

can be communicated clearly. It is also proposed that as the project progresses a weekly report is presented to the Council's Corporate Management Team to provide a status update on the works and to flag any issues and risks. This will also ensure that any communications are agreed at a senior level before filtering down to staff. A communications plan will also be enacted for the users of the Open Learning Centre and Barry Library to ensure all are aware of the project's development.

52. A number of non-financial benefits would also be realised which meet the other objectives of the Space Project. These include co-location of teams in larger open, plan and fit for purpose spaces within service areas. For example, moving HR into the Civic complements the recent restructure to merge Transact and HR functions and further supports the future development of the service.

### **Sustainability and Climate Change Implications**

53. The termination of the lease relating to Provincial House will equate to energy savings of 107 carbon emission tonnes per annum.
54. The installation of LED lighting throughout the Civic Offices as part of the electrical upgrade works is a more energy efficient technology than the fluorescent lighting that is currently installed, using around 50% less energy for the same light output. There are also lower maintenance costs associated with replacements and better automatic performance with automatic controls. This also assists with the Council's carbon emission reduction targets.
55. SALIX is a ring-fenced fund for investing in energy-saving installations such as low-energy lighting. The savings made by the installation are used to repay the investment interest-free. Depending on the final agreed lighting layout SALIX funds may be available to contribute toward the costs of the proposed new lighting and lighting controls up to a value of approximately £100,000.
56. The Well-Being of Future Generations (Wales) Act which comes into force in April 2016, places a duty on public bodies to act in accordance with the sustainable development principle (ensuring that the needs of the present are met without compromising the ability of future generations to meet their own needs). The Space project contributes to the sustainable development principle in that it demonstrates the Council is considering looking to the long term in making decisions by consolidating office accommodation and as such reducing carbon emissions. The Space project contributes to the Council's integrated planning processes in managing assets and finances efficiently and effectively.

### **Legal Implications (to Include Human Rights Implications)**

57. The award of the contracts will be in line with the Council's Contract Procedure Rules as detailed in the Council's Constitution (2015).
58. Undertaking the electrical works as described in this report would result in a satisfactory rating being achieved for the Civic Offices, as the design for the works addresses all currently outstanding category two and three items (many of which relate to the existing distribution boards which would be replaced).

### **Crime and Disorder Implications**

59. There are no direct crime and disorder implications associated with this report.
60. During the works to the Civic Offices and Barry Library, security arrangements at both buildings will be reviewed to ensure that sufficient cover is in place.

## **Equal Opportunities Implications (to include Welsh Language issues)**

61. The Council must comply with the public sector equality duty (section 149) of the Equality Act 2010 when coming to a decision. An Equalities Impact Assessment (EIA) has been developed and can be found in [Appendix B](#). The EIA has identified the potential for adverse impact and details the mitigating actions that will be undertaken. The EIA will be regularly reviewed and revised throughout the consultation and implementation phases of the project and reported back to Cabinet as required and before a final determination is made of these proposals.

## **Corporate/Service Objectives**

62. This report links to a number of corporate objectives, including the Reshaping Services programme and the requirement to deliver value for money services and efficient use of assets.

## **Policy Framework and Budget**

63. This is a matter for Executive decision.

## **Consultation (including Ward Member Consultation)**

64. There are no implications for Ward Members resulting from this report.  
65. Trade Unions have been consulted on these proposals.

## **Relevant Scrutiny Committee**

66. Corporate Resources

## **Background Papers**

Initial Capital Programme Proposals 2016/17, 16 November 2015

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes,\\_agendas\\_and\\_reports/reports/cabinet/2015/15-11-16/Initial-Capital-Programme-Proposals-201617.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/cabinet/2015/15-11-16/Initial-Capital-Programme-Proposals-201617.aspx)

Cabinet Report - Space Project, 25 February 2013

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes,\\_agendas\\_and\\_reports/reports/cabinet/2013/13-02-25/space\\_project.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/cabinet/2013/13-02-25/space_project.aspx)

Cabinet Report – Space Project Progress Report, 24 March 2014

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes,\\_agendas\\_and\\_reports/reports/cabinet/2014/14-03-24/Space-Project---Progress-Report..aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/cabinet/2014/14-03-24/Space-Project---Progress-Report..aspx)

Cabinet Report – Jones Lang LaSalle Asset Management Review, 27 July 2015

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes,\\_agendas\\_and\\_reports/reports/cabinet/2015/15-07-27/Jones-Lang-LaSalle-Asset-Management-Review.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/cabinet/2015/15-07-27/Jones-Lang-LaSalle-Asset-Management-Review.aspx)

Cabinet Report - Reshaping Services Programme Update, 14 December 2015

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes,\\_agendas\\_and\\_reports/reports/cabinet/2015/15-12-14/Reshaping-Services-Programme-Update.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes,_agendas_and_reports/reports/cabinet/2015/15-12-14/Reshaping-Services-Programme-Update.aspx)

## **Contact Officer**

Carys Lord, Head of Finance

## **Officers Consulted**

Managing Director  
Director of Learning & Skills  
Director of Environment & Housing  
Head of Finance  
Head of Performance & Development  
Head of Human Resources  
Head of Legal Services  
Strategic Estates Manager  
Commercial and Quantity Surveying Manager  
Head of Strategic ICT  
Operational Manager, Policy & Performance

## **Responsible Officer:**

Rob Thomas, Managing Director