

<b>Committee(s):</b>	<b>Date(s):</b>
Corporate Asset Sub-Committee	22 <sup>nd</sup> May 2013
<b>Subject:</b> Walbrook Wharf – Transfer of responsibilities	<b>Public</b>
<b>Report of:</b> City Surveyor (CS:160/13)	<b>For Information</b>
<p><b>Summary</b></p> <p>The responsibility for the management of the Walbrook Wharf complex recently transferred from the Department of Built Environment to the City Surveyors Department. The catalyst for change in responsibility was due to the Guildhall Accommodation Review resulting in the majority of the Department of Built Environment staff moving to Guildhall. The future proposed occupancy of Walbrook Wharf offices prompted Chief Officers to consider how best the complex should be managed. The logical outcome was for the office block and complex at Walbrook Wharf to be managed as a corporate building and operational facility.</p> <p>On 1<sup>st</sup> April 2013, the City Surveyor accepted responsibility which included the transfer of some staff who conduct a facilities management role from the Department of Built Environment to the City Surveyor.</p> <p>This change in responsibility is an example of positive and collaborative development in strategy regarding the corporate management of property and building services.</p> <p><b>Recommendation</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Note the content of this report.</li> </ul>	

## Main Report

### Background

1. As a result of the Guildhall Accommodation Review, some departments have relocated to office space within Guildhall. The Department of Built Environment were by and large the sole occupier of Walbrook Wharf, however following large elements of the department moving to Guildhall, the vacated office space at Walbrook Wharf is being populated by a number of corporate departments and 3<sup>rd</sup> parties. As a result of the change in occupation of Walbrook Wharf, the City Surveyor and the Director of Built Environment agreed that the management of the Walbrook Wharf complex should transfer to the City Surveyors Department and be managed as a corporate property.

2. The transfer of management of the Walbrook Wharf complex is limited to property asset and facilities management, and does not include the cleansing operational management of the contractual arrangements with service contractors operating and occupying facilities related to waste and environmental services. This responsibility remains with the Department of Built Environment managing Enterprise plc (now part of the Amey group of companies) and Cory Environmental Ltd.
3. Following a period of due diligence, the transfer of responsibilities was agreed to coincide with the Financial Year end and took effect on 1<sup>st</sup> April 2013.

### **City Surveyor divisional responsibility**

4. The specific divisional responsibility within the City Surveyors Department for Walbrook Wharf lies with the Corporate Property Group which manages corporate buildings across the Corporation's estate portfolio. The Guildhall Manager has assumed responsibility for the facilities management of the property.

### **Staffing issues**

5. The transfer of responsibilities considered those members of staff employed by the Department of Built Environment whose roles and responsibilities were for property and facilities management. Three members of staff were identified. It was agreed between the departments that these members of staff should transfer to the City Surveyor to continue in managing the facilities and report to the Guildhall Manager, Corporate Property Group.
6. With the integration of the staff into Corporate Property Group, efficiencies and the further development of the facilities management role will now be explored.

### **Financial implications**

7. The budgets previously utilised by the Department of Built Environment for the provision of facilities services were identified by the Chamberlain for transfer to the City Surveyor. This resulted in the transfer of a Local Risk budget amounting to £826,000 and a Central Risk budget of £698,000. It is intended that a review of Local and Central Risk budgets will be conducted 6 months after the transfer date, to determine if the correct budgets have been allocated to providing the service.

## **Occupancy**

8. The Guildhall Accommodation Review has set out the planned future occupancy for the Walbrook Wharf office accommodation, which will consist of the following departments and 3<sup>rd</sup> party organisations:
  - Department of Built Environment
  - Markets and Consumer Protection Department
  - Chamberlains Department (Revenue Collection Group)
  - Occupational Health & Welfare Services
  - City Police Licencing
  - Association of Port Health Authorities
  - Coroner & Coroners Court Office
  - Trading Standards Institute
  - GMB union
9. In addition, new accommodation is planned to be built above the cleansing depot which is part of the City of London Police accommodation strategy, but is subject to feasibility and planning consent.

## **Conclusion**

10. The City Surveyor continues to develop the provision of corporately managed facilities services developing and improving the delivery of facilities management for the City. With the Walbrook Wharf office space becoming a corporately shared managed facility, this reflects the intent in developing the overarching strategy in delivering efficient facilities services, whilst allowing service departments to focus on their core activities. With the integration of the staff into Corporate Property Group, efficiencies and the further development of the facilities management role will be explored.

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