

## **Social Services – Child & Family Asset Management Plan 18-19**

### **Service Description**

Child & Family Services promote better outcomes for children, placing the voice of the child at the centre of the service, and aim to reduce the number of children with complex needs having to live outside of Swansea. They ensure that each of the vulnerable children supported can be assured of the best possible services to enhance their wellbeing.

### **Asset Implications**

- Outcomes/ decisions taken as part of the Commissioning reviews could have an impact on asset provision:
  - Family Support Continuum
- Outcomes/decisions taken within Western Bay Regional Partnership Board could have an impact on asset provision, e.g. Regional Adoption Service
- Implementation of corporate Agile working programme/policy.
- Changes to social work management/team structures
- Further development of partnership with BAYS
- Implementation of WCCIS (Wales Community Care Information System) is due to commence in late 2017/early 2018.
- Current in-house children's residential homes needing relocation and investment to ensure fit for purpose, and meeting standards under Regulation and Inspection of Social Care (Wales) Act 2016.

### **List of Assets**

#### **1. Council owned assets – adhere to the Corporate Tenancy Agreement**

Cockett House
Nant Y Felin
Coed Lan Children's Home
Dynevor Centre

#### **2. Assets leased to the Council – adhere to the individual lease agreement**

Unit 5 Sharpmaster House
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## **CORPORATE TENANCY AGREEMENT**

### **Responsibilities**

For the avoidance of doubt, each party will perform the following responsibilities.

### **Corporate Landlord**

- Responsibility for all technical services including building surveys, mechanical and electrical engineering, asbestos/legionella surveys, energy efficiency advice , a full compliance service via compliance officers to include fire, security, glazing and legislative audits. A conduit to the local authorities CDM service, construction officers, project managers, structural engineers, estates and asset management surveyors.
- Administer all requests for day-to-day, planned, statutory and cyclical maintenance for the building.
- Ensure all statutory duties are carried out with regards to asset / building compliance with current legislation, including boiler plant testing/servicing, fire alarm testing/servicing, fixed electrical inspection/testing, gas soundness testing, emergency lighting testing/servicing, lifting equipment inspection/testing, independent third party examinations.
- Ensure all legionella risk assessments, asbestos surveys, fire risk assessments; energy performance certificates are available via TF system.
- Provision of an emergency response for out of hours building maintenance related issues.
- Provision of a Facilities Management Service; including all non-emergency maintenance requests and online website via Staff Net. Any proposed alterations, 3<sup>rd</sup> party lettings or room hire to the Facility including grounds cannot be undertaken unless an online (Landlord Building Consent/3<sup>rd</sup> Party Lettings Consent) application has been submitted via the Facilities Management website and approved by Facilities Management/Estates to undertake the said works.
- Provision of all energy management advice.
- Advice on all strategic estate and asset management issues relating to the building.
- Provision of cleaning services to an agreed specification.
- Provision of all ground maintenance and services.
- Subject to budget transfers responsible for all costs associated with day-to-day maintenance utilities, building cleaning, planned maintenance, rent, NNDR, grounds maintenance, security, window cleaning.

### **Tenant**

- To ensure a nominated person is appointed to act as the Premises Manager for all building/ grounds related issues;
- To respond and report building maintenance issues in a timely manner.
- To complete the Landlord Consent form before considering any work on the building, please complete the form in the link <http://www.swansea.gov.uk/staffnet/buildingconsent>

- If you have access to a Handyman, there are limitations as to the type of repair and maintenance work they are permitted to undertake. Please contact the Compliance Team via email or phone for advice and guidance before undertaking any works on the building.
- To act as key holder.
- Day to day management of cleaning staff.
- Workplace traffic management at site
- First aid arrangements for the premises
- Managing contractors on site
- Fire Management (must be recorded)
  - Daily inspection of the Fire Alarm panel for normal operation of the system
  - To test manual call break points on a weekly basis and ensure the fire alarm sounders can be heard, any doors operated by the fire alarm system are being released and closing fully.
  - To test emergency lighting (via test key/localised switch) on a monthly basis.
  - Undertake a visual inspection of Fire Extinguisher media (monthly).
  - Undertake regular housekeeping exercise where possible separating ignition sources from combustible materials.
  - Premises Manager is to ensure suitable and sufficient training delivered to staff by a competent person.
  - Fire Drills are undertaken to stimulate fire conditions on a six monthly basis.
- Legionella (must be recorded)
  - monitor water temperatures; water services that are used infrequently would need to be flushed weekly (as per legionella risk assessment).
- Asbestos (must be recorded)
  - Undertake periodic inspections of the site in line with asbestos management survey.
  - Ensure the asbestos survey is available at all times to site users; i.e. contractors.
  - In the event of a suspected breach carry out site emergency action plan and inform asbestos team within Corporate Building & Property services as soon as practicably possible.
- Waste Management
- Site security
- General building maintenance and housekeeping
- To be responsible for energy consumption and energy use providing meter reading information to the landlord as and when required.
- To occupy in accordance with the Council insurance policy.
- Not to undertake any alterations or lettings, or hire within the building and or grounds unless in accordance with the Council's landlord consent procedure; as explained on FM Website; see link; <http://www.swansea.gov.uk/staffnet/facilitiesmanagement>