

Freedom of Information requests

2011

Reference number: 11-009

Please find below a Freedom of Information request.

The purpose of this request is to help compile an overview of the UK properties within your organisation and ultimately within Central Government. All information provided will be used in an aggregated form.

28/07/2011

Your assistance is greatly appreciated and also helps to reduce the number of individual FOI requests you receive. Kable consolidates information for a number of stakeholders including the Cabinet Office and UK Trade and Investment as well as all the major back office suppliers to Government.

As such, under the current terms of the Freedom of Information Act please can you provide me with answers to the following questions:

For **each building** in your organisation which is used primarily as **office space**, please supply the following:

1) UK postcode.

2) Net Internal Area (NIA) of the building – sq m.

3) Staff (latest available data)

a) Approximate total number (FTE) of office based staff for the building.

b) *Optional*: If you also have available the total headcount of office based staff for the building, please indicate this.

4) Tenure. Please indicate if the property is **either**:

a) Owned by your organisation (freehold or leasehold)

b) Managed under a PFI agreement

c) Rented or leased

BUILDING IDENTIFICATION	1) UK POSTCODE	2) NET INTERNAL AREA (sq m)	3) STAFF		4) TENURE		
			a) FTE	b) Total headcount	a) Owned (freehold or leasehold)	b) Managed under a PFI agreement	c) Rented or leased
<i>Example building 1</i>	<i>NW1</i>	<i>7,400</i>	<i>550</i>	<i>700</i>	<i>N</i>	<i>N</i>	<i>Y</i>
<i>Example building 2</i>	<i>EC1 0XP</i>	<i>370</i>	<i>60</i>	<i>n/a</i>	<i>Y</i>	<i>N</i>	<i>N</i>
Building 1					<i>Please choose either a) or b) or c)</i>		
Building 2							
Building 3							
...etc.							

5) For each of the buildings you have listed that is *not* currently owned by your organisation (*i.e. you answered b) or c) to Q4*), please supply the following, if available

a) The approximate annual rental cost

b) Any known lease break dates

6) For all buildings you have listed, please supply the annual operational costs for the latest year available, *excluding* rent.

We expect that this will normally include rates, net service charge, maintenance, cleaning, utilities, security etc. but please supply the headline figure that you usually use, specifying what is included / excluded only if necessary.

Where it is not possible to break this down by individual building, please provide a total figure for your estate.

BUILDING IDENTIFICATION	5) IF RENTED/ LEASED		6) ANNUAL OPERATIONAL COSTS (latest year)	NOTES
	a) Approx annual rental cost	b) Lease break date		
<i>Example building 1</i>	<i>£2,790,500</i>	<i>01/07/2020</i>	<i>£600,000</i>	<i>n/a</i>
<i>Example building 2</i>	<i>£90,000</i>	<i>n/a</i>	<i>£7,000</i>	<i>Security not included in op costs</i>
Building 1				
Building 2				
Building 3				
...etc.				

I look forward to receiving the information requested as soon as possible and in any event within 20 working days of receipt.

I have attached a template for your convenience. If it is easier for you to provide the information in a different format, please do so.

If you cannot supply the specific information that I am requesting, please provide the corresponding data that you submitted to the e-PIMs database.

If you are proposing to make a charge for providing the information requested, please provide full details in advance, together with an explanation of any proposed charge.

Thank you in advance for your assistance. If you require any clarification of this request please contact me as soon as possible.

12 August 2011

Reference number: 11-009

Dear,

REQUEST FOR INFORMATION – *Information relating to properties managed by Amgueddfa Cymru.*

Thank you for your request for information. As Head of Knowledge and Information Management for Amgueddfa Cymru - National Museum Wales, I will be responding to your request for information.

I refer to your email of the 28th July 2010, in which you asked for information for each building the Museum uses primarily as office space, supplying the following specific information:

- 1) *UK postal code*
- 2) Net Internal Area (NIA) of the building – sq m.
- 3) Staff (latest available data)
 - a) Approximate total number (FTE) of office based staff for the building
 - b) Optional: if you also have available the total headcount of office based staff for the building, please indicate this.
- 4) Tenure. Please indicate if the property is either:
 - a) owned by your organisation (freehold or leasehold)
 - b) Managed under a PFI agreement
 - c) Rented or leased
- 5) For each of the buildings you have listed is not currently owned by your organisation (i.e. you answered b) or c) to question 4), please supply the following, if available
 - a) the approximate annual rental cost
 - b) any known lease break dates
- 6) For all buildings you have listed, please supply the annual

operational costs for the latest year available, excluding rent.

We expect that this will normally include rates, net service charge, maintenance, cleaning, utilities, security etc. but please supply the headline figure that you usually use, specifying what is included / excluded only if necessary.

Where it is not possible to break this down by individual building, please provide a total figure for your estate.

In responding to your request for information, I have used the template you have provided. The template is provided as an attachment.

Your request specifically asked for information relating to buildings used primarily as office space. When I contacted you, I explained Amgueddfa Cymru – National Museum Wales is a national museum which means our buildings are not solely for office use and in some cases the ratio of office space to gallery / storage space is often 50:50. Therefore, the information provided represents buildings which are used for office space, galleries, public spaces and storage space.

You have requested information in relation to operational costs of all buildings. Where possible, I have provided specific costs for each location, however, where a global operational cost is only available; I have provided the global costs. This global cost includes operations associated with buildings maintenance (including pest control, window cleaning, grounds maintenance, cesspits, waste disposal and inspection and testing).

As I mentioned in our telephone conversation on the 11th August 2011, costs relating to cleaning and security are not included as these are activities provided by members of staff employed as cleaners and museum assistance. I am grateful for your indication that you understand this and you are happy for these details not to be included.

The information provided in the table represents Amgueddfa Cymru – National Museum Wales' properties and includes Turner House which is owned by the Museum but is currently leased to another organisation; therefore operational costs are not held by the Museum. As Amgueddfa Cymru – National Museum Wales does not hold the information you have requested for Turner House, I would inform you, in accordance with Section 1.1(a) of the Freedom of information Act 2000, the information you seek is not held by the Museum. To the extent that the Museum is unable to provide information that fully responds to your request, I must therefore provide you with a Refusal Notice under Section 17.1 of the Freedom of Information Act 2000, because in

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Parc Cathays, Caerdydd CF10 3NP/Cathays Park, Cardiff CF10 3NP
Ffôn/Tel (029) 2039 7951 Ffacs/Fax (029) 2057 3321
E-bost: post@amgueddfacymru.ac.uk/E-mail: post@museumwales.ac.uk

Llywydd/President Elisabeth Elias MA DL
Trysorydd/Treasurer J. Peter W. Morgan M.Sc FCS Cyfarwyddwr Cyffredinol/Director General David Anderson
Rhif elusen / Charity registration number: 525774
Rhif TAW / VAT registration number: GB 783 4541 10

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accordance with Section 1.1 of the Act, the information relating to operational costs of Turner House is not held by the Museum.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by the Museum. When dealing with any concerns, we will follow the principles of the National Museum of Wales' Code of Practice on Complaints, which is available on the Internet at www.nationalmuseumwales.org/en/45/ or by post to:

Mr. Robin Gwyn
Director of Communications
National Museum Wales
Cathays Park
Cardiff
CF10 3NP

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Head of Knowledge & Information Management

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E-bost: post@amgueddfacymru.ac.uk/E-mail: post@museumwales.ac.uk

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Trysorydd/Treasurer J. Peter W. Morgan M.Sc FCS Cyfarwyddwr Cyffredinol/Director General David Anderson
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Rhif TAW / VAT registration number: GB 783 4541 10

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