

## ASSET MANAGEMENT: UPDATED WORK PLAN JANUARY 2012

REQUIREMENT	WHAT CURRENTLY EXISTS	PROGRESS TO DATE AND ACTION REQUIRED	TIMETABLE and INTENDED OUTCOMES
<p>The Council has an up to date Asset Management Plan (AMP) that details existing asset management arrangements and outcomes and the planned action to improve corporate asset use.</p>	<p>The AMP has been updated to reflect the current situation.</p>	<p>The AMP is a working document that will be subject to change where there is a change in policy and service requirements.</p>	<p>Ongoing - review of AMP when changes required and at least on an annual basis.</p>
<p>The Council maintains an up to date Asset Register.</p>	<p>The Council uses computer-based 'Asset Manager' software to handle property data from both General Fund and HRA.</p> <p>The Mapinfo system forms the basis of the Council's Land Terrier system.</p>	<p>The Asset Register has now been updated to be IFRS compliant.</p> <p>All available information has been validated and inputted into Asset Manager and the Land Terrier has been reviewed by Legal Services.</p> <p>The Council will keep all corporate property data up to date, addressing ongoing changes when property is sold, purchased or subject to other data alterations.</p>	<p>Ongoing:</p> <p>All property management records are to be held on one system that will highlight casework needing action including rent reviews etc.</p>
<p>Regular review of Asset Valuations.</p>	<p>This is completed as part of the Council's final accounts process.</p>	<p>Assets will be re-valued each year on a rolling programme.</p>	<p><b>Annually in December:</b> Assets to be included within the rolling programme to be identified and valuations commenced.</p> <p><b>Annually from March:</b> Up to date Asset Register produced.</p>

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Corporate Disposals Policy.	The Council has a policy in place for identifying and disposing of assets considered to be "surplus to requirements."	<p>A number of unused assets have been identified as suitable for disposal and cases have progressed to Committee in line with this policy.</p> <p>Continued focus required on strategic opportunities to deliver a replacement Depot and town centre regeneration.</p>	<p><b>Ongoing:</b></p> <ul style="list-style-type: none"> <li>• Continued identification of unused surplus assets,</li> <li>• Disposals undertaken having regard to market conditions and capital needs,</li> <li>• Delivery of new Depot in 2013,</li> <li>• Future regeneration of the town centre and development of a Regional Business Centre.</li> </ul>
Develop a set of performance measures to evaluate asset use in relation to corporate objectives and utilise option appraisal and whole life costing techniques.	Performance measures are in place.	<p>These need to be developed further.</p> <p>As data is added and improved the full costs of ownership can be evaluated, suitability studies undertaken and this will strengthen decision making on asset use.</p>	<b>Ongoing.</b>
Deliver efficient use of space and pursue opportunities to share and rationalise accommodation.	The Council now shares the Civic Offices with DCC Social Services and District Registry Office, Northgate, CAB and Police.	All internal moves have now been completed. Additional parking provision is being addressed by the conversion of the Indoor Market into car parking.	<b>Ongoing:</b> The accommodation must be continually reviewed as service needs evolve. The Indoor Market car parking will need to be monitored to ensure optimum use.

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Benchmarking - review and develop PI's.	Performance indicators based upon current information. Some benchmarking has taken place with other Local Authorities within the area.	The latest indicators are enclosed within <b>Appendix 3</b> .  Benchmarking needs to be developed with other Local Authorities with comparable data and assets.	<b>By January 2012:</b> All existing performance indicators revised for 2010/2011.
The Council needs to maintain property surveys to prepare an annual programme of planned maintenance and assess backlog maintenance.	Stock condition surveys have now been completed for all assets.	The 5 <sup>th</sup> year tranche of condition surveys has now been completed.  The surveys are now being reviewed internally to reflect works now undertaken, tenant responsibilities and considered priority.	<b>Ongoing.</b>
The need to ensure that assets are fit for purpose through adequate provision of repair and maintenance.	This is being addressed by an internal review of the consultant condition surveys.	Surveys reviewed for Boardmans and George Holmes Business Centres. Further reviews required for the retail units and operational assets.	<b>Ongoing.</b> Priority, urgent works identified from these inspections are being addressed.
The Council's Capital Programme gives priority to potential capital projects based on formal approval process.	This is undertaken through the approved evaluation process.	No further action required at this stage.	<b>Ongoing.</b>

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The Council makes investment and disposal decisions based on option appraisal and whole life costing.	Option appraisals are a key component of any Committee report proposing acquisition or disposal.	The Council will carry out whole life costing and option appraisal on schemes where appropriate and in particular when reviewing major assets.	Ongoing.
The Council's arrangements for reporting to members are sufficient to fulfil their asset management responsibilities at both strategic and service level.	This is achieved through the Finance and Management Committee under its terms of reference.	No further action required at present.	To be kept under review.
Property/Estate Management is adequately resourced.	The Council is currently operating with a full team comprising 2 Property Surveyors supported by a Technician. External support is bought in from time to time.	No further action required.	
Certification of buildings to comply with European Energy Performance Directive.	The Council need to commission Energy Performance Certificates (EPCs) prior to the sale or letting of buildings and Display Energy Certificates (DECs) for public buildings, and inspect air conditioning systems.	Energy Performance Certificates have been prepared for all void units and Display Energy Certificates completed for all buildings over 1,000 sq m.	<p>Ongoing: EPCs will be completed as and when units become vacant or surplus. DECs will be renewed annually.</p> <p>Ongoing: Air conditioning units will continue to be inspected on a 6 month basis to ensure they are working efficiently.</p>

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<p>The commissioning of Fire Risk Assessments in line with the Regulatory Reform, Fire Safety Order of 2005</p>	<p>Properties for which the Council needs to commission Fire Risk Assessments have been identified.</p> <p>Consequently, all Fire Risk Assessments have been completed and provided to the relevant service/on site building managers</p> <p>Occupiers of commercial and industrial property have been advised of their responsibility to comply with the legislation.</p>	<p>Building managers will take responsibility for future management. This will include implementing any recommendations set out within the assessment and revising the Fire Risk Assessment as and when required (e.g. following changes to the layout of the building).</p>	<p><b>Ongoing:</b> Revision of all fire risk assessments will be undertaken as and when required.</p>
<p>Disability Discrimination Act 1995 (DDA) - compliance works to be identified and undertaken.</p>	<p>All Council premises falling under this legislation has been surveyed and works undertaken as appropriate.</p>	<p>All priority works have been undertaken.</p> <p>Any future relevant properties will be surveyed.</p>	<p><b>Ongoing.</b></p>