

## ASSET MANAGEMENT: UPDATED WORK PLAN NOVEMBER 2008

REQUIREMENT	WHAT CURRENTLY EXISTS	PROGRESS TO DATE AND ACTION REQUIRED	TIMETABLE and INTENDED OUTCOMES
<p>The Council needs an annual programme of planned maintenance based upon a rolling programme of property surveys and to have assessed the level of backlog maintenance.</p>	<p>Working with Derbyshire County Council detailed stock condition surveys are being completed and reviewed. Results have been compiled and a 5- year work plan and strategy document has been produced using that information.</p>	<p>Full condition surveys are now in place for 45% of the portfolio, which equates to 60% of the total floor area. The Council has approved a 5-year action plan and, from this, the potential level of backlog maintenance has been reported. The Council has also approved a plan to address planned maintenance given the current information available.</p>	<p>Appendix 2 provides the detailed plan regarding the 5- year programme.</p> <p>This programme will be reviewed and reprioritised if necessary once the results of further surveys are known. Ultimately, it will need to be linked more to the budgeting process and corporate/service requirements.</p>
<p>The need to ensure that assets are fit for purpose through adequate provision of repair and maintenance.</p>	<p>This is being improved with the continuation of property surveys for the remainder of the portfolio and resurveys as appropriate.</p>	<p>Funding has been set-aside to carry out further surveys on a rolling basis and to progress a planned maintenance programme.</p>	<p>Expenditure will be prioritised and opportunities for disposal or improvement of corporate asset use will be considered after the review of data.</p>
<p>The Council's capital programme gives priority to potential capital projects based on a formal, objective approval process.</p>	<p>This is undertaken through the approved evaluation (service development) process.</p>	<p>No further action required at this stage.</p>	

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<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 once improvements have been made and 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 software to handle property data.</p> <p>Property management records as back up are centralised onto one file.</p> <p>In addition, the "Map info" system shows plans over which information is displayed and forms the basis for the Council's land terrier system.</p>	<p>Continued progress has been made in this area since the production of last year's AMP.</p> <p>All property information has been validated that currently exists, and inputted into Asset Manager. Applications for first registration have been submitted to the Land Registry. As part of this exercise, the land terrier has been updated.</p> <p>The Council will keep all corporate property data up to date in the future, given ongoing changes when property is sold, purchased or there is a change in the data held.</p> <p>The Council will review corporately how all data that relates to Council owned assets could be held centrally (information that exists within the planning and I.T. departments for example).</p>	<p>Ongoing - The aim is to have information regarding land ownership more readily accessible to stakeholders, e.g. on the Council's web site and through the Contact Centre.</p> <p>All property management records are to be held on one system that will highlight casework requiring action. This can be compared regularly against the current case list and any outstanding work can be dealt with.</p> <p>The Council can also plan more readily for any tenant options to break or other events that will have financial implications.</p>

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<p>The Council makes investment and disposal decisions based upon thorough option appraisal and whole life costing.</p>	<p>Suitability templates have been produced.</p>	<p>Major assets have been assessed against suitability analysis.</p> <p>The Council will carry out whole life costing and option appraisal on all schemes where appropriate and in particular when reviewing its major assets.</p>	<p>The suitability analysis will be considered when undertaking option appraisals for the major assets.</p>
<p>The Council's arrangements for reporting to members are sufficient to fulfil their responsibility in relation to the Council's land and buildings portfolio at both strategic and service level.</p>	<p>This is achieved through the Finance and Management Committee under its terms of reference.</p> <p>In addition, the internal Capital, Property and Asset Management Group are a forum to raise awareness and to help move issues forward.</p> <p>The Council's Scrutiny Committee can also review asset management arrangements in monitoring the Use of Resources Assessment.</p>	<p>No further action required at present.</p>	<p>Will be kept under review as necessary.</p>

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Disability Discrimination Act 1995 (DDA): Works required to comply identified and being progressed.	According to current records all of the Council's property falling under this legislation has been surveyed. Based on this, finance has been set-aside to fund a rolling programme of works.	Any other properties that may fall under this legislation in the future will be surveyed at the time. All work relating to the 2007/08 programme has now been undertaken and the high priority works have been completed.	Ongoing: The next round of works will be evaluated and prioritised in the rolling programme.
Reviewing policy on domestic land disposals.	General policy is not to sell public open space unless there are "extenuating circumstances".	The Council continues to receive applications to purchase land and this is dealt with on a case-by-case basis.  A proposed review of whether a charge is made for dealing with applications is still to be investigated.	Ongoing.
Certification of buildings to comply with the European Energy Performance of Buildings Directive	The Council need to commission Energy Performance Certificates (EPCs) prior to the sale or rent of buildings and Display Energy Certificates (DECs) for public buildings, and inspect air conditioning systems.	Display Energy Certificates have been completed for all public buildings over 1,000 sq m. and Energy Performance Certificates have been prepared for all void units.  <b>By January 2009:</b> First inspection of all existing air-conditioning systems over 250 kw required.  <b>By January 2011:</b> First inspection of all remaining air-conditioning systems over 12 kw required.	Ongoing: EPCs will be completed as and when units become vacant. DECs need to be reviewed annually.  All air conditioning units will continue to be inspected on a 6 monthly basis to ensure they are working efficiently.

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Corporate Disposals Policy.	The Council has a policy in place for identifying and disposing of assets considered being "surplus to requirements."	A number of assets have been identified as suitable for disposal and cases have progressed to Committee in line with this policy. The policy provides a benchmark to aid the decision making process. All individual cases are judged on their own merits against this policy.	<b>Ongoing:</b> As data changes and is improved, the policy can be developed and used in full option appraisals. It is anticipated that this will be a requirement by 2009/10.
Benchmarking - review and develop PI's.	Performance indicators based upon current information. These have been benchmarked with other local authorities within the area.	The latest indicators are enclosed within <b>Appendix 3.</b>	<b>By September 2009:</b> All existing performance indicators revised for 2009/2010.  Figures are benchmarked with other authorities and results will be reported to Members with recommendations for any action required.
Regular review of Asset Valuations.	This is completed as part of the Council's final accounts process.	Assets will be re-valued each year on a rolling programme.	<b>Annually in December:</b> Assets to be included within the rolling programme to be identified and valuations commenced. <b>Annually in March:</b> Up to date asset register produced.
Property/Estate Management is adequately resourced.	The Council is currently operating with a full team of staff, including 2 Property Surveyors supported by a Technician. External support is bought in from time to time and some of the service is provided in conjunction with another authority.	No further action required, but clearly it will be kept under review.	

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<p>Develop a set of performance measures to evaluate asset use in relation to corporate objectives and fully utilise option appraisal and whole life costing techniques.</p> <p>Consider opportunities to share assets with other occupiers and develop a home working policy if practical.</p>	<p>Performance measures are in place.</p> <p>A home working policy is in place. This has been used, but only in limited circumstances.</p>	<p>Major assets have been assessed against suitability analysis.</p> <p>As the use of major buildings is assessed, these options will form part of that process.</p>	<p>Ongoing.</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>
<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>Ongoing: Revision of all fire risk assessments will be undertaken as and when required.</p>