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REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	13th OCTOBER 2005	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (595811)	DOC: u/ks/amp/amp covering report
SUBJECT:	ASSET MANAGEMENT PLAN 2005/06	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 01

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### 1.0 Recommendations

- 1.1 That the Council's Asset Management Plan for 2005/2006 is adopted.
- 1.2 That the Plan is reviewed and updated as necessary and at least on a yearly basis.

### 2.0 Purpose of Report

- 2.1 This report updates the Council's Asset Management Plan (AMP). It is the first major review of asset management following last year's senior management restructure which changed reporting lines and gave asset management a greater emphasis at the Council.

### 3.0 Executive Summary

- 3.1 The AMP sets out the Council's property related requirements and its vision for the proactive management of its non-housing related property portfolio over the coming year.
- 3.2 The current issues associated with asset management at the Council are effectively laid out in **Appendix 1**, which also acts as an action plan to progress and develop those issues. In particular these have been identified as the following:

#### **Management of Data**

- 3.3 Currently, the Council is transforming this from a system that is predominantly paper based, to a system that is more streamlined and makes greater use of I.T. In tandem with this, records are being reviewed and updated and ultimately a comprehensive and centrally co-ordinated asset register is anticipated.

#### **Assessing the Condition of the Property Portfolio**

- 3.4 Stock condition surveys have been commissioned and a full survey of 10% of property holdings has been completed. This has provided some good indications of the condition of the Council's stock.

- 3.5 Having a detailed register and record, together with up to date knowledge of the condition of the portfolio, are critical factors in asset management planning. These issues are being addressed now in the short-term to enable more informed decision making in the longer term.

### **Disposal of Assets Surplus to Requirements**

- 3.6 Longer-term, a disposal strategy will be drawn up. In the meantime, some land sites are being identified for disposal and proposals will be brought to a future Committee.

### **Project Work**

- 3.7 The Council is currently undertaking more strategic projects for which asset management is an integral part. For example, the review and implementation of office alterations (including the Customer First Project), together with reviewing the future development of the town centre and office accommodation.

### **Resources for Property Services**

- 3.8 The Council has not been able to fill the current vacancy for a Property Surveyor and temporary staff are being employed. Alternative ways of providing certain parts of estate management such as marketing and lettings is being considered. In particular partnership/joint working with other authorities.

### **Time Frame**

- 3.9 Clearly, the plan will evolve and develop in response to new service needs and policy directions. Therefore, it is proposed to review the strategy on a regular basis and at least annually. It is updated where necessary.
- 3.10 In addition, the Council is currently reviewing and updating its Corporate Plan. Any changes to the Council's current vision and key aims may need to be reflected in the AMP.

## **4.0 Detail**

- 4.1 The detailed AMP is appended to this covering report.

## **5.0 Financial Implications**

- 5.1 No direct implications with formulating and updating the AMP.

## **6.0 Corporate Implications**

- 6.1 None Directly

## **7.0 Community Implications**

- 7.1 A key theme of the AMP is contributing to the vision and key aims of the Council and meeting service requirements. These are largely formulated after consultation with the local community and other stakeholders.