



**SCRUTINY COMMISSION – 14 DECEMBER 2006**  
**CORPORATE ASSET MANAGEMENT PLAN – PROGRESS REPORT**  
**REPORT OF THE DIRECTOR OF RESOURCES**

**Purpose**

1. At the meeting of the former Resources Scrutiny Committee on 31<sup>st</sup> March 2006, it was resolved that a report be brought to the committee on the progress being made with the implementation of the Corporate Asset Management Plan (CAMP). An update on progress is attached as Appendix A to this report.

**Background**

2. The Resources Scrutiny Committee at its meeting on 31 March 2006, considered a report and presentation setting out the changes which would need to be made in Property Services and other service areas in order to deliver a corporate asset management function within the Council and through it, the effective delivery of the Corporate Asset Management Plan (CAMP).
3. The Plan identified the need to establish a corporate Property Services function across the Council ensuring all property related matters were dealt with in a centralised way. This would enable service areas and Property Services to concentrate on their core business so delivering improvements and efficiencies.
4. The Plan also identified the need to ensure a clear strategy for the delivery of office accommodation and storage facilities within the Council in order to assist the delivery of its aims and objectives.
5. Finally, the need to establish proper links between asset management planning and capital planning, corporate planning and service delivery planning was highlighted in order to ensure the efficient and effective use of resources to deliver objectives.

**Progress**

6. At its meeting on 13 February 2006, the Cabinet agreed to the appointment of consultants GVA Grimley who were tasked with determining the most

appropriate structure for the overall property function in order to contribute to the achievement of corporate and service strategies and objectives.

7. GVA Grimley recommended the creation of a fully centralised corporate property function within Property Services whose role is to ensure that the council's assets are used effectively to support their aims and objectives. This also supports the more efficient use and management of those assets.
8. In order to ensure service areas are fully integrated into the decision making process for corporate asset management, it is recommended that a new Corporate Property Steering Group (CPSG) will be set up under the chair of the Director of Resources as part of the new corporate asset management structure that will be re-established in the Council in early 2007. The CPSG will be accountable for delivering the Corporate Asset Management Strategy, reporting to CMT and thereby Cabinet. The CPSG will be supported by the Asset Management Working Group (AMWG).
9. Currently, each of the main service areas (i.e. Children and Young People, Community, Adult Social Care and Highways, Transport and Waste Management) have, to varying degrees, staff who undertake property related activities directly or in association with Property Services.
10. Under such arrangements it is not always possible to achieve the greater benefits of corporate working and sharing of facilities. It is also not always possible to achieve efficiency savings associated with a more corporate and strategic viewpoint, and there are risks and quality control concerns where services are being procured and delivered independently.
11. The proposals set the principle of drawing together all those resources currently undertaking property related tasks within a fully centralised Property Services whilst ensuring a clear professional presence remains within each service area under the title, Intelligent Client Officer (ICO).
12. The role of the ICO would be to ensure the needs of the service are properly supported and that Property Services are briefed accordingly on all property matters. This would then allow Property Services to use its professional expertise, knowledge and information to draw together the best solution for service needs using the whole of the council's asset resources at its disposal.
13. The Council is undergoing a programme of change which will have a significant impact on the way services are delivered and it is essential that the assets of the council are flexible enough to support those changes in an effective and timely way.
14. It is evident that future demands for property services are likely to increase and specialist skills will need to be enhanced and focused. This will include strategic asset management, project management, partnerships and procurement, business case development including whole life costs and option appraisals. These specialist needs can best be served by ensuring a centralised function for property services.

15. Property Services is being restructured to meet its extended role and future service needs. It will be based around the development of four major functional areas, Strategic Asset Management and Client Support, Estate Management, Construction Management and Facilities Management. The overall cost of these changes is neutral, with the expectation of efficiency savings through the implementation of a centralised and more corporate approach.
16. Once the restructured Property Services arrangements have been implemented, it will be possible to undertake the wider reviews set out in the CAMP including Property Review, Accommodation & Storage Strategy and Facilities Management Strategy. These strategies are expected to deliver efficiency savings for the future.

#### **Equal Opportunities Implications**

17. Reference is made in the Corporate Asset Management Plan to capital investment to assist access for disabled people.

#### **Circulation under sensitive issues**

18. None.

#### **Officer to Contact**

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## Appendix A

### Corporate Asset Management Plan – Update on Progress

|    | <b>CAMP Proposals</b>  | <b>Timing</b> | <b>Priority</b> | <b>Progress to date</b>   |
|----|--|---------------|-----------------|---|
| 1  | Undertake a Council wide review of property functions  | Short-term    | 1               | Business Case to Change Management Board – Jan 07   |
| 2  | Implement a property review  | Short-term    | 1               | Strategy in draft   |
| 3  | Produce Service Based AMP's  | Short-term    | 1               | On-going  |
| 4  | Instigate a review of Office Accommodation   | Short-term    | 1               | Strategy in preparation – Due Feb 07  |
| 5  | Instigate a review of storage facilities   | Short-term    | 1               | Strategy in preparation – Due Feb 07  |
| 6  | Produce and implement and action plan for developing corporate asset management practices to meet Level 4 CPA compliance | Short-term    | 1               | Linked into Property Services function review at 1 and the strengthened corporate asset management structure re-established in early 2007.  |
| 7  | Develop and introduce improved capital project processes and practices   | Short-term    | 1               | Linked into Property Services function review at 1 and the strengthened corporate asset management structure re-established in early 2007.  |
| 8  | Develop and implement maintenance programme for all assets where Council has direct responsibility                       | Short-term    | 1               | Linked into Property Services function review at 1 and the strengthened corporate asset management structure re-established in early 2007 . |
| 9  | Introduce arrangements for promoting proper maintenance of assets covered by delegated budgets                           | Short-term    | 1               | On-going  |
| 10 | Develop and deliver improved performance management systems  | Short-term    | 1               | Linked into Property Services function review at 1.   |
| 11 | Secure closer links between asset and financial planning   | Short-term    | 1               | Linked into Property Services function review at 1.   |
| 12 | Develop and produce greener environmental guidance for council buildings   | Short-term    | 1               | Energy Management Team to be strengthened as Scrutiny recommendations   |
| 13 | Produce and implement asset and accommodation plan in support of catering service review                                 | Short-term    | 1               | Linked to Facilities Management Review – Due Feb 07   |
| 14 | Develop and produce Land and Facilities Strategy for Waste Management Services   | Short-term    | 1               | On-going  |
| 15 | Complete and deliver Snibston Museum Review  | Short-term    | 1               | On-going  |
| 16 | Complete Social Services Asset Transfer Plans  | Short-term    | 1               | Linked into Property Services function review at 1 and the strengthened corporate asset management structure re-established in early 2007.  |
| 17 | Cultivate active CPO representative membership of Emergency Planning Group   | Short-term    | 1               | On-going  |
| 18 | Produce and implement Asset and Accommodation Plan in support of   | Short-term    | 1               | Linked to Facilities Management Review – Due  |

|    |  |            |   |                                     |
|----|--|------------|---|-------------------------------------|
|    | Printing, Reprographics and Design Services Review     |            |   | Feb 07                              |
| 19 | Undertake a Depot Review                               | Short-term | 1 | On-going as part of Property Review |
| 20 | Undertake strategic review of non-operational property | Short-term | 1 | On-going as part of Property Review |