

## EXECUTIVE BOARD - 22 MAY 2018

<b>Subject:</b>	Corporate Asset Management Plan (Land & Property) 2018 - 2020	
<b>Corporate Director(s)/Director(s):</b>	David Bishop, Deputy Chief Executive/Corporate Director for Development	
<b>Portfolio Holder(s):</b>	Councillor Jon Collins – Leader/Portfolio Holder for Regeneration and Growth	
<b>Report author and contact details:</b>	Kevin Shutter, Director Strategic Assets & Property <a href="mailto:kevin.shutter@nottinghamcity.gov.uk">kevin.shutter@nottinghamcity.gov.uk</a> Tanya Najuk, Head of Service Strategic Assets Management <a href="mailto:Tanya.najuk@nottinghamcity.gov.uk">Tanya.najuk@nottinghamcity.gov.uk</a> Philip Dawes, Strategic Assets and Property Business Partner <a href="mailto:Philip.dawes@nottinghamcity.gov.uk">Philip.dawes@nottinghamcity.gov.uk</a>	
<b>Subject to call-in:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Key Decision:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Criteria for Key Decision:</b>		
(a) <input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision		
and/or		
(b) Significant impact on communities living or working in two or more wards in the City <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Type of expenditure:</b> <input type="checkbox"/> Revenue <input type="checkbox"/> Capital		
<b>Total value of the decision:</b> Nil		
<b>Wards affected:</b> All		
<b>Date of consultation with Portfolio Holder(s):</b>		
<b>Relevant Council Plan Key Theme:</b>		
Strategic Regeneration and Development	<input checked="" type="checkbox"/>	
Schools	<input checked="" type="checkbox"/>	
Planning and Housing	<input checked="" type="checkbox"/>	
Community Services	<input checked="" type="checkbox"/>	
Energy, Sustainability and Customer	<input checked="" type="checkbox"/>	
Jobs, Growth and Transport	<input checked="" type="checkbox"/>	
Adults, Health and Community Sector	<input checked="" type="checkbox"/>	
Children, Early Intervention and Early Years	<input checked="" type="checkbox"/>	
Leisure and Culture	<input checked="" type="checkbox"/>	
Resources and Neighbourhood Regeneration	<input checked="" type="checkbox"/>	
<b>Summary of issues (including benefits to citizens/service users):</b>		
All Councils are facing unprecedented change and economic challenges. In response to these challenges Nottingham City Council is working to ensure that its land and property assets are optimally utilised. This Corporate Asset Management Plan (CAMP) seeks to draw together all the relevant strategies to form part of a coordinated process which genuinely assists in the delivery of Great Services by a Great Council in a Great City.		
Asset Management ‘Best Practice’ ensures that the land and buildings, or the asset base of the Council is optimally structured in the corporate interest. It seeks to align the asset base with the Council’s corporate goals and objectives and respond to and take into account all functional and service delivery requirements. Its purpose is to deliver a corporate and holistic solution in terms of delivery and financial goals and objectives.		
Asset Management is a dynamic process and the Corporate Asset Management Plan is		

intended to be the foundation upon which plans and strategies can be based, developed and delivered.

It is also anticipated that public sector partners, including health organisations, emergency services and community groups, will consider the document.

**Exempt information: State ‘None’ or complete the following**

None

**Recommendation:**

- 1 To adopt the Corporate Asset Management Plan and Strategy.

## **1 REASONS FOR RECOMMENDATIONS**

- 1.1 The CAMP is the culmination of an agreed approach and activities undertaken as a work stream of the Strategic Asset Management (SAM) Big Ticket Programme 2015.
- 1.2 It is to be a key corporate strategy that sets out Corporate Objectives, roles and responsibilities, data and performance management arrangements. It then sets out and defines how the organisation intends to utilise its asset base in seeking to deliver its objectives.

## **2. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

2.1. The Strategic Asset Management Programme (SAM) initiated the Corporate Asset Management Planning activity that has culminated in the release of this initial plan. The CAMP outlines the rationale for why the Council holds assets. These are:

- Assets required for operational use and service provision
- Income generation
- Strategic and regeneration purposes

2.2. The key principles guiding the Council’s Corporate Asset Management Planning approach include the following:

1. “Make” rather than “Buy” wherever possible through in-house services
2. Decision making and budget control with those who are managing and utilising those assets where possible
3. Portfolio approach to the management of Operational, Investment and Housing assets

These principles form the basis of the Council’s SAM Big Ticket Programme that aims to achieve savings of £8.178M by 2019/20

2.3. The CAMP includes reference to the following in determining land and property priorities:

- Council Plan
- City Profile
- Statutory Responsibilities
- Medium Term Financial Plan
- Capital Programme

- Partnerships
  - Property Condition and Compliance
  - Service Asset Management Plans (SAMPS)
  - Local Plan
- 2.4. The CAMP provides a framework to support the effective management of the Council's estate including its approach to data and performance management; bringing clarity and visibility to the various property portfolios owned and/or managed by the Council.
- 2.5. The approach detailed in the CAMP will become the foundation upon which future asset management planning is based. It will take into account the dynamic nature of asset management but its principles will guide strategy and tactical implementation of plans.

### **3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

3.1 None

### **4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)**

- 4.1 The framework surrounding the CAMP's ensures:
- I. That the organisations **assets are sufficient to enable service delivery** and are **contained within the organisations Medium Term Financial plan**.
  - II. That the **total cost of operational sites is known** to ensure correct business decisions are made regarding the organisations estate.
  - III. That a **collaborative approach** throughout directorates is taken to asset management, efficiencies and usage.
  - IV. Any reductions in assets which generates revenue and capital savings, will be **captured through the budget process**.
  - V. That all **decisions drive value for money** and this is demonstrated through the 'make or buy' decision-making process or other appropriate financial modelling.

- 4.2 A **full business case supports any changes** to the estate with consultation being undertaken through the Strategic Asset Management governance structure.

#### **Comments Provided**

Ceri Walters - Head of Commercial Finance - 21 December 2017

### **5 BUILDING SERVICES COLLEAGUE COMMENTS -**

- 5.1 The CAMP is a framework upon which broader service strategies can be developed, implemented, delivered and monitored.
- It recognises that "planned" and "reactive" maintenance is essential to ensure the Council's assets do not deteriorate and become unmanageable and lead to Health and Safety risks.
- It identifies the importance of a repairs and maintenance strategy for the City amongst other things:

- To understand the current portfolio condition
- To contribute to the understanding of the true cost of owning/managing property
- To understand and monitor progress
- To inform wider asset management decision making

This is the first edition of the CAMP and it will evolve to reflect changing priorities and improving working practices and methodologies.

Benchmarks and baselines will be constantly challenged and monitored to ensure incremental and ongoing improvements can be realised.

The CAMP underpins positive ways of working between Strategic Assets & Property and Building Services and ensures full alignment of the strategic and operational management of assets.

#### **Comments Provided**

Dave King - Head of Building Services and Integrated Facilities Management – 21/12/2017

## **6    LEGAL SERVICES**

- 6.1 The adoption of the Corporate Asset Management Plan and Strategy of itself raises no significant legal issues and is supported. Individual elements of the Plan and Strategy may require further input and advice from Legal Services once the Plan and Strategy are adopted.

#### **Comments Provided**

Malcolm Townroe – Director of Legal and Governance – 29 December 2017

## **7    SOCIAL VALUE CONSIDERATIONS**

- 7.1 The Corporate Asset Management Plan fully recognises and supports Council Plan 2015 – 2019 which directly address the needs of Nottingham and its citizens. It is intended to align and contribute to the objectives within the Council Plan.

The Council Plan reaffirms the ambition to make Nottingham a 'World class city for all its citizens by:

- Investing for growth
- Shaping the future of the city
- Shaping our neighbourhoods
  - Building more affordable homes
  - Providing high quality community facilities
  - Investing in our young people
  - Preparing people for work
  - Protecting the quality of our neighbourhoods
  - Improving community engagement
- Promoting the growth of enterprise
- Improving infrastructure
  - Bringing high-speed broadband to all areas of the city
- Growing a low-carbon economy
- Supporting local businesses
- Increasing availability of land for commercial development

**8 REGARD TO THE NHS CONSTITUTION**

8.1 NA

**9 EQUALITY IMPACT ASSESSMENT (EIA)**

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required as the report is strategic in nature and does not contain proposals for changing policies, services or functions.

However, The Council has made a commitment to ensure that its buildings are accessible so that the equality objective to 'provide inclusive and accessible services for our citizens' is delivered. It will ensure adherence to the Equality Act (2010) by making any reasonable adjustments required for disabled people to access services.

The majority of the buildings from the first stage of CredAbility assessments have actioned any recommendations made and they now display the 'Verified Accessible' plaque and display a detailed Access Statement on their webpage.

The Council aims to provide good quality, sustainable and accessible accommodation for staff and citizens.

The Corporate Asset Management Plan provides a strategic approach to ensuring that the Operational Property Portfolios meets the Council's aims.

Yes



Attached as Appendix x, and due regard will be given to any implications identified in it.

**10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)**

10.1 Service Asset Management Plans

**11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT**

11.1 Council Plan

11.2 Local Plan