

VERSION CONTROL

Last Updated On	Name	Comments
18-11-11	K Mehta	Set up the Plan for 2012/13

DRAFT

Portfolio Development Plan 2012-13 Asset Management

Portfolio Holder: Cllr Spendlove-Mason

Lead Officers: Kamal Mehta, Verina Wenham (Asset Register)

Corporate Vision

That the residents of Harborough District live in safe, prosperous, sustainable, self-reliant and well informed communities, where they are happy to take the decisions and empowered to take the actions that shape their own lives.

That Harborough District Council is felt to support and assist residents in a cost effective way to build the communities they choose.

Priorities

Work with communities;

- 1) To develop places in which to live and be happy.
- 2) To provide the right public services to the right standard and at the right price.
- 3) To encourage a vibrant and sustainable business community, intent on wealth creation.
- 4) To support the vulnerable in our society at the heart of the communities where they live.

1. Portfolio Remit

- Strategic management of Assets including:
 - Property Review Project comprising the Council Office building and adjoining car parks; Market Hall; Settling Rooms,
 - Lutterworth Area Service Shop;
 - Naseby Square/Newcombe Street ex garage site;
 - 104 Northampton Road (ex-Hostel);
- Maintenance of Assets;
- To maintain an Asset Register

2. Budget Figures:

	<i>Approved Budget 2011/12 £</i>	<i>Approved Budget 2012/13 £</i>
Direct Expenditure		
Direct Income		
Net Direct Expenditure		

3. Planned Portfolio Actions

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Implement the outcomes of the transformational review	Dependent on the outcome of the review.								
Implement the requirements of the Localism Act					<ul style="list-style-type: none"> ○ 				
Property Review: Implement the decisions of the Executive made on 7 th November 2011 through the governance arrangements of the Transformation Board.	2; 3.	Interim Chief Executive	Deputy Chief Executive; Facilities Management, Development Control and Planning Policy for advice; Legal Services.	Start: 1 st April 2012 Finish: Depends on the results of the feasibility work on the outcome being sought	<ul style="list-style-type: none"> ○ provide fit for purposes office and civic accommodation ○ secure a fully funded scheme ○ secures best value use of all of its town centre properties and land holding ○ takes into account the proposals of the Future Options Review ○ if possible generates an on-going income for the Council ○ release surplus accommodation 	Y	Yes	Yes	Yes

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Disposal of: <ul style="list-style-type: none"> Lutterworth Area Service Shop Naseby Square/Newcombe St. ex-garage site 	2	Deputy Chief Executive	Legal Services	Ongoing from 2011/12. End: 31 st March 2013.	To secure best disposal value from these surplus assets.	N	No	No	Yes
Transparency Agenda <ul style="list-style-type: none"> Publish details of the Council's assets on the website. 		Deputy Chief Executive	Communications Team (website); Public Spaces Manager; Corporate Services Manager and Database Administrator.	Start: ongoing from 2011/12 End: June 2012.	To publish on the website the address, location and description of council owned land and property assets.	N	No	No	No
Maintain Register of Council Assets	2,3	Verina Wenham	Deputy Chief Executive	Ongoing from 2011/12	To maintain accurate database of Council properties following the completion of the voluntary registration of the council properties.	No	No	No	Yes

4. Performance Measurements

KPI Reference	Performance Measurement	Purpose for Measurement	Priority Link	2010-2011 Actual Outturn	2011-2012 Predicted Outturn	Target 2012-2013
LPI 302	Cost of accommodation per square metre	These will be determined by the considerations and proposals of the Property Review.				
LPI 303	Cost of accommodation per FTE					
LPI 304	Energy Ratings of Buildings					
LPI 307	Occupancy per FTE					

5. Risk Analysis (including Partnership Risks)

Detail of risk	Impact	Likelihood	Rating	Lead Responsibility	Mitigation
	Negligible = 1 Marginal = 2 Critical = 3 Catastrophic = 4	Almost Impossible = 1 Very Low = 2 Low=3 Significant=4 High = 5 Very High =6	(Impact x Likelihood)		
Property Review risks will be identified and logged under the Project and Monitored by the Transformation Team and the Transformation Board as part of the Future Options Project.				Interim Chief Executive	
Failure to maintain Asset Register	2	2	4	Verina Wenham	Regular monitoring arrangements put in place to ensure that information up to date.

6. Equalities & Planned Equality Impact Assessments

(From Year 2 of HDC's 3 Year EIA Plan and section 3 : Portfolio Actions above)

Equality Impact Assessments			
Name of Policy or Function to be Assessed	Service Area / Lead HoS	Start Date	Finish Date
Assessments will be identified and logged under the Property Review Project as proposals are considered and monitored by the Transformation Team and the Transformation Board as part of the Future Options Project.	Interim Chief Executive	Ongoing from 2011/12.	Depends on the results of the feasibility work on the outcome being sought

As proposals are developed then Equality Impact Assessments will be undertaken as an integral part of assessing the proposals and will be incorporated into the project work.			
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What are you doing to ? <ul style="list-style-type: none"> • <i>Eliminate discrimination, harassment and victimisation?</i> • <i>Advance equality of opportunity between people who share a protected characteristic and those who do not</i> • <i>Foster good relations between people who share a protected characteristic and those who do not</i>

7. Planned Communication / Consultation

Communication / Consultation			
Communication / Consultation Exercise	Purpose	Planned Date	Method
None identified currently but as work on the Property Review progresses then the need and appropriateness for consultations with relevant stakeholders will be identified and undertaken as part of the project work whether in respect of research to inform the considerations or on emerging proposals.			

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