

# SERVICE PLAN 2009/10 – CORPORATE PROPERTY SERVICES

## NOW ANALYSIS

### THE SERVICE

**Objectives:** (1) To effectively manage the Council's corporate property portfolio to ensure that the delivery of services is enhanced or improved (2) To manage the Council's emergency planning and business continuity function (3) To provide effective and high quality advice to other services (4) To lead the management of the corporate asset management function including the capital programme and the Repairs and Renewals Reserve.

**Budget:** Gross Expenditure: £2,005,740 Net Expenditure: (£31,740)

**Staffing:** Total number (Number of FTEs): 18 staff (12.92 FTE)

The Service:

**1. Strategic asset management (GQS)**

- ❖ Reporting to the Executive committee on all property related matters,
- ❖ Carrying out a strategic review of the property portfolio, possibly in collaboration with other public sector organisations, to identify opportunities for rationalisation, joint-working or sharing of properties,
- ❖ Preparation and updating of the Property Strategies/Asset Management Plans,
- ❖ Monitoring and managing the performance of the operational and non-operational portfolios,
- ❖ Providing the "client" function where community and leisure buildings are managed by trusts,
- ❖ Preparation and adoption of a repairs and maintenance strategy,

**2. Building and facilities management (GQS)**

- ❖ Facilities management of the Civic offices (to include security, post distribution, cleaning, refreshments, civic duties),
- ❖ Procurement of planned and reactive maintenance,
- ❖ Administration of maintenance contracts,
- ❖ Ensuring compliance with legislation relating to property, (eg. asbestos management, legionella, fire regulations, disabled access),
- ❖ Preparation and updating of condition surveys and planned maintenance programmes,
- ❖ Preparation of suitability surveys,
- ❖ Project management of minor improvement projects,
- ❖ Technical advice and assistance to other service areas relating to land and property issues,

**3. Estates and valuation services (GQS)**

- ❖ Management of the tenanted non-residential properties,
- ❖ Disposals and acquisitions of land and property,
- ❖ Negotiation of leases, licences, wayleaves, easements and covenants relating to any Council land or property,
- ❖ Valuation advice to other services,
- ❖ Periodic property reviews to identify opportunities to improve the performance of investment properties,
- ❖ Identification of surplus and/or under-used land and property and preparation of option appraisals for presenting to members,

**4. Emergency Planning and Business Continuity management (GQS and LL3)**

Key Partners: Swale Borough Council, KCC

## WHERE ANALYSIS

### GOALS

Short Term	Medium Term	Long Term
<ul style="list-style-type: none"> <li>• Develop the Swale Ashford Property Partnership to ensure that it achieves its short term objectives (GQS, LL3)</li> <li>• Manage the Repairs and Renewals Reserve in accordance with the approved Repair and Maintenance Strategy (GQS)</li> <li>• Refresh the 3 year Property Strategy / Asset Management Plan in conjunction with Swale Borough Council (GQS)</li> <li>• Complete the Equality Impact Assessments relating to the Property service</li> <li>• Prepare an implementation plan and put steps in place to deliver the budget reductions in relation to Ellingham Industrial Estate.</li> <li>• Oversee the land opportunities study so that sites are brought forward for disposal/development as appropriate</li> <li>• Take forward the Climate Change agenda as directed by MT and members</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver further efficiencies through the development of the Swale Ashford Property Partnership</li> <li>• Continue to progress the land opportunities study to maximise opportunities for capital receipts and/or affordable housing provision.</li> <li>• Explore opportunities with MKIP to extend the Swale Ashford Property Partnership to include Maidstone and/or Tunbridge Wells Councils.</li> </ul>	<ul style="list-style-type: none"> <li>• The delivery of further partnership projects resulting in the shared use of property (GQS, LL3)</li> <li>• Continue to progress the land opportunities study to maximise opportunities for capital receipts and/or affordable housing provision.</li> </ul>

### IMPROVEMENT PLAN/STRATEGIES

People & Finance	Technology	Strategies
<ul style="list-style-type: none"> <li>• Ensure staff are effectively trained to meet the changing requirements within local government, the impact of any partnership working and new legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to develop and improve IT systems to meet e-government targets</li> </ul>	<ul style="list-style-type: none"> <li>• Property Strategy 2006/07 – 2008/09 (incorporates Asset Management Plan, Energy Policy and Disposals and Acquisitions Policy)</li> </ul>

## PERFORMANCE

Information on performance can be found in the quarterly Budget and Performance Monitoring Reports to the Executive.