

OVERVIEW & SCRUTINY COMMITTEE

Thursday, 3 January 2019

INFORMATION BULLETIN – ASSET MANAGEMENT (REP1961)

EXECUTIVE SUMMARY

1. This Information Bulletin is a document that is made available with the published agenda papers. It can include update information requested by the Committee, as well as information that a service considers should be made known to the Committee, but is not for discussion at the meeting.
2. This information bulletin gives a further progress update on Asset Management, to that received in October 2018.
3. Members are advised to contact officers if they have any questions about the Council's involvement in this area.

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| Is the report Open or Exempt? | Open |
| Wards Affected: | All |
| Cabinet Member: | Cllr B Provan Cabinet Member for Resources |
| Supporting Officer: | Kerry Blair Head of Operations 01502 523007 kerry.blair@eastsoffolk.gov.uk |

1 INTRODUCTION

- 1.1 The Chairman of the Overview & Scrutiny Committee has requested that information bulletins be provided as part of the agenda, where issues are required to be brought to Members' attention, but are not to be discussed at the meeting.
- 1.2 Members are requested to contact the officer shown on this report if they have any queries with regards to this information bulletin.

2 ASSET MANAGEMENT – ACTIONS IN SUPPORT OF IMPROVEMENTS RAISED BY INTERNAL AUDIT

This bulletin summarises the steps taken, in support of the improvements as part of an internal audit report.

Property Asset Strategy and Planning

- 2.1 When we last reported in October, we advised the Committee that the Asset Management Team had commenced the asset review exercise. The object of this exercise is to audit the Council's non-HRA owned property assets and record the details on Word based proformas and within the Council's bespoke property asset database, Uniform.
- 2.2 The above exercise was necessitated by the fact that the existing property data in Uniform had become increasingly unreliable owing to a lack of process and upkeep. The Uniform system holds property data at 3 basic levels. These are Ownership Level (i.e. visual/map and textual data relating to legal title), Asset Level (i.e. property assets as defined by CIPFA and recorded on the Council balance sheet) and Lease Level (i.e. where property assets are subject to under leases).
- 2.3 Prior to the asset review exercise, Uniform only held property data at Ownership and Lease level (and as indicated, even this data was unreliable). Uniform did not however break the Ownership level data down into 'assets' and it was therefore not possible to reconcile the Asset Management view of the Council's property assets with that of Finance (i.e. as detailed on the Finance Asset Register).
- 2.4 Following completion of the current asset review exercise, the Council's property ownership data will be maintained by ICT in the Suffolk Coastal GGP system as opposed to Uniform. It will however be mirrored in the Uniform system. Uniform will be used to maintain the property asset level data and the lease data.
- 2.5 There are a total of 1,542 property assets detailed on the Council's balance sheet. Asset Management have used this list as the basis for their asset review exercise. Every one of these assets is being inspected and documented by way of a standard Word based proforma. Where the asset is subject to lease, the lease details, payment arrangements and history are being checked and recorded on a lease proforma. To date (11/12/2018) the team have inspected 886 of the assets, with a further 656 to go.
- 2.6 Key data from the asset review and lease proformas is being extracted onto an excel spreadsheet. This will be passed to ICT at the end of February 2019. ICT will then take this data and enable it for auto-loading into Uniform. The auto-load will take place in early March 2019 with assistance from the system provider, Idox. The aim is to have all property asset data loaded into Uniform by 31 March 2019.
- 2.7 At present, the asset review exercise is on track, although the team are at full capacity and there is limited ability for the team to deal with 'business as usual' property work.