



Great Aycliffe Town Council

Asset Management Plan

JULY 2018

Table of Contents

Asset Management Plan	1
Table of Contents	2
Introduction	3
Background	4
What is Asset Management?	4
The Asset Management Plan	4
Organisational Arrangements for Corporate Asset Management	6
Officer Asset Management Corporate Working Group	7
Terms of Reference - Objectives	7
Asset Management Member Working Group	7
Terms of Reference - Objectives	7
Resource Allocation Matrix	8
Consultation	10
Data Management	10
Performance Management and Monitoring	10
Programme and Plan Development and Implementation	10
Property Related Issues to be Considered as Part of Asset Management Planning	11
Programme to meet Property Issues	11
Acquisition	11
Development	11
Disposal	11
Investment	11
Partnerships	12
Property Review Programme	12
Energy and Sustainability	12
Accessibility, Health and Safety Issues	12
Capital Works	12
Vehicle, Machinery, Plant, Other Major Assets Issues will be Addressed ..	12
Vehicles	12
Programme to meet vehicle machinery plant and other major assets	12

Introduction

One of the Council's aims is asset management and is defined in the Council's Strategic Aims as:

“To manage the Council's finances and assets in a responsible manner”

In 2005, the Council started the process of identifying the various elements that make up an Asset Management Plan that is pertinent to the Town council.

The Annual Governance Report of 2006-07 received from the Audit Commission, made reference in the 'Use Of Resources' section to Asset Management and indicated areas that needed to be expanded in the required Action Plan.

- Embed the recent improvements to ensure that they deliver the expected benefits and strengthen the operational arrangements.
- Enhance the existing Asset Management Plan to include full details of the council's arrangements in this area, including its vision, objectives, targets and measures.
- Formally approve the Asset Management Plan as a basis of driving the next ten year's maintenance programme and beyond for the future.

The Council's asset base is relatively small in local authority terms, however, in the context of a parish/town council, the Council has a considerable land and property portfolio.

The Council also owns and operates considerable amounts of plant, machinery and vehicles and whilst these items would not form part of a traditional asset management plan, it is felt that due to the capital involved, it should be referred to and dealt with in the same way as land and property.

Significant asset management achievements over the past years have included:

- Buildings Asbestos Survey
- Access Survey (DDA)
- Legionella Survey
- Building Condition Survey
- Building floor plans produced
- Buildings re-valued
- Land registration of Council land
- Review of land use and LDF submission
- Review of individual property
- Website display of Council land holdings
- Internal GIS system for Council owned land
- DEC's for Oakleaf Sports Complex, Council Offices

- Disposal of surplus/underused land
- Energy efficiency measures introduced in Council buildings (boilers replaced, insulation improved)

Background

What is Asset Management?

The strategic long-term management of the Council's land, buildings and plant machinery to optimise their utilisation in terms of service benefits and service return.

Successful asset management will embrace a corporate and strategic approach and its benefits will include:

- Ensuring assets' fitness for purpose
- Enhanced satisfaction of service users
- Improved health, safety and accessibility and environmental performance
- The ability to demonstrate value for money within a constrained funding regime
- Improved risk management and corporate governance
- Improved corporate image
- Sustainability

The Asset Management Plan

The Asset Management Plan (AMP) is a strategic corporate document. Its purpose is the planning of the optimum utilisation of council-owned land, buildings, plant and machinery and comprises five key themes:

- Organisational arrangements for asset management
- Consultation processes
- Data management systems
- Performance management and monitoring
- Programme and plan development and implementation

The objective of the AMP is to ensure that the Council:

- Has sufficient data to analyse the performance of land and property and to make strategic decisions

- Ensures changes to land and property are consistent with the Town Council Service Delivery Plan
- Utilises its land and property to be reflective of the needs of its service users
- Ensures expenditure is prioritised on a corporate basis and follows the Council's key corporate aims
- Ensures that corporate expenditure on assets and income received from sales of assets is used to inform the production of the council's Medium Term Financial Plan
- Ensures that transport, plant and machinery is available to undertake service requirements

Organisational Arrangements for Corporate Asset Management

The Corporate Property Officer

The Town Clerk will act as the Council's Corporate Property Officer

Asset Management Corporate Working Group

The officer group will consist of:

The Town Clerk
Corporate and Policy Officer
Finance Manager
Works and Environment Manager
Leisure Manager
Pre-School Manager

The Asset Management Corporate Working Group (AMCWG) will bring forward proposals for consideration by Council members as the Asset Management Working Group.

The Asset Management Member Working Group (AMMWG) will, in turn advise the Council's Policy and Resources Committee by bringing recommendations forward.

The Asset Management Member Working Group will normally consist of eight members of the Council.

Officer Asset Management Corporate Working Group

Terms of Reference - Objectives

General

To provide an officer forum responsible for revising the strategic management of the Authority's assets.

Specific

- to set up and maintain a complete, accurate up to date asset register
- to take into account results of community consultation as may affect the Council's asset base for investment or disinvestment
- to ensure capital expenditure is prioritised on a corporate basis and is reflected in the Council's medium term financial planning
- to ensure capital expenditure in service areas and facilities is taken into account in the Council's budget process and Medium Term Financial Plan.
- to identify surplus assets with regard to the Council's priorities and Strategic Aims and prepare reports to members to consider
- to monitor performance against asset management action list targets
- to report on performance to the Asset Management Member Working Group (formerly DDA/Buildings Working Group)

Asset Management Member Working Group

Terms of Reference - Objectives

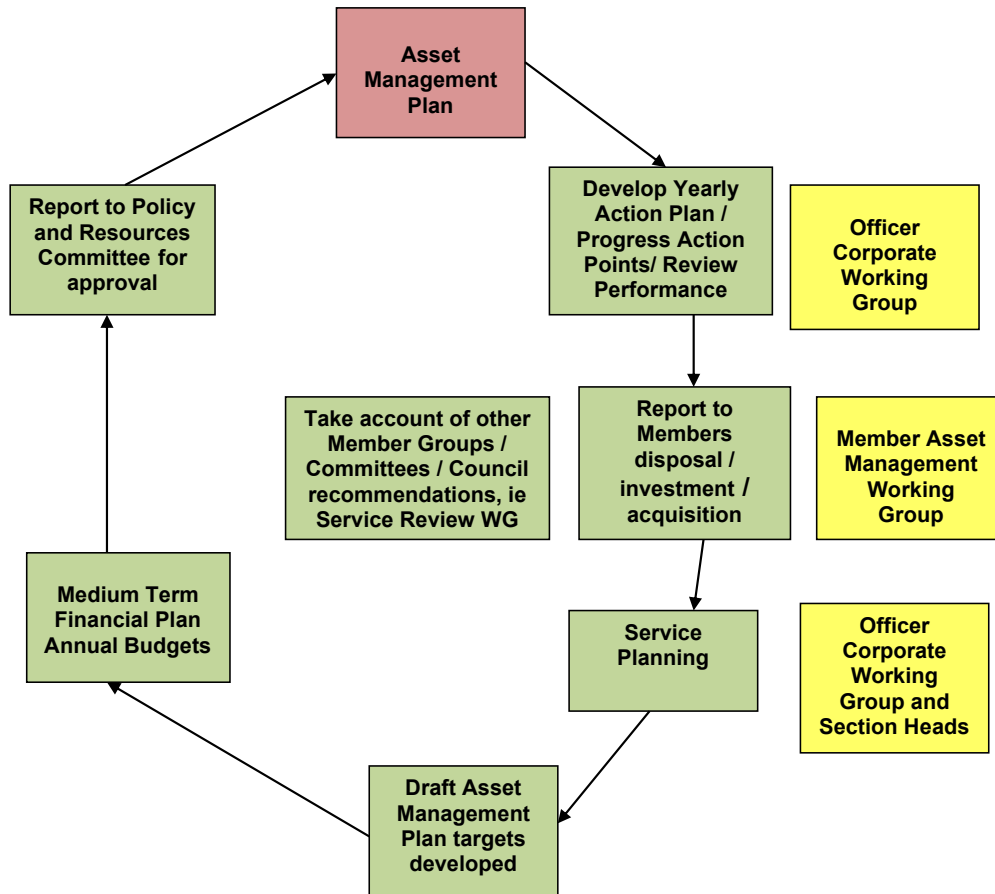
- The Asset Management Member Working Group shall comprise the Chairman and Vice Chairman of the Policy and Resources Committee, together with a number of Members, to be determined at the Annual General Meeting.
- The Working Group will consider asset management proposals brought forward by the Officer Asset Management Corporate Working Group.
- The Working Group will consider and make recommendations to the Policy and Resources Committee in relation to all aspects of Asset Management, including the appropriateness and occupancy of the Council's holdings in relation to its changing service objectives and methods of delivery
- The Working Group will consider recommendations regarding asset disposal, investment, acquisition, in regard to land, property, plant, vehicles, machinery and play areas
- The Working Group will consider proposed sustainability and energy efficiency measures, including investment decisions.
- The Working Group will consider accessibility issues and solutions.

Resource Allocation Matrix

Legislation	Health and Safety, DDA, Display Energy Certificate Regulations
Physical Condition	Taken from condition surveys and specialist surveys
Service Priorities	Council's Aims and Targets, Service Delivery Plans
Revenue Cost	Consideration of Reduction in revenue costs by: <ul style="list-style-type: none"> • Using assets more effectively • Replacing assets • Disposing of under-utilised land/assets
Costs	Cost of developments, improvements planned maintenance programme.
Resources	Revenue and capital resources available for assets Realisation of income from asset sales
Consultation	Results of public consultation

To be considered by the Asset Management Corporate Working Group as a rationale for the application of resources.

Annual Cycle of Planning Action and Review



Consultation

The Council will engage in consultation exercises as part of the Council's Service Delivery Plans.

Further consultation with focus groups as a means to ascertain public opinion on various individual topics may also take place as required.

These responses have and will continue to be used to inform the Council through the Asset Management Plan which will then request resources as allocated as part of the Council's budget cycle and medium term financial planning.

Data Management

The Council holds information on the various categories of assets as defined for the Town Council.

- Land in its various uses
- Property holdings
- Plant
- Vehicles
- Machinery
- Play areas (equipment)

The Council holds reliable information on each category of asset and an asset register is held and maintained.

Performance Management and Monitoring

The AMP, along with the Service Delivery Plan and Medium Term Financial Plan are key drivers of the corporate performance management of the Council.

The interaction of the various elements' responsibility and reporting arrangements are indicated on the asset management annual cycle of planning action and review.

Performance indicators and bench marking are not appropriate or applicable to the Town Council as are applied to principle councils.

Action points will be developed in regard to progressing the various elements of asset management and will be incorporated into the Council's aims and targets.

Programme and Plan Development and Implementation

For the Town Council, the essence of the AMP is to make the best use of limited financial resources, property and physical assets to deliver satisfactorily, the Council's objectives and public services for the local community.

Issues relating to the Council's land, property, machinery, vehicles, plant etc. will be addressed via the AMP.

Property Related Issues to be Considered as Part of Asset Management Planning

- Fitness of existing accommodation for the future needs
- Condition of existing premises
- Under-used and surplus premises
- Maintenance
- Accessibility, health and safety and environmental issues
- Energy efficiency/DEC requirements
- Performance of property portfolio

Programme to meet Property Issues

Acquisition

The Council will respond to acquisitions where an identified need has been established to improve the local environment and/or service to the local community. There will be limited opportunities for acquisition, however the Council may consider assets that may be devolved from Durham County Council.

Development

The Council has no powers to undertake the development or economic regeneration.

Disposal

The Council has identified land that is surplus to requirements to meet its aims and objectives.

The Council is aware of the possibility of realising some under-used land assets and has in some cases realised the asset via sale of the surplus land.

The Council recognises the limited opportunities it has for disposal, and complications by land covenants and claw-back provisions on land sale receipts.

Investment

The Council does not have a property investment portfolio. The Council will continue to consider land acquisition where there is a benefit to the service or environmental improvement of the parish.

Partnerships

The Council has, and will continue to enter into partnerships where appropriate with external providers.

The Council recognises that it will still retain obligations under partnering agreements.

Property Review Programme

The Council's asset base in regard to land and property is very small and there is therefore, limited under-utilisation or opportunity for disposal of existing assets. However, the Council does recognise that changes in service, service delivery or community requirements may render assets either surplus to requirements or require investment in order to deliver a different service either directly by the Council or via partnering agreements.

Energy and Sustainability

The Town Council recognises its responsibilities in regard to the Council's use of energy, transport, water and other natural resources with the aim of reducing consumption and minimising the impact on the environment.

Where possible, the Council will implement energy saving measures that will include more efficient boiler systems and lighting, and replacement of single glazing.

As the Town Council has no technical officers to assist in this process, it is acknowledged that the use of external expertise will be required to undertake energy efficiency surveys.

Replacement installations will take due account of sustainability and efficiency issues.

The Council recognises its responsibilities in regard to Energy Performance of Buildings Directives, Display Energy Certificates and Advisory Reports.

Accessibility, Health and Safety Issues

Accessibility and asbestos surveys have been completed for all operational buildings. The recommendations for total removal will be considered as part of the AMP process or may be required to be removed due to damage or emergency situations.

Capital Works

Bids for major refurbishment of facilities will be considered by the Officer Corporate Working Group and thence submitted into AMP progress.

Vehicle, Machinery, Plant, Other Major Assets Issues will be Addressed

- Replacement plan for plant, vehicle, machinery.
- Replacement plan for play equipment

Vehicles

Programme to meet vehicle machinery plant and other major assets

The AMP will also reflect the need to replace vehicles, plant and other major assets.

The Plan will contain a ten-year schedule which will indicate the potential date for replacement or renewal of these assets. In this way, the potential cost of replacements can be fed into the Medium Term Financial Plan and be considered during the Council's budget process.

Action Lists

Action lists will be developed each financial year from Council approved capital budgets and reports to the Asset Management Member Working Group