

Asset Management

Agreed Action Plan

Finding	Recommendation	Risk Score	Management Response	Responsible Officer	Implementation Date
<p>Objective: The Asset Management plan meets the Councils strategic objectives and service priorities</p>					
<p>Risk 1: Records of assets owned are inadequately maintained</p>					
<p>1.1a Location of the Asset Register and staff within the current structure</p>	<p>The Head of Finance has agreed to ensure there is clear handover of responsibilities from the Senior Land and Property Officer and document the responsibilities and expectations between the two services. Alongside this the Head of Finance will produce a fortnightly circular on current activities and progress. Both sources of information will be available to the Senior Land and Property Officer and Property Services.</p>	<p>4 - Med/High</p>	<p>Clear separation of duties have already been outlined by The Head of Property and Engineering. I will go through this with both parties to ensure that and further clarification is updated and circulated.</p> <p>Circular to be produced and distributed.</p>	<p>Head of Finance</p>	<p>Meeting held 12/10/09 to agree split. DP to update and circulate.</p> <p>Will also use this info to complete some procedures</p> <p>31/10/09</p> <p>Completed</p>
<p>1.1b Documented procedures and clarity over responsibilities</p>	<p>The Head of Finance has agreed to produce formal procedures for the management of assets and control of commercial properties. The distinction between Finance and Property Services will also be included and clearly show the handover of property management.</p>	<p>3 - Medium</p>	<p>Initially letting policies will be produced. These will then be used to inform formal process and procedure.</p>	<p>Head of Finance</p>	<p>Lettings policies completed for access to land, allotments etc. Commercial lettings still to be completed</p>

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					<p>Processes started re vetting tenants</p> <p>Awaiting policies to come back from Equalities panel. Once approved, the procedure notes will be written 25/01/10</p> <p>All but 3 (Surplus Land Disposal Policy for Social Housing, Public Convenience and Commercial Letting Policy) approved by equalities panel. Draft Procedures in place – will finalise once all policies set and approved. 21/07/10</p>

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1.1c Introduction of checklist for consistency and complete management of tasks	The Head of Finance has agreed to introduce a checklist of tasks which should be completed throughout the management of a commercial asset. This checklist will be completed and signed off at each stage by the relevant officer in Finance and Property Services. The checklist and process involved will be fully endorsed by the Head of Finance and the Head of Environmental Health and Community Protection.	4 - Med/High	Agreed Agreed, subject to finding a suitable balance between the number of tasks and the availability of staff resources within the property team to set up, monitor and maintain the proposed checklist.	Head of Finance Head of Environmental Health and Community Protection	In progress will do this once commercial letting policy and vetting policy completed 31/3/10 Commence on 31/3/10
1.1d Storage/duplication of documents	The Head of Finance has agreed to review current procedures/storage of asset related documents and will introduce a library system for files which will clearly identify who has what.	3 - Medium	Agreed	Head of Finance	Kathy completed and circulated. On-going list for updating 25/01/10 On-going list – circulated periodically 21/07/10
1.2a Full tender process required for Condition Surveys	I recommend that the Head of Environmental Health and Community Protection ensure a formal tender process is undertaken for appointing a consultant to undertake building condition surveys.	3 - Medium	Agreed, and has already been implemented for the next 5 year maintenance plan for the Council's principal buildings.	Head of Environmental Health and Community Protection	In place. Di needs to see condition surveys as some maintenance could be tenant's responsibility 25/01/10

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Risk 2: All commercial Rents and Leases are not identified and rents collected					
2.1a Formal agreements required for the lease of Commercial Properties	I recommend that the Senior Land and Property Officer ensure that for each new tenancy arrangement appropriate agreements are in place and signed by both parties. Adherence to the agreement should be monitored and necessary action enforced.	5 - High	Already in place	Senior Land and Property Officer	<p>Immediate</p> <p>Agreed for new tenants – harder to impose retrospectively</p> <p>3 tenancy arrangements remaining without formal agreements.</p> <p>21/07/10</p>
2.1b Lack of formal Agreement with Furnicare	I further recommend that the Head of Finance take immediate steps to ensure a formal agreement is agreed and signed with Furnicare. Advice should be sought from Legal Services.	4 - Med/High	Legal advice will be sought as to whether this is possible.	Head of Finance	<p>Both parties are complying with Draft Conditions. Paying bills.</p> <p>DP to action</p> <p>25/01/10</p> <p>No incentive for tenant to sign 21/07/10</p>

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2.2a Rent reviews	The Head of Finance, in conjunction with the Head of Legal and Democratic Services has agreed to a formal review of the rents and ascertain whether viable or practical to introduce rent reviews where no provision has been included. The decision will be formally documented within the schedule.	3 - Medium	Agreed	Head of Finance Head of Legal and Democratic Services	DP to chase once list produced. Di can you produce list? 31/12/09 List now in place 25/01/10 All up to date. District Valuer has been sent a list of what is being paid now and when rent review is due. In current climate, rents have been devalued but it is policy never to decrease rent amount. 21/07/10

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2.3a EPC's not carried out expediently	I recommend that the Property Services Team Leader ensure that Energy Performance is verified when a new tenant occupies a commercial building and an EPC issued.	3 - Medium	Agreed	Property Services Team Leader	<p>Now in place Going into property book 25/01/10</p> <p>Statutory requirement to complete energy performance when property is relet.</p> <p>21/07/10</p>
2.4a Inspection of property inadequate	I recommend that the Property Services Team Leader maintain an accurate inspection schedule for each of our commercial buildings. Buildings should be regularly inspected in accordance with the schedule and follow up action taken	4 - Med/High	<p>Agreed</p> <p>A process of regular inspections of commercial properties will be carried out</p>	Property Services Team Leader	<p>Overall spreadsheet completed by Garry Green – inspection schedule still to be completed By 31/3/10 and then annually on a rolling program</p> <p>No property inspections since November. 64 to do by end of year 25/01/10</p> <p>44/78 inspections carried out. Remainder to be carried out</p>

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					<p>by end of financial year 09/03/10</p> <p>Redesign of form with intention of revisiting those properties where inspection has been carried out. On-going process to be completed annually and when notice has been given 21/07/10</p>
2.5a No formal inventory of fixed assets in property	I recommend that the Property Services Team Leader, as part of the inspection process, record items of equipment, furniture or alarm systems that have been included with the rental of commercial properties.	3 - Medium	Agreed In conjunction with the inspections, those items of equipment etc, included in the lease agreement will be recorded	Property Services Team Leader	<p>Agreed on the 12/10/09 that this will be included in the inspection</p> <p>Following discussions it has been ascertained that no equipment belonging to SSDC is left in buildings therefore no inventory required 21/07/10</p>

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2.6a Inadequate control over access to properties	I recommend that the Property Services Team Leader ensure the process of key control is reviewed as a matter of urgency. As part of this process the tagging of keys should be kept discreet and 'master' key and copies held for each of our commercial buildings.	4 - Med/High	Agreed A separate and more secure key box will be kept for Commercial property keys.	Property Services Team Leader	Completed 31/1/10
2.7a Tenants are not vetted appropriately	The Head of Finance will introduce an agreed process for vetting businesses. There will be documented procedures which will identify the tests to undertake and the minimum score required for tenant approval or process override.	4 - Med/High	Agreed	Head of Finance	In progress 31/12/09 Completed and now in operation 25/01/10 Completed and working well 21/07/10
2.8a Tenancy deposits not taken	The Head of Finance will weigh up the benefits of introducing a deposit scheme for Commercial Property and ensure the outcome is documented. If the deposit scheme is introduced the process will be documented and will not allow for ambiguity, there will be a fixed and agreed level/score.	4 - Med/High	Agreed – will review within policy	Head of Finance	In progress 31/10/09 Need to investigate whether this is something we really want to do. AC to speak to DP 25/01/10 Decided not viable option. Leases includes terms

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					for SSDC to be compensated for any damaged caused by tenant. 09/03/10
2.9a Tenants in arrears and recovery not dealt with expediently	I recommend that the Senior Land and Property Officer ensure recovery action is enforced in accordance with Legal Services, if arrears are not repaid in full, legal advice should be sought over the tenancy of 11 Great Western Terrace.	4 - Med/High	Already in place and action taken was successful in recovering all outstanding arrears	Senior Land and Property Officer	Completed and up to date
2.9b Recovery not dealt with expediently	I further recommend that the Senior Land and Property Officer and Legal Services ensure future recovery action is instigated expediently for any non payment of rent.	4 - Med/High	Already in place	Senior Land and Property Officer Head of Legal and Democratic Services	In place

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Risk 3: Allotments – Income not received and fully maximised					
3.1a Allotment Rents	I recommend that the Senior Land and Property Officer review existing agreements over allotment rents and seek Legal advice on the best way forward to ensure consistent and fair charging.	3 - Medium	Already in place but many of the licence agreements do not permit Licence fee reviews.	Senior Land and Property Officer	In progress Historical agreements will be reviewed once there is a change in circumstances or when there is a new occupier 25/01/10
Risk 4: Allotments - serious injury or death occurs					
4.1a Allotment Risk Assessments	I recommend that the Senior Land and Property Officer record details of the risk assessment inspection carried out; any issues should be noted and have appropriate follow up action.	4 - Med/High	Site inspections carried out and tenants chased to complete their hedge/pathway maintenance.	Senior Land and Property Officer	Kathy completed checklist just need to incorporate into process Now comes under inspection 25/02/10 Inspected annually or when complaints received about lack of maintenance on licence holders part 21/07/10