

**REPORT TO:** OVERVIEW WORKING GROUP

**DATE:** 5 DECEMBER 2017

**TITLE:** NON-HOUSING ASSET MANAGEMENT STRATEGY - INTERIM REPORT

**LEAD OFFICER:** GRAEME BLOOMER, HEAD OF PLACE  
(01279) 446270

**CONTRIBUTING OFFICER:** WILL HALES, ACTING ESTATES AND FACILITIES MANAGER  
(01279) 446852

**RECOMMENDED that:**

- A** The Cabinet Overview Working Group review and comment on the Council's Draft Client Brief for the appointment of a consultant to prepare a new Non-Housing Asset Management Strategy (AMS).

**BACKGROUND**

1. In light of limited staff resources, ongoing property management and project work, it is necessary for the Council to procure the services of a suitably qualified consultant to assist with the preparation of a wholly new Non-Housing AMS.
2. Consultancy support will enable the Council to obtain an independent external view on the subject matter and facilitate access to specialist knowledge relating to best practice and innovative ideas from other local authorities and private sector property owners.
3. Following consultation on the Scoping Report for the AMS Review, Officers have prepared the attached Draft Client Brief (Appendix A) for the appointment of a consultant.
4. The Draft Brief confirms the purpose of the AMS, its intended content and the process by which the document is to be prepared, including the requirement for full stakeholder engagement and consultation.
5. The Brief also confirms the requirement for the AMS to integrate and complement the Council's existing and emerging plans, policy and strategies including the Corporate Plan, Local Plan and Regeneration Strategy.
6. Officers have undertaken soft market testing which has successfully identified a number of suitably qualified and experienced consultants who would be well

positioned to prepare the AMS

7. Following further internal consultation on the Council's Draft Brief, Officers intend to initiate a procurement exercise in January 2018. It is envisaged that the delivery phase of the project will take up to four months. However, a firm and realistic timetable will need to be confirmed with the appointed consultant.

## **IMPLICATIONS**

### **Place (includes Sustainability)**

Given time and resource constraints (including staff secondments) the procuring of a suitably qualified consultant to assist in the production of the AMP is an efficient and pragmatic way forward.

Author: **Graeme Bloomer, Head of Place**

### **Finance (Includes ICT)**

The development of the AMP and the associated action plan will help support the prioritisation of the Councils limited capital and revenue resources and the delivery of the required investments.

Author: **Simon Freeman, Head of Finance**

### **Housing**

As outlined in the body of the report

Author: **Andrew Murray, Head of Housing**

### **Community Wellbeing (includes Equalities and Social Inclusion)**

Implications are contained within report

Author: **Simon Pipe, Customer and Media Services Manager, on behalf of Jane Greer, Head of Community Wellbeing**

### **Governance (includes HR)**

The appointment of the Consultant will need to be in line with Contract Standing Orders as applicable. The appointment would be subject to contract, including but not limited to copyright resting with the Council of any documents, policies and procedures produced and the necessary HR checks.

All information sharing that takes place between the Council and the Consultant must be understood to be on a confidential basis. Personal information shared must be in compliance with the Data Protection Act 1998, and any contract that involves processing of data in place on the 25 May 2018 must be compliant with the General Data Protection Regulation EU 2016/679 and any relevant statutory provision in place at that time.

Author: **Amanda Julian, Legal Services Manager, on behalf of Brian Keane, Head of Governance**

## **Background Papers**

None.

## **Glossary of terms/abbreviations used**

None.

## **Appendices**

Appendix A – Draft Client Brief