

(In preparing this report the relevance of the following factors has been considered: prevention of crime and disorder, equality of opportunity, environmental, financial, health, legal and human rights, personnel and property considerations).

DERBYSHIRE COUNTY COUNCIL

IMPROVEMENT AND SCRUTINY COMMITTEE – RESOURCES

16TH JANUARY 2014

Report of the Director of Property

**DERBYSHIRE COUNTY COUNCIL'S NON-OPERATIONAL PROPERTY – REVIEW BY
DERBYSHIRE COUNTY COUNCIL IMPROVEMENT AND SCRUTINY COMMITTEE –
RESOURCES – UPDATE REPORT**

1. Purpose of the Report

To update Improvement and Scrutiny Committee – Resources on the work being undertaken by the Corporate Property Services division to assess the performance of the Council's operational properties.

2. Information and Analysis

In 2013 a working group from the Improvement and Scrutiny Committee – Resources undertook a review of the Council's non-operational property. The final report prepared by the working group was considered by the Improvement and Scrutiny

Committee – Resources on 14th November 2013 and received by Cabinet on 3rd December 2013.

Recommendation 9.5 in the final report stated that:

“The Director of Property, in consultation with the Director of Finance, develops a structured assessment system to assess each individual property (above an appropriate agreed value) against 25 year projections in order to measure best-value options for its future use or disposal.”

Recommendation 9.6 in the final report stated that:

“The Asset Management system should also be used to assess operational property on a regular basis to give a continual appraisal to its usage/requirement.”

Work is currently underway to develop a structured assessment system to assess each individual non-operational property (above an appropriate agreed value) against 25 year projections in order to measure best-value options for its future use or disposal and progress on this will be reported back to a future meeting of this committee.

The purpose of this report is to advise members that this system once devised, will not be used to assess operational property on a regular basis to give a continual appraisal to its usage/requirement because the Corporate Property Services division already has robust mechanisms in place to assess the performance of the Council’s operational property as follows:

1. Assessments of Property Performance (APPs)

Individual APPs are prepared for all the Council’s non-school operational properties. APPs contain information on use, opening hours, location, other County Council premises within 500 metres, tenure, size, number of staff working from the property, parking, statutory obligations, non-domestic rating details, the asset value, maintenance liability, condition, energy and

water consumption, energy performance, fire risk assessment details, asbestos details, running costs analysis and suitability.

An example of an APP can be seen in Appendix 1.

2. *Service Based Property Reviews*

Reviews of service based properties are undertaken in conjunction with the relevant service department. These reviews are based on assessments of property performance and compare the properties used by a particular service in delivery of their service in order to formulate an action plan for divestment/investment on properties.

An example of a specific service based property review has not been appended to this report due to the size, however the programme of service based property reviews can be found in Appendix 2.

3. *Changing The Way Derbyshire Works (CWDW) Accommodation Project*

The Changing the Way Derbyshire Works (CWDW) Accommodation Project has now been running for nearly four years and comprises an office accommodation rationalisation strategy based on a number of option appraisals and business cases which include the assessment of the performance of the Council's administrative office accommodation. It has resulted in reduced numbers of administrative office properties, revenue savings and capital receipts.

4. *Place Based Asset Management*

Work has recently commenced on developing an appropriate public sector property asset strategy for Derbyshire to cover the next 10 years based on the principles of customer insight and service demand.

The intention is to follow successful place based asset management models that have been or are being implemented in other parts of the country by

local authorities such as Hull City Council, Leicester City Council jointly with Leicestershire County Council (with assistance from Hull City Council) and North Yorkshire (also with assistance from Hull City Council).

Place-based asset management means local public service providers collaborating on managing their land and buildings as a collective resource across an area; in effect treating it as one public estate.

A whole-area place-based approach to managing public assets across neighbourhoods will deliver savings in running costs, deliver capital receipts, cut carbon emissions and provide better public access to public services. Other spin-offs are that the close proximity of many public services under one roof will create synergies for joint working and economies from sharing resources.

Place-based asset management ultimately leads to fewer but higher quality public buildings that are better used. There is a persuasive body of evidence from published studies and case studies that this approach provides better value for money to the public purse than managing assets within organisation, service and administrative silos.

It requires all local public service providers, including the third sector, to work together with a shared ambition for their collective property assets with a collective understanding of the needs of local communities and how users want to access public services in the future.

In order to implement place based asset management three specific areas of work or 'strands' are being addressed:

- **Customer Mapping** - This strand builds a comprehensive customer insight that will inform decisions around capital and asset use both now and in the future. The information gathered needs to be drawn from a range of different sources and should include demographic information and transactional data from services along with market and social research findings. A population profiling tool is being developed to provide a

classification system for Derbyshire which can be mapped and overlaid on asset maps;

- **Asset Mapping:** The geospatial mapping of all public sector assets needs to be undertaken to bring together asset ownership information in to a single resource. Through the Space Derbyshire Project a central database has already been created that can capture details of all property assets owned or used by all public and third sector organisations in Derbyshire. This now needs to be populated so that the public sector estate can be easily identified to provide the base map on which the customer classification system can be overlaid and decisions on what the future asset base should look like can be made;
- **Capital Mapping** – Capital flows in to the county are complex with a plethora of funding streams from many different sources flowing in to a wide range of delivery bodies. Under this strand work would need to be undertaken closely with partners to align capital expenditure programmes to a long term strategy and make informed decisions on where investment is necessary and sensible and also where disinvestment can take place.

3. Background Papers

Derbyshire County Council's Non-Operational Property – Review by Derbyshire County Council - Improvement and Scrutiny Committee – Resources – Final Report of Review Working Group – 14th November 2013

4. OFFICER RECOMMENDATION

That Improvement and Scrutiny Committee – Resources note the work currently being undertaken in the Corporate Property Services division to assess the performance of and requirement for the Council's operational properties.

Jeremy Goacher

Director of Property

Assessment of Property Performance

UPRN:	3576-01
Property Name:	Rink House, Swadlincote
Property Address:	Rink Drive Swadlincote Derbyshire DE11 8JL
Opening Hours:	To Be Confirmed
Department:	Strategic Policy and Budget
Use:	Administration
Primary Use:	Administration

Corporate Property Asset Management



January 2014

Photograph



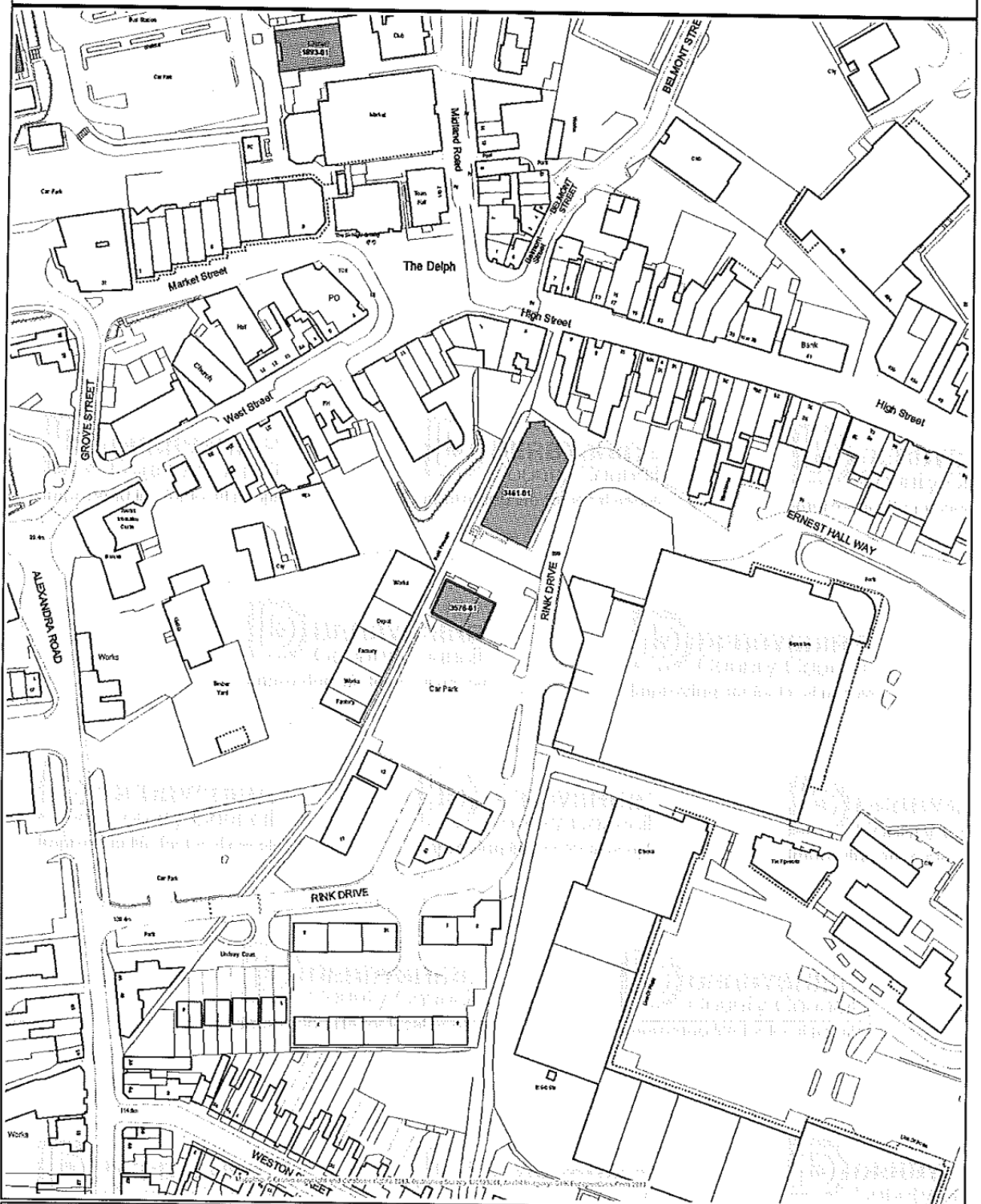
Location Plans

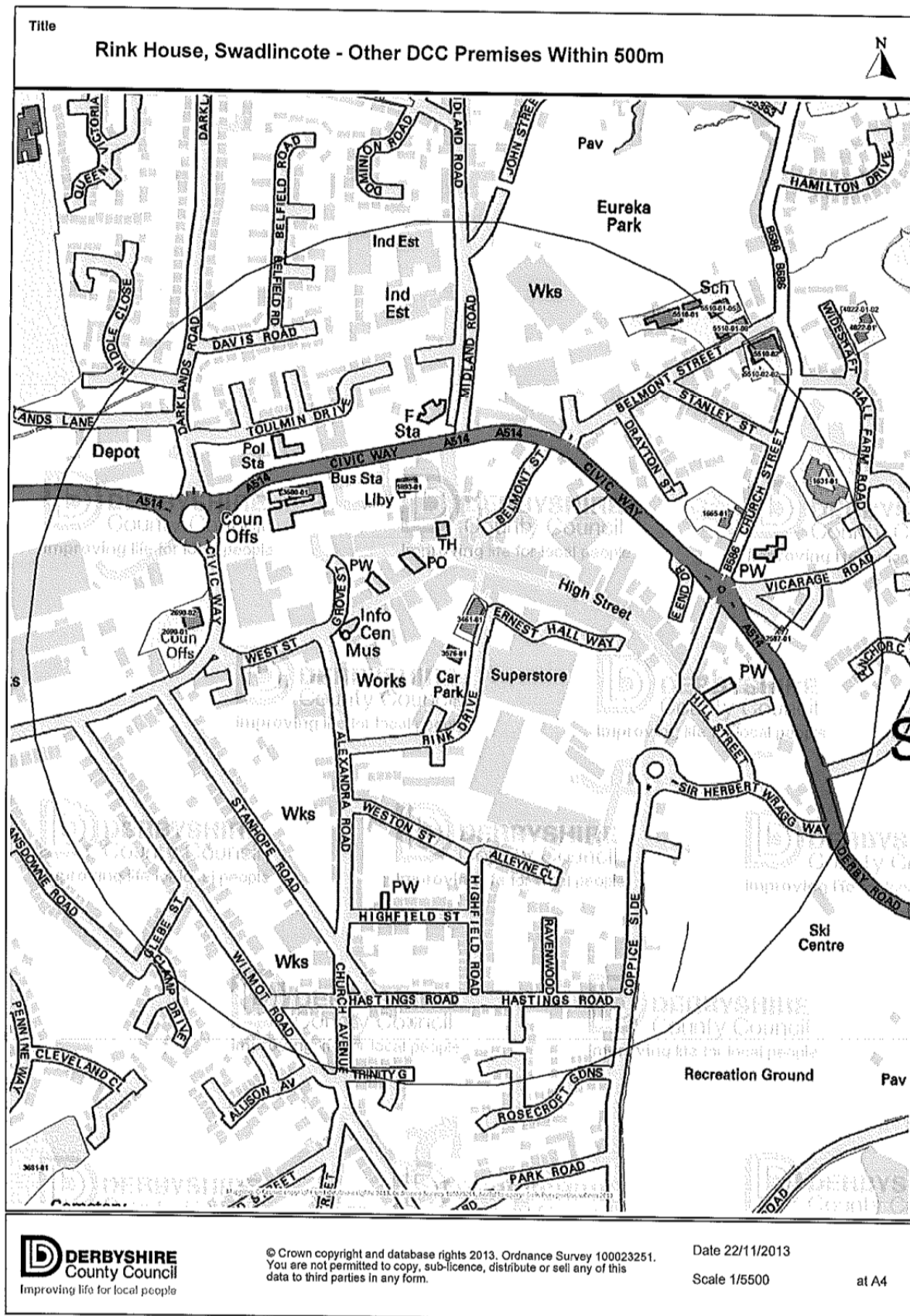
Location Plan 1 identifies the extents of the building and grounds utilised by Rink House, Swadlincote.

Location Plan 2 identifies other DCC premises within 500m of Rink House, Swadlincote.

Title

Rink House, Swadlincote - Location Plan





Rink House, 3576-01 - Other DCC Premises Within 500m

UPRN	Building Name
5510-01	Belmont Primary School (Site1)
5510-02	Belmont Primary School (Site2)
1631-01	Oakland Village
1665-01	Linden House Family Centre
2587-01	Vicarage Road, Swadlincote
3461-01	Swadlincote Learning Centre
2690-01	Former South Derbyshire Area Office
2690-02	Swadlincote Register Office
3680-01	South Derbyshire Area Office
1893-01	Swadlincote Library

Ownership Details

Tenure:	Leasehold
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Lease Details:

Lease(s) IN:		Lease(s) OUT:	
Landlord:	Rink Mews Development	None.	
Start Date:	23/12/2009		
Term:	10 Years		
Expiry Date:	22/12/2019		
Rent:	£35,000.00 p/a		
Next Break Date:	22/12/2014		

Other Income:	None
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Key Property Details

Primary Use:	Administration
Secondary Uses:	None
Total Site Area (m2):	235.82
No. of Blocks:	1
Total Internal Area (m2):	410.67
Total Staff:	0
Parking Spaces:	17
Disabled Spaces:	2
Ratio of Parking Spaces to Internal Area:	1 : 21.61

Statutory Obligations

Listed Building:	No
Ancient Monument:	No
Conservation Area:	No
Asset of Community Value:	No
Other Restrictions:	None

Ratings Details

Rating Authority:	South Derbyshire
Rateable Value:	£31,500

Asset Valuation

Valuation Required?:	No	
Last Valuation Date:	-	
Component:	Valuation:	Valuation Type:
Land	£ 0.00	-
Bld 01	£ 0.00	-
Total	£ 0.00	

Maintenance Liability

Maintenance Liability:	Survey yet to be undertaken
Condition Category:	-
Liability per m2:	-

Condition surveys of building, electrical and mechanical elements of the property identify the maintenance liability and required investment over a five year period.

National Property Performance Indicators measure required investment, taken from condition surveys, against rebuild costs and a condition category is given, defined as follows:

Category	Percentage of Required Investment against Rebuild Cost
A	Less than 5%
B	5% to 35%
C	35% to 65%
D	Greater than 65%

The following graphs show a breakdown of the investment required to bring property elements to a good standard and the investment required by priority.

The priorities are defined as follows:

Priority Grade	Condition Grade
1 - Urgent	A - Good
2 - Within 2 Years	B - Fair
3 - Within 3-5 Years	C - Poor
4 - Outside Survey Period	D - Life Expired

Energy and Water

Is an Energy Performance Certificate Required?:	No			
EPC Rating:	-			
Is a Display Energy Certificate Required?:	Yes			
DEC Rating:	E			
Energy:*	Consumption kWh	CO2 Tonnes/m2	Consumption Per m2	Consumption Per m2/hour
Electricity:	61,383	0.12	149.47	No Data
Gas:	No Data	No Data	No Data	No Data
Oil:	No Data	No Data	No Data	No Data
Solid Fuel:	No Data	No Data	No Data	No Data
Other:	No Data	No Data	No Data	No Data
Water:	No Data	No Data	No Data	No Data

Fire Risk Assessment Details

Fire Risk Assessments are being undertaken at all council premises; findings from these assessments are prioritised as follows:

High Risk	Building (or relevant area) should not be occupied until the risk is reduced.
Medium Risk	Urgent action should be taken.
Intermediate Risk	Urgent action should be undertaken as soon as possible.
Low Risk	Action should be taken as soon as is reasonably practicable.
No Risk	Action should be undertaken at next available opportunity.

Date of Assessment:	Not Yet Undertaken				
Level of Risk:	High	Medium	Intermediate	Low	No Risk
Estimated Cost:	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Energy Performance Certificate

Non-Domestic Building



Derbyshire Connexions
1 Rink House
Rink Drive
SWADLINCOTE
DE11 8JL

Certificate Reference Number:
0908-0848-1330-2500-7103

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website www.communities.gov.uk/epbd.

Energy Performance Asset Rating

More energy efficient



..... Net zero CO₂ emissions

A 0-25

B 26-50

C 51-75

D 76-100

E 101-125

F 126-150

G Over 150

◀ **112** This is how energy efficient the building is.

Less energy efficient

Technical information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Heating and Natural Ventilation
Total useful floor area (m ²):	273
Building complexity (NOS level):	3

Benchmarks

Buildings similar to this one could have ratings as follows:

44 If newly built

75 If typical of the existing stock

Asbestos Details

Is Asbestos Present?:	No		
Level of Risk:	High	Medium	Low
Rooms:	Block / Room	Block / Room	Block / Room
	/	/	/

Running Cost Analysis

Property running costs are taken from 2012/13 data.

Total Running Cost:	£63,845*
Total Running Cost Per m2 (GIA):	£155.47*
Total Running Cost Per m2 Per hour:	To Be Confirmed

* - Data yet to be clarified

Suitability Assessment

Date of Survey:	Not Yet Undertaken
Suitability Rating:	

Existing Accommodation Costs

Occupied Costs

Corporate

		CAYA	Adult Care	Culture & Community Services	Env. Services	Health & Community Safety	Council services
IT Infrastructure	£ 4,388	£ -	£ -	£ -	£ -	£ -	£ -
Caretaking/Cleaning	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Property DLO	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Insurance	£ 1,946	£ -	£ -	£ -	£ -	£ -	£ -
Corporate - Other	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Total	£ 6,334	-	-	-	-	-	-

Departmental

Rent	£ 35,000	£ 35,000	£ -	£ -	£ -	£ -	£ -
Caretaking/Cleaning	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Utilities	£ 7,831	£ 7,831	£ -	£ -	£ -	£ -	£ -
Security	£ 581	£ 581	£ -	£ -	£ -	£ -	£ -
Business Rates	£ 13,688	£ 13,688	£ -	£ -	£ -	£ -	£ -
Furniture, Fixture & Fitting	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Trade Waste	£ 411	£ 411	£ -	£ -	£ -	£ -	£ -
Total Dept	£ 57,511	£ 57,511	£ -	£ -	£ -	£ -	£ -
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Occupied Costs	£ 63,845						

SERVICE BASED PROPERTY REVIEWS

PROGRAMME OF REVIEWS

HEALTH AND COMMUNITIES DEPARTMENT - 2009/2010

1. Libraries – completed
2. Record Office – completed
3. Register Offices – completed
4. Mobile Library Services Premises – completed
5. Buxton Museum and Art Gallery – on-going
6. School Library Service – on-going

CHILDREN AND YOUNGER ADULTS DEPARTMENT – 2010/2014

1. Adult Community Education Centres- completed
2. Youth Centres/FE Centres - complete
3. Children's Centres – on-going
4. Children's Homes – still to be commenced
5. Family Resource Centre's/Support Centres Homes – still to be commenced
6. KS4 units Homes – still to be commenced
7. Hostels Homes – still to be commenced

ADULT CARE DEPARTMENT – 2010/2014

1. Homes for Older People – being undertaken by Adult Care
2. Day Centres for Adults with Learning Difficulties Homes – still to be commenced
3. Day/Resource Centres for Older People Homes – still to be commenced
4. Independent Living Units Homes – still to be commenced

ECONOMY, TRANSPORT AND ENVIRONMENT DEPARTMENT – 2009/2014

1. Country Parks – North of county completed, south of county still to be commenced
2. Visitors Centres - still to be commenced

Note:

The specific timings of the reviews are largely dictated by the service departments and the changes in service delivery needs and budget pressures.