

Asset and Facilities Management

**Use of Resources Scrutiny
17 March 2011**

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What is AM and FM?

- Asset Management

- ❖ Ensuring that the Council's land and property meets its objectives, priorities and service requirements
- ❖ Involves decisions on e.g. the disposal, acquisition and appropriate investment in property assets

- Facilities Management

- ❖ Ensures that the land and buildings occupied provide a safe, efficient and healthy working and public environment
- ❖ Involves the efficient and effective provision and procurement of premises related goods and services

How will AM / FM be Implemented

AM / FM Directorate Responsibilities from 01/04/2011

Strategic responsibility:

Economy & Environment (E & E) : all buildings “held” by E&E not by Directorates

Facilities Management Responsibilities: Subject to a Phased Programme and agreed budget transfer.

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|---|-------------------------|
| ❖ Buildings – single service occupied | Economy and Environment |
| ❖ Management of Multi Occupied Buildings: | Economy and Environment |
| ❖ Land: (S&SC) | Safer, Cleaner, Greener |
| ❖ Car Parks: (E&E) | Car Parking Services |
| ❖ Adopted Highways: (E&E) | Highways |

Service Delivery

Directorates to retain

Guidelines to be Implemented

Agreed Baseline with Directorates:

- ❖ Approved Property Related Projects
- ❖ Spend / Budget on Premises Related Expenditure
- ❖ Occupied Accommodation
- ❖ Confirmation of the current procurement of FM Services

Gatekeeper Process AM/FM (Subject to agreed Parameters):

- ❖ No relocations
- ❖ No new contracts
- ❖ Expenditure
- ❖ Projects

Key Strategic Decisions

❖ **Project Control and Enforcement “Buy In”**

The process and controls in respect of AM/FM are applied and agreed :

Members (Cabinet, Scrutiny etc)

Directorates enforce at all levels

❖ **Savings**

All AM / FM related savings are allocated to AM / FM saving target and not Service Areas

FM Saving is a corporate responsibility

Key Strategic Decisions

❖ **Decisions: Impact of Property Requirements**

Centralised / Local Delivery of Service or mixture

Customer First in Halifax: Impact on premises requirements, design and size of required office facilities

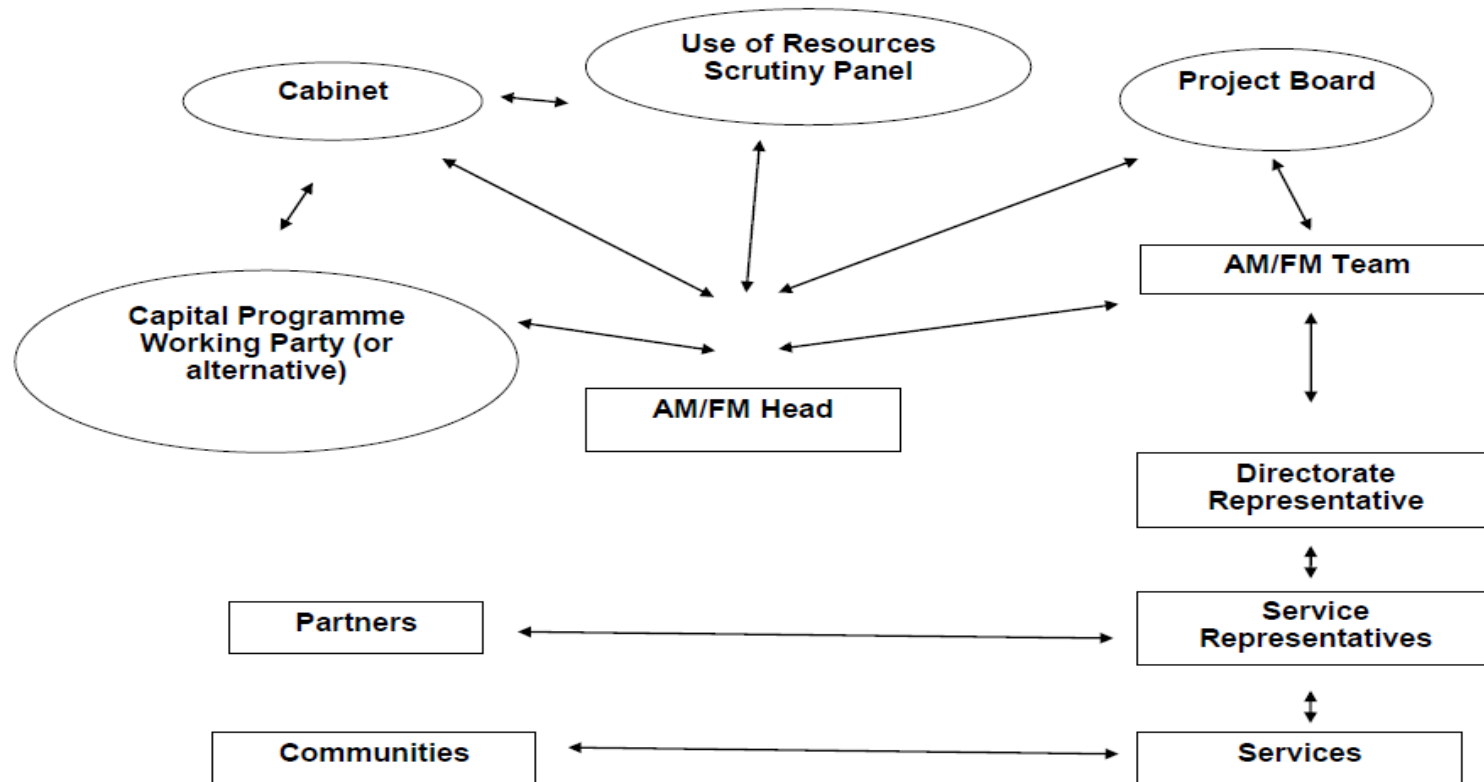
Northgate House / Library

❖ **FM Procurement:**

Outsourcing v In-house Provision

Partial or Full

Governance and Project Structure



Project Staff Resources

❖ Initial Team

- In house team to scope and progress the project
- External specialist assistance via Commercial Procurement Unit
- Directorate assistance as required:
Directorate/Service/Building Representatives

❖ Future Team Requirements

Additional resources to team will be identified as the project progresses and will expand as its role increases in line with the programmed transfer of responsibilities

Project Outcomes

- Identified Savings
- Limit the Council's liability to property
- Property use is optimised and contributes to the positive image of the Council
- Property is in good physical condition, meets all legislative requirements, is fit for purpose and has regard to future service needs and other policies initiatives
- All capital and revenue expenditure on property is used appropriately, efficiently and provides value for money

Current Position

- High Level Data Review Complete : Action Plan in Place
- High Level Asset Review to be completed 31/03/2011
- Programme for AM completed and approved
- Draft Programme FM complete and Statement of Intent
- Reviewing 2009/10 spend with CPU to identify Savings
- Review of AM Related Work: disposal, valuation, data gathering and management and management of the investment portfolio
- Draft Interim AM Strategy in progress to be completed by 31/03/2011.

Where we hope to be by April 2012

❖ Asset Management

- Identified quick wins and disposals completed
- Occupation requirements of services confirmed
- Programmed Area / Specific Reviews progressing
- Improvements to AM related services in place

❖ Facilities Management

- Required data gathered to progress corporate procurement of FM Services
- Options considered and recommendations made regarding FM procurement
- Savings identified

Questions?
