

APPENDIX 1
Asset Management Plan
18/3/2019

Rational	An asset management plan recommended in terms of best practice (e.g. RICS guidance) as it ensures that there are processes in place for the asset management of the property portfolio, and that these processes are reviewed regularly to adapt to changes in legal, corporate and market conditions.			
Strategy links	The asset management plan accords with the following: Rushmoor Borough Council's strategies and policies (MTFS, Corporate Strategy); government's strategies and policies (e.g. One Public Estate); legal requirements (Health and Safety and statutory compliance); and best practice requirements (CIPFA, RICS).			
	Current portfolio		Proposed projects	
Category	Operational assets	Investment assets	Purchase/disposal	Capital projects
Target	<ul style="list-style-type: none"> Ensuring service delivery Save costs Delivering existing and future services Reduce environmental impact Joint working with partners 	<ul style="list-style-type: none"> Ensuring income generation Maximise income from existing assets Delivering investment programme Reviewing performance Preparing asset plans for key assets 	<ul style="list-style-type: none"> Income generation opportunities Reducing liabilities Supporting regeneration Supporting economic, social and environmental development 	<ul style="list-style-type: none"> Making assets suitable for purpose Improving environmental impact Improving service delivery quality Reducing costs Improving efficiency Accessing external funds
Implications	<ul style="list-style-type: none"> Improve energy efficiency (capital projects) Creation and improve suitability of premises (disabled access, purpose-built facilities) Relocating services (transport access, appropriate location, access to users) Shared premises (more efficient use of space, proximity to partners) 	<ul style="list-style-type: none"> Landlord and Tenant (new leases, rent reviews, lease renewals, dilapidations) Access over land (ransom strips, rights of light, licence for access/occupation) Bad debt (processes for alerting, payment plan, recovery, forfeiture) Extensions/improvements (increase floor space, improve standard) 	<ul style="list-style-type: none"> Disposal of unsuitable assets Purchase of suitable assets Identify opportunity sales or purchases – e.g. with adjoining owners Part of regeneration programme 	<ul style="list-style-type: none"> Alteration to existing assets Construction of purpose built assets Income generating assets Strategically important projects Support of regeneration Consistency of project approach
Delivery	<p>Portfolio review programme</p> <ul style="list-style-type: none"> Identifying whether assets are suitable for purpose Classifying assets (efficiency, condition and priority) Establishing options (change of use, capital expenditures, disposal) Cabinet reports for capital projects, disposals, re-locations and investments <p>Maintenance programme</p> <ul style="list-style-type: none"> Inspection of assets, condition surveys and related work Statutory compliance and related work Environmental impact and related work Capital expenditures and project management Procurement <p>Portfolio management:</p> <ul style="list-style-type: none"> Asset register Tenancy schedule Maintenance and statutory compliance schedules Property management system, processes and procedures Capital resources (revenue and capital budgets) Human resources (staff, contractors, joint ventures) Governance (scheme of delegation, line management, procurement) Consistent asset management e.g. community and private disposal policy 		<ul style="list-style-type: none"> Preparing an investment strategy. Agreeing on procedures. Clear scheme of delegation. Identifying opportunities. Employing appropriate internal and external resources. Clear and transparent approach 	<ul style="list-style-type: none"> Preparing a capital strategy. Agreeing procedures and processes Amending the scheme of delegation. Identifying opportunities. Establishing stakeholders. Reviewing potential funding. Working with delivery partners Prioritising projects
Governance	Performance to be reviewed by an Asset Management Group			

