

# **Jobs, Regeneration and Assets Overview and Scrutiny Committee**

## **Agenda**

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**Date:** Monday, 22nd September, 2014  
**Time:** 2.00 pm  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

**1. Apologies for Absence**

**2. Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

**3. Declarations of Party Whip**

To provide an opportunity for Members to declare the existence of a party whip in relation to any item on the Agenda

**4. Public Speaking Time/Open Session**

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For requests for further information

**Contact:** James Morley

**Tel:** 01270 686468

**E-Mail:** [james.morley@cheshireeast.gov.uk](mailto:james.morley@cheshireeast.gov.uk) with any apologies

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers.

Note: in order for officers to undertake any background, it would be helpful if members of the public notified the Scrutiny Officer listed at the foot of the Agenda at least one working day before the meeting with brief details of the matter to be covered.

5. **High Growth City Project**

To discuss the High Growth City Project with a view to establishing a task and finish group to contribute to the project.

6. **Asset Management** (Pages 1 - 24)

To receive a presentation about the Council's asset management system.

7. **Work Programme** (Pages 25 - 34)

To review the current Work Programme

# Jobs Regeneration and Assets Overview and Scrutiny Committee

22<sup>nd</sup> September 2014

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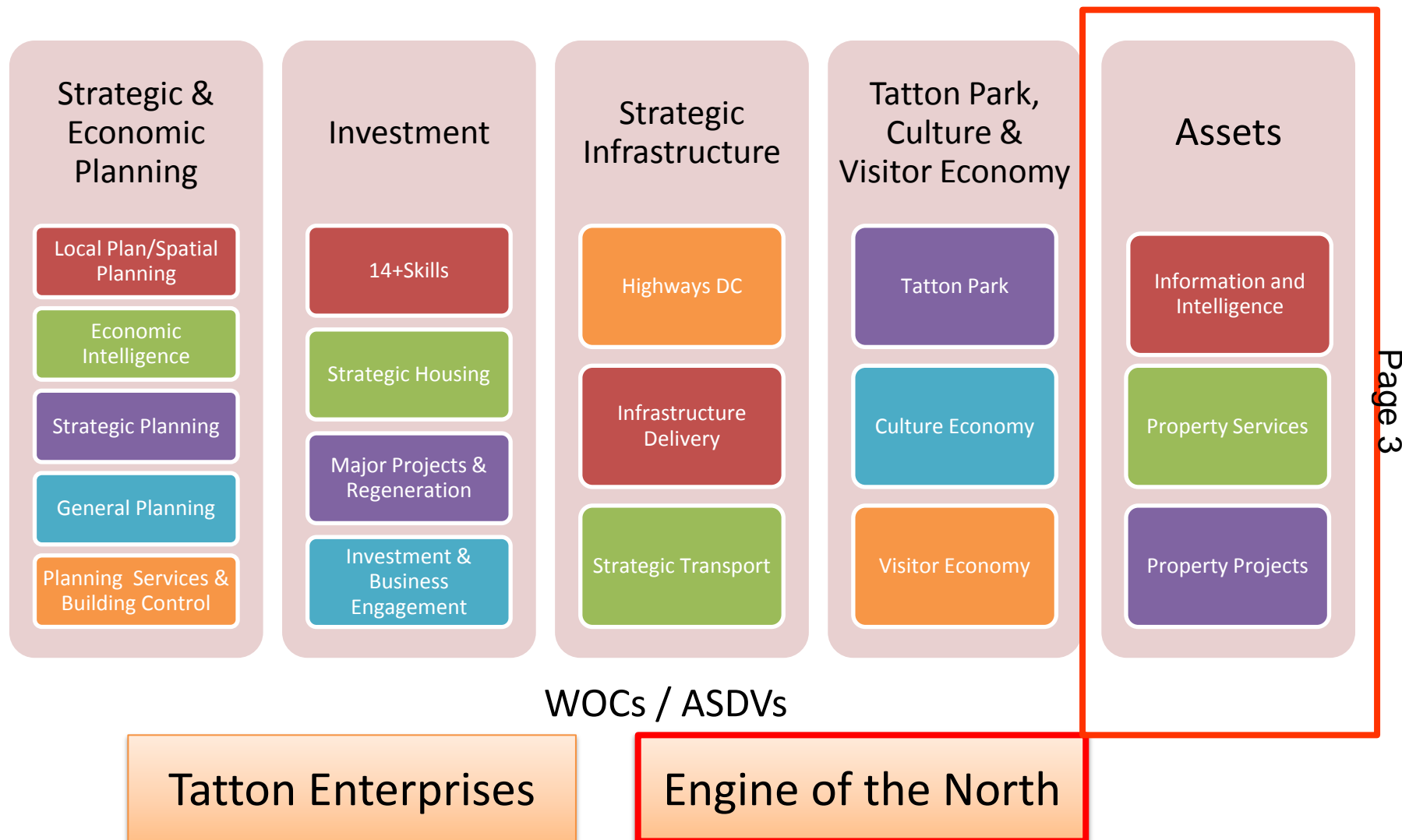
Agenda Item 6



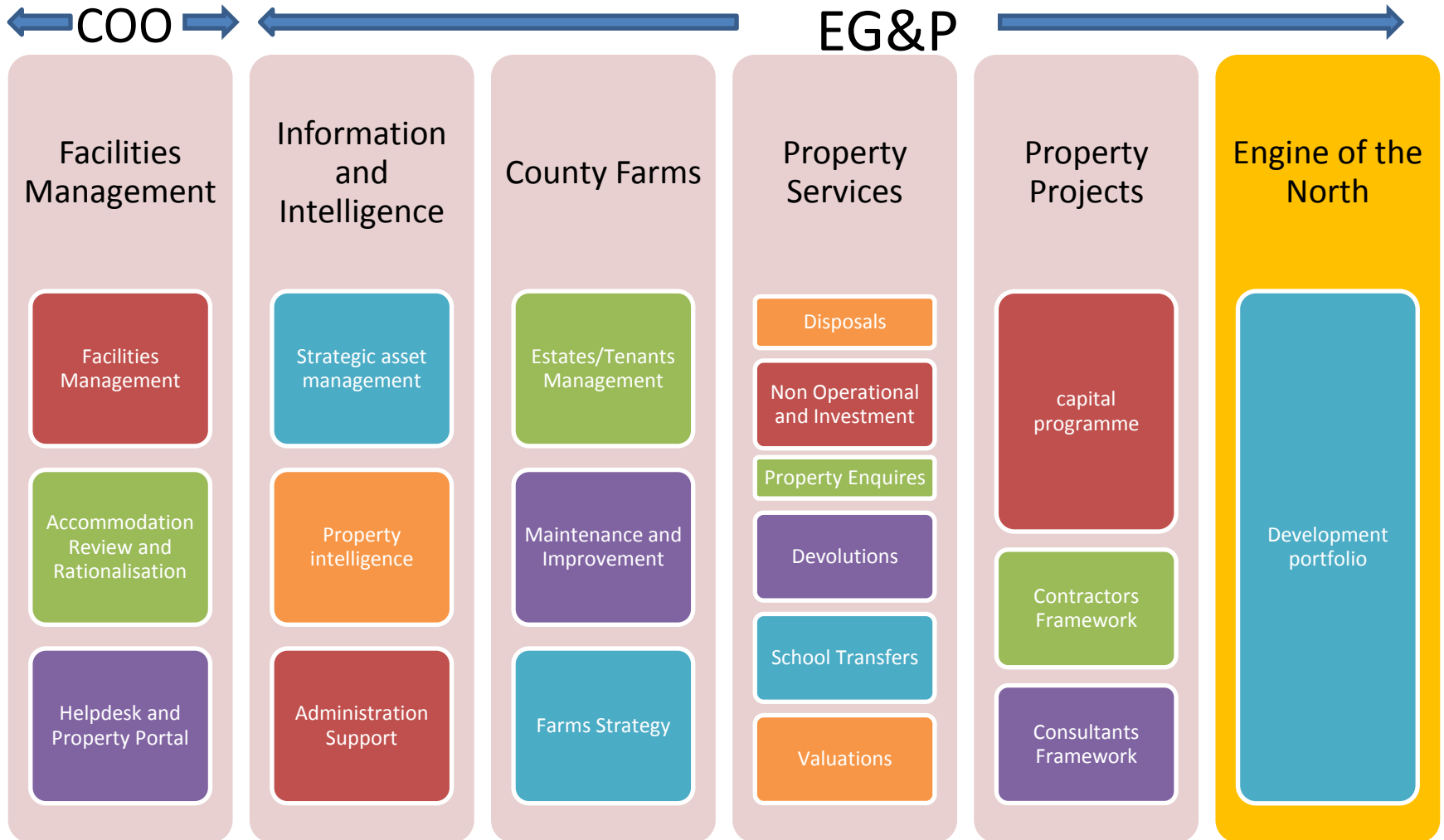
# Agenda

- Introduction to the Council's Asset Function
- Roles and Responsibilities
  - Property Projects
  - Property Services
  - Property Information Unit
  - Farms
  - Engine of the North
- Service Efficiency
- Assets Change Programme

# EG&P Functions



# Assets Functions



# Role of Assets Team

- **Asset Information and Intelligence**
  - *Do the Council's property assets contribute to corporate priorities?*
  - *Property information and intelligence*
- **Property Services**
  - *Corporate major projects (e.g., ASDVs, Town Centre developments)*
  - *General Estate Management (leases, easements, boundary issues)*
  - *Non Operational Income Portfolio*
  - *Asset, Rating and Insurance Valuations*
  - *Highways – land take, compensation claims*
  - *Devolutions*
  - *Acquisition & disposals*
  - *School Statutory Transfers*
- **Property Projects**
  - *Delivery of capital building projects and Major Change projects*
- **Commissioning role for the Engine of the North**
- **County Farms – a shared service**

# *Property Information Unit*

- Pivotal to the whole Assets function
- Property Information management
- Approx. 1,500 enquiries for information each year
- A starting point for Business Improvement as data and intelligence all our work



## *Current Initiatives*

- Local Government Transparency Code 2014
  - A requirement placed on Local Authorities to publish Asset Data, November deadline
- Improved speed of Atrium, and ensure data quality
- Business Improvement recommendations
- Informing the Strategic Asset Management Plan

## *Future Goals*

- Improved strategic capability / capacity
- Easy access to property data for self-serve
- Improving confidence levels of data quality
- Easy-to-use online mapping and search tools

# *Property Projects Team*

## **Primary purpose:**

**manage and commission construction and property related professional services projects from the Council's Capital and Major Change programmes.**

## **Work activities include:**

- Project Management of Construction work packages, support PM / SRO management processes and reporting requirements.
- Compliant commissioning and procurement of construction projects from feasibility / inception through to final completion / handover.
- Commissioning and procurement of Property related professional building services; cost estimating and feasibility advice.
- Establishment and Management of corporate frameworks contracts.

# *Achievements*

**Within 2013-14 the following projects were completed:**

- 3 No School refurbishment and extensions projects at Dean Oaks, Oakefield, Wilmslow Grange Primary Schools - £ 2.6m in total
- Nantwich Pool Refurbishment and new build facilities - £ 1.5m
- Replacement of the Cremators at Crewe Crematorium - £ 0.6m
- Office Refurbishment at Dean Row & Redesmere Day Centres - £ 0.5m
- 17 No smaller value projects inc office refurbishments, structural repairs, new footpaths, upgrading changing room facilities, sewage and drainage works, boiler replacement, - £ 3.7m in total
- 8 No feasibility studies inc adaptations, refurbishment and extensions - £ 14m

**Contract Management Frameworks, inc procurement – Heritage Architecture Consultants / Asbestos Management & Monitoring ( Interim )**

# *Current activities*

**Within 2014-15 the following projects are in various development stages:**

- Major Projects (e.g. Crewe Lifestyle Centre, School refurbishment and extensions)
- **20** No smaller value projects inc demolition, office refurbishment, upgrading changing facilities, library refurbishment, sewage and drainage works - £ 5.0m in total
- **9** No feasibility studies / Option appraisals inc adaptations, refurbishment and extensions - £ 11.7m
- Contract management Framework, inc re-procurement Property Related Professional Services.

## **Primary Purpose:**

Manage and legally protect the Council's land and property holdings and provide valuation and estate management advice and support on all corporate projects and initiatives to ensure all matters are legally contracted and the value of the estate is protected and correctly reported in all matters.

# *Key Work Streams*

- **Asset, Rating and Insurance Valuations**
- **General Requests/Corporate Projects**
- **Highways Schemes**
- **Disposal Programme**
- **Devolution Programme**
- **Academy Transfers**
- **Income Portfolio Management**

# *Achievements (14/15)*

- >£300,000 through Rating Appeals
- 13/14 Asset Valuations complete
- 33 Completed Devolution transfers
- 8 completed Academy/Foundation transfers since 1<sup>st</sup> April 14 another 15 in progress
- 283 completed compensation claims on the Alderley Edge By Pass against a balance of 460 part 1 claims
- 9 new business start ups - £42,500 per annum rent plus holding cost savings on the income portfolio
- Completed legal transfer of all Assets into the WOCS: (Leisure Trust, ANSA, ORBITAS)
- Numerous general enquiries



# *Current and future Priorities*

- Managing customer and stakeholder expectations
- Achieve the capital and revenue saving targets
- Identify new ways to manage work demand
- Business Improvement activities

- WOC representing the commercial property and land interests of the council
- Delivery Programme of 9 projects, additionally providing strategic advice to the council for property related matters
- Outputs: Capital Receipts, best value of council assets
- Key Outcomes: Houses, employment land and Jobs

# *Service Efficiency*

- Reducing Demand
- Working smarter
- Managing Performance
- Standard ways of working, processes and Procedures
- Strong leadership and management practises
- Building strong relationships
- Residents first and managing stakeholder expectations

# Assets Major Project

*(Programme of works)*

- Strategic Asset Management Plan
- Disposals
- LEAN/Business Improvement
- Strategic Commissioning Model
- Consultants Framework
- Facilities Management Contract review\*
- Asset Rationalisation Programme\*

# *Strategic Asset Management and Delivery Plan*

- Refresh of 2011-2014 Strategy and Delivery Plan to reflect the council's current objectives, policies and strategies
- High level draft response expected late September
- CLB/Cabinet workshop to be held on October
- Strategy and delivery plan to be finalised in November

# Disposals

- Key workstream to generate capital receipts and deliver revenue savings
- £15m capital and £350k revenue savings target 2014/15
- Processes reviewed and refined
- New resourcing model employed to deliver disposal pipeline – intelligent client
- 6 sales completed, 57 assets in the pipeline to be disposed of.
- SAMP necessary to feed the pipeline

- Council's Business Improvement team engaged
- Initial focus on Property information and Disposals workstreams
- Additional BI resource in the team so facilitate change
- Implement plan for change to be finalised and signed off in September



- Roles and responsibilities workshops planned in September
- Move towards Strategic Commissioning model with clear commissioner provider split
- Work already underway – Property Services and Commissioning Engine of the North
- Need to bring in greater strategic capacity



# Questions

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## **CHESHIRE EAST COUNCIL**

### **REPORT TO: Jobs Regeneration and Assets Overview and Scrutiny Committee**

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<b>Date of Meeting:</b>	22 September 2014
<b>Report of:</b>	Democratic Services
<b>Subject/Title:</b>	Work Programme update

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#### **1.0 Report Summary**

- 1.1 To review items in the 2014 Work Programme, to consider the efficacy of existing items listed in the schedule attached, together with any other items suggested by Committee Members.

#### **2.0 Recommendations**

- 2.1 That the work programme be received and noted.

#### **3.0 Reasons for Recommendations**

- 3.1 It is good practice to agree and review the Work Programme to enable effective management of the Committee's business.

#### **4.0 Wards Affected**

- 4.1 All

#### **5.0 Local Ward Members**

- 5.1 Not applicable.

#### **6.0 Background and Options**

- 6.1 In reviewing the work programme, Members must pay close attention to the Corporate Priorities and Forward Plan.
- 6.2 Following this meeting the document will be updated so that all the appropriate targets will be included within the schedule.
- 6.3 In reviewing the work programme, Members must have regard to the general criteria which should be applied to all potential items, including Task and Finish reviews, when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:

- Does the issue fall within a corporate priority

- Is the issue of key interest to the public
- Does the matter relate to a poor or declining performing service for which there is no obvious explanation
- Is there a pattern of budgetary overspends
- Is it a matter raised by external audit management letters and or audit reports?
- Is there a high level of dissatisfaction with the service

6.4 If during the assessment process any of the following emerge, then the topic should be rejected:

- The topic is already being addressed elsewhere
- The matter is subjudice
- Scrutiny cannot add value or is unlikely to be able to conclude an investigation within the specified timescale

#### **7.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: James Morley  
Designation: Scrutiny Officer  
Tel No: 01270 686468  
Email: james.morley@cheshireeast.gov.uk

## Jobs Regeneration and Assets Overview and Scrutiny Committee Work Programme – 3 September 2014

Topic	Description /Comments	Responsible Organisation /Officer	Suggested by	Corporate Priority	Current Position (G/A/R)	Next Key Date
High Growth City Project	To form a task and finish group to contribute towards the Project for Crewe	Caroline Simpson	Chairman	Outcome 2 – Cheshire East has a strong and resilient economy	Item to be presented to Committee at public meeting and arrangements for task and finish group to be made.	Agenda Deadline 12 September Meeting 22 September
Asset Management Review	To review the Council's Estate and Asset Management system	Caroline Simpson Julian Cobley	Committee	Outcome 2 – Cheshire East has a strong and resilient economy	Committee agreed to receive item in Sept, arrangements for meeting to be discussed with Officers	Agenda Deadline 12 September Meeting 22 September
Cheshire East Engine of the North	To monitor the performance of Engine of the North and whether it is delivering on its targets	Caroline Simpson	Committee	Outcome 2 – Cheshire East has a strong and resilient economy	Committee agreed to receive item, arrangements for meeting to be discussed with Officers	Deferred
					Green for on target	
					Yellow for deferred	
					Red for critical or significantly off target	

### Possible Items to Monitor or consider at future Meetings

- End to End Planning Process Review
- Key Accounts with major Businesses within Cheshire East
- Cheshire Neighbours Credit Union – monitor progress of Finance PDG recommendations

### Dates of Future Committee Meetings

22 September, 13 October, 24 November, 15 December, 12 January 2015, 9 February 2015, 12 March 2015

## **Jobs Regeneration and Assets Overview and Scrutiny Committee Work Programme – 3 September 2014**

### **Dates of Future Cabinet Meetings**

16 September, 14 October, 11 November, 9 December, 6 January 2015, 3 February 2015, 3 March 2015, 31 March 2015, 28 April 2015

### **Dates of Future Council Meetings**

16 October, 11 December, 26 February 2015, 20 May 2015



## FORWARD PLAN - 31 JANUARY 2015

This Plan sets out the key decisions which the Executive expect to take over the period indicated above. The Plan is rolled forward every month. Key decisions are defined in the Council's Constitution as:-

"an executive decision which is likely –

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising one or more wards or electoral divisions in the area of the local authority.

*For the purpose of the above, savings or expenditure are "significant" if they are equal to or greater than £500,000."*

Reports relevant to key decisions, and any listed background documents, may be viewed at any of the Councils Offices/Information Centres 5 days before the decision is to be made. Copies of, or extracts from these documents, may be obtained on the payment of a reasonable fee from the following address:-

Democratic Services Team  
Cheshire East Council ,  
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ  
Telephone: 01270 686472

However, it is not possible to make available for viewing or to supply copies of reports or documents, the publication of which is restricted due to confidentiality of the information contained.

A record of the decision for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's Website, at Council Information Centres and Council Offices.

This Forward Plan also provides notice that the Cabinet may decide to take a decision in private. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 28 days notice must be given of any decisions to be made in private by the Cabinet, with provision for the public to make representations as to why they should be made in public. In these cases Members of the Council and the public may make representations in writing to the Democratic Services Team Manager using the contact details below. A further notice of intention to hold the meeting in private must then be published 5 clear days before the meeting setting out any representations received about why the meeting should be held in public with a response from the Leader and the Cabinet.

The list of decisions in this Forward Plan indicates whether a decision is to be taken in private, with the reason category for that decision being taken in private being drawn from the list overleaf:

1. Information relating to an individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including to authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal and professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

If you would like to make representations about any decision to be conducted in private at a meeting then please email

Paul Mountford, Democratic Services Officer [paul.mountford@cheshitreeeast.gov.uk](mailto:paul.mountford@cheshitreeeast.gov.uk)

Such representations must be received at least 10 clear working days before the date of the Cabinet or Portfolio Holder meeting concerned.

Where it has not been possible to meet the 28 day rule for publication of notice of a key decision or intention to meet in private the relevant notices will be published as soon as possible in accordance with the requirements of the Constitution.

The law and the Council's Constitution provides for urgent key decisions to be made. Any decision made in this way will be published for these in the same way.



Forward Plan to 31 January 2015

<b>Key Decision and Private Non-Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>How to make representation to the decision made</b>	<b>Private/ Confidential and paragraph number</b>
CE 14/15-5 Alderley Park Investment Fund	To authorise the officers to take all necessary actions to undertake the proposed investment as recommended by the Independent Options Appraisal.	Cabinet	16 Sep 2014			No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-22 Key Worker Accommodation	<p>To consider an approach to facilitating the inclusion of key workers in housing policy, setting out an interim and formal approach through the planning process. The decision will be to authorise:</p> <ol style="list-style-type: none"> <li>1. an interim approach, including the definition of a key worker;</li> <li>2. officers to carry out the primary research to establish the need for key worker housing provision;</li> <li>3. the need for key worker housing provision, once established, to be incorporated into the development of the Affordable Housing Supplementary Planning Document.</li> </ol>	Cabinet	16 Sep 2014		Karen Carsberg	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-11 Homeless Strategy 2014-17	<p>To authorise the officers to begin a six week consultation phase with the public and professionals, internally, externally and in all sectors (including voluntary and third sector), on the proposed Homeless Strategy, commencing at the end of July 2014. The consultation will be authorised by the Portfolio Holder for Housing and Jobs on 28<sup>th</sup> July 2014.</p> <p>Subject to the outcome of the consultation, Cabinet on 14<sup>th</sup> October 2014 will be asked to approve the Homeless Strategy for adoption.</p>	Cabinet	11 Nov 2014			No
CE 14/15-14 Macclesfield Town Centre Housing Strategy	To decide whether to approve and adopt the strategy in light of the public consultation outcome, and to authorise the officers to implement all associated actions and initiatives.	Cabinet	11 Nov 2014	There will be a public consultation exercise in July, the outcome of which will be reported to Cabinet.	Karen Carsberg	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE14/15-18 Cheshire Homechoice - Allocation Policy Review	<p>To approve the final version of the Cheshire Homechoice Policy for adoption and authorise officers to take all necessary steps to implement the revised Housing Allocation Policy.</p> <p>Cheshire Homechoice is the Choice Based Lettings Partnership between Cheshire East Council and Registered Providers who allocate Social Housing in Cheshire East.</p>	Cabinet	9 Dec 2014		Karen Carsberg	