

Opportunity Outline

This document is to be used for all new ideas / initiatives as an initial assessment / scope



Title: Strategic Asset Management

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<input type="checkbox"/> Mandatory <i>Compliance with Legislation, Policy and Audit</i>	<input checked="" type="checkbox"/> Sustainability <i>Essential for business continuity</i>	<input checked="" type="checkbox"/> Improvement <i>New idea / opportunity that improves or increases Service Levels</i>
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Case for Change / Objective

Explanation as to why the proposal has come about (e.g. Audit Requirement; new idea, Service Improvement; Business Plan).

As part of the Service Based Reviews, a number of opportunities to mitigate cost and risk to the City Corporation across our asset base have been identified.

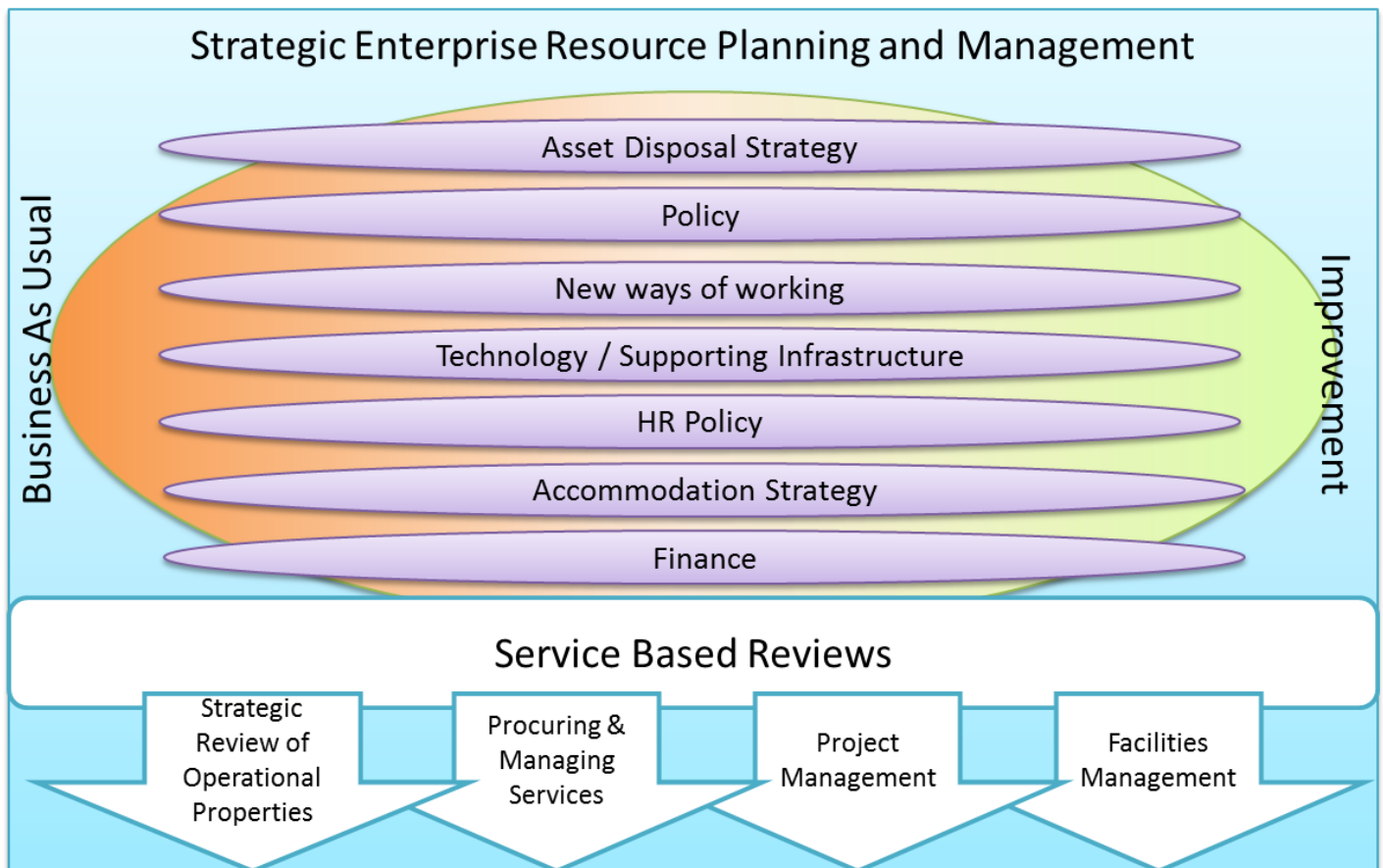
It is critically important that management of our Assets includes our people and property resources, and to understand that Contract Management, Facilities Management and Project Management are broader than 'Property Assets'.

The purpose of this outline is to take a more strategic approach to identifying the principles which should govern how we should proceed with each of the interdependent, but currently separate elements listed below – each of which has their own outline opportunity and savings associated.

The four proposals are :-

- Strategic Review of Operational Properties
- Contract Management (Procuring & Managing Services All Contracts)
- Facilities Management (could include some IS services or be joined) and
- Project Management (All Project / Programme Management)

Further, we would seek to embed the core strands of the Asset Management Strategy across the corporation and make a set of recommendations to maximise opportunities across the Property asset base and enhance the ongoing management of those assets.



Opportunity Description

What is the proposed solution you are putting forward, describe in 50 words (couple of sentences)

We have fractured models currently in place for delivery of each of the strands identified above. These models have resulted in a lack of shared organisational understanding or consistency in how each of the elements are identified, applied and measured.

To exploit these opportunities, we propose to take a two strand approach to the Strategic and operational reviews of each element.

We will do this by facilitating a series of short 2hr workshops against the backdrop of the Asset Management Strategy, to work with the Chief Officers to :-

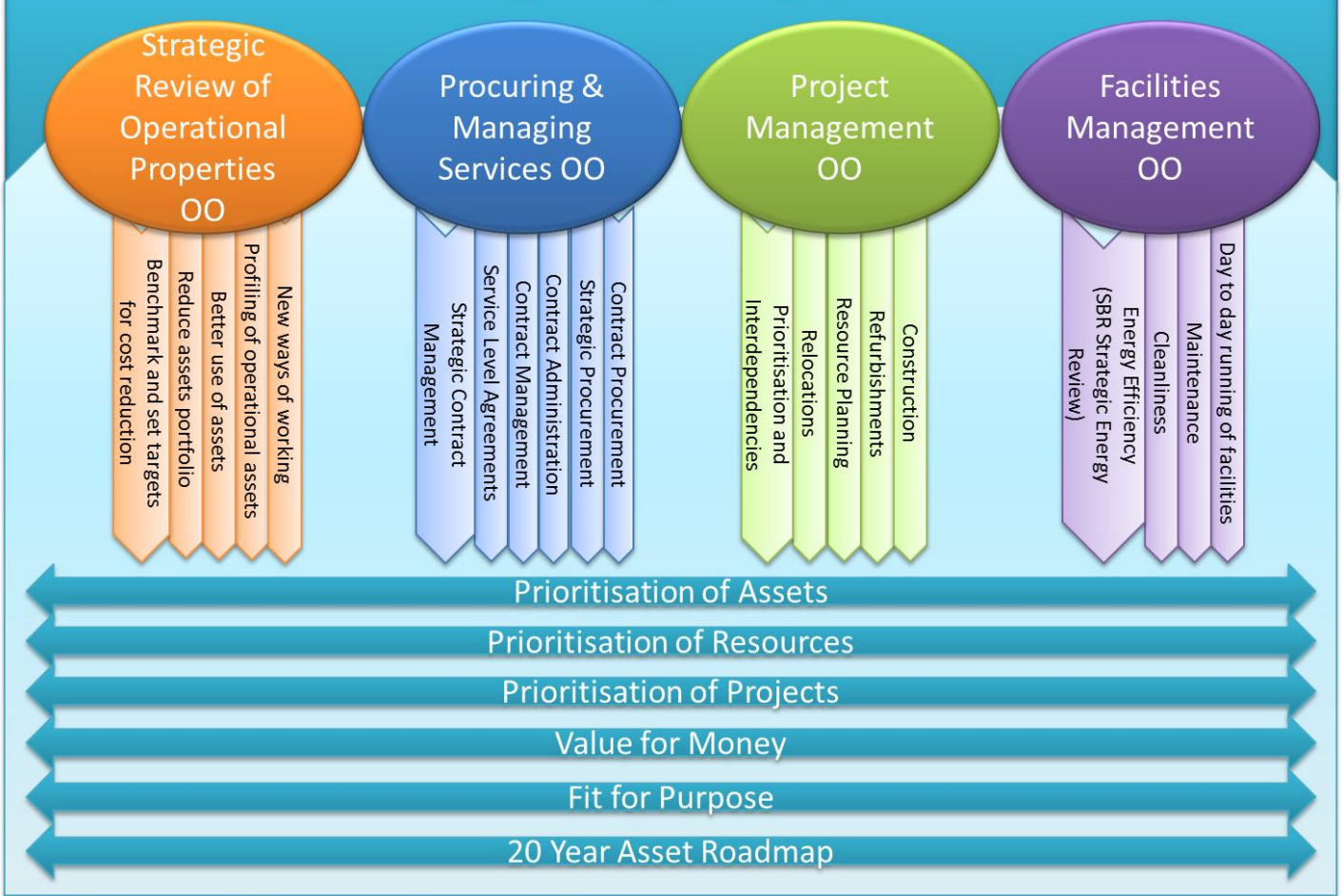
- identify different types of property related assets
- identify business specific needs as they relate to property assets
- identify current practice and process across each of our Departments including gaps
- identify pain points and what works well
- identify opportunities to drive value and consistency across each of the 4 elements

The outcome of the workshops would be a set of agreed principles and recommendations for the Corporation to consider.

Due to the nature of this outline proposal, there is almost certainly potential impact for the way in which each of the four proposals will be taken forward.

Additional benefits and potential structural changes could be an outcome of the final recommendations for consideration.

Strategic Enterprise Resource Planning and Management Opportunity Outline (OO)



Expected Outcomes

What is the scope of what will be delivered

- Corporately understood Asset Management Strategy
- Consistency of applied tools, techniques and practices (Contract Management, Project Management, Facilities Management, Operational Property Review)
- Understanding of specific needs and variances for each Department and type of property
- Hybrid model to support all of the above

Impact Analysis

What departments, teams and services are impacted and how

<input type="checkbox"/> In-Service <i>Solely impacts the department</i>	<input type="checkbox"/> Multiple Services <i>Impacts more than one department</i>	<input type="checkbox"/> Whole of Corporation <i>Impacts all areas within City of London Corporation</i>
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Details

Outline Costs

Rough costs, for equipment, software, staff time, contractors

Description	Estimated Cost

Potential Benefits

Cashable and non-cashable benefits

Benefit Description	How you will measure the benefit
Refer to individual opportunity outlines for benefits and measures	

Budget / Funding Source Identified

Will this be funded departmentally, corporately via capital budget request or a combination of both

Source of funds	Amount	Status
Departmental Budget	£	
Additional Funding Required (Capital budget) / Grant	£	
Total	£	N/A

Resources / Delivery Team & Assurance

Will this be funded departmentally, corporately via capital budget request or a combination of both

Name	Role	Department

Timescales

Is there an inflexible timescale this is needed by? If yes then provide specific reasons. Or is it simply as soon as possible? What would the project milestones look like? E.g. Weeks 1-4, Preparation of project PID

Risks

Type = Project, Service, Corporate, Regulatory

Likelihood = High, Medium, Low

Impact = High, Medium, Low

Mitigating Plan = Proposed options to address the risk

Description of Risk	Type	Likelihood	Impact	Mitigation Plan

Assumptions

What assumptions have been made whilst constructing this Opportunity Outline?

Dependencies

Is this opportunity dependent or linked to other projects or initiatives?

For Mandatory/Compliance proposals only

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Compliance Type	References	Penalty for non-compliance
Statutory / Regulatory		
Audit Recommendation		
Council Policy		
Contractual obligation		

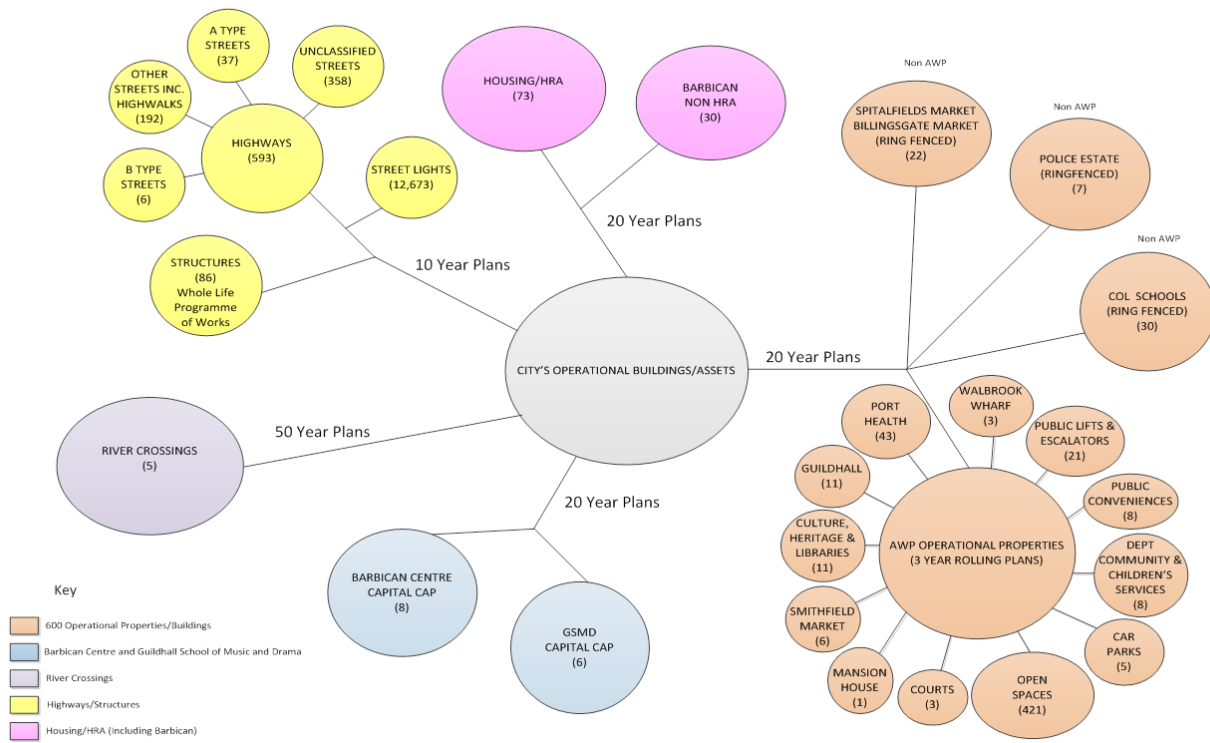
Authorisation

This must be completed by the Author and the Senior Responsible Officer and Head of Department

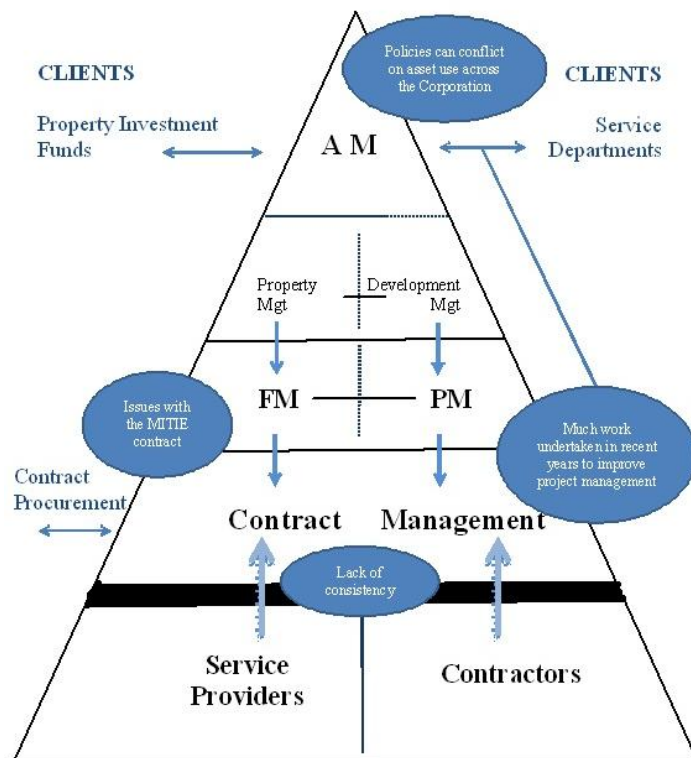
Name	Role	Date Approved
		SBR Steering Group 10/12/14

Appendix A

MAINTENANCE OF OPERATIONAL ASSETS/BUILDING – CURRENT PROGRAMMES



Appendix B



(note: these are property related aspects only of these AM/FM/CM/PM functions)