

<b>Committee(s):</b>	<b>Date(s):</b>
Corporate Asset Sub Committee	26/03/2014
<b>Subject:</b> Central Government's Transparency Agenda and the City's Property Portfolio - Update	<b>Public</b>
<b>Report of:</b> City Surveyor	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>In accordance with the Transparency Agenda the Government is seeking for public/local authorities to annually report key property attributes regarding their land and property portfolio, within the public domain. The aim being to realise better strategic management of the local authority estate.</p> <p>These are mandatory requirements predominantly regarding the location and tenure of land and property holdings. Further recommended attributes suggested by Government relate to the size, purpose for holding the asset, its suitability and the costs.</p> <p>The City of London is seeking to comply with these requirements with disclosure of the City Fund property portfolio, in respect of the mandatory requirements by April 2014. This will be undertaken by reporting the data required on the City's Internet pages.</p> <p>Officers are incorporating the recording of both the mandatory and recommended information to be published as part of the Oracle ERP Project via Oracle Property Manager to enable more efficient reporting on the property attributes both now and in the future. This will enable the City to consider publishing the recommended information as well as the mandatory data if required.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Note the contents of this report</li> </ul>	

### **Main Report**

#### **Background**

1. The Government's proposals for improved transparency are part of a drive to help cut council waste and increase local accountability.
2. With regard to property attributes the Government has identified that it will regulate to require authorities to provide basic information about a local authority's land and assets on an annual basis.
3. The Government believes this will "*enable better strategic management of local authority estate, with opportunities for savings through co-location and sharing services, enable communities to hold their authorities to account over use of these assets and also to seek community asset transfer*"

## Current Position

4. No start date has been stated within the Government's response to the consultation although it is believed that the intention is for authorities to start publishing this data from 1<sup>st</sup> April 2014. There is also likely to be some period of grace for authorities to prepare themselves, but this has not yet been confirmed.
5. The key property attributes required to be disclosed under the Transparency Agenda have now been identified. This requires that Local authorities must publish details of **all land and building assets**, (see Appendix 1 as to scope and exclusions).

## Mandatory Requirements

6. For each land or building asset, the following information must be published annually, in one place:
  - Unique Property Reference Number / Unique Asset ID
  - name of the building/land or both
  - street number / name / town / Postcode (postal road address)
  - easting and northing
7. The local authority must declare whether it owns the freehold or a lease for the asset and the characteristics of its interest, i.e. occupied, vacant, ground lease, licence.

## Recommended attributes

8. It is recommended that authorities should go further than the mandatory requirements to publish information on an annual basis, instead publishing information on a monthly basis, or as soon as it becomes available. It is also recommended that local authorities should publish all the information possible on ePIMS
9. Further information recommended for publication is as follows:
  - the size of the asset (GIA, m2) for buildings or hectares for land.
  - the services offered from the asset
  - the reason for holding asset
  - whether the asset is listed under Part 5 Chapter 3 of the Localism Act 2011 and/or an asset which the authority is actively seeking to transfer to the community
  - total building operation (revenue) costs as defined in the Value for Money Indicators for Estate Management
  - required maintenance costs – i.e. to bring the property from its present state up to the state reasonably required to deliver the service and/or to meet statutory / contract obligations and maintain it at the standard. This excludes improvement projects.
  - functional suitability rating (on a scale of 1 (Good) – 4 (Unsuitable))
  - energy performance rating as stated on the Display Energy Certificate

## Options

10. The City is required to disclose all mandatory information relevant to the City Fund Estate. The assets held within the City's Cash and Bridge House Trust portfolio's will be exempt from these requirements.

## **Proposals**

11. The City is currently seeking to collate the mandatory information from our existing data sources:
  - Manhattan – Corporate Property Management System)
  - Archibus (Workspace Management System)
  - The Land & Property Terrier
12. As part of the Oracle ERP Project we are seeking to ensure that both the Mandatory and Recommended Attributes can be automatically collated and reported upon, this will be far more efficient and ensure a consistency in reporting.

## **Corporate & Strategic Implications**

13. Supporting the City of London's Strategic aim of 'To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes'. Particularly developing Key Policy Priority 2 - Maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency.
14. Supporting the Corporate Asset Management Strategy Vision 'To manage the City's operational assets effectively, efficiently and sustainably to deliver strategic priorities and service needs'.
15. Historically we have incorporated a schedule of City Fund Assets (Address and GIA) within the Asset Management Plan, which was published on the Internet.

## **Conclusion**

16. The City of London is seeking to comply with disclosure of the City Fund Portfolio, in respect of the mandatory requirements, by April 2014, by reporting the data required on our Internet page.
17. The City is continuing to develop and enhance its data via the Oracle ERP Project to enable more efficient reporting, and ensuring this will encompass the Government's requirements both now and in the future.

## **Appendices**

- **APPENDIX 1 – Detailed breakdown of reporting attributes**

## **Background Papers**

- **None**

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## **APPENDIX 1 – Detailed breakdown of reporting attributes:**

### **MANDATORY REQUIREMENTS:**

Local authorities must publish **details of all land and building assets** based on Office of Government Commerce guidance 08/0514.

This includes:

- all service and office properties occupied or controlled by user bodies, both freehold and leasehold
- any properties occupied or run under Private Finance Initiative contracts
- all other properties they own or use, for example, hostels, laboratories, investment properties and depots
- garages unless rented as part of a housing tenancy agreement
- surplus, sublet or vacant properties
- undeveloped land
- serviced or temporary offices where contractual or actual occupation exceeds 3 months and,
- all future commitments, for example under an agreement for lease, from when the contractual commitment is made.

Exclusions are as follows:

- social housing
- rent free properties provided by traders (such as information booths in public places or ports)
- operational railways and canals
- operational public highways (but any adjoining land not subject to public rights should be included)
- assets of national security
- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (e.g. such as refuge houses).

**Unique Asset ID** - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (e.g. on one site there could be several buildings or in one building there could be several users floors/rooms etc – where this is the case, each of these will have a separate asset ID). This must include the Original Reference Number from the Data Source plus authority code

**Easting and northing** (geocoding in accordance with ISO 6709 Standard Representation for Geographic Point Location by Coordinates, usually a centre point of the asset location)

### **RECOMMENDED ATTRIBUTES:**

**Services - list** from the Effective Services Delivery government service function list:

- Advice and benefits
- Business and employment
- Community safety
- Education and learning
- Environmental protection
- Government, citizens and rights

- Health and social care
- Housing
- Leisure and culture
- Licences, permits and permissions
- Marine and waterway services
- Planning and building control
- Transport and highways

**Reason for holding asset** such as:

- it is occupied by the local authority
- it is providing a service in its behalf
- as an investment property,
- it supports economic development (e.g. provision of small businesses or incubator space),
- it is surplus to the authority's requirements,
- it is awaiting development,
- it is under construction,
- it provides infrastructure or
- it is a community asset

**total building operation (revenue) costs** as defined in the Corporate value for money indicators for public services at

<http://www.vfmindicators.co.uk/guidance/2010-11-Estates-Management.pdf>