

Warwickshire County Council  
Asset Management Framework

“The Right Property, in the Right Place, at the Right Time”

Property Strategy 2013 to 2018

Our Property Strategy Principles will be	To Manage Strategically	To Support Service Delivery	To Support Economic Growth and Regeneration	To Provide Value for Money and Long Term Efficiencies	Flexible and Adaptable to Changing Needs	To Support Partners and Communities	To Reduce Environmental Impacts
Purpose	<ul style="list-style-type: none"><li>A portfolio that is managed to meet service needs.</li><li>To optimise efficient use of resources.</li><li>Planned and aligned to Council policy and the MTFP 2014/18.</li></ul>	<ul style="list-style-type: none"><li>Reflects and delivers service plans and corporate plans to ensure that we provide the “The right property, in the right place, at the right time”</li></ul>	<ul style="list-style-type: none"><li>Property strategies are aligned to stimulate growth and regeneration.</li></ul>	<ul style="list-style-type: none"><li>Occupation and use are optimised</li><li>Running costs are minimised</li><li>Rate of Return</li><li>Income Generation</li><li>Commercialisation</li></ul>	<ul style="list-style-type: none"><li>Property that is planned and is able to accommodate the changing needs and shape of services.</li></ul>	<ul style="list-style-type: none"><li>Accessible to communities.</li><li>Co-located with other partners.</li><li>Provides Integrated Service Delivery; Partnerships.</li></ul>	<ul style="list-style-type: none"><li>Reduction in the Environmental impacts of occupation, use, travel and waste providing Sustainable Solutions</li></ul>
Delivery Mechanism	<ul style="list-style-type: none"><li>Single corporate property portfolio centrally managed.</li><li>Robust information management.</li><li>Continuous review</li><li>Business planning to support investment decision</li><li>Aligning service plans with property planning.</li><li>Aligning property plans with financial planning.</li></ul>	<ul style="list-style-type: none"><li>Service Asset Management Planning</li><li>Property needs identified through examination of business planning process.</li><li>Business liaison / intelligence / understanding regulation.</li><li>Customer feedback.</li></ul>	<ul style="list-style-type: none"><li>Aligning Property with Economic regeneration and Planning policy.</li><li>Informing or reacting to Borough and District development strategies.</li><li>Adopting innovative delivery and financing solutions.</li><li>Marketing strategies to support property led investment.</li><li>Engagement with the Private sector and with other public bodies; Coventry &amp; Warks LEP</li></ul>	<ul style="list-style-type: none"><li>Measurement of performance.</li><li>Rationalisation of the estate</li><li>Surrender leases; Dispose of surplus properties</li><li>Challenge needs</li><li>Roll out of corporate standards and modern and flexible working practices</li><li>Planned, targeted maintenance</li><li>Cost effective procurement mechanisms.</li></ul>	<ul style="list-style-type: none"><li>Forward planning linked to corporate and service plans.</li><li>Adopt corporate space, furniture and ICT standards.</li><li>Roll-out of modern and flexible working practices.</li><li>Challenge the link between service and buildings</li><li>Benchmark internally and nationally</li><li>Learn from and adopt best practice from national forums</li><li>Cultural change.</li></ul>	<ul style="list-style-type: none"><li>Public and partner engagement.</li><li>Local delivery. Co-location with other public services / service providers</li><li>Joint service delivery; Community asset transfer</li><li>Sub-regional working / partnerships.</li></ul>	<ul style="list-style-type: none"><li>Measure performance, review and identify opportunities</li><li>Rationalise the estate. Local delivery, Reduce travel</li><li>ICT solutions.</li><li>Planned and targeted maintenance, Design standards and practices;</li><li>Procurement practices.</li><li>Cultural change</li></ul>

Feedback

Asset Management Plan

Our Asset Management Principles will Demonstrate	The Assets We Have	The Type of Assets	How the Assets are Used	How the Assets Perform
Purpose	<ul style="list-style-type: none"><li>Accessible Data on all property owned and/or occupied by WCC to inform decision making</li></ul>	<ul style="list-style-type: none"><li>Property details</li><li>Tenure/Ownership</li><li>Photograph</li><li>Floor Areas, Site Areas</li><li>Rateable Value</li><li>Location/Electoral Ward</li><li>Age</li></ul>	<ul style="list-style-type: none"><li>Identification of principal users</li><li>Identification of tenants</li><li>Occupancy rates</li><li>Services supported</li><li>Does it meet Service Delivery needs</li><li>Public Access</li></ul>	<ul style="list-style-type: none"><li>Performance Data:-</li><li>Condition</li><li>Spend</li><li>Suitability</li><li>Sufficiency</li><li>Environmental</li><li>Benchmark nationally</li></ul>
Delivery Mechanism	<ul style="list-style-type: none"><li>Update and maintain Property and management information</li><li>Undertake Surveys</li><li>Review occupation</li></ul>	<ul style="list-style-type: none"><li>Link Management Information</li><li>Summary of Assets</li><li>Category of Use</li></ul>	<ul style="list-style-type: none"><li>Challenge Occupation</li><li>Link to Service AMPs</li><li>Accommodation Standards</li><li>Modern &amp; Flexible Working Standards</li><li>Set standards</li></ul>	<ul style="list-style-type: none"><li>Obtain best practice</li><li>Benchmark key indicators</li><li>Identify Areas for Improvement</li><li>Report to key stakeholders</li></ul>

Informing

Property Review

Our Property Review Principles will	Define a Property Review Timetable	Understand Needs and Opportunities	Undertake a Financial Appraisal	Assess the Benefits	Make Recommendations	Be Decisive	Implement Agreed Actions
Purpose	<ul style="list-style-type: none"><li>Establish and Publish Timetable for Property Review Programme</li></ul>	<ul style="list-style-type: none"><li>Identify Needs and Opportunities within our Assets</li></ul>	<ul style="list-style-type: none"><li>Establish cost of provision or use</li><li>Identify sources of funding</li><li>Identify potential savings/receipts</li></ul>	<ul style="list-style-type: none"><li>Suitability for use/other uses</li><li>Location</li><li>Co-location opportunities</li></ul>	<ul style="list-style-type: none"><li>Provide Clear Recommendations</li><li>Supported by Business Case</li><li>Aligned with MTFP</li></ul>	<ul style="list-style-type: none"><li>Governance Arrangements</li></ul>	<ul style="list-style-type: none"><li>Publish a plan</li><li>Publish a timetable</li><li>Identify funding source</li><li>Commission Delivery</li></ul>
Delivery Mechanism	<ul style="list-style-type: none"><li>Medium Term Financial Plan</li><li>Corporate Aims</li><li>Service Needs</li><li>Business Plan</li><li>Service AMP</li></ul>	<ul style="list-style-type: none"><li>Staff numbers</li><li>Financial data</li><li>Property data</li><li>Service Plan</li><li>Options Appraisal</li></ul>	<ul style="list-style-type: none"><li>Financial Systems</li><li>Budget data</li><li>Cost in Use</li><li>Capital and Revenue Expenditure</li><li>Valuation</li><li>Investment Appraisal</li></ul>	<ul style="list-style-type: none"><li>Corporate Aims</li><li>Service Needs</li><li>Engagement with Stakeholders</li><li>Engagement with partners</li><li>Accessibility</li></ul>	<ul style="list-style-type: none"><li>Improvement Plan</li><li>Implementation Plan</li><li>Supported by Business case</li></ul>	<ul style="list-style-type: none"><li>Board decision</li></ul>	<ul style="list-style-type: none"><li>Business plan</li><li>Service Asset management Plans</li><li>Implementation Plan</li><li>Commission appropriate disciplines</li></ul>

Informing

Performance Measurement and Benchmarking

Our Performance Measurement Principles will	Understand Property Performance	Develop Needs Analysis	Measure Delivery	Assess Satisfaction	Analyse Finances	Use Data to Inform Decisions
Purpose	<ul style="list-style-type: none"><li>Benchmark Data</li><li>Inform Decision Making</li><li>Identify Improvements</li></ul>	<ul style="list-style-type: none"><li>How well does the portfolio meet Council Needs &amp; Service Expectations</li></ul>	<ul style="list-style-type: none"><li>Time</li><li>Cost</li><li>Quality</li></ul>	<ul style="list-style-type: none"><li>Customer Satisfaction</li><li>User Satisfaction</li></ul>	<ul style="list-style-type: none"><li>Analysis of Cost</li><li>Analysis of Savings</li></ul>	<ul style="list-style-type: none"><li>Measurements will inform future Programme Development</li></ul>
Delivery Mechanism	<ul style="list-style-type: none"><li>Establish Methodology</li><li>Develop Process</li><li>Identify Priority Areas</li></ul>	<ul style="list-style-type: none"><li>Gap Analysis</li><li>Comparison of Service Plan with Portfolio going forward</li></ul>	<ul style="list-style-type: none"><li>Programme Management</li><li>Project Management</li><li>Financial Management</li><li>Business Case</li><li>Post Project Evaluations</li></ul>	<ul style="list-style-type: none"><li>Post Occupancy Evaluation</li><li>Suitability Surveys</li></ul>	<ul style="list-style-type: none"><li>Financial Management Plan</li><li>Delivery of Savings Plan</li><li>Delivery of Capital Receipts Programme</li><li>Delivery of Improvements Programme</li></ul>	<ul style="list-style-type: none"><li>Update Management Information</li><li>Update Property Systems</li><li>Update Programmes</li></ul>

Supporting and Informing

Corporate and Physical Assets Policies and Strategies

Policies and Strategies	Corporate Business Plan	Smallholdings Policy	Going For Growth	Surplus Property Protocol	Modern & Flexible Working Policy	Community Asset Transfer Policy	Energy Policy
	Medium Term Financial Plan 2014/18	Service Asset Management Plans	School Statement of Needs	Maintenance Policy	Office Accommodation Standards	Customer Services & Access Strategy	Facilities Management Policies
	Business Plans	Contract Standing Order	Local Plans	Financial Regulations	Building User Guides	Procurement	Carbon Reduction Strategy