

Scrutiny Review - Planning & Scoping Document Asset Rationalisation and Use

<p>What is the purpose of the Review?</p> <ul style="list-style-type: none"> • <i>Specify exactly which outcome(s) the review is examining?</i> • <i>Also being clear what the review is <u>not</u> looking at.</i> • <i>What is the Scrutiny Review seeking to achieve?</i> • <i>Where possible refer to value for money issues of service cost, service performance and/or customer satisfaction.</i> 	<p>The Scrutiny Review is seeking to:</p> <ul style="list-style-type: none"> • Understand the Council's assets and ensure they are being utilised appropriately. • Develop methodologies around the use and cost of assets against the value those assets bring to the community. • Understand how cost efficient the Council's buildings are. • To provide recommendations on the commercial use of our assets and opportunities. • To understand whether buildings should be rationalised.
<p>What are the Criteria for Selection?</p> <ul style="list-style-type: none"> • <i>Why has this topic been considered to be a priority issue for scrutiny?</i> • <i>Which of the principle criteria promoted by the Centre for Governance and Scrutiny does it satisfy?</i> 	<p>The scrutiny review is considered a priority for the following reasons:</p> <ol style="list-style-type: none"> 1. The Council's Corporate Plan identifies the following priority for Modern Public Services: <i>Use our assets, skills, knowledge and technology most effectively</i> 2. Any approach the council takes to rationalising and changing the use of its assets might impact on Partners/Stakeholders. 3. A focussed scrutiny review will support the development of the Council's Asset Strategy and wider carbon reduction plan.
<p>What are the Indicators of Success?</p> <p><i>What factors / outcomes will demonstrate that this</i></p>	<ul style="list-style-type: none"> • Understanding and awareness of the Asset Management challenges and priorities for the council's estate. • Assurance over the current and developing management arrangements.

<p><i>Scrutiny Review has been a success?</i></p>	<ul style="list-style-type: none"> • Clear roadmap for next steps in developing the council's Asset Strategy. • Supporting the delivery of the council's carbon reduction plan.
<p>What Methodology / Approach is to be followed?</p> <ul style="list-style-type: none"> • <i>What types of enquiry will be used to gather evidence?</i> <p><i>Following a structured and proportionate review process, which is likely to involve the active consideration of evidence, direct representation(s), a review of financial, performance and risk data to arrive at an objective opinion against some Key Lines of Enquiry.</i></p>	<p>Key topic areas for consideration as task and finish group themes:</p> <ol style="list-style-type: none"> 1. Develop knowledge of the composition of the Council's estate, why the property is held and the approach to developing future management approaches. 2. To develop knowledge of the routes to rationalising an estate – disposal, regeneration, refurbishment for internal use, or development for commercial use, divestment (Community Assets Transfer Policy), partner opportunities, Future ways of work Strategy. 3. To consider the priority of the Council's asset review process (e.g. operational estate) and factors to consider when making a suitability assessment. 4. To understand the Minimum Energy Efficiency Standards Regulations and how they apply to the council's estate and the implications of future Energy efficiency targets. 5. To raise awareness of key risks associated with the council's commercial estate and provide reassurance on the management and monitoring thereof. <p>Potential enquiry types:</p> <ul style="list-style-type: none"> • Workshops on key topics • Professional guidance note review • Site visits • Liaison with key Partners over Asset Strategy
<p>What specific resources & budget requirements are there?</p> <p><i>What support is required for the review exercise?</i></p> <ul style="list-style-type: none"> • <i>specialist staff</i> • <i>any external support</i> • <i>site visits</i> • <i>consultation</i> • <i>research</i> 	<ul style="list-style-type: none"> • Lead officers identified to support in coordinating activity including workshops and site visits. • Subject to the Topic areas selected, external consultancy may be required to undertake specific review work.
<p>Are any Corporate Risks</p>	<ul style="list-style-type: none"> • Insufficient resources to support the review appropriately

<p>associated with this Review? <i>Identify any weaknesses and barriers to success</i></p>	<ul style="list-style-type: none"> • Scope creep • Value for money
<p>Who will receive the review conclusions and any resultant recommendations?</p>	<ul style="list-style-type: none"> • Executive Member for Highways, Travel and Assets • Scrutiny Commission
<p>What is the Review Timescale? <i>Identify key meeting dates and any deadlines for reports or decisions.</i></p>	<p>Timescale requires discussion and agreement by the Scrutiny Commission, noting the constraints highlighted in the covering report.</p>
<p>Who will lead the Review Exercise?</p> <ul style="list-style-type: none"> • <i>Identify a nominated:</i> <ul style="list-style-type: none"> - <i>Elected Member</i> - <i>Lead Officer</i> 	<p>Nominated Leads:</p> <ul style="list-style-type: none"> • A lead elected member that is not an Executive Member – TBC • Jonathan Waterworth, Assistant Director Assets & Environment <p>Other officers required to contribute:</p> <ul style="list-style-type: none"> • Asset Management Lead • Finance – Strategic Business Partner
<p>Media Interest / Publicity</p> <ul style="list-style-type: none"> • <i>Communications Plan</i> • <i>Do we need to publicise the review to encourage community involvement?</i> • <i>What sort of media coverage do we want? (e.g. Fliers, leaflets, radio broadcast, press release, etc.)</i> 	<ul style="list-style-type: none"> • Establish a proportionate communications plan (external and internal) to support the review process. • Will this review be subject to a press embargo? No • Who is the lead communications contact? TBC • Who is the designated spokesperson for the Scrutiny Review (Elected Member & Officer)? Councillor Wendy Brackenbury, Jonathan Waterworth (officer)
<p>Completed by:</p> <p>Date:</p>	<p>Jonathan Waterworth, Assistant Director Assets & Environment</p> <p>13th January 2022</p>
<p>Approved by Scrutiny Commission</p> <p>Date:</p>	

