

Please ask for:

Chris Wrein

Direct dial:

(023) 9254288

Fax:

(023) 9254 5587

E-mail:

chris.wrein@gosport.gov.uk

Wednesday, 30 May 2007

S U M M O N S

MEETING: Overview and Scrutiny Committee
DATE: 7 June 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE COMMITTEE

Councillor Davis	Councillor Kimber
Councillor Dickson	Councillor Philpott
Councillor Farr	Councillor Redrup
Councillor Foster	Councillor Mrs Salter
Councillor Foster-Reed	Councillor Train
Councillor Jacobs	Councillor Ward

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

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Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies, if any, for inability to attend the meeting.
2. **ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2007/08**
3. **ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2007/08**
4. **DECLARATIONS OF INTEREST**
All Members present are reminded to declare, at this point in the meeting or as soon as possible thereafter, any personal (including financial) or prejudicial interest in any item(s) being considered at this meeting.
5. **MINUTES**
To confirm the Minutes of the meetings of the Committee held on 5 April and 17 May 2007 (attached).
6. **REQUESTS FOR SCRUTINY**
To consider any requests received for matters to be scrutinised.
 - *Disability Equality Scheme (Report attached)*
7. **REVIEW OF PROGRESS OF SCRUTINIES BEING UNDERTAKEN**
(i) Southern Water
(ii) Waterfront Zoning
8. **ASSET MANAGEMENT PLAN**
Report to follow.
9. **DEVELOPMENT OF A WORK PROGRAMME**
To consider the work programme for the Committee and any suggestions from Members for issues to be scrutinised.
10. **TRAINING PROGRAMME**
To discuss arrangements for a training programme for Members.
NOTE: Members are requested to bring their diaries to this meeting in order that dates for training sessions may be set.
11. **ANY OTHER BUSINESS**

A MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
WAS HELD ON 5 APRIL 2007

Councillors Carr (P), Davis (P), Dickson (P), Farr (P), Foster (P), Jacobs (P), Kimber (P), Philpott, Redrup (P), Mrs Salter (P), Train (P) and Ward

It was reported that, in accordance with Standing Orders, Councillor Allen had been nominated to attend this meeting in place of Councillor Ward.

16. APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of Councillors Ward and Philpott.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. MINUTES

RESOLVED: That the Minutes of the Committee meeting held on 25 January 2007 be approved and signed by the Chairman as a true and correct record.

19. REQUESTS FOR SCRUTINY

It was reported that no requests for matters to be scrutinised had been received by the Borough Solicitor.

20. REVIEW OF PROGRESS OF SCRUTINIES BEING UNDERTAKEN

Southern Water

At its meeting on 25 January 2007, the Committee had decided that Councillors Davis and Train should carry out work relating to the scope of the scrutiny in respect of Southern Water and submit it to the Committee for approval.

In this respect, Councillor Davis made the following observations:

- The role of scrutiny should be a strategic one which would involve discussions with other organisations and cover all areas of the Borough. The object would be to identify operational issues and actions for the other organisations.
- It would be important to decide on the methodology to be adopted and indicators for success e.g. being consulted over Southern Water's Five Year Business Plan.
- It would be important to hold discussions with key organisations, residents and representatives of community groups.

- Appropriate site visits should be carried out.
- The public should be made aware of the work of the Committee and the progress being made.
- Deadlines should be set and reviews undertaken at appropriate intervals.

Councillor Davis advised that most residents in Bridgemary who were affected by the flooding had now received compensation. A repair and maintenance project valued at £1m had now been put in place by Southern Water to lay larger pipes and install better pumping stations. Generally the infrastructure of the sewers in the Borough had not been updated since the early 1900's and residential development would lead to more widespread problems.

Southern Water were in the process of updating their Business Plan. Addressing the current areas of flooding would be included in the next Business Plan (up 2014). At present there were no plans to consult the Borough Council.

Members were advised that there were issues regarding ownership of pipes and there were several organisations who should be invited to hold discussions with the Committee, including Hampshire County Council, Southern Water and Portsmouth Water Company.

Members were concerned about the adequacy of maintenance regimes and felt that areas of potential flooding should be identified.

It was decided that a Working Group should be set up on a 1:1:1 basis to consider in detail flooding in the Borough and report back to the Committee in the late summer. This would include a scoping exercise and consultation with outside bodies and individuals.

The following nominations for the Working Group were received:

Conservative Group:	Councillor Jacobs
Labour Group:	Councillor Davis
Liberal Democrat Group:	Councillor Carr

The Borough Solicitor and Mr Joe Martin of Democratic Services were thanked by the Committee for their work on this subject.

Waterfront Zoning

Members were advised that it had not been possible to make any progress in this area. It was decided that the matter should be further discussed at the first meeting of the Committee in the new Municipal Year.

RESOLVED: That:

- a) a working group be set up on a 1:1:1 basis, with the nominees detailed above, to investigate in detail the flooding problems in the Borough and to report back to the Overview and Scrutiny Committee in late summer 2007; and
- b) Waterfront Zoning be further discussed at the first meeting of the Committee in the Municipal Year 2007/08.

21. HAMPSHIRE COUNTY COUNCIL HEALTH OVERVIEW AND SCRUTINY COMMITTEE CONSULTATION

Consideration was given to a briefing note of the Environmental Services Manager which advised Members of a request from Hampshire County Council Health Overview and Scrutiny Committee for items to scrutinise during its forthcoming year's programme. A response by 11 May 2007 had been requested.

Members decided that a Working Group should be set up on a 1:1:1 basis which, following discussions with the Environmental Services Manager, would agree and supply a response to the County.

The following nominations were received:

Conservative Group	Councillor Allen
Labour Group	Councillor Train
Liberal Democrat Group	Councillor Mrs Salter

RESOLVED: That a Working Group be set up on a 1:1:1 basis, with the nominees detailed above, to agree and supply the Overview and Scrutiny Committee's response to Hampshire County Council County regarding its request for items to scrutinise during its forthcoming year's programme.

22. WORK PROGRAMME/TRAINING PROGRAMME

Consideration was given to a briefing note of the Borough Solicitor which advised the Committee of responses from Members on the training session held on 8 February 2007. Members had received scrutiny training on Module 1 entitled "Why Scrutiny Matters" which had been provided by the Local Government Information Unit and South East Employers.

The Borough Solicitor advised that the training session had been successful and that contributions from Members had been encouraging.

Members felt that there would be benefit in working through the rest of the modules during the Municipal Year 2007/08. The remaining modules were:

- Module 2: Defining Priorities
- Module 3: Strategies for Influence
- Module 4: Public Partner and Media Engagement
- Module 5: Leadership

RESOLVED: That training on scrutiny be provided to Members during the Municipal Year 2007/08, based on the remaining four modules supplied by the Local Government Information Unit and South East Employers.

23. ANY OTHER BUSINESS

There was no other business considered.

The meeting commenced at 6.00pm and concluded at 6.38 pm

CHAIRMAN

17 May 2007

**A MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
WAS HELD ON 17 MAY 2007**

Councillors Davis (P), Dickson (P), Farr (P), Foster (P), Foster-Reed (P), Jacobs (P), Kimber (P), Philpott (P), Redrup (P), Mrs Salter (P), Train (P) and Ward (P).

1. APOLOGIES

There were no apologies for absence.

2. ELECTION OF CHAIRMAN

RESOLVED: That this matter be reconsidered at the next meeting of the Committee.

3. ELECTION OF VICE-CHAIRMAN

RESOLVED: That this matter be reconsidered at the next meeting of the Committee.

CHAIRMAN

GOSPORT BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

7 JUNE 2007

ITEM FOR DISCUSSION

TITLE: DISABILITY EQUALITY SCHEME

AUTHOR: BOROUGH SOLICITOR

1.0 PURPOSE

To request the Committee's agreement to receive an annual progress report on the Council's Disability Equality Scheme.

2.0 BACKGROUND

The Scheme was approved by the Policy and Organisation Board on 23 January 2007, which also resolved that an annual progress report be submitted to the Overview and Scrutiny Committee.

3.0 REPORT

On 23 January 2007, the Policy and Organisation Board considered a report by the Chief Executive (Appendix A), which sought Members' support for the Gosport Borough Council Disability Equality Scheme produced in response to the duties placed on the Council by the Disability Discrimination Act 2005.

Members were advised that Disability Equality Awareness training had been identified as a key action and would be compulsory for all staff. Members would be invited to attend training sessions.

The Board approved the Scheme and decided that that it should be reviewed each year, including the submission of an annual progress report to the Overview and Scrutiny Committee. The Scheme would be next revised in 2010.

The Scheme was formally launched in February 2007 and it is therefore

recommended that the first annual progress report be submitted to the Committee in June 2008 to allow officers time to collect data and to link in with the meetings timetable.

Supporting Information

Financial implications:

Legal implications: This scheme is part of the Council's response to their statutory responsibilities in this area.

Risk Assessment:

Background papers including previous reports: Gosport Borough Council Disability Equality Scheme

Enclosures/Appendices: Appendix A: Report to Policy and Organisation Board 23 January 2007

Contact name & tel. no. Linda Edwards Ext 5401

APPENDIX A

AGENDA ITEM NO.

Board/Committee:	Policy and Organisation Board
Date of Meeting:	23rd January 2007
Title:	The Gosport Borough Council Disability Equality Scheme
Author:	The Chief Executive
Status:	FOR RECOMMENDATION TO THE POLICY AND ORGANISATION BOARD

Purpose

To seek support for the Gosport Borough Council Disability Scheme produced in response to the duties placed on the Council by the Disability Discrimination Act 2005.

Recommendation

It is recommended that Members approve the Gosport Borough Council Disability Equality Scheme.

1.0 Background

- 1.1 The 1995 Disability Discrimination Act (DDA) imposed obligations on local authorities and other public sector agencies to comply with the law, making amendments if a disabled person had been discriminated against.
- 1.2 Although many positive changes were made, it was recognised that the DDA (1995) did not go far enough. Lobbying by disabled people and support groups led to the more positive approach to disability which underpins the revised DDA in 2005. In addition, the new Commission for Equality and Human Rights (to be launched in 2007) will bring all aspects of equality for disabled people under one commission and provide disability with the same level of importance as all the other equality strands (age, gender, race, religion, and sexual orientation).
- 1.3 The DDA 2005 is part of the new breed of legislation that will serve to ensure that all public bodies build disability equality into the way they carry out their business. Under the new Act, public authorities have a duty to promote disability equality, requiring them to adopt a proactive approach and have due regard to disability equality in all its decision making, services and activities.

- 1.4 The Council was thus required to involve disabled people in the production of a Disability Equality Scheme (DES) for the Council, to be completed by December 2006.
- 1.5 In July of 2006, the Gosport Disability Equality Scheme Reference Group was established. The group has members from the Council and from disabled groups in the local community. It has discussed, contributed to and guided the development of the DES.
- 1.6 Public services are delivered to the local community by number of public sector agencies. Early in the development of the DES for Gosport it was recognised that a partnership approach to consultation would be of advantage to the Council and to disabled members of the local community.
- 1.7 In July 2006, a partnership DES training session was hosted by this Council and in September a DES Partnership Consultation Event took place at Ferneham Halls, Fareham. This event, hosted jointly by Gosport and Fareham Councils, was attended by disability groups and disabled people from both boroughs. It also involved representatives from Hampshire County Council, Hampshire Police Authority, Hampshire Constabulary, Hampshire Fire and Rescue Service, Hampshire Primary Care Trust and the Job Centre Plus. The discussions resulted in the identification of concerns about fair and equal access to services by disabled people.

2.0 Report

- 2.1 The DES document has been written as a response to the DDA (2005) and in line with the guidance provide by the Disability Rights Commission. It details the General Duty placed on all public services and the Specific Duty to publish a Disability Equality Scheme and involve disabled people in the development of the Scheme.
- 2.2 The document provides explanations and examples of problems faced by disabled people in accessing public services, acknowledges improvements already made and sets in context the need for the Council to continue to make further changes to its buildings and service delivery.
- 2.3 A key part of the DES is the identification and achievement of specific outcomes to address all parts of the duty. These outcomes were identified through consultation and are based on the priorities of local people and the of the Council. A Summary Disability Equality Scheme Action Plan is included in the document and the outcomes will be delivered through a 3 Year Operational Action Plan.
- 2.4 The actions will be integrated into our Service Improvement Plans and regularly monitored. Progress will be reported to the Corporate Equality and Diversity Group, to Council Management Team and to

this Board.

- 2.5 The DES Reference Group will continue to meet to monitor progress and to support the Council in widening the involvement of local disabled people in the Scheme.
- 2.6 To ensure that the information and the commitments contained within the DES are accessible to as many people as possible, it is intended to produce a DES leaflet. This leaflet will contain a summary of the Scheme and will be written with guidance from local groups who will ensure that it is written in an appropriate style.
- 2.7 The achievement of the outcomes as set out in the document will have positive impacts on equal opportunities and sustainability, through working towards equal opportunities for all and involving members of the local community in the decision making process.

3.0 Risk Assessment

- 3.1 The publication of the Gosport Borough Council Disability Equality Scheme ensures the Council's compliance with the statutory requirements of the Disability Discrimination Act 2005.

4.0 Conclusion

- 4.1 The Gosport Borough Council Disability Equality Scheme has been produced in line with the guidelines issued by the Disability Rights Commission.
- 4.2 Disabled members of the local community have been closely involved throughout the process and the Council has their support for the final document.
- 4.3 The document is intended for Members and officers of the Council and for the public. A more 'user friendly' summary leaflet will be written with the help of disabled members of the community and launched along with the main document early in 2007.
- 4.4 Implementation of the Action Plan will result in significantly improved services for local people with disabilities.

Financial Services comments:	Most of the actions focus on changing the way services are delivered and the financial implications will be limited. Environmental changes to Council buildings will be implemented as part of the programme of actions in response to the Disability Access Audit of 2004 and finances will be approved in accordance with normal budgetary procedures.. Additional actions will be implemented as budgets allow.
Legal Services comments:	The Council is under a number of obligations by virtue of the Legislation, including; obligations to eliminate discrimination of disabled persons ; to promote equality of opportunity and to encourage participation by disabled persons in public life.
Service Improvement Plan implications:	All actions will be integrated into Service Improvement Plans.
Corporate Plan:	The content and outcomes of the DES underpin the core values of the Corporate Plan by ensuring equal treatment and access for all and recognising the value of diversity. There is also a link to the Strategic priorities of the Council – improved social inclusion (Prosperity) and enhanced customer service (Pursuit of Excellence).
Risk Assessment:	LOW
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	The Gosport Borough Council Disability Equality Scheme.
Report author/ Lead Officer:	Christine Carter, Senior Policy Officer, Policy and Performance Section. X 5440.

AGENDA ITEM NO. 8

Committee:	Overview and Scrutiny
Date of Meeting:	7 June 2007
Title:	Asset Management Plan
Author:	Development Services Manager
Status:	For recommendation to the Policy and Organisation Board

Purpose

The Committee is invited to consider the attached Asset Management Plan with a view to commenting on its content prior to the Plan being submitted to the Policy and Organisation Board for adoption. The Asset management Plan has been amended to incorporate the comments of the Standards and Governance Committee.

Recommendation

- For consideration and comment by the Committee prior to the Asset Management Plan being submitted to Policy & Organisation Board for adoption.

1 Background

- 1.1 The 2007 Asset Management Plan (AMP) replaces the 2002 AMP
- 1.2 An updated AMP is required to satisfy the Government's Key Lines of Enquiry with regard to the Use of Resources under the heading of Asset Base Management.
- 1.3 The purpose of the AMP is to optimise the use of assets in terms of service delivery and financial return. It is therefore a key contribution to the successful delivery of the Council's Corporate Plan.

2 Report

- 2.1 The Committee is requested to consider the draft AMP attached as an Appendix to this report.

Human Rights – There are no relevant issues.

Race and Equal Opportunities – There are no relevant issues

Sustainability – Where relevant these issues have been addressed

Prevention of crime and disorder - There are no relevant issues.

Ensure financial implications for 3 years and legal powers are addressed - Where relevant these issues have been addressed

3 Risk Assessment

- 3.1 The only risks identified are those associated with not implementing those actions, identified in the AMP, for the reduction of risk.

4 Conclusion

The Committee is invited to consider and comment upon the attached Asset Management Plan.

Financial Services comments:	The Asset Management Plan will inform the preparation of both the revenue budget and capital programme as part of the annual budget process.
Legal Services comments:	None for the purposes of this report
Service Improvement Plan implications:	The linkage is shown in the overview diagram 2.1.2 on page 4 of the Asset Management Plan
Corporate Plan:	The linkage is shown in the overview diagram 2.1.2 on page 4 of the Asset Management Plan
Risk Assessment:	There is a high risk associated with not adopting the Asset Management Plan.
Background papers:	None
Appendices/Enclosures:	Appendix A: Gosport Borough Council Asset Management Plan 2007 - 2009
Report author/ Lead Officer:	Mark Pam, Head of Property Services



Gosport Borough Council

Asset Management Plan

2007 – 2009

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Glossary

AAM	Asset Assessment Matrix
AAR	Asset Assessment Report
ACES	Association of Chief Estate Surveyors
AMP	Asset Management Plan
AsR	Asset Register
BSI	British Standards Institute
BVPI	Best Value Performance Indicators
CMT	Corporate Management Team
COPROP	Association of Chief Corporate Property Officers in Local Government
CPA	Comprehensive Performance Assessment
CPO	Corporate Property Officer
DDA	Disability Discrimination Act
GGP	GeoGraphic Systems Ltd
GIS	Geographic Information System
HBP	Housing Business Plan
P&O	Policy and Organisation Board
KLOE	Key Lines of Enquiry
LLPG	Local Land and Property Gazetteer
MoD	Ministry of Defence
NLPG	National Land and Property Gazetteer
OGC	Office of Government Commerce
PPI	Property Performance Indicators
PTL	Parker Torrington Ltd
SEACES	South-east Association of Chief Estate Surveyors
SCAMS	Stock Condition and Asset Management Strategy
UPRN	Unique Property Reference Number

1. Introduction

1.1 The Gosport Context

1.1.1 The Borough of Gosport is on the South Coast of England, surrounded by water on three sides, The Solent to the west and south and Portsmouth Harbour to the east, providing 17 miles (27km) of water frontage. The Borough is relatively small, extending only 11 square miles (2518 ha) but with a population of approximately 79,000¹ and 36,500² households, it is one of the most densely populated urban areas in the South.

1.1.2 The Borough is urban, but has a number of inlets reaching into the urban fabric and a narrow ribbon of countryside, the Alver Valley, separating the main town from Lee-on-the-Solent. These inlets and the coastal waters are of national and international nature conservation significance, while the Borough also contains 16 Conservation Areas. Almost one quarter of the Borough is currently in Ministry of Defence (MOD) ownership and there is only one principal single carriageway access. With all these factors development is constrained and access severely restricted.

1.1.3 The local economy has historically relied heavily on the MOD as a major employer, but rationalisation in the Defence Services has led to the closure of several establishments, and in late 2006 the MoD confirmed that HMS Sultan would be closing within ten years. However, the subsequent release of large areas of former MOD sites has provided the opportunity for regeneration and the opening up of previously closed waterfronts. Despite this rationalisation the Borough economy still relies significantly on the MOD, with two thirds of the economy linked to this sector. The Borough's industrial estates are nearly fully occupied and the supply of new and additional industrial premises is not meeting demand in either quantity or quality. The balance of jobs to housing is unsustainable with significantly high levels of net out-commuting from the Borough.

1.1.4 While unemployment figures have recently fallen in the Borough, they remain one of the highest in the region and although none of the wards in the Borough rank highly on the Governments index of multiple deprivation, there are pockets of extreme deprivation and severely deprived communities, which are hidden within the statistics of some wards. This is reflected in factors such as low levels of car ownership, high levels of dependency on housing benefit, areas of high levels of teenage pregnancies and poor academic achievement.

1.2 The new Asset Management Plan

1.2.1 The Head of Property Services was tasked with the creation of a revised asset management plan for Gosport Borough Council. The previous plan was dated 2002, and consequently there was considerable change to the data and assumptions held in that plan. This revised 2007 AMP has been connected to the previous plan, but has recognised that the Council faces new challenges, constraints and opportunities for growth and success.

1.2.2 From these changes a new approach to the AMP has been developed, with an aim to create a detailed analytical based approach that will provide excellent data and ensure that the Council optimises its asset base.

¹ Hampshire County Council Estimates 2006

² National Land and Property Gazetteer Jan 2007

2. Property Review: 2003 – 2006

2.1 The Revenue Budget

2.1.1 The Council's net revenue budget for 2006/07, after taking into account all specific grants and fees and charges income, was £11.7 million. This net budget figure is partially funded from Central Government support in the form of the Revenue Support Grant and a share of the National Non Domestic Rate Income with the residual net cost being met from the Council's council tax levy. The budget meets the Council's annual revenue costs which include Employees, Premises (eg maintenance and utilities) and Supplies and Services (eg equipment and licences).

2.2 Assets and Asset Valuations

2.2.1 The Council is not a large landowner and its built non-housing assets are relatively low in comparison to other Local Authorities. The Authority's asset base is dominated by its housing stock, which numbered 3261 properties on 31 March 2007 with an estimated value of £146.5 Million representing 76.3% of the total asset value of £191.9 Million.

Table One:

		£	%
		Millions	
Council Assets 2007	Council Dwellings	146.5	76.3
	Other Land and Buildings	11.1	5.8
	Vehicles Plant and Equipment	1.7	0.9
	Infrastructure	12.5	6.5
	Community Assets	3.1	1.6
	Non operational assets	16.7	8.7
	Total	191.9	

2.2.2 The relatively high proportion of Infrastructure Assets (£12.5M) is primarily due to the coastal nature of the Authority and is comprised of sea defence features such as sea walls and pontoons. The Community Assets (£3.1M) include land set aside for recreation and leisure purposes (including the 27 designated parks within the Borough) although the artefact collection at Priddy's Hard Museum (£1.6M) is the largest item in valuation terms. The key categories in terms of the Asset Management Plan are the other land and buildings and investment properties, categorised under Non operational assets which are analysed in more detail below.

2.2.3 The relatively low number of operational and non-operation properties is the result of the small size of the Authority and partially attributable to the Council having had a policy in recent years of actively seeking disposal opportunities to assist with the funding of the Capital Programme. The main assets remaining in this category are Council garages, car parks and the Town Hall.

Table Two: Council Land, Buildings and Investment Property Assets

OPERATIONAL PROPERTIES OTHER LAND AND BUILDINGS			KEY NON OPERATIONAL/INVESTMENT PROPERTIES		
	Number	Value in £,000		Number	Value in £,000
Town Hall	1	576	Holbrook Recreation Centre	1	1,463
Pavilions	8	1764	Bus Station and Ferry Terminal	1	973
Beach Huts	50	184	Factory (land)	1	1245
Mobile Home Park	1	786	Lee Seafront properties (arcade etc)	1	357

Wilmott Lane Depot	1	1247	Kingfisher Caravan Park (land)	1	361
Disinfestation centre	1	74	Golf Course (land)	1	352
Public Conveniences	17	1253	Other small properties/land	20	1062
Car Parks	59	6352			
Club Hampshire (The Anchorage)	1	117			
Total		12355	Total		5813

2.3 Capital Programme

2.3.1 A more detailed breakdown of the Council's Capital Programme and proposed funding for the next 3-5 years is set out in the Council's Budget Book (published February 2007).

2.4 Property Disposals and Acquisitions

2.4.1 In the review period there have been several major disposals and acquisitions. Freehold disposals are listed below:

Freehold Disposals

Priddy's Hard	Sale of land for residential development
Priddy's Hard	(Phase II) sale in progress
Priddy's Ramparts site	Sale of access rights
176/178 Rowner Lane	Sale of residential properties
132/132a Beauchamp Ave	Sale of shop and residential upper part.
21 Ann's Hill Road	Sale of residential property
79 Avery lane	Sale of residential property
Land adjacent to Powder Pier	Sale of land
Huhtamaki	Sale of freehold reversion to enable Brune Medical centre
Whites Place (former allotments)	Sale of land for Surgery
Hardway Sailing Club	Sale of freehold reversion

2.4.2 In addition to the major disposals, the Council maintains a policy of the sale of small pieces of land, usually for the purpose of enlarging private gardens to neighbouring owners. Such sales are dealt with on an individual case basis. On average there are five – six small land sales per year that complete the process.

2.4.3 Currently, the disposal of assets is not process driven, although arguably, given the small size of the portfolio this is not necessary. However, the new AMP processes will more accurately provide a qualitative assessment matrix for each asset, thereby providing CMT and the Boards with the data necessary to make more informed decisions regarding the suitability of an asset in the delivery of the Council's objectives.

2.4.4 The Council's most recent major acquisition (gifted by the MoD) was the Priddy's Hard site in 1999. In 2006, in addition to the Council's Explosion! museum, part of the site has been sold

for residential development and the remainder of the built site is on the market awaiting disposal. The western rampart site (ancient monument) is to be developed as a public amenity.

2.4.5 To meet its operational requirements the Council acquired the leasehold interest of 137 High Street and 50 Stoke Road. No other acquisitions took place.

2.5 Condition Surveys and Maintenance

2.5.1 The task of managing and providing the information on the condition of corporate non-housing assets remains outsourced with PTL. PTL provide the CPO with detailed planned maintenance schedules on these properties, which has always informed budgetary considerations. The information from PTL will, in future, source the maintenance commentary on the AAR which will be presented annually to CMT.

2.5.2 A revised rolling programme of Condition Surveys has been commissioned for 2006/7 on these properties, and a prioritised list of additional assets, in accordance with the COPROP performance management initiative, which seeks to inform the relevant PPI's.

2.5.3 Through the condition surveys the prioritised maintenance costs will be used to populate the AAR and thereby achieve a qualitative ranking expressed in terms of the standard of repair. When 'married' to the other suitability criteria an overall assessment of the asset will be demonstrated through a traffic light system which will, in addition to other qualitative assessments, inform a maintenance regime based on a 5 year rolling programme. It is intended that this detailed assessment will underpin future maintenance budgeting, and together with the linkage to the Corporate Plan objectives, provide CMT with comprehensive information so that holistic decisions can be made.

2.5.4 Until the AAM and AAR are embedded in the Council's processes, it is difficult to assess the overall impact of maintenance backlog.

2.6 Projects Completed

2.6.1 For the non-housing portfolio, the Corporate Plan strategic objective PL3 – To develop a high-quality waterfront environment, has been a major driver. In this strategic objective there have been four principal projects completed.

2.6.2 The redevelopment of the Waterfront Café, Lee-on-the-Solent, was completed in December 2006. The new modern structure is a high-quality brasserie. Bayside Cabin, at Stokes Bay, is a new, modern structure replacing a mobile facility.

2.6.3 On a smaller scale, the Compass Point has been built in Walpole Park, which is a high-quality restaurant and bistro. There is also an Adventure Golf concession at Stokes Bay which replaced the disused putting green and now provides a high quality mini golf facility.

2.6.4 Other projects completed include the rationalisation of Pest Control. The building at Toronto Place has been vacated and is on the market for letting. The car park at Haslar Road has been leased to Dean and Reddyhoff Marinas with the Council sharing the pro rate car parking income.

2.7 Challenges

2.7.1 A Property Strategy will be produced, which encapsulates the reasons for the Council's ownership of land and property and the parameters for the retention.

2.7.2 The principal challenge is to maintain this new AMP. The initial population and subsequent maintenance of the AAM and the AAR will be considerable and draw heavily on the organisational skills and resources of the Property Services Section. It may, after time, become evident that a computerised IT system is required to replace the spreadsheets. The CPO anticipates that the appropriate CAPS Module will suffice in this regard.

2.7.3 To assist the Property Services Section in this task, other Service Units will be asked to provide their resources, and therefore a strategic action plan, endorsed at CMT level, becomes essential. Property Services will need to develop a suite of processes that facilitate the delivery all the necessary information at the right time, eg a surplus property process. The negotiation and drafting of these procedures is considered a major resource challenge.

2.7.4 The CPO and the Chief Accountant need to appraise the data held in the Asset Register against the various property datasets held throughout the Council. An accurate AsR is essential to the function of the AMP.

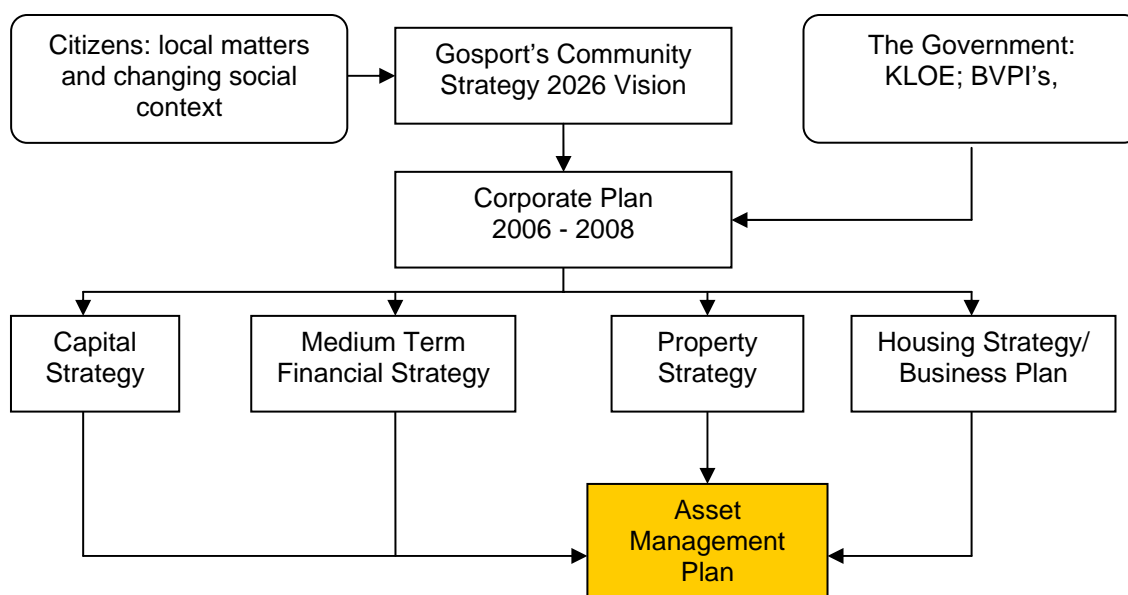
2.7.5 To keep a focus of property maintenance by ensuring that planned and preventative maintenance is properly scheduled through regular property condition surveys, though it is envisaged that the AAM detail will amplify maintenance shortcomings.

3 The Policy Framework

3.1 Aim of the AMP

3.1.1 The purpose of the Asset Management Plan (AMP) is to optimise the use of assets in terms of service delivery and financial return. It is therefore a key contribution to the successful delivery of the Council's Corporate Plan. The Corporate Plan sets out the Council's Mission and Values which will help us provide quality service delivery today while planning for a better and more prosperous future. The Corporate Plan also identifies the Council's strategic priorities, which are based on a combination of factors including what matters most to local people; national priorities set by the Government; and the challenges arising from Gosport's changing social, economic and environmental context.

3.1.2 Overview Diagram:



3.1.3 The Asset Management Plan (AMP) is closely integrated with both financial and property planning frameworks and therefore contributes directly to the delivery of the Council's corporate objectives. Through the Comprehensive Performance Assessment (CPA) Key Lines of Enquiry (KLOE) were devised one of which relates to Use of Resources. This KLOE contains eleven themes, of which the asset base management theme links directly into the Property Strategy, setting requirements on the AMP, reporting, maintenance backlog and planning and the development of Performance Indicators both Best Value (BVPI) and Local (Local PI's).

3.2 The Corporate Plan

3.2.1 The Council's strategic objectives are grouped under four main headings: **People, Places, Prosperity** and **Pursuit of Excellence**. Each of these headings is further sub-divided into desired outcomes and these are expanded within the Corporate Action Statement. It is important that the AMP makes direct linkage to these strategic objectives.

3.3 Linkage with Previous AMP

3.3.1 Many of the themes from the previous AMP (2002) are continued through to this version this is because many of the drivers remain unchanged from this time (maintenance, reporting, links to finance and planning, and consultation). However there are changes; notably that the Council now has a dedicated corporate Property Services Section contained within the management structure of the Council. Many of the previously disaggregated property management practices have ceased although further progress to centralise currently disaggregated property and asset management function is anticipated.

3.4 Features of the New AMP

3.4.1 The new AMP devised within the Property Services Section consists of the three principal elements:

Asset Assessment Matrix (AAM): This is a spreadsheet that contains data for each of the Council's assets. Each asset, as soon as possible, are to be qualitatively assessed against national property performance indicators, and for logical purposes, is sub-divided into three criteria clusters: - condition, compliance and suitability for purpose. In all each asset will be assessed against twenty-one individual criteria, with a weighted score against each criterion to produce a quality standard on a traffic light basis. Other static data, valuations, life, tenancy etc will be added against each asset entry.

Asset Assessment Report (AAR): This is a textual document, summarising the findings from the AAM, but furnished with additional qualitative data on matters such as value for money, option appraisal, maintenance needs, links to capital strategy, risk assessments and performance indicators.

AMP Processes: These will be a set of textual documents that form a body of procedures, ensuring that the requirements of asset management best practice are embedded within the processes of the Council.

3.4.2 It has been a challenge to create a detailed and dynamic AMP but it is hoped that the result will provide a plan that is both robust, manageable and in keeping with the relatively small size of the non housing property portfolio.

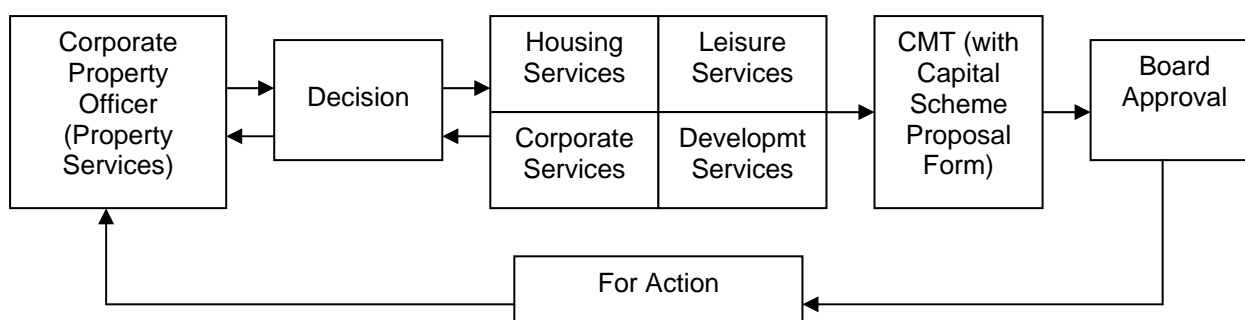
4. Organisational Arrangements for Corporate Asset Management

4.1 Board responsibility

4.1.1 The body responsible for the AMP is the Policy and Organisation Board, this is consistent with the Constitution of the Council Part 4, Schedule 16, which provides that, unless otherwise delegated to officers, no property can be disposed, sold or leased unless authorised by this Board.

4.2 Strategic Decision Making Framework

4.2.1 The Strategic Decision Making Framework is summarised in the diagram below:



4.2.2 Strategic decisions, for example on property requirements, are taken by the four services that hold responsibility for property - Housing, Leisure and Cultural Services, Corporate Services and Development Services (Property Services Section). These four units will consult with the Corporate Property Officer (CPO) in the Property Services Section (Development Services interest in property is represented only by the CPO, therefore obviously it will not consult with itself). The recommendations of the CPO will be fed back through the Service Unit to the Council's Management Team (CMT) and from there to the appropriate Service Board for recommendation to the Policy and Organisation Board (P&O). The Board will then instruct the CPO with the agreed action.

4.2.3 The Council's Management Team (CMT) is made up of all Service Unit Managers thus achieving full cross-service representation. CMT act as the Corporate Asset Management Team, which ensures that, with its other roles, the Council's assets are managed on a corporate basis. Operational delivery is thus considered collectively with due regard to the Council's aims, objectives and priorities.

4.3 Reporting Lines

4.3.1 The reporting lines for property and asset management are through CMT, the roles of which include:

- Linking assets to corporate objectives and strategies, to both influence the plan and to deliver the outcomes.
- Ensuring that future service property requirements are established and that the results of audits, Best Value reviews and other feasibility studies are given due consideration.
- Ensuring that appropriate service asset management planning is taking place and that it includes user consultation.
- Provide a system of options appraisal to ensure that priorities are determined to meet the overall corporate objectives.

(With the small number of assets, options appraisals are completed on an individual basis as opportunities are identified.)

- Ensuring that the necessary monitoring systems are in place for performance measurement purposes, and introducing them where they do not yet exist.
(CMT currently monitors a number of key performance indicators and major projects as part of its performance management framework.)
- Provide appropriate Committees and/or Members with the information required to enable them to make informed decisions on questions of asset management including risk assessments where appropriate.

4.4 Strategic Partnerships and External Agencies

4.4.1 Strong links exist with the Local Strategic Partnership bringing together the public, private, voluntary and community sectors. The Partnership published the Gosport Community Strategy 2026 Vision which provided the basis for the Corporate Plan 2005/08. While links are strongest at Community Strategy level they are not so evident within the day to day activities of the Property Section apart from consultation forums with tenant groups. Linkages with other authorities are strongest through networking activity within the South East Association of Chief Estates Officers (SEACES) where a successful joint procurement contract has been secured for rating work. (The 2006 ACES award for excellence was received for this work).

4.5 Integration with Capital Strategy and other Finance Documents

4.5.1 The Council has very limited capital resources of its own, and has consistently sought to make the most efficient and effective use of those resources to meet its corporate priorities. Traditionally, this has been carried out through the application of its management framework and processes.

4.5.2 Projects and the resource implications are considered corporately by Council Management Team, adopted in the Council's Corporate Plan and then cascaded down and applied across the Authority. The preparation of the Capital Strategy is used to further enhance this by requiring the identification of the contribution each capital project is making to the corporate priorities as part of the assessment of the Council's rolling Capital Programme.

4.5.3 Capital Projects must demonstrate how they will contribute to the corporate priorities before Council Management Team prioritises them. They must also demonstrate that they have fully considered the alternatives available, and how these have been evaluated. This procedure has been developed to be both transparent and objective and is referred to in detail in the Council's Capital Strategy.

4.5.4 In order for the Council to achieve its capital expenditure objectives it is essential that the Capital Programme is closely monitored with any problems quickly identified. To aid in this process a responsible officer is specified for each scheme, who ensures that the scheme progresses as planned. These officers will meet with contractors and partner organisations as appropriate, as well as the CPO. Any problems identified will be reported for consideration to the CMT and if necessary to the relevant Board. In addition the Deputy Chief Executive and Borough Treasurer will continue to periodically submit reports to the P&O Board showing expenditure against budgets and highlighting any major variances.

4.5.5 In addition to the monitoring of projects by the nominated lead officers and the overall Capital Programme by the Deputy Chief Executive and Borough Treasurer, the CPO will monitor the performance of the property portfolio and report its status to the P&O Board. This report will include reference to the national as well as any identified local performance indicators. The details and programme of this process will be determined as part of the Property Strategy Report in light of the implementation of the new political arrangements.

4.6 Service and Performance Monitoring

4.6.1 Through the AMP Property Assessment Process (see para 5.2 below) the Council will manage, monitor and appraise its use of property resources. Property Assessments will be produced on an annual basis for the consideration by CMT and Board.

4.6.2 The national PPI's were initially reported but when this no longer became a requirement these lapsed. The Council reports on Best Value with a number of property related BVPI's and currently three Local PI's:

- BV156 The percentage of Council buildings that are open to the public which are suitable for access for disabled people.
- BV63 Energy efficiency of authority owned dwellings
- BV64 Number of private sector vacant dwellings that are returned into occupation or demolished during the financial year as a result of LA action
- BV212 Average time taken to re-let authority housing
- BV216a Number of sites of potential concern with respect to land contamination
- BV216b Number of sites for which sufficient detailed information is available to decide whether remediation is necessary as a percentage of all sites of potential concern.
- BV170a Number of visits to/usages of museums per 1000 population
- BV170b Number of visits that were in person per 1000 population
- BV170c Number of pupils visiting museums in organised school groups
- BV184A The proportion of local authority dwellings which were non-decent at the start of the financial year
- BV184b The percentage change in the proportion of the non-decent dwellings between the start of the year and the end of the financial year

4.6.3 The three local PI's that have been adopted are:

- PP01 The proportion of rent not received as a total of rents receivable for non-housing property assets.
- PP02 The proportion of void properties as a total of all lettable non-housing property assets
- PP03 The proportion of rent reviews outstanding as a total of all non-housing properties where the rent is reviewable

4.6.4 Membership of the newly formed Hampshire Benchmarking Club will assist the focus on PI's with the adoption of the OGC Performance Framework from which a suitability survey has been completed for the Town Hall and Depot offices.

5. The Role of the Property Services Section

5.1 Structure

5.1.1 The Property Section comprises two people namely the Head of Property Services (CPO) who is a member of the Royal Institution of Chartered Surveyors (MRICS) and an Administrative Assistant who also is the Local Land and Property Gazetteer (LLPG) Custodian. The section is part of the Development Services - Service Unit. The Property Services Section has been in existence since March 2002. The Property Section is responsible for the estate management functions relating to all non operational properties. The service units have retained responsibility principally for the maintenance of their operational properties but do refer to the CPO on estate management issues.

5.1.2 The focus of attention has, of necessity, been to assemble the disaggregated property information which, prior to the creation of the Property Section, had been held by the various service units. The first task was to create a spreadsheet listing all income producing non-housing property assets, with tenancy and rental information. Subsequently the Section has had to build up knowledge of these assets.

5.2 Key Services

5.2.1 Property Management is the principal service provided, elements of which are:

- New Lettings
- Rent Reviews
- Lease Renewals
- Covenant Enforcement
- Dilapidation Claims
- Property Maintenance
- Disposals
- Acquisitions
- Valuations
- Fire Insurance
- Compliance (Asbestos, DDA etc)
- Tenant Liaison
- Rating

5.2.2 As outlined in the 2002 AMP, the maintenance of five Corporate Properties remains outsourced with Parker Torrington Limited (PTL previously RPS). This level of work includes tasks outlined in the Memorandum of Agreement. Also the management of the mobile home park remains outsourced although this will be reviewed in March 2008 upon the manager's retirement.

5.2.3 As outlined in para 2.2 above, other Council Service Units involve the CPO at the appropriate time in the planning process, where property related decisions need to be made, and such consultations will be placed before CMT. To assist this process regular steering group meetings are held with the service units at Wilmott Lane Depot (The Council's works depot). There remains a residue of non-operational assets still in the management of other service units, but these are being actively identified and transferred to the Property Service Section.

5.3 Delegated Powers and Budgetary Responsibility

5.3.1 Under the Constitution of the Council, only Service Unit Managers have the delegated powers to deal with certain land and property transactions. It is recognised that this is not best practice and this will be reviewed during 2008 to achieve best practice. Currently the CPO has no

delegated authority and needs to work through the relevant Service Unit Managers who are empowered to delegate their authority.

5.3.2 The Section manages 32 budgets, 23 revenue and 9 capital. Monthly monitoring reports are produced and major decisions regarding maintenance expenditure is based on information provided by PTL. Regular meetings are held with the budget accountant for the Development Services Unit.

6. Asset Register and Property Data

6.1 Asset Register

6.1.1 The Asset Register (AsR) is held and maintained by the Financial Services Unit. It is recognised that the AsR has lacked robust scrutiny, and an initial examination of the AsR by Property Services has revealed some obvious inaccuracies. It is intended that the work undertaken by the Property Section in reviewing assets through the AMP exercise should feed into the AsR and thereby create a process of regular update. This process of asset review must be formalised among the CPO, Finance Unit and those Service Units holding management responsibility for the property assets. It is noted that not all operational property will be managed by CPO.

6.1.2 Operational Assets are defined as those held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or or discretionary responsibility. This includes Council dwellings, office buildings, sports centres and depots. Non operational assets are those not directly occupied, used or consumed by the local authority in the direct delivery of those services. Examples of non operational assets are investment properties and assets that are surplus to requirements pending redevelopment. Community assets are those which the authority intends to hold in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and gardens; sea walls and museum artefacts.

6.1.3 The relatively small size of the Council's property portfolio enables changes both qualitative and quantitative to be made to the property database both quickly and effectively. This process will be assisted through the AAR review processes. Impairment assessments will be factored into this process and these will not be limited to just annual reviews, when the year end valuations are prepared, but will be recorded as and when impairment events occur.

6.1.4 It is obvious that there will be close linkage between the AsR and the AAM created by the Property Services Section, however the functions of the two databases are different. An asset identification number and the UPRN drawn from the LLPG will provide the connection between the two databases.

6.1.5 The Housing Revenue Account (HRA) Business Plan contains similar qualitative information about Council housing as the AAM will with the non-housing portfolio. The two datasets compliment and link to the AsR.

6.1.6 The HRA Business Plan was signed off by the Government's Regional Office in September 2003 and was deemed as 'fit for purpose'. The Business Plan (a 30 year plan) was compiled alongside the Housing Strategy but with a clear recognition of the difference between the two documents. There is a requirement for a new plan to be produced in 2007 and work on this is nearly complete.

6.1.7 The HRA Business Plan is designed to contribute towards fulfilling the Council's overall strategic objectives, by working with our partners to deliver high quality public services identified as important by the community and our customers, within a framework based on innovative modernising principles.

6.1.8 The key objectives of the business planning process for the years ahead are:

- Social Housing Need and Demand
- Tenant and Stakeholder Participation and Consultation
- Housing Management

- Stock Condition and Asset Management Strategy
- Historical Investment Patterns
- Decent Homes Standard
- Performance Measurement
- Resource Management
- Future Expenditure Patterns
- Risk Management and Sensitivity Analysis

6.2 Property Data and AAR Reviews

6.2.1 It is intended, as mentioned in section 2.4 above, that the property reports (AAR), created through the new AMP initiative, will contain evaluation of condition, compliance and suitability assessments and will therefore be placed before CMT on an annual basis.

6.2.2 In addition the AAR will contain references to PI's, option appraisal, maintenance requirements and general assessment narratives that will be presented to CMT and the relevant boards for consideration, much like a 'State of the Nation' report. It is at this point that reviews will be carried out to ensure that the asset base matches the aspirations of the Corporate Plan, and where there are mismatches, appropriate action will follow.

6.2.3 Property PI's are reported to the relevant Service Unit Managers on a quarterly basis. It is envisaged that the AAR and the Housing Business Plan (HBP) together, in a complementary process, will continue to provide this data but in a format that links among Service Units, permitting a more dynamic response to asset management. The PI's are produced in graphic form and contribute to the management appraisal of the asset base, thereby ensuring that targets and objectives cascading from the Corporate Plan are on track.

7. Monitoring

7.1 General

7.1.1 The AAR and the HBP contain sufficient detail on a wide range of asset assessment criteria to inform CMT on the suitability and status of an asset. It is recognised that the Council has very limited capital resources of its own and the efficient and effective use of these assets is imperative.

7.1.2 The annual presentation of the AAR and the HBP should inform CMT as to the total asset position. The AMP becomes a critical review document, as it will identify shortfalls in asset suitability, likely to constrain ambition in the Corporate Plan. In such cases CMT will need to decide whether capital investment is required. The transparent data based process will provide a clear and unambiguous link between the need for an asset and its contribution to the Council's objectives.

7.1.3 The CPO and the Housing Services Unit will constantly update the criteria assessment in the AAR and HBP respectively, to ensure that the data provided is accurate and CMT are aware of risks and maintenance costs needed, if necessary to bring an asset to suitability.

7.2 Capital Projects

7.2.1 Capital Projects are considered corporately by CMT. The preparation of a Capital Strategy is used to further enhance consideration. Sponsors of Capital Projects, apart from demonstrating the obvious need through the Corporate Plan, must also demonstrate how they have considered and evaluated alternative delivery of the objective. A form exists – The Capital Scheme Proposal Form – which should be used by the sponsor.

7.2.2 Performance of a Capital Project is monitored by the nominated Lead Officer, and the supporting financial capital programme by the Deputy Chief Executive (Borough Treasurer), who will provide periodic reports to the P&O Board showing expenditure against budgets and highlighting any major variances.

7.3 Maintenance

7.3.1 The bulk of the non-housing portfolio is leased, and many of these leases require the tenant to carry out all repairs and insurance. The Council is left with a small portfolio of non-operational investment properties in addition to its operational assets that require a maintenance regime.

7.3.2 The CPO outsources the maintenance of five key non-operational assets to PTL:

- The Alverbank Hotel
- Club Hampshire Building
- The Bus Station
- Nobes Hall
- Park Lodge

Under the terms of the contract PTL are responsible for the principal aspects of property maintenance: annual inspections with reports, annual estimates with five year forecast costs, placing of contracts and project management.

7.3.3 The remaining non-housing investment properties are managed directly by the CPO, who will review on an annual basis the maintenance requirements and budget accordingly. The Corporate and Leisure operational assets are managed jointly by the CPO and relevant Leisure Services and Corporate Services Officers.

7.3.4 The Council Housing stock is managed through a partnering contract with Connaught/1st Saxon Ltd, which provides a comprehensive planned and reactive maintenance support. Housing Services review the competitiveness of this contract on a regular basis.

7.3.5 As can be deduced from the above, maintenance of Council assets is a disaggregated process, one which the CPO and other officers are working to rationalise and reform.

7.4 Legal and Contractual

7.4.1 It is the role of the CPO, The Corporate Services Manager, The Leisure and Cultural Services Manager and the Housing Services Manager to ensure that operational property is fit for purpose, and that statutory requirements are satisfied. For the CPO this extends to the contractual obligations between landlord and tenant.

7.4.2 The AAR and the HBP will contain specific commentary on compliance, health and safety, risk and performance matters, such as Disability Discrimination Act (DDA) requirements. The CPO will be the relevant officer with regard to instructing the Borough Solicitor for the service of notices under the Landlord and Tenant Act, including covenant enforcement (if necessary through the courts).

7.4.3 Through regular meetings the CPO will monitor the contract between the Council and PTL, and likewise the HSM will monitor the contract between the Council and Connaught/1st Saxon.

8. Action Plan

8.1 Table:

Action	Tasks	Resources required	Time table
Property Strategy	Reasons for ownership and parameters for retention of property	Top down guided by Gosport Community Strategy 2026 Vision	End 2008
AAM Asset Assessment Matrix	Qualitative assessment of the Council's property assets on a spreadsheet format	Specialised IT system to replace spreadsheet application	End 2007
AAR	Asset Assessment Report	Property Services flows from AAM	End 2007
Joint working	Specific projects with Housing Services	Property & Housing Services	Ongoing
AsR	Asset Register Review required for the Use of Resources	Accountancy/Property	End 2008
Condition Surveys	Rolling programme of condition surveys for non Housing Council properties	PTL	End 2008