ARGYLL & BUTE COUNCIL	STRATEGIC MANAGEMENT TEAM
OPERATIONAL SERVICES – FACILITY SERVICES	20 June 2006

ASSET REGISTER & PROPOSED PROPERTY OPTIONS DEVELOPMENT METHODOLOGY

1. **INTRODUCTION**

   1.1 This paper is to brief the Strategic Management Team (SMT) on the Council's current position regarding the maintenance of asset based information.

   1.2 The paper proposes that a central Asset Register will be used to compile all relevant information required to undertake Options Appraisal, using the existing data sources currently being maintained by Service departments.

   1.3 The paper identifies the project methodology, which will be used to undertake the initial Options Development process for Campbeltown, Helensburgh and Oban Office Rationalisation projects.

2. **SUMMARY**

   2.1 The Council maintains within Service departments the asset based information required to undertake effective Options Appraisal.

   2.2 In developing the Council's Asset Management strategy, a number of IT software applications have been identified as possible platforms from which to develop an integrated Asset Management Register. In the short term, the Asset Management Action Team will develop an Access Database system to collate existing asset information from Service departments.

   2.3 Strategic Finance is currently undertaking an assessment of different Options Appraisal models, and will report on their conclusions in September.

   2.4 Until a decision is made upon which Options Appraisal model will be employed in the future, the proposed Options Development Methodology at Appendix 1, will be utilised to develop options for Office Rationalisation. The proposed methodology meets the requirements of Strategic Finance.

2.5 The Office Rationalisation programme will be used as the vehicle to populate the Asset Register, and to determine its suitability for the Council's preferred Options Appraisal.

3. RECOMMENDATIONS

3.1 It is recommended that the SMT approve:

o The proposed development of the Asset Register.

o The proposed Options Development Methodology for the Office Rationalisation programme.

4. ASSET MANAGEMENT INFORMATION & PROPOSED ASSET REGISTER

4.1 The Council has 21 different data holding systems within Service departments, which record asset based information. These systems range in complexity from Word Documents and Excel Spreadsheets, through to be-spoke databases.

4.2 While there are a number of commercially available Integrated Asset Management IT systems, the experience of their installation within Local Authorities indicates that their introduction can be both problematic and costly, and that when installed, they require considerable resource to keep up to date.

4.3 While the Council may wish to consider introducing such a system in the future, in the short term, it is proposed that it will be more effective to collate existing asset based information, within an Access database, from which reports can be generated.

4.4 The key to this proposed course of action is to ensure that only the essential asset information is collated, and kept up to date.

4.5 The Asset Management Action Team has identified the basic Asset Register format and information required to undertake Options Appraisal. The Asset Register will be developed in conjunction with the Office Rationalisation project, and will be populated with the relevant Service, asset and property information.

4.6 On the completion of Strategic Finance's evaluation of Options Appraisal models, the suitability of the Asset Register format and functionality can be reviewed, and amended as required.

4.7 When this process is completed, a programme for developing the Asset Register to include all required asset information, and a timetable for the

development of Asset Management reporting, can be determined, and brought forward to the Project Board for approval.

5. OFFICE RATIONALISATION – OPTIONS DEVELOPMENT METHODOLOGY

5.1 The proposed Options Development methodology for Office Rationalisation is at Appendix 1.

6.   OPTIONS DEVELOPMENT & PERFORMANCE SPECIFICATION

6.1 The Asset Register will collate the data required to undertake 30 Year Life Cycle costing.

6.2 Against the background of rising energy and utility costs, and with the pressure likely to continue on future maintenance revenue budgets, the development of a standard design performance specification should be considered to be a natural outcome of the Options Development process.

7. OFFICE RATIONALISATION TIMETABLE

7.1 **Phase 1**   The Office Rationalisation Project is programmed to complete Phase 1 of Options Development process for Campbeltown, Oban and Helensburgh by 29 September 2006.

7.2 **Phase 2**   The completion of Phase 2 of the will take 6-8 weeks, thereafter.

8. ASSET REGISTER TIMETABLE

8.1 To allow the completion of Phase 1, the Asset Register must be populated for properties within each of these areas.

8.2 An assessment of the suitability of the Asset Register, in terms of collating information required for Options Appraisal, can therefore be undertaken in early October, informed by the results of the Strategic Finance assessment of Options Appraisal models.

8.3 The subsequent development of Asset Register will be determined by the output of this assessment.

9. RESOURCE

9.1 There is a general overlap between the Asset Management Action Teams led by the Head of Facility Services, and the Office Rationalisation Project Team, with representatives from Strategic Finance, Estates and Facility services, present in both.

9.2 The development of the Asset Register on an Access Database will require support from Development Services IT. The collation of asset information within the Asset Register will require an additional administrative resource in the short term to support the Office Rationalisation programme.

10. APPENDICES

10.1 Appendix 1 – Office Rationalisation – Options Development Methodology

Sandy Mactaggart
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