

OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic: **ASSET MANAGEMENT**

Objectives:

1. To undertake a review of some of the Councils key operational assets, namely:
 - Bengal St Depot and offices
 - Union St Offices
 - Town Hall including the Lancastrian Room and the White Hart premises
 - Gillibrand St Offices
 - Yarrow Bridge site
2. In the light of the review consider how some other Council assets could be better utilised.
3. To try and complete the review by the end of September 2010 in order to try and influence the 2010/11 budget position.

Desired Outcomes:

To make recommendations on the streamlining of the Councils assets to reduce expenditure and maximise income.

To make recommendations on more effective and economic use of key Council buildings with a view to influencing

- Council's priorities and the budget process for 2010/11
- The site allocations process under the Local Development Framework

Terms of Reference:

1. To look at the current function, suitability, available space and operational costs of the following Council buildings and sites
 - Bengal St Depot and offices
 - Union St Offices
 - Town Hall including the Lancastrian Room and the White Hart premises
 - Gillibrand St Offices (CCH lease expires 2010)
 - Yarrow Bridge site
2. To look at future working arrangements and alternative methods of service delivery and the implications this might have on the Council's accommodation requirements.
3. To look at a range of other Council assets to consider how they could be brought into use, sold, leased or otherwise used to benefit the Council.

Equality and diversity implications:

To ensure that in recommending any changes in the use of Council buildings, full equality impacts assessments are undertaken.

Risks:

That some recommendations on changes of building use are controversial with residents, staff or other Elected Members.

That significant investment will be required initially in order to achieve longer term savings.

Venue(s):

Meetings of the Task Group to be held at the Town Hall with some potential site visits being undertaken.

Timescale:

Start: 29 June 2010

Finish: end September 2010

Information Requirements and Sources:**Documents/evidence:** (what/why?)

Information on running costs, current occupancy, available space and suitability of space be provided for the key operational buildings listed above

Witnesses: (who, why?)

Liberata representatives
Planning officers

Consultation/Research: (what, why, who?)

Alternative ways of working and alternative methods of service delivery

Site Visits: (where, why, when?)

To be decided

Officer Support:

Lead Officer: Gary Hall

Democratic &
Member Services Officer: Carol Russell

Likely Budget Requirements:

<u>Purpose</u>	£
Total	_____

Target Body¹ for Findings/Recommendations - Executive Cabinet

¹All project outcomes require the approval of Overview and Scrutiny Committee before progressing

