



Asset Management Assessment Process

Initiation of Asset Management Team & Terms of Reference

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1 Introduction

- 1.1 The Authority have adopted a Corporate Asset Management Plan 2012-2022, which was passed by Cabinet in December 2011. This strategic document will shape the way Conwy County Borough Council will deal with its asset base, where the efficiency agenda is a key theme. All Council land and buildings are confirmed in the Asset Management Plan (AMP) as Corporate Assets, and to be ultimately managed by PMAS.
- 1.2 PMAS has a key role in ensuring delivery on the AMP, and accordingly, as a Service, there is a need to realign the way that we manage the service we provide and the approach taken in dealing with our portfolio, in order to deliver on the principles of the AMP, and to focus our resources on appropriate projects.
- 1.3 PMAS will need to scrutinise qualifying work, being minor and major project proposals against the key themes of the AMP and Corporate objectives. This will be undertaken by an adopted Asset Management Assessment and the setting up of a PMAS Asset Management Team, who will make the assessment and make recommendations following consideration of the project proposals.
- 1.4 This document is intended to provide a justification to the Asset Management Assessment Process and of the Asset Management Team and a clear understanding of the process and the framework employed by PMAS when dealing with requests for qualifying works. This process and framework is not only for PMAS consideration, but also for the Services who engage with us in terms of use of land and buildings, and will then be given recommendations of the Asset Management Team as part of their business processes.
- 1.5 The Asset Management Appraisal is a tool for PMAS to assist delivery on the AMP by scrutinising project proposals concerning land and buildings, to add value to the considerations of the Services and those of PMAS, and to focus internal resources on request which are both strategically aligned, are value for money, and sustainable.

2 Purpose of the Asset Management Assessment & Asset Management Team

- 2.1 The Asset Management Assessment will :-
 - Ensure that new qualifying requests for consideration to the Authority's portfolio of land and buildings follow the principles of the AMP and are challenged for compliance.
 - Ensure that new qualifying requests have a clear strategic approach from the Service making the request
 - Ensure that all sections within PMAS have had an opportunity to consider, discuss, advise, and where appropriate, put forward alternative solutions
 - Ensure that new qualifying requests for consideration to the Authority's portfolio are monitored and tracked in an appropriate way within the Asset Management System.
 - Ensure that the resources of PMAS in considering new qualifying requests are aligned to the need.

- The Asset Management Assessment will be a process co-ordinated by Estates & Asset Management in conjunction with the Head of Service and will involve a PMAS Asset Management Team, Chaired by the County Valuer and Asset Manager.

2.2 The Asset Management Team (AMT) will be made up of :-

- Head of Property Management & Asset Services (HofPMAS)
- Property Maintenance and Facilities Manager (PMFM)
- Development Manager (DM)
- Business Manager (BM)
- Cost & Compliance Manager (C&CM)
- County Valuer & Asset Manager (CVAM)
- Principal Asset Manager (PAM)

2.3 The County Valuer & Asset Manager (CVAM) will ensure compliance with the principle Terms of Reference as laid out below.

3 Terms of Reference for the Asset Management Team

- 3.1 The CVAM will inform PMAS Officers and Services of the AMT process and the information required for proper consideration of their requests, and to receive such requests. Initial contact between Services and the AMT at the request and recommendation stage of the project proposal will be with the CVAM, unless directed otherwise by the Head of PMAS.
- 3.2 The CVAM will ensure that the AMT are briefed as to the requests made, and to ensure they are captured and tracked within the Asset Management System, and that Members of the Team follow the adopted process on the Asset Management System.
- 3.3 The AMT have agreed the nature of the minor and major project proposals which fall within the consideration of the Asset Management System, and those that are exempt, and these are identified below. Where an identified budget has been made available for planned maintenance works within a specific Portfolio, the works to be undertaken under the identified budget will be included within one project proposal, and the collective works will direct whether the proposals are a minor or major project.
- 3.4 The CVAM will have delegated authority to appraise and make a recommendation on Minor Projects in consultation with Head of PMAS. Major projects will be considered by the AMT.
- 3.5 The CVAM will arrange fortnightly meetings of the AMT and to present requests made and to track progress on approved requests captured on the Asset Management System.
- 3.6 The CVAM will consider the strategic fit of the requests tabled before AMT with the principles of the AMP.

- 3.7 The AMT will consider the strategic fit of the request with adopted Corporate objectives, as well as the practical and value for money aspect of the advices to be given in respect of land and buildings.
- 3.8 The CVAM will provide the recommendations of the AMT to the Service and invite the Service in for discussion if need be.
- 3.9 Where there is no agreement between PMAS and the Service following discussion of the recommendation, the CVAM will report to the Authority's Chief Property Officer and ultimately Executive Group, and if necessary the Cabinet Sub Committee - Asset Management for determination.
- 3.10 Instances of non-compliance by PMAS Officers in adherence with the Asset Management Assessment will be recorded and tabled via the Cost & Compliance Manager (C&CM) before AMT and the Head of PMAS will issue a memo to the appropriate officer detailing the contravention. Officers aware of any contravention of the Asset Management Assessment and the Asset Management Plan will inform the AMT via the CVAM and C&CM and copy the respective Line Manager in.

4 Qualifying Requests

- 4.1 The AMT have agreed the nature of request to be considered as part of the Asset Management Assessment, which are detailed below.

Minor Projects

- Works over £5,000 and under £50,000.
- Cyclical Works
- Acquisition of land and buildings where the capital cost is over £5,000 and under £50,000 or an annualised rental cost no greater than £5,000.
- Granting of leases on previously unoccupied assets.

Major Works

- Acquisition of land and buildings where the capital cost is over £50,000 and an annualised rental cost greater than £5,000
 - Works over £50,000
 - All other works
- 4.2 The method by which the Asset Management Assessment is considered is as per the procedure flow diagram in Section 8 of this document, and the level responsibility for the requests is as per the Terms of Reference (3.4).
- 4.3 For the avoidance of doubt, requests which are exempt are

Exempt Works

- Reactive Works
- Servicing Works
- Single Work Items below £5,000
- Professional Services
- Acquisition of land and buildings where the capital cost is less than £5,000.

Exempt works are only to be considered and pursued once PMAS Officers have liaised with and sought instruction from their respective PMAS Line Manager.

- 4.4 Services and applicants for Projects to be considered will be provided with a Work/Project Request Form in order to put forward requests to the CVAM for consideration, which is detailed Section 9 of this document. The template will be available on the PMAS intranet site.

5 Assessing Requests & Reporting

- 5.1 In considering the requests, consideration will be given to both strategic and practical applications, as per the shortened five case model approach as per the template in Section 10 of this document. Minor projects will not require scoring, but Major projects will require scoring.
- 5.2 On a request coming in, the CVAM will acknowledge with the relevant Service and inform that the matter has been logged as an Asset Management Assessment request.
- 5.3 Services will be made aware of the indicative timetable for consideration of the request.
- 5.4 Services will be provided with the recommendation from the Asset Management Assessment Team and all reasons for refusal.
- 5.5 The request will be processed by PMAS into the Asset Management System as per the Project Management Procedure available on the PMAS intranet site.

6 Monitoring the Asset Management Assessment

- 6.1 The AMT will revise this document as it sees fit as the process evolves, and will inform PMAS Officers and Services accordingly.

7 Contact

7.1 To discuss disposal and acquisitions, and this Policy, please contact:-

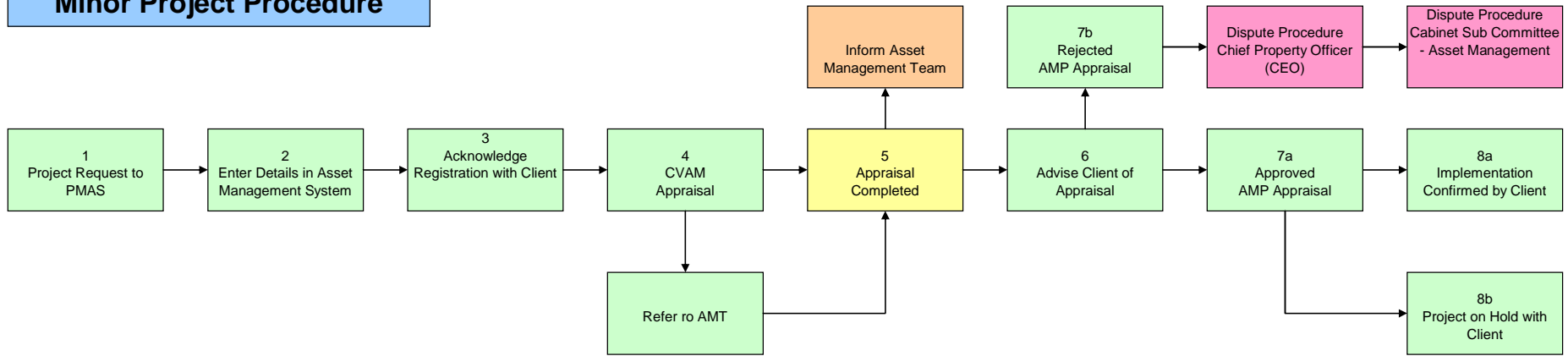
Derwyn Owen, Head of PMAS Ext 5966 Derwyn.Owen@conwy.gov.uk

Bleddyn Evans – County Valuer & Asset Manager Ext: 4273
Bleddyn.Evans@conwy.gov.uk

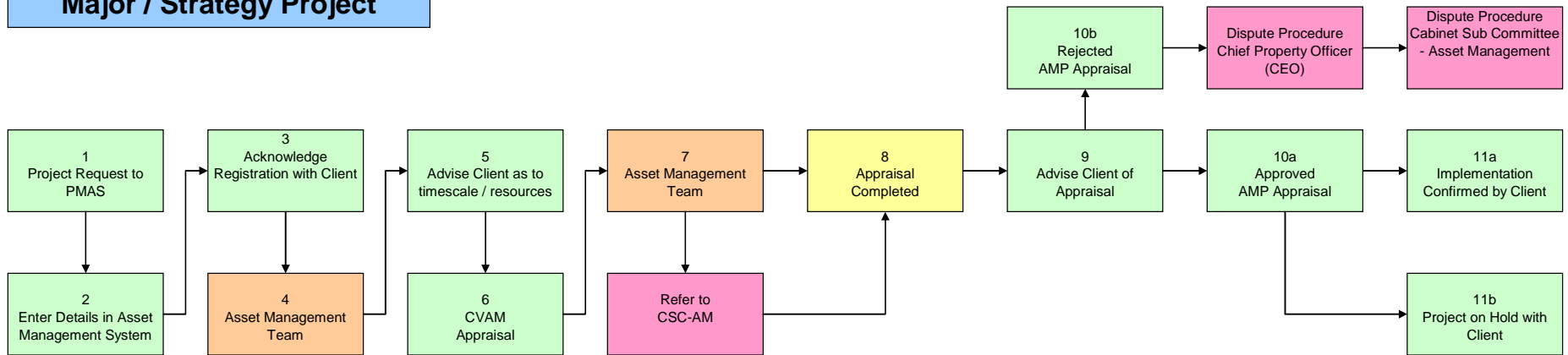
PMAS.AssetManagement@conwy.gov.uk

8 Procedure Flow Diagram


Minor Project Procedure



Major / Strategy Project



9 Work / Project Request Form

 <p>CONWY CYNGOR BWRDEISTREF SIROL COUNTY BOROUGH COUNCIL</p>	Property Management and Asset Services WORK / PROJECT REQUEST FORM	Government Buildings Dinerth Road Colwyn Bay LL28 4UL
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Completed Forms to be email to:	
To	Bleddyn.Evans@conwy.gov.uk
CC	PMAS.AssetManagement@conwy.gov.uk

Property or Area	
Requested By	
Requested Date	

Work / Project Details	
Original Estimated Work / Project Cost	£
How does the Work / Project meet Service Objectives	
How does the Work / Project meet Corporate Objectives	
Why is the Work / Project necessary	
Are there linked projects to this Work / Project	
How will the Work / Project be funded	
Is the Work / Project conditional on matters apart from funding	
For Work / Project requiring a Feasibility Study how will this be funded	
Are there any time constraints within the Work / Project	
Are there any constraints within the Work / Project apart from finance and time	
Are there any time	

constraints for the Work / Project assessment to be undertaken							
Office Use Only							
Date Received		AMS Input					

10 Assessment

In considering requests, they will be considered against both strategic and practical applications, and considered as per the shortened five case model approach as below.

	<i>Proposal</i>		
	For	Against	Further Comment/Score
Strategic Case			
<i>The strategic cases for the proposal to be listed in the For and Against columns</i>			
Economic Case			
<i>The economic cases for the proposal to be listed in the For and Against columns</i>			
Commercial Case			
<i>The commercial cases for the proposal to be listed in the For and Against columns</i>			
Financial Case	<i>Note: The financial case is a drop dead clause</i>		
<i>The financial cases for the proposal to be listed in the For and Against columns</i>			
Management Case			
<i>The management cases for the proposal to be listed in the For and Against columns</i>			

11 Revisions

The revisions to these procedures are shown below and apply to all data inputted, revised or updated from the date of the revision.

Revision Number	Revision Date	Description	Effect on existing data	Revision By
1	15/02/12	Appendices added as section items		SJL

12 User Notes

A series of 24 horizontal dotted lines, spaced evenly down the page, providing a template for handwritten notes.