

CYNGOR SIR POWYS COUNTY COUNCIL.

**CABINET EXECUTIVE
5 December 2017**

REPORT AUTHOR: County Councillor Phyl Davies
Portfolio Holder for Property and Waste

SUBJECT: Corporate Asset Policy

REPORT FOR: Decision

1. Summary

1.1 The current version of the Corporate Asset Policy (CAP) document has been in existence since January 2016 during which time no significant amendments or updates have been made. When the CAP was originally introduced, Cabinet agreed that the document would be fully revised and updated every two years, with approval for interim minor amendments being delegated to the portfolio holder with responsibility for Property, currently Cllr Phyl Davies.

2. Proposal

2.1 Cabinet is asked to adopt the attached revised version of the CAP, which includes the introduction of several new parts - for example, a quick reference guide for Services, a short section regarding sales of potentially contaminated land, when sales need to be referred to Cabinet (rather than Portfolio Holder) for approval. There are also updates to many of the different sections.

3. Options Considered / Available

3.1 Adopt the new CAP as proposed to provide a sound base for dealing with all property related matters within the Council and its partner organisations.

3.2 Continue to work with the existing two year old CAP which, it should be acknowledged, is out of date and in need of significant amendment to reflect the current aims and objectives of the Council.

4. Preferred Choice and Reasons

4.1 The preferred choice is to adopt the new CAP, which will provide the Council with clear guidance in respect of all types of property-related issues.

5. Impact Assessment

5.1 Is an impact assessment required? No

5.2 If yes is it attached? N/A

6. Corporate Improvement Plan

6.1 The revised CAP supports all of the objectives in the new Vision 2025 document, as the appropriate management of property matters – whether sales, investments, lettings, or acquisitions – will in the long term help to deliver each of those objectives by raising revenue and capital income to support the Authority’s actions.

7. Local Member(s)

7.1 The CAP will apply equally to all electoral divisions across the County and so comments from local members have not been sought.

8. Other Front Line Services

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes/No

If so please provide their comments

9. Communications

Have Communications seen a copy of this report? Yes/No

Have they made a comment? If Yes insert here.

“Review of existing corporate policy no proactive communication action required.”

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 Legal:

The legal department notes the content of the Report and also approves and supports the updated Corporate Asset Policy. Further, the legal department will continue to support the Council departments in the implementation and application of the policy (Vickie Julian – Legal Services)

10.2 Finance:

The Capital and Financial Planning Accountant notes the content of the report.

The Finance Business Partner for Places notes the contents of the report and welcomes the updated policy. The one area within the CAP that must be highlighted is the dealing with liabilities and income linked to Acquisition and Lettings. It is the services responsibility to ensure accurate, prompt billing to the tenant, and it is felt that there is the potential risk to the Council if individual Service Mangers have not been given sufficient guidance and support in how to manage these obligations as set out in the CAP.

10.3 Corporate Property:

The Professional Lead Strategic Property recommends the revisions made to the existing Policy. It is hoped that the quick reference guide added to the front of the policy will assist Services in understanding their responsibilities.

11. Scrutiny

Has this report been scrutinised? ~~Yes~~ / No?

The Joint Chairs and Vice-Chairs Steering Group decided not to scrutinise the policy.

12. Statutory Officers

The Head of Financial Services (acting Section 151 Officer) notes the comments made by Finance.

The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report."

13. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
The revised version of the CAP is accepted and adopted.	To ensure continued good practice in the management of the Council's property portfolio.

Relevant Policy (ies):	StAMP, CAP January 2016		
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	All
----------------------------------	------------

Person(s) To Implement Decision:	Natasha Morgan
Date By When Decision To Be Implemented:	January 2018

Contact Officer:	Natasha Morgan
Tel:	01597 827560
Email:	Natasha.morgan@powys.gov.uk

Background Papers used to prepare Report: Current CAP