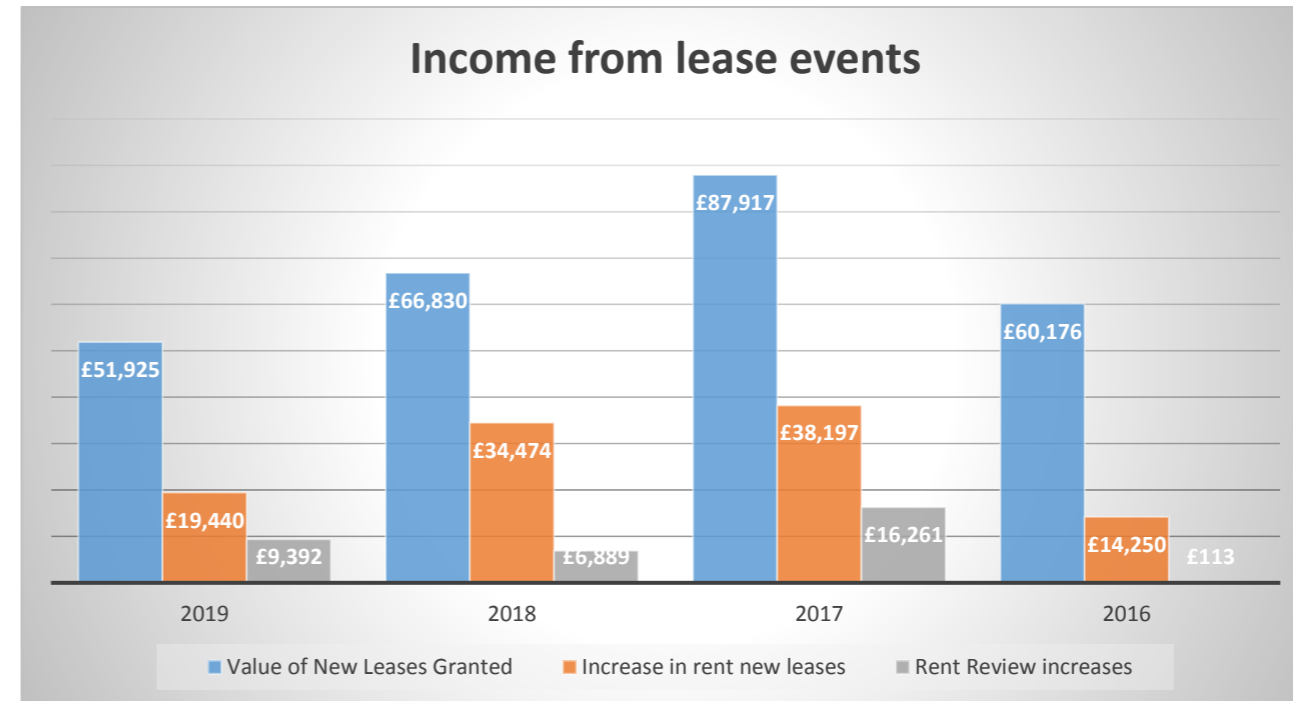


Property & Estates Performance Dashboard - Sept 2nd AMF

Updated August 2019

Key	
Red	Unsatisfactory progress/ Not Yet Started
Amber	Issues
Green	On target/completed



Performance Of Portfolio

Overall Management of the Portfolio	Last Report	This Report	Notes
Estates - Rent Roll	£894,439	£912,601	
Estates - Re-letting (total 411)	4	5	Garage at West Street (on market), Sidford Pavilion (negotiations ongoing), Site 3 Durham Way Honiton, Seaton Hole Kiosk, Warren View Pavilion
Estates - Held for Sale Assets (total 434)	2	2	Drill Hall (with legal), Knowle Offices (with legal)
Estates - Capital Receipts (in financial year)	£180,750	£0	£50,000 receipt expected in near future from sale of Knapp Nature Reserve to Sid Vale Association
Property & FM - Laggan Completed Works (23/11/18 - 18/02/2019)	409	107	
Property & FM - Planned Maintenance Spend To Budget (18/19) %	12%	44%	£74,186.97 of £169,750
Property & FM - Reactive Maintenance Spend To Budget (18/19) %	10%	68%	£77,500 of £113,750
Instructions with Legal	24	23	

Service Plan Objectives

Encouraging our communities to be outstanding

Objective	Officer	Target Date	RAG Last Period	RAG This Period	Current Position
Review of basis for lettings to sports and activity clubs ensuring tenure arrangements exist which promote self sustainability. To conclude in formal adoption of new arrangements.	Tim Child/ Rob Harrison	31/03/2020			15.8.19. Pending a wider strategic review
Manage the Beer Parish Council asset devolution pilot scheme proposals. To conclude in transfer of agreed assets to Beer Parish Council.	Tim Child	31/05/2019			15.08.19 Report drafted for 02.09.19 AMF. To then be taken to 02.10 Cabinet.

Developing an outstanding local economy

Full project appraisal and business case to either a) Deliver new workshop units at Colyford Road, Seaton & Fosseyway, Seaton, or b) use of land for alternative proposals. Agreement by Cabinet of proposals.	Colin Whitehead	31/07/2019			03.06.19 Report coming to June AMF.
Seaton Moridunum – Agree strategy for future of this site. Either dispose or retain but either way ensuring that asset contributes to enhancement of seafront. Agreement by Cabinet of proposal.	Tim Child	31/05/2019			15.08.19 On Hold pending further EDDC work.

Continuously improving to be an outstanding council

Commercial Property Income Generation – secure investment to generate £450,000 per annum net income as per transformation strategy. £50,000 in 2019/20 and preparation for £300,000 further income in 2020/21.	Tim Child	31/03/2020			15.08.19 A number of workstreams now progressing to deliver required income stream.
Successful delivery of current One Public Estate projects in Axminster and Exmouth – review of assets, synergies and scoping of opportunities.	Tim Child	30/06/2019			15.08.19 Continuing lack of progress due to resourcing and lack of engagement from partners but some recent positive signs.
Increase rent roll from let property at rent review by £15,000 (from base of 01/04/2019) through adopting an increasingly commercial approach to the management of the portfolio. This links to a Transformation Strategy objective.	Rob Harrison	31/03/2020			15.08.19 Ahead of target.

Deliver 5% increase in total rent roll from let property (from base of 01/04/2019) through adopting an increasingly commercial approach to the management of the portfolio.	Rob Harrison	31/03/2020			15.08.19 Ahead of target.
Embed a more corporate approach to managing land and property to ensure better utilisation and efficiency of the estate, making better use of a wider data set, using this to report on performance and using this to inform strategic decision making. Cabinet decision will be required and then adoption across Council.	Tim Child	30/06/2019			15.08.19 With new Property Records Officer in post work now progressing.
Capture future investment requirements in all General Fund buildings.	Colin Whitehead	30/06/2019			15.8.19 surveys complete. Now assessing data
Assess the financial and non-financial performance of all non-dwelling assets. Financial modelling will be by way of Net Present Value and non-financial modelling will consider the contribution towards social, economic or environmental wellbeing of a community. Further more detailed modelling will be required for certain asset types but this objective will inform decision making to support the Council's Transformation Strategy objective around generating revenue savings through reviewing assets of £200,000 in 2020/21, £100,000 in 2021/22, £75,000 in 2022/23 and £75,000 in 2023/24.	Tim Child	31/08/2019			15.08.19 Stock condition data of buildings now captured enabling performance work to commence towards end of September.
Review of Landlord Health & Safety compliance across entire General Fund property portfolio. Address non-compliance if necessary.	Colin Whitehead	30/08/2019			15.8.19 Next meeting of working group being set up for first week in September.
Targeted review of Business Rates liabilities on asset portfolio. Appealing of Business Rates where savings are envisaged.	Rob Harrison	31/03/2020			15.8.19 - Report being prepared prior to appointment of consultant
Implement final stages of Property & Estates restructure. In particular, ensure new Facilities Management arrangements for Blackdown House and Exmouth Town Hall are fit-for-purpose and support the changing nature of the organisation.	Tim Child / Colin Whitehead / Rob Harrison /	30/06/2019			15.08.19 Complete.
Deliver a Systems Thinking Review of key systems within both Teams to deliver improved service through efficiency and effectiveness.	Colin Whitehead / Rob Harrison	31/03/2020			15.08.19 Processes identified within Estates Team and work already progressing. For Property & FM Team, process/es still being considered. All Managers undergone training.
Remodelling of East Devon Business Centre to maximise lettable space and income. Generate £10,000 rental increase. Linked to Transformation Strategy objective.	Rob Harrison	30/06/2019			15.08.19 Complete
Review of PV array on Council assets. Linked to Transformation Strategy objective.	Colin Whitehead	31/08/2019			15.8.19 buildings identified, jointly in discussions with LED
Develop Successes Newsletter which can be issued quarterly to all Councillors.	Rob Harrison	30/06/2019			15.08.19 Complete

Other Key Projects

Key Projects - Service Development	Officer	Target Date	Last Report	This Report	Notes
Estates - Address backlog of lease event activities	Rob Harrison	01/04/2020			15.8.19 continuing to drive down backlog with demonstrable reduction in cases including the un allocated ones. Now down to 103 Unallocated as opposed to 140 in April.
Estates - Improve internal and external perception & visibility of work and portfolio	Rob Harrison	01/04/2020			15.08.19 Property Matters now being circulated to all Cllrs as part of AMF paperwork, use of social media part of working practices.
Property Records - Utilise Business Objects training to report on staff and portfolio performance	Tim Child	01/09/2019			15.08.19 Training to be arranged for new Property Records Officer.
Property Records - Broaden remit to provide more comprehensive function	Tim Child / Colin Whitehead	01/09/2019			15.08.19 Complete now with new post holder in post and trained.
Property Records - 'Super User' role for Uniform within P&E	Rob Harrison	01/09/2019			15.08.19 Property Records Officer post now filled and picking up Uniform management
Property & FM - Incorporate use of Uniform into Property Services	Colin Whitehead	01/04/2020			15.8.19 Work underway to capture data in Uniform system and training given to team
Service wide - Incorporate use of Uniform across other key Services	Tim Child	01/04/2020			15.08.19 Needs buy-in from other Services. Wider work being undertaken to consider what corporate system should be used
Estates - Adopt RTB's for Housing as BAU	Rob Harrison	01/06/2019			15.8.19 - 26 instructions so far this year, system in place to monitor cases and end to end times etc.

Key Projects - Delivery	Officer	Target Date	Last Report	This Report	Notes
Transfer of Younghayes Centre and Worship land, Cranbrook	Rob Harrison				15.08.19 Pushing for completion of Younghayes transfer. Dissapointing delay and out of hands of EDDC.
Honiton and Sidmouth Pools changing rooms reconfiguration / refurbishment	Colin Whitehead				15.8.19 Slight delay occurred at beginning of year due to staff shortages., tendering procedure on target for being on site by end of calender year.
New ventilation and air condition systems at Honiton and Sidmouth pools	Colin Whitehead				15.8.19 Slight delay occurred at beginning of year due to staff shortages., tendering procedure on target for being on site by end of calender year.
Broadclyst Leisure Centre reroofing	Colin Whitehead				15.8.19 Scheme on hold
Community Asset Transfer Policy	Tim Child				15.08.19 Report to 02.09.19 AMF.
New Drone Policy	Aaron Manley				15.8.19 Draft policy with legal for comments
Exmouth Leisure Centre extension	Colin Whitehead				15.8.19 Planning application to be submitted by end of 2019. Adjustments to scheme layout now agreed

