

Property & Estates Performance Dashboard

Updated December 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	£912,601	£887,256	Younghayes Centre transfer resulted in loss of income
Estates - Re-letting (total 411)	5	4	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)	£0	£0	£50,000 receipt expected in near future from sale of Knapp Nature Reserve to Sid Vale Association together with £25,000 overage payment from former garage site
Property & FM - Laggan Completed Works	107	134	
Property & FM - Planned Maintenance Spend To Budget (19/20) %	44%		To be updated by Principal Building Surveyor at AMF
Property & FM - Reactive Maintenance Spend To Budget (19/20) %	68%		To be updated by Principal Building Surveyor at AMF
Instructions with Legal	23	29	

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	31/03/20			9.12.19 Not started.
Manage the Beer Parish Council asset devolution pilot scheme proposals. To conclude in transfer of agreed assets to Beer Parish Council.	Tim Child	31/05/19			19.12.19 Now have Cabinet approval of Business Case to support asset transfer. Heads of Terms now being prepared.

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	31/07/19			19.12.19 Wider discussions now taking place therefore Colyford Road on-hold, but consideration now on Fosseyway and whether that can be disposed.
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	31/05/19			19.12.19 No longer on-hold. Agent appointed to progress negotiations.

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	31/03/20			19.12.19 1st investment is hoped will complete mid January. Opportunities are limited and challenging due to market uncertainty and lack of opportunities. Investment Decision Making Group being kept updated.
Successful delivery of current One Public Estate projects in Axminster and Exmouth – review of assets, synergies and scoping of opportunities.	Tim Child	30/06/19			19.12.19 Continuing issues with partner engagement. Now escalated to Devon OPE Board for resolution/ or to abort projects. Officer workshop for Axminster being arranged for Feb 2020.
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	31/03/20			9.12.19 System in place and increases being monitored. Current increase is £11,192 from rent reviews which equates to 75% 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	31/03/20			9.12.19 System in place to capture data, target of £41,106 for the year, current increase is £29,492 equating to 72% of target which doesn't include the business centre increases.
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	30/06/19			19.12.19 Further work needed in 2020/21 Service Plan but this particular objective now COMPLETE .
Capture future investment requirements in all General Fund buildings.	Colin Whitehead	30/06/19			19.12.19 Complete for all significant assets other than LED. Non significant assets and LED assets still to be done but plan in place and can be discussed at AMF.
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	31/08/19			19.12.19 Delayed due to capital future investment requirements only recently being known.
Review of Landlord Health & Safety compliance across entire General Fund property portfolio. Address non-compliance if necessary.	Colin Whitehead	31/10/19			19.12.19 Comprehensive report and action plan to be considered in 1st instance by SMT+ in January 2020.
Targeted review of Business Rates liabilities on asset portfolio. Appealing of Business Rates where savings are envisaged.	Rob Harrison	31/03/20			9.12.19 Consultants appointed and undertaking review process.
Deliver a Systems Thinking Review of key systems within both Teams to deliver improved service through efficiency and effectiveness.	Colin Whitehead / Rob Harrison	31/03/20			19.12.19 Following restructure being completed earlier this year, reviews progressing in both Teams on specific tasks and efficiencies already identified and being delivered. Process Mapping for Property & FM Team in readiness for Firmstep arranged for January.
Remodelling of East Devon Business Centre to maximise lettable space and income. Generate £10,000 rental increase. Linked to Transformation Strategy objective.	Rob Harrison	30/06/19			9.12.19 - Rent increases implemented and so far rent increase is £18,090. Draft contracted out lease agreed with legal and being rolled out to existing tenants.
Review of PV array on Council assets. Linked to Transformation Strategy objective.	Colin Whitehead	31/10/19			19.12.19 Buildings identified jointly in discussions with LED. Update to be provided at January AMF.

Other Key Projects

Key Projects - Service Development	Officer	Target Date	Last Report	This Report	Notes
Estates - Address backlog of lease event activities	Rob Harrison	01/04/20			9.12.19 continuing to drive down backlog with demonstrable reduction in cases including the un allocated ones. Now down to 100 Unallocated as opposed to 140 in April.
Estates - Improve internal and external perception & visibility of work and portfolio	Rob Harrison	01/04/20			9.12.19 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	01/09/19			19.12.19 Reporting of data within Uniform across both Teams now much improved. Further work being done with Strata to enable reporting on some additional areas.
Property Records - 'Super User' role for Uniform within P&E	Rob Harrison	01/09/19			9.12.19 Property Records Officer post now filled and picking up Uniform management although some assistance still being provided by Estates Team Lead. COMPLETE
Property & FM - Incorporate use of Uniform into Property Services	Colin Whitehead	01/04/20			19.12.19 Project plan new developed but significant further work needed.
Service wide - Incorporate use of Uniform across other key Services	Tim Child	01/04/20			15.08.19 Needs buy-in from other Services. Wider work being undertaken to consider what corporate system should be used and therefore this project should be ABORTED .
Estates - Adopt RTB's for Housing as BAU	Rob Harrison	01/06/20			9.12.19 - 40 instructions so far this year, system in place to monitor cases and end to end times etc. Good feedback from HRA. COMPLETE

Key Projects - Delivery	Officer	Target Date	Last Report	This Report	Notes
Transfer of Younghayes Centre and Worship land, Cranbrook	Rob Harrison				9.12.19 - Transfer of Younghayes completed 22.11.19. Legal work on POW land ongoing.
Honiton and Sidmouth Pools changing rooms reconfiguration / refurbishment	Colin Whitehead				19.12.19 To be updated at AMF.
New ventilation and air condition systems at Honiton and Sidmouth pools	Colin Whitehead				19.12.19 To be updated at AMF.
Broadclyst Leisure Centre reroofing	Colin Whitehead				19.12.19 To be updated at AMF.
Community Asset Transfer Policy	Tim Child				19.12.19 Draft approved by Cabinet subject to consultation. Consultation to be coordinated alongside Careful Choices.
Drone Policy	Tim Child/ Aaron Manley				19.12.19 Complete and to be taken to February 2020 Overview.
Exmouth Leisure Centre extension	Colin Whitehead				19.12.19 To be updated at AMF.