

Property Asset Management Policy

Aberdeen City Council is committed to effectively managing its land and properties. The further implementation of good practice asset management principles is essential to this. Asset Management Planning ensures that assets make the maximum possible contribution to achieving the goals and objectives of an organisation. A Property Asset Management Policy is a key element of this.

What is the purpose of the Property Asset Management Policy?

The Property Asset Management Policy outlines the key asset management principles which are required to ensure our assets contribute to achieving the Council's strategic objectives.

The Policy forms part of a three document approach to property asset management. Comprising the:

- 1. Property Asset Management Policy**
2. Property Asset Management Strategy
3. Property Asset Management Action Plan

Why is it important?

Property assets play a vital role in helping to provide services for the citizens of Aberdeen, not to mention their contribution to enhancing the overall image of Aberdeen. To ensure this contribution continues into the future we must manage these assets effectively.

Property assets also generate revenue and capital income. This income must be maximised and additional income streams should be identified. This income helps support service delivery.

The Council owns a hugely diverse non-housing property portfolio containing around 1200 assets, including both land and buildings. Property running costs are the third highest revenue spend for the Council.

What objectives does the Property Asset Management Policy Support?

The Policy contributes to a number of key Council Strategies. These are listed below:-

Shaping Aberdeen

- Improving Customer Experience
- Improving Staff Experience
- Improving our use of Resources

Strategic Infrastructure Plan

- Key Goal - A better image of Aberdeen

Single Outcome Agreement

- Thematic Group - Learning & Workforce
- Thematic Group - Health & Wellbeing
- Thematic Group - Older People

Five Year Business Plan & Smarter Aberdeen

- High Level Priority Smarter Environment - We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where possible.
- High Level Priority Smarter Environment - We will increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non-housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty.
- High Level Priority Smarter Environment - We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint

What are the Key Principles?

1. Our properties will:
 - a) Be safe
 - b) Support service delivery
 - c) Be fit for purpose
 - d) Be in appropriate condition
 - e) Be sustainable
 - f) Be fully utilised
2. Properties not complying with one or more of the categories above will be subject to review and appropriate action.
3. All Council owned properties will be managed through the Corporate Landlord model.
4. New and refurbished properties will be designed in accordance with approved design/asset policies.
5. We will work with our partners to develop opportunities for joint/shared/integrated properties.
6. We will reduce carbon emissions from our properties.
7. We will review properties on both locality and property type basis as appropriate.
8. Community Asset Transfer to qualifying groups will be supported.
9. We will seek to generate maximum financial value from our property assets.

What do these principles mean?

| | Key Principle | |
|----|---|---|
| 1a | Safe | <ul style="list-style-type: none"> • Properties must meet health and safety legislation. • Appropriate security measures are in place |
| 1b | Fit for purpose | <ul style="list-style-type: none"> • Properties should be graded as A-Good or B-Satisfactory for suitability as appropriate. • Properties that are open to the public will be fully accessible. |
| 1c | Appropriate condition | <ul style="list-style-type: none"> • Properties should be graded as A-Good or B-Satisfactory for condition. |
| 1d | Sustainable | <ul style="list-style-type: none"> • Running costs are not excessive. • Commercial rentals can be maintained. |
| 1e | Fully utilised | <ul style="list-style-type: none"> • There is no vacant space in a property. • Periods of closure are limited. |
| 1f | Supports service delivery | |
| 2 | Non-compliance | <ul style="list-style-type: none"> • A review would identify if a property needs investment, disposal, merger or an alternative use. |
| 3 | Corporate Landlord Model | <ul style="list-style-type: none"> • To be a more fully defined and centralised model. |
| 4 | Property/Design Policies | <ul style="list-style-type: none"> • Projects would need to meet environmental policies. • Approved space standards would be devised. |
| 5 | Joint/shared/integrated properties | <ul style="list-style-type: none"> • We will engage with partners early in a project to identify opportunities. |
| 6 | Reduce carbon emissions | <ul style="list-style-type: none"> • Reduce energy consumption in properties, reduce portfolio where possible and replace high carbon producing heating systems. |
| 7 | Review properties | <ul style="list-style-type: none"> • Carry out locality reviews for community and sporting facilities • Carry out property type reviews for depots and corporate offices. |
| 8 | Community Asset Transfer | <ul style="list-style-type: none"> • The implementation of a community transfer process. • Providing support to qualifying groups. |
| 9 | Generate maximum financial value from our property assets | <ul style="list-style-type: none"> • Investing to increase or maintain revenue income. • Disposing of poorly performing investment assets. <p>Identifying new sources of revenue from our assets.</p> |