

Policy, Projects and Resources Committee

18th July 2017

Asset Review Update

Report of: *John Chance – Finance Director*

Wards Affected: *all*

This report is: *Public*

1. Executive Summary

- 1.1 The purpose of this report is to update the Committee on the current status of the Asset Register. Much work has been undertaken since the last report in January this year. There is now an asset list which covers all known deeds the council owns. This asset list covers non-housing assets. This database will now form the basis of a more detailed asset review which will allow the Council to prepare more detailed business cases related to potential usage, which will incorporate income generation.

2. Recommendation

- 2.1 To agree to upgrade the Argus Management System and the Geographic Information System in line with the up to date asset list, and commence work on the remaining statutory declaration land assets.**

3. Introduction and Background

- 3.1 The Asset Register (General Fund properties, Appendix A) has now been updated in line with all known legal documents and these have been referenced to the deed packets held by the Council.
- 3.2 All available deed packets (340 in total covering both general fund & HRA) have now been scanned and reviewed. All known 'general fund' legal documents have been transferred onto "Sharepoint", a document management system giving the legal and assets teams easy access to the deeds. Sharepoint provides an enhanced search facility for all relevant documentation by property address. There are now 176 properties/land

assets entered on Sharepoint with all associated deeds (approx. 1900 deeds) relating to each of these properties now available in Sharepoint.

- 3.3 A project team has been set up to establish protocols and processes going forward to capture all new deeds, suitable retention of original documents, and archiving processes.
- 3.4 In addition to scanning all legal documents in our possession, a Land Registry search was requested to identify all land registered to the Council. Many of the properties under the name of the Council do actually have slightly different ownership names, e.g. Brentwood Borough Council, Brentwood Urban District Council, Brentwood District Council & the Urban District of Brentwood Council. All Land Registry searches have now been completed under the above names and all of the registered land has been checked and where appropriate added to the register. These historical names need to be corrected to read Brentwood Borough Council and a legal instruction will be issued to legal to proceed with registering the land in the correct name. This is a further step to ensure the information contained within the Councils asset register is as up-to-date as possible.

4. Next Steps

- 4.1 In order to fully update all management information systems within the Council, the following additional steps are also needed.
- 4.2 Argus Management system, a property data base is populated with most of BBC's property together with the associated leases. The system has been recently upgraded which allows further functionality such as adding photos of each property, links to Sharepoint, along with valuations and reporting functions. These details will be added in due course once training on the system has taken place.
- 4.3 The Geographic Information System (GIS), land ownership layer showing a map format for each asset, will need to be reviewed in line with the Asset list to ensure that the general fund asset details are up to date. Discussions are taking place with Land Registry to obtain an overlay showing land registered to BBC which will ensure accurate boundary details for all of our land.
- 4.4 There is some land which the Council do not hold deeds for and is not registered to BBC. This land is referred to as 'statutory declaration land' where BBC will have to approach the Land Registry and provide a statutory declaration to prove we own the land. This is an onerous process and will need some careful consideration and legal input

5. Reasons for Recommendation

- 5.1 To ensure that the full extent of general fund assets are recorded, reported and understood in order to maximise their use.
- 5.2 To ensure the Council's use of assets reflects the needs of the borough and the Council and to contribute towards the establishment of an income generation plan utilising the Councils assets.

6. Consultation

- 6.1 None Required

7. References to Corporate Plan

- 6.1 The maintenance of an up to date asset register addresses an important element of the corporate plan and Vision for Brentwood statement:
 - Maximise Council assets to deliver corporate objectives and ensure community benefit – by updating and maintaining the asset register the Council seeks to achieve value for money and enhance community benefits.

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

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- 8.1 There are no immediate financial implications relevant to this report.

9. Legal Implications

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- 9.1 There are no immediate legal implications relevant to this report.

10. Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

11. There are no other significant implications emerging from this report.

12. Appendices to this report

- Appendix A - Asset List

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