

## **REPORT OF THE LEADER OF THE COUNTY COUNCIL**

### **CORPORATE PROPERTY TRANSFORMATION PROGRAMME**

#### **Purpose of the Report**

1. The Corporate Property Transformation Programme was approved by Policy Committee in June 2018 and the overarching Corporate Property Strategy was adopted for approval at the October 2018 meeting. The purpose of this report is to seek approval for an Operating Model for the Property functions and approve the funding required to complete the Transformation Programme. The report also updates on the final tasks to complete the Transformation Programme by April 2019.

#### **Information**

2. Following the approval of the Corporate Property Strategy, the Property Transformation Programme is now concluding the remaining key workstream tasks. The key workstreams in the Transformation Programme can be summarised as follows;

##### Governance

- The Governance workstream has completed. A number of operational improvements have been agreed for implementation by the Department, to provide greater oversight and assurance at an operational level. The revised Property function will report through this Governance along with Major Projects and Programmes in the Department. These proposals impact at an officer level would not extend beyond and do not require changes to the constitution or financial regulations. These changes will result in improved corporate governance arrangements that support the effective management of the Council's land and assets.

##### Operating Model

- The purpose of the Operating Model workstream is to establish a high level structure that enables the Property function to provide a high performing estates management service for the Council. An Operating Model is proposed which will give the council Property function a clear structure and plan to effectively manage the estate at both the strategic and operational levels. The proposed Operating Model showing the distribution of functions across property and Arc Partnership is contained in Appendix 1 for approval in principle. Following approval further work will be required to establish the impact on the Arc Partnership contract and the capability and capacity workstream.

## Policies and Standards

- A comprehensive review and update of Policies and Standards is nearing completion and will be reported to Policy Committee in January 2019 for approval.
3. Internal programme management resource from the Project and Programmes team is now leading on the delivery of this programme to create internal ownership and assist with handover to the business. Turner & Townsend continue to support vital workstreams with their technical expertise. As you can see from the workstream's progressed in this report, momentum for the programme continues. It is therefore envisaged that Turner & Townsend will continue to work with officers to establish the Property Transformation Programme until April 2019.
  4. Approval is therefore sought to continue to engage Turner & Townsend until April 2019 at an additional cost of £163,663 (plus reasonable expenses). Procurement would be via the Bloom framework.

## **Other Options Considered**

5. Continuing with only internal resource, rather than extending Turner & Townsend procurement. This would remove the independent technical assurance to proposals moving forward, and will slow the process

## **Reasons for Recommendations**

6. To approve the high level Operating Model for consultation as a basis for this strategically important transformation and final budget to complete the Programme.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

8. In June 2018 Policy Committee approved a request to Finance & Major Contracts Committee for an initial contingency allocation of £136,337 to procure services undertaken by Turner & Townsend.
9. The purpose of this work is to have more effectively working teams across Property towards the Place Department Strategy in order to contribute to future savings proposals.

## **Human Resources Implications**

10. The Capability and Capacity workstream will produce job descriptions for new and changed posts in the proposed new structure. These will be subject to the Authority's Job Evaluation scheme.

## **RECOMMENDATIONS**

- 1) That Committee approves the high level Operating Model in principle contained in Appendix 1 as a basis for consultation for the revised structure for the Property functions.
- 2) That a request is submitted to Finance and Major Contracts Committee to approve a revised allocation from contingency to fund the cost of the proposed work in the sum of £163,663 to complete the Property Transformation Programme.

**Councillor Mrs Kay Cutts**  
**Leader of the County Council**

**For any enquiries about this report please contact:** David Hughes, Service Director, Investment & Growth, Tel: 0115 977 0115 9773825

### **Constitutional Comments [SSR 10/12/2018]**

11. The recommendations set out in the report fall within the scope of decisions which may be approved by Policy Committee.

### **Financial Comments [MM 07/12/2018]**

12. The financial implications are set out in paragraphs 8 and 9 of the report.

### **HR Comments [JP 11/12/2018]**

13. The proposed staffing structure for the new Property function will be subject to formal consultation with staff and the recognised trade unions.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

### **Electoral Division(s) and Member(s) Affected**

- All