

# PLEASE NOTE VENUE

## FINANCE AND EFFICIENCY PORTFOLIO

### DECISION SCHEDULE



Wednesday 22 August 2007

at 10.00am

in Training / Classroom 2,  
Belle Vue Community Sports and Youth Centre,  
Kendal Road, Hartlepool

Councillor Payne, Cabinet Member responsible for Finance and Efficiency will consider the following items.

1. **KEY DECISIONS**

None.

2. **OTHER ITEMS REQUIRING DECISION**

- 2.1 Chief Executive's Departmental Plan 2007/08 – 1st Quarter Monitoring Report  
*Chief Financial Officer and Chief Solicitor*
- 2.2 Legionella Management and Control – *Head of Procurement and Property Services*
- 2.3 The Quirk Review of Community Management and Ownership of Public Assets – *Head of Procurement and Property Services*
- 2.4 Purchasing Power and Local Economic Growth – *Head of Procurement and Property Services*
- 2.5 Land at Greenock Road, Hartlepool – *Head of Procurement and Property Services*
- 2.6 Land at Queen's Meadow Business Park – *Head of Procurement and Property Services*
- 2.7 The Firs, Westbourne Road, Hartlepool – *Head of Procurement and Property Services*

3. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None.

**FINANCE AND EFFICIENCY PORTFOLIO**

Report to Portfolio Holder

22<sup>nd</sup> August 2007



**Report of:** Chief Financial Officer and Chief Solicitor

**Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN  
2007/08 – 1ST QUARTER MONITORING  
REPORT**

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SUMMARY

**1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2007/08 in the first quarter of the year 2007.

**2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Chief Executive's Departmental Plan 2007/08 and the first quarter outturns of key performance indicators.

**3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for performance management issues in relation to finance and legal services.

**4. TYPE OF DECISION**

Non-key.

**5. DECISION MAKING ROUTE**

Portfolio Holder meeting 22<sup>nd</sup> August 2007.

**6. DECISION REQUIRED**

Portfolio Holder is asked to :-

- Agree to the proposed revisions to completion dates as detailed in Tables 2, 4 and 5
- notes the achievement of key actions and first quarter outturns of performance indicators

**Report of:** Chief Financial Officer and Chief Solicitor

**Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN  
2007/08 – 1ST QUARTER MONITORING  
REPORT**

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### **PURPOSE OF REPORT**

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2007/08 and the progress of key performance indicators for the period up to 30 June 2007.

### **BACKGROUND**

2. The Performance Management Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2007.
3. The Chief Executives Department is split into four divisions, with Finance and Legal Services reporting to the Finance and Efficiency Portfolio Holder. Issues relating to the Corporate Strategy and Human Resources Divisions are reported separately to the Performance Portfolio Holder. Issues relating to Procurement are included in this report to Performance Portfolio.
4. The Chief Executive's Departmental Plan 2007/08 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2007/08 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently introduced an electronic Performance Management Database for collecting and analysing corporate performance. In 2007/08 the database will collect performance information detailed in the Corporate Plan and the five Departmental Plans.
6. Each Division has also produced a Divisional Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division intends to contribute to the Organisational Development Priorities contained in the Corporate Plan, as well as the key tasks and priorities contained in

the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identifies in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

**FIRST QUARTER PERFORMANCE**

7. This section looks in detail at how the Finance Division, Legal Services Division and the Procurement and Property Services Section within Neighbourhood Services (Procurement issues only) have performed in relation to the key actions and performance indicators that were included in the Chief Executives Departmental Plan 2007/08.
8. On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
9. Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system is: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

10. Within the Finance and Legal Services Divisions and Procurement and Property Services there were a total of 70 actions and 6 performance indicators identified in the 2007/08 Departmental Plan. Table 1, below, summarises the progress made, to 30 June 2007, towards achieving these actions and PIs.

Table1 – Finance/Legal Services progress summary

	Finance		Legal Services		Procurement	
	Actions	PIs	Actions	PIs	Actions	PIs
<b>Green</b>	16	0	2	n/a	0	n/a
<b>Amber</b>	29	5	8	n/a	9	n/a
<b>Red</b>	3	1	2	n/a	1	n/a
<b>Total</b>	48	6	12	n/a	10	n/a

11. A total of 18 actions, or 26%, have been completed, and a further 46 (66%) are on target to be completed by the target date. However, 6 actions (9%) have been highlighted as not being on target. More information on these actions can be found in the relevant sections below.

12. There were 6 Performance Indicators included in the 2007/08 Departmental Plan and 5 of these (83%) have been assessed as being on target. However, 1 (17%) has been assessed as not expected to meet target. This is also detailed in the relevant section below.

### Finance Division

13. The Plan contained 48 actions that were the responsibility of the Finance Division. 16 actions (33%) have been completed, and 29 (60%) have been assessed as being on target to be completed by the target date stated in the plan. However, 3 actions (6%) have been assessed as not being expected to meet target. Table 2 below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action.

Table2: Finance Actions not completed on target/not on target

Ref	Action	Date to be Completed	Comment
<b>Objective: Implementation of FMS Phase 3</b>			
CED 715	Evaluate Alternate software arrangements	Jul 07	Other priorities have superseded this. To review once business case produced for Partnership Board. Proposed to reschedule completion date to December 2007.
CED 716	Determine project plan/ proposal for implementation of Phase 3.	Sep 07	Other priorities have superseded this. To review once business case produced for Partnership Board. Proposed to reschedule completion date to December 2007.
<b>Objective: Extend and evaluate homeworking pilot</b>			
CED 746	Report Homeworking pilot evaluation to joint trade union group	May 07	As a result of the Unions focus on Job Evaluation, we have decided to take the Homeworking Evaluation report to the Unions at their next Joint Trade Unions Meeting.

14. As can be seen from the table, due to other priorities it is proposed to amend the completion date for two of the actions to December 2007. The Portfolio Holder is asked to agree to these proposals.
15. The plan also contained 6 Performance Indicators that were the responsibility of the Finance Division. 1 indicator has been assessed as not being expected to hit the target, and Table 3 below details this indicator, together with a comment explaining why the indicator has been adjudged to be not on target.

Table3: Finance Pls not on target

PI	Indicator	Target	Outturn	Comment
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BVPI 8	Percentage of invoices paid on time	92.5	84.79	Performance continues to be below target. Changes in procedures, increased central processing and monitoring together with increased monitoring of late payments to be targeted during the next quarter to improve performance levels.
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16. Within the first quarter the Finance Division completed a number of actions, including: -

- Direct bank credit payments with major registered social landlords has been introduced
- The Statement of Internal Control has been produced and submitted to the Audit Commission

### Legal Services Division

17. The Plan contained 12 actions that were the responsibility of the Legal Services Division. As at 30 June 2007, 2 (17%) had already been completed, and a further 8 (67%) were on target to be completed by the target date stated in the plan. However 2 actions (17%) have been assessed as having not been completed by their due date, and table 4 below provides further details.

Table 4: Finance Actions not completed on target/not on target

Ref	Action	Date to be Completed	Comment
<b>Objective: Improve Equality and Diversity Leadership and Corporate Commitment</b>			
CED 305	Complete 2006/07 INRA assessments for Legal Division	May 07	Work ongoing. Anticipated revised completion date of Dec 07.
CED 306	Agree DIA programme for Legal Division	May 07	Work ongoing. Anticipated revised completion date of Dec 07.

18. As can be seen from the table, it is proposed to amend the completion date for both of these actions to December 2007. The Portfolio Holder is asked to agree to these proposals.

19. Within the first quarter the Legal Services Division completed 2 actions, including: -

- Revisions to the Members code of conduct have been approved by the Standards Committee

### Procurement and Property Services

20. The Plan contained 10 actions that were the responsibility of the Procurement and Property Services section within the Neighbourhood

Services Department. As at 30 June a total of 9 (90%) have been assessed as being on target to be completed by the due date. However, 1 action (10%) has been assessed as not being expected to meet target, and further details are provided in table 5 below.

Table 5: Procurement Action not completed on target/not on target

Ref	Action	Date to be Completed	Comment
<b>Objective: Implement 5 year Procurement Plan</b>			
CED 405	Complete Spend Analysis	Aug 07	In order to allocate adequate resources to the project it is proposed to amend the date to be completed to December 2007.

21. As can be seen from the table, due to other priorities it is proposed to amend the completion date for this action to December 2007. The Portfolio Holder is asked to agree to these proposals.
22. Within the first quarter of 2007/08 the Procurement and Property Service section have progressed a number of actions including: -
  - The review of the Procurement Strategy is progressing, with a draft being considered by Portfolio Holder.
  - Procurement guidance is being constantly reviewed and updated and modules have been programmed into the LMDP programme.

### Recommendations

23. It is recommended that Portfolio Holder: -
  - agrees the proposed revisions to completion dates as detailed in Tables 2, 4 and 5
  - notes the achievement of key actions and first quarter outturns of performance indicators

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

22<sup>nd</sup> August 2007



**Report of:** Head of Procurement and Property Services

**Subject:** LEGIONELLA MANAGEMENT AND CONTROL

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**SUMMARY**

**1.0 PURPOSE OF REPORT**

To update the Portfolio Holder on the outcome of the Barrow in Furness inquiry and progress with regard to the management and control of legionella bacteria water systems within all properties owned and/or run by the Council.

**2.0 SUMMARY OF CONTENTS**

The report contains a summary of recommendations from the Health and Safety Executive together with a review of how the Council manages Legionella.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for the council's land and property assets.

**4.0 TYPE OF DECISION**

Non Key

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

That the Portfolio Holder:

- i) Notes the report
- ii) Endorses the Legionella Policy Document
- iii) Endorses the necessary arrangements be put in place with relevant staff and within all Council Buildings to meet the policy and the additional control measures highlighted in the report
- iv) Supports the budget pressure.



**Report of:** Head of Procurement and Property Services

**Subject:** LEGIONELLA MANAGEMENT AND CONTROL

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**1. PURPOSE OF REPORT**

To update the Portfolio Holder on the outcome of the Barrow in Furness inquiry and progress with regard to the management and control of legionella bacteria water systems within all properties owned and/or run by the Council.

**2. BACKGROUND**

2.1 Following the incident in Barrow in Furness the Health and Safety Executive (HSE) the conclusion was:

*“There is a clear lesson to all who are responsible for installations (both employers and individual employees) that carry a risk from Legionella.*

*There is no room for assumptions that systems are working as they should and no room for ignoring personal roles and responsibilities at any level of management”.*

2.2 More recently there is an investigation under way after two workers at Artimus U.K. Limited (a Teesside Chemical Plant) contracted the disease.

It is not yet known if they were infected from the same source. Both men were hospitalised.

The Health Protection Agency, Redcar and Cleveland Primary Care Trust and the local authority environmental health department are investigating the case.

2.3 This report has been compiled by the Building Consultancy Manager in conjunction with the Councils Principal HR Officer (Employee Wellbeing).

**3. HSE RECOMMENDATIONS FROM BARROW IN FURNESS**

3.1 After the formal court proceedings the Health and Safety Executive (HSE) organised public hearings with an independent chair.

3.2 The resulting report includes important lessons for councillors, chief executives, line managers, health and safety advisors, procurement officers, contract managers and facilities managers. The report goes on to explain the technical steps needed and the essentials of good health and safety management that could prevent a similar tragedy.

3.3 There were six major failings defined. These are listed below followed by the position within Hartlepool Council -

- **Poor lines of communication and unclear lines of responsibility.**

As an organisation we must define responsibilities and relationships within our health and safety policy, along with effective lines of communication established.

Hartlepool Council has had a dedicated Legionella Management and Control Teams since 2002 with effective lines of communication established. This now needs to be reinforced.

The HSE state that those who are involved in the Legionella control process need to have their responsibilities clearly laid out within their job description. This is, already in place for staff working directly in the Legionella Control and Management team. This will be developed further within the authority clarifying responsibilities where a person has a duty as a 'responsible person' for Legionella in a property, for example a premises manager or Head Teacher.

A draft Legionella Policy is attached at **Appendix 1**. This has been developed in conjunction with the Well Being Team section and will link with the Council's Health & Safety Policy

- **Failure to act on advice and concerns raised.**

There is an effective monitoring and reporting regime in place for all Hartlepool Borough Council Properties in accordance with Approved Code of Practice L8. Our monitoring services are also procured by a number of other organisations external to the Council. Regular reports showing defects / failures and areas of non-compliance are produced for clients and premises managers / Head Teachers to address. Concerns are dealt with immediately. The lines of communication that we have in place ensure that all appropriate people are kept informed.

It is significant to point out that the intensive Legionella testing regime, combined with the monitoring & disinfection programme has shown a continued fall in the number of positive results since 2002. The national average for positive results is approximately 14%; we are achieving <2.5%.

- **Failure to carry out risk assessment.**

The HSE state that officers who are carrying out a risk assessment for Legionella bacteria have the necessary ability, experience, information, training and resources to carry out their duties. This is in place. The risk assessments produced identify the 'responsible person' and include a

written scheme that describes the system, details safe operating procedures and specifies details of the water treatment regime.

- **Poor management of contractors and contract documentation.**

The Council's Building Consultancy (\*w here commissioned by a client) produces a full specification of the work and establishes contractors' competence. The section manages and supervises the contractors' work and have arrangements for selection and control of any sub-contractors. The contractors' performance is monitored for any deficiencies identified and are made known to the appointed person and resolved. \*The Procurement and Property Services Division ensure that there is accountability for the appropriateness, accuracy; effectiveness and monitoring of council contracts and effective structures exist through which those responsibilities are exercised.

The requirements refer to any new works or maintenance / refurbishment to water systems.

*\*The Council's Building Consultancy carry out the responsibilities of the council in this respect only for those works that they are commissioned to carry out or are aware of. There are more significant risks where clients (e.g. schools) undertake works independently. The Legionella Team will be providing guidance to Departments and schools on this particular area.*

- **Inadequate training and resource.**

Within the Council all members of the Legionella Management and Control Team have received appropriate training. They attend training courses and seminars to ensure they have up to date knowledge of advances in research into Legionella bacteria and its control.

The Team also provides Legionella awareness training to clients and intend joining the "Code of Conduct". Membership will also enable us to compete for work from a wider range of external organisations / clients.

The Code of Conduct is a major initiative designed to assist the industry in its constant aim to improve standards and enhance public perception with respect to the minimisation of Legionellosis.

- **Individual failings.**

Section 7 of the Health and Safety at Work Act 1974 places important duties on the employee while at work. The Barrow tragedy highlighted a catalogue of errors and series of oversights, which could have happened anywhere. Such basic failings could have been easily prevented.

We have the appropriate strategies and measures in place (in accordance with L8) to mitigate the risk of such an outbreak in Hartlepool and, to ensure that others are alerted not only to the risks of Legionella

but to the wider importance of ensuring that systems of risk management are in place, and to apply the lessons learnt from the Barrow incident.

#### 4. SUMMARY OF NEW REQUIREMENTS – WHAT DO WE NEED TO DO?

- 4.1 The new national guidance as a result of the outcome of the Barrow inquiry has now recommended that all organisations should have a Policy in place for the control of Legionella bacteria, which should indicate the responsibilities of those involved. A draft policy is attached at **Appendix 1**.
- 4.2 Those who are involved in Legionella control process need to have their responsibilities clearly laid out within their job description as part of clear chain of command and the essential nature of effective communication. In this respect Directors need to ensure the necessary arrangements are in place within the buildings they manage. The Legionella team would assist in this. This report has been considered by the Corporate Management Team.
- 4.3 All works on water systems whether new, refurbishment or maintenance must take into account Legionella preventative measures.
- 4.4 It is also important to note that the control of Legionella bacteria in any contractor facilities on Council premises is the responsibility of the Council, if the water supply is provided via a Council property. If the contractors have a supply provided independently then this issue does not arise. This therefore needs to be identified as an additional requirement (and cost) on a contract-by-contract basis or by making (where possible) it a requirement of the contract to obtain an independent supply.
- 4.5 A greater awareness and training on Legionella issues needs to be disseminated across the authority on an ongoing basis. This should be provided by suitable Legionella awareness training, which can be provided by the in-house team, although this produces a pressure on the service currently provided.
- 4.6 At the moment the Legionella team undertake inspection, monitoring and risk assessments on a fee earning basis and using a corporate budget of £60k set aside in 2002/3 for corporate buildings. Schools must buy back services and they do.
- 4.7 There is a need for a more extensive role in training, the design and commissioning works, management of contractors and contract documentation. At present the in-house experts only advise when commissioned, requested or otherwise involved.

## 5. RISK ASSESSMENT

- 5.1 There are significant risks if the new requirements are not addressed and the Legionella Policy is not approved and put into practice across the Council. A consistent corporate approach is required to manage buildings safely and make best use of resources.
- 5.2 The HSE have written to all Chief Executives (**see Appendix 2**) with the results of the Barrow investigations. The HSE have stated there will be an inspection initiative later this year to check the management arrangements for preventing a future tragedy.

## 6. FINANCIAL IMPLICATIONS

- 6.1 The cost of registering with the Legionella Control Association Code of Conduct Scheme in the first year is £460.00. This includes a non-returnable administration fee of £100.00 and the first year's annual registration fee of £360.00. Thereafter an annual registration fee of £360.00 will be charged. This will be funded through the Legionella Management arrangements.
- 6.2 The Legionella Team as with all areas of the Building Consultancy is funded through income received for the services provided to internal and external clients with only some corporate budget allocation.
- 6.3 There is already funding in place for undertaking physical risk assessments and testing however there is a reliance on either clients to "pay" for other services such as monitoring contractors, advice, training etc. or for it to come out of corporate funding which is over subscribed or technical officer salaries are under recovered.
- 6.4 The Legionella Team has been successful in winning (by competitive tender) risk assessment and monitoring contracts with a number of external clients.

The current external contracts are:

- a. Housing Hartlepool. S.LA for risk assessment and monitoring.
  - b. Housing Hartlepool. 10% of housing stock inspected annually.
  - c. Erimus Housing. Risk assessment and monitoring.
  - d. Endeavour Housing. Risk assessment and monitoring.
  - e. Cleveland Fire Brigade. Risk assessment and monitoring.
  - f. Middlesbrough schools (independent). Risk assessment and monitoring.
  - g. Middlesbrough Council and its partner Hyder Business Services (HBS). Risk assessment and monitoring.
- 6.5 This external work supports the function financially and the reputation as a service deliverer and centre of expertise is growing however, as the Legionella Policy is developed there will be budget pressures that will need to be addressed.

## 7.0 RECOMMENDATIONS

That the Portfolio Holder:

- i) Notes the report
- ii) Endorses the Legionella Policy Document
- iii) Endorses the necessary arrangements be put in place with relevant staff and within all Council Buildings to meet the policy and the additional control measures highlighted in the report
- iv) Supports the budget pressure.

**HARTLEPOOL BOROUGH COUNCIL**

**POLICY FOR THE CONTROL OF LEGIONELLA BACTERIA IN WATER  
SYSTEMS**

**Legislation:**

The Health & Safety Commission's Approved Code of Practice L8 (ACoP L8) came into effect on the 8<sup>th</sup> January 2001 and replaced the Code of Practice entitled *The prevention and control of legionellosis (including legionnaires' disease)*.

The ACoP gives practical advice and guidance with respect to sections 2, 3, 4 & 6 of the Health and Safety at Work etc. Act 1974 and regulations 6, 7, 8, 9 & 12 of the Control of Substances Hazardous to Health Regulations 1999.



**Introduction:**

Hartlepool Borough Council will work within the framework of the ACoPL8 with respect to the control of legionella bacteria in water systems within the various buildings, which are under the direct responsibility of the Council.

Legionellosis is the term used for infections caused by the family of bacteria known as Legionellaceae.

Legionnaires' disease is a severe form of pneumonia and is characterised by a low attack rate (typically 5%) resulting in a fatality rate of up to 40% (The European average being 13%). The incubation time is between 2 – 10 days, but in some circumstances 16 or even up to 21 days.

A milder form known as Pontiac/Lochgoilhead fever has a high attack rate (>95%) and produces an influenza like illness but has not proved fatal. There is also a Asymptomatic (healthy but without symptoms) infection where serological evidence points to the exposure to infection.

The mode of infection is by the inhalation of organisms suspended in the air (in an aerosol form and not a spray) and very rarely by aspiration. To date there has been no evidence of person to person transmission. Factors effecting infection are the bacterial burden (the infectious dose is currently unknown), the effectiveness of dissemination, the virulence of the organism and the susceptibility of the population.

Sources of infection are:

- Cooling Towers
- Hot & Cold water systems
- Spa pools (a.k.a whirlpool spas)
- Cutting fluids
- Clinical humidifiers
- Natural warm springs/hot springs
- Potting compost
- Humidifiers in food display cabinets
- Fountains
- Sewage/Effluent treatment
- Air Scrubbers
- Horticultural misting systems

**Factors favouring the growth of legionella bacteria:**

Temperatures between 25°C – 45°C (optimum 32°C – 42°C)

Association with other aquatic species e.g. amoeba, algae etc.

Presence of iron, calcium & magnesium salts.

**Conclusion:**

It is obvious that the majority of Hartlepool Borough Council properties will house some kind of water feature, which is susceptible to the Legionella bacteria and have the potential for multiplication and dissemination of this organism, and as such suitable procedures must be in place to minimise the risk of Legionellosis.

**Properties:**

All public buildings that have water are susceptible to colonisation by legionella bacteria, however; not all buildings pose the same risk. It is therefore prudent to apportion time and resources to those premises, which present a greater potential threat.

These high risk areas are:-

- Civic Centre – cooling tower system.
- Sheltered Housing – susceptible population.
- Social services – susceptible population
- Leisure Centres – large banks of showers etc.
- Special Schools – presence of spa baths/whirlpool baths.
- Drug dependency units – susceptible population
- Sports pavilions – large numbers of showers.
- Horticultural misting systems.
- Schools & Youth Centres – large numbers of showers.

The lower risk buildings may be considered as follows:-

- Housing.
- Public buildings with few domestic water systems.
- Commercial & Office premises.

It is essential that all properties have a suitable & sufficient risk assessment to assess the risk of legionellosis from work activities and water sources on those premises.

The assessment should enable a valid decision about:-

1. The risk to health, i.e. whether the potential for harm to health from exposure is reasonably foreseeable unless adequate precautionary measures are taken.
2. What measures for prevention, or adequate control to minimise the risk from exposure to legionella, should be taken.

**Monitoring:**

Based on the information gathered from the risk assessments, decisions should then be taken as to the relevant levels of monitoring that should be taken. In line with the ACoP L8 some or all of the measures detailed below may be required.

- Inspection of cold water storage tanks every six months.
- Visual inspection of calorifier units annually (more often in hard water areas)
- Temperature monitoring of sentinel outlets from hot & cold water systems on a monthly basis.
- A minimal annual blowdown of calorifier units (more often in hard water areas)
- Cleaning & disinfection of shower heads six monthly or more frequently as inspection dictates.
- Flushing of little used outlets on a weekly basis.
- Weekly checks on cooling water parameters as per ACoP L8
- Monitoring of all hot & cold outlets over an annual basis.
- Risk assessments to be carried out at least every two years as a minimum but more frequently if changes are made to a system or building.

The results from this monitoring will be kept in a site log book and centrally, either electronically or via a paper based system.

If any legionella or potable samples are taken these should be carried out at UKAS approved laboratories only.

**Training:**

One of the areas, which has been highlighted as a contributory factor in outbreaks of legionellosis has been the lack of training & poor communication between those involved in the control process. It is therefore essential that the department tasked with the management of the control of legionella bacteria must ensure that lines of communication are clearly set out, and all those involved in the control process know their responsibilities.

Staff training is essential to the operation of any legionella control department. This training should be carried out by recognised bodies/companies and should be updated on a regular basis. Training records should be maintained on a central file.

On site monitoring & sampling training should be carried out with health & safety in mind. It is also important that any on site staff involved with any aspects of legionella control (e.g flushing of little used outlets) need also to be aware of the issues surrounding legionella, and they would benefit from awareness training.

**Auditing:**

It is essential that the 'responsible person' shall carry out continuous auditing of any log systems (paper or electronically based) and to ensure risk assessments are being carried out and that any essential remedial work is highlighted, budgeted for & carried out within a suitable time frame based upon the risk.

Once assessments have been carried out and monitoring is in progress it is essential that the records continually updated. Risk assessments should be reviewed at a minimum of every two years.

**Cleaning & Disinfection:**

Any cleaning & disinfection should be carried out in line with ACoPL8 guidance. In addition to routine cleaning water services shall be disinfected for any of the following reasons.

- New installations being put into service.
- If routine inspection shows it necessary.
- If a system or any part of a system has been altered or entered into for maintenance.
- Following an outbreak or suspected outbreak of legionellosis.
- If microbiological tests show it to be prudent.

Disinfection shall be in accordance with BS6700 (or equally approved)

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

22<sup>nd</sup> August 2007



**Report of:** Head of Procurement and Property Services

**Subject:** THE QUIRK REVIEW OF COMMUNITY  
MANAGEMENT AND OWNERSHIP OF PUBLIC  
ASSETS

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**SUMMARY**

**1.0 PURPOSE OF REPORT**

To inform the Portfolio Holder of current information and guidance on the management and ownership of public assets.

**2.0 SUMMARY OF CONTENTS**

Background to the Quirk report and key issues are included together with views on options for the Council's way forward.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Asset Management is key to the effective use of Council's property resources

**4.0 TYPE OF DECISION**

Non key

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

- i) That the Portfolio Holder notes the report.
- ii) That the Portfolio Holder endorses the outcomes of the Quirk review for inclusion in the Corporate Asset Management Plan.

**Report of:** Head of Procurement and Property Services

**Subject:** THE QUIRK REVIEW OF COMMUNITY  
MANAGEMENT AND OWNERSHIP OF PUBLIC  
ASSETS

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**1. PURPOSE OF REPORT**

1.1 To inform the Portfolio Holder of current information and guidance on the ownership and management of public assets.

**2. BACKGROUND**

2.1 As part of the work around the Local Government White Paper Strong and Prosperous Communities, Barry Quirk, Chief Executive of Lewisham Council was commissioned to review the issue of community ownership and management of public assets.

2.2 The 'Quirk Review' terms of reference were to find ways to overcome barriers to community management and ownership of assets, taking into account the need to manage risk.

2.3 The three principal conclusions from the report are that:

- i) Asset transfer could take place where it can realise social or community benefits, without risking wider public interest concerns,
- ii) There are risks but the benefits of community ownership of assets can outweigh the risks involved, in appropriate circumstances, and
- iii) Risks can be minimised and managed by drawing on the experience of others, joint working and a more business focused approach from the public and community sectors.

**3.0 CONSIDERATIONS**

3.1 There are clear implications for the Council when considering transfer of the management or ownership to the community of one of its buildings. It is important to properly and thoroughly assesses these implications.

3.2 Practical issues and the identification of potential risks need to be considered together with the potential benefits that asset transfer may bring to a particular community / group.



- 3.3 Therefore we must inform, advise, and work with others within, and outside the Council, so that a wider view of the potential risks and benefits may be taken.
- 3.4 During the course of the review for 'Making Assets Work'. A number of issues were raised. These are real issues of concern, and it is hoped they will be dealt with in more detail within further guidance to be published.

#### 4. KEY ISSUES

- 4.1 **Once a building has been transferred it could be 'lost' to the community. How can we know that the needs of today's community represent those of tomorrow?**

**Quirk says:** the expectations of the parties should be clearly documented, and the governing instrument of the community group should reflect the benefits that the parties desire to achieve for the 'whole community'. Restrictions can be imposed as an 'asset lock' preventing inappropriate use of the asset.

**The Council's response:** *This is an opportunity for the Council to introduce a corporate approach to reviewing the asset portfolio and balancing the pressures of maximization of capital receipts with the need to achieve community benefits through asset transfer.*

- 4.2 **Buildings that could be transferred to the community often require significant capital investment to bring them back into use or to sustain continued use. How will this be funded?**

**Quirk says:** There are some funding sources available in addition to local authorities and charitable foundations including the new £30m Community Asset Transfer Fund. Transferring assets to the community provides collateral which opens up new funding opportunities e.g. from commercial banks.

**The Council's response:** *No single source of funding can meet all circumstances, and it is essential that the financial implications of transfer are thoroughly considered to enable all opportunities to be identified. The Council should also identify potential short and longer term savings associated with transfer and introduce these into the consideration. Guidance on the Community Asset Transfer Fund is awaited.*

- 4.3 **Managing, developing and sustaining building use is a technical business. Does the local community have the required skills and capacity and are they aware of their full responsibilities in managing the asset?**

**Quirk says:** A skills and capacity building programme is to be launched to include organisational development on community management and ownership of assets. This will include a capacity building programme for local authorities on asset management. There will also be access to the community organisations to a national pool of expert advisors relating to the transfer and management of land and buildings and the involvement of specialist financial expertise where appropriate.

Guidance will be published covering all aspects of local authority asset management along with a tool kit for local authorities and other public bodies on risk assessment and risk management in asset transfer to communities.

**The Council's response:** *It is essential that a full skills audit is undertaken as part of any asset transfer so that the Council and the local community can have confidence that the building will be well managed. It is also important that the respective responsibilities of the parties are clearly established, agreed and documented. Whilst help is available to community organisations it may be that the Council develops its own local guidance and support for community transfer within Hartlepool.*

#### **4.4 Local authorities' finances are finite, budgets are being continually stretched and there is continual pressure to maximize capital receipts. Is this in direct conflict with the transfer of assets to the community?**

**Quirk says:** Local authorities have a duty to promote well being in their communities. Asset transfer can bring real benefits to neighbourhoods, giving them a sense of civic pride and an engagement with others in the community. Asset transfer has to be seen as a mechanism to achieve corporate goals.

**The Council's response:** *A balance must be reached. In some cases the transfer of an asset may deliver our strategic asset objectives, in others the two may be in conflict. Poorly prepared authorities will not be able to identify the difference between the two. It is essential that the Council develop robust option appraisal approaches so that community benefits can be assessed objectively against corporate objectives and potential efficiencies.*

#### **4.5 What are the implications for those authorities who don't take seriously requests for community management and ownership of assets?**

**Quirk says:** Where a community organisations request to take over a building is not taken seriously they can involve the elected Member, who will be able to address this through a 'Community Call for Action'. If the request from the organisation is for the transfer of vacant, derelict or underused land or buildings, then resource is available through a Public Request to Order Disposal (PROD).

**The Council's response:** *It is hard to gauge the likely response from the community sector, in terms of the numbers of assets that will be involved. Nevertheless, we need to prepare ourselves for approaches. If the Council is not taking a strategic view of its property assets, is not certain why certain assets are being retained and has inadequate performance data across the portfolio, it will be less able to respond in an informed way to such approaches.*

#### 4.6 How can authorities protect the use of public money where a public body has made a grant or disposed of the asset at less than market value?

**Quirk says:** Historically claw backs have been imposed by authorities meaning that an authority could claw back the proceeds if the asset were to be sold or any profit generated from the asset use. This has acted as an impediment to community organisations from using assets as collateral for borrowing. Department for Communities and Local Government will take a lead to encourage central government department, local authorities and other public bodies to review their approach to claw backs.

**The Council's response:** *It is a question of striking the right balance. If the purpose of an asset transfer is to facilitate securing external funding, and that funding will require collateral, then clearly the nature of any 'protection' for the authority needs to be carefully structured. Risk has to be balanced with potential benefits.*

## 5. CONCLUSION

- 5.1 The message is clear there are barriers and risks to transfer of assets but these can be overcome, minimized or managed, there is plenty of experience to draw on and sufficient existing legislation to allow it to happen. However, in order to achieve success all parties have to work together – there needs to be political will, managerial imagination and a business focused approach from the public and community sectors.
- 5.2 There is no single answer. What works in one community may not work in another. The checks and balances in place in one area may not be appropriate in another. The additional guidance that is planned will assist the Council and community groups in identifying and understanding the potential risks and benefits.

## 6. RECOMMENDATIONS

- 6.1 That the Portfolio Holder notes the report.
- 6.2 That the Portfolio Holder endorses the outcomes of the Quirk review for inclusion in the Corporate Asset Management Plan.

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

22<sup>nd</sup> August 2007



**Report of:** Head of Procurement and Property Services

**Subject:** PURCHASING POWER AND LOCAL  
ECONOMIC GROWTH

---

**SUMMARY**

**1.0 PURPOSE OF REPORT**

To update the Portfolio Holder on work that is underway in Hartlepool to assess how public agencies can use their purchasing power to promote local economic growth whilst working within the confines of procurement regulations.

**2.0 SUMMARY OF CONTENTS**

Background information together with introduction, methodology and findings are included in the report.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder is Procurement Champion

**4.0 TYPE OF DECISION**

Non key decision

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

The Portfolio Holder

- i) Note the progress made in assessing how public agencies can use their purchasing power to promote local economic growth

- ii) Authorise the Head of Procurement and Property Services to identify further opportunities to strengthen the Partnership's involvement in this programme.

**Report of:** Head of Procurement and Property Services

**Subject:** PURCHASING POWER AND LOCAL ECONOMIC GROWTH

---

## 1. PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder on work that is underway in Hartlepool to assess how public agencies can use their purchasing power to promote local economic growth whilst working within the confines of procurement regulations.

## 2.0 LINKS TO THE COMMUNITY STRATEGY

- 2.1 Business Investment and Support is a key outcome in the Jobs and Economy Theme of the 2002 Community Strategy. The aim of this work is to assess how public bodies can use their purchasing power to promote local economic growth and further contribute to the delivery of this outcome.

## 3.0 BACKGROUND

- 3.1 The National Procurement Strategy for Local Government requires the Council to use procurement to help deliver the Council's Corporate Objectives and its elements of the Community Strategy. In 2005-06 Hartlepool Borough Council spent approximately £43.8m on the procurement of goods and services. The Council's Strategic Procurement Team, in conjunction with the North East Centre of Excellence (NECE), has undertaken a benchmarking exercise to obtain an indication of the impact of Council spend on the local economy using a methodology developed by the New Economics Foundation called the Local Multiplier 3 (LM3).
- 3.2 The LM3 tool considers how income enters an economy then circulates within it. It can be used to measure the amount of "leakage" in an economy and by doing so, to demonstrate the real value of a source of wealth (such as local partners' spend) within a community. The aim is then to plug the leakage out of the local economy and therefore make the most of each pound that enters the Borough's economy. Work by the New Economic Foundation has found that:

*The problem is not necessarily that too little money flows into a neighbourhood. Rather it is what consumers, public services and businesses do with that money. Too often it is spent on services with no local presence and so immediately leaves the area".*

3.3 A joint decision was made by the five Tees Valley local authorities to work together on a benchmarking exercise. A single set of local definitions and a common survey form was agreed and issued by the NECE LMB project team. This provided consistency and avoided common suppliers being targeted with more than 1 survey form.

#### 4.0 LOCAL MULTIPLIER 3: INTRODUCTION AND METHODOLOGY

4.1 The objectives of the Tees Valley & NECE research were to:

- Establish the impact of the Council's procurement spend on the local economy (i.e. the geographic boundaries of the 5 Tees Valley Local Authorities) by the calculation of an indicative benchmark;
- Establish the impact on the Council's procurement spend in the north east by the calculation of an indicative benchmark;
- Activate the model to allow the Council to gauge how a change in the value of local spend would impact on the local economy;
- Use the results to develop an action plan to increase the proportion and impact of procurement spend in the local economy; and
- Contribute to, and participate in, region wide work being undertaken by the North East Centre of Excellence.

4.2 LMB analysis is carried out in a series of 3 "rounds".

##### **Round 1: an organisation's income**

For the Hartlepool Borough Council model income is an amount combining council tax and government funding matched to the spend on goods, services and grant funding as shown in round 2.

##### **Round 2: how the organisation spends its income in a defined local area**

This spend on goods, services and grant funding excludes payroll costs including pensions.

##### **Round 3: how that spend is spent**

(i.e. how much of the supplier's spend is retained in the local area).

4.3 Analysis of payments made through the Council's payments system for 2005/06 identified a Round 1 spend of £43.8m with suppliers. Round 2 analysis showed this comprised £18.4m with local suppliers (i.e. a payment address in the Tees Valley), and £25.4m with companies outside the Tees Valley. Almost 54%, or £24m of the Council's spend was within the north east.

4.4 In order to collate information for Round 3 analysis 637 Council suppliers were sent a questionnaire, covering letter and prepaid envelope. These suppliers represented £40.4m (92%) of spend and comprised:

- 272 companies with a local (Tees Valley) payment address

- 101 companies with an address elsewhere in the north east and
- 264 companies with an address outside the north east

183 questionnaires (28.7 %) were returned comprising 27.9% from local suppliers and 29.3% from non-local suppliers. There was a refusal rate of 5.7% (36 companies). These results were extrapolated to the balance of supplier expenditure in order to calculate the multiplier and provide an indicative assessment of the impact of the Council's spend on the local economy.

### 5.0 FINDINGS

- 5.1 The average local multiplier for Hartlepool Borough Council for all expenditure is 1.87. This means that for every £1 of Council income results in the circulation of £1.87 within the Tees Valley local economy. The results show that for every £1.00 spend within the local economy of the Tees Valley results in the circulation of £1.77 in the local economy. This contrasts with spend outside the local area which results in only £0.22 in the local economy. These figures demonstrate the scope for the Council to increase the local benefit of the annual spend within the community.
- 5.2 The results show that the Council's direct spend as spent with companies with a payment address in the Tees Valley was £18.4m annually. There is also a significant difference between local and non-local suppliers in the value of spend to the local economy: around 77% of local spend is spent locally whereas only 22% of non-local spend comes back into the local area.
- 5.3 If the figures are analysed on a comparative basis using the North East Region as the area the following results are obtained:
- £1.00 of council income generates £2.19 within the North East.
  - Each £1.00 spend within the North East results in the circulation of £1.90 in the regional economy
  - This contrasts with spend outside the North East which results in only £0.37 in the regional economy
  - 54% of the Council's spend takes place within the North East Region.

### 6.0 CONCLUSION AND WAY FORWARD

- 6.1 Having established a model for HBC, it is now possible to identify what effect a change in the level of local spending would have on the local economy. A shift of 10% in the proportion of spend which is with local suppliers would result in a multiplier of 2.03 and result in an additional £6.8m circulating within the Tees Valley local economy.
- 6.2 In response to the findings, Hartlepool Borough Council is developing an action plan to set out procurement opportunities alongside considering



how local spend can be increased. Potential actions might include realigning corporate documentation, implementing a tender redesign, strengthening supplier engagement particularly below tender thresholds and supporting enterprise initiatives.

- 6.3 The LMB model has shown that partners, whether community organisations, businesses or public sector agencies could usefully analyse their spend patterns to measure much their organisation or initiative impacts on the local economy and work out where they need to make changes to improve that impact.
- 6.4 Initial discussions with partners have shown that the PCT, the Acute Trust and Housing Hartlepool are all keen to work with the NECE to carry out a review of their spending patterns. An application has been made to the NECE Project Board and ONE to pursue funding which could extend the project and enable these three partners to be involved in the project.
- 6.5 Any other members of the Partnership Board keen on being involved in this project are urged to contact the Partnership Support Team.

### **7.0 RECOMMENDATION**

The Portfolio Holder

- 7.1 Note the progress made in assessing how public agencies can use their purchasing power to promote local economic growth
- 7.2 Authorise the Head of Procurement and Property Services to identify further opportunities to strengthen the Partnership's involvement in this programme.

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

**22<sup>nd</sup> August 2007**



**Report of:** Head of Procurement and Property Services

**Subject:** Land at Greenock Road, Hartlepool

---

**SUMMARY**

**1.0 PURPOSE OF REPORT**

To obtain Portfolio Holder approval to the proposed land transaction.

**2.0 SUMMARY OF CONTENTS**

The report contains background to the piece of land, which is a Custodian asset, with a description of the rationale for sale and terms proposed for this sale.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for the Council's land and property assets.

**4.0 TYPE OF DECISION**

Non-key

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

That Portfolio Holder grants approval to the land transaction subject to the terms proposed.

**Report of:** Head of Procurement and Property Services

**Subject:** Land at Greenock Road, Hartlepool

---

**1. PURPOSE OF REPORT**

1.1 To obtain Portfolio Holder approval to the proposed land transaction.

**2. BACKGROUND**

2.1 In March 2007, Performance Management Portfolio Holder approved the sale of the area of land shown hatched on the plan attached to Appendix 1. The sale of this land to Endeavour Housing Association was completed in June 2007 and Endeavour have now started to develop 10 social rented semi detached properties on the land.

2.2 As a condition of their planning permission, Endeavour were required to provide enhanced landscaping to the adjacent public open space. This raises concerns, because although this land is Council owned, it is a Custodian piece of land and its development as enhanced public open space would render it unsaleable in the future. The land that is currently Public Open Space is shown crosshatched on the plan attached at **Appendix 1**.

2.3 The Council has a requirement under the Property Agreements resulting from the disaggregation of Cleveland County Council in 1996 to dispose of this land.

2.4 It is therefore proposed that Endeavour Housing Association buy the land to release it from the Property Agreement, and then this land is gifted back to the Council to continue to maintain as Public Open Space.

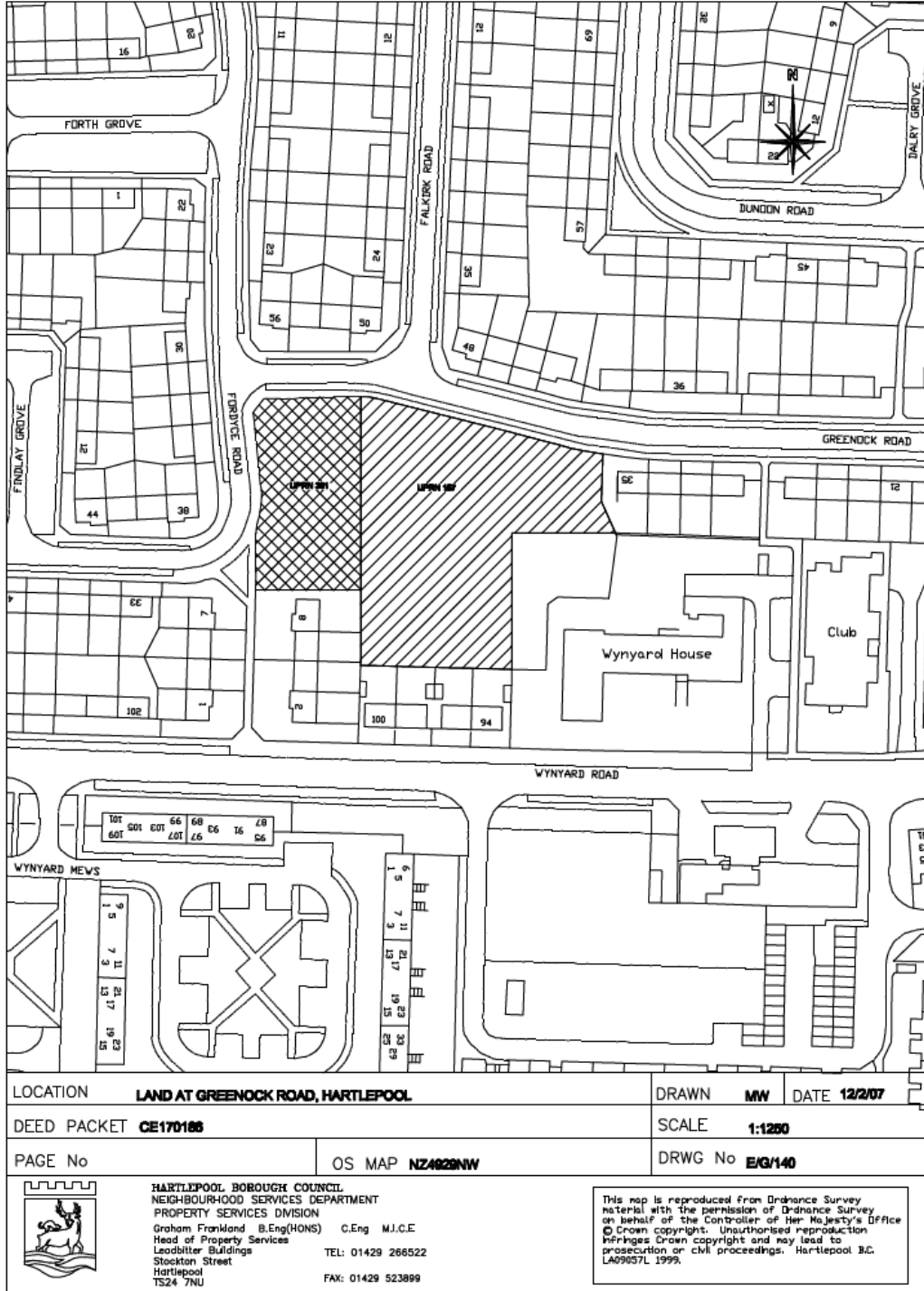
**3.0 FINANCIAL IMPLICATIONS**


3.1 The financial implications of this transaction are detailed in the attached confidential **Appendix 2**. **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information).**

**4. RECOMMENDATIONS**

4.1 That Portfolio Holder grants approval to the land transaction subject to the terms proposed.

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APPENDIX 1



LOCATION <b>LAND AT GREENOCK ROAD, HARTLEPOOL</b>		DRAWN <b>MW</b>	DATE <b>12/2/07</b>
DEED PACKET <b>CE170188</b>		SCALE <b>1:1250</b>	
PAGE No	OS MAP <b>NZ4628NW</b>	DRWG No <b>E/G/140</b>	
 <p><b>HARTLEPOOL BOROUGH COUNCIL</b> NEIGHBOURHOOD SERVICES DEPARTMENT PROPERTY SERVICES DIVISION Graham Frankland B.Eng(HONS) C.Eng M.J.C.E Head of Property Services Leadbitter Buildings Stockton Street Hartlepool TS24 7NU</p>		<p>This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09657L 1999.</p>	

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

22<sup>nd</sup> August 2007



**Report of:** Head of Procurement and Property Services

**Subject** Land at Queens Meadow Business Park

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SUMMARY

**1.0 PURPOSE OF REPORT**

To obtain Portfolio Holder approval for the disposal of land to One North East at Queens Meadow Business Park

**2.0 SUMMARY OF CONTENTS**

The report contains background to the request with an outline of the proposed terms for disposal.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for the Council's land and property holdings.

**4.0 TYPE OF DECISION**

Non-Key

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

That Portfolio Holder considers options for disposal and grants approval to the transaction at one of the proposed values.

**Report of:** Head of Procurement and Property Services

**Subject:** Land at Queens Meadow Business Park

---

**1. PURPOSE OF REPORT**

- 1.1 To obtain Portfolio Holder approval for the disposal of land to One North East at Queens Meadow Business Park

**2. BACKGROUND**

- 2.1 One North East contacted the Council's Estates and Economic Development Sections looking to purchase an area of land at Queens Meadow Business Park approximately 287.32 square meters (0.071 acres).
- 2.2 This land had been incorrectly included within an area which was proposed to be leased to Rivergreen Developments for industrial uses. This area in particular, which can be seen shown hatched on the plan attached to this report at **Appendix 1**, would be used for car parking. One North East had identified that this land was included in error and approached the Council with a view to purchasing the land to rectify the mistake.

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 The financial implications of this report are set out in the attached confidential **Appendix 2**. **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

**4. RECOMMENDATIONS**

- 4.1 That Portfolio Holder considers options for disposal and grants approval to the transaction at one of the proposed values.

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

**22<sup>nd</sup> August 2007**



**Report of:** Head of Procurement and Property Services

**Subject:** “The Firs”, Westbourne Road, Hartlepool

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**SUMMARY**

**1.0 PURPOSE OF REPORT**

To inform Portfolio Holder on proposals for the future of this property, which has been declared surplus to requirements by Adult and Community Services.

**2.0 SUMMARY OF CONTENTS**

The report contains background to the use of the property and information about the processes carried out to date following the decision by Adult and Community Services to declare the property surplus to requirements. It then looks at the proposal for marketing the property on the open market inviting sealed bids from interested parties.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for the Council's land and property.

**4.0 TYPE OF DECISION**

Non-key

**5.0 DECISION MAKING ROUTE**

Portfolio Holder only

**6.0 DECISION(S) REQUIRED**

That, should no internal interest be identified, Portfolio Holder authorises the Estates Manager to place the property on the open market, subject to the terms proposed.

**Report of:** Head of Procurement and Property Services

**Subject:** "The Firs", Westbourne Road, Hartlepool

---

**1. PURPOSE OF REPORT**

- 1.1 To inform Portfolio Holder on proposals for the future of this property, which has been declared surplus to requirements by Adult and Community Services.

**2. BACKGROUND**

- 2.1 "The Firs" is a property which has been used by Social Care and Health within the Council's Adult and Community Services Department for approximately 40 years.
- 2.2 The property is one of the few remaining 'double fronted' properties within the residential area of Westbourne Road, having been built in Victorian times and later adapted for use as a hostel for people with mental health difficulties.
- 2.3 After recent legislation changed the way that people with mental health difficulties were cared for, residents of "The Firs" vacated and for the last two years, Adult and Community Services Officers have used the property as a base from which they have visited these people living within the community.
- 2.4 It has been recognised that this use is not the most efficient way of working, and it is proposed that these staff can be located elsewhere. Adult and Community Services have therefore declared the property surplus to their requirements.
- 2.5 Officers on the Council's Strategic Resource and Asset Programme Team (SCRAPT) and Corporate Asset Management Group (CAMG) have been contacted to see whether their respective departments have a requirement for the property. Should a requirement be identified, this will need to be accompanied by a 'whole life costing' business case, looking at how revenue streams will pay for the running and maintenance of the property. As yet, no responses have yet been received but a verbal report will be available to the Portfolio Holder at the meeting.
- 2.6 Should no internal Council use for the property be identified, it is proposed that the property be placed upon the open market, inviting sealed bids from interested parties.



### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The financial implications of this proposal are contained within the attached confidential Appendix 1. **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

### **4. RECOMMENDATIONS**

- 4.1 That, should no internal interest be identified, Portfolio Holder authorises the Estates Manager to place the property on the open market, subject to the terms proposed.