

APPENDIX I

NATIONAL PROPERTY PERFORMANCE INDICATORS

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Asset Management Plan

Appendix : Property Performance Indicators

COPROP Property Management Initiative Property Performance Indicators (PMI's)

PMI 1A: % gross internal floor-space in condition categories A- D

	Mar-09	Mar-10	Mar-11
(a) Schools:			
Good condition (category A)	n/a	n/a	n/a
Satisfactory condition (category B)	n/a	n/a	n/a
Poor condition (category C)	n/a	n/a	n/a
Bad condition (category D)	n/a	n/a	n/a
(b) Other Land & Buildings:			
Good condition (category A)	34%	42.4%	46.1%
Satisfactory condition (category B)	40%	36.4%	31.8%
Poor condition (category C)	19%	12%	17.2%
Bad condition (category D)	7%	9.2%	4.9%
(c) Community Assets:			
Good condition (category A)	n/a	n/a	n/a
Satisfactory condition (category B)	n/a	n/a	n/a
Poor condition (category C)	n/a	n/a	n/a
Bad condition (category D)	n/a	n/a	n/a
(d) Non-operational assets:			
Good condition (category A)	0%	0%	0%
Satisfactory condition (category B)	19%	19%	19%
Poor condition (category C)	6%	6%	6%
Bad condition (category D)	75%	75%	75%

Objective:-

To measure the condition of the asset for its current use

Definitions:-

- A:** Good – Performing as intended and operating efficiently
- B:** Satisfactory – Performing as intended but showing minor deterioration
- C:** Poor – Showing major defects and/or not operating as intended
- D:** Bad – Life expired and/or serious risk of imminent failure

Comments:-

We do not currently hold the required level of information on our Community assets and this information will be collated in due course. Non-operational assets include our investment portfolio of individual shops and offices, workshops and the Enterprise Centre. It does not include our ground lease portfolio. Overall, for the operational land and buildings, year on year this shows an improving situation.



PMI 1B: required maintenance by cost expressed (i) as total cost in priority levels 1-3; (ii) as a % in priority levels 1-3; and (iii) overall cost per m² GIA

	Mar-09		Mar-10		Mar-11	
	£	%	£	%	£	%
(a) Schools						
Urgent repairs (priority 1)	n/a					
Essential repairs (priority 2)	n/a					
Desirable repairs (priority 3)	n/a					
Total	n/a					
Overall Cost per m ² GIA	n/a					
(b) Other Land & Buildings						
Urgent repairs (priority 1)	390000	14.3	561,750	14	295,840	12.5
Essential repairs (priority 2)	2,136,725	78.5	3,287,340	82	1,667,350	70.2
Desirable repairs (priority 3)	196,500	7.2	145,100	4	411,375	17.3
Total	2,723,225		3,994,190		2,374,565	
Overall Cost per m ² GIA	62.94		89.27		45.47	
(c) Community Assets:						
Urgent repairs (priority 1)	n/a		n/a		n/a	
Essential repairs (priority 2)	n/a		n/a		n/a	
Desirable repairs (priority 3)	n/a		n/a		n/a	
Total	n/a		n/a		n/a	
Overall Cost per m ² GIA	n/a		n/a		n/a	
(d) Non-operational Assets:						
Urgent repairs (priority 1)	0		0		5850	1.2
Essential repairs (priority 2)	226,500	100	466,800	100	463,150	98.6
Desirable repairs (priority 3)	0		0		900	0.2
Total	226,500		466,800		469,900	
Overall Cost per m ² GIA	43.23		70.14		70.29	

Objective:-

Measure required maintenance.

Definitions:-

Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.

Essential work required within two years that will prevent serious deterioration of the fabric of the services and/or address a medium risk to the health and safety of the occupants and/or remedy a minor breach of the legislation.

Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of the occupants and/or a minor breach of the legislation.

Comments:-

Non-operational assets include our investment portfolio of individual shops and offices, workshops and the Enterprise Centre. It does not include our ground lease portfolio. The indices show for operational property a year on year improvement, this is mainly attributable to the reduction in liability arising from Bousteads Grassing following the impending demolition.



PMI 1C: Annual Percentage change to total required maintenance figure over previous year

	Mar-11
Total Required Maintenance	2,844,465
Annual % Change in total required maintenance from previous year	36 %

Objective:- Measure changes in spend on maintenance.

Definitions:-

Required maintenance is defined as "The cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or meet statutory or contract obligations and maintain it at the standard".

Spend on maintenance covers the total repair and maintenance programme (reactive and planned) including any associated fees for the work. It should also include any capital spending on repair and maintenance.

Comments:-

The total maintenance liability figure is showing a decrease, mainly as a result of the planned demolition of Bousteads Grassing.

PMI 1D: Maintenance Spend

		2009/10	2010/11
(i)	Total spend on maintenance	911,387	997,500
(ii)	Total spend on maintenance per m ² GIA	15.62	16.93
(iii)	Planned/reactive maintenance split	74% / 26%	74% / 26%

Objective:- Show split in type of maintenance

Definition of Planned and Reactive Repairs:-

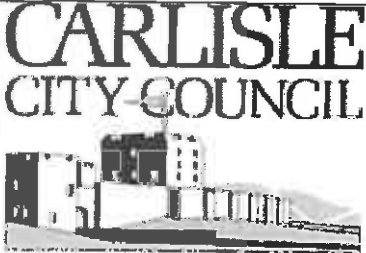
Planned – If the work is part of a regular routine e.g. removing leaves from gutters, re-decorations, replacing worn out items, routine servicing of plant etc.

Reactive – If the work is unexpected e.g. leaking roof, broken toilet seat etc. This would include urgent/critical work identified during routine servicing.

To be classified as planned, you do not necessarily need to have known in advance that you would be arranging the work at a specific point in time but you were aware that work would be needed.

Comments:-

Data shows increased spending on the portfolio and no change in the split in maintenance between planned and reactive.

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PMI 2 A, B & C Environmental Property Issues				
		2008/09	2009/10	2010/11
A	Energy Cost – total spend (£)			
	Energy Total Consumption (kwh)	14,431,619	13,387,310	14,283,142
	Energy Cost per m ² (£/m ²)			
	Energy Consumption per m ²	324.30	300.83	320.96
B	Water Cost – total spend (£)			
	Water Total Consumption (m ³)	8990	9369	8369
	Water Cost per m ² (£/m ²)			
	Water Consumption per m ² (m ³ /m ²)	0.51	0.53	0.47
C	CO2 Total Emissions (tonnes CO ²)	4019.38	3995.06	4132.51
	CO2 total Emissions/m ² (Tonnes CO ² /m ²)	0.0898	0.0903	0.09286

To encourage efficient use of assets over time and year-on-year improvements in energy efficiency.

Definitions:-

To reduce environmental impacts of operational property.
 To highlight areas of poor or mediocre energy and water efficiency/performance and act as a catalyst for improvement.
 To compliment the process for 'Energy Certificates'.
 To support the assessment of property performance together with condition and suitability within the framework of Asset Management Planning.

Comments:-

Consumption calculated for those properties for which data sets are available, this is work in progress.
 Full set of cost information not available yet due to billing anomalies, however we anticipate that costs have increased due to rises in the energy markets.

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PMI 3 A & B: Suitability Surveys (Local Indicator)

	Mar-09	Mar-10	Mar-11
% of Portfolio by GIA m ² for which a Suitability Survey has been undertaken in the last 5 years	Not available	Not available	Not available
Number of properties, for which a Suitability Survey has been undertaken over the last 5 years	Not available	Not available	Not available

Objective:-

To Local Authorities to carry out Suitability Surveys enabling them to identify how assets support and contribute to the effectiveness of frontline service delivery i.e. are they fit for purpose.

Definitions:-

To be reported for **all** operational buildings (excluding Schools) occupied by the Local Authority.

To ensure that the property meets the needs of the user.

To enable key decisions to be made.

Comments:-

Suitability surveys will be undertaken on a phased basis as and when resources allow.



PMI 4 A, B, C & D: Provision of access to buildings for people with disabilities

		Mar-10	Mar-11
(A)	% of Portfolio by GIA sq.m for which an Access Audit has been undertaken by a competent person	67.5%	67.5%
(B)	Number of properties for which an Access Audit has been undertaken by a competent person	30	30
(C)	% of Portfolio by GIA sq.m for which there is an Accessibility Plan in place	67.5%	67.5%
(D)	Number of properties for which there is an Accessibility Plan in place	30	30
BV 156	% Percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	82%	83.8%

Objective:-

To monitor progress in providing access to buildings for people with disabilities.

Definitions:-

To monitor the progress at which Local Authorities carry out access audits.
To enable key decisions to be made.

Comments:-

Year on year PI remains relatively static. The slight improvement is due to a higher proportion of non-compliant properties being disposed of. A level of accessibility has been obtained such that further progress with this indices will be very difficult to achieve without considerable capital expenditure



PMI 5 A & B: Sufficiency (Capacity and Utilisation) Office Portfolio

		<u>Mar-10</u>	<u>Mar-11</u>
A1a	Operational office property as a percentage (% GIA m ²) of the total portfolio	22.8%	20.8%
A1b	Office space per head of population	0.13 sq m	0.12 sq m
A2	Office space as a % of total floor space in operational office buildings using NOS to NIA	86.4%	78%
A3a	The number of office or operational buildings shared with other public agencies	1	1
A3b	The % of office or operational buildings shared with public agencies	50%	50%
B1	Average office floor space per number of staff in office based teams (NIA per FTE)	14.41 sq m	13.69 sq m
B2	Average floor space per workstation (not FTE)	11.06 sq m	10.87 sq m
B3	Annual property cost per workstation (not FTE)	£1,380.94	£995.64

Objective:-

To measure the capacity and utilisation of the office portfolio. There is an implicit assumption that services should be delivered in the minimum amount of space as space is costly to own and use. For a similar reason an authority should occupy a minimum of administrative accommodation.

Definitions:-

To identify the intensity of use of space.

To assist councils to identify and minimise assets which are surplus or not in use.

To minimise costs of assets (or avoidance of costs from acquiring more space) through intensification of use.

To measure the level of usage.

Net Internal Area (NIA): The usable area within a building measured to the internal face of the perimeter walls at each floor level.

Net Office Space (NOS): NIA less primary circulation space, civic areas, reception areas, canteen facilities and basement store.

Full Time Equivalent (FTE): No of staff based in the building expressed in full time equivalent terms.

Comments:-

The policy of creating open plan layouts where possible and rationalisation and consolidation into the Civic has enabled improvements in this indicator.

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PMI 6: Spend



	Mar-10	Mar-11
Gross Property Costs of the operational estate as a % of the Gross Revenue Budget	2.9%	2.8%
Gross Property Costs per m ² GIA by CIPFA Categories/Types:	£/m ²	£/m ²
Schools		
Operational Buildings	41.50	43.74
Community Assets	N/A	N/A
Non-operational Assets	13.27	12.54

Objective:-

To measure the overall property costs and changes over time. This will be backed up by a number of local indicators relating to the various elements of buildings.

Comments:-

Shows slight overall improvement over last year as a proportion of the total revenue budget.

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PMI 7 A, B, C & D: Time & Cost Predictability		Mar-10	Mar-11
A	The % of projects where the actual time between Commit to Design & Commit to Construct is within, or not more than 5% above, the time predicted at Commit to Design	100%	100%
B	The % of projects where the actual time between Commit to Construct & Available for Use is within, or not more than 5% above, the time predicted at Commit to Construct	100%	100%
C	The % of projects where the actual cost at Commit to Construct is within +/- 5% of the cost predicted at Commit to Design	100%	100%
D	The % of projects where the actual cost at Available for Use is within +/- 5% of the cost predicted at Commit to Construct	100%	100%
<p>Objective:- To measure time and cost predictability pre and post-contract. To identify variability through the design and construction phases of the project, with the added flexibility of optional "local" indicators to start the measures at an earlier stage.</p>			
<p>Comments:- A cautious approach is taken to target setting for project timescales. Costs limits are strictly enforced and projects are amended to meet the budget if unforeseeable events result in increases beyond the contingency sum. This is reflected in the indicator result.</p>			

APPENDIX II

LOCAL PERFORMANCE INDICATORS

APPENDIX II

Local Performance Indicators

Indicator	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Target	10/11 Actual	11/12 Target	Comments
BV 156 Percentage of buildings open to the public suitable for and accessible to disabled people	82.3%	81.81%	82%	85%	83.8%	85%	Improved performance on the remaining buildings will be difficult to achieve due to capital costs.
MI 931 C1 Maximise the occupancy of Council's commercially let business units	94%	90.53%	87.96%	90%	88.03%	90	The downturn in the economy and the impact of the continued recession has severely affected this indicator. The target, which was unrealistic, has been reviewed.
LP 58 Maximise the amount of the Council's property in sustainable condition and suitable for use.	94%	96%	94%	94%	n/a	n/a	Data collection for this P.I. has ceased it is now covered by the national indicators.
LI485 Carbon dioxide emissions from our buildings measured in tonnes.	4640	4,404	4,297	-	n/a	n/a	No longer collected replaced by National Indicator 185 (CO2 Emissions Reduction) is derived from Total CO2 emissions, now labelled GV001. GV001 is the sum of GV002-007 and these are the component parts that make up total CO2 emissions.