
MAXIMISE OUR ASSETS: ASSET REGISTER REVIEW

1 PURPOSE OF REPORT

- 1.1 This report outlines the arrangements for the Asset Register Review, one of the key projects within the Maximise our Assets Investment Board work streams.

2 INTRODUCTION

- 2.1 Members will recall that the project work involving the Council's assets was introduced at the February Investment Board (IB) meeting. This report focuses on the Review of the Asset Register project, part of the Council's Business Plan, and the bringing forward of site appraisals and development options.

3 REVIEW OF THE ASSET REGISTER

- 3.1 The current version of the Asset Register was published in September 2013. This was a valuable and significant piece of work at the time; however, it has become apparent that given the increased focus on fully utilising our assets the register needs to be reviewed to ensure it is accurate and fit for purpose.
- 3.2 An officer project team has been established to take this project forward; the project team includes key officers from Asset Management, Planning, Legal and Open Spaces teams. The project team will be supported by the Project Office providing additional resource where necessary.
- 3.3 The Review of the Asset Register will involve reviewing Land Registry titles listed under Rochford District Council, Rayleigh Urban District Council and Rochford Rural District Council.
- 3.4 The results of the Land Registry data will be cross referenced with the existing Asset Register, omissions and/or errors will be identified and rectified. This will be undertaken on a phased basis given the number of titles to be reviewed.

4 SITE APPRAISAL AND DEVELOPMENT OPTIONS

- 4.1 The assets within the register will be categorised to enable site appraisal and potential development options to be brought forward for identified sites. This work will be undertaken in-house. These categories could include the following:
- Assets that could be developed (early delivery phase).
 - Assets on long term leases (these will be considered at a later phase of the review).

- Assets considered to be more challenging for development (these will be considered at a later phase of the review).

5 PROJECT SPONSORS

- 5.1 At the previous IB meeting Cllr M J Steptoe was appointed as the Member Sponsor for the Asset Review Project. It will be for Cllr Steptoe to determine the requirement for other Members to support the delivery of this project but, in the meantime, meetings of the project group will commence work to take the project forward and will report back to the IB as required.

6 RISK IMPLICATIONS

- 6.1 Failure to review the Asset Register will place the project at risk, which in turn will affect strategic and operational decision making going forward.

7 ENVIRONMENTAL IMPLICATIONS

- 7.1 None arising directly from this report. However any development projects taken forward will have environmental implications: these will be considered on a case by case basis and reported accordingly.

8 RESOURCE IMPLICATIONS

- 8.1 There is currently no budget assigned to this project; however, at the appropriate time a further report will outline funds that may be required to be drawn down from the IB fund in order to further progress the project.

9 LEGAL IMPLICATIONS

- 9.1 None at this stage. The review of the Asset Register may indicate issues that will require legal input to ensure future site delivery. It is anticipated that this can be managed in-house.

10 EQUALITY AND DIVERSITY IMPLICATIONS

- 10.1 None arising directly from this report; however, Equality Impact Assessments will be developed as required.

11 RECOMMENDATION

- 11.1 It is proposed that the Board **RESOLVES**

- (1) To note the approach identified to review the Asset Register.
- (2) That the Project Sponsor (with other invited Members the Project Sponsor identifies) meets with the officer project team for a detailed review of progress to date.



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Background Papers:-

None.

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