



## APPENDIX 1A

### PROJECT DETAILS FORM

<b><u>Capital</u></b> <b>Project:</b>	
1.	<b><u>Project Proposer</u></b>
2.	<b><u>Project Details</u></b> <i>Basic summary of proposal</i>
3.	<b><u>Location/Address (if applicable)</u></b> <i>Include site location plan</i>
4.	<b><u>Identification of Priority Area (Quality Living, Quality Organisation, Good for Business, Customer First)</u></b>
5.	<b><u>Evidence of Needs/Objectives of Project</u></b> <i>Consider Local Consultation, Service Strategy, National Strategy and Statutory Obligation</i>
6.	<b><u>Evidence of Partnership Support</u></b> <i>Please provide full details</i>

7.	<b><u>Identify Outputs and Outcomes of Project</u></b>
8.	<b><u>Financial Implications (Capital and Revenue)</u></b> <i>Quality of Estimates, Detail Revenue Implications</i>
9.	<b><u>Level of Risk – Uncertainty identified with project</u></b>
10.	<b><u>Timescale</u></b> <i>Detail timescales for planning/consultations/approvals and likely tendering/construction phases through to completion</i>

**Completed by:**

**Date:**

# APPENDIX 1B

## Project Assessment

Project Description:

Statutory Obligation (Y/N)?

Stage 1 Factor	Comments	Stage 2 Detailed Prioritisation		Ranking	Score	Total	Commentary
<b>Priorities</b>	Schemes must be linked	Each scheme to be marked on a Scale	Quality Living	0-4		0	
<b>no minimum score</b>	to at least one of the Councils	of 0-4 to indicate how well the scheme	Quality Organisation	0-4		0	
	category A or Category B	meets each priority. Therefore schemes	Good for Business	0-4		0	
	priorities	which are cross cutting will benefit.	Customer First	0-4		0	
						0	
<b>Evidence</b>	In some cases local demands	All factors will receive equal	Local Consultation	1-5		0	
<b>of Needs</b>	are in excess of national	weighting	Service Strategy	1-5		0	
<b>Minimum score 5</b>	guidelines and strategies and		National Strategy	1-5		0	
	this tries to acknowledge that		Statutory Obligation	1-5		0	
	the two must be balanced. This					0	
	will cover Health and Safety						
	related schemes.						
<b>Partnership</b>	Show that work has been done	The proportion of finance which	Evidence of 3rd party contribution	0-15		0	
Eligibility under	to ensure that the obtaining of	will be met by third party. The					
existing criteria can	external finance is realistic. The	likelihood of receiving support.					
be demonstrated	degree to which partnership will	Assessment of the value the					
<b>no minimum score</b>	add value to the project	partner will add to the project					
<b>Outputs</b>	This will enable the Council to	A list of factors will be	Evidence	0-10		0	
<b>&amp; Outcomes</b>	improve the way it reports its	established. These may be					
These have been	work and clearly show what is	grouped. Assessment then					
clearly identified and	being achieved. A standard list	made on what the scheme will					
can be justified from	of outputs/outcomes will be	achieve.					
supporting evidence	prepared so as to assist in						
<b>minimum score 5</b>	comparing different schemes.						
<b>Financial</b>	Capital costs include both works	Capital will be based on the	Capital: Evidence	0-5		0	
Capital costs have been	and land purchase. Try and	quality of work which has been	Revenue: Evidence	0-5		0	
based on internal or	avoid 'guesstimates' which results	put into estimate, eg costed				0	
external professional	in schemes requiring increased	feasibility studies. Revenue will					
advice. Revenue	finance or having to be reduced	based on whether the effect is					
implications have been	to meet finance available.	positive, neutral or negative					
properly developed.		on the revenue budget. VAT					
		impact on Council's 5% test.					
<b>Financial</b>	WLC aims to determine the full cost	WLC should take into consideration					
Whole Life Costing	of a solution to a requirement over	acquisition costs	acquisition costs	0-5		0	
	the full period that the requirement	operating costs	operating costs	0-5		0	
	will exist	disposal costs	disposal costs	0-5		0	
			high score = low costs			0	
<b>Financial</b>							
Prudential Code	application of prudential indicators	impact on Council's capital financing					
	to assess affordability of capital	requirement (CFR)		0-5		0	
		Ratio of financing costs to net revenue					
		stream		0-5		0	
<b>overall financial score</b>		Incremental impact of capital investment					
<b>of 20</b>		decisions on the Council Tax		0-5		0	
						0	
<b>Risk Assessment</b>	Try to ensure that not all schemes	The following will all need to	High Risk = Low Score	0-5		0	
Identify the level of risk	selected are high risk with the	be considered:	Low Risk = High Score				
in a project not being	danger that there will be delays in	Technical Issues					
able to proceed.	delivery or non-delivery.	Financial Uncertainty					
<b>Minimum score 3</b>		Partnership Uncertainty					
		Planning Issues					
		Legal Issues					
<b>Timescales</b>			Timescale Certainty High	4		0	
<b>Minimum score 2</b>			Timescale Certainty Low	0			
<b>Total Score</b>						0	

## APPENDIX 2

### OPERATIONAL ASSETS

#### Administrative Properties

1	Council Offices, Grantham	O
2	Office, Deepings Community Centre	O

#### Depots etc

3	Alexandra Road, Grantham	O
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#### Car Parks

4	Conduit Lane, Grantham	O
5	Trent Road, Grantham	O
6	Watergate, Grantham	O
7	Greenwoods Row, Grantham	O
8	Welham Street, Grantham	O
9	St Catherine's Road, Grantham	O
10	Cattle Market, Stamford	O
11	Wharf Road, Stamford	O
12	St Leonard's Street, Stamford	O
13	Bath Row, Stamford	O
14	North Street, Stamford	O
15	Scotgate, Stamford	O
16	South Street, Bourne	O
17	Burghley Street, Bourne	O
18	Market Square, Bourne	O
19	Halfleet, Market Deeping	O

#### Leisure Centres

20	Meres Leisure Centre & Stadium Grantham	O
21	South Kesteven Sports Stadium	O
22	Bourne Leisure Centre	O
23	Stamford Leisure Centre	O
24	Stamford Indoor Bowls Club	O

#### Museums & Arts Centres

25	Grantham Museum	O
26	Stamford Museum	O
27	Guildhall Arts Centre, Grantham	O
28	Corn Exchange, Bourne	O

#### Parks & Recreation Grounds

29	Recreation Ground, Bourne	O
30	Arnoldfield, Grantham	O
31	Langtoft Playing Field, Langtoft	O
32	Empingham Road Playing Field, Stamford	O
33	Uffington Road Playing Field, Stamford	O
34	R H Ash Playing Field, Dyke	O
35	Harrowby Lane Playing Field	O

#### Recreational Facilities

36	Cycle Store, Council Offices, Grantham	O
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#### Public Toilets

37	North Street, Bourne (Bus Station)	O
38	Recreation Road, Bourne (Changing Facilities)	O
39	Abbey Gardens, Grantham	O
40	Red Lion Square, Stamford	O
41	Rainbow Centre, Market Deeping	O
42	South Street, Bourne	O
43	Recreation Ground, Stamford	O
44	Conduit Lane, Grantham	O
45	Dysart Park, Grantham	O
46	Wyndham Park, Grantham	O

#### Leasehold Assets

##### Administrative Properties

47	Bourne Town Hall	L
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##### Car Parks

48	Wharf Road, Grantham	L
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##### Leisure Centres

49	The Deepings Leisure Centre	PL
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##### Museums & Arts Centres

50	Stamford Arts Centre	L
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##### Public Toilets

51	Bus Station, Grantham	L
52	London Road, Grantham	L

##### Bus Stations

53	Grantham Bus Station	L
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##### Managed Workspace

54	Grantham Library/Morrison's, Isaac Newton Centre	L
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#### Other

##### Bus Stations

55	Bourne Bus Station	O
56	Stamford Bus Station	O

##### Community Centres

57	Earlesfield Community Centre	O
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##### Market and Fair Rights

58	Bourne	
59	Stamford	

##### Market Stores

60	Bourne Market Store	O
61	Grantham Market Store	O
62	Stamford Market Store	O

#### KEY:

Owned Property	O
Leased Property	L
Partnership Lease	PL
Managed Site	M

**NON-OPERATIONAL ASSETS**

**Industrial/Commercial Portfolios**

**Industrial Units**

1	Mowbeck Way (8 sites), Grantham	O
2	Hollis Road (1 site), Grantham	O
3	Graham Hill Way (6 sites), Bourne	O
4	Park-Air Factory, Market Deeping	O
5	Scotgate Factory, Market Deeping	O
6	Withambrook (13 sites)	PL

**Miscellaneous**

7	SENSE Building, Broadgate Lane, Deeping St James	O
8	OAP Association Land, St Catherine's Rd, Grantham	O

**KEY:**

Owned Property	O
Leased Property	L
Partnership Lease	PL
Managed Site	M

**POTENTIAL SURPLUS/DISPOSAL ASSETS**

**Surplus Assets**

1	Wake House, Bourne	O
2	West Road Car Park, Billingborough	O
3	Grantham Advice Centre - St Catherine's Rd, Grantham	O

**KEY:**

Owned Property	O
Leased Property	L
Partnership Lease	PL
Managed Site	M

**MISCELLANEOUS**

**Travellers Site**

1	Travellers Rest Site, Grantham	M
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**Commercial Development**

2	Warners Mill, Bourne	O
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**KEY:**

Owned Property	O
Leased Property	L
Partnership Lease	PL
Managed Site	M



## **OPERATIONAL ASSETS**

### **Administration Properties**

#### [1\) Council Offices, Grantham](#)

Location	St. Peter's Hill, Grantham
Built	1969. Extended 1987 & 2006.
GIA	5,818m <sup>2</sup>
NBV £	3,652,909
Remarks	2 storeys and basement. Brick walls with flat bitumen and membrane roof to North wing and tiled pitched roof to South. Full central heating throughout with air conditioning to Civic Suite.

#### [2\) Office, Deepings Community Centre](#)

Location	Douglas Road, Market Deeping
Built	1973
GIA	790m <sup>2</sup>
NBV £	268,125
Remarks	Community Centre part used as Council Offices (28m <sup>2</sup> ).

### **Depots etc**

#### [3\) Alexandra Road, Grantham](#)

Location	Mowbeck Way, Alexandra Road, Grantham
Built	1960's
GIA	2,108m <sup>2</sup>
NBV £	501,090
Remarks	Comprises a number of fully heated buildings and workshops of steel frames and brick walls under sheet asbestos roofs.

### **Car Parks**

#### [4\) Conduit Lane, Grantham](#)

Location	Conduit Lane, Grantham
Built	1953
GIA	1,450m <sup>2</sup>
NBV £	133,233
Remarks	-

[5\) Trent Road, Grantham](#)

Location	Trent Road, Grantham
Built	
GIA	1,850m <sup>2</sup>
NBV £	53,717
Remarks	-

[6\) Watergate, Grantham](#)

Location	Watergate, Grantham
Built	1976
GIA	2,900m <sup>2</sup>
NBV £	468,050
Remarks	-

[7\) Greenwood's Row, Grantham](#)

Location	Guildhall Street, Grantham
Built	1960's
GIA	2,400m <sup>2</sup>
NBV £	339,718
Remarks	Leasehold

[8\) Welham Street Multi-Storey, Grantham](#)

Location	Welham Street, Grantham
Built	2007
GIA	6,825m <sup>2</sup>
NBV £	478,133
Remarks	Completion in September 2007.

[9\) St. Catherine's Road, Grantham](#)

Location	Council Offices, St. Catherine's Road, Grantham
Built	1990. Extended 1997.
GIA	1,250m <sup>2</sup>
NBV £	108,583
Remarks	-

[10\) Cattle Market, Stamford](#)

Location	Station Road, Stamford
Built	1992
GIA	14,400m <sup>2</sup>
NBV £	494,400
Remarks	-

### 11) Wharf Road, Stamford

Location	Wharf Road, Stamford
Built	Reinstatement works following remediation of car park 2007
GIA	5,689m <sup>2</sup>
NBV £	444,400
Remarks	Former gas works - Land being decontaminated in 2007 and area of car park increase through levelling of the site.

### 12) St. Leonard's Street, Stamford

Location	St. Leonard's Street, Stamford
Built	
GIA	850m <sup>2</sup>
NBV £	172,367
Remarks	-

### 13) Bath Row, Stamford

Location	Gooch's Court and Bath Row, Stamford
Built	
GIA	2,825m <sup>2</sup>
NBV £	464,167
Remarks	-

### 14) North Street, Stamford

Location	North Street, Stamford
Built	
GIA	3,000m <sup>2</sup>
NBV £	566,417
Remarks	-

### 15) Scotgate, Stamford

Location	Scotgate, Stamford
Built	
GIA	1,750m <sup>2</sup>
NBV £	266,083
Remarks	-

### 16) South Street, Bourne

Location	South Street, Bourne
Built	
GIA	1,750m <sup>2</sup>
NBV £	86,333
Remarks	-

[17\) Burghley Street, Bourne](#)

Location	Burghley Street, Bourne
Built	
GIA	2,700m <sup>2</sup>
NBV £	138,117
Remarks	-

[18\) Market Square, Bourne](#)

Location	Market Square, Bourne
Built	
GIA	1,400m <sup>2</sup>
NBV £	46,696
Remarks	-

[19\) Halfleet, Market Deeping](#)

Location	Halfleet, Market Deeping
Built	1996 (Acquired 1963)
GIA	800m <sup>2</sup>
NBV £	54,350
Remarks	-

**Leisure Centres**

[20\) Meres Leisure Centre and Stadium](#)

Location	Trent Road, Grantham
Built	1997
GIA	6,900m <sup>2</sup>
NBV £	13,548,903
Remarks	Leisure Centre with learner, splash and swimming pools. Gym, table tennis centre, bars (2), sports hall, café, tennis courts and all weather pitch. Steel framed structure with brick

[21\) South Kesteven Sports Stadium](#)

Location	Trent Road, Grantham
Built	1991
GIA	1,278m <sup>2</sup>
NBV £	2,377,478
Remarks	Sports and leisure complex of football and athletics' stadium with bar.

## [22\) Bourne Leisure Centre](#)

Location	Queens Road, Bourne
Built	1988
GIA	2,814m <sup>2</sup>
NBV £	2,843,784
Remarks	Leasehold land with shared use access with school, containing swimming pools, sports hall, gym, café and ancillary accommodation. Steel framed with brick walls under slate and profiled metal roof.

## [23\) Stamford Leisure Centre](#)

Location	Drift Road, Stamford
Built	1987
GIA	2,061m <sup>2</sup>
NBV £	3,089,353
Remarks	Steel frame with brick walls under profiled metal roof. Includes swimming pools and gym fitness suite.

## [24\) Stamford Indoor Bowls Club](#)

Location	Exeter Gardens, Stamford
Built	1990
GIA	1,909m <sup>2</sup>
NBV £	411,833
Remarks	Steel framed with brick walls under profiled metal roof.

## **Museums & Arts Centres**

## [25\) Grantham Museum](#)

Location	St. Peter's Hill, Grantham
Built	1900
GIA	771m <sup>2</sup>
NBV £	34,545
Remarks	Carnegie endowed Library/Museum given to the People and Borough of Grantham - Leased to Lincolnshire County Council for 40 years at £1 pa.

## [26\) Stamford Museum](#)

Location	Broad Street, Stamford
Built	Circa 1890
GIA	408m <sup>2</sup>
NBV £	197,200
Remarks	Leased to Lincolnshire County Council. Stone and Collywesten Slate building of 2 storeys plus basement with Gas Central Heating.

### [27\) Guildhall Arts Centre](#)

Location	St. Peter's Hill, Grantham
Built	1867
GIA	4,085m <sup>2</sup>
NBV £	3,679,252
Remarks	Victorian building adapted to Arts Centre with theatre, café, gallery, ballroom, offices and workshops.

### **Parks and Recreation Grounds**

### [28\) Bourne Corn Exchange](#)

Location	Abbey Road, Bourne
Built	Extended Late 1980's
GIA	1,394m <sup>2</sup>
NBV £	1,172,509
Remarks	Function Hall with kitchen, bar, dance hall and caretaker's apartment.

### [29\) Recreation Ground, Bourne](#)

Location	Recreation Ground, Bourne
Built	
GIA	
NBV £	1
Remarks	

### [30\) Arnoldfield, Grantham](#)

Location	Arnoldfield, Grantham
Built	1970
GIA	21,780m <sup>2</sup>
NBV £	209,696
Remarks	Includes Bowls Pavillion, Tennis Pavillion, Portacabin, Store and Toilet Block

### [31\) Langtoft Playing Field, Langtoft](#)

Location	Langtoft
Built	
GIA	46,900m <sup>2</sup>
NBV £	377,313
Remarks	Includes Pavillion

[32\) Empingham Road Playing Field, Stamford](#)

Location	Empingham Road Playing Field, Stamford
Built	
GIA	89,900m <sup>2</sup>
NBV £	350,513
Remarks	Includes Bowls Pavillion, Changing Rooms, Newage Football and Cricket Pavillion

[33\) Uffington Road Playing Field, Stamford](#)

Location	Uffington Road Playing Field, Stamford
Built	
GIA	40,000m <sup>2</sup>
NBV £	193,421
Remarks	

[34\) R H Ash Playing Field, Dyke](#)

Location	R H Ash Playing Field, Dyke
Built	
GIA	
NBV £	19,883
Remarks	

[35\) Harrowby Lane Playing Field, Grantham](#)

Location	Harrowby Lane Playing Field, Grantham
Built	1970's
GIA	35,880m <sup>2</sup>
NBV £	91,767
Remarks	Includes Pavillion

**Recreational Facilities**

[36\) Cycle Store, Council Offices, Grantham](#)

Location	Council Offices, Grantham
Built	1991
GIA	79m <sup>2</sup>
NBV £	89,624
Remarks	

## **Public Toilets**

### [37\) North Street, Bourne \(Bus Station\)](#)

Location	North Street, Bourne
Built	1996
GIA	54m <sup>2</sup>
NBV £	36,816
Remarks	

### [38\) Recreation Road, Bourne](#)

Location	Recreation Road, Bourne
Built	1960
GIA	25m <sup>2</sup>
NBV £	12,105
Remarks	

### [39\) Abbey Gardens, Grantham](#)

Location	Abbey Gardens, Grantham
Built	2006
GIA	68m <sup>2</sup>
NBV £	241,238
Remarks	Ladies, Gents and Disabled toilet with baby changing facilities.

### [40\) Red Lion Square, Stamford](#)

Location	Red Lion Square, Stamford
Built	1861. Refurbished 2004.
GIA	51m <sup>2</sup>
NBV £	92,274
Remarks	Ladies and Gents toilets and Disabled toilet with baby changing facilities.

### [41\) Rainbow Centre, Market Deeping](#)

Location	Rainbow Centre, Godsey Lane, Market Deeping
Built	1994
GIA	54m <sup>2</sup>
NBV £	52,444
Remarks	Ladies and Gents toilets administered and managed by Market Deeping Town Council.



[42\) South Street, Bourne](#)

Location	South Street, Bourne
Built	1960
GIA	33m <sup>2</sup>
NBV £	19,064
Remarks	Ladies, Gents and Disabled toilets managed by Bourne Town Council

[43\) Recreation Ground, Stamford](#)

Location	Recreation Ground, Stamford
Built	1900
GIA	15m <sup>2</sup>
NBV £	887
Remarks	

[44\) Conduit Lane, Grantham](#)

Location	Conduit Lane, Grantham
Built	1980
GIA	68m <sup>2</sup>
NBV £	72,412
Remarks	

[45\) Dysart Park, Grantham](#)

Location	Dysart Park, Grantham
Built	1967
GIA	20m <sup>2</sup>
NBV £	5,365
Remarks	

[46\) Wyndham Park , Grantham](#)

Location	Wyndham Park, Grantham
Built	1935
GIA	40m <sup>2</sup>
NBV £	27,698
Remarks	

## **Leasehold Assets**

### **Administrative Properties**

#### **47) Bourne Town Hall**

Location	North Street, Bourne
Built	1821. Extended 1990.
GIA	521m <sup>2</sup> (270m <sup>2</sup> only occupied by SKDC)
NBV £	149,175
Remarks	2 Storeys of stone and slate with brick and slate extension. First floor leased back to LCC. Ground floor refurbished. Full central heating. One first floor occupied by Bourne Town Council and one occupied by SKDC.
Landlord	SKDC hold leasehold of whole building (Landlords, Lincolnshire County Council retain the first floor as a Magistrate's Court).

### **Car Parks**

#### **48) Wharf Road Multi-Storey Grantham**

Location	Wharf Road, Grantham
Built	1984
GIA	5,900m <sup>2</sup>
NBV £	316,127
Remarks	Leasehold.

### **Leisure Centres**

#### **49) Deepings Leisure Centre**

Location	Park Road, Deeping St. James
Built	1980
GIA	3,160m <sup>2</sup>
NBV £	1,775,546
Remarks	A leasehold, steel framed brick and profiled metal walls, flat roof covered with PVC membrane. Housing swimming pool, squash courts, sports hall and ancillary accommodation.

### **Museums & Arts Centres**

#### **50) Stamford Arts Centre**

Location	St. Mary's Street, Stamford
Built	Circa 1800's
GIA	2,688m <sup>2</sup>
NBV £	862,429
Remarks	Community Centre part used as Council Offices (28m <sup>2</sup> ).

## Public Toilets

### [51\) Grantham Bus Station](#)

Location	Wharf Road, Grantham
Built	1984
GIA	95m <sup>2</sup>
NBV £	100,202
Remarks	Leasehold Ladies, Gents and Disabled toilets with baby change room.

### [52\) London Road, Grantham](#)

Location	London Road, Grantham
Built	1967
GIA	45m <sup>2</sup>
NBV £	38,362
Remarks	Leasehold

## Bus Stations

### [53\) Grantham Bus Station](#)

Location	Wharf Road, Grantham
Built	1984
GIA	2,821m <sup>2</sup>
NBV £	112,891
Remarks	Leasehold.

## Managed Workspace

### [54\) Grantham Library/Morrison's, Isaac Newton Centre](#)

Location	Isaac Newton Centre, Grantham
Built	1983
GIA	958m <sup>2</sup>
NBV £	1
Remarks	Leasehold.

## **Other**

## Bus Stations

### [55\) Bourne Bus Station](#)

Location	North Street, Bourne
Built	Mid 1970's
GIA	1,653m <sup>2</sup>
NBV £	68,901
Remarks	Buildings demolished 2006.

[56\) Stamford Bus Station](#)

Location	Sheep Market, Stamford
Built	Circa 1992
GIA	2,385m <sup>2</sup>
NBV £	246,445
Remarks	

Community Centres

[57\) Earlesfield Community Centre, Grantham](#)

Location	Trent Road, Grantham
Built	1990
GIA	271m <sup>2</sup>
NBV £	284,533
Remarks	Extended in 2001

Market and Fair Rights

[58\) Bourne](#)

Location	Bourne
Built	N/A
GIA	N/A
NBV £	52,750
Remarks	

[59\) Stamford](#)

Location	Stamford
Built	N/A
GIA	N/A
NBV £	395,000
Remarks	

Market Stores

[60\) Bourne Market Store](#)

Location	Market Square, Bourne
Built	1988
GIA	76m <sup>2</sup>
NBV £	38,870
Remarks	

[61\) Grantham Market Store](#)

Location	Conduit Lane, Grantham
Built	1980
GIA	248m <sup>2</sup>
NBV £	82,640
Remarks	

[62\) Stamford Market Store](#)

Location	Broad Street, Stamford
Built	1951
GIA	62m <sup>2</sup>
NBV £	16,525
Remarks	

## **NON-OPERATIONAL ASSETS**

### **Industrial/Commercial Portfolios**

#### Industrial Units

##### [63\) Mowbeck way, Grantham](#)

Location	Alexandra Road, Grantham
Built	1960's. Refurbished 2004.
GIA	887m <sup>2</sup>
NBV £	275,587
Remarks	8 Units.

##### [64\) Hollis Road, Grantham](#)

Location	Hollis Road, Grantham
Built	1980
GIA	276m <sup>2</sup>
NBV £	112,987
Remarks	1 Unit.

##### [65\) Graham Hill Way, Bourne](#)

Location	Graham Hill Way, Bourne
Built	1999
GIA	930m <sup>2</sup>
NBV £	419,050
Remarks	6 Units.

[66\) Park Air Factory, Market Deeping](#)

Location	Northfield Industrial Estate, Towngate East, Market Deeping
Built	2001
GIA	5,574m <sup>2</sup>
NBV £	3,944,000
Remarks	1 Unit. Proposed extension planned for 2008/2009.

[67\) Scotgate Factory, Market Deeping](#)

Location	Halifax Drive, Northfields Industrial Estate, Market Deeping
Built	2002
GIA	958m <sup>2</sup>
NBV £	592,000
Remarks	1 Unit.

[68\) Partnership House, Grantham](#)

Location	Withambrook Industrial Estate, Grantham
Built	1990
GIA	1,309m <sup>2</sup>
NBV £	89,040
Remarks	13 Units on Leasehold.

Miscellaneous

[69\) SENSE Building, Broadgate Lane, Deeping St James](#)

Location	Broadgate Lane, Deeping St James
Built	1996
GIA	282m <sup>2</sup>
NBV £	197,200
Remarks	

[70\) OAP Association Lane, St Catherine's Road, Grantham](#)

Location	St Catherine's Road, Grantham
Built	N/A
GIA	918m <sup>2</sup>
NBV £	165,000
Remarks	

## **SURPLUS/DISPOSAL ASSETS**

### **Potential Surplus Assets**

#### Museums and Arts Centres

##### [71\) Wake House, Bourne](#)

Location	North Street, Bourne
Built	Circa 19 <sup>th</sup> Century. Extended 1954.
GIA	442m <sup>2</sup>
NBV £	276,080
Remarks	Former dwelling, Public House and Council Offices, extended in 1954. Rendered brick walls with slate and tiled roofs over. Car park and yard to rear.

#### Car Parks

##### [72\) West Road, Billingborough](#)

Location	West Road, Billingborough
Built	
GIA	740m <sup>2</sup>
NBV £	10,940
Remarks	-

#### Other

##### [73\) Grantham Advice Centre, 26/27 St Catherine's Road, Grantham](#)

Location	26/27 St Catherine's Road, Grantham
Built	Circa 1900
GIA	368m <sup>2</sup>
NBV £	196,870
Remarks	

## **MISCELLANEOUS**

#### Travellers Site

##### [74\) Travellers Rest Site, Grantham](#)

Location	Travellers Rest Site, Spittlegate Hill, Grantham
Built	
GIA	
NBV £	
Remarks	

##### [75\) Warners Mill, Bourne](#)

Location	15 C Burghley Street, Bourne
Built	Mid 19th Century
GIA	845m <sup>2</sup>
NBV £	300,000
Remarks	

**Note:** GIA = Gross Internal Area and NBV = Net Book Value as at 31/03/09

Property Management Workstream -- SKDC  
Asset Categorisation

ASSET	CODE	MEASURES						
		No of sites	No of Units	GIA	Gross Area	Wet or Dry	No of Spaces	Value
OPERATIONAL ASSETS								
COUNCIL OFFICES, GRANTHAM	AD	1		5,818				3,652,909
OFFICE, DEEPINGS COMMUNITY CENTRE	AD	1		790				268,125
ALEXANDRA ROAD, GRANTHAM	D	1		2,108				501,090
CONDUIT LANE, GRANTHAM	CP	1		1,450			48	133,233
TRENT ROAD, GRANTHAM	CP	1		1,850			50	53,717
WATERGATE, GRANTHAM	CP	1		2,900			100	468,050
GREENWOODS ROW, GRANTHAM	CP	1		2,400			93	339,718
WELHAM STREET, GRANTHAM	CP	1		6,825			328	478,133
ST CATHERINE'S ROAD, GRANTHAM	CP	1		1,250			60	108,583
CATTLEMARKET, STAMFORD	CP	1		14,400			266	494,400
WHARF ROAD, STAMFORD	CP	1		5,689			232	444,400
ST LEONARD'S STREET, STAMFORD	CP	1		850			31	172,367
BATH ROW, STAMFORD	CP	1		2,825			94	464,167
NORTH STREET, STAMFORD	CP	1		3,000			102	566,417
SCOTGATE, STAMFORD	CP	1		1,750			65	266,083
SOUTH STREET, BOURNE	CP	1		1,750			67	86,333
BURGHLEY STREET, BOURNE	CP	1		2,700			102	138,117
MARKET SQUARE, BOURNE	CP	1		1,400			56	46,696
HALFLEET, MARKET DEEEPING	CP	1		800			24	54,350
MERES LEISURE CENTRE & STADIUM	LC	1		6,900		Both		13,548,903
SOUTH KESTIVEN SPORTS STADIUM	LC	1		1,278		Dry		2,377,478
BOURNE LEISURE CENTRE	LC	1		2,814		Both		2,843,784
STAMFORD LEISURE CENTRE	LC	1		2,061		Both		3,089,353
STAMFORD INDOOR BOWLS CLUB	LC	1		1,909		Dry		411,833
GRANTHAM MUSEUM	MA	1		771				34,545
STAMFORD MUSEUM	MA	1		408				197,200
GUILDHALL ARTS CENTRE, GRANTHAM	MA	1		4,085				3,679,252
CORN EXCHANGE, BOURNE	MA	1		1,394				1,172,509
RECREATION GROUND, BOURNE	PR	1						1
ARNOLDFIELD, GRANTHAM	PR	1						209,696
LANGTOFT PLAYING FIELD, LANGTOFT	PR	1						377,313
EMPINGHAM ROAD PLAYING FIELD, STAMFORD	PR	1						350,513
UFFINGTON ROAD PLAYING FIELD, STAMFORD	PR	1						193,421
R H ASH PLAYING FIELD, DYKE	PR	1						19,883
HARROWBY LANE PLAYING FIELD, GRANTHAM	PR	1						91,767
CYCLE STORE, COUNCIL OFFICES, GRANTHAM	REC	1		79				89,624
NORTH STREET, BOURNE	TO	1		54				36,816
RECREATION ROAD, BOURNE	TO	1		25				12,105
ABBAY GARDENS, GRANTHAM	TO	1		68				241,238
RED LION SQUARE, STAMFORD	TO	1		51				92,274
RAINBOW CENTRE, MARKET DEEEPING	TO	1		54				52,444
SOUTH STREET, BOURNE	TO	1		33				19,064
RECREATION GROUND, STAMFORD	TO	1		15				887
CONDUIT LANE, GRANTHAM	TO	1		68				72,412
DYSART PARK, GRANTHAM	TO	1		20				5,365
WYNDHAM PARK, GRANTHAM	TO	1		40				27,698
BOURNE TOWN HALL	LH	1		521				149,175
WHARF ROAD CAR PARK, GRANTHAM	LH	1		5,900			257	316,127
THE DEEPINGS LEISURE CENTRE	LH	1		3,160		Both		1,775,546
STAMFORD ARTS CENTRE	LH	1		2,688				862,429
PUBLIC TOILETS, BUS STATION, GRANTHAM	LH	1		95				100,202
PUBLIC TOILETS, LONDON ROAD GRANTHAM	LH	1		45				38,362
GRANTHAM LIBRARY/MORRISON'S	LH	1		958				1
GRANTHAM BUS STATION	LH	1		2,821				112,891
BOURNE BUS STATION	O	1		1,653				68,901
STAMFORD BUS STATION	O	1		2,385				246,445
EARLESFIELD COMMUNITY CENTRE, GRANTHAM	O	1		271				284,533
MARKET AND FAIR RIGHTS, BOURNE	O	1						52,750
MARKET AND FAIR RIGHTS, STAMFORD	O	1						395,000
BOURNE MARKET STORE	O	1		76				38,870
GRANTHAM MARKET STORE	O	1		248				82,640
STAMFORD MARKET STORE	O	1		62				16,528



<b>NON-OPERATIONAL ASSETS</b>							
MOWBECK WAY, GRANTHAM - INDUSTRIAL	IC		8	887			275,587
HOLLIS ROAD, GRANTHAM - INDUSTRIAL	IC		1	276			112,987
GRAHAM HILL WAY, GRANTHAM - INDUSTRIAL	IC		6	930			419,050
PARK-AIR FACTORY, MARKET DEEPING	IC		1	5,574			3,944,000
SCOTGATE FACTORY, MARKET DEEPING	IC		1	958			592,000
WITHAMBROOK, GRANTHAM - INDUSTRIAL	IC		13	1,309			89,040
SENSE BUILDING, BROADGATE LANE, DEEPING ST JAMES	IC	1		282			197,200
OAP ASSOCIATION LAND, ST CATHERINE'S RD, GRANTHAM	IC	1		918			165,000
<b>POTENTIAL SURPLUS/DISPOSAL ASSETS</b>							
WAKE HOUSE, BOURNE	MA	1		442			276,080
WEST ROAD, BILLINGBOROUGH	CP	1		740			10,940
GRANTHAM ADVICE CENTRE, ST CATHERINE'S ROAD	O	1		368			196,870
<b>MISCELLANEOUS</b>							
TRAVELLERS REST SITE, GRANTHAM - TRAVELLERS SITE	MISC	1					
WARNERS MILL, BOURNE	MISC	1		845			300,000
<b>TOTAL ASSETS</b>				<b>117,094</b>			<b>49,103,419</b>
<b>KEY</b>							
ADMINISTRATIVE PROPERTIES	AD						
DEPOTS ETC	D						
CAR PARKS	CP						
LEISURE CENTRES	LC						
MUSEUMS AND ARTS CENTRES	MA						
PARKS AND RECREATIONAL GROUNDS	PR						
RECREATIONAL FACILITIES	REC						
PUBLIC TOILETS	TO						
LEASEHOLD ASSETS	LH						
OTHER	O						
INDUSTRIAL/COMMERCIAL PORTFOLIOS	IC						
MISCELLANEOUS	MISC						

## APPENDIX 3A

### METHOD OF DISPOSAL OF SURPLUS/UNDER-USED COUNCIL-OWNED PROPERTY/LAND

#### **1 Introduction**

- 1.1 This statement sets out in sequence, the procedure to be adopted in connection with the disposal of surplus/under-used property/land.

#### **2 Definition of Surplus/Under – Used Property/Land**

- 2.1 A site is deemed to be surplus to the Council's requirements if either: -

- a) It makes only a limited contribution to the delivery of the Council's services, strategic or corporate objectives.
- b) It has no potential for future strategic or regeneration/redevelopment purposes.
- c) An alternative site has been identified which would achieve a more cost effective service delivery.

- 2.2 A site is deemed to be under-used if: -

- a) Part of the site is vacant and is likely to remain vacant for the foreseeable future.
- b) The income being generated from the site is consistently below that which could be achieved from:
  - i) Disposing of the site and investing the income
  - ii) An alternative use
  - iii) Intensifying the existing use.

#### **3 Site Identification**

- 3.1 Sites for possible disposal may be identified in the following ways: -

- a) Through Asset Monitoring work being undertaken by the Capital Asset Management Group (CAMG).
- b) Through Service Units declaring specific sites as being surplus to requirements.\*
- c) Through identifying previously unidentified surplus land from the Land Terriers.
- d) Through Local Plan designation.

\* Where an under-used asset is generating an income, a cost/benefit analysis must be carried out to establish whether it is in the Council's best interests to dispose of the site.

At the discretion of the Capital Asset Management Group (CAMG), valuation of assets will be undertaken by the District Valuer.

#### **4 Site Investigations**

- 4.1 Once a potential site has been identified the Capital Asset Management Group (CAMG) will ensure consultation with Statutory Authorities and relevant Council Sections to establish whether there are any development constraints on the site. Ground investigation works and desk studies into previous land history, will also be carried out where appropriate.

## **5 Land Use**

- 5.1 Unless a site is already designated for a specific use in the Local Plan, the above consultations will indicate the potential range of development opportunities for the site. This will be either: -
- a) Housing – Social
  - b) Housing – Private
  - c) Industrial/ Commercial
  - d) Leisure/Community
- 5.2 If any other use is identified, the possibility of development by the Council is to be considered first. Consideration will be given to the potential for revenue regeneration from development of an asset for leasehold purposes in accordance with the Council's corporate and service objectives.
- 5.3 If development by the Council is not required for investment purposes or social provision, then the site may be brought forward for disposal.

## **6 Method of Disposal**

- 6.1 Disposal shall be in accordance with the current Code of Practice for disposal, obtaining best price and related Disposal Consents prescribed from time to time by Statutory Regulations.
- 6.2 Unless a "special purchaser" or a "preferred use" has been identified, all potential purchasers are to be given an opportunity to tender/submit an offer.
- 6.3 Method of disposal should be in compliance with the Council's Financial Regulations and procedures should be in place to protect staff involved in the disposal from accusations of personal gain.

## **7 Marketing Strategy**

- 7.1 Marketing will generally be via an external agent who will advise on method of disposal. All staff costs, legal costs, consultants costs, etc associated with any potential disposal of an asset (even where such costs do not lead to an actual disposal) are to be recharged to the appropriate cost centre as agreed with the Capital Asset Management Group (CAMG).

## **8 Timing**

- 8.1 The timing of any marketing/disposals will need to be considered against the Council's budgetary requirements, together with the current state of the market. Before recommending that a disposal is to proceed, the following factors are to be taken into consideration: -
- Current market conditions
  - Potential for the site value to increase in the future
  - Has Operational Management Team advised of need to raise capital receipts?
  - Regional Planning Guidance – this will influence decisions on the disposal (and acquisition) of land, as well as the future use if individual sites.

## **9 Capital Asset Management Group (CAMG)**

- 9.1 A report on the disposal or leasehold development of any sites deemed to be surplus or under-used is to be considered by the Capital Asset Management Group (CAMG) and reviewed at least annually.

## **10 Responsibilities of the Section 151 Officer**

- 10.1 The Section 151 Officer should issue guidance representing best practice for the disposal of assets. In addition, they should ensure that appropriate accounting entries are made to remove the value of disposed assets from the authority's records and to include the sale proceeds if appropriate.

## **11 Responsibilities of Corporate Heads and Service Managers**

- 11.1 Corporate Heads and Service Managers should seek advice from the Procurement Officer on the disposal of surplus or obsolete materials, stores or equipment.
- 11.2 Where land or buildings are surplus to requirements, a recommendation for sale should be the subject of a joint report by the Corporate Head/Service Manager and the Section 151 Officer.
- 11.3 The Corporate Head/Service Managers should ensure that income received for the disposal of an asset is properly banked and coded.
- 11.4 Following consideration of the report from the appropriate Corporate Head and Service Manager declaring that the property/land is no longer required, then the following procedures will apply:
- Alternative Council uses for the property/land will be considered by Cabinet. If no alternative Council use is recommended the Cabinet will deal with the disposal of the property. Where there are policy or resource issues of major significance to the Council, Council approval for the disposal should be obtained before disposal proceedings are commenced;
  - The Service Manager for Asset and Facilities Management will apply for any relevant planning permission(s) and will obtain a valuation of the property/land;
  - Unless specifically agreed by the Council or approved under delegated powers to officers, all disposals by the Council of interests in the property/land shall be by way of open tender subject to contract;
  - Where disposal is by open tender the Service Manager for Asset and Facilities Management will advertise the property/land in question and seek competitive tenders reserving the right not to accept the highest or any bid.

## **12 Cabinet Approval**

- 12.1 If the Capital Asset Management Group (CAMG) confirms recommendation for disposal or leasehold development, a report will be submitted to Cabinet.

## **13 Marketing**

- 13.1 If Cabinet approves disposal the marketing strategy is to be commenced, with a view to identifying a purchaser by the Capital Asset Management Group (CAMG).

## **14 Negotiations**

- 14.1 The return from any disposal is to be maximised unless there are over-riding factors identified in the Corporate Plan which take precedence over the receipt of capital, e.g. preferred use or special purchaser. Acceptance of any offer needs to be "franked" by the District Valuer – if less than best price is accepted then justification is required to be evidenced. This should be in accordance with 'The General Disposal Consent 2003'.

## **15 Instructions**

- 15.1 Once a purchaser has been identified and all terms of the disposal have been agreed, Legal Services will be instructed.

## **16 Completion**

- 16.1 When the disposal has been completed an information item is prepared for Members.

## **APPENDIX 3B**

### **METHOD OF ACQUISITION OF LAND AND PROPERTY**

#### **1 Introduction**

- 1.1 This document defines, in sequence, the procedure to be adopted in connection with the acquisition of land and property.

#### **2 Reasons for the acquisition of Land or Property**

- 2.1 Unless there are exceptional circumstances the Council will only acquire land or property for one or more of the following reasons:
- its contribution towards the provision of the Council's services and delivery of corporate aims
  - economic development
  - revenue income generation
  - strategic acquisition for regeneration or redevelopment purposes.

#### **3 Market Research**

- 3.1 Once a need to acquire property has been identified market research will be carried out by the relevant Head of Service, in consultation with the appropriate Corporate Head in order to establish whether suitable land or property is available on the market to fulfil this need.
- 3.2 Where a number of potentially suitable properties exist in the marketplace, robust comparisons will be made to establish which is the most suitable for the Council's needs. Criteria against which such decision will be made include:-
- price
  - condition of property
  - availability (in terms of timing)
  - nature of tenure being offered (freehold or leasehold)
  - locational advantages (where a strategic acquisition is under consideration)
  - return on investment (where a revenue generating asset is being considered).

#### **4 Financial Appraisal**

- 4.1 When a suitable property has been identified a financial appraisal will be carried out to establish the financial/budgetary implications of acquiring the property at the quoted asking price. The advice of the Service Manager for Finance and Risk Management will be sought regarding the financing of the acquisition and current rates of interest on capital invested, to enable the opportunity cost of the acquisition to be fully assessed. Capital and Asset Management Group will collectively undertake a financial appraisal taking into account the following matters:
- the capital cost of acquisition
  - any revenue, or potential revenue, generated from the property, both short and long term
  - availability of external funding sources
  - possibility of joint ventures
  - the cost, in Asset Management terms, of owning the property, including:-
    - immediate maintenance/refurbishment requirements
    - demolition costs, if appropriate
    - ongoing maintenance/life cycle costings
    - national non-domestic rates
    - insurance
  - the overall effect of the expenditure on the Council's budgetary position.

## **5 Valuation**

- 5.1 Valuation advice will be provided by the District Valuer. Where such advice suggests that the true Open Market Value of the property is below the asking price, (or where the amount of expenditure is likely to exceed that set aside in the Medium Term Financial Plan for strategic land acquisition), and there are overriding factors which justify the purchase, a report shall be prepared for Cabinet by the Service Manager for Asset and Facilities Management in consultation with the Corporate Head for Resources and Organisational Development, seeking approval to continue with the proposed acquisition.
- 5.2 Where the acquisition is to be by way of a long lease the Service Manager for Finance and Risk Management will be specifically consulted to assess the implications regarding VAT, Capital Controls and Treasury Management.

## **6 Negotiation**

- 6.1 Following preliminary investigations and the possibility of an acquisition has been established, the Service Manager for Assets and Facilities Management will prepare a report for CAMG and then Cabinet to obtain agreement in principle to proceed, identifying a budget for the acquisition. If approval to proceed is given by Cabinet, negotiations will be commenced with the vendor by Asset and Facilities Management **in** consultation with the Corporate Head for Resources and Organisational Development. Where the sale is by auction or tender bids will be formulated as appropriate.

## **7 Cabinet Approval**

- 7.1 Any offer to the vendor will be made "*subject to contract, Cabinet approval and, where appropriate, survey*" and a report will be prepared for the next Cabinet, by the Service Manager for Asset and Facilities Management in consultation with Corporate Head for Resources and Organisational Development, recommending acceptance of the acquisition.


## **8 Instructions**

- 8.1 Once Cabinet approval has been received, and any surveys satisfactorily carried out (or earlier if appropriate), Legal Services will be instructed to complete the documentation associated with the acquisition.

## **9 Completion**

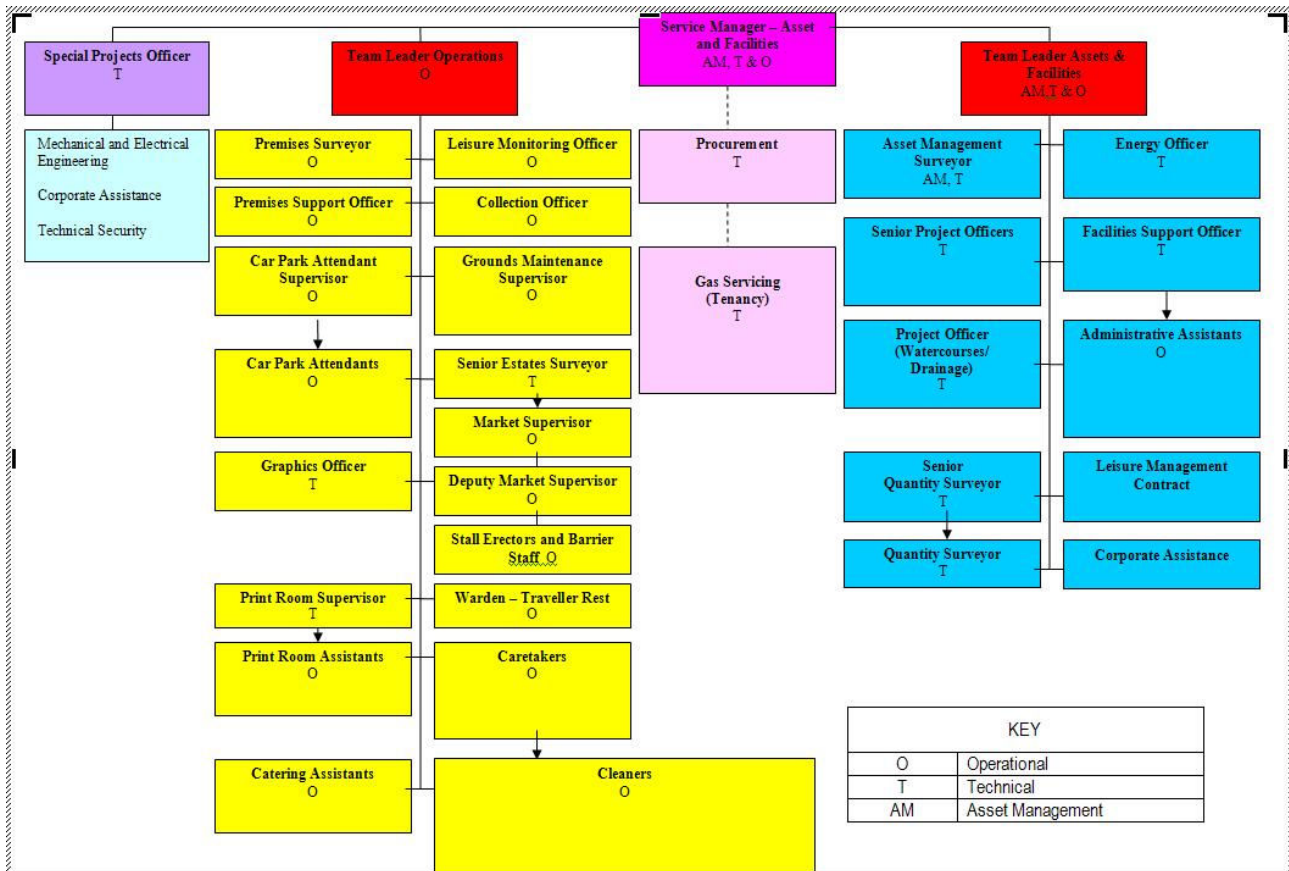
- 9.1 Once the acquisition has been completed Legal Services will advise the Corporate Head for Resources and Organisational Development, the Corporate Head for Finance and Customer Services, the Service Manager for Asset and Facilities Management, the Service Manager for Finance and Risk Management, relevant members and such others as are appropriate.
- 9.2 In considering what amounts to 'monetary value' in terms of best consideration to be obtained, the creation of jobs or desirable social outcomes, will be considered by the Council as part of its general powers of wellbeing under the Local Government Act 2000.

## APPENDIX 4

Backlog Maintenance Across Service Areas				
				
Operational Assets	<b>Category 1</b> Urgent 2008/2009 £	<b>Category 2</b> Essential 2009/2010 £	<b>Category 3</b> Desirable 2010/2011 £	2011/2012 £
<u>Administration Buildings</u>  Replacement of all timber framed windows with UPVc to Council Offices, Grantham  Stone Wall Repairs, Council Offices, Grantham	75,000  25,000		All  works	All  works
<u>Car Parks</u>  St Leonard's Street, Stamford		20,000	covered	covered
<u>Museums and Arts Centres</u>  Seating Replacement, Grantham Arts Centre  Repairs to boundary wall to the car park at Stamford Arts Centre, Stamford	15,000  40,000		through  planned	through  planned
<u>Unadopted Roads</u>  Surface Improvements to Carriageway and Footpath	180,000		maintenance	maintenance
<b>Total</b>	<b>335,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>



## APPENDIX 5



## APPENDIX 6

### CAPITAL PROGRAMME – 2007-2010

Description		2008/2009 £'000	2009/2010 £'000	2010/2011 £'000	2011/2012 £'000
<b>OPERATIONAL ASSETS</b>					
<b>Administrative Properties</b>					
Council Offices, Grantham	Upgrade of Aluminium Windows	75			
	Energy Efficiency Initiatives		250		
	Stone Wall Repairs	25			
<b>Car Parks</b>					
Various Car Parks, Grantham and Stamford	Replacement of Car Parking Machines	30	30	30	
Various Car Parks, Grantham and Stamford	Pay on Exit Infrastructure			95	95
St Leonard's St, Stamford	Refurbishment Works		20		
<b>Museums and Arts Centres</b>					
Guildhall Arts Centre	Seating Replacement	15			
<b>Crematoria and Cemeteries</b>					
Grantham Cemetery	Cemetery Works – Phase 2 and 3	87			
<b>Open Space</b>					
Alma Park Road, Grantham	Surface Improvements to Carriageway and Footpath	180			
<b>Leasehold Assets</b>					
<b>Museums and Art Centres</b>					
	Repairs to Boundary Wall and Car Park Repairs	40			
<b>Bus Stations</b>					
Grantham Bus Station	Refurbishment Works				
<b>Canals</b>					
Grantham Canal	Reinstatement Works	150			
<b>Miscellaneous</b>					
Main Sites	A & T Monitoring	30			
General	Provisional		230	325	500
<b>TOTAL</b>		632	530	450	595

## APPENDIX 7

### KLOE Summary

KLOE 1 – sound and strategic financial management

KLOE 2 – strategic commissioning and good governance

KLOE 3 – effective management of natural resources, assets and people

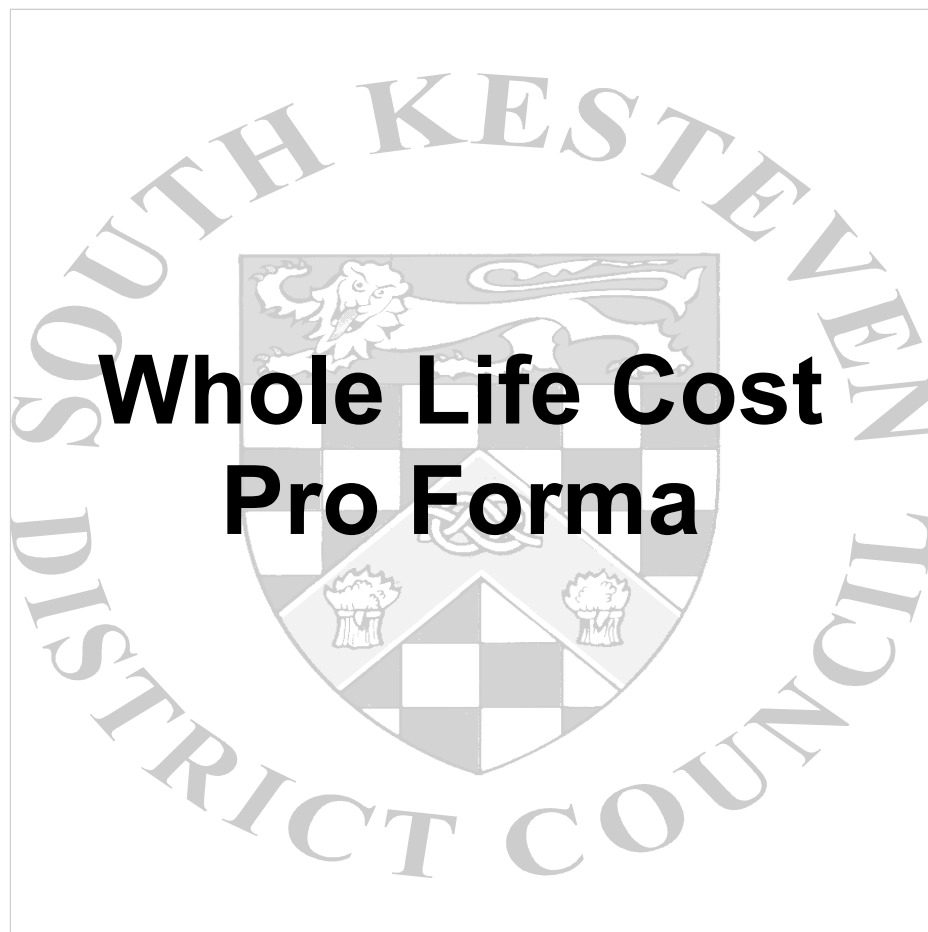
KLOE	FOCUS	
1.1 does the organisation plan its finances effectively to deliver its strategic priorities and secure sound financial health	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Integrates financial planning with strategic and service planning processes on a medium to long term basis</li> <li>Engages local communities and other stakeholders in the financial planning process</li> <li>Manages spending within available resources and is financially sound over the medium term</li> <li>Recognises individual and collective responsibilities for financial management and values and develops financial skills</li> </ul>	<p>Internal service reviews are conducted in the format of 'Service Plans', which integrates financial planning</p> <p>The Council is currently in the process of selling Wake House in Bourne to enable the continuation of community use and development and it is being sold at a restricted rather than market value</p> <p>The MTFS covers the next five years for the financial years 2007/2008 to 2011/20012 and has clear links with both the corporate capital strategy and the corporate asset management plan</p> <p>The Council recognises its individual and collective responsibilities through its Medium Term Financial Strategy and Capital Strategy</p>
1.2 Does the organisation have a sound understanding of its costs and performance and achieve in its activities?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Understand its costs, including whole life, transaction and unit costs, the main factors that influence these and how they link to performance</li> <li>Takes account of this understanding of its costs and performance in decision making and commissioning</li> <li>Identifies the scope for making efficiencies and is on track to achieve planned efficiencies</li> </ul>	<p>Major capital projects are appraised by examining whole life costs</p> <p>The Council takes account of all costs and performance in decision making through the use of performance monitoring</p> <p>The Council has identified efficiencies to meet its target of 7.5% gains over three years. In order to achieve this, the authority is continuously reviewing its property data and stock condition information. Examples of such efficiencies relating to asset management are cited in the Asset Management Plan – Item 4.3.1.2</p>
1.3 is the organisation's financial reporting timely, reliable and does it meet the needs of internal users, stakeholders and local people?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Produces relevant, timely and reliable financial monitoring and forecasting information</li> <li>Uses financial and related performance information to monitor performance during the year</li> </ul>	<p>A capital strategy and programme to cover a period of three years has been developed. The capital programme is linked to the Council's priorities through the project evaluation process and capital prioritisation</p> <p>Both national and local performance indicators are being used to evaluate how the council's asset base contributes to the achievement of priorities and objectives. The Council</p>

	<ul style="list-style-type: none"> <li>• Produces financial reports that are clear, relevant and concise to support strategic decision making</li> <li>• Prepares accounts that meet the statutory requirements</li> <li>• Publishes reports that provide an objective balance and understandable assessment of the organisations performance in the year</li> </ul>	<p>subscribes to the NBVBS NAPPMI benchmarking scheme through the IPF Property Asset Management Planning Network and therefore benchmarks the performance of its property portfolio with other Local Authorities</p> <p>Financial reporting is an inherent part of the Councils strategic decision making process</p> <p>Accounts are prepared to meet the statutory requirements</p> <p>Financial reporting is carried out on an annual basis</p>
2.1 Does the organisation commission and procure quality services and supplies, tailored to local needs, to deliver sustainable outcomes and value for money?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>• Has a clear vision of intended outcomes for local people which shapes its commissioning and procurement, and is based on an ongoing analysis and understanding of needs</li> <li>• Involves local people, partners, staff and suppliers in commissioning services</li> <li>• Seeks to improve the customer experience, quality and value for money of services through service redesign, making effective use of IT</li> <li>• Understands the supply market and seeks to influence and develop that market</li> <li>• Evaluates different options (internal, external and jointly with partners) for procuring services and supplies</li> <li>• Reviews the competitiveness of services and achieves value for money, while meeting wider social, economic and environmental objectives</li> </ul>	<p>The Council has developed and embedded a corporate approach to procurement and guidance manuals and strategies are currently up-to-date. This is evidenced throughout the Asset Management Plan, in particular in item 7.3.3</p> <p>Full consultation takes place when commissioning services. The Council is a member of Procurement Lincolnshire and is committed for three years showing good joint working practices</p> <p>Service redesign has taken place through customer service review and the Council is currently undertaking a Lean Systems Thinking review of services in order to achieve the best outcome for the customer. Effective use of IT is utilised in this process</p> <p>The authority understands its supply market through supply market training and consultation with suppliers</p> <p>A corporate approach to the most economically advantageous tender (MEAT) has been developed and this is substantiated in the Procurement Guidance Manuals, The Procurement Strategy and through the current training programme on procurement.</p> <p>The Council reviews its competitiveness of services through formal market testing such as Cultural Services and certain elements of Facilities Management</p>
2.2 Does the organisation produce relevant and reliable data and information to support decision making and manage performance?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>• Produces relevant and reliable data and works with partners to ensure the quality of partnership data</li> </ul>	<p>The Council continues to work with its partners to ensure relevant and reliable data is produced</p>

	<ul style="list-style-type: none"> <li>Understands the needs of its decision makers and provides them with information that is fit-for-purpose and is used to support decision making</li> <li>Ensures data security and compliance with statutory requirements</li> <li>Monitors performance against its priorities and targets, and addresses underperformance</li> </ul>	<p>Information provided is fit for purpose and is thoroughly scrutinised by both the Section 151 Officer and Monitoring Officer before any decision can go to Cabinet</p> <p>The council acknowledges the importance of data protection and its statutory requirements and as such has a Data Protection Policy</p> <p>Both national and local performance indicators are used and compared through the authority's 'Covalent' performance management system</p>
2.3 Does the organisation promote and demonstrate the principles and values of good governance?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Has adopted, promotes and demonstrates, the principles of good governance</li> <li>Maintains focus on its purpose and vision</li> <li>Demonstrates a strong ethical framework and culture</li> <li>Applies the principles and values of good governance to its partnership working</li> </ul>	<p>Under the Council's Statement of Internal Control, the authority is committed to the preparation of a Code of Corporate Governance. This Code is also a requirement under the Accounts and Audit Regulations 2006 which the authority will need to meet in April of this year</p> <p>The Council has recently reviewed its priorities. This re-evaluation of priorities has arisen to ensure that the authority is able to identify more easily the benefits and outcomes for the customer/resident in priority areas</p> <p>The authority demonstrates a good ethical framework and the authority has a Generic Equality Scheme, which places an onus on services to assess certain functions, one of which was the Asset Management Plan</p> <p>The authority applies the principles of good governance through partnership working including openness, integrity and accountability</p>
2.4 Does the organisation manage its risks and maintain a sound system of internal control?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Has effective risk management which covers partnership working</li> <li>Has a clear strategy and effective arrangements, including allocation of appropriate resources, to manage the risk of fraud and corruption</li> <li>Has a sound system of internal control including internal audit</li> </ul>	<p>Risk management is an integral part of the Council's affairs and as such a Team Leader for Risk Management has been appointed</p> <p>The Team Leader for Risk Management is responsible for the preparation and maintenance of the Risk Management Policy and the Risk Management Strategy for the authority. Training has also been provided to all members of staff and a risk register is kept</p> <p>There is a sound system of internal control including a full internal audit process. Recent audits include gas servicing and the pool car review</p>
3.1 Is the organisation making effective use of natural resources?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Understands and can quantify its use of natural resources and can identify the main influencing factors</li> </ul>	<p>The authority has quantified its use of natural resources and has identified the main influencing factors through the Carbon Management Group and the Carbon Management Plan</p>

	<ul style="list-style-type: none"> <li>Manages performances to reduce its impact on the environment</li> <li>Manages the environmental risks it faces, working effectively with partners</li> </ul>	<p>Progress on the planned actions of the Carbon Management Plan are monitored through the Councils Performance Management Systems</p> <p>The authority manages the environmental risks it faces through the work of the Carbon Management Group and with its key partners including the Lincolnshire Energy Forum, Lincolnshire Environment &amp; Climate Change Action Partnership, the Nottingham Declaration for Climate Change, the East Midlands Home Energy Conservation Association and the Lincolnshire Countrywide Affordable Warmth Steering Group</p>
3.2 Does the organisation manage its assets effectively to help deliver its strategic priorities and service needs?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Has a strategic approach to asset management based on an analysis of need to deliver strategic priorities, service needs and intended outcomes</li> <li>Manages its asset base to ensure that assets are fit for purpose and provide value for money</li> <li>Works with partners and community groups to maximize the use of assets for the benefit of the local community</li> </ul>	<p>The Council has a coherent strategic approach to asset management and has clear linkages with both other corporate strategies and plans and service delivery plans. The Council has assigned responsibility for strategy and delivery and resources for delivery through the asset management team, CAMG and the Portfolio Holder for Resources and Assets</p> <p>The council maintains a record of both land and buildings showing accurate data for efficiency, effectiveness, asset value and running costs on its 'Logotech' system. The asset management plan lists all buildings and a separate land register has been compiled</p> <p>The Council is currently in the process of selling Wake House in Bourne to enable the continuation of community use and development and it is being sold at a restricted rather than market value</p>
3.3 Does the organisation plan, organize and develop its workforce effectively to support the achievement of its strategic priorities?	<p>The organisation:</p> <ul style="list-style-type: none"> <li>Has a productive and skilled workforce</li> <li>Knows in the medium to longer term what staff it will need, with what skills, and has plans to achieve this</li> <li>Engages and supports staff in organisational change</li> <li>Has policies which support diversity and good people management</li> </ul>	<p>The organisation has a skilled and productive workforce evidenced by performance indicators and output</p> <p>This is planned through each section through its utilisation of service plans</p> <p>The authority supports and engages its staff through organisational change, which is evidenced through various re-structure processes where full staff consultation has taken place</p> <p>The council is currently promoting its equality and diversity awareness through training and has produced a Generic Equality Scheme to ensure that all equality and diversity issues are addressed</p>

APPENDIX 8



## **Introduction**

This pro forma has been developed using the recently produced IPF/FPS Whole Life Procurement pro forma, which was created in order to assist Local Authorities and other organisations with Whole Life Costing issues when appraising construction schemes. Appraisal, prioritisation and procurement decisions should involve more than simply a scrutiny of the initial capital cost and Whole Life Costs assessments also establish the operational costs over the life of a building. Whole Life Costing also addresses other key matters including sustainability, functionality, flexibility, access and security for the life of a building.

Some organisations use technical Whole Life Costing techniques, discounted cash flows and/or systems such as BREEAM or Envest, whilst others simply analyse each relevant issue in a 'whole life' context. South Kesteven District Council has chosen the latter methodology, owing to the size of the authority and the projects, which it generally manages. A more technical approach will be taken, if required, on more complex 'one-off' projects, nevertheless, this pro forma will accommodate either approach. It does not prescribe a method to evaluate each issue; more simply it is a reporting tool to communicate the results of each and every consideration.

The IPF/FOS pro forma was designed to be comprehended by all stakeholders involved in construction appraisal and procurement within the public sector, including service users, service managers, accountants, auditors and elected members. Use of the IPF pro forma by local authorities will be available on the asset management network website ([www.ipf.property.net](http://www.ipf.property.net)) and the national Best Value benchmarking scheme website ([www.nbvbs.co.uk](http://www.nbvbs.co.uk)), where members of either organisation will be able to view and learn from how other organisations are developing their approaches to whole life issues.

## **Background**

### **The Cost Component**

Research relating to office accommodation conducted by the Royal Academy of Engineering in November 1998, has identified the approximate relationship between initial capital cost, operational cost in use (i.e. maintenance and energy) and business costs (i.e. staffing and service delivery). This is highlighted below:

**Capital Cost**  
**1**

**Cost in Use**  
**5**

**Business Cost**  
**200**

*Source: "The long term costs of owning and using buildings"*  
*Published by: The Royal Academy of Engineering (November 1998)*

The outcome of this research illustrates that the cost of operating and maintaining a building will, on average, cost five times the initial capital cost over the life of the building and moreover, the cost of staffing and service delivery will cost approximately 200 times the initial capital cost.

Many local authorities still focus on the initial factor of **1** when considering the design of an asset, when a moderate increase in cost at this stage can result in a significant saving over the life of a building. It is evident that local authority principles still focus on the initial



lowest cost; however, with the advent of the Prudential Code for finance, which links capital to revenue expenditure, together with initiatives such as the National Procurement strategy which advocates consideration of whole life issues, this perspective is gradually changing.

### The Quality Factor

A crucial element of whole life appraisal and procurement is to advance beyond concentration on simple costs. Best Value necessitates an examination of the quality or outcome component of service delivery, and there is a duty to consider this aspect in a whole life situation as much as with simple costs. An example of this is that additional expenditure on a project may not save money over the life of a building, but could reduce say the impact on the environment, increase service performance and so forth. Every proposed scheme is likely to introduce a number of quality versus cost questions that need to be evaluated over the longer term.

### Pro Forma Analysis

This pro forma is broken down into various elements identified by a separate heading. There are four areas for completion under each heading, which have been designed to engender identification and consideration of the pertinent whole life issues. These four areas are described below:

#### **Contribution to Council Aims and Objectives or Quality of Project:**

*This box should reflect how a particular issue can contribute to what the authority is trying to achieve through its aims and objectives.*

#### **Implications for Initial Cost:**

*This box simply reflects any impact of an issue on the initial cost.*

#### **Implications for Whole Life Cost:**

*This box reflects impact on cost over the whole life of the building.*

#### **Areas Considered/Supporting Information:**

*This box is intended as a simple overview of the considerations taken into account under each heading together with brief back up on decisions made. It is envisaged that more detailed analysis would be undertaken and this would simply be a summary of the resultant findings.*

# Whole Life Cost Pro Forma

To be used for all construction schemes over £70,000



## Scheme/Project Summary

**Scheme Title:**

**Reference:**

**Date:**

**Brief Description:**

**The life expectancy for the service is:**

**Years**

**The life expectancy for the building is:**

**Years**

**This whole life appraisal has been considered over:**

**Years**

**Contact Name:**

**Department:**

**Initial Capital Cost:**

**£**

**Life time cost total (NPV):**

**£**

**Average annual revenue cost:**

**£**

**Review Team Members:**

# 1. What consideration has been taken with regard to reduction of energy use over the life of the building?

Contribution to Council Aims and Objectives or Quality of Project:	Implications for Initial Cost:	Implications for Whole Life Cost:
	Areas Considered/Supporting Information:	

## Example notes

### **Positives impacts could include:**

- Minimising energy use;
- Energy efficient systems;
- Good day lighting, natural ventilation, etc;
- Optimisation of passive energy (e.g. solar gain);
- Utilisation of renewable energy sources;
- Sub-metering and/or intelligent building monitoring systems;
- Training on heating, lighting, ventilation systems for building users/managers to encourage correct usage;
- Consideration of ease of operation and maintenance of systems.

### **Negatives impacts could include:**

- Increased round the clock usage, whilst encouraging flexibility and community use, is likely to increase energy consumption. The positive benefits of this are included elsewhere.

**2. What consideration has been taken with regard to reducing expense/inconvenience caused by cyclical redecoration/maintenance or replacement of components over the life of the building?**

Contribution to Council Aims and Objectives or Quality of Project:	Implications for Initial Cost:	Implications for Whole Life Cost:
	Areas Considered/Supporting Information:	

**Example notes**

**Positives impacts could include:**

- Use of materials/components that are low maintenance;
- Use of materials/components that reduce requirements/expense of redecoration or replacement;
- Choice of materials/components that can be easily replaced reducing inconvenience to building users;
- Efficient management of building systems/servicing following design criteria to minimise major replacement of key components.

**Negatives impacts could include:**

- Certain low maintenance materials may have a high environmental impact (e.g. uPVC, certain hardwoods, etc).

**3. What consideration has been taken with regard to flexibility of use of the finished product or to provide cross-cutting services?**

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

**Example notes**

**Positives impacts could include:**

- Increased flexibility/additional facilities to encourage round the clock/out of hours use (e.g. community use of schools);
- Flexible information and communication services;
- Flexibility of design to enable change of use where the building is envisaged to outlive the service/delivery for which it was designed;
- Ensuring full accessibility to building to ensure maximum use by all;
- Design to meet different cultural/ethnic requirements.

**Negatives impacts could include:**

- Increased energy consumption through intensified use of the building;
- Increases in maintenance through increased building usage;
- If different users have different needs and use the space differently, this could increase the initial costs of facilities and service installation as well as running costs;
- Bringing uses together in one building might inconvenience some users.

#### 4. What consideration has been taken with regard to sustainable transportation?

Contribution to Council Aims and Objectives or Quality of Project:	Implications for Initial Cost:	Implications for Whole Life Cost:
	Areas Considered/Supporting Information:	

##### Example notes

##### **Positive impacts could include:**

- Availability/proximity to safe public transportation;
- Proximity to service users to encourage pedestrian use;
- Proximity to other key service areas;
- Discouragement of single occupancy car use through specific parking provision for car sharing;
- Safe, secure and adequate cycle storage, showers and changing rooms for cyclists;
- Procuring local consumables/equipment to minimise transport distances.

##### **Negative impacts could include:**

- Loss of revenue for car parks.

**5. What consideration has been taken in relation to security of the building, reducing the fear/risk of crime and the minimisation of crime?**

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

**Example notes**

**Positives impacts could include:**

- Design of building to increase sight lines and reduce possible areas of Concealment;
- Suitable lighting design;
- Use of anti vandal materials and fittings;
- Security measures such as CCTV or alarm systems;
- Security fencing where appropriate;
- Involvement of community during the design process to encourage 'ownership' of building;
- Increased hours of building occupancy.

**Negative impacts could include:**

- Additional energy use from increased requirement for external lighting, alarm systems, CCTV, etc;
- Increased maintenance cost for these extra services.

## 6. What steps have been taken to minimise the environmental impact of the building?

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

### Example notes

#### Areas could include:

- Reduction of energy use/CO<sub>2</sub> emissions;
- Use of renewable energy sources, grey water recycling etc;
- Re-use of land/reclamation of contaminated land;
- Design for minimum use of materials (in design and consumable use of building);
- Protecting, enhancing and managing biodiversity;
- Use of low water volume fittings;
- Use of cleaning products with minimal harmful effects;
- Use of materials from renewable resources;
- Day lighting, ventilation and humidification with personal control;
- Use of components that minimise noise transfer;
- Further examples of sustainable construction issues are available in the publication 'Demonstrations of sustainability' published by Rethinking Construction Limited (108-110 Judd Street, London, WC1H 9P). See also - [link](#) to 'Green Value' literature in body of AMP2006; other councils who have their own 'Green Design' guides; and Envest/BREEAM and similar models designed to help calculate/minimise environmental impact.



## 7. What considerations have been taken regarding health and safety in use of the completed building?

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

### Example notes

#### Areas could include:

*(Note - basic/mandatory legislative requirements for health and safety are assumed, designers are encouraged to include additional facilities/features under this heading that would go beyond the simple basic standards)*

- Designs for easy maintenance (e.g. reversible windows for cleaning);
- Materials to eliminate the need for use of harmful substances when cleaning;
- Use of materials to reduce risk of slips and trips;
- Training in the management/use of building to reduce risks;
- Use of signage for management/use of building to reduce risks;
- Use of materials that provide clear definition at possible hazard areas (e.g. defined colour strips on steps/stairs, textured paving for people with vision impairment etc);
- Design to reduce risk of fire (e.g. fire compartmentation to reduce spread);
- Designs to ensure effective escape from fire including provision of escape equipment/facilities for people with access needs;
- Adequate fire alarms/extinguisher/sprinkler provision, signage and training;
- Chemical storage and disposal thereof.

## 8. What considerations have been taken regarding increasing the accessibility of the building over its life?

Contribution to Council Aims and Objectives or Quality of Project:	Implications for Initial Cost:	Implications for Whole Life Cost:
	Areas Considered/Supporting Information:	

### Example notes

#### Areas could include:

*(Note 1 - basic requirements for access e.g. revised Part M of the Building Regs, British Standards etc, are assumed, designers are encouraged to include additional facilities/features under this heading beyond the simple basic standards and encourage additional ease of access for all wherever possible)*

*(Note 2 - additional facilities that enable people with access needs to access services themselves without assistance will not only improve the service provision to them, but is likely to also reduce operation/people time costs in assistance over the life of a building)*

- Design to encourage improved movement around building generally;
- Clear signage including Braille, other languages etc;
- Documentation for building use in large print/other language versions;
- Training on the management/use of building as regards accessibility issues for all relevant staff;
- Additional design features, fittings, or equipment for people with specific access or service requirements;
- Adequate/reserved parking for people with disabilities or accessible access to public transport.

**9. What are the long term financing/rent/rates issues connected with the project?**

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

**Example notes**

**Areas could include:**

- Funding sources and Financing costs over the life of the building;
- Land purchase costs (possibly discounted over the life of the building);
- Land or other rents and rates;
- Other fees and charges;
- Partnership considerations, payments, share of profit, etc;
- Possible income generated from building use.

**10. What issues for whole life consideration have been apparent from consultation exercises with stakeholders including the local community?**

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

**Example notes**

**Areas could include:**

- Additional facilities or requirements requested by community groups or organisations.

## 11. What consideration has been taken with regard to the final disposal of the building?

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

### Example notes

#### Positives impacts could include:

- Use of materials/components that can be recycled or reused after demolition;
- Use of materials/components that minimise waste;
- Use of materials/components that minimise environmental impact when disposed of;
- Use of materials/components that increase ease of dismantling.

12. Other whole life considerations – user defined?

<div>Contribution to Council Aims and Objectives or Quality of Project:</div>	<div>Implications for Initial Cost:</div>	<div>Implications for Whole Life Cost:</div>
	<div>Areas Considered/Supporting Information:</div>	

13. Other whole life considerations – user defined?

<div>Contribution to Council Aims and Objectives or Quality of Project:</div>	<div>Implications for Initial Cost:</div>	<div>Implications for Whole Life Cost:</div>
	<div>Areas Considered/Supporting Information:</div>	

14. Other whole life considerations – user defined?

<p>Contribution to Council Aims and Objectives or Quality of Project:</p>	<p>Implications for Initial Cost:</p>	<p>Implications for Whole Life Cost:</p>
	<p>Areas Considered/Supporting Information:</p>	

# Summary Sheet

	Whole Life Issue	Impact for Initial Cost	Impact on Whole Life Cost	Key non-cost Impact
1	Reduction of energy use			
2	Repair, maintenance and redecoration considerations			
3	Flexibility, service deliver issues			
4	Sustainable transport			
5	Security and reducing risk of crime			
6	Minimising environmental impact			
7	Health and Safety			
8	Accessibility issues			
9	Finance issues including finance costs, rents, etc.			
10	Stakeholder consultation			
11	Building disposal considerations			
12	User defined -			
13	User defined -			
14	User defined -			
	Totals			



APPENDIX 9

The logo of South Kesteven District Council is a circular emblem. It features a central shield with a checkered pattern. The shield is divided into four quadrants by a diagonal line. The top-left quadrant contains a lion passant guardant. The top-right quadrant contains a chevron. The bottom-left quadrant contains a tree. The bottom-right quadrant contains a tree. The shield is surrounded by a circular border containing the text "SOUTH KESTEVEN" at the top and "DISTRICT COUNCIL" at the bottom.

# **Post Project Evaluation Pro Forma**

# Post Project Evaluation Pro Forma



## POST PROJECT EVALUATION

Project Title	
Brief Description of Project	

To be used as a basis and developed as appropriate to meet the needs of an individual project.

Responsibility:

PO            Project Owner  
PM            Project Manager  
CPM          Construction Project Manager  
EO            Evaluation Officer in consultation with PO/PM

Responsibility	Name and Job Title
Project Owner	
Project Manager	
Construction Project Manager	
Evaluation Officer	

## 1 Revisiting the Strategic Context

Indicator	Comment	Responsibility
Was the organisation ready (i.e. cultural readiness) for the investment?		PO
Were the assumptions made at the appraisal stage borne out by actual experience?		PO
What lessons were learned?		EO

## 2 The Investment Decision

Indicator	Comment	Responsibility
Were all appropriate stakeholders sufficiently involved during the consultative process?		PO
Was the right option chosen?		PO
Was the risk analysis valid?		PO
Was the affordability analysis robust?		PO
Was the decision-making process robust, sound and consultative?		PO
Could the decision-making process have been improved?		PO
What lessons were learned?		EO

### 3 The Procurement Process

This review should ideally be carried out by an independent party and should review the success of the process from both the perspective of the service sponsor and the designer/project manager

Indicator	Comment	Responsibility
Was the procurement process in accordance with SKDC policy?		PM
Was a programme defined and agreed at the Business Case stage for the project?		PM
Was the brief received by the designer adequate?		PM/EO
Did the design comply with the brief?		PM/EO
Were changes to the brief agreed and incorporated and budgetary implications identified and approved?		PM/EO
Was the client kept informed of the likely cost of the project or changes to cost as the project progressed?		PM/EO
Could any steps have been taken to improve the procurement process?		PM/EO
What lessons were learned?		EO

#### 4 Project Management and Implementation

This review should ideally be carried out by an independent party and should review the success of the process from both the perspective of the service sponsor and the designer/project manager

Indicator	Comment	Responsibility
Was the client kept informed of progress of the project including discussion of any potential delays and planning for the consequences?		CPM
Were requirements for access and occupation dealt with satisfactorily?		CPM/Service Provider
Were safety issues satisfactorily addressed?		CPM/Service Provider
Was the finished project handed over in a satisfactory state?		CPM/Service Provider
Were appropriate documents / instructions / training made available to end user at appropriate time?		CPM/Service Provider
What lessons were learned?		EO

#### 5 Review of contract delivery - timing and cost

Indicator	Comment	Responsibility
Was the project delivered on time?		PM/CPM
Was the project delivered within budget?		PM/CPM
Was the quality of the product acceptable		PM/CPM
Were there any Health and safety issues identified?		PM/CPM
How did performance compare to the DTI Construction Industry Key Performance Indicators?		PM/CPM
What lessons were learned?		EO

## 6 Organisational Impact and Change Management

Indicator	Comment	Responsibility
Was change managed properly?		PO
Was appropriate support and training provided?		PO
Was change communicated effectively?		PO
What lessons were learned?		EO

## 7 Outcome and Impact

Indicator	Comment	Responsibility
Were there any undesirable outcomes not previously identified?		PO
Were the objectives for the project met?		PO
What impact did it have on end users of the service? An appropriate end user satisfaction survey will usually be required.		PO/End Users
What lessons were learned?		EO

## 8 Lessons for Future Projects (summary of Evaluation Officer recommendations)

Indicator	Comment
To be based on the lessons learned from Sections 1 to 7 above.	

## APPENDIX 10

### INITIAL EQUALITY IMPACT ASSESSMENT PRO FORMA

<b>Section:</b> Asset & Facilities Management		<b>Names of those undertaking assessment:</b> Liz Banner/Susie McCahon
<b>Name of Policy to be assessed:</b> Asset Management Plan – 2009-2012	<b>Date of Assessment:</b> 16 <sup>th</sup> February 2009	Is this a new or existing policy?: Existing Policy
<p>1. Briefly describe the aims, objectives and purpose of the policy:</p> <p><b>The Asset Management Plan considers the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The non-housing portfolio i.e. General Fund Properties.</li> <li><input type="checkbox"/> Core statistical data relating to the non-housing portfolio.</li> <li><input type="checkbox"/> Information relating to the results from detailed condition surveys.</li> <li><input type="checkbox"/> Backlog maintenance.</li> <li><input type="checkbox"/> Planning and consultation.</li> <li><input type="checkbox"/> Data management.</li> <li><input type="checkbox"/> Performance monitoring and measurement.</li> <li><input type="checkbox"/> Programme development.</li> <li><input type="checkbox"/> Review of assets.</li> <li><input type="checkbox"/> Proposed budget requirements and programme of potential works.</li> <li><input type="checkbox"/> A list of all assets.</li> </ul>		
<p>2. What are the key performance indicators?</p> <p>The National Performance Property Indicators relating to Asset Management.</p>		
<p>3. Who will be affected by this policy?</p> <p>Both Public and Private including County Council, Parish Council, Members and Cabinet, Lincolnshire Constabulary, Lincolnshire Fire Brigade and numerous Working Groups, Landlords, Partnerships etc</p>		
<p>4. Who is intended to benefit from this policy and in what way?</p> <p>Those who are intended to benefit are as above by improving local amenities and services.</p>		
<p>5. Are there any other organisations involved in the delivery of the service?</p> <p>No specific organisations, but do partner with some contractors and consultants.</p>		
<p>6. What outcomes are required from this policy and for whom?</p> <p><b><u>Outcomes</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improvement of non-housing stock.</li> <li><input type="checkbox"/> New construction works.</li> <li><input type="checkbox"/> Fair method for analysing future projects.</li> <li><input type="checkbox"/> Method of disposal of surplus assets.</li> </ul>		

**For Whom**

**As question 3.**

7. What factors/forces could contribute/detract from the outcomes?

Funding/Budgets

Reliance on external organisations

8. Who are the main stakeholders in relation to the policy?

- Members and Cabinet (note: Cllr M Spencer-Gregson is Portfolio Holder for Resources and Assets)
- Local Area Assemblies
- Lincolnshire County Council
- Bourne Town Council
- Stamford Town Council
- Market Deeping Town Council
- Parish Councils
- Grantham Civic Trust
- Stamford Civic Society
- Stamford Vision
- Grantham Future
- Town Centre Management Partnerships
- Local Strategic Partnerships
- Deepings Community Trust
- Lincolnshire Constabulary
- Lincolnshire Fire Brigade
- Local Businesses
- Bourne United Charities
- Tenants
- Partners
- Access Ability South Kesteven
- Environment Agency
- Utilities Operators

9. Who implements the policy, and who is responsible for the policy?

This is implemented by Asset & Facilities Management.

Liz Banner – Service Manager Assets and Facilities Management will be responsible for the policy

**10. Are there concerns that the policy could have a differential impact on different racial groups? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?**

No.

**11. Are there concerns that the policy could have a differential impact on men and women? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?**

No.



<p><b>12. Are there concerns that the policy <u>could</u> have a differential impact on disabled people? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?</b></p> <p>No; However DDA will apply to our entire portfolio, hence all works are carried out in accordance with this act.</p>
<p><b>13. Are there concerns that the policy could have a differential impact on the grounds of sexual orientation? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?</b></p> <p>No.</p>
<p><b>14. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of age? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?</b></p> <p>No.</p>
<p><b>15. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of religious belief? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?</b></p> <p>No.</p>
<p><b>16. Are there concerns that the policy <u>could</u> have a differential impact on any other groups of people eg those with dependants/caring responsibilities, those with an offending past, transgendered or transsexual people. If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?</b></p> <p>No.</p>
<p><b>17. Are there any obvious barriers to accessing the service eg language, physical access?</b></p> <p>No barriers to physical access as all council offices have been assessed as DDA compliant. Possible language barriers with regards consultation; nevertheless the authority does have access to other forms of communication.</p>
<p><b>18. Where do you think improvements could be made?</b></p> <p>None at present.</p>
<p><b>19. Are there any unmet needs or requirements that can be identified that affect specific groups? If yes, please give details.</b></p> <p>No.</p>
<p><b>20. Is there a complaints system?</b></p> <p>Yes, Council standard complaints procedure.</p>
<p><b>21. Do we monitor complaints by race, gender, disability, age, sexual orientation, religious belief?</b></p> <p>Yes.</p>

<p>22. Do we have feedback from managers or frontline staff?</p> <p>Yes at corporate level.</p>
<p>23. Is there any feedback from voluntary/community organisations?</p> <p>Yes as listed.</p>
<p>24. Is there any research or models of practice that may inform our view?</p> <p>Detailed condition surveys are undertaken on an annual rolling basis for 20% of the properties.</p>
<p>25. Could the differential impact identified in 8 – 16 amount to there being unlawful discrimination in respect of this policy?</p> <p>No.</p>
<p>26. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy?</p> <p>No.</p>
<p><b>27. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b></p> <p>N/A.</p>
<p>28. Should the policy proceed to a full impact assessment?</p> <p>No.</p>
<p><b>29. Date on which Full assessment to be completed by</b></p> <p>N/A.</p>
<p>Signed (Lead Officer): <i>L G Banner</i></p> <p>Date: 16<sup>th</sup> February 2009</p>