

## APPENDIX 3 – ACTION PLAN 2021/2022

SPELTHORNE BOROUGH COUNCIL ASSET MANAGEMENT PLAN 2021/2022				ACTION PLAN
Area of work	Action	Objectives/ outcomes	Timetable	Reporting
Management and consolidation of Investment Portfolio	<b>Procurement</b> Procurement of Property Management contracts for the Investment portfolio and the Elmsleigh shopping centre.  Specifications to be sent out to framework suppliers which will be followed by an evaluation process. Contracts will be awarded based on the right level of service and value for money for the portfolio.	Consistency of service provision through simultaneous re-tendering of management contract across entire whole portfolio  Establishing best value for the Council through competitive tender process  Ensuring that the portfolio is managed in accordance with industry best practice, and to meet the needs of SBC reporting processes.	March 2022	To the asset portfolio working group and development sub committee
	The re-tendering of the insurance contracts for the investment portfolio will allow us to award the contract to an insurance broker who can meet the needs of our portfolio.	Establishing best value for the Council and its tenants through a competitive retendering process managed by SBC's insurance brokers  Ensuring highest quality service provision by testing the market using established Commercial property insurers	September 2021	To the asset portfolio working group and development sub committee
	Valuation Contract re-tender of the investment and regeneration portfolio via the Council's Professional Services Framework	Consistency of service provision through simultaneous re-tendering of valuation contract across entire whole portfolio  Establishing best value for the Council through competitive tender process  Ensuring that the portfolio is valued in accordance with industry best practice, and to meet the needs of SBC reporting processes.	December 2021	To the asset portfolio working group and development sub committee

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Management and consolidation of Investment Portfolio	Sustainability/Wellness/Energy Efficiency – to review and identify opportunities to improve sustainability profile of the portfolio, e.g.	To ensure that the Council's property portfolio meets and exceeds the Minimum Energy Efficiency Standards which is required on lettings and disposals.	March 2023	To the asset portfolio working group and development sub committee
	<ul style="list-style-type: none"> <li>• Energy Performance Certificates</li> <li>• WELL Certification</li> <li>• Carbon reduction (BUBL/Sentinel temperature control successfully trialled at Charter and to be rolled out)</li> </ul>		August 2022	
	<ul style="list-style-type: none"> <li>• Review EPC ratings on all assets and set targets for improvement during the lifetime of the AMP with annual reviews of performance</li> </ul>	Target WELL certification on Thames Tower, Charter Building and 12 Hammersmith Grove (Porter Building has been certified)	August 2022	
		See above	March 2023	

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Management of the municipal portfolio	Clarification of maintenance responsibilities	To ensure more effective management of the maintenance budget	March 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable.
	Standard compliance letter – annual reminder to all tenants (FWT, Pat testing, legionella, H&S, Fire alarm, fire extinguishers) etc	An annual reminder to all Tenants will assist in making sure our tenants are complying with statutory regulations minimising the risk to SBC	March 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable.
	Identify utility services in leased properties	To ensure effective management of the properties and establish further works required working with FM Building Services and Sustainability team.	December 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable.
	Mooring Project Identify new and outstanding agreements. 'Others' with no agreements.	To ensure all residents using SBC assets to install landing stages are on an agreement. Residents are invoiced and SBC benefit from income stream	March 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable
	Develop a policy to cover how the Council will deal with licences (like that already adopted for lettings)	Standard practice for all interested parties and a transparent policy. Standard advert with key questions to ensure interested parties are aware of the criteria before applying.	March 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable
	Best use of existing land within SBC.	Land – SBC have vast amount of land/car parks across the borough which has the potential to benefit from advertising income. To explore the possibility of identifying suitable assets for advertising.	December 2022	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable
	Insurance responsibilities for damages to be established between SBC and tenants	To minimise the financial costs to SBC where Tenants are responsible for damages occurred. Work with Building Services and relevant teams.	March 2023	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable
	Review EPC ratings on all assets and set targets for improvement during the lifetime of the AMP with annual reviews of performance	To ensure that the Council's property portfolio meets and exceeds the Minimum Energy Efficiency Standards which is required on lettings and disposals.	March 2023	To the asset portfolio working group and development sub-committee or the appropriate delegated authority where applicable.

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