



Asset Management Framework

2014

Framework for managing and reviewing properties efficiently and strategically

By:

Asset Development, Economic Development

Guildford Borough Council

Printed on 11/12/2014

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EXECUTIVE SUMMARY

Guildford Borough Council is continually driving forward improved services and better outcomes from its property estate. As the owner of a large number and variety of buildings and a large amount of land, the Council needs clear guidance on how to manage its properties efficiently and strategically.

This Asset Management Framework sets out the way in which the Council will manage its properties efficiently and improve their performance and how to review and challenge the rationale for owning or occupying the properties. It includes methods for assessing whether to keep, improve or sell a property in the context of the Council's strategic priorities, and options to consider for surplus properties.

This framework covers the period up to March 2016 in line with the Council's Corporate Plan timeframe. This framework should be read alongside the Asset Strategy, which sets out the Council's vision for its property estate including an action plan to achieve it.

The Council uses the Chartered Institute of Public Finance and Accountancy (CIPFA) definition to categorise physical assets, which are:

Operational assets:

1. Council Dwellings (PPE)
2. Other Land and Buildings (PPE)
3. Vehicles, Plant, Furniture & Equipment (PPE)
4. Infrastructure Assets (PPE)
5. Community Assets (PPE)
6. Surplus Assets (PPE)
7. Assets Under Construction (PPE)

Non-operational assets:

8. Heritage Assets
9. Investment Properties
10. Assets Held for Sale

Operational assets are identified as those used to provide services grouped together under Property, Plant and Equipment (PPE). This includes all assets, not just property assets.

The Asset Management Framework reports on four PPE asset categories. These are: Other Land and Buildings, which are operational properties used to provide Council services; Community Assets such as parks; properties deemed Surplus pending a decision to sell; and Assets Under Construction.

The remaining three PPE assets do not form part of this framework. They are Council dwellings (see HRA Business Plan), Vehicles, Plant, Furniture & Equipment and Infrastructure Assets.

Non-operational assets are those owned, occupied or used by the Council for a purpose other than that of providing a service. The Asset Management Framework reports on all three non-operational asset categories: Heritage Assets, which includes properties such as monuments; Investment Properties, which are held to provide a financial return; and properties due for imminent sale within the next twelve months categorised as Assets Held for Sale.

Other Land and Buildings (PPE) are split into two sub-groups that the Council calls:

- Core Operational properties – Operational properties that are used specifically to deliver a direct Council service; and
- Non-Core Operational properties – Operational properties that are used to deliver corporate objectives other than a direct Council service.

The Asset Management Framework provides policies for the Council to follow giving officers and councillors a plan of action for managing, reviewing and challenging the properties it owns, occupies and uses. Supporting text in the document explains the purpose and rationale for arriving at each policy.

The Asset Management Framework policies are:

Strategic Property Management

- 1.1 Categorise properties in accordance with the requirements of the International Financial Reporting Standards
- 1.2 Value a minimum of twenty per cent of the property estate every five years with major investment properties and high value properties valued every year
- 1.3 Assess the performance of the property estate to gain a better understanding of how it compares to others and to help make strategic property decisions
- 1.4 Monitor individual properties against indicators to measure progress
- 1.5 Monitor strategic Council owned sites for development opportunities for its own sites or shared projects with other organisations
- 1.6 Assess which properties will continue to form the Council's property estate and which to recommend for improvement, alternative use, transfer or sale

Property Management

- 2.1 Negotiate the terms of new leases where there are repair and maintenance obligations on the Council either by passing on the responsibility to the tenant, or setting up a service charge from which the costs can be recovered
- 2.2 Maintain a property maintenance programme to ensure properties are kept in good repair
- 2.3 Monitor the impact of any legislative changes on the obligations of the Council as landlord, update lease terms as necessary and make allowance for any changes within the property budgets if deemed necessary

- 2.4 Prepare and review asset management plans for all investment and major operational properties
- 2.5 Review all properties subject to leases eighteen months in advance of lease expiry or option/break dates to decide whether the Council is prepared to renew the lease or if the property is required for Council use or development
- 2.6 Assess market value of investment properties so that the Council is aware of the potential increase in rent that might arise on rent review or grant of new lease following lease expiry
- 2.7 Apply below market rents where letting the property on this basis will promote the improvement of the economic, social or environmental well-being of the area; in such cases, both the market rent and the actual rent will be recorded within the request for formal Councillor approval to enter into the new lease
- 2.8 Monitor and review any planning applications on sites adjacent to the Council's key strategic sites to ensure their impact on the Council's properties is fully understood and consider any opportunities for joint development
- 2.9 Review properties prior to incurring significant spend to ensure that the proposed capital investment offers the best value

Property Sales

- 3.1 Consider the sale of poor quality, vacant or underperforming properties
- 3.2 Offer the right of first refusal to existing tenants of low value, high social value properties where the tenant occupying the property is a community group or other appropriate body
- 3.3 Follow the procedures set out in the Council's Land and Disposals Policy and Guidance Document and Council's Constitution once a property is identified for sale

Property Acquisitions

- 4.1 Consider the acquisition of a property where this will enable the Council to fulfil its strategic and corporate objectives
- 4.2 Consider the purchase of a new investment property that meets the criteria set out in the Council's Asset Investment Strategy
- 4.3 Consider the purchase of a new operational property that meets the requirements of a business case with Council approval
- 4.4 Follow the property acquisition procedures set out in the Council's Constitution

The framework includes governance arrangements for these policies with a rolling programme for review.

1. INTRODUCTION

This Asset Management Framework is an essential part of how Guildford Borough Council manages its property estate as a strategic resource and individual properties as strategic assets.

This framework updates the previous Asset Management Framework adopted by the Executive in October 2010 to align it with the five fundamental themes and strategic priorities set out in the Council's Corporate Plan 2013. It also reflects changes in the Council's property estate as well as new property aims and ambitions of the Council introduced over the last four years.

This framework complements the Council's Asset Strategy. When read together with the strategy, the two documents provide a complete overview of why the Council owns, occupies and uses its properties and how the Council ensures it gains the best from its estate.

The Asset Management Framework contains a set of policies the Council will follow to manage its properties effectively and to review and challenge whether to continue owning, occupying or using its properties and identify which properties no longer meet the Council's requirements. For those properties that are no longer fit for purpose, the framework provides options on what to do with them.

The aim of the Asset Management Framework is to enable the Council to achieve the desired outcome from its property estate set out in the Asset Strategy including their use to support delivery of the Corporate Plan, increased efficient use of properties, improved quality of services delivered from properties, maximising value and as a lever to economic growth.

Chapter 1 provides a breakdown of the Council's property estate and an explanation of the different property categories applied to each property using the Chartered Institute of Public Finance and Accountancy (CIPFA) definition, which is based on International Financial Reporting Standards (IFRS) to categorise physical assets.

Chapter 2 sets out the Asset Management Framework policies with supporting explanation. This includes how the Council will manage its properties strategically as well as at individual property level, and its approach to property sales and acquisition.

Chapter 3 sets out the programme of when to apply each policy identifying an officer, working group or committee responsible for ensuring the Council adheres to the policy.

Major changes and property achievements during the period between the original 2010 Asset Management Framework and this new updated version, include:

1. Changes to the IFRS definition of property categories; including the new category Heritage Assets
2. The completion and opening of G-Live, which was undergoing construction in 2010

3. The introduction of a new Asset Investment Strategy and investment acquisition programme to help bridge the funding shortfall following with the financial aim of investing in order to increase the rental income stream for the Council
4. The completion of the sale of the Bellerby Theatre Development Site to Waitrose
5. Transformation target to introduce a corporate landlord approach to the management of properties
6. Better use of our properties including the collaboration with Surrey Police and Surrey County Council with both organisations who since 2010 and 2011, share the Council's head office at Millmead
7. Continued improvements to the Asset Register in preparation for meeting the needs of the government's Transparency Agenda.

2. PROPERTY ESTATE OVERVIEW

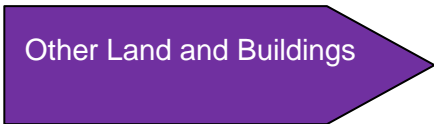
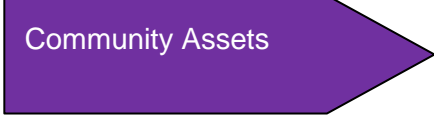
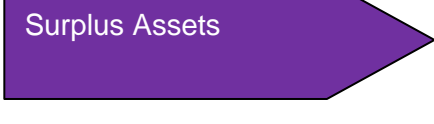
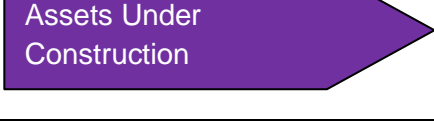

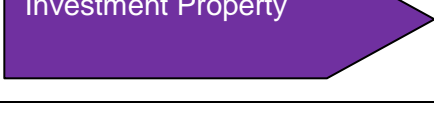

By Category

The Council's Asset Register provides a list of all land and buildings owned, occupied or used by the Council identifying each by name, unique reference number, category and other property features. Each property is categorised according to its main purpose, such as whether the Council holds the property for operational or non-operational purposes. An up-to-date list of our properties is available at www.gov.net.uk.

IFRS defined property categories

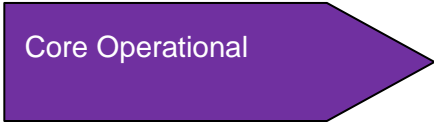
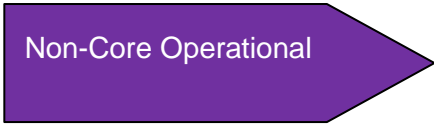
The Council categorises its properties in line with the IFRS based Code of Practice on Local Authority Accounting (the CIPFA Code), published by CIPFA.

The definition of each property category is summarised as follows:

 <p>Other Land and Buildings</p>	<p>Operational properties from which the Council delivers its service or policies; these properties are further sub-divided into Core Operational and Non-Core Operational as explained below</p>
 <p>Community Assets</p>	<p>Properties that are intended to be held in perpetuity, that may have no determinable useful life (such as parks) and which may, in addition, have restrictions on their sale</p>
 <p>Surplus Assets</p>	<p>Properties that are not being used to deliver services and do not meet the criteria to be classified as either Investment Properties or Assets Held for Sale</p>
 <p>Assets Under Construction</p>	<p>Properties that would otherwise fall into one of the other categories (except Investment or Assets Held for Sale), but during construction are specified here</p>
 <p>Heritage Assets</p>	<p>Assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture</p>
 <p>Investment Property</p>	<p>Properties that are held for the sole purpose of receiving rent or capital appreciation</p>
 <p>Assets Held for Sale</p>	<p>Properties that are available for immediate sale, the sale must be highly probable and the asset must be actively marketed with an expectation that it will be sold within one year.</p>

Council's division of Other Land and Buildings

For the purpose of the Asset Management Framework, properties within Other Land and Buildings are split into the following two sub-groups depending on whether the Council is using the property directly as part of its operation or whether it holds the property to deliver a corporate objective:

 <p>Core Operational</p>	Operational properties that are held specifically to deliver a direct Council service
 <p>Non-Core Operational</p>	Operational properties that are held to deliver corporate objectives other than a direct Council service

By Property Type

Of the 600 properties listed on the Asset Register, 570 of these are owned, occupied or used by the Council. Table 1 below provides a breakdown of these properties by category and property type, property value, income and premises related spend. The remaining properties not shown in the table are Surplus Assets, Assets Under Construction, Heritage Assets or Assets Held for Sale.

Appendix 6 lists all properties at the date of publication of this document.

Table 1: Characteristics of the Council's property estate

Property Category	Core Operational (Land and Buildings) Number	Non-Core Operational (Land and Buildings) Number	Community Number	Investment Number	Total
Property Type	Number	Number	Number	Number	
Agricultural		4	1		5
Burial Ground	1	1	3		5
Car Park	39	4		1	44
Commercial	1	4		31	36
Commercial w/ Resi		10		1	11
Community Facility	3	25			28
Crematorium	1				1
Cultural	6			2	8
Day Centre	2				2
Depot	1				1
Educational		1		1	2
Garage Block	5				5

Property Category	Core Operational (Land and Buildings)	Non-Core Operational (Land and Buildings)	Community	Investment	Total
Historic Structure	3				3
Industrial		1		134	135
Miscellaneous	1	1	1		3
Municipal Building	1				1
Offices	2	2		8	12
Open Space		4	92		96
Recreational	11	11	54		76
Residential	17	9			26
Residential Land		50			50
Toilets	17				17
Turbine House		1			1
Water Treatment			1	1	2
Total Number	111	128	152	179	570
Net Book Value £M	£144	£17	£4	£96	£261
Gross annual income*	£13,304,200	£426,100	£113,100	£5,914,100	£19,757,500
Gross annual spend*	£5,352,600	£426,800	£47,100	£348,900	£6,176,000

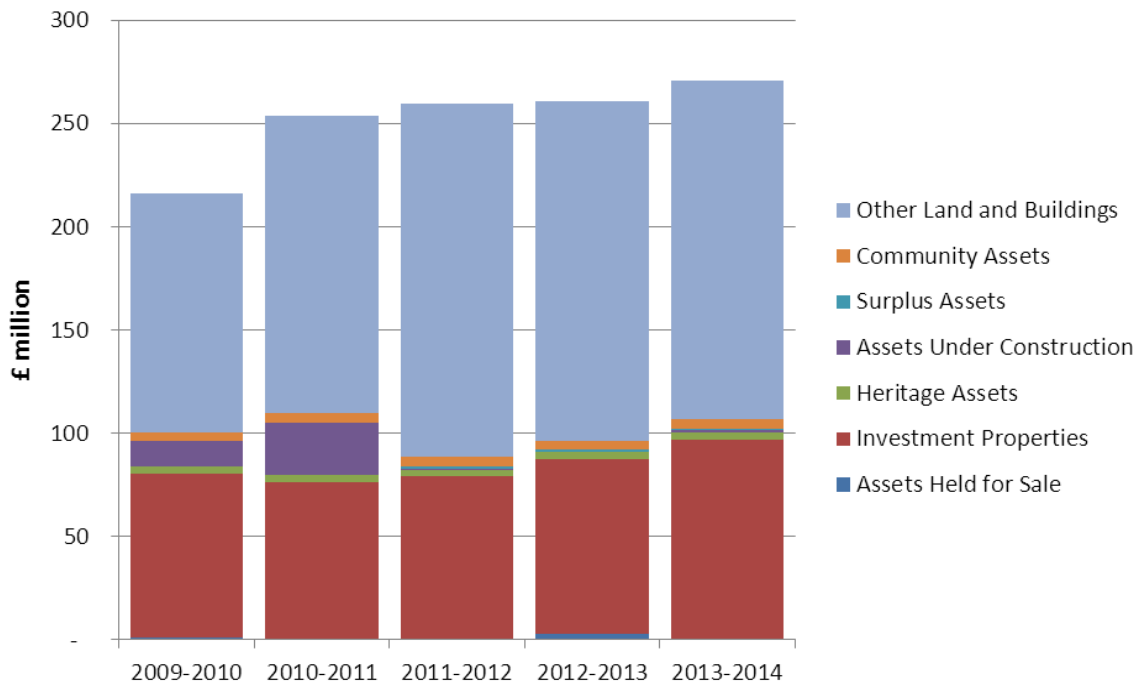
*2013-14 Actuals

By Value

The Council's financial accounts records property values as the net book value (NBV). Each property is valued taking into account, where relevant, any depreciation or spend incurred. At 31 March 2014, the NBV of the property estate excluding Council dwellings was £271 million excluding Council dwellings.

Figure 1 illustrates the breakdown of value by property category as at this date. The chart shows that the Council's operational properties, Other Land and Buildings, contain the greatest value in the Council's property estate.

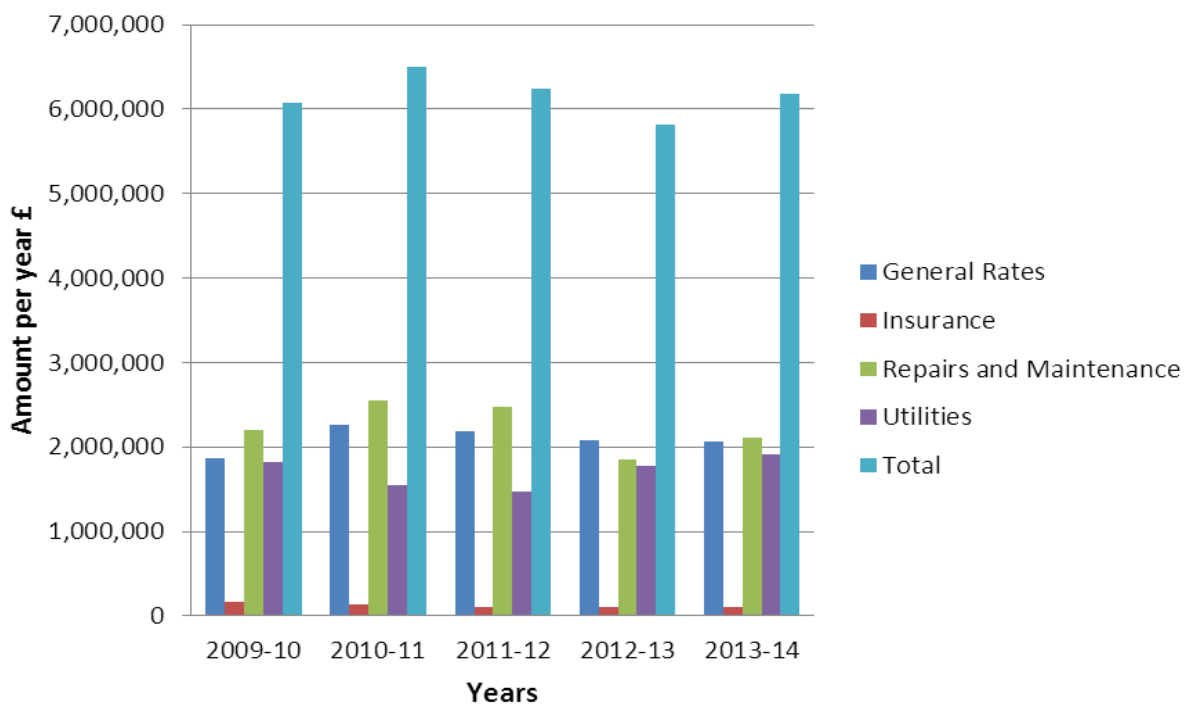
Figure 1: Value of Council's property estate by category excluding Council dwellings as at 31 March 2014



By spend

Figure 2 confirms a steady annual spend on properties excluding Council dwellings at around £6 million for the past 5 years.

Figure 2: Annual Property Spend 2009 to 2014



3. POLICIES AND SUPPORTING EXPLANATION

This section sets out the Asset Management Framework policies to manage and review Council properties with an explanation of the purpose and rationale of each. A programme of actions and governance arrangements are covered under section 4.

1.0 STRATEGIC PROPERTY MANAGEMENT

POLICY 1.1 – Categorise properties in accordance with the requirements of the International Financial Reporting Standards

All properties will be categorised in line with the CIPFA Code referred to in section 2.

Reclassifying an asset from one category type to another may affect the value attributable to that asset. This is because the basis of valuation differs depending on how the asset is categorised. The Council will review the properties annually as part of its year-end submission of financial accounts to check whether any properties should be re-categorised.

POLICY 1.2 – Value a minimum of twenty per cent of the property estate every five years with major investment properties and high value properties valued every year

The financial statements of local authorities must be produced in accordance with the CIPFA Code, which states that valuations shall be made with sufficient regularity to ensure that the value in the financial statements does not differ materially from the actual value of the asset at the end of the financial reporting year. The Code requires that properties must be revalued every five years as a minimum.

Each year the Council will arrange a full asset valuation in accordance with the most up to date CIPFA Code relevant at the time. Whilst in the past this has amounted to approximately twenty per cent (20%) of the properties being valued each year, the percentage has increased since CIPFA has placed an emphasis on all valuations requiring up to date market valuations in the reporting year. Now we expect to see around thirty per cent (30%) of the properties being valued each year, although the percentage may fluctuate.

Volatile changes in market values due to economic or other UK wide factors could result in material differences in asset values overall and instigate a requirement for annual valuations.

The basis of valuation will be in accordance with the method outlined in the CIPFA Code and in accordance with valuation standards of the Royal Institution of Chartered Surveyors.

Reclassification of properties to a new category may require revaluation on a different basis. For example, an investment asset may be reclassified as an operational asset and therefore need revaluing as fair value in existing use. Similarly, operational and community assets may require revaluing to market value if transferred to an asset held for disposal. Residual values will be valued each year (for depreciation calculations) based on prices current at the balance sheet date.

Appendix 1 outlines the basis of valuation for each asset category.

POLICY 1.3 – Assess the performance of the property estate to gain a better understanding of how it compares to others and to help make strategic property decisions

The Council needs to provide clear evidence of property estate performance. Currently the Council does not benchmark its estate. Using comparative benchmarking, the Council can make informed decisions and be in a position to identify any emerging trends or changes to the property estate and its performance.

The Council will join the 'CIPFA Property Performance Indicators' benchmarking scheme, which compares local authority property data. The reports will provide the Council with robust and comparative data that it can use to demonstrate the performance of the estate compared to others and provide flexibility to introduce any new indicators required by changes in Government policies such as those required under its Transparency Agenda.

The costs shown in Figure 2 exclude the human resource to manage the estate. For the last two years CIPFA has undertaken a value for money benchmarking exercise of property services across a range of English local authorities. The outcome of the exercise was a report highlighting significant areas of property services related spend and financial performance. This information can be essential in demonstrating value for money and service effectiveness. The Council plans to join the CIPFA Value for Money exercise for 2015 to show how we perform against the other authorities on property management.

The Asset Strategy sets out information on benchmarking estate performance and the use of property indicators for this purpose.

POLICY 1.4 – Monitor individual properties against indicators to measure progress

The Council has a significant level of capital committed to property. To ensure it receives value for money from these properties, the Council will test individual properties against defined performance measures to ensure the property estate is fully accountable. Accountability requires clarity about individual property value, rental and revenue, the cost of outgoings and outstanding investment requirements to safeguard value for money.

The Council will use a series of indicators relevant to how the Council wishes to measure its properties' performance in future. Some indicators will be applicable across different property categories whilst others will be specific to each property category.

Property indicators

These will include indicators the Council already has in place and is measuring listed at **Appendix 2**.

Property indicator	Basis	Measure
Running Cost	Annual Spend per Gross Internal Area (GIA) ¹	£pa/sqm
Energy Cost	Annual Spend per GIA	£pa/sqm
Required Maintenance Cost	Estimated spend for next five years' per GIA	£/sqm
Required Maintenance over Value	Estimated spend for next five years' as percentage of Net Book Value	%
Building Condition	CIPFA Condition Rating	A to D
NI 185 Carbon Emissions	Tonnes	Tns/sqm
Maintenance Liability	Level of Council versus Tenant liability	Level
Percentage Market Rent	Passing rent as a percentage of Market Rent	%

Running Cost – building maintenance and cleaning costs

Energy Cost – electricity, gas and oil costs

Required Maintenance Cost – the cost of future building maintenance programmed works identified through the Council's condition surveys

Required Maintenance over Value – the cost of future building maintenance programmed works identified through the Council's condition surveys as a percentage of the Net Book Value

Building Condition – the condition of the property using the following Condition Grades:

A - GOOD	Property performing as intended and operating efficiently
B - SATISFACTORY	Property performing as intended but showing minor deterioration
C - POOR	Property showing major defects and / or not operating as intended
D - BAD	Property expired and / or serious risk of imminent failure

The Council will arrange a condition survey of Council properties and identify the correct annual budget for maintaining the properties.

¹ GIA is the measured Gross Internal Area of a property.

NI 185 Carbon Emissions – in tonnes of carbon dioxide per sqm of Gross Internal Area

Maintenance Liability – the level of responsibility left with the Council or transferred to the Council’s tenant will depend on the terms written in the lease. A full repairing and insuring lease transfers all liabilities to the tenant. An internal repairing lease transfers repairs to the inside of the building to the tenant. Typically, in such cases, the Council would still be responsible for paying for and undertaking any external or structural repairs. A recoverable situation occurs where the lease provides for the landlord (the Council) to be reimbursed by the tenant, for example, through a service charge for any repairs and insurance liabilities that the landlord has incurred.

Percentage Market Rent – this is the level of rent received by the Council as a proportion of the market rent highlighting properties held on below market rents.

Core Operational indicators

These will include indicators for service performance assessed by Heads of Services using the property. A scoring mechanism will allow a Service to measure suitability and appropriateness of each property using service specific criteria for Utilisation, Accessibility and Quality. The Council will score each property out of 100 for each of the three operational suitability criteria.

Suitability indicators	Basis	Measure
Accessibility	Measures and scores determined by Service	Max 100
Quality	Measures and scores determined by Service	Max 100
Utilisation	Measures and scores determined by Service	Max 100

Whilst the three criteria are generic across all Core Operational properties, the measures used to assess each criterion will differ for each Service and each Property Type. The Heads of Services will formulate specific questions and measures relevant to their particular service and properties, and score each property accordingly.

The measures will be service-based and where possible relate to key performance indicators already in use by a Service. Each criterion will have no more than five measures, scored out of an overall maximum of 100. An example of a subset of measures and questions used to score Community Centres for Parks and Leisure Services in 2010 is shown below:

Service Unit	Asset Type	Accessibility	Max Score
Parks and Leisure Services	Community Centre	1. Proximity to users	50
		2. Availability of public transport	20
		3. Availability of car parking	20
		4. Safety of routes for pedestrians	10
			100

A traffic-light system will highlight good, satisfactory or bad performance of a property or group of properties. Such measures will form part of the strategic property review of the Council’s estate.

Appendix 2 lists the traffic light system applied to the above property and service-based performance indicators.

Investment indicators

The indicators for measuring investment properties will follow the adopted criteria for buying new investment properties as set out in the Council’s Asset Investment Strategy approved by the Executive on 2 September 2014. They will be assessed initially on three pass or fail indicators. Any asset achieving all three indicators will be considered a good performing investment asset.

Investment indicator	Basis	Measure
Net Initial Yield	Current rent as a percentage of capital value	Pass/Fail
Lease Classification	Operating or finance lease	Pass/Fail
Investment Score	Total weighted score based on investment criteria	Greater or equal to 100

Net Initial Yield – This indicator will measure investment property performance on whether it is generating income to a satisfactory level of return. The net initial yield range will be expected to achieve five per cent or above.

The Council will consider how the property performs in terms of the internal rate of return delivered by the investment at the date of review. This rate will be typically higher than the initial yield, since it gives an overall level of return over the holding period of the investment including income and capital growth.

Lease Classification – This indicator will show whether all rental income from an investment property is treated as revenue income rather than a mix of capital receipt and revenue income, thereby defining the lease as an operating lease or finance lease in accounting terms.

An operating lease is one where the Council, as landlord, retains the risks and rewards of ownership. Operating leases will “pass” this indicator. Leases not meeting this requirement are classified as finance leases and will measure as a Fail for this indicator.

Investment Score – this will be derived by assessing a number of criteria to arrive at a weighted score indicating the overall level of investment performance for each property.

The investment criteria and their basis and Weighting Factor is provided below:

Performance Criteria	Basis of score (between 0 and 4)	Weighting
Location	Strength of location, differs per Property Type	12
Tenancy Strength	Strength of tenant covenant	10
Tenure	Type of legal ownership	9

Performance Criteria	Basis of score (between 0 and 4)	Weighting
Remaining Lease Length	Number of years left on the lease	5
Repairing Terms	Council's level of maintenance responsibility	4
Lot Size	Capital value (Net Book Value for existing)	2

The Council will score each investment performance criteria between zero and four, with each score weighted to deliver an overall score, out of a total maximum score of 168. A property scoring 100 or above will be considered a good performing investment property in accordance with the Asset Investment Strategy.

Appendix 2 provides a breakdown of the measures and scores for each indicator.

POLICY 1.5 – Monitor strategic Council owned sites for development opportunities for its own sites or shared projects with other organisations

The Council's Property Review Group will review key strategic sites identified for potential future development. To promote social and economic wellbeing and seek to encourage regeneration projects, the Council will take a pro-active role to identify potential sites and formulate strategies to develop them.

POLICY 1.6 – Assess which properties will continue to form the Council's property estate and which to recommend for improvement, alternative use, transfer or sale

To allow the Council to make the right choice for holding and investing in property, it will continue its strategic property review to challenge and prioritise the allocation of property resources to achieve value for money and identify efficiencies.

The outcome of the strategic property review started in 2010 provides a collective picture of how fit for purpose each property is in terms of the rationale for holding the property and in terms of its specific performance.

The review will continue on rotation with all Property Types selected for review and scrutiny by the Corporate Improvement Scrutiny Committee. The Council will measure each property on its importance to contributing to the Council's Corporate Plan and strategic priorities and check, where applicable, whether there an alternative method exists to provide a comparable facility at better value for money.

To ensure the Council applies a robust process across properties falling within the same category, the assessment will follow a decision tree process to assess the rationale for keeping a property.

The Asset Management Framework provides a decision tree process to follow for Core Operational, Non-Core Operational, Community and Investment properties. These are provided at **Appendices 3 to 5**.

Each decision tree follows criteria relevant and applicable to the particular property category:

Core Operational (Appendix 3)

A service-based assessment will form a picture of how a Core Operational property performs in terms of its contribution to a service.

Non-Core Operational (Appendix 4)

Despite many Non-Core Operational properties being acquired in some cases many years ago, all of these properties will be reviewed for whether or not the Council should own them today.

Many of these properties are held for their social value and the annual rental income on many of the let properties is low. The benefit of continuing to own the property will be measured for their social value to the community rather than their income potential. However, to fully appreciate the cost of keeping these properties, the current rent will be assessed against opportunity cost or market rent to enable a decision on whether to continue to let the property on a below market rent, or establish a market rent at rent review or lease expiry.

Community assets (same as Non-Core Operational, Appendix 4)

The majority of these are held with a primary purpose to provide parks, common land and open spaces for the community in perpetuity. However, some community properties may no longer be held for such purposes. A decision on whether to keep or sell a property will follow the decision tree analysis for Non-Core Operational properties.

Investment properties (Appendix 5)

These will be assessed for overall investment performance and whether they are either over-performing, performing adequately or under-performing. The investment property estate is expected to achieve at or better than the Council's required internal rate of return. However, a decision on whether to keep or sell an individual investment property will include other factors such as how it performs against investment indicators and performance criteria.

A high yielding property can indicate a good investment to hold, but so can a secondary investment property where the rent is high in relation to its value but it is time-intensive to manage (e.g. a high turnover of tenants, late payment of rent or long void periods). By contrast a low yielding property may indicate a poor performing property. However, low yields are also typical of properties in prime locations where the Council receives a significant and secure rent from a tenant with good covenant strength. Other factors will be considered for assessing performance of investment properties such as if lease is on below market rent and could be improved or sold as low-grade investment stock to re-invest in better performing investment properties.

For properties identified for potential sale, the assessment will require consideration of the impact on the Council's budget from the potential loss of revenue as well as how the Council would account for any receipts (this differs depending on whether the receipts are gained from a finance lease or an operating lease).

Plots of land

To review a plot of land not listed as an individual property on the Asset Register, the Non-Core Operational decision tree will apply to determine whether to keep, improve or sell the land.

2.0 PROPERTY MANAGEMENT

POLICY 2.1 – Negotiate the terms of new leases where there are repair and maintenance obligations on the Council either by passing on the responsibility to the tenant, or setting up a service charge from which the costs can be recovered

Some Non-Core Operational and Investment properties are let on lease terms where the Council retains responsibility for undertaking and paying for maintenance and repairs. The significance of repair and maintenance liability attached to a leased property is included as a property performance indicator under Policy 1.4.

On the grant of a new lease, the Council will consider whether it is possible to pass on responsibility for these costs to the tenant, or make arrangements in the lease for receiving payment towards a service charge for such costs. Some tenancies are protected by statute and so it will not be possible to impose new terms unless the tenant agrees.

POLICY 2.2 – Continue with the Council's property maintenance programme to ensure the properties are kept in good repair

The Council will arrange a repairs and maintenance programme that will include a five-year rolling condition survey programme reviewed annually.

Responsibility for organising building repairs and maintenance for most Council property excluding Council dwellings is undertaken by the Asset Development team in Economic Development. Repairs and maintenance is organised by Parks and Leisure Services, Health and Community Care Services and Operational Services for the leisure centres, day centres, traveller accommodation and surface car parks. Neighbourhood and Housing Management Services organise repairs and maintenance on some commercial properties and they also organise all mechanical and engineering repairs and maintenance across the whole property estate.

POLICY 2.3 – Monitor the impact of any legislative changes on the obligations of the Council as landlord, update lease terms as necessary and make allowance for any changes within the property budgets if deemed necessary

The impact that legislative changes impose on the Council will be monitored and changes put into effect. The impact will vary in terms of its significance ranging from communicating awareness to building managers as property occupiers or to tenants leasing properties from the Council, to making allowances in budgets, to forward planning where legislative changes have increased the Council's potential financial liability.

POLICY 2.4 – Prepare and review asset management plans for all investment and major operational properties

Assessment of a property through the decision tree method outlined at Policy 1.6 will be recorded in the form of an individual asset management plan with a final decision for recommendation for each major property.

POLICY 2.5 – Review all properties subject to leases eighteen months in advance of lease expiry or option/break dates to decide whether the Council is prepared to renew the lease or if the property is required for Council use or development

The Council will review all lease expiries eighteen months in advance of the expiry date. This will allow sufficient time to invite a tenant to renew its lease and agree terms; or, to give notice that the Council does not wish to renew the lease, subject to any applicable security provisions of The Landlord and Tenant Act 1954, Part II (Notices) Regulations 2004. Possession of the property may be obtained on certain statutory grounds such as non-payment of rent or development proposals for protected leases.

The Council will consider the property's use to the Council against the asset management plan for the property when considering whether to renew a lease or not.

POLICY 2.6 – Assess market value of investment properties so that the Council is aware of the potential increase in rent that might arise on rent review or grant of new lease following lease expiry

The Council will assess the current market rent during the annual asset valuations. If the Council receives a below market rent, officers will assess options to increase the rent at the next review date or lease renewal date. This will enable the Council to make decisions on under-performing properties as recommended in Policy 1.6.

POLICY 2.7 – Apply below market rents where letting the property on this basis will promote the improvement of the economic, social or environmental well-being of the area; in such cases, both the market rent and proposed rent will be recorded within the request for formal Councillor approval to enter into the new lease

Leases will always be granted at market rent except in certain circumstances where below market rents may be agreed under well-being powers and subject to Councillor approval. There will be a clear process for approving below market rents with the potential loss of income (or opportunity cost), which is the gap between the market rent and proposed rent, formally approved and documented to ensure compliance with statutory requirements.

POLICY 2.8 – Monitor and review any planning applications on sites adjacent to the Council's key strategic sites to ensure their impact on the Council's properties is fully understood and consider any opportunities for joint development

As part of the Council's corporate objectives to support the economy, the Council will review any planning applications that could impact on Council owned key strategic sites. The Council will implement development appraisals and consider potential site acquisitions or sales. Such appraisals will be undertaken jointly with other partner organisations especially where the site may contribute towards a Council's key strategic site or regeneration project.

POLICY 2.9 – Review properties prior to incurring significant spend to ensure that the proposed capital investment offers the best value

All major spend on properties will be reviewed either through the annual capital bid application process and the Finance Scrutiny Group or as a property report submitted to the monthly Property Review Group for consideration.

3.0 PROPERTY SALES

POLICY 3.1 – Consider the sale of poor quality, vacant or underperforming properties

Policy 1.6 provides a robust approach to establishing whether the Council should keep, improve or sell a property. These include factors specific to whether the property is an operational, community or investment property.

The outcome of the decision tree process will determine whether a property is recommended for sale subject to Councillor approval.

POLICY 3.2 – Offer the right of first refusal to existing tenants of low value, high social value properties where the tenant occupying the property is a community group or other appropriate body

The decision trees for Core and Non-Core Operational properties will provide a mechanism for considering the transfer of properties to occupying tenants that qualify as a community group or to other appropriate community use. The Council will recommend offering such tenants the right of first refusal on a time limit of sixty (60) days. If not taken up by the tenant within sixty days, then the Council will recommend the sale to another party.

An offer made by a tenant will be accepted only if it meets the Council's required evaluation criteria, most importantly, that the sale to the tenant would achieve best consideration.

POLICY 3.3 – Follow the procedures set out in the Council's Land and Disposals Policy and Guidance Document and Council's Constitution once a property is identified for sale

The Land and Disposals Policy and Guidance Document sets out the Council's policies and guidance relating to the marketing and sale of freehold or leasehold interests, assignment of a lease and the granting of easements.

All property sales will follow the requirements and processes set out in the Council's Constitution and will be carried out having regard to the Law of Property Act 1925 and other relevant legislation.

4.0 PROPERTY ACQUISITIONS

POLICY 4.1 – Consider the acquisition of a property where this will enable the Council to fulfil its strategic and corporate objectives

The Council will consider acquiring new properties that will fulfil a corporate or strategic property need when considered alongside alternative options for providing the necessary development, accommodation or service. Under Policy 2.8, the Council may consider buying strategic properties where the purchase will meet one or more of the Council's Corporate Plan strategic priorities for Economy or Development. These may be purchased under the Asset Investment Strategy described in Policy 4.2 below.

POLICY 4.2 – Consider the purchase of a new investment property that meets the criteria set out in the Council's Asset Investment Strategy

The Council will consider buying a new investment property subject to the property meeting the parameters of the Council's Asset Investment Strategy. The Council's selection criteria match those by which it measures investment performance set out in Policy 1.6.

The Asset Investment Strategy includes a provision for the Council to have the discretion to buy properties that may fall outside the investment criteria if the overriding benefit of the purchase will be to meet one or more of the Council's strategic priorities for Economy or Development.

POLICY 4.3 – Consider the purchase of a new operational property that meets the requirements of a business case with Council approval

The need for a new operational property will be demonstrated and tested through Service business plans and a corresponding capital bid application where funds are required to purchase a property. The outcome of this process will determine whether a property is recommended for acquisition subject to Councillor approval.

POLICY 4.4 – Follow the property acquisition procedures set out in the Council's Constitution

All property acquisitions will follow the requirements and processes set out in the Council's Constitution.

4. PROGRAMME AND GOVERNANCE ARRANGEMENTS

The governance arrangements to ensure officers and councillors follow the Asset Management Framework policies are set out below with a rolling programme for review.

1.0 STRATEGIC ASSET MANAGEMENT

No.	Policy	Frequency	Responsibility
1.1	Categorise properties in accordance with the requirements of the International Financial Reporting Standards	Annual	Property Review Group
1.2	Value a minimum of twenty per cent of the property estate every five years with major investment properties and high value properties valued every year	Annual	Head of Financial Services
1.3	Assess the performance of the property estate to gain a better understanding of how it compares to others and to help make strategic property decisions	Annual	Property Review Group
1.4	Monitor individual properties against indicators to measure progress	Annual	Property Review Group
1.5	Monitor strategic Council owned sites for development opportunities for its own sites or shared projects with other organisations	Quarterly	Property Review Group
1.6	Assess which properties will form the Council's property estate and which to recommend for improvement, alternative uses, transfer or sell	Annual	Property Review Group and Corporate Improvement Scrutiny Committee

2.0 PROPERTY MANAGEMENT

No.	Policy	Frequency	Governance
2.1	Negotiate the terms of new leases where there are repair and maintenance obligations on the Council either by passing on the responsibility to the tenant, or setting up a service charge from which the costs can be recovered	Letting following lease expiry	Asset Development
2.2	Maintain a property maintenance programme to ensure the properties are kept in good repair	Annual	Asset Development
2.3	Monitor the impact of any legislative changes on the obligations of the Council as landlord, update lease terms as necessary and make allowance for any changes within the property budgets if deemed necessary	Annual	Executive Head of Development
2.4	Prepare and review asset management plans for all investment and major operational properties	Annual	Property Review Group
2.5	Review all properties subject to leases eighteen months in advance of lease expiry or option/break dates to decide whether the Council is prepared to renew the lease or if the property is required for Council use or development	Quarterly	Property Review Group

No.	Policy	Frequency	Governance
2.6	Assess market value of investment properties so that the Council is aware of the potential increase in rent that might arise on rent review or grant of new lease following lease expiry	Annual	Asset Development
2.7	Apply below market rents where letting the property on this basis will promote the improvement of the economic, social or environmental well-being of the area; in such cases, both the market rent and the actual rent will be recorded within the request for formal Councillor approval to enter into the new lease	Letting following lease expiry	Asset Development
2.8	Monitor and review any planning applications on sites adjacent to the Council's key strategic sites to ensure their impact on the Council's properties is fully understood and consider any opportunities for joint development	When applicable	Asset Development
2.9	Review properties prior to incurring significant spend to ensure that the proposed capital investment offers the best value	Annual (bid process) and Monthly (in year spend)	Finance Scrutiny Group and Property Review Group

3.0 PROPERTY SALES

No.	Policy	Frequency	Governance
3.1	Consider the sale of poor quality, vacant or underperforming properties	When applicable	Property Review Group
3.2	Offer the right of first refusal to existing tenants of low value, high social value properties where the tenant occupying the property is a community group or other appropriate body	When applicable	Asset Development
3.3	Follow the procedures set out in the Council's Land and Disposals Policy and Guidance Document and Council's Constitution once a property is identified for sale	When applicable	Executive Head of Development

4.0 PROPERTY ACQUISITIONS

No.	Policy	Frequency	Governance
4.1	Consider the acquisition of a property where this will enable the Council to fulfil its strategic and corporate objectives	When applicable	Executive Head of Development
4.2	Consider the purchase of a new investment property that meets the criteria set out in the Council's Asset Investment Strategy	When applicable	Asset Development
4.3	Consider the purchase of a new operational property that meets the requirements of a business case with Council approval	When applicable	Executive Head of Development
4.4	Follow the property acquisition procedures set out in the Council's Constitution	When applicable	Executive Head of Development

APPENDIX 1 – PROPERTY CATEGORY VALUATIONS

CIPFA Code Categories:

Asset Category	Category	Correct basis for valuation
Property, Plant and Equipment (PPE)	Other Land and Buildings	Fair Value in Existing Use
	Community Assets	Depreciated historical cost
	Surplus Assets	Fair Value in Existing Use
	Assets Under Construction	Depreciated historical cost (i.e. construction cost)
Heritage Assets		Depreciated historical cost
Investment		Fair Value (i.e. market value)
Assets Held for Sale		Fair Value (at the lower of Existing Use Value or Market Value)

APPENDIX 2 – PERFORMANCE MEASURES USING TRAFFIC LIGHT ANALYSIS

Property indicators

Property indicator	Measure	Green	Amber	Red
Running Cost	£pa/sqm	Below £20	£20 to £40	Above £40
Energy Cost	£pa/sqm	Below £10	£10 to £15	Above £15
Required Maintenance Cost	£/sqm			
Required Maintenance over Value	%	Below 5%	5% – 10%	Above 10%
Building Condition	A to D	A	B	C or D
NI 185 Carbon Emissions	Tonnes	Minimal	Moderate	Significant
Maintenance Liability	Level	Tenant	Council Recoverable	Council
Percentage Market Rent	%	100%	95%–100%	Below 95%

Core Operational property indicators:

Suitability indicator	Score	Green	Amber	Red
Accessibility	Max 100	Above 80	79 to 60	Below 60
Quality	Max 100	Above 80	79 to 60	Below 60
Utilisation	£/Value	Above 80	79 to 60	Below 60

Investment indicators:

Investment indicator	Basis	Measure
Net Initial Yield	Current rent as a percentage of capital value	Pass/Fail
Lease Classification	Operating or finance lease	Pass/Fail
Investment Score	Total weighted score based on investment criteria	Greater or equal to 100

Investment performance criteria:

CRITERIA	Score	4	3	2	1	0
	Weighting Factor	Excellent / very good	Good	Acceptable	Marginal	Unacceptable
Location	12	Major prime	Micro prime	Major secondary	Micro secondary	Tertiary
Tenancy strength	10	Single tenant with strong financial covenant	Single tenant with good financial covenant	Multiple tenants with strong financial covenant	Multiple tenants with good financial covenant	Tenants with poor financial covenant strength
Tenure	9	Freehold	Lease 125 years plus	Lease between 50 & 125 years	Lease between 20 & 50 years	Lease less than 20 years
Remaining lease length	5	Greater than 10 years	Between 7 and 10 years	Between 4 & 7 years	Between 2 & 4 years	Less than 2 years; vacant
Repairing terms	4	Full repairing & insuring	Internal repairing - 100% recoverable	Internal repairing - partially recoverable	Internal repairing - non recoverable	Landlord
Lot size	2	Between £6m and £12m	Between £4m & £6m or £12m & £18m	Between £2m & £4m or £18m & £20m	Between £1m & £2m or £20m & £25m	Less than £1m or more than £25m

APPENDIX 3 – CORE OPERATIONAL PROPERTIES: PROCESS FOR REVIEW AND CHALLENGE

Step 1 – A Core Operational property is deemed to be significant to the Council’s rationale for owning it if it contributes directly to the provision of a Council service. All properties that accommodate or form part of a Council service are deemed to be highly significant in terms of the Council’s rationale for owning it, whether it forms part of an essential service or identified within a Business Plan. Where a property does not contribute directly to a service it is considered to be either moderately or marginally significant to the Council’s rationale for owning it.

Step 2 – Properties not found to be contributing to a direct Council service are tested to determine how significant a specific corporate or service objective would be affected if the property was no longer provided. For example, the impact upon any Council decisions to hold the property or generic Council decisions to provide a particular service and associated property.

The following questions will help to determine how significant the effect on a specific service would be if the property were no longer provided:

	Impact on a service if the property were no longer provided?	Significant / Minimal
1	How contrary would it be to any Executive/Council decision made to provide the particular property and/or service?	
2	What adverse effect would there be on the local community or environment?	
3	What impact would it have where the property contributes to part of a wider initiative?	
4	What loss would be felt regarding any legal benefits the Council has over the property or lease?	
5	What would be the impact of losing the current rent or revenue from the property on the rest of the estate?	

Step 3 – Each property that either contributes directly to a service or is identified as having a significant effect on a service if no longer provided is assessed for value for money and whether an alternative source of accommodation can be provided on better terms. This requires the property to be assessed for its specific performance. The following property performance indicators are recommended for Core Operational properties:

Property indicator	Measure	Green	Amber	Red
Running Cost	£pa/sqm	Below £20	£20 to £40	Above £40
Energy Cost	£pa/sqm	Below £10	£10 to £15	Above £15
Required Maintenance Cost	£/sqm			
Required Maintenance over Value	%	Below 5%	5% – 10%	Above 10%

Property indicator	Measure	Green	Amber	Red
Building Condition	A to D	A	B	C or D
NI 185 Carbon Emissions	Tonnes	Minimal	Moderate	Significant
Maintenance Liability	Level	Tenant	Council Recoverable	Council
Percentage Market Rent	%	100%	95%–100%	Below 95%
Accessibility	Max 100	Above 80	79 to 60	Below 60
Quality	Max 100	Above 80	79 to 60	Below 60
Utilisation	£/Value	Above 80	79 to 60	Below 60

If all relevant indicators are green, then the property is considered as providing value for money and should be recommended for retention. An asset management plan should be submitted for approval by the Property Review Group along with any recommendations for improving the property with any identified changes to the property budgets if deemed necessary. If approved, this concludes the assessment.

Step 4 – If the outcome of the property performance indicators shows Amber or Red, undertake simple feasibility test to evaluate the revenue and cost implications of keeping the property compared with looking at how the accommodation could be provided in a better building at a lower cost. This might include looking at the overall cost of the property to the organisation and whether it is producing a negative revenue flow. Alternatively the study might look at improving the cost of running the current building or recommend ways to improve efficiencies by taking less floorspace.

Step 5 – If the feasibility test does not confirm retention of a property or the property is identified as having a minimal impact on corporate or service objectives the next step is to check if there is potential for the property to be used to deliver an alternative Council service.

Step 6 – If the property can be used to deliver an alternative Council service, undertake simple feasibility test to evaluate the revenue and cost implications of keeping the property for the alternative use.

Step 7 – If the feasibility test does not confirm retention of a property or the property is identified for sale, check whether there is the potential for the property to be transferred to a community user if the occupying tenant qualifies as a community group or other appropriate community use. It is recommended that a tenant in place that qualifies as a community group or other appropriate community use is offered the right of first refusal on the same terms as the proposed sale within a time limit of sixty (60) days. If not taken up by the tenant within the sixty days, then the Council can proceed with the sale to another party. The offer made by a tenant will only be accepted if it meets the Council's required evaluation criteria, most importantly, that the sale to the tenant would achieve best consideration.

It is recommended that the outcome of Step 7 is confirmed with the Lead Councillor and Corporate Management Team in consultation with the local Ward Councillors prior to Step 10 or 11.

Step 8 – If the feasibility test confirms retention of a property, an asset management plan should be submitted for approval by the Property Review Group along with any recommendations for improving the property and any identified changes to the property budgets if deemed necessary and successful capital bids are made within the Council's capital scheme approval process. If approved, this concludes the assessment.

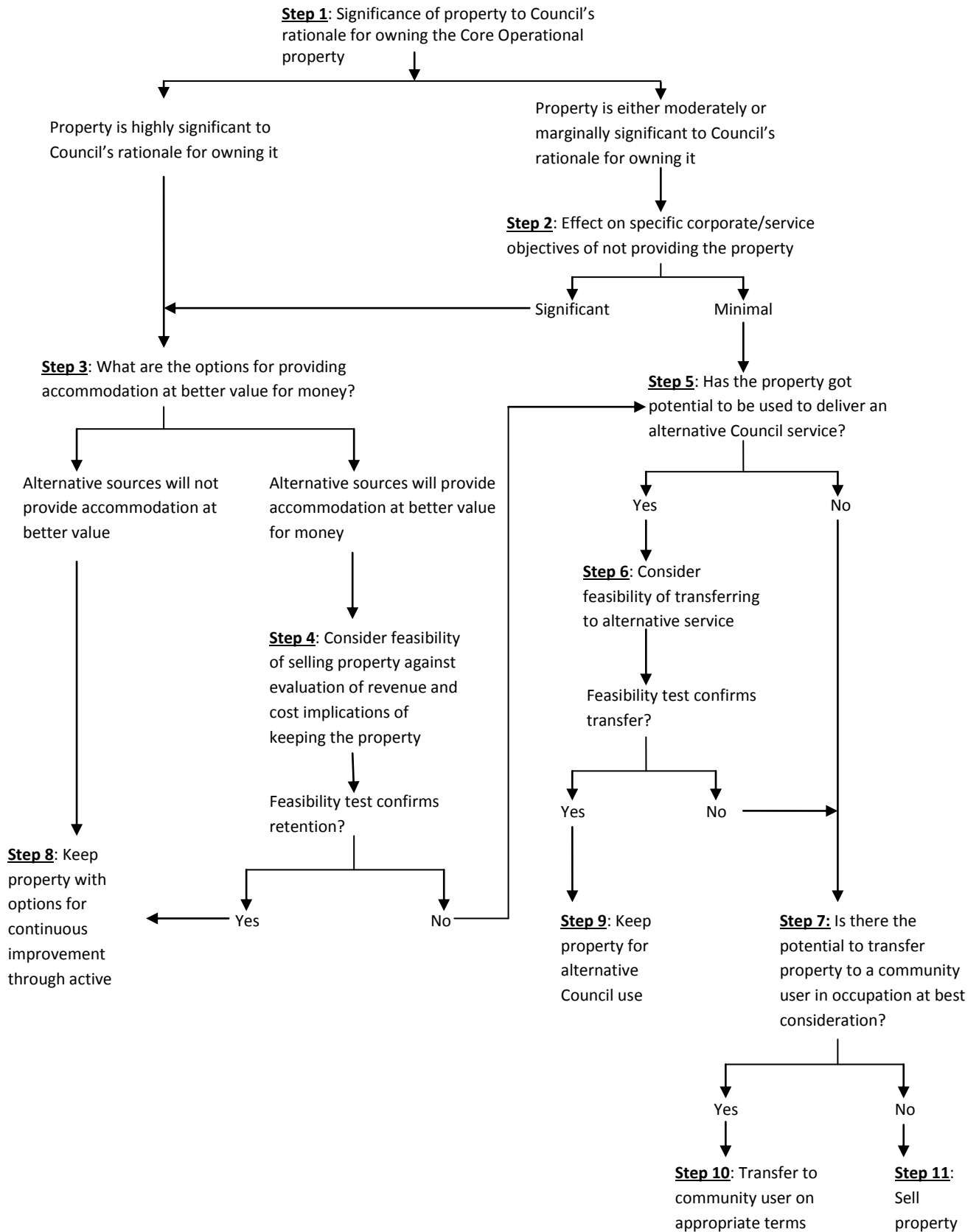
Step 9 – If the feasibility test confirms retention of a property for use to deliver an alternative Council service, submit the asset management plan for approval by the Property Review Group along with any recommendations for improving the property with any identified changes to the property budgets if deemed necessary. If approved, this concludes the assessment.

Step 10 – If the transfer of the property to a community user in occupation is an option, submit the asset management plan for approval by the Property Review Group along with details of the user group and appropriate terms either for the sale of the freehold interest or the grant of a new lease. If approved, this concludes the assessment.

Step 11 – If the transfer of the property to a community user is not an option and the property is identified for sale, submit the asset management plan for approval by the Property Review Group along with details of the potential sale value and recommended sale procedure to be followed. If approved, this concludes the assessment.

CORE OPERATIONAL PROPERTIES

DECISION TREE



APPENDIX 4 – NON-CORE OPERATIONAL PROPERTIES: PROCESS FOR REVIEW AND CHALLENGE

Step 1 – A Non-Core Operational property is deemed to be significant to the Council’s rationale for owning it if it clearly contributes towards achieving the Council’s strategic priorities. The following are strategically important targets for properties to achieve:

Corporate Plan Fundamental Theme	Non-Core property measure	Score	Strategic priorities
Infrastructure	Does the property contribute to or have the potential to provide effective infrastructure or transport services to the borough?	0 to 4	<ul style="list-style-type: none"> • Transport strategy • Potential changes to A3 • Gyrotory and rail improvements • Improved car parking • Superfast broadband • Community Infrastructure Levy
Economy	Does the property contribute to or have the potential to contribute to the growth of local businesses, our Economic Strategy policies or the borough’s rural and tourism economies?	0 to 4	<ul style="list-style-type: none"> • Economic strategy • Regeneration • Supporting businesses • Securing investment • Tourism strategy • Growth and employment
Development	Does the property contribute to or have the potential to provide strategic control over the land or building for future development for housing or delivery of sites identified in the Local Plan?	0 to 4	<ul style="list-style-type: none"> • New Local Plan • Housing Strategy • New Council homes • More affordable homes • Travelling communities • Commercial development
Sustainability	Does the property contribute to the safeguarding or provide services in a way that improves the quality of life for residents and visitors?	0 to 4	<ul style="list-style-type: none"> • Sustainable development • Protecting the environment • Safe, clean and attractive borough • Reduced energy consumption • Promoting sustainability • Recycling more
Society	Does the property contribute to or improve the community in which we live and work to move society forward?	0 to 4	<ul style="list-style-type: none"> • Public Health Strategy • Vulnerable-improving lives • More social enterprise • Promoting physical activities • Improved Council homes • Welfare reform

Each criterion is assessed as against the following scoring measures:

Description	Measure	Score
Very good / excellent	Property provides an excellent contribution to the Council's strategic priorities and clearly demonstrates an ability to meet the requirement.	4
Good	Property provides a good contribution to the Council's strategic priorities and demonstrates an ability to meet the requirement.	3
Acceptable	Property provides a general contribution to the Council's strategic priorities and ability to meet the requirement. The property has some minor weaknesses or deficiencies.	2
Marginal	Property does not contribute to the Council's strategic priorities and does not demonstrate an ability to meet the requirement. The property has some major weaknesses or deficiencies.	1
Unacceptable	Property does not contribute to the Council's strategic priorities in any way	0

A property with a total score of 16 or more is considered to be highly significant to contributing to the Council's strategic priorities and highly significant to the Council's rationale for owning the property. A property with a score of 8 to 15 is considered to be moderately significant to the Council's rationale for owning the property and a property with a score of 7 or below is considered to be marginal.

Step 2 – Properties not found to be highly significant to the Council's rationale for owning it are tested to determine how significant a specific corporate or service objective would be affected if the property were no longer provided. For example, the impact upon any Council decisions to hold the property or generic Council decisions to provide a particular service and associated property.

The following questions will help to determine how significant the effect on a specific service would be if the property were no longer provided:

	Impact on a service if the property were no longer provided?	Significant / Minimal
1	How contrary would it be to any Executive/Council decision made to provide the particular property and/or service?	
2	What adverse effect on the local community or environment?	
3	What impact would it have where the property contributes to part of a wider initiative?	
4	What loss would be felt regarding any legal benefits the Council has over the property or lease?	
5	What would be the impact of losing the current rent or revenue from the property on the rest of the estate?	

Step 3 – Each property that either contributes directly to a service or is identified as having a significant effect on a service if no longer provided is assessed for value for money and whether an alternative source of accommodation can be provided on better terms. This requires the property to be assessed for its specific performance. The following property performance indicators are recommended for Non-Core Operational properties:

Property indicator	Measure	Green	Amber	Red
Running Cost	£pa/sqm	Below £20	£20 to £40	Above £40
Energy Cost	£pa/sqm	Below £10	£10 to £15	Above £15
Required Maintenance Cost	£/sqm			
Required Maintenance over Value	%	Below 5%	5% – 10%	Above 10%
Building Condition	A to D	A	B	C or D
NI 185 Carbon Emissions	Tonnes	Minimal	Moderate	Significant
Percentage Market Rent	%	100%	95%–100%	Below 95%

If all relevant indicators are green, then the property is considered as providing value for money and should be recommended for retention.

Step 4 – If the outcome of the property performance indicators shows Amber or Red, undertake simple feasibility test to evaluate the revenue and cost implications of keeping the property compared with looking at how the accommodation could be provided in a better building at a lower cost. This might include looking at the overall cost of the property to the organisation and whether it is producing a negative revenue flow. Alternatively the study might look at improving the cost of running the current building or recommend ways to improve efficiencies by taking less floorspace.

In order to fully appreciate the cost of keeping a Non-Core Operational property, it is recommended that for let properties, the current rent is assessed against the market rent. This will highlight any loss of potential income (or opportunity cost) on such properties when making a decision on properties that are let at below market rent.

Step 5 – If the feasibility test does not confirm retention of a property or the property is identified for sale, check whether there is the potential for the property to be transferred to a community user if the occupying tenant qualifies as a community group or other appropriate community use. It is recommended that a tenant in place that qualifies as a community group or other appropriate community use is offered the right of first refusal on the same terms as the proposed sale within a time limit of sixty (60) days. If not taken up by the tenant within the sixty days, then the Council can proceed with the sale to another party. The offer made by a tenant will only be accepted if it meets the Council’s required evaluation criteria, most importantly, that the sale to the tenant would achieve best consideration.

It is recommended that the outcome of Step 5 is confirmed with the Lead Councillor and Corporate Management Team in consultation with the local Ward Councillors prior to Step 7 or 8.

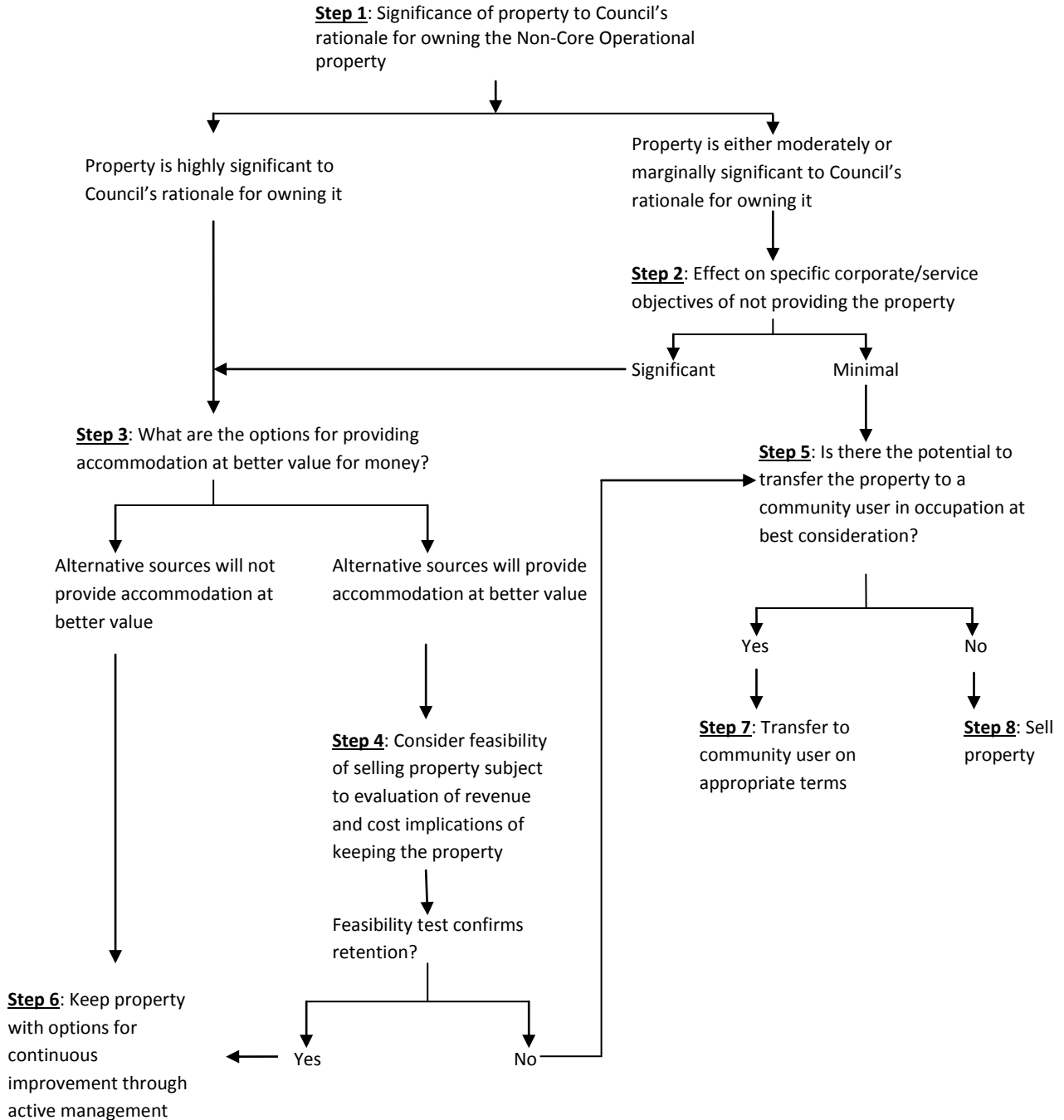
Step 6 – If the property is considered as providing value for money or if the feasibility test confirms retention of a property, an asset management plan should be submitted for approval by the Property Review Group along with any recommendations for improving the property with any identified changes to the property budgets if deemed necessary and successful capital bids are made within the Council's capital scheme approval process. If approved, this concludes the assessment.

Step 7 – If the transfer of the property to a community user in occupation is an option, submit the asset management plan for approval by the Property Review Group along with details of the user group and appropriate terms either for the sale of the freehold interest or the grant of a new lease. If approved, this concludes the assessment.

Step 8 – If the transfer of the property to a community user is not an option and the property is identified for sale, submit the asset management plan for approval by the Property Review Group along with details of the potential sale value and recommended sale procedure to be followed. If approved, this concludes the assessment.

NON-CORE OPERATIONAL PROPERTIES

DECISION TREE



APPENDIX 5 – INVESTMENT PROPERTIES: PROCESS FOR REVIEW AND CHALLENGE

Step 1 – To determine the significance of a property to the Council's rationale for owning it, each investment property is assessed against how significantly it performs against property investment measures to determine how satisfactory the property is performing. This involves measuring the properties following the adopted criteria for buying new investment properties as set out in the Council's Asset Investment Strategy approved by the Executive on 2 September 2014.

They will be assessed on three pass or fail investment indicators and a set of investment performance indicators against which the property is scored, as follows:

Investment indicator	Basis	Measure
Net Initial Yield	Current rent as a percentage of capital value	Pass/Fail
Lease Classification	Operating or finance lease	Pass/Fail
Investment Score	Total weighted score based on investment criteria	Greater or equal to 100

CRITERIA	Score	4	3	2	1	0
	Weighting Factor	Excellent / very good	Good	Acceptable	Marginal	Unacceptable
Location	12	Major prime	Micro prime	Major secondary	Micro secondary	Tertiary
Tenancy strength	10	Single tenant with strong financial covenant	Single tenant with good financial covenant	Multiple tenants with strong financial covenant	Multiple tenants with good financial covenant	Tenants with poor financial covenant strength
Tenure	9	Freehold	Lease 125 years plus	Lease between 50 & 125 years	Lease between 20 & 50 years	Lease less than 20 years
Remaining lease length	5	Greater than 10 years	Between 7 and 10 years	Between 4 & 7 years	Between 2 & 4 years	Less than 2 years; vacant
Repairing terms	4	Full repairing & insuring	Internal repairing - 100% recoverable	Internal repairing - partially recoverable	Internal repairing - non recoverable	Landlord
Lot size	2	Between £6m and £12m	Between £4m & £6m or £12m & £18m	Between £2m & £4m or £18m & £20m	Between £1m & £2m or £20m & £25m	Less than £1m or more than £25m

Any asset achieving all three investment indicators and scores 100 or above for the investment performance criteria will be considered an excellent or good performing investment asset in accordance with the Asset Investment Strategy and indicates a property that is highly significant to the Council's rationale for owning it.

Step 2 – A property that contributes significantly to the rationale of holding the property or performs well in property investment terms is considered against the possibility of releasing capital from the property for other Council purposes.

Step 3 – A property found not to be highly significant to the Council's rationale for owning it is tested to determine whether its long term investment performance has potential to improve if it were managed differently. This might include opportunities to secure better lease terms, improve the tenant covenant strength or undertake improvements to the property to achieve higher rents.

Step 4 – Each property considered for sale is assessed to determine the impact on Council finances as a result of losing rental income or capital appreciation from the property or estate. It is recommended that the outcome of Step 4 is confirmed with the Lead Councillor and Corporate Management Team prior to Step 5 or 6.

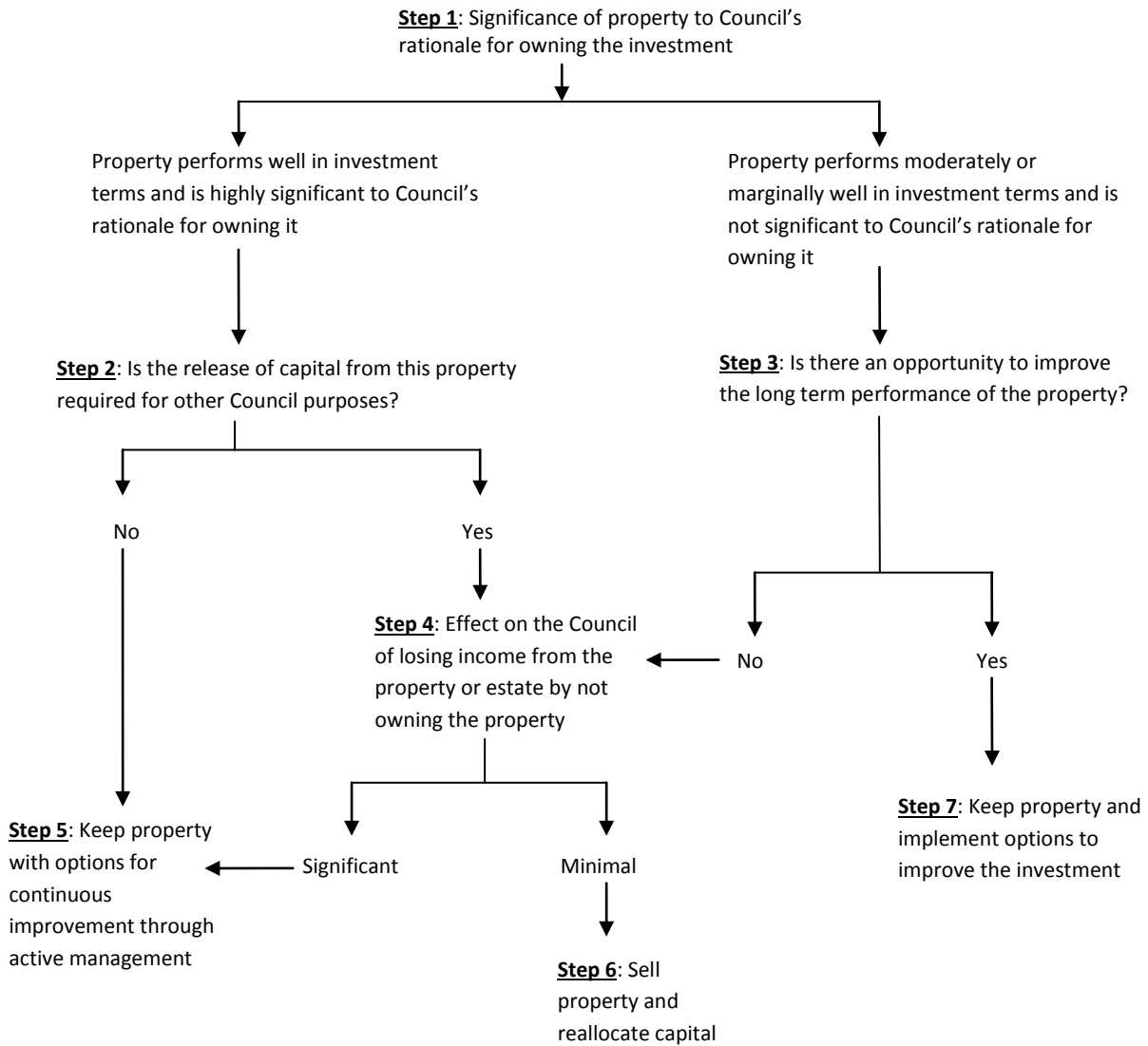
Step 5 – If no capital release is required or the potential loss of income is significant where a property is being considered for sale, an asset management plan should be submitted to the Property Review Group for approval to keep the property along with any recommendations for continuous improvement through active management as appropriate. If approved, this concludes the assessment.

Step 6 – If the property is identified for sale, submit the asset management plan to the Property Review Group for approval along with details of the potential sale value and recommended sale procedure to be followed. If approved, this concludes the assessment.

Step 7 – If an opportunity exists to improve the performance of the investment property, an asset management plan should be submitted to the Property Review Group for approval to keep the property along with any recommendations for improvement. If approved, this concludes the assessment.

INVESTMENT PROPERTIES

DECISION TREE



APPENDIX 6 – ASSET REGISTER

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
IP10116	Aldershot Rd 121B (The Co-Op)	Investment Properties	Commercial	Retail	5,000
CA101125	Aldershot Rd Allotments	Community	Open Space	Allotments	-
E9001/HTR	Allen House - Bowls Pavilion	Non-Core Operational	Recreational	Pavilion (Let)	36,667
S0264/HTR	Allen House - Lodge	Non-Core Operational	Office	Office (Let)	69,000
S0265/HTR	Allen House - Toilets	Core Operational	Toilets	Public Toilets	55,438
S0007/HTR	Allen House Grounds	Community	Recreational	Park & Recreation Ground	207,118
OLB101141	Almsgate, Compton	Non-Core Operational	Residential Land	Housing Association (Let)	-
HA11123	Art Memorial - Worplesdon	Heritage	Historic Structure	Art collection	13,000
S0010/FSN	Artillery Terrace Playground	Community	Recreational	Playground	74,628
S0267/SHA	Artington Park&Ride (Lease In)	Core Operational	Car Park	Surface Car Park (Public)	594,000
CA09105	Artwork - Allen House mosaic	Heritage	None	Art collection	4,500
CA07081	Artwork - Blacksmith, Send	Heritage	Cultural	Art collection	12,000
CA101101	Artwork - G Live	Heritage	Cultural	Art collection	29,974
CA09101	Artwork - Seeboard, Faraday Rd	Heritage	None	Art collection	15,000
1.00063E+11	Ash Bridge Caravan Site	Non-Core Operational	Residential Land	Traveller Accommodation	-
OLB101166	Ash Manor Sports Ctr(Lease In)	Core Operational	Recreational	Leisure Centre	-
S0268/NULL	Ash Vale Station Car Park	Core Operational	Car Park	Surface Car Park (Public)	70,000
E9002/AST	Ash/Tongham Railway Path	Community	Open Space	Open Space and Woodland	69,000
E9004/AVA	Avondale Open Space	Community	Open Space	Open Space	16,783
E9005/AVA	Avondale Playground	Community	Recreational	Playground	49,000
OLB101148	Baird Dr 24a-26a, Wood Street	Non-Core Operational	Residential Land	Housing Association (Let)	-
e9206	Baird Drive Playground	Community	Recreational	Playground	13,152
CA101139	Bannisters Field Open Space	Community	Open Space	Open Space	-
CA101111	Bannisters Field Playground	Community	Recreational	Playground	-
S0123A	Barnes Wallis Close 1-15	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA10115	Barnwood Rd Playground	Community	Recreational	Playground	-
CA10118	Beaufort Rd Playground	Community	Recreational	Playground	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
OLB1011200	Bedford Rd Garages	Core Operational	Garage Block	Garage Block	-
OLB101178	Bedford Rd MSCP - Toilets	Core Operational	Toilets	Public Toilets	-
S0270/FSN	Bedford Rd MSCP & Parking Off	Core Operational	Car Park	Multi-Storey Car Park	7,044,815
S0271/FSN	Bedford Rd Sheds Car Park	Core Operational	Car Park	Surface Car Park (Contract)	781,000
S0182/FSN	Bedford Rd Surface Car Park	Core Operational	Car Park	Surface Car Park (Public)	831,250
S0273/STK	Bellfields Community Centre	Non-Core Operational	Community Facility	Community Centre (Let)	890,964
S0400	Bellfields Estate Playground	Community	Recreational	Playground	40,647
E9203	Bellfields Open Space	Community	Open Space	Open Space	32,263
OLB101123	Bellfields Rd & Parsons Green	Non-Core Operational	Residential Land	Housing Association (Let)	-
E9204	Bellfields Rd Allotments	Community	Open Space	Allotments	23,078
S0199/STK	Bellfields Service Station	Investment Properties	Commercial	Land	570,000
HRA08092	Beverley Hall Community Centre	Non-Core Operational	Community Facility	Community Centre (Let)	272,600
10007061640	Biodiversity Centre (Greenark)	Core Operational	Community Facility	Community Hall	27,000
OLB10116	Bishops & Mount Court Car Park	Core Operational	Car Park	Surface Car Park (Residents)	5,000
OLB101140	Blackberry Cl 1-18, Bellfields	Non-Core Operational	Residential Land	Housing Association (Let)	-
HA12131	Bookers Tower, Mount Cemetery	Heritage	Historic Structure	Monument	-
CA101121	Bowers Ln Allotments, Burpham	Community	Open Space	Allotments	-
OLB101195	Boxing Club, Bellfields Rd	Non-Core Operational	Community Facility	Community Club (Let)	5,000
S0275/HTR	Bright Hill Car Park	Core Operational	Car Park	Surface Car Park (Public)	1,700,000
CA101128	Bullswater Common	Community	Open Space	Registered Common Land	-
OLB101164	Burchatts Farm - Pavilion	Core Operational	Recreational	Pavilion	-
S0279/CHR	Burchatts Farm - Toilets	Core Operational	Toilets	Public Toilets	109,394
S07081	Burchatts Farm Barn	Core Operational	Community Facility	Community Hall	223,840
OLB101169	Burchatts Farm Barn - Flat 1	Core Operational	Residential	Staff Accommodation	128,600
S0278/CHR	Burchatts Farm Cottages 4	Core Operational	Residential	Staff Accommodation	220,667
S0280/WOR	Burpham Court Farm	Non-Core Operational	Agricultural	Farm	1,654,000
CA09104	Bushy Hill Ballcourt	Community	Recreational	Ball Court	18,765
OLB08091	Bushy Hill Community Centre	Non-Core Operational	Community Facility	Community Hall (Let)	20,000
OLB101150	Bushy Hill Drive 61-63	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	242,500

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
CA101114	Bushy Hill Drive Playground	Community	Recreational	Playground	7,500
S0230/SEN	Car Park to rear of 66 Send Rd	Non-Core Operational	Car Park	Surface Car Park (Let)	21,506
OLB101152	Cardwells Keep	Community	Recreational	Park & Recreation Ground	-
CA101113	Cardwells Keep - Pavilion	Core Operational	Recreational	Pavilion	40,900
OLB101142	Carfax Ave 107 & 109, Tongham	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101127	Carters Close 1-8, Slyfield	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0403	Castle Arch	Heritage	Historic Structure	Monument	46,018
S0283/HTR	Castle Car Park (Part Deed In)	Core Operational	Car Park	Multi-Storey Car Park	5,752,000
IP101114	Castle Car Park- Unit 1 & Rest	Investment Properties	Commercial	Restaurant / Pub	1,230,000
IP101110	Castle Car Park- Unit 2	Investment Properties	Commercial	Retail	140,000
S0013/HTR	Castle Cliffe Gardens	Community	Recreational	Public Garden	-
S0014/HTR	Castle Grounds	Community	Recreational	Public Garden	159,602
E9007/HTR	Castle Grounds - Bowls Pavil'n	Non-Core Operational	Recreational	Pavilion & Green (Let)	34,002
S0284/HTR	Castle Grounds - Cottage	Core Operational	Residential	Staff Accommodation	458,600
S0012/HTR	Castle Keep	Core Operational	Historic Structure	Historic Building	785,531
S0297/HTR	Castle Square Car Park	Core Operational	Car Park	Surface Car Park (Contract)	115,000
S0204/HTR	Castle St 39	Investment Properties	Office	Office	160,000
S0336/HTR	Castle St 39.5 (Salters)	Core Operational	Cultural	Museum	244,500
S0206/HTR	Castle St 40-42	Investment Properties	Commercial	Retail	310,000
S0207/HTR	Castle St 40A	Investment Properties	Office	Office	195,000
OLB101143	Champion Down 1-24, Effingham	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0287/HTR	Chantry Cottage, Pilgrims Way	Core Operational	Residential	Staff Accommodation	384,889
S0015/HTR	Chantry Wood	Community	Open Space	Woodland	172,456
S0067/WOR	Chittys Walk Open Space	Community	Open Space	Open Space	-
OLB101146	Church View 50-93, Ash	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0155	Cinnamon Gardens 1	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	245,484
OLB101185	Clay Lane Barns and Field	Non-Core Operational	Agricultural	Barn (Let)	29,200
S0291/NULL	Clockhouse Court, Bellfields	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA101116	Clover Rd Playground	Community	Recreational	Playground	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
10007089657	Cobbetts Close Caravan Site	Non-Core Operational	Residential Land	Traveller Accommodation	-
E9027/AWH	College Rd Open Space, Ash	Community	Open Space	Open Space	7,500
S0016/CHR	Collingwood Cres 2 Open Spaces	Community	Open Space	Open Space	-
CA101140	Collins Gardens, Ash	Community	Open Space	Open Space	-
OLB10112	Commercial Rd1 Car Park	Core Operational	Car Park	Surface Car Park (Contract)	264,000
S0293/FSN	Commercial Rd2 CP (Lse In Prt)	Core Operational	Car Park	Surface Car Park (Public)	638,000
OLB101167	Community Club, Slyfield Green	Non-Core Operational	Commercial	Community Club (Let)	84,000
S0017/SHA	Compton Common	Community	Open Space	Registered Common Land	-
S0274/HTR	Connaught Hse CP (Easement In)	Core Operational	Car Park	Underground Car Park	291,000
S0030/CHR	Cranley Rd Open Space	Community	Open Space	Open Space	1
S0276/SHA	Crem - Broadwater Cottage	Core Operational	Residential	Staff Accommodation	560,611
S0277/SHA	Crem - Broadwater Cottages 2-3	Core Operational	Residential	Staff Accommodation	628,333
S0306/SHA	Crematorium	Core Operational	Crematorium	Crematorium	1,691,545
S0018/PIL	Crooksbury Common, Seale	Community	Open Space	Common Land	-
IP10112	Crown Court Site, Bedford Rd	Investment Properties	Commercial	Land	-
CA101118	Dagley Ln Allotments, Shalford	Community	Open Space	Allotments	-
E9010/FST	Dapdune Wharf Open Space	Community	Open Space	Open Space and Woodland	94,564
OLB101145	Darwin Court, Woodlands Rd	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA10119	Derby Rd Playground	Community	Recreational	Playground	-
OLB101128	Derwent Ave 15a-17a, Ash Vale	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0040/BUR	Devoil Close Playground	Community	Recreational	Playground	-
S0500	Eagle Rd Car Park	Core Operational	Car Park	Surface Car Park (Residents)	111,250
S0212/NULL	East Horsley Bowls Club	Non-Core Operational	Recreational	Pavilion & Green (Let)	45,094
S0299/NULL	East Horsley Station Car Park	Non-Core Operational	Car Park	Surface Car Park (Let)	28,536
S0294/CHO	East Horsley Village Hall	Non-Core Operational	Community Facility	Community Hall (Let)	5,400
E9011/EFF	Effingham Common	Community	Open Space	Registered Common Land	220,321
OLB101135	Eleanor Court, Castle St	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0300/HTR	Electric Theatre	Core Operational	Cultural	Theatre	1,695,233
S0342/HTR	Electric Theatre Car Park	Core Operational	Car Park	Surface Car Park	45,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0057/MER	Epsom Rd Allotments & Footpath	Community	Open Space	Allotments	-
S0119A	Fairfield Rise Development	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0302/FSN	Farnham Rd 22	Non-Core Operational	Residential	Residential House (Let)	362,500
CA101120	Farnham Rd Allotments	Community	Open Space	Allotments	-
OLB101179	Farnham Rd MSCP - Toilets	Core Operational	Toilets	Public Toilets	-
S0301/FSN	Farnham Rd MSCP (Lease In)	Core Operational	Car Park	Multi-Storey Car Park	8,270,236
S0263/HTR	Finch Rd 1	Non-Core Operational	Residential	Residential House (Let)	280,000
OLB101120	Forbench & Haynes Cl, Ripley	Non-Core Operational	Residential Land	Housing Association (Let)	-
S02711	Former Guildford Auction Rooms	Non-Core Operational	Industrial	Warehouse (Let)	181,687
S0021/PIR	Fox Corner Wildlife Area	Community	Open Space	Nature Area	-
S0022/HTR	Foxenden Quarry Open Space	Community	Open Space	Open Space	21,895
E9012	Foxenden Quarry Playground	Community	Recreational	Playground	-
CA11121	Foxenden Tunnels	Heritage	Historic Structure	Monument	-
S0251/FSN	Friary Centre	Investment Properties	Commercial	Retail	7,120,000
IP09101	Friary Street, East Side	Investment Properties	Commercial	Retail	3,915,000
S0215/HTR	Friary Street, West Side	Investment Properties	Commercial	Miscellaneous	6,960,000
HA11124	Furniture - Guildford House /	Heritage	Cultural	Pottery Machinery	192,550
S0288/HTR	G Live	Core Operational	Cultural	Entertainment Venue	23,829,912
S0290/HTR	G Live Car Park - Toilets	Core Operational	Toilets	Public Toilets	164,417
S0289/HTR	G Live Car Park (Lse In Part)	Core Operational	Car Park	Surface Car Park (Public)	3,685,000
CA11123	G Live Open Space	Community	Open Space	Open Space	26,559
S0031/CHR	Ganghill Open Space	Community	Open Space	Open Space	2,250
OLB101134	Gardens rear of 36-46 North Rd	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0304/MUL	Gardner Rd Garages	Core Operational	Garage Block	Garage Block	188,000
OLB101196	Girl Guides, Nightingale Rd	Non-Core Operational	Community Facility	Community Club (Let)	10,000
IP10117	Glaziers Lane 19 - Surgery	Investment Properties	Commercial	Land	-
E9029/BUR	Glendale Drive Playground	Community	Recreational	Playground	8,203
S0023/MER	Goldfinch Gardens, Merrow	Community	Open Space	Open Space	-
CA101129	Gosden Common	Community	Open Space	Registered Common Land	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
OLB101183	Guildford & Godlm'g Rugby Grnd	Non-Core Operational	Open Space	Open Space (Let)	25,000
S0227/MER	Guildford Golf Course	Non-Core Operational	Open Space	Registered Common (Let)	960,000
S0307/HTR	Guildford House and Brew House	Core Operational	Cultural	Gallery	1,833,002
S0320/CHR	Guildford Lido	Core Operational	Recreational	Leisure Centre	1,142,613
S0335/HTR	Guildford Museum	Core Operational	Cultural	Museum	1,372,906
S0308/ONS	Guildford Park Car Park	Core Operational	Car Park	Surface Car Park (Public)	3,323,000
OLB1011202	Guildford Park Garages	Core Operational	Garage Block	Garage Block	-
S0026/HTR	Guildhall	Core Operational	Municipal Building	Municipal Building	675,000
AUC11121	Guildhall Roof	Assets Under	Miscellaneous	Intangible Fixed Assets	-
S0380/NULL	Gunpowder Mills Land, Chilwrth	Community	Open Space	Open Space and Woodland	1,302
S0011/TIL	Gunpowder Mills Ruins,Chilwrth	Heritage	Historic Structure	Monument	58,315
S0216/FSN	Haydon Place 15-17	Investment Properties	Office	Office	460,000
S0027/FSN	Hays Wharf Open Space	Community	Open Space	Open Space	-
CA08091a	Hazel Avenue Playground	Community	Recreational	Playground	-
S0217/STK	Hazel Stores, Bellfields	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	216,000
CA101133	Heathfield Nature Reserve	Community	Open Space	Nature Reserve	-
S0218/HTR	High St 122, 124A & 124B	Investment Properties	Commercial	Retail	2,887,000
IP101112	High St 124	Investment Properties	Commercial	Restaurant / Pub	248,000
IP101113	High St 126	Investment Properties	Commercial	Retail	1,888,000
S0191/HTR	High St 195-205 (Eastgate Crt)	Investment Properties	Commercial with Residential	Retail	-
S0220/FSN	High St 5	Investment Properties	Commercial	Retail	220,000
S0310/HTR	High St 72 U'croft (Lease In)	Core Operational	Historic Structure	Museum	-
S0311/LOV	High St, Ripley - Toilets	Core Operational	Toilets	Public Toilets	49,789
S0370/HTR	High Street Car Park	Core Operational	Car Park	Surface Car Park (Public)	1,370,000
S0028/AVA	Hollybush Park, Lakeside Rd	Community	Open Space	Open Space	-
S0221/EFF	Home Farm Area, Effingham	Non-Core Operational	Miscellaneous	Miscellaneous	215,000
S0312/EFF	Home Farm, Effingham	Non-Core Operational	Agricultural	Farmland (Let)	523,950
S0243/WES	Hope PRU, Worplesdon Rd	Investment Properties	Educational	Education Centre	295,000
OLB101198	Horticultural Hall, Bellfields	Non-Core Operational	Community Facility	Community Club (Let)	42,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0041/PIL	Hurtmore Rd Open Space	Community	Open Space	Open Space	-
E9023/FSN	Island in River Wey, Millbrook	Community	Open Space	Open Space	22,041
S0032/TIL	Kennels Bungalow Land, Combe Ln	Community	Open Space	Woodland	-
S0316/WES	Kings College (Lease In)	Non-Core Operational	Recreational	Sports Centres & Pools	-
CA101110	Kings College Playgnd (Lse In)	Community	Recreational	Playground	-
OLB101174	Kings Rd 9	Non-Core Operational	Residential	Housing Association (Let)	-
S0034/CHO	Kingston Meadows - Pavilion	Core Operational	Recreational	Pavilion	67,300
E9134	Kingston Meadows Grounds	Community	Recreational	Park & Recreation Ground	95,071
CA10117	Kingston Meadows Playground	Community	Recreational	Playground	-
S0317/FSN	Ladymead 16-18	Non-Core Operational	Residential	Residential House (Let)	391,000
CD12131	Lakeside Close, Ash	Assets Under	Housing	Assets Under Construction	618,885
E9015/AVA	Lakeside Park & Nature Reserve	Community	Open Space	Nature Reserve	236,081
HA13141	Lakeside Public Art	Heritage	Cultural	Art collection	4,500
S0036/CHR	Land adj 110 Nightingale Rd	Assets Held for Sale	Open Space	Land (Surplus)	600
S0037/AVA	Land adj 37 North Rd, Ash Vale	Community	Open Space	Open Space	-
S0056/AVA	Land adj 56 Northcote Rd, AshV	Community	Open Space	Open Space	11,250
CA101137	Land adj Jacobs Well Vill Hall	Assets Held for Sale	Open Space	Land (Surplus)	-
S0046/PIL	Land adj Manor Fields, Seale	Community	Open Space	Open Space	-
CA101136	Land adj Old School, Compton	Assets Held for Sale	Open Space	Land (Surplus)	-
E9129/LOV	Land Adj To White Hart Court	Assets Held for Sale	None	Land (Surplus)	20,000
CA101143	Land at Barnwood Rd	Community	Open Space	Open Space	-
S0314/SHA	Land at Hornhatch1, Chilworth	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101139	Land at Hornhatch2, Chilworth	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0044/MER	Land at Lapwing & Curlew Grove	Community	Open Space	Open Space	-
S0054/CHO	Land at Nightingale Cr, W Hors	Community	Open Space	Open Space	-
S0074/AVA	Land at Scotland Farm Rd, AshV	Community	Open Space	Open Space	-
S0078/MER	Land at Speedwell Clse, Mellow	Community	Open Space	Open Space	-
S0089/BUR	Land at Sutherland Dr, Burpham	Community	Open Space	Open Space	1
CA101141	Land at the end of Cline Rd	Community	Open Space	Open Space	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0080/ONS	Land NE of St Johns Rd	Community	Open Space	Open Space	750
S0033/STG	Land north of Kingfisher Drive	Community	Open Space	Open Space	-
S0042/SHA	Land north Of Station Rd, Shal	Community	Open Space	Open Space	-
S0043/BUR	Land north of Tongham Meadows	Community	Open Space	Open Space and Woodland	-
S0047/AST	Land nrth of Kings Ave,Tongham	Community	Open Space	Open Space and Woodland	-
CA101144	Land rear of 1-6 Stratford Rd	Community	Open Space	Open Space (Garden Licence)	-
S0008/MUL	Larch Ave Allotments, Bellflds	Community	Open Space	Allotments	98,479
OLB10111	Lawn Rd Car Park	Core Operational	Car Park	Surface Car Park (Public)	-
S0319/FSN	Leapale Rd MSCP	Core Operational	Car Park	Multi-Storey Car Park	5,207,253
OLB101173	Leas Rd 9	Non-Core Operational	Residential	Residential House (Let)	384,000
CA101117	Lido Allotments, Lido Rd	Community	Open Space	Allotments	-
OLB101168	Lido Car Park	Core Operational	Car Park	Surface Car Park (Public)	-
CA101122	Lime Grv Allotments,Bellfields	Community	Open Space	Allotments	-
10007055321	Liongate House, Ladymead	Investment Properties	Office	Office	12,452,621
OLB101138	Longacre (various nos.), Ash	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101129	Longacre 95-102, Ash	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0068/WOR	Lyons Drive Open Space	Community	Open Space	Open Space	-
S0223/P01	Lysons Enterprise Estate 01	Investment Properties	Industrial	Industrial Unit	102,273
S0223/P02	Lysons Enterprise Estate 02-03	Investment Properties	Industrial	Industrial Unit	102,273
S0223/P03	Lysons Enterprise Estate 04	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P04	Lysons Enterprise Estate 05	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P05	Lysons Enterprise Estate 06	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P07	Lysons Enterprise Estate 07	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P08	Lysons Enterprise Estate 08	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P09	Lysons Enterprise Estate 09	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P06	Lysons Enterprise Estate 10-11	Investment Properties	Industrial	Industrial Unit	102,273
S0223/P10	Lysons Enterprise Estate 12-13	Investment Properties	Industrial	Industrial Unit	102,273
S0223/P11	Lysons Enterprise Estate 14	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P12	Lysons Enterprise Estate 15	Investment Properties	Industrial	Industrial Unit	48,951

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0223/P13	Lysons Enterprise Estate 16	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P14	Lysons Enterprise Estate 17	Investment Properties	Industrial	Industrial Unit	48,951
S0223/P15	Lysons Enterprise Estate 18	Investment Properties	Industrial	Industrial Unit	66,810
S0223/P16	Lysons Enterprise Estate 19	Investment Properties	Industrial	Industrial Unit	50,699
S0223/AVA	Lysons Enterprise Estate Land	Investment Properties	Industrial	Land	-
S0222/P01	Lysons Ind Estate, Boag	Investment Properties	Industrial	Industrial Unit	500,000
S0222/P03	Lysons Ind Estate, Cobbs	Investment Properties	Industrial	Industrial Unit	350,000
S0222/P02	Lysons Ind Estate, Pro-Tech	Investment Properties	Industrial	Industrial Unit	475,000
S0222/AVA	Lysons Industrial Estate Land	Investment Properties	Industrial	Land	-
OLB10118	Mangles Court, Woodbridge Rd	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB13142	Manor Farm Close, Glaziers Lne	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0324/NULL	Manor Fruit Farm	Non-Core Operational	Open Space	Grassland (Let)	150,000
OLB10119	Margaret Rd 20 & 21	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0327/FSN	Mary Rd Car Park	Core Operational	Car Park	Surface Car Park (Public)	2,250,000
S0328/FSN	Mead Cottage, Bury Fields	Core Operational	Residential	Staff Accommodation	386,222
OLB1011104	Meadowlands, W Clandon	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0329/MER	Merrow Car Park	Core Operational	Car Park	Surface Car Park (Public)	25,000
CA101130	Merrow Common (Part)	Community	Open Space	Registered Common Land	-
S0049/MER	Merrow Downs	Community	Open Space	Downland	2,780
OLB10114	Merrow Park & Ride (Lease In)	Core Operational	Car Park	Surface Car Park (Public)	1,182,000
CA101119	Merrow St Allotments	Community	Open Space	Allotments	-
CA101132	Merrow Woods	Community	Open Space	Woodland	-
S0228/P01	Midleton Ind Estate 03	Investment Properties	Industrial	Industrial Unit	100,000
S0228/P02	Midleton Ind Estate 04	Investment Properties	Industrial	Industrial Unit	80,000
S0228/P03	Midleton Ind Estate 05	Investment Properties	Industrial	Industrial Unit	175,000
S0228/P04	Midleton Ind Estate 06-07-08	Investment Properties	Industrial	Industrial Unit	150,000
S0228/P07	Midleton Ind Estate 09	Investment Properties	Industrial	Industrial Unit	190,000
S0228/P08	Midleton Ind Estate 10	Investment Properties	Industrial	Industrial Unit	160,000
S0228/P09	Midleton Ind Estate 11	Investment Properties	Industrial	Industrial Unit	262,500

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0228/P10	Midleton Ind Estate 12	Investment Properties	Industrial	Industrial Unit	1,002,307
S0228/P11	Midleton Ind Estate 13	Investment Properties	Industrial	Industrial Unit	50,000
S0228/P12	Midleton Ind Estate 14-15	Investment Properties	Industrial	Industrial Unit	1,219,686
S0228/ONS	Midleton Ind Estate Land	Investment Properties	Industrial	Land	-
S0229/HTR	Mill Lane Car Park	Non-Core Operational	Car Park	Surface Car Park (Let)	20,000
S0058/HTR	Mill Pond & Mooring, Millbrook	Community	Open Space	River Frontage & Fishing	-
S0330/HTR	Millbrook Car Park	Core Operational	Car Park	Surface Car Park (Public)	3,750,000
S0332/FSN	Millmead Court Car Park	Core Operational	Car Park	Surface Car Park (Contract)	361,484
OLB1011105	Millmead House Boilers and Plant	Core Operational		Plant and Equipment	2,056,320
S0333/FSN	Millmead House Complex	Core Operational	Office	Civic Office	6,736,497
S0348/FSN	Millmead Hse - Riverview Lodge	Core Operational	Residential	Residential Flats (Let)	270,200
HA13143	Moggy Pond Artwork	Heritage	Cultural	Art collection	625
S0024/FSN	Mount Cemetery	Community	Burial Ground	Cemetery	-
S0025/FSN	Mount Cemetery - Chapel	Non-Core Operational	Burial Ground	Chapel (Let)	27,250
S0366/FSN	Mount Cemetery - Toilets	Core Operational	Toilets	Public Toilets	15,013
IP10111	Multiplex Cinema, Bedford Rd	Investment Properties	Commercial	Land	-
CD12132	New Road Gomshall	Assets Under	Housing	Assets Under Construction	905,129
S0053/PIR	Newbridge Common, Pirbright	Community	Open Space	Common Land	-
CA101126	Normandy Allotments, Westwd Ln	Community	Open Space	Allotments	-
OLB101149	North Rd 1-7 (odd), Ash Vale	Non-Core Operational	Residential Land	Housing Association (Let)	-
E9200	North St - Night Time Urinal	Core Operational	Toilets	Public Toilets	61,067
S0235/HTR	North St 71-72	Investment Properties	Commercial	Miscellaneous	-
S0339/HTR	North St Car Park & Market	Core Operational	Car Park	Surface Car Park (Public)	900,000
OLB101136	Northside Court 1-8, Tongham	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0233/EFF	Norwood Rd Car Park, Eff	Non-Core Operational	Car Park	Surface Car Park (Residents)	26,000
OLB101119	Oak Leaf & Hunts Cl, Park Barn	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA101112	Old Farm Place Playground	Community	Recreational	Playground	-
S0234/FSN	Old Fire Station, Ward St	Investment Properties	Office	Office	37,500
S0341/NULL	Old Manor Hse, Ockham Rd South	Non-Core Operational	Residential	Residential Flats (Let)	1,636,700

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0237/FSN	Old Police Station Car Park	Core Operational	Car Park	Surface Car Park (Public)	1,650,000
S0236/HTR	Old Town Mill, Millbrook	Investment Properties	Cultural	Theatre	330,000
CA10114	Onslow Arboretum	Community	Recreational	Arboretum	-
S0197/FSN	Onslow House, Onslow St	Investment Properties	Office	Office	-
S0238/ONS	Onslow Village Hall	Non-Core Operational	Community Facility	Community Hall (Let)	91,500
OLB101153	Onslow Village Rec - Pavilion	Core Operational	Recreational	Pavilion	43,284
S0060/ONS	Onslow Village Rec - Scout Hut	Non-Core Operational	Community Facility	Community Club (Let)	85,000
S0343/ONS	Onslow Village Rec - Toilets	Core Operational	Toilets	Public Toilets	14,050
E9024/ONS	Onslow Village Rec Playground	Community	Recreational	Playground	34,770
OLB101161	Onslow Village Rec- Tennis Clb	Non-Core Operational	Recreational	Pavilion (Let)	31,000
S0392/ONS	Onslow Village Recreatn Ground	Community	Recreational	Park & Recreation Ground	77,503
CA101116	Parish Close Playground	Community	Recreational	Playground	-
OLB1011103	Park Barn CC - Boxing Club	Non-Core Operational	Community Facility	Community Club (Let)	36,600
S0345/WES	Park Barn Centre	Core Operational	Day Centre	Day Centre	2,211,250
S0344/WES	Park Barn Community Centre	Core Operational	Community Facility	Community Centre	116,800
CA08094	Park Barn Drive Playground	Community	Recreational	Playground	110,000
OLB101170	Park Cottages 1, Shalford Rd	Core Operational	Residential	Staff Accommodation	172,667
OLB101133	Park Rd Garages	Core Operational	Garage Block	Garage Block	27,750
CA07084	Parsonage Water Meadows	Community	Open Space	Grassland	86,264
CA08093	Parsons' Green Playground	Community	Recreational	Playground	53,000
OLB101122	Pawley Close, Tongham	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA101131	Peasmarsh Common	Community	Open Space	Registered Common Land	-
S0064/HTR	Pewley Down Nature Reserve	Community	Open Space	Nature Reserve	-
S0065/HTR	Pewley Hill Allotments	Community	Open Space	Allotments	-
S0066/PIR	Pirbright Common	Community	Open Space	Registered Common Land	-
S0282/NULL	Portsmouth Rd Car Park	Core Operational	Car Park	Surface Car Park	1,680,000
OLB101110	Pound Hill 34-40, Wood Street	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101147	Pound Place 15-18, Shalford	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0072/AST	Poyle Rd Rec Ground, Tongham	Community	Recreational	Park & Recreation Ground	1,020

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
IP10114	Premier Inn, Parkway	Investment Properties	Commercial	Land	-
S0250/PIL	Puttenham Camping Barn	Investment Properties	Commercial	Barn	11,000
S0254/PIL	Puttenham Storage Barns	Investment Properties	Commercial	Barn	14,500
S0069/HTR	Quakers Acre, North St	Community	Recreational	Public Garden	-
S0347/HTR	Quarry St 48	Core Operational	Cultural	Museum	531,357
S0239/HTR	Quarry St 53	Investment Properties	Commercial	Restaurant / Pub	550,000
S0070/HTR	Quarry Street Gardens	Community	Open Space	Open Space	1,770
S0071/HTR	Racks Close Open Space	Community	Open Space	Open Space	11,098
OLB101181	Relay Station, New Pond Rd	Non-Core Operational	Open Space	Land (Let)	210,000
OLB101121	Rickford Hill, Worplesdon	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0303/HTR	Riverside Centre, Friary St	Non-Core Operational	Commercial	Community Club (Let)	247,647
S0073/STO	Riverside Prk & Nature Reserve	Community	Open Space	Nature Reserve	434,797
S0349/HTR	Robin Hood Car Park	Core Operational	Car Park	Surface Car Park	400,000
S0059/HTR	Rodboro Bldgs - Bar/Restaurant	Investment Properties	Commercial	Restaurant / Pub	3,584,800
IP101111	Rodboro Bldgs - Education Ctre	Investment Properties	Commercial	Education Centre	960,200
E9208	Roman Farm Rd Open Space	Community	Open Space	Open Space	51,290
CA13141	Roman Farm Road Ballcourt	Community	Recreational	Ball Court	-
OLB101137	Rowan Cl 39, Bellfields	Non-Core Operational	Residential Land	Residential Flats (Let)	-
E9041/AST	Rowan Field	Community	Recreational	Park & Recreation Ground	51,251
S0140A	Samuel Cody House, Avondale	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101199	Scout Hall, Nightingale Rd	Non-Core Operational	Community Facility	Community Club (Let)	5,000
OLB101188	Scout Hut, Horsham Rd, Shalford	Non-Core Operational	Community Facility	Community Club (Let)	5,000
OLB1011100	Scout Hut, Stoughton Rd	Non-Core Operational	Community Facility	Community Club (Let)	5,000
OLB101193	Scout Hut, The Mount	Non-Core Operational	Community Facility	Community Club (Let)	10,000
HA11122	Sculpture - Martyr Road	Heritage	Historic Structure	Art collection	24,575
OLB1011101	Sea Cadets, Dapdune Wharf Rd	Non-Core Operational	Community Facility	Community Club (Let)	15,000
S0385/SEN	Send Hill Disused Sand Pit	Surplus	Land	Land (Surplus)	-
S0075/SHA	Shalford Common	Community	Open Space	Registered Common Land	-
S0242/SHA	Shalford House - Water Works	Investment Properties	Water Treatment	Water Treatment Works	2,000,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0076/HTR	Shalford Park	Community	Recreational	Park & Recreation Ground	49,194
OLB101154	Shalford Park - Pavilion 1	Core Operational	Recreational	Pavilion	146,800
OLB101159	Shalford Park - Pavilion 2	Core Operational	Recreational	Pavilion	25,693
S0351/HTR	Shalford Park - Toilets	Core Operational	Toilets	Public Toilets	36,025
OLB10115	Shalford Park Car Park	Core Operational	Car Park	Surface Car Park (Public)	220,000
CA101135	Shalford Watermeadows	Community	Open Space	Grassland	-
S0352/AST	Shawfield Ctr (& Meadows Ctr)	Core Operational	Day Centre	Day Centre	241,563
IP101115	Shawfield Rd 61, Ash	Non-Core Operational	Office	Office (Let)	42,188
OLB101175	Sherborne Court, The Mount	Non-Core Operational	Residential	Residential Flats (Let)	-
HA11125	Silverware - Civic Regalia / museum	Heritage	Cultural	Ceramics	1,566,650
S0246/P02	Slyfield Enterprise Est 01	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P03	Slyfield Enterprise Est 02-03	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P04	Slyfield Enterprise Est 04-05	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P05	Slyfield Enterprise Est 06	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P06	Slyfield Enterprise Est 07	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P07	Slyfield Enterprise Est 08	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P08	Slyfield Enterprise Est 09	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P09	Slyfield Enterprise Est 10-11	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P10	Slyfield Enterprise Est 12-13	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P11	Slyfield Enterprise Est 14	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P12	Slyfield Enterprise Est 15	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P13	Slyfield Enterprise Est 16	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P14	Slyfield Enterprise Est 17	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P15	Slyfield Enterprise Est 18	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P16	Slyfield Enterprise Est 19	Investment Properties	Industrial	Industrial Unit	59,248
S0246/P17	Slyfield Enterprise Est 20-21	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P18	Slyfield Enterprise Est 22-23	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P19	Slyfield Enterprise Est 24-25	Investment Properties	Industrial	Industrial Unit	119,784
S0246/P20	Slyfield Enterprise Est 26	Investment Properties	Industrial	Industrial Unit	59,248

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0246/STK	Slyfield Enterprise Est Land	Investment Properties	Industrial	Land	-
S0244/P01	Slyfield Foundation Unit 01	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P02	Slyfield Foundation Unit 02	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P03	Slyfield Foundation Unit 03	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P04	Slyfield Foundation Unit 04-05	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P05	Slyfield Foundation Unit 05A	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P06	Slyfield Foundation Unit 06	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P07	Slyfield Foundation Unit 07	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P08	Slyfield Foundation Unit 08-09	Investment Properties	Industrial	Industrial Unit	114,286
S0244/P10	Slyfield Foundation Unit 10	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P11	Slyfield Foundation Unit 11	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P12	Slyfield Foundation Unit 12	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P13	Slyfield Foundation Unit 13	Investment Properties	Industrial	Industrial Unit	57,143
S0244/P14	Slyfield Foundation Unit 14	Investment Properties	Industrial	Industrial Unit	57,143
S0244/STK	Slyfield Foundation Units Land	Investment Properties	Industrial	Land	-
S0245/STK	Slyfield Ind Estate Land	Investment Properties	Industrial	Land	-
S0245/P02	Slyfield, Moorfield Rd 02-08	Investment Properties	Industrial	Industrial Unit	5,000
S0245/P03	Slyfield, Moorfield Rd 10-12	Investment Properties	Industrial	Industrial Unit	3,120,000
S0245/P04	Slyfield, Moorfield Rd 14-16	Investment Properties	Industrial	Industrial Unit	550,000
S0245/P26	Slyfield, Moorfield Rd 15	Investment Properties	Industrial	Industrial Unit	5,000
S0245/P13	Slyfield, Moorfield Rd 17	Investment Properties	Industrial	Industrial Unit	490,000
S0245/P05	Slyfield, Moorfield Rd 18-20	Investment Properties	Industrial	Industrial Unit	550,000
S0245/P14	Slyfield, Moorfield Rd 19	Investment Properties	Industrial	Industrial Unit	475,000
S0245/P15	Slyfield, Moorfield Rd 21-23	Investment Properties	Industrial	Industrial Unit	850,000
S0245/P06	Slyfield, Moorfield Rd 22-28	Investment Properties	Industrial	Industrial Unit	10,000
S0245/P16	Slyfield, Moorfield Rd 25-27	Investment Properties	Industrial	Industrial Unit	550,000
S0245/P17	Slyfield, Moorfield Rd 29-31	Investment Properties	Industrial	Industrial Unit	370,000
S0245/P08	Slyfield, Moorfield Rd 32-38	Investment Properties	Industrial	Industrial Unit	990,000
S0245/P18	Slyfield, Moorfield Rd 33	Investment Properties	Industrial	Industrial Unit	315,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0245/P19	Slyfield, Moorfield Rd 35	Investment Properties	Industrial	Industrial Unit	240,000
S0245/P20	Slyfield, Moorfield Rd 37-39	Investment Properties	Industrial	Industrial Unit	560,000
S0245/P10	Slyfield, Moorfield Rd 40	Investment Properties	Industrial	Industrial Unit	2,130,000
S0245/P21	Slyfield, Moorfield Rd 41	Investment Properties	Industrial	Industrial Unit	2,830,000
S0245/P11	Slyfield, Moorfield Rd 42	Investment Properties	Industrial	Industrial Unit	320,000
S0245/P12	Slyfield, Moorfield Rd 46	Investment Properties	Industrial	Industrial Unit	290,000
S0245/P52	Slyfield, Moorfield Rd 48	Investment Properties	Industrial	Industrial Unit	350,000
S0245/P23	Slyfield, Moorfield Rd 50-52	Investment Properties	Industrial	Industrial Unit	10,000
S0245/P22	Slyfield, Moorfield Rd 54	Investment Properties	Industrial	Industrial Unit	5,000
S0245/P46	Slyfield, North Moors 01	Investment Properties	Industrial	Industrial Unit	370,000
S0245/P47	Slyfield, North Moors 02	Investment Properties	Industrial	Industrial Unit	470,000
S0245/P48	Slyfield, North Moors 03	Investment Properties	Industrial	Industrial Unit	820,000
S0245/P49	Slyfield, North Moors 04	Investment Properties	Industrial	Industrial Unit	240,000
S0245/P50	Slyfield, North Moors 06	Investment Properties	Industrial	Land	-
S0245/P24	Slyfield, Thornberry Way 01	Investment Properties	Industrial	Industrial Unit	405,000
S0245/P25	Slyfield, Thornberry Way 02	Investment Properties	Industrial	Industrial Unit	470,000
S0245/P27	Slyfield, Westfield Rd 03-05	Investment Properties	Industrial	Industrial Unit	800,000
S0245/P28	Slyfield, Westfield Rd 04	Investment Properties	Industrial	Industrial Unit	325,000
S0245/P29	Slyfield, Westfield Rd 06	Investment Properties	Industrial	Industrial Unit	105,000
S0245/P30	Slyfield, Westfield Rd 07	Investment Properties	Industrial	Industrial Unit	5,000
S0245/P31	Slyfield, Westfield Rd 08	Investment Properties	Industrial	Industrial Unit	315,000
S0245/P32	Slyfield, Westfield Rd 09-13	Investment Properties	Industrial	Industrial Unit	815,000
S0245/P33	Slyfield, Westfield Rd 10-12	Investment Properties	Industrial	Industrial Unit	230,000
S0245/P34	Slyfield, Westfield Rd 14	Investment Properties	Industrial	Industrial Unit	270,000
S0245/P35	Slyfield, Westfield Rd 15	Investment Properties	Industrial	Industrial Unit	155,000
S0245/P36	Slyfield, Westfield Rd 16	Investment Properties	Industrial	Industrial Unit	5,000
S0245/P37	Slyfield, Westfield Rd 18	Investment Properties	Industrial	Industrial Unit	805,000
S0245/P38	Slyfield, Westfield Rd 20	Investment Properties	Industrial	Industrial Unit	680,000
S0245/P39	Slyfield, Westfield Rd 21-23	Investment Properties	Industrial	Land	1,030,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0245/P40	Slyfield, Westfield Rd 22	Investment Properties	Industrial	Industrial Unit	1,310,000
S0245/P41	Slyfield, Westfield Rd 24	Investment Properties	Industrial	Industrial Unit	490,000
S0245/P42	Slyfield, Westfield Rd 25	Investment Properties	Industrial	Industrial Unit	700,000
S0245/P55	Slyfield, Westfield Rd 25 land	Investment Properties	Industrial	Land	-
S0245/P43	Slyfield, Westfield Rd 27	Investment Properties	Industrial	Land	215,000
S0245/P44	Slyfield, Westfield Rd 28	Investment Properties	Industrial	Land	360,000
S0245/P45	Slyfield, Westfield Rd 29	Investment Properties	Industrial	Land	210,000
S0087/AVA	Snaky Lane Nature Reserve	Community	Open Space	Open Space and Woodland	-
S0200/HTR	South Hill 2-4	Investment Properties	Commercial	Restaurant / Pub	863,000
S0354/HTR	South Warren Farm	Non-Core Operational	Agricultural	Farm (Let)	2,460,000
S0186/WES	Southway 107	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	150,500
S0187/WES	Southway 109	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	173,000
S0188/WES	Southway 111	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	141,500
S0189/WES	Southway 113	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	141,500
S0355/CHR	Spectrum	Core Operational	Recreational	Leisure Centre	22,148,765
S0398/CHR	Spectrum Car Park (inc P&R)	Core Operational	Car Park	Surface Car Park (Public)	11,344
CA101127	Spoil Ln Allotments, Tongham	Community	Open Space	Allotments	-
S0079/SHA	St Catherines Hill and Chapel	Community	Open Space	Archaeological collection	2,571
S0285/HTR	St Joseph's Church Car Park	Core Operational	Car Park	Surface Car Park	750,000
CA12131	St Lukes Park Open Space	Community	Open Space	Open Space	-
CA12132	St Lukes Playground	Community	Recreational	Playground	-
OLB101171	St Marys Terrace 4, Mill Lane	Core Operational	Residential	Staff Accommodation	312,000
S0225/FSN	St Saviours Church Centre	Non-Core Operational	Community Facility	Land (Let)	-
S0389/FSN	Stocton Close - Car Park	Investment Properties	Car Park	Surface Car Park	170,000
S0261/FSN	Stocton Close - Tyre Depot	Investment Properties	Industrial	Industrial Unit	235,000
CA10111	Stoke Cemetery	Community	Burial Ground	Cemetery	-
S0357/STK	Stoke Cemetery - Chapel	Core Operational	Burial Ground	Chapel	63,300
S0286/STK	Stoke Cemetery - Lodge	Core Operational	Residential	Staff Accommodation	338,333
OLB1011130	Stoke Fields Car Park	Core Operational	Car Park	Surface Car Park (Contract)	140,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
OLB1011201	Stoke Fields Garages	Core Operational	Garage Block	Garage Block	294,053
1.00063E+11	Stoke Mews, Stoke Rd	Non-Core Operational	Residential Land	Housing Association (Let)	-
CA10112	Stoke New Cemetery	Community	Burial Ground	Cemetery	-
S0358/STK	Stoke New Cemetery - Toilets	Core Operational	Toilets	Public Toilets	24,700
S0083/CHR	Stoke Park	Community	Recreational	Park & Recreation Ground	391,768
S07082	Stoke Park - Astolat Bowls Pav	Non-Core Operational	Recreational	Pavilion & Green (Let)	17,760
CA101115	Stoke Park - Bowls Messroom	Core Operational	Recreational	Messroom	-
OLB101160	Stoke Park - Bowls Pavilions	Non-Core Operational	Recreational	Pavilion & Green (Let)	19,000
OLB101191	Stoke Park - Challengers	Non-Core Operational	Community Facility	Community Club (Let)	24,167
S0305/CHR	Stoke Park - Gardeners Cottage	Core Operational	Residential	Staff Accommodation	312,389
OLB101163	Stoke Park - Home Farm Bldgs	Core Operational	Miscellaneous	Miscellaneous	316,400
S0313/CHR	Stoke Park - Home Farm Cottage	Core Operational	Residential	Staff Accommodation	337,500
S0359/CHR	Stoke Park - Home Farm Toilets	Core Operational	Toilets	Public Toilets	76,830
OLB101165	Stoke Park - Indoor Bowls Club	Non-Core Operational	Community Facility	Land (Let)	297,000
OLB101190	Stoke Park - Model Eng Society	Non-Core Operational	Community Facility	Land (Let)	25,000
OLB101189	Stoke Park - Old Guildfordians	Non-Core Operational	Community Facility	Community Club (Let)	47,000
S0360/CHR	Stoke Park - Tennis Ct Toilets	Core Operational	Toilets	Public Toilets	76,020
OLB101192	Stoke Park - Urban Saints	Non-Core Operational	Community Facility	Community Club (Let)	26,000
E9051/CHR	Stoke Park Gdns Playground	Community	Recreational	Playground	58,563
S0084/CHR	Stoke Park Nursery	Core Operational	Office	Administrative Office	180,000
E9050	Stoke Park Skate Park	Community	Recreational	Park & Recreation Ground	-
OLB101111	Stoke Rd 10-12 - Arundel House	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101124	Stoke Rd 89-93 (odd)	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0295/FSN	Stoke Rd Car Park	Core Operational	Car Park	Surface Car Park (Contract)	30,000
OLB101155	Stoke Rec Ground - Pavilion	Core Operational	Recreational	Pavilion	56,900
E9054	Stoke Rec Ground Playground	Community	Recreational	Playground	-
S0085/FSN	Stoke Recreation Ground	Community	Recreational	Park & Recreation Ground	135,442
S0006/FSN	Stoke Square, Stoke Fields	Community	Open Space	Open Space	4,299
S0386/SHA	Stonebridge Clsd Landfill Site	Surplus	Land	Land (Surplus)	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0247/SHA	Stonebridge Depot, Shalford	Investment Properties	Industrial	Industrial Unit	1,300,000
S0361/NULL	Stoughton Community Centre	Non-Core Operational	Community Facility	Community Centre (Let)	413,750
S0190/STK	Stoughton Rd 12	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	189,000
S0192/STK	Stoughton Rd 2 - Doctors	Non-Core Operational	Commercial	Retail (Let)	197,500
S0193/STK	Stoughton Rd 4	Non-Core Operational	Commercial	Retail (Let)	143,500
S0194/STK	Stoughton Rd 6	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	206,500
S0185/STK	Stoughton Rd 8 - 10	Non-Core Operational	Commercial with Residential	Retail with Residential (Let)	401,250
OLB101156	Stoughton Rec Gnd - Pavilion	Non-Core Operational	Recreational	Pavilion (Let)	5,000
E9055/STG	Stoughton Rec Gnd Playground	Community	Recreational	Playground	146,639
S0086/STG	Stoughton Recreation Ground	Community	Recreational	Park & Recreation Ground	20,671
S0363/BUR	Sutherland Mem Park - Toilets	Core Operational	Toilets	Public Toilets	50,756
OLB101194	Sutherland Mem Pk - Club	Non-Core Operational	Community Facility	Community Club (Let)	214,250
S0362/BUR	Sutherland Mem Pk - Main Pavln	Non-Core Operational	Recreational	Pavilion & Green (Let)	223,750
OLB101157	Sutherland Mem Pk- Cricket Pav	Non-Core Operational	Recreational	Pavilion (Let)	76,100
E9059/BUR	Sutherland Mem Pk Playground	Community	Recreational	Playground	106,090
S0090/BUR	Sutherland Memorial Park	Community	Recreational	Park & Recreation Ground	24,817
OLB13141	Swan Lane 25 (Lease In)	Core Operational	Commercial	Retail	-
OLB101125	Sycamore Dr 6-28, Ash Vale	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0248/HTR	Sydenham Rd 1	Investment Properties	Commercial	Retail	275,000
OLB101112	Sydenham Rd 82-84	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0298/HTR	Sydenham Rd Car Park	Core Operational	Car Park	Surface Car Park (Contract)	100,000
S0196/ONS	Tesco Superstore, Egerton Rd	Investment Properties	Commercial	Retail	-
IP10115	The Apple Tree PH, Southway	Investment Properties	Commercial	Land	-
S0257/FSN	The Billings, Walnut Tree Clse	Investment Properties	Office	Office	675,000
IP10118	The Medical Centre, E Horsley	Investment Properties	Commercial	Land	-
S0334/FSN	The Mount and Henley Grove	Community	Open Space	Downland	105,000
S0092/FSN	The Mount Reservoir	Community	Water Treatment	Reservoir (Let)	5,000
OLB101113	The Oval 48-54, Wood Street	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101114	The Oval 64-74, Wood Street	Non-Core Operational	Residential Land	Housing Association (Let)	-

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
E9060/ONS	The Oval Playground	Community	Recreational	Playground	97,961
OLB1011102	The Spike, Warren Rd	Non-Core Operational	Community Facility	Community Hall (Let)	5,000
OLB101115	The Street 32-34, Puttenham	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101116	Three Gates 1 & 3	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0093/STG	Tilehouse Open Space	Community	Open Space	Open Space	9,310
E9205	Tilehouse Open Space Ballcourt	Community	Recreational	Ball Court	58,221
S0094	Tilehouse Open Space Playgrnd	Community	Recreational	Playground	-
CA101134	Tilthams' Corner	Community	Open Space	Common Land	-
E9135	Toll House Turbine, Millbrook	Non-Core Operational	Turbine House	Turbine House	47,667
S0019/AST	Tongham-Ash Old Railway ROW	Community	Open Space	Open Space	5,500
HA13142	Torch Legacy Sculpture, G Live	Heritage	Cultural	Art collection	8,750
OLB101126	Tower Hill Rise 1-4, Gomshall	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0394/HTR	Town Wharf, Riverside Walk	Community	Open Space	River Frontage & Fishing	166,652
OLB101182	Treadwheel Crane, Riverside Wk	Heritage	Historic Structure	Historic Building	-
S0368/HTR	Tunsgate - Toilets	Core Operational	Toilets	Public Toilets	111,500
S0097/FSN	Tunsgate Arch	Heritage	Historic Structure	Historic Building	-
S0367/HTR	Tunsgate Car Park (Lease In)	Core Operational	Car Park	Underground Car Park	1,346,000
S0256/HTR	Tunsgate Square	Investment Properties	Commercial	Retail	3,430,000
S0369/HTR	Tyting Farm Buildings	Surplus	Agricultural	Land (Surplus)	550,000
CA11122	Tyting Farm Land	Community	Agricultural	Farmland (Let)	-
E9028/OTH	Various paintings at Guildford	Heritage	Cultural	Art collection	592,340
10007060333	Villages Medical Centre, Send	Investment Properties	Commercial	Surgery / Clinic	-
OLB101117	Walnut Tree Cl 37-75 (odd nos)	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101130	Walnut Tree Close 18	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0371/FSN	Walnut Tree Close CP(Lease In)	Core Operational	Car Park	Surface Car Park (Public)	55,000
S0391/PIL	Wanborough Barns, Westwood Lne	Core Operational	Historic Structure	Historic Building	99,500
S0372/FSN	Ward St - Toilets	Core Operational	Toilets	Public Toilets	156,000
S0252/FSN	Ward St 7	Investment Properties	Commercial	Community Club	183,000
S0258/STK	Waterside Centre, Riverside	Non-Core Operational	Community Facility	Land (Let)	24,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
CA13142	Waterside Rd Ballcourt	Community	Recreational	Ball Court	-
CA07082	Waterside Rd Playground	Community	Recreational	Playground	150,219
S0098/FSN	Waverley Mead Open Space	Community	Open Space	Open Space	52,116
CA101138	West Heath	Community	Open Space	Heathland	-
OLB101176	West Lodge, Blacksmith Lane	Core Operational	Residential	Residential House	118,333
CA101124	Westborough Allotments	Community	Open Space	Allotments	-
E9062/NULL	Westborough Wood (Part Lse In)	Community	Open Space	Woodland	21,244
S0101/FSN	Westnye Gardens	Community	Recreational	Public Garden	-
CA101142	Weybrook Park	Community	Open Space	Open Space	-
S0373/LOV	White Hart Court Day Centre	Assets Held for Sale	Residential Land	Land (Surplus)	500,000
OLB101144	Willow Court, Woodlands Rd	Non-Core Operational	Residential Land	Housing Association (Let)	-
E9064/AWH	Willow Park, Ash Vale (A331)	Community	Miscellaneous	Roadway	368
CA101145	Winter Cl Open Space, Ash Vale	Community	Open Space	Open Space	-
OLB101131	Winterhill Way 21-23	Non-Core Operational	Residential Land	Housing Association (Let)	-
OLB101172	Woking Rd 106	Non-Core Operational	Residential	Residential House (Let)	240,000
S0376/STK	Woking Rd 30	Core Operational	Residential	Staff Accommodation	276,278
S0374/STK	Woking Rd 33	Core Operational	Residential	Staff Accommodation	261,778
S0375/STK	Woking Road Depot	Core Operational	Depot	Depot	5,996,222
CA07085	Wood St Vill Ballcourt(Lse In)	Community	Recreational	Ball Court	33,099
S0260/FSN	Woodbridge M Ind Estate Land	Investment Properties	Industrial	Land	-
HA11121	Woodbridge Meadow Artwork	Heritage	Historic Structure	Art collection	5,000
S0260/P01	Woodbridge Meadows Ind 01-02	Investment Properties	Industrial	Industrial Unit	400,000
S0260/P02	Woodbridge Meadows Ind 03-05	Investment Properties	Industrial	Industrial Unit	240,000
S0260/P04	Woodbridge Meadows Ind 06-08	Investment Properties	Industrial	Industrial Unit	64,800
S0260/P05	Woodbridge Meadows Ind 09	Investment Properties	Industrial	Industrial Unit	22,250
S0260/P06	Woodbridge Meadows Ind 10	Investment Properties	Industrial	Industrial Unit	196,000
S0260/P07	Woodbridge Meadows Ind 11	Investment Properties	Industrial	Industrial Unit	200
S0260/P08	Woodbridge Meadows Ind 12	Investment Properties	Industrial	Industrial Unit	325,000
S0260/P09	Woodbridge Meadows Ind 13-14	Investment Properties	Industrial	Industrial Unit	285,000

Asset Reference	Asset Name	AMF Category	Property Type	Sub-Category	Net book value (£)
S0260/P10	Woodbridge Meadows Ind 15-16	Investment Properties	Industrial	Industrial Unit	50,000
S0260/P21	Woodbridge Meadows Ind 17	Investment Properties	Industrial	Surface Car Park	88,000
S0260/P22	Woodbridge Meadows Ind 18	Investment Properties	Industrial	Surface Car Park	245,000
S0260/P19	Woodbridge Meadows Ind 21-22	Investment Properties	Industrial	Industrial Unit	11,000
S0260/P13	Woodbridge Meadows Ind 23	Investment Properties	Industrial	Industrial Unit	105,000
S0260/P11	Woodbridge Meadows Ind 24-29	Investment Properties	Industrial	Industrial Unit	650,000
S0260/P18	Woodbridge Meadows Ind 30-31	Investment Properties	Industrial	Industrial Unit	140,000
S0388/FSN	Woodbridge Meadows Open Space	Community	Open Space	Open Space	21,675
S0378/FSN	Woodbridge Rd - Toilets	Core Operational	Toilets	Public Toilets	32,461
S0226/FSN	Woodbridge Rd 86-88 (Leys Hse)	Investment Properties	Office	Office	4,700,000
E9065/FSN	Woodbridge Rd Sports Ground	Community	Recreational	Sports Ground	6,383
S0377/FSN	Woodbridge Rd Sprts Gnd - Cott	Core Operational	Residential	Staff Accommodation	446,944
OLB101158	Woodbridge Rd Sprts Gnd - Pav	Non-Core Operational	Recreational	Pavilion (Let)	278,000
E9066/WES	Woodside Rd Playground	Community	Recreational	Playground	41,558
CA101123	Worplesdon Rd Allotments	Community	Open Space	Allotments	-
S0009/NOR	Wyke Ave Estate Open Space	Community	Open Space	Open Space	1,020
CD12133	Wyke Avenue	Assets Under	Housing	Assets Under Construction	98,804
S0240/NOR	Wyke School Reception Building	Non-Core Operational	Educational	School Building (Let)	56,800
CA101113	Wyvern Cl Playground	Community	Recreational	Playground	-
IP10113	YMCA Hostel, Bridge St	Investment Properties	Commercial	Land	-
OLB101132	York Rd 33	Non-Core Operational	Residential Land	Housing Association (Let)	-
S0346/HTR	York Rd 3-5 (No 5 Project)	Non-Core Operational	Residential	Residential Hostel (Let)	781,600
S0379/HTR	York Rd MSCP	Core Operational	Car Park	Multi-Storey Car Park	7,448,244
S0262/HTR	Yvonne Arnaud Theatre	Investment Properties	Cultural	Theatre	235,000

APPENDIX 7 – EQUALITY IMPACT ASSESSMENT: SCREENING PRO FORMA

Section	Economic Development		Officer responsible for the screening/scoping	Chris Mansfield	
Name of Policy to be assessed	ASSET MANAGEMENT FRAMEWORK FOR PROPERTIES	Date of Assessment	29/07/2010	Is this a proposed new or existing policy/procedure/practice?	New
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	The document sets out a policy framework for Guildford Borough Council to manage its property estate in line with its strategic objectives. It includes policies to manage its properties, review and challenge the rationale for the continuing ownership of the properties the Council holds, and a disposal strategy to identify which properties no longer meet their requirements and options for what to do with them. The framework applies to all Council owned and occupied properties excluding Council dwellings, infrastructure and vehicles, plant and equipment assets.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To comply with government advice on good practice for managing properties and to make the Council's Asset Management Framework transparent.				
3. Who is intended to benefit from this policy and in what way?	Councillors, officers and members of the public. The policy will ensure an effective use of resources to support the Borough residents and visitors.				
4. What outcomes are wanted from this policy/procedures/practice?	Openness and transparency and consistency when considering the ownership and management of Council owned land. A framework of factors to be considered before embarking on a particular course of action in respect of property classification, valuation, how to best manage Council owned				

			properties and selling.
5.	What factors/forces could contribute/detract from the outcomes?		Lack of agreement by Councillors, Corporate Management Team and tenants / users
6.	Who are the main stakeholders in relation to the policy?		Councillors, officers and members of the public
7.	Who implements the policy, and who is responsible for the policy?		Councillors and officers responsible for the policy framework and its implementation
8.	Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		No The policy would ensure compliance with the Council's adopted Equalities Policy
	What existing evidence (either presumed or otherwise) do you have for this?		In circumstances where decisions are being made over how to manage or sell a property, it is essential that the criteria do not include any assessment linked to any of the equality strands of race, age, disability, gender, sexuality or religion. It is incumbent of the Council to guard against this when making decisions about its property. An example would be for instance making decisions on community-type properties, the use of a property may attract interest related to race, age, disability, gender, sexuality or religion. The Council will ensure that people are aware that they can have relevant documents translated into another language when English is not their first language.
9.	Are there concerns that the policy <u>could</u> have a differential impact due to gender?		No
	What existing evidence (either presumed or otherwise) do you have for this?		See 8 above
10.	Are there concerns that the policy <u>could</u> have a differential impact due to disability?		No

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 8 above. In relation to disability issues, the content of the Council's Access Strategy 2004 will be taken into account. The Council will ensure that blind or partially sighted people are aware that they can have relevant documents converted into alternative formats.</p>	
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>		<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 8 above</p>	
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>		<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 8 above</p>	
<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>		<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 8 above</p>	
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>		<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 8 above</p>	

15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		No	
What existing evidence (either presumed or otherwise) do you have for this?	See 8 above		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		No	
What existing evidence (either presumed or otherwise) do you have for this?	See 8 above		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		No	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		No	
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?		No	

20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		No																					
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?		No																					
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?		No																					
23. Should the policy proceed to a full equality impact assessment?		No	<p>0 – no possible relevance or adverse impact</p> <p>1 – extremely low relevance and adverse impact</p> <p>2 – relatively low relevance and adverse impact</p> <p>3 – medium relevance and adverse impact</p> <p>4 – relatively high relevance and adverse impact</p> <p>0–8 points low adverse impact, no need for full EIA</p> <p>9–17 points medium adverse impact, full EIA required</p> <p>18–24 points high adverse impact, full EIA required</p> <table border="1" data-bbox="1113 1145 2130 1273"> <thead> <tr> <th>Age</th> <th>Disability</th> <th>Gender</th> <th>Race</th> <th>Sexuality</th> <th>Religion</th> <th>Total</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>6</td> <td>LOW</td> </tr> </tbody> </table>					Age	Disability	Gender	Race	Sexuality	Religion	Total	Impact	1	1	1	1	1	1	6	LOW
Age	Disability	Gender	Race	Sexuality	Religion	Total	Impact																
1	1	1	1	1	1	6	LOW																
24. If No, are there any changes required to the policy to improve it around the equality	The policy framework requires all decisions on the management of Council properties to be in accordance with the Council's corporate objectives.																						

agenda?	
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Signed

(completing officer)

Date

Signed

(Head of Section)

Date

Countersigned

(member of Equality Action Group)

Date

