

Committee:	Executive	Agenda Item No.:	9
Date:	3 February 2014	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Idox Uniform Estates Management System		
Report by:	Senior Valuer		
Other Officers Involved	Commercial Property and Development Manager		
Director	Executive Director of Operations		
Relevant Portfolio Holder	Councillor A F Tomlinson, Portfolio Holder for Regeneration		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities by effective management of the Council’s property assets

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by the acquisition of software to improve the management of the Council’s land and property assets.

TARGETS

By managing the Council’s property assets more efficiently and contributing to corporate savings and efficiencies.

VALUE FOR MONEY

By ensuring that the Council obtains best value from its property assets.

THE REPORT

Background

The Council currently has no up to date central records or management system for its land and property assets.

Currently ownership records known as the ‘terrier’ are shown on small scale Ordnance Survey maps stored in a plan tank in the Legal Section and as a layer on the My Maps digital mapping system in the intranet. The Ordnance Survey plans are old and out of date with many newer developments and properties not shown on the maps. The My Maps system has a link to the Council’s Land Registry registered titles which have been scanned into the

system but this link is often unreliable and the documents frequently cannot be opened. In addition the documents have been scanned in black and white and there are often colours referred to on plans which cannot currently be viewed.

In April 2011 the Council brought back in house the management of Pleasley Vale Business Park from its managing agents.

As a result of this and the construction of the Tangent Business Centre the Council now has to manage a much larger portfolio of leasehold properties. In addition the rationalisation of the Council's operational building has resulted in a number of these being leased out further increasing the levels of property management. The tenancy details for Pleasley and the Tangent are currently held on two access databases. The remainder of the property tenancy details are held on individual paper files within the Regeneration Department.

At present the Council has no automatic diary type system in place to bring up renewals or rent reviews of leased properties and it is up to officers to periodically manually search the current databases to pick up such renewals and reviews. This was raised by the Council's internal audit team.

There is therefore a high risk that these can be missed which has potential impact on the Council losing income from its properties.

Most Local Authorities have some form computer based estate management system to assist with the management of there property assets.

Officers have had a demonstration of the Idox Uniform Estate Management system which forms part of the Uniform suite of software. This system is probably the market leader in estate management and land terrier systems and is widely used across Local Government. The Council currently uses Uniform software within the Planning Department and Environmental Health Departments. In addition North East Derbyshire District Council also has the Idox Uniform Estate Management system however they have yet to fully utilise the system.

As the Council already uses Uniform systems within other sections this allows for the benefits to stretch beyond the Regeneration Section and allow other departments access to more information concerning the Council's property assets.

The system is able to assist in the following functions:-

- Acquisition and disposal of property – by recording details relating to the property and the parties involved, the costs relating to the process, and key dates to monitor the process.
- Record property ownership and valuations –by creating a database of property hierarchies, utilisation, valuations, insurance, surveys and other details to provide a fully auditable record of the Council's property assets.

- Track leases and assignments – by managing lease details, rent reviews and regular payments on a single system.
- Co-ordinate and manage the costs of works and maintenance the costs of works and maintenance – by controlling the schedule of jobs, from user-entered maintenance requests through to task assignment and contractor performance monitoring.
- Record and manage other assets – such as furniture, vehicles, or any other assets owned by the Council.

In addition the Senior Valuer has visited Amber Valley Borough Council who uses the system for their property register, asset register and management of their leases. Amber Valley has advised that the system is generally easy to use and is very reliable. In addition they have all of their Land Registry property titles scanned into the system.

Idox have quoted the Council the sum of £16,100 to provide the system. This figure includes providing and installing the software with licences for up to 5 concurrent users. In addition the quote also provides for training for the users.

Overall the system will provide a more means efficient and reliable means of data management relating to the Council's property assets. This will also give improved customer service and address the issues raised by internal audit.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to purchase the Idox Estate Management system to improve the efficiency of the management of the Council's land and property assets.

IMPLICATIONS

Financial: The cost of the acquisition of the system is £16,100. Given that the purchase of the system will help secure a range of ongoing efficiencies which will assist in minimising future revenue costs whilst offering an improved service it is considered appropriate that these costs are funded by the use of Efficiency Grant.

Legal: None

Human Resources: None

RECOMMENDATION(S)

It is recommended that the Council purchases the Idox Estate Management Module on the terms contained within this report.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To ensure that the Council is able to manage its property assets in order that it can achieve best value from them.