

## **BOLSOVER DISTRICT COUNCIL**

### **Meeting of the Council on 20<sup>th</sup> May 2026**

### **Creation of a Corporate Asset Manager Post**

### **Report of the Portfolio Holder for Growth**

<b>Classification</b>	This report is Public
<b>Report By</b>	Ian Barber, Strategic Director for Property, Construction and Assets

## **PURPOSE/SUMMARY OF REPORT**

To seek approval for the creation of a full-time Corporate Asset Manager post to deliver the Council's Corporate Asset Management Plan.

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## **REPORT DETAILS**

### **1. Background**

- 1.1 Historically, corporate asset management responsibilities have been dispersed across several service areas within the Council, with the majority of the workload falling to the Facilities Management Team (FMT).
- 1.2 In recent months, the pressures on the Facilities Management Team have increased substantially. This increase in workload has arisen from additional statutory and regulatory requirements including fire regulations, increases in reactive maintenance, and matters relating to potential disrepair.
- 1.3 The Team currently comprises of 3 FTE posts responsible for the delivery of statutory compliance, reactive maintenance, management of contractors and the provision of a responsive service to all Council corporate assets and building users. The team are responsible for the maintenance of The Arc, The Riverside Depot, the Tangent, Pleasley Vale, together with a range of other Council (non-housing stock) buildings and land.
- 1.4 Due to these additional workload pressures, the team has not had the capacity to undertake effective proactive strategic asset management plans. This has

led to limited long-term planning, contributing to a potential weakness in lifecycle management and the overall sustainability of the Council's estate.

- 1.5 The Council also has plans in place to increase the Council's property portfolio as a result of the Regeneration Fund programme.
- 1.6 A recent internal audit has established the Council needs identify resources to develop:
  - A refreshed Asset Management Plan
  - A centralised asset information system
  - Asset lifecycle management
  - Greater assurance of statutory compliance and financial optimisation.
- 1.7 In response to the audit, a draft Asset Management Plan has been developed for consideration and approval by the Council's Executive in June 2026. The Asset Management Plan contains an action plan for delivery. This post is required to carry out and deliver against the plan, associated action plan and the recommendations from the recent audit.

## **2. Details of Proposal or Information**

- 2.1 It is proposed that the Council establishes a permanent full-time Corporate Asset Manager post (see Job Description at Appendix 1). This post will form the foundation of a modern Corporate Landlord model to address the gaps identified. The role will carry significant strategic, financial, and statutory responsibility for the Council's General Fund portfolio of commercial and operational buildings.
- 2.2 Key responsibilities of the post include:
  - Strategic Leadership: Leading the development and delivery of the Council's Strategic Asset Management Plan (SAMP), ensuring alignment with the budgetary and strategic corporate priorities.
  - Transformation of Asset Data and Systems: Procuring and implementing new Asset Management Software, validating the Non-Domestic Asset Register, and centralising all asset information into a single Corporate Landlord system.
  - Lifecycle and Investment Planning: Developing 30-year lifecycle strategies for each asset, enabling a shift from reactive maintenance to proactive, evidence-based investment planning.
  - Corporate Governance and Decision Support: Chairing the Asset Management Group, coordinating multi-disciplinary teams, and preparing business cases for asset rationalisation and investment. The post holder will provide expert advice to Portfolio Holders, Senior Leadership, Executive, and Scrutiny.

- 2.3 The creation of the Corporate Asset Manager post requires funding from the Council's General Fund. The post is required to be evaluated through the Council's job evaluation scheme. Currently, it is expected to be evaluated around a grade 8 with a total cost of up to £59k based on 2025/26 salary scales. However, this is subject to confirmation.
- 2.4 This post represents best value when compared with interim or consultancy provision which would be far more expensive.
- 2.5 The post is expected to generate further financial benefits through reduced reactive maintenance expenditure, improved procurement and contract management, evidence-based capital investment planning, asset rationalisation opportunities and increased income from commercial assets.
- 2.6 The establishment of this post will also provide continuity and organisational knowledge to take forward into any new Authority which may be created through Government Reorganisation.

### **3. Reasons for Recommendation**

- 3.1 To address the audit requirements of the recent Asset Management Audit outlined in paragraph 1.6 of this report.
- 3.2 To develop a dedicated asset management function in order to provide strategic oversight, and support long-term financial resilience.
- 3.3 To oversee and manage the responsibility for assets as the Council prepares for Local Government Reorganisation.
- 3.4 To reduce unplanned maintenance costs; improve statutory compliance; support asset rationalisation and income generation; strengthen long-term financial planning; reduce corporate risk exposure and; improve the quality and consistency of asset-related decision-making.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 Do Nothing: This is rejected as it would fail to address the recent audit findings, perpetuate compliance risks, and undermine the Council's financial resilience.
  - 4.2 Outsource: This is rejected as in-house delivery is more cost-effective and ensures ongoing ownership of data, expertise, and lifecycle planning. Interim or consultancy support would be more expensive and less effective in building long-term organisational capability.
  - 4.3 Deliver in-house using existing staff: This is rejected as there is insufficient capacity within the Facilities Management Team and the specialist nature of the role requires dedicated professional expertise.
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## **RECOMMENDATION(S)**

- (1) That Council approve the creation and budget for a full-time Corporate Property Asset Manager post following job evaluation.
- (2) That Council delegates to the Chief Executive Officer the decision to agree the grade of the post following completion of the job evaluation process.

**Approved by Councillor Munro Portfolio Holder Growth**

### **IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

This post will be an additional cost to the General Fund.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:**

The new post will strengthen the Council's ability to comply with its legal obligations as set out in various statutes or regulations, e.g, Health and Safety at Work etc Act 1974, Building Safety Act 2022, and obligations contained within lease agreements and other contractual arrangements.

On behalf of the Solicitor to the Council

**Environment:**

**Details:**

The new post will be required to ensure environmental impact is considered wherever possible, reducing the Council's carbon footprint.

**Staffing:**            Yes             No

**Details:**

Any established new post is required to be evaluated using the Council's job evaluation scheme. Recruitment and selection will take place using the Council's appropriate policies and procedures.

On behalf of the Head of Paid Service

## **DECISION INFORMATION**

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input type="checkbox"/> Please indicate which threshold applies</p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No

<p><b>District Wards Significantly Affected</b></p>	N/A
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/>  <b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/>  <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/></p>	Details:

<p><b>Links to Council Ambition: Customers, Economy, Environment and Housing.</b></p>
<p>(A) <b>Customers</b> by providing excellent and accessible corporate buildings, continuously improving service delivery through innovation, modernisation and listening to customers.</p> <p>(B) <b>Economy</b> by making the best use of our assets through identifying optimal lifecycle investment costs and timelines and asset rationalisation opportunities.</p> <p>(C) <b>Environment</b> by being able to identify environmentally optimal parts for refurbishment and new builds wherever possible, reducing our carbon footprint.</p>

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	Job Description
2	Person Specification