



## Officer Decision Report

**Author/Lead Officer of Report:** (*James Hird  
Interim Service Manager Systems Applications and  
Data*)

**Tel:** (07800734249)

**Report to:** *Ajman Ali, Executive Director, Neighbourhoods  
Services*

**Date of Decision:** 22 February 2024

**Subject:** Corporate Property Asset Management System

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? <b>(2562)</b>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The <b>appendix</b> is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

### **Purpose of Report:**


The purpose of this report is to set out the requirements for the provision of a Corporate Property Asset Management system and to seek approval to commission this system from an external provider as set out in this report.

**Recommendations:**

It is recommended that the Executive Director of Neighbourhood Services:

- Approves the commissioning of a Corporate Property Asset Management system, including an upgrade to the existing system, from an external provider for a period of 4 years and for an estimated value of £971,568 as set out in this report.

**Background Papers: n/a**

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Liz Gough
	Legal: Gemma Beecroft
	Equalities & Consultation: Louise Nunn
	Climate: N/A
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b> Ajman Ali 
3	<b>Relevant Policy Committee</b> Strategy and Resources
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> James Hird
	<b>Job Title:</b> Service Manager Systems Applications and Data
<b>Date:</b> 22/02/2024	



## **1. PROPOSAL**

- 1.1 Technology Forge (TF) is the current Corporate Property Asset Management system for the Council's corporate property estate used by Property Services, Facilities Management and Capital Accounting.
- 1.2 The system holds critical property asset data to manage the Council estate (non-housing) effectively and is the primary operating system within Facilities Management and Property Services. Other users include Capital Accounting to manage value and financial management of the corporate estate.
- 1.3 The current software with Civica consists of 3 applications (Facilities Management, Housing and Citrix licences) each ending June, August and September 2024 respectively. However, the current version of TF is at end of life because the applications will not be supported by Civica beyond March 2024 and therefore the Council has to either replace or upgrade the system.
- 1.4 To ensure continuation of this provision and to meet the Council's requirements for a Corporate Property Asset Management system, a new system or an upgrade to the current system is required.
- 1.5 The Council's original strategy was to include the requirements for a corporate property asset management system within the scope of another procurement exercise for a related service requirement. However, as part of implementing the other solution, it was determined by officers that the requirements for a corporate property asset management system are out of scope of the current phase. Therefore, an alternative strategy was required for this system. Due to the end-of-life status of the current application the only option for upgrading the current system is to migrate to Civica Property Management Solution system.
- 1.6 The upgraded version of the current system is called Civica Property Management Solution system, which enables a number of areas of corporate asset management and repairs to be held within the one system. The benefit of this is that it will ensure efficiencies in the Council's ways of working as well as enhancing property data and intelligence to inform decision making for the corporate Accommodation Review Project.
- 1.7 A 4-year contract term will enable the service to realise the benefits of the migration to the new system, as described above, whilst allowing exploration of benefits of the incoming Housing Asset Management system and whether ultimately there are further efficiencies and savings to be made with aligning all systems into one centralised system.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The main corporate priority this system supports is the statutory compliance of the Council estate by ensuring the Council has a functioning, fit for

purpose back-office asset management system. Without it the Council would risk the effective operational management and compliance of the corporate property estate including but not limited to statutory servicing programmes, statutory risk assessment programmes (including fire risk assessments), and capital programmes. There would also be considerable disruption for the management of property transactions and private leaseholders.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 As this is a back-office system public consultation is not required, however current users are aware of the impending system becoming end of life and that a solution is to be commissioned. Users were consulted during the scoping of the requirements of the system to ensure any new system/upgrade would be fit for purpose and maximum efficiencies across the user departments/services can be achieved.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

- 4.1.1 No equality implications, either positive or negative, have been identified.

#### **4.2 Financial and Commercial Implications**

##### **Commercial**

- 4.2.1 The current software consists of 3 applications (Facilities Management, Housing and Citrix licences) ending June, August, and September 2024 respectively with Civica. The housing requirements are being managed outside of this report. As the application is to become end of life a new strategy resulting in a contract will need to be procured.
- 4.2.2 This report sets out the requirements of the property asset management system and the requirements for upgrading the existing TF system and therefore the Council will seek to award compliantly via a framework.

##### **Finance**

- 4.2.3 The implementation and ongoing costs are set out in appendix 1.
- 4.2.4 Funding of this system, and internal resource to support implementation, will be a mix of Invest to Save and IT reserve. The internal project costs may be less than projected to keep costs to a minimum and the costs are a maximum potential cost.
- 4.2.5 The contract will be for 4 years with an estimated value of £971,568.

#### **4.3 Legal Implications**

- 4.3.1 This report seeks approval for commissioning a 4-year contract, with an estimated value of £971,568, for the provision of a corporate property asset management system, which is required to support statutory compliance of the Council estate by ensuring the Council has a functioning, fit for purpose back-office asset management system.
- 4.3.2 The Council is able to commission the proposed contract by virtue of section 1 of the Localism Act 2011, which provides the Council with a 'general power of competence' enabling it to do anything that an individual can do as long as the proposed action is not specifically prohibited.
- 4.3.3 The proposed contract for a corporate property asset management system is considered to be a 'commonly recurring item' under the Council's constitution and therefore is a decision which can be made under the general delegations by an Officer.
- 4.3.4 The Council would need to ensure the proposed contract award complies with the Council's Contract Standing Orders, and all applicable legislation and regulations including but not limited to the Public Contracts Regulation, UK GDPR, the Data Protection Act 2018 and the Equality Act 2010.

#### 4.4 Climate Implications

4.4.1 Not Applicable

#### 4.4 Other Implications

4.4.1 Not Applicable

### **5. ALTERNATIVE OPTIONS CONSIDERED**

The following alternative options were considered:

- 5.1 Do nothing:  
This is not an option as the function of the system is to manage the property asset management risks to the Council, which will cease to be available March-June 2024 when it becomes end of life. This creates a significant risk around loss of operational data and/or the data becoming static and out of date if returned to the Council.
- 5.2 Due to the imminent end of life of the current system and the requirements of the Council, the sourcing of a replacement is the only viable option at this time.
- 5.3 When the current solution becomes end of life, the Council will be without a supported, functioning corporate asset and property management system. This puts the Council at considerable risk both financially and in terms of its statutory compliance obligations.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The recommendation is to approve the commissioning of a Corporate Property Asset Management system, for a maximum 4-year period. This will ensure the Council has a functioning, fit for purpose back-office asset management system. Without it the Council would risk the effective operational management and compliance of our corporate property estate including statutory servicing programmes, statutory risk assessment programmes (including fire risk assessments), and capital programmes and there would be considerable disruption for the management of property transactions and private leaseholders.