

Asset Management Plan 2017-2020



Accessible Information

If you have any concerns regarding the accessibility of this information, please contact Eden District Council's Communication Officer
Telephone: 01768 817817 or e-mail: communications@eden.gov.uk

English

You can get a copy of this document in different formats such as large print, Braille, audio, or in a different language by contacting the Communications Officer on 01768817817 or e-mail communication@eden.gov.uk.

Cantonese

如果您想获取该文件的不同版本，如：大字体印刷、盲文、音频或不同语言版本，请致电：01768 212268 equality@eden.gov.uk

Lithuanian

Paskambinę telefonu 01768 212268, galite užsisakyti šio dokumento kopiją įvairiais formatais, pavyzdžiui, atspausdintą dideliu šriftu, Brailio raštu, užsisakyti garso įrašą arba gauti dokumentą, išverstą į norimą kalbą. equality@eden.gov.uk

Polish

Aby otrzymać kopię tego dokumentu w innych formatach, takich jak duży druk, druk Braille'm, audio, lub w innym języku proszę dzwonić pod numer 01768 212268. equality@eden.gov.uk

Urdu

سولکس فلتخم ےک رک لاک رپ 01768 212268 لقین کئی ی ک زیواتسد سا پآ
ہیو۔ ےتکسردک لصاح ہیو نابز فلتخم ای ، ویڈآ ، لیدب ، فورج ےڑب ےسیج
equality@eden.gov.uk

Contents

Asset Management Plan 2017-2020	1
1.0 Introduction	5
1.1 Scope	5
1.2 Context	5
1.3 Asset Vision.....	6
1.4 Eden District Council's Vision	6
1.5 Achieving the Vision	6
1.6 Asset Targets and Service Provision.....	6
1.7 Asset Performance Aims	7
2.0 Asset Information	7
2.1 Statement of Existing Portfolio.....	7
2.2 Summary Overview of the Asset Estate	8
2.3 Summary - Capital Programme 2018-23	8
2.4 Capital Receipts	8
2.5 Movement 2016-2018.....	8
3.0 Asset Management.....	9
3.1 Overview	9
3.2 Compliance.....	9
3.3 A Strategic Approach to Assets	11
4.0 Objectives, Data Management, Planned Maintenance Programme and Backlog Maintenance	13
4.1 Objectives.....	13
4.2 Data Management	15
4.3 Five Year Maintenance Programme	16
5.0 Sustainability.....	17
5.1 Summary of Aspirations	17
5.2 Environmental Policy - Executive Summary	17
5.3 Environmental Impact.....	18
5.4 Implementation	19
5.5 Procurement Policy	20

5.6	Natural Environment and Rural Communities Act (2006)	21
5.7	The Nottingham Declaration	22
5.8	Implications for Asset Management	24
5.9	Admin Building Heating	24
5.10	Utility Utilization	24
5.11	Corporate Aims	24
6.0	Successes	25
6.1	Penrith Castle Park VC and Memorial Gateway ... Error! Bookmark not defined.	
6.2	Jenkins Field gravel clearance and restoration works	26
6.3	Demolition and Development of Old London Road Depot	27
6.4	Purchase of Buildings at Corney Square, July 2018	29
6.5	Re – Valuation of Assets	30
Section 2 - Corporate Arrangements		30
7.0	About Eden	30
8.0	Organisational Arrangements	30
8.1	To Best Serve the People of Eden	30
9.0	Corporate Asset Management	31
The Asset Management Plan is reported every three years for approval		31
9.1	The Corporate Plan	32
9.2	The Corporate Improvement Plan	32
9.3	The Resource Plan	32

1.0 Introduction

1.1 Scope

It is recognised good practice for local authorities to produce a Strategic Asset Management Plan setting out their broad objectives for the management, development and rationalisation of their built and land asset base over a three to five year period.

Asset management provides a structured process to ensure value for money from property in serving the needs of the organisation. Property assets are expensive, in terms of both their capital value and annual maintenance and running costs. They need to be carefully managed over their lives to ensure best value through their use, maintenance and generation of income.

This Strategic Asset Management Plan (SAMP) sets out the Council's approach to the strategic management of its land and buildings, outlining how the Council's assets support the Council's priorities. The SAMP also identifies the action required to develop these priorities further and contains proposals for improving the effectiveness and efficiency of the Council's property portfolio.

There are a range of benefits that can be derived from effective asset management including:

- release of capital for re-investment or debt reduction;
- efficient running costs;
- income generation;
- better public service provision by improved property and co-location of services;
- property in good condition;
- improved property utilisation and bringing together similar uses into the same property, rather than providing them separately;
- improved productivity, changes in corporate culture and facilitation of corporate change;
- improved delivery of community objectives through the more effective use of property;
- innovative strategic procurement

1.2 Context

The key to ensuring property assets deliver what is required for Eden District Council, its residents and its partners is by ensuring the use and management of assets is linked to the Council's priorities and values and its key strategies.

1.3 Asset Vision

1.4 Eden District Council's Vision

To ensure that the property portfolio contains appropriate assets to support the Council's Corporate Objectives (Appendix 1) and make effective use of the assets in delivery of strong public services.

1.5 Achieving the Vision

The asset vision will be achieved through the implementation of the Asset Management Plan (AMP).

The Asset Management Plan documents the way in which the Council will achieve the vision and also serves to report the progresses made toward that goal. It is recognised that good asset management improves the economic well being of an area.

The Asset Management Plan is a statement of the Asset Management Strategy of Eden District Council. It contains information regarding the key data and facts about Eden District Council's assets.

The AMP's aim is to align the asset portfolio to the service delivery model.

Resources Portfolio Holder approved (Decision Reference Number Res 4_7_10 dated 16 July 2010) that the Asset Management Plan should only be published every three years. As such the next publication will be December 2021.

1.6 Asset Targets and Service Provision

Targets for Service Provision
To ensure service needs are met
To optimise property running costs
To ensure legal and statutory requirements are met
To protect the condition of the property through planned maintenance
To reduce carbon emissions and improve environmental sustainability
To improve accessibility of services and ensure compliance with the Disability Discrimination Act (DDA) 2005.
To generate efficiency gains or an income stream.

1.7 Asset Performance Aims

- 1.7.1 The Council is committed to minimising the cost in use of each asset, through efficient maintenance and building practices.
- 1.7.2 The Council will seek to maximise the contribution of its assets to the achievement of meeting the corporate objectives.
- 1.7.3 The Council will optimise the utilisation of land and buildings. Ensuring that surplus space is either:
- Used for service provision
 - Let for commercial return
 - Disposal is sought where appropriate
- 1.7.4 The Council will ensure that properties continue to be appropriate for the delivery of services.

2.0 Asset Information

2.1 Statement of Existing Portfolio

The table below shows the property portfolio by CCLG/Cipfa¹ prescribed category.

Property portfolio by CCLG/Cipfa prescribed category	Number of properties
Housing	0
Operational Non-Specialised	24
Operational Specialised	17
Operational Community Assets	0
Non Operational General	51
Total	92

In addition there are a further 179 de minimus properties (properties valued less than £5,000) bringing the total number of properties to 271.

There are also 9 de minimus leased assets giving a grand total of 280 assets.

¹ Communities and Local Government/Chartered Institute of Public Finance

2.2 Summary Overview of the Asset Estate

The Council's non-current assets, including the operational and investment property portfolios, are included in the Council's balance sheet, within the statement of accounts (see 2.5 below). As at 31 March 2018 the Council's operational land and buildings were valued at £19.7m and investment properties at £17.2m. These assets are held at current market value and are reviewed annually with the values reported in the latest statement of accounts.

2.3 Summary - Capital Programme 2018-23

The Council sets a 5 year rolling capital programme. This is reviewed and approved by Full Council on an annual basis. This includes details of both acquisitions and improvement works as well as any other expenditure that is accounted for as capital under legislation. The version approved at the time of setting Council Tax can be found in the budget book for the relevant year. This is available from the Council's website here:

<https://www.eden.gov.uk/budget/>

In addition, the capital programme is reviewed during the year and updates are presented to Council for out-turn and during the budget process. Please see the detailed Council agendas for the latest approved programme. These are available here:

<https://democracy.eden.gov.uk/ieListDocuments.aspx?CId=131&MId=2455&Ver=4>

The 2018-2023 programme presented to Executive in December 2018 totalled £11.2m. The three largest areas of spend relate to

- the office accommodation review £2.3m,
- housing grants £2.7m and
- support to the Council's wholly owned company for the acquisition of affordable housing £3.2m."

2.4 Capital Receipts

The Council has an Asset Management Working Group which monitors disposal of property assets. Due to the complexity of disposing of property assets, the capital receipt from asset sales is difficult to budget for. Income is not included until the disposal is completed. Receipts are not ring fenced to asset replacement but form part of the general funding available for capital projects. The total value of assets held for sale on the Council's balance sheet as at 31 March 2018 was £541k.

2.5 Movement 2016-2018

Detailed disclosures on the movement in non-current assets, including operational and investment properties, is included the Council's statement of accounts. The statement of accounts also include detailed

disclosures about the number and types of property the Council owns. The most up to date statements can be found on the Council's website here:

<https://www.eden.gov.uk/Accounts/>

As material items in the Council's balance sheet, these disclosures are reviewed annually to ensure the asset values reflect the current market value.

3.0 Asset Management

3.1 Overview

Strengthening the management of assets will be an important priority for the council, providing greater assurance that they are safe and comply with statutory requirements as well as creating the opportunity to improve the quality and value for money of the service they can deliver. The foundations of this process must include more robust data and process, increased capacity and stronger governance and decision-making.

The Council continues to face severe budget pressures and therefore must consider a range of radical options to reduce the cost of maintaining, repairing and operating its property portfolio. This will include a more commercial approach to asset management, increasing income generation and new types of income including energy generation. This will require a more focused and strategic approach across the council's assets.

This section of the Strategic Asset Management Plan sets out the priorities for delivering on this agenda, which cover a wide range of activities and work strands, some in progress and some to be delivered over the coming years. Although this work represents a complex set of inter-related projects, the objectives driving delivery can be simply stated as:

- Compliance
- A strategic approach to assets
- Reviewing and rationalising the estate
- Reducing expenditure and increasing income

3.2 Compliance

Ensuring the health and safety of residents, staff and others using the council's buildings is the top priority for the effective management of the council's assets.

It is also important that management of the asset portfolio ensures compliance with legal agreements minimises the council's exposure to risk as a result of environmental, social and economic change and

understands and addresses the council's exposure to risk of all kinds including financial, legal and reputational.

The activity in this Strategy to reinforce accurate information, classify assets according to their use and ensure appropriate leases are in place will all contribute to reducing this exposure to risk. The following section describes in more detail the strands of activity relevant to regulatory compliance, contracts and legal agreement, understanding other risks and quality assurance of the council's systems that will provide a robust and effective management of risk.

(i) Health and Safety etc. compliance

Statutory compliance should be a responsibility of asset management in order to ensure safe and compliant buildings. This will involve technical advice, coordination and management of compliance activities, procurement, prioritisation and management of corporate compliance budget, centralised coordination of documentation, training, certificates and records, and managing corporate compliance performance.

The basis of British health and safety law is the Health and Safety at Work Act 1974 (HSWA) and associated supplementary Regulations and Codes of Practice. Section 3 of the Act imposes a clear duty on local authorities to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable the safety of the public using premises.

The primary statutory instruments driving statutory compliance for property assets are:

- The Health and Safety at Work etc. Act 1974
- Managing Health and Safety at Work Regulation 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2000 (as amended)
- The Control of Substances Hazardous to Health COSHH Regulations 2002 and Amendment 2003
- The Control of Asbestos Regulation 2012
- The Health and Safety Executive Approved Code of Practice (ACoP) Guidance on Legionnaires Disease, the Control of Bacteria in Water Systems L8.

To meet this challenge the aim is to ensure that all council-owned properties have risk assessments for statutory compliance, and where relevant an identified program of recommended remedial works is agreed and resourced.

The technical information obtained from this exercise will enable better asset investment decision-making going forward and assist with ensuring that the council's asset base is statutorily compliant.

(ii) **Third party management of assets**

The Council's portfolio of assets includes sites that are directly managed by a third party. Where an external organisation has operational control of premises it is essential that the Council understands and addresses the residual financial, legal and reputational risks that remain.

(iii) **Equalities**

We will ensure that all actions undertaken through the Asset Management Plan support the Council's Equality Policy. In the delivery of projects we will ensure that Equality Impact Assessments are carried out.

(iv) **Energy Performance Certificates**

From April 2018, proposed legislative changes would make it unlawful to let residential or commercial properties with an Energy Performance Certificate (EPC) Rating of F or G (i.e. the lowest 2 grades of energy efficiency). Assets that fail this standard need to be identified now and this information fed into investment decision-making.

3.3 A Strategic Approach to Assets

Robust, accurate and up to date information is at the heart of effective decision making on assets. The council will review its current information to determine whether it has a system that is fit for purpose and allows the council to:

- Maintain a complete and accurate property asset register
- Support the continuous management and maintenance of the property asset base
- Satisfy statutory and other reporting and compliance requirements
- Implement performance across the asset portfolio
- Review property assets, appraisals, decision-making and planning with accuracy and timeliness.
- Provide a single corporate resource for managing assets

3.3.1 Forward Maintenance Planning

Required Maintenance (sometimes called back-log maintenance) is the cost of bringing a building from its current state up to a condition that fully meets statutory and regulatory compliance obligations and

provides a safe and efficient base for service delivery. Required Maintenance liabilities can only be established by regular costed condition surveys.

Under the CIPFA model, costs are prioritised as 1 (urgent works), 2 (essential works within years 1 and 2) or 3 (desirable works required within years 3 to 5). The total of priority 1 to 3 works for each operational building provides us with a total Required Maintenance figure for the following five years. This prioritised assessment of Required Maintenance should in principle inform both the revenue and capital budget setting process.

The aim is to ensure that the most urgent works are identified, with the greatest priority being given to those elements in the worst condition in the most strategically important buildings. The council faces a backlog in some required maintenance and in a fiscally constrained environment we need to ensure the best use of resources, provide value for money and ensure that funding is properly prioritised.

Building condition is characterised as A (Good) B (Satisfactory) C (Poor) D (Bad).

The strategy should be to opt for B3 (i.e. satisfactory condition / desirable works required within years 3 to 5) as the target status for strategic properties with investment being targeted accordingly. Those non-strategic properties falling within C2 and D2 should be targeted for disposal and minimum interim expenditure.

A comprehensive condition survey will need to be carried out to inform decisions on capital and revenue expenditure on assets, their classification and their disposal.

In principle, properties within these last two condition categories should have only essential work undertaken on them in order to maintain their operational capability, this effectively being critical health and safety works and work that would continue to keep the property 'wind and water tight', until the future of the property has been reviewed. This is to avoid wasted expenditure.

In addition to condition and maintenance data, other factors need to be considered such as location, utilisation, operating costs, fitness for purpose, accessibility, capacity, contribution to current service delivery and the property's ability to support future service delivery.

A building in poor condition may still represent a suitable building, so a decision made on the basis of either condition or suitability in isolation may not necessarily be correct. It may sometimes be beneficial to undertake a more in-depth condition survey before key estate rationalisation decisions are made.

All service and utility contracts will be reviewed to ensure that they continue to provide value for money.

4.0 Objectives, Data Management, Planned Maintenance Programme and Backlog Maintenance

4.1 Objectives

Compliance and Risk	Work Strands
Statutory compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Fire safety <input type="checkbox"/> Asbestos policy and management plan <input type="checkbox"/> Water hygiene plan <input type="checkbox"/> Equality Act 2010 access to buildings and services <input type="checkbox"/> Energy Performance Certificates <input type="checkbox"/> Staff and public safety <input type="checkbox"/> Third party management of assets
A strategic approach to assets	
Management data	<ul style="list-style-type: none"> <input type="checkbox"/> Asset Management System <input type="checkbox"/> Regular building condition survey regime
Capacity and functions	<ul style="list-style-type: none"> <input type="checkbox"/> Create 'corporate landlord' function <input type="checkbox"/> Centralisation of maintenance, repair and operating budgets <input type="checkbox"/> Backlog clearance
Estate Management	<ul style="list-style-type: none"> <input type="checkbox"/> Classification of Assets <input type="checkbox"/> Maintain and improve condition of retained assets <input type="checkbox"/> Review planned maintenance programme
Reviewing and rationalising the estate	
Asset optimisation	<ul style="list-style-type: none"> <input type="checkbox"/> Review non-core assets with a view to disposal, CAT or redevelopment <input type="checkbox"/> Identify development opportunities <input type="checkbox"/> Core assets up to a CIPFA B2 condition rating <input type="checkbox"/> Create disposals and acquisitions policy

Compliance and Risk	Work Strands
FM	<input type="checkbox"/> Realignment of contracts <input type="checkbox"/> Integration of functions
Sustainable and efficient	<input type="checkbox"/> Managing assets in sustainable manner <input type="checkbox"/> Energy surveys <input type="checkbox"/> Energy generation opportunities
Reducing expenditure and increasing income	
A better balanced portfolio	<input type="checkbox"/> Development of underutilised assets <input type="checkbox"/> Review retained assets and establish a Community Assets Transfer programme
Increased income	<input type="checkbox"/> Rent review of all assets and programme of lease renewals <input type="checkbox"/> Review retained assets and challenge income <input type="checkbox"/> Proactive income collection and debt recovery <input type="checkbox"/> Review fees and charges and utility costs
Increase capital resource	<input type="checkbox"/> Dispose of unclassified property

The Council has given the Asset Management Group (AMG) a mandate to pursue a series of proposals aimed at a review of the Asset Portfolio. Its intention is to look for savings in revenue costs whilst targeting maximum capital value.

To this end, the Asset Management Group incorporating the services of the retained land agent (Walton Goodland) has undertaken a review of all land and property held in the Council's Land Terrier.

In addition the Asset Management Group undertakes ad-hoc reviews in the normal course of the Council's business, informed by the annual review of the Council's property holdings, to determine the Council's response to requests for sale or lease of land in its ownership or the need to acquire land for initiatives that the Council is seeking to promote.

A comprehensive revaluation of the Council's assets was completed in March 2015 by the Council's retained Land Agents. The valuation conforms to RICS and CIPFA valuation standards and has been

targeted toward the Council's core valuation criteria. The next valuation is scheduled for March 2020.

The revaluation also ensures the delivery of consistent and high quality information for national accounting purposes in keeping with the CIPFA Code of Practice for local authority accounting.

4.2 Data Management

The Council has an in-house software asset management database called 'Asset Master'. This contains statistical data of each asset such as net internal area (NIA), gross internal area (GIA) etc along with digital images, plans and drawings. This information is linked to property address and title details.

This process of data collection continues to develop and further integrate with the Council's "Asset Master". This will enable statistical analysis of asset performance and enquiry. Such data will help to reveal how well each building is performing both with regard to its contribution to service and its running cost. Such information sourced from robust data gives rise to informed choices relating to acquisition or disposal of property.

In order to meet best value and AMP criteria, investment in property information systems and property management data recording and processing is now in place.

The Council's primary data source of land and property management information is its land Terrier. This takes the form of large-scale maps as an OS base on which all Council owned land and property is outlined in red. Each parcel of land is indexed with the title number and any parcels sold are shaded in yellow. Two copies of the document exist, one with the Property and Contracts office and one with the Department of Corporate and Legal Services. The Council has undergone a process of registration for all its land holdings and the Terrier provides an up to date and comprehensive record.

Maintenance of the Terrier is undertaken by the Legal Executive as property is acquired or sold.

The principal sources of land and property data arise from the contributions to the land and property management process by the Estates Officer and the Legal Executive. An implementation and development program for 'Asset Master' is currently underway such that it can be expanded to meet the Council's information needs.

- The information currently held electronically and capable of being manipulated to further corporate aims is detailed below:
- Land Registry Title Reference Number
- Address of property
- Provisional UPRN

- DCLG/CIPFA Category
- CIPFA Condition/Priority Category
- Departmental use of property
- Description of property
- Five year maintenance programme for each property with estimates of costs down to building element detail assigned to each condition category and priority.
- Gross Internal Area/Net Internal Area - floor areas
- Site area
- Construction Date of Buildings
- Open Market Value (OMV)
- Open Market Rental Value (OMRV)
- Estimated life of buildings
- Deed Packet reference
- Essential Plant and Equipment
- Corporate Aim and Objectives Categories reference code
- Risk Assessment profile
- Five Year Planned Maintenance Programme

4.3 Five Year Maintenance Programme

4.3.1 Expenditure Profile - 5 Year Forecast

The Council have a comprehensive Condition Survey of the estate in relation to condition and cost. This survey provides a five year planned maintenance program culminating in year 2019/20.

4.3.2 Level Spending Profile - 5 Year Plan

In determining the most appropriate expenditure program the capacity of the Council's technical resources were taken into account in order to achieve the most appropriate budgetary response to the maintenance need. On completion of the five year planned maintenance programme a forecast spend profile will be completed.

Forecast - Spending profile

The expenditure profile resulting from the survey of the Council's buildings resulted in the following five year forecast.

Planned Maintenance Requirement

Year	Cost
Year 1: 2014/2015	£95,600
Year 2: 2015/2016	£96,888
Year 3: 2016/2017	£97,290
Year 4: 2017/2018	£102,178
Year 5: 2018/2019	£92,690
Years 6-10: 2019/2024	£484,646

Survey work for the next 5 year forecast for the years 2020-2025 will commence in 2019.

5.0 Sustainability

5.1 Summary of Aspirations

Eden District Council recognises that it has a wide-ranging impact on the environment through its use of energy, water, transport and waste generation. In addition to this, the Council is responsible for the provision of a number of environmental services, and is involved in raising awareness, and setting an example to partners and the wider community. It is therefore important that the Council takes responsibility for its environmental impact. In order to generate sound environmental practices the Council has committed itself to the authorship of an Environmental Policy.

In 2009, Eden District Council partnered with the Carbon Trust on a programme to realise vast carbon and cost savings. As a result a Carbon Management Plan was drawn up which committed the Council to a target of reducing CO₂ by 25% and underpinned potential financial savings to the Council of around £525,000 over this period. The Council is still committed to reducing its carbon footprint where possible and also reducing costs. Targets will be reviewed over time as new measures are introduced.

5.2 Environmental Policy - Executive Summary

Our Commitment

Eden District Council recognises that it has a wide-ranging impact on the environment through its use of energy, water, transport and waste generation. In addition to this, the Council is responsible for the provision of a number of environmental services and is involved in raising awareness, and setting an example to partners and the wider community. It is therefore important that the Council takes responsibility for its environmental impact.

Legislation	<p>We will meet and where possible exceed current and future environmental legislation and regulatory requirements.</p> <p>Will look towards best practice to see where we can reduce our environmental impacts of our activities and policies.</p> <p>We will ensure employees are aware of environmental legislation and operational procedures.</p>
Natural Resources and Waste	<p>Monitor, manage and reduce the Council's use of water.</p> <p>Minimise the amount of waste produced by the Council and encourage greater re-use, recycling and composting.</p> <p>Use the least environmentally damaging goods and services where possible.</p> <p>Minimise harm from land which is contaminated or polluted.</p>
Climate Change	<p>We will reduce greenhouse gas emissions, notably carbon dioxide and methane.</p> <p>We will ensure, where possible, buildings and services are able to adapt to climate change.</p> <p>We will monitor, manage and minimise the Council's use of energy.</p>
Landscape, Wildlife and Heritage	<p>Manage buildings under the Council's control to conserve, enhance and restore local heritage.</p>
Education, Implementation and Monitoring	<p>Consider environmental factors in Council decisions and activities.</p> <p>Continually develop environmental objectives and targets and introduce best practice to reduce environmental impacts.</p> <p>Educate and train employees and members to conduct their activities in an environmentally responsible manner.</p>

5.3 Environmental Impact

In the course of carrying out its business Eden District Council's activities will generate some impact upon the environment. The negative impacts will be seen as principally CO₂ production or use of natural resources.

Examples of such activities are:

Activity	Origin
Utilities - Gas	Gas fired boilers
Utilities - Electricity	Predominantly lighting and IT equipment
Utilities - Water	Toilet facilities and refreshments
Utilities - Oil/Diesel	Diesel back-up generators at Mansion House and Town Hall. Oil Fired heating at Frenchfield
Paper and stationary	Used at various sites by staff
Staff travel	Mileage required for work purposes exceeded 140,000 in 2016-17
Photocopiers and toner	Used at each admin site by staff
IT and printers	Used at each admin site by staff
Cleaning chemicals	Used at various sites by external contractor
Waste	Waste created at various sites
Procurement	The Council has a procurement policy which allows for environmental/sustainability issues to be considered.
Batteries	Mostly for cordless equipment and cameras
Mobile phones	Various sites

5.4 Implementation

The implementation of the aspirations set out in the Council's Environmental Policy is to be executed through a variety of methodologies appropriate to each theme. To this end EDC is pursuing a number of initiatives designed to drive the Council toward its environmental goals.

5.4.1 Cumbria Business Environment Network (CBEN)

CBEN hosts an award scheme the intention of which is to support organisations in the development of an Environmental Management System (EMS). CBEN may certificate an organisation to Bronze, Silver or Gold standard, whichever is appropriate. The awards standards are set in accordance with internationally adopted EMS specification BS EN ISO 14001 and associated Guidelines.

It is considered that the process of support, development and assessment necessary for certification by CBEN is an appropriate measure to be undertaken by the Council. EDC was accredited with Gold status by CBEN.

5.4.2 Display Energy Certificate

Display Energy Certificates (DECs) promote the improvement of the energy performance of buildings and form part of the final implementation in England and Wales of the European Directive 2002/91/EC on the Energy Performance of Buildings.

A DEC and advisory report are required for buildings with a total useful floor area over 1,000m² that are occupied in whole or part by public authorities and by institutions providing public services to a large number of persons and therefore frequently visited by those persons.

As such the council must provide a DEC for its two main admin buildings, Mansion House and the Town Hall, along with the Penrith Leisure Centre.

The Operational rating is based on the amount of energy consumed during the occupation of the building over a period of 12 months from meter readings and is compared to a hypothetical building with performance equal to one typical of its type (the benchmark). Typical performance for that type of building would have an OR of 100. A building that results in zero CO₂ emissions would have an OR of 200.

A DEC must be renewed annually. In addition requirements for reporting of Air Conditioning Systems above 12Kw are undertaken.

The 2017 operational ratings are given below:

Mansion House	Band C (74) Below Average (100)
Town Hall	Band E (101) Above Average (100)
Penrith Leisure Centre	Band D (92) Below Average (100)

5.5 Procurement Policy

Choices about what products and services the Council procures in the execution of its business can have an impact on the environment. These choices then should therefore be well chosen in order to minimise environmental impacts wherever possible, whilst having due concern for good financial management practices.

The Council is involved in an arrangement with the other five district councils in Cumbria, the County Council, Cumbria Police and Crime Commissioner, Cumbria Primary Care Trust and the Lake District National Park Authority, collectively known as 'Effective Procurement in Cumbria' (EPiC). EPiC's main objectives are to encourage collaboration, increase supplier engagement and produce procurement efficiencies throughout the County.

To this end the council incorporates the following statement contained within the 'Environment and Sustainability' section of the Corporate 'Procurement Strategy' (April 2018).

“The Council’s procurement activities impact on the environment and it is important that sustainability issues are considered fully when specifying goods, works and services as part of the procurement process. The main aims when considering sustainability in procurement are:”

- to seek alternatives to products and processes which are detrimental to the environment by using more environmentally friendly products and processes;
- to only purchase supplies when necessary and minimise waste, including any packaging, or waste produced as a by-product of the goods or service, and waste generated by the eventual disposal of the product;
- to maximise the reuse and recycling of materials;
- to minimise the consumption of non-replaceable natural resources by reviewing current and proposed future usage and evaluating the pros and cons of alternatives;
- to stimulate demand for environmentally friendly products by considering the environmental performance of all suppliers and encouraging them to conduct their operations in an environmentally sensitive manner; and
- conducting 'whole-life cost' evaluations

5.6 Natural Environment and Rural Communities Act (2006)

Section 40 of the NERC Act, states that it is the Council's duty to 'have regard to the conservation of biodiversity in exercising their functions'. The Act specifically refers to the Council's role in policy formulation, development control, management of their estates, procurement, education, awareness raising and advisory functions.

5.6.1 Implementing the duty

- In demonstrating that it has fulfilled its duty to have regard to biodiversity EDC must show that it has:

- identified and taken opportunities to integrate biodiversity considerations into all relevant service areas and functions, and ensured that biodiversity is protected and enhanced in line with current statutory obligations;
- raised awareness of staff, managers and elected members with regard to biodiversity issues;
- demonstrated a commitment and contribution to key local biodiversity initiatives, such as Local Biodiversity Action Plans, Local and/or Regional Records Centres and Local Site systems; and
- demonstrated progress with regard to biodiversity indicators and targets.

The Council is able to show that it has assessed the environmental impact of any significant or investment decisions. Eden District Council formally endorsed the guidelines laid out within Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006.

5.7 The Nottingham Declaration

Eden District Council has shown its commitment to actively contribute to addressing global warming by signing the Nottingham Declaration on climate change. By taking this action the Council has promised to tackle this important issue on a local level and to work with others to reduce emissions country-wide.

The signing of the Nottingham declaration exhibits a statement of intent and a demonstration of environmental awareness on behalf of EDC. The signing of the act has no direct financial implications.

In July 2018 the UK government published its updated strategy for tackling the impacts of climate change, including higher temperatures, drought and flooding.

The 128 - page plan is the second iteration of the UK's National Adaptation Programme (NAP), which sets out the government's approach to dealing with current and future climate change. The first NAP was published in 2013; the new version covers 2018 to 2023.

5.7.1 UK climate adaptation: the law

The UK's legally binding 2008 Climate Change Act (CCA) obliges the government to set out policies to adapt to climate change.

Adaptation policies are largely covered by the Department for Environment, Food and Rural Affairs (Defra), which is tasked with managing increasing risks in areas such as flooding, drought, heat, sea level rise and extreme weather. Mitigation policy, meanwhile, falls under the responsibility of the Department for Business, Energy and Industrial Strategy (BEIS), which last year released its "Clean Growth Strategy", setting out policies aimed at cutting the UK's emissions.

Under the adaptation section of the CCA, the government is required to publish a risk assessment of the current and predicted impact of climate change every five years.

The government is then required to lay out an adaptation plan “as soon as is reasonably practicable” setting out policies to address the identified risks. This is the 128-page plan.

5.7.2 ‘Focused’ priorities?

The Climate Change Committee’s risk assessment, published in July 2016, emphasised that “the impacts of climate change are already being felt in the UK” and highlighted the six current “most urgent” risks:

- flooding,
- heat,
- drought,
- natural capital risks,
- food and pest

5.7.3 The National Adaptation Programme and the Third Strategy for Climate change reporting

“Local Government plays a central role in leading and supporting local places to become more resilient to a range of future risks and to be prepared for the opportunities from a changing climate”.

Local government plays a major role in shaping local places by taking decisions and providing guidance, through the local democratic process, on the urban landscape, the built environment, green and blue natural spaces, and public health.

Local government as community leaders, working with a wide range of infrastructure and other local delivery partners, are at the forefront of local action to protect communities and businesses and safeguard growth from risks posed by severe weather events and a changing climate. Eden District Council recognise the need to take adaptation action to minimise climate change risks to services they provide and are already taking actions.

Local councils already have a range of duties and reporting requirements on flood risk management, planning, emergency planning, and biodiversity which negates the need for further adaptation reporting. They are involved in significant investment, service delivery, procurement and business continuity activities, and in relation to climate impacts and extreme weather, are central to long term planning, infrastructure management, emergency response and recovery work.

There are a wide range of legislative and policy drivers to enable local action on climate change. Eden District Council has obligations that contribute to resilience. These include flood risk management, under

the Flood and Water Management Act 2010, and commitments to prepare and plan for emergencies under the Civil Contingencies Act 2004. Local Planning Authorities (LPAs) are also required under the Planning Act 2008 to adopt proactive strategies to mitigate and adapt to climate change. They need to take full account of flood risk; coastal change; and water supply and demand considerations.

5.8 Implications for Asset Management

Eden District Council's asset management strategy is designed in order to be flexible in approach in order to allow for the continuous re-evaluation of methods in order that its actions may have the most limited environmental impact as possible. This means that the Technical Consultancy will continually strive to reduce the carbon footprint of the asset base by stringent controls placed on the execution of its actions either through the refinement of the utility usage, improvements in the building fabric or through the specifying of products and/or procedures.

5.9 Admin Building Heating

Key considerations of design for heating systems are efficiency (energy use/heat output) and emissions (carbon dioxide and oxides of nitrogen). The existing heating systems serving EDC's admin buildings have been in place for some 20+ years. As the existing heating equipment reaches the end of its working life, EDC is presented with the opportunity to replace these systems with the most efficient and environmentally sensitive systems available.

The technical consultancy will carry out an appraisal and feasibility study of a variety of heating options to best achieve this end.

5.10 Utility Utilization

As part of EDC's programme to maximise energy efficiency utility meter readings have been taken on a regular basis. The data generated has allowed the following utility utilization profiles to be generated.

These methods of measurement will form a basis for trend analysis and generate further efficiency targets by highlighting where potentials for savings can be made.

5.11 Corporate Aims

The Corporate Aims and Objectives have been re-evaluated to include the following priority of securing a Quality Environment;

'Ensuring the sustainability, enhancement and protection of the unique natural and built environment of Eden District.

6.0 Successes

The Council has achieved a number of key outcomes:

6.1 Penrith Castle Park VC and Memorial Gateway



The Lord Lieutenant of Cumbria, Mrs Claire Hensman unveiled a commemorative stone on Thursday 9 August 2018 in memory of Glassonby born Private Robert Beatham who was awarded the Victoria Cross (VC) for his actions in France during World War One.

The ceremony to unveil the stone, near the Castle Park Memorial Gateway, which had also undergone extensive refurbishment works to coincide, took place exactly 100 years to the day of the award being received.



6.2 Jenkins Field gravel clearance and restoration works

Work was undertaken, during 2017, to safely remove 14,000 tonnes of gravel, which had been stored on Jenkins field. The gravel had originally been removed from Glenridding Beck during December 2015 to protect lives and properties.

To help reduce the risk of flooding, works were completed on the flood defence wall on the right hand bank of Glenridding Beck in 2016. Work continued, in February 2017, on the left hand bank wall to extend and increase the height to reduce flood risk to local properties.

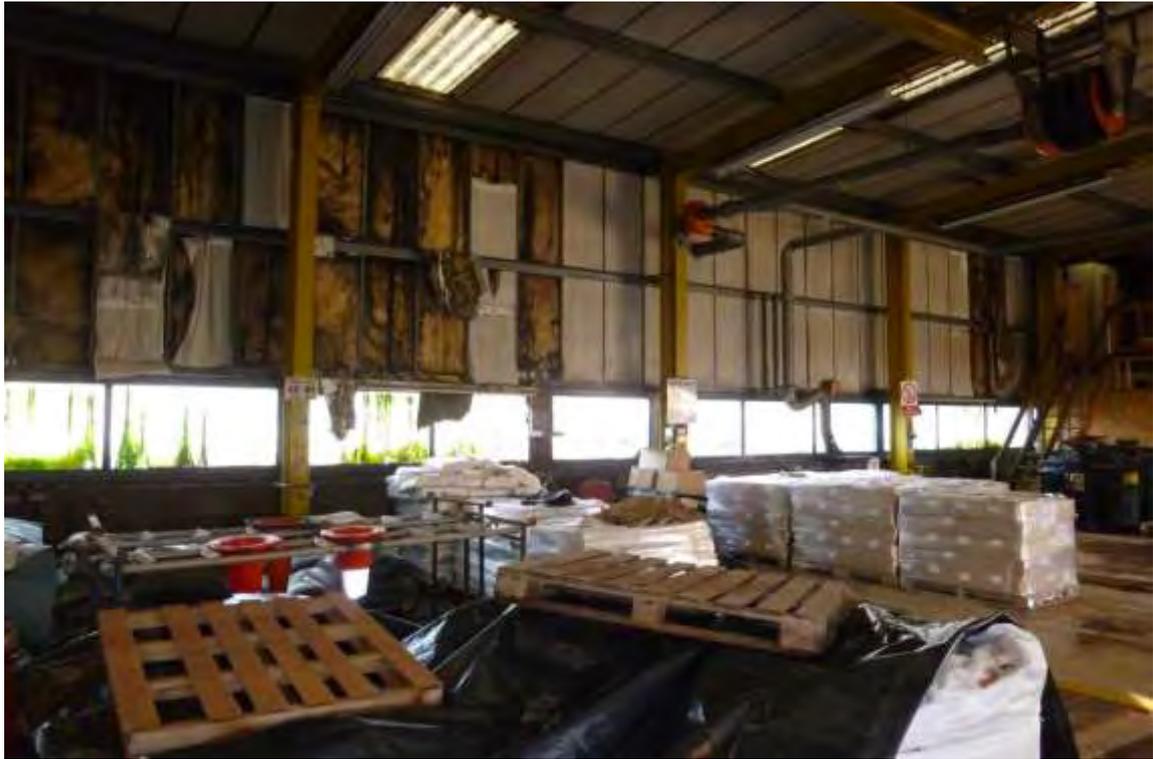




Eden District Council were approached by the Environment Agency to form an access into the river, which allows works below the bridge to take place if required.

6.3 Demolition and Development of Old London Road Depot

The demolition of old dilapidated buildings and the construction of a new “fit for purpose” depot on the existing 2 acre site.

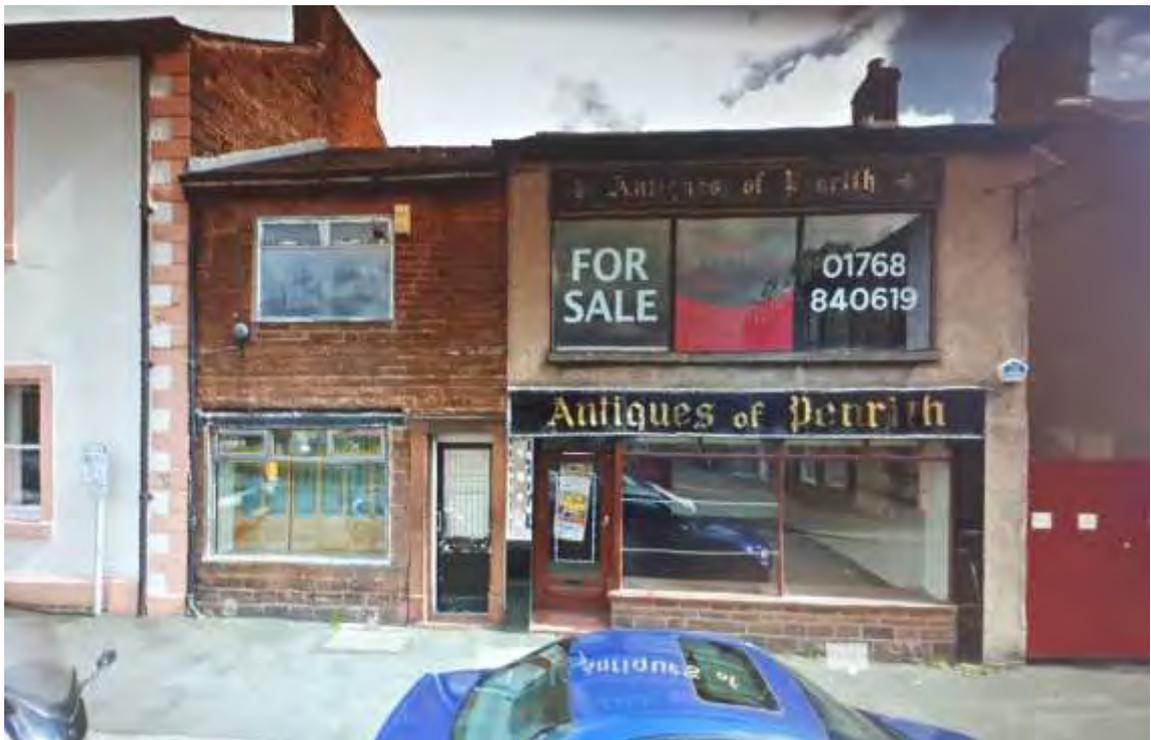


Before





6.4 Purchase of Buildings at Corney Square, July 2018



6.5 Re – Valuation of Assets

Walton Goodland Chartered Facilities Officers were engaged to undertake a comprehensive re-valuation of the asset estate in 2015. The valuations detailed therein inform the financial statements made within this document.

Section 2 - Corporate Arrangements

7.0 About Eden

Eden District covers a large area within the North-west of England at over 2000km, making Eden the second largest District in England and Wales. About one-fifth of Eden lies within the Lake District National Park and almost a quarter lies within the North Pennines Area of Outstanding Natural Beauty.

The District contains breathtaking natural resources from mountains to lakes which are complemented by small, vibrant market towns and villages. There are four main population centres: Alston, Appleby, Kirkby Stephen and Penrith.

Whilst the District covers a large area it has a low relative population of around 52,500. Eden's size and population means that it is the most sparsely populated District in England and Wales with 0.24 people per hectare compared to 0.7 for Cumbria and 3.4 for England and Wales.

The sparsity of the population has challenging implications for access to services. Contained within the Indices of Deprivation 2010, which provides a relative measure of deprivation at a local authority level, Eden ranks as one of the most deprived Districts in the Country when measured against barriers to housing and access to services criteria. Information such as this has been used to generate what the Council's Corporate Priorities.

Eden has two administrative sites in Penrith, the Town Hall Complex (Town Hall and Town Hall Annex) and Mansion House.

The Council has other significant operational properties including two leisure centres, with swimming pools, and a sports facility, all managed under contract. The remaining property comprises public toilets, a museum, tourist information centres and industrial units with a few office and retail premises, the latter all subject to lease.

8.0 Organisational Arrangements

The Council's Asset management choices are guided by the Council's vision:

8.1 To Best Serve the People of Eden

The Council intends to deliver its vision by focussing on four corporate priorities which are:

Corporate Priorities
Decent Homes for all – Providing access to good quality housing that both reflects local need and supports employment.
Strong Economy, Rich environment – supporting a strong economy that benefits from and values Eden’s rich natural and built environment.
Thriving Communities – Working in partnership, enabling communities to be active, secure, healthy and connected.
Quality Council – Delivering accessible, effective and value for money services.

The four corporate priorities are further supported by fifteen strategic actions.

The Council’s vision guides the Asset Management Group (AMG). It looks to:

- developing the Asset Management Plan and implementing policy decisions of the Council;
- the day to day management of the Council’s assets;
- ensuring that the AMP is reported annually;
- promoting continuous development and improvement through linkages and reference to other planning and strategic documents held or being developed by the Council.

The AMG meets monthly and reports its activity to the Management Team through formal submission of Minutes. Matters concerning land acquisitions, disposals, leases etc. are dealt with as set out in the Rules of Procedure in the Council’s Constitution.

The AMG operates under terms of reference agreed by the Management Team which are designed to recognise the Group as a cross-service senior management forum. The Council’s approach to asset management and the strategic management of its assets is co-ordinated at a corporate level by the AMG.

9.0 Corporate Asset Management

The Asset Management Plan is reported every three years for approval

The nature of Eden as a small district Council; where services are delivered through four service departments; whose chief officers meet weekly as the Management Team, confers advantages of communication that enable property implications arising from planning development, audits, reviews and service requirements to be identified early in any development process. The property options to meet these requirements are then fed into the work programme of the Estates

Officer in the Property and Estates Team. In addition the Council undertakes an annual satisfaction survey of its staff in connection with the provision of accommodation. Given the size of the Council and the existing communication and decision making systems in place this is considered to be a proportionate response to the efficient management and resolution of property issues from wherever they may arise.

Awareness of stakeholder satisfaction/dissatisfaction relating to property issues is constantly maintained due to the good communications that result from a small management team that meets weekly and the centralised maintenance and management of the property portfolio. As a result the current property issues are managed through the responsibility of one team on a corporate basis where they can be assessed for priority against the corporate aims and objectives and available budget provision where expenditure may be an issue.

The Property and Estates Team is consulted on the preparation of the Capital Strategy and contributes to property related financial information required for its compilation. Where the Council is involved in the development of significant projects that impacts across professional disciplines and service delivery areas it is its normal practice to set up a project group with a lead officer to progress the matter to a conclusion. The membership of these groups is dictated by the nature of the project and the professional input that is required to achieve its goals. On this basis the Property and Estates Team contributes to and progresses issues relating to property on an as-required basis.

The Council is continually striving to align its corporate planning process and resource planning processes. Within the corporate planning process there are three key documents, these are:

9.1 The Corporate Plan

The Council's core policy document and sets out the Vision and Corporate Priorities of the organisation.

9.2 The Corporate Improvement Plan

The means by which the Council will drive and monitor corporate improvements. Although the document will have an internal focus, it will be useful to those wishing to assess the progress made against stated Council targets.

9.3 The Resource Plan

This Plan relates to the Council's allocation and development of resources.