

SAMP – Key Action Plans

Strategic Objective		Action	Timeframe (years)	Action Status (R/A/G)	Update @ October 2024
1	To efficiently manage our assets as a corporate resource for the benefit of the people of Blackburn with Darwen.	1. Maintain and update Key Performance Indicators for property performance (see section 6.1) reporting performance through an annual SAMP update published at Finance Council.	Ongoing	Green	<ul style="list-style-type: none"> KPI's reported in 2024/25 SAMP update
		2. Implement new valuation software to improve efficiency of the property service in addition to providing improved consistency for financial accounting and auditing purposes.	Complete	Green	<ul style="list-style-type: none"> KEL valuation software purchased/embedded in the team to support in-house valuations Valuations for accounting purposes have now been outsourced to consultants
		3. Complete a data cleanse of the <i>Concerto</i> property data, improve data transfer of the system with <i>Civica</i> and other systems (ie valuation software) and reconfigure property budgets with service users to remove duplication and inconsistencies.	Ongoing	Yellow	<ul style="list-style-type: none"> Ongoing process to cleanse the data within <i>Concerto</i> Ongoing improvements to data management including discussions with Concerto for system upgrades
2	To provide the right accommodation to meet existing and future service needs for Blackburn with Darwen Borough Council.	1. Complete Asset Review to identify priority assets for investment/rationalisation and divestment opportunities for three-year programme commencing 2023/24 with focus on top 50 key buildings from the operational estate in addition to reviews on the investment estate, business centres and car parks.	Phase 1 Complete	Green	<ul style="list-style-type: none"> Phase 1 Asset Review completed identifying key 65 Council buildings Key interventions presented in report to Finance Council in Feb 2024 Phase 2 Asset Review will consider Council's Business Centres and future commercial strategy
		2. Ensure properties are safe and compliant and provide regular updates to AMG on statutory compliance.	Ongoing	Yellow	<ul style="list-style-type: none"> Property Compliance updates reported quarterly to Asset Management Group and Corporate Assurance Board.
		3. Work with community organisations to optimise asset use, take forward community asset transfers, prioritising allotments as a phase one opportunity.	1-3 years	Yellow	<ul style="list-style-type: none"> Work progressing to transfer community allotments with first allotments to be transferred

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				by March 2025. Separate report to be reported to future Exec Board
3	<p>To effectively manage and maintain our assets and to maximise positive outcomes from all disposals.</p> <ol style="list-style-type: none"> Prioritise a programme of condition surveys to update our property records and promote a programme of asset investment schemes to reduce backlog maintenance to rebalance the split between reactive and planned maintenance. Maximise financial returns - maintain and update Investment Estate quarterly monitoring dashboard to manage tenant voids, lease renewals, rent reviews and reduce outstanding debt. Reduce energy consumption and identify opportunities for decarbonisation and update AMG and CEAP steering group with investment cases. 	1-3 years		<ul style="list-style-type: none"> Work progressing to appoint a consultant to undertake condition surveys of all Council assets over a two-year period¹
		Ongoing		<ul style="list-style-type: none"> Investment Estate financial dashboard presented to Exec Member for Growth and Development quarterly Outstanding debt managed monthly with finance
		Ongoing		<ul style="list-style-type: none"> Annual Energy Report prepared for all Council energy usage which is reviewed by AMG Climate Emergency Action Plan (CEAP) for 2024/25 agreed at Executive Board in July 2024
4	<p>To utilise our assets to stimulate growth and development, together with supporting local business needs and promoting new investment.</p> <ol style="list-style-type: none"> Continue to identify future growth opportunities and prepare annual growth programme of development sites for Executive Board approval. Use our assets to support the viability of our town centres with focus on properties being tenanted to achieve economic activity for the town, rather than maximising income, with regular updates presented to Exec Member briefing for Growth & Development. 	Ongoing		<ul style="list-style-type: none"> Growth Programme for 2024/25 including Growth KPI's agreed at Executive Board in April 2024
		Ongoing		<ul style="list-style-type: none"> Ongoing collaboration between Council Property and Economic Development Team to ensure a balanced and informed approach to decision making for town centre investment properties

¹ Operational estate (excludes investment estate and schools).

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		3. Ensure all tenanted properties are compliant in accordance with the Minimum Energy Efficiency Standards (MEES) and assess the upgrade requirements necessary to achieve a rating of C by 2025. Report performance at Exec Member briefing for Growth & Development.	Ongoing	Green	<ul style="list-style-type: none"> All EPC's completed for tenanted properties One property requiring remedial works to upgrade the energy performance to upgrade to required standard
5	To promote joint working where it will provide benefits for service delivery and increased efficiencies.	1. Collaborate with other public sector organisations through One Public Estate to assess opportunities for co-location and better sharing of space and facilities, to utilise assets more efficiently - report performance at Asset Management Group.	Ongoing	Green	<ul style="list-style-type: none"> Ongoing collaboration with public sector including East Lancashire Hospital Trust, North West Ambulance Service and Canal and Rivers Trust
		2. Complete office accommodation strategy and implement Blackburn Town Hall Phase 3 refurbishment works.	Ongoing	Green	<ul style="list-style-type: none"> Blackburn Town Hall Phase 3 works commencing in 2024/25 for a duration of 2 years
		3. Challenge the current use of operational assets through regular asset reviews and work with departmental SLT's to better understand existing and future service needs.	Ongoing	Yellow	<ul style="list-style-type: none"> Corporate Leadership Team (CLT) provides challenge to Strategic Directors and their Departments to better use assets as part of the medium-term savings requirements

