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| <b>Title of Report</b>                     | <b>2022/23 COUNCIL SURPLUS PROPERTY LIST</b>  |                           |
| <b>Presented by</b>                        | Councillor Roger Bayliss<br>Housing, Property And Customers Services Portfolio Holder   |                           |
| <b>Background Papers</b>                   | <b>Corporate Disposals Policy 21 September 2021</b>   | <b>Public Report:</b> Yes |
|  |   | <b>Key Decision:</b> No   |
| <b>Financial Implications</b>              | There are no financial implications impacting on the authority's income and expenditure directly related to the recommendations of this reports. However, the two assets identified will be valued as surplus instead of existing use as part of the year-end accounts and this may have an impact on the balance sheet fixed assets and unusable reserves values.  |                           |
|  | <b>Signed off by the Section 151 Officer:</b> Yes   |                           |
| <b>Legal Implications</b>                  | By approving a Surplus Property list the council will be complying with the Corporate Disposals Policy which was approved by Cabinet on 21 September 2021. Approving a Surplus Property List does not bind the council to proceed with any sale. All proposals to dispose of individual or groups of properties that have been declared surplus will require a specific decision to sell that particular asset or assets, as set out in the council's constitution. |                           |
|  | <b>Signed off by the Monitoring Officer:</b> Yes  |                           |
| <b>Staffing and Corporate Implications</b> | There are no staffing or corporate implications arising from this report  |                           |
|  | <b>Signed off by the Head of Paid Service:</b> Yes  |                           |
| <b>Purpose of Report</b>                   | The purpose of this report is to identify real estate assets of the council, held within the General Fund, that are no longer required for the purpose for which they were previously being held and are not required for the delivery of an alternative council service, and should therefore be declared surplus in accordance with the Council's Corporate Disposals Policy.   |                           |
| <b>Reason for Decision</b>                 | To comply with the requirements of the council's Corporate Disposals Policy   |                           |
| <b>Recommendations</b>                     | <b>THAT CABINET APPROVE THE NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL SURPLUS PROPERTY LIST 2022/23.</b>   |                           |

## **1.0 BACKGROUND**

- 1.1** This council adopted a new Corporate Disposal Policy for its real estate and other assets at Cabinet on 21 September 2021.
- 1.2** The Corporate Disposal Policy requires the council to regularly review the real estate property it holds in order to identify any assets:
  - That are no longer required by the council for the original purpose for which they were purchased.
  - Are no longer needed to fulfil the purpose for which they were previously used by the council.
  - Where the asset is not likely to be required for the delivery of any other council service.
- 1.3** The Surplus Property List is required to be reviewed and approved annually.
- 1.4** Once the Surplus Property List has been approved by Cabinet it will be published on the council's website and marketing of the properties (with a view to agreeing terms for disposal) may begin.
- 1.5** Inclusion of an asset on the Surplus Property List signals that the council is prepared to consider a sale of the asset, however no property identified on the Surplus Property List will actually be sold or disposed of without a specific business case report being presented to and approved in accordance with the provisions set out in the council's constitution.
- 1.6** Including a property on the Surplus Property List does not remove the council's duty to secure the best consideration from any sale as set out in Section 123 of the Local Government Finance Act 1972

## **2.0 PREPARING THE LIST**

- 2.1** The proposed 2022/23 Surplus Property List has been prepared by Property Services and follows a review of current use of the council's real estate assets using the Asset Review Evaluation Matrix as set out in the Corporate Disposals Policy Document.
- 2.2** It should be noted that this council does not have a large property portfolio by comparison with other comparable tier two authorities and through the review process retaining ownership of most assets has been found necessary in order to continue to deliver services.
- 2.3** Work to assess the carbon and energy efficiency of the council's real estate assets is ongoing and it should be noted that a number of assets may need to be proposed for disposal and replacement in the future in order to meet Carbon targets where performance improvement of the existing asset cannot be achieved. The council does not currently have the information it needs to make these decisions at this time and therefore the assets put forward at this time for inclusion on the 2022/23 Surplus

Property List are those which meet the tests set out in paragraph 1.2 above.

**2.4** The Council's Asset Management Group has been consulted on the proposed Surplus List to ensure that opportunities for properties to be used to deliver alternative council services can be identified.

### **3.0 SURPLUS PROPERTY LIST**

**3.1** The property assets proposed to be included on the 2022/23 Surplus Property List are:

- The Old Market Hall, Rear Of Belvoir Shopping Centre, Coalville
- Council Offices (northern part) Whitwick Road, Coalville (excluding Stenson House, surrounding grounds and London Road Car Park)

**3.2** Background information on each property is provided in appendix 1 along with a scored copy of the Asset Review Evaluation Matrix.

**3.3** Note – Cabinet decisions to develop the Newmarket and to proceed with the Accommodation project have identified that individual assets are no longer required by the council. This paper simply collects and lists those properties and designates them as the surplus list. For this reason Scrutiny Committee consideration (of the adoption of the surplus list is not required). Future decisions to sell assets on the list will require Scrutiny Committee input.

| <b>Policies and other considerations, as appropriate</b> |   |
|--|---|
| Council Priorities:                                      | Insert relevant Council Priorities:<br><br>- Supporting Coalville to be a more vibrant, family-friendly town  |
| Policy Considerations:                                   | Corporate Disposals Policy  |
| Safeguarding:  | None – the properties are no longer used for delivery of council services to the public including those who may be at risk.                             |
| Equalities/Diversity:                                    | None - the properties are no longer used for delivery of council services to the public including those who may be at risk from discrimination          |
| Customer Impact:   | None – The properties proposed for inclusion on the Surplus List are those which are no longer required in order to deliver services to customers.      |
| Economic and Social Impact:                              | Declaring these properties surplus allows the community to seek to purchase the assets potentially bringing them back in to new economic or social use. |
| Environment and Climate Change:                          | Each property has a carbon cost. Holding unnecessary properties increases the councils carbon account.  |
| Consultation/Community Engagement:                       | None. Preparing the list is a Council policy requirement. Publishing the list begins community engagement.  |

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| Risks:          | There are no risks associated with declaring an asset surplus and including it on the Surplus List. Risk only arises at the point at which an asset is to be sold. |
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