

Sustainable Development Select Committee		
Title	The Asset Management System (AMS) and Asset Register Update	
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Class	Part 1 (open)	20 April 2017

1.0 Purpose

- 1.1 The purpose of this report is to inform the Sustainable Development Select Committee of the current position with regard to the development and implementation of the Asset Management System and the progress made to date on the Asset Register which will be contained within this system.

2.0 Recommendations

- 2.1 It is recommended that the Select Committee note the content of this report, which provides background and an update of the development to date of the new Asset Management System for the Council's Non-Housing Asset Portfolio and refinements to the Asset Register.

3.0 Background

- 3.1 As stated in the updates of December 2015, March 2016 and June 2016, Lewisham Council has been working towards establishing a new Asset Management System. This is was built in house using the SharePoint platform to record and manage the Council's Non-Housing Asset Portfolio. It is an integrated system which is split into the following modules:
- Properties Management Module
 - Programs and Projects Management Module
 - Facilities Maintenance Management Module
 - Highways Asset Register Management Module
- 3.2 Since the report to Sustainable Development Select Committee on the development of the system in June 2015 and subsequent updates in December 2015, March 2016 and June 2016, work has now been completed and the system was implemented successfully on the 01st November 2016 except for the Facilities Maintenance Module which went live on the 10th November 2016.
- 3.3 There were a number of delays to the original project timetable, the detail of which has been reported to Sustainable Development Select Committee in the reports of June 2015, December 2015, March 2016 and June 2016.
- 3.4 The meticulous UAT (User Acceptance Testing started in June 2016 until early October 2016. Different testing user groups were created to test individual modules and roles. Once the Testing was completed, Training was conducted for all the end

users in Regeneration & Place. All the testing data was then deleted from the AMS so when AMS went live users can start updating the system with live data. The AMS went live on the 1st November 2016 to all the users except for the Facilities Management module as the module required some final modifications. The Facilities Management module went live on the 10th November 2016.

3.5 The key data which will underpin the Asset Management System is held in the Council's Asset Register. This was last formally published in July 2014 and it was highlighted that whilst significant progress had been made by officers to enable the publication of a single, non-housing, asset register there was still a significant number of properties within what was considered the 'grey estate', i.e. those properties or land holdings which remained unclassified.

3.6 In June 2016 the non-housing asset register was reported as per the table below:

Asset Category	Number	%
Commercial	228	29
Operational	146	19
Parcels of Land	112	14
Parks / Open Spaces	105	14
Schools	97	12
Not Classified	39	5
Residential (Inc. Homes)	29	4
Other	24	3
Total	780	100

4.0 Current Status and Next Steps

4.1 The Asset Management System is now complete and implemented comprising of all 4 modules:

- Properties Management Module
- Programs and Projects Management Module
- Facilities Maintenance Management Module
- Highways Asset Register Management Module

4.2 The current data for all the live properties and highways has been uploaded in the AMS now. The Regeneration & Place users have since been updating the system with live data and are currently in the process of migrating historical data/documents into AMS to facilitate a centralised document management system for all the documents relevant to individual properties. The Regeneration & Place users are ensuring that all existing asset data including the projects and programmes is uploaded into the system

4.3 Following the successful implementation of AMS, the Council now wants to implement Office365 corporately i.e. Council wide. And AMS will be the pilot project for this Council wide implementation.

4.4 Considerable work has been done on the Non-housing Asset Register since the last report in June 2016 and the current position is shown in the following table:

Asset Category	Number	%
Commercial	229	29
Operational	153	20
Parcels of Land	131	17
Parks / Open Spaces	107	14
Schools	97	12
Residential (Inc. Homes)	31	4
Other	25	3
Not Classified	5	1
Total	778	100

*Please note: the total number of assets has reduced from 780 to 778 due to the demolition of 2 buildings.

- 4.5 The focus now is to review the quality of the data within the Asset Register. We are aware there are some gaps in the Asset Register and these will need to be investigated to ensure we meet the data threshold requirements for the Asset Register. It is important we have comprehensive and up to date information contained therein and also implement robust control methodologies to maintain the accuracy of the Asset Register.
- 4.6 The plan to use the Asset Management System to store and maintain the Asset Register remains on track. Work with users of the system is being undertaken to ensure there is a shared understanding of what information is held and where it is being held. In addition to this, a project has commenced to transfer data from the old Asset Management system to the new Asset Management System is taking place. This will enable Users to have both current and historic information about our assets available on the new Asset Management System.
- 4.7 The Council's Estate Management team is working closely with Lewisham Homes to ensure the effective management of the Council's portfolio of Garages. Lewisham Homes retain responsibility for day to day management of the Garages. The Estates Management team has recently commissioned a Stock Condition Survey of the Garage portfolio and this work has commenced. A report detailing Garage Surveys, 30 year Output tables and an initial options appraisal report is due to be available by the end of April 2017.
- 4.8 Since the previous update in June 2016, a form of this asset register has been provided in response to a request made under the Freedom of Information Act 2000. Furthermore as part of Lewisham's inclusion in the One Public Estate programme we have had to commit to the publication of all land and property assets owned (excluding social housing) on the Electronic Information Mapping Service (e-PIMS) database. e-PIMS™ records the precise location of property, along with information such as landlord details, lease data and usage.
- 4.9 Users are able to find properties on an electronic map, amend their own property details, and use the system to search for vacant space. Over 100 local authorities on the One Public Estate programme are already using e-PIMS™. These benefits include, but are not limited to:
- Access to data on central government land and buildings creating collaboration between central and wider public sector

- Advance information of surplus land before it is disposed of outside of government
- Detailed property searching and mapping, including land registry titles of all land packages and vacant land and property
- Free access for all users - local authorities will not have to establish their own systems at their own cost
- Standardised and consistent data capture, which allows for better estate planning and management between public sector bodies
- Benchmarking capability
- Further improvements and technical additions to the e-PIMS system to support and provide a wider functionality for local authorities
- Support from Cabinet Office

4.10 The process of working on the requirement to collate the information has started following a training session in January 2017 and will be uploaded by June 2017. Current resources suggest that an annual update of data from the AMS into e-PIMS would be most efficient.

5.0 Financial implications

5.1 The financial implications of this report are that for the development of the Asset Management System, funds allocated to an internal resource have been reallocated to a commercial software house. The costs are unchanged and will be contained within existing IMT budgets. The work that has been undertaken to refine and improve the Asset Register has been funded from a combination of existing staffing budgets and limited funding from once off monies approved by the Executive Director of Resources and Regeneration. The requirement to maintain asset information on the e-PIMS system can be accommodated within existing resources provided it is agreed that we update this annually.

6.0 Legal implications

6.1 There are no legal implications to this report

7.0 Other Implications

7.1 There are no specific crime and disorder, environmental or equalities implications arising from this report.

8.0 Conclusion

8.1 This report was to give an update of the status of the development of the R-AMS system to date and the work undertaken to ensure that the Asset Register continues to be refined and forms the core data within the R-AMS now that it is complete.

If there are any queries on this report please contact Katharine Nidd, SGM Commercial & Investment Delivery, Regeneration and Place. Tel: 020 8314 6651.