



Rutland
County Council

Rutland County Council

Corporate Asset Programme (CAP)

Project Initiation Document (PID)

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Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

Version	Date	Notes
V0.01	Jul 2022	Draft Document Created for Project Board Review
V0.02	Aug 2022	Draft updated

Document Approval

This document requires the following approvals:

Sponsor Approval	Name	Date
Sponsor	Penny Sharp Director Places	
Project Board		

Document Distribution

This document will be distributed to:

Name	Method	Date
Project Team, Project Board	Email	

Project Details

Project	Corporate Asset Project (CAP)
Background	<p>The project will enable robust decision making about council owned property assets to ensure they are well placed to meet requirements for service delivery.</p> <p>The project will determine the Asset Strategy for council owned property assets, including delivering the recommendations for several key assets and a high level approach for remaining assets.</p> <p>The project will determine the sequence of activities and actions needed to achieve outcomes, including future delivery model/s.</p> <p>The project will ensure allocation of sufficient budget to enable robust decision making and implementation of the approved recommendations.</p>
Project Objectives	<p>Property Asset Strategy informed by guiding principles to determine future ownership, management and use of council owned property asserts</p> <p>Action plan for delivery of recommendations to determine future of 7 key assets</p> <p>Outline approach and recommendations for remaining assets</p> <p>Future delivery model/s for management and use of council owned assets</p> <p>Seven key assets:</p> <ul style="list-style-type: none"> • Catmose • Catmose Cottage • Museum • Jules House • OEP • King Centre • Ashwell Depot and Business Units
Activities / Scope	<p>The project will comprise two phases.</p> <p>Phase 1</p> <ul style="list-style-type: none"> • Property Asset Strategy • Detailed recommendation and action plan for 7 key assets • High level plan for remaining assets • Sequencing of activities relating to 7 key assets <p>Phase 2</p> <ul style="list-style-type: none"> • Implementation phase of Property Strategy • Determine future delivery model/s

<p>Deliverables</p>	<p>Phase 1</p> <ul style="list-style-type: none"> • Property Asset Management Strategy • Detailed recommendation and action plan for 7 key assets • High level plan for remaining assets • Sequencing of activities relating to 7 key assets <p>Phase 2</p> <ul style="list-style-type: none"> • Implementation phase of Property Strategy having regard to sequencing across several assets to achieve required outcome • Determine future delivery model/s
<p>Timing</p>	<p>Phase 1 – Nov 2022</p> <p>Phase 2 – to be determined following outcome of Cabinet meeting Nov 2022</p>
<p>Exclusions</p>	<p>Routine operational property management and decision making</p> <p>Service delivery reviews and changes across authority</p>
<p>Dependencies & Assumptions</p>	<p>Dependencies</p> <ul style="list-style-type: none"> • Availability of resources • Legislative and compliance constraints • Building systems and equipment failures • Waste and Highways Infrastructure timing and requirements • Impact of RCC service need and reviews <p>Assumptions</p> <ul style="list-style-type: none"> • Cabinet approves budget for technical advisors and urgent repairs needed • Cabinet approves Asset Strategy and guiding principles • Cabinet approves recommendations for 7 key assets and high level guide for remaining assets • Cabinet approves sequence of activities and actions to achieve outcomes
<p>Resources</p>	<p>The staff involved in this project will primarily be the following officers, providing support in addition to their other areas of work:</p> <ul style="list-style-type: none"> • Penny Sharp Strategic Director Places (Oversight and direction) • Mona Walsh Head of Property Places (Property Lead) • Sarah Khawaja Principal Solicitor (Legal Lead) • Andrew Merry Finance Manager (Finance Lead) • TBC (Project Manager) • Marie Glaister Senior Estates Surveyor (Property) • Trushal Kavia Senior Estates Surveyor (Property)

	<ul style="list-style-type: none">• Mat Waik Strategic Communications Advisor (Communications) – circulation only <p>Additional support will be required by external advisors who will be brought in to provide technical and legal input the overall process.</p>
Estimated Cost	Estimated overall cost of the project will be [tbc after Cabinet Meeting Nov 2022]