

ITEM 13a(ii)

PROPERTY SUB-COMMITTEE

3 NOVEMBER 1999

Asbestos – Implementation of the Council's Action Plan

This programme has three main elements:

1. **The recruitment of an Asbestos Officer / Surveyor**
2. **The surveying of the Council's corporate property stock**
3. **The design and introduction of Asbestos Registers for all Council properties**

In order that Members are kept informed on a regular basis via the Property Sub-Committee the following information sets out the current position.

Asbestos Officer

In order to successfully implement and monitor the action plan in the long term it was agreed that Architecture MK would recruit and manage an additional member of staff whose title would be Asbestos Officer / Surveyor.

The job description and person specification for the post were written by Architecture MK officers utilising models from similar organisations and other local authorities. The post was then evaluated by Human Resources as MK9. The starting salary for the post would be £24,678, which is within the budget allowed.

The post has been advertised both locally and nationally and the closing date for applications is 5 November 1999. We anticipate attracting a good field of suitable candidates and, following shortlisting, anticipate interviewing and appointing by the beginning of December. The appointee should be in post by mid January at the latest. In the interim, the implementation of the corporate policy on asbestos together with the duties and responsibilities of the Asbestos Officer / Surveyor Post are temporarily being carried out by officers within Architecture MK.

Asbestos Surveys

In accordance with the decisions approved by Policy and Resources Committee in July 1999, the surveys for all the Council's non residential property stock will be undertaken by an external specialist consultant. The property stock will be broken down into 4 prioritised lists and the surveys will be carried out over a four year survey period.

A specification has been produced covering the Council's requirements for the surveys. This included the extent of the survey, the methodology, sampling protocol and included for the provision of a suitable computerised database storage system.

In accordance with the Council's tendering procedures, the first phase, for 105 Milton Keynes Schools was tendered on the 10 August 1999 and returned on 21 October 1999. Tenders were received from 4 nationally known specialist contractors and following analysis of the tenders it was decided to appoint the lowest tenderer to carry out the surveys at a cost of £55,000.00. The company have recently carried out a similar exercise for Northamptonshire County Council, Bedfordshire County Council, and Cambridgeshire County Council.

The surveys will commence in early November 1999 and be completed by 28 February 1999.

Asbestos Registers

The design of the asbestos manuals is currently being undertaken drawing on examples of asbestos manuals and registers currently being used by other authorities and organisations. The manuals will be unique for each individual site and the content will be part generic and part site specific.

Subject to approval individual site asbestos manuals will be available for each site in Phase 1 by 31 March 1999.