

Chief Executive
Howard Miller

To: The Members of the Property
Sub-Committee

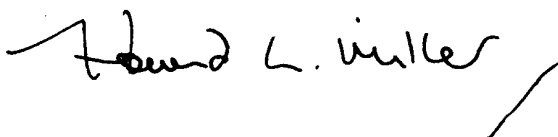
**PLEASE NOTE
THE TIME OF
THE MEETING**

1 September 1999

Dear Councillor

Your attendance is requested at a meeting of the **PROPERTY SUB-COMMITTEE** of the **POLICY AND RESOURCES COMMITTEE** to be held in Room 3 at the Civic Offices, 1 Saxon Gate East, Milton Keynes on **WEDNESDAY 8 SEPTEMBER 1999 at 5.30 pm** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

Councillors Bartlett, Bristow, Fairweather, Lewis and Long

AGENDA

Item No:

1. Election of Chair

To elect a Chair for the Property Sub-Committee for the Council Year 1999/2000.

2. Apologies

3. Declarations of Interest

Members and officers to declare any interests they may have in the business to be transacted, in accordance with the Local Government Act 1972.

4. Adjournments to Hear Members of the Public

The Chair to request an indication from members of the public that they would wish the Sub-Committee to adjourn to hear their views during its consideration of a particular item.

5. Deputations and Petitions

No deputations have been received for consideration at this meeting.

Any petitions received will be reported at the meeting.

6. Questions from Members of the Public

To receive questions from members of the public in accordance with Standing Order P28.

7. Ward Matters

No items have been received for consideration at this meeting.

8. Terms of Reference

The Policy and Resources Committee at its meeting held on 13 July 1999 (Minute PR8a(v)/00 refers), set the following terms of reference for the Committee:

- (a) To agree a Property Asset Management Strategy for the Council.
- (b) To oversee the Best Value Review of the Council's Property Services.
- (c) To make decisions about the use of Council property when it is no longer needed for the purpose for which it was originally intended.
- (d) To receive regular reports from the Capital Programme Working Group.

9. Capital Programme Update - The Single Capital Pot

To consider Item 9 (**Page 6**)

10. Asset Management Strategy

To consider Item 10 (**Page 11**)

11. Best Value Pilot - Property

To consider Item 11 (**Page 25**)

12. Asbestos

(a) Update Report

The Policy and Resources Committee, at its meeting on 13 July 1999 (Minute PR17/00 refers), considered a report which set out the need to undertake measures to comply with the Council's statutory Health and Safety obligations, with respect to asbestos. The Committee approved:

- (i) an Action Plan and associated timescales;
- (ii) a Corporate Asbestos Policy; and
- (iii) that the detailed implementation of the Action Plan be overseen by the Property Sub-Committee within the budget guideline figure of £184,000.

The Health and Safety Executive's (HSE) Improvement Notice was lifted in June 1999, but it was made clear that the HSE will monitor the implementation of the plan to ensure that action is being taken and the agreed timescales are met. The HSE has indicated that a visit is likely in September 1999.

1. FURTHER TO THE POLICY AND RESOURCES COMMITTEE ON 13 JULY 1999

(a) The Action Plan, agreed at the Policy and Resources Committee, is set out at Item 12a (**Page 30**).

(b) The Council's Asbestos Policy was approved by the Policy and Resources Committee.

(c) Provision of Guidance and Information

Guidance documents, asbestos awareness posters and asbestos awareness cards have been prepared and circulated to relevant staff for distribution and display in Council buildings.

(d) Asbestos Training

The first training session (79 delegates) were held on 19 August 1999 with further training programmed for 13 October 1999. Upon completion of these sessions, it is anticipated that all relevant staff will have received the awareness training. Further sessions may be required for staff not available for these sessions and for new staff.

(e) Establishment of an Asbestos Register for Non Residential Properties

A number of expressions of interest to supply Asbestos Management Software have been obtained and a draft specification has been prepared for tender purposes.

(f) Establishment of an Asbestos Register for Residential Properties

This is being developed for incorporation into the new Housing Management System.

(g) Survey of the Council's Non Residential Properties

A number of expressions of interest to undertake asbestos surveys have been received and a draft specification has been prepared for tender purposes. The tendering process is programmed to commence during August 1999, with surveys to start from November 1999. The first tranche of surveys will be schools and these are to be completed this financial year.

(h) Survey of the Council's Residential Properties

Sample surveys are due to commence in September 1999 with completion this financial year.

(i) Arrangements for Managing Asbestos in Buildings

Asbestos logbooks will be designed during September 1999, with distribution during October 1999. The logbook will initially include Guidance Notes and Permits to Work with relevant survey information being included at a later stage.

2. PROJECT MANAGEMENT

The project is to be managed by Milton Keynes Architecture, which is in the process of recruiting an Asbestos Officer. Monthly progress reports are to be produced for the Strategic Director Resources.

The necessary work to comply with the Action Plan to date, has been undertaken by officers of The Asbestos Working Group. The majority of future asbestos work will be undertaken by:

- (a) Milton Keynes Architecture for non residential work; and
- (b) Development and Maintenance (Neighbourhood Services) for residential work.

Contact Officer: Colin Luscombe (Senior Estates Surveyor) - MK252394

Background Papers: None.

(b) Repairs and Maintenance Budgets for Asbestos Work

It is proposed to fund the remaining £50,000 costs for asbestos surveys in 1999/00 by top slicing repairs and maintenance budgets across Directorates pro-rata to existing budgets. Subject to final agreement by Directorates, the contributions are:

Learning and Development £33,580

Neighbourhood Services £3,040

Environment £9,180

Resources £4,200

Contact Officer: I Hart (Resources Directorate Finance Manager) MK
252756

Background Papers: None

13. Questions on Sub-Committee's News Sheet

To ask questions on any items included on the Sub-Committee's News Sheet (if circulated).

14. Members' Items

No items have been submitted for consideration at this meeting.