

SERVICE DESCRIPTION FORM

Department: Environmental Services – Housing and Property	
Service: Property Services (Design and Property Resources)	
Income:	£000's
Rental income	1,321
Fees/charges	15
Recharge to HRA	700
Recharge to Capital	920
Total income	2,956
<p>Property income arises from fee charging client departments for capital and revenue construction project related work commissions, all in accordance with agreed Service Level Agreements. Estates manage the rental income from industrial buildings.</p>	
<p>Description: The Property Budget funds two sections - Property Resources and Design, which includes Estates.</p> <p>Property Resources includes Quantity Surveying which deals with construction procurement and ongoing cost control on projects, Maintenance which is responsible for all servicing of building systems in accordance with legislative requirements (including asbestos management and water hygiene), help desk repairs requested by building users, Clerk of Works site inspectorate and the five year programme of Condition Surveys for all corporate buildings and schools. The Asset Management team cover strategy and customer liaison for ongoing planned maintenance, reactive and cyclical work to 5,816 Council houses to achieve national quality standards, as well as creating and implementing a strategy for management of corporate buildings to assist cost effective service delivery by all Council departments. The corporate repairs and maintenance budget comes under the responsibility of the Property Resources Manager.</p> <p>The Design section is a multi disciplinary group providing a design and estates management service to the Council and its partners. The section includes architects, mechanical and electrical engineers, general practice surveyors and energy officers. The Architectural and Engineering Practice is responsible for the design, cost control, management and monitoring of the Council's Capital and Revenue construction projects. It ensures that all projects meet client requirements and are completed on time and within budget. The Estates Practice is responsible for all aspects of the management of Council's property estate including property disposals, acquisitions, valuation, rating and energy management. This section also manages the Council's Industrial Estates portfolio.</p>	
<p>Outcomes / impacts:</p> <p>The combined Property services are responsible for ensuring that all buildings meet client brief expectations, comply with legislation in terms of design and</p>	

operation, budget expenditure is planned and controlled and high level property asset strategy targets are achieved (eg Scottish Housing Quality Standard by 2015). The repairs and maintenance help desk function ensures that repairs requests are carried out timeously to all corporate buildings and schools to prevent forced building closures. Property Maintenance supervises contracts for periodic checking of all building services in accordance with legislation. Property Resources are also responsible for asbestos management and Legionella risk control, to ensure all buildings are safe to use, which protects the Council from claims and possible prosecution.

The service contributes to the following objectives relating to the 2012 SOA and specific actions are detailed in the Housing and Property Service Plan:

- healthier citizens
- a more prosperous and fairer Moray

The key outcomes to be achieved by the service relate to supporting Council Departments in the delivery of their Single Outcome Agreements:

- Delivery of the capital plan in relation to construction projects.
- Research and implement strategies to reduce the Council's use of energy.
- Promote economic development through the provision and management of industrial land and units in Moray.
- Management of the Council's property estate including disposals, acquisitions, valuation and rating.
- Provision of property assets to support efficient service delivery, via strategic asset management using Condition Survey data, periodic servicing and planned/reactive maintenance