

**Manchester City Council
Report for Information**

Report to: Resources and Governance Scrutiny Committee – 6 September 2022

Subject: Ownership of Assets

Report of: Head of Estates and Facilities, Corporate Core
Head of Development, Growth and Development Directorate

Summary

This report provides an overview of CPAD, the Council's property system, the training available for Councillors on the system, and the role of the Records team in supporting ownership queries. The report also references work to update records and develop a strategic asset management plan.

Recommendations

That the Committee note and comment on the information to date as set out in the report.

Wards Affected: All

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| Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city |
| The Council's property and land assets are a significant area of focus in efforts to achieve the zero-carbon target for the city. Whilst the issues addressed in this report do not have a specific impact on achieving the zero-carbon target for the city, the wider management of the estate and efforts to reduce carbon emissions are described in the Annual Property Report, elsewhere on the Committee's agenda. |

| Manchester Strategy outcomes | Summary of how this report aligns to the OMS/Contribution to the Strategy |
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| A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities | The property teams provide professional services and leadership to drive effective place making and facilitate the economic growth of the City, by creating the necessary conditions needed to promote strong growth in commercial, residential, retail and leisure related development, stimulating new employment, new homes and broadening the City Council's tax base. |
| A highly skilled city: world class and home grown talent sustaining the city's economic success | The property teams play a key role in leveraging economic growth from the Council's land and property assets, including enabling commercial developments that drive growth in high-skill sectors such as the digital, cyber, creative content, cultural, advanced manufacturing and professional service sectors. |
| A progressive and equitable city: making a positive contribution by unlocking the potential of our communities | The property teams work proactively with businesses, residents and partners to ensure developments contribute positively to place making and meet local needs to deliver neighbourhoods people want to live in. This includes supporting developments that promote the right mix of good quality and affordable housing for Manchester residents. |
| A liveable and low carbon city: a destination of choice to live, visit, work | The property teams play a key role in supporting Manchester's commitment to be a zero carbon City by 2038 by reducing the Council's direct CO2 emissions through continued rationalisation of the operational building estate and improving energy efficiency in council owned buildings. |
| A connected city: world class infrastructure and connectivity to drive growth | The property teams work across the Council and with partners to ensure that development activity both drives and reflects the connectivity and infrastructure that underpin sustainable economic growth. |

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Background documents (available for public inspection): None

1.0 Introduction

- 1.1 The Resources and Governance Scrutiny Committee have requested a report on the ownership of assets which will include how Councillors can determine who owns what within their wards. This report sets out how the Council's CPAD system and officers in the Council's property functions can support this request.
- 1.2 The CPAD system is the Council's Property Asset Database; a web-based system known commercially as Concerto, which is utilised primarily by Corporate Estates, Development and Facilities Management to manage our land and building portfolio. CPAD plays a key role in the management of the property estate, from compliance and building maintenance through to managing ownership information and property case work.
- 1.3 The Council's assets are divided into 4 main areas. The Corporate Estate comprises assets held for service delivery or in the support of indirect service provision for social purposes (such as Community Asset Transfers). The school estate sits alongside this, separate to the Corporate Landlord model. The Commercial Estate contains a variety of interests including those held for a commercial return which includes the Housing Revenue Account, those for development and those to provide housing through refurbishment or redevelopment. Lastly, the Council holds a large number of miscellaneous land assets, some of which are held as open space and some of which are reviewed for potential development. The data held on the CPAD system supports an informed and robust day to day and strategic decision-making process, governed primarily by monthly Strategic Estate and Asset Board and Capital Board meetings.

2.0 Members' Use of CPAD

- 2.1 Members have been able to access CPAD since January 2017. Since 2017, training and access has been offered to all new Members, with refresher training available to all Members as required. Any Member requiring new or refresher training should contact CPAD@manchester.gov.uk. Members who have been on training will be set up with read only access to operational, investment and school site records within their wards.
- 2.2 The Council's property assets can also be accessed via the Open Data pages on the Council's website, which can be downloaded and filtered by ward from this address:
https://www.manchester.gov.uk/open/downloads/download/155/local_authority_land_2022
- 2.3 Whilst Members are encouraged to make use of the CPAD system, it is recognised that the system has been developed for use by officers who work with system on a daily basis and are therefore familiar with the structure and operation of the system. Members who only interact with the system occasionally may require support to access information relevant to their specific needs. Members are encouraged to contact the Corporate Estates

Records Team for any individual ownership enquiries:
corporate.property.records@manchester.gov.uk

- 2.4 Member enquiries are prioritised within a 5 working day SLA (the standard is 10 days), or a direct response on the same day if flagged as urgent.
- 2.5 At the Resources and Governance Scrutiny Committee on the 6 September 2022, officers will be available to provide a demonstration overview of the system from a member perspective, detailing how to access ward site data.

3.0 Project Work

- 3.1 The Records Team, in conjunction with the CPAD Team, are continually working to update system functionality and reduce data gaps within the system. Two examples of this project work are the Residual Land Project and the SAMP.
- 3.2 Residual Land Project: this is a workstream utilising mapping and records to identify unused or under-utilised parcels of land within the city. Work is undertaken on a ward-by-ward basis and as the project progresses, detailed and accurate ward plans can be produced and shared with relevant stakeholders.
- 3.3 Strategic Asset Management Plan (SAMP): this project sets out to improve and provide a more consistent and robust decision-making process around land, property, investment and development decision making, through a single overarching decision making process within the Council. This in turn will provide the Council with improved and more consistent governance and assurance.
- 3.4 Both the Residual Land Project and the SAMP contain key workstreams looking at improving the quality of the data within CPAD, which in turn will allow bespoke and accurate ward by ward ownership plans to be produced on request. Currently, plans are time consuming to produce, and are not an effective way to understand ownership as a whole. However, as both projects progress, we will be able to assist Members better with the production of high-quality ownership plans without long lead times.

4.0 Recommendations

- 4.1 The Committee is recommended to note and comment on the functionality of the CPAD system and availability of the Records Team to support Members with ownership enquiries as set out in the report.