

#### CORPORATE PROPERTY MANAGEMENT

# Community Centre Building Maintenance Expenditure/ Status Briefing

# **Background**

- 1 Corporate Property Management (CPM) was set up in January 2008 under the Council Change Programme as part of the development of the new Corporate Landlord arrangements, it is a Service within the Resources Directorate.
- 2 CPM is responsible for assets which are used for service provision e.g. community centres, libraries, residential homes, leisure centres etc and staff accommodation e.g. offices, depots etc. The following assets are outside the CPM remit and are the responsibility of other Council Services Highways (roads and paths); Parks and Countryside (parkland, public open spaces; recreation grounds, though CPM is responsible for the buildings within these areas); Education Leeds schools and ALMO's Council housing.
- 3 Area Committees should not have noticed any major changes to the provision they received in 2008 as the CPM structure was created and people appointed to posts. The property teams of the former City Services, Learning and Leisure, Social Services and Development Department along with some external appointments have come together to aim to provide a professional, coordinated approach to looking after property.

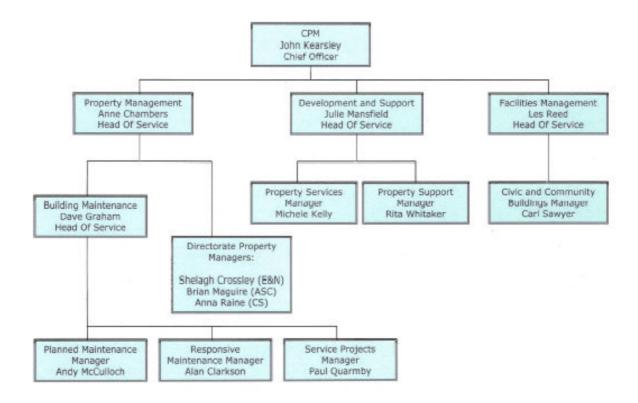
#### **Main Points**

- 1 CPM has been structured into three definite areas:
  - Property Management looking after buildings through planned maintenance, responsive repairs or project work and is responsible for the entire CPM building maintenance budgets, revenue and capital.
  - Facilities Management providing cleaning/ caretaking, contract monitoring e.g. fire equipment and window cleaning, hiring out rooms in community centres i.e. continuing to provide the service that Area Committees have previously enjoyed.
  - Development and Support first point of contact for all building and facilities related enquiries via a Helpdesk, Quality Assurance, lease/ licence information, energy information etc.



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2 CPM Organisational Structure



- All community centres will have the relevant health and safety planned maintenance works carried out as standard and a programme of other planned maintenance works is being developed. Responsive repairs are initiated as has previously been the case by the caretaker of the building or any member of Area Management contacting the Helpdesk (0113 2243847). These works will be undertaken from the CPM budgets.
- If any Area Committees wish to explore the feasibility of any specific building project then a member of Area Management should complete a Feasibility Request Form including an indication of funding available for the works and return to Anne Chambers (Appendix 1).
- Occasionally Members are contacted by members of the public who have noticed damage, security breaches etc to centres, or indeed any other Council building, out of office hours. If this is judged to be an absolute emergency that needs immediate attention ie make safe and secure, the Standby Out of Hours Service can be contacted on 3760499, the permanent repair will take place later. Most issues though can normally be dealt with during office hours.



£115,635

#### Continued/...

### 6 Building Maintenance budget spend 2008/09

## Revenue

# East and North East Area Management Team

Inner East	£84,710
Inner North East	£21,535
Outer North East	£9,390

## South and Outer East Area Management Team

Inner South	£23,570	
Outer South	£33,310	
Outer East	£62,650	£119,530

### West and North West Area Management Team

Inner North West	£34,705
Outer North West	£31,270
Inner West	£3,180
Outer West	£8 020

Outer West £8,920 £78,075

#### Capital

Community Centre		<u>Completion</u>	Cost
Firthfields	Windows	Complete Complete 5 June 2009 Complete	£6,000
St Matthews	Roof		£14,000
Woodhouse	Roof, DDA and Basement		£51,740
Mandela	Roof		£55,000

### 7 Budget 2009/10

CPM will continue to assess the maintenance requirements of community centres in conjunction with Area Management and ascertain priority works for buildings using both Capital and Revenue. There will be particular emphasis

<sup>\*\*</sup> Meanwood Community Centre roof work was funded through the Revenue budget.



on making centres more energy efficient as well as reducing the backlog maintenance and continuing to identify community groups who would wish to take responsibility for managing and maintaining their own centres.

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To monitor work which is carried out at community centres, regular bi-monthly management meetings take place between Area Management and CPM to raise any outstanding property/ facility issues. The representative for CPM is Carl Sawyer, Civic and Community Buildings Manager, who passes on any building maintenance issues to the relevant Building Maintenance team. This meeting is also the forum to discuss plans for reducing backlog maintenance at centres.

Finally, Area Committees are responsible for managing community centres and this report details the changes to building maintenance due to the creation of CPM. It should be noted however, that CPM has responsibility for all Council buildings, as detailed in Background point 2 and if Members have any maintenance queries on any other Council buildings or miscellaneous land in their area, then they can be communicated either through the building user eg Libraries, the Helpdesk in the case of responsive repairs, or directly to Anne Chambers.

Anne Chambers

**Head of Property Management** 

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