

Appendix A

Surplus Assets Procedure

At its meeting on the 2nd December 2009 Cabinet agreed a procedure for the disposal of surplus land and property. This procedure provides the steps to be undertaken when a Directorate declares an Asset as surplus.

The main steps are as follows:

- Step 1: The occupying service declares the asset as surplus to operational requirements and acknowledges this to the Head of Land and Property.
- Step 2: Property Services as Corporate Landlord will circulate a consultation memorandum to all services to determine if there is an alternative operational need for the surplus asset.
- Step 3: Should no alternative operational use be apparent at this time then the Council will make a judgement on whether it is in its best interests to dispose of or retain property that is no longer required for service delivery purposes based on the criteria set out in the Surplus Land and Property policy which is:
 - Strategic Needs of the Council
 - Financial Risk
 - Regeneration Requirements
 - Partnership Working
 - Heritage
- Step 4: Property Services undertake investigations with the Chief Solicitor, Head of Planning and Environment, Head of Street Scene Services and City Services (Transportation). At this stage City Services (Community Development) and ward councillors will advise if there is a Community need.
- Step 5: Property Services collate the above information into an options paper detailing the various options for the property including valuations and the recommended option for the asset.
- Step 6: Options paper is passed to the Capital Strategy Group to consider and select the option for the property.
- Step 7: Recommendations from Capital Strategy Group consulted on with Portfolio Holder for Resources and Ward Members

