

## EFFICIENCY AND PRODUCTIVITY MEASURE DETAIL

<b>SERVICE AREA</b>	Corporate Management
<b>MEASURE</b>	CM1: Percentage utilisation of assets
<b>SUMMARY DEFINITION</b>	This measures the amount of time operational property assets are open and available for use. This is calculated as a percentage against a baseline of 24 x 7 availability.
<b>RATIONALE FOR MEASURE</b>	<ul style="list-style-type: none"> <li>• Tracks both how well assets are used whilst available, as well as indirectly picking up the amount of time the assets were available (time and volume)</li> <li>• Encourages a focus on working the assets harder</li> <li>• Addresses concerns on under utilisation of assets</li> <li>• Data will help inform churn decisions</li> </ul>
<b>DETAILED DEFINITION (with inclusions and exclusions)</b>	<p>The CIPFA Best Value Accounting Code of Practice (BVACOP) definitions should be applied as follows:</p> <p><b>Operational Assets:</b> It notes that operational assets are “those held, occupied, used or contracted to be used on behalf of the authority or consumed by an authority in the direct delivery of the services for which it has a responsibility, whether statutory or discretionary, or for the service or strategic objectives of the authority.”</p> <p>For the purpose of this measure:</p> <p><i>Include:</i> all Operational Property Assets as per CIPFA’s definition. These can be broken down for asset management purposes as outlined in the table below.</p> <p><i>Exclude</i> Non Operational Property Assets, which are defined by CIPFA as properties that are “...held by an authority but not directly occupied, used or consumed in the delivery of services, or for the service or strategic objectives of the authority”. These can be broadly categorised as investment properties, assets under construction, and surplus assets. Rented council house dwellings and industrial portfolios (i.e. tenanted non-residential properties) should also be excluded from the scope of this measure, as should PPP / PFI projects.</p> <p><b>Utilisation</b> is defined as periods when the asset is open and actually available for use by customers. It does not include</p>

cleaning or set-up times when the asset is not available to users.

**24x7 Hour availability** will be the standard used for all categories of asset, excluding Christmas Day and New Years Day. Whilst it is acknowledged that most assets are not in practice utilised 24 hrs a day due to lack of demand or local policy choices made by councils, it has nevertheless been set at this level to encourage increased use of these assets. In addition, it is felt that using a standard of 24 x 7 will simplify the measurement process and ensure a common measurement basis across all councils..

Asset	Hours available	Hours used	% use
Schools	24x7		
Libraries	24x7		
Residential homes & day centres	24x7		
Cemetery & Crematoria Buildings	24x7		
Offices & Administrative Buildings	24x7		
Museums & Galleries	24x7		
Sports Centres & Pools	24x7		
Public Conveniences	24x7		
Depots	24x7		
Other Operational land & buildings	24x7		
<b>Total</b>			

**FORMULA**

$N = A/B \times 100$  where  
 A = total hours assets utilisable  
 B = 24x7 (365 days per year minus statutory public holidays)  
 hours asset available

**UNIT OF MEASURE**

%

**DECIMAL PLACES**

1

**MEASUREMENT PERIOD**

Full year

**DATA SOURCE**

1. Council property management system
2. Local asset records

<b>DATA AVAILABILITY AND QUALITY</b>	Data is expected to be available for assets included at this time. Further work will be required to identify how use of assets should be recorded and calculated. Although initially the quality of the data may be weak it is likely to improve over time			
<b>QUALITY CHECK MEASURES</b>	New Asset Management SPI (Condition and Suitability) for 2006/07 (SPI CM8) includes : a) The proportion of operational accommodation that is in a satisfactory condition. b) The proportion of operational accommodation that is suitable for its current use. c) Income from property use			
<b>DRILL DOWN MEASURES</b>	1. Use of different assets 2. No of activities offered 3. Average office floorspace per FTE (FPS Scotland Asset Management Indicator 5 – Sufficiency)			
<b>REPORTING YEAR</b>	<b>06/07</b>	No	<b>07/08</b>	Yes
<b>PROPOSED FUTURE MEASURE (where applicable)</b>	<ul style="list-style-type: none"> <li>• 2006/07 considered as a pilot year. From 2007/08 should be able to apply the measure to all Assets.</li> <li>• A separate measure could be developed for residential homes based on void time.</li> <li>• The measure could be expanded to include the volume of service users utilizing the assets and the GI Area available.</li> <li>• Revised standard “availability hours” could be developed for each category of asset.</li> <li>• As it is currently defined, this measure simply tracks the proportion of time that the assets are available for use, but does not take in to account whether or not the assets are actually being used (i.e. they could be open and incurring costs but no one be using them). To address this the measure could be extended in time to incorporate the standards set by RICS for acceptable levels of volume use, so that the asset is only deemed to be being utilised when it reaches a minimum level of usage (e.g. x% of its total capacity). This information cannot be collected at present and will require substantial investment before it can be made available.</li> </ul>			