

NORTH LANARKSHIRE COUNCIL

REPORT

AGENDA ITEM No. 9

To: Education Resources Sub Committee	Subject: Procedures for Declaring Properties Surplus to Requirement and Associated Responsibilities
From: Director of Education	
Date: 25 th July, 2006	
Ref: MON/RD/NR	

Purpose of Report

This report was requested the sub-committee. It describes the procedures for dealing with surplus education property.

Recommendations

The education resources sub committee is recommended to note the procedures for dealing with properties surplus to education requirement.



Members wishing further information please contact:

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**Procedures for Declaring Properties Surplus to Requirement
and Associated Responsibilities**

Report by the Director of Education

1. BACKGROUND

1.1 There have been two reports on the disposal of surplus property:

- (i) In 1997 a report by the director of planning and development which outlined the procedures for dealing with property surplus to departmental requirement.
- (ii) In 2000 a report by the director of education on hutted classrooms recommended that some huts surplus to educational requirement should be disposed of while keeping the ground in council ownership.

2. PROCEDURES

2.1 The disposal procedures are described below.

- (1) The education committee approves the disposal of the property and refers the report to the policy and resources (property) sub committee for action
- (2) The policy and resources (property) sub committee then instructs the property to be marketed in a two stage process:
 - (i) The asset, together with all associated responsibilities and costs is made available to other departments,
 - (ii) If no internal interest is forthcoming the asset is disposed of on the open market. Where a surplus building is involved, the decision on whether the purchaser or the council take responsibility for demolition is based on market conditions.

3. EDUCATION DEPARTMENT RESPONSIBILITY

3.1 Until an education property asset has been successfully transferred or sold and all legal transactions concluded, the education department is responsible for;

- (i) all security costs if required
- (ii) all temporary works to ensure the building is secure and does not constitute a health and safety risk to the general public
- (iii) the payment of rates, taking account of empty property relief (50%)
- (iv) any vandalism or arson costs

4. **RECOMMENDATIONS**

- 4.1 The education resources sub committee is recommended to note the procedures for dealing with properties surplus to education requirement.