

# WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

ITA EXECUTIVE BOARD

DATE: 30 JULY 2010

AGENDA ITEM NO: **11**

**SUBJECT: PROPOSAL FOR ADOPTING A POLICY FOR PROPERTY MANAGEMENT**

## Report of the Passenger Transport Executive

### 1. MATTER FOR CONSIDERATION

- 1.1. A draft policy in relation to property management and in particular the disposal of certain categories of interest in land.

### 2. INFORMATION

- 2.1. Statute requires all disposals of land by the Executive to be approved by the ITA (section 10 (1)(xxiii) 1968 Transport Act). Most disposals fall within the category of lettings of retail/storage or kiosk units and bus operator staff accommodation units within Metro's facilities.
- 2.2. PTE standing orders require all acquisitions and disposals of land to be decided by the Board following a report from the Secretary and Solicitor.
- 2.3. As part of the PTE Executive Board's policy for greater delegation to Directors, Assistant Directors and management teams, the attached draft policy has been approved for adoption by the PTE Executive Board on 20 July 2010 subject to the approval of the ITA.
- 2.4. The draft policy categorises transactions where the Authority should continue to give specific approval, and those where approval is given by means of the property management policy.
- 2.5. The main thrust of the policy is that strategic decisions or those which would produce a capital receipt would remain with the ITA. Short term lettings within specific criteria will be deemed to be approved subject to PTE officers complying with the requirements of the policy. The Executive of the PTE will receive a summary of property disposals carried out under the policy for the purpose of reviewing whether the policy is appropriate and effective.
- 2.6. Decisions of the ITA and the PTE on leasehold disposals have always been made on the basis of:-

- 2.6.1. valuation advice from professional external advisers;
  - 2.6.2. legal advice from the Secretary and Solicitor, or from external lawyers; and
  - 2.6.3. financial vetting approved by the Assistant Director – Finance.
- 2.7. Correspondingly, it is rare that any such proposals are refused by the Executive Board of the PTE, and of those that are approved, it is not thought that any have ever been refused by the ITA.
- 2.8. The principal benefits of adopting this policy, it is proposed, would be:
- A reduction in officer time, particularly within Legal Section and Facilities;
  - A reduction in non strategic matters to be considered by the PTE Board and ITA Executive Board;
  - The policy will provide consistency, guidance and support for relevant officers, irrespective of officer turnover, to the benefit of Metro as an organisation.
  - When a lease is required urgently, it can be secured without delay.

### **3. FINANCIAL AND LEGAL IMPLICATIONS**

- 3.1. The draft policy provides criteria governing the nature of leases for which the ITA would generally always give approval, together with procedures to ensure financial vetting of tenants and appropriate, consistent credit control and debt management.
- 3.2. The draft policy provides the necessary legal approval to property disposals in a way which increases effectiveness and efficiency, but which maintains appropriate controls over Metro's assets.

### **4. STAFFING IMPLICATIONS**

- 4.1. None as a result of this report.

### **5. EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1. None as a result of this report.

### **6. RECOMMENDATIONS**

- 6.1. That the property management policy be formally adopted by the ITA.

Director General  
West Yorkshire Passenger Transport Executive