

Capita's 2nd National Conference

Estate and Property Efficiency in the Public Sector

Friday 23rd April 2010 – Central London

Chair: Keith Jones, Chair, Public Sector Executive Group
Royal Institution of Chartered Surveyors

Speakers Include:

David Bentley
Head of Asset Management
CIPFA Property

Bernard Dromgoole
Policy Advisor and Member
of UK HE Space Management
Group
Higher Education Funding
Council for England

Charlie Wileman
Cheshire East Property
Information Manager
Cheshire East Council

Adryan Bell
Head of Work Innovation
Northern Ireland Civil Service

Richard Brown
Head of Capital Projects and
Property
Nottinghamshire
Healthcare
NHS Trust

Matt Foley
Head, Defence Estates' Central
Programme Office for Energy
Ministry of Defence



CAPITA
CONFERENCES

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A Capita Conference

Estate and Property Efficiency in the Public Sector

Friday 23rd April 2010 – Central London

Capita's Estate and Property Efficiency Conference is the **national must attend event** for all of those involved in making savings through property assets from across the public sector including, **central, local and regional government, NDPB's, education, health, defence, housing, fire and rescue, police and the voluntary sector.**

Lord Carter Cole's *Property Review* identified savings across the public sector of up to £1.5 billion annual running cost efficiencies by 2013-14, with a further £20 billion of proceeds from property sales possible over a ten year period.

With property management now high up the corporate agenda your organisation needs to take action now.

Learn from strategic overviews, practical case studies, and expert solution providers on principles of good practice including:

- Accountability, performance management and senior level buy-in
- Property data collection, interpretation and use
- Effective workspace utilisation
- Co-location of services
- Integrating estate management strategies across different public services
- Remote and flexible working
- Carbon emissions and energy use
- Rationalisation and property disposal

With funding cuts inevitable and limited investment available, innovative thinking will be crucial to ensure your **estates strategy starts providing significant cash savings without compromising your front-line services.**

Sponsorship and Exhibitor Opportunities

We offer a range of flexible packages which offer your organisation a platform to network and communicate with key organisations in the public sector.

For further information please contact Alice Stuart on 020 7960 7721 or email alice.stuart@capita.co.uk

About us

Capita Conferences is one of the UK's leading conference providers to the public sector. For over 15 years we have attracted diverse and cross-cutting audiences from across the police, education, central and local government, health and the voluntary sector to our events. We provide neutral forums for learning as well as excellent networking opportunities and the chance to provide feedback on policy direct to the highest levels. We pride ourselves on our thoroughly researched, incisive programmes and have secured speakers including leading politicians, Government ministers, senior civil servants, directors of charities, expert practitioners and renowned academics. We have built our reputation by working in partnership with, and on the advice of, key government departments, experts and pressure groups.

Benefits of Attending

- **Benchmark your progress** against other public services in implementing Lord Cole's property recommendations
- Understand how to **generate baseline data for your estate** to review how well your **property portfolio is performing**
- Hear how to **co-locate services without affecting front-line delivery**
- Transfer best practice on **calculating the space required** for staff and and service users in order to **use workspace more efficiently**
- Get to grips with **implementing new ways of working** to maximise the use of your office space
- Explore the impact **Total Place** will have in **joining up different public services' estate management strategies**
- Learn how to generate savings and **meet sustainability targets** through more **efficient use of energy**

Who Should Attend

Representatives from central, local and regional government, NDPB's, police, health, housing, education, defence, fire and rescue and the voluntary and private sectors, including:

- Chief Executives
- Estate Managers
- Operations Managers
- Facilities Managers
- Asset Managers
- Resource Managers
- Relocation Directors
- Heads of Property Services
- Finance Directors
- Business Development Directors
- Heads of Operational Efficiency
- Sustainable Development Teams
- Procurement Managers
- Shared Services Managers
- HR Directors
- Workplace Change Managers
- Heads of Inward Investment
- Corporate Development Teams
- Economic Development Teams
- Regeneration Teams
- Wider Markets Officers
- Heads of Call Centres
- ICT Directors
- RIEPs
- Property Experts
- Chartered Surveyors
- Corporate Real Estate Advisors



Forthcoming Events for 2010

One Stop Shops – 19th March – Central London

Information Sharing in the Public Sector – 28th April – Central London

Sustainable Procurement – 21st May – Central London

Capita's event management service

Our event management service offers you the opportunity to tap into the resources and skills of a renowned market leader in the UK conference business. With ten years event management experience, we have a proven track record in co-ordinating a diverse range of events, from breakfast seminars to large-scale national policy conferences. Whether you require a complete package or selected aspects, Capita will tailor its services to meet your organisation's specific requirements. Contact Liz Brownbill on 020 7227 6569 or email liz.brownbill@capita.co.uk

CPD

To receive your certificate of attendance for CPD points please email capita.conferences@capita.co.uk quoting your name, booking reference number and the title of the event.

Programme

09.20 Registration, Tea and Coffee

09.45 Chair's Opening Remarks

Keith Jones, Chair, Public Sector Executive Group
Royal Institution of Chartered Surveyors

Keynote Address

10.00 Working Towards a Property Strategy for the Public Estate

- Progress in implementing Lord Cole's property efficiency recommendations across the wider public sector
- Establishing a shared public sector property strategy

David Bentley, Head of Asset Management
CIPFA Property

10.30 Questions and Discussion

Property Software and Data Use

10.40 Strategic Property Asset Data

Understand how to integrate strategic asset management data to baseline the performance of your property portfolio and support the planning of a delivery programme that meets your organisation's needs

- A framework for identifying the optimal property portfolio to meet an organisation's aims and objectives
- The data required to inform an organisation about its property
- Integrating the data to baseline performance
- Using property performance to plan a delivery programme to achieve the organisation's optimal property portfolio

Terry Pitt, ATRIUMproperty Product Manager
ATRIUM Software Ltd

11.10 CASE STUDY: Creating a Strategic Property Asset Management Database

Hear about the disaggregation and migration of property asset data from Cheshire County Council and three District Councils to create a truly corporate and strategic property asset management database for the new Cheshire East Unitary Council

- The project – disaggregation, migration and entry of district data
- The Property Portal
- Successes, lessons learned and the way forward

Charlie Wileman, Cheshire East Property Information Manager
Cheshire East Council

11.30 Session Questions and Discussion

11.40 Tea and Coffee

Property Space Utilisation

12.00 Efficient Workspace Management

Consider the work of the UK Higher Education's Space Management Group and highlight the good practice which could assist your organisation

Bernard Dromgoole, Policy Advisor and Member of UK HE Space Management Group
Higher Education Funding Council for England

12.25 Re-Imagining the Office: Creating a Workstyle-Driven Workplace that Ticks All the Boxes

- The logicity of the office - why yesterday's office is so prevalent
- Today's emerging workstyles and their impact on office space
- The efficiency agenda in context (and the six other 'e' words that matter)
- Hot desking – why it doesn't work, but how it can work
- Tomorrow's office, today's opportunity
- Case study example - the Northern Ireland Civil Service

Adryan Bell, Head of Work Innovation
Northern Ireland Civil Service

12.50 Session Questions and Discussion

13.00 Lunch

Energy Efficiency

14.00 Energy Management Practice Across Estates

- Ensuring buy-in from management and staff
- Improving the quality of information the MOD has about its energy usage
- Introducing smart meters
- The Environmental Management System
- Generating revenue through energy efficiencies

Matt Foley
Head, Defence Estates' Central Programme Office for Energy
Ministry of Defence
The MOD has already met the 2010-11 target for reducing CO₂ emissions from offices

14.40 Tea and Coffee

Co-Location and Integrated Public Services Estate Management

15.00 The Implication of Total Place on Property Strategy

- Drivers for change
- The need for a radical rethink
- Cultural and technical barriers
- Solutions to deliver a single asset management strategy

David Lewis, Director of Property
Kent County Council

15.25 Co-Location: Planning and Delivering a Local Estates Strategy and Plan

- Linking supporting strategies
- Scenario planning
- Managing co-location in an integrated estate
- Planning capital requirements in a cold climate
- Consolidation and re-organisation of buildings to establish services in existing premises
- Rationalising the estate without affecting front-line services

Richard Brown, Head of Capital Projects & Property
Nottinghamshire Healthcare NHS Trust

15.50 Session Questions and Discussion


16.00 Chair's Closing Remarks and Close of Conference

Booking Form


Estate and Property Efficiency in the Public Sector

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Easy ways to book

 FAX your completed form to 0870 165 8989

 ONLINE www.capitaconferences.co.uk

 POST your completed form to: Capita Conferences Administration, Ground Floor, 17-19 Rochester Row, London, SW1P 1LA

 ENQUIRIES 0870 400 1020

****Book a 3rd delegate @ 1/2 price**
This offer may not be used in conjunction with other discounts

BOOKING REF CODE: EMMK

DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full)

Correspondence address

Organisation
Address
Post code

Invoice address (if different from above)

Surname	Title
Forename	
Job Title	
Organisation	
Address	
Post code	
Telephone	

1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
Fax	
Dietary/Access requirements	

2nd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
Fax	
Dietary/Access requirements	

Payment details

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Public Sector (non Central Govt) @ £399.00 plus VAT No. of delegates

Central Govt and Agencies @ £445.00 plus VAT No. of delegates

Private Sector @ £545.00 plus VAT No. of delegates

**Concessionary Discount @ £225.00 plus VAT No. of delegates

Only charities registered with the Charity Commission are eligible for this discount.

Charity Commission Registration No.

TOTAL NUMBER OF DELEGATES

TOTAL COST £

Cheque enclosed

Please invoice me

Your Purchase order/Reference number

Please note that we will issue an invoice upon receipt of booking. We cannot apply numbers at a later date.

Credit/Debit card payments - **On receipt of your invoice**

Call our credit card hotline 0870 160 7630

or make an online payment at: www.capitafinance.co.uk

I have read the terms and conditions and understand the cancellation policy.

Signature

Documentation*

If you are unable to attend the event but would like to receive the supporting documentation, this can be supplied as either a hard copy (by post) or a PDF file (supplied by email). Please post or fax this form with contact, address and payment details

Please send me	<input type="checkbox"/> PDF @ £95 - plus VAT	NB: Documentation will be sent out after the event
	<input type="checkbox"/> Paper @ £95 - VAT not applicable	

Methods of payment

All payments must be received before the Conference date.

By Cheque: Payable to **CAPITA BUSINESS SERVICES LTD.**

Please ensure delegate name(s), organisation and invoice number are written on the back.

By BACS: Bank: Barclays Bank Plc. Sort Code: 20-67-59. Account No: 60864978. Account Name: Capita Business Services Ltd. BACS remittance forms required as payment confirmation.

By Credit/Debit card: On receipt of your invoice – Call our credit card hotline 0870 160 7630 or make an online payment at: www.capitafinance.co.uk

Please send payments to: Capita Business Services Ltd. Accounts Receivable, PO Box 212 Faverdale Industrial Estate, Darlington DL1 9HN and quote

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A VAT invoice will be issued on receipt of payment. VAT No: 618 1841 40

Change of details

Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: conference.events@capita.co.uk quoting the booking reference code on the mailing label. Our conferences are mailed in advance so there may be a short delay in your details being changed.

Hotel accommodation

The conference fees do not include accommodation. For special accommodation rates, please contact Capita Business Travel on Tel: 0871 521 9816 or email capexternal@capita.co.uk You must quote the title of the Conference for preferential rates.

Documentation

*Invoices issued after the event when order processed. Payment by credit/debit card or BACS can be made upon receipt of invoice. If paying by cheque, invoice will act as a receipt.

Discounts

**Special offers may not be used in conjunction with other discounts.

Terms & conditions

Venue and registration details will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 0870 400 1020.

Cancellations confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

Programme Amendments: Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

Data protection

Capita Business Services Ltd may use your details to send you information about our further conferences and services. If you would prefer not to receive this information, please tick this box.

Personal data provided on this form will not be passed to any external bodies.

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