

## PROPERTY REVIEW GROUP

### TERMS OF REFERENCE

#### Group membership:

Name	Title	Function
<b>Marieke van der Reijden (Chair)</b>	Head of Asset Management (Climate Change Lead)	Asset Management
<b>Claire Morris</b>	Resources Director	Management Team
<b>Melissa Bromham</b>	Interim Deputy Head of Asset Management	Asset Management
<b>Mark Appleton</b>	Asset and Property Manager	Asset Management
<b>Darren Burgess</b>	Property Surveyor	Asset Management
<b>Paul Stacey</b>	Operations Manager	Parks and Leisure Services
<b>Caroline Reeves</b>	Deputy Leader of the Council	
<b>Tim Anderson</b>	Lead Councillor	Resources
<b>John Rigg</b>	Lead Councillor	Regeneration
<b>Nigel Manning</b>	Councillor	
<b>Secretariat</b>		Asset Management

#### The group will:

Provide the Corporate Management Team (CMT) with a strategic overview of the Council's properties excluding Council dwellings. This will include recommendations and reports to the CMT on property acquisition, disposal, development and strategic asset management.

Meet on monthly basis (except August) or more frequently if required.

The membership of the group is as set out above with the ability to call on the expertise and skills of other officers as required.

#### Specifically, the group will:

1. Review as necessary the process for strategic management of the property estate and make recommendations for any changes to the CMT
2. Review as necessary the policies, plans and business procedures of the Council in the management and mitigation of substantive risk arising from its property portfolio and other associated undertakings, and where necessary or appropriate to make recommendations to the CMT
3. Review as necessary the performance of individual operational properties against an agreed set of criteria in accordance with the Asset Management Framework in accordance with the Asset Review Programme
4. Review annual the performance of individual investment properties against an agreed set of criteria in accordance with the Asset Management Framework in preparation for a report to the Overview and Scrutiny Committee each year followed by a report to the Executive

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5. Review and recommend for submission capital project bid business cases for works to properties as part of the corporate business planning process
6. Review and recommend for submission the proposed planned maintenance schedule and revenue budget estimates for the year ahead as part of the corporate budget setting process
7. Review quarterly the progress on major planned maintenance and capital projects and the expected expenditure outturn against budget
8. Make or commission such enquiries, reports or investigations as it considers necessary in respect of any transactions made or proposed by the Council, in relation to commercial property in accordance with approved budgeted expenditure
9. Review as necessary all pre-offer details, basic purchase reports and full purchase reports for proposed property acquisitions
10. Review as necessary all property reports regarding proposed future use of an asset
11. Review as necessary all property reports regarding proposed disposal of a property
12. Review as necessary all property reports regarding properties owned by the Council as trustees
13. Annually review the terms of reference.

The Group will work to the following timetable so far as possible:

Agenda programme reviews	Month
Property reports	Monthly item
Property acquisitions	Monthly item
Property sales	Monthly item
Investment property annual performance review	June
Strategic asset management processes	As and when
Review PRG terms of reference	September
Capital programme business cases review	October
Major planned maintenance and capital projects review	Monthly item
Revenue and capital budget review – current year	Monthly item

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Operational property performance	November
Property related policies, plans and procedures	As and when
Property enquiries, reports or investigations	As and when