

# Property Review Group

## Terms of Reference

### Group membership:

Name	Title	Function
<b>Marieke van der Reijden (Chairperson)</b>	Exec Head for Assets and Property	Assets and Property
<b>Dawn Hudd</b>	Strategic Director – Place	Corporate Management Team
<b>Francesca Kosh</b>	Deputy Head of Asset Management	Assets and Property
<b>Mark Appleton</b>	Asset and Property Manager	Assets and Property
<b>Charles Wood</b>	Asset and Property Manager	Assets and Property
<b>VACANT</b>	Property Surveyor	Assets and Property
<b>Victoria Worsfold</b>	Lead Specialist	Finance
<b>Richard Lucas</b>	Lead Councillor	Finance and Property
<b>Julia McShane</b>	Leader, Lead Councillor	Housing
<b>Tom Hunt</b>	Lead Councillor	Regeneration
<b>Geoff Davis</b>	Councillor	
<b>Secretariat</b>	TBC	Assets and Property

### The group will:

- Provide the Corporate Management Board (CMB) with a strategic overview of the Council’s properties excluding Council dwellings. This will include recommendations and reports to the CMB on property acquisition, disposal, development and strategic asset management.
- Meet on a six-weekly basis or more frequently if required.
- Call on the expertise and skills of other officers as required.

### Specifically, the group will:

# Property Review Group

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1. Review as necessary the process for strategic management of the property estate and make recommendations for any changes to CMB.
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 CMB.
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.
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 the progress on major planned maintenance and capital projects and the expected expenditure outturn against budget, as appropriate.
8. Recommend reports or investigations as it considers necessary in respect of 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

# Property Review Group

## Terms of Reference

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	As and when
Property acquisitions	As and when
Property sales	As and when
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	As and when
Revenue and capital budget review – current year	As and when
Property related policies, plans and procedures	As and when
Property enquiries, reports or investigations	As and when