

PROPERTY REVIEW GROUP

TERMS OF REFERENCE

Group membership:

Name	Title	Function
Marieke van der Reijden (Chair)	Assistant Director for Assets and Property	Assets and Property
Francesca Kosh	Deputy Head of Asset Management	Assets and Property
Mark Appleton	Senior Asset and Property Manager	Assets and Property
Charles Wood	Senior Asset and Property Manager	Assets and Property
Damian Cannell	Asset and Property Manager	Assets and Property
Sarah Shortland	Asset and Property Manager	Assets and Property
Richard Bates	Strategic Director – Finance	Corporate Leadership Team
Solomon Akuffo	Lead Specialist	Finance
Julia McShane	Leader, Lead Councillor	Housing
Richard Lucas	Lead Councillor	Finance and Property
Tom Hunt	Lead Councillor	Regeneration
Geoff Davis	Councillor	

The group will:

- Provide the Corporate Leadership Board (CLB) with a strategic overview of the Council's properties excluding Council dwellings. This will include recommendations and reports to the CLB 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:

1. Review as necessary the process for strategic management of the property estate and make recommendations for any changes to CLB.
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 CLB.
3. Review as necessary the performance of individual operational properties against an agreed set of criteria in accordance with the Asset Management Framework.

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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.
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

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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