

REVIEW:	PROPERTY MANAGEMENT REVIEW	
Committee:	Strategic Monitoring Committee	Chair: Councillor TM James
Lead support officer:	S Gyford	

SCOPING

Terms of Reference

This review covers all of the Council's operational and non-operational property, excluding housing, as at 1 December 2003.

Property management in this context refers to the strategic management of the Council's assets (objectives, performance, best use, disposals and acquisitions).

Desired outcomes

- To have a strategy for the optimum use of the Council's property in pursuit of its objectives;
- To have clear criteria against which opportunities for property disposal or acquisition may be assessed;
- To evaluate options for the future delivery of property management which provide clear accountability compared to the existing arrangements;
- To identify potential savings in costs;
- To identify opportunities to gain capital receipts;
- To put in place appropriate performance management arrangements;
- To ensure properties are maintained so that they are fit for purpose to optimise their usage and achieve an appropriate financial return.

Key questions

- What are the criteria for effective property management? How do we decide whether buildings are fit for purpose? How can relevant environmental considerations be incorporated?
- How can we best use space? Do we want to aim to reduce wasted space and should physical relocations be considered in the interests of cost?
- What are the main ways in which savings can be generated – from running costs and realising capital receipts? Should the review set a clear savings target?
- How is property managed elsewhere? Other authorities? Private sector?
- What do services want from property management?
- Where can the market be investigated/used in the review? Should we use external consultants?
- Is there a market for procuring the more strategic property management service? Do we get good value from the existing maintenance contracts and can we rationalise them in any way?