




PLANNING AND STRATEGY	LEGISLATIVE MAINTENANCE
ASSET MANAGEMENT	CORPORATE PROPERTY MANAGEMENT




Asset/Estate Management Strategy and Plans - coordinating the development of strategy and plans in relation to the LCC estate.




Retention, Disposal and or Refurbishment of Premises - based on an overall the strategy, short/medium/longer term requirements, intelligence from condition surveys.




Condition Surveys - commissioning a programme of condition surveys.




Asbestos Management - planning, commissioning, survey and management plans.




Legionella Management and Control - planning, survey, identification, testing




Fire Safety Management - fire safety strategy/programme, testing and maintenance of fire/smoke detection. emergency lighting, sprinklers & dry risers.



Planned Maintenance - includes servicing and testing of gas, electrical installations, heating/ventilation, lifts, doors/shutters/gates, air conditioning/handling etc.



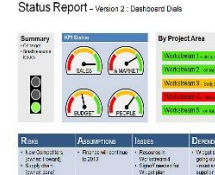
Responsive Maintenance - prioritisation and facilitation of building repairs.




LCC Client Role - performance monitoring of internal/external service providers; client advisor on some service improvement projects.

OPERATIONAL ESTATE MANAGEMENT HEALTH AND SAFETY ROLES


OPERATIONAL MANAGEMENT	COMPLIANCE
FACILITIES MANAGEMENT (OR SERVICE IN NON-FM)	HEALTH AND SAFETY SERVICE - HR




Daily Status Reporting - responding to faults and repairs.



Building Security - including the provision of staff, CCTV, secure door access, building risk assessment and response to national security threat.



Local Safety Arrangements - covering emergency evacuation, first aid, key contacts and information.



Routine Maintenance and Monitoring - grounds maintenance, car parking, cleaning services, toilet provision, waste and energy management.



Health and Safety Management Framework - development of policy, procedures and guidance.



Governance and Assurance - auditing, inspection, compliance monitoring and reporting to relevant Boards e.g. Executive Board, CLT etc



Co-operation and Liaison - consultation and negotiation with Trade Unions and liaison with enforcing agencies.



Fire Safety Concordat - development, maintenance and review with WYFRS



Relationship Management - with building users and Members