















<b>PLANNING AND STRATEGY</b> <b>LAND AND PROPERTY SERVICES</b>	<b>LEGISLATIVE MAINTENANCE</b> <b>CORPORATE PROPERTY MANAGEMENT</b>
 <p><b>Investment Strategy for New Acquisitions</b> – develop strategy for new investment acquisitions and implementation.</p> <p>Strategy for assets for working with third sector or commercial organisations.</p>  <p><b>Retention, Disposal and/or Refurbishment of Premises</b> - based on an overall the strategy, short/medium/longer term requirements, intelligence from condition surveys.</p>	<p>N.B. Roles and responsibilities are defined in each lease and summarised in the Statutory/Contractual Responsibility Matrix produced and maintained by Land and Property.</p>  <p><b>Statutory Checks</b> – CPM to undertake statutory checks on behalf of LCC as the landlord – prior to premises being leased out. This is based on information provided by Land and Property. This information will then form part of the Tenants Health and Safety Pack, produced and distributed by Land and Property. Statutory checks include: Asbestos Management Plan/Surveys, Fire Risk Assessment, Water Management, Electrical, Gas etc.</p>  <p><b>Planned Maintenance</b> – CPM to produce and maintain a schedule for statutory inspections and remedial work, based on the responsibilities detailed in the ‘Matrix’ provided by Land and Property. CPM to provide quarterly updates on this work to Land and Property. Any matters of concerns found during inspection or undertaking remedial works to be reported to Land and Property.</p>  <p><b>Responsive Maintenance</b> – responding to requests from tenants for repairs, which are the responsibility of LCC.</p>  <p><b>LCC Client Role</b> - performance monitoring of internal/external service providers; client advisor on some service improvement projects.</p>

**INVESTMENT ESTATE MANAGEMENT - HEALTH AND SAFETY ROLES**

<b>OPERATIONAL MANAGEMENT</b> <b>LAND AND PROPERTY</b>	<b>COMPLIANCE</b> <b>HEALTH AND SAFETY SERVICE - HR</b>
 <p><b>Leasing Out</b> – leases with schedule of conditions and responsibilities; check-list to ensure premises are fit for purpose and compliant before leased-out; production and maintenance of a tenant’s health and safety pack containing compulsory landlord information and clarifying tenants’ responsibilities.</p>  <p><b>Leasing In</b> – strategy (as above); commissioning survey to assess the extent of any work required and on-going liabilities; agreeing lease conditions and roles and responsibilities; ensuring statutory landlord information is received.</p> <p><b>Statutory/Contractual Responsibility Matrix</b> – Land and Property to produce and maintain a full list of responsibilities for each leased in and leased out property/land, detailing what LCC is responsible for and what is the responsibility of the tenant/landlord. This should contain the provisions for action if others are not discharging their responsibilities.</p>  <p><b>Landlord Monitoring</b> – Land and Property to develop, maintain and carry out an on-going risk-based programme of monitoring of leased premises to assess: whether LCC was satisfactorily carrying out its statutory/ contractual responsibilities; assess tenant compliance; assessment of ‘proper use’ of the premises etc.</p>  <p><b>Responsive Maintenance</b> – in line with the ‘Matrix’, Land and Property to develop and maintain a process whereby tenants can report disrepair, which LCC are responsible for putting right. Reports will be passed to CPM for assessment and any remedial works.</p>  <p><b>Relationship Management</b> - with tenants.</p>	 <p><b>Health and Safety Management Framework</b> - development of policy, procedures and guidance.</p>  <p><b>Governance and Assurance</b> - auditing, inspection, compliance monitoring and reporting to relevant Boards e.g. Executive Board, CLT etc</p>  <p><b>Co-operation and Liaison</b> - consultation and negotiation with Trade Unions and liaison with enforcing agencies.</p>  <p><b>Fire Safety Concordat</b> - development, maintenance and review with WYFRS</p>

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