




PLANNING AND STRATEGY	MANAGEMENT AND MAINTENANCE
ASSET MANAGEMENT	CORPORATE PROPERTY MANAGEMENT




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

Facilitate Business Cases to Allow Decision Making on Future Use – this will consider whether there is any re-use opportunities within the council or decisions on release of premises/land.

Oversight of Voids – this will include working with Corporate Property Management to arrange: pre-handover checks with the previous occupier; formal handover; viewings of potential buyers/tenants; commissioning void inspection reports and day to day management from Corporate Property Management.

If the premises/land is in a Derelict Nuisance area, notify the Regeneration Team as there is a need for increased vigilance.

Pre- Handover – attend pre-handover meeting on behalf of Asset Management. Advise service on what they need to do e.g. cancel localised contracts.
 Arrange for transfer of intruder alarm and utilities to CPM.
 If decision made for demolition – disconnect services. Otherwise electricity kept on, but gas and water may be capped off.
 Complete risk assessment regarding any future entry into the premises/land.

Handover – check everything ready for formal handover. Notify Asset Management and the Service. Alert CPM Maintenance Officer.

Management and Maintenance – day to day management on behalf of Asset Management. This includes: inspections, building maintenance, security, compliance checks, various charges, risk assessment updates, Void Inspection Report on Uniform, emergency response, use of voids by other agencies (e.g. Police, WYFRS), controlled key holders.




Updates provided to Asset Management at monthly updates.

VOID PREMISES AND LAND HEALTH AND SAFETY ROLES

SERVICE VACATING THE PREMISES/LAND

COMPLIANCE




HEALTH AND SAFETY SERVICE - HR

Notify – Asset Management as soon as you are aware you may need to leave a premises/land in void. This should be discussed at Directorate Leadership Teams and brought to Asset Management Board.

Declaration – Formally declare the premises/land is surplus.

Handover – work with Corporate Property Management (CPM) to ensure a smooth handover, ensuring the premises are emptied of equipment and furniture. Take advice from CPM as to which localised contracts you will need to cancel n.b. intruder alarms are normally keep live and transferred to CPM.


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