

APPENDIX 7

The Corporate Property Group on 7 April 2008 agreed that the terms of Reference for the Group should be:-

- 1) Developing, reviewing and updating the Corporate Asset Management Plan and Service Asset Management Plans.
- 2) To translate Service implications from Corporate Aims, Transformation Programmes and Service Plans into the AMP process to ensure the development of Service Asset Management Plans and a Corporate Asset Management Plan.
- 3) Monitoring attainment of Service outputs.
- 4) Defining the property review programme, the parameters for each review and making recommendations on the outcomes.
- 5) To produce annual out-turn Reports which include Performance Indicators and benchmarking for a range of property projects and programmes to the Resources Management Committee.
- 6) To assist in the preparation of annual property reports, with appropriate recommendations to the Resources Management Committee.
- 7) Assist in advising on the prioritisation of capital projects.
- 8) To present Corporate Asset Management Plan and other appropriate issues to the Resources Management Committee for consideration.
- 9) Identifying and promoting multi-use of buildings, home working, hot desking and other space saving initiatives with a view to reducing property costs associated with service delivery including joint initiatives with other public sector partners.
- 10) Obtaining feedback from projects/stakeholders and the AMP process to facilitate continuous improvement.
- 11) Raising the profile of Asset Management and associated good practice.