

## **PART 5**

### **5.2 Scheme of Resource Management: Corporate Property Management Framework**

## **CORPORATE PROPERTY MANAGEMENT FRAMEWORK**

### **The strategic framework for Corporate Property**

In March 2009 Cabinet resolved that property as a resource would contribute to realising the Council's overall vision for Suffolk through providing:

- a) a sustainable approach to the role of property assets in the environment, economy and community;
- b) better use of the public sector asset base; and
- c) support for community and customer empowerment.

### **Corporate Property budgetary framework and purpose**

On 1 April 2006 responsibility for and the holding of budgets for corporate property running costs and expenses passed from Directorate control to Corporate control, with the exception of those for Schools and certain other services including fire stations.

The Deputy Chief Executive has delegated to the Head of Assets and Investment the following responsibilities:

- a) To meet the property needs of services, subject to available capital and revenue funding and where consistent with the objectives set out in the Annual Property Report;
- b) To set adequate standards, protocols, and procedures for property and asset management planning;
- c) To coordinate the preparation of periodic reports on the use and performance of property assets.
- d) To lead on Service Asset Management Planning;
- e) To work with Directorate Heads to identify and declare surplus unused property and to identify and address underutilised property;
- f) To make, in consultation with the appropriate Cabinet Member(s), where relevant, property decisions; determine programmes for disposals, property reviews and building maintenance; and agree County Farms estate plans;
- g) To act as the Council's 'corporate landlord' and be responsible for defining, holding, and managing the property assets held in the corporate operational property portfolio;
- h) To ensure compliance with statutory requirements for building construction and maintenance including appointing an Access Officer for the purposes of The Equality Act 2010;
- i) To manage the non-operational portfolio in conjunction with the Asset Management plan.

## **Delegations for Financial transactions**

The Deputy Chief Executive has authority to approve all market value transactions. This authority has been delegated to the Head of Assets and Investment. Delegations below this level are set out in Corporate Property's Schedule of Delegations.

The following principles will be followed:

- a) Decisions will be made in consultation with the appropriate Cabinet Member(s) if relevant;
- b) Items of a significant or controversial nature will be referred to Cabinet.
- c) Disposals at market value can be approved by the Deputy Chief Executive, the Head of Assets and Investment or the Head of Property depending on the value of disposal;
- d) Any disposals below market value can be approved by the Deputy Chief Executive or the Head of Assets and Investment depending on value, having first discussed it with the relevant Cabinet Member, who will refer to Cabinet if of a significant or controversial nature;
- e) Disposals where the difference between the market value and the consideration offered is more than £2m require Secretary of State approval;
- f) The Deputy Chief Executive and Head of Assets and Investment has authority to agree acquisitions above market value provided they are approved by the Corporate Property Programme Board and/or the relevant Cabinet Member(s) providing that a business case has been produced that demonstrates value for money for the Council and evidence that funding has been approved;
- g) There is a responsibility on those posts mentioned above to record and maintain a record of the decisions made under these delegated responsibilities.

## **Links with other Scheme of Resource Management procedures and regulations**

### **Finance Regulations and Procedures:**

- a) The development, monitoring and reporting of the Council's capital programme;
- b) Ensure records and assets are properly maintained and securely held;
- c) Ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place;
- d) The appropriate charging of VAT.

## **Procurement Regulations**

- a) The procurement of maintenance and construction contracts;
- b) The procurement of professional services from external providers in construction and valuation fields.

## **Corporate Property Scheme of Delegations**

The Deputy Chief Executive must issue Corporate Property Scheme of Delegations and these shall be published on the Council's website. All property transactions must comply with the Council's Corporate Property Scheme of Delegations.