How does Property work?

Introducing Property Management policy

Who does what?

Who is responsible for what……..

The **Property Management Policy** sets out Management Arrangements, Risk Control Systems and key statements of how the council will meet its obligations under property related regulations. This outline contains a summary of the policy contents.

A. New initiatives

1. Distinction is made between: -
   Service Client – the occupying client covering day-to-day operational use and control of premises management/construction project sponsor remit and
   Property client role to manage technical / property compliance aspects.

2. Implementation of **Property Change Authority** – Role of the **Property Board**; Change control recording via K2 requests for 'Maintenance Start' (new acquisitions); 'Maintenance Stop' (Disposals); 'Maintenance Pause' and 'Maintenance Resume' (where construction works occur); Role of the **Authorising Officer** (Area MO) for 'Plan in Place' and 'File in Place';

3. Property Ownership – Role of **Corporate Property Officer**; Delegations of Property Account **Portfolio Holder(s)** and **Property Steward(s)** with responsibilities for RPOs.

B. Scheme of Delegations

1. Responsible Persons for; Property and Asset Management; Energy; Projects; Design.

2. Responsible persons for CDM (**Principal Designer**; and Designer; **Principal Contractor** and Contractor).

3. **Delegated Responsible Persons** and **Deputy Responsible Persons** for compliance with property legislation (Property Manager in conjunction with Contract team CAs and their Service Contractors).

4. Property and Maintenance liaison (RPO and Maintenance Officer)

5. Clerk of Works function.

C. Recognising shared responsibilities / obligations

1. Categories of property from Council owned and Maintained and occupied by Council Staff to 3rd Party Owned / Council Leased / Occupied in part

2. Property budgets – D&I Delegated, Client held property-related budgets, [Inspection only; Repair delegations]

3. Properties managed by Third Parties [Full repair and maintenance lease obligations; Community managed properties support].