

Central Bedfordshire Council – Corporate Property Group

Terms of Reference

Role

The Corporate Property Group is the key strategic senior officer group aimed at promoting the corporate management of assets and developing the Corporate Asset Management Plan, to in turn, enable service delivery and drive service development. The Group will comprise appropriate Assistant Directors, and others, from each Directorate.

Key functions

1. To be responsible for the development of the short and medium to long term draft Corporate Asset Management Plans, their subsequent iterations and submission to the Executive for approval.
2. To develop and manage a whole life costing centralised approach to use of the portfolio.
3. To bring forward Service Asset Management plans, as part of the Corporate AMP.
4. To challenge and lead on the most effective and efficient use of assets in the provision of services.
5. To reflect the council financial needs in developing asset management strategies (in due course integrate the work involved with the Corporate Capital Strategy and the medium term capital strategy into its functions).
6. To ensure the Council uses the appropriate Property data in supporting its decision making.
7. Agree corporate property draft policies and recommend these to CMT and the Executive and to provide a forum for sharing best practice and communications relative to asset management.
8. To report progress on achieving objectives in the plan twice annually to CMT and the Executive, and more regularly to the Assets Portfolio Holder.