

Policy Committees

Scope Template – Working/Task Groups



NAME OF GROUP: Property Assets Review – surplus asset and disposal process

1. Purpose of group / objectives / terms of reference	
Purpose of group / objectives	<p>To scrutinise the current approach to identifying and agreeing property assets that are surplus to requirements.</p> <p>The objectives of the group will be:</p> <ul style="list-style-type: none"> • To ensure that any asset declared surplus and proposed for disposal or alternative use has been through a consistent and transparent process that delivers best value to the council; • To understand the different potential outcomes for assets declared surplus and the rationale behind officer recommendations for future use; • To provide a single forum for discussion and challenge in relation to surplus assets and potential disposals
Terms of reference	<p><u>Key Accountabilities:</u></p> <ol style="list-style-type: none"> 1. The group will scrutinise the surplus asset and disposal process currently in place and the potential outcomes that may include: <ul style="list-style-type: none"> - Disposal for a capital receipt - If the asset is a General Fund asset, could the asset be appropriated to the HRA for housing? - Could the asset be re-purposed for accommodation – Children’s, Adults, Temporary Housing? 2. The group will build understanding and confidence in related activities that contribute to the estate rationalisation approach including: <ul style="list-style-type: none"> - Introduction to the Corporate Landlord Model - vision, objectives, outcomes - What is the disposal process – including decision-making? - Defining the Strategic Asset Management Plan process undertaken for services in conjunction with property partners (within the Corporate Landlord Service) - Refresh of the Property Strategy - Disposal tracking – forward planning / pipeline
2. Member involvement	
Chair of the Working Group	To be determined by the committee

Members of the Working Group	The group should be politically proportionate. Membership details to be sought through party group whips.
3. Officer support	
Lead Directorate Officer(s)	Peter Anderson, Director of Property, Assets and Infrastructure David Martin, Property Transformation Programme Lead Officer
Policy Committee team lead officer	Ian Hird
List of possible internal and external contributors and key information required	The session will be facilitated by officers from the Corporate Landlord Service and the Property Transformation Team.
4. Timing / meeting arrangements	
How long is the group's work expected to take? (estimated length of time)	The content and detail of work to be presented is considered business as usual. Therefore, once a direction on content and approach is agreed, time will be required to plan the session. This can be delivered within six weeks.
Meeting format	All meetings will be in private. Meetings may be hybrid or online. Anticipated number/frequency of meetings: Insert detail
Ways of working	Members will work collaboratively, to constructively examine available evidence. The group will seek to achieve consensus in developing any views/potential recommendations for further action.
5. Conclusions/recommendations	
Decision-making/pathway for recommendations	Anticipated that findings/recommendations will be reported to the Strategy and Resources Committee.