

CABINET

Corporate Property Review – Cabinet Liaison Group

07 November 2017

Report of Chief Officer (Resources)

PURPOSE OF REPORT					
To seek Cabinet's approval for the terms of reference for the Property Review Cabinet Liaison Group.					
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>	Referral	<input checked="" type="checkbox"/>
Date of notice of forthcoming key decision	N/A				
This report is public.					

RECOMMENDATIONS OF COUNCILLOR LEYSHON

- (1) That the terms of reference for the Property Review Cabinet Liaison Group, as set out at Appendix A, be approved.

1.0 Report

- 1.1 At its meeting on 26 June 2017 (Minute 6 refers), Cabinet approved the establishment of a Property Review Cabinet Liaison Group (CLG). This follows the need for the Council to update its corporate property strategy and consider rationalisation of its office accommodation.
- 1.2 During the last budget the Council created additional capacity to develop asset management and as part of Property Services' restructuring, that capacity will be in place shortly.
- 1.3 Further to discussions with the Portfolio Holder, terms of reference for the CLG have been drafted as set out at **Appendix A**, for Cabinet's consideration. Members will see that the initial focus of the Group would centre on the accommodation review, which in turn would feed into wider property strategy.

2.0 Details of Consultation

2.1 None at this stage.

2.2 For Cabinet's information, the Portfolio Holder has been invited to attend an Overview and Scrutiny meeting on 06 December to discuss property strategy.

3.0 Options and Options Analysis (including risk assessment)

3.1 The options are essentially to agree to the terms of reference as attached, or propose alternatives, subject to Cabinet's desired focus for the CLG. As long as any terms fit with the Constitution, there is no Officer preferred option.

RELATIONSHIP TO POLICY FRAMEWORK

The aims and objectives of future property strategy will be aligned to support the Council's Corporate Plan.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing):

None directly arising at this stage.

LEGAL IMPLICATIONS

None directly arising at this stage.

FINANCIAL IMPLICATIONS

None directly arising at this stage.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

None directly arising at this stage.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has produced this report (in her capacity as Chief Officer (Resources)).

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None.

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APPENDIX A

Property Review Cabinet Liaison Group

Chairman:

Cabinet Member with Responsibility for Property Services, Car Parking, ICT, Digital Strategy, Customer Services

Terms of Reference:

Generally:

To act as an engagement and consultative forum for the Cabinet Member:

- to help develop and promote ideas for improving best practice / value for money from the Council's corporate property portfolio, in support of the Council's Corporate Plan; and
- to help develop proposals regarding the Council's wider corporate property strategy.

Initial Focus:

To act as an engagement and consultative forum for the Cabinet Member:

- to share information and views on the accommodation review, to inform its development and future decision-making.

Expected Outputs:

Feedback into Cabinet's decision-making (which may then require referral on to Council).

Frequency:

As required (initial meeting to be arranged as soon as practical).