

SCRUTINY COMMITTEE 2

POLICY REVIEW – WORKSPACE PREMISES

TERMS OF REFERENCE:

- To investigate the Council's workspace premises and examine the plans for retention or disposal
- To establish the costs to the Council of repairs and maintenance of the Council's workspace premises and property to determine whether this represents good value for money

SCOPE

- To investigate whether the Council's approach to marketing workspace premises is adequate
- To identify all of the Council's workspace premises and whether the return on our investment offers good value for money
- To examine the costs and approach taken to the repair and maintenance of workspace premises and to determine whether the costs of repair and maintenance represent good value for money

OBJECTIVES

- Determine whether the approach for marketing workspace premises is fit for purpose
- Establish whether the return on investment associated with the Council's workspace portfolio represents good value for money
- Determine whether the approach to the repair and maintenance of the workspace premises represents good practice and value for money

WITNESSES

- Director of Customer Services
- Principal Workspace Officer
- Director of Corporate Services
- Design and Maintenance Manager

DOCUMENTS/EVIDENCE

- Council's Property Register
- Council's Asset Management Strategy
- Council's workspace portfolio
- Marketing material
- Financial records

OTHER METHODS/CONSULTATION/RESEARCH

Task and Finish Groups.

OFFICER SUPPORT

Louise Davis, Senior Democratic Services Officer
Sandra Walbran, Lead Chief Officer

TIMESCALE

Commencing July 2012