## **APPENDIX 1 – Operating Model for Property**

### **Property Function Operating Model – Level 1**

#### **Property & Commissioning Function**

## **Property Asset Management**

# Strategy & Information

- Property Asset Management Plan
- Service Asset Management Plan
- Property Policy
- Corporate Landlord
- Customer Engagement
- Legislation
- Property Data and Performance
- Procurement Strategy
- Property Business Partner
- Client Briefs
- Initial Business
   Case
- R&M Programme
- Secure Capital
   Allocations

#### Property & Estates

- Lettings, lease renewals, rent reviews, acquisitions and disposals.
- Business rates, dilapidations, repair and maintenance matters
- Landlords
   Consents
- Wayleaves and Easements
- Adverse possession and land encroachment
- Valuations
- Property
   Ownership/Land
   Registry queries

#### **Place Commissioning**

#### Property Portfolio Office

- Planning and Coord of Projects and Programmes
- Portfolio
   Performance
   Management
- Project Gate Reviews
- Portfolio
   Reporting

# Commissioning

- Commission Work
- Managing
   Existing Contracts
   Contract
- Issues/Disputes
  Contract Change
  Control
- Contractor
   Performance
- Project Support
- Technical Briefs
- Project in-flight Business Cases
- Escalation
- Delivery Performance

#### Estate Service Delivery

- Building Surveys
- Manage Minor New Works
- Advice on Self Funding
- Sustainability and Conservation
- Building Regulations
- Property
   Disposal,
   Acquisition,
   valuation and
   transfers support
- Capital Accounting

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