

ASSET MANAGEMENT WORKING GROUP

Constitution and Terms of Reference

Constitution

1. The membership of the Working Group shall be constituted annually by the appointment of two Members from the Finance and Corporate Services, Community Services and Planning and Licensing Committees at their first meetings following the statutory annual meeting of the Council.

Terms of Reference

1. To oversee all capital assets owned by or otherwise available to the Council.
2. To oversee system requirements for recording property data.
3. To ensure that adequate processes are in place to highlight future planned maintenance requirements for all Council owned assets and those for which the Council is responsible.
4. To review recommendations for inclusion of budget provision to meet planned maintenance requirements.
5. To establish procedures for reporting mismatches between assets held and those required to secure achievement of corporate or service objectives.
6. To review options on issues affecting asset usage and suitability, including under-utilisation, identification of surplus properties, alternative use and disposal options.
7. To oversee reporting / monitoring arrangements to highlight effective use of Council assets.
8. To review, project appraisals for ongoing asset related projects.
9. To review offers received for purchase of council land or assets.
10. To review asset management progress monitoring reporting at Officer and Member level.
11. To review options for external funding to meet and develop above objectives.