

# **Terms of Reference Asset Management Group**

- 1. Asset Management Plan**
  - a. Annual review of Plan and recommend to Executive
  - b. Monitor action plan
  - c. Monitor Performance Indicators
  
- 2. Capital Strategy**
  - a. Annual review of Strategy and recommend to Executive
  
- 3. Asset Review**
  - a. Establishing a regime
  - b. Monitoring progress
  - c. Supporting proposals for future actions
  
- 4. Capital Programme**
  - a. Consideration of Projects – prioritisation
  - b. Reviewing project appraisals (including revenue implications)
  - c. Recommendation to SMT and Executive
  - d. Setting programme
  - e. Monitoring/Reporting
  
- 5. Major Projects**
  - a. Receiving proposals for projects on Council land (see also 4a. above)
  - b. Supporting Project Groups
  - c. Promoting schemes to Members
  - d. Monitoring progress and reporting
  
- 6. Acquisitions**
  - a. Co-ordinating proposals
  - b. Making recommendations to Executive
  
- 7. Disposals**
  - a. Receiving proposals for disposal (based on agreed criteria)
  - b. Co-ordination and recommendation to Members
  
- 8. Use of Council Land**
  - a. Policy setting and review
    - i. Events
    - ii. Sponsorship
  
- 9. Asset Responsibilities**
  - a. Understanding of asset list
  - b. Approval of split of responsibility for asset managers

**10. Monitoring compliance with Legislation – for example:**

- a. Disability Discrimination Act
- b. Asbestos Regulations

**11. Supporting Corporate Initiatives with Asset Links – for example:**

- a. Risk Management
- b. Licensing