

**Corporate Asset Sub-Committee –Work Programme 2019**

| Committee Date                                                                                                                       | 04/04/2019                                                                          | 05/06/2019                                                           | 11/07/2019                                                     | 25/09/2019                                  | 07/11/2019                              |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| <b>Sustainable Management of the Corporation's Operational Property Portfolio</b>                                                    |                                                                                     |                                                                      |                                                                |                                             |                                         |
| Corporate Property Asset Management Strategy                                                                                         | Asset Management SBR update report                                                  |                                                                      | New strategy for 2019-23 report                                | Asset Management SBR Progress update report |                                         |
| City Surveyor's Business Plan                                                                                                        | Business Plan 2018/19 Q3 outcome report<br><br>Proposed Business Plan for 2019/2024 | Business Plan 2018/19 Q4 outcome report                              |                                                                | Business Plan 2019/20 Q1 outcome report     | Annual Guildhall Finance 2019/20 update |
| City Surveyor's Risk Register                                                                                                        | Risk Register 2018/19 Q3 report                                                     | Risk Register 2018/19 Q4 report                                      |                                                                | Risk Register update report                 |                                         |
| Facilities Management                                                                                                                | Corporate FM General update report                                                  |                                                                      | FM SBR update report                                           |                                             | Corporate FM update                     |
| Portfolio management information                                                                                                     |                                                                                     |                                                                      | Unfunded Capital Maintenance on Operational Property Portfolio | Annual report on changes to portfolio       |                                         |
| Operational Property Review ( note individual assets will be reported as declared surplus by service committees) and other disposals |                                                                                     |                                                                      |                                                                |                                             |                                         |
| <b>Upkeep, maintenance and furnishing of operational properties not within the remit of another Service Committee.</b>               |                                                                                     |                                                                      |                                                                |                                             |                                         |
|                                                                                                                                      |                                                                                     | AWP Q4 Progress Report 2018/19<br><br>CWP Q4 Progress Report 2018/19 |                                                                | CWP Q2 Progress Report 2019/20              |                                         |
| <b>To monitor major capital projects relating to operational assets</b>                                                              |                                                                                     |                                                                      |                                                                |                                             |                                         |
|                                                                                                                                      |                                                                                     | Guildhall Projects update                                            |                                                                |                                             |                                         |
| <b>Recommending the annual programme of repair and maintenance works</b>                                                             |                                                                                     |                                                                      |                                                                |                                             |                                         |
|                                                                                                                                      |                                                                                     |                                                                      |                                                                | CWP Bid report 2020/21                      |                                         |
| <b>Responsibility for strategies, performance and monitoring initiatives in relation to energy</b>                                   |                                                                                     |                                                                      |                                                                |                                             |                                         |
|                                                                                                                                      | Energy Performance 2018/19 Q3 report                                                | Energy Performance 2018/19 Q4 report                                 | Energy Performance 2019/20 Q1 report                           | Energy Performance 2019/20 Q2 report        | Energy Performance 2019/20 Q3 report    |

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|---------------------------------------------------------------------|------------|--------------------------------------------|-----------------------------------------------|------------|------------|
| <b>Monitoring and advising on bids for Heritage Lottery Funding</b> |            |                                            |                                               |            |            |
|                                                                     |            | Heritage at Risk Register<br>Annual Report | National Lottery Funding<br>Monitoring report |            |            |