

 <p style="text-align: center;">City Surveyor's Department</p>	Reference: TBA
Guidelines title: Schools Annual Revenue Programme Delivery Timeline	
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Changes overview: First Issue	

Purpose and Scope

- To give a clear overview of the timeline for delivery of the three City of London Schools' annual revenue programme, for all parties involved.
- To define those parties and their responsibilities at each stage.
- It is **not** designed to give detailed instruction of any part of the process.
- It should be read in conjunction with "GQ131 – Revenue Works Programme – Corporate Property", which provides greater detail.

Roles and Responsibilities

- Property Facilities Manager (PFM) (Operations Group) – Overall responsibility for programme management and communications
- School Bursar – Advising on ad-hoc project requirements, seeking School Board funding approval and agreeing programme expenditure
- School Facilities Manager – Reviewing forward maintenance plan and site management
- Minor Projects Team (Operations Group) – Ownership and management of Forward Maintenance Plan, advising on asset condition, project management
- Asset Management (Corporate Property) – Advise on estate ownership and responsibilities
- Chamberlains (City Surveyor) – Raising new revenue projects and monitoring financial progress
- Chamberlains (Capital Team) – Raising new capital projects and monitoring financial progress
- Chamberlains (Schools) – Repairs and Maintenance Fund Reports
- Chamberlains (Procurement) – Procurement of contracts
- PMO Analyst (Town Clerk) – Advise on Gateway reports and process
- Committee and Member Services Officers (Town Clerk) – submitting reports to Board and committees
- City Surveyor – Signing off Authority to start work (Gateway 5) and Gold Sheet
- Corporate Projects Board – Approving Project Briefing (Gateway 1)
- Projects Sub-Committee – Approving Project Proposal (G2) and Optional Appraisal (G3&4)
- School Board of Governors – Approving School funds for revenue programme

