

APPENDIX 5 – RESPONSIBILITIES DOCUMENT – SERVICE
DIRECTORATES

DRAFT

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1. Introduction

Walsall Council operates a Corporate Landlord model for the management of its land and property assets. Under the corporate landlord model, property assets are managed as corporate resources and decisions around the management of those resources are made in the context of the Council's priorities and objectives.

This document is produced to provide a clear understanding of the respective responsibilities of the Corporate Landlord Service and occupying service directorates when dealing with [operational] Corporate Properties. This document has been subject to cross directorate consultation prior to its approval by Strategic Investment Board and Cabinet and has the full support of the Corporate Body.

This document applies to all operational corporate buildings, whether the Council is the freeholder or leaseholder. For the purposes of the occupation of operational buildings, **Corporate Landlord Service (CLS)** will act in the role of '**Landlord**', with the **Service Occupiers** as '**Tenants**'.

Where an operational property is held by the Council under a lease, all communications between the Council and the landlord of the property must be through CLS unless explicitly agreed to the contrary between respective Heads of Service.

Vacant or vacated space within corporate buildings will be managed by CLS and allocated to an appropriate Service following consideration by CLS taking account of the Office Accommodation Policy and known occupational space requirements.

For each building, there is a nominated Head of Service from the lead service in occupation of the building. The Head of Service is the primary contact with CLS and is the responsible person for ensuring that periodic statutory compliance processes are followed (see paragraph 3.3). A schedule of nominated Heads of Service is maintained by CLS.

Where multiple service areas occupy a corporate building, each service area will nominate a named lead individual who will be the primary point of contact between CLS and the occupying service areas.

The floor space occupied by Services and therefore subject to their responsibilities under the following terms will be as per data collated under the Space Audit and will be agreed upon; any variation will be recorded by the Head of Corporate Landlord Services and agreed with the responsible person as representing the Service.

2. Corporate Landlord Service ('Landlord')

CLS holds the following responsibilities, subject to budgetary control and the implementation of the principles of good estate management:

2.1 Repairs

CLS is responsible for repairs to the fabric and integral mechanical and electrical installations of the building. Repairs are defined as works required to return a failure of the building fabric or fixed service to an acceptable state of operation, to the reasonable satisfaction of the Property Manager.

Repairs and maintenance is categorised as follows:

2.1.1 Routine Maintenance

Work undertaken on building systems in accordance with a predetermined schedule in order to achieve optimum performance for age. For the avoidance of doubt, such systems are detailed below:-

- i. Heating and Hot Water Systems
- ii. Ventilation and Air Conditioning Equipment (excluding IT server and Tenant installed systems)
- iii. Fire Alarm and Emergency Lighting Installations
- iv. Security Systems
- v. Lift Installations
- vi. External Drainage Systems
- vii. Maintenance of external envelope of building, to include roof, external works, doors, windows, rainwater goods.

2.1.2 Planned Maintenance

Work periodically undertaken on the building fabric to prevent failure of a component within its design life.

2.1.3 Life Cycle Replacement

Work undertaken to replace life expired components of the building fabric or fixed services to return the building to an acceptable state of operation.

2.2 Inspection and Testing

Work undertaken on a periodic basis to meet statutory requirements or to address a health and safety risk. For the avoidance of doubt, such works are detailed below:-

- i. Inspection of fixed electrical installations
- ii. Inspection of firefighting equipment
- iii. Inspection of lightning protection installations
- iv. Glazing risk assessment

2.3 Facilities Management

Work undertaken to ensure acceptable standards are maintained within the building for Service Occupiers. For the avoidance of doubt, such works are detailed below:-

- i. Office cleaning including waste management
- ii. Internal redecoration and renewal of floor finishes within communal areas
- iii. Window cleaning
- iv. Maintenance of chilled water dispensing equipment
- v. Security / Caretaking

2.4 Corporate Management

Work undertaken as part of corporate strategy managed by CLS. For the avoidance of doubt, such works are detailed below:-

- i. Asbestos Management
- ii. Legionella Management
- iii. Access Audits
- iv. Energy Efficiency

2.5 Outgoings

CLS is responsible for the payment of property related outgoings from centralised budgets for the following:

- i. Rent
- ii. Service Charge
- iii. Business Rates

2.6 Grounds Maintenance

Ground Maintenance, to include soft and hard landscaping, inclusive of car parking and boundaries serving the corporate asset. Ground Maintenance to be agreed between CLS and Clean and Green.

3. Occupying Service (“Tenant”)

The Occupying Service has the following responsibilities and obligations:

3.1 Internal Repair / Maintenance

The occupying Service is responsible for the following:

- i. Carpets
- ii. Decoration
- iii. Furniture
- iv. IT Equipment etc.
- v. Storage shelving

3.2 CLS Repairs

The Occupying Service must report any items of disrepair that are noted to CLS at the earliest opportunity.

3.3 Occupying Service Management

The Occupying Service is responsible for undertaking the following and maintaining the required documentation and certification:

- i. Asbestos awareness
- ii. Fire Procedures & management, to include Fire Testing and Emergency Lighting
- iii. DDA – Accessibility Plan
- iv. PAT Testing
- v. Legionella prevention requirements
- vi. Arrange and monitor key holders and security. In delivering on this item, relevant occupying Services will act in accordance with the Policy for the Protection of Unoccupied Buildings, which is contained within the Accommodation Policy.
- vii. Complying with good practice as per the Energy Policy in terms of Energy Efficiency – see [link to Energy Policy].

The Occupying Service is to comply with and update CLS in dealing with 3.2.i -3.2.vii.

3.4 Alterations

The Occupying Service must not make any alterations to the property, whether to the building fabric or furniture layout. Any requirements for such alterations must be submitted to CLS with a justification or business case for approval.

3.5 Sharing of Space

The Occupying Service may not share the allocated space with any other party without the approval of CLS. If a requirement for sharing accommodation with a third party arises, then CLS will engage directly with the third party to ensure that the occupation is appropriately documented.

3.6 Good Practice

Occupying Services are required:

- i. To observe the occupational requirements of the Accommodation Policy [Link].
- ii. To not act in any way which could impact on the Council's insurance policies or the use of the building by other occupiers

4. Capital Funding

The stock condition survey data allows appropriate annual budgets for routine and planned maintenance and lifecycle replacement works to be considered and set on a forward planning basis. The prioritisation of such works will take account of the ongoing condition of the estate in the context of available budgets, value for money and good estate management practice.

All service directorate requests in respect of works to the Corporate Office Accommodation will be submitted to the Corporate Landlord to be considered in accordance with these principles.

5. Contacts

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