

## **ASSET MANAGEMENT SERVICE BUILDING ADVICE (BUILDING AND CAPITAL FUNDING INITIATIVES)**

### **Description of Service**

- Attendance at Governors Premises Sub-Committee meetings as required
- Detailed discussions with Head Teacher and Governors
- Risk Management – Advice on the undertaking of Risk Assessments and reducing risk to occupants.
- Advice on Land and Tenancy matters - Issues relating to disposal of land, land use, other site occupants etc.
- Interpretation of Guidelines and procedures specific to Buildings
- Advice on Division of Responsibility
- Facilitate and participate in Security Surveys in order to enhance security of premises and occupants
- Assistance on Premises Security and Health and Safety matters
- Recommendations to enhance the Health and Safety of occupants
- Conduct Disability Audits to determine additional requirements for those with disabilities
- Advice on appropriate facilities for the disabled.
- Liaison – Interface between schools and other Authority Departments on premises related matters.

The Service aims to provide help support and advice on a wide range of premises related matters to maintain the integrity and security of premises and to enhance the well being of occupants.

### **Service Provider's Responsibilities and Performance Targets**

Building Services:

- Will work to quality performance targets set out in the Authority's document entitled "Performance Indicators for Best Value".
- Will aim to secure maximum funding through appropriate building initiatives for schools.
- Will meet Government deadlines.

### **Schools Responsibilities if it decides not to buy the package**

- The services and support listed above would no longer be available from the Children's Service Department.

### **Costs**

An additional sheet detailing costs for each individual school is included under separate cover.

Contact for Further Information contact: Samantha Horrocks – 0161 253 5453

If you wish to comment on the quality of the Buildings Advice Service please contact:  
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