

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:
Rachael Stirk – 0161 253 5685