

ROLES AND RESPONSIBILITIES

EDUCATION ASSET MANAGEMENT

- Develop and maintain an effective property database, in partnership with schools and other stakeholders, and in line with DfES Asset Management Plan requirements re: CONDITION, SUITABILITY and SUFFICIENCY.
- Operate a fair and transparent process for prioritising work, in conjunction with the AMP PROPERTY WORKING GROUP (i.e. school and other stakeholder reps).
- Provide a co-ordinated, education-grounded and area-based service to schools on property issues, guided by the AMP STEERING GROUP (i.e. Education and Lifelong Learning Cabinet Member and Departmental Management Team)
- Maximise funding to address prioritised needs, by achieving a successful AMP appraisal by DfES, preparing effective bids to central government, and partnering with other stakeholders.
- Plan pupil places, and implement statutory processes with regard to co-location, amalgamation, standard numbers and closure.
- Liaise, in partnership with schools, with in-house and external property professionals, to deliver 'best value' in project implementation and put in place effective monitoring and review systems.
- Identify best value telephony systems.

in order to contribute to the 3 key themes of Birmingham Education Service:

- PARTNERSHIP** adding value through attracting external expertise and funding;
- ACHIEVEMENT** providing buildings and facilities, which help rather than hinder the teaching of the curriculum and raising standards;
- SOCIAL INCLUSION** supporting the inclusion strategy to provide a place for every pupil in their local community school.

Education Asset Management

Strategic Support and Direct Services
Council House Extension
Margaret Street, Birmingham B3 3BU
Tel: 0121 303 8847 Fax: 0121 303 1348
email: edassetmgt@birmingham.gov.uk
www.bgfl.org/services/assetmgt



INVESTOR IN PEOPLE



ENTITLEMENT TO SCHOOLS

EDUCATION ASSET MANAGEMENT

The Education Asset Management team (EaM) is a group of education service managers working with schools, Diocesan bodies and other stakeholders to implement best value property solutions with appropriate property professionals in order to contribute to educational achievement.

The Team's entitlement to you is to:

- Provide details twice a year, in March and September, of your School's known financial allocation for property issues and any new projects approved.
- Offer a half-day planning session annually to discuss specific property issues, update survey data, and discuss the contribution of capital improvements to educational achievement.
- Produce a termly newsletter to share new property initiatives and provide updates on asset management planning.
- Maintain the EaM website and access to the Asset Management Plan database available on Birmingham's Grid for Learning web site.
- Publish a practical School Property Handbook every two years, to help Schools and other stakeholders identify the key roles/responsibilities of all involved in managing the school estate, and to assist them achieve best value from in-house and external property professionals.
- Respond initially to any email, fax or telephone request within five working days.
- Respond initially to any request by letter within ten working days.

For further details, see **Schools Property Handbook** or the

EaM website: www.bgfl.org/services/assetmgt

Education Asset Management

Strategic Support and Direct Services
Council House Extension
Margaret Street, Birmingham B3 3BU
Tel: 0121 303 8847 Fax: 0121 303 1348
email: edassetmgt@birmingham.gov.uk
www.bgfl.org/services/assetmgt



INVESTOR IN PEOPLE



ROLES AND RESPONSIBILITIES

THE PROPERTY PROFESSIONAL

Building works in schools will normally be commissioned either by the LEA, Diocesan body or the school themselves. Where the LEA/Diocesan body manages the project, we will appoint an appropriate lead consultant who will liaise with schools in order to deliver the project safely, on budget and on time. When schools undertake work themselves, we strongly recommend that you also should appoint a property professional to manage the works.

A Property Professional may be a project manager, architect, building surveyor, or a quantity surveyor. S/he will be experienced in providing buildings and be able to advise you how to proceed with a project. Each specialism has different skills and will approach the process from a slightly different angle:

Building Surveyor: Able to procure modest new build/refurbishment work and will advise on which other consultants you need to appoint. Can also co-ordinate these other consultants to deliver the project on budget and on time. Surveyors will often lead re: repair/maintenance issues and manage statutory testing/inspection issues.

Project Manager: Employed to give general advice on how to procure the building and advise on other consultants you need to appoint. Also can co-ordinate these other consultants to deliver the project on budget and on time. Generally only economic to employ a project manager on large schemes (i.e. in excess of £100000 in value). Although a trained specialist, the project manager would act as the co-ordinator rather than be employed for a specific professional background.

Architect: Designs the building and can give general advice on how to procure it and advise on other consultants you need to appoint. S/he can also co-ordinate these other consultants acting as lead consultant on small/medium schemes to deliver the project on budget and on time.

Quantity Surveyor: Advises on and manages the budget. Can also act as lead consultant and give general advice on how to procure the building and will advise on other consultants you need to appoint. S/he can also co-ordinate these other consultants to deliver the project on budget and on time.

The range of property professionals required for a particular scheme will normally vary according to the scale of the works required – the larger the scheme, the more property professionals will need to be employed. As can be seen from the details above, there is a certain amount of overlap between the functions of different property professionals, although each will tend to specialise within their core areas (i.e. architects will look only at design and quantity surveyors only at the budget if all are employed for larger schemes).

Education Asset Management

Strategic Support and Direct Services
Council House Extension
Margaret Street, Birmingham B3 3BU
Tel: 0121 303 8847 Fax: 0121 303 1348
email: edassetmgt@birmingham.gov.uk
www.bgfl.org/services/assetmgt



INVESTOR IN PEOPLE



ROLES AND RESPONSIBILITIES

SCHOOLS

All schools share a common responsibility to manage effectively the buildings they occupy. Essentially, schools and their governing bodies fulfil the role of 'responsible custodians' of the school premises. This involves:

- Ensuring that the site and buildings are managed in an appropriate manner and users/staff operate in a healthy and safe environment.
- Identifying the future premises needs of the school through school development plan.
- Working in partnership with the LEA (and, for Voluntary schools, their Diocesan bodies) to prepare and implement school-based asset management plan.
- Working in partnership with LEA, Voluntary Aided schools and Diocesan bodies to develop and deliver LEA funded projects.
- Planning, budgeting and managing those works and projects they are responsible for.

With regard to routine Repair and Maintenance, the responsibility for undertaking these works is split between LEA/Diocesan bodies and the school. This split has been made in accordance with CIPFA guidance on Fair Funding. A copy of this split is available on the EaM website: www.bgfl.org/services/assetmgt/download.htm

Schools can also undertake new build projects utilising delegated/devolved budgets or a combination of funding, however you must ensure that these projects have appropriate approval and are implemented safely. Your 'property professional' or EaM area team can advise. Information regarding how to run a project is given in Section I of the School Property Handbook.

The role of the Governing Body is to make many of the property decisions, as responsibility for the premises is vested in them. They can choose, however, to delegate these powers, normally to a premises committee. The committee can include as members, individuals who are not members of the full governing body. Non-governors do not, however, have voting rights unless the full governing body has agreed this. The membership of all governing body committees must contain a majority of full governing body members.

Education Asset Management

Strategic Support and Direct Services
Council House Extension
Margaret Street, Birmingham B3 3BU
Tel: 0121 303 8847 Fax: 0121 303 1348
email: edassetmgt@birmingham.gov.uk
www.bgfl.org/services/assetmgt



INVESTOR IN PEOPLE

