

## **STANDING ORDERS RELATING TO ACCOMMODATION**

- (1) All property, both land and buildings, vests in the Council and not in individual Directorates. The property is managed on behalf of the Council by the Economy, Enterprise and Property Department (EEP).
- (2) Prior to an inception study being undertaken all requests for alterations, extensions and general amendments to the relevant accommodation, should be channelled via the Operational Director - EEP, who will then consult with the Strategic Director – Enterprise, Community and Resources and the Resources Portfolio Holder in line with the agreed Accommodation Strategy, for initial action and collation of information. This will ensure that any corporate issues are covered.
- (3) All requests must be in writing and accompanied by a clear view/brief of requirements and a full explanation of the reasons for the request. Sources of funding must be clearly shown as there are no general funds available for additional accommodation needs.
- (4) The EEP Department will provide assistance by way of feasibility studies to identify space utilisation and procurement costs, for subsequent reporting to Management Team.
- (5) Individual Directorates will be responsible for presenting the feasibility reports on their accommodation requirements and needs to Management Team for consideration, before any further action can be taken.
- (6) On approval from Management Team, projects will proceed to the initial design stage.
- (7) The EEP Department will then produce an outline programme for the works and tender process.