

CIPFA Property

Strategic premises compliance checklist

	Yes/confident/satisfied	Generally confident/satisfied; some issues requiring further attention	No/significant concerns; important issues requiring attention	Suggested actions
Organisation				
How confident are you with your organisation’s overall control of premises related compliance?				
Is your organisation committed to providing safe and healthy working environments across all its land and buildings?				
Are your members informed and engaged with premises compliance issues?				
Do you have a documented premises compliance policy, formally approved at an appropriate level?				
Is this current, relevant and effective in providing sufficient influence in your organisation?				
Is there a clear escalation route and is it used?				
Performance Management				
Is premises compliance recognised as a corporate performance measure?				
Is there a clear and routine reporting route for compliance performance?				
Is poor performance actioned appropriately?				
Do you record all your technical compliance requirements and performance in a single data system?				
Are you confident that the data up to date and validated?				

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Risk management				
Do you undertake and document risk assessments for all premises related issues?				
Do they record all hazards and put in place statutory and effective control measures?				
Do you have access to appropriately skilled/technical expertise to do this?				
Is premises compliance recognised in your corporate risk register?				
Does your Scrutiny Committee actively consider premises compliance issues?				
Roles and responsibilities				
Are premises compliance related roles and responsibilities clear and communicated?				
Are they documented?				
Is this recognised at the senior level in the organisation?				
Are all staff aware of their responsibilities?				
Is there a corporate training programme for staff with premises related responsibilities				
Is the training programme effective and robustly managed?				

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Procurement and contractor management				
Does your procurement process adequately consider contractor competence requirements?				
Do you effectively manage the performance of your contractors in respect of compliance issues and appropriately deal with performance failures?				
Strategic role				
Do you know who is responsible for compliance issues in <u>all</u> assets in the portfolio?				
Is the management of premises compliance issues coordinated across the whole organisation?				
Do you feel there is sufficient consideration of premises compliance in the strategic management of the portfolio?				
Is there sufficient budgetary provision to respond to premises compliance requirements?				
Is compliance performance data and prioritised need considered as part of the corporate budget decision making process?				
Is there recognition of the relevance of compliance issues across the different functions of the property service?				
Is information about compliance shared effectively across all functions of the property service?				

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Estate management				
Are all staff aware of the corporate premises compliance policy and how this relates to their estate management functions?				
Are compliance issues considered as part of estate related inspections?				
Are there clear procedures relating to safety and compliance issues in the management of the TNRP estate?				
Are there clear and formal lines of communication with all directorates to determine and act on potential premises related risks?				
Are compliance requirements appropriately addressed in the management of community assets?				
Does the management of surplus property take account of safety and premises compliance issues?				