
Corporate Property Management Board

Terms of Reference

Background and rationale

Jersey property holdings (JPH) are the Government's Corporate Landlord and under this model are responsible for managing and delivering the property requirements of the Government of Jersey¹. They sit within the Infrastructure, Housing and Environment directorate.

The Comptroller and Auditor General in her report - [Operational Land and Buildings \(21 June 2018\)](#), undertook a review of how the States of Jersey manages the property portfolio and made a number of clear recommendations. Two of the primary issues identified was the lack of a current property strategy and associated Corporate Asset Management Board to oversee the States property portfolio.

Further to this report, the Public Accounts Committee - [Review of Estate Management 4th February 2019](#) reviewed the progress made on the C&AG recommendations and noted that there was still some outstanding issues and actions to be resolved.

The Strategy and establishment of the previously known Corporate Asset Management Board, were presented and endorsed by the Regeneration Steering Group on the 24th of October 2019.

The name of the Board and terms of reference were amended to provide greater clarity around the Strategic property function of the group and to reflect recent changes in the governance structure to replace the Regeneration Steering Group with the Future Places Group.

Purpose

The Corporate Property Management Board (CPMB) will support and direct the implementation of draft Island Public Estate Strategy (the Strategy) for Jersey.

The CPMB is the senior officer governance body that advises the organisation on its capital strategy and all property asset management issues. Its membership includes senior officers in finance, property, asset

¹ JPH are not responsible for property held by Andium Homes, Ports of Jersey and the States of Jersey Development Company (SoJDC).

management and service areas. It is chaired by the Director of Property Holdings.

The role of the CPMB will include responsibilities associated with the capital strategy and asset management as set out below.

Objectives

The primary objective of the Board is to implement the Property Strategy to ensure that it supports the long term 'One Gov' ambitions, well beyond the four-year terms of the Council of Ministers.

The Board will therefore need to consider, prioritise and approve the forward programme for the short, medium and long term for all estate projects, including education, health, housing, sports, office, etc. and undertake an early sift of all capital proposals to ensure that they are aligned to the strategy.

The Board will establish, fulfil, and maintain a strategy that;

- Creates the vision, mission statement and culture that guides the asset management policy and practice, and actively promotes these values inside and outside the Government of Jersey.
- Ensures the asset management strategy aligns to the purpose of the Government of Jersey.
- Ensures the ongoing alignment of the Infrastructure and Construction Portfolio to the Property Strategy
- Sets the priority and focus items for property plans aligned to the strategy
- Ensures that internal stakeholders, at all levels of the organization, are appropriately engaged in the planning, development, implementation, and operation of the asset management system.
- Ensures the provision of sufficient land and development opportunities:
 - to support the island's economy.
 - to contribute toward the island's housing needs.
 - to enable the provision of community facilities and infrastructure to support the needs of Island residents, as appropriate, including health; education; active living and culture.

Direct Responsibilities

The Board will:

- Implement and support the Corporate Landlord Model to ensure that internal stakeholders, at all levels of the organization, are appropriately aligned and engaged in the planning, development, implementation, and operation of the property strategy.
- Review and approve reports and recommendations from project working groups, including CPMO and sub-groups for inclusion in asset management reports to ELT, Future Places Group and relevant Minister's
- Support and ensure the asset management system is suitable, adequate, and effective.
- Report to the executive on the performance of asset management and the asset management system.
- Advise the Future Places Group, Minister for infrastructure and the Council of Ministers on significant property-based decisions.
- Develop and maintain a roadmap of construction delivery, making recommendations for the amendment to this roadmap via ELT, Future Places Group and relevant Ministers.

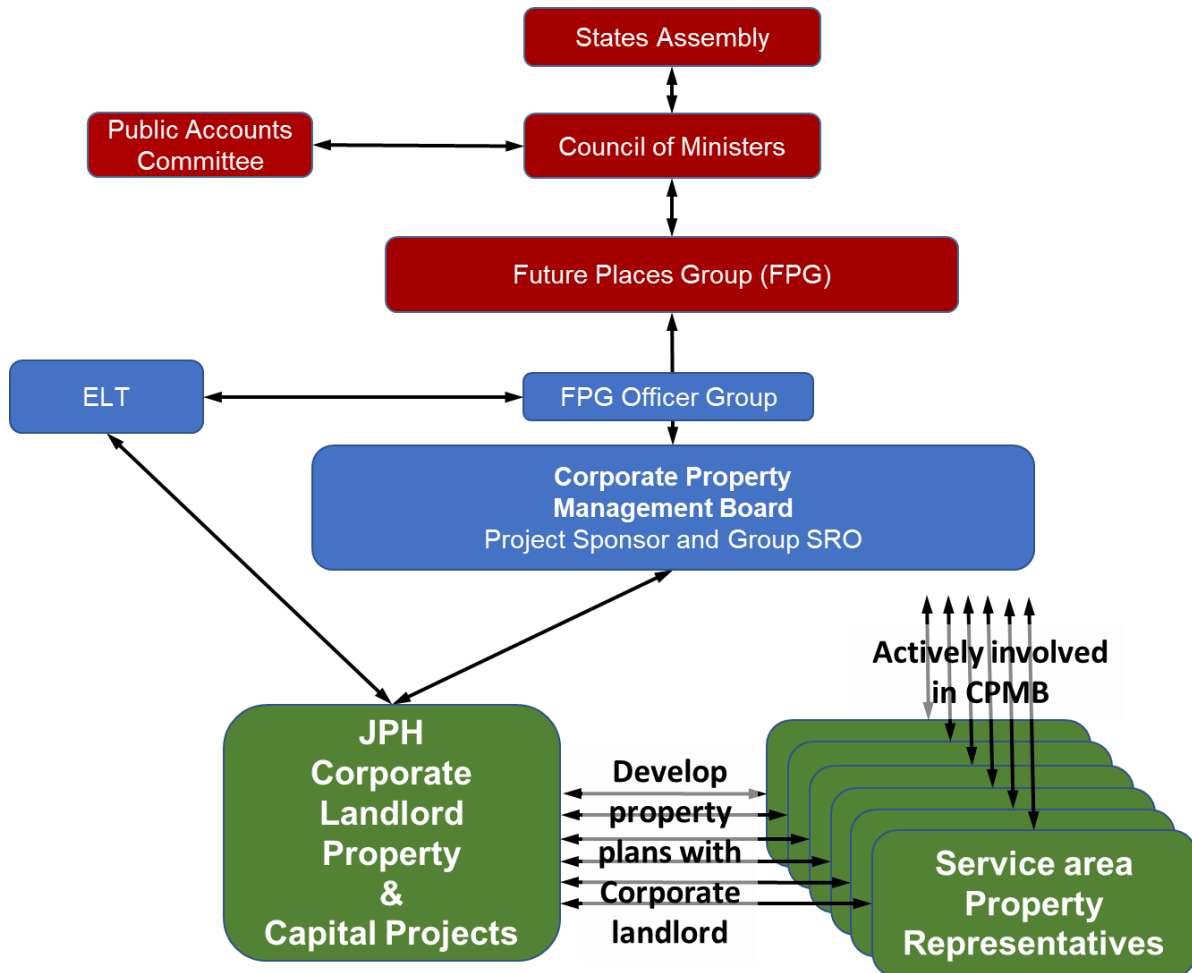
Relationships

In carrying out its work, the board should have regard to emergent policies and proposals, including, in particular:

- Capital Projects Management Oversight and alignment of the construction portfolio to the property strategy and SAMP's
- Future places Group (political oversight for CPMB)
 - Future Places Improvement Programme
- Future Jersey, One Gov and Common Strategic Policy (CM)
- Enterprise Asset Management (EAM) team, including:
 - EAM strategy and Asset Management Plan
- the development of an economic framework for the island (IHE).
- the development of the 2021 Island plan (SPPP) including:
 - the outcome of the work of the Housing Action plan (SPPP).
 - the office strategy and other site-specific studies, e.g., Fort Regent (IHE);
 - the development of the Shoreline and Climate Resilience Management Plan (SPPP/IHE) and Carbon Neutral Road map (SPPP)

Governance

The board will sit within the following governance structure:



The Political oversight for the Board will come from the Future Places Group.

Membership and support

Chair	Chief Officer (IHE)
Group Members	Senior officer representation from: <ul style="list-style-type: none"> • Children, Young People and Education • Health • Infrastructure, Housing and Environment • Jersey Property Holdings • Justice & Home Affairs • Cabinet Office

	<ul style="list-style-type: none">• States Treasury and Exchequer
Non-member participants	Industry rep (where/when appropriate)
Expert Advisors	External advisors to be commissioned as required.
SoJ executive support	IHE

Records and reporting

Minutes of meetings will be taken to ensure that a proper official record is maintained.

The Board will meet monthly to align and report directly into the Future Places Group and COM meetings.

Timeline

The strategy timeline and context are outlined in Appendix 1.

Funding and resources

Development of the plan for the Strategy will be funded from the existing IHE budget and from the sale of property assets.

Infrastructure, Housing and Environment

Appendix 1: Strategy timeline and context

