

**The following sections to be completed by Democratic Services in consultation with the relevant Head of Service and Overview and Scrutiny Committee as necessary**

<b>Section 2</b>	
<b>Consultation with relevant Heads of Service</b>	
<i>It is important to ensure that the relevant service can support a review by providing the necessary documents and attending meetings as necessary. The Head of Service's comments should be obtained before the request to hold a review is put to the Overview and Scrutiny Committee.</i>	
Has the relevant Head of Service been consulted?	<i>Yes/no (if no, please give reason)</i> No discussion with either of the councillors requesting the scrutiny
Is there any current or proposed review of service which would affect this suggestion?	<i>Yes/no (if yes, please provide details)</i> Yes. The property service is subject to service redesign as part of the Council's Road Map, we are seeking to market test the continued in house provision of this service over the next few months. The Managing Director has also asked the service to undertake a property review which has commenced. In addition the service is currently in the process of finalising a number of large property transactions, Charter Place transfer to CSC, Ascot Road lease regear to Morrisons, Health Campus and CRL property related work. The service therefore currently does not have the capacity to support this review.

<p>Is this a topic which the service department(s) is able to support</p>	<p><i>Include HoS comments here</i></p> <p>As stated above the service is currently in the process of finalising a number of large property transactions, Charter Place transfer to CSC, Ascot Road lease regear to Morrisons, Health Campus and CRL property related work. The service therefore currently does not have the capacity to support this review.</p>
<p>When was the last time this service was the subject of a scrutiny review?</p>	<p><i>Include date if known</i></p> <p>Have presented update on property review to Budget Panel last year and due to update Budget Panel at its next meeting.</p>
<p>Is the issue something which will be of significant interest to the public and if so, how should this be managed?</p>	<p>No. May well interest community groups and other third sector organisations who lease from us.</p>
<p>Head of Service consulted and when</p>	<p>Not by proposers of the review.</p>
<p><b>Completed by</b></p>	<p>Carol Chen, Head of Legal and Property Services</p>
<p><b>Date</b></p>	<p>22 February 2013</p>