

Delivery Estate Strategic Involvement

Agenda & Governance

1. Review of Leasehold Opportunities
2. Review of Property Priorities
3. Review of Operational Priorities
4. A.O.B.

- To be held up to twice per year per new operational area
- Confidentiality of any commercially sensitive information shared with the group & discussion concerning potential actions to be maintained by all attendees
- Lead by Delivery Estate Design Lead
- Attended by Property Solutions Designer, Operations Manager, Divisional Rep, Area Reps, Lead DOMs (by invite).

1. Review of Leasehold Opportunities

- Review leasehold estate with upcoming breaks and expiries
- Consider actions surrounding any known hostile lease situations
- Understand properties viewed as long-term holds
- Discuss any opportunities to close / merge
- Discuss any estate which either ops / property consider unfit to renew and potential alternatives

2. Review of Property Priorities

- Understand any potential CPO / Council lead opportunities to relocate
- Understand any capital value release opportunities
- Understand any development opportunities
- Understand any major condition concerns and potential actions to resolve
- Understand any vacant space opportunities for savings / income generation

3. Review of Operational Priorities

- Understand any opportunities for closure / merger based on efficiency or resolving unfit estate problems
- Understand buildings of concern from an operational perspective, to include
 - space deficiency due to parcel growth / DPG
 - unsafe loading / unloading
 - poor customer experience
 - parking issues
- Discuss potential solutions, including re-provisions, consolidations or solutions on current site using different ways of working (Frame configuration consideration of Base +6, double-slotting etc).
- Review opportunities to use existing vacant space including
 - admin areas
 - vacant POL Counters
 - vacant RTWs
 - outbuildings
- CWU Reps are invited to raise their specific offices of concern or bring forward potential opportunities / solutions as part of this section

4. A.O.B.

- Anything not covered under the main headings that has been missed?