

Client Briefing Note (CBN)

Estates Management Checklist for Boards

The Government has published guidance on the ‘Top 10 estate checks for Boards’. Boards should understand the fundamental requirements that all organisations should aim to achieve when managing their estate. This includes taking a strategic approach, ensuring appropriate organisational processes and policies are in place and that the estate is kept safe. The Guidance is directed to school premises, but has wider application across sectors.

The guidance provides further detail on each of the following 10 key questions:

- Are we managing the estate effectively?
- Who is responsible for the estate?
- Do we have the necessary skills, knowledge and capacity to manage the estate?
- How do we manage the estate?
- What is the condition of the buildings?
- Are we complying with our legal responsibilities?
- What do we do in emergencies?
- What funding is available for investment in the estate?
- Are we spending wisely on the estate?
- Can we become more efficient with our expenditure?

Link:

<https://www.gov.uk/government/publications/good-estate-management-for-schools-tools/top-10-estate-checks-for-boards>



For Possible Action

Audit Committees and Governing Bodies are advised to consider the assurances they may require regarding each of the top 10 estate checks.