Appendix C – Commercial Investment Governance

Council Approval

Establish Investment Fund

Agree scoring matrices and parameters for investment decisions

Delegate investment decisions to Deputy CEO in consultation with Leader & Portfolio Holders for Asset Management, Finance and Economy



6 monthly Performance
Reports

Investment Assessment Group

Make formal recommendations for investment within parameters of adopted Framework

All commercial property investment opportunities will be channelled through the Council's Senior Manager – Property & Estates.

Any investment opportunity if considered feasible is considered alongside the criteria of this Framework, and if consistent is then scored against the relevant Scoring Matrix.

If the investment opportunity fails to deliver the necessary score and / or indicative return then it is dismissed.

If the investment opportunity achieves the necessary score and indicative return then it progresses to a dedicated Investment Assessment Team of Officers (with support of consultants if necessary), these being existing staff with the right skillset and aptitude to think commercially. This Investment Assessment Team is to comprise of:

- Deputy Chief Executive
- Strategic Lead Governance and Licensing
- Strategic Lead Finance
- Senior Manager Property & Estates
 - o Other Officers on a case-by-case basis

Outline Business Case is prepared and presented to SMT along with Portfolio Holders for Asset Management, Finance and Economy.

If the Outline Business Case is to proceed then a Full Business Case is prepared to enable a final decision to be made on whether to invest is made following consideration by the Commercial Property Investment Decision Making Group. The decision to invest is delegated to Deputy Chief Executive (up to £5,000,000 per transaction) in consultation with Leader, Portfolio Holder for Asset Management, Portfolio Holder for Finance and Portfolio Holder for Economy (Investment Decision Making Group). If an investment opportunity exceeds this £5,000,000 limit then the Council's normal decision making route will apply.



Updates issued at each AMF meeting (limited to noncommercially sensitive material



Updates issued to SMT every 3 months and at other key milestones

Property Investment Decision Making Group

Deputy CEO in consultation with Leader and Portfolio Holders for Asset Management, Finance and Economy