

ASSURANCE STATEMENT 2018/19

Name of ALB: **Business Services Organisation**

Date:

1. I confirm that no new concessionary leases have been granted.	YES Delete as appropriate
2. I confirm that all existing concessionary leases are under annual review.	YES Delete as appropriate
3. I confirm there is no vacant leasehold estate.	YES Delete as appropriate
4. I confirm there is no underused leasehold estate.	YES Delete as appropriate
5. I confirm that a review of holdings, to ensure that all property assets retained are limited to the minimum required for the performance of present and clearly foreseeable service delivery need, is undertaken annually.	YES Delete as appropriate
6. I confirm compliance with all relevant guidance and current policies in relation to property asset management.	YES Delete as appropriate

If you have answered "No" to any of the above please provide a detailed explanation and provide confirmation that a review process is in place. AEMB may request additional information.

This statement should be signed by the Head of Estates



Signed:

Position in organisation: Corporate Services Manager

Date: 30/08/2018