

# 14. Property

## Policy summary

14.1. To reduce expenditure on property and facilities management (FM) by requiring organisations to exit leased properties as break options and expiries occur and through the centralised approval of all new and extended FM contracts.

## What is in scope of this control?

14.2. This control applies to the following:

- new leases / licences and renewals of existing leases / licences;
- the non-exercise of lease break options;
- new property acquisitions (including those made through a Private Finance Initiative provider);
- new build developments, sale and leaseback, and any freehold sales; and
- all new facilities management (FM) contracts and contract extensions must be approved by the FM Category Board and meet with the GPU FM compliance criteria.

14.3. Please refer to Annex 14.1 for a list of exemptions from the control.

## Delegated limits

Level 1 - rental expenditure under £100,000 during the life of the lease commitment.

Level 2 - rental expenditure above £100,000 during the life of the lease commitment. Approval must be sought for all new and extended FM contracts, regardless of financial commitment.

Level 3 – department's main delegated authority.

## Process

14.4. The standard Cabinet Office approval process set out in section 4 applies. Where operational necessity requires the acquisition or retention of land or property, justification must be provided. Please refer to Annexes 14.2 and 14.3 for further guidance on the process.

## Templates

14.5. Expenditure requests should be submitted to using the templates at Annexes 14.4 and 14.5.

## Contacts

14.6. All queries relating to this control should be directed to either:

- For Property: [NationalPropertyControls@cabinet-office.gsi.gov.uk](mailto:NationalPropertyControls@cabinet-office.gsi.gov.uk)
- For FM: [gpufm@cabinet-office.gsi.gov.uk](mailto:gpufm@cabinet-office.gsi.gov.uk)