

<b>Facilities Management Policy</b>	
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Policy Level	One
Policy Category	Facilities management
Policy Authority	Board
Lead Committee	Senior Leadership Team
Lead Director	Emma Corina
Approved Date	22/07/2024
Review Date	31/07/2026

Our policy is to maintain the buildings and grounds owned or occupied by the organisation in a manner which provides a safe, reliable and secure environment, which is fit for purpose and which supports the organisation in the delivery of its strategic plan.

We recognise and accept our responsibilities laid down under workplace law and in particular, the health and safety legislation as described in our health and safety policies as well as the Construction, Design and Management Regulations 2007 (CDM). We will also comply with all local planning and building control requirements and, as far as is practical, will bring all buildings up to the standards required by the Equality Act 2010.

To achieve the aims of the Facilities Management Policy, the Directors work together, with the support of the facilities team, to:

- Provide a service which represents best value and makes best use of the available funding.
- Protect the asset value of the buildings owned by the YMCA FG by carrying out repairs in a manner which is consistent with the intended use of the facility and which optimises the life of components.
- Minimise the risk of unforeseen major defects which might adversely affect the core work of the organisation.
- Establish robust planning processes that produce effective maintenance programmes to enable the organisation to anticipate the cost of future maintenance expenditure.
- Ensure that the organisation’s estate complies with relevant legislation and that all work is carried out in accordance with the organisation’s health and safety procedures.
- Secure the best prices for utility contracts, electricity and gas and where relevant using the collective buying power of the YMCA FG.
- Ensure that all new works projects are designed and built to take into the account the needs of children and young people are where practical are DDA complaint.
- Ensure that all third-party contractors employed by YMCA meet the criteria as set out in the organisation’s finance, safeguarding and procurement procedures.
- Procure property insurance that protects the true value of the organisations assets.

- To support the organisation’s maintenance staff who do not work directly for the group’s facilities department.
- Long term planning of estates

The Facilities Management Policy is supported by the following supporting policies:

- Environmental and Sustainability Policy
- CCTV Policy

**Responsible Persons**

Overall responsibility	<b>Danielle Rossiter</b> – Director of Finance
<b>Day to day responsibility delegated to:</b>	<b>Branch Managers</b>
Andover	Hannah Sullivan
Basingstoke	Adam Barrett-Alexander
Eastleigh (Stoneham Way)	Derren Storey
Fairthorne Manor	Karina Barnett
Little Whale Nursery	Sarah Henderson
New Milton	Nicola Jenner
Newtown Youth and Community Centre	Karen Grove
St Marys Nursery	Hannah Lusty
Southampton Housing	Karen Grove
Weston Library	Clare Hooper
Winchester House	Stephen Partridge
Woolston Nursery	Shelly D’Souza