

# Minutes

Subject Industry Standard in Property Asset Management  
Date Tuesday, 31 July 2007  
Location The Stamp Office, Somerset House, Strand, London

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Present Richard Saxon (RS) RIBA  
Nigel Ford (NF) COPROP  
Tim Lloyd (TL) CONSILIAN

Apologies received from: Keith Snook RIBA  
Alan White Lenborough Consultants  
Rob Harris Ramidus Consultants

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ID	MEMORANDA	ACTION
<b>1.0</b>	<b>PURPOSE OF MEETING</b>	
1.1	<u>General</u> The main purpose of the meeting was to review the project arrangements.	Info.
1.2	<u>Minutes of previous meeting</u> It was accepted that the minutes of the previous meeting (6 June 2006) were a true and accurate account of what actually took place.	Info
<b>2.0</b>	<b>ACTIONS FROM PREVIOUS MINUTES</b>	
2.1	It was noted that none of the actions by the project board from the last minutes had been carried out with the exception of item 2.2 below.	Info
2.2	TL thanked RIBA for its recent support in making its members aware of the project through its Practice Committee and through an invitation to present the project to CIC.	Info
<b>3.0</b>	<b>REVIEW GREEN PAPERS</b>	
3.1	A preliminary draft of Green Paper A2 was distributed for consultation.	Info
<b>4.0</b>	<b>REVIEW PROJECT ARRANGEMENTS</b>	
4.1	It was agreed that in view of the lack of support from the Project Board that the Project Initiation Document and the agreements set out in this document should now be cancelled.	Info
4.2	TL reported strong interest in a suitable framework and that the project sponsors were enthusiastic that the project should succeed – however, it now appeared unlikely that the project would now be delivered through an institutional arrangement as a ‘public good’ unless some umbrella organisation could be found to endorse and fund the final product.	Info
4.3	TL reported that currently the project was not supported by a viable business plan but that there were a few parties interested in joining the project if it could be made attractive.	Info

- 4.4 It was agreed that the project name 'Industry Standard' was no longer appropriate, mainly because RICS had withdrawn from the project. Info
- 4.5 NF explained that COPROP's web site was being upgraded and he would investigate the possibility of notifying members about the project through the web site in due course NF
- 4.6 Three options for completing the project were discussed: Info
- An outline specification based upon an integrated / whole systems based approach, similar to the Vanguard Standards for interpreting ISO 9000
  - A series of KPI's linked to a set of outline requirements, similar to NHS Trusts
  - A self-assessment model, similar to the CIPFA Financial Model
- 4.6 TL will develop one or more of the options in item 4.6 above for consultation at the next project meeting TL
- 5.0 ANY OTHER MATTERS**
- 5.1 There were no other matters Info
- 6.0 NEXT MEETING**
- 6.1 A date for the next meeting in September / October would be arranged to suit all parties Info

Prepared by:

Tim Lloyd  
17.07.2007

Circulation:

All present  
Keith Snook  
Alan White  
Rob Harris