



Formality and Informality and the Generation of Occupational Performance: a case study on the commercial service charge

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Introduction

This is a conceptual paper that hypothesises on the shifting nature of occupational process and performance utilising the concepts of formality and informality to examine the case of commercial property lease management. Using historiography, it interprets the way in which the tasks that form the work involved in service charge management have evolved through regulatory action - and inaction - by a professional body that owns an incomplete jurisdictional control of the occupation in general and its practitioners specifically. It offers formalisation as the lens through which to study this evolutionary change and as a method of understanding how change management is carried forward.

Formalisation of procedures is frequently represented as the rational application of a professionalisation process through standardising individual occupational practices by the development of 'best' practice. This can be contrasted with an informality that is derived through ad hoc and value judgements made by individuals based upon their experience, technical understanding and professional expertise. In this study, the narrative presents itself also as a pragmatic response to economic and legislative drivers. Faced with poor performance, so the argument goes, tenants will adopt service charge management quality as one determinant of their decision on who to lease with, but will also agitate for external regulation/ legislation to improve national standards. Both aspects are drivers for change. Legislative regulation would be potentially onerous and expensive, of course. And, in a competitive market, tenants will choose 'well managed' properties over 'badly managed' ones, will pay a premium for this and create better business relations with landlords. The adoption of formal procedures will evidence this 'well managed' characteristic of their property leasing service, perhaps, ultimately, leading to a certification scheme. So, formalisation improves standards, raises profits, and offsets the resulting higher prices (fees) through transparency and improved quality of service received by clients (tenants in this case).

As will be developed below, the service charge profession has not traditionally provided a 'good service', and, whilst not always articulated in this paradigm, it is informality in process that is blamed for tardy and low quality service. The response has been standardisation of lease management through a clear, transparent best practice 'handbook' – a formal template for what to do and how to do it – that was expected to generate improved practice. Within the duality discussed here, formalisation of service charge management away from informal heuristics engenders improved performance. This is the principle argument for those who fought to develop such a code of practice within service charge management, and those who wrote it.

However, as will be shown throughout this paper, standards have not risen markedly in this case study with the adoption of formality, which raises interesting questions

concerning formalising occupational practice as a means of improvement. This forms the second aspect of the analysis, because formalisation itself becomes a result – rather than improved quality that was the original intention.

The case study

The subject under investigation here is commercial property management, and specifically service charge management. A service charge is the mechanism by which property owners reclaim from occupiers all or part of the expenditure incurred in maintaining the common areas of a building where it is in multiple occupation.

As buildings become more complex and expectations change, issues concerning what 'maintaining' might include have become more contentious (see, for example, Noor and Pitt 2009). However, such nuances do not affect the principle of what is being examined here: fees for doing general work that needs to be shared out amongst building occupiers. Importantly, a service charge can only be levied where a lease allows for this. This makes it specific to particular legal jurisdictions and, therefore, the work is based on UK practice and applies only to this. However, work is now being done elsewhere under different legal systems (for example, Halvitigala 2018, on New Zealand), and it might prove possible to broaden the application over time. The study also applies only to commercial property. Residential service charges in the UK are statutorily regulated and of a very different character. The rationale for the difference in approach has been questioned, given that a typical response to poor occupational practice (endemic as will be discussed later) is often state regulation. The residential sector might provide another, contrasting, case study on the formal-informal arrangements of occupational tasks since state regulation generates at least some degree of formality. Interestingly, whilst state regulation of residential service charge management has been deemed broadly successful by many, the UK government is currently consulting on further regulation of leasehold tenure (see, for example, Law Commission 2020, Mustoe 2021).

The service charge is a classic area of opposing interests. The landlord seeks to recover all expenditure from the tenant (Edward and Krendel 2007); the tenant expects the landlord to cover these and will look to minimise payment only to those items expressly recoverable in the lease (Noor and Pitt 2009).

Commercial lease management and service charge administration offers a particularly interesting perspective on the generation of formality within organisations and occupations, hence its selection. There are a constellation of co-operating and contrasting characteristics that render the study illustrative. These include its lack of professional regulation and occupational demarcation (in effect, anyone can do it), low fees for businesses and low pay for managers, its historic poor performance, political disinterest in improving standards and the economically irrational approach of the tenant to what can be large operating costs. These issues will be developed more fully as they arise within the paper below.

Property management is a quasi-professional occupation, in that many of its occupants are members of a professional association (Royal Institution of Chartered

Surveyors, RICS), while others are members of NAEA Propertymark, which describes itself as a "membership body" (NAEA Propertymark 2021). Still others are members of occupier-focussed organisations, such as the Property Managers Association, and then there are business-member institutions, most notably the British Property Federation. And yet, there is no statutory requirement on those carrying out the work to belong to any of these, to work to any of the standards or guidance that they set, or for any minimum educational or professional standard. This means that those undertaking the tasks hold education qualifications or not, are members of professional associations or not, are self-regulated or not. Additionally, in order to establish objective performance measures, this study focuses upon the financial side of the work (charging for work, accounting for monies due and paid), tasks that might be regarded as within the remit of the accountancy profession. However, accountants show little interest in either the work itself or how it is done. Hence, non-accountants have devised 'un-accounting' approaches to what is an accounting function (Eccles 2021).

In operating in the commercial property field, there is an expectation of 'intelligent' clients and consumers, of standardised procedures within (at least) each large organisation that rents property because of the number of repeat clients that are national and international in scale: many businesses rent a lot of property. This would lead one to expect the monitoring of performance standards and the benchmarking of running costs, and for commercial decisions to be affected by the quality of the service. Well-managed buildings would be cheaper to run, transparent costs are easier to police, profitability is a key boardroom focus. Unfortunately, a lot of property is rented by SMEs that do not have this expertise and are reluctant to buy it in since it is not a core business function. To these businesses, real estate is merely a factor of production; it is not regarded as a driver of ideas, profits, production or any other core business function. So, space is taken and running costs are paid without recourse to advice (see, for example, RICS 2013).

Then, there is a legal document, the tenancy agreement, which has evolved through decades of modern business practice. It is honed by legal precedent, it is intended to set out very clearly the rights and obligations of all parties, and it is signed on the basis of legal advice as to its suitability. Hence, one might expect that professional standards, case law, best practice and the diffusion of norms would generate a certain formality and quality of practice in the writing of leases. In fact, there are certain ideal type standard forms (see, for example, BPF undated and Joint Working Group on Commercial Leases 2007). However, this seems not to be the case, with a remarkable degree of variability within contracts (Holt and Eccles 2019). In examining Criterion Buildings Ltd v Mckinsey and Company Inc. United Kingdom and another [2021] EWHC 216 (Ch), Andrews (2021) shows how leases are often unclear because they are not intended to be 'practice handbooks', but also how the legal burden of proof is always on the tenant to prove unreasonableness. Again, the SME sector is particularly problematic because of its resistance to seeking legal advice – especially for start-up companies – due to the perceived considerable expense that they cannot (will not) afford; this despite professional attempts to offer free advice (Joint Working Group on Commercial Leases 2007, RICS 2013).

A further characteristic of the organisation of the occupation, profitability on lease management is low. It is of low status within professional gestalt: students do not seek to become property managers, but fall into it. The result is that there is a weak commercial drive to get the service right and little professional interest in developing new ideas; it is not 'cool'. Changing perceptions and working practices would require active change management by the profession. It is here that the research model begins to generate an interesting dichotomy for creating formality leads to increased costs to overheads and, potentially, makes those in the regulated part of the market less competitive. So, professionals oppose 'improvements' as they feel that tenants select on price and not quality, and they are afraid of falling margins and/ or lost business. Arguments that 'intelligent' clients focus on value do not reflect their experiences. RICS has argued for a decade that "anecdotal" evidence from their members is that no change is required (RICS 2009, 2010).

Finally, there is no statutory regulation of commercial service charges, and, until recently, no mandatory professional regulation. Instead, there has been a series of voluntary codes of practice for almost two decades. Whilst not required practice, it is expected practice and non-compliance would be seen as a source of negligent behaviour should legal proceedings occur (RICS 2011, 2014). So, there is a defensive behavioural response driver to follow it. Intriguingly, as will be developed later, after twenty years of voluntary codes, a mandatory 'Practice Statement' has in fact been introduced (RICS 2018).

As its starting premise, the paper refers to the generally and consistently poor levels of practice and there is a large literature evidencing this (see, for example, Eccles and Holt 2009, Eccles, Holt and Zatolokina 2011, Property Industry Alliance 2012, Holt 2015, Property Solutions 2017, Eccles 2021). Given these characteristics the informality – formality paradigm offers an interesting narrative on occupational change, and will be utilised in the following analysis.

The Literature on Formality and Informality

Where this paper breaks with traditional perspectives is in its focus on the formal and the informal as useful concepts in themselves to study the issue of occupational standards and change. The existing literature on formality and informality primarily regards it as nothing more than a characteristic within a wider conception of the evolutionary changes taking place in the workplace. Furthermore, these studies cross disciplinary and cultural boundaries, thereby attributing multiple meanings to the two across contexts, but without ever allowing them to become the focus of study in itself. The terminology is well used in economics (the informal economy) and urban studies (concerning informal settlements) in the context of recording/ reporting and legality/permissibility regimes. Perhaps the closest to a definitive conception of the duality, Misztal (2015) suggests the liberalisation of the 1960s led to an age of informalisation, which has now been reversed by digitalisaton.

The closest equivalence to the idea as will be developed in this paper is perhaps within the field of accounting, which is a similar profession. However, here it is less of

the process of the work itself (the core of this paper) and more about the way in which numbers give reality and meaning to what they are describing. Meyer (1986) hypothesises that rationality generates formality in that a key role of accounts becomes to legitimise businesses, validate their existence, confirm their status and explain their decisions. This can be both externally, but also internally validate management action to employees. Businesses are given a reality by the construction of their accounting data. So, for example, Kaufman and Covaleski (2019) examine the role of the formal budget in resolving internal disagreement. In fact, there is a wide literature on how both formal and informal communication systems and social hierarchies interact in achieving outcomes and maintaining cohesion (Misztal 2015). For example, Koster (2019) discusses the system of favours, the role of community leaders and the official procedures mix and match to generate outcomes within Brazil's cities. In many ways, this mirrors the work of Kaufman and Covaleski (2019) in that it considers how people explain, discuss and agree, albeit in a very different context and within the polar opposite approach (formal budgets). There is also nuance over how 'informal' an informal channel of communication or a role might be; Misztal argues against clear definition, but suggests that views on informality are a product of a time and a culture (Misztal 2015). To the state, a gang leader has no status and yet within the gang they are clearly hierarchical superiors. Kynaston (2009) also suggests informal capacities are tagged onto the formal role (or used to be, here in the UK) where, say, a bus conductor or park keeper would have a role in keeping social order and preventing petty acts of vandalism. However, these perspectives do not concern the core aspect of governance, but are examining the practical realities of what happens when people meet, talk and want things done. There is a decoupling of what should happen (the formal) and what actually 'works' (the informal) but this does not – in itself - meaningfully generate a shift in what ought to happen (the formal).

There are many discourses on the professionalisation of work within the sociology of the professions (see, for example, Abbott (1991, 1988, 1986, 1981), Larson (1977), Freidson (Brint 1993)). Many of these infer formalisation as a by-product of the transformation of a plain occupation into a profession, but do not regard the formalinformal duality itself as a characteristic of occupational performance. The core issue for profession is that of difference, the distinction between the 'professional' and the 'charlatan'. This involves generating such a distinction and getting it recognised (by the state and/ or clients). And whilst professional services themselves can be nebulous, this divide has to be visible (ie formal). Rational consumers can distinguish between the quality of widgets in a way that they find it difficult in, say, dentistry (or service charge performance). So, formality might be seen as a tool of wider forces but it is not seen as interesting in itself. And to be a professional might be seen as requiring a formality as well; professionals are, perhaps, less engaged with competence than of certification. RICS members should evidence a university degree to validate knowledge, for example. Some also see professions as a defined checklist of characteristics and can thereby also introduce the idea of a 'semiprofession' as a halfway house (Goode 1969, for example). However, again, the core mechanisms behind this are explained differently by different theorists, and might

include formal and informal effects, but the duality is not a part of the generating drive for change.

Formality can be seen in this way throughout the sociology literature. For example, in establishing the foundation for the literature on forms of control within organisations, when Weber develops his concept of the bureaucracy, he refers to it as a rational-legal process (Gerth and Wright Mills 2009). Implicit is its formality, but its rationality and contractual nature are the prime characteristics developed by Weber. Efficient organisations have systematic processes and structural hierarchies to ensure efficiency. Work roles are filled on the basis of competency. These all involve formalisation, but it is not this formal aspect that primarily interests Weber. Contrasting forms of family and charismatic authority are, each, also provided with characteristics that might be deemed informal, but, at the same time, do not clearly fall into a formal-informal duality. Family control, for example, can take complex and formal social identities, just as charismatic authoritarianism can also employ visible systems of enculturation and enforcement: formality and informality are not valid constructs for the argument that Weber wishes to develop.

Foucault (1977) also disregards the issue within his conceptualisation of forms of power that determine organisational behaviour. One might deem it an informal power structure where he describes his virtual Panopticon in which we are all so certain of constant monitoring and observation that we all become complicit in the generation of discipline upon us. For Foucault, there is a clear shift in control away from a controller where control itself is either a public spectacle or, at the least, a physical interrogation by one who manifestly controls power over a subject. This is replaced by an environment wherein one knows that one is subject to a constant but unverifiable gaze and, therefore, since one knows that one is (could be/ might be) watched, then one inscribes that gaze within themselves, on their souls to become useful, productive, and effective. This has no formal existence, and, whilst it might be argued that it creates a process of formalisation, these are not concepts utilised by Foucault.

So, formality is a recurring characteristic of authority, of power, of control and of the organisation of businesses and their work. However, it is seen as a symbol and not the cause. There has been no structured or coherent focus on formalisation as a tool in itself. This paper sets out to establish a typography of the types of formality and apply it to service charge management in order to establish just such a structure.

Formality and informality can offer insight into the analysis of occupational control and the development of forms for the application of this authority. Whilst the two provide a binary system of examining processes, it is possible to consider a continuum between the two extremes of ways in which formalisation can be seen as a means of achieving an end by differing degrees of application.

Formality and Informality Defined

The definition proposed here is that informality contains loose, spontaneous, casual approaches, ones that might suffer from uncertainty and a lack of clarity and yet do

remain focussed on an end. Not inferior per se, but certainly at odds with rational and corporate mentalities. In this case, the end is one of a maintained building and the fair apportionment of costs in doing this. Informality relies on some level of trust, of competency and is driven by a need to avoid the excess costs incurred in over complicating a task.

Behavioural informality is associated with the social construction of innovation, of ideas and professional judgement and competency to 'get the job done'. There is a coupling between a traditional concept of professionalism and the emphasis on this trust in the professional to do the work based upon heuristics and expertise. To be clear, informality in this paper is one of organisational informality, by which is meant that individuals are allowed to use their judgement to achieve an end. This paper is not discussing individual informality, such as might be applied to linguistics or dress codes. Nor is informality an issue of illegality or unseen activity, such as might be used in the concept of the 'informal economy'. The informality under review here is professional and occupational informality: that the individual professional, company or building management team can develop appropriate and specific approaches to solve a problem without recourse to a centralised, legitimised and highly visible codified procedure. This latter standardisation is associated with formality.

Formality is defined as deliberate, impersonal, transparent and rational systems of achieving an end. It infers the need for a controlling authority. Whilst this role might be taken up by the State, the professional association fulfils this role within this case study; it is the profession that is looked to as the source of determinant authority. Not only is the process itself formalised, but so too the end might include the need to be seen to be achieving said end, to be documented and validated (Dowling and Pfeffer 1975). In this case study, tenants need to understand the costs they are paying and be able to judge whether they are fair. This ties in with the point discussed earlier concerning the formality function of a budget (Meyer 1986). However, formality generates more than simply a reality. It provides legitimacy and it responds to increasing propensity to mistrust. Misztal (2015) points to the decline in trust within modern democracies, especially of professional and other status hierarchies, as a key function of formality. Certainly, informality, formality and shifts between the two should be seen as part of wider social processes and as continuous ones. However, they are the result of conscious actions by actors that are seeking to control, or at least engage with, elements of those changes as they impact upon their businesses and workplaces. In this case, this is in a time that Giddens refers to as Late Modernity (Giddens 1990, 1991, 1994), a period of loss of belief in any determinant authority and a refusal to accept the principle that a professional knows best. Individual judgement by a practitioner is no longer authoritative in its own right. Professional competence must be tested and checked.

Misztal (2015) also argues that the demarcation between public and private has added further emphasis to configurations of formality and informality. Digitalisation and the rise of 'Big Data' has emphasised the drive to formality. Brooke (2019), when president of RICS, exemplifies these arguments within building when he eulogises those industrial sectors that "have implemented standardised data-driven processes to increase profitability and efficiency. Standardisation has allowed these sectors to

collect and use data to optimise business performance, create new revenue streams and transform customer experiences." Common standards to enable data to be stored in "formal, structural databases" will allow global benchmarking because professionals must develop "a consistent basis for measurement". Standardisation that leads to benchmarking as a key driver for efficiency is certainly now accepted throughout the wider construction and property industries since the publication of the Egan Report (Construction Task Force 1998). Benchmarking performance is a cultural norm of behaviour (Construction Task Force 1998, Egan 2002) and the opportunities offered by more and better data are simply reinforcing this paradigm.

Paradoxically, formality undermines the basis of personal professional judgement because it is associated with standardisation, and removes any trust in the opinion of the individual to operate ad hoc. What it does, though, through this is generate a process of professionalisation that creates occupational expertise by generating a concept of deviancy (or quackery) of any individual outside the professionally regulated boundary. So, whilst members of the profession lose their individuality, they gain from excluding any external competition.

Typology of Formality-Informality

Formality and informality describe a binary pair of extremes, but imply a continuum of shade and penumbra between their two polar positions. Definition is seen as pointless where time and place socialise us into an understanding of the formal, the informal and how they relate within any given context in which we as individuals find ourselves. Eccles (2015) refers to the hinterlands of both positions, where tendencies towards behaviour reflect approaching to, rather than absolute expression of, formality and informality. This leads to a meta-formality and a process of trans-informality as real world individuals and organisations engage with daily practical matters within the broad dominion of one or the other. However, this paper goes further and does propose a typology of formality and informality when applied to occupational forms as a means of examining the changing nature of professional work.

These ideal type approaches to the process of formalisation are described as follows:

Formal-Prescriptive.

This is a coercive paradigm, where standardisation is enforced by a third party. In the case study, this is the production of professional statements, clear regulations on exactly how the work is to be carried out. They are mandatory, frequently benchmarked and enforced by a regulatory regime.

Formal-Normalised.

Formality is notionally voluntary, but strongly encouraged. In this context, it reflects a voluntary code of practice that presents what is regarded as 'best practice'. It establishes what is taken to be normal professional behaviour, occupational gestalt on the technical standards of the discipline. There are implied regulatory penalties

for not complying, and deviant behaviour needs a clear statement to clients about why such best practice protocols are not being followed. In the case of RICS, codes of practice, whilst voluntary, carry a warning that courts of law will interpret their protocols as normal accepted professional standards and will tend to judge against any actions that are non-compliant.

Informal-Individual Routinised.

This is a meta-formal position because there is no uniformity across the profession as a whole. As a matter of substance, an observer might see exactly the same 'formal' processes in terms of procedure, but there is no validation, certification or regulation by a third party. It is a system developed by the individual professional (or company) and regarded as appropriate to meet their ends (and satisfy their clients) based upon their personal judgement and experience. It might originate as either a trans-informalisation change or be embedded within a narrative of formalisation. In other words, it could be driven by a call for centralisation or a rational move for efficiency or legitimacy by the individual. However, it is driven by the need to generate a practical and appropriate, a cost effective, and a culturally agreeable, approach to 'get the job done' and to be able to cooperate with colleagues, clients and contractors.

Informal-Individual Internalised.

This trans-informal approach is focussed on ends. It is fixed in a social view that professionals are inherently competent and trustworthy and can be left to achieve a given result. It conflicts with Giddens (1990, 1991, 1994) description of Late Modernity where such trust is lacking, but conflates with earlier views in the sociology of the professions and, indeed, of the informal role in wider society of "bus conductors, by park keepers, by lavatory attendance and by a police force that was largely admired" (Kynaston 2009: 542) in self-policing integrity. As an example, Bosk's (1973) description of medical professionals alone interpreting what is, and what is not, 'failure' through informalised social control is an excellent example and contrasts with a late modern viewpoint on how doctors should be regulated.

Informal-Chaotic.

Notionally, it is possible to identify an utterly non-organised approach to work in which records are not kept or at least not processed correctly. This, perhaps, mirrors sole trader tradesmen who focus on 'the day job', doing the work at hand, and are disinterested on any form of associated record-keeping. Some of the literature in the case study might be taken to imply that standards of performance are so poor as to warrant such treatment, but it is probably not a realistic model for any building management process where a service charge is to be levied. Additionally, the presumption that informal occupational modes are less effective in achieving ends might be one adopted by much of the literature, but this does not make it so. In fact, that in itself is an interesting conclusion of the study. Formality itself is seen as a means of professionalising and improving the quality of service, but the results of formalisation are less than convincing.

Methodology

This is a conceptual paper that considers formality-informality as a means of observing and explaining occupational behaviour in general and the actions of a regulating (and non-regulating) professional authority. It utilises historiography to describe the shifting nature of the form of work within service charge management.

The paper has been constructed within the Emerald paradigm of a 'conceptual paper', defined as one that "focuses on developing hypotheses and is usually discursive. Covers philosophical discussions and comparative studies of other authors' work and thinking" (Emerald 2022).

The data used to generate the narrative is a mixture of primary data and secondary literature. The primary data considers performance metrics, which are not directly utilised within this paper. Rather, this work is concerned with their critical examination to drive the qualitative narrative. Therefore, the data is cited to the relevant research output in the form of a secondary reference and where its validity, generation and broader methodology is established and can be validated. These are bookended from 2009 (Eccles and Holt 2009) to 2021 (Eccles 2021). Together with the literature, they form the rich and authentic observations that are weaved together to produce this synthesis.

The material utilises performance metrics that are quantifiable and can be reasonably taken as proxies for the wider service provision. The selection of accounting related metrics (see, for example, Calvert 2008, Eccles and Holt 2009, Eccles 2020) along with straightforward binary evidence on business norms (see, for example, Eccles and Holt 2009, Eccles 2020) have consistently been accepted as providing this. Metrics required by the 2006 code of practice (RICS 2006) have provided a set of parameters that have been used and, broadly, allow for a longitudinal analysis of performance 2006-2020, whilst mundane issues such as whether letters are dated and signed have provided additional benchmarks. Interview fleshed out some of these (Eccles and Holt 2009).

The Age of Benevolent Disinterest – the Informal and the Individual

There is a general feeling that the field of property management is located in an occupational margin where profit margins are low, the work is dull and it is not a first choice destination for chartered surveying graduates. For many years, Stapleton (1985) was the only real 'text' in the field, and his was rather downbeat about the sector. There was no institutional interest in the discipline and certainly no statements on practice. Reliance was placed on the individual and their wider professional enculturation to norms of honesty and ethical integrity.

The closest to any formal document on practice in the field is a private company's 'Code of Practice' (Drivers Jonas 1990) which establishes "what we believe to be the basic principles of good service charge management" (Drivers Jonas 2000: 3). It was revised twice (Drivers Jonas 1995, 2000) and was lightweight and short. It contained no direct practice procedures, but outlined broad principles that few would disagree

with as points of ideal. In effect, it was primarily a promotional device and could barely even be said to be trans-informal in terms of its effects on actual practice.

This said, the code was quite advanced and proposed some norms of practice that proved problematic to endorse in even the latest mandatory professional statement. These include the fact that the accounts should be independently audited, by an accountant, and that sinking funds should not be used. It also proposed some very bold treatments by landlord, including that they should be allowed to use service charge money to aid their own cashflow and that leases should be written to include a broad 'sweeper' clause that would allow landlords to recover any charges that are for the good of 'everyone', rather than simply maintenance issues. These latter points are a central cause of discussion today when considering the issue of green leases and who should pay for 'improving' the sustainability credentials (and operating efficiency) of a building. The proposal requires a great deal of trust in a landlord/ agent, the sort discussed in the 'Informal-Individual Internalised' model. It is difficult to credit that this was ever a serious proposal from a Late Modern perspective!

Interviewees whose experience stretches back that far never expressed any obvious concerns with the either the quality of work carried out or the need for standardisation. Respondents from both tenant and landlord sides generally agreed that matters worked adequately. That said, it is difficult to exclude for romanticism and the fact that data from such individuals is not easy to obtain given that most have now long retired. However, the wider sociology of the professions does point to this time as still one of mostly trust in professionals and their self-regulation. Informal – Individual Internalised routines would seem to be regarded as perfectly adequate.

It might be said that there has always been a formal aspect to service charge management because the ability to levy a charge relies solely on the property lease and whether it authorises one. Within the UK, a lease would certainly include this for multi-let buildings. However, once that clear-cut principle is accepted, the exact nature of the charge and how it should be administered is usually far vaguer. Lease writers do not see the document as a management handbook, but a statement of rights and obligations. Everything is about interpretation. This is an informalindividual model of approach, whereby professionals use their judgement, unless, and until, a court rules on a specific aspect of the process. Even then, the ruling would be to a specific situation and be open to reasonable interpretation in applying it elsewhere. What is more, Holt and Eccles (2019) are critical of the transparency of leases. They point to the availability of standardised forms of leases (see, for example, BPF (undated)), but find little application of any regularised construction of the obligations and duties. Lease writing itself, rather than having at the least a formal-normalised view on what a good lease might look like, is not only informalindividual, but thereby further encourages non-centralised practices simply by the fact that property managers must deal with each lease on its own merits in an ad hoc manner.

That said, economic narratives on the issue of monopoly and professional codes were already being fought and lost at this time in the UK with the abolition of fixed

professional fee scales, for example (Monopolies and Merger Commission 1970, 1977, 1978, RICS 1990). This was followed by a drive for compulsory competitive tendering (HM Treasury,1991). Certainly, 'something' heralded a start to what became a very different mode of practice, but it took some time for it to take any concrete form within service charge management. It is also at this time that Abbott (1981, 1986, 1988) argues for a concept of jurisdiction', where professions articulate areas of competence, establish occupational zones of control and, occasionally, engage in turf wars in an attempt to obtain greater suzerainty over areas of expertise. This generates the need to validate control over these areas and can, therefore, be seen as a further driver for formalisation in order to establish, protect and promote professional authority. The lack of any credible alternative to contest authority perhaps explains the weakness of the driver in this case, and the tardiness of the beginning of the process of formalisation within service charge management. Still, legal and social pressure was driving change within occupations generally, and even service charge management was not exempt from this.

The Beginning of the End for Informality: 1996

Whatever the prevailing context, there was no whiff of grapeshot from London, the base of the RICS, until 1996. It is unclear exactly why there was a shift in 1996, when the first 'official' regulatory document was produced, Service Charges in Commercial Properties – A Guide to Good Practice. Holt, Eccles and Bennett (2011) describe the process through which the regulation of commercial service charge management has passed as a tortuous battle of vested interests, which rather counters the romanticised view of Informal-Individual Internalised approaches that were creating satisfactory service levels. At the same time, this conflict suggests a strong pressure to retain at least a degree of informality and lends credibility that there was some defensible basis for it.

Two aspects on this first document are interesting. First, whilst Holt et al do not directly use the term formalisation, they do state that this "commenced the evolving process on codifying service charge management" (Holt, Eccles and Bennett 2011: 8). Therefore, there is a clear outline that this is about generating the formal. Second, they do describe the document as "rather informal" (ibid) and point to its lack of any technical details. They go on, "at first sight to be an unassuming document. It is undated and has no publisher, acknowledgements, ISBN or author, although the sponsor's names are on the front cover" (ibid). It is not a handbook. They also interviewed participants in the creation of the guide, and report that there was a strong objection to creating a formalised document or generating a single version of best practice. Therefore, the informality dominant paradigm pre-1996 was retained – mostly - because it maintained a status quo and was the line of least resistance and most agreement.

Of course, the question is: did it work? One problem in assessing this, is that it is not clear exactly what the document set out to achieve. The suggestion implicit in the interviews with those involved was that 'something had to be seen to be done' because of the wider social changes discussed above. Professional work was no

longer trusted, at least not in unregulated forms. But, equally, these interviews were held long after the fact and in hindsight. The document itself presents an occupational environment that is mostly at peace, and there is nothing in a literature search of that time that suggests any widespread dissent from this. That said, in discussing this document, Holt, Eccles and Bennett (2011) argue very strongly that performance was very poor. Their paper calls for the need to standardise professional practice, to the extent that it presents proposed certificates, statements and schedules that should be used by practitioners. For them, the 1996 Code is a failure, and this stems from its informal approach. 15 years on, their view is that a lack of crystal clear prescription produced inadequate quality of work, and they reference many sources, not least tenant satisfaction surveys, to endorse this. It is clear that the researchers associate informal and individual approaches to carrying out the work with the ineptitude that the authors find within their research of the efficiency of practice at that time.

However, it is important to note that they 'associated' informality with ineffectiveness rather than proved it. And, given the ongoing issue with formalisation not generating improvement, it remains unproven. The authors validated their call for formalisation in a "direct contrast to developments in the residential sector, accounting practice for commercial services charges is largely unregulated, not privy to joint consultation exercises involving property professionals, legal experts and accountants, and is hampered by the nature of the diversely worded accounting provisions within most commercial leases. Given these barriers to change, it is unsurprising that the sector produces accounts in the way that it presently does" (op cit: 17). This points to the advantages of formality; that it is more easily regulated, that it can bring together disparate views and that, by being transparent, is open to continual refinement.

Here again, perhaps, is a further nuance. Informal systems are not more prone to fail, but they are more difficult to put right, that they allow failure more easily, and they prevent any organised remediation at a national level.

Holt, Eccles and Bennett (2011) actually argue that low fees and small profit margins are the most likely cause for the disinterest in resolving poor practice given by their interviewees. This is not an issue of informal-individual systems, although they also argue that developing a code and engaging with formalisation should drive out those unable to obtain the regulatory approvals to practice and thence drive up fees. Formality has a cost, but also drives up price. The payback to the paying client is a better value service and less time and money lost through breakdown in landlord-tenant working relationships. But it requires the landlord('s agent) taking the risk of facing rising costs that clients will accept in the form of increased fees.

However, this was not the prevailing view in 1996. A loose guide with no technical detail and absolutely no prescription was the result of the discussions then. This is a clear endorsement in informal and ad hoc expert-led solutions.

In fact, the informal-formal axis offers an interesting perspective on the business world in the 1990s and what was taken to be a normal and acceptable view on professional standards. Individual judgement predicated on a trust in expertise is the dominant paradigm. Of course, there is no evidence from that time of the actual

rationale behind the Guide's adoption. We do not have access to the discussions that took place then, only the result. "One interviewee recalled that a member of the working party had commented 'that agreement to publish could not be achieved for a more detailed document" (Holt, Eccles and Bennett, 2011: 9). Interviews done by the researchers to understand the process occurred at least a decade later and with full hindsight and in a very different professional worldview. By the time this work was carried out in 2011, it would be very difficult to defend practice in the field as anything other than poor and the Credit Crunch had focussed attention onto cutting (all) costs. Tenants of all sizes and sectors were examining all of their building charges and asking questions of amounts that they had previously deemed not worth attention.

The 1996 Guide lasted barely four years, and was replaced in 2000 by a second edition (Guide to Good Practice Working Party, 2000). This in itself offers insight into the success (or lack thereof) of the code. Indeed, the sheer number of versions of the code is interesting. A third edition was launched in 2006 (RICS 2006), then 2011 (RICS 2011), 2014 (RICS 2014) and, then proposed for 2018 (RICS 2017), which was implemented in 2019 as a mandatory practice statement (RICS 2018). The third, 2006, edition was also entitled the first edition, with subsequent second, third and fourth editions. This suggests that RICS regarded it as a break with previous traditions and a new approach. And it was this 'first' edition that marked a paradigm shift away from informal-individual approaches to the work being done.

Formalisation as a Process and not an End

Service Charges in Commercial Property (RICS 2006) established benchmarks, proposed 'best' approaches to carrying out work and, whilst still a voluntary code, placed the weight of institutional regulation behind its adoption. No longer was ad hoc, individual judgement perceived as appropriate, but RICS centralised its 'best' minds on the issues to deliver a single, 'best' view on what forms occupational practice should take. And these should be formalised, if not standardised.

Herein is another interesting nuance drawn out by a consideration of formality because there was no prescription. In fact, Eccles and Holt (2009) criticise the approach of the code in failing to provide prescriptive guidance in a step-by-step manner. They refer to the use of a generic list of principles as being unhelpful in setting out clearly what practice benchmarks are acceptable. So, the RICS approach provides an interesting fuzziness within the binary polar extremes of informal and formal. The codes are, in effect, neither formal nor informal. There is both precision in expecting certain practices, whilst imprecision in both how to achieve these and what exactly is being required. This is reinforced by the lack of any third party benchmarking or performance measurement. RICS appears to have been of the view that a bureaucratic, managerialised, approach would become an end in itself, a box ticking exercise. However, they also recognise the efficacy of transparency: "being transparent both in the accounts and the explanatory the manager will prevent disputes" (RICS 2009: 9). At the same time, the individual practitioner is best placed to determine exactly how this will be implemented.

Within the typology presented here, 2006 is the rise of the formal-normalised mode of occupational performance because of the centralised role of RICS. The role of a determinant authority in establishing norms, albeit voluntary ones or those open to interpretation and variance, has to be a core feature of formalisation. There was no authoritarian declaration and there was also no benchmarking or validation of performance – and this has remained a core issue of debate. At the same time, RICS stresses that its voluntary codes are judged by courts to be quasi-mandatory; failure to follow them is taken by the legal system as evidence of negligent practice. So, again, there is a coercive edge to the formality implicit in the system that enforces formal-normalised procedures and promises penalties for 'deviancy'.

As professional practice slowly solidified into ever more formal, long and prescriptive codes of practice between 2006 and 2014, the next issue was this one of adoption. The existence of a Code of Practice did not ensure compliance with it. Most literature points to only poor performance against the required benchmarks throughout the evolution of the various codes of practice (see, for example, Calvert 2008, Eccles, Holt and Zatolokina 2011 and Holt 2015). Whilst there is some sign of improvement year-on-year, it is from a very low basis and statistically unconvincing. What is very clear is that the very poor levels of professional performance over the study period remained the driver for the actions of RICS, even whilst it defended the professions' performance (RICS 2009, 2010) and argued that there was no evidence of widespread bad practice. RICS steadfastly maintained that informal practices were appropriate to the problem, that individual professionals were best placed to resolve how to carry out occupational tasks and, even when formalising practice, continued to emphasise the individual as the interpreter and arbiter of generating performance standards. That the low fee base, lack of statutory oversight and the informed nature of tenants meant that 'using a hammer to crack a nut' by formalising was far too onerous and simply not necessary. So, for one side of the argument, informal is associated with appropriate. However, RICS relied on the informal reporting of its own members for this position. Formal surveys of tenant satisfaction offered a much worse interpretation. For example, the Property Industry Alliance surveys on tenant satisfaction at this time score roughly 5/10 overall and 4/10 in service charge management issues (see, for example, Property Industry Alliance 2012).

The most serious issue with RICS' approach, one of voluntary adoption of relatively informal processes, was that it was not bringing improvements. Tenant satisfaction was relatively unchanged (Property Industry Alliance 2012) and benchmarking by third parties showed very poor levels of compliance ongoing on what are quite straightforward issues of occupational management and administration. Eccles, Holt and Zatolokina (2011) refer to unsigned paperwork and undated letters, for example. All of this is the result of the failure of the principle of trust behind the concept of informality that was the basis of the RICS approach. However, equating failure to date or sign a letter with the idea of informality is problematic. This is just unprofessional, lazy and offhand. And this is where informality becomes tarnished with a criticism of inferiority because formal protocols would not – allegedly – fail to sign letters.

"Trusting in such judgements to adequately satisfy these requirements remains a continuous source of dispute and leads to the variances in practices discussed ... Continued refusal to formalise these requirements within service charge management reinforces the belief that improving practice is not an issue of professional conduct" (Eccles, Holt and Zatolokina 2011: 212).

Comparability is an important issue here as well. Only through formality would we see similar systems of data preparation, which would then enable occupiers and investors to compare buildings, costs and the service that they are receiving. In global markets and for national and international occupier-businesses, it is evident that their own internal management and audit processes will increasingly require the ability to compare a building they use in, say, Blackburn with one they occupy in, say, Bristol, and both those with Warsaw.

The End of the Beginning

In a process that began with the lightest of touches, inasmuch as the first guide offered no technical advice, the latest version of the Code has been upgraded from a non-mandatory guidance note to a coercive formal-prescriptive professional statement (RICS 2018). Much of the content of the latest Code is substantially unchanged from its previous iterations (Eccles 2020), but the shift from a 'voluntary' guidance note to a 'mandatory' practice statement is a marked change.

In reality, large parts of the mandatory professional statement are actually guidance, and the switch in emphasis, at a practical level, can be overstated. The Code does contain changes from its original proposition (RICS 2017) and there were obviously a number of opinions within the RICS membership on how to deal with certain issues. On balance, however, Eccles (2020) suggests that by adopting a professional statement approach, even though many aspects are left to voluntary interpretation, RICS has drawn a line under what we here are referring to as informality, and that a centralised normality has been codified and established. Even if a rearguard action has been fought to retain an illusion of choice, individual choice as described through informality is increasingly disallowed and disregarded. Not following the provisions of a guidance note carries a very clear warning; any court will regard the 'guidance' as a clear instruction on what is seen as 'professional' practice standards.

So, formality is very much a desired end point within this paradigm: transparent practice that ensures minimum quality standards via a uniform professional view on the 'best' practice and enforced through regulatory measurement and benchmarking. It is a complete rejection of the informal as a satisfactory way of carrying out business.

The use of formalised-coercive occupational structures evidences the ownership of expertise that Abbott's (1981, 1986, 1988) jurisdictional system of the professions mandates. They also serve as enculturing members into 'approved' methods of working by outlawing individual initiative and informal approaches, even where these might be routinised. Whereas the traditional view of professional authority was based on the individual and the association as a collection of individuals, formalisation

describes how it is the coercive rule of the institution that creates the new gestalt. Those professionals that Bosk (1979) sees as the ultimate determinants of competence because of their expertise and the plain fact that they 'do' the job have found themselves formalised out of the role by a resetting of where authority lies.

The only absence within a codified formality concerns compliance. It will be interesting to see if this will be monitored, either by RICS as a determinant authority or by third parties operating as client-side actors.

Whilst the current practice statement does not set out benchmarking or establish a register of performance, it does recognise the need to formalise performance as well as process. Much of the discussion above has been about process, albeit driven by the low quality of output. But the assumption that improving process would result in better output has not been proven in the field of service charge management. Therefore, formalisation as a process of performativity is introduced, whereby focus is placed upon optimisation of the systems through the calculation of output (Lyotard 1984). This suggests what the next stage will be: a benchmarking system. Within this context, formalisation as simply a metanarrative (the voluntary codes of practice) is doomed because it faces what Lyotard refers to as innate postmodern incredulity to any such grand narrative; as Giddens (1990, 1991, 1994) later argues, the loss of its role as a determinant authority renders claims by RICS to dominance as unbelievable to a distrustful and cynical society. Voluntary codes are not to be trusted, and so the formal-coercive mode provides a concrete reality of occupational regulation that the codes of practice cannot.

It is also worth noting that this 'end of the beginning' period is also the start of a wider, 'democratising', process within RICS. Again, this falls outside a mere narrative of change, but is prepared to offer a reconstructed institutional reality. RICS has launched a collaborative model in order to open out debate on the production of practice statements (see, for example, Sullivan 2018). It promotes these as engaging the wider professional community and its global expertise in developing better practice standards. This includes a digital community to avoid a London- or Britishbias. It provides performativity and establishes a formality paradigm, because it promises transparency and an approach appropriate for 'the twenty first century'. Previous informal, or, at least, less formal working groups and ad hoc committees of volunteers are replaced by a more inclusive system whose membership is open and inclusive.

As was discussed at the beginning of the paper, measurable improvement in service charge management service provision has not really improved over the last 40 years. However, the informality-formality polarity has explained a marked shift in the process by which the work is undertaken, and points to further change. It could be said that formality has not resulted in any clear improvement in standards because as metrics were put in place, performance standards did not improve (much). However, it has generated cultural change within the profession, it has established jurisdictional control over the field and it manufactured a metanarrative that will allow it (or has forced it) to continue to transform an informal workplace into a formal-coercive one.

Conclusions

So, what happens now? Formality is associated with the critical narratives of the age – transparency, accountability, legitimacy, governance – and this provides it with its competitive advantage over informality. The latter is only ever one 'quack' away from confirming a viewpoint that it is associated with elitism, disinterest and is a shield to incompetence. The fact that informal systems were seen as optimal as late as the work of Bosk (1979) is more a symbol of the shift in perspectives in the last 40 years than one that offers any real chance for a return to a system of individuality in expertise. Even if that were seen as preferable. However, this clouds the reality that formalisation in itself does not actually raise standards, or improve governance, legitimacy, transparency or accountability. All of the benchmarks referred to in this paper (Eccles and Holt 2009, Eccles 2021) shows very little improvement in the quality of outcome received by the clients of the profession.

Formality and informality are terms adopted across time and place and within different fields of study as symbols to enrich the theories being developed within those contexts. However, they are not regarded as a structured subject of interest in themselves and some argue that the terms are inherently of no permanent meaning (Misztal 2015, for example). Informality is often seen as the 'dark side' of formality, involving illegality and subterfuge. This paper set out to use the formality-informality duality within the study of work and to use it as the lens to understand occupational changes within the case study of service charge management. To that end, a typology of formal-informal was developed.

In what might be described as the pre-late modern era, referred to here as 'benevolent neglect', the occupation operated with trans-informal systems based upon trust in expertise. Professionals operated decoupled from a need to explain and only loosely coupled to a vague notion of professionalism operated by their peers. Change arrived from a number of sources, including increased cynicism in the benevolent expert, rational economic ascendency over the market for professional services and a service quality that was not adequate.

The response was gradual formalisation: formal processes and formal documentation were regarded as a method of improving professional performance by those critical of the service that clients were receiving. Resistance was twofold: it was an unnecessary attack on professional expertise, and it would be borne only by those subject to regulation and was, therefore, an uneven burden. Attempts to engage in voluntary practices were often seen as metanarrative sham, but also failed to improve practice. In fact, both sides were operating on the basis of a falsehood. Formality itself did not improve performance, and so it was not an answer to the question being asked of it. However, the profession evidently was failing and needed to find an answer: the visibility of formality provided a legitimacy function evidencing that practices were shifting.

Faced with deteriorating confidence in this service specifically, and of professionalism in general, coupled with direct attacks on its occupational

jurisdictions, RICS engaged in increasing formalisation to normalise procedures. Formality was thus used as a means to improve service levels (which it failed to do) but also to give a concrete reality to claims that the chartered surveying profession was the 'owner' of expertise in the field. Codes of practice gave formal reality to centralising expertise within a single institutional gestalt: RICS became the normalised qualification of the service charge manager. Clients should expect this. Practitioners became encultured into a community of peers – and into a society of regulation. Where occupational jurisdictions are seen to exist, formality established boundaries of control for this area and settled upon RICS dominance over this zone of work.

Formalisation offers an examination of how individual professional judgement is replaced by a centralised, institutional, viewpoint – that of the professional association. Whilst this is a peer membership group body, it is also a regulated hierarchy. Within its membership of equals, it is also a body of unequals as the changes are driven through by an executive and a cadre of individuals that are removed from the many thousands of ordinary members, together with an executive of non-members that control and regulate. Ordinary professionals can be seen as 'losers' in this context – they lose their independence and their sovereignty over expertise. Every individual's island of independence is transformed into a regulated hegemony. In this case, of course, service quality was evidently poor and so it is difficult to argue any downside. Unfortunately, there is little upside for clients, who gained only marginal improvement in performance. For professionals, loss of independence is balanced by 'professionalisation' – formalisation evidences regulated members as competent in a way that non-members exhibit a 'deviancy' in professional standards from the 'norm': RICS property managers are badged and regulated (and formalised).

Service charge management is, perhaps, unusual because the drivers for change within this field have been a weak constellation of divided, contrasting and competing factors. As an occupational backwater, the coercive political drive against central control (specifically scale fees) in the 1970s and 1980s that was fuelled by the deregulation agenda was felt only weakly. As a mediocre income generator, there was little interest in establishing occupational jurisdiction. The work itself is also quite clearcut, which makes it difficult for the profession to engage in a process of professionalisation through fictional commodification (see, for example, Larson 1977). Clients themselves, even though dissatisfied, have not organised to enforce action. Ultimately, there was no coercive driver to develop a focussed formalisation agenda and so formality itself can be seen as its own driver.

Where does this leave informality? Because the issue under study is a professional area of work, informality was never concerned with ambiguity. Within their own boundaries, each business, each tenant, each property has been managed to 'acceptable' principles – or, at least, to equivalent outcomes as have been latterly generated by more formalised processes. Informality here is primarily concerned with the lack of a single determinant authority to establish a single set of procedural norms through formalisation. Informality is about personal judgement. It is this which was replaced in the name of raising standards via centralised control and best

practice. In this study, it is clear that voluntary practice standards have not been 'best' and this has lent strength to the drive for formality.

Informality is almost certainly now relegated to the fringes of quackery, despite the fact that each iteration of a more formal process has failed to deliver much in the way of 'improvement'. The result? *More* formality, *more* coercion, *more* centralisation. Formality becomes an iterative process; formality begets formality. So, whilst formality in itself has not achieved the expected outcome, there is no way off the conveyor, no way to put the genie back into the bottle. Unfortunately, in itself, this is no guarantee that professional standards are any more reliable in terms of the quality of their output. It only ensures that the process is more institutionally defensible and the occupation is better defined and controlled by the claims to legitimacy of a professional association. By viewing through the prism of formality, we can see both a move towards the centralisation of the profession and the establishment of a legal framework defining service quality standards to the benefit of the profession and its membership. What we do not see is a fundamental improvement in those service levels despite this being the claimed objective. At a time when the performance of the building industry continues to be scrutinised, this outcome needs to be considered when considering policy options.

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