

Improvement and Action Plan – next steps

| <u>IMMEDIATE IMPROVEMENTS - OUTLINE ACTION PLAN</u> | | |
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| <u>WHAT</u> | <u>WHEN</u> | <u>WHO</u> |
| <p>ACTIONS to IMPROVE ASSET REGISTER & PROPERTY AGREEMENT INFORMATION and DATABASE</p> <p>Integrate Property Management Software onto Asset Manager.Net</p> <p>a. Load available information</p> <p>Plan and determine how to transfer Land and Property Information records</p> | <p>Estimated Timeframe</p> <p>Three – Six months</p> | <p>Principal Buildings Officer / Estates Officer</p> <p>Estates Officer</p> |
| <p>ACTIONS TO IMPROVE ASSET MANAGEMENT PLANNING</p> <p>Improve the Quality of the Capital Strategy, Plans and Programmes</p> <p>a. Clarify Service Strategy & AMPs to focus on needs, and issues</p> <p>b. Plan for rationalisation of the Property Portfolio</p> <p>c. Set standards and occupancy levels in an Accommodation Strategy</p> <p>d. Explore alternative use of land and property, taking account of regeneration and economic development potential</p> | <p>By April 2006</p> <p>Within 6 months</p> | <p>CPO/ SAMG</p> |
| <p>ACTIONS TO IMPROVE DELIVERY OF ASSET MANAGEMENT and PROPERTY SERVICE</p> <p>Develop and establish a Property Performance Framework</p> <p>a. Review information available and the quality</p> <p>o Size of property portfolio – Location, Numbers, Value, and size,</p> | <p>December 2006</p> <p>Review at least Qtrly at SAMG</p> | <p>CPO/SAMG</p> |

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| <p>Gross Internal Area (GIA m²)</p> <ul style="list-style-type: none"> o Cost /M² of management and property services o Maintenance Backlog o Space Utilisation <p>b. Set Targets for the above; and</p> <ul style="list-style-type: none"> o Capital receipts o Potential income from rentals and returns on investment <p>c. Monitor and assess property performance management through data collection & benchmarking</p> | <p>Review and set full Performance Framework for April 2007</p> | |
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