

## Appendix 4 Property Action Plan

Recommendation	Action	Timeframe	Assigned to	Status
<b>Immediate issues and agreement of working arrangements with Commissioners</b>				
Outline (explain to commissioners) core operational estate requirements for the next five years and upcoming disposal rationale.	Early meeting with Commissioners the work of the service area, the look ahead and some of the key challenges. This would include a discussion on the scope of any pre disposal protocol	Jan-15	Ann Sutcliffe	100%
Agree with Commissioners scope and clarification of role <ul style="list-style-type: none"> <li>- What qualifies as disposal</li> <li>- Clarification re discretionary and statutory functions and obligations</li> <li>- Communication and relationship protocol</li> <li>- Feedback on initial improvement plans and whether further areas they want addressed</li> </ul>	Early meeting with Commissioners	Jan-15	Ann Sutcliffe	100%
Establish what if any additional checks/references are needed by bidders on conflict checks (commercial bidders declaring interest when putting proposals forward to buy a site within a sealed bid process.)	Discussion to be had with Legal and Risk team AMCB discussion required. Discussion and agreement with the Commissioners	Mar-15 Apr-15 May-15	Ann Sutcliffe	
<b>Policy and processes for Property Disposal reviewed and updated</b>				
Updated 'Asset Disposal' policy as part of the Council's financial regulations to be approved by S151 Officer as part of statutory duties. To include how disposal method will be determined (on a site-by-site basis)	1. To be reviewed by the Asset Management and Capital Board (AMCB) 2. Approved and issued by s151 Officer	Jan -15  Feb-15	Ann Sutcliffe  Chris Holme	100%

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Disposal and Letting manual used by Asset Management officers updated to align with the Council's financial regulations. To be approved and adopted by Cabinet. To include how disposal method will be determined (on a site-by-site basis)	<ol style="list-style-type: none"> <li>1. Approved by the AMCB</li> <li>2. Commissioners review and input sought</li> <li>3. CMT</li> <li>4. MAB</li> <li>5. Cabinet</li> </ol>	Jan-15 Feb-15 Feb-15 Mar-15 May-15	Ann Sutcliffe	100% 100% 50%
Dissemination of revised protocols to: <ul style="list-style-type: none"> <li>• Asset Management staff</li> <li>• Finance and Legal (lead staff)</li> <li>• Members briefing</li> </ul>	<ol style="list-style-type: none"> <li>1. Briefing through Asset Management team meeting</li> <li>2. Briefing through 1:1 meetings with key finance and legal staff</li> <li>3. Guidance to be published in members bulletin</li> </ol>	May 15 Jun-15 Jun-15	Ann Sutcliffe/Chris Holme/David Galpin	
Compliance testing with revised protocols	<ol style="list-style-type: none"> <li>1. Undertaken through the planned audit process</li> <li>2. As part of the reporting process on each project confirmation of compliance with revised guidance.</li> </ol>	May 15 Ongoing	Ann Sutcliffe	
<b>Review and clarification of Community Buildings allocation policy</b>				
Community Buildings Policy - Lettings and Charging Policy (draft status)	<ol style="list-style-type: none"> <li>1. Draft document being consulted on with Legal and Finance.</li> <li>2. Report to AMCB.</li> <li>3. Lead Member/Commissioner review and input</li> <li>4. Cabinet/other approval</li> </ol>	May-15	Ann Sutcliffe	
Dissemination of new protocols to: <ul style="list-style-type: none"> <li>• Asset Management staff</li> <li>• Finance and Legal (lead staff)</li> <li>• Third sector team</li> <li>• Members briefing</li> </ul>	<ol style="list-style-type: none"> <li>1. Briefing through Asset Management team meeting</li> <li>2. Briefing through 1:1 meetings with key finance and legal staff</li> <li>3. Guidance to be published in members bulletin</li> </ol>	May 15 Ongoing	Ann Sutcliffe	
Compliance testing with new protocols	<ol style="list-style-type: none"> <li>1. Undertaken through the planned audit process</li> <li>2. As part of the reporting process on each project confirmation of compliance with revised guidance.</li> </ol>	May 15 Ongoing	Ann Sutcliffe	

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<b>Asset and Disposal Strategy</b>				
Approval of the Council's Asset Strategy. Seek endorsement of disposal policy of surplus assets.	<ol style="list-style-type: none"> <li>1. Draft programme to be agreed with AMCB.</li> <li>2. Consultation/agreement with Commissioners on proposed process</li> <li>3. CMT/MAB consideration</li> <li>4. Cabinet/other approval</li> </ol>	Feb-15 Feb-15  Apr-15 Jun-15	Ann Sutcliffe	100% 100%
Review and agree disposal programme for the next three years	As above	Jun 15 Ongoing	Ann Sutcliffe	
Consider the introduction of an asset rental account (following implementation and embedding of Corporate Landlord Model)	<ol style="list-style-type: none"> <li>1. Consider paper at AMCB</li> <li>2. Consult directorates</li> <li>3. Report to CMT (and MAB, Cabinet if appropriate)</li> <li>4. Report back to Commissioners</li> </ol>	Sep-15 Nov-15 Dec-15 Dec-15	Ann Sutcliffe	
<b>Governance</b>				
Review and update terms of reference for Asset Management Working Group and Asset Management Board.	Documents currently under review and to be considered by the Board and the Group.	Apr-15	Ann Sutcliffe	