

ACTION PLAN

ACTION/OBJECTIVE	RESPONSIBILITY	TIMESCALE	MEASURE/TARGET
1 To improve the quality of property management. This is to be achieved by the Draft Asset Management Strategy and submission of a final report to Committee for endorsement following consultation with the Voluntary Sector	Property but input from all directorates	March 2000	Consultation by February '00. Property Sub-Committee March '00.
2 To complete analysis of the information collected during the Best Value pilot and identify gaps and/or issues arising	Property	June 2000	Property Sub-Committee during summer 2000
3 To improve consultation with commercial tenants by continuing with user surveys.	Property	September 2000	Phase 2 of users surveys to be sent by 8 September 2000
4 To adopt a clear rental policy to all tenants.	Property	March 2000	Property Sub- Committee March 2000
5 To continue to work with Benchmarking Partners in developing Property Review/Asset Management Plans (AMPs) and performance indicators	Property but input from all directorates	September 2000	Meeting of Benchmarking Club in April and September 2000
6 To evaluate the additional resources needed for AMPs and to report to Chief Officers	Property but input from all directorates	March 2000	Report to Chief Officers by 17 March 2000
7 To develop clear objectives and policies for AMPs. This will need to be consistent with future DETR guidance. The linking with the Council's Core Objectives and Property Objectives will assist this process.	Property, Corporate Finance and input from all directorates	June 2000	Draft Capital Strategy to be approved by Council prior to submission to GOSE in the summer
8 To consider acquiring dedicated software for AMPs to meet both DfEE requirements and corporate aspirations.	Property, Education	June 2000	Tenders, acquisition and installation.