

ASSET MANAGEMENT PLAN

ANNEX 4

ACTION PLAN

	Improvement	Action Required	Resource Implications	Target Dates	Outcome Measure	Achieved
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CORPORATE PLANNING CONTEXT

1	Strengthen corporate approach to asset management	Regular AMP team meetings; progress meetings with members	None	Continuing	Approved AMP; input into Cabinet reports	Ongoing
2	Revisit Asset Management Plan 2009	Update to meet new governance arrangements	None	June 2013	Approved AMP	
2	Agree Property Strategy	Prepare & Cabinet approval	None	June 2013	Approved Property Strategy	
3	Identify ideal and sustainable portfolio to meet service delivery needs; modernisation agenda	Implement property review programme	Long-term revenue reductions & income generation	2017/18	Number of portfolio changes; net financial savings	
4	Improve understanding of the role of strategic asset management	Hold member training seminar using external expert	Up to £1,000	January 2013	Informed member decisions	

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STATEMENT OF CURRENT PORTFOLIO

1	Data sources for asset management – property holdings, condition & costs, use	Identify data requirements and data systems; set up monitoring systems	New software requirements	September 2012	Approved new software installed and operational	Acquired September 2012
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KEY AREAS FOR CHANGE

1	Identify changes in external environment, internal services & poor performance in property	Reflect service changes in property requirements, understand customer demands	Details for individual property reviews	January 2013	Changes applied through property review	
2	Approve list of funded projects and proposals for achieving them	Consider all funded projects and prioritise	Approved funding in place	January 2013; see table in Cabinet report Jan 2013 with target dates	Completed projects; financial savings	

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3	Approve a priority list of assets to review	Consider non-funded projects and prioritise	Additional funding required	January 2013; see Annex 3A & 3B Cabinet 15 Jan 2013 with target dates	Long-term revenue reductions & income generation	
4	Approve additional projects list	Consider non-funded projects	Additional funding required	January 2013; target dates as above	Long-term revenue reductions & income generation	
PROCESS						
1	Agree strategic aims, assessment frameworks & options appraisal processes	Prepare & agree processes	None	June 2013	Approved AMP	
2	Ensure property implications of service reviews are integrated as part of review	Agree property options with service managers & members	The more efficient use of property	Ongoing	Property assets that are fit for purpose & meet	Continuing

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			assets could generate net financial savings		corporate aims; to achieve the ideal property portfolio by keeping it under review	
PREFERRED OPTIONS FOR KEY AREAS						
1	Consider corporate priorities & available resources; apply options appraisal for capital & revenue programmes & for service delivery changes	Undertake asset management in accordance with corporate planning & capital strategy/revenue budgeting	More efficient use of property assets could generate net savings	Annual	Changes in asset base & annual planned expenditure; input into implementation programmes	Continuing
2	Consider funding & procurement issues	Research into options & financial implications	Potential revenue savings		Council approved Procurement Strategy	

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IMPLEMENTATION PROGRAMMES

1	Prepare & implement resource implementation programmes through West Suffolk Property Services	Prepare Capital Project, Planned Maintenance, Estate Management, Disposal & Acquisition Programmes	More efficient use of property assets could generate savings	Annual	Annual approval of programmes by Cabinet	Continuing
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PERFORMANCE AND REVIEW

1	Develop performance measures	Compare performance against targets & indicators	Within budgets	April 2014	Annual performance statement to Cabinet	
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