


## 11.0 Improvement Plan

Action	Owner	Lead Officer(s)	Target Date	Expected Outcome	Resources
Ensure that the Council has an appropriate decision making process in place concerning the utilisation of its fixed assets	Asset Management Group	Assistant Director – Property and Estates	June 2015	Informed decision making and effective strategic asset management.	Officer and Member Time.
Electronic Asset Data base for long term planning.	Facilities and Contracts Manager	Facilities and Contracts Manager	March 2017.	Accurate up to date stock condition information	Officer time. Acquisition of software. Surveys of all buildings. Survey costs (approximately £40,000).
Implementation of the Disposals and Acquisitions Policy.	Assistant Director – Property and Estates	Assistant Director – Property and Estates	June 2015	To make the Council's approach in dealing with acquisitions and disposals transparent and consistent and to the correct procedure is followed in all cases	Officer and Member time 
Public Building Access Audit	Facilities and Contracts Manager	Facilities and Contracts Manager	December 2016	To provide accessible public buildings for all.	Officer and Member time
Rationalisation -Review of corporate assets.	Assistant Director – Property and Estates	Assistant Director – Property and Estates	March 2019	Clear view on stock retention, improvement and disposal of corporate buildings	Officer and Member time.
Produce an Accommodation Strategy	Assistant Director – Property and Estates	Assistant Director – Property and Estates	March 2017	Clear corporate guidance on building usage.	Officer and Member time.