

Property Action Plan 2012/13	Lead/Team	Resources used/ needed staff/ accommodation/ money	Success criteria/ outcomes	Progress to date/issues identified	Target date for completion/ next review
Refresh the capital strategy and Asset Management Plan and report to Members in July 2012	Property	CPO	An organisation that plans in advance and has a strategic approach to allocating and maintaining its assets.	AMP for 2012/15 work in progress . Draft to be complete for June 2012 and annual progress report in August/ September.	July 2012 and update /review annually
To undertake feasibility and design scheme for car park improvements at Burton St and subject to member approval implement scheme.	Property	CPO & external consultants	To have an agreed plan for Burton St and the surrounding areas that is informed and supported by public opinion and stakeholders	Consultation completed. Feedback to be issued and associated actions to take project forward required	Feasibility study and initial design to members in July 2012 progress selected improvement scheme
To actively market and let empty space and complete agreements for Parkside, Phoenix House and Snow Hill to maximize income and economic activity in the Borough	Property	CPO	An organisation that optimizes assets and has up to date legal documents for all of its property	Parkside agreements need to be completed and dedicated legal resource required to support implementation	Ongoing work in letting vacant space.
To complete work place audit/ space utilisation study at Parkside three or four times per year and report findings	Property	CPO – LCC staff/ students	To know future capacity for more staff at Parkside and understand how and when staff are using the space	Methodology agreed with internal team, resources identified –process includes staff satisfaction survey	First survey with report on findings by end of September 2012
Implement changes to caretaking structure and working with LCC to evaluate outsourcing of FM, toilets, cleaning and caretaking services	Property	CPO & Welland Procurement	A reliable and well managed FM service that meets the expectations of its customers and deploys resources effectively and gives value for money	To be undertaken in conjunction with WPU who are to provide practical support	Implement changes to structure by 1 st October 2012

Service Plan action	Lead/Team	Resources used/ needed staff/ accommodation/ money	Success criteria/ outcomes	Progress to date/issues identified	Target date for completion/ next review
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To assist with implementation of approved WLP development option.	Property	CPO	A refurbished leisure facility in Melton that provides improved facilities for its customers and encourages increased usage of the facilities.	Underway – professional teams appointed, collateral warranties to be completed. Procurement of contractors in second stage	Completion of refurbishment March 2013
Re- establish the Leicester Joined up Asset Management group (JAM) comprising asset managers from the public sector in Leicestershire	Property	CPO	Public sector property teams working together, efficiently and effectively, sharing good practice and identifying shared opportunities	Initial suggestion circulated to colleagues in March 2012	October 2012 group to be re-established July 2012 terms of reference for the group to be agreed
To put in place effective property and facilities management arrangements into Parkside including a helpdesk to manage and improve performance and service levels	Property	FM	Helpdesk in operation and agreed performance indicators in place.	System purchased and specification being developed. Target to introduce system in April 2012 and to be used as an effective management tool for the team and individuals by June 2012	1 st October 2012 & six monthly review
Establish Energy/ Green team for Parkside – undertake energy audit at all MBC buildings and employ energy consultant	Property- BM	BM- External consultant required	Efficient and effective management of space and natural resources		September 2012
Maintain and update records and inventory. Accurate and effective filing systems and good records to ensure that costs allocated to correct codes and continuity following personnel changes	Property	FM/ BM/ CPO	Efficient and effective filing systems. A revised and agreed filing structure agreed and used by all team members to give easy access to records	Systems currently under individual filing, need to centralize data with agreed filing protocol.	Review progress at 6 monthly review September 2012