

UPDATE REPORT FOR MEMBERS DECEMBER 2012

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.	The AMP for 2012/15 was approved in July 2012 . Annual progress report in December 2012. Repairs and maintenance programme completed	Next review December 2013
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. Member approval and budget agreed. Consultant appointed , stakeholders agreed works and targeted for February 2013 – planning application to be submitted and associated actions to take project forward required	Commence works in February 2013, ensure temporary car parking is secured with Network Rail and MARS UK.
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 are all complete with 9 partners in the building. Progress made on Snow Hill lettings , Phoenix House office space has been widely promoted but no significant new lettings – symptomatic of wider economic market conditions rather than efforts to find occupiers.	Snow Hill agreements to be completed in December 2012. Ongoing work in letting vacant space at Phoenix House and Parkside.
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	Desk utilisation study and meeting room utilisation study completed. Both show more capacity at	First surveys completed, surveys and data collection ongoing.

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
			space	Parkside for additional occupiers. Resources identified for further desk study in November 2012– process includes staff satisfaction survey	
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. Options paper to go to Management team in December 2012	Implemented changes to structure on 1 st November 2012
Implement improved management of the Allotment Service, whilst encouraging future self-management of each individual site.	Property	CPO & NATSOC	A statutory service that is being provided by MBC but devolved to the participants	TCWG agreed to proceed with no fixed timescales	An interested parties meeting is to be called for consultation purposes.
Manage the Cattle Market as important asset in Melton Mowbray, assisting in strengthening its business and its trading identity within the Town and Borough and wider influence securing the future income flow.	Property	CPO & Market partners, Town Centre Management, Architect/Space Planning	A well managed business and asset that has the ability to produce a relatively stable income and facility for Melton.	Proceed to discuss future investment proposals as part of an informal joint venture scheme.	Presentation to Councillors in November 2012.

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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.	Practical Completion of both phases complete and within budget.	Snagging and additional works to be agreed with SLM and contractor
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	Meeting set up with County for January 2013 to include Hinkley and Bosworth Property staff	October 2012 group to be re-established March 2013 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 up and running – need to encourage/ educate customers to use helpdesk rather than direct approach.	Specification to be reviewed in February 2013. & 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	LCC energy consultant visited Parkside and advised – instruction to be issued on other centres.	February 2013
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	EM – With support from team	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. System to be adopted in January 2013	Review progress at 6 monthly review September 2013