

**AMP Action Plan Jan 2024**

No	Lead officer	Flocus area	Actions	Cost	Timescales
	<b>Jite Ravat</b>	<b>Overview of assets</b>			
1			Prepare and maintain a comprehensive asset register with all relevant details and review it on annual basis.		
2			Establish a document management system for filing and retaining GIS information and legal documents related to all assets.		
3			Acquire an estate management module for corporate assets that links with the financial system to streamline processes and eliminate human error or oversight in managing assets.	Part of budget for 2024/25	
4			Undertake book valuations of assets by working closely with finance team and support the work of external auditors.		
5			Undertake insurance valuations of all assets and review them every three to five years.		
6			Review, update and / or create procedures and guidance notes for all the relevant areas related to the operation and management of the corporate estate.		
	<b>Rebecca Wooley</b>	<b>Asset rationalisation</b>			
7			Update the asset disposal register and implement actions as per Council approvals.		
8			Identify assets that require interface with HRA and work with finance and HRA teams for appropriation and transfer.		
9			Establish additional admin resource to work with CPA and EMT and prepare a register of assets with maintenance liabilities.	Part of budget for 2024/25	
10			EMT to prepare a management plan for all assets maintained by the team	TBC	TBC
11			Prepare procedure notes for adoption of open spaces by working closely with planning, finance, legal and EMT		
12			Establish a comprehensive register of all street furniture items maintained by the Council		
13			Rationalise assets between GF and SE as per Cabinet/Council approval.		
	<b>Sarah Allen</b>	<b>Property safety compliance</b>			
14			Continue monitor all statutory compliance matters and update compliance procedures in line with statutory guidance.		
15			Undertake regular training / professional development of officers to ensure they are able to undertake work tasks competently		
16			Ensure continual dialogue with the Council's strategic lead for health and safety to ensure councils policies and procedures are up to date and align with departmental and council requirements.		
17			Develop and manage compliance plans for each compliance are and provide regular updates.		
18			Implement the action plan for property health and safety audit.		
19			Undertake accessibility audit of all relevant assets and implement actions arising from it.		
	<b>Ruth Clater</b>	<b>Planned Maintenance</b>			
20			Undertake condition surveys for all assets and arrange for periodic reviews		
21			Maintain and update the schedule of PPM works with costs following annual reviews		
22			Procure contractors and implement the current and ongoing programme of works	Part of budget for 2024/25	
23			Identify key risks and prepare a prioritisation plan with identified impact and resource requirements		
24			Identify the schedule of works for the forthcoming year during budget setting, identify funding sources of funding, and seek council approvals		
25			Plan how the future PPM works will be budgeted for beyond 2024/25 to inform MTFs and Capital Strategy		
26			Prepare proposals and business cases for proactive investment in assets for further budget and council approvals.		
	<b>Rebecca Wooley</b>	<b>Estate Management</b>			
27			Maintain a comprehensive register of all leases, rentals and service charges for all assets.		

28			Prepare a prioritisation plan for review of all leases and licences due to expire or have expired.		
29			Undertake any outstanding reviews of rents, and ensure any back payments are billed and collected.		
30			Review annual service charges and create RICS compliant accounts for all tenant to review and collect the appropriate proportion.		
31			Review insurance requirements and update as necessary.		
32			Review fees and charges where applicable to increase income.		
	<b>Sarah Allen</b>	<b>Facilities Management</b>			
33			Conclude the FM review and implement actions.		
34			Explore future commercial opportunities.		
35			Continue effective implementation of all tasks in accordance with the approved policies, procedures and guidance notes.		
36			Identify frameworks for reactive services and seek to procure relevant services from them		
37			Continue to review and update contracts and the contracts register		
38			Complete the re-procurement of FM contracts and achieve savings where possible		
	<b>Jiten Ravat</b>	<b>Asset Development</b>			
39			Continue work on ADP and implement actions as approved by the Cabinet and the Council.	Part of ADP budget	
40			Prepare detailed business cases for further development works.	Part of ADP budget	
41			Explore opportunities for additional grant funding to support the business cases and improve viability.		
	<b>Ruth Clater</b>	<b>Climate Change</b>			
42			Undertake energy audits for all buildings.	Part of ADP budget	
43			Prepare costed decarbonisation plans informed by the energy audits.		
44			Identify resources and explore opportunities for grant funding to implement actions identified in the decarbonisation plans.		
45			Include energy efficiency works as part of the ADP and PPM.		
46			Explore ways to reduce the use of energy in the buildings by working closely with the occupiers.		
	<b>Jiten Ravat</b>	<b>Delivery</b>			
47			Establish performance indicators in accordance with the new corporate strategy for regular monitoring and reporting of performance of corporate assets.		
48			Update risk register and prepare a risk mitigation plan for managing corporate assets.		
49			Update budgets in accordance with FPR on annual basis		
50			Provide updates and seek steer from SLT, Asset management working group and Cabinet on regular basis.		

 Short term - By the end of 2023-24

 Medium term - during 2024-25

 On going / annual review