

APPENDIX 1:

ASSET MANAGEMENT ACTION PLAN

Driver & Objectives	Indicator	Action required to meet objectives	Who	Deadline	Status	Revised date
<p>NPPI 1A & 1B</p> <p>To measure the condition of the asset for its current use.</p> <p>To show the severity and extent to which maintenance problems affect the portfolio.</p> <p>To show year on year changes in maintenance backlog.</p> <p>To provide information on the overall condition of the Local Authority estate.</p>	<p>Show the percentage of gross internal floor space in condition categories A-D.</p> <p>Show the total backlog of maintenance by cost, expressed as:</p> <p>i. total value. ii. as a % in priority levels 1-3.</p>	<p>1. Identify & record all council owned land and property assets.</p> <p>2. Conduct condition survey of all council owned buildings.</p> <p>3. Survey all council owned land.</p> <p>4. Prepare five year maintenance plan for each site and calculate backlog of repairs.</p> <p>5. Conduct asbestos inspection to all facilities and establish asbestos register.</p> <p>6. Conduct accessibility inspection to all facilities.</p>		Sep 2003		Completed
				July 2004		Completed
				Jul 2005		Nov 07
				Aug 2004		Completed
				July 2004		Completed
				Dec 2003		Completed
<p>NPPI 2A,B & C</p> <p>To demonstrate the justification, in financial terms, for retaining a non-operational investment portfolio. It will ensure accountability for investment decisions, illustrating the financial advantages and disadvantages of holding/disposing of assets in the portfolio.</p>	<p>Overall average internal rate of return (IRR) for each of the following portfolios:</p> <p>i. Industrial ii. Retail iii. Agricultural investment property.</p>	<p>7. Identify non-operational properties in each of the three categories.</p> <p>8. Carry out option appraisal for non-operational assets.(linked with point 3)</p> <p>9. Develop methodology for calculating IRR. See Appendix 1A</p> <p>10. Produce asset disposal strategy</p>	<p>CS / DC</p> <p>CPO</p> <p>PS</p>	Dec 2003		Completed
				July 2007		Dec 07
				Nov 2006		Completed
				July 2005		Completed (Subject to Review)

Driver & Objectives	Indicator	Action required to meet objectives	Who	Deadline	Status	Revised date
NPPI 3 To measure the cost and efficiency of property services provision.	Total annual management costs per square metre (GIA) for the property portfolio.	11. Using collected data calculate management costs and report to elected members. 12. Benchmark costs with Beacon Council in this field.		End of June 2004		April 2007
				Jun 2004		June 2007
NPPI 4A, 4B, 4C, 4D To encourage the efficient use of assets over time and year on year improvements in energy efficiency.	Show repair and maintenance costs per sm GIA.	13. Review process for recording and monitoring energy use and establish reporting regime under the headings: i. Annual energy costs (by building) ii. Annual water costs (by building) iii. Annual CO2 emissions by building. 14. Benchmark energy costs with similar Local authorities. 15. Prepare annual report to Elected members	Lee Childs	Dec 2003		Completed
	Show energy costs per sm GIA (gas, electricity, oil, solid fuel)			Jun 2004		Completed
	Show water costs per sm GIA.			July 2004		Completed
	Show CO2 emissions in tonnes of CO2 per sm GIA.		Lee Childs			

Driver & Objectives	Indicator	Action required to meet objectives	Who	Deadline	Status	Revised date
<p>NPPI 5A & 5B</p> <p>To measure and monitor the performance of the whole authority in the delivery of capital projects in terms of cost and time predictability.</p> <p>To impact on the prioritising process for the projects and the associated local performance measures and monitoring systems put in place.</p>	<p>Indicate the percentage of project where outturn falls within +/- 5% of the estimated outturn, expressed as a percentage of the total number of projects completed in the financial year.</p> <p>Indicate the percentage of projects falling within +/-5% of the estimated timescale expressed as a percentage of the total number of projects completed in that financial year.</p>	16. Review Capital project procedures and apply to all capital schemes over £25k in value.		August 2004		Completed
		17. Benchmark with Beacon Council in this field.		July 2005	Not due	
<p>LPI 1.</p> <p>Improve asset management data storage and retrieval.</p>	<p>Procure and implement IT based system including staff training, data transfer and report development. Data transfer from paper system to IT based system.</p>	18. Select and install suitable IT system.		June 2004		Completed
		19. Verify core asset information prior to transfer to IT based system.		July 2005		Completed
		20. Transfer all asset data to IT based system.		July 2004		Completed
<p>LPI 2</p> <p>Integrate AMP with Service plans.</p>	<p>Review Service Plans / develop service based AMP.</p> <p>This activity is part of service plan review for 2004/2005 to be completed by Heads of Service in September 2004.</p> <p>This process may be delayed by restructure.</p>	21. Identify individual asset requirements for services.		Sept 2004		April 2007
		22. Develop local performance indicators.		July 2004		July 2007
		23. Carry out suitability assessments		Sept 2004		July 2007
		24. Write individual AMPs.		Nov 2004		July 2007
		25. Carry out gap analysis and feed into AMP reviews.		Dec 2004		July 2007