

**ACTION PLAN FOR AGREED RECOMMENDATIONS - REVIEW OF
PROPERTY AND FACILITIES MANAGEMENT**

Summary

Members are asked to consider the Action Plans setting out how the agreed recommendations from the Efficiency Improvement and Transformation (EIT) Review Property and Facilities Management will be implemented and target dates for completion. Members should agree a suitable date to receive a Progress Report on the actions contained within.

Detail

1. The Officer Team's final report of the EIT Review of Property and Facilities Management was considered by Cabinet on 21 December 2009. Cabinet accepted the recommendations contained within.
2. These are now subject to the procedure for monitoring the implementation of agreed recommendations. An Action Plan has now been drawn up and is attached at Appendix 1. This sets out how the relevant departments will be taking forward the agreed recommendations and includes target dates for completion.
3. A summary report providing further context is also attached at Appendix 2.
4. Members should consider the Action Plan and also agree a suitable date to receive an initial Progress Report. These are normally in the region of 6 months, however due reference should be given to the target dates when deciding upon a suitable date.

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