

### Appendix 1 - Action Plan – Review of Property and Facilities Management

No	Recommendation	Proposed Actions/Progress	Success Measures	Responsibility	Date
1	That a consolidated approach to the Management of the Council's Buildings Assets be adopted.	<p>Operating Model agreed by CMT.</p> <p>Organisational structures developed and implemented.</p> <p>Finalisation of service provision.</p>	<p>Financial Savings</p> <p>Consolidated approach for all building management.</p>	<p>G Cummings</p> <p>G Cummings/ R McGuckin</p> <p>R McGuckin</p>	<p>April 2010</p> <p>July 2010</p> <p>June 2010</p>
2	That the delivery element of the Facilities Management process be consolidated into one service area as defined in Appendix A of the attached report with the premise that all buildings are considered to be corporate assets.	<p>Action Plan for areas of review (e.g. cleaning, security, waste).</p> <p>Develop prioritised maintenance Plan for all Council buildings.</p>	<p>Standard approach for all Buildings. Financial savings.</p> <p>Reduction in high priority maintenance requirements.</p>	<p>R McCuckin</p> <p>G Cummings/ R McGuckin</p>	<p>March 2011</p> <p>Sept 2010</p>
3	The budgets in relation to the management of the buildings be consolidated into one area.	Identify budgets and move to D&NS Technical Services	<p>Flexibility on use and ability to prioritise budgets.</p> <p>Examples of improved use of budgets.</p>	G Cummings/ R McGuckin	June 2010

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4	That further investigations be carried out into potential partnering solutions.	<p>Scope of services developed in partnership with Darlington.</p> <p>Baseline of services and costs determined.</p> <p>Options analysis and feasibility study.</p>	Feasibility report prepared outlining options and further actions.	G Cummings	Sept 2010