

Strategic Asset Management Audit – Follow-Up Report (5th December 2018)**ACTION PLAN & UPDATE**Progress Overview:

Recommendations	9
Complete at date of follow-up	4
Completed since follow-up	2
Not being implemented	1
Remaining in progress	2

	Recommendation	Priority Score	Follow-Up Status	Comments
1.1	We recommend that the Head of Corporate Property ensures that the Asset Management Plan is added to the list of linked plans in the Service Planning template.	3	Complete	N/A
1.2	We recommend that the Head of Corporate Property ensures that a standing agenda/forward plan is introduced for each group which includes all the items in the groups' terms of references. Any agreed actions should be fully recorded, with follow up of actions included in the standing agenda.	3	In progress	Implementation date 31/1/19 Now complete.
1.3	We recommend that the Head of Corporate Property ensures the schedule is updated with realistic, prioritised target dates, and ensures that completion of these is monitored by ASG / AMG as appropriate.	3	In progress	Implementation date 31/1/19 Now complete. A revised schedule has been put in place and shared with ASG. The standing agenda provides for appropriate monitoring.

2.1	We recommend that the Head of Corporate Property ensures that a review of project milestones and staff resources is performed, the outcome taken to ASG / AMG; and any corrective actions are taken.	4	In progress	Implementation date 31/1/19 This was discussed at ASG with new timeline and resource issues reviewed. Further discussions are taking place this week (w/c 20 th January) regarding project resource.
2.2	We recommend that the Head of Corporate Property ensures that an assessment of the Group meeting time available for project governance is performed, and if required, proposes remedial action for consideration by the ASG / AMG. The Head of Corporate Property should also ensure: <ul style="list-style-type: none"> - Governance details are included in the project outline. - The ASG and AMG terms of reference are updated to include the project monitoring role. - Milestones for long-term actions should include intermediate target dates. - Project monitoring is included as a standing item in the ASG and AMG agendas. - Resulting actions are fully recorded in the meeting minutes and the project documentation, assigned to a named officer, and monitored. - Quarterly position statements are submitted to the Core Council Board. 	4	In progress	Implementation date 31/1/19 All ASG meetings have been extended by 30 minutes and further task oriented sub-groups have been brought together to ensure regular “touch-points” with colleagues and project leaders. For example, a working group has now been set up to monitor and drive forward work on the processing of invoices for all property matters which will be a Corporate Property Group responsibility from 1 st April 2019. <ul style="list-style-type: none"> - Governance details are in the process of being clarified with help from Commissioning Development. - ASG and AMG terms of reference have been updated. - Milestones for long-term actions are now being broken down into stages with interim target dates being agreed. - ASG and AMG standing agendas have been updated. - Actions are recorded in meeting minutes and reviewed at the following meeting. - Position statements are not now being taken to Core Council Board as this project has been removed from the Core Council Programme.
2.3	We recommend that the Head of Corporate	4	Complete	N/A

	Property ensures that the project includes the publication of the Asset Management Plan, and its progress is monitored by ASG / AMG.			
2.4	We recommend that the Head of Corporate Property ensures that the Communications section of the project is fully populated with detailed actions, responsible officers, milestones and monitoring.	3	Not implemented	Unfortunately, due to other Council priorities, there is currently no Change or Communications resource available. We are therefore taking a light touch approach to communications for the project using existing governance channels to share regular updates on projects and providing topic updates (e.g. regarding Corporate Landlord and A Block) through Core Brief and Member Information Sheets
2.5	We recommend that the Head of Corporate Property reviews the role of the Corporate Landlord Steering Group to ensure it assists the project delivery. The Group should be included in the project, and terms of reference for the group written.	3	Complete	N/A
3.1	We recommend that the Head of Corporate property ensures that evidence to demonstrate that disposals have been processed in line with requirements is retained and available. The recommendations in the 2016 internal review should be revisited and implemented as required.	3	Complete	N/A