

Recommendations RAG Assessment

Key

R	High risk of recommendation not being delivered
A	Medium risk of recommendation not being delivered, or delivered significantly after March 2020.
G	Low risk of recommendation not being delivered by March 2020

	Recommendation	Delivery RAG Status	Comment
1	Town Clerk's department to propose enhancement of the Terms of Reference of CAsC to assist its role in overseeing operational estate matters	G	
2	Town Clerk's department to revise Officer Scheme of Delegations to reflect changes as outlined above and approved by committee/s. required	G	
3	City Surveyor's department and Operational Departments to draft, agree and adopt new operating agreements confirming asset management /property roles, responsibilities and functional reporting.	G	
4	City Surveyor's department to create brief of professional services required and in consultation with City Procurement tender for a call off agreement to support capacity to deliver the asset management services as provided in the new operating procedures, asset management plans and service agreements above	A	Case for call off agreement as part of Operating Model is subject to testing of likely work volumes, including current non contracted activity and future pipeline generated through more active asset management or service changes emerging from Fundamental Review.
5	City Surveyor's department and HR to update job descriptions for those responsible for asset management in departments, as provided in the operating procedures and operating agreements and reorganise to best align with the External Asset Management Partner recommendation.	A	Delay in identifying all staff due to Dept time constraints and challenge in defining exactly what is within scope of asset management across diverse Departments
6	City Surveyor's department and HR to identify all operational department staff with an asset management responsibility and create a property functional reporting line to City Surveyor's department via relevant Department Chief Officer.	A	Delay in identifying all staff due to Dept time constraints and challenge in defining exactly what is within scope of asset management across diverse Departments
7	Operational Departments to be responsible for reporting routinely the management (including arrears) of third-party interests to CAsC as well as their service committee.	G	
8	City Surveyor's department and Operational Departments to draft, agree and adopt new 'operating procedures' manuals concerning strategic asset management.	G	
9	City Surveyor and operational departments to review with the Chamberlain a mechanism to change current collection and allocation of income to departmental central risk i.e. as with investment property rents and arrears except for local risk income conceived and generated by service-based initiatives linked to relevant assets.	G	
10	City Surveyor's department to consolidate data changes and systems management of building data into City Surveyor's department	G	

11	City Surveyor's department to instigate a new project to identify and deliver better asset management information to support financial sustainability across the operational estate	G	
12	City Surveyor's department to work with and support the Chamberlain and Investment Property Group to identify a replacement system for OPN that meets the objectives of not just the investment, but also operational estate.	G	
13	City Surveyor's department to work with Town Clerks to better integrate Standing Orders concerning asset management into the annual business planning process	G	
14	City Surveyor's department with support of Operational Departments to continue to develop Asset Management Plans across all the operational estate requiring regular review meetings with service departments.	G	
15	City Surveyor's department (and operational departments where not managed directly by City Surveyor) to update and enhance Forward Maintenance Plans, regularly report on "bow wave" of deferred expenditure and seek approval to additional resources where required	G	
16	City Surveyor's department to undertake utilisation surveys across the operational estate, identifying key assets for opportunities for rationalisation/ disposal or alternative use, seeking approval to additional resources where necessary.	R	No justification for defined programme of surveys. Needs will be identified through asset challenge process or as part of business case justification for moves or service expansion.
17	City Surveyor's department to continue to implement the Guildhall Workplace strategy programme through support of dedicated and now appointed Workplace Manager	G	