

### Corporate Asset Sub-Committee – Carry Forward Public Actions

	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
PO1/2019	30.01.19	<p><b><u>Asset Management</u></b></p> <p>AM recommendations approved by CASC / Finance Committee in April/May 2019, along with the establishment of an officer Operational Property Change Board (OPCB), with delegated responsibility to implement the approved recommendations.</p>	Paul Friend		<p><b><u>ONGOING</u></b></p> <p>UPDATE: Put on hold pending outcome of Governance Review.</p>
P05/2019	05.06.19	<p><b><u>Sub Committee Terms of Reference</u></b></p> <p>Officers to report back on whether the terms of reference provide for advising on all bids for Heritage Lottery funding – noted that any clarification of Sub Committee terms of reference could be made at time of other future amendments arising from outcome of Corporate Asset Management Strategy.</p>	Peter Young	At time of the Corporate Asset Management Strategy amendment to terms of reference to be considered.	<p><b><u>ONGOING:</u></b></p> <p>UPDATE: To be picked up as part of amendments to terms of reference as part of the governance review implementation</p>
PO6/2021	30.9.21	<p><b><u>Operational Property Management Audit – Update Report</u></b></p>	Matt Lock		<p><b><u>Ongoing</u></b></p> <p>Formal follow up report now likley to follow in</p>

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		Interim update offering a pulse check issued in September 2021. Formal follow up report due to be issues in February 2022.			April or May owing to staffing impacts within the team and their need to focus on planned / full audit reviews over the next three months rather than follow up work.
PO8/2021	21.11.21	<p><b><u>Baby Changing Facilities</u></b></p> <p>City Surveyor agreed to explore options for locating baby changing facilities in Guildhall, West Wing close to Guildhall Club and provide an update at the next meeting.</p>	Dorian Price		<p><b><u>COMPLETE</u></b></p> <p>Further to a Member tour of Guildhall, 29/11/21, 2 further areas were identified to install baby changing facilities (West Wing 2<sup>nd</sup> and 3<sup>rd</sup> floor accessible wc's). Baby changing units have been ordered (December) and we are currently awaiting delivery and installation, mid-January 2022 – Action completed.</p>
PO9/2021	21.11.21	<p><b><u>Energy Performance</u></b></p> <p>Sundial Court presented twice with different figures. City Surveyor agreed to look into this discrepancy and respond to the Member outside of the meeting.</p>	Graeme Low		<p><b><u>COMPLETE</u></b></p> <p>Acting Head of Energy and Sustainability followed up with the Member to address the point raised.</p>