

Appendix 2: Development of MBC Estates Strategy – Preliminary Action Plan

Ref	Action	Deadline
1	Establishing the portfolios	
1.1	Confirm criteria for each portfolio and finalise allocation of assets within each, considering other assets from outwith the current non-strategic asset portfolio if appropriate.	30/05/14
1.2	Confirm management objectives and identify associated KPIs each portfolio.	13/06/14
1.3	Identify appropriate targets for each portfolio (income and other).	20/06/14
2	Managing the portfolios	
2.1	Identify most appropriate structure and strategic management arrangements for the portfolios.	30/06/14
2.2	Investigate the potential to provide dedicated management resource and standardised procedures to the portfolios.	30/06/14
3	Developing the portfolios	
3.1	Review portfolios alongside plans for the operational estate and strategic sites to maximise the benefit of the approach.	18/07/14
3.2	Establish specific plans to derive best value from each portfolio in the long-term.	18/07/14
4	Improving management information	
4.1	Establish clear recording of all costs to individual interests within each portfolio to ensure net revenue position is established.	31/07/14
4.2	Review estates management application(s) including GIS interface to ensure efficient data capture and effective estates management, and implement improvement plan.	31/07/14
5	Monitoring and reporting	
5.1	Monitor progress on a monthly basis and report to Change Programme Board.	Monthly
5.2	Report progress to Executive, including revised action plan.	12/08/14