

1. IMPROVEMENT PLAN 2023-24 – LINKED TO THE 20 RECOMMENDATIONS PROVIDED WITHIN THE PAMA

Recommendations from the Property Asset Management Appraisal	IMP reference	Key Milestone	By	Lead Officer	Complete
<p>Recommendation 2 Develop a new protocol for the DSM tenants' budget – linked to Recommendation 1.</p> <p><u>Status as at 14 May 2024</u> Protocol developed and being rolled out.</p>	Section 1.1	New Protocol in place	31 March 2023	Head of Education Resources and Communities	Complete
<p>Recommendation 10 The Council should review the sites that are held within the Housing Revenue Account.</p> <p><u>Status as at 14 May 2024</u> Initial review complete plan to review every 3 years or when required on a site by site basis.</p>	N/A	Review of sites completed	31 March 2024	Head of Housing and Property	Complete

**APPENDIX I**

Recommendations from the Property Asset Management Appraisal	IMP reference	Key Milestone	By	Lead Officer	Complete
<p>Recommendation 12 Develop a Landlord Charter to support the management of the Property Portfolio.</p> <p><u>Status as at 14 May 2024</u> Reinforced service engagement with Corporate Asset Management Team, guidance note to be shared with Services.</p>	<p>Section 1.1</p>	<p>Corporate Landlord Charter developed</p>	<p>31 July 2023 revised deadline 30 September 2024</p>	<p>Head of Housing and Property</p>	<p>On going</p>

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<p>Recommendation 13 Review options that will allow the Council to store its property information in fewer ICT systems.</p> <p><u>Status as at 14 May 2024</u> Workshops complete and recommendation that common data environment should be in SharePoint 365. Further work ongoing in relation to BIM to be reported via Transforming Economy Board.</p>	<p>Section 4.1</p>	<p>Recommended common data environment established</p>	<p>31 March 2023</p>	<p>Head of HR, ICT &amp; Organisation Development and Head of Housing and Property</p>	<p>Completed and future updates on transformation project to be reported via Transform Economy Board</p>

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<p>Recommendation 14 The Council should develop baseline performance indicators to allow it to manage and monitor its property assets.</p> <p><u>Status as at 14 May 2024</u> Report includes outline of intended indicators and reporting method.</p>	Section 4.1	Baseline information in place	1 April 2023	Head of Housing and Property	Complete