

Appendix A

The Action Dates contained within the 2003/04 plan are:

TASK	TARGET	ACTION	COMMENTS
Training for the Property Management and Geographical Information Systems.	Completion by December 2003 (revised timetable for P.M.S. submitted to the December Audit and Resources Overview and Scrutiny Committee)	On - going	Initial training for P.M.S. (Estates Module) complete. Practical training continuing during early implementation phase. Remaining 4 modules and G.I.S. training are programmed to be completed by July 2004.
Refine consultation with Stakeholders	By December 2003	Completed	The refined questionnaires for 2003 have been returned and are being appraised.
Make initial preparation for 2004 Stock Condition Survey	By December 2003	Completed	Tenders were received January 12 th 2004 and the survey is almost complete (as at 17/3/04). It's findings are being analysed.
Implementing the approved 2003/04 Capital Programme	By March 2004	Completed	On programme and within budget.
Reviewing the remainder of the Property Investment Portfolio to justify, or otherwise, retention	By March 2004	On target	Final report on leased commercial property was submitted to the March 2004 Executive. A review of Car Park 'Assets' has now commenced.
Ensure all key information is available for 2003/04 pPis	By June 2004	On - going	-
A review of all land and buildings to identify property that is currently not used or under-used.	By July 2004	On target	-