

G&A minute of concern	Action Ref & Description	Action Owner	Start Date	Due Date	Estimated Completion	Stage	Latest Update
<b>9.3.1:</b> The political situation with a hung council and changing political dynamics can add to the time taken to reach a resolution that can be acted on and also may have a higher likelihood of decisions being called in.	00154 Assess Numbers of decision call-ins	Back, Glenn	Aug-13	Feb-14	Feb-14	In Progress	The data for numbers of decision call-ins over the last seven years are: 2007-2010: No decision call-ins; 2010-11: One decision call-in; 2011-12: No decision call-ins; 2012-13: Four decision call-ins; 2013-14 (first 7 months): No decision call-ins
<b>9.3.2:</b> The project management process needs to be reviewed and implemented across the council, as highlighted in the internal audit on risk management. Basic minimum templates are required to be in common usage, which can be expanded to deal with more complicated projects.	00155 Establish council-wide project management templates	Halse, Adrian	Aug-13	Feb-14	Feb-14	In Progress	Process and templates have been drafted and has been approved by SMT for piloting. The project approval process is currently being piloted and will be launched to managers at the Managers Forum on the 21 November. Templates are now being transferred into an electronic system to enable easy and effective completion and tracking by senior management and by managers
<b>9.3.5,b4:</b> The council is facing a significant budget gap, due to cuts to Government grants and external pressures such as the insolvency of Transeuropa. The council is taking steps to diversify and generate income through the Port, but this still remains an area of concern.	00156 Systems to diversify & generate more port income	Seed, Mark	Aug-13	Feb-14	Feb-14	In Progress	The draft Ramsgate Maritime Plan was discussed by the Cabinet Advisory Group (CAG) on 24th September 2013, and was received by Cabinet on 14th November 2013. No specific changes were made to the draft, but notes were added by the CAG.
<b>9.3.5,b4:</b> The council is facing a significant budget gap, due to cuts to Government grants and external pressures such as the insolvency of Transeuropa. The council is taking steps to diversify and generate income through the Port, but this still remains an area of concern.	RI018.04 Monitoring of finance position of the Council	Martin, Sarah	Apr-12	Mar-13	Mar-14	Implemented	The financial position of the Council is reported to SMT and Cabinet on a quarterly basis. A restriction on non-essential spending is in place and managers are working hard to identify in-year savings to offset the Transeuropa position. Work is in hand to present a balanced budget for approval for 2014/15 and this will be presented to Council in February.
<b>9.3.5,b1:</b> The process for determining disclosure needs to be reviewed, to ensure full publication of information wherever possible to meet with transparency commitment	00157 Ensure information disclosure complies with law, constitution & policy	Patterson, Harvey	Aug-13	Feb-14	Feb-14	In Progress	(1) Review of disclosure practices was undertaken as part of the THANET DISTRICT COUNCIL REVIEW OF POLICIES AND PROCEDURES - PROBITY AND REPUTATION report to Cabinet on 25 April 2013. (2) Report authors are now required to transparently carry out a public interest test on their committee reports (3) A review of 'pinks' was agreed by Council on 3rd October, and the process for reviewing is now in place.
<b>9.3.5,b2:</b> The asset management disposal process needs to be reviewed to ensure appropriate consultation at political level is undertaken to improve public trust.	00158 Commercial Property Audit & action plan	Seed, Mark/ Crowley, Edwina	Aug-13	Feb-14	Feb-14	In Progress	A review of the disposal process has been identified as a necessary part of a wider Asset Management Strategy. It is intended to bring this forward for consideration by Scrutiny and then adoption by Cabinet in April 2014.
<b>9.3.5,b5:</b> Asset management(HRA): The process in respect of East Kent Housing's financial management of the repairs and maintenance and leasehold charges needs to be reviewed	00159 Review Leaseholder charging & EK Housing repair finances	George, Craig	Aug-13	Feb-14	Feb-14	In Progress	Leaseholder issues are raised and monitored through quarterly meetings of Joint EK Housing Section 151 Officer meetings, attended by the TDC Finance Manager. The EK Housing maintenance budget is monitored through bi-monthly meetings of EK Housing managers with Housing Services and the TDC Finance Manager - HRA, Capital & External Funding. This includes challenge on financial matters. A leaseholder review report is now being prepared for senior management team - further information will be given within the next plan update.
<b>9.3.5,b3:</b> There is the need to improve inspection regimes for maintained buildings and land to identify investment needs as well as deal with insurance claims (especially public liability). This will be especially difficult given the pressures on the repairs budget	PR055.01 Review of current Asset Management System, undertake a SWOT analysis	Crowley, Edwina	Jun-13	Jun-13	Jun-13	Completed	A review of the current asset management system has been undertaken and a SWOT analysis completed.
	PR055.02 Research current best practice including Government and Local Authority guidance, RICS, CIP	Crowley, Edwina	Jun-13	Jun-13	Jun-13	Completed	Current best practice across public and private sectors has been researched.
	PR055.03 Meet Property Manager for Dover District Council to network and gain insight into current AM thinking	Crowley, Edwina	Jun-13	Jun-13	Jun-13	Completed	A meeting with the Property Manager at Dover District Council has provided insight into current practices in a neighbouring authority.
	PR055.04 Discussions with Managers Forum members	Crowley, Edwina	Jul-13	Jul-13	Jul-13	Completed	Discussions with affected managers have taken place, to improve understanding of the wider context of asset management within TDC.
	PR055.05 Prepare strategy, circulate to managers and gain officer approval.	Crowley, Edwina	Jul-13	Aug-13	Aug-13	Completed	A draft strategy has been prepared.
	PR055.06 Prepare strategy documentation and obtain SMT & portfolio holder approval	Crowley, Edwina	Aug-13	Sep-13	Sep-13	Deferred	Because the strategy involves clear identification of roles, it has been deferred until the new structure is finalised. When the new structure is populated the strategy and plan can be finalised.
	PR055.07 Submission to Cabinet for approval of strategy	Crowley, Edwina	Sep-13	Oct-13	Oct-13	Not Started	This will be progressed when actions 1-6 are completed.
	PR055.08 Five Yr. property asset management plan prepared & agreed with Managers Forum members	Crowley, Edwina	Oct-13	Feb-14	Feb-14	Not Started	This will be progressed when actions 1-7 are completed.
	PR055.09 Prepare Asset Management Plan and obtain SMT & portfolio holder approval	Crowley, Edwina	Feb-14	Mar-14	Mar-14	Not Started	This will be progressed when actions 1-8 are completed.
	PR055.10 Submission to Cabinet for approval of five year property asset management plan	Crowley, Edwina	Mar-14	Apr-14	Apr-14	Not Started	This will be progressed when actions 1-9 are completed.