

<b>Report on</b>	Property Services Service Improvement Plan 2019/20
<b>Date of Meeting</b>	11 <sup>th</sup> June 2019
<b>Reporting Officer</b>	Terry Scullion, Head of Property Services
<b>Contact Officer</b>	Terry Scullion, Head of Property Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform members of the content of and to seek approval for the annual Service Improvement Plan (SIP) for Property Services for 2019/20.
<b>2.0</b>	<b>Background</b>
2.1	The Property Services Improvement Plan for 2018/19 was approved at the Environment Committee meeting in May 2018. A SIP for the new financial year (2019/20) is now required.
<b>3.0</b>	<b>Main Report</b>
3.1	Property Services is part of the Environment and Property Directorate and is responsible for the following function areas across Mid Ulster District Council: <ul style="list-style-type: none"> <li>• Property/Asset Management and Maintenance</li> <li>• Compliance and Energy Management</li> <li>• Fleet Management and Maintenance</li> <li>• Cemeteries (Operational and Historical)</li> <li>• Grounds Maintenance</li> <li>• Off Street Car Parking</li> <li>• Public Toilets</li> </ul>
3.2	The Service Improvement Plan includes the following areas: <ul style="list-style-type: none"> <li>• Purpose, scope and responsibilities of the service</li> <li>• Customers and stakeholders</li> <li>• Overview of performance in 2018/19</li> <li>• Budget (Indicative) and staffing complement for 2019/20</li> <li>• Work plan for 2019/20 (linked to Corporate Improvement Objectives)</li> <li>• Key service Risks</li> </ul>

3.3	A full copy of the Service Improvement Plan is attached in Appendix 1.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	<p>Financial: The planned actions within the Service Improvement Plan will be delivered within the Service budget when confirmed for 2019/20, and other Council funds as approved to delivered services.</p>
	<p>Human: As per Property Services staffing structure to successfully deliver all the service improvements as outlined.</p>
	<p>Risk Management: As detailed in the attached Service Improvement Plan.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<p>Equality &amp; Good Relations Implications: None</p>
	<p>Rural Needs Implications: None</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the contents of this report and to approve the Property Services Service Improvement Plan for 2019/20.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Property Services Improvement Plan for 2019/20