

Report on	Property Services Service Improvement Plan 2020/21
Date of Meeting	7 th July 2020
Reporting Officer	Terry Scullion, Head of Property Services
Contact Officer	Terry Scullion, Head of Property Services

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

1.0	Purpose of Report
1.1	To inform members of the content of and to seek approval for the annual Service Improvement Plan (SIP) for Property Services for 2020/21.
2.0	Background
2.1	The Property Services Improvement Plan for 2019/20 was approved at the Environment Committee meeting in June 2019. A SIP for the new financial year (2020/21) is now required.
3.0	Main Report
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"> • Property/Asset Management and Maintenance • Compliance and Energy Management • Fleet Management and Maintenance • Cemeteries (Operational and Historical) • Grounds Maintenance • Off Street Car Parking • Public Toilets
3.2	The Service Improvement Plan includes the following areas: <ul style="list-style-type: none"> • Purpose, scope and responsibilities of the service • Customers and stakeholders • Overview of performance in 2019/20, and challenges remaining • Indicative Budget and staffing complement for 2020/21 • Work plan for 2020/21 (linked to Corporate Improvement Objectives)

	<ul style="list-style-type: none"> • Key service Risks
3.3	A full copy of the Service Improvement Plan is attached in Appendix 1.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial: The planned actions within the Service Improvement Plan will be delivered within the Service budget when confirmed for 2020/21, and any other Council funds as approved to delivered services, subject to impacts Covid 19 has on delivery.</p>
	<p>Human: As per Property Services the current staffing structure, taking account of furlough staff due to Covid 19 and any future structure variations required to successfully deliver all the service improvements as outlined.</p>
	<p>Risk Management: As detailed in the attached Service Improvement Plan, and including ongoing delivery challenges as a result of Covid 19.</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications: None</p>
	<p>Rural Needs Implications: None</p>
5.0	Recommendation(s)
5.1	Members are asked to note the contents of this report and to approve the Property Services Service Improvement Plan for 2020/21.
6.0	Documents Attached & References
6.1	Appendix 1 – Property Services Improvement Plan for 2020/21