Action No.	Description of action	Responsible Officers	Assigned to	Action to be taken	Progress	Target Date	Actual Completion Date	Notes
1	Develop Roads Asset Management Improvement Action Plan	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Asset Management Improvement Plan to be developed and placed onto Covalent in order to track progress.	Initial discussion has taken place with Corporate Performance Team to create actions within Covalent	31/04/2017		
2	Develop a more detailed Roads Asset Management Strategy for inclusion into the revised RAMP Document	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Review and update the existing RAMP Strategy	Initial RAMP presented to Committee April 2013 and again on January 2016. Further work curently being undertaken to fully develop the policies and procedures that will fully adopt the principles of effective asset management	31/01/2018		
3	Develop a Communication Strategy that provides the required level of detail across all relevant Stakeholders	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Develop a Communication Strategy	Pending	31/07/2017		
4	Adopt an asset management based approach for the management of the roads infrastructure and associated assets through the development and implementation of a RAMP.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Initial RAMP presented to Committee April 2013 and again on January 2016	Initial RAMP presented to Committee April 2013 and again on January 2016. Further work curently being undertaken to fully develop the policies and procedures that will fully adopt the principles of effective asset management	31/01/2017		
5	Develop an annual plan/process for data collection with timescales and responsible persons for RAMP.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	A timeline and process flowchart to be developed for the annual RAMP submission. This will detail the dates of each task, the data required, and the responsible persons.	Pending.	01/05/2017		
6	Update and review Roads Asset Management Risk Action Plan	A McIver A Plumb	Joe Smith Stuart Young	Asset Management Risk Action Plan to be developed and placed onto Covalent in order to track progress.	Initial discussion has taken place with Corporate Performance Team to create actions within Covalent	31/07/2017		
7	Improve the accuracy of financial and benchmarking information associated with Proactive Projects and Reactive Works.	M Cheyne	Joe Smith Stuart Young	i) Adopt a new Roads Costing system and Staff Costing system which will enable both Proactive projects and Reactive Works to be more effectively managed. ii) Introduce the Transparent Roads Infrastructure Procurement System (TRIPS) as the procurement tool for accessing the services of external contractors for works contracts. iii) Develop a framework contract using NEC3 Suite of contract documents in collaboration with Aberdeenshire and Moray Council	i) Process for procuring the Roads Cost Manager currently underway. ii) Aberdeen City Council are participating in a working group which has been set up by the Improvements Service to look at the potential of piloting the use of the TRIPS system in the North East iii) Work to set this up will be dependant on the outcome of the TRIPS working Group	01/10/2017		
8	Develop action plan for data collection that creates a method of recording the benefits achieved from improvements to asset management practices and report them at least annually.	A McIver A Plumb	Joe Smith Stuart Young	i) Team to assess and report on quantity and quality of data collected. Evaluate timescales required to collect data, with resource available, and create a draft 3 year programme of work required. ii) Develop an approach to Improve the prioritisation and decision making process based on scenario planning and robust maintenance strategies for annual and /or multi-year programmes of work generated from improved data analysis	i) Procurement of a video data collection survey to speed up collection of asset information is currently being progressed by Joe Smith. ii)Once this is in place realistic timescales can be set for asset group data extraction based on funds available.	01/10/2017		

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9	Develop a data management plan to record the data held on each of the asset groups.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Develop a plan which details where and on what system the data on individual assets is stored. The plan should also identify relevant dates of when the data is updated, verified	TBC	31/07/2017		
10	Develop a process to improve performance monitoring to promote a culture of continuous improvement.	A McIver A Plumb	Joe Smith Stuart Young	Place all action plans and statutory KPI onto Covalent to enable acurate monitoring of performance against set targets.	TBC	31/01/2017		
11	Introduce a new risk based approach to assess the condition of the core roads assest.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	i) Introduce a CVI process for recording condition data on individual asset types; ii) Liaise with Aberdeenshire to develop a risk based recording system within CONFIRM; iii) Introduce a prioritisation process that incorporates additional criteria into the overall assesment process, which will provide a rating for each loaction identified for further inspection.	i) Draft CVI process developed and requires to ber signed off by Mike Cheyne; ii) Initial meeting set up with Mark Gardener from Aberdeenshire Council to progress development within CONFIRM. iii) Draft prioritisation process developed and requires to be signed off by Mike Cheyne.	31/01/2017		
12	Develop a long term investment strategy using the information from data collection exercise, risk based CVI and Prioritisation Matrix.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Initially utilise the SCOTS/EXP assessment tool as a means to develop a rolling 3 year investment plan, with a view to moving to a Visualised Asset Management System once accurate data has been collected for all the core roads assets.	TBC	31/03/2018		
13	STRUCTURES: Transfer asset data from Bridgeman to Confirm asset management system.	A Robertson	Pamela Day Philip Hall Garry Livingston	Structures team to liase with Confirm team to arrange transfer of data from Bridgeman to Confirm Enterprise. Plan roll out Confirm Connect on mobile devices and arrange training for relevent staff.	Some of Structures assets are already in Confirm and relevent data fields have already been built.	01/10/2017		
14	Improve attendance at SCOTS workshops.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Identify lead members of staff for each department/ major asset type. Each lead member will have secondary staff members to attend in the event that the lead is unavailable. Information from workshops will be shared at Roads Asset Management Working Group meetings.		31/04/2017		
15	Create a process for providing asset data update information for completed works/projects, to ensure asset management data within the electronic management systems is kept up to date.	Angus MacIver Joe Smith Angus Plumb Stuart Young	Stuart Young	Identify all works undertaken by the service and create work flow diagrams which will include details of the timing and data required to update the asset type. Responsibility for providing updates will lie with the individual project managers.	Pending.	31/08/2017		Will this include emergency works? (cut down columns etc.) I imagine this would be the responsibility of the asset team. [SY 13/10/16]
16	Improve the quality financial data to improve confidence in figures submitted to APSE.	M Cheyne	Brian Strachan Doug Ritchie Alan Robertson	Undertake a GAP analysis on the level and quality of data required for annual APSE Returns for; i) Roads ii) Footways iii) Structures iv) Street Lighting v) Traffic Signals vii) Road Signs viii) Road Markings		24/02/2017		

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17	Devise new internal/local PI s and set targets to allow for effective performance monitoring and reporting.	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Management to set new performance targets covering all areas of the service.	There are a number of PI s monitored monthly. It may be worthwhile expanding the range of performance indicators to other areas of the service.	30/04/2016		
18	Amend and implement roads adoption process to ensure correct information reaches the relevent parties in a timely manner.	M Cheyne	Hugh Murdoch Colin Burnett	New procedure must be written to include timescales, notifiable parties, and documentation required. This must involve the Roads Operations department at an earlier stage to improve communication and allow for department input.	Colin Burnett has been contacted to obtain the current adoption procedure. Stuart Young to arrange meeting to discuss. [SY 13/10/16]	01/10/2017		
18	Roads Maintenance Manual to be developed to document asset management procedures.	Angus MacIver, Angus Plumb,	Michael Young Stuart Young	Roads Maintenance Manual to be drafted and missing reference documents to be identified by author. Processes of current employees to be recorded and form part of the quality management documentation.	Initial steps arev being taken to poulate the Roads Maintenance Manual	31/01/2017		
20	Develop formal process for collating the Annual Status and Options Reports (ASOR's)	Brian Strachan	Angus Plumb	Angus Plumb to coordinate the collection of information for ASOR's	The introduction of a Visluaised asset menagement platform will provide a more robust method for collecting this annual information for presentation to members	01/10/2017		
21	Review and Update the Data management Plan	M Cheyne	Angus MacIver Joe Smith Angus Plumb Stuart Young	Annual review to be undertaken to update and validate Data Management Plan	Ongoing	01/10/2017		