

TRA HALLS & COMMUNITY ROOMS ACTION PLAN

APPENDIX 1

No	Recommendation	Owner	Target date	RAG Assessment Red/Amber/Green
1	Establish a project board and PID to maintain an oversight of and monitor progress	Head of Community Engagement	July 2013	Green
2	Establish a comprehensive database of halls with contact details and update GIS mapping	Head of Community Engagement/ Community Premises Assistant	September 2013	Green - Ongoing
3	Review current training provision and explore opportunities to improve the offer	Capacity & Partnerships Co-ordinator/ Tenants Fund Management Committee. Tenant Council	April 2013 & further revised August 2013	Green - Partially complete
4	Develop a protocol on operational and financial management issues	Commissioning & Voluntary Sector Support Manager / Tenants Halls Working Party	Dec 2013	Green. Completed.
5	Agree an arrangement on payment of utilities and non-domestic rates	Commissioning & Voluntary Sector Support Manager / Tenants Halls Working Party	April 2013	Green - Completed
6	Produce a standard set of procedures on public liability insurance	Commissioning & Voluntary Sector Support Manager / Tenants Halls Working Party	Nov 2013	Green - On Target
7	Create standard hall management agreements	Commissioning & Voluntary Sector Support Manager / Project Board/ Tenants Halls Working Party	July 2014	Green - On Target

8	Agree a fair lettings and charging policy to be applied across	Commissioning & Voluntary Sector Support Manager / Project Board/ Tenants Halls Working Party	Sept 2014	Green – On Target
9	Develop a protocol and explore opportunities for sharing of premises and maximising use.	Commissioning & Voluntary Sector Support Manager / Project Board/ Tenants Halls Working Party	June 2014	Green – On Target
10	Determine which premises are suitable for repair and which are uneconomical	Head of Community Engagement/ Project Board	June 2014	Green – On Target
11	Review arrangements for the management of bars	Commissioning & Voluntary Sector Support Manager / Tenants Halls Working Party	May 2014	Green – On Target
12	Develop a policy on income generation (to include training).	Commissioning & Voluntary Sector Support Manager	Jan 2014	Green – On Target
13	Develop a whistle blowing policy for TRA's	Commissioning & Voluntary Sector Support Manager	July 2013	Green - Completed