

Item: 6

Asset Management Sub-committee: 30 August 2022.

Corporate Asset Maintenance Programmes.

Revenue Expenditure Outturn.

Report by Head of Finance.

1. Purpose of Report

To advise of the expenditure outturn on the corporate asset revenue maintenance programmes for financial year 2021/22.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2021/22, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

2.2.

The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to this report, in order to obtain assurance that action has been taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset revenue maintenance programmes.

3. Background

3.1.

The Corporate Asset Management Plan 2019 to 2023 takes account of guidance produced by the Chartered Institute of Public Finance and Accountancy and has streamlined the suggested framework to incorporate and complement the existing Capital Project Appraisal system.

3.2.

The Corporate Asset Management Plan summarises the Council's aims and objectives for its assets to ensure that they are used in an effective and efficient manner. This has been further supplemented by the Property Asset Management Plan approved on 10 December 2019.

3.3.

The purpose of this report is to present an overview or summary of the expenditure incurred in financial year 2021/22 to allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

4. Budget Monitoring

4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April 2021 to 31 March 2022, against approved programmes:

Revenue Maintenance Programme.	Expenditure at 31 March 2022.	Annual Budget 2021 to 2022.	Over/(Under) spend.
	£000	£000	£000
General Fund	1,765.3	1,692.0	73.3
Strategic Reserve Fund	62.2	92.3	(30.1)
Total	1,827.5	1,784.3	43.2

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2021/22 and is compared directly with the respective planned and approved programmes. Appendix 1 also provides a summary of the larger works undertaken as reactive repairs.

5. General Fund Programme

5.1.

The General Fund Revenue Maintenance Programme is showing an outturn figure of £1,765,341 at 31 March 2022, an overspend of £73,341 against the total annual budget.

5.2.

The expenditure figure includes fees/apportioned costs of £441,500 which were charged at year-end against an original budget figure of £360,300.

6. Strategic Reserve Fund Programme

The Strategic Reserve Fund Revenue Maintenance Programme is showing an outturn figure of £62,199 at 31 March 2022 which is an underspend of £30,101 against the total annual budget £92,300.

7. Corporate Governance

This report relates to the Council complying with its governance and financial processes and procedures and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

8. Financial Implications

8.1.

The Financial Regulations state that service directors are able to incur expenditure within approved revenue and capital budgets. Such expenditure must be in accordance with the Council's policies and objectives and subject to compliance with the Financial Regulations and approved schemes of delegation.

8.2.

The development of a corporate approach to asset management planning should lead to efficiencies in the use of fixed assets, together with the potential for rationalisation of the Council's property estate going forward.

8.3.

More detailed monitoring of expenditure on the corporate asset revenue maintenance programmes will result in improved accountability in relation to the deliverance of the approved programmes of work and ensure members are kept informed of progress.

9. Legal Aspects

Regular financial monitoring and reporting help the Council meet its statutory obligation to secure best value.

10. Contact Officer

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11. Appendix

Appendix 1: Corporate Asset Maintenance Programmes 2021/22.

SUMMARY

APPENDIX 1

General Fund Revenue Maintenance	Actual Expenditure at 31 March 2022	Approved Budget 2021/22	Outturn 2021/22	Over/(Under) spend 2021/22	Previously Estimated Outturn 2021/22	Increase (Decrease) Against Estimated Outturn 2021/22
	£	£			£	£
Asset Name						
One-off planned repairs	76,531.26	317,900	76,531	(241,369)	165,641	(89,110)
Statutory / non statutory testing	254,959.49	287,200	254,959	(32,241)	261,872.00	(6,913)
Cyclical works	96,490.92	117,600	96,491	(21,109)	49,000.00	47,491
Large scale repairs (budgeted within Reactive works)	549,146.08	0	549,146	549,146	496,916.55	52,230
Reactive works	346,712.90	595,000	346,713	(248,287)	230,000.00	116,713
Contingency	0.00	14,000	-	(14,000)	0.00	-
Apportioned Costs charged at year end	441,500.00	360,300	441,500	81,200	360,300.00	81,200
	1,765,340.65	1,692,000	1,765,341	73,341	1,563,730	201,611

Strategic Reserve Fund Revenue Maintenance	Actual Expenditure at 31 March 2022	Approved Budget 2021/22	Outturn 2021/22	Over/(Under) spend 2021/22	Previously Estimated Outturn 2021/22	Increase (Decrease) Against Estimated Outturn 2021/22
	£	£			£	£
Asset Name						
One-off planned repairs	4,968.63	900	4,969	4,069	3,549	2,649
Statutory / non statutory testing / cyclical works	6,631.29	8,900	6,631	(2,269)	8,900	0
Cyclical works	1,341.64	5,000	1,342	(3,658)	1,342	(3,658)
Large scale repairs (budgeted within Reactive works)	36,770.99	0	36,771	36,771	30,000	30,000
Reactive Works	12,486.55	28,500	12,487	(16,013)	8,000	(20,500)
Contingency	0.00	37,000	0	(37,000)	0	(37,000)
Apportioned Costs charged at year end	0.00	12,000	0	(12,000)	12,000	0
	62,199.10	92,300	62,199	(30,101)	63,791	(28,509)

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
Asset Name	Description	£	£
Aurrida House	Lighting replacement. Fittings are old and inefficient. Replace with LEDs. Survey undertaken by consultant July 2021. In consultation with users the preferred date for the works is August 22. Contractor appointed and works on programme.	£ 492.80	£ 18,000
Burray Primary School	Water systems review. Poor hot water flow to classroom end, investigation to be undertaken to ascertain scope of work. Works complete but to be paid in 22/23.	£ -	£ 3,000
Former Bus Station	Demolition - carried over from previous year	£ 65,900.45	£ -
Flotta Primary School	Roof repairs - main hall / lean to. Delayed and now on programme for being on site summer 22	£ -	£ 10,000
Flotta Primary School	Rain screen replacement. Delayed and now on programme for being on site summer 22.	£ -	£ 10,000
Flotta Primary School	Community centre - windows leaking and to be replaced. Delayed and now programmed to be on site summer 22.	£ -	£ 20,000
Flotta Primary School	Community centre - external lighting in poor condition and need replacing. Delayed and now programmed to be on site summer 22.	£ -	£ 1,500
Generators - General	Generators are exposed to the elements and acoustic cases deteriorating. Enclose in light weight structure with removable cladding for maintenance purposes. Works to be undertaken at Wideford Hill, 9 King Street, Kalisgarth and Smiddybrae House. A review of systems is underway, some generators are no longer required so will be taken out of service / replaced rather than over-clad. Assessment and works to be concluded.	£ -	£ 18,000
Glaithness Primary School	Replace fascia and soffits, and vertical cladding - Carried over from previous year and to be developed under the nursery upgrade project as there will be overlaps with the works. Works complete as part of the Nursery extension project, and to be charged to 22/23.	£ -	£ 86,500
Sands of Wright public convenience	General upgrade, decoration and signage - Carried over from previous year. Extent of works far less than anticipated. Works complete.	£ 877.22	£ 8,000
Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19. Repair works undertaken rather than replacement of internal units. Works complete.	£ 2,422.89	£ 43,500
Warebeth Public Toilet	External door replacement. - Doors have de-laminated, replace with more robust frame ledged and braced versions. Works complete	£ 4,272	£ 3,500
Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on seabed. New site has been identified further away from propeller wash. Procurement complete December 2021. Works delayed due to car park bus stances now in use over the summer and Roads Permits which will be issued for a period out with the summer holidays. Manifold box and pier soffit works progressing, but road works and final connections to be undertaken September 22 onwards once bus stances are available.	£ 165.60	£ 82,900
Wideford Hill	Generator and UPS replacement. Cabinet has severe rust, and various components have been replaced over the years. Inverter replaced as a temporary measure, but a smaller replacement generator to be installed in due course, this remains to be addressed.	£ 2,400.00	£ 13,000
Statutory Testing	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that are outstanding. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area. Costs incurred relate to annual IT software charge.	£ 1,050.00	£ 1,000
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection. Works from previous year carried forwards into 21/22, which has resulted in an overspend. On programme following C19 delays.	£ 7,794.00	£ 4,500
Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years. On programme and budget, but budget allocation set too high and reflects total PIR costs. Future years budget to be reviewed.	£ 17,843.75	£ 45,000
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test. Broadly in line with budget and programme.	£ 7,516.00	£ 8,500
Fixed appliance testing	Annual inspection and service. Lower than planned spend due to lack of access, resourcing and C19 issues.	£ 2,645.37	£ 4,700
Gas Appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools. In line with programme and budget.	£ 4,474.90	£ 4,500
Hoist and Stairlift testing / servicing	Shared costs with NHS who have trained their own staff to provide the service - Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. Works generally in line with budget.	£ 12,892.50	£ 12,500
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Contractors unable to attend site due to C19, arranged for April 22, and costs to be incurred in 22/23.	£ -	£ 3,000
Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Inspection, test undertaken on a quarterly basis, minor works done at the same time as site inspection, with quotations provided for larger scale works. On programme, but expenditure less than anticipated.	£ 12,892.50	£ 15,500

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets. Budget reflects 2-year average, and this was a low year with fewer properties than the average.	£ 4,763.56	£ 8,200
Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquooy Centre. COVID-19 delayed attendance, but a portion of the works was eventually undertaken.	£ 3,084.44	£ 4,500
Water Services management and thermostatic Mixer Valve testing / servicing	Water services - undertaking and updating risk assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually. Previous year carry over and works for this year have contributed to the increased costs.	£ 35,159.14	£ 21,500
Working at Height - Roof Anchor and Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection. Covers only the testing. Works not undertaken and carried over to next financial year.	£ -	£ 2,700
Non Statutory (best practice)			
Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test. Additional property added and future years budget to be increased to reflect changes.	£ 2,450.40	£ 2,000
Automatic door servicing	6 monthly test / inspection. Additional doors added.	£ 8,467.90	£ 8,000
Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto diallers, digital communicators, and passing emergency information on to relevant parties. Works in line with budget.	£ 80.00	£ 100
Evac chairs	Annual test and inspection. On programme and budget.	£ 770.00	£ 700
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and budget.	£ 12,635.00	£ 13,500
Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Includes testing, servicing, repairs and replacement. Budget under represents the extent of work, and future budget to be adjusted.	£ 23,868.10	£ 13,000
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	Annual test and inspection. Includes inspection and servicing to fixed equipment such as wall bars and moveable PE equipment, with repairs to moveable PE equipment funded by each establishment. Contract includes for inspection and servicing to fitness room equipment which is also funded by each establishment along with any repairs. Contract has been re-let at a higher cost, but budget based on historical costs. Future budgets to be updated.	£ 5,637.00	£ 4,200
Generator Servicing	Annual service and test. Comprises the maintenance of diesel generator sets, includes testing, servicing, reactive repairs and works required to keep systems operating. Servicing complete.	£ 2,045.89	£ 1,700
Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements. Cleaning curtailed during school holidays and costs reduced.	£ 32,005.00	£ 43,000
Heat pump servicing	Annual service. Contract predominantly for housing properties. Annual servicing and maintenance of heat pumps, MVHR systems, including reactive repairs and works required to keep systems operating. Some access issues have resulted in fewer than planned services. Efforts being made to deliver the full programme.	£ 5,595.00	£ 6,500
Lightning systems testing	Annual test and inspection. Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value. On programme and budget.	£ 2,974.50	£ 3,100
Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties. On programme and generally within financial limits.	£ 28,860.00	£ 32,000
Swimming pool and library heat recovery / air con servicing	Health and Safety at Work Act 1974. Annual service - inspect, service and undertake remedial works on refrigeration equipment. Works complete but not invoiced, to be chargeable to 22/23 financial year.	£ -	£ 2,700
Swimming pool, sauna, steam and spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual inspection and low costs remedial works undertaken, followed by quotations for larger scale works. Works complete but not invoiced, to be chargeable to 22/23 financial year.	£ -	£ 8,300
Radon	Ionising Radiation Regulations 1999. On-going ad-hoc testing as found necessary. If any remedial works are required, these are funded from reactive budget. No works identified or undertaken.	£ -	£ 500
Septic tank and sewerage treatment plant cleaning	Annual agreements. Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis. Works progressing as expected. Septic tanks every 4 years and sewerage treatment plant cleaned annually. Operational issues have meant that some tanks have not been emptied, efforts being made to recover the programme.	£ 790.30	£ 1,000
Petrol interceptors and grease traps servicing	Annual clean out. Involves emptying petrol interceptors, undertaken late summer/early autumn. Costs have increased following a retendering exercise, and future years budget to be adjusted to reflect the higher costs.	£ 12,378.55	£ 7,500
Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing. Increased cost due to additional buildings added during the year.	£ 3,680.00	£ 3,000
Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractors appointed who are familiarising themselves with our sites. Expenditure greater than planned due to costs incurred closing off previous contract, removing bait, and purchasing bait tools.	£ 2,358.25	£ 100
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account. Undertaken on a quarterly frequency, and includes cleaning 4 buildings, and various CCTV camera domes. This budget only pays for the CCTV camera dome cleaning.	£ 247.44	£ 200

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
Cyclical works			
External decoration including steelwork painting	5-year re-decoration plan, progressing well, but due to restricted contractors, likely to underspend. Works delayed due to weather, availability of materials, labour resources. Programme being reviewed and efforts being made to accelerate future years work.	£ 27,970	£ 35,000
Timber floor treatments	Stromsøy School hall, project moved forwards. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works scheduled for summer holidays while school is closed.	£ -	£ 2,200
Timber floor treatments	Stromness Academy Dining Hall. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works complete and awaiting invoice.	awaiting invoice	£ 4,000
Timber floor treatments	Stenness Primary School. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works complete and awaiting invoice.	awaiting invoice	£ 2,000
Timber floor treatments	Shapinsay School. Timber floor refurbishment works were recently tendered which resulted in programme moving into 2022. Works scheduled for July 22 while school is closed over the summer holidays.	£ -	£ 5,500
Timber floor treatments	Firth Primary School. Timber floor refurbishment accelerated due to condition of the floor.	£ 6,112.50	£ -
Timber floor treatments	Pickaquooy Centre. Timber floor refurbishment accelerated due to condition of the floor.	£ 6,298.50	£ -
St Magnus Cathedral	Architects' inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral. Inspections undertaken and costs absorbed in other commissions, new Consultant to be procured.	£ -	£ 3,900
St Magnus Cathedral	Organ tuning - quarterly inspection and tune. Works complete.	£ 2,950.00	£ 3,800
Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn inspection.	£ 13,988.00	£ 11,500
Various properties	Lightning systems - repairs and upgrades following risk assessment works and surveys. Many properties have no systems despite the risk assessment suggesting that ones are required. This is the start of a 4-5 year program to fit new systems, while also fixing existing systems. - Surveys undertaken, reports have been submitted by BEST, reviewing before deciding on what course of action to be taken. Consider St Magnus Cathedral supplementary works to minimise disruption from future strikes. Papdale School works undertaken under main school refurbishment contract. Works delayed due to C19 and rolled forwards to 22/23.	£ -	£ 3,800
Various properties	High level surveys to chimneys, high structures etc. covering 5 properties, works complete.	£ 37,172.28	£ 38,000
Water systems - generally	Future years work to be identified following annual review of systems. Extent of remedial works less than planned.	£ 2,000.00	£ 7,900
Large scale reactive works (Over £1,000) added during the year.			

Stromness Academy	Replace carpet with vinyl	£ 20,276.77	inc in reactive figure
001 Sweyn Court	Major void repairs	£ 18,451.71	inc in reactive figure
Pickaquooy Centre	Cupola improvements.	£ 18,216.03	inc in reactive figure
Pickaquooy Centre Camping and Caravan Site	Fault with hot water pressure to showers	£ 13,228.00	inc in reactive figure
Stromsøy Junior High School and Swimming Pool	Supply and fit water softener	£ 12,278.24	inc in reactive figure
Sandøy Junior High School and Swimming Pool	General maintenance	£ 12,154.09	inc in reactive figure
Chinglebraes Waste Transfer Station	Fire detector head replacement	£ 11,253.71	inc in reactive figure
Stromness Academy	Kitchenette upgrade	£ 11,204.48	inc in reactive figure
Papdale School	Increase height of nursery perimeter fence	£ 11,143.54	inc in reactive figure
Dounby Primary School	Tarmac to kitchen end of school	£ 11,113.08	inc in reactive figure
Papdale School	External lighting and ramp access.	£ 10,213.97	inc in reactive figure
Stromsøy Junior High School and Swimming Pool	Stromsøy Pool Chemical dosing system replacement	£ 9,581.30	inc in reactive figure
Property/housing	Void property	£ 9,442.66	inc in reactive figure
Sandøy Junior High School and Swimming Pool	Additional engineering equipment (hoists)	£ 8,717.28	inc in reactive figure
DLO buildings	Fire risk assessment works.	£ 6,505.00	inc in reactive figure
Property/housing	Void property	£ 6,397.72	inc in reactive figure
Harmnavoe House	Supply and install replacement heating components to calorifier	£ 6,287.09	inc in reactive figure
Pickaquooy Centre and Playing Fields	Flood damage - clean up	£ 6,242.65	inc in reactive figure
Sandøy Junior High School and Swimming Pool	General repairs to door windows and gutters	£ 6,176.89	inc in reactive figure
Westray Junior High School and Swimming Pool	Supply and install replacement 5400ITE bottom outlet bunded oil tank.	£ 6,112.74	inc in reactive figure
Property/housing	Install kitchen	£ 6,077.98	inc in reactive figure
Pickaquooy Centre and Playing Fields	System repairs to building management system	£ 6,075.50	inc in reactive figure
Shore Street Offices	Re-dash wall	£ 6,020.68	inc in reactive figure
Scapa Flow Oil Tank	Install Heras Fence	£ 5,568.00	inc in reactive figure
Site of Police Command Centre	CCTV repairs	£ 5,480.11	inc in reactive figure
Glaitness School	Modification to existing control cabinet	£ 5,477.00	inc in reactive figure
Council Offices	Supply door guards	£ 5,465.24	inc in reactive figure

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
Asset Name	Description	£	£
Smiddybrae House	Alter office partitions	£ 5,391.06	inc in reactive figure
Stronsay Junior High School and Swimming Pool	Door canopy	£ 5,063.26	inc in reactive figure
Bignold Park and Hockey Pavilion	Decoration of gates	£ 4,768.87	inc in reactive figure
Property/housing	Void property	£ 4,707.59	inc in reactive figure
Pickaquooy Centre Campsite	Investigate fault on immersion heater	£ 4,676.89	inc in reactive figure
St Colm's Day Centre	Replace kitchen in main area	£ 4,670.75	inc in reactive figure
Stronsay Junior High School and Swimming Pool	Repair pump	£ 4,616.42	inc in reactive figure
The Orkney Library and Archive	Supply and install 6kW AC unit within loft IT room, with external unit mounted on outside of garage wall, Electrical supply to be taken from first floor DB.	£ 4,500.00	inc in reactive figure
Tankemess House Gardens including Outbuildings	New gates	£ 4,479.08	inc in reactive figure
Birsay Hostel, Caravan and Camping Site	Alter drying room	£ 4,418.60	inc in reactive figure
Stromness Town Hall	Leaking heating pipe	£ 4,367.69	inc in reactive figure
Stromness Academy	Heating repair	£ 4,340.28	inc in reactive figure
Council Offices	Carry out repairs on fire alarm report, repair all faults, install new detectors, label up joint boxes, remove out of date equipment and provide updated zone chart	£ 4,272.03	inc in reactive figure
Stromness Swimming Pool	Repair and service equipment	£ 4,214.15	inc in reactive figure
Papdale School	Supply/fit dishwasher.	£ 4,193.41	inc in reactive figure
Smiddybrae House	Replace kitchen units and worktop	£ 4,178.37	inc in reactive figure
Smiddybrae House	Replace dishwasher	£ 4,156.43	inc in reactive figure
Smiddybrae House	Replace worktop and sinks	£ 4,140.65	inc in reactive figure
Orphir Primary School	Stage floor	£ 3,797.15	inc in reactive figure
Short Breaks Unit	Alter drainage pipe under floor and make good	£ 3,770.02	inc in reactive figure
St Colms Quadrant Play Park	Fence repairs.	£ 3,714.21	inc in reactive figure
Shapinsay Primary School	Design, supply and commission lightning protection system for hydrogen plant.	£ 3,700.00	inc in reactive figure
Shapinsay Primary School	Install and test lightning protection	£ 3,544.77	inc in reactive figure
Braeburn Court 011	Shower room - complete upgrade	£ 3,464.61	inc in reactive figure
Shapinsay Primary School	Install heating control valve on Games Hall circuit	£ 3,387.00	inc in reactive figure
Dingeshowe Public Toilet	Toilet upgrade	£ 3,368.74	inc in reactive figure
Property/housing	New boiler	£ 3,345.16	inc in reactive figure
Stromness Academy	Boiler repair	£ 3,329.39	inc in reactive figure
Property/housing	Void property	£ 3,077.75	inc in reactive figure
Evie Primary School	Repairs after yearly test	£ 3,069.03	inc in reactive figure
Sanday Junior High School and Swimming Pool	Drain repairs	£ 2,704.46	inc in reactive figure
Kirkwall and St Ola Town Hall and Community Centre	Carry out bracket repairs and replacement - Town Centre	£ 2,690.00	inc in reactive figure
Stenness Primary School	New flooring	£ 2,654.98	inc in reactive figure
Brandaquooy Bowling Green	Renew cladding various .	£ 2,631.53	inc in reactive figure
Stromness Swimming Pool	Stromness Pool Chemical Dosing repairs	£ 2,600.83	inc in reactive figure
Flotta Primary School	Pre-opening decoration.	£ 2,588.50	inc in reactive figure
Glaitness School	Supply and fit 6 new white u-PVC windows. To be done as part of the Nursery works	£ 2,533.31	inc in reactive figure
Stromness Academy	Replace heat meter integrators	£ 2,500.00	inc in reactive figure
Gilbertson Day Centre	Replace rotten facia	£ 2,463.53	inc in reactive figure
Shapinsay Primary School	Lack of heating.	£ 2,457.87	inc in reactive figure
Flotta Primary School	Roof leak	£ 2,413.13	inc in reactive figure
Kirkwall and St Ola Town Hall and Community Centre	Repair kitchen extractor	£ 2,391.51	inc in reactive figure
Property/housing	Complete lock change.	£ 2,377.64	inc in reactive figure
Braeburn Court Core Facility	Repair leak	£ 2,364.76	inc in reactive figure
Property/housing	Replace oil boiler	£ 2,347.47	inc in reactive figure
Property/housing	Void repair	£ 2,334.92	inc in reactive figure
The Strynd Nursery	Concrete base for timber hut	£ 2,289.85	inc in reactive figure
Orphir Primary School	Extra sockets	£ 2,250.09	inc in reactive figure
Sanday Junior High School and Swimming Pool	Install and commission replacement Fan,	£ 2,212.09	inc in reactive figure
21 Faravel	Void property	£ 2,211.58	inc in reactive figure
Pickaquooy Centre and Playing Fields	Heating repair	£ 2,210.62	inc in reactive figure
Property/housing	Void works.	£ 2,200.35	inc in reactive figure

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
Asset Name	Description	£	£
Unit 1, Great Western Road	Repair cut system	£ 2,162.88	inc in reactive figure
Point of Ness Camping and Caravan Site	Repair pot holes	£ 2,156.70	inc in reactive figure
Shapinsay Primary School	Clear drains.	£ 2,148.30	inc in reactive figure
Glaitness School	Install drains	£ 2,084.01	inc in reactive figure
OIC Depot - Workshop and Offices (H88)	Water ingress to flue pipes.	£ 2,063.73	inc in reactive figure
Hoy Centre	Horne TMV repairs	£ 1,991.49	inc in reactive figure
Smiddybrae House	Install hoists	£ 1,971.75	inc in reactive figure
Evie Primary School	Investigate and rectify failure of heat pump	£ 1,939.09	inc in reactive figure
Smiddybrae House	Install 2 hoists, removed from St Peters	£ 1,917.17	inc in reactive figure
8 Summerdale Drive	Void property	£ 1,898.71	inc in reactive figure
OIC Depot - Workshop and Offices	Alter fire panel location.	£ 1,885.27	inc in reactive figure
Property/housing	Void repair	£ 1,808.66	inc in reactive figure
Property/housing	Vacant works.	£ 1,772.47	inc in reactive figure
St Magnus Cathedral	Move light switches	£ 1,758.84	inc in reactive figure
Stromness Town Hall	Restore heating	£ 1,745.89	inc in reactive figure
Westray Junior High School and Swimming Pool	Fit circulator filter unit	£ 1,744.33	inc in reactive figure
St Colm's Day Centre	Repair sockets, and heaters for air curtains	£ 1,743.05	inc in reactive figure
St Colm's Day Centre	Install auto door closers	£ 1,725.10	inc in reactive figure
Property/housing	New immersions and expansion vessel.	£ 1,710.87	inc in reactive figure
Property/housing	Void	£ 1,690.13	inc in reactive figure
Council Offices	Repair slates and repair ceilings	£ 1,637.72	inc in reactive figure
The Orkney Library and Archive	Emergency light repairs	£ 1,622.83	inc in reactive figure
Property/housing	Void	£ 1,605.46	inc in reactive figure
Council Offices	Repair leak repairs	£ 1,601.61	inc in reactive figure
Smiddybrae House	Emergency lighting repairs	£ 1,596.09	inc in reactive figure
Shapinsay Primary School	Investigate failure of Compensated 2 circulation pumps	£ 1,594.04	inc in reactive figure
5 Spences Square	Void property	£ 1,591.30	inc in reactive figure
Papdale School	Emergency light replacement of 17 faulty units	£ 1,590.89	inc in reactive figure
Pickaquooy Centre Camping and Caravan Site	Investigate and repair failure of the domestic hot water.	£ 1,551.93	inc in reactive figure
Hoy Hotel	Lease end repairs	£ 1,527.38	inc in reactive figure
Council Offices	Maintenance of Meterology system	£ 1,500.00	inc in reactive figure
Glaitness Farm flat	Void	£ 1,479.33	inc in reactive figure
Glaitness Farm flat	Void	£ 1,474.03	inc in reactive figure
St Rognvalds House	Heating repairs	£ 1,466.65	inc in reactive figure
St Rognvalds House	Repair washing machine	£ 1,462.27	inc in reactive figure
Flotta Primary School	Pre-opening electrical repairs	£ 1,442.01	inc in reactive figure
29 Junction Road	Void r/c	£ 1,437.61	inc in reactive figure
Braeburn Court Core Facility	Shower repair	£ 1,431.06	inc in reactive figure
Braeburn Court Core Facility	Light switching issues	£ 1,430.64	inc in reactive figure
Tankerness House	Additional display lights	£ 1,424.25	inc in reactive figure
Stromness Town Hall	Boiler repair	£ 1,422.87	inc in reactive figure
The Orkney Library and Archive	Make safe damaged wall	£ 1,422.48	inc in reactive figure
Wideford Hill Communications Mast and Cabin	Investigate various faults	£ 1,404.22	inc in reactive figure
The Orkney Library and Archive	Heating repair	£ 1,403.00	inc in reactive figure
Sanday Junior High School and Swimming Pool	Restore hot water	£ 1,401.49	inc in reactive figure
Property/housing	Void	£ 1,366.64	inc in reactive figure
Site of Police Command Centre	Repair cctv cameras	£ 1,332.60	inc in reactive figure
Selbro Joint Equipment Store and Resource Centre (H84)	Light repairs.	£ 1,311.37	inc in reactive figure
The Orkney Library and Archive	Air handling unit	£ 1,307.08	inc in reactive figure
Orphir Primary School	Concrete base for shed	£ 1,306.14	inc in reactive figure
Property/housing	Void	£ 1,302.32	inc in reactive figure
Pickaquooy Centre and Playing Fields	Replace 4 brass gate valves on oil tank	£ 1,297.16	inc in reactive figure
Council Offices	Repair leak from HWC	£ 1,280.25	inc in reactive figure
Braeburn Court Core Facility	Door entry system	£ 1,244.32	inc in reactive figure

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
Asset Name	Description	£	£
Stenness Primary School	Flooring repair	£ 1,224.60	inc in reactive figure
Pickaquooy Centre Camping and Caravan Site	Fix lock	£ 1,208.13	inc in reactive figure
Property/housing	Void	£ 1,197.42	inc in reactive figure
Sanday Junior High School and Swimming Pool	Light repairs	£ 1,180.74	inc in reactive figure
Hamnavoe House	Hoist repairs	£ 1,169.85	inc in reactive figure
Skaill Public Toilet	Burst pipe	£ 1,168.21	inc in reactive figure
St Colm's Short Breaks	Install sink and socket	£ 1,159.87	inc in reactive figure
Council Offices	Door repairs and re-decoration	£ 1,157.73	inc in reactive figure
Glaitness School	Repairs after testing	£ 1,135.00	inc in reactive figure
St Rognvald's House	New flooring	£ 1,120.83	inc in reactive figure
Firth Primary School	Repairs to emergency lighting	£ 1,094.01	inc in reactive figure
Shore Street Public Toilets	Worktop replacement following fire	£ 1,088.49	inc in reactive figure
St Rognvalds House	Pager call bell repair	£ 1,084.81	inc in reactive figure
Pickaquooy Centre and Playing Fields	Hot water system repairs	£ 1,082.68	inc in reactive figure
Abattoir	Insurance inspection	£ 1,080.75	inc in reactive figure
Stromness Academy	Leaking Velux windows	£ 1,079.69	inc in reactive figure
Smiddybrae House	Repair patio doors	£ 1,068.39	inc in reactive figure
Shapinsay Primary School	Heating repairs	£ 1,063.40	inc in reactive figure
Stronsay Junior High School and Swimming Pool	Fence repairs	£ 1,059.14	inc in reactive figure
Property/housing	Void property	£ 1,051.01	inc in reactive figure
St Andrew's Primary School	Restore water supply	£ 1,031.17	inc in reactive figure
Council Offices	Emergency lighting repairs	£ 1,029.23	inc in reactive figure
Orphir Primary School	Cloakroom units	£ 1,023.08	inc in reactive figure
Glaitness Primary School	Repair flashing around Velux window	£ 1,021.36	inc in reactive figure
Junction Road Common Areas	Replace door	£ 1,019.53	inc in reactive figure
Chinglebraes Waste Transfer Station	Repair / replace failed emergency lights	£ 1,017.88	inc in reactive figure
Smiddybrae House	Repair / replace failed emergency lights	£ 1,016.03	inc in reactive figure
Stromness Academy	Lighting upgrade	£ 1,011.73	inc in reactive figure
	Total of orders over £1,000 - £549,146.08		
Reactive works			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non-statutory testing works. Actual spend figures are low, as a fuller list of larger reactive repairs is now provided in this report.	£ 346,712.90	£ 595,000
Contingency			
Contingency	To be utilised across the programme as required.	£ -	£ 14,000
Apportioned Costs			
Apportioned Costs	Charged at year-end	£ 441,500.00	£ 360,300
		£ 1,765,340.65	£ 1,692,000

DETAILED PROGRAMME

Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
Planned works			
H30/31	Demolition. Final payment in relation to works from previous years.	£ 3,548.63	£ 900
Victoria Street offices, Stromness	End of grant period, final assessment undertaken by external consultant.	£ 420.00	£ -
Kirkwall Airport Hanger	Dilapidation's survey	£ 1,000.00	£ -
Statutory Testing			
	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that are outstanding. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area. No works undertaken.	£ -	£ 500
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection. Includes testing, cleaning and repairs necessary to ensure equipment is fully operational. Extent of works less than anticipated. On programme.	£ 96.00	£ 300
Electrical testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years. Programme delivered within budget.	£ 75.00	£ 300
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£ 500.00	£ 500
Fixed appliance testing	Annual test and inspection. Programme delivered, but greater number of FATs tested.	£ 162.59	£ 100

DETAILED PROGRAMME

Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
Gas appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools. On programme and budget.	£ 288.84	£ 300
Passenger / goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineer's car top alarms etc. These works will be scheduled in with other works as the contract develops. No works required following review of reserve fund properties.	£ -	£ 1,000
Portable appliance testing	Provision and Use of Work Equipment Regulations 1998 (PUWER). Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments' own budgets. Fewer than anticipated tests, all works complete.	£ 65.00	£ 200
Ventilation systems	Testing and monitoring. Additional property added	£ 384.00	£ -
Water services management and thermostatic mixer valve testing / servicing	Water services - undertaking and updating risk assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually. On programme and all works complete.	£ 714.00	£ 500

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
<u>Non Statutory Testing</u>			
Automatic door servicing	Includes testing / servicing along with any remedial works to ensure that each door works as intended. On programme and budget.	£ 360.84	£ 400
Fire alarm testing	Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and budget	£ 864.00	£ 1,000
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and costs slightly higher than planned.	£ 1,190.20	£ 1,000
Lightning systems testing	Annual inspection and test, followed by reporting and quotation for remedial works. One property not tested due to access issues, which will be re-scheduled.	£ 330.50	£ 700
Oil boiler servicing	Annual service.	£ 1,200.00	£ 1,200
Vermin	Regular inspections and assessment. Includes fitting bait boxes, removal of vermin etc. New contractors appointed who are familiarising themselves with our sites. Less works than planned, but on programme and budget.	£ 400.32	£ 900
<u>Cyclical Works</u>			
External decoration	5-year re-decoration plan, following annual review of condition. Issues with securing supplies, weather and labour. Programme to be reviewed and efforts being made to accelerate future works.	£ 1,341.64	£ 5,000
<u>Large scale reactive works (Over £1,000) added during the year.</u>			
6 Broad Street	Heating upgrade	£ 13,390.90	£ -
6 Broad Street	Internal decoration.	£ 9,055.76	£ -

DETAILED PROGRAMME

Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2022	Approved Budget 2021/22
		£	£
Asset Name	Description		
Stronsay Fish Mart and Hostel	Supply and fit water softener	£ 6,107.11	£ -
Kirkwall Travel Centre	Alter cisterns to auto flush	£ 4,477.47	£ -
Victoria Street, Stromness	Ease doors and re-decorate.	£ 1,878.75	£ -
Smithy Restaurant and Museum	Lead flat roof repairs, clean down and re-decorate.	£ 1,861.00	£ -
Reactive Works			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works.	£ 12,486.55	£ 28,500
Contingency			
Contingency	To be utilised across the programme as required.	£ -	£ 37,000
Apportioned Costs			
Apportioned costs	Fees incurred charged to General Fund.	£ -	£ 12,000
		£ 62,199.10	£ 92,300