

## **Item: 6**

**Asset Management Sub-committee: 31 January 2023.**

**Corporate Asset Maintenance Programmes.**

**Expenditure Monitoring.**

**Report by Head of Finance.**

### **1. Purpose of Report**

To monitor expenditure on the approved corporate asset maintenance programmes as at 31 December 2022.

### **2. Recommendations**

The Sub-committee is invited to note:

#### **2.1.**

The summary position of expenditure incurred, as at 31 December 2022, against the approved corporate asset maintenance programmes for 2022/23, 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 with regard to significant budget variances and progress being made with delivery of the approved corporate asset maintenance programmes for 2022/23.

### **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 as at 31 December 2022 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 to 31 December 2022, against approved programmes:

Revenue Maintenance Programme.	Actual Expenditure at 31 December 2022.	Approved Budget 2022/23.	Estimated Outturn 2022/23.	Predicted Over/(Under) spend 2022/23.
	<b>£000.</b>	<b>£000.</b>	<b>£000.</b>	<b>£000.</b>
General Fund.	1,110.7.	1,708.2.	1,902.7.	194.5.
Strategic Reserve Fund.	91.5.	93.2.	113.1.	19.9.
<b>Total.</b>	<b>1,202.2.</b>	<b>1,801.4.</b>	<b>2,015.8.</b>	<b>214.4.</b>

### 4.2.

Appendix 1 attached to this report provides a detailed breakdown of the two programmes for 2022/23 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 estimated probable outturn figure of £1,902,703 at 31 December 2022 which is an estimated overspend of £194,503 against the annual budget of £1,708,200. This figure includes fees/apportioned costs of £360,300 which are charged at year-end. The expenditure to date does not include fees.

### 5.2.

The current projected overspend is the result of large-scale reactive repairs. However, over the remainder of the 2022/23 financial year planned repairs works will be adjusted to bring the spend back in-line with the approved budget.

## **6. Strategic Reserve Fund Programme**

The Strategic Reserve Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £113,136 at 31 December 2022 which is an estimated overspend of £19,936 against the annual budget of £93,200. The annual budget figure includes fees/apportioned costs of £12,000 which are charged at year-end. The expenditure to date does not include fees.

## **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**

Erik Knight, Head of Finance, Email [erik.knight@orkney.gov.uk](mailto:erik.knight@orkney.gov.uk).

## **11. Appendix**

Appendix 1: Corporate Asset Maintenance Programmes 2022/23.

## SUMMARY

General Fund Revenue Maintenance	Actual Expenditure at 31 December 2022	Approved Budget 2022/23	Probable Outturn 2022/23	Estimated Over/(Under) spend 2022/23
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	236,045	228,500	383,131	154,631
Statutory / non statutory testing	221,994	285,800	278,427	(7,373)
Cyclical works	67,189	83,600	70,366	(13,234)
Large scale repairs (budgeted within Reactive works)	420,429	0	555,479	555,479
Reactive works	165,027	650,000	255,000	(395,000)
Contingency	0	100,000	0	(100,000)
AppORTIONED COSTS (£360,300) budget included in project budgets	0	360,300	360,300	0
	1,110,684	1,708,200	1,902,703	194,503

Strategic Reserve Fund Revenue Maintenance	Actual Expenditure at 31 December 2022	Approved Budget 2022/23	Probable Outturn 2022/23	Estimated Over/(Under) spend 2022/23
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	22,724	35,000	22,724	(12,276)
Statutory / non statutory testing / cyclical works	6,077	8,445	8,780	335
Cyclical works	0	4,755	0	(4,755)
Large scale repairs (budgeted within Reactive works)	56,254	0	56,254	56,254
Reactive Works	6,453	27,000	13,378	(13,622)
Contingency	0	6,000	0	(6,000)
AppORTIONED COSTS (£12,000) budget included in project budgets	0	12,000	12,000	0
	91,508	93,200	113,136	19,936

**DETAILED PROGRAMME**

General Fund Revenue Maintenance			Actual Expenditure at 31 December 2022	Approved Budget 2022/23
Asset Name		Description	£	£
1	Aurrida House	Lighting replacement. Fittings are old and inefficient. Replace with LEDs. Carried over from previous year, materials have been ordered, and works complete, minor snagging to be undertaken. Cost of works will exceed the allocated budget, and budget to be managed to accommodate the increase.	39,039	30,000
2	Flotta Primary School	Rain screen replacement - Rain screen to rear elevation of hall (away from car park) flat roof leaking, requires major upgrade, on site and progressing.	11,708	10,000
3	Flotta Primary School	Community centre - windows leaking and to be replaced, on site and progressing.	24,499	20,000
4	Flotta Primary School	Community centre - external lighting in poor condition and need replacing, on site and progressing.	1,309	1,500
5	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 (complete), 9 King Street and Smiddybrae House. Remaining properties to be actioned.	3,084	20,000
	Glaitness Primary School	Fascia & Soffit replacement, works carried over from previous year. The costs will be funded from other projects that will be underspent this year and the contingency	59,731	nil
	Rackwick PC	Septic tank failure summer 22. Initial discussions have started with Island of Hoy Development Trust over an alternative tank location, awaiting confirmation before design works can commence. Procurement to be concluded by the end of February, and works likely to be undertaken by June 23. The contingency plan is to regularly decant the existing tank until the new plant becomes operational. Based upon a preliminary review, anticipated costs are £50k.	0	nil
6	Sanday School	Swimming pool plant filtration plant replacement, re-grout pool shell and repairs to the air handling unit. Progressing and on site wc 20th February 23.	0	92,000
7	Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19. External units are OK. Works completed and paid in last financial year.	0	40,000
	Stronsay Junior High School	Emergency works - Oil tank developed a leak. Replace both tanks with banded tanks. Works anticipated to cost £25,000. Works complete and awaiting invoice.	0	nil
8	Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on seabed. Project carried over from previous year. Tender accepted at £117,086.87. The costs will be funded from other projects that will be underspent this year from the contingency allowance.	96,675	10,000
9	Hoy Centre	External door replacement, ply faced doors have failed. Replace with quality timber door. To be actioned.	0	5,000
	<b>Statutory Testing</b>	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23	
		£	£	
Asset Name	Description			
12	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.	1,125	1,000
13	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. Work complete, contractor slow to invoice.	0	4,500
14	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. Slightly behind due to access and resourcing issues, and efforts being made to remedy.	18,119	44,000
15	Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test. On programme and budget.	5,818	8,000
16	Fixed appliance testing	Annual test and inspection. Slightly behind due to access and resourcing issues, and efforts being made to remedy.	927	4,500
17	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. School works scheduled for summer holidays, on programme and budget.	4,942	4,400
18	Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. Payments relate to retrospective works, and this will fall to zero in future years.	9,305	10,000
19	Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended). Works delayed last financial year due to contractor unable to attend, expenditure represents this and last year's work to different systems.	6,274	2,900
20	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. 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. On programme and budget.	16,666	22,000
21	Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to OIC run or managed properties only. Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets. Works are slightly behind.	4,567	8,400

**DETAILED PROGRAMME**

<b>General Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December 2022</b>	<b>Approved Budget 2022/23</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
22	Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquoy Centre. Works on programme and budget.	
		3,463	4,700
23	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, but contractor is behind with invoicing	
		14,454	20,000
24	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. On programme and budget.	
		1,514	2,800
<b>Non Statutory (best practice)</b>			
25	Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test. On programme and budget	
		10,294	2,200
26	Automatic door servicing	6 monthly test / inspection. Works issued, and progressing, on programme but additional doors added during the year, resulting in additional spend.	
		10,642	8,200
27	Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties. On programme and budget	
		40	100
28	Evac chairs	Annual test and inspection. Scheduled for later in the year, on programme and budget.	
		715	750
29	Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and budget	
		10,499	13,000
30	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. Contracts running late, and efforts being made to rectify the situation. Additional extinguishers added, resulting in additional costs.	
		18,716	12,000
31	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. Inspections due 2nd quarter, awaiting invoices, on programme and budget.	
		5,604	4,200
32	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. Orders issued and inspections due 2nd quarter. On programme and budget. Works complete.	
		1,742	1,700
33	Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements. On programme and budget.	
		27,593	45,000
34	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. On programme and budget.	
		3,413	6,700

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23	
		£	£	
Asset Name	Description			
35	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.	3,400	3,300
36	Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties. On programme and budget.	25,770	29,800
37	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. Servicing undertaken twice this year at 6 month intervals with an estimated total cost estimated at £18k. Additional repair quotes have been requested but as yet have not been received. Future servicing should not be at this level as plant will be brought back to a fully operational state requiring far less	0	2,800
38	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 and to be invoiced. There was a larger spend on repairs at Westray due to the failure of one of the filters and the need for additional labour to undertake the repair. The annual cost going forward is likely to be around £10k allowing for additional repairs on top of servicing each site	14,478	6,200
39	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 identified works to date.	0	700
40	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. Orders issued, and invoices to be processed.	1,642	1,000
41	Petrol interceptors and grease traps servicing	Annual clean out. Involves emptying petrol interceptors, undertaken late summer / early autumn. Costs have increased as services are no longer delivered from the Invergordon office, and now delivered from Aberdeen. Works due 3rd quarter.	0	7,500
42	Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing. On programme and budget.	0	3,100
43	Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites. Minimal works progressing and on budget.	90	100
44	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. On programme and budget.	184	250
<b>Cyclical works</b>				
45	External decoration including steelwork painting	5-year re-decoration plan. On programme and budget	16,490	20,000
46	Timber floor treatments	Stronsay School hall, project moved forwards 12 months following inspection of floor. Initially planned for summer holidays 2020, but COVID-19 restrictions have resulted in works being postponed to summer 2022.	6,069	4,800



**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23	
		£	£	
Asset Name	Description			
47	Timber floor treatments	Stromness Academy Dining Hall. Initially planned to be undertaken w/c 13 April 2020, but COVID 19 delays have resulted in the works being postponed, works complete.	7,680	7,600
48	Timber floor treatments	Stenness Primary School. Initially planned to be undertaken w/c 13 April 2020, but COVID 19 restrictions have resulted in the works being re-scheduled, works now complete.	4,382	4,300
49	Timber floor treatments	Shapinsay School. Initially planned for to be undertaken over summer holidays 2020, but COVID-19 restrictions have resulted in the works being re-scheduled for summer 2022.	9,727	6,900
50	Timber floor treatments	Kirkwall Town Hall - Meeting Room 2 (Ground Floor) To be undertaken w/c 13 April 2020. Works cancelled following client feedback and re-scheduled for spring 23	0	2,900
51	Timber floor treatments	Kirkwall Town Hall upstairs hall. To be undertaken Autumn 22.	0	4,600
52	St Magnus Cathedral	Architects' inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral	0	4,500
53	St Magnus Cathedral	Organ tuning - quarterly inspection and tune. Works complete	5,900	4,500
54	Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn inspection. Ventilation to Glaitness PS pool being investigated.	5,546	10,000
55	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.	2,754	6,000
57	Water systems - generally	Future years work to be identified following annual review of systems. Awaiting contractor feedback before committing to remedial works. Burray School - Carried over from 21/22. Lack of hot water in extremities of the school. Booster pumps and calorifier fitted. Works complete.	8,642	7,500
<b>Large scale reactive works (Over £1,000) added during the year (Ex fees)</b>				
	Firth Primary School	Carpet replacement	22,289	
	G24 Factory	Carry out Building Warrant works to allow property to be re-occupied	19,399	
	Birsay Hostel	Portacabin repairs, drainage repairs	14,265	
	The Orkney Library and Archive	Entrance alterations	13,800	
	Aurrida House	Supply and fit rise and fall hoist	11,367	
	DLO Depot	Supply and install new 2000l water tank	11,187	
	Orkney Library	Wall repairs after RTC	10,014	
	Birsay Hostel	Works to allow facility to open in the new season	9,768	
	Hope School	New worktops.	8,557	
	Cursiter Quarry	Magnets delaminated - Wind turbine repairs	8,450	
	Westray Junior High School	Pool hall ceiling replacement following water ingress and damage.	8,031	
	St Magnus Cathedral	Repair leak from heating valve	7,347	
	Corrigall Farm Museum	Repair sash windows	7,124	
	Town CCTV system	Repairs to cctv system	6,571	
	Pickaquooy Centre and Playing Fields	Provide a new concrete base to electrical bike storage structure	6,536	
	Rousay Primary School	Hot water cylinder failure, replacement with solar ready cylinder	6,524	
	Stenness Primary School	Pipe alterations and replace pump	5,498	

**DETAILED PROGRAMME**

<b>General Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December 2022</b>	<b>Approved Budget 2022/23</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Kirkwall Town Hall	High level survey	5,372	
Stromness Swimming Pool	Shower head in staff room needs replaced, all shower heads & push buttons in female changing room need repaired or replaced.	5,320	
DLO buildings Hatston	Fire risk assessment works	5,300	
Hope school	Replace Slip Ring on Turbine.	4,950	
Stromness Swimming Pool	Supply replacement dosing pumps as per quote number 1635	4,853	
DLO Hatston	Replace external steps and door	4,177	
Glaitness School	Undertake repair to leak in lead valley gutter above former nursery end. Clean moss and debris from lead gutters, around hoppers and from adjacent roofs and RWG repairs. Point up cement to cloak edge of roof tiles where it has broken away. Repair/replace/add roof tiles to cover flashing around Velux to provide cover. Include for access scaffold as necessary. Replace 2 small bathroom windows as discussed on site. white uPVC double glazed.	4,080	
Kirkwall and St Ola Town Hall and Community Centre	Carry out lift repairs as per quote 15326.	4,004	
Braeburn Court Core facility	Heat pump - fit new compressor	3,866	
Hope School	Replace shower valves	3,735	
Hamnavoe House	Planning App Fee, Hamnavoe House		
		3,600	
Short Breaks Unit	Carry out electrical repair works as per estimate	3,520	
Council Offices	Carry out alterations for cameras and frame for TV screens.	3,446	
Stromness Town Hall	Heating system replacement consultancy	3,380	
Corrigall Farm Museum	Remove the old cement from edges of flagstone on the barn and point up using Hourdex HL5	3,299	
Strynd Nursery	Change floor covering for non-slip vinyl	3,273	
Wideford Hill Communications Mast and Cabin	Form a ventilated cover with walls and door access to the backup generator as per	3,084	
Evie Primary School	Repair the ground source heating unit		
		3,057	
Pickaquoy centre	Repairs to ventilation system	3,000	
Tankerness House Museum	CCTV repairs and replace NVR unit	2,966	
Pavilion House - Ground Floor	Main external entrance door replacement	2,867	
Westray Junior High School and Swimming Pool	Repair under floor heating in the pool / Gym / Community space, area does not appear to get heating.	2,844	
The Strynd Nursery	Garden area repair, Remove trip hazards and level isolated areas as necessary.		
		2,835	
Stromsay Fishmarket	Transfer fund - Toilet cleaning annual contribution	2,800	
Smiddybrae House	Install cable ducting for new summer house	2,759	
Stromness Town Hall	Ventilation system consultancy	2,698	
The Strynd Nursery	Walls & ceiling repair / re-decorate		
		2,632	
Orkney Inga Centre Centre	General external repairs, tile replacement, Double Glazed unit replaced and make good water damage.	2,626	
Stromness Academy	Drainage repairs	2,596	
Orphir Primary School	Install additional kitchen units in resource area	2,591	
Stromness Academy	Gutter cleaning	2,573	
Hamnavoe House	Repair skirting boards that are coming away from the walls as per list & attached photos.		
		2,572	

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
St Magnus Cathedral	Boiler replacement fees	2,550	
2 Summerdale Drive	Release of retention from Electrical Heating upgrade	2,516	
St Rognvald's House	Supply & install an extra 18kg washing machine in the laundry, one Belfast type sink will be required to be removed, this & electrical supply can be done in preparation of machine arriving.	2,489	
Stromness Community Centre	Heat pump repair	2,423	
St Rognvalds House	Dishwasher repairs	2,357	
Evie Primary School	Supply and deliver to site 30Litres of EndoTherm water treatment	2,200	
Braeburn Court Core facility	Emergency light repairs	2,107	
Hamnavoe House	Emergency light repairs	2,030	
Orphir Primary School	Base for shed	1,922	
Tankerness House Museum	Cabinet lighting upgrade	1,920	
St Rognvald's House	Clean room/toilet and kitchen extracts	1,900	
57B Dundas Street, Stromness	Void property	1,898	
Stromness Swimming Pool	Check pump & controller in lower boiler house	1,870	
Arcadia Park	Alterations to planter within upper car and drainage alterations	1,840	
Stromness Academy	Clean ventilation systems	1,790	
Evie Primary	Roof repairs - Fix end caps	1,789	
Stromness Primary School	Ventilation cleaning as identified from PPM contract.	1,770	
St Rognvald's House	Carry out electrical repair works as per estimate	1,713	
Point of Ness	Sea wall repairs	1,682	
Cow Cull	Repair large sliding door gear.	1,630	
Pickaquooy Centre and Playing Fields	Extend the existing panic alarm for the pool to cover the Gym, S&C Gym and boulder cave	1,622	
Glaitness Primary School	Clean nursery, toilet, extension and kit	1,620	
Pickaquooy centre	Boiler repairs	1,609	
Westray Junior High School	Replace outside lights	1,580	
Smiddybrae House	Repair washing machine	1,575	
North Ronaldsay School	Cut out posts in garage and replace	1,560	
Stromsay School	Nursery play area landscaping	1,556	
Kalisgarth	Carry out repair to pressurization unit	1,553	
Sanday Junior High School and Swimming Pool	Top up ground loop pressure, replace bypass valve and check the operation of the heat pumps one hasn't been changing over.	1,552	
Glaitness Primary School	Supply and fit fan to calorex hydro pool unit	1,538	
Glaitness Primary School	Emergency light repairs	1,538	
Council Offices	Ventilation system cleaning supply and extract to old toilet on the ground floor.	1,520	
Firth School	Fit set of double doors in nursery	1,501	
Glaitness School	Ventilation system cleaning nursery, main toilets, extension and hall supply and extract systems.	1,500	
Kalisgarth	Repair the HWS return pump	1,499	
Smiddybrae House	Supply and install 4 pocket screens to automatic doors at reception entrance	1,498	
Smiddybrae House	Digital door locks	1,487	
St Rognvald's House	Clean room/toilet extract and kitchen extract - works identified from PPM contract.	1,480	
Pickaquooy Centre	Repair shower	1,444	
Pickaquooy centre	Oil tank gauge repair and repair fuel leak	1,442	
Pickaquooy centre	Supply and deliver 2 x Evac Chairs to Co	1,441	
Dounby Primary School	After carrying out the work on works order 1037538 there is multiple ceiling tiles in the gym that are needing replaced	1,437	

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Kirkwall Town Hall	Light globes have fallen, check and replace	1,429	
Cursiter Quarry	Replace guttering to both sides of garage	1,396	
St Rognvalds House	Worktop replacement	1,382	
St Rognvalds House	Washing machine repairs	1,372	
Hope Primary School	Repair emergency light failures as per report.	1,371	
St Rognvald's House	Flooring replacement in B12	1,356	
St Rognvald's House	New flooring in B3	1,356	
Stromness Academy	Cast iron drain drainage repairs	1,355	
Pickaquoy Centre	Ventilation systems cleaning - Clean lounge/cafe supply, health suite supply and kitchen extract	1,340	
St Rognvald's House	New flooring	1,311	
St Rognvald's House	Flooring replacement	1,311	
St Colm's Quadrant 009	Replace doors.	1,304	
Stromness Town Hall	Boiler replacement - M & E fees	1,300	
Burray Primary School	Fit handrails to corridor walls & decorate to match skirtings etc, Fit a grab rail in the staff toilets.	1,291	
Westray Junior High School	works identified from PPM contract.	1,290	
Stromness Academy	Replace a broken pane of glass in the link corridor screen.	1,279	
St Rognvald's House	Replacement flooring in A12	1,266	
Hamnavoe House	Paxton secure doors repairs	1,259	
St Andrew's Primary School	Combi oven repairs	1,244	
North Ronaldsay School	Replace DGU, window repair and paint	1,244	
Stromness Academy	Unblock urinals in art area	1,235	
Evie Primary School	Erect heras fencing around the damaged lamp post out the front of the school.	1,213	
Evie Primary School	Carry out electrical repair works as per estimate	1,207	
Dounby School	Emergency lighting repairs after testing	1,189	
Glaitness School	Remove dashing and re-render patches of damaged wall.	1,183	
St Rognvald's House	Flooring to room C5	1,175	
St Rognvald's House	Light repairs	1,148	
St Andrews Primary School	Clean ventilation systems.	1,130	
St Rognvald's House	Drainage repairs	1,124	
St Rognvald's House	Unblock drains	1,124	
Glaitness School	Repair gate	1,092	
St Rognvald's House	The carpet in room E6 needs to be replaced with lino	1,091	
Kirkwall and St Ola Town Hall and Community Centre	Repair fan providing cool air to the kitchen	1,081	
Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	1,080	
North Ronaldsay School	Plumb in washing machine	1,069	
Dounby School	Repair window sashes	1,063	
Braeburn Court Core Facility	Staff kitchen door be added on to the key fob entry system.	1,062	
Stromness Community Centre	External steel stair repairs	1,060	
Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	1,060	
Pickaquoy Centre	Repair pump	1,046	
St Rognvald's House	Washing machine repair	1,045	

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Ferry Road Public Toilet	Carry out repairs after vandalism so toilets can be reopened for folk festival starting 26th May.	1,043	
Papdale School	Clean ventilation systems	1,020	
Rendall Road 008	Walls & ceiling repair, Graffiti on walls - repaint over damaged areas	1,019	
Stromness Swimming Pool	Repair chlorine dosing plant	1,019	
St Magnus Lane PC	Repairs following vandalism	1,015	
Orkney Islands Council	Clean chamber supply/extract and old building store / kitchen extract systems	1,010	
Sanday Junior High School	Ventilation system cleaning	1,010	
Hamnavoe House	Repair or replace damaged & missing door seals as per list.	1,009	
Short Breaks Unit	Create safe access and lightening in attic to allow pumps to be maintained	1,000	
Orders over £1000	420,429		
<b>Reactive works</b>			
59	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, but larger scale orders need to be factored in, and at current levels of expenditure, the budget is likely to be exceeded without intervention.	165,027	650,000
<b>Contingency</b>			
137	Contingency		
	To be utilised across the programme as required.	0	100,000
<b>Apportioned Costs</b>			
138	Apportioned Costs		
	To be charged at year-end - £360,300. Budget included within project/works figures.		360,300
<b>Totals</b>		<b>1,110,684</b>	<b>1,708,200</b>

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
Unit G24	Works to permit property to be re-let, comprising addressing roof / wall leaks, repairs to windows, stripping out previous tenants' alterations, localised flooring replacement, and compliance work in readiness for re-occupation. On review a replacement lift is required along with an accessible toilet. Budget likely to extend to £46,000	12,779	35,000
Stronsay Fishmarket	Sundry repairs in compliance with the lease, localised internal decoration, plumbing alterations, localised insulation, service window ironmongery and seals, shower/kitchen areas replace silicone seals, re-locate oven, drain cleaning, de-scale pipework, room division. Anticipated costs £25,000	9,945	Nil
<b><u>Statutory Testing</u></b>	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.	-	400
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. On programme and budget.	-	200
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, but numbers of property have increased,	1,822	350

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test. On programme on budget	78	500
Fixed appliance testing	Annual test and inspection. On programme on budget	-	140
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. Majority of works planned for summer, on programme and budget.	330	275
Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. New property added which, and future budget to be added to reflect the commitment.	80	
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. On programme and budget	246	950

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
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. No tests have been identified this year..	-	150
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. Tender includes reactive works which are not reflected in the budgeted figure. On programme and budget.	216	480
<b><u>Non Statutory Testing</u></b>			
Automatic door servicing	Includes testing / servicing along with any remedial works to ensure that each door works as intended. On programme and budget	565	350
Fire alarm testing	Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and	557	950
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Contracts running late due to Covid19 and accommodation issues, and efforts being made to rectify the situation.	903	1,000
Lightning systems testing	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.	680	700
Oil boiler servicing	Annual service. On programme and budget	600	1,100



<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
Vermin	Regular inspections and assessment. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites. Progressing well. On programme and budget.	-	900
<b>Cyclical Works</b>			
External decoration	5-year re-decoration plan, following annual review of condition. On programme and budget.	-	4,755

<b><u>Large scale reactive works (Over £1,000) added during the year.</u></b>			
8 Broad Street	External repairs including window/door repairs, replace broken panes of glass, ease openings, upgrade emergency lighting and fire alarm, localised re-dashing, roof and flashing repairs, heating replacement, internally remove ticket booth and acoustic fittings, ease doors, renew ironmongery, replace flooring and re-decorate.	46,374	
Weyland Farm	Trough repairs	2,912	
Kirkwall Travel Centre	Carry out lift repairs as per quote 15327.	2,709	
Creamery Factory (H82)	Fire alarm panel faults and repair	1,970	
Hatston Industrial Estate	Site clear up	2,289	
<b>Reactive Works</b>			
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.	13,075	27,000
Accrued orders	Orders completed last year but not invoiced	(6,622)	
<b>Contingency</b>			

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 31 December</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
Contingency	To be utilised across the programme as required.	-	6,000
<b>Apportioned Costs</b>			
Apportioned costs (£12,000)	To be charged at year-end - £12,000. Budget included within project/works figures.	-	12,000
<b>Totals</b>		<b>91,508</b>	<b>93,200</b>