

## **Item: 9**

**Asset Management Sub-committee: 31 August 2021.**

**Corporate Asset Maintenance Programmes.**

**Expenditure Outturn.**

**Report by Interim Head of Finance.**

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

To advise of the expenditure outturn on the corporate asset revenue maintenance programmes for financial year 2020/21.

### **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 2020/21, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

#### **2.2.**

The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to this report, in order to obtain assurance with regard to significant budget variances and 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 2020/21 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 2020 to 31 March 2021, against approved programmes:

<b>Revenue Maintenance Programme.</b>	<b>Expenditure at 31 March 2021.</b>	<b>Annual Budget 2019 to 2020.</b>	<b>Over/(Under) spend.</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
General Fund	1,706.3	1,675.9	30.4
Strategic Reserve Fund	124.3	92.3	32.0
<b>Total</b>	<b>1,830.6</b>	<b>1,768.2</b>	<b>62.4</b>

### 4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2020/21 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 £1,706,300 at 31 March 2021, an overspend of £30,400 against the total annual budget.

### 5.2.

The expenditure figure includes fees/apportioned costs of £449,700 which were charged at year-end against an original budget figure of £353,200.

### **5.3.**

The Repairs and Renewals Property Maintenance Fund is available to fund any overspend on the revenue maintenance programme. Alternatively, any underspend on the annual programme is returned to the Fund. A contribution of £30,400 was transferred at the year end to meet the overspend quoted at section 5.1 above, resulting in a closing balance on the Repairs and Renewals Property Maintenance Fund of £72,900 as at 31 March 2021.

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

### **6.1.**

The Strategic Reserve Fund Revenue Maintenance Programme is showing an outturn figure of £124,300 at 31 March 2021 which is an overspend of £32,000 against the total annual budget £92,300.

### **6.2.**

The annual budget figure of £92,300 includes fees/apportioned costs of £12,000. Fees/apportioned costs of £24,400 were charged at year-end, contributing an overspend figure of £12,400 to the overall overspend.

## **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**

Colin Kemp, Interim Head of Finance, extension 2106, Email [colin.kemp@orkney.gov.uk](mailto:colin.kemp@orkney.gov.uk)

## **11. Appendix**

Appendix 1: Corporate Asset Maintenance Programmes 2020/21.

APPENDIX 1

SUMMARY

General Fund Revenue Maintenance	Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)	Outturn 2020/21	Over/(Under) spend 2020/21	Previously Estimated Outturn 2020/21
	£	£	£	£	£
Asset Name					
One-off planned repairs	124,995.83	218,100	124,996	(93,104)	142,000
Quarry projects	5,961.70	10,000	5,962	(4,038)	2,000
Statutory / non statutory testing	233,609.21	286,600	233,609	(52,991)	250,000
Cyclical works	51,588.83	150,500	51,589	(98,911)	40,000
Large scale reactive works	531,825.95	0	531,826	531,826	0
Reactive works	308,599.55	602,500	308,600	(293,900)	620,000
Contingency	0.00	55,000	0	(55,000)	0
Apportioned Costs	449,700.00	353,200	449,700	96,500	353,200
	<b>1,706,281.07</b>	<b>1,675,900</b>	<b>1,706,281</b>	<b>30,381</b>	<b>1,407,200</b>
Strategic Reserve Fund Revenue Maintenance	Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)	Outturn 2020/21	Over/(Under) spend 2020/21	Previously Estimated Outturn 2020/21
	£	£	£	£	£
Asset Name					
One-off planned repairs	48,076.11	25,000	48,076	23,076	66,700
Statutory / non statutory testing / cyclical works	9,185.36	24,000	9,185	(14,815)	9,000
Large scale works	9,772.34	0	9,772	9,772	0
Reactive Works	32,891.47	31,300	32,891	1,591	17,000
Apportioned Costs	24,400.00	12,000	24,400	12,400	12,000
	<b>124,325.28</b>	<b>92,300</b>	<b>124,325</b>	<b>32,025</b>	<b>104,700</b>

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
<b>One-off planned repairs</b>			
Birsay Public Toilet	General upgrade - Order issued November 2020, works completed. Extent of works less than anticipated.	£ 3,668.34	£ 8,000.00
Ferry Road Public Convenience	General upgrade, decoration and signage. - Carried over from last year and complete. Works confined to decoration and less than planned.	£ 303.49	£ 10,000.00
Former bus station	Demolition and reinstatement to a tarmac area.	£ 57,799.38	£ 31,100.00
Glaitness Primary School	Replace fascia and soffits, and vertical cladding - Carried over from last year and to be developed under the nursery upgrade project as there will be overlaps with the works. Works delayed and included in capital project, but funded from this account. Carried forwards into	£ -	£ 75,700.00
Hoy Hostel	Heating alterations to include re-zoning, controls upgrade to allow improved heating control between the hostel and hall. Pumps and controls have been replaced in previous year, but the zoning is to be left until the boilers are replaced at a future date. Consideration to be given to renewable technologies.	£ -	£ 10,000.00
Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19, scheme being considered, and works to be implemented. Works delayed and to be carried over into 2021/22.	£ -	£ 37,900.00
The Orkney Library and Archive	Front door replacement - life expired, also increase lobby size and re-locate doors to minimise heat loss, new auto door closers - Initially programmed for winter 2019 but delayed due to resourcing. Works complete, and slightly above accepted tender figure due to variations.	£ 63,224.62	£ 45,400.00

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
<b>Quarry projects</b>			
Loth Quarry, Sanday	Fencing around cliff faces in middle of site. Site investigation concluded, signage and security improved, and given the natural boundaries conclusion reached that no further fencing works are required, only minor ironmongery works. Security works cost £124.36, and topographical survey to identify extent of remediation works cost	£ 3,788.36	£ 10,000.00
Walliwall Quarry	Boundary security fence repairs.	£ 2,173.34	£ -
<b>Statutory Testing</b>			
Asbestos register / surveys	Ad-hoc surveys as properties identified. Outstanding works generally confined to isolated, low use properties, demolition/ refurbishment surveys associated with major works, and surveys in the Former Papdale Halls of Residence, which has resulted in over commitment this year. Various surveys and 74 samples taken.	£ 3,425.00	£ 3,500.00
Duct hygiene	Annual inspection and service.	£ 5,027.00	£ 5,000.00
Electrical Testing (PIR)	Frequency dependant upon usage and as directed.	£ 25,043.35	£ 15,200.00
Emergency lighting testing	Annual inspection and service	£ 9,240.25	£ 8,700.00
Fixed appliance testing	Annual inspection and service. Greater numbers identified this year, and future budgets to be adjusted.	£ 4,090.00	£ 500.00
Gas Appliances testing / servicing	Annual inspection and service	£ 4,471.81	£ 4,600.00
Hoist and Stairlift testing / servicing	6 monthly inspection. Hamnavoe House brought online in parallel with St Peters and annual budget had not taken account of this change, future budget to be updated. Invoicing has run out of kilter with the testing resulting in 3 inspections being charged rather than 2.	£ 20,100.82	£ 8,400.00
Local exhaust ventilation systems	Initial inspections to be undertaken, second visit planned to address issues identified, and attend those sites that were not attended to in the initial inspection. COVID-19 has delayed the contractor, and efforts being made to resurrect and accelerate the works.	£ -	£ 2,100.00
Passenger / Goods lifts testing and servicing	Quarterly inspection and testing.	£ 18,600.00	£ 18,600.00
Portable appliance testing	Undertaken every 2 years.	£ 2,375.00	£ 10,400.00

## DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Retractable Seating	New test added - Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquooy Centre. No budget allocation this current year, but will be allowed for in future years. COVID-19 prevented the contractor from attending. To be undertaken during 2021/22.	£ -	£ -
Water services management and thermostatic mixer valve testing / servicing	Annual inspection and service.	£ 16,398.51	£ 21,600.00
Working at Height - Roof anchor and wire ropes System and single point anchorage testing / servicing	Annual inspection and service	£ 8,280.00	£ 21,400.00
<b>Non Statutory (best practice)</b>			
Arjo baths	Annual inspection and service. Annual budget too high, fewer baths installed, budget to be adjusted in the future.	£ 735.93	£ 3,800.00
Automatic door servicing	6 monthly test / inspection.	£ 7,429.16	£ 7,800.00
Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties.	£ 80.00	£ 70.00
Evac chairs	Annual test and inspection	£ 660.00	£ 780.00
Fire alarm testing	6 monthly test / inspection.	£ 13,749.00	£ 13,600.00
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection. Greater numbers identified, future budget to be adjusted up to £15,000.	£ 14,523.49	£ 4,200.00
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	Annual test and inspection. New contract let during the year, with increased costs. Future budget to be adjusted.	£ 4,289.18	£ 2,300.00
Generator Servicing	Annual service and test. Works complete, awaiting invoices which will now be in 2021/22.	£ -	£ 2,400.00
Grease filter cleaning	Monthly clean following consultation with Insurers. Expenditure lower than planned as tests were cancelled while properties were closed due to COVID-19.	£ 22,126.00	£ 53,600.00
Heat pump servicing	Annual service. Works ordered, awaiting invoices. COVID-19 restrictions have resulted in a reduced service.	£ 4,344.05	£ 9,000.00
Lightning systems testing	Annual test and inspection.	£ 3,965.50	£ 2,600.00
Oil Boiler Servicing	Annual service	£ 26,170.00	£ 37,400.00
Swimming pool and library heat recovery / air con servicing	Annual service. Works ordered, awaiting invoice.	£ -	£ 2,800.00
Swimming pool, sauna, steam and spa bath servicing of equipment.	Annual service	£ 7,827.62	£ 8,700.00
Radon	Initial monitoring complete, but new monitoring regime to be implemented. No works undertaken.	£ -	£ 700.00
Septic tank cleaning	Annual agreements - Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis. Invoices received, to be processed 2021/22.	£ -	£ 1,100.00



### DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Sewerage treatment plant, petrol interceptors and grease traps servicing.	Annual clean out. As more properties are added, the budgets will be increased.	£ 684.40	£ 700.00
Petrol Interceptors & Grease Traps Servicing	Annual clean out, works complete. Costs have increased and future budgets to be adjusted to accommodate the changes.	£ 9,638.58	£ 4,700.00
Sprinkler / fire suppression systems	Annual test and inspection. Additional property added, and future budgets to be adjusted.	£ -	£ 3,200.00
Vermin control	Regular inspections following inspection and assessment.	£ 90.84	£ -
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account.	£ 243.72	£ 240.00
MVHR servicing and inspection	Included within heat pump contract, as is the expenditure.	£ -	£ 6,900.00
<b>Cyclical works</b>			
External decoration including steelwork painting	5 year re-decoration plan, COVID-19 restrictions have delayed works. Starting late and a short season all contributed towards a reduced outcome.	£ 10,838.52	£ 43,500.00
Timber floor treatments	Stromsay School Hall - Project moved forwards 12 months following inspection of floor. Initially planned for summer holidays 2020, but COVID-19 delayed works, and planned for later in 2021/22.	£ -	£ 3,000.00
Timber floor treatments	Kirkwall Town Hall - Meeting Room 2 (Ground Floor) Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and planned for later in 2021/22.	£ -	£ 2,200.00
Timber floor treatments	Stromness Academy Dining Hall. Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and planned for later in 2021/22.	£ -	£ 5,700.00
Timber floor treatments	Stenness Primary School. Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and planned for later in 2021/22.	£ -	£ 2,000.00
Timber floor treatments	Shapinsay School. Works were to be undertaken during the summer holidays 2020, but COVID-19 delays have resulted in the programme being reviewed, and planned for later in 2021/22.	£ -	£ 2,000.00
St Magnus Cathedral	Annual fee for inspection and supervision of maintenance of fabric at Cathedral.	£ 7,749.00	£ 3,500.00
St Magnus Cathedral	Organ tuning - quarterly inspection and tune.	£ 1,475.00	£ 4,900.00
Swimming pools - generally	Minor works following feedback from autumn inspections.	£ 18,358.17	£ 17,000.00

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Various properties	Lightning systems. Remedial works following inspection. Surveys to be undertaken, awaiting feedback. Repairs undertaken to 9 sites following 2019 inspections.	£ 9,281.00	£ 30,000.00
Various properties	High level surveys on an annual basis.	£ 3,887.14	£ 700.00
Various properties	No works identified during the year.	£ -	£ 12,000.00
Water systems - generally	No works identified during the year.	£ -	£ 24,000.00
<b>Large scale reactive works (Over £1,000) added during the year</b>			

Dounby School	Oil tank replacement to comply with oil pollution regulation and reduce the possibility of oil spillage. Carried over from previous year, and complete.	£ 30,186.07	£ -
Stromness Swimming Pool	Stromness Swimming Pool repairs	£ 17,891.17	£ -
Stromness Swimming Pool	Supply and deliver 1 x Portable Pro Lift	£ 13,850.00	£ -
Stromness Academy	Replace control core of BMS system	£ 13,172.00	£ -
Property/Housing	New Kitchen, insulate room and associated works.	£ 10,516.27	£ -
Council Offices	Repairs to 83 emergency lights	£ 10,009.11	£ -
Papdale School	Joiner work in connection with new nursery shelving and screens	£ 9,826.20	£ -
Papdale School	Undertake preparation works for new Nursery	£ 9,677.02	£ -
Papdale School	Culvert drainage works and masonry works	£ 9,461.33	£ -
Pickaquooy Centre and Playing Fields	Supply and fit commercial dishwasher, remove old, plumbing and electrical alterations.	£ 9,318.21	£ -
Glaitness School	Fit heat store cylinders	£ 9,251.48	£ -
Papdale School	Alter surface water drainage.	£ 9,097.27	£ -
St Magnus Cathedral	Replace 50 lights	£ 8,600.28	£ -
Papdale School	New laundry	£ 7,962.72	£ -
Stromness Swimming Pool	New flooring to changing room.	£ 7,866.94	£ -
Glaitness Primary School	Glaitness hydrotherapy pool repairs	£ 7,836.13	£ -
Property/Housing	New kitchen and associated works	£ 7,830.53	£ -
Pickaquooy Centre and Playing Fields	Cafe and servery flooring	£ 7,646.04	£ -
Property/Housing	New kitchen and associated works.	£ 7,005.68	£ -
Papdale School	Supply and erect new timber slatted fence	£ 6,924.40	£ -
Kirkwall and St Ola Town Hall	New flooring	£ 6,585.51	£ -
Stronsay School	Porch construction	£ 6,554.58	£ -
Council Offices	Carry out lift repair	£ 6,125.39	£ -
Pickaquooy Centre and Playing Fields	Cafe and servery improvements.	£ 5,840.17	£ -
Braeburn Court	Make good defects and redecoration	£ 5,625.19	£ -
Corrigall Farm Museum	Replace roof timbers	£ 5,512.24	£ -
Pickaquooy Centre and Playing Fields	Cleaning of ventilation systems	£ 5,290.00	£ -

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Pickaquoy Centre and Playing Fields	Heating repairs including fix pump.	£ 5,241.59	£ -
Pickaquoy Centre and Playing Fields	Cupola improvements, flat roof repairs	£ 5,000.00	£ -
Birsay Hostel	Preparation repairs for re-opening	£ 4,944.56	£ -
Stronsay School	Replace toilet pans in main male and female	£ 4,928.32	£ -
Property/Housing	Void repairs	£ 4,695.87	£ -
Smiddybrae House	Replace Bosquoy kitchen	£ 4,533.08	£ -
Strynd Nursery	Stabilize high wall coping.	£ 4,529.80	£ -
Kirkwall and St Ola Town Hall	COVID-19 screens	£ 4,503.30	£ -
St Rognvalds House	Replace commercial dishwasher, remove old, including all service adjustments	£ 4,391.16	£ -
Hoy centre	Relocate booster pump	£ 4,265.06	£ -
Property/Housing	Void property	£ 4,244.14	£ -
Sanday Junior High School	Supply and fit electric pool water heater	£ 4,234.44	£ -
Michells Quarry, Stronsay	Fence repairs	£ 4,139.25	£ -
Glaitness Primary School	Repairs to emergency lighting after testing	£ 4,052.09	£ -
St Rognvalds House	Dishwasher repair	£ 4,047.87	£ -
Property/Housing	Void property	£ 3,885.29	£ -
Braeburn Court	New carpet	£ 3,806.02	£ -
Council Offices	Cleaning of ventilation systems	£ 3,710.00	£ -
The Orkney Library and Archive	New fire alarm panel	£ 3,709.14	£ -
Stromness Academy	Emergency light repairs	£ 3,620.30	£ -
Papdale School	Supply and fit finger guards to doors	£ 3,608.74	£ -
Kirkwall and St Ola Town Hall	Leaking water cylinder	£ 3,505.31	£ -
St Rognvalds House	Repair steriliser	£ 3,456.21	£ -
Papdale Primary School	Lightning protection repairs	£ 3,449.00	£ -
Burray School	Repair automatic doors	£ 3,407.41	£ -
Stronsay School	Water leak and repairs to science room	£ 3,365.14	£ -
Papdale School	Supply of new 20' container for storage	£ 3,247.79	£ -
Property/Housing	Void property	£ 3,195.67	£ -
Downies Lane	Convert layby back to field; remove low level dyke	£ 3,181.86	£ -
Pickaquoy Centre and Playing Fields	Localised lighting replacement	£ 3,120.48	£ -
Downies Lane	Kill off weeds on filled in layby area	£ 3,088.56	£ -
Papdale School	Number 1 pump on fan convector failure.	£ 2,983.82	£ -
Papdale School	Emergency light repairs.	£ 2,820.10	£ -
Stromness Academy	Cleaning of ventilation systems	£ 2,800.00	£ -
Pickaquoy Centre and Playing Fields	Track lighting repairs	£ 2,692.28	£ -
Kirkwall and St Ola Town Hall	Roof repairs	£ 2,686.51	£ -
The Orkney Library and Archive	COVID-19 screens	£ 2,680.30	£ -
Point of Ness Campsite	Repairs in preparation for re-opening	£ 2,674.46	£ -

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Council Offices	Erect screen in reception	£ 2,647.63	£ -
St Rognvalds House	New tattie peeler	£ 2,641.21	£ -
Egilsay School	Replace airdun unit with quantums	£ 2,599.82	£ -
Hope School	Light replacement	£ 2,505.86	£ -
Aikerness PC & 13 other PCs	Replace cylinders	£ 2,504.24	£ -
Sanday Junior High School	Emergency light repairs	£ 2,489.69	£ -
Property/Housing	Vacant repairs	£ 2,421.61	£ -
Kirkwall Town CCTV system	CCTV repairs	£ 2,406.07	£ -
Stromness Academy	Emergency light repairs	£ 2,360.41	£ -
North Walls School	Repair leaking pipes and fit iso valves	£ 2,355.87	£ -
The Orkney Library and Archive	Replace no1 pump.	£ 2,329.01	£ -
Rousay School	Lightning protection repairs	£ 2,304.00	£ -
OIC Depot	PIT and workshop lighting.	£ 2,199.73	£ -
Stromness Academy	Gutter cleaning	£ 2,132.59	£ -
St Magnus Cathedral	Replace lights	£ 2,117.01	£ -
Property/Housing	Void property	£ 2,100.90	£ -
Glaitness School	Repair heat pump	£ 2,065.23	£ -
Pickaquooy Centre and Playing Fields	Pre-opening repairs	£ 1,978.64	£ -
Pickaquooy Centre and Playing Fields	Pre-opening repairs	£ 1,978.64	£ -
St Rognvalds House	Relocate baths from St Peters to St Rognvalds House, and re-fit	£ 1,975.66	£ -
North Walls School	Emergency lighting repairs	£ 1,965.28	£ -
Property/Housing	New external door.	£ 1,919.18	£ -
Property/Housing	Void property	£ 1,905.40	£ -
Council Offices	Install new kitchen unit	£ 1,845.26	£ -
Dounby PC	Various repairs	£ 1,811.85	£ -
Stromness Swimming Pool	Emergency light repairs	£ 1,747.54	£ -
Smiddybrae House	Repair boiler	£ 1,710.87	£ -
Stromness Academy	Kitchen extractor fan	£ 1,660.14	£ -
Evie Primary School	Investigate and repair leak in heat pump	£ 1,659.61	£ -
Papdale School	New Laundry - supply and install new laundry	£ 1,646.27	£ -
Kirkwall Town CCTV system	Repair CCTV	£ 1,625.60	£ -
Kirkwall Town CCTV system	Repair CCTV camera	£ 1,625.60	£ -
Bossack Quarry	Fence repairs	£ 1,592.70	£ -
Cow Cull	Repair emergency lights	£ 1,583.73	£ -
Property/Housing	Void property	£ 1,560.00	£ -
The Orkney Library and Archive	Lightning protection repairs	£ 1,531.00	£ -
Stromness Academy	Window hinge replacement	£ 1,524.22	£ -
St Rognvalds House	Cleaning of ventilation systems	£ 1,520.00	£ -
Hope School	Emergency light failures	£ 1,499.13	£ -

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
1 Whitehouse Lane Garage	Replace garage door	£ 1,498.23	£ -
Point of Ness Campsite	Pre opening repairs	£ 1,497.38	£ -
Glaitness School	Repair pump on pressurization unit	£ 1,467.93	£ -
Aurrida House	Fit lock and key pads.	£ 1,452.53	£ -
Stromness Swimming Pool	Pump replacement	£ 1,444.96	£ -
The Orkney Library and Archive	Light repairs	£ 1,432.15	£ -
Council Offices	Repair emergency lights	£ 1,423.62	£ -
3 Whitehouse Lane Garage	Replacement garage door	£ 1,419.66	£ -
2 Whitehouse Lane Garage	Replacement garage door	£ 1,419.38	£ -
4 Whitehouse Lane Garage	Replacement garage door	£ 1,419.38	£ -
Stromness Academy	COVID-19 screens	£ 1,413.71	£ -
Burray School	Unblock waste disposal system.	£ 1,386.46	£ -
Dounby School	Cleaning of ventilation systems	£ 1,380.00	£ -
Sunnybrae Centre	New 26kw immersion.	£ 1,350.47	£ -
Property/Housing	Void property	£ 1,325.20	£ -
Property/Housing	Vacant repairs	£ 1,308.69	£ -
Stromsay School	Repair vinyl and replace kitchen units	£ 1,302.70	£ -
Firth Primary School	Repair emergency light transformers	£ 1,298.66	£ -
Property/Housing	Void property	£ 1,286.63	£ -
Stromness Swimming Pool	Cleaning of ventilation systems	£ 1,280.00	£ -
Glaitness School	Repair lights	£ 1,279.70	£ -
Papdale School	Fire panel fault.	£ 1,256.89	£ -
St Andrews School	Boiler repair	£ 1,238.33	£ -
Scapa Flow Visitors Centre	Repair fence	£ 1,227.23	£ -
Pickaquooy Centre and Playing Fields	Lift vinyl in shower, remove hump and level, reinstate	£ 1,216.05	£ -
St Magnus Cathedral	Create box around sound system	£ 1,211.29	£ -
Stromness Academy	Repair automatic doors	£ 1,206.10	£ -
Smiddybrae House	Repair fan in main kitchen	£ 1,203.86	£ -
Orphir Primary School	Cleaning of ventilation systems	£ 1,190.00	£ -
Stromsay School	Construct timber oil tank enclosure	£ 1,182.02	£ -
Glaitness School	Repair emergency lights	£ 1,164.74	£ -
Stromness Academy	Electrical repair	£ 1,135.88	£ -
Warehouse Buildings	COVID-19 screens	£ 1,121.01	£ -
Orphir Cemetery	Repair wall	£ 1,112.00	£ -
Council Offices	Old reception lift. replace call out system	£ 1,100.00	£ -
Hope re-cycling centre	Repair drainage channel	£ 1,059.45	£ -
Tankerness House gardens	Cut back ivy	£ 1,058.76	£ -
Short Breaks Unit	Replace electric door closers	£ 1,028.40	£ -
Property/Housing	Void property	£ 1,014.72	£ -

**DETAILED programme**

General Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21 (Ex fees)
		£	£
Asset Name	Description		
Smiddybrae House	Replace display panel to tumble drier and drum rollers	£ 1,014.20	£ -
St Rognvalds House	New flooring	£ 1,012.84	£ -
Birsay Hostel	Repair emergency lights	£ 1,011.90	£ -
Evie Primary School	Cleaning of ventilation systems	£ 1,010.00	£ -
Firth Primary School	Replace circulating pumps on underfloor	£ 1,005.46	£ -
Property/Housing	Supply and fit 150 Quantum heater.	£ 1,003.33	£ -
<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. Expenditure lower than anticipated, and projections adjusted accordingly. Individual works identified above are included in this budget figure.	£ 308,599.55	£ 602,510.00
<b>Contingency</b>			
Contingency	To be utilised across the programme as required.	£ -	£ 55,000.00
<b>Apportioned Costs</b>			
Apportioned Costs	Charged at year-end.	£ 449,700.00	£ 353,200.00
		£ 1,706,281.07	£ 1,675,900.00

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21
		£	£
Asset Name	Description		
<b>Planned works</b>			
H30 and H31	<b>Demolition.</b> Tenders were higher than anticipated, however, although expenditure was higher than budget figure, project brought in under the tender value.	£ 48,076.11	£ 25,000.00
<b>Statutory Testing</b>	General statement for all testing and cyclical works. Costs incurred do not include fees, and expenditure can be impacted by carry overs from the previous year and incomplete invoicing at year end. COVID-19 has provided challenges, properties were closed, a few contractors are from South which posed travelling issues, and the number of tests that could be carried out was less than anticipated. Where a lack of test could impact on the users safety, equipment was taken out of service until a test could be re-arranged.		
Asbestos register / surveys	Substantially complete, and full review of entire property stock completed to identify any outstanding surveys. No surveys undertaken during the year.	£ -	£ 1,000.00
Duct hygiene (Air conditioning , plenum heating	Annual inspection and test	£ 96.00	£ 1,080.00
Electrical Testing (PIR)	Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£ 2,305.50	£ 8,000.00
Emergency lighting testing	Frequency varies according to property type, varies from 1-10 years.	£ 500.00	£ 850.00
Fixed appliance testing	Annual inspection and test.	£ 178.70	£ 270.00
Gas appliance testing / servicing	Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices	£ 275.00	£ 400.00
Hoist and Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.	£ -	£ 180.00
Passenger / Goods lifts testing and servicing	Annual inspection and feedback.	£ 492.50	£ 1,450.00
Portable appliance testing	Undertaken every 2 years.	£ 115.00	£ 250.00

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Expenditure at 31 March 2021</b>	<b>Annual Budget 2020/21</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
<b>Planned works</b>			
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.	£ 420.00	£ -
<b>Non Statutory Testing</b>			
Automatic door servicing	6 monthly test / inspection	£ 868.16	£ 550.00
Fire alarm testing	6 monthly test / inspection.	£ 960.00	£ 1,600.00
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection.	£ 890.30	£ 550.00
Lightning systems testing	Annual test and inspection.	£ 660.75	£ 800.00
Oil Boiler Servicing	Annual service	£ 1,200.00	£ 1,750.00
Vermin Control	Frequency and level of service dictated by site conditions, usage, issues which have reduced over the past year.	£ 121.25	£ 4,300.00
<b>Cyclical Works</b>			
External Decorations	5 year re-decoration plan. Limited works identified this year.	£ 102.20	£ 1,000.00
<b>Large scale projects over £1,000</b>		<b>Included in reactive works budget</b>	
6 Broad Street	Electrical checks and repair	£ 2,704.23	£ -
Weyland Farm	Fence repairs	£ 1,938.00	£ -
Land at Garson	Fencing repairs and removal of rubbish	£ 1,906.50	£ -
6 Broad Street	Upgrade emergency lighting	£ 1,731.68	£ -
Weyland Farm	Trace and repair leak in field 13	£ 1,491.93	£ -
<b>Reactive Works</b>			
	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.	£ 32,891.47	£ 31,270.00



**DETAILED PROGRAMME**

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 March 2021	Annual Budget 2020/21
		£	£
Asset Name	Description		
<b>Planned works</b>			
<b>Apportioned Costs</b>			
Apportioned Costs	Charged at year-end.	£ 24,400.00	£ 12,000.00
		<b>£ 124,325.28</b>	<b>£ 92,300.00</b>