

Item: 10

Asset Management Sub-committee: 7 November 2019.

Property Asset Management Plan.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To consider the draft Property Asset Management Plan 2019 to 2023.

2. Recommendations

The Sub-committee is invited to note:

2.1.

That, on 2 June 2016, the Asset Management Sub-committee recommended that the Property Asset Management Plan, covering the period 2016 to 2019, be approved.

2.2.

That the Property Asset Management Plan has been revised and updated to cover the period 2019 to 2023.

It is recommended:

2.3.

That the Property Asset Management Plan, attached as Appendix 1 to this report, be approved.

3. Introduction

3.1.

At its meeting held on 2 June 2016, the Asset Management Sub-committee noted:

3.1.1.

That, in March 2015, the Sub-committee noted that work had commenced on individual Asset Category Plans that came under the umbrella of the Corporate Asset Management Plan.

3.1.2

That the Council currently had 217 operational properties and 196 non-operational properties, as detailed in section 5 of the report by the Executive Director of Corporate Services.

3.1.3.

That the Council currently spent £7.96 million per annum on operational and non-operational property, which was increasing year on year.

3.1.4.

That the Change Programme had identified property asset management as a key area for review to identify and deliver revenue savings.

3.1.5.

That development of a corporate approach to property asset management would lead to efficiencies and service improvements.

3.1.6.

The draft Property Asset Management Plan, attached as Appendix 1 to the report by the Executive Director of Corporate Services, which covered the Council's operational and non-operational property.

3.1.7.

That a community asset transfer policy, to support property asset management and community empowerment objectives, would be developed once the Community Empowerment (Scotland) Act 2015 came into effect, anticipated to be late 2016.

3.2.

The Sub-committee recommended that the Property Asset Management Plan, attached as Appendix 1 to the Minute, be approved.

4. Property Asset Management Plan 2019 to 2023

4.1.

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

4.2.

A process of property data review and validation was undertaken prior to the development of the draft Property Asset Management Plan 2019 to 2023, attached as Appendix 1 to this report.

4.3.

The Council has 226 operational properties, that is properties from which services are delivered. This includes 196 buildings with a gross internal area of 134,110m². 13 operational properties are leased from the private sector at an annual cost of £54,364.56. These properties range from ground leases, office accommodation, industrial units and residential care facilities.

4.4.

The Council spends £7.64 million per annum on operational property, which includes £1.32 million for repairs and maintenance, £2.42 million on rates and £2.12 million on utilities (water, electricity, oil etc).

4.5.

The Council's operational property portfolio is currently valued at £188.53 million.

4.6.

The Council has 170 non-operational properties, that is property which is not used for the delivery of services. This includes 86 buildings with a gross internal area of 37,006m² and 84 land assets. 76 non-operational land and property assets are leased out, or are available for lease, and generate an investment income for the Council.

4.7.

The Council's non-operational property portfolio generates an income of approximately £1.55 million per annum but the portfolio requires frequent expenditure on repairs and maintenance and capital improvements to sustain property in a condition fit for lease to third parties.

4.8.

The Council spends £0.47 million on non-operational property, which includes £0.18 million on repairs and maintenance, £0.107 million on rates and £0.13 million on utilities (water, electricity, oil etc).

4.9.

The Council's non-operational property portfolio is currently valued at £21.37 million.

4.10.

The total expenditure on operational and non-operational property is approximately £8.1 million per annum. Additional revenue costs are incurred where new build projects become operational but the old, replaced asset has not yet been disposed of.

5. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 2 to this report.

6. Corporate Governance

This report relates to governance and procedural issues 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

7. Financial Implications

7.1.

The draft Property Asset Management Plan provides an analysis of the physical and financial performance of the Council's property portfolio which has been assessed at a total revenue cost of £7.64 million per annum. The annual cost varies from year to year and it is understood that financial year 2018 to 2019 has been used as the most accurate guide to the total capital and revenue expenditure on property.

7.2.

On the basis that these costings have been developed in isolation and not reconciled back to the financial management system it has not been possible to verify any of the figures set out in the Property Asset Management Plan including property costs, asset numbers or values.

7.2.1.

By way of example, the property costs for General Fund Services amounted to £9.6 million in total for financial year 2018 to 2019. This would include both operational and non-operational properties, but also community assets, such as open spaces, and infrastructure assets, such as the roads network, which may have been excluded from this plan. Property costs for fixed assets held within trading accounts and including investment properties held on the Strategic Reserve Fund, would be additional to this.

7.3.

The draft Property Asset Management Plan makes some reference to reductions in property costs being realised at a corporate level but has yet to develop the reporting of this information at a service level and in the context of established budgets for property costs. It is anticipated that such an outcome can only be achieved once asset management plans are fully developed for each property related asset class going forward.

8. Legal Aspects

Regularly reviewing and updating the corporate Property Asset Management Plan helps the Council meet its obligations to secure best value.

9. Contact Officers

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10. Appendices

Appendix 1: Draft Property Asset Management Plan 2019 to 2023.

Appendix 2: Equality Impact Assessment.



Property Asset Management Plan

Strategy, Framework and Action Plan 2019 to 2023

Corporate Services, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY



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1. Executive Summary

The Council owns a diverse range of land and property assets that make an important and positive contribution to achieving our corporate objectives. The quality, condition, suitability and sustainability of our property assets have a direct bearing on the quality and deliverability of front line services. It is therefore extremely important that these assets are managed in a proactive and efficient way.

Strategic asset management of land and buildings is the activity that ensures that our property is optimally structured to best align with the Council's corporate objectives. Our properties must support the main business of the Council which is to provide services.

This Property Asset Management Plan provides an overview of the quantity, existing uses and current performance of Orkney Island Council's property assets. It identifies future actions and potential risks and seeks to provide a well-managed property portfolio to support the delivery of Council services.

There is also a range of key drivers which serve to shape the content of the plan. The key drivers are mainly development issues, performance measures and future activities. The local economic position will also drive the need to use property effectively and efficiently and will shape our property requirements in the future.

Information on the quality of property held by the Council is used to inform future planning decisions for its use, value (financial and non-financial) and opportunities for development. Delivering a high performing property portfolio is an essential part of implementing a long term strategy which support's the Council's objectives and makes best use of the resources available.

There is a significant level of investment, expenditure and activity relating to property assets and the Council must ensure best value. We will continue to ensure the strategic decision making process treats property assets as a corporate resource which drives and delivers services and results in improved decision making and a high performing property portfolio.

2. Introduction

Effective and efficient use of property by Orkney Islands Council is vital in ensuring the delivery of many of the Council's key objectives. There are of course significant challenges in sustaining a comprehensive property portfolio throughout Orkney due to the geographic layout and low population density in many parts of the Orkney mainland and isles, that is resources cannot always be centrally located.

The Council's approach to property management has moved forward since the publication of our last asset management plan in June 2016. That plan led to the successful implementation of a corporate approach to property management.

A structured and programmed strategy requires long-term management of our property portfolio in order that the best solutions are provided. Short term or constantly changing strategies will not produce an optimum solution and will result in needless waste of resources, abortive expense and a lower quality of service delivery. Ongoing budget pressures faced by the Council requires robust and coordinated planning across a range of service areas.

This plan considers the Council's property portfolio as defined by CIPFA (The Chartered Institute of Public Finance & Accountancy) and therefore other types of asset do not feature within the scope of this plan. Excluded assets are Open Spaces, Roads, Street Lighting and Infrastructure (including marine, airfields and burial ground infrastructure), Fleet/Plant, Housing and Information Computer Technology.

Asset Management is a crucial process which aligns the Council's business and property strategies, ensuring the optimisation of our property assets in a way which best supports our key business goals and objectives. This involves ensuring efficiency in the use of our assets and developing a property portfolio which is well maintained and affordable within the terms of the best value available to the Council.

The objective is to provide the right property asset, in the right location, at the right price and quality.

Work continues with the analysis of our business needs in terms of accommodation requirements: location, size, facilities and so on. We will continue to review how our property portfolio can be used to best suit service requirements.

With regards to the importance of property asset management, it should be noted that:

- Property matters contribute to the public's perception of Orkney Islands Council
- Effective property asset management can drive overall service improvement and enhancements, including efficiencies and savings without loss of service
- Construction of new and maintenance of existing property accounts for a significant amount of the Council's expenditure

3. A Corporate Approach To Property Asset Management

Property assets are owned corporately by the Council and their management is coordinated across the organisation to maximise benefits and to support the delivery of the Council's key objectives as set out in the Corporate Strategic Plan 2018-2023.

The key drivers for changes in the demand for public services are:

- Changing public needs and priorities
- Increasing public expectations on quality and ease of access to joined up public services
- Local community aspirations
- Community Empowerment (Scotland) Act 2015

The local drivers for changes in the provision of public services are:

- Budget priorities in the face of increasing operating costs
- The need to identify and adopt new efficient and flexible ways of working
- Opportunities to collaborate and work closely with community groups and partners

We aim to manage our property assets in a balanced manner which takes proper account of the Council's service requirements and of the upkeep of our assets to ensure their optimum use over the long term.

3.1 Property Data

An important aspect of good asset management is having comprehensive and meaningful data about property. Data is a key driver which supports good decision making, performance monitoring and operational and strategic planning. The Council continues to develop the quality and quantity of data it holds about property assets.

A consequence of the continued refinement of the Council's property data is that some of the facts and figures referred to in this report are similar, but not identical to the information presented in the previous version of this property asset management plan.

The classification of some of our properties has changed over time, as does the accounting value of all property assets which is regularly assessed and updated. The cost of maintenance varies, the unit cost of energy changes and perhaps more importantly, so does the actual energy an asset uses. This may be as result of changes in service delivery or it might be due to other external factors such as legislation. The key message to take from all of these variables is that change is a natural consequence of the Council's activities and we endeavour to manage change in a professional and effective way, including property asset management.

3.2 Strategic Overview

The key strategy in respect of our approach to asset management is set out in the Corporate Asset Management Plan 2019 to 2023. That plan identifies the main types of asset which require effective management to ensure all assets assist the Council to deliver on its objectives.

The primary objective of this Property Asset Management Plan, which sits below the Corporate Asset Management Plan along with other individual asset plans, is to manage the Council's property assets effectively and efficiently to deliver on Council objectives by ensuring the most appropriate properties are available to all service delivery partners. This continues to be a critical necessity given the local and national economic context.

3.3 Governance

In 2017 a review of our governance process for property management resulted in an increased level of delegation being awarded to the Executive Director of Corporate Services for property related decisions. The revised Scheme of Delegation has been in operation since early 2018 and

has enabled faster, more responsive and efficient decision making on a wide range of property matters such as sales, acquisitions, commercial and community leasing. A report on the implementation of the new governance arrangements was considered and endorsed by the Asset Management Sub-committee at a meeting in March 2019.

3.4 A Corporate Approach to Property Asset Management

In line with good practice, the development of a corporate approach to property asset management has enabled the Council to take a stronger corporate view with oversight across all service area needs. A corporate approach to property management is now embedded in many aspects of the Council's procedures and we will continue to develop and refine this approach.

The Property Asset Management Plan 2019 to 2023 sets out the proposed objectives and processes required to continue to develop and deliver a corporate approach to property asset management. The following sections of this plan highlight the key tasks and issues to be considered including property performance, benchmarking, strategic and capital planning and the effective day to day management of property.

An Action and Implementation Plan is detailed in section 11 of this document which will be developed, refined and delivered as work on property asset management progresses.

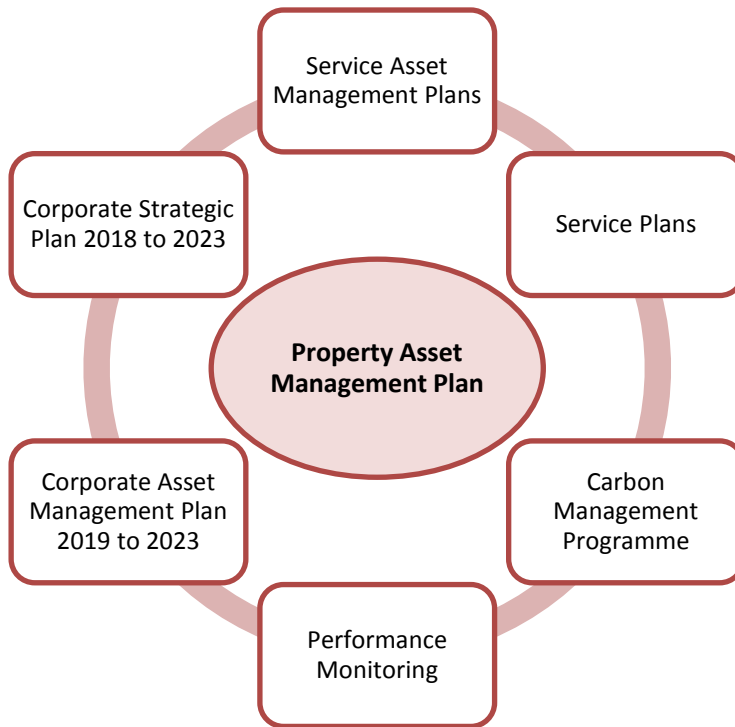
3.5 Effective Property Asset Management

Effective property asset management is vital in addressing a number of key challenges for our property portfolio. Property assets must be used to maximise benefit to service areas in the most efficient and effective manner. The exception is where property assets are held for investment purposes rather than for service requirements and in this case the focus will be on balancing the financial return against revenue costs incurred on maintenance.

Strategic asset management of our property assets can be summarised as follows:

- Ensuring properties are managed effectively and demonstrate that they deliver best value.
- Linked with changing business, corporate and organisational objectives.
- Maintaining and improving the portfolio of properties as required to support the delivery of Council services through a variety of service delivery models, including co-location and joint working with partners.
- Compliance with statutory obligations such as the Equalities Act 2010 and health and safety standards.
- Ensuring the property portfolio meets the current and future needs of local communities.
- Ensuring the property portfolio can meet, or exceed, sustainability targets.

The diagram below shows the relationship between this property asset management plan and the Council's other key strategies which are in turn linked to the development and implementation of actions arising from this plan.



3.6 Defining the Decision Making Process

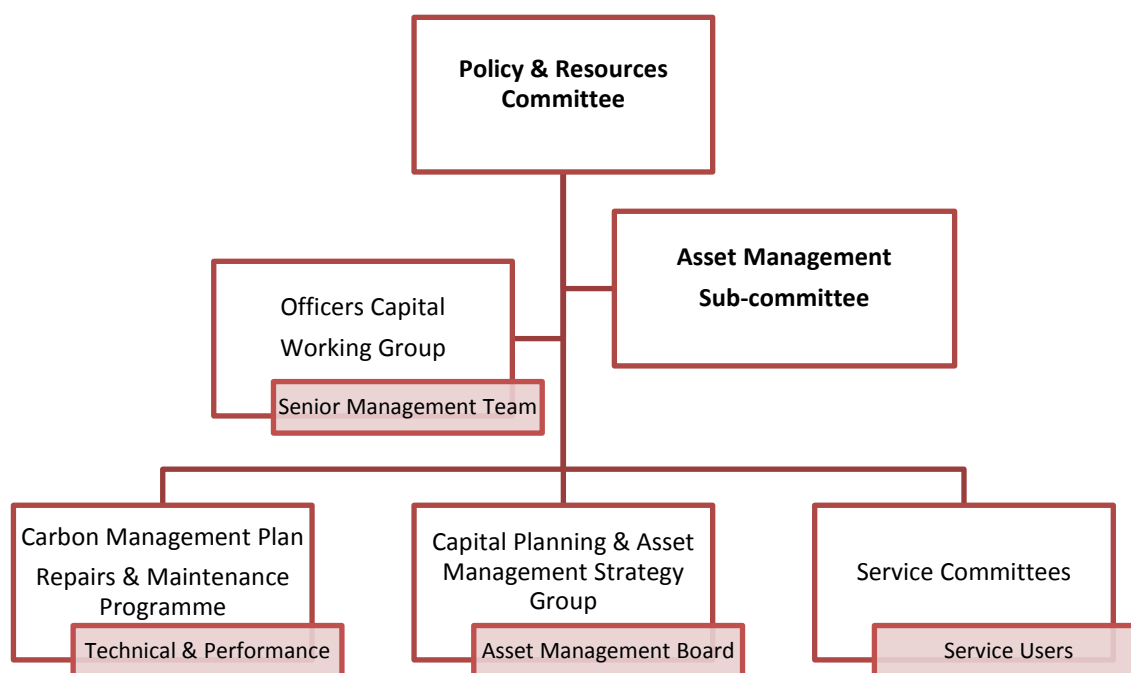
The diagram below shows the corporate property asset management ethos which will encompass all property related decisions. Corporate management of property assets must consider stakeholders, service areas and the performance of property including its cost and value.



The needs of stakeholders are reflected in the Council’s objectives and those of each service area through various service plans. Analysis and reporting of property performance and its associated revenue cost to sustain and maintain an appropriate operating environment must be sufficient to enable strategic review and decision making at regular intervals.

The Council’s governance arrangements for property has been reviewed and is now better aligned with a corporate approach to property asset management.

The Council’s Corporate Asset Management Plan 2019 to 2023 sets out a framework for asset decisions to be made. The proposed property decision making process is replicated here:



4. Asset Management

4.1 Approach to Property Asset Management

Centralising day to day property asset management in one service area allows for the overarching corporate strategies outlined in this plan to be evenly and equally applied across all service areas and eases the burden of property management resources used within a wide variety of service areas.

The strategic lead for property and asset management sits within the Corporate Services directorate. The Head of IT and Facilities is the lead property asset manager with responsibility for administering the Council's strategic property management and ensuring that corporate efficiencies are delivered.

4.2 Operational Property

Operational property is defined as property (land or building, or part of a building, or both) used in the production or supply of goods or services or for administrative purposes. That is, property from which the Council delivers a service directly or uses in the delivery of a service in the event that the service is delivered at another location. For instance, schools, care homes and the Council Offices at School Place are examples of operational property. Depots and workshops used by the Council to support roads maintenance and waste collection services are also operational even though services are not delivered directly to the public at these locations.

As of June 2019 the Council manages 226 operational assets, which includes 196 buildings with a gross internal floor area of 134,110m², an increase of 12,908m² (10.6%) compared to the last plan. The condition of these operational property assets can enhance or adversely impact on the quality and range of services delivered. These statistics can change at any point in time due to changes in operational service delivery arrangements. For example, when the new care home in Stromness becomes operational in early 2020 the existing facility at St Peters House will close with a net increase in operational floor area but no change in the number of operational properties overall – the new facility is larger and the old care home will no longer be classified as operational when the new care home opens.

In real terms, whilst the floor area and quantity of assets has increased compared to the previous assessment in 2016, our expenditure per square metre has reduced by £3 per square metre.

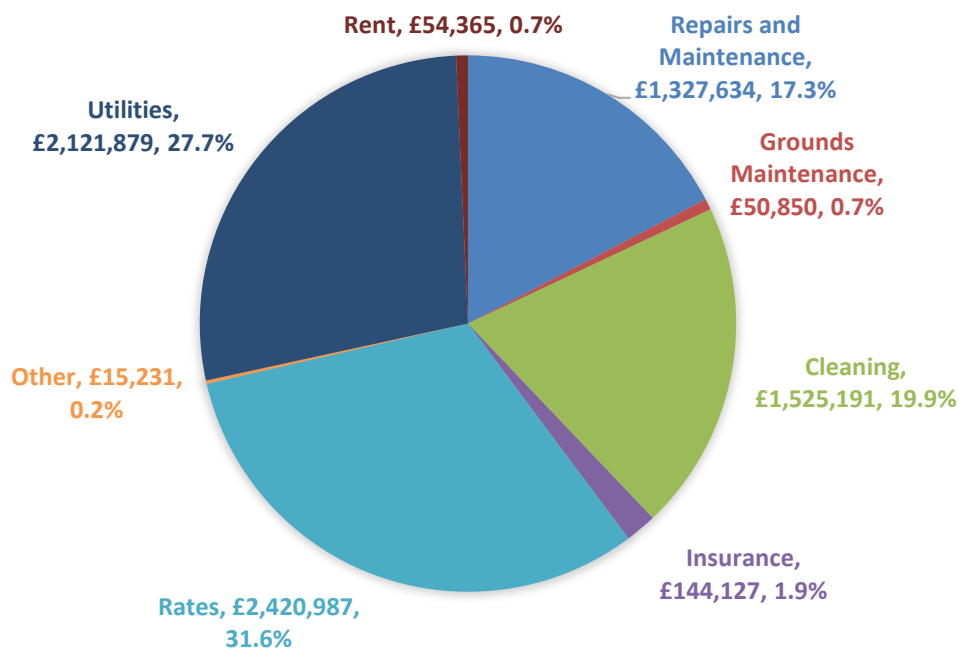
16 operational assets are leased in from the private sector and these include ground leases, office accommodation, an industrial unit and residential care facilities. The annual cost to the Council of leasing in property is currently £54,364.56 in rental costs in addition to revenue costs incurred on other property elements such as rates, insurance and maintenance. This represents a reduction of approximately £38,000 per annum in rental costs when compared to the previous plan.

Operational property is a significant issue for the Council, especially given our remote, rural geography and the spread of our community across many populated Islands, including the Orkney mainland. We require a wide variety of type and size of property, some multipurpose and some specialised, for the delivery of services.

Some operational property must be located at specific places within our community, such as schools and ferry waiting rooms for example, whereas the location of other operational property assets is flexible and has little impact on service delivery. Some operational property is required to deliver statutory services and other operational property supports discretionary services.

The Council spends £7.64M per annum on operational property, as detailed in the graph below.

OPERATIONAL PROPERTY - REVENUE COSTS



A Repairs and Maintenance budget of £1.32M is spent each year in addition to expenditure on capital projects to improve the customer experience, to provide a safe and comfortable working environment for staff and implement changing service delivery requirements which may arise through service improvement or legislation.

Assets from which Council Services are delivered (Operational Property)

Number of Assets	226
Gross Internal Area	134,110m ²
Asset Net Book Value	£188.53M (not market value)

A summary of the type and number of the Council's operational land and buildings is shown below:

Property Type	Number
Airfield & Building	6
College	3
Community Centre	5
Day Centre	7
Depot	7
Hostel (School)	1
Industrial	6
Land	22
Leisure Centre/Facility	12
Library	2
Lighthouse	1
Linkspan	9
Museum/Visitor Centre/Exhibition	11
Office	16
Outdoor Centre	3
Pre-school Facility	1
Public Convenience	21
Public Garden	1
Quarry	3
Radar Station	5
Religious Building	2
Residential Care Home	9
School	22
Store	19
Travel Centre	1
Waiting Room	1
Waiting Room & Public Convenience	22
Waste Management	7
Workshop	1
Total	226

More information about the Council's operational land and property is included in Appendix 1.

4.3 Non-operational Property

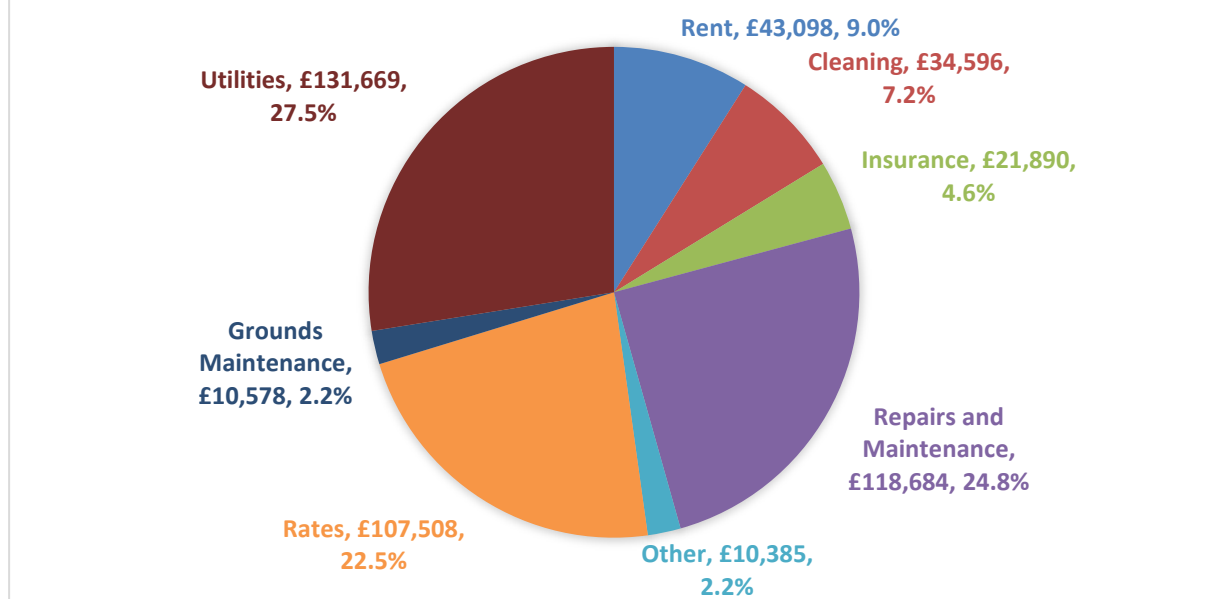
Non-operational property is defined as property which isn't used for the direct delivery of services. This classification also applies to land held for long term capital appreciation, land held for an undetermined future use and property which is currently under construction, development or redevelopment for future use for investment purposes.

Non-operational property includes the Council's investment portfolio which includes industrial estate sites and buildings.

The Council owns 170 non-operational land and property assets, comprising 86 buildings and 84 land assets. This includes 127 non-operational investment property assets which are leased, or are currently available to lease, for investment purposes in addition to a number of strategic land and property assets.

The Council spends £0.47M per annum on non-operational property, as detailed in the graph below.

NON-OPERATIONAL PROPERTY - ANNUAL REVENUE COSTS



The Council's non-operational investment property generates an income of approximately £1.55M per annum. Non-operational investment property also consumes large revenue and capital resources in maintenance ranging from minor works required at tenancy change to major works which may be required to modernise aging property, and to ensure investment property assets remain in a desirable condition to appeal to potential new tenants.

The Council operates a letting policy in respect of its 76 industrial estate property assets which supports businesses operating in key industry areas. The primary sectors which the Council strives to support are:

- Manufacturing (primarily for export)
- Renewable energy
- Business sector where the market is outside Orkney or there is no service locally

In addition to the above criteria consideration is also given to businesses which assist the Council in its objectives to:

- Diversify the economy
- Raise average wage rates; and/or
- Overcome barriers to export

The Council's non-operational properties can be used to support local economic development opportunities such as new business developments, growth and skills enhancement. Reviewing the performance of non-operational investment properties will drive decisions on future investment requirements.

Non-operational Property Assets

Number of Assets	170
Gross Internal Area	37,006m ²
Asset Net Book Value	£21.37M (not market value)

More information about the Council's non-operational land and buildings is included in Appendix 2.

4.4 Surplus Property

Service requirements for assets change over time, sometimes relatively quickly and at other times more slowly. Financial pressure on service delivery budgets encourages services to plan ahead, enabling early identification of a potentially surplus asset and allowing an action plan to be developed and implemented before the asset stops being useful. This helps minimise any delay with marketing surplus property for sale or reallocating it to another service.

Disposing of property assets which are no longer required for any purpose can generate a capital income, reduce revenue expenditure on property costs and reduce the management burden on the property team. Releasing surplus properties provides opportunities for the private sector to utilise these assets for a variety of purposes including commercial use, development or residential.

An overview of our approach to the identification and management of surplus property is shown below.



The principles of the surplus property process outlined above remain unchanged since the previous plan. We are committed to planning effectively to minimise revenue costs and release surplus property to the community where disposal is the preferred option.

5. **Current Property Asset Performance**

Performance indicators are an important part of monitoring the status and areas of change of the Council's property assets as the better we understand our property portfolio, the better we are able to manage it.

The Council's asset management software (Concerto) enables effective monitoring of our property assets performance. Regular and effective property performance monitoring across the portfolio helps to identify those assets which are underperforming. This informs the capital planning process so that resources can be directed to the areas of highest priority.

The Head of IT and Facilities will continue to lead on the monitoring and review of property asset management outcomes and actions and will report regularly to the Asset Management Sub-committee and the Executive Director of Corporate Services.

5.1 Energy Performance

The Council is committed to reducing our carbon emissions through the Council Plan 2018-2023 in which a clear objective to achieve a low carbon Orkney is stated. We support that objective

through our management of carbon emissions from our property portfolio. Between 2006 and 2019 the Council achieved an 20% reduction in emissions from the baseline which was established in 2004-05

In May 2007 the Council committed to a carbon emissions reduction target of 11% by 2014. In April 2016 the Council approved a new Carbon Management Programme for the period 2016 to 2026 which will continue to drive efficiencies and improvements in carbon emission levels across all areas of the Council including properties, vehicles, ferries, waste management and more.

The Council is a signatory to the Scottish Climate Change Declaration and we recognise the importance of following best practice to secure efficiencies and improvements necessary to enable us to deliver on our carbon emission target. By transitioning to a low carbon Council we aim to make ourselves more resilient from the fluctuating wholesale energy market and by increasing our use of locally generated electricity we can potentially secure savings in revenue expenditure. Orkney now generates over 100% of our electricity demand each year, and this net export helps reduce the national grid carbon intensity. Orkney does not have access to the natural gas grid so the Council recognises the importance of electricity as a heating fuel.

Where buildings are fitted with renewable energy systems such as wind turbines and solar photovoltaic these systems help offset fossil fuel heating and so reduce our fuel costs and carbon emissions. Where possible heat pumps are used in preference to oil boilers, this again reduces the Councils heating emissions. All new build properties are now fitted with heat pumps and where boiler plant needs to be replaced heat pumps are considered as the default option.

In April 2016 the Council formally signed up to the 'Building Innovative Green Hydrogen systems in an Isolated Territory' project (BIG HIT) which is a partnership arrangement spanning six EU countries and able to access European funding to invest in projects which are based around hydrogen technology. Part of the project includes consideration of introducing hydrogen as a heating fuel source within publicly owned buildings. Shapinsay Primary School has now been fitted with a 30kW catalytic hydrogen boiler system which will heat the school classrooms when the system is commissioned late 2019. The project will also look at the use of hydrogen technology in vehicles and ferries in addition to exploring property options. Scottish Government have recently announced funding for a new build Hydrogen powered ferry trial which will take place in Orkney.

Orkney Islands Council is committed to electrification of transport and in conjunction with the Scottish Government has installed a network of Rapid and Standard charging point in public car parks and public buildings through the county. The programme is set to continue with another six charge points due to be installed in 2020. The council currently operates a small fleet of electric vehicles, which also included a number of Hydrogen fuel cell electric vehicles.

Orkney Islands council is a partner in the UK government innovate programme, the ReFLEX (Responsive Flexibility) project aims to increase the flexibility and availability of renewable energy generated within a constrained area (in this case the Orkney grid). In order to do this a variety of technologies are to be employed to increase on site storage and manage energy usage. For Council assets the impact is through the upgrading of Building Management System hardware and software which will be used to measure building performance and energy usage. These results will be used as a guide to which buildings are underperforming and require either a fabric upgrade or replacement heating plant. It is also hoped that the project will integrate with existing and planned renewable installations (both heating and generation) associated with Council buildings to reduce revenue costs and carbon emissions from our assets.

5.2 Condition

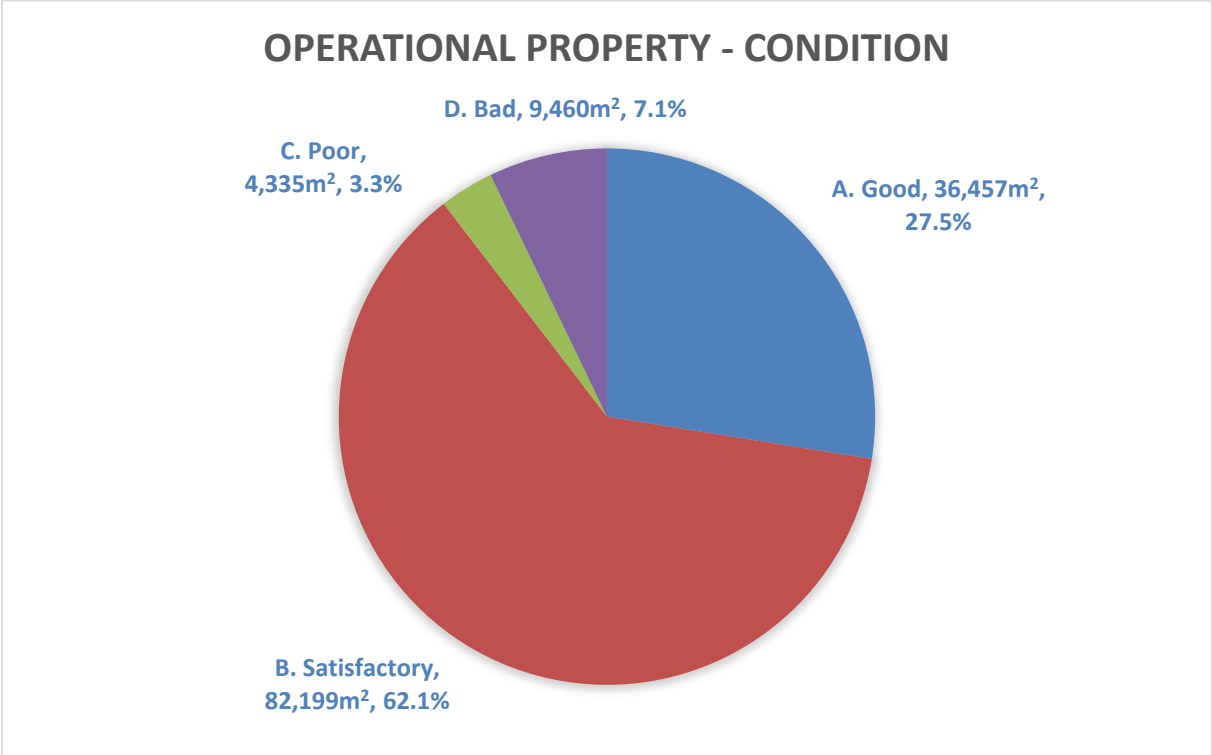
Condition is defined by the Local Government Benchmarking Framework (LGBF) as:

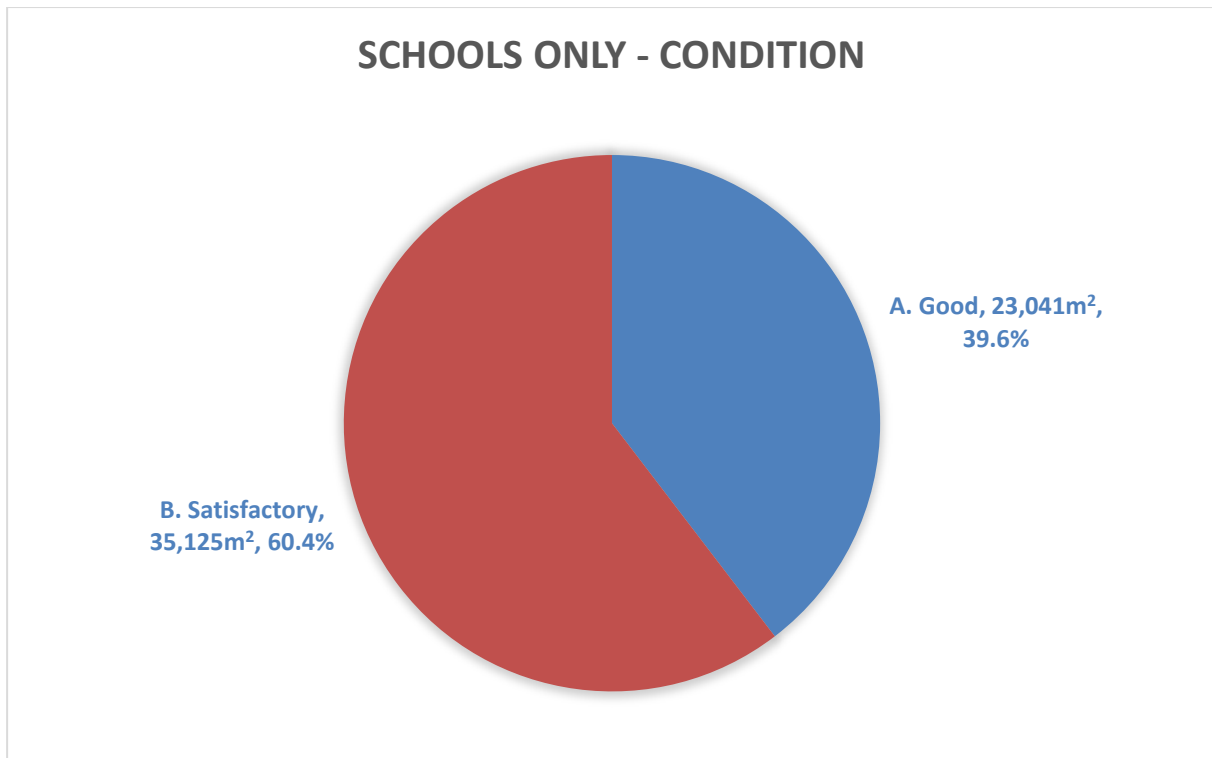
“the proportion of internal floor area of operational buildings in satisfactory condition”

This indicator measures the percentage of gross internal floor area of operational accommodation which can be considered as either:

- A. Good – Performing as intended and operating efficiently
- B. Satisfactory - Performing as intended but showing minor deterioration
- C. Poor - Showing major defects and/or not operating as intended
- D. Bad - Life expired and/or at serious risk of imminent failure

Property condition surveys are prepared and updated whenever there is a change in the status or condition of an element of each operational property. The data arising from these surveys, along with ongoing inspections arising from day to day reactive maintenance, is compiled into annual investment programs which are prioritised and matched with service delivery requirements.





In 2016/17, 96.2% of the internal floor area of the Council's operational buildings was found to be in satisfactory condition (that is grade A or B).

The condition of the current operational property portfolio is shown above and indicates an reduction in position from the reported 2016/17 position. A total of 89.6% of the internal floor area of our operational buildings are in satisfactory or good condition (that is grade A or B), a reduction of 6.6% since the previous assessment. Information about each property assets condition rating is included in Appendix 1. It is worth noting however that the recorded floor area of operational properties has increased by 12,908m² (10.6%) as stated earlier in section 4.2.

The second graph above separately shows the condition of the Council's 22 operational schools, although this data is also included within the first graph as well. All of our schools are in satisfactory condition (that is grade A or B).

The reported condition of our property assets should not conceal the need to ensure adequate long term funding is required to sustain and improve upon the condition of the estate as it ages. It must also be noted that future changes in legislation may require greater levels of investment to maintain property in addition to the regular cost of maintenance and revenue outlays such as utilities and insurance.

5.3 Suitability

Suitability is defined by the Local Government Benchmarking Framework (LGBF) as:

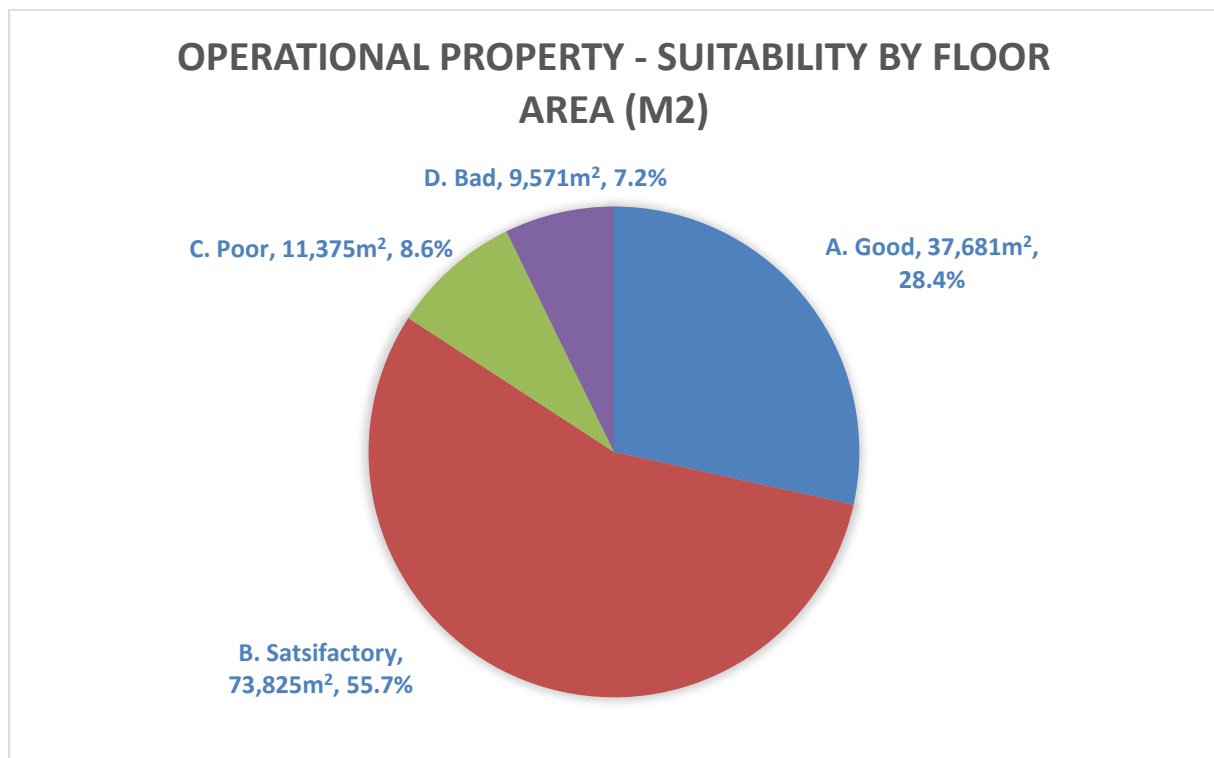
“the proportion of operational buildings that are suitable for their current use”

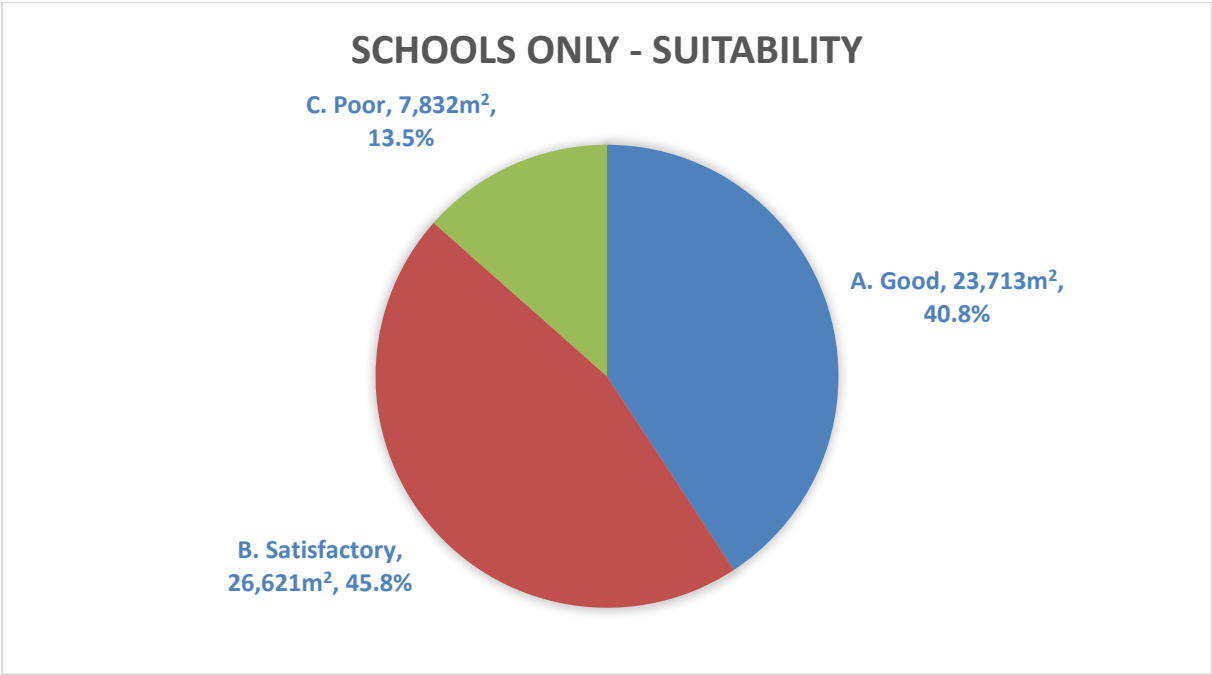
This is an assessment of the fitness for purpose of property and can prove difficult to measure accurately and consistently. Suitability goes beyond any question of condition and is concerned with how well an asset is suited to its current purpose. Suitability changes with use and therefore an operational property may achieve a low score for suitability for its current purpose however reshaping service delivery (or providing an entirely different service from the building) could result in a higher suitability score without the need for investment.

Suitability assessments are ranked as either A, B, C or D:

- A.** Good – Performing as intended and operating efficiently
- B.** Satisfactory - Performing as intended but showing minor deterioration
- C.** Poor - Showing major defects and/or not operating as intended
- D.** Bad - Life expired and/or at serious risk of imminent failure

Suitability assessments are carried out at a maximum of 5 year intervals or where a change of use occurs at a property. The Local Government Benchmarking Framework definition is “suitable for its current use” and means it is assessed as either performing as intended and operating efficiently or performing as intended but showing minor deterioration (i.e being in Category A or B of the noted condition category). The measurement of suitability requires that the properties meet any statutory requirements (including health & safety requirements) as well as the operational requirements of the service.





In 2016/17, 89.6% of Council buildings were found to be suitable for their current use.

The suitability of the current operational property portfolio is shown in the first graph above and shows an improved position from that reported in 2016/17 stated above. A total of 84.1% of the internal floor area of our operational buildings is satisfactory (that is grade A or B), a reduction of 5.4% since the 2016/17 assessment.

The second graph above separately shows the suitability of the Council’s 22 operational schools, although this data is included within the first graph as well. 86.6% of our schools floor area is satisfactory (grade A or B), an increase of 1% compared to the previous assessment in 2016/17. 13.5% of schools are rated as Poor (grade C), which is an improved position compared to the 2016/17 assessment.

5.4 Condition and Suitability Performance

The following table shows the current overall performance of operational property in respect of condition and suitability.

Suitability Grade	D	-	-	-	6
	C	1	8	15	1
	B	1	118	14	-
	A	27	5	-	-
Per	A	B	C	D	

Building	Condition Grade
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High performing operational property is graded A or B in one or both categories. The Green shaded boxes show that 151

(77%) of operational properties are performing well.

38 (19.4%) properties are in the Amber area of the table which shows these properties are not performing at a satisfactory level and if no corrective action is taken within an appropriate timescale the grades will be revised down.

7 (3.6%) properties are performing very poorly and are located in the Red area of the above table. Information about each property assets condition and suitability rating is included in Appendixes 1 and 2.

The Council works hard to sustain and improve the Condition and Suitability of our operational property portfolio and identify opportunities for reshaping the operational property portfolio to best suit service objectives within available budgets

5.5 Operational Property Revenue Costs

The revenue cost of the Council's operational properties equates to an expenditure of £56.69/m² which is further explained in the graph below. The Council has 134,110m² of operational property comprising 196 buildings which deliver the full range of services provided by the Council.

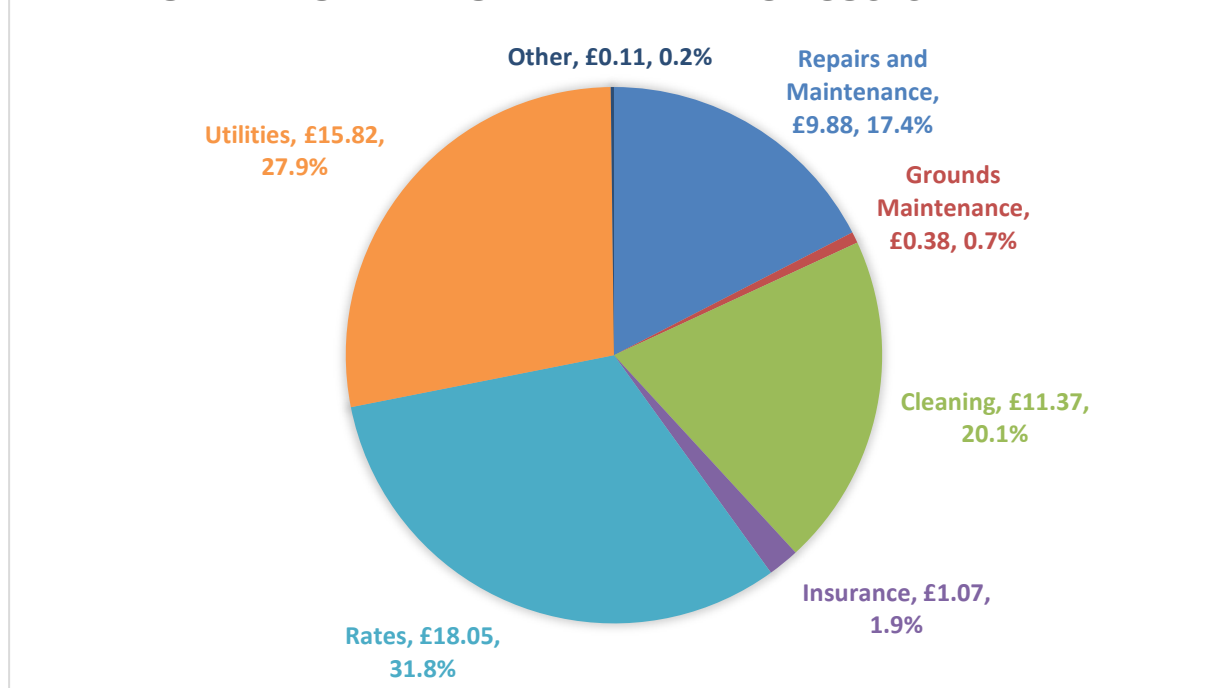
The Rates component is unavoidable in so far as our occupation of buildings incurs Rates at a fixed cost. Reducing expenditure on Rates could only be achieved by occupying less property.

Insurance is a relatively small component of the revenue cost per m² and is managed through competitive tendering in accordance with the Council's financial regulations.

Repairs and Maintenance (R&M), Cleaning and Utilities (electricity, water, heating etc) are the main cost elements which are within the Council's control and therefore these are the elements which we can plan to reduce. These elements account for £37.07 (65.4%) of the total revenue cost per m².

We will endeavor to minimise revenue expenditure on operational property through effective competitive tendering for maintenance work and capital projects, identifying underperforming property and reviewing opportunities to make changes to the operational portfolio to improve performance in line with corporate objectives and service delivery requirements.

OPERATIONAL PROPERTY - REVENUE COSTS PER M2



5.6 Accessibility

The Equality Act 2010 serves a number of purposes including imposing a duty on employers and service providers to make reasonable adjustments to overcome barriers in gaining and retaining disabled employees and ensuring equal public access to goods and services.

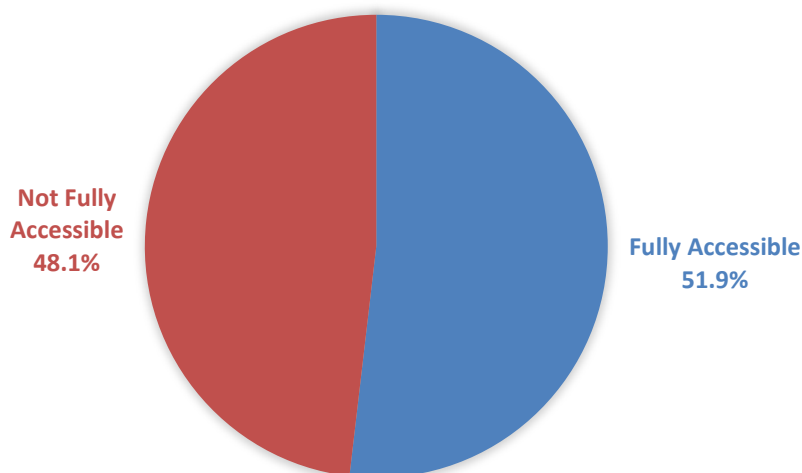
The legislation requires the Council to take all reasonable steps to reduce and eliminate the physical barriers in respect of access to and use of goods, facilities and services including access to public buildings, leisure facilities, to healthcare, housing and transport.

An assessment of the accessibility of the Council's operational property assets has been carried out and the current status is shown below.

This indicator measures the percentage of Council buildings which are accessible to the public and the percentage of these in which all public areas are suitable for and accessible to disabled people. It should be noted that not all of our operational buildings are accessible to the public and therefore these are excluded from the assessment.

The graph below shows that currently 51.9% of the Council's operational properties are considered to be fully accessible.

OPERATIONAL PROPERTY ACCESSIBILITY



The remaining 48.1% of our operational property is not yet fully accessible. This is attributable to small scale improvements which have not yet been able to be implemented, and in some cases is due to significant alterations being required which have not been implemented to date.

The analysis does not reflect those properties which are almost fully accessible but fall short on one or more minor point.

We need to identify what improvements are required to be carried out and to find alternative solutions where the delivery of this objective isn't achievable. In addition to ensuring that publicly accessible property meets an appropriate standard, we will also deliver a high quality and accessible working environment for staff.

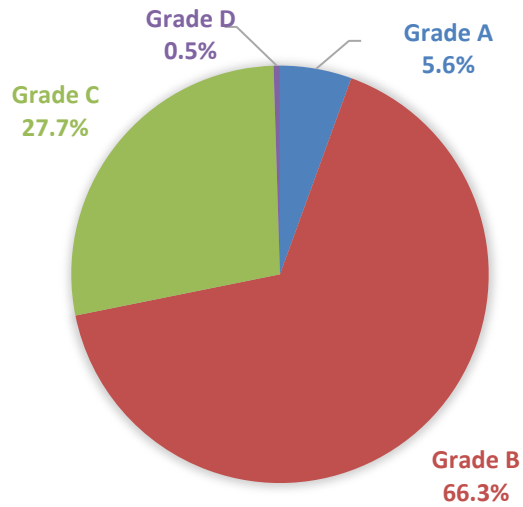
5.7 Performance of the Non-operational Property Portfolio

The Council owns 170 non-operational land and property assets, comprising 86 buildings and 84 land assets.

We will monitor key aspects of performance of the non-operational property portfolio however as this type of property is typically used by third parties the Council isn't normally responsible for the revenue costs such as rates, utilities and repairs and maintenance. In the event that a non-operational property is vacant the Council will be responsible for revenue costs during the vacant period, and ensuring appropriate maintenance is carried out to preserve or improve the physical condition of the vacant property. In this circumstance the Council will incur revenue costs.

The graph below shows the condition of the Council's non-operational buildings by floor area, using the same A to D grading system as mentioned earlier in this section. Suitability isn't assessed for non-operational buildings as there are no public services are being delivered.

NON-OPERATIONAL PROPERTY CONDITION BY FLOOR AREA



62 (71.9%) non-operational buildings are in Good or Satisfactory condition (grade A or B), 21 (27.7%) are in Poor condition (grade C) and 2 (0.5%) are in Bad condition (grade D). Information about each property assets condition rating is included in Appendix 2.

Our non-operational portfolio needs to be fit for purpose and be able to generate an acceptable rate of return whilst supporting local business needs including new starts, expansion and the development of new industries not currently present. Non-operational property will be subject to regular performance reviews which will facilitate early identification of underperformance and enable forward planning to be carried out to secure and develop the portfolio in line with objectives.

6. Capital Programme

The Council's capital investment programme details the planned capital investment for non-housing services. The approved capital programme relates primarily to major investment in the social care, education and museum property estate.

The Council carries out a robust capital planning process to determine which capital projects need to be added to the programme. The appraisal process ensures that adequate financial planning is carried out before a commitment is given to include a project on the programme. A corporate approach to property asset management will support the current scrutiny and monitoring of the capital programme appraisal process.

7. Financial Outlook

The Council will continue to face financial challenges in the years ahead which means that effective and efficient use of high cost assets such as property remains a significant factor in the efficient delivery of services.

Property assets are very illiquid, meaning they cannot be constructed, demolished, refurbished, disposed of or acquired quickly. This means that forward planning and identifying future needs is essential to secure existing levels of service delivery and to provide efficient and effective budget management.

Reducing the operational property portfolio will have an impact on some aspects of service delivery and it is therefore essential that any proposed changes are properly planned, managed and implemented within existing resources, and that any changes which impact on the public are fully consulted on.

The Council led an initiative to establish the Joint Property Asset Management Operational Group with community planning partners. The group aims to enable public sector and community agencies in Orkney to improve services through better use of buildings and other property assets by sharing information and working together to develop proposals for use and disposal. The partners recognise the need to work more closely together on property matters to ensure the best use of assets can be delivered across a wide range of public funded organisations.

Property asset management has been identified by the Council's Change Review Team as a key priority area for making revenue savings to the Council's General Fund budget. Savings across a number of budget areas may be identified and quantified as the actions of this plan are progressed.

It is therefore essential that a delivery strategy is developed at an early stage rather than delaying action to avoid being forced into making radical and substantial changes unexpectedly at short notice. We therefore seek to identify potentially surplus property assets which can be released for disposal and review our use of and need for property assets to ensure our corporate objectives and service delivery targets can be met.

8. Review of Asset Management Objectives

In 2009 Audit Scotland made some observations about asset management and recommended that Council's should:

1. Have effective asset management plans and strategies in place
2. Ensure asset information is up to date, complete and held in an accessible format
3. Establish robust monitoring and reporting procedures for asset performance

4. Take whole-life costs in to account in their financial planning
5. Have effective scrutiny mechanisms in place
6. Have arrangements for joint asset management planning with community planning partners

This Property Asset Management Plan builds on the previous version of this plan and the Corporate Asset Management Plan 2019 to 2023, which has been published recently.

The following section provides an update to the Audit Scotland recommendations listed above and the Council's current position. Whilst some elements of the objectives above have been achieved there remains areas in need of further development.

8.1 Effective Asset Management Plans and Policies

Both the Corporate Asset Management Plan and the Property Asset Management Plan have been successful at raising the profile and effectiveness of good asset management. Governance around property related decisions is much clearer and has become a well-established feature of decision making.

Changes in property decision governance were introduced in 2018 and enables many more operational decisions to be taken more efficiently and quickly than previous arrangements allowed. Property decisions are clearly defined within the Council's Scheme of Administration and Scheme of Delegation, which provides much needed clarity and efficiency for everyone.

8.2 Accurate Asset Information

The process of compiling property asset data from a wide variety of sources across the Council to aid the development of this Property Asset Management Plan continues to be particularly challenging due to the variety of ways in which property data is stored, handled and managed across the Council.

It remains a priority to ensure the property database system (Concerto) is populated and used in the most effective and efficient way. Achieving this outcome will require a concerted effort across a number of services to ensure continuity and accuracy of property data is established and maintained. Work is at an advanced stage to ensure the core property data is accurate and consistent across all property types. Achieving this will allow more effective assessment of properties to be carried out with less reliance on obtaining and matching up data from other sources, which is time consuming and less reliable.

8.3 Monitoring and Reporting Asset Performance

Annual reports on planned capital and revenue maintenance programmes are submitted for approval to the Asset Management Sub-committee. These reports provide an overview of the current condition and ongoing maintenance requirements of properties however they are not a good substitute for regular assessment of performance.

The current lack of easy access to a range of property costs at a corporate level makes it difficult to monitor financial and physical performance at regular intervals. An important outcome of improved property data quality will be more regular analysis of performance, leading to earlier intervention and decision making around any underperforming assets.

8.4 Financial Planning

The need to adequately budget for the effective and efficient use of property assets remains as important as ever as service budgets are under increasing pressure. Corporately driving services to have a clear understanding of their property needs and the costs and implications of holding

property for service delivery ensures that the most effective and efficient budgeting can be undertaken at an early stage.

The Council operates a robust two stage Capital Project Appraisal process when funding for a major capital project is sought. Part of the appraisal process involves demonstrating the revenue implications of the proposed development however there are sometimes poor linkages between early design work and final outcomes which limit the accuracy of the revenue expenditure predicted within the appraisal process. Other factors sometimes change the real revenue position once a new development becomes operational, for example rising energy costs since predictions were initially made.

It is essential that we monitor property revenue cost data effectively across the property portfolio as this analysis can also be a good indicator of future revenue costs in new developments.

8.5 Community Planning

The Council has a long history of working closely with community partners and continues to work co-operatively with Partnership Board members as and when the need arises.

In 2018 a new group comprising community planning partners was created to enable public sector and community agencies in Orkney to improve services through better use of property assets by sharing information and working together to develop proposals for use and disposal. The Joint Property Asset Management Operational Group meets several times a year and provides opportunity for collaborative working between partners and provides an opportunity for wider community benefits to be realised more effectively and efficiently than going solo.

An objective of the group is to share core property data between the partners which can bring improved use of facilities, for example sharing meeting rooms at a wide range of locations, and identifying potential collaborations, or disposal of surplus property which might be of use to a partner of the group.

The current group membership includes:

- Orkney Islands Council
- NHS Orkney
- Highlands & Islands Enterprise
- Orkney Housing Association Ltd
- Orkney Health and Care
- Scottish Fire and Rescue Service
- Police Scotland
- Skills Development Scotland

9. Digital Land and Property Data

It is an aspiration of the Scottish Government that accessing all land and property ownership across Scotland is easily accessible and available to all. The government proposal will provide better access to information to support decision making, while improving accountability and transparency and will create wider social and economic benefits through innovative use of data.

The Council will continue working on its land and property ownership data to ensure that accurate and appropriate information is available and can be easily shared through a national database once developed. The Council's land and property data will need to be held in a form which is easily accessible through the proposed new database however that is not expected to present any significant problems and is likely to use industry standard property data formats which the Council is already using.

10. Community Empowerment and Asset Transfer

Orkney Islands Council recognises that community asset transfer of publicly owned land and buildings can play a positive role in bringing voluntary and community organisations together to improve the quality of people's lives and provide better services and provides the Council with a mechanism to empower communities and strengthen their sustainability. The Council is happy to consider any community proposal which can add value to the wider community.

Community ownership or control of land and buildings can make a major contribution towards strengthening communities and creating sustainable places to live. It provides a base for activities and services that might not otherwise be accessible to local residents, and can provide jobs, training and bring income to the local area. More widely, it can provide stability and sustainability for the community group, allowing them to develop new initiatives and support other developing groups and it can create a stronger sense of community identify, cohesion and involvement. The Council is keen to see empowered communities take on a significant role in developing community sustainability, particularly where enhanced local services are available or where existing services can be retained that might otherwise be lost.

The Council has a long history of supporting voluntary and community groups through use of its property, most commonly through leases which are offered on favourable financial terms. The community Empowerment (Scotland) Act 2015 assists community groups in accessing publicly owned land and property assets within their local community.

Part 5 of the Community Empowerment (Scotland) Act 2015 came in to force in January 2017 and introduces a right for community bodies to request any land or buildings they feel they could make use of. The legislation requires public bodies, such as the Council, to assess requests transparently against a specified list of criteria and to agree to the request unless there are reasonable grounds for refusal. Details of the Council's policy on complying with the Act can be found on the Council's website.

The Council will work closely with communities and partner agencies to identify opportunities for transferring publicly owned property into community hands, which may be in the form of long leases or through outright transfer of ownership. In all cases however, communities must be able to demonstrate that they have a good business case as well as the skills and resources to take their vision forward and deliver on their stated aims and objectives.

A corporately managed property portfolio will help to streamline the Council's decision-making process for community requests and will enable the Council to comply with legislation and to better support our local communities when robust and sustainable proposals are developed. The Council works closely with community partners such as Voluntary Action Orkney to advise groups and help them consider potential outcomes which they may wish to deliver.

11. Action and Implementation Plan

The Council's approach to property asset management is a key part of delivering services across Orkney. In order to ensure the provision of an effective, efficient and sustainable property portfolio to deliver those services it is essential that the following actions are implemented and that these actions form the basis of the Council's future service planning objectives.

Ref.	Corporate Objective	Target Date
AM1	We will ensure property is managed as a corporate resource	Ongoing
AM2	We will ensure all property investment and disposal decisions are based on a thorough option appraisal	Ongoing

AM3	We will regularly monitor the performance of property and improvement targets	Ongoing
AM4	We will ensure that property asset management information is collected, maintained and stored effectively	Ongoing
AM5	We will ensure Best Value in the delivery of the property asset management service	Ongoing
AM6	We will ensure that property meets the Council's corporate objectives	Ongoing
AM7	We will consider the needs of stakeholders	Ongoing
AM8	We will ensure our property portfolio is suitable and sufficient	Ongoing
AM9	We will ensure properties are maintained in an appropriate condition	Ongoing
AM10	We will ensure that properties comply with legislation requirements	Ongoing
AM11	We will ensure properties are accessible	Ongoing
AM12	We will ensure that space is used efficiently and effectively	Ongoing
AM13	We will ensure that the revenue cost of property is minimised	Ongoing
AM14	We will ensure that investment properties generate a revenue income	Ongoing
AM15	We will manage surplus properties effectively and efficiently	Ongoing

There are also a number of specific actions which must be progressed to enable the Council to meet its obligations and be well placed to manage the whole property portfolio effectively and efficiently:

Ref.	Corporate Objective	Target Date
AM16	Ensure property ownership information is recorded in the Register of Scotland (action led by Legal Services with input from Estates)	Ongoing
AM17	Undertake regular surveys and assessments to update Condition and Suitability performance indicators	Ongoing

12. Appendix 1 – Operational Property

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Birsay Hostel, Caravan & Camping Site		Birsay	Outdoor Centre Hostel	Freehold	B	B	285	G	Yes
Birsay Palace Public Toilet		Birsay	Public Convenience	Freehold	C	C	8		Yes
Kirbuster Museum		Birsay	Museum/Visitor Centre	Freehold	C	B	127		Yes
Burray Pier Toilet	Burray Pier	Burray	Public Convenience	Freehold	C	C	10		Yes
Burray Primary School	Westermill	Burray	School	Freehold	A	B	720	B	Yes
Fourth Barrier Public Toilet	4th Barrier	Burray	Public Convenience	Joint Ownership	A	A	31		Yes
Westermill		Burray	Store	Freehold	B	B	598		
Mull Head Interpretation Centre	Mull Head	Deerness	Museum/Visitor Centre	Freehold	B	A	93		Yes
Dounby Primary School		Dounby	School	Freehold	B	C	3314	F	Yes
Dounby Public Toilet		Dounby	Public Convenience	Freehold	C	C	8		Yes
Dounby Recycling Centre		Dounby	Waste Management	Freehold	n/a	n/a			Yes
Land at Curcabreck		Dounby	Land	Freehold	n/a	n/a			Yes
Smiddybrae House	Dounby Care Home	Dounby	Residential Care Home	Freehold	A	A	2662	E+	Yes
Backaland Pier Waiting Room & Toilets		Eday	Waiting Room & Public Convenience	Freehold	C	C	14		Yes
Breck Depot	Southside	Eday	Depot	Freehold	n/a	n/a			Yes
Eday Airfield & Building		Eday	Airfield & Building	Freehold	B	B	78		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Eday Primary School		Eday	School	Freehold	B	B	468	C	Yes
Linkspan, Backaland Pier		Eday	Linkspan	Freehold	B	B	8		Yes
Marshalling Building & Site at Backaland Pier	Backaland Pier	Eday	Office	Freehold	A	A	89		Yes
Pier Store, Backaland Pier	Backaland Pier	Eday	Store	Freehold	C	B	23		Yes
Westside Road Site	Westside	Eday	Land	Freehold	n/a	n/a			Yes
Egilsay Pier Waiting Room & Toilets		Egilsay	Waiting Room & Public Convenience	Freehold	B	B	17		Yes
Aikerness Public Toilet		Evie	Public Convenience	Freehold	A	A	36		Yes
Evie Primary School		Evie	School	Freehold	A	A	1140		Yes
Cursiter Recycling Centre	Old Finstown Road	Finstown	Waste Management	Freehold	n/a	n/a			Yes
Finstown Changing Rooms	Finstown School	Finstown	Leisure Facility	Freehold	B	B	52		Yes
Finstown Public Toilet	Maitland Place	Finstown	Public Convenience	Freehold	A	A	32		Yes
Firth Primary School		Finstown	School	Freehold	A	A	1091	C+	Yes
Cursiter Quarry	Old Finstown Road	Firth	Quarry	Freehold	B	B	112		Yes
Gibraltar Pier Waiting Room & Toilets	Gibraltar Pier	Flotta	Waiting Room & Public Convenience	Freehold	D	C	17		Yes
Linkspan, Gibraltar Pier		Flotta	Linkspan	Freehold	B	B	8		Yes
Graemsay Pier Waiting Room & Toilets	Graemsay Pier	Graemsay	Waiting Room & Public Convenience	Freehold	B	B	28		Yes
Corrigall Farm Museum		Harray	Museum/Visitor Centre	Freehold	C	B	213		Yes
St Marys Pier Toilets		Holm	Public Convenience	Freehold	C	B	21		Yes
Building No 4, Lyness (L4)		Hoy	Industrial Unit	Freehold	C	C	787		Yes
Building No 5, Lyness (L5)		Hoy	Industrial Unit	Freehold	C	B	232		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Gallowhill Site		Hoy	Land	Leasehold	n/a	n/a			Yes
Hoy Centre		Hoy	Outdoor Centre Hostel	Freehold	B	B	606	E	Yes
Hoy Hotel		Hoy	Exhibition	Leasehold	D	D	80		Yes
Land at Millburn Bridge		Hoy	Land	Freehold	n/a	n/a			Yes
Linkspan, Lyness Pier		Hoy	Linkspan	Freehold	B	B	8		Yes
Longhope Pier Public Toilets & Shower	Lifeboat Station Pier	Hoy	Public Convenience	Joint Ownership	B	B	14		Yes
Longhope Pier Store	Longhope Pier	Hoy	Store	Freehold	B	B	67		Yes
Lyness Pier Waiting Room & Toilets		Hoy	Waiting Room & Public Convenience	Freehold	B	B	49		Yes
Moaness Pier Waiting Room & Toilets		Hoy	Waiting Room & Public Convenience	Leasehold	B	B	35		Yes
North Walls School & Swimming Pool		Hoy	School	Freehold	B	C	1250	F+	Yes
Rackwick Hostel		Hoy	Outdoor Centre Hostel	Freehold	B	B	67		Yes
Rackwick Public Toilet		Hoy	Public Convenience	Leasehold	B	B	12		Yes
Scapa Flow Visitors Centre & Museum - Lyness Oil Tank		Hoy	Museum/Visitor Centre	Freehold	C	C	961		Yes
Scapa Flow Visitors Centre & Museum - Lyness Pump Room		Hoy	Museum/Visitor Centre	Freehold	C	C	816		Yes
Scapa Flow Visitors Centre & Museum - Romney Hut, Lyness		Hoy	Museum/Visitor Centre	Freehold	C	C	376		Yes
Second Pump House		Hoy	Museum/Visitor Centre	Freehold	D	D	128		Yes
Wee Fea Communications Building & Underground Oil Fuel Tanks		Hoy	Museum/Visitor Centre	Freehold	D	D	9350		Yes
Atholl House	Albert Street	Kirkwall	Office	Leasehold	D	D	57		

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Aurrida House	Papdale Loan	Kirkwall	Residential Care Home	Freehold	B	A	459	G	Yes
Bignold Park and Hockey Pavilion	Bignold Park	Kirkwall	Leisure Facility	Freehold	B	B	42		Yes
Bruising Shed	Pier	Kirkwall	Store	Freehold	D	D	94		Yes
Cathedral Workshop	Store	Kirkwall	Workshop	Freehold	B	C	71		Yes
Council Offices	School Place	Kirkwall	Office	Freehold	B	B	6455	E+	Yes
Cow Cull (H37)	Grainshore Road	Kirkwall	Industrial Unit	Freehold	B	B	858		Yes
Crane Shed, Harbour Basin	Harbour	Kirkwall	Store	Freehold	B	C	145		Yes
East Pier Building and Weighbridge	Harbour	Kirkwall	Office	Freehold	A	A	27		Yes
Gilbertson Day Centre	Old Scapa Road	Kirkwall	Day Care Centre	Freehold	B	B	260	E	Yes
Glaitness Centre	33 Queen Sonja Kloss	Kirkwall	Day Care Centre	Leasehold	B	B	184		Yes
Glaitness School	Pickaquoy Road	Kirkwall	School	Freehold	B	B	4225	E	Yes
Hatston Recycling Centre (H86)	Crowness Crescent	Kirkwall	Waste Management	Freehold	B	B	35		Yes
Keelylang Day Centre	Pickaquoy Road	Kirkwall	Day Care Centre	Freehold	B	B	360	E	Yes
King Street 009	King Street	Kirkwall	Office	Freehold	B	B	291		Yes
Kirkwall & St Ola Town Hall & Community Centre	Broad Street	Kirkwall	Community Centre	Freehold	B	B	1522	G	Yes
Kirkwall Grammar School	The Meadows	Kirkwall	School	Freehold	A	A	16023	A	Yes
Kirkwall Travel Centre	West Castle Street	Kirkwall	Travel Centre	Freehold	A	A	951	E+	Yes
Land adjacent to Council Offices Car Park	Willow Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Land at Lynnvie		Kirkwall	Land	Freehold	n/a	n/a			Yes
Land at Muddisdale	Muddisdale	Kirkwall	Land	Freehold	n/a	n/a			Yes
Linkspan, East Pier		Kirkwall	Linkspan	Freehold	B	B	8		Yes
OIC Depot - Store (H35)	Sparrowhawk Road	Kirkwall	Industrial Unit	Freehold	B	B	3094	G	Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
OIC Depot - Workshop & Offices (H88)	Sparrowhawk Road	Kirkwall	Depot	Freehold	B	B	3747		Yes
OIC Site (H36)	Sparrowhawk Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Orkney College	East Road	Kirkwall	College and associated buildings	Freehold	B	B	4509	E	Yes
Orkney Ferries Store	East Pier	Kirkwall	Store	Freehold	C	B	148		Yes
Papdale Halls of Residence	Papdale Loan	Kirkwall	Hostel	Freehold	A	A	2936	B	Yes
Papdale House	Berstane Road	Kirkwall	Office	Freehold	B	B	219		Yes
Papdale School	Willowburn Road	Kirkwall	School	Freehold	B	B	5194	B	Yes
Papdale Synthetic Pitch		Kirkwall	Leisure Facility	Freehold	n/a	n/a			Yes
Pavilion House - Ground Floor	Bignold Park	Kirkwall	Leisure Facility	Freehold	B	B	115		Yes
Peedie Sea Boat Shed and Toilet	Pickaquoy	Kirkwall	Store	Freehold	B	B	29		Yes
Peedie Sea Boat Store	Pickaquoy	Kirkwall	Store	Freehold	B	B	29		Yes
Pickaquoy Centre & Playing Fields	Muddisdale Road	Kirkwall	Leisure Centre	Freehold	B	B	5381	E	Yes
Public Rest Room, West Pier	West Pier	Kirkwall	Leisure Facility	Freehold	B	B	18		Yes
Queen Sonja Kloss 034	Queen Sonja Kloss	Kirkwall	Residential Care Home	Leasehold	A	A	58		Yes
Queen Street 014	Queen Street	Kirkwall	Office	Leasehold	B	B	35		Yes
Rendall Road 008	Rendall Road	Kirkwall	Residential Care Home	Freehold	A	A	375		Yes
Selbro Joint Equipment Store & Resource Centre (H84)	Scotts Road	Kirkwall	Store	Freehold	B	B	1389	E	Yes
Shapinsay Terminal Waiting Room & Toilets, Kirkwall	Harbour	Kirkwall	Waiting Room & Public Convenience	Freehold	B	B	64		Yes
Shore Street Offices	Shore Street	Kirkwall	Office	Freehold	B	B	397	E	Yes
Shore Street Public Toilet	Shore Street	Kirkwall	Public Convenience	Freehold	B	B	47		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Short Breaks Unit	Pickaquoy Loan	Kirkwall	Residential Care Home	Freehold	A	A	258		Yes
Site (H29)	Sparrowhawk Road	Kirkwall	Land	Freehold	C	C			
St Colm's Day Centre	Pickaquoy Road	Kirkwall	Day Care Centre	Freehold	B	B	636	G	Yes
St Colm's Short Breaks	Pickaquoy road	Kirkwall	Residential Care Home	Freehold	C	C	82		Yes
St Magnus Cathedral & Cemetery	Cathedral & Cemetery, Broad Street	Kirkwall	Religious Building	Freehold	B	B	1117		Yes
St Magnus Lane Public Toilet	St Magnus Lane	Kirkwall	Public Convenience	Freehold	B	B	67		Yes
St Rognvald Street 001	St Rognvald Street	Kirkwall	Office	Leasehold	B	B	138		Yes
St Rognvalds House	Old Scapa Road	Kirkwall	Residential Care Home	Freehold	B	B	2383	E	Yes
Store & Office, Harbour Basin	Pier	Kirkwall	Store	Freehold	B	B	36		Yes
Strynd Common Room	Strynd	Kirkwall	Office	Leasehold	B	B	163		Yes
Sunnybrae Centre	Eunson Kloss	Kirkwall	Day Care Centre	Freehold	B	B	227	E	Yes
Tankerness House	Broad Street	Kirkwall	Museum/Visitor Centre	Freehold	B	B	1116	G	Yes
Tankerness House Gardens including Outbuildings		Kirkwall	Public Garden Building	Freehold	C	B	126		Yes
The Orkney Library & Archive	Junction Road	Kirkwall	Library	Freehold	A	A	2788	C+	Yes
The Strynd Nursery	The Strynd	Kirkwall	Pre-School Facility	Freehold	B	B	118		Yes
Unit 1, Quarryfield Road	Quarryfield Road	Kirkwall	Industrial Unit	Leasehold	B	B	104		Yes
Unit 4 (H5), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	B	187		
North Ronaldsay Airfield & Buildings		North Ronaldsay	Airfield & Building	Freehold	A	A	133		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
North Ronaldsay Community School		North Ronaldsay	School	Freehold	B	B	434	G	Yes
North Ronaldsay Depot		North Ronaldsay	Land	Freehold	n/a	n/a			Yes
North Ronaldsay Pier Store	Pier	North Ronaldsay	Store	Freehold	C	B	36		Yes
North Ronaldsay Waiting Room & Public Toilets		North Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	103		Yes
Houton Ferry Terminal Building & Toilets		Orphir	Waiting Room & Public Convenience	Freehold	B	B	47		Yes
Orphir Primary School		Orphir	School	Freehold	B	A	1019	B	Yes
Radar Station Midland Hill	Hill of Midland	Orphir	Radar Station	Freehold	B	B	7		Yes
Waulkmill Public Toilets		Orphir	Public Convenience	Freehold	A	A	31		Yes
Moclett Pier Store	Pier	Papa Westray	Store	Freehold	C	B	36		Yes
Moclett Pier Waiting Room & Toilets	Pier	Papa Westray	Waiting Room & Public Convenience	Freehold	B	B	46		Yes
Papa Westray Airfield & Building	Airfield & Building	Papa Westray	Airfield & Building	Freehold	B	B	78		Yes
Papa Westray Primary School		Papa Westray	School	Freehold	B	C	414	B	Yes
Papa Westray Public Toilet		Papa Westray	Public Convenience	Freehold	B	B	5		Yes
St Ann's Parish Centre	St Anns	Papa Westray	Community Centre	Leasehold	D	D	120		Yes
St Boniface Church		Papa Westray	Religious Building	Freehold	B	B	70		Yes
Tingwall Ferry Terminal Building & Toilet		Rendall	Waiting Room & Public Convenience	Freehold	B	B	53		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Blossom Site		Rousay	Land	Freehold	n/a	n/a			Yes
Rousay Primary School		Rousay	School	Freehold	B	A	880	B	Yes
Trumland Pier Waiting Room & Toilets	Pier	Rousay	Waiting Room & Public Convenience	Freehold	B	B	95		Yes
Kettletoft Pier Waiting Room & Toilet		Sanday	Waiting Room & Public Convenience	Freehold	B	B	17		Yes
Land at Kettletoft Pier	Kettletoft Pier	Sanday	Land	Freehold	n/a	n/a			Yes
Linkspan, Loth Pier		Sanday	Linkspan	Freehold	B	B	8		Yes
Loth Pier Waiting Room & Toilets		Sanday	Waiting Room & Public Convenience	Freehold	B	B	52		Yes
Loth Quarry		Sanday	Quarry	Freehold	n/a	n/a			Yes
Marston Depot	Roadside	Sanday	Depot	Freehold	B	B	25		Yes
Sanday Airfield & Buildings		Sanday	Airfield & Building	Freehold	A	A	130	F	Yes
Sanday Junior High School & Swimming Pool		Sanday	School	Freehold	B	B	2024	D	Yes
Weighbridge & Office, Sanday	Kettletoft Pier	Sanday	Office	Freehold	B	B	18		Yes
Land adjacent to Dounby Recycling Centre		Sandwick	Land	Freehold	n/a	n/a			Yes
Skaill Public Toilet		Sandwick	Waiting Room & Public Convenience	Freehold	C	B	22		Yes
Balfour Pier Store	Balfour Pier	Shapinsay	Store	Freehold	C	B	22		Yes
Balfour Pier Waiting Room & Toilets	Shapinsay Gatehouse	Shapinsay	Waiting Room & Public Convenience	Freehold	C	C	62		Yes
Borrow Pit near Pictou Quarry		Shapinsay	Land	Leasehold	n/a	n/a			Yes
Helliar Holm Lighthouse	Helliar Holm	Shapinsay	Lighthouse	Freehold	B	B	16		Yes
Pictou Quarry		Shapinsay	Quarry	Freehold	n/a	n/a			Yes
Sandyhill Depot		Shapinsay	Depot	Freehold	n/a	n/a			Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Shapinsay Pier Weighbridge	Pier	Shapinsay	Office	Freehold	B	B	5		Yes
Shapinsay Primary School		Shapinsay	School	Freehold	B	B	1445	F	Yes
Shapinsay VTS Radar Station	North End Road	Shapinsay	Radar Station	Freehold	A	A	93		Yes
Temporary Waiting Room	Shapinsay Ferry Terminal	Shapinsay	Waiting Room	Freehold	B	C	14		Yes
Braeburn Court 011	Braeburn Court	South Ronaldsay	Residential Care Home	Freehold	A	A	54		Yes
Braeburn Court Core Facility	Braeburn Court	South Ronaldsay	Day Care Centre	Freehold	A	A	659		Yes
Burwick Waiting Room & Toilets		South Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	27		Yes
Compressor House, Burwick	Ferry Terminal	South Ronaldsay	Store	Freehold	B	B	9		Yes
Cromarty Square Public Toilet	School Road	South Ronaldsay	Public Convenience	Leasehold	B	B	26		Yes
Hope Primary School	School Road	South Ronaldsay	School	Freehold	B	C	1301	C+	Yes
Land at Ayre of Cara		South Ronaldsay	Land	Freehold	n/a	n/a			Yes
Radar Station, Sandy Hill		South Ronaldsay	Radar Station	Freehold	B	B	36		Yes
Sands Of Wright Public Toilet		South Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	22		Yes
Site of Former Front Road Toilet	Front Road	South Ronaldsay	Land		n/a	n/a			Yes
St Margarets Hope Recycling Centre	St Margarets Industrial Estate	South Ronaldsay	Waste Management	Freehold	n/a	n/a			Yes
Bossack Quarry & Recycling Centre	Tankerness Hall Road	St Andrews	Waste Management	Freehold	B	B	15		Yes
Dingeshowe Public Toilet	Dingeshowe	St Andrews	Public Convenience	Freehold	C	C	12		Yes
St Andrews Primary School		St Andrews	School	Freehold	A	C	1554	C	Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Chinglebraes Waste Transfer Station		St Ola	Waste Transfer Station	Freehold	B	B	327		Yes
Harbour Authority Building	Harbour Headquarters	St Ola	Office	Freehold	B	B	605	C	Yes
Land at Hatston Pier		St Ola	Land	Freehold	n/a	n/a			Yes
Land at Wideford Hill		St Ola	Land	Freehold	n/a	n/a			
Linkspan, Hatston Pier		St Ola	Linkspan	Freehold	B	B	8		Yes
Office at top of Scapa Pier	Scapa Pier	St Ola	Office	Freehold	B	B	90	G	
Orkney College - Grain Store	Weyland Farm	St Ola	College and associated buildings	Freehold	A	A	400		Yes
Pickaquoy Centre Camping & Caravan Site		St Ola	Leisure Facility	Freehold	A	A	195	D	Yes
Pickaquoy Outdoor Store	Muddisdale Road	St Ola	Store	Freehold	A	A	169		Yes
Radar Station Wideford Hill	Wideford Hill	St Ola	Radar Station	Freehold	B	B	9		Yes
Scapa Beach Public Toilet		St Ola	Public Convenience	Freehold	B	B	27		Yes
Shellfish Store	Scapa	St Ola	Store	Freehold	B	B	45		Yes
Store and Office, Scapa Pier	Scapa Pier	St Ola	Store	Freehold	B	B	18		Yes
The Royal Oak Memorial	Scapa	St Ola	Museum/Visitor Centre	Freehold	B	B	30		Yes
Walliwall Compound	Old Finstown Road	St Ola	Land	Freehold	n/a	n/a			Yes
Wideford Hill Communications Mast & Cabin		St Ola	Land	Joint Ownership	B	B	9		Yes
Stenness Primary School		Stenness	School	Freehold	B	A	1047	B	Yes
Stenness Public Toilet		Stenness	Public Convenience	Freehold	B	B	4		Yes
Black Craig Radar Station	Black Craig	Stromness	Radar Station	Leasehold	B	B	10		Yes
Depot, Site 4 (G7) Garson Way	Garson Way	Stromness	Depot	Freehold	B	B	159		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Ferry Road Public Toilet	Ferry Road	Stromness	Public Convenience	Freehold	B	B	22		Yes
Garson Recycling Centre (G7A)	Garson Industrial Estate	Stromness	Waste Management	Freehold	B	B	17		Yes
Linkspan, North Pier		Stromness	Linkspan	Freehold	B	B	8		Yes
Orkney College Maritime Studies Dept	Victoria Street	Stromness	College and associated buildings	Freehold	B	B	1800		Yes
Pier Head Toilets	Victoria Street	Stromness	Public Convenience	Freehold	B	B	24		Yes
Point of Ness Camping & Caravan Site		Stromness	Leisure Facility	Freehold	B	C	83		Yes
Site of Former Warbeth Toilet		Stromness	Land	Freehold	n/a	n/a			Yes
St Peters House	Back Road	Stromness	Residential Care Home	Freehold	B	B	1690	F+	Yes
Stromness Academy	Cairston Road	Stromness	School	Freehold	B	B	8484	E+	Yes
Stromness Academy Synthetic Grass Pitch	Lower Academy Playing Field	Stromness	Leisure Facility	Freehold	n/a	n/a			Yes
Stromness Community Centre	Church Road	Stromness	Community Centre	Freehold	B	B	547	C	Yes
Stromness Primary School	Cairston Road	Stromness	School	Freehold	A	A	2514	A	Yes
Stromness Squash Club and Changing Rooms	Cairston Road	Stromness	Leisure Facility	Freehold	A	A	212	G	Yes
Stromness Swimming Pool	Hillside Road	Stromness	Leisure Facility	Freehold	B	B	1048	G	Yes
Stromness Town Hall	Church Road	Stromness	Community Centre	Freehold	B	B	531	G	Yes
Stromness Town House & Outbuildings	Victoria Street	Stromness	Office	Freehold	B	B	311	E	Yes
Victoria Street 020	Victoria Street	Stromness	Leisure Facility	Freehold	B	B	57		Yes
Warbeth Public Toilet		Stromness	Public Convenience	Freehold	B	B	27		Yes
Warehouse Buildings	Victoria Street	Stromness	Library	Freehold	A	A	1960	B	Yes
Harbour Masters Hut, West Pier	West Pier	Stromsay	Store	Freehold	C	C	9		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	General Fund
Linkspan, Whitehall Pier		Stronsay	Linkspan	Freehold	B	B	8		Yes
Mitchells Quarry		Stronsay	Land	Leasehold	n/a	n/a			Yes
Stronsay Airfield & Building		Stronsay	Airfield & Building	Freehold	B	B	78		Yes
Stronsay Harbour Office & Weighbridge	On Pier	Stronsay	Office	Freehold	C	B	7		Yes
Stronsay Junior High School & Swimming Pool		Stronsay	School	Freehold	B	B	1410	F	Yes
Whitehall Depot		Stronsay	Depot		n/a	n/a			Yes
Whitehall Pier Waiting Room & Toilets	On Pier	Stronsay	Waiting Room & Public Convenience	Freehold	B	B	24		Yes
Depot, Westray	Pierowall	Westray	Depot	Freehold	C	B	85		Yes
Gill Pier Waiting Room & Toilet	Gill Pier	Westray	Waiting Room & Public Convenience	Freehold	C	B	35		Yes
Gill Pier Weighbridge	Office	Westray	Store	Freehold	B	B	18		Yes
Kalisgarth	Westray Care Centre	Westray	Day Care Centre	Freehold	B	B	697	F	Yes
Linkspan, Rapness Pier		Westray	Linkspan	Freehold	B	B	8		Yes
Pierowall Public Toilet		Westray	Public Convenience	Freehold	C	C	8		Yes
Rapness Pier Waiting Room & Toilets		Westray	Waiting Room & Public Convenience	Freehold	B	B	50		Yes
Westray Airfield & Building		Westray	Airfield & Building	Freehold	B	B	78		Yes
Westray Junior High School & Swimming Pool		Westray	School	Freehold	B	B	2218	E	Yes
Wyre Community Hall		Wyre	Community Centre	Freehold	C	C	141		Yes
Wyre Pier Waiting Room & Toilets		Wyre	Waiting Room & Public Convenience	Freehold	B	B	15		Yes

13. Appendix 2 – Non-operational Property

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Barony Mills		Birsay	Museum/Visitor Centre	Freehold	B	n/a	222		
Site of Backaland Weighbridge		Eday	Land	Freehold	n/a	n/a			
Stores at head of Backaland Pier	Backaland Pier	Eday	Store	Freehold	B	n/a	54		
Egilsay Primary School		Egilsay	Community Centre	Freehold	C	n/a	109		
Eynhallow Cottage	Eynhallow Cottage	Eynhallow	Dwelling/Flats	Freehold	C	n/a	108		
The Old Firth School		Finstown	Store	Freehold	C	n/a	552	G	
Former Flotta Primary School		Flotta	Community Centre	Freehold	C	n/a	752		
Land at Flotta Terminal		Flotta	Land	Freehold	n/a	n/a			Yes
Water Test Centre	Technology Centre	Flotta	Industrial Unit	Freehold	B	n/a	2535		Yes
Moss Site		Holm	Land	Freehold	n/a	n/a			
Building No. 3, Lyness (L3)		Hoy	Industrial Unit	Freehold	C	n/a	370		Yes
Building No. 6, Lyness (L6)		Hoy	Industrial Unit	Freehold	C	n/a	428		Yes
Former Football Pitch, Lyness		Hoy	Land	Freehold	n/a	n/a			
Land adjacent to Lyness Royal Naval Cemetery		Hoy	Land	Freehold	n/a	n/a			Yes
Land at Golden Wharf		Hoy	Land	Freehold	n/a	n/a			
Lyness Communications Mast Site		Hoy	Land	Freehold	n/a	n/a			
Site (L14)		Hoy	Land	Freehold	n/a	n/a			Yes
Site 1 at Golden Wharf		Hoy	Land	Freehold	n/a	n/a			
Site 955.72sqm, Lyness Naval Base		Hoy	Land	Freehold	n/a	n/a			Yes
Site for Lyness Industrial Estate		Hoy	Land	Freehold	n/a	n/a			Yes
Abattoir (H21)	Grainshore Road	Kirkwall	Industrial Unit	Freehold	B	n/a	2948		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Brandyquoy Bowling Green & Clubhouse	Palace Road	Kirkwall	Leisure Facility	Freehold	B	n/a	115		
Broad Street 006 & Store	Broad Street	Kirkwall	Office	Freehold	B	n/a	305	G	Yes
Broad Street 008	Broad Street	Kirkwall	Office	Freehold	B	n/a	244		Yes
Creamery Factory (H82)	Crowness Road	Kirkwall	Industrial Unit	Freehold	B	n/a	2175		Yes
Factory Unit (H43)	Crowness Road	Kirkwall	Industrial Unit	Freehold	B	n/a	1118		Yes
Ferry Terminal Building & Toilets	Offices	Kirkwall	Ferry Terminal	Freehold	B	n/a	612	F	
Former Bus Station	Great Western Road	Kirkwall	Store	Freehold	C	n/a	82		
Former Papdale Halls of Residence	Berstane Road	Kirkwall	Redevelopment	Freehold	C	n/a	5155	E	
Former Whitechapel Public Toilet	Junction Road	Kirkwall	Public Convenience	Freehold	B	n/a	34		
Garden House	New Scapa Road	Kirkwall	Office	Freehold	B	n/a	612		Yes
Graham House	New Scapa Road	Kirkwall	Residential	Freehold	B	n/a	758		Yes
Grainshore Training Centre (H24)	Garrison Road	Kirkwall	Industrial Unit	Freehold	B	n/a	464	E+	Yes
Greenbelt Land, Hatston		Kirkwall	Land	Freehold	n/a	n/a			Yes
Ground Floor Offices, 7-13 Laing Street	Laing Street	Kirkwall	Office	Freehold	B	n/a	104		Yes
Hostel, Victoria Road 004	Victoria Road	Kirkwall	Residential	Freehold	B	n/a	166		
Junction Road 028	Junction Road	Kirkwall	Redevelopment	Freehold	B	n/a	104		Yes
Keeliquoy Allotments	Victoria Road	Kirkwall	Land	Freehold	n/a	n/a			
Lairage	Pier	Kirkwall	Lairage	Freehold	B	n/a	90		
Land at Crowness Business Park	Crowness Business Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Land at Papdale Loan		Kirkwall	Land	Freehold	n/a	n/a			
Land at Saverock		Kirkwall	Land	Freehold	n/a	n/a			Yes
Land at Soulisquoy	Soulisquoy	Kirkwall	Land	Freehold	n/a	n/a			Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Marshalling Area Building & Weighbridge	Hatston Pier	Kirkwall	Waiting Room & Public Convenience	Freehold	A	n/a	75	F+	
MS Therapy Centre	Hyperbaric Centre	Kirkwall	Office	Freehold	C	n/a	170		
Office & Store (H49)	Garrison Road	Kirkwall	Industrial Unit	Freehold	B	n/a	306		Yes
Offices, 15-17 Victoria Street	Victoria Street	Kirkwall	Office	Freehold	B	n/a	222		
Old Brandyquoy Clubhouse	Watergate	Kirkwall	Leisure Facility	Freehold	C	n/a	85		
Papdale Farm	Papdale Loan	Kirkwall	Store	Freehold	D	n/a	164		
Papdale Garden Allotments	Papdale Loan	Kirkwall	Land	Freehold	n/a	n/a			
Pickaquoy Clubrooms	Pickaquoy	Kirkwall	Leisure Centre	Freehold	C	n/a	235		
Scotts House (H16)	Grainshore Road	Kirkwall	Office	Freehold	B	n/a	190	G	Yes
Scout Hall	Junction Road	Kirkwall	Leisure Facility	Freehold	B	n/a	253		
Site (H11)	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H12), Grainshore Road	Grainshore Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H13)	Crowness Crescent	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H2), Scotts Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H23), Scotts Road/Quoyangry Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H25), Crowness Crescent	Crowness Crescent	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H26), Crowness Crescent	Crowness Crescent	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H40), Crowness Crescent	Crowness Crescent	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H42), Scotts Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H44), Scotts Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H51), Grainshore Road	Grainshore Road	Kirkwall	Land	Freehold	n/a	n/a			Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Site (H83), Grainshore Road	Grainshore Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H85), Sparrowhawk Road	Sparrowhawk Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H87), Grainshore Road	Grainshore Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H89), Warness Park	Hatston Pier Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H90)	Crowness Business Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site (H91)	Crowness Business Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 1 (H38), Scotts Road/Quoyangry Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 1 (H58), Crowness Park	Crowness Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 12 (H60), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 13 (H61), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 14 (H62), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 15 (H79), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 16 (H80), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 16A (H63), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 2 (H32), Scotts Road/Quoyangry Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 2 (H54), Crowness Park	Crowness Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 2 (H66), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 3 (H59), Crowness Park	Crowness Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 4 (H55), Crowness Park	Crowness Park	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 6 (H56), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 6 (H70), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Site 7 (H53), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 8 (H72), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site 9 (H57), Crowness Road	Crowness Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Site for Kirkwall Care Facility		Kirkwall	Land	Freehold	n/a	n/a			
Site of Police Command Centre	Burgh Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Sites 3 & 4 (H39 & H34), Scotts Rd/Quoyangry Road	Scotts Road	Kirkwall	Land	Freehold	n/a	n/a			Yes
Sites 5 & 7 (H69 & H71), Grainshore Drive	Grainshore Drive	Kirkwall	Land	Freehold	n/a	n/a			Yes
Store (H11A)	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	25		Yes
Store (H33)	Skua Road	Kirkwall	Industrial Unit	Freehold	B	n/a	308	D	Yes
Store (H46), Crowness Road	Crowness Road	Kirkwall	Industrial Unit	Freehold	C	n/a	151		Yes
Store 10a (H15A), Skua Road	Skua Road	Kirkwall	Industrial Unit	Freehold	B	n/a	299	B+	Yes
Store 10b (H15B), Skua Road	Skua Road	Kirkwall	Industrial Unit	Freehold	B	n/a	271	D+	Yes
Store 10c (H50), Skua Road	Skua Road	Kirkwall	Industrial Unit	Freehold	B	n/a	187		Yes
Store 17 (H28), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	146	G	Yes
Store 18 (H10), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	31		Yes
Store 6 (H4), Millpark Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	53		Yes
Unit 1 (H8), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	282	C+	Yes
Unit 1, Great Western Road	Great Western Road	Kirkwall	Industrial Unit	Freehold	B	n/a	893		
Unit 2 (H9), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	299	D	Yes
Unit 3 (H7), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	209		Yes
Willowburn Road Garages	Willowburn Road	Kirkwall	Store	Freehold	C	n/a	198		
Wireless Museum	(Kiln Corner)	Kirkwall	Museum/Visitor Centre	Freehold	B	n/a	56		
Workshop (H18)	Dakota Road	Kirkwall	Industrial Unit	Freehold	B	n/a	109	D+	Yes
Workshop (H19)	Dakota Road	Kirkwall	Industrial Unit	Freehold	C	n/a	132		Yes
Workshop (H30)	Sparrowhawk Road	Kirkwall	Industrial Unit	Freehold	C	n/a	128		Yes

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Workshop (H31)	Sparrowhawk Road	Kirkwall	Industrial Unit	Freehold	C	n/a	105		Yes
Workshop 16 (H3), Scotts Road	Scotts Road	Kirkwall	Industrial Unit	Freehold	B	n/a	84	G	Yes
Land beside Orkney Inga Saga Centre		Orphir	Land	Freehold	n/a	n/a			
Orkney Inga Saga Centre		Orphir	Museum/Visitor Centre	Freehold	B	n/a	83		
Store 1, Old Orphir School	Scorradale Road	Orphir	Store	Freehold	C	n/a	110		
Land at Sanday Junior High School		Sanday	Land	Freehold	n/a	n/a			
Store No. 1, Kettletoft Pier	Kettletoft Pier	Sanday	Store	Freehold	B	n/a	85		
Store No. 2, Kettletoft Pier	Kettletoft Pier	Sanday	Store	Freehold	B	n/a	99		
Smithy Restaurant & Museum	The Smiddy	Shapinsay	Museum/Visitor Centre	Freehold	B	n/a	159		Yes
Land at Schoolquoy		South Ronaldsay	Land	Freehold	n/a	n/a			
Hatston Ferry Terminal Building	Hatston Pier	St Ola	Ferry Terminal	Freehold	B	n/a	580	G	
Hatston Lairage	Hatston Pier	St Ola	Lairage	Freehold	A	n/a	1166	D+	
Kirkwall Airport Hangar & Land (0.68ha)	Kirkwall Airport	St Ola	Hangar	Joint Ownership	A	n/a	1523		Yes
Seatter Farm and Steading	Farm Buildings	St Ola	Farm	Freehold	B	n/a			Yes
Seatter Farm House	Farm House	St Ola	Dwelling/Flats	Freehold	B	n/a	170		Yes
Walliwall Quarry	Old Finstown Road	St Ola	Quarry	Freehold	C	n/a	88		
Weyland Farm		St Ola	Farm	Freehold	D	n/a			Yes
108.32 sqm Site, Victoria Street	Victoria Street	Stromness	Land	Freehold	n/a	n/a			
Alfred Terrace Allotments	Alfred Terrace	Stromness	Land	Freehold	n/a	n/a			
Battery & Gas Stores	Alfred Street	Stromness	Store	Freehold	B	n/a	304		
Buoy Store, NLB Pier	Pole Star Pier	Stromness	Store	Freehold	B	n/a	320	C+	Yes
Factory Unit (G24)	Garson Park	Stromness	Industrial Unit	Freehold	B	n/a	1513	D	Yes
Flaws Pier, Sailhouse & Slipway	Alfred Street	Stromness	Leisure Facility	Freehold	C	n/a			

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Former Stromness Library	Hellihole Road	Stromness	Office	Freehold	C	n/a	171		
Former West Mainland Mart Development Site	Ferry Road	Stromness	Land	Freehold	n/a	n/a			Yes
Land at Garson	Garson	Stromness	Land	Freehold	n/a	n/a			Yes
Land at Garson Way	Garson Way	Stromness	Land	Freehold	n/a	n/a			
Marraquoy Cabin		Stromness	Store	Freehold	B	n/a	7		
Ness Battery	Ness	Stromness	Museum/Visitor Centre	Freehold	B	n/a	340		
Office, 16 Victoria Street	Victoria Street	Stromness	Office	Freehold	B	n/a	54		
Site (G26), Garson Park	Garson Park	Stromness	Land	Freehold	n/a	n/a			
Site 11 (G20), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 12 (G21), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 13 (G22), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 14 (G23), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 2 (G11), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 2 (G3), Garson Way	Garson Way	Stromness	Land	Freehold	n/a	n/a			Yes
Site 3 (G12), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 4 (G13), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 5 (G14), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 6 (G15), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site 6 (G8), Garson Way	Garson Way	Stromness	Land	Freehold	n/a	n/a			Yes
Site 7 (G16), Garson Place	Garson Place	Stromness	Land	Freehold	n/a	n/a			Yes
Site A	Ferry Road	Stromness	Land	Freehold	n/a	n/a			
Site at Garson (G25)	Garson Industrial Estate	Stromness	Land	Freehold	n/a	n/a			
Site D	Ferry Road	Stromness	Land	Freehold	n/a	n/a			
Site for new Stromness Care Home		Stromness	Care Home Under Construction	Freehold	n/a	n/a			
Site Office	Alfred Street	Stromness	Office	Freehold	B	n/a	65		

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	GIA (m ²)	EPC Rating	Reserve Fund
Store (G9)	Garson Industrial Estate	Stromness	Industrial Unit	Freehold	B	n/a	1734		Yes
Stromness Ferry Terminal Building & Toilets	Ferry Road	Stromness	Ferry Terminal	Freehold	B	n/a	752	E+	
Victoria Street 014A	Victoria Street	Stromness	Office	Freehold	A	n/a	79		Yes
Victoria Street Offices	Victoria Street	Stromness	Office	Freehold	B	n/a	463	G	Yes
Visitor Centre	Ireland Road	Stromness	Museum/Visitor Centre	Freehold	B	n/a	266		
Warehouse (lobster pond)	South Pier	Stromness	Industrial Unit	Freehold	C	n/a	317		
Workshop (G10)	Garson Place	Stromness	Industrial Unit	Freehold	B	n/a	101	F	Yes
Workshop (M4)	Cairston Road	Stromness	Industrial Unit	Freehold	B	n/a	220		Yes
Gents Toilet, West Pier		Stromsay	Redevelopment	Freehold	D	n/a	11		
Stromsay Fish Mart Hostel & Cafe		Stromsay	Shop	Freehold	A	n/a	259		Yes
Store No 1, Gill Pier	Gill Pier	Westray	Store	Freehold	B	n/a	43		
Store No 2, Gill Pier	Gill Pier	Westray	Store	Freehold	C	n/a	43		



Property Asset Management
Plan
2019 to 2023

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*If you would like this document in
any other language or in a
different format please contact us
using the details above.*



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Draft Property Asset Management Plan 2019-2023
Service / service area responsible.	Corporate Services – IT & Facilities (Estates)
Name of person carrying out the assessment and contact details.	Graeme Christie, Estates Manager Ext 2303
Date of assessment.	15 October 2019
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New – revised draft policy

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	Continue to develop a corporate approach to the management and performance monitoring of the Councils property portfolio.
Is the function / policy / plan strategically important?	Yes
State who is, or may be affected by this function / policy / plan, and how.	Staff and public may be affected by the outcomes of the draft plan.
How have stakeholders been involved in the development of this function / policy / plan?	The need to manage property corporately may result in some underperforming property being identified and earmarked for disposal.

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>There are no specific equalities issues other than those which are considered through normal processes already in place, for example compliance with Building Standards and other performance targets.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>No.</p>
<p>Could the function / policy have a differential impact on any of the following equality areas?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No.</p>
<p>2. Sex: a man or a woman.</p>	<p>No.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No.</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No.</p>
<p>5. Pregnancy and maternity.</p>	<p>No.</p>
<p>6. Age: people of different ages.</p>	<p>No.</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>No.</p>
<p>8. Caring responsibilities.</p>	<p>No.</p>
<p>9. Care experienced.</p>	<p>No.</p>

10. Marriage and Civil Partnerships.	No.
11. Disability: people with disabilities (whether registered or not).	No.
12. Socio-economic disadvantage.	No.
13. Isles-proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
How could you minimise or remove any potential negative impacts?	n/a
Do you have enough information to make a judgement? If no, what information do you require?	n/a

4. Conclusions and Planned Action

Is further work required?	Yes – the revised plan/policy will result in an ongoing review process and includes reporting to appropriate Council committee(s) for decisions
What action is to be taken?	Review property performance will be ongoing, reviewing the plan will be undertaken at regular intervals.
Who will undertake it?	Estates Manager.
When will it be done?	Ongoing.
How will it be monitored? (e.g. through service plans).	Any performance targets set or outcomes arising from the plan will be monitored and reported to the appropriate Council committee(s) for review and action where deemed necessary.

Signature: 
Name: GRAEME CHRISTIE

Date: 14 October 2019
(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk