

Item: 5

Asset Management Sub-committee: 29 August 2023.

Corporate Asset Maintenance Programmes.

Revenue Expenditure Outturn.

Report by Head of Finance.

1. Purpose of Report

To advise of the expenditure outturn on the corporate asset revenue maintenance programmes for financial year 2022/23.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2022/23, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

2.2.

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

3. Background

3.1.

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

3.2.

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

3.3.

The purpose of this report is to present an overview or summary of the expenditure incurred in financial year 2022/23 and allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

4. Budget Monitoring

4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April 2022 to 31 March 2023, against approved programmes:

Revenue Maintenance Programme.	Expenditure at 31 March 2023.	Annual Budget 2022/23.	Over/(Under) spend.
	£000	£000	£000
General Fund	1,989.7	1,708.2	281.5
Strategic Reserve Fund	123.7	93.2	30.5
Total	2,113.4	1,801.4	312.0

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2022/23 and is compared directly with the respective planned and approved programmes. Appendix 1 also provides a summary of the larger works undertaken as reactive repairs.

5. General Fund Programme

The General Fund Revenue Maintenance Programme is showing an outturn figure of £1,989,700 at 31 March 2023, an overspend of £281,500 against the total annual budget.

6. Strategic Reserve Fund Programme

The Strategic Reserve Fund Revenue Maintenance Programme is showing an outturn figure of £123,698 at 31 March 2023 which is an overspend of £30,498 against the total annual budget.

7. Corporate Governance

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

8. Financial Implications

8.1.

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

8.2.

The overspend of £281,500 on the General Fund Revenue Maintenance Programme can mainly be attributed to higher than budgeted costs for reactive repairs. The overspend was funded through a contribution from the Repairs and Renewals Fund. The Property Maintenance earmarked amount held within the Repairs and Renewals Fund has a £nil balance going forward. Any subsequent overspends will have to be met by increasing Services allocations.

8.3.

The total spend on the Strategic Reserve Fund Revenue Maintenance programme is fully funded by income generated from investment properties held in the Strategic Reserve Fund.

9. Legal Aspects

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

10. Contact Officer

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11. Appendix

Appendix 1: Corporate Asset Maintenance Programmes as at 31 March 2023.

SUMMARY

APPENDIX 1

General Fund Revenue Maintenance	Actual Expenditure at 31 March 2023	Approved Budget 2022/23	Outturn 2022/23	Over/(Under) spend 2022/23	Previously Estimated Outturn 2022/23	Increase (Decrease) Against Estimated Outturn 2022/23
	£	£	£	£	£	£
Asset Name						
One-off planned repairs	358,277.51	228,500	358,278	129,778	383,131	(24,853)
Statutory / non statutory testing	291,286.90	285,800	291,287	5,487	278,427	12,860
Cyclical works	67,336.26	83,600	67,336	(16,264)	70,366	(3,030)
Large scale repairs (budgeted within Reactive works)	551,082.18	0	551,082	551,082	555,479	(4,397)
Reactive works	280,316.83	650,000	280,317	(369,683)	255,000	25,317
Contingency	0.00	100,000	0	(100,000)	0	0
Apportioned Costs (£360,300) budget included in project budgets	441,400.00	360,300	441,400	81,100	360,300	279,200
	1,989,699.68	1,708,200	1,989,700	281,500	1,902,703	285,097

Strategic Reserve Fund Revenue Maintenance	Actual Expenditure at 31 March 2023	Approved Budget 2022/23	Outturn 2022/23	Over/(Under) spend 2022/23	Previously Estimated Outturn 2022/23	Increase (Decrease) Against Estimated Outturn 2022/23
	£	£	£	£	£	£
Asset Name						
One-off planned repairs	33,620.13	35,000	33,620	(1,380)	22,724	10,896
Statutory / non statutory testing / cyclical works	7,807.66	8,445	7,808	(637)	8,780	(972)
Cyclical works	0.00	4,755	0	(4,755)	0	0
Large scale repairs (budgeted within Reactive works)	58,319.41	0	58,319	58,319	56,254	2,065
Reactive Works	23,950.46	27,000	23,950	(3,050)	13,378	10,572
Contingency	0.00	6,000	0	(6,000)	0	0
Apportioned Costs (£12,000) budget included in project budgets	0.00	12,000	0	(12,000)	12,000	24,000
	123,697.66	93,200	123,698	30,498	113,136	46,562

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23	
		£	£	
Asset Name	Description			
1	Aurrida House	Lighting replacement. Fittings are old and inefficient. Replace with LEDs. Works complete, and contained within the tender figure, but greater than the estimate due to increasing tender costs.	47,191	30,000
2	Flotta Primary School	Rain screen replacement - Rain screen to rear elevation of hall (away from car park) flat roof leaking, works complete.	10,235	10,000
3	Flotta Primary School	Community centre - windows leaking and to be replaced, works complete.	19,984	20,000
4	Flotta Primary School	Community centre - External lighting in poor condition, works complete.	1,195	1,500
5	Generators - General	Generators are exposed to the elements and acoustic cases deteriorating. Enclose in light weight structure with removable cladding for maintenance purposes. Works undertaken at Wideford Hill.	3,084	20,000
6	Glaitness Primary School	Fascia & Soffit replacement, works carried over from previous year. Works complete.	59,731	nil
7	Rackwick PC	Septic tank failure summer 22. Works planned for next financial year, cost incurred relate to statutory applications and external consultancy design works.	3,799	nil
8	Sanday School	Swimming pool plant filtration plant replacement, re-grout pool shell and repairs to the air handling unit. Works substantially complete.	80,554	92,000
9	Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19. External units are OK. Works completed and paid in last financial year.	0	40,000
10	Stronsay Junior High School	Emergency works - Oil tank developed a leak. Replace both tanks with bunded tanks. Works complete.	31,447	nil
11	Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on seabed. Project carried over from previous year. Tender accepted at £117,086.87. Works complete.	96,695	10,000
12	Hoy Centre	External door replacement, ply faced doors have failed. Replace with quality timber door. Work complete	4,363	5,000
	Statutory Testing	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
13	Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that will be surveyed next financial year. Costs incurred relate to software licence for Modus Aims asbestos management system.	1,125	1,000
14	Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.	5,406	4,500
15	Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.	25,897	44,000
16	Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	9,268	8,000
17	Fixed appliance testing	Annual test and inspection.	1,275	4,500
18	Gas Appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools.	6,069	4,400
19	Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. Lift Operations and Lifting Equipment Regulations (LOLER) testing to demonstrate that the equipment is safe for use.	9,305	10,000
20	Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended).	6,274	2,900

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23	
Asset Name		Description		
21	Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Inspection, test undertaken on a quarterly basis, minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineer's car top alarms etc.	20,541	22,000
22	Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to OIC run or managed properties only. Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets.	4,915	8,400
23	Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquooy Centre.	10,819	4,700
24	Water Services management and thermostatic Mixer Valve test	Water services - Undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually.	14,598	20,000
25	Working at Height - Roof Anchor and Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection. Covers only the testing.	1,834	2,800
Non Statutory (best practice)				
26	Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test.	9,790	2,200
27	Automatic door servicing	6 monthly test / inspection.	10,642	8,200
28	Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties.	80	100
29	Evac chairs	Annual test and inspection.	715	750
30	Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	13,309	13,000
31	Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Includes testing, servicing, repairs and replacement.	18,716	12,000
32	Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	Annual test and inspection. Includes inspection and servicing to fixed equipment such as wall bars and moveable PE equipment, with repairs to moveable PE equipment funded by each establishment. Contract includes for inspection and servicing to fitness room equipment which is also funded by each establishment along with any repairs.	5,604	4,200
33	Generator Servicing	Annual service and test. Comprises the maintenance of diesel generator sets, includes testing, servicing, reactive repairs and works required to keep systems operating.	1,742	1,700
34	Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements.	35,238	45,000
35	Heat pump servicing	Annual service. Contract predominantly for housing properties. Annual servicing and maintenance of heat pumps, MVHR systems, including reactive repairs and works required to keep systems operating.	6,175	6,700
36	Lightning systems testing	Annual test and inspection. Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value.	3,400	3,300
37	Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties.	35,020	29,800
38	Swimming pool and library heat recovery / air con servicing	Health and Safety at Work Act 1974. Annual service - inspect, service and undertake remedial works on refrigeration equipment. Servicing undertaken twice this year at 6 month intervals.	0	2,800

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23	
Asset Name		Description		
		£	£	
39	Swimming pool, sauna, steam and spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual inspection and low costs remedial works undertaken, followed by quotations for larger scale works. Greater spend on repairs at Westray due to the failure of one of the filters and the need for additional labour to undertake the repair.	14,478	6,200
40	Radon	Ionising Radiation Regulations 1999. On-going ad-hoc testing as found necessary. If any remedial works are required, these are funded from reactive budget. No identified works for 22.23.	0	700
41	Septic tank and sewerage treatment plant cleaning	Annual agreements. Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis. Additional works to deal with failing tanks, and to address over flowing issues.	2,093	1,000
42	Petrol interceptors and grease traps servicing	Annual clean out. Involves emptying petrol interceptors, undertaken late summer / early autumn. Costs have increased as services are no longer delivered from the Invergordon office, and now delivered from Aberdeen.	12,379	7,500
43	Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing.	4,228	3,100
44	Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites.	110	100
45	Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account. Undertaken on a quarterly frequency, and includes cleaning 4 buildings, and various CCTV camera domes. This budget only pays for the CCTV camera dome cleaning.	244	250
Cyclical works				
46	External decoration including steelwork painting	5-year re-decoration plan.	16,490	20,000
47	Timber floor treatments	Stromness School hall works complete.	6,069	4,800
48	Timber floor treatments	Stromness Academy Dining Hall works complete.	7,680	7,600
49	Timber floor treatments	Stenness Primary School works complete.	4,382	4,300
50	Timber floor treatments	Shapinsay School works complete.	9,727	6,900
51	Timber floor treatments	Kirkwall Town Hall - Meeting Room 2 (Ground Floor) To be undertaken w/c 13 April 2020. Works cancelled following client feedback and re-scheduled for April 23	0	2,900
52	Timber floor treatments	Kirkwall Town Hall upstairs hall. Works re-scheduled and to be undertaken August 23.	0	4,600
53	St Magnus Cathedral	Architects' inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral. Awaiting invoice.	0	4,500
54	St Magnus Cathedral	Organ tuning - quarterly inspection and tune. Works complete	5,900	4,500
55	Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn inspection, majority of which has now been completed. Ventilation to Glatness PS pool being investigated.	5,693	10,000
56	Various properties	Lightning systems - repairs and upgrades following risk assessment works and surveys. Many properties have no systems despite the risk assessment suggesting that ones are required. This is the start of a 4-5 year program to fit new systems, while also fixing existing systems. Surveys undertaken, reports have been submitted by BEST, reviewing before deciding on what course of action to be taken. Consider St Magnus Cathedral supplementary works to minimise disruption from future strikes.	2,754	6,000
57	Water systems - generally	Burray School - Booster pumps and calorifier fitted.	8,642	7,500
Large scale reactive works (Over £1,000) added during the year (Ex fees)				
58	Firth Primary School	Carpet replacement	22,289	
59	G24 Factory	Carry out Building Warrant works to allow property to be re-occupied	19,399	
60	Birsay Hostel	Portacabin repairs, drainage repairs	14,265	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
Asset Name		Description	
			£
61	The Orkney Library and Archive	Entrance alterations	13,800
62	Smiddybrae House	Repairs to external wall following car impact damage	12,814
63	Aurrida House	Supply and fit rise and fall hoist	11,367
64	DLO Depot	Supply and install new 2000l water tank	11,187
65	St Colms Centre	Re-cover polytunnel, joinery works and door replacement.	10,801
66	Orkney Library	Wall repairs after RTC	10,014
67	Birsay Hostel	Works to allow facility to open in the new season	9,768
68	Hope School	New worktops.	8,557
69	Cursiter Quarry	Magnets delaminated - Wind turbine repairs	8,450
70	Westray Junior High School	Pool hall ceiling replacement following water ingress and damage.	8,031
71	St Magnus Cathedral	Repair leak from heating valve	7,347
72	Corrigall Farm Museum	Repair sash windows	7,124
73	Town CCTV system	Repairs to cctv system	6,571
74	Pickaquooy Centre and Playing Fields	Provide a new concrete base to electrical bike storage structure	6,536
75	Rousay Primary School	Hot water cylinder failure, replacement with solar ready cylinder	6,524
76	Stenness Primary School	Pipe alterations and replace pump	5,498
77	Kirkwall Town Hall	High level survey	5,372
78	Stromness Swimming Pool	Shower head in staff room needs replaced, all shower heads & push buttons in female changing room need repaired or replaced.	5,320
79	DLO buildings Hatston	Fire risk assessment works	5,300
80	Firth Primary School	Replace tiles in toilets	5,132
81	Hope school	Replace Slip Ring on Turbine.	4,950
82	Stromness Swimming Pool	Supply replacement dosing pumps as per quote number 1635	4,853
83	North Walls School	Dashing repairs	4,349
84	Burray Primary School	Cylinder replacement	4,321
85	Burray Primary School	Install booster pumps on domestic water	4,321
86	Kirkwall Travel Centre	Decorate waiting area and toilets	4,192
87	DLO Hatston	Replace external steps and door	4,177
88	Keelylang Day Centre	Repair leaking pipe	4,132
89	Glaitness School	Undertake repair to leak in lead valley gutter above former nursery end. Clean moss and debris from lead gutters, around hoppers and from adjacent roofs and RWG repairs. Point up cement to cloak edge of roof tiles where it has broken away. Repair/replace/add roof tiles to cover flashing around Velux to provide cover. Include for access scaffold as necessary. Replace 2 small bathroom windows as discussed on site, white uPVC double glazed, obscure glazing, to match existing.	4,080
90	Kirkwall Town Hall	Carry out repairs to lift as per quote 15326.	4,040
91	Kirkwall and St Ola Town Hall and Community Centre	Carry out lift repairs as per quote 15326.	4,004
92	Tankerness House Gardens	Expose pipes and alter drains	3,996
93	Braeburn Court Core facility	Heat pump - fit new compressor	3,866
94	Hamnavoe House	New roller iron	3,809
95	Hope School	Replace shower valves	3,735
96	Hamnavoe House	Planning App Fee, Hamnavoe House	3,600
97	The Orkney Library and Archive	Air conditioning repairs	3,551
98	Short Breaks Unit	Carry out electrical repair works as per estimate	3,520
99	Council Offices	Carry out alterations for cameras and frame for TV screens.	3,446
100	Stromness Town Hall	Heating system replacement consultancy	3,380

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
Asset Name		Description	
			£
101	Corrigall Farm Museum	Remove the old cement from edges of flagstone on the barn and point up using Hourdex HL5	3,299
102	Strynd Nursery	Change floor covering for non-slip vinyl	3,273
103	Glaitness Primary School	Repair heat pumps	3,096
104	Wideford Hill Communications Mast and Cabin	Form a ventilated cover with walls and door access to the backup generator as per drawing	3,084
105	Evie Primary School	Repair the ground source heating unit	3,057
106	Gilbertson Day Centre	Fencing to front garden.	3,003
107	Pickaquooy centre	Repairs to ventilation system	3,000
108	Tankerness House Museum	CCTV repairs and replace NVR unit	2,966
109	Glaitness School	Repair automatic door	2,914
110	Pavilion House - Ground Floor	Main external entrance door replacement	2,867
111	Westray Junior High School and Swimming Pool	Repair under floor heating in the pool / Gym / Community space, area does not appear to get heating.	2,844
112	The Strynd Nursery	Garden area repair, Remove trip hazards and level isolated areas as necessary.	2,835
113	Stronsay Fishmarket	Transfer fund - Toilet cleaning annual contribution	2,800
114	Papdale School	Supply and install gas cage.	2,765
115	Smiddybrae House	Install cable ducting for new summer house	2,759
116	Shapinsay Primary School	Design, Supply and commission lightning protection system	2,754
117	Stromness Town Hall	Ventilation system consultancy	2,698
118	The Strynd Nursery	Walls & ceiling repair / re-decorate	2,632
119	Orkney Inga Centre	General external repairs, tile replacement, Double Glazed unit replaced and make good water damage.	2,626
120	St Colms Day Centre	Replace internal wood	2,605
121	Stromness Academy	Drainage repairs	2,596
122	Orphir Primary School	Install additional kitchen units in resource area	2,591
123	Stromness Academy	Gutter cleaning	2,573
124	Hamnavoe House	Repair skirting boards that are coming away from the walls as per list & attached photos.	2,572
125	St Magnus Cathedral	Boiler replacement fees	2,550
126	2 Summerdale Drive	Release of retention from Electrical Heating upgrade	2,516
127	St Rognvald's House	Supply & install an extra 18kg washing machine in the laundry, one Belfast type sink will be required to be removed, this & electrical supply can be done in preparation of machine arriving.	2,489
128	Pickaquooy Centre	Isolate circuit and install extra socket	2,485
129	Stromness Community Centre	Heat pump repair	2,423
130	Birsay Campsite	Repairs before opening	2,418
131	St Rognvalds House	Dishwasher repairs	2,357
132	Papdale School	Emergency light repairs after testing.	2,328
133	Stromness academy	Roof leaks	2,252
134	Evie Primary School	Supply and deliver to site 30Litres of EndoTherm water treatment	2,200
135	Burray Primary School	Hot water repair	2,172
136	Hamnavoe House	Heating repair	2,126
137	Braeburn Court Core facility	Emergency light repairs	2,107
138	Hamnavoe House	Emergency light repairs	2,030
139	OIC Depot H88	Roof repairs.	2,026
140	Council Offices	Technician to attend site and investigate issues with lift	1,947
141	Stromness Academy	Emergency light repairs	1,925

DETAILED PROGRAMME

	General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
			£	£
	Asset Name	Description		
142	Orphir Primary School	Base for shed	1,922	
143	Tankerness House Museum	Cabinet lighting upgrade	1,920	
144	St Rognvald's House	Clean room/toilet and kitchen extracts	1,900	
145	57B Dundas Street, Stromness	Void property	1,898	
146	Stromness Swimming Pool	Check pump & controller in lower boiler house	1,870	
147	Arcadia Park	Alterations to planter within upper car and drainage alterations	1,840	
148	Stromness Academy	Clean ventilation systems	1,790	
149	Evie Primary	Roof repairs - Fix end caps	1,789	
150	Stromness Primary School	Ventilation cleaning as identified from PPM contract.	1,770	
151	St Rognvald's House	Carry out electrical repair works as per estimate	1,713	
152	Point of Ness	Sea wall repairs	1,682	
153	Westray Junior High School	Emergency light repairs.	1,654	
154	Cow Cull	Repair large sliding door gear.	1,630	
155	Pickaquooy Centre and Playing Fields	Extend the existing panic alarm for the pool to cover the Gym, S&C Gym and boulder	1,622	
156	Glaitness Primary School	Clean nursery, toilet, extension and kit	1,620	
157	Pickaquooy centre	Boiler repairs	1,609	
158	Hop School	Air tightness test	1,600	
159	Westray Junior High School	Replace outside lights	1,580	
160	Smiddybrae House	Repair washing machine	1,575	
161	Stronsay Junior High School	Investigate and repair leak in boiler house	1,564	
162	North Ronaldsay School	Cut out posts in garage and replace	1,560	
163	Stronsay School	Nursery play area landscaping	1,556	
164	Kalisgarth	Carry out repair to pressurization unit	1,553	
165	North Ronaldsay School	Repairs to electrical system after testing	1,552	
166	Sanday Junior High School and Swimming Pool	Top up ground loop pressure, replace bypass valve and check the operation of the heat pumps one hasn't been changing over.	1,552	
167	Papdale School	Faulty fire alarm.	1,539	
168	Glaitness Primary School	Supply and fit fan to calorex hydro pool unit	1,538	
169	Glaitness Primary School	Emergency light repairs	1,538	
170	Kalisgarth	Automatic door closer repairs	1,535	
171	Council Offices	Ventilation system cleaning supply and extract to old toilet on the ground floor.	1,520	
172	Pickaquooy Centre and Caravan Site	Chlorinate water and test expansion vessel	1,511	
173	Firth School	Fit set of double doors in nursery	1,501	
174	Glaitness School	Ventilation system cleaning nursery, main toilets, extension and hall supply and extract	1,500	
175	Kalisgarth	Repair the HWS return pump	1,499	
176	Smiddybrae House	Supply and install 4 pocket screens to automatic doors at reception entrance	1,498	
177	Smiddybrae House	Digital door locks	1,487	
178	St Rognvald's House	Clean room/toilet extract and kitchen extract - works identified from PPM contract.	1,480	
179	Pickaquooy Centre	Repair shower	1,444	
180	Pickaquooy centre	Oil tank gauge repair and repair fuel leak	1,442	
181	Pickaquooy centre	Supply and deliver 2 x Evac Chairs to Co	1,441	
182	Dounby Primary School	After carrying out the work on works order 1037538 there is multiple ceiling tiles in the gym that are needing replaced	1,437	
183	Kirkwall Town Hall	Light globes have fallen, check and replace	1,429	
184	Cursiter Quarry	Replace guttering to both sides of garage	1,396	
185	St Rognvalds House	Worktop replacement	1,382	
186	St Rognvalds House	Washing machine repairs	1,372	
187	Hope Primary School	Repair emergency light failures as per report.	1,371	
188	St Rognvald's House	Flooring replacement in B12	1,356	
189	St Rognvald's House	New flooring in B3	1,356	

DETAILED PROGRAMME

	General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
			£	£
	Asset Name	Description		
190	Stromness Academy	Cast iron drain drainage repairs	1,355	
191	Papdale School	Water Boiler fault .	1,335	
192	Pickaquooy Centre	Ventilation systems cleaning - Clean lounge/cafe supply, health suite supply and kitchen	1,340	
193	St Rognvald's House	New flooring	1,311	
194	St Rognvald's House	Flooring replacement	1,311	
195	St Colm's Quadrant 009	Replace doors.	1,304	
196	Stromness Town Hall	Boiler replacement - M & E fees	1,300	
197	Burray Primary School	Fit handrails to corridor walls & decorate to match skirtings etc, Fit a grab rail in the staff	1,291	
198	Westray Junior High School	Ventilation cleaning works identified from PPM contract.	1,290	
199	Dounby Primary School	Repair leak from roof	1,279	
200	Stromness Academy	Replace a broken pane of glass in the link corridor screen.	1,279	
201	St Rognvald's House	Replacement flooring in A12	1,266	
202	Kirkwall and St Ola Town Hall and Community Centre	Lock repairs	1,260	
203	Hamnavoe House	Paxton secure doors repairs	1,259	
204	St Andrew's Primary School	Combi oven repairs	1,244	
205	North Ronaldsay School	Replace DGU, window repair and paint	1,244	
206	Stromness Academy	Unblock urinals in art area	1,235	
207	Evie Primary School	Erect herras fencing around the damaged lamp post out the front of the school.	1,213	
208	Evie Primary School	Carry out electrical repair works as per estimate	1,207	
209	Dounby School	Emergency lighting repairs after testing	1,189	
210	Glaitness School	Remove dashing and re-render patches of damaged wall.	1,183	
211	St Rognvald's House	Flooring to room C5	1,175	
212	Sanday Junior High School	Lighting repairs	1,168	
213	St Rognvald's House	Light repairs	1,148	
214	North Walls School	Emergency light repairs	1,139	
215	St Andrews Primary School	Clean ventilation systems.	1,130	
216	St Rognvald's House	Drainage repairs	1,124	
217	St Rognvald's House	Unblock drains	1,124	
218	Glaitness School	Repair gate	1,092	
219	St Rognvald's House	The carpet in room E6 needs to be replaced with lino	1,091	
220	Kirkwall and St Ola Town Hall and Community Centre	Repair fan providing cool air to the kitchen	1,081	
221	Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	1,080	
222	North Ronaldsay School	Plumb in washing machine	1,069	
223	Hoy Centre	Supply and fit sign	1,066	
224	Council Offices	Repair hydro boil	1,065	
225	Dounby School	Repair window sashes	1,063	
226	Braeburn Court Core Facility	Staff kitchen door be added on to the key fob entry system.	1,062	
227	St Rognvalds House	Replace carpet	1,061	
228	Stromness Community Centre	External steel stair repairs	1,060	
229	Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	1,060	
230	Pickaquooy Centre	Repair pump	1,046	
231	St Rognvald's House	Washing machine repair	1,045	
232	Ferry Road Public Toilet	Carry out repairs after vandalism so toilets can be reopened for folk festival starting 26th	1,043	
233	Orphir Primary School	Electrical repairs	1,042	
234	Papdale School	Clean ventilation systems	1,020	
235	Rendall Road 008	Walls & ceiling repair, Graffiti on walls - repaint over damaged areas	1,019	
236	Stromness Swimming Pool	Repair chlorine dosing plant	1,019	
237	St Magnus Lane PC	Repairs following vandalism	1,015	
238	Orkney Islands Council	Clean chamber supply/extract and old building store / kitchen extract systems	1,010	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
		£	£
Asset Name	Description		
239	Sanday Junior High School	Ventilation system cleaning	1,010
240	Hamnavoe House	Repair or replace damaged & missing door seals as per list.	1,009
241	Stromness Swimming Pool	Light repairs	1,007
242	Bignold Park and Hockey Pavilion	Repair wall	1,006
243	Short Breaks Unit	Create safe access and lightening in attic to allow pumps to be maintained	1,000
244	Firth School	Air tightness test building	1,000
245	Stenness Primary School	Air tightness test building	1,000
246	Orphir Primary School	Air tightness test building	1,000
247	Aurrida House	Air tightness test building	1,000
248	The Orkney Library and Archive	Air tightness test building	1,000
	Orders over £1000	551,082	
	Reactive works		
249	Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non-statutory testing works. Actual spend figures are low, but larger scale orders need to be factored in, and at current levels of expenditure, the budget is likely to be exceeded without intervention.	280,317
			650,000
	Contingency		
250	Contingency	To be utilised across the programme as required.	0
			100,000
	Apportioned Costs		
251	Apportioned Costs	Increased development and management time.	441,400
			360,300
		Totals	1,989,700
			1,708,200

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
		£	£
Asset Name	Description		
Unit G24	Works to permit property to be re-let, comprising addressing roof / wall leaks, repairs to windows, stripping out previous tenants' alterations, localised flooring replacement, and compliance work in readiness for re-occupation. Works complete	12,779	35,000
Stronsay Fishmarket	Sundry repairs in compliance with the lease, localised internal decoration, plumbing alterations, localised insulation, service window ironmongery and seals, shower/kitchen areas replace silicone seals, re-locate oven, drain cleaning, de-scale pipework, room division. Works complete	20,055	0
H30/31	Demolition and site clearance. Works undertaken in previous year, expenditure represents retention payment release.	786	0
<u>Statutory Testing</u>			
The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.			
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that will be surveyed next financial year.	0	400
Duct hygiene (air conditioning, plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.	189	200
Electrical testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.	2,287	350
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	214	500
Fixed appliance testing	Annual test and inspection.	22	140
Gas appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools.	330	275

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
		£	£
Asset Name	Description		
Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. Lift Operations and Lifting Equipment Regulations (LOLER) testing to demonstrate that the equipment is safe for use.	80	0
Passenger / goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Inspection, test undertaken on a quarterly basis, minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineer's car top alarms etc.	246	950
Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to OIC run or managed properties only. Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets.	0	150
Water services management and thermostatic mixer valve testing / servicing	Water services - Undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually.	406	480
Non Statutory Testing			
Automatic door servicing	6 monthly test / inspection.	424	350
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	810	950
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Includes testing, servicing, repairs and replacement.	921	1,000

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
		£	£
Asset Name	Description		
Lightning systems testing	Annual test and inspection. Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value.	680	700
Oil boiler servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties.	1,200	1,100
Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites.	0	900
Cyclical Works			
External decoration	5-year re-decoration plan, following annual review of condition. Awaiting invoices.	0	4,755

Large scale reactive works (Over £1,000) added during the year.			
8 Broad Street	External repairs including window/door repairs, replace broken panes of glass, ease openings, upgrade emergency lighting and fire alarm, localised re-dashing, roof and flashing repairs, heating replacement, internally remove ticket booth and acoustic fittings, ease doors, renew ironmongery, replace flooring and re-decorate.	46,374	
Weyland Farm	Trough repairs	2,912	
Kirkwall Travel Centre	Carry out lift repairs as per quote 15327.	2,709	
Hatston Industrial Estate	Site clear up	2,289	
Water Test Centre	Repair sectional door	2,065	
Creamery Factory (H82)	Fire alarm panel faults and repair	1,970	
Reactive Works			

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 March 2023	Approved Budget 2022/23
		£	£
Asset Name	Description		
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works.	23,950	27,000
<u>Contingency</u>			
Contingency	To be utilised across the programme as required.	0	6,000
<u>Apportioned Costs</u>			
Apportioned costs (£12,000)	To be charged at year-end - £12,000. Budget included within project/works figures.	0	12,000
		Totals	123,698
			93,200