

## **Item: 7**

**Asset Management Sub-committee: 30 August 2022.**

**Corporate Asset Maintenance Programmes.**

**Expenditure Monitoring.**

**Report by Head of Finance.**

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

To monitor expenditure on the approved corporate asset maintenance programmes as at 30 June 2022.

### **2. Recommendations**

The Sub-committee is invited to note:

#### **2.1.**

The summary position of expenditure incurred, as at 30 June 2022, against the approved corporate asset maintenance programmes for 2022/23, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

#### **2.2.**

The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to this report, in order to obtain assurance that action is being taken with regard to significant budget variances, together with progress being made with delivery of the approved corporate asset maintenance programmes for 2022/23.

### **3. Background**

#### **3.1.**

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

#### **3.2.**

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

### 3.3.

The purpose of this report is to present an overview or summary of the expenditure incurred as at 30 June 2022 to allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

## 4. Budget Monitoring

### 4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April to 30 June 2022, against approved programmes:

Revenue Maintenance Programme.	Actual Expenditure at 30 June 2022.	Approved Budget 2022/23.	Estimated Outturn 2022/23.	Predicted Over/(Under) spend 2022/23.
	<b>£000.</b>	<b>£000.</b>	<b>£000.</b>	<b>£000.</b>
General Fund.	292.8.	1,708.2.	1,988.4.	280.2.
Strategic Reserve Fund.	13.3.	93.2.	93.1.	(0.1).
<b>Total.</b>	<b>306.1.</b>	<b>1,801.4.</b>	<b>2,081.5.</b>	<b>280.1.</b>

### 4.2.

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

## 5. General Fund Programme

### 5.1.

The General Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £1,988,371 at 30 June 2022 which is an estimated overspend of £280,171 against the annual budget of £1,708,200. This figure includes fees/apportioned costs of £360,300 which are charged at year-end. The expenditure to date does not include fees.

### 5.2.

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

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

The Strategic Reserve Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £93,114 at 30 June 2022 which is an estimated underspend of £86 against the annual budget of £93,200. The annual budget figure includes fees/apportioned costs of £12,000 which are charged at year-end. The expenditure to date does not include fees.

## **7. Corporate Governance**

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

## **8. Financial Implications**

### **8.1.**

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

### **8.2.**

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

### **8.3.**

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

## **9. Legal Aspects**

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

## **10. Contact Officer**

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

## **11. Appendix**

Appendix 1: Corporate Asset Maintenance Programmes 2022/23.

## SUMMARY

General Fund Revenue Maintenance	Actual Expenditure at 30 June 2022	Approved Budget 2022/23	Probable Outturn 2022/23	Estimated Over/(Under) spend 2022/23
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	66,329.90	228,500	306,000	77,500
Statutory / non statutory testing	66,605.76	285,800	287,699	1,899
Cyclical works	21,687.97	83,600	83,762	162
Large scale repairs (budgeted within Reactive works)	125,879.52	0	185,611	185,611
Reactive works	12,251.33	650,000	765,000	115,000
Contingency	0.00	100,000	0	-100,000
Apportioned Costs (£360,300) budget included in project budgets	0.00	360,300	360,300	0
	<b>292,754.48</b>	<b>1,708,200</b>	<b>1,988,371</b>	<b>280,171</b>

Strategic Reserve Fund Revenue Maintenance	Actual Expenditure at 30 June 2022	Approved Budget 2022/23	Probable Outturn 2022/23	Estimated Over/(Under) spend 2022/23
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	12,779.07	35,000	46,000	11,000
Statutory / non statutory testing / cyclical works	232.53	8,445	8,525	80
Cyclical works	0.00	4,755	4,755	0
Large scale repairs (budgeted within Reactive works)	1,834.34	-	1,834	1,834
Reactive Works	-1,533.18	27,000	20,000	-7,000
Contingency	0.00	6,000	-	-6,000
Apportioned Costs (£12,000) budget included in project budgets		12,000	12,000	0
	<b>13,312.76</b>	<b>93,200</b>	<b>93,114</b>	<b>-86</b>

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 30 June 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Aurrida House	Lighting replacement. Fittings are old and inefficient. Replace with LEDs. Carried over from previous year, materials have been ordered, and planned on being on site August 22 as requested by the users. Cost of works will exceed the allocated budget, and budget to be managed to accommodate the increase.	£ 3,514.87	£ 30,000
Flotta Primary School	Rain screen replacement - Rain screen to rear elevation of hall (away from car park) flat roof leaking, requires major upgrade, on site and to be completed by end august 22.	£ -	£ 10,000
Flotta Primary School	Community centre - windows leaking and to be replaced, on site and to be completed by the end of august 22.	£ -	£ 20,000
Flotta Primary School	Community centre - external lighting in poor condition and need replacing, on site and to be completed by the end of august 22.	£ -	£ 1,500
Generators - General	Generators are exposed to the elements and acoustic cases deteriorating. Enclose in light weight structure with removable cladding for maintenance purposes. Works to be undertaken at Wideford Hill (complete), 9 King Street and Smiddybrae House. Remaining properties to be actioned.	£ 3,083.80	£ 20,000
Glaitness Primary School	Fascia & Soffit replacement, works carried over from previous year.	£ 59,731.23	£ -
Sanday School	Swimming pool plant filtration plant replacement, re-grout pool shell and repairs to the air handling unit. Progressing and to be undertaken autumn 22.	£ -	£ 92,000
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.	£ -	£ 40,000
Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on seabed. New site has been identified further away from propeller wash. Carry over from previous year. Tender accepted at £117,086.87. No payments made last year.	£ -	£ 10,000
Hoy Centre	External door replacement, ply faced doors have failed. Replace with quality timber door. To be actioned.	£ -	£ 5,000
<b>Statutory Testing</b>	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that are outstanding. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area.	£ 1,125.00	£ 1,000
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection. On programme and budget.	£ -	£ 4,500
Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years. Slightly behind due to access and resourcing issues, and efforts being made to remedy.	£ 4,968.00	£ 44,000
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test. On programme and budget.	£ 1,679.00	£ 8,000
Fixed appliance testing	Annual test and inspection. Slightly behind due to access and resourcing issues, and efforts being made to remedy.	£ 876.20	£ 4,500
Gas Appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools. School works scheduled for summer holidays, on programme and budget.	£ 382.43	£ 4,400
Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. Payments relate to retrospective works, and this will fall to zero in future years.	£ 9,304.74	£ 10,000
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended). Works delayed last financial year due to contractor unable to attend, expenditure represents this and last year's work to different systems.	£ 6,274.00	£ 2,900

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 30 June 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Inspection, test undertaken on a quarterly basis, minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineer's car top alarms etc. These works will be scheduled in with other works as the contract develops. On programme and budget.	£ 3,875.00	£ 22,000
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. On programme and budget.	£ 720.00	£ 8,400
Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquooy Centre. Works scheduled for later in the year, on programme and budget.	£ -	£ 4,700
Water Services management and thermostatic Mixer Valve	Water services - Undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually. On programme and budget	£ -	£ 20,000
Working at Height - Roof Anchor and Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection. Covers only the testing. On programme and budget.	£ 1,513.50	£ 2,800
<b>Non Statutory (best practice)</b>			
Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test. On programme and budget	£ -	£ 2,200
Automatic door servicing	6 monthly test / inspection. Works issued, and progressing, on programme and budget.	£ 165.00	£ 8,200
Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties. On programme and budget	£ -	£ 100
Evac chairs	Annual test and inspection. Scheduled for later in the year, on programme and budget.	£ -	£ 750
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and budget	£ 2,761.00	£ 13,000
Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Includes testing, servicing, repairs and replacement. Contracts running late due to C19 and accommodation issues, and efforts being made to rectify the situation.	£ -	£ 12,000
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	Annual test and inspection. Includes inspection and servicing to fixed equipment such as wall bars and moveable PE equipment, with repairs to moveable PE equipment funded by each establishment. Contract includes for inspection and servicing to fitness room equipment which is also funded by each establishment along with any repairs. Inspections due 2nd quarter, awaiting invoices, on programme and budget.	£ -	£ 4,200
Generator Servicing	Annual service and test. Comprises the maintenance of diesel generator sets, includes testing, servicing, reactive repairs and works required to keep systems operating. Orders issued and inspections due 2nd quarter. On programme and budget.	£ 1,742.39	£ 1,700
Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements. On programme and budget.	£ 9,910.00	£ 45,000
Heat pump servicing	Annual service. Contract predominantly for housing properties. Annual servicing and maintenance of heat pumps, MVHR systems, including reactive repairs and works required to keep systems operating. On programme and budget.	£ 267.00	£ 6,700
Lightning systems testing	Annual test and inspection. Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value. On programme and budget.	£ -	£ 3,300
Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties. On programme and budget.	£ 11,710.00	£ 29,800
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. Work complete for the year, but costs are greater due to new contractor appointed, and backlog of works.	£ 9,220.64	£ 2,800
Swimming pool, sauna, steam and spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual inspection and low costs remedial works undertaken, followed by quotations for larger scale works. Works complete and to be invoiced.	£ -	£ 6,200
Radon	Ionising Radiation Regulations 1999. On-going ad-hoc testing as found necessary. If any remedial works are required, these are funded from reactive budget. No identified works to date.	£ -	£ 700

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 30 June 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Septic tank and sewerage treatment plant cleaning	Annual agreements. Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis. Works progressing as expected. Septic tanks every 4 years and sewerage treatment plant cleaned annually. Orders issued, and invoices to be processed.	£ -	£ 1,000
Petrol interceptors and grease traps servicing	Annual clean out. Involves emptying petrol interceptors, undertaken late summer / early autumn. Costs have increased as services are no longer delivered from the Invergordon office, and now delivered from Aberdeen. Works due 3rd quarter.	£ -	£ 7,500
Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing. On programme and budget.	£ -	£ 3,100
Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites. Minimal works progressing and on budget.	£ 50.00	£ 100
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account. Undertaken on a quarterly frequency, and includes cleaning 4 buildings, and various CCTV camera domes. This budget only pays for the CCTV camera dome cleaning. On programme and budget.	£ 61.86	£ 250
<b>Cyclical works</b>			
External decoration including steelwork painting	5-year re-decoration plan. On programme and budget	£ 6,676.47	£ 20,000
Timber floor treatments	Stronsay School hall, project moved forwards 12 months following inspection of floor. Initially planned for summer holidays 2020, but COVID-19 restrictions have resulted in works being postponed to summer 2022.	£ -	£ 4,800
Timber floor treatments	Stromness Academy Dining Hall. Initially planned to be undertaken w/c 13 April 2020, but COVID 19 delays have resulted in the works being postponed, works complete.	£ 7,680.00	£ 7,600
Timber floor treatments	Stenness Primary School. Initially planned to be undertaken w/c 13 April 2020, but COVID 19 restrictions have resulted in the works being re-scheduled, works now complete.	£ 4,381.50	£ 4,300
Timber floor treatments	Shapinsay School. Initially planned for to be undertaken over summer holidays 2020, but COVID-19 restrictions have resulted in the works being re-scheduled for summer 2022.	£ -	£ 6,900
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 autumn 22.	£ -	£ 2,900
Timber floor treatments	Kirkwall Town Hall upstairs hall. To be undertaken Autumn 22.	£ -	£ 4,600
St Magnus Cathedral	Architects' inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral	£ -	£ 4,500
St Magnus Cathedral	Organ tuning - quarterly inspection and tune. Works complete	£ 2,950.00	£ 4,500
Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn inspection. Ventilation to Glaitness PS pool being investigated.	£ -	£ 10,000
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.	£ -	£ 6,000
Water systems - generally	Future years work to be identified following annual review of systems. Awaiting contractor feedback before committing to remedial works. Burray School - Carried over from 21/22. Lack of hot water in extremities of the school. Booster pumps and calorifier fitted. Works complete.	£ -	£ 7,500
<b>Large scale reactive works (Over £1,000) added during the year (Ex fees)</b>			
Orkney Library	Wall repairs after RTC	£ 10,014.38	
Hope School	New worktops.	£ 8,557.35	
Westray Junior High School	Pool hall ceiling replacement following water ingress and damage.	£ 8,030.95	
Kirkwall Town Hall	High level survey	£ 5,371.92	
DLO Hatston	Replace external steps and door	£ 4,176.59	
Braeburn Court Core facility	Heat pump - fit new compressor	£ 3,866.01	
Hope School	Replace shower valves	£ 3,735.27	
Council Offices	Carry out alterations for cameras and frame for TV screens.	£ 3,446.29	
Strynd Nursery	Change floor covering for non slip vinyl	£ 3,273.00	
Pickaquooy centre	Repairs to ventilation system	£ 3,000.00	
Tankerness House Museum	CCTV repairs and replace NVR unit	£ 2,966.43	
Stromness Town Hall	Ventilation system consultancy	£ 2,697.50	
Orkney Inga Centre Centre	General external repairs, tile replacement, DG unit replacement make d	£ 2,626.43	
St Magnus Cathedral	Boiler replacement fees	£ 2,550.00	
Stromness Community Centre	Heat pump repair	£ 2,422.89	
Braeburn Court Core facility	Emergency light repairs	£ 2,106.62	
Hamnavoes House	Emergency light repairs	£ 2,030.27	
Tankerness House Museum	Cabinet lighting upgrade	£ 1,920.09	
St Rogivalds House	Clean room/toilet and kitchen extracts	£ 1,900.00	
57B Dundas Street, Stromness	Void property	£ 1,898.00	

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Actual Expenditure at 30 June 2022	Approved Budget 2022/23
		£	£
Asset Name	Description		
Arcadia Park	Alterations to planter within upper car and drainage alterations	£ 1,839.80	
Stromness Academy	Clean ventilation systems	£ 1,790.00	
Evie Primary	Roof repairs - Fix end caps	£ 1,789.03	
Cow Cull	Repair large sliding door gear.	£ 1,629.67	
Glaitness Primary School	Clean nursery, toilet, extension and kit	£ 1,620.00	
Pickaquooy centre	Boiler repairs	£ 1,609.08	
Westray Junior High School	Replace outside lights	£ 1,580.40	
Smiddybrae House	Repair washing machine	£ 1,574.77	
North Ronaldsay School	Cut out posts in garage and replace	£ 1,559.70	
Glaitness Primary School	Supply and fit fan to calorex hydro pool unit	£ 1,537.82	
Glaitness Primary School	Emergency light repairs	£ 1,537.60	
Firth School	Fit set of double doors in nursery	£ 1,500.78	
Smiddybrae House	Digital door locks	£ 1,486.91	
Pickaquooy centre	Oil tank gauge repair and repair fuel leak	£ 1,441.83	
Pickaquooy centre	Supply and deliver 2 x Evac Chairs to Co	£ 1,441.00	
Kirkwall Town Hall	Light globes have fallen, check and replace	£ 1,428.58	
St Rognvalds House	Worktop replacement	£ 1,381.85	
St Rognvalds House	Washing machine repairs	£ 1,372.09	
Stromness Academy	Cast iron drain drainage repairs	£ 1,354.60	
North Ronaldsay School	Replace DGU, window repair and paint	£ 1,243.94	
Stromness Academy	Unblock urinals in art area	£ 1,235.31	
Dounby School	Emergency lighting repairs after testing	£ 1,188.83	
Glaitness School	Remove dashing and re-render patches of damaged wall.	£ 1,183.33	
St Rognvalds House	Flooring to room C5	£ 1,175.18	
St Andrews Primary School	Clean ventilation systems.	£ 1,130.00	
St Rognvalds House	Drainage repairs	£ 1,123.97	
Glaitness School	Repair gate	£ 1,092.21	
Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	£ 1,080.00	
North Ronaldsay School	Plumb in washing machine	£ 1,069.10	
Dounby School	Repair window sashes	£ 1,062.70	
Stromness Community Centre	External steel stair repairs	£ 1,060.30	
Sanday Junior High School	Clean hall, pool, toilet and kitchen extension	£ 1,060.00	
St Rognvalds House	Washing machine repair	£ 1,045.00	
Papdale School	Clean ventilation systems	£ 1,020.00	
Stromness Swimming Pool	Repair chlorine dosing plant	£ 1,018.98	
St Magnus Lane PC	Repairs following vandalism	£ 1,015.17	
Orkney Islands Council	Clean chamber supply/extract and old building store / kitchen extract sy	£ 1,010.00	
	Orders over £1000 = £125,879.52		
<b>Reactive works</b>			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works. 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.	£ 12,251.33	£ 650,000
<b>Contingency</b>			
Contingency	To be utilised across the programme as required.	£ -	£ 100,000
<b>Apportioned Costs</b>			
Apportioned Costs	To be charged at year-end - £360,300. Budget included within project/works figures.		£ 360,300
		£ 292,754.48	£ 1,708,200



<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 30 June 2022</b>	<b>Approved Budget 2022/23</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Unit G24	Works to permit property to be re-let, comprising addressing roof / wall leaks, repairs to windows, stripping out previous tenants' alterations, localised flooring replacement, and compliance work in readiness for re-occupation. On review a replacement lift is required along with an accessible toilet. Budget likely to extend to £46,000	£ 12,779.07	£ 35,000
<b>Statutory Testing</b>	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that are outstanding. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area.	£ -	£ 400
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection. Includes testing, cleaning and repairs necessary to ensure equipment is fully operational. On programme and budget.	£ -	£ 200
Electrical testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years. On programme on budget	£ -	£ 350
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test. On programme on budget	£ -	£ 500
Fixed appliance testing	Annual test and inspection. On programme on budget	£ -	£ 140

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 30 June 2022</b>	<b>Approved Budget 2022/23</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Gas appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools. Majority of works planned for summer, on programme and budget.	£ -	£ 275
Hoist and Stairlift testing / servicing	Service has now passed across to our insurers Zurich, and costs being accounted for centrally and budget to be zero in future years. Costs incurred relate to the carry over and close down of the contract with the NHS. Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. New property added which, and future budget to be added to reflect the commitment.	£ 79.53	
Passenger / goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineer's car top alarms etc. These works will be scheduled in with other works as the contract develops. On programme and budget	£ -	£ 950
Portable appliance testing	Provision and Use of Work Equipment Regulations 1998 (PUWER). Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments' own budgets. On programme and budget.	£ -	£ 150

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 30 June 2022</b>	<b>Approved Budget 2022/23</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Water services management and thermostatic mixer valve testing / servicing	Water services - undertaking and updating risk assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually. Tender includes reactive works which are not reflected in the budgeted figure. On programme and budget.	£ -	£ 480
<b>Non Statutory Testing</b>			
Automatic door servicing	Includes testing / servicing along with any remedial works to ensure that each door works as intended. On programme and budget	£ -	£ 350
Fire alarm testing	Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. On programme and budget.	£ 153.00	£ 950
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Contracts running late due to C19 and accommodation issues, and efforts being made to rectify the situation.	£ -	£ 1,000
Lightning systems testing	Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value. On programme and budget.	£ -	£ 700
Oil boiler servicing	Annual service. On programme and budget	£ -	£ 1,100
Vermin	Regular inspections and assessment. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites. Progressing well. On programme and budget.	£ -	£ 900
<b>Large scale reactive works (Over £1,000) added during the year.</b>			

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Actual Expenditure at 30 June 2022</b>	<b>Approved Budget 2022/23</b>
		<b>£</b>	<b>£</b>
<b>Asset Name</b>	<b>Description</b>		
Stronsay Fishmart and Hostel	Internal decoration repairs following water ingress.	£ 1,834.34	
<b>Cyclical Works</b>			
External decoration	5-year re-decoration plan, following annual review of condition. On programme and budget.	£ -	£ 4,755
<b>Reactive Works</b>			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works.	£ 5,088.51	£ 27,000
Accrued orders	Orders completed last year but not invoiced	-£ 6,621.69	
<b>Contingency</b>			
Contingency	To be utilised across the programme as required.	£ -	£ 6,000
<b>Apportioned Costs</b>			
Apportioned costs (£12,000)	To be charged at year-end - £12,000. Budget included within project/works figures.		£ 12,000
		<b>£ 13,312.76</b>	<b>£ 93,200</b>