

Item: 7

Asset Management Sub-committee: 26 January 2021.

Corporate Asset Maintenance Programmes.

Expenditure Monitoring.

Report by Head of Finance.

1. Purpose of Report

To monitor expenditure on the approved corporate asset maintenance programmes as at 31 December 2020.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred, as at 31 December 2020, against the approved corporate asset revenue maintenance programmes for financial year 2020/21, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

2.2.

The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to this report, in order to obtain assurance on progress being 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 as at 31 December 2020 to allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

4. Budget Monitoring

4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April to 31 December 2020, against approved programmes for 2020/21:

Revenue Maintenance Programme.	Expenditure at 31 December 2020.	Annual Budget 2020 to 2021.	Probable Outturn 2020 to 2021.	Estimated Over/(Under) spend
	£000	£000	£000	£000
General Fund	689.1	1,675.9	1,407.2	(268.7)
Strategic Reserve Fund	20.1	92.3	104.7	12.4
Total	709.2	1,768.2	1,511.9	(256.3)

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2020/21 and is compared directly with the respective planned and approved programmes. Appendix 1 also provides a summary of the larger works undertaken as reactive repairs.

5. General Fund Programme

The General Fund Revenue Maintenance Programme is showing a probable outturn figure of £1,407,200 at 31 March 2021 which is £268,700 less than the total annual budget. This figure includes fees/apportioned costs of £353,200 which are charged at year-end. The expenditure to date does not include fees. Efforts are being made to address backlog maintenance and deal with delayed planned works, as a result of COVID-19 restrictions, with a view to fully utilising the budget.

6. Strategic Reserve Fund Programme

6.1.

The Strategic Reserve Fund Revenue Maintenance Programme is showing a probable outturn figure of £104,700 at 31 March 2021 which is £12,400 more than the total annual budget.

6.2.

The annual budget figure of £92,300 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 Officers

Gareth Waterson, Head of Finance, Email gareth.waterson@orkney.gov.uk.

Colin Kemp, Corporate Finance Senior Manager, Email colin.kemp@orkney.gov.uk.

11. Appendix

Appendix 1: Corporate Asset Maintenance Programmes 2020/21.

SUMMARY

General Fund Revenue Maintenance	Expenditure at 31 December 2020	Annual Budget 2020/21	Probable Outturn 2020/21	Estimated Over/(Under) spend 2020/21
	£	£	£	£
Asset Name				
One-off planned repairs	65,704.83	218,100	142,000	(76,100)
Quarry projects	0.00	10,000	2,000	(8,000)
Statutory / non statutory testing	152,347.03	286,600	250,000	(36,600)
Cyclical works	20,038.15	150,500	40,000	(110,500)
Reactive works	451,056.17	602,500	620,000	17,500
Contingency	0.00	55,000	0	(55,000)
Apportioned Costs	0.00	353,200	353,200	0
104				
	689,146.18	1,675,900	1,407,200	(268,700)
Strategic Reserve Fund Revenue Maintenance	Expenditure at 31 December 2020	Annual Budget 2020/21	Probable Outturn 2020/21	Estimated Over/(Under) spend 2020/21
	£	£	£	£
Asset Name				
One-off planned repairs	418.00	25,000	66,700	41,700
Statutory / non statutory testing / cyclical works	8,286.16	24,000	9,000	(15,000)
Reactive Works	11,429.16	31,300	17,000	(14,300)
Apportioned Costs	0.00	12,000	12,000	0
	20,133.32	92,300	104,700	12,400

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
Birsay Public Toilet	General upgrade - Order issued November 2020, works to be completed by 31 March 2021.	£ -	£ 8,000.00
Ferry Road Public Convenience	General upgrade, decoration and signage. - Carried over from last year and to be developed.	£ -	£ 10,000.00
Former bus station	Demolition and reinstatement to a tarmacadum area. Development works concluded, Statutory Applications in place. December 2019, advised to hold the demolition due to rental potential. January 2020, advised to continue with works, which will now be undertaken in financial year 2020/21. Procurement has concluded and tender of £48,867.42 accepted November 2020. Budget increased from £41k to £56k following additional works to create social areas, vehicle stances and reclaim windows. Works anticipated to be complete by financial year end 2021. Cost to date incurred which relate to utility disconnections, and statutory applications.	£ 2,480.21	£ 31,100.00
Glaitness Primary School	Replace fascia and soffits, and vertical cladding - Carried over from last year and to be developed under the nursery upgrade project as there will be overlaps with the works. Works delayed and to be carried forwards into 2021/22.	£ -	£ 75,700.00
Hoy Hostel	Heating alterations to include re-zoning and controls upgrade to allow improved heating control between the hostel and hall. Pumps and controls have been replaced, but the zoning is to be left until the boilers are replaced at a future date once boilers are life expired. Consideration to be given to renewable technologies. No further expenditure anticipated 2020/21.	£ -	£ 10,000.00
Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19, scheme being considered, and works to be implemented. Works delayed and to be carried over into 2021/22. Awaiting contractor feedback, and expenditure unlikely to be incurred 20/21.	£ -	£ 37,900.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
The Orkney Library and Archive	Front door replacement. Works complete, and slightly above accepted tender figure due to variations.	£ 63,224.62	£ 45,400.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
<u>Quarry projects</u>			
Loth Quarry, Sanday	Fencing around cliff faces in middle of site. Site investigation concluded, signage and security improved, and given the natural boundaries conclusion reached that no further fencing works are required.	£ -	£ 10,000.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
<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	Ad-hoc surveys as properties identified. Outstanding works generally confined to isolated, low use properties, demolition/ refurbishment surveys associated with major works, and surveys in the Former Papdale Halls of Residence, which has resulted in over commitment this year.	£ 5,977.80	£ 3,500.00
Duct hygiene	Annual inspection and service	£ 1,951.00	£ 5,000.00
Electrical Testing (PIR)	Frequency dependant upon usage and as directed.	£ 10,591.50	£ 15,200.00
Emergency lighting testing	Annual inspection and service	£ 4,985.00	£ 8,700.00
Fixed appliance testing	Annual inspection and service. Greater numbers identified this year, and future budgets to be adjusted.	£ 2,584.35	£ 500.00
Gas Appliances testing / servicing	Annual inspection and service	£ 3,767.12	£ 4,600.00
Hoist and Stairlift testing / servicing	6 monthly inspection. Hamnavoe house brought online in parallel with St Peters.	£ 11,142.97	£ 8,400.00
Local exhaust ventilation systems	Initial inspections to be undertaken, second visit planned to address issues identified, and attend those sites that were not attended to in the initial inspection. COVID-19 has delayed the contractor, but efforts being made to resurrect the works.	£ -	£ 2,100.00
Passenger / Goods lifts testing and servicing	Quarterly inspection and testing.	£ 13,033.75	£ 18,600.00
Portable appliance testing	Undertaken every 2 years.	£ 3,393.00	£ 10,400.00
Retractable Seating	New test added - Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquoy Centre. No budget allocation this current year, but will be allowed for in future years.	£ 4,732.06	£ -
Water services management and thermostatic mixer valve testing / servicing	Annual inspection and service	£ 8,550.00	£ 21,600.00
Working at Height - Roof anchor and wire ropes System and single point anchorage testing / servicing	Annual inspection and service, budget figure too high, to be adjusted to £3,500	£ 2,250.00	£ 21,400.00
<u>Non Statutory (best practice)</u>			
Arjo baths	Annual inspection and service	£ 1,359.31	£ 3,800.00
Automatic door servicing	6 monthly test / inspection. Works complete, but invoicing remains	£ -	£ 7,800.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties.	£ -	£ 70.00
Evac chairs	Annual test and inspection	£ 849.00	£ 780.00
Fire alarm testing	6 monthly test / inspection.	£ 7,445.00	£ 13,600.00
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection. Greater numbers identified, future budget to be adjusted.	£ 12,255.14	£ 4,200.00
Fixed Gym Equipment Testing (fixed equipment only, loose equipment)	Annual test and inspection. New contract let during the year, with increased costs. Future budget to be adjusted.	£ 4,289.18	£ 2,300.00
Generator Servicing	Annual service and test. Works complete, awaiting invoice.	£ -	£ 2,400.00
Grease filter cleaning	Monthly clean following consultation with Insurers. Expenditure anticipated to be lower than planned as tests were cancelled while properties were closed due to COVID-19.	£ 13,753.00	£ 53,600.00
Heat pump servicing	Annual service. Works ordered, awaiting invoices.	£ 1,144.00	£ 9,000.00
Lightning systems testing	Annual test and inspection. New contract let during the year, with increased costs. Future budget to be adjusted.	£ 3,304.75	£ 2,600.00
Oil Boiler Servicing	Annual service	£ 18,410.00	£ 37,400.00
Swimming pool and library heat recovery / air con servicing	Annual service. Works ordered, awaiting invoice.	£ -	£ 2,800.00
Swimming pool, sauna, steam and spa bath servicing of	Annual service	£ 7,986.66	£ 8,700.00
Radon	Initial monitoring complete, but new monitoring regime to be implemented. No expenditure anticipated this year.	£ -	£ 700.00
Septic tank cleaning	Annual agreements - Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis.	£ 684.40	£ 1,100.00
Sewerage treatment plant, petrol interceptors and grease	Annual clean out	£ 300.20	£ 700.00
Petrol Interceptors & Grease Traps Servicing	Annual clean out, works complete and awaiting invoice. Costs have increased and anticipated to be £7,800.	£ -	£ 4,700.00
Sprinkler / fire suppression systems	Annual test and inspection. Additional property added, and future budgets to be adjusted.	£ 4,170.00	£ 3,200.00
Vermin control	Regular inspections following inspection and assessment	£ 549.12	£ -
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account.	£ 243.72	£ 240.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
MVHR servicing and inspection	Included within heat pump contract	£ 2,645.00	£ 6,900.00
Cyclical works			
External decoration Inc. steelwork painting	5 year re-decoration plan, extend where possible following inspection on year 4. Extent of re-decoration far less than anticipated. Works complete for the year, and accounts to be concluded.	£ 10,814.15	£ 43,500.00
Timber floor treatments	Stromsay School Hall - Project moved forwards 12 months following inspection of floor. Initially planned for summer holidays 2020, but COVID-19 delayed works, which are being reviewed for later on in the financial year.	£ -	£ 3,000.00
Timber floor treatments	Kirkwall Town Hall - Meeting Room 2 (Ground Floor) Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and plans are to complete during the current financial year.	£ -	£ 2,200.00
Timber floor treatments	Stromness Academy Dining Hall. Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and plans are to complete during the current financial year.	£ -	£ 5,700.00
Timber floor treatments	Stenness Primary School. Works were to be undertaken week commencing 13 April 2020, but COVID-19 delays have resulted in the programme being reviewed, and plans are to complete during the current financial year.	£ -	£ 2,000.00
Timber floor treatments	Shapinsay School. Works were to be undertaken during the summer holidays 2020, but COVID-19 delays have resulted in the programme being reviewed, and plans are to complete during the current financial year.	£ -	£ 2,000.00
St Magnus Cathedral	Annual fee for inspection and supervision of maintenance of fabric at Cathedral.	£ 7,749.00	£ 3,500.00
St Magnus Cathedral	Organ tuning - quarterly inspection and tune.	£ 1,475.00	£ 4,900.00
Swimming pools - generally	Minor works following feedback from autumn inspections.	£ -	£ 17,000.00
Various properties	Lightning systems. Remedial works following inspection. Surveys to be undertaken, awaiting feedback.	£ -	£ 30,000.00
Various properties	High level surveys on an annual basis.	£ -	£ 700.00

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
Asset Name	Description	£	£
Various properties	Remedial works following high level surveys.	£ -	£ 12,000.00
Water systems - generally	Awaiting contractor feedback before committing to remedial works.	£ -	£ 24,000.00
Large scale reactive works (Over £1,000) added during the year			
Pickaquoy Centre and Playing Fields	Boiler House - Repair heating pump.	£ 5,241.59	£ -
Pickaquoy Centre and Playing Fields	Café Kitchen - Supply a new dishwasher.	£ 9,318.21	£ -
Sanday Junior High School and Swimming Pool	Carry out fence repairs and replacement.	£ 13,851.58	£ -
Point of Ness Camping and Caravan Site	Carry out repairs and upgrade works.	£ 2,674.46	£ -
Site of Police Command Centre	Carry out repairs to CCTV cameras.	£ 1,625.60	£ -
Mitchells Quarry	Check and repair the perimeter fence around Mitchells Quarry.	£ 4,139.25	£ -
Stromness Academy	Clean out overgrown gutters.	£ 2,132.59	£ -
Glaitness Farmhouse Flat 004	Cleaning of property.	£ 1,024.45	£ -
Burray Primary School	Clear waste disposal in the kitchen sink.	£ 1,386.46	£ -
Stronsay Junior High School and Swimming Pool	Construct shelter / porch over main entrance doors.	£ 6,554.58	£ -
The Orkney Library and Archive	Covid screens at the lending desk.	£ 2,680.30	£ -
Kirkwall and St Ola Town Hall and Community Centre	Covid screens in café.	£ 4,503.30	£ -
Stromness Academy	Covid screens in the kitchen/dinning area.	£ 1,413.71	£ -
St Magnus Cathedral	Create temporary cabinet to house new sound racks.	£ 1,211.29	£ -
Tankerness House Gardens including Outbuildings	Cut back overgrown ivy bush at the back of Tankerness House Gardens.	£ 1,058.76	£ -
Papa Westray Primary School	Electrical repair.	£ 1,400.00	£ -
Council Offices	Erect a screen on the reception desk at customer services desk.	£ 2,647.63	£ -
OIC Depot - Workshop and Offices (H88)	Fit /repair pit and over bench lighting. Fit mobile ramp lights.	£ 2,199.73	£ -
Glaitness School	Fit new heat store cylinders beside the IVT heat pumps in the attic of the school .	£ 9,251.48	£ -
Smiddybrae House	Fit new kitchen units.	£ 4,533.08	£ -
Stromness Academy	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 2,800.00	£ -
St Rognvald's House	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,520.00	£ -
Dounby Primary School	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,380.00	£ -

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
Asset Name	Description	£	£
Stromness Swimming Pool	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,280.00	£ -
Glaitness School	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,230.00	£ -
Orphir Primary School	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,190.00	£ -
Firth Primary School	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,040.00	£ -
Evie Primary School	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 1,010.00	£ -
Pickaquoy Centre and Playing Fields	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 5,290.00	£ -
Council Offices	Following inspection and testing of ventilation systems at the property, cleaning and disinfection were carried out.	£ 3,710.00	£ -
Stromness Town House and Outbuildings	High level survey and scheme for remedial works	£ 3,670.00	£ -
Smiddybrae House	Inspect and repair the fan in the main kitchen.	£ 1,203.86	£ -
Glaitness School	Inspect and repair the faulty pump in the pressurization unit above the heat pump.	£ 1,467.93	£ -
Stromness Swimming Pool	Lift existing, dry out and lay new flooring to changing room.	£ 7,866.94	£ -
Kirkwall and St Ola Town Hall and Community Centre	Lift existing, prepare and lay new flooring in St Magnus Café.	£ 6,585.51	£ -
Braeburn Court Core Facility	Make good defective taping and filling in all the communal areas and redecorate.	£ 5,625.19	£ -
Warehouse Buildings	Manufacture and install perspex protective screens around the counter.	£ 1,121.01	£ -
Meadowbank 064	New kitchen and associated works.	£ 7,830.53	£ -
Hoy Centre	Relocate the circulating pump currently over the Dormitory.	£ 4,265.06	£ -
Corrigall Farm Museum	Remove the Caithness roof slates along the ridge of the byre, replace the wooden tile batten at the top of the roof and refit cement along ridge, replace broken slates found in other parts of the roof.	£ 5,512.24	£ -
St Magnus Cathedral	Remove the square LED light fittings on the ground floor at the front of the building and replace them with new lights.	£ 8,600.28	£ -
Walliwall Quarry	Repair / renew sections of chain-link fence at top of quarry boundary and also repairs on west elevation boundary as necessary.	£ 2,173.34	£ -
Stromness Academy	Repair both outer and inner sets of automatic doors.	£ 1,206.10	£ -
Sanday Junior High School and Swimming Pool	Repair circulation pump.	£ 1,593.78	£ -

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020		Annual Budget 2020/21
		£	£	
Asset Name	Description			
St Margaret's Hope Recycling Centre	Repair drain channel grating.	£	1,059.45	£ -
Stromness Academy	Repair emergency light failures.	£	3,620.30	£ -
North Walls School and Swimming Pool	Repair emergency light failures.	£	1,965.28	£ -
Stromness Swimming Pool	Repair emergency light failures.	£	1,747.54	£ -
Hope Primary School	Repair emergency light failures.	£	1,499.13	£ -
The Orkney Library and Archive	Repair emergency light failures.	£	1,372.30	£ -
Papdale School	Repair emergency light faults.	£	2,820.10	£ -
Stromness Academy	Repair emergency lights in the theatre and in the games hall.	£	2,360.41	£ -
Sanday Junior High School and Swimming Pool	Repair emergency lights.	£	2,489.69	£ -
Glaitness School	Repair pumps.	£	2,065.23	£ -
Firth Primary School	Repair the emergency light transformer and light failures on emergency lights.	£	1,298.66	£ -
Birsay Hostel, Caravan and Camping Site	Repair the faults found on the emergency light report.	£	1,011.90	£ -
Cow Cull (H37)	Repair the faults on emergency light report.	£	1,583.73	£ -
Glaitness School	Repair the faults on the emergency light failure report.	£	1,164.74	£ -
North Walls School and Swimming Pool	Repair the leaking water pipes.	£	2,355.87	£ -
Papdale School	Repairs to lightning protection systems arising from 2019 testing and inspection.	£	3,449.00	£ -
The Orkney Library and Archive	Repairs to lightning protection systems arising from 2019 testing and inspection.	£	1,531.00	£ -
Rousay Primary School	Repairs to lightning protection systems.	£	2,304.00	£ -
Point of Ness Camping and Caravan Site	Replace all mirrors with new.	£	1,497.38	£ -
Council Offices	Replace call out system on old reception lift.	£	1,100.00	£ -
Stromness Academy	Replace faulty kitchen fan.	£	1,660.14	£ -
Stromness Swimming Pool	Replace leaking pump.	£	1,444.96	£ -
The Orkney Library and Archive	Replace pump for underfloor heating.	£	2,329.01	£ -
Short Breaks Unit	Replace the 3 electric door closers found faulty after inspection.	£	1,028.40	£ -
Orphir Primary School	Replace the defective lino flooring in the boys, girls and staff toilets.	£	6,622.30	£ -
Smiddybrae House	Replace the display panel on the front of tumble dryer and the drum rollers at the front of machine.	£	1,014.20	£ -
Aikerness Public Toilet	Replace the existing cylinders on the toilets.	£	2,504.24	£ -
Whitehouse Lane Garage 001	Replace the garage door with new.	£	1,498.23	£ -
Whitehouse Lane Garage 002	Replace the garage door with new.	£	1,419.66	£ -
Whitehouse Lane Garage 004	Replace the garage door with new.	£	1,419.38	£ -
Whitehouse Lane Garage 003	Replace the garage door with new.	£	1,419.38	£ -

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
Firth Primary School	Replaced the circulating pumps on the 2 underfloor heating manifolds, and ensured all the pins on the under floor heating working correctly.	£ 1,005.46	£ -
Stromness Swimming Pool	Supply and deliver poolside hoist to Stromness Swimming Pool.	£ 13,850.00	£ -
Sanday Junior High School and Swimming Pool	Supply and fit electric pool water heater and associated power supply.	£ 4,234.44	£ -
St Rognvald's House	Supply and fit new domestic dishwasher.	£ 4,391.16	£ -
Pickaquoy Centre and Playing Fields	Supply and install heat meter.	£ 5,035.72	£ -
Papdale Halls of Residence	Supply and install heat meter.	£ 3,357.14	£ -
Stromness Primary School	Supply and install heat meter.	£ 3,357.14	£ -
Papdale School	Supply of new 20' container to be delivered to site and located to flat tarmac area.	£ 3,247.79	£ -
Stromness Academy	Supply, install and commission the BMS upgrade to the existing boilerhouse controls.	£ 13,172.00	£ -
The Orkney Library and Archive	Upgrade the fire alarm panel	£ 3,709.14	£ -
Birsay Hostel, Caravan and Camping Site	Various repairs, replacements and checks.	£ 4,944.56	£ -
Unit 1, Quarryfield Road	Void property works.	£ 7,420.94	£ -
Newerne 001	Void property works.	£ 4,244.14	£ -
Spence's Square 001	Void property works.	£ 2,100.90	£ -
Newerne 001	Void property works.	£ 1,560.00	£ -
Grieveship West 082	Void property works.	£ 1,325.20	£ -
Summerdale Drive 006	Void property works.	£ 1,014.72	£ -
Yetholm 002	Void works carried out	£ 2,421.61	£ -
Downie's Lane Viewpoint and Car Park	Weed kill, topsoil, grass seed and install fence.	£ 3,088.56	£ -
Westray Junior High School and Swimming Pool	Window repairs.	£ 1,707.90	£ -
Reactive works			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works. Expenditure lower than anticipated, and projections adjusted accordingly. In addition a further £303,863.95 identified above under 'works above £1,000' should be added here.	£ 147,192.22	£ 602,510.00
Contingency			

DETAILED programme

General Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
Contingency	To be utilised across the programme as required.	£ -	£ 55,000.00
Apportioned Costs			
Apportioned Costs	To be charged at year-end	£ -	£ 353,200.00
		£ 689,146.18	£ 1,675,900.00

DETAILED PROGRAMME

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
H30 and H31	Demolition Tenders accepted December 2020. Anticipated expenditure of £66,700.	£ 418.00	£ 25,000.00
<u>Statutory Testing</u>			
Asbestos register / surveys	Substantially complete, and full review of entire property stock completed to identify any outstanding surveys. No major works have materialised this year, and budget unlikely to be utilised.	£ -	£ 1,000.00
Duct hygiene (Air conditioning , plenum heating	Annual inspection and test	£ 96.00	£ 1,080.00
Electrical Testing (PIR)	Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£ 2,305.50	£ 8,000.00
Emergency lighting testing	Frequency varies according to property type, varies from 1-10 years.	£ 332.00	£ 850.00
Fixed appliance testing	Annual inspection and test.	£ 72.90	£ 270.00
Gas appliance testing / servicing	Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working.	£ 275.00	£ 400.00
Hoist and Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.	£ -	£ 180.00
Passenger / Goods lifts testing and servicing	Annual inspection and feedback.	£ 492.50	£ 1,450.00
Portable appliance testing	Undertaken every 2 years.	£ 70.00	£ 250.00
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.	£ 180.00	£ -
<u>Non Statutory Testing</u>			
Automatic door servicing	6 monthly test / inspection	£ 426.32	£ 550.00
Fire alarm testing	6 monthly test / inspection.	£ 736.93	£ 1,600.00

DETAILED PROGRAMME

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 December 2020	Annual Budget 2020/21
		£	£
Asset Name	Description		
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection.	£ 795.30	£ 550.00
Lightning systems testing	Annual test and inspection.	£ 660.75	£ 800.00
Oil Boiler Servicing	Annual service	£ 687.61	£ 1,750.00
Vermin Control	Frequency and level of service dictated by site conditions, usage, issues.	£ 1,053.15	£ 4,300.00
<u>Cyclical Works</u>			
External Decorations	5 year re-decoration plan. All works ordered and complete, awaiting invoices.	£ 102.20	£ 1,000.00
<u>Reactive Works</u>	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.	£ 11,429.16	£ 31,270.00
<u>Apportioned Costs</u>			
Apportioned Costs	To be charged at year-end	£ -	£ 12,000.00
		£ 20,133.32	£ 92,300.00