

Item: 7

Asset Management Sub-committee: 1 February 2022.

Corporate Asset Maintenance Programmes.

Expenditure Monitoring.

Report by Head of Finance.

1. Purpose of Report

To monitor expenditure incurred against the approved corporate asset maintenance programmes, as at 31 December 2021.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred, as at 31 December 2021, against the approved corporate asset maintenance programmes for 2021/22, 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 with regard to significant budget variances and progress being made with delivery of the approved corporate asset maintenance programmes for 2021/22.

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 2021 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 2021, against approved programmes:

Revenue Maintenance Programme.	Actual Expenditure at 31 December 2021.	Approved Budget 2021/22.	Estimated Outturn 2021/22	Predicted Over/(Under) spend 2021/22.
	£000	£000	£000	£000
General Fund	882.8	1,692.0	1,563.7	(128.3)
Strategic Reserve Fund	40.2	92.3	63.8	(28.5)
Total	923.0	1,784.3	1,627.5	(156.8)

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2021/22 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 estimated probable outturn figure of £1,563,700 at 31 December 2021 which is an estimated underspend of £128,300 against the annual budget of £1,692,000. This figure includes fees/apportioned costs of £360,300 which are charged at year-end. The expenditure to date does not include fees.

6. Strategic Reserve Fund Programme

The Strategic Reserve Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £63,800 at 31 December 2021 which is an estimated underspend of £28,500 against the annual budget of £92,300. 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

Colin Kemp, Interim Head of Finance, Email colin.kemp@orkney.gov.uk

11. Appendix

Appendix 1: Corporate Asset Maintenance Programmes 2021/22.

APPENDIX 1

SUMMARY

General Fund Revenue Maintenance	Actual Expenditure at 31 December 2021	Approved Budget 2021/22	Estimated Outturn 2021/22	Predicted Over/(Under) spend 2021/22
	£	£	£	£
Asset Name				
One-off planned repairs	3,641.22	317,900	165,641	(152,259)
Statutory / non statutory testing	179,050.75	287,200	261,872.00	(25,328)
Cyclical works	48,583.00	117,600	49,000.00	(68,600)
Large scale repairs (budgeted within Reactive works)	496,916.55	0	496,916.55	496,917
Reactive works	154,615.50	595,000	230,000.00	(365,000)
Contingency	0.00	14,000	0.00	(14,000)
Apportioned Costs charged at year end	0.00	360,300	360,300.00	0
	882,807.02	1,692,000	1,563,730	(128,270)

Strategic Reserve Fund Revenue Maintenance	Actual Expenditure at 31 December 2021	Approved Budget 2021/22	Estimated Outturn 2021/22	Predicted Over/(Under) spend 2021/22
	£	£	£	£
Asset Name				
One-off planned repairs	3,548.63	900	3,549	2,649
Statutory / non statutory testing / cyclical works	4,779.83	8,900	8,900	0
Cyclical works	1,341.64	5,000	1,342	(3,658)
Large scale repairs (budgeted within Reactive works)	26,186.41	0	30,000	30,000
Reactive Works	4,334.11	28,500	8,000	(20,500)
Contingency	0.00	37,000	0	(37,000)
Apportioned Costs charged at year end	0.00	12,000	12,000	0
	40,190.62	92,300	63,791	(28,509)

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Aurrida House	Lighting replacement. Fittings are old and inefficient. Replace with LEDs. Survey undertaken by consultant July 2021. Scheme being developed.	£ 364.00	£ 18,000
Burray Primary School	Water systems review. Poor hot water flow to classroom end, investigation to be undertaken to ascertain scope of work. Outcome may result in a further project to upgrade.	£ -	£ 3,000
Flotta Primary School	Roof repairs - main hall / lean to.	£ -	£ 10,000
Flotta Primary School	Rain screen replacement.	£ -	£ 10,000
Flotta Primary School	Community centre - windows leaking and to be replaced. To be developed.	£ -	£ 20,000
Flotta Primary School	Community centre - external lighting in poor condition and need replacing. To be instructed whilst other work is ongoing on the island.	£ -	£ 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, 9 King Street, Kalisgarth and Smiddybrae House. A review of systems is underway, some generators are no longer required so will be taken out of service / replaced rather than over-clad.	£ -	£ 18,000
Glaitness Primary School	Replace fascia and soffits, and vertical cladding - Carried over from previous year and to be developed under the nursery upgrade project as there will be overlaps with the works. Works now on site as part of the Nursery extension project.	£ -	£ 86,500
Sands of Wright public convenience	General upgrade, decoration and signage - Carried over from previous year. Extent of works far less than anticipated. Works complete.	£ 877.22	£ 8,000
Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19. To be developed.	£ -	£ 43,500
Warebeth Public Toilet	External door replacement. - Doors have de-laminated, replace with more robust frame ledged and braced versions. Works have been instructed.	£ -	£ 3,500

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on sea bed. New site has been identified further away from propeller wash. Procurement complete December 2021. Works to be completed by 31 March 2022.	£ -	£ 82,900
Widford Hill	Generator and UPS replacement. Cabinet has severe rust, and various components have been replaced over the years. Inverter replaced as a temporary measure, but a smaller replacement generator to be installed in due course.	£ 2,400.00	£ 13,000
<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 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. Costs incurred relate to annual IT software charge.	£ 1,050.00	£ 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.	£ -	£ 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.	£ 14,087.00	£ 45,000
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£ 5,350.00	£ 8,500
Fixed appliance testing	Annual inspection and service.	£ 1,987.00	£ 4,700
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. Inspections due in 2nd and 3rd quarters.	£ 3,975.00	£ 4,500

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Hoist and Stairlift testing / servicing	Shared costs with NHS who have trained their own staff to provide the service - Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. Repairs undertaken via reactive service. Invoice not received yet but LOLER inspections have been undertaken.	£ 8,958.00	£ 12,500
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended) . Arrangements being made with the contractor to attend site later in the year.	£ -	£ 3,000
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.	£ 8,384.00	£ 15,500
Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets.	£ 3,815.00	£ 8,200
Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquoy Centre. COVID-19 delayed attendance, which is now being undertaken.	£ 3,084.00	£ 4,500
Ventilation systems	Testing and monitoring.	£ 483.00	£ -
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.	£ 14,805.00	£ 21,500
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.	£ -	£ 2,700
Non Statutory (best practice)			
Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test. Inspections due 2nd quarter.	£ 399.00	£ 2,000
Automatic door servicing	6 monthly test / inspection.	£ 8,227.00	£ 8,000
Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto diallers, digital communicators, and passing emergency information on to relevant parties.	£ 40.00	£ 100
Evac chairs	Annual test and inspection.	£ 770.00	£ 700
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ 10,037.00	£ 13,500

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
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.	£ 23,868.00	£ 13,000
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.	£ 5,637.00	£ 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. Inspections due 2nd quarter.	£ 2,045.00	£ 1,700
Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements.	£ 25,185.00	£ 43,000
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. Progressing as expected.	£ 4,849.00	£ 6,500
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.	£ 2,974.00	£ 3,100
Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties.	£ 21,860.00	£ 32,000
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. Works instructed and underway	£ -	£ 2,700
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.	£ -	£ 8,300
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.	£ -	£ 500
Roller shutter doors	Servicing of roller shutter doors. Risk based assessment. Surveys underway for contract.	£ -	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
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.	£ 790.00	£ 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, contract out.	£ -	£ 7,500
Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing.	£ 3,680.00	£ 3,000
Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractors appointed who are familiarising themselves with our sites. Expenditure greater than planned due to costs incurred closing off previous contract, removing bait, and purchasing bait tools.	£ 1,825.75	£ 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. Progressing as expected.	£ 886.00	£ 200
Cyclical works	Cyclical payments		
External decoration including steelwork painting	5 year re-decoration plan, progressing well, but due to restricted contractors, likely to underspend.	£ 29,645	£ 35,000
Timber floor treatments	Stronsay School hall, project moved forwards. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works now planned for Summer 2022.	£ -	£ 2,200
Timber floor treatments	Stromness Academy Dining Hall. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works now planned for Spring 2022.	£ -	£ 4,000
Timber floor treatments	Stenness Primary School. Timber floor refurbishment works were recently tendered which resulted in project moving into 2022. Works now planned for Spring 2022.	£ -	£ 2,000
Timber floor treatments	Shapinsay School. Timber floor refurbishment works were recently tendered which resulted in programme moving into 2022. Works now being reviewed however still planned for Summer 2022.	£ -	£ 5,500

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
St Magnus Cathedral	Architects inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral. Work ongoing.	£ -	£ 3,900
St Magnus Cathedral	Organ tuning - quarterly inspection and tune. Work ongoing.	£ 2,950.00	£ 3,800
Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn inspection.	£ 13,988.00	£ 11,500
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.	£ -	£ 3,800
Various properties	High level surveys to chimneys, high structures etc. covering 5 properties, work planned for, ready to go on site.	£ -	£ 38,000
Water systems - generally	Future years work to be identified following annual review of systems. Awaiting contractor feedback before committing to remedial works.	£ 2,000.00	£ 7,900
<u>Large scale reactive works (Over £1,000) added during the year.</u>			
Former Bus Station	Demolition	£ 65,900	
Stromness Academy	Replace carpet with vinyl	£ 20,277	
Property/housing	Major void repairs	£ 18,452	
Sanday Junior High School and Swimming Pool	General maintenance	£ 12,154	
Chinglebraes Waste Transfer Station	Fire detector head replacement	£ 11,254	
Papdale School	Increase height of nursery perimeter fence	£ 11,144	
Dounby Primary School	Tarmac to kitchen end of school	£ 11,113	
Papdale School	External lighting and ramp access.	£ 10,214	
Papdale School	External lighting and ramp access from side door at kitchen	£ 10,214	
Property/housing	Void property	£ 9,443	
Sanday Junior High School and Swimming Pool	Additional engineering equipment (hoists)	£ 8,717	
DLO buildings	Fire risk assessment works.	£ 6,505	
Property/housing	Void property	£ 6,398	
Hamnavoe House	Supply and install replacement equipment	£ 6,287	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Pickaquoy Centre and Playing Fields	Flood damage - clean up	£ 6,243	
Pickaquoy Centre	Bleacher seating repairs	£ 6,227	
Sanday Junior High School and Swimming Pool	General repairs to door windows and gutters	£ 6,177	
Property/housing	Install kitchen	£ 6,078	
Pickaquoy Centre and Playing Fields	System repairs	£ 6,076	
Shore Street Offices	Redash wall	£ 6,021	
Scapa Flow Oil Tank	Install Heras Fence	£ 5,568	
Site of Police Command Centre	CCTV repairs	£ 5,480	
Glaitness School	Modification to existing control cabinet	£ 5,477	
Council Offices	Supply door guards	£ 5,465	
Smiddybrae House	Alter office partitions	£ 5,391	
Stronsay Junior High School and Swimming Pool	Door canopy	£ 5,063	
Property/housing	Void property	£ 4,708	
Pickaquoy Centre Campsite	Investigate fault on immersion heater	£ 4,677	
St Colm's Day Centre	Replace kitchen in main area	£ 4,671	
Stronsay Junior High School and Swimming Pool	Repair pump	£ 4,616	
Tankerness House Gardens including Outbuildings	New gates	£ 4,479	
Birsay Hostel, Caravan and Camping Site	Alter drying room	£ 4,419	
Stromness Town Hall	Leaking heating pipe	£ 4,368	
Council Offices	Repairs fire alarm faults	£ 4,272	
Stromness Swimming Pool	Repair and service equipment	£ 4,214	
Papdale School	Supply /fit dishwasher.	£ 4,193	
Smiddybrae House	Replace kitchen units and worktop	£ 4,178	
Smiddybrae House	Replace dishwasher	£ 4,156	
Smiddybrae House	Replace worktop and sinks	£ 4,141	
Orphir Primary School	Stage floor	£ 3,797	
Short Breaks Unit	Alter drainage pipe under floor and make good	£ 3,770	
St Colms Quadrant Play Park	Fence repairs.	£ 3,714	
Shapinsay Primary School	Design, supply and commission lightning protection system for hydrogen plant.	£ 3,700	
Shapinsay Primary School	Install and test lightning protection	£ 3,545	
Braeburn Court 011	Shower room - complete upgrade	£ 3,465	
Shapinsay Primary School	Install heating control valve on Games Hall circuit	£ 3,387	
Dingshowe Public Toilet	Toilet upgrade	£ 3,369	
Property/housing	New boiler	£ 3,345	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Property/housing	Void property	£ 3,078	
Evie Primary School	Repairs after yearly test	£ 3,069	
Sanday Junior High School and Swimming Pool	Drain repairs	£ 2,704	
Kirkwall and St Ola Town Hall and Community Centre	Carry out bracket repairs and replacement - Town Centre	£ 2,690	
Kirkwall and St Ola Town Hall and Community Centre	Carry out bracket repairs and replacement	£ 2,690	
Stenness Primary School	New flooring	£ 2,655	
Brandaquoy Bowling Green	Renew cladding various .	£ 2,632	
Flotta Primary School	Pre opening decoration.	£ 2,589	
Glaitness School	Supply and fit 6 new white u-PVC windows To be done as part of the Nursery works	£ 2,533	
Stromness Academy	Replace heat meter integrators	£ 2,500	
Gilbertson Day Centre	Replace rotten facia	£ 2,464	
Widford Hill Communications Mast and Cabin	Replace inverter	£ 2,400	
Kirkwall and St Ola Town Hall and Community Centre	Repair kitchen extractor	£ 2,392	
Property/housing	Complete lock change.	£ 2,378	
Property/housing	Replace oil boiler	£ 2,347	
Property/housing	Void repair	£ 2,335	
Orphir Primary School	Extra sockets	£ 2,250	
Sanday Junior High School and Swimming Pool	Install and commission replacement fan	£ 2,212	
Property/housing	Void works.	£ 2,200	
Unit 1, Great Western Road	Repair cut system	£ 2,163	
Point of Ness Camping and Caravan Site	Repair pot holes	£ 2,157	
Glaitness School	Install drains	£ 2,084	
Smiddybrae House	Install hoists	£ 1,917	
OIC Depot - Workshop and Offices	Alter fire panel location.	£ 1,885	
Property/housing	Void repair	£ 1,809	
Property/housing	Vacant works.	£ 1,772	
St Magnus Cathedral	Move light switches	£ 1,759	
Westray Junior High School and Swimming Pool	Fit circulator filter unit	£ 1,744	
St Colm's Day Centre	Repair sockets, and heaters for air curtains	£ 1,743	
St Colm's Day Centre	Install auto door closers	£ 1,725	
Property/housing	New immersions and expansion vessel.	£ 1,711	
Property/housing	Void	£ 1,690	
Council Offices	Repair slates and repair ceilings	£ 1,638	
The Orkney Library and Archive	Emergency light repairs	£ 1,623	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Property/housing	Void	£ 1,605	
Council Offices	Repair leak repairs	£ 1,602	
Smiddybrae House	Emergency lighting repairs	£ 1,596	
Papdale School	Emergency light repairs	£ 1,591	
Pickaquoy Centre Camping and Caravan Site	Investigate and repair failure of the domestic hot water.	£ 1,552	
Property/housing	Lease end repairs	£ 1,527	
Property/housing	Void	£ 1,479	
Property/housing	Void	£ 1,474	
Flotta Primary School	Pre-opening electrical repairs	£ 1,442	
Braeburn Court Core Facility	Shower repair	£ 1,431	
Tankerness House	Additional display lights	£ 1,424	
Stromness Town Hall	Boiler repair	£ 1,423	
The Orkney Library and Archive	Make safe damaged wall	£ 1,422	
Wideford Hill Communications Mast and Cabin	Investigate various faults	£ 1,404	
The Orkney Library and Archive	Heating repair	£ 1,403	
Sanday Junior High School and Swimming Pool	Restore hot water	£ 1,401	
Property/housing	Void	£ 1,367	
Selbro Joint Equipment Store and Resource Centre (H84)	Light repairs.	£ 1,311	
The Orkney Library and Archive	Air handling unit	£ 1,307	
Orphir Primary School	Concrete base for shed	£ 1,306	
Property/housing	Void	£ 1,302	
Pickaquoy Centre and Playing Fields	Replace 4 brass gate valves on oil tank	£ 1,297	
Braeburn Court Core Facility	Door entry system	£ 1,244	
Pickaquoy Centre Camping and Caravan Site	Fix lock	£ 1,208	
Property/housing	Void	£ 1,197	
Sanday Junior High School and Swimming Pool	Light repairs	£ 1,181	
Hamnavoe House	Hoist repairs	£ 1,170	
Skail Public Toilet	Burst pipe	£ 1,168	
St Colm's Short Breaks	Install sink and socket	£ 1,160	
Council Offices	Door repairs and re-decoration	£ 1,158	
Glaitness School	Repairs after testing	£ 1,135	
St Rognvald's House	New flooring	£ 1,121	
Stromness Academy	Recast copes to walls	£ 1,081	
Smiddybrae House	Repair patio doors	£ 1,068	

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Shapinsay Primary School	Heating repairs	£ 1,063	
Stronsay Junior High School and Swimming Pool	Fence repairs	£ 1,059	
Property/housing	Void property	£ 1,051	
St Andrew's Primary School	Restore water supply	£ 1,031	
Council Offices	Emergency lighting repairs	£ 1,029	
Junction Road Common Areas	replace door	£ 1,020	
Chinglebraes Waste Transfer Station	Repair / replace failed emergency lights	£ 1,018	
Smiddybrae House	Repair / replace failed emergency lights	£ 1,016	
Stromness Academy	Lighting upgrade	£ 1,012	
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. Actual spend figures are low, as a fuller list of larger reactive repairs is now provided in this report.	£ 154,615.50	£ 595,000
Contingency			
Contingency	To be utilised across the programme as required.	£ -	£ 14,000
Apportioned Costs			
Apportioned Costs	To be charged at year-end	0	£ 360,300
		£ 882,807.02	£ 1,692,000

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Planned works			
H30/31	Demolition. Final payment in relation to works from previous years.	£ 3,548.63	£ -
Statutory Testing	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Budget relates to management surveys that are outstanding. No works planned or undertaken to date, review later in the year. 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.	£ -	£ 500
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.	£ 96.00	£ 300
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.	£ 75.00	£ 300
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£ 422.00	£ 500
Fixed appliance testing	Annual test and inspection.	£ 88.25	£ 100
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.	£ 289.00	£ 300

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
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, engineers car top alarms etc. These works will be scheduled in with other works as the contract develops.	£ -	£ 1,000
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.	£ 27.00	£ 200
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.	£ 240.00	£ 500
<u>Non Statutory Testing</u>			
Automatic door servicing	Includes testing / servicing along with any remedial works to ensure that each door works as intended.	£ 361.00	£ 400
Fire alarm testing	Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ 804.00	£ 1,000
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ 1,190.00	£ 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.	£ 330.00	£ 700
Oil boiler servicing	Annual service.	£ 600.00	£ 1,200

DETAILED PROGRAMME			
Strategic Reserve Fund Revenue Maintenance		Actual Expenditure at 31 December 2021	Approved Budget 2021/22
		£	£
Asset Name	Description		
Vermin	Regular inspections and assessment. Includes fitting bait boxes, removal of vermin etc. New contractors appointed who are familiarising themselves with our sites. Progressing well.	£ 257.58	£ 900
<u>Cyclical Works</u>			
External decoration	5 year re-decoration plan, following annual review of condition.	£ 1,341.64	£ 5,000
<u>Large scale reactive works (Over £1,000) added during the year.</u>			
6 Broad Street	Heating upgrade	£ 13,390.90	£ -
6 Broad Street	Internal decoration.	£ 9,055.76	£ -
Victoria Street offices	Ease door and internal decoration	£ 1,878.75	£ -
Smithy Restaurant and Museum	Repair leaking roof and internal re-decoration	£ 1,861.00	£ -
<u>Reactive Works</u>			
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.	£ 4,334.11	£ 28,500
<u>Contingency</u>			
Contingency	To be utilised across the programme as required.	£ -	£ 37,000
<u>Apportioned Costs</u>			
Apportioned costs	To be charged at year-end	£ -	£ 12,000
		£ 40,190.62	£ 91,400