



REPORT TO EXECUTIVE

PORTFOLIO AREA: FINANCE, GOVERNANCE AND RESOURCES

Date of Meeting: 19 NOVEMBER 2012

Public

Key Decision: YES

Recorded in Forward Plan: YES

Inside Policy Framework

Title: CORPORATE ASSETS
3 YEAR REPAIR AND MAINTENANCE PROGRAMME

Report of: DIRECTOR OF RESOURCES

Report reference: RD 53/12

Summary:

This report sets out the maintenance programme and budget proposals for the Council's Corporate Property assets for the 3 year period 2013/14 to 2016/17 required to ensure the legal responsibilities of the City Council. It also provides a progress update on building maintenance.

Recommendations: It is recommended that:-

- a. The 3 year revenue maintenance programme set out in Appendix A be approved with the budget of £656,200 for 2013/14 and considered as part of the budget process
- b. The 2013/14 capital budget allocation of £300,000 be considered as part of the budget process.
- c. That the list of capital projects be approved as detailed in Table 1 of the report.

Contact Officer: David Kay
Raymond Simmonds

Ext: 7230

Ext: 7421

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: Asset Management Plans 2013/14

1. BACKGROUND INFORMATION & OPTIONS

1.1 Maintenance Strategy

Local Authorities have a duty to manage their property assets, particularly operational assets, in a safe and efficient manner and which contributes to the quality of service delivery. This maintenance strategy is fully integrated with the Asset Management Plan and environmental policy.

The Council follows good practice by, where practical, allocating its budget, 70% planned maintenance and 30% reactive maintenance.

1.2 Revenue Budget

The revenue maintenance budget is approximately £656,200 spread across a wide range of assets. This comprises a reactive component, minor planned works and servicing. The works include specialist contracts such as lift maintenance, security alarms, water hygiene servicing and mechanical/electrical servicing. Compliance with Health & Safety and legislative requirements are a key aspect. The minor planned maintenance works focus on cyclical repairs and maintenance.

As per recommendation R6 in the 2012 *Audit of Facilities Management* the maintenance budgets for next year and those for the next 3 years (based on a continuation basis as set out in the Medium Term Financial Plan) are included as Appendix A. It should be emphasised that whilst this allocation is necessary for budget purposes the Building Services Manager (authorised by the director of Resources) can re-distribute these to meet specific or emergency needs. This flexibility is essential to avoid any service disruption.

As some assets (monuments and statues, Dixon's Chimney, West Walls, Herbert Atkinson House, Carlisle Fire Station, and the Castle Banks) currently have no budget allocation it is proposed to re-organise some budgets into larger groups of assets according to type. This will give more flexibility and ensure that all assets are linked to a particular maintenance budget. The overall amount of revenue maintenance budget will not be increased, these properties will be absorbed into the existing budget.

1.3 Planned Maintenance

The Council has a capitalised major repairs and improvement programme with a provision of £300,000 included in the capital programme. This sum is allocated

according to need with priority being given to those projects with health and safety, legal compliance and preservation of assets arising from the five year plan.

Each Council asset has a 5-year maintenance programme and these are updated every year following inspection by the Facilities team.

The following list is a suggested prioritisation based on the criteria described in 1.3 above.

Table 1

PROPERTY	PROJECT	COST
Tullie House Museum	Re-cover flat roof over paintings store	£80,000
Civic Centre	Refurbish / rewire floor 3	£90,000
Civic Centre	Re-pave area at front entrance	£25,000
Enterprise Centre	Re-cover main flat roof	£50,000
West Walls	Stone repairs	£20,000
Talkin Tarn Café	Underpin foundations	£25,000
Various	Asbestos Removal	£10,000
	TOTAL	£300,000

1.4 Asbestos Re-surveys

As per recommendation R11 of the 2012 Audit of Facilities Management, the asbestos register has been updated and re-inspections have taken place. The register is now in electronic format and is internet-based to allow access from any connected PC with the correct password. Some recommendations have arisen from the re-surveys and funding for this work is included in the capital programme described in 1.3 above.

1.5 Status Analysis

The maintenance backlog figure is currently £3.66m. This will reduce slightly as a result of this years capital programme but will increase again when the newly acquired Fire Station and Herbert Atkinson House properties are surveyed and their maintenance requirements over the next 5 years are added into the plan.

2.1 Consultation to Date

None

3. **Recommendations: It is recommended that:-**
- a. The 3 year revenue maintenance programme set out in Appendix A be approved with the budget of £656,200 for 2013/14 and considered as part of the budget process
 - b. The 2013/14 capital budget of £300,000 be considered as part of the budget process.
 - c. That the list of capital projects be approved as detailed in Table 1 of the report.

4. **REASONS FOR RECOMMENDATIONS**

- 4.1 To plan the Council's repairs and maintenance programme and make proposals for future revenue and capital budgets to meet these requirements.

5. **IMPLICATIONS**

- **Staffing/Resources** – Managed in-house
- **Financial** – There is currently a budget of £656,200 in 2013/14 for revenue repair and maintenance costs with capital funding of £300,000 for major planned maintenance projects. Any re-prioritisation of work would need to be accommodated within these existing budgets and subject to the virement process as set out in the Financial Procedure Rules.
- **Legal** – The Council has a duty to comply with legislation relating to building maintenance.
- **Corporate** – This is planned through the Asset Management Officer Group.
- **Risk Management** – A risk register will be produced for each capital project. Construction risks are assessed and managed under the CDM regulations.
- **Equality Issues** – Access issues are considered as part of the design process. The DDA stipulates continuous monitoring and improvement of access is required.
- **Environmental** – CO2 reduction, energy efficiency and sustainability is a major consideration in all building projects.
- **Crime and Disorder** – Good design helps to reduce the risk of crime and malicious damage to property
- **Impact on Customers** – The programme is planned to minimise the disruptive effects on service providers.

APPENDIX A - BUDGET REQUIREMENTS FOR THE NEXT 3 YEARS

MUNICIPAL MAINTENANCE BUDGET

Cost Code	Description	2012/13 BUDGET £	2013/14 REQUIREMENT £	2014/15 REQUIREMENT £	2015/16 REQUIREMENT £
10110/1010	Bousteads Grassing/Prog Repair	6,900	7,100	7,300	7,500
10110/1059	Bousteads Grassing/M & E Maintenance	1,100	1,100	1,200	1,200
11057/1011/52603	Public Clocks/React Rep & Main	3,500	3,600	3,700	3,800
11057/3010/52602	E.C. Regulations/Lamps&Tubes	7,300	7,500	7,700	7,900
11057/3907/52503	Energy Fund	13,000	13,400	13,700	14,100
15100/1011	Allotments/React Rep & Maint	8,000	8,200	8,400	8,700
15120/1010	Bitts Park Depot/Prog Rep & Mnt	6,900	7,100	7,300	7,500
15120/1011	Bitts Pk Depot/React Rep&Main	3,600	3,700	3,800	3,900
15140/1010	Play Areas/Prog Repair & Main	7,600	7,800	8,000	8,300
15140/1011	Play Areas/React Rep & Maint	18,400	18,900	19,400	20,000
15160/1010	Green Space Operatns/Prog Rep & Maint	14,500	14,900	15,300	15,800
15160/1011	Green Spaces Ops/React Rep & Maint	24,100	24,800	25,500	26,200
15170/1010	Talkin Tarn/Programmed Repair & Maint	7,900	8,100	8,300	8,600
15170/1011	Talkin Tarn/React Rep & Maint	0	0	0	0
15175/1010	Talkin Tarn Tea Room/Prog Rep & Maint	2,000	2,100	2,100	2,200
16050/1010	Heritage Property Group/Prog Rep & Maint	42,700	43,900	45,100	46,300
16050/1011	Heritage Property Group/Reactive R & M	37,400	38,400	39,600	40,600
incl	Tullie House Build Servs/Prog R & M	0	0	0	0
incl	Tullie House Build Servs/React R & M	0	0	0	0
incl	Tullie Hse/Millennium Gallery Planned	0	0	0	0
incl	Tullie Hse/Millennium Gallery Reactive	0	0	0	0
incl	Irishgate/Lift Planned Maintenance	0	0	0	0
incl	Irishgate/Reactive Maintenance	0	0	0	0
incl	Guildhall/Prog Repair & Maint	0	0	0	0
incl	Guildhall/React Rep & Maint	0	0	0	0
incl	Old Town Hall/Prog Rep & Main	0	0	0	0
incl	Old Town Hall/React Rep&Maint	0	0	0	0

incl	Herbert Atkinson House	0	0	0	0
incl	Monuments and Statues	0	0	0	0
incl	Carlisle Fire Station	0	0	0	0
incl	Castle Banks	0	0	0	0
incl	Dixon's Chimney	0	0	0	0
16570/1010	Sands Client/Prog R & M	13,200	13,600	13,900	14,300
16570/1011	Sands Client/Reactive R & M	7,300	7,500	7,700	7,900
16580/1010	Pools Client/Prog Rep & Maint	10,700	11,000	11,300	11,600
16580/1011	Pools Client/React Rep & Main	7,100	7,300	7,500	7,700
16590/1010	Outdoor Rec Clnt/Prog Rep&Maint	19,800	20,400	20,900	21,500
16590/1011	Outdoor Rec Clnt/React Rep&Main	10,200	10,500	10,800	11,100
18010/1010	Civic Centre/Prog Rep & Maint	35,500	36,500	37,500	38,600
18010/1011	Civic Centre/React Rep & Main	40,800	41,900	43,100	44,300
18010/1014	Civic Centre/Office Alteratns	8,700	8,900	9,200	9,500
18010/3002	Civic Centre/Emergency Generator	1,200	1,200	1,300	1,300
18010/3010	Civic Centre/Lamps & Tubes	3,500	3,600	3,700	3,800
18010/4010	Civic Centre/Lift Maintenance	16,500	16,900	17,400	17,900
18010/4025	Civic Centre/Security	3,600	3,700	3,800	3,900
21100/1010	Enterprise Centre/Prog Rep/Mn	21,200	21,800	22,400	23,000
21100/1011	Enterprise Centre/React Rep&M	15,700	16,100	16,600	17,000
21600/1010	Comm Centres Gen/Prog Rep & Main	70,600	72,600	74,600	76,700
21600/1011	Comm Centres Gen/React Rep&Maint	45,000	46,300	47,600	48,900
24450/1010	Recycling/Prog Rep & Maint	900	900	1,000	1,000
24450/1011	Recycling(Willowholme depot)/React Repair & Main	3,900	4,000	4,100	4,200
24500/1010	Public Conveniences/Prog Repair & Main	10,500	10,800	11,100	11,400
24500/1011	Public Con/React Rep & Maint	16,700	17,200	17,600	18,100
25510/1010	69 London Road (Staffield House)/Prog Rep & Mai	3,100	3,200	3,300	3,400
25510/1011	69 London Road/React R & M	4,900	5,000	5,200	5,300
25520/1010	Shaddongate(St Johns Hostel)/Prog Rep & Maint	1,400	1,400	1,500	1,500
25520/1011	Shaddongate React/Rep & Maint	5,400	5,600	5,700	5,900
25530/1010	Hostel Homeshares/Program R&M	2,200	2,300	2,300	2,400
25530/1011	Hostel Homeshares/React R&M	8,300	8,500	8,700	9,000
26510/1010	Cemeteries/Prog Repair & Main	17,300	17,800	18,300	18,800
26510/1011	Cemeteries/React Rep & Maint	9,900	10,200	10,500	10,800

26520/1010	Crematorium/Prog Rep & Maint	4,700	4,800	5,000	5,100
26520/1011	Crematorium/React Rep & Maint	8,300	8,500	8,700	9,000
42560/1011	Hewson St/Reactive Rep & Mtce	600	0	0	0
42570/1011	Ind Est James St/Rep&Maint Rc	300	300	300	300
42610/1011	Port Road/Reactive Rep & Mtce	800	0	0	0
42640/1011	Ind Est S.John St/Rep&Maint R	800	800	800	800
43010/1011	Miscellaneous Properties/React Rep & Maint	4,400	4,500	4,600	4,800
	Total All Projects	639,900	656,200	674,400	693,400