



REPORT TO EXECUTIVE

PORTFOLIO AREA: FINANCE & PERFORMANCE MANAGEMENT; ECONOMIC DEVELOPMENT & ENTERPRISE

Date of Meeting: 20th November 2006

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: CORPORATE ASSETS
3 YEAR REPAIR & MAINTENANCE PROGRAMME

Report of: DIRECTOR OF COMMUNITY SERVICES &
DIRECTOR OF DEVELOPMENT SERVICES

Report reference: CS 60/06: DS 99/06

Summary:

This report sets out the next 3 years maintenance programme and budget proposals for the Council's corporate assets.

Recommendations: It is recommended that:-

1. The 3-year maintenance programme (Appendix A) be noted.
2. The 2007 / 08 revenue maintenance budget of £704,000 be approved and put forward for consideration as part of the budget process.
3. The capital planned maintenance budget of £250,000 for 2007 / 08 be approved and put forward for consideration as part of the budget process.
4. That the Director of Community Services brings forward reports on energy efficiency surveys with a programme and budget requirements.

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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 2005/06 & 2006/07

1. BACKGROUND INFORMATION & OPTIONS

1.1 CONTEXT – USE OF RESOURCES

Local authorities have a responsibility to ensure proper stewardship of the resources under their control.

Assets are a fundamental part of this because the Council delivers much of its service to the public from holdings of land and property and the cost is second only to staffing.

In the 2005/06 Asset Management Plan it was reported as a priority that all assets would be surveyed and a five-year maintenance programme developed.

1.2 BACKLOG LEVEL OF MAINTENANCE

The backlog level of maintenance has been assessed at about £2.5 million for all the operational assets.

1.3 ANNUAL PROGRAMME

Based upon property condition surveys, an annual planned maintenance programme is set out for each asset (Appendix A). The Director of Community Services recommends a degree of flexibility with the Repair and Maintenance budget in order to respond to the demands of service needs and changing circumstances which may arise during the course of the programme.

The policy objective is to work towards an 80% planned and 20% reactive maintenance formula as set out in the Asset Management Plan 2006 / 07.

The revenue budget has been held at current levels allowing for a 3% inflation on this year's budget.

The work programme for officers includes the carrying out of detailed surveys of 20% of properties each year on a continuous cycle to establish a 5-year rolling programme. Detailed condition surveys will also include an assessment of suitability and sufficiency, and an energy audit.

1.4 CATEGORISATION

As part of the assessment, the DCLG condition categorisation has been used, the four categories being:-

- A Excellent
- B Good
- C Mediocre
- D Poor

This is a broad level of assessment, which is a good guide to the condition of the Council's assets – and forms the basis of the maintenance regime.

1.5 ENERGY EFFICIENCY

Reflecting the Council's environmental policy a programme of energy efficiency and renewable energy projects is currently underway. Detailed Energy Audits on the Council's property over the coming year will identify opportunities for savings and reductions in CO² emissions. Energy efficiency is a high priority and significantly influences maintenance and refurbishment projects, such as the recently completed refurbishment of Town Dyke Orchard public conveniences.

1.6 OVERALL ANALYSIS

Having regard to the asset value of the estate, the maintenance backlog is not significant and in comparison to other local authorities Carlisle has a favourable position.

Members need to be aware that most of the programmed revenue budget is committed through subcontracts for essential servicing to comply with statutory requirements, such as fire regulations, electrical safety and water hygiene. As these legal duties increase there is an increasing demand on the budget leaving less for normal wear and tear replacements.

One of the biggest tasks over the coming year is to make sure the Civic Centre electrical system complies with modern standards.

The budget set by the Authority is not enough to cover the recommended programme and priorities will have to be made. The capital planned maintenance budget has not been increased for inflation since 2003.

1.7 PLANNED MAINTENANCE PROJECTS (CAPITAL BUDGET)

Historically a figure of £250k per annum has been allocated for capital maintenance projects. The proposed programme for 2007 / 08 is as follows:-

Planned Maintenance Programme 2007/08

| | |
|--------------------------------------|-----------------|
| Civic Centre Fire Precautions | £50,000 |
| Civic Centre Electrical Renewals | £130,000 |
| Belah Community Centre Refurbishment | £50,000 |
| Condition and energy surveys | £20,000 |
| TOTAL | £250,000 |

Reserve Projects

| | |
|------------------------------------|-----------------|
| Crematorium wall tie replacement | £20,000 |
| Public toilet refurbishments | £70,000 |
| Irthing Centre window replacements | £15,000 |
| TOTAL | £105,000 |

2. CONSULTATION

2.1 Consultation to Date

Through the forum of the Asset Management Officer Group, between the Service Heads for Facilities, Property, Finance and also service providers.

2.2 Consultation proposed

As above.

3. RECOMMENDATIONS – It is recommended that:

- 3.1 The 3-year maintenance programme (Appendix A) be noted.
- 3.2 The 2007 / 08 revenue maintenance budget of £704,000 be approved and put forward for consideration as part of the budget process.
- 3.3 The capital planned maintenance budget of £250,000 for 2007 / 08 be approved and put forward for consideration as part of the budget process.
- 3.4 That the Director of Community Services brings forward reports on energy efficiency surveys with a programme and budget requirements.

4. REASONS FOR RECOMMENDATIONS

- 4.1 To plan and programme the Council's maintenance backlog and programme for repairs 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 base budget of £683,500 in 2006/07 for revenue repair and maintenance costs, with a capital sum of £250,000 for major repairs to Council Property. Any re-prioritisation of work following asset reviews or the emerging Carlisle Renaissance agenda will need to be accommodated within these existing budgets.
- **Legal** – Buildings need to be maintained to comply with statutory regulations.
- **Corporate** – This is planned through the Asset Management Officer Group.
- **Risk Management** – A risk register will be produced for each Capital project.
- **Equality Issues** – Access to buildings is of primary importance in relation to equalities of service delivery.
- **Environmental** – Environmental and sustainability issues will be considered in all projects. Energy efficiency will be a major consideration when prioritising maintenance projects.
- **Crime and Disorder** – Where ever possibly steps will be taken to design out crime and disorder.
- **Impact on Customers** – The programme will be managed in order to minimise disruption to service providers and customers.

| MUNICIPAL MAINTENANCE BUDGET | | | | | |
|---|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| PROGRAMMED REPAIR AND MAINTENANCE (1010) | | | | | |
| Code | Description | 2006/07 Budget | 2007/08 Budget | 2008/09 Budget | 2009/10 Budget |
| | | | Requirement | Requirement | Requirement |
| 10110/1010 | Bousteads Grassing | 24,700 | 25,441 | 26,204 | 26,990 |
| 15120/1010 | Bitts Park Depot | 6,500 | 6,695 | 6,896 | 7,103 |
| 15140/1010 | Play Areas | 7,300 | 7,519 | 7,745 | 7,977 |
| 15160/1010 | Parks & Open | 13,900 | 14,317 | 14,747 | 15,189 |
| 16050/1010 | Tullie House | 30,700 | 31,621 | 32,570 | 33,547 |
| 16480/1010 | Guildhall | 1,200 | 1,236 | 1,273 | 1,311 |
| 16570/1010 | Sands Centre | 14,200 | 14,626 | 15,065 | 15,517 |
| 16580/1010 | Pools | 13,700 | 14,111 | 14,534 | 14,970 |
| 16590/1010 | Outdoor Areas | 19,000 | 19,570 | 20,157 | 20,762 |
| 18010/1010 | Civic Centre | 33,900 | 34,500 | 35,535 | 36,601 |
| 18010/3010 | Civic Centre Lamps and Tubes | 3,100 | 3,193 | 3,289 | 3,387 |
| 21100/1010 | Enterprise Centre | 20,400 | 21,012 | 21,642 | 22,292 |
| 21150/1010 | Brampton Business Centre | 10,100 | 10,403 | 10,715 | 11,037 |
| 21500/1010 | Anchorage Centre | 1,900 | 1,957 | 2,016 | 2,076 |
| 21600/1010 | Community Centres | 59,000 | 60,770 | 62,593 | 64,471 |
| 21900/1010 | Benefits Advice Centre | 0 | 0 | 0 | 0 |
| 24450/1010 | Willowholme Depot | 5,800 | 1,000 | 1,030 | 1,061 |
| 24500/1010 | Public Conveniences | 19,700 | 20,291 | 20,900 | 21,527 |
| 25510/1010 | 69 London Road | 2,000 | 2,060 | 2,122 | 2,185 |
| 25520/1010 | Shaddongate Hostel | 2,300 | 2,369 | 2,440 | 2,513 |
| 25530/1010 | Hostel Homeshares | 1,400 | 1,442 | 1,485 | 1,530 |
| 26510/1010 | Cemeteries | 16,600 | 17,098 | 17,611 | 18,139 |
| 26520/1010 | Crematorium | 4,500 | 4,635 | 4,774 | 4,917 |
| 43070/1010 | Old Town Hall | 3,300 | 3,399 | 3,501 | 3,606 |
| 18010/1014 | Civic - Office Alterations | 7,600 | 7,828 | 8,063 | 8,305 |
| 18010/3002 | Civic - Emergency Generator | 2,200 | 2,266 | 2,334 | 2,404 |
| 18010/3330 | Civic - Office Equipment | 0 | 0 | 0 | 0 |
| 18010/4010 | Civic - Lifts | 14,800 | 15,244 | 15,701 | 16,172 |
| 18010/4025 | Civic - Security | 3,100 | 3,193 | 3,289 | 3,387 |
| 15170/1010/53131 | Talkin Tarn | 15,000 | 15,450 | 15,914 | 16,391 |
| New | Dixons Chimney | | 2,000 | 2,060 | 2,122 |
| New | Castle Banks | | 2,000 | 2,060 | 2,122 |
| New | Monument Repairs | | 2,000 | 2,060 | 2,122 |
| New | West Walls Repairs | | 5,000 | 5,150 | 5,305 |
| Sub Total | | 357,900 | 374,246 | 385,473 | 397,038 |
| % increase | 3% | | | | |

| REACTIVE REPAIR AND MAINTENANCE (1011) | | | | | |
|--|------------------------|----------------|----------------|----------------|----------------|
| Code | Description | 2006/07 Budget | 2007/08 Budget | 2008/09 Budget | 2009/10 Budget |
| | | | Requirement | Requirement | Requirement |
| 12857/1011 | Public Clocks | 3,000 | 3,090 | 3,183 | 3,278 |
| 15100/1011 | Allotments | 7,000 | 7,210 | 7,426 | 7,649 |
| 15120/1011 | Bits Park Depot | 3,100 | 3,193 | 3,289 | 3,387 |
| 15140/1011 | Play Areas | 16,200 | 16,686 | 17,187 | 17,702 |
| 15160/1011 | Parks & Open | 21,100 | 21,733 | 22,385 | 23,057 |
| 16050/1011 | Tullie House | 32,600 | 33,578 | 34,585 | 35,623 |
| 16480/1011 | Guildhall | 200 | 206 | 212 | 219 |
| 16570/1011 | Sands Centre | 6,300 | 6,489 | 6,684 | 6,884 |
| 16580/1011 | Pools | 6,100 | 6,283 | 6,471 | 6,666 |
| 16590/1011 | Outdoor Areas | 8,900 | 9,167 | 9,442 | 9,725 |
| 18010/1011 | Civic Centre | 35,700 | 36,771 | 37,874 | 39,010 |
| 21100/1011 | Enterprise Centre | 13,700 | 14,111 | 14,534 | 14,970 |
| 21150/1011 | Irthing Centre | 4,300 | 4,429 | 4,562 | 4,699 |
| 21500/1011 | Anchorage Centre | 900 | 927 | 955 | 983 |
| 21600/1011 | Community Centres | 39,400 | 40,582 | 41,799 | 43,053 |
| 21900/1011 | Benefits Advice Centre | 0 | 0 | 0 | 0 |
| 24450/1011 | Willowholme Depot | 3,400 | 3,502 | 3,607 | 3,715 |
| 24500/1011 | Public Conveniences | 14,600 | 15,038 | 15,489 | 15,954 |
| 25510/1011 | 69 London Road | 3,800 | 3,914 | 4,031 | 4,152 |
| 25520/1011 | Shaddongate Hostel | 4,500 | 4,635 | 4,774 | 4,917 |
| 25530/1011 | Hostel Homeshares | 700 | 721 | 743 | 765 |
| 26510/1011 | Cemeteries | 8,500 | 8,755 | 9,018 | 9,288 |
| 26520/1011 | Crematorium | 7,300 | 7,519 | 7,745 | 7,977 |
| 42560/1011 | Hewson St Ind Units | 600 | 618 | 637 | 656 |
| 42570/1011 | James St Ind Units | 300 | 309 | 318 | 328 |
| 42610/1011 | Port Rd Ind Units | 800 | 824 | 849 | 874 |
| 42640/1011 | John St Ind Units | 800 | 824 | 849 | 874 |
| 43010/1011 | General Properties | 3,900 | 4,017 | 4,138 | 4,262 |
| 43070/1011 | Old Town Hall | 1,400 | 1,442 | 1,485 | 1,530 |
| | | | | | |
| | | | | | |
| | | | | | |
| Sub Total | | 249,100 | 256,573 | 264,270 | 272,198 |
| % increase | 3% | | | | |
| | | | | | |
| | | | | | |

| OTHER MAINTENANCE PROJECTS (Reactive & Programmed Maintenance) | | | | | | |
|---|---|----------------|----------------|----------------|----------------|--|
| Code | Description | | | | | |
| Tullie House Millennium Gallery | | | | | | |
| 16050/1014 | Planned | 12,200 | 12,000 | 12,360 | 12,731 | |
| 16050/1014 | Reactive | 5,800 | 5,000 | 5,150 | 5,305 | |
| Irishgate / Underpass | | | | | | |
| 16050/1014 | Planned | 25,000 | 23,000 | 23,690 | 24,401 | |
| 16050/1014 | Reactive | 6,200 | 6,386 | 6,578 | 6,775 | |
| % increase | | | | | | |
| GUILDHALL | | | | | | |
| 16480/4010 | Security | | | | | |
| ALL BUILDINGS | | | | | | |
| 12857/3907/52503 | Energy Managemen | 17,500 | 18,025 | 18,566 | 19,123 | |
| 11510/3011 | Plant & Efficiency | | | | | |
| LAMPS AND TUBES (CIVIC) | | | | | | |
| 12857/1014 | EC Regs Lamps/Tubes | 6,700 | 5,500 | 5,665 | 5,835 | |
| 18010/3010 | Civic Centre Lamps/Tubes | 3,100 | 3,193 | 3,289 | 3,387 | |
| Sub Total | | 76,500 | 73,104 | 75,297 | 77,556 | |
| % increase | | | | | | |
| Total Revenue | | 683,500 | 703,923 | 725,041 | 746,792 | |
| CAPITAL SCHEMES | | | | | | |
| Code | Description | | | | | |
| Planned Major Repairs | | | | | | |
| | Civic Centre Re-wire and Fire Upgrade Works | | 180,000 | | | |
| | Condition Surveys | | 20,000 | | | |
| | Belah Community Centre | | 50,000 | | | |
| Total Capital | | | 250,000 | | | |

