

Item: 7

Asset Management Sub-committee: 1 September 2020.

Corporate Asset Maintenance Programmes.

Revenue Expenditure Outturn.

Report by Head of Finance.

1. Purpose of Report

To advise of the expenditure outturn on the corporate asset revenue maintenance programmes for financial year 2019/20.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2019/20, as detailed in section 4.1 of this report, indicating an underspend of £210,500 as at 31 March 2020, against approved budgets totalling £1,927,900.

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 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 in financial year 2019/20 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 2019 to 31 March 2020, against approved programmes:

Revenue Maintenance Programme.	Expenditure at 31 March 2020.	Annual Budget 2019 to 2020.	Over/(Under) spend.
	£000	£000	£000
General Fund	1,661.5	1,709.8	(48.3)
Strategic Reserve Fund	55.9	218.1	(162.2)
Total	1,717.4	1,927.9	(210.5)

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2019/20 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 outturn figure of £1,661,500 at 31 March 2020, an underspend of £48,300 against the total annual budget. A contribution of £50,000 from Early Learning and Childcare in respect of works at Keelylang increased the approved budget from £1,659,800 to £1,709,800.

5.2.

Both the expenditure figure and the budget figure include fees/apportioned costs of £360,200 which were charged at year-end.

5.3.

The surplus of £48,300 was transferred to the Property Maintenance Fund, giving the Fund a closing balance at 31 March 2020 of £103,300.

6. Strategic Reserve Fund Programme

6.1.

The Strategic Reserve Fund Revenue Maintenance Programme is showing an outturn figure of £55,900 at 31 March 2020 which is an underspend against the total annual budget of £162,200.

6.2.

The annual budget figure of £218,100 includes fees/apportioned costs of £18,300 which were charged at year-end. The expenditure figure also includes fees/apportioned costs of £18,300.

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, extension 2103, Email gareth.waterson@orkney.gov.uk

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11. Appendix

Appendix 1: Corporate Asset Maintenance Programmes 2019 to 2020.

SUMMARY

General Fund Revenue Maintenance	Expenditure at 31 March 2020	Annual Budget 2019/2020	Outturn 2019/20	Over/(under) spend 2019/20	Previously estimated outturn 2019/20
	£	£	£		£
Asset Name					
One-off planned repairs	143,482.06	380,100	143,482	(236,618)	252,000
Works added in during year - Keelylang refurbishment	83,095.30	50,000	83,095	33,095	100,000
Quarry projects	1,959.54	22,700	1,960	(20,740)	2,000
Statutory / non statutory testing	295,290.23	274,300	295,290	20,990	260,000
Cyclical works	23,787.04	41,200	23,787	(17,413)	23,000
Retentions	15,371.80	0	15,372	15,372	11,000
Reactive works	738,324.96	572,800	738,325	165,525	681,800
Contingency	0.00	8,500	0	(8,500)	0
Appportioned Costs	360,200.00	360,200	360,200	0	330,000
	1,661,510.93	1,709,800	1,661,511	(48,289)	1,659,800
Transferred to Property Maintenance within Repairs and Renewals Fund		(48,289)			

Strategic Reserve Fund Revenue Maintenance	Expenditure at 31 March 2020	Annual Budget 2019/2020	Outturn 2019/20	Over/(under) spend 2019/20	Previously estimated outturn 2019/20
	£	£	£		£
Asset Name					
One-off planned repairs	18,237.00	52,200	18,237	(33,963)	52,200
Works added in during year	13,530.48	0	13,530	13,530	16,000
Retentions	(22,860.33)	0	(22,860)	(22,860)	(22,900)
Statutory / non statutory testing / cyclical works	11,828.86	22,900	11,829	(11,071)	20,000
Reactive Works	16,900.35	52,200	16,900	(35,300)	20,000
Contingency	0.00	72,500	0	(72,500)	0
Appportioned Costs	18,300.00	18,300	18,300	-	28,400
	55,936.36	218,100	55,936	(162,164)	113,700

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
Birsay Public Toilet	General upgrade. To be developed.	£ -	£ 8,700.00
Dounby school	Project carried over from last financial year. Oil tank replacement added following condition assessment. Tendered and over budget (£41k), but given the liability should an oil leak occur. Works complete final account to be concluded once outstanding snagging completed (delayed due to COVID 19) Funded by slippage elsewhere in the programme.	£ 30,186.00	£ 17,400.00
Ferry Road Public Convenience	General upgrade, decoration and signage. To be developed.	£ -	£ 11,300.00
Former bus station	Demolition and reinstatement to a tarmacadam area. Development works commenced, with Planning and Building Warrant applications having been made. Project held pending interest in leasing, and decision to continue with demolition given April 20. Works postponed to 20/21.	£ 1,716.00	£ 31,100.00
Glaitness Primary School	Replace fascia and soffits, and vertical cladding. Works delayed due to resourcing and has been added to nursery upgrade project.	£ -	£ 75,700.00
Hoy Hostel	Heating alterations to include re-zoning, controls upgrade to allow improved heating control between the hostel and hall. Pumps replaced, and remainder of project carried forwads to 2020/21.	£ 2,150.00	£ 15,100.00
St Magnus Cathedral	Annual fee for inspection and supervision of maintenance of fabric at Cathedral. Works undertaken late 2018/19 and invoiced 2018/19.	£ -	£ 3,000.00
St Magnus Cathedral	Organ tuning - quarterly inspection and tune.	£ 4,413.14	£ 4,200.00
Stromness Community Centre	Replace internal units associated with the air source heat pumps. To be developed.	£ -	£ 37,900.00
Swimming pools - generally	Minor works following feedback from last year resulted in PAC dosing system injector replacement. All works complete and paid.	£ 11,712.36	£ 16,700.00
The Orkney Library and Archive	External door / ramp works - Programme for winter 2019. Scheme being developed by external Architectural consultancy, and cost revised to £60,000 from £46,000 following further information regarding the extent of works. Scheme complete, and Building Warrant has been applied for. Funded by slippage elsewhere within the programme. Works commenced early March, but delayed due to COVID 19.	£ 8,127.68	£ 45,400.00
The Orkney Library and Archive	Project planned for last year and carried over. Delayed due to issues in clarifying tender submissions. On reviewing the scale and complexity of the works on submission of the tender package, estimated cost was revised to £94,000. Tender accepted at £109,000, which includes £30,550 of contingencies. Works complete and final account agreed at £79,068, with £3,953.42 retention due 2020/21	£ 75,114.98	£ 7,600.00

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Various properties	Lightning systems. Surveys undertaken. Reports have been submitted by PTSG Electrical Services Ltd, reviewing before deciding on what course of action to be taken. No remedials undertaken, and works postponed until next year.	£ -	£ 30,300.00
Various properties	High level surveys on an annual basis. Inspections undertaken, along with localised small scale repairs.	£ 10,061.90	£ 15,100.00
Various properties	Remedial works following high level surveys. No surveys undertaken, see item above for further detail.	£ -	£ 37,900.00
Water systems - generally	Water systems upgrades, but found to be fewer issues than anticipated. Future years work to be identified following annual review of systems and a lower budget figure is expected. No identified large scale works undertaken.	£ -	£ 22,700.00

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Works added in during year			
Keelylang Day Centre	Refurbishment works for new tenants. Project instigated by Education Service to allow the staff located in cramped Papdale School offices to occupy suitable offices that enable them to run parent groups and run daytime / evening training courses for childminders, staff, managers and practitioners. Newly created spaces will permit the team to deliver family work for groups of families and also individualised work with families such as family therapy. Works complete and facility in use, account concluded.	£ 83,095.30	£ 50,000.00
Quarry projects			
Pierowall Depot and Former Quarry	Despite initial survey, extent of works has been reviewed, reduced and site has now been fenced and made secure. All works complete and	£ 1,959.54	£ 22,700.00
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	Substantially complete, and full review of entire property stock completed to identify any outstanding surveys. Expenditure includes annual software costs, and surveys associated with large scale alteration works.	£ 9,332.30	£ 3,800.00
Duct hygiene	Inspection, testing and cleaning. Resultant cleaning is dictated by testing results, which has shown to be more than planned.	£ 27,883.00	£ 9,500.00
Electrical Testing (PIR)	Testing based upon fixed intervals as dictated, and greater number of tests undertaken than planned.	£ 25,113.95	£ 16,700.00
Emergency lighting testing	Testing based upon fixed intervals as dictated, and greater number of tests undertaken than planned.	£ 8,244.00	£ 6,800.00
Fixed appliance testing	Testing based upon fixed intervals as dictated, and greater number of tests undertaken than planned.	£ 4,181.02	£ 2,300.00
Gas Appliances testing / servicing	Testing based upon fixed intervals as dictated, and greater number of tests undertaken than planned.	£ 6,073.53	£ 5,300.00
Hoist and Stairlift testing / servicing	6 month inspections undertaken by NHSO.	£ 6,082.14	£ 10,600.00
Local exhaust ventilation systems	Initial inspections and small scale repairs undertaken, second visit has been undertaken to address identified issues and works complete.	£ 3,530.71	£ 2,300.00
Passenger / Goods lifts testing and servicing	Quarterly Inspection, testing and servicing.	£ 30,761.00	£ 10,600.00
Portable appliance testing	Frequency has now changed from annual to biennial.	£ 6,523.85	£ 11,400.00
Water services management and thermostatic mixer valve testing / servicing	Annual inspection and service, with extent of works found to be less than anticipated.	£ 15,500.00	£ 25,700.00

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
Working at Height - Roof anchor and wire ropes System and single point anchorage testing / servicing	Annual inspection and service, with extent of works found to be less than anticipated.	£ 300.00	£ 500.00
Non Statutory (best practice)			
Arjo baths	Annual inspection and service	£ 3,287.28	£ 4,500.00
Automatic door servicing	6 monthly test / inspection.	£ 6,970.46	£ 6,400.00
Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties.	£ 75.16	£ 500.00
Evac chairs	Annual test and inspection, works undertaken, but payment outstanding.	£ -	£ 600.00
Fire alarm testing	6 monthly test / inspection.	£ 13,952.00	£ 22,700.00
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection.	£ 25,147.47	£ 33,300.00
Fixed Gym Equipment Testing (fixed equipment only, loose)	Annual test and inspection	£ 2,130.00	£ 2,300.00
Generator Servicing	Annual service and test	£ 2,149.10	£ 3,400.00
Grease filter cleaning	Cleaning frequency changed to monthly following consultation with Insurers, which has resulted in increased costs.	£ 57,125.69	£ 25,600.00
Heat pump and MVHR servicing	Annual service.	£ 5,532.00	£ 19,000.00
Lightning systems testing	Annual test and inspection.	£ 3,305.00	£ 2,900.00
Oil Boiler Servicing	Annual service	£ 4,600.00	£ 22,700.00
Swimming pool and library heat recovery / air con servicing	Annual service	£ 3,347.46	£ 3,000.00
Swimming pool, sauna, steam and spa bath servicing of equipment.	Annual service	£ 11,717.06	£ 7,600.00
Radon	Complete, monitoring to continue as required.	£ -	£ 800.00
Sewerage treatment plant, petrol interceptors and grease traps servicing.	Annual clean out	£ 4,917.82	£ 9,500.00
Sprinkler / fire suppression systems	Annual test and inspection	£ 3,190.00	£ 3,800.00
Vermin control	Frequency and level of service dictated by site conditions, usage, issues etc.	£ 4,138.23	£ -
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account.	£ 180.00	£ 200.00
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. Outstanding works carried forwards into new financial year.	£ 5,466.99	£ 15,100.00
Timber floor treatments	Stronsay School. Project moved forwards 12 months following inspection of floor.	£ -	£ 7,600.00
Timber floor treatments	North Walls school - main hall and community room - works complete and paid.	£ 4,701.55	£ 4,500.00
Timber floor treatments	Hoy Centre hall floor - works complete and paid.	£ 2,053.25	£ 1,900.00
Timber floor treatments	Papdale school - works complete and paid.	£ 7,951.00	£ 5,300.00

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Timber floor treatments	Pickaquoy Centre - Quayside. Works reviewed and localised repair undertaken to remediate previous work. Works to be reviewed and programmed over the coming few years.	£ 150.00	£ 3,800.00
Timber floor treatments	Flotta gym hall - complete.	£ 3,464.25	£ 3,000.00
Retentions			
Stronsay Junior High School and swimming pool	Installation of containerised boiler plant and modifications to the heating system to accommodate the new plant. Retention release from previous year.	£ 1,397.30	£ -
Council Offices	Domestic hot water rationalisation works, carried over from previous year, delay in agreeing final account.	£ 9,311.64	£ -
OIC Depot - Store (H35)	Steel work repairs - Retention release, previously a capital project, advised by Finance to pay retention under revenue.	£ 4,662.86	£ -
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 below in this report. Expenditure lower than anticipated, and projections adjusted accordingly.	£ 374,757.71	£ 572,800.00
Kirkwall Town Hall	Lift failure, replace control panel as per quote	£ 17,594.00	£ -
Yetholm 001	Void repairs, new windows, sound proofing, thermal insulation upgrade, new heating, kitchen etc	£ 19,379.00	£ -
Council Office	Fire panel repairs and re-zoning	£ 11,750.00	£ -
H88 Hatston yard	Re-locate fire hydrant following installation of new portacabin office block	£ 10,859.00	£ -
Papdale School	Remove old redundant portacabin, grub up foundations and make good tarmac	£ 10,494.00	£ -
St Magnus Cathedral	Draw in new cables to relocate and upgrade system to enable works to West door vestibule project. Support sound engineer as required in linking up the systems.	£ 9,283.76	£ -
Slater Street 008	Kitchen Replacement, supply and install new kitchen.	£ 8,470.37	£ -
Firth Primary School	Build a wooden frame around the bio-disc system, remove half of the lid and cover over, redo the cracks on the fibre glass lid.	£ 7,546.23	£ -
St Magnus Cathedral	Lift duckboards, clear debris and biological growth held within the lead gutter. Bag and remove debris from site. North aisle roof, re-fix temporary hopper and downspout to the clerestory downspout and possibly upgrading half pipe on west side of north aisle roof.	£ 7,531.00	£ -
The Orkney Library and Archive	M & E Service - lighting upgrade and air-conditioning commissions	£ 7,182.64	£ -
Site of Police Command Centre	Electrical repair to CCTV.	£ 6,008.01	£ -
Stromness Swimming Pool	Fitness room upgraded for new equipment.	£ 5,321.94	£ -
Smiddybrae House	Replace kitchen units in Isbister wing.	£ 5,124.07	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
The Orkney Library and Archive	Architectural consultancy for front door upgrade	£ 4,824.72	£ -
Stromness Swimming Pool	Repair pumps	£ 4,477.65	£ -
Depot, Site 4 (G7) Garson Way	Unblock toilet drainage	£ 4,051.51	£ -
Kirkwall and St Ola Town Hall and Community Centre	Repair overflow running onto the roof of the lift shaft , then repair the roof of the lift shaft and the lift plant room which are both leaking. Orkney pest control to cleaning up and fit pigeon deterrent.	£ 3,936.68	£ -
St Magnus Cathedral	Install new sound system as per agreed spec.	£ 3,915.32	£ -
Dundas Street 057A	Carry out void works.	£ 3,885.29	£ -
Pickaquoy Centre and Playing Fields	The expansion system serving the heating plant is no longer fit for purpose and requires replacement. An expansion vessel, pressurisation unit and cold water meter have been purchased and are free issued to the contractor for installation. The cold water meter is to be installed on the supply line to the pressurisation unit to monitor water use by the heating system and aid in leak detection and the scale of the leak.	£ 3,755.71	£ -
Kalisgarth	Renew carpark light column heads with LED units x5	£ 3,709.40	£ -
Kalisgarth	Heating repair.	£ 3,595.42	£ -
Warehouse Buildings	check and repair loose seal on electrically operated skylight.	£ 3,473.96	£ -
Firth Primary School	Timber floor refurbishment.	£ 3,467.00	£ -
St Rognvald's House	Repair steriliser in St Mary's unit.	£ 3,456.21	£ -
The Old Firth School	Remove the old broken toby that fed the old classroom block on the road to the back of Scarva Taing and join pipe to Scarva Taing.	£ 3,444.44	£ -
St Peter's House	Kitchen staff have noticed that the dishwasher is still not heating up to temperature.	£ 3,361.70	£ -
Kirkwall and St Ola Town Hall and Community Centre	Please clean the area between the Town Hall & Tait's building & fit future pigeon deterrent all as agreed. NB lift shaft is now leaking to an extent that the lift is cutting out R Clouston have an order to carry out the roof repair so will require to erect a scaffolding	£ 3,319.80	£ -
Dounby Primary School	Remove the carpet in community room 1, prepare the floor and replace with vinyl flooring.	£ 3,206.46	£ -
Smiddybrae House	Replace 4 of the showers in Isbister wing to be on surface of wall. Inspect and repair out of order shower.	£ 3,191.48	£ -
Downie's Lane Viewpoint and Car Park	Convert layby back to field; remove low level stoke dyke, grub up tarmac, take down fence around layby, fill area with clay and top with topsoil, sew grass seed, fence along road side to meet existing fence at each side.	£ 3,181.86	£ -
Pickaquoy Centre Camping and Caravan Site	Replace all of the bulkhead/emergency/external lighting as agreed.	£ 3,120.48	£ -
Council Offices	Supply Fluke 1734 Three Phase Electrical Energy Logger	£ 3,104.00	£ -
Papdale School	Supply of new 20' container to be delivered to site and located to flat tarmac area.	£ 3,072.01	£ -
Papdale School	Heating repair.	£ 2,983.82	£ -
St Magnus Cathedral	Organ servicing	£ 2,942.07	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
Council Offices	Replace existing 4 kW AC unit in the Patterson building IT Room with a new 6kW Mitsubishi Mr Slim ceiling and outdoor unit	£ 2,910.60	£ -
Cursiter Quarry	Install Inverters	£ 2,760.00	£ -
North Walls School and Swimming Pool	Investigate and repair one of the electrical meters in the plant room.	£ 2,744.65	£ -
St Rognvald's House	Supply and fit new tattie peeler (modern equivalent of existing machine).	£ 2,641.21	£ -
St Magnus Cathedral	Inspection of West Front of St. Magnus Cathedral - crane hire, fencing etc.	£ 2,581.58	£ -
Skaili Public Toilet	Remove the existing drain from the rain water drain and blank off connection, connect a larger drain into the drain that runs under the road running to the shore.	£ 2,560.50	£ -
Sanday Junior High School and Swimming Pool	Replace the external nursery door and the outside door to the kitchen with UPVC or composite doors.	£ 2,534.00	£ -
Unit 1, Great Western Road	Fit various lighting.	£ 2,490.00	£ -
Kirkwall Grammar School	Supply and deliver, 4 x Replacement Evac+Chair's, 1 x Evac+Chair Comfy Seat Complete, 1 x Transfer Board.	£ 2,475.50	£ -
North Walls School and Swimming Pool	Replace the failed plywood panels to the external equipment store doors (6 doors) and the garage to front of school, prepare and decorate to match existing. Repair the hand rail on the access path leading from the rear carpark. Repair / replace vented ridge tile. Repairs to low level wall.	£ 2,458.20	£ -
Stromness Academy	Repairs / replace actuator valve MV10 in PE store.	£ 2,329.64	£ -
Stromness Town Hall	Repair leak in the heating pipe.	£ 2,274.48	£ -
Pickaquoy Centre Camping and Caravan Site	Supply and install new LGR250 BMS card, and replacement surface temperature sensor on DHW cylinder. Also install surge protection on supply to cards.	£ 2,098.00	£ -
Stromness Academy	Fit rain screen to area of wall at staff room that has continual leaking problem.	£ 2,073.11	£ -
Stromsay Junior High School and Swimming Pool	Form a path at the rear of the school as agreed on site.	£ 2,067.90	£ -
Stromness Academy	Replace 2 faulty motorised valves.	£ 2,052.12	£ -
St Peter's House	Repair waste disposal unit.	£ 2,042.12	£ -
Council Offices	Install a port patch panel in the sound system in the chamber, run 4 cables from the sound system on surface to the lectern for a temporary fitting to have 4 outlets.	£ 2,023.55	£ -
Hope Primary School	Replace the rotten fence around the school pond, and cut back trees to access existing corner posts.	£ 2,007.97	£ -
St Peter's House	Remove 2 Sovereign baths from Brinkies and Hamnavoe wings and fit them in St Rognvald's House to replace their obsolete Malibu baths.	£ 1,975.66	£ -
Depot, Westray	New post and wire fencing, adjust and fit existing galvanized gate, install new concrete strainers and galvanized gate to right hand side entrance and fit small section of fencing between the two gates as necessary, minor landscaping with digger.	£ 1,959.54	£ -
Glaitness School	Repair heat pump.	£ 1,947.81	£ -
Westray Junior High School and Swimming Pool	Kitchen fittings repair.	£ 1,941.26	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
Pierowall Public Toilet	Various repairs	£ 1,936.22	£ -
St Rognvald's House	Electrical work to repair hydro boil.	£ 1,932.51	£ -
Evie Primary School	Replace the parts after the inspection on WO 1014630 of the Bio Disc system for the drainage system.	£ 1,926.98	£ -
Site of Police Command Centre	Repairs on Kirkwall CCTV system.	£ 1,890.50	£ -
Chinglebraes Waste Transfer Station	Alter the cabling in preparation for the installation and replacement of existing plant onsite.	£ 1,845.18	£ -
Pickaquooy Centre Camping and Caravan Site	Introduce an additional 200mm fibreglass / rockwool to the loft space.	£ 1,824.00	£ -
Hope Primary School	Remedials to auto doors at various properties as agreed following March 2019 servicing as per remedials spreadsheet and servicing reports.	£ 1,817.00	£ -
Selbro Joint Equipment Store and Resource Centre (H84)	Doors & frame repair Supply and fit new roller door panel and associated works.	£ 1,742.92	£ -
Burnside Garage 002	Supply and install a new garage door	£ 1,690.90	£ -
Burnside Garage 001	Supply and install a new garage door	£ 1,690.90	£ -
Eday Primary School	Repair boilers.	£ 1,683.05	£ -
Flotta Primary School	Replace garage doors damaged in the last gale, remove and dispose of the remains of the gas bottle store, rehang the gate from playground to schoolhouse garden.	£ 1,680.13	£ -
Pickaquooy Centre and Playing Fields	Repair water pressure / boilers.	£ 1,659.83	£ -
Stromsay Junior High School and Swimming Pool	Repair automatic doors.	£ 1,636.81	£ -
Ness Battery	Repair fire alarms.	£ 1,605.07	£ -
Summerdale Drive 006	Void property and works	£ 1,589.46	£ -
Council Offices	Inspect and repair boiler 2.	£ 1,574.67	£ -
Point of Ness Camping and Caravan Site	Carry out fencing works.	£ 1,562.40	£ -
Council Offices	Replace faulty pump.	£ 1,550.37	£ -
Stromness Academy	Repair boiler 2.	£ 1,493.97	£ -
Stromness Swimming Pool	Investigate and repair Dolphin Pool Vac.	£ 1,472.44	£ -
St Magnus Cathedral	Regular service of Cathedral organ	£ 1,471.07	£ -
Whitechapel 006	Void property and works	£ 1,459.36	£ -
The Orkney Library and Archive	Repair faulty lights.	£ 1,432.15	£ -
Stromsay Junior High School and Swimming Pool	Installation of containerised boiler plant and modifications to the heating system to accommodate the new plant.	£ 1,397.30	£ -
Tankerness House	Repair fault on CCTV camera output.	£ 1,362.97	£ -
Kalisgarth	Please carry out remedials to auto doors at various properties as agreed on remedials spreadsheet and servicing reports.	£ 1,350.11	£ -
St Colm's Day Centre	Remove the handrail outside main entrance and the fire exits at the front of the building, replace with galvanized handrail.	£ 1,347.21	£ -
Stromsay Junior High School and Swimming Pool	Erect the fence around the nursery play area.	£ 1,344.50	£ -
Hoy Centre	Supply parts and spacer kit for replacement of obsolete pump.	£ 1,319.68	£ -
Stromness Swimming Pool	Repair leaking boiler.	£ 1,300.98	£ -
Glaitness Farmhouse Common Areas	Install CCTV.	£ 1,300.39	£ -
Breck Depot	Renew the fence along the road, hang lockable galvanized gates to the opening, make good the "safety" earth bund along the edge of the quarry.	£ 1,299.89	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
Asset Name	Description	£	£
Stromness Academy	Repair 5 faulty outside lights as follows.	£ 1,285.66	£ -
Stenness Primary School	Attend boiler breakdown and follow up visit for computer/control training for new janitor.	£ 1,274.78	£ -
St Rognvald's House	Repair emergency light failures.	£ 1,262.85	£ -
Otterswick 001	Void inspection works	£ 1,261.62	£ -
St Andrew's Primary School	Water pressure repair.	£ 1,256.34	£ -
Stromness Academy	Fit a maglock linked to the fire alarm to the emergency exit door at the Science stairs to Art.	£ 1,247.26	£ -
Tankerness House	Upgrade the lighting in the small exhibition room off room 1 and in the shop area to directional / adjustable lighting.	£ 1,241.49	£ -
Westray Junior High School and Swimming Pool	Supply Becs Controller.	£ 1,241.00	£ -
Fourth Barrier Public Toilet	Building warrant fee - £1,240	£ 1,240.00	£ -
Sunnybrae Centre	Water, pipes and tap repair.	£ 1,238.26	£ -
Stromness Swimming Pool	Bleed the boilers and restore heat into the building.	£ 1,226.37	£ -
North Walls School and Swimming Pool	Numerous repairs throughout the school after power failure.	£ 1,221.87	£ -
Kirklands Road 039	Void property inspection and works.	£ 1,220.09	£ -
St Colm's Day Centre	Fit a time clock onto the heating controls to work the storage heating, replace any faulty thermostats found faulty.	£ 1,216.79	£ -
Hoy Centre	Pre-opening repairs.	£ 1,206.41	£ -
Evie Primary School	Supply 2No B+B Gateway modules'	£ 1,200.00	£ -
Shapinsay Primary School	Secure loose screws on ceiling mounted radiator covers, and do ceiling panels. Scaffolding required.	£ 1,195.98	£ -
Warehouse Buildings	Repair emergency light faults.	£ 1,161.66	£ -
Papa Westray Primary School	Repair emergency light faults.	£ 1,152.90	£ -
Kalisgarth	Two replacement pumps.	£ 2,245.63	£ -
Junction Road 027	Treat mould growth with a fungicidal wash and prepare and decorate where necessary.	£ 1,140.67	£ -
Council Offices	Repair dripping hot water pipe.	£ 1,130.25	£ -
Kirkwall and St Ola Town Hall and Community Centre	Survey Town Hall lift and advise best course of action to repair.	£ 1,126.25	£ -
St Rognvald's House	Renew or repair the flooring.	£ 1,122.74	£ -
Glaitness School	Erect a wooden fence and fit a gate.	£ 1,116.94	£ -
Stromness Swimming Pool	Remedials to auto doors at various properties as agreed on remedials spreadsheet and servicing reports.	£ 1,112.48	£ -
St Rognvald's House	Remedials to auto doors at various properties as agreed on remedials spreadsheet and servicing reports.	£ 1,112.48	£ -
Pickaquooy Centre and Playing Fields	Repair emergency light.	£ 1,110.14	£ -
Hope Primary School	Restore hot water supply to changing room showers, work complete.	£ 1,104.31	£ -
Hoy Centre	Pre-opening repairs.	£ 1,103.06	£ -
Selbro Joint Equipment Store and Resource Centre (H84)	Mend gutter.	£ 1,097.27	£ -
North Walls School and Swimming Pool	Find fault and repair heaters.	£ 1,093.92	£ -
Glaitness School	Repair heat pump.	£ 1,086.99	£ -
Pickaquooy Centre and Playing Fields	Investigate and repair main shunt pump in boiler house.	£ 1,060.30	£ -
St Magnus Cathedral	Supply of sundry material for sound system upgrade	£ 1,057.34	£ -

DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Kalisgarth	Repair emergency light.	£ 1,055.90	£ -
Phoenix Terrace 003	Void inspection works	£ 1,044.56	£ -
Ingale 001	Void inspection works	£ 1,034.15	£ -
Grievevship West 082	Void inspection works	£ 1,029.98	£ -
Burray Primary School	Replace 2 no. obsolete car park lights.	£ 1,028.22	£ -
Summerdale Drive 002	Void inspection works	£ 1,025.68	£ -
Eday Primary School	Repair burst water pipe in the school grounds.	£ 1,007.93	£ -
Glaitness School	Inspect and repair the circulating pump from the NHS heat pump.	£ 1,007.40	£ -
Contingency			
Contingency	To be utilised across the programme as required.	£ -	£ 8,500.00
Apportioned Costs			
Apportioned Costs	Charged at year-end	£ 360,200.00	£ 360,200.00
		£ 1,661,510.93	£ 1,709,800.00

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Weyland Farm	Demolition. Carry over from previous year. No contractor expenditure last year, with entire project carried into the current year. Works complete May 2019, final account agreed and payment made.	£ 18,087.00	£ 8,700.00
H30 and H31	Initially the properties were to be demolished once properties vacated, initially planned for 2019 to 2020, but following tenant feedback, lease will be extended by 12 months. Project delayed until advised otherwise. Minor cost incurred in obtaining Building Warrant. Works to be undertaken 2020/21, if and once tenants have vacated, and as directed by Estates Department.	£ 150.00	£ 43,500.00
Works added in during year			
Land at Garson	Fence repairs. Client request to permit land to be leased out. Works complete.	£ 2,681.25	£ -
Water Test Centre	Roller door replacement following years of reviewing and postponing. Works now complete.	£ 10,849.23	£ -
Retention release			
H29 (NISF)	Demolition and site clearance in preparation for new use. Project completed in 2018.19, and 2018.19 accrual for invoice due was over estimated hence credit in 2019.20	-£ 22,860.33	£ -
Statutory Testing			
Asbestos register / surveys	Substantially complete, and full review of entire property stock completed to identify any outstanding surveys.	£ 2,416.10	£ 900.00
Electrical Testing (PIR)	Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£ 2,453.17	£ 6,900.00
Emergency lighting testing	Frequency varies according to property type, varies from 1-10 years.	£ 624.00	£ 1,300.00

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
Fixed appliance testing	Annual inspection and test.	£ 113.85	£ 300.00
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	£ -
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.	£ -	£ 100.00
Passenger / Goods lifts testing and servicing	Annual inspection and feedback.	£ 738.75	£ 900.00
Portable appliance testing	Undertaken every 2 years.	£ 73.00	£ 900.00
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.	£ 216.00	£ 2,500.00
Duct hygiene (Air conditioning , plenum heating)□	Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£ 1,256.00	£ 700.00
Non Statutory Testing			
Automatic door servicing	6 monthly test / inspection	£ 424.50	£ -
Fire alarm testing	6 monthly test / inspection.	£ 954.20	£ 2,600.00
Fire Fighting Equipment Servicing / testing	6 monthly test / inspection.	£ 1,298.85	£ 2,200.00
Lightning systems testing	Annual test and inspection.	£ 330.50	£ 700.00
Oil Boiler Servicing	Annual service	£ 600.00	£ -
Vermin Control	Frequency and level of service dictated by site conditions, usage, issues.	£ -	£ 2,000.00
Cyclical Works			
External Decorations	5 year re-decoration plan. programme has come to an end, no works identified.	£ 54.94	£ 900.00

Strategic Reserve Fund Revenue Maintenance		Expenditure at 31 March 2020	Annual Budget 2019/2020
		£	£
Asset Name	Description		
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.	£ 16,900.35	£ 52,200.00
Contingency	To be utilised across the programme as required.	£ -	£ 72,500.00
Apportioned Costs			
Apportioned Costs	Charged at year-end	£ 18,300.00	£ 18,300.00
		£ 55,936.36	£ 218,100.00