

MUNICIPAL YEAR 2014/2015 REPORT NO.

ACTION TO BE TAKEN UNDER DELEGATED AUTHORITY

OPERATIONAL DECISION OF:
Director – Regeneration & Environment

Agenda – Part: 1	KD Num: KD3892
Subject: Corporate Repair and Maintenance Programme – 2014/2015	
Wards: All	

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1. EXECUTIVE SUMMARY

- 1.1 The report details the current position on the Corporate Repair and Maintenance Programme
- 1.2 Proposals are made for building specific works, which have been identified as meeting either a priority 1 or priority 2 rating. These works have been costed and can be delivered within expenditure identified for 2014/15.
- 1.3 Planned Maintenance expenditure relates to the corporate property portfolio and facilitates the delivery of services across all Council groups. The report does not cover schools, or housing maintenance, which are subject to different funding streams.
- 1.4 Individual projects are subject to formal consultation and approval in accordance with the Councils constitution and Contract Procedure Rules.

2. RECOMMENDATIONS

- 2.1 That the financial position pertaining to the Corporate Repair and Maintenance fund be noted.
- 2.2 That a Planned Repair and Maintenance Programme for 2014/15 in sum of £1,818,248 as detailed in Appendix A, is carried out.

3. BACKGROUND

3.1 The Councils Repair and Maintenance fund aims to ensure corporate buildings and their surroundings are fit for purpose. Properties are maintained via three 'R&M' work streams as listed below. In addition separate projects and other improvement schemes may incorporate an element of repair or maintenance work.

1. Reactive maintenance
2. Planned preventative maintenance.
3. Planned maintenance,

3.1.1 Reactive maintenance is often reported by premises managers to the helpdesk as and when they occur, such as blocked toilets, alarm resets or a broken window. The helpdesk (Careline) then instructs the appropriate Measured Term Contractor to rectify the fault.

3.1.2 Cyclical or planned preventative maintenance is carried out on a regular basis to a building's plant and equipment such as boilers or lifts.

3.1.3 Planned maintenance work, the subject of this report, is mainly identified via condition and other surveys. Properties are surveyed to assess their condition and the noted deficiencies are listed and ranked according to set criteria. Items of work are then grouped together, where beneficial to do so, and prioritised into a planned maintenance programme.

3.2 Programme Budget

3.2.1 The responsibility is addressed via the budget allocation in the Council's Capital Programme termed the Building Improvement Programme (BIP). The 2014/2015 available funding is shown below:

Financial Year	Budget Descriptor	£
2014 / 2015	14/15 Original Budget	£1,500,000
	Budget/Projects deferred from 13/14	£193,248
	Budget 2014/15	£1,693,248
	Funds to be recouped (Appendix A)	£125,000
	Overall Available Funding	£1,818,248

- The £125,000 is to be met from the following sources:
 - Recoup from Insurance claim, Fore Street Library (£40,000)
 - Funded from General Capital Resources (£85,000), this will be included in the quarter two Capital return as a growth in the Building Improvement Programme.

3.3 Programme Compilation

- 3.3.1 Technical information gained from surveys, together with the Councils corporate objectives and client views, enables individual items of work to be prioritised and compiled into a programme of planned projects.
- 3.3.2 The disposal of some sites, and the transfer of the Leisure Centres have reduced the Council maintenance liability. However, reactive and cyclical maintenance expenditure has increased as a result of the Corporate Landlord Initiative.
- 3.3.3 The current programme has been developed following a review of the data with service users. Account has been taken of maintenance trends and feedback from technical staff. Due to competing priorities and changing circumstances a reserve list is held of other potential works.
- 3.3.4 A consultation process was undertaken with Service Centre Managers to ensure the programme considered their views and priorities as far as practicable. This supports the objective of securing best value from the limited budget.
- 3.3.5 Consultation has been undertaken with individual teams and occupiers. Due to changing asset management priorities it is difficult to pre-empt requirements over the full year that the programme runs. However, regular liaison with stakeholders together with a formal change approval process ensures that the programme remains flexible, meeting the Councils changing needs and achieving maximum value for money from the budget.

The proposed programme is listed in Appendix 1.

3.4 Reserve Programme

- 3.4.1 In setting the current programme, it is clear that many projects are desirable if funding were available. These have therefore been put on a reserve list which it is proposed to actively manage according to the best available information at the time.
- 3.4.2 The 2014 / 2015 priorities are based on condition surveys, analysis of reactive maintenance data and trends, ad hoc inspections and client consultation. As further condition surveys are carried out, priorities will be updated. The programme will need to be managed flexibly to accommodate such updates to ensure urgent priorities are addressed and less pressing work is postponed. The reserve programme will enable this process to be undertaken in a proactive but transparent fashion.
- 3.4.3 Condition data will eventually be held on the Council's new asset management system, Atrium. In addition, the project estimates supplied are based on general condition data, so these costs are subject to confirmation once works are specified.

3.4.4 The Council has a number of energy efficiency programmes, which are funded through the SALIX and REFIT programmes. There is some synergy with the Planned Maintenance Programme, and coordination across these programmes will ensure optimum use of all available funding.

3.4.5 The current 2013/14 programme was approved by the Director of Environment on the 2nd May 2013. The new set of priorities has been added to those projects that have been carried forward, to create the proposal 2014/15 programme.

3.5 Civic Centre

The main Civic Centre remodelling is the subject of a separate approval. This will refurbish and modernise the building on a phased basis, whilst also addressing backlog maintenance. Phase 1 work to A block will commence in 2015. In meantime some enabling and ancillary work (to plant and equipment) and asbestos removal, will remain in the proposed R&M Programme to support this business critical project.

4. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could rely on reactive maintenance only, but this is not a cost effective or planned way to manage property, and would have detrimental effect on the corporate buildings portfolio in the medium to longer term.

5. **REASONS FOR RECOMMENDATIONS**

5.1 Planned Maintenance comprises the careful attention to buildings, their structure, engineering services and hard landscaped surroundings necessary to retain them, or help restore them, to an acceptable condition. These measures are required to enable their continued function, preserve value, integrity, and to meet the continued expectations of the occupier.

5.2 All of the works will be procured in line with the Council's constitution in order to deliver value for money.

5.3 The types of projects undertaken under planned maintenance secure the longer term condition of buildings, maintain their capital value and reduce the need for repeated reactive repairs.

6. **COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS**

6.1 **Financial Implications**

Works identified and prioritised in Appendix A; will be funded from 2014/15 Building Improvement Programme Capital Budget.

Financial Year	Budget Descriptor	£
2014 / 2015	14/15 Original Budget	£1,500,000
	Budget/Projects deferred from 13/14	£193,248
	Budget 2014/15	£1,693,248
	Funds to be recouped (Appendix A)	£125,000
	Overall Available Funding	£1,818,248

- The total estimated cost of delivering the 2014/2015 Building Improvement Programme (Appendix A) is £1,818,248 and the total Building Improvement Capital Budget is £1,693,248. The budget gap of £125,000 will be met by:
 - Recouping from Insurance claim, Fore Street Library (£40,000)
 - Funding from General Capital Resources (£85,000), this will be included in the quarter two Capital return as a growth in the Building Improvement Capital Programme for approval by Cabinet.

6.2 Legal Implications

- 6.2.1 The Council, as a corporate landlord has numerous duties under common law and under statute (including Health and Safety at Work etc. Act 1974, Health and Safety Offences Act 2008, and Corporate Manslaughter and Homicide Act 2007, Occupiers liability Acts 1957 and 1984) with regards the premises that it owns and/or controls. These duties extend to all people on premises controlled by the Council whether or not they have lawful authority to be on those premises. A well planned, executed and funded maintenance programme will assist the Council to demonstrate that it takes seriously its obligations as an organisation in control of premises and may assist it to defend any action taken as a result of any incident occurring on premises within its control. Section 120 of the Local Government Act 1972 permits the Council to acquire property for the purposes of performing its functions and s111 of the Local Government Act 1972 permits the Council to do anything that is incidental to a statutory function. The funding of a repair and maintenance programme would be within its powers.
- 6.2.2 The Council must ensure that any contracts for the repairs and maintenance are procured in accordance with the Council's Contract Procedure Rules and are in a form approved by Assistant Director of Legal Services.

6.3 Property Implications

- 6.3.1 Regular and effective planned maintenance is essential in ensuring the medium to long term health of a building. A Corporate approach helps ensure that best value of obtained from the available funding.

- 6.3.2 Failure to undertake appropriate planned maintenance can lead to loss of property value, a building becoming unfit for purpose, and the ultimate closure on suitability or health and safety grounds.
- 6.3.3 Effective planned maintenance has the potential to reduce the level of carbon emissions produced by buildings. Energy efficiency gains will generally be realised for example, by renewing a boiler or a roof covering.

7. KEY RISKS

- 7.1 Planned Repair and Maintenance Programme helps maintain buildings so as to prevent major failure and reduce total maintenance costs over time;
- 7.2 As detailed under "Legal Implications", should relevant statutory functions not be complied with, there is an increased possibility of legal action with associated financial penalties;
- 7.3 Effective planned maintenance has the potential opportunity to reduce the level of carbon emissions produced by buildings.
- 7.4 We would advise that regular review of the risk and issues assessment is planned by service, to track any developing issues or risks.

8. IMPACT ON COUNCIL PRIORITIES

- 8.1 **Fairness for All** – The Corporate Planned Maintenance programme will be constructed around those buildings which have an assessed high priority need, unless there is a good economic or environmental argument to incorporate lower priorities. The aim is to prevent building failure and to ensure services to the public are not interrupted.
- 8.2 **Growth and Sustainability**- The proposed programme contains a number of environmental improvements, particularly in relation to the replacement of old plant.
- 8.3 **Strong Communities** – Planned maintenance assists in ensuring that buildings and other assets are safe for staff and visitors.

9. EQUALITY IMPACT ASSESSMENT

Corporate advice has been sought in regard to equalities and an agreement has been reached that for approval of the planned maintenance work programme, an equalities impact assessment/ analysis is neither relevant nor proportionate.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Regular monitoring of the programme and individual contracts will ensure value for money is obtained and support effective delivery.

11. HEALTH AND SAFETY IMPLICATIONS

The proper planning and timely maintenance and repair of Council buildings and associated assets, is fundamental in reducing risks to occupiers and members of the public.

12. PUBLIC HEALTH IMPLICATIONS

None.

13. DEFINITIONS

13.1 **BLOCK BUDGETS.** These are sums set aside to fund known planned work streams. However the exact location and nature of such work is identified through on-going surveys or the servicing of plant. For example, a programme of asbestos surveys is planned for the coming year and these are likely to generate the need for remedial works to address a risk or deficiency. Therefore this block budget is set aside in order undertake any identified high priority works, in a timely and safe fashion.

Maintenance activities are generally arranged as follows:

13.2 **PLANNED MAINTENANCE (Condition-Based)** is to be used to comply with statutory requirements and for building fabric, structural components and renewal of time expired plant. The aim is to prevent major failure and reduce total maintenance costs over time. Undertaken as a result of an asset's condition and driven by a condition assessment or inspection process. This will apply to all building structures, fabric, mechanical and electrical services and site improvements.

13.3 **Backlog Maintenance** is maintenance which has been deferred on a planned or unplanned basis usually due to lack of funds. Backlog maintenance should be re-evaluated at least annually in terms of priority and considered for undertaking.

13.4 **TERM MAINTENANCE (Preventative, Cyclical, Servicing or Time Based)** is used to comply with statutory or manufacturer's requirements for building services, and is undertaken at predetermined time intervals as required by statutory, technical or operational reliability considerations. This may be applied to building structures, fabric, services and site improvements but is used predominantly for the maintenance of mechanical and electrical services.

13.5 **REACTIVE MAINTENANCE (Corrective, Day-to-Day)** is usually minor unplanned maintenance used for assets experiencing breakdown, failure or vandalism of a component and for maintenance of those assets identified for disposal. Apart from statutory requirements, no maintenance action is undertaken until breakdown or the asset quality falls below the minimum standard specified for the asset. Reactive maintenance may be used for minor non-critical assets and those assets planned for refurbishment, replacement or disposal.

APPENDIX 1

Repair and Maintenance Programme 2014/15

REPAIR AND MAINTENANCE PROGRAMME 2014/15

Ref.	Property	Block	Project Works	Priority	Budget
BLOCK BUDGETS					
1	Minor Works Projects	Various Sites	Priority works emanating from on going condition survey programme	1	30,000
2	Corporate Tree maintenance	Various Sites	Remedial tree works	-	40,000
3	Lift asbestos surveys	Various Sites	Batch 1 - surveys & remedial works	1	15,000
CARRY FORWARD FROM 2013/14					
4	Honeysuckle House	Main	Lift upgrade	2	26,500
5	Civic Centre	All	Fire Alarm Upgrade [cost adjusted]	1	95,000
6	Community House	A block	Condition Improvements	1 & 2	52,500
7	John Wilkes House	A block	Condition Improvements	1 & 2	35,000
8	Millfield House	Bridport Room	Window repairs and redecoration	2	9,487
9	Civic Centre	A block	Asbestos Encapsulation & Monitoring	1 & 2	10,000
10	Civic Centre	A block	Asbestos Removal from 9th and 8th Floors	1	120,000
11	Hoe Lane Open Space	Land - sink hole	Sink hole monitoring, ground remedials and construct new path	1	20,000
12	Ponder End YC	Youth Centre	Ponder End Improvements	2	55,000
NEW ITEMS					
13	Charles Babbage House	Main offices	Heating & Cooling works	1	11,893
14	Civic Centre	B block	Basement Carpark lighting	1	17,954
15	Civic Centre	A block	Chilled water pump replacement and other plant room works	1	72,666
16	Civic Centre	All	Domestic Water Feasibility	2	3,000
17	Civic Centre	A block	Seal plant room floor, drainage repairs and install external roller shutter.	1	15,000
18	Millfield Arts Centre	Theatre	Removal of redundant AHU and feasibility on new plant room	1	8,000
19	Forty Hall	Banqueting suite	Redecorate windows and roof repair	2	7,500
20	Salisbury House	Heritage	Timber stud wall repairs (Grade 11*)	1	12,500
21	Triangle House	Main	Roof repairs	2	5,000
22	321 Baker Street	Property	Structural works	1	85,000
23	1 Triangle Works	Claverings	Split electric supply	2	10,000
24	John Wilkes House	Office	Replace air conditioning	1	85,636
25	Wheatsheaf Hall	Main	Roof recovering	1	13,287
26	Fore Street Library	Library	Entrance screen replacment	1	40,000
27	Winchmore Hill Library	Library	Priority General Repairs	1	5,000
28	John Jackson Library	Library	Roofing reairs and external cladding tiles	2	3,000
29	Addison House	Adult Services	Flat roof/ Toilet/ Internal improvements	1	25,000
30	Formont Centre	External	Drainage repairs	2	6,500
31	Cheviots Childrens Centre	External	Roof repairs	1	4,644
32	Coppice Wood Lodge	Various	Windows, floor finishes, internal redecs. And lounge lighting	1	25,000
33	Rose Taylor Day Centre	Day Centre	Commercial Kitchen Refurbishment	2	35,000
34	Rose Taylor Day Centre	Day Centre	Auto Doors Replacement	2	12,500
35	Rose Taylor Day Centre	Day Centre	Car park Tarmacing	2	12,000
36	Rose Taylor Day Centre	Day Centre	Roofing works	1	50,000
37	Bridge House	Care Home	Replace respite kitchen, roofing , heating controls upgrade.	1	32,500
38	Bridge House	Care Home	Staff Sleep flat refurbishment and electrical distribution replacement	1	8,000

REPAIR AND MAINTENANCE PROGRAMME 2014/15

Ref.	Property	Block	Project Works	Priority	Budget
39	Honeysuckle House	Main	Water Heater Replacement	1	7,522
40	Honeysuckle House	Main	Replace Heat Recovery Units in Bedrooms	2	10,000
41	Honeysuckle House	Care Home	Renew flooring, security and other improvements	1	32,000
42	William-Preye	Main & Age Conco	General Repairs (Roof and windows)	2	19,000
43	Reardon Court	Sheltered acc.	Emergency Lighting & Signage Upgrade	2	7,000
44	Reardon Court	Sheltered acc.	Painting in flats (common areas).	2	12,409
45	Reardon Court	Sheltered acc.	Fire improvements incl. vision panels	1	8,000
46	Reardon Court	Sheltered acc.	Kitchenette upgrade & commercial kitchen	2	15,000
47	Town Park & Durrants Park	Externals	Water Features In Parks - (replace specialist health equipment).	1	11,500
48	Oakwood Allotments	Rest rm & WCs	Asbestos roof and other repairs	1	30,721
49	Arnos Park	Externals	Entrance Gates - Heritage Repairs	1	7,500
50	Albany Park Community Hub	Changing rooms	Balance electric load	1	5,000
51	Pymmes Park	Visitor Centre	Install fire alarm & emergency lighting	1	17,304
52	Pymmes Park	Toilets	Remove APC and remodel building	2	16,500
53	Groveland Park	Mess room	General repairs	1	15,000
54	Broomfield Park	Externals	Conservatory repairs and redecoration	2	25,620
55	Broomfield Park	Externals	Replace war memorial roof, gazebo repairs and resite concrete urn.	2	17,500
56	Broomfield Park	Conveniences	Roof works	2	12,105
57	Broomfield Park	Bowling Club	Replace Tennis Court Fencing	2	19,200
58	Boxers Lake	Open Space	Steps Maintenance	1	6,000
59	New River Loop	Car Park	Resurface	2	23,189
60	Turkey Street	Car Park	Resurface	2	12,259
61	College Court Car Park	Car Park	Renew line marking & damaged paving	2	4,000
62	Eagle House Car Park	Car Park	Fencing works	2	5,500
63	Fairfield Road	Car Park	Line marking renewal	2	5,000
64	Lion Road	Car Park	Tarmac Repairs	2	4,600
65	Minchenden Car Park	Car Park	Boundary wall and railing replacement	2	17,658
66	Bury Lodge Gardens	Externals	Pergola and Wall Repairs	1	12,000
67	Craddock Hse, Kimberley Gdns	Non HRA	First Floor Refurbishment	1	24,965
68	5 Rookery Cottage, Trent Park	Non HRA	External Repairs	2	7,102
69	5 Eastpole Cottage	Non HRA	Refurbishment	1	46,000
70	6 St Andrews Road	Non HRA	Replacment/windows	2	15,000
71	Morson Road Depot	Depot	Additional security and vehicle bay alterations	2	5,000
72	All Saints Church Edmonton	Churchyard	Churchyard boundary wall	1	24,000
Works Total					1,616,220
Recharge Costs @ 12.5%					202,028
Programme Total 2014/15					£1,818,248
AVAILABLE BUDGET					
Capital Programme Sum					1,500,000
Budget/Projects deferred from 2013/14					193,248
Programme Budget					1,693,248
<u>Project Cost to be Recouped</u>					
Fore Street Library		Entrance screen replacement etc. (recoup from insurance claim)			40,000
321 Baker Street		Structural repairs & refurb. (recoup from proceeds of sale)			85,000
Overall Available Funding					£1,818,248