

## Planned Maintenance 6 Month Update

<b>Report of the:</b>	Head of Property
<b>Contact:</b>	Tony Foxwell
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	<b>Annexe 1:</b> 2017/18 Current Monitoring Report <b>Annexe 2:</b> 2017/18 approved programme
<b>Other available papers (not attached):</b>	None stated

### Report Summary

The report reviews progress and changes to the planned maintenance programme at mid-year and advises of changes made under delegated authority.

### Recommendation (s)

- (1) **Receives the current position and progress on the planned maintenance programme**
- (2) **Notes changes made to the programme under officer delegated authority**

### 1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Ensuring that assets are protected and enhanced supports the delivery of the Council's key priorities
- 1.2 The programme supports a number of specific key priorities including measures to enhance sustainability and combat the impact of climate change
- 1.3 There is no specific key service priority for this programme

### 2 Background

- 2.1 The 2017/18 budget for prioritised planned maintenance repairs was set at £210k and has been supplemented by an additional £24K from the property maintenance reserve (**Annexe 2** and decision of the Strategy and Resources Committee, 4 April 2017 refers).

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- 2.2 In total, including works carried forward from last year, £126,000 was drawn down from reserves and an additional £2,700 has been drawn down this financial year to create a total available budget of £339,000.
- 2.3 **Annexe 2** sets out the programme reported to this Committee at its April meeting.

### 3 Current Position and Progress

- 3.1 A summary of progress for each scheme is set out in the table below.

<b>Scheme</b>	<b>2017/18 The Works</b>	<b>Forecast Spend £</b>	<b>Progress</b>
<b>Bourne Hall</b>	Provide air conditioning to office	<b>3,901</b>	<b>Complete</b>
<b>Ewell High Street car park</b>	Resurfacing	<b>38,119</b>	<b>Complete</b>
<b>Ashley Centre Car Park</b>	Health & Safety works	<b>0</b>	These works now included in Capital bid for next year
<b>Cemetery chapel</b>	External decoration to entrance	<b>4,689</b>	<b>Complete</b>
<b>Cox lane</b>	External decoration & window Replacement	<b>27,000</b>	<b>Due to complete end of November</b>
<b>Longmead Depot</b>	Refurbishment of WC's	<b>21,090</b>	<b>Complete</b>
<b>Various</b>	Hard surface repairs	<b>20,000</b>	Ongoing at various sites
<b>Alex Rec Main pavilion</b>	Damp Proofing works	<b>41,565</b>	<b>Complete</b>
<b>Auriol Pavilion</b>	New boiler & associated works	<b>35,000</b>	One price received of £45k, going out to tender to try to get actual costs down to budget.
<b>Harriers Centre</b>	Redecorations internal & External	<b>20,535</b>	<b>Complete</b>
<b>Asbestos</b>	Re-inspections	<b>7,730</b>	<b>Surveys complete</b>
<b>Fire Risk Assessments</b>	Remedial works	<b>12,186</b>	Ongoing
<b>Electrical works</b>	Testing and remedial electrical works	<b>45,000</b>	Ongoing

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<b>Scheme</b>	<b>2017/18 The Works</b>	<b>Forecast Spend £</b>	<b>Progress</b>
<b>Energy Efficiency</b>	Various improvements and repairs to meters	<b>11,083</b>	Ongoing
<b>Water Efficiency</b>	Repairs to leaks & water efficiencies	<b>10,000</b>	Ongoing
<b>Watercourses</b>	Clearance of large amounts of rubbish dumped in watercourses	<b>4,675</b>	Ongoing
<b>Total</b>		<b>302,573</b>	

3.2 A more detailed analysis of the current position of spend against each scheme at the end of March is set out in Annexe 1. The Strategy and Resources Committee are asked to note the progress on schemes and the changes to the programme

3.3 Please note the following changes were carried out under delegated authority:

3.3.1 Bourne Hall Lodge additional spend to carry out repairs and redecorations to original water damage in kitchen. Additional cost of £2,350.

3.3.2 Ewell High Street car Park resurfacing, tenders came in slightly more expensive than budget. Additional cost £2,546.

3.3.3 Longmead Depot toilet refurbishment, scope of works changed & tenders came in higher than budget. Additional cost £6,000.

3.3.4 Energy Efficiency works new AMR meters ordered as old meters failed. Additional cost of £6,083.

3.4 These additional changes can be funded by the saving in omitting the project at Ashley centre car park Health & Safety repairs (20k) which is now included in a Capital bid for next year.

#### **4 Financial and Manpower Implications**

4.1 Please note the budget is almost fully committed at 6 months into programme and works can be completed within the approved budget and with current manpower.

4.2 Beyond 2017/18, it should be noted that the existing base budget of £210,000 will be insufficient to continue to maintain the buildings and assets. A budget increase will be considered in the revised Asset Management Plan to be proposed by the Head of Property at a later date.

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- 4.3 **Chief Finance Officer's comments:** *The budget at this stage appears to cover the completed and intended works for 2017/18. The property reserve at 01.04.17 held £402k, this balance is forecast to reduce to £297k at 31.03.18, following the use of reserves during 2017/18.*

### 5 Legal Implications (including implications for matters relating to equality)

- 5.1 It is important that maintenance activities are planned and undertaken in such a way so as to ensure compliance with the Council's statutory duties in respect of, for example, health and safety. It is also important to ensure that we meet our legal obligations to our landlords (where applicable), and to our tenants.

- 5.2 **Monitoring Officer's comments:** *Planning our maintenance activities is key to ensuring that our legal obligations are met in order to manage the legal risks the Council faces.*

### 6 Sustainability Policy and Community Safety Implications

- 6.1 Some of the works in the programme will contribute to the achievement of relevant objectives

### 7 Partnerships

- 7.1 There are no current partnership arrangements within the planned maintenance budget

### 8 Risk Assessment

- 8.1 The risks associated with completion of the programme would be the resource to carry out the projects, as long as there staff levels do not change within the projects team, the risks are judged to be manageable.

### 9 Conclusion and Recommendations

- 9.1 Receives the current position and progress on the planned maintenance programme
- 9.2 Notes changes made to the programme under officer delegated authority
- 9.3 Beyond 2017/18, it should be noted that the existing budget of £210,000 will be insufficient to continue to maintain the buildings and assets. A budget increase will be considered in the revised Asset Management Plan to be proposed by the Head of Property at a later date.

**Ward(s) Affected: (All Wards);**