

## ***Report to the Cabinet***

**Report reference:** C-073-2008/09  
**Date of meeting:** 15 December 2008



**Portfolio:** Corporate Support and ICT Services.  
**Subject:** Civic Offices and Other Operational Buildings and Commercial Property - Planned Maintenance Programmes 2009/10 to 2012/13.  
**Responsible Officer:** Mike Tipping (01992 564280).  
**Democratic Services Officer:** Gary Woodhall (01992 564470).

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### **Recommendations/Decisions Required:**

- (1) That Cabinet decides the level of Capital bids to be made for essential and planned maintenance works at the Civic Offices and other Operational Buildings and Commercial property for the years 2009/10 to 2012/13**
- (2) That Cabinet decides the level of Revenue DDF bid to be made for essential and planned maintenance works at the Civic Offices and other Operational Buildings and Commercial property for the years 2009/10 to 2012/13.**

### **Executive Summary:**

This report is a follow up to the report submitted to Cabinet at their meeting on 10 November and further prioritises the Priority 1 items contained in the previous report , as requested by Cabinet

### **Reasons for Proposed Decision:**

A proactive approach to facilities management for all operational buildings and commercial property will ensure that:

- (a) the buildings and their infrastructure will be maintained to an appropriate level meeting health and safety, statutory regulations and contractual obligations;
- (b) the risk of unreliability and failure of critical systems, services and the building fabric is reduced;
- (c) good financial management through forecasting is maintained;
- (d) performance standards/indicators are maintained or improved upon.

### **Other Options for Action:**

- (i) Do nothing, however this would lead to deterioration of building fabric and systems which could result in risk to health and safety of staff and public, loss of service and income, increase future management liability, reduced property asset value, breach of legal obligations in respect of commercial leases and contract requirements. There is also a risk that the demands made of the buildings and infrastructures may not meet the future needs of

the Council.

(ii). Defer action until fabric, systems or equipment fails, however this would cause varying degrees of disruption depending on the extent of the failure and/or system involved and the timescale for procurement and rectification of the defect. This option would also lead to a request(s) for supplementary finance at the time and have a negative effect on performance standards. The performance of the Council's operations and functions may be compromised.

### **Report:**

1. The Cabinet at their meeting on 10 November considered a comprehensive report on the progress with planned maintenance works previously agreed to the Civic Offices, other Operational Buildings and Commercial Property.

2. Members in considering bids for capital funding for the years 2009/10 to 2012/13 and Revenue DDF bids for 2009/10 requested that the Priority 1 items set out in schedules attached to the report should be further prioritised before a decision is made on the amount of bids to approve.

3. A schedule is attached which lists all of the priority 1 items for which funding was requested further categorised into sub categories A, B and C.

4. Sub Category P1(A) are those items:

- (a) that have health and safety implications;
- (b) that will cause significant disruption to operations if failure occurs;
- (c) where major repairs are urgently required; or
- (d) where the Council has a legal obligation to maintain.

5. Sub Category P1(B) are those items where there are similar implications but where deterioration or age are not as far advanced as Category P1(A).

6. Sub Category P1(C) are those items where implications of a failure will not be as severe.

7. Although the Priority 1 items have been sub categorised as described above, Cabinet are asked to bear in mind that if any of the Priority 1 works are not funded and a breakdown or failure occurs this is likely to result in a report(s) seeking supplementary estimates at the time and will delay repairs/ replacements whilst Cabinet and Council's approval is sought.

## Resource Implications:

Bid for capital funding for as follows:

	2008/09 Revised £000	2009/10 Forecast £000	2010/11 Forecast £000	2011/12 Forecast £000	2012/13 Forecast £000	5 Year Total £000
	170	678	458	80	0	1386
Current Budget Proposed 10 Nov	209	351	4	4	10	578
Savings Identified	-18	0	-4	-4	0	-26
Re-phasing	-21	-19	40	10	-10	0
<b>Original Bid</b>	<b>0</b>	<b>346</b>	<b>418</b>	<b>70</b>	<b>0</b>	<b>834</b>
Less P2 Bids	0	-30	-200	0	0	-230
Revised Bid	170	0	0	0	0	170
Revised P1A	0	143	118	70	0	331
Revised P1B	0	141	100	0	0	241
Revised P1C	0	32	0	0	0	32
<b>Total Revised Capital Bid</b>	<b>170</b>	<b>316</b>	<b>218</b>	<b>70</b>	<b>0</b>	<b>774</b>

Note: Previously approved P2 items left unaffected.

Bid for DDF revenue funding as follows:

	Revised Est 2008/09	Estimated 2009/10	Estimated 2010/11	Estimated 2011/12	Estimated 2012/13
	£	£	£	£	£
Total Bid	321700	304550	229450	209950	14000
Existing CSB	118000	118000	118000	118000	118000
<b>Original DDF Bid</b>	<b>203700</b>	<b>186550</b>	<b>111450</b>	<b>91950</b>	<b>Nil</b>
Current Approved DDF	77000 & 130000 Total 207,000	31000	20000	0	0
Less P2 Bids		108350	0	0	0
Revised Bid	203700		111450	91950	Nil
Revised P1A		55300			
Revised P1B		13600			
Revised P1C		9300			
<b>Total Revised DDF Bid</b>	<b>203700</b>	<b>78200</b>	<b>111450</b>	<b>91953</b>	<b>Nil</b>

## Legal and Governance Implications:

None.

## Safer, Cleaner and Greener Implications:

A number of the included projects have energy reduction/carbon emissions reduction implications as a result of improving insulation, installing more modern energy efficient plant and equipment and an alternative source of power generation.

## Consultation Undertaken:

There has been no external consultation undertaken in respect of this report.

**Background Papers:**

None.

**Impact Assessments:**

Regular planned and preventative maintenance helps to reduce the risk of interruptions to the Council's day to day operations from critical and partial systems failure, assists with financial planning and reduces the need to seek supplementary finance outside of the budgetary process.

No equality issues are raised by this report.