

## Decision Report

Forward Plan Reference: FP/23/01/14

Decision Date – 29/06/2023

Key Decision – Yes



## 2023 – 2024 Corporate Building Condition Programme

Executive Member (s): Cllr Ros Wyke – Lead Member for Economic Development, Planning and Assets

Local Member(s) and Division: All

Lead Officer: Oliver Woodhams – Service Director, Strategic Asset Management

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### 1. Summary / Background

- 1.1 The Council has agreed to invest a combined total of £1,500,000 to address high-priority repair and maintenance issues under the Somerset Council Corporate Building Condition Programme.

Approval is now required to enable officers to procure and deliver these programmes of work that will address these building condition issues within the allocations of capital funds for 2023/2024 as approved by the Council on the 22<sup>nd</sup> February 2023.

### 2. Recommendations

The Lead Member for Economic Development, Planning and Assets

- 2.1 Authorises the appropriate officers (Service Director Strategic Asset Management, Corporate Surveyor, Strategic Manager – Estates) in the Strategic Asset Management function, under delegation, to agree projects for inclusion in the Corporate Building Condition Programme within the allocation of capital funds for 2023/24 as approved by Full Council on 22<sup>nd</sup> February 2023 based on prioritisation of need, to commission and deliver the agreed projects for the programme and (in consultation with relevant officers from the Procurement function) to decide on the most appropriate means of procurement in each case;
- 2.2 Authorises the appropriate officers in the Strategic Asset Management

function, in consultation with relevant officers from the Procurement function under delegation to competitively procure all contracts relating to the capital projects, in accordance with the Authority's Contract Procedure Rules and public procurement law;

- 2.3 Authorises the appropriate officers in Strategic Asset Management function under delegation, to expend up to a value of £50,000 or 10% of the project value, (whichever is the lesser) on each individual project for feasibility and initial design costs and fees.

### **3. Reasons for recommendations**

- 3.1 Delivery of these programmes will ensure that the Corporate Estate remains safe, compliant and remains operational. It will ensure that the highest-priority condition items are addressed, usually those which are beyond economical repair.
- 3.2 Properly maintained buildings help to ensure statutory compliance with Health and Safety regulations, along with helping to ensure that the Somerset Council's Landlord obligations are achieved, in relation to properties rented out.
- 3.3 By engaging in replacing failing components, there will be a positive impact on the revenue repairs and maintenance budget. This in turn will see a reduction in reactive repair costs for those items.

### **4. Other options considered**

For all condition projects, the alternative to investing in planned maintenance is to 'patch and mend' in order to try to prolong the life of building components as long as possible. However, in the majority of cases, a patch and mend approach becomes impractical / not possible due to life expired components and / or non-availability of components / equipment that requires replacement. This causes an increased likelihood of breakdown and failure and disruption to service. The longer those components are left to deteriorate, the higher the cost becomes for on-going maintenance and eventual replacement.

## 5. Links to Council Plan and Medium-Term Financial Plan

- 5.1 The recommendations support the vision in the Somerset Council Plan, which states that: *“Somerset Council will build a fairer, greener, resilient, more flourishing Somerset that cares for the most vulnerable and listens to you.”* The Corporate Condition programme ensures that buildings used by Somerset Council remain well-maintained and usable for their purpose.
- 5.2 It also supports the priority of “A Greener, More Sustainable Somerset” by supporting the energy-efficiency of Council buildings. In general, well-maintained components and assets are more energy efficiency and well-maintained buildings lose less heat. Therefore, the maintenance of buildings is essential to make the Corporate Estate as energy efficient as possible.
- 5.3 The funding for these condition works was approved on 22<sup>nd</sup> February 2023 as a part of the Council’s Medium-Term Financial Plan.

## 6. Financial and Risk Implications

- 6.1 The funding allocation of £1.5m for the programme covered by this decision paper was approved by the Council on 22<sup>nd</sup> February 2023.
- 6.2 Should key components within these buildings which are beyond economic repair, not be replaced, there is a high risk of disruption to the ability of the property to continue to function. This could have multiple and wide-ranging consequences depending on the property, from reputational loss to financial loss.
- 6.3 Only those items requiring urgent attention are proposed which, if not addressed could lead to building closure or loss of essential facilities to deliver services or would present a risk to health and safety if not addressed at the earliest opportunity.
- 6.4 The construction industry continues to experience significant increases in cost and supply of materials, along with the availability of labour. This presents a risk to project cost. Should this risk occur, projects will either be required to reduce the scope of works or attempt to secure additional funding from the Council. Were this eventuality to happen, this would need to be conducted as a request through the appropriate channels, and would be the subject of a further decision.

Likelihood	5	Impact	3	Risk Score	15
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## 7. Legal Implications

- 7.1 In procuring the contracts, officers must comply with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

Once suitable contractors have been chosen through a compliant procedure the council will need to enter into contracts that protect it against the risks identified for each project.

## 8. HR Implications

- 8.1 There are no specific HR implications relating to the condition capital programme.

## 9. Other Implications:

### Equalities Implications

- 9.1 Equalities Implications are not normally applicable to condition works although where replacing ramps or steps, works must comply with the latest standard and consideration is given to improving accessibility wherever possible. Where doors are being replaced, they should be compliant with latest building regulations which give due consideration to all potential users. Where improvements for accessibility are progressed under other funding programmes, consideration is given wherever possible to combining such works with anything that might be proposed under this programme.

An Equalities Impact Assessment is appended to this report. No unmitigated negative effects on protected groups have been identified in the course of completing this. While work is being undertaken at each site, arrangements to ensure that building will remain accessible will be put in place.

### Community Safety Implications

- 9.2 Council properties need to be safe and not pose a risk not just for building users but also for the wider community. Deteriorated buildings or sites (such as fencing) could invite out of hours access leading to crime or anti-social behaviour.

## **Climate Change and Sustainability Implications**

- 9.3 Effective maintenance supports the development of an energy efficient property estate by ensuring the efficient operation of systems and equipment (HVAC, controls, lighting etc.) and by minimising heat loss through the building fabric. Effective maintenance also prolongs the useful life of plant and protects/enhances the value of a building and its equipment, which reduces the impact of the building on the environment due to the reduced number of components that need to be removed and disposed of, as well as produced.

When replacing life expired building components, new installations must conform to the latest standards and, where relevant, will be more energy efficient than the existing items they are replacing.

Therefore, through the improvement of building components and carbon efficiency of buildings, as well as the prevention of the need for replacement components, this proposal supports Goal 1a of the Climate Emergency Strategy published by the 5 Somerset Councils in November 2020 which states: “The aim of Goal 1a is to decarbonise the Local Authority estate, assets and operations across Somerset, reducing its overall carbon footprint in the short term.”

## **Health and Safety Implications**

- 9.4 By undertaking planned maintenance works, risks to health and safety of employees, tenants, and members of the public will be reduced, whereas waiting for components to fail rather than addressing them when first identified as requiring attention, will carry a greater risk of injury or ill-health and potential breach of H&S legislation.

## **Health and Wellbeing Implications**

- 9.5 Properly maintained buildings should not be a detriment to the health and well-being of building occupants.

Draughty, cold, and poorly maintained buildings can have a negative impact on health and morale. Well-maintained, ventilated, and comfortable buildings are proven to improve the health and well-being of occupants and increase productivity.

## Social Value

- 9.6 The Procurement Team have produced a standardised set of questions for the SLOAC (Standing List of Approved Contractors) tendering process which now includes a mandatory question in relation to Social Value which is included as part of the scoring of tender returns.
- Tenderers are asked to consider Somerset Councils priority areas for providing social value and to comment on how they will promote those values, for example through the development of local labour and trade skills within workforce and recruitment strategies.

## 10. Scrutiny comments / recommendations:

- 10.1 This Programme formed part of the Capital Programme which was presented as part of the budget proposals to the Somerset County Council Scrutiny Committee for Policies and Place on the 1<sup>st</sup> February 2023.

## 11. Background

- 11.1 Strategic Asset Management has many properties for which some form of maintenance liability is retained. It is essential that these properties are kept in a generally good and serviceable condition so that they remain usable and safe for Council services and other building users.
- 11.2 Over the 2022/23 financial year, officers from across the five Somerset Councils have been working to collate condition data on the corporate property assets for which they are responsible. This data will be used to inform the condition programme for the 23/24 financial year, which will address the most pressing condition issues at Somerset Council's corporate properties.
- 11.3 There is currently a significant amount of high priority building condition work identified to renew or replace life-expired components such as heating systems, roofs, and windows to ensure premises are kept operational and in a safe working condition.

Projects to be included in the programme will be assessed by the Corporate Building Survey, based on condition survey data.

Day-to-day repairs and maintenance are funded by the revenue repairs and maintenance budget and is generally carried out in-house by the Property

Maintenance Group or subcontracted to suppliers. A capital condition programme reduces the need for day-to-day repairs and maintenance as the likelihood of component failure is reduced. In addition to this, this condition programme will ensure that the Council's buildings remain operational and minimise the potential for disruption to service delivery.

- 11.4 This decision covers the spending of the capital allocation for the funded programme, the Corporate Building Condition Programme. These funds have been approved and any projects delivered will be in line and will be within the specific funding allocations as approved by the Council.

## **12. Local Government Reorganisation**

- 12.1 Property officers from across the five Somerset Councils worked together in the Property Assets Optimisation Workstream to prepare for Vesting Day on the 1st April 2023. This included service alignment, the asset management system, and data on the combined estate. As part of this, data has already been collated on the corporate estates in order to prioritise condition works.

Despite the Council allocating the funding for this as part of the MTFP process, the condition programme which it funds will cover the combined corporate estate of the new Somerset Council.

## **13. Consultations and co-production**

- 13.1 These programmes have been compiled by the Corporate Building Surveyor, based on building condition survey data.
- 13.2 Building users will be consulted prior to any works being carried out to ensure that works can be undertaken safely and to plan for any potential disruption that might be necessary during the works.

## **14. Background Papers**

- 14.1 Somerset County Council Full Council 22<sup>nd</sup> February 2023  
2023/24 Budget, Medium-Term Financial Plan

<https://democracy.somerset.gov.uk/Data/SCC%20County%20Council/2023%202221000/Agenda/Report%20of%20the%20Leader%20and%20Executive%20-%20for%20decision.pdf>

## Report Sign-Off

	Officer Name	Date Completed
Legal & Governance Implications	David Clark	14/04/2023
Communications	Chris Palmer	05/06/2023
Finance & Procurement	Nicola Hix	
Workforce	Chris Squire	19/04/2023
Asset Management	Oliver Woodhams	23/03/2023
Executive Director / Senior Manager	Jason Vaughan	14/04/2023
Strategy & Performance	Alyn Jones	28/05/2023
Executive Lead Member	Cllr Ros Wyke – Lead Member for Economic Development, Planning and Assets	07/06/2023
Consulted:		
Opposition Spokesperson	Cllr Mark Healey for Prosperity, Assets and Development	16/06/2023
Scrutiny Chair	Cllr Bob Filmer – Scrutiny Committee – Corporate & Resources	21/06/2023



# Somerset Equality Impact Assessment

Before completing this EIA please ensure you have read the EIA guidance notes – available from your Equality Officer

Organisation prepared for	Somerset Council		
Version	1	Date Completed	02/02/2023
Description of what is being impact assessed			
Delivery of the Building Condition Capital Programme for 2023/24			
Evidence			
<p>What data/information have you used to assess how this policy/service might impact on protected groups? Sources such as the <a href="#">Office of National Statistics</a>, <a href="#">Somerset Intelligence Partnership</a>, <a href="#">Somerset's Joint Strategic Needs Analysis (JSNA)</a>, Staff and/ or <a href="#">area profiles</a>, should be detailed here</p>			
Not considered applicable in this instance – this programme is intended to ensure that Somerset Council buildings and premises are maintained to an adequate standard to ensure that service delivery is not interrupted.			
Who have you consulted with to assess possible impact on protected groups? If you have not consulted other people, please explain why?			
Not considered applicable in this instance – this programme is intended to ensure that Somerset Council buildings and premises are maintained to an adequate standard to ensure that service delivery is not interrupted.			

## Analysis of impact on protected groups

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

Protected group	Summary of impact	Negative outcome	Neutral outcome	Positive outcome
Age	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	□	☒	□
Disability	<ul style="list-style-type: none"> <li>Any premises changes need to be compliant with latest building regulations – in most instances this programme will replace an existing failed component with a newer item to latest standards. Due regards to improving accessibility is considered wherever possible. While work is being undertaken at each site, arrangements to ensure that building will remain accessible will be put in place.</li> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct</li> </ul>	□	☒	□

	<p>themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</p>			
<b>Gender reassignment</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	☐	☒	☐
<b>Marriage and civil partnership</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	☐	☒	☐
<b>Pregnancy and maternity</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	☐	☒	☐

<b>Race and ethnicity</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Religion or belief</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sex</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct themselves in accordance of equality legislation and the standards set in relation to equality and diversity.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sexual orientation</b>	<ul style="list-style-type: none"> <li>All works must be planned to take account of the fact that properties still need to operate and that employees, service users, and members of the public may be present. If it is not possible to undertake work outside of operating hours, contractors liaise closely with facilities management and premises managers and are required to conduct</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



	Select date			<input type="checkbox"/>
<b>If negative impacts remain, please provide an explanation below.</b>				
<b>Completed by:</b>	Laura Rose			
<b>Date</b>	02/02/2023			
<b>Signed off by:</b>	Darren Puckett			
<b>Date</b>	03/02/2023			
<b>Equality Lead/Manager sign off date:</b>	Tom Rutland – June 2023			
<b>To be reviewed by: (officer name)</b>	Laura Rose			
<b>Review date:</b>				

