

Herefordshire Council Corporate Buildings Maintenance Strategy (Updated January 2016)



VISION

"To support the efficient, integrated delivery of public services across the county by providing modern, fit for purpose buildings, shared by Public Agencies"

Corporate Buildings Maintenance Strategy

1.0 Introduction

- 1.1 The purpose of the buildings maintenance strategy is to set out a strategic framework within which to identify, prioritise, plan, manage and monitor the maintenance of the Council's operational property portfolio. It will identify how we can move from the current position in terms of identified maintenance backlog to an agreed standard of repair for the property portfolios in the future. This recognises that not all buildings can or necessarily should be maintained at the highest standard of repair, in terms of their importance to service delivery, or if it has been agreed they have a limited life span.
- 1.2 It will attempt to balance the customers' aspirations for the suitability of premises to which they have access and the ability of the Council to resource that need.
- 1.3 This strategy is reliant on the information that the Operational Property (OP) Asset Register provides. The OP Asset Register identifies the core properties for service delivery and identifies their suitability in terms of condition and sufficiency.
- 1.4 The strategy relates to maintenance of the retained operational portfolio. There must be a clear division between maintenance and capital works. The Review process will identify maintenance and capital items.
- 1.5 Maintenance should ensure –
 - meeting department service delivery needs which reflect the standards to which assets are maintained;
 - priorities based on the impact of condition on service delivery and risk;
 - minimising the whole-of-life costs of assets;
 - the most effective use of maintenance resources to meet the Audit Commission's benchmark of 70% planned, 30% reactive spend;
 - appropriate information exists for service users

2.0 Key Aspects

- 2.1 The building maintenance strategy will inform the decision-making process with respect to required expenditure –
 - To maintain retained properties to an agreed standard
 - To reduce backlog maintenance
 - To ensure statutory compliance
- 2.2 Statutory compliance has a major influence on how the Council utilises its properties. The Council has a legal duty to protect its employees and customers. Amongst other statutory regulations the Control of Asbestos Regulations, the Control of Legionella Bacteria Regulations and the Regulatory Reform (Fire Safety) Order, place the onus on the employer and building managers to ensure compliance.

3.0 Specific Compliance

3.1 Asbestos Register

3.1.1 The Council will maintain an Asbestos Register. The Register details the location and type of asbestos present in premises, including an assessment of the risk, according to the location and type of asbestos identified. It requires –

- To provide an assessment of the risk of the likelihood of anyone being exposed to fibres from these and preparation of a plan setting out how the risks from the materials are to be managed.
- To take the necessary steps to put the plan into action
- To review and monitor the plan periodically
- To provide information on the location and condition of the materials to anyone likely to be working on or disturbing them

3.1.2 With respect to the Council's non-operational (investment) portfolio, the responsibility for compliance lies with the tenant. The tenants are advised of their responsibilities under the Regulations.

3.2 Legionella

3.2.1 The regulations require a Risk Assessment to be carried out on all buildings managed by an employer to identify areas of high risk. The regulations also require a re-assessment of all properties every 2 years.

3.2.2 A comprehensive survey of Council properties has been undertaken. Identified works are included in the annual expenditure programme.

3.2.3 As with the Asbestos Regulations, the responsibility for compliance with the Legionella Regulations lies with the tenants for the Council's non-operational portfolio.

3.3 Fire Safety

3.3.1 The Regulatory Reform (Fire Safety Order) 2005 places responsibility for fire safety on the employer or appointed person for each building.

3.3.2 The Order places the responsibility for fire safety firmly on the employer or "responsible person" for that building. There is a requirement for the "responsible person" to assess the risks of fire and take steps to reduce or remove them. The Order makes employers responsible for everyone inside and outside their premises, not just employees.

3.3.3 As with the Asbestos Regulations, the responsibility for compliance with the FSO lies with the tenants for the Council's non-operational portfolio.

3.4 While the above regulations have been highlighted due to their high profile public impact, all statutory regulations are equally important and the Council has obligations to ensure compliance.

- 3.5 The Council will ensure that processes and procedures are in place to comply with statutory legislation and will respond to the introduction of future legislation as required.

4.0 Targets

- 4.1 In conjunction with the OP Asset Review –

- All Council owned and managed operational properties will be surveyed as part of an on-going 5-year rolling programme.
- All operational properties will be allocated a Condition Rating based on the survey reports –
 - A – Good
 - B – Satisfactory
 - C – Fair
 - D - Poor
- All planned maintenance to operational buildings will be prioritised using the matrices in the OP Asset Review.
- 80% of all operational properties rated as “essential to service delivery” are to have an overall property rating of A or B by 2020. The Accommodation Board will monitor and review these targets annually and update as required.

- 4.2 By continuing to survey each of our assets on a rolling 5-year programme we aim to develop 5-year programmes of preventative works which have been prioritised on a consistent basis. This will allow us to more accurately predict future funding requirements and ensure that available funds are targeted to the right buildings allowing us to control further increases in our reported required maintenance.

- 4.3 Maintenance standards will provide for like replacement or will update materials, fixtures and fittings to comply with statutory standards.

5.0 The EU Energy Performance of Buildings Directive 2002

- 5.1 The Energy Performance of Buildings Directive 2002/91/EC which came into force in January 2006, placed a responsibility upon public bodies to comply with Articles 7, 8 and 9 within 3 years of the inception date. These involved the issue of Display Energy Certificates (DECs), Energy Performance Certificates (EPCs), the inspection of boilers and the inspection of air conditioning systems.

- 5.2 DECs show the actual energy usage of a building, the operational rating and help the public to see the energy efficiency of the building. This is based on the energy consumption of the building as recorded by gas, electricity and other meters. The DEC must be clearly displayed at all times and clearly visible to the public. A DEC is always accompanied by an Advisory Report that lists cost effective measures to improve the energy rating of the building. DECs are only required for buildings with a total useful floor area over 1,000m² that are occupied by a public authority and institution providing a public service to a large number of persons and, therefore, visited by those persons. They are valid for one year. The accompanying Advisory Report is valid for 7 years.

- 5.3 EPCs were introduced as part of Home Information Packs which first came into effect in August 2007 in England and Wales for domestic properties with 4 or more bedrooms. Rental properties which have a certificate valid of 10 years, required an EPC on any new tenancy commencing on or after 1st October 2008. There is also a requirement for EPCs on the sale, rent or construction of buildings other than dwellings with a floor area greater than 500m² from April 2008.
- 5.4 Inspections – from January 2009 the inspection of boilers and air conditioning systems was introduced in accordance with Articles 8 and 9 of the Directive.``

6.0 Compliance

- 6.1 The Council, through its commissioned agents, will ensure statutory compliance.