

<b>Subject:</b>	<b>Asset Management Fund 2015/16</b>		
<b>Date of Meeting:</b>	<b>19 March 2015</b>		
<b>Report of:</b>	<b>Interim Executive Director of Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Angela Dymott</b>	<b>Tel: 291450</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report seeks approval for the £0.275 million remaining balance of the 2015/16 Asset Management Fund allocation and should be read in conjunction with the Policy & Resources Committee report of 13<sup>th</sup> September 2013. This Committee previously agreed an allocation of £0.725 million from the Asset Management Fund 2015/16 for Workstyles Phase 3 supporting the council's modernisation agenda.

**2. RECOMMENDATIONS:**

- 2.1 That Policy & Resources Committee approve the recommended remaining allocations of Asset Management Fund bids totalling £0.275 million as detailed in paragraph 3.4 of this report.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Asset Management Fund (AMF) 2015/16 is a capital fund to support property improvements, property related Health & Safety requirements and access improvements under the Equality Act 2010. It forms part of the Capital Strategy 2015/16 along with the Strategic Investment Fund (SIF) of £0.25 million and the ICT Strategy Fund of £2.0 million. The AMF 2015/16 consists of a budget of £1.0 million funded from capital receipts.
- 3.2 The AMF is managed and administered by Property & Design and relates to property related works or improvements to council properties that address three key areas:
- 1) General property improvements (not covered by other funding streams.)
  - 2) Property related provisions under the Equality Act 2010
  - 3) Property related Health & Safety legislation
- 3.3 Bids are normally sought annually from client departments/delivery/support units, and are then evaluated and recommendations made for the implementation of the successful bids. However, £0.725 million of the 2015/16 AMF allocation was approved by a Special Policy & Resources Committee of the 13<sup>th</sup> September

2013, to part fund the Workstyles Phase 3 project, which included refurbishment works now completed at Portslade Town Hall, Hove Town Hall and Montague House

3.4 The proposed overall 2015/16 AMF allocation is as follows:

<b>Description</b>	<b>Cost £m</b>
Previously agreed by Policy & Resource Committee 2013 Workstyles Phase 3 works to , Hove Town Hall, Portslade Town Hall and Montague House (Portslade Town Hall and Montague House were completed in 2014/15)	0.725
<b>Sub total</b>	<b>0.725</b>
<b>Balance of allocation for 15/16</b>	
<b>1. Major Property Improvements</b>	
Contribution towards the cost of a Building Management System (BMS) to aid energy efficiencies in Hove Town Hall	0.060
<b>2. Equality Act Improvements</b>	
Rolling programme of access improvements to corporate buildings	0.090
<b>3. Property Related Health &amp; Safety Legislation</b>	
Asbestos Management	0.025
Legionella Management	0.050
Fire Risk Assessment Works	0.050
<b>Sub total</b>	<b>0.275</b>
<b>TOTAL OVERALL</b>	<b>1.000</b>

3.5 Details of the individual recommendations are listed in Appendix 2

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 Failure to improve the council's core office accommodation, address property related access obligations under the Equality Act 2010 and property related Health & Safety legislation would increase council risks and liabilities, inhibit service delivery, may lead to a negative perception of the council, reduce the value of our assets and prevent fulfilling the council's priorities, aims and objectives as stated in the Corporate Property Strategy and Asset Management Plan.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 The Workstyles project involves extensive internal consultations on customer and service delivery requirements, flexible working supported by appropriate technology, and service re-design.

#### **6. CONCLUSION**

6.1 This report seeks to approve the remaining balance of the AMF financial allocation and the recommended bids as detailed at paragraph 3.4 and Appendix

1 for property improvements, access requirements under the Equality Act 2010 and property related Health & Safety requirements for 2015-2016

## **7. FINANCIAL & OTHER IMPLICATIONS:**

### **7.1 Financial Implications:**

The Capital Resources and Capital Investment Programme 2015/16 presented to Budget Council on 26 February 2015 included the allocation for the Asset Management Fund (AMF). If the allocations are approved they will be incorporated into the Capital Investment Programme 2015/16.

The AMF will support the Workstyles Phase 3 project with a contribution of £0.725m in 2015/16 as reported to Policy and Resources on 12 September 2013 and a further allocation of £0.060m as detailed in paragraph 3.4 above.

Any additional revenue and running costs arising from direct investment through AMF should be met through the existing revenue budget of individual services.

*Finance Officer Consulted: Name Rob Allen*

*Date: 12/02/15*

### **7.2 Legal Implications:**

The proposed works fulfil legislative requirements under health & safety law, including the Regulatory Reform (Fire Safety) Order 2005 and requirements in relation to the control of Legionella.

The access improvement works proposed will assist the council in meeting its obligations under The Equality Act 2010.

*Lawyer Consulted:*

*Name: Oliver Dixon*

*Date: 05/02/15*

### **7.3 Equalities Implications**

The provision of on-going access works under the rolling programme will assist in the council in meeting requirements under the Equalities Act 2010.

### **7.4 Sustainability Implications**

There will be reductions in carbon emissions at Hove Town Hall, with the provision of further Photo Voltaic Panels, replacement of oil fired boilers with modern gas condensing boilers and replacement of existing single glazed façade with energy efficient double glazed curtain walling. The provision of a BMS (Building Management System) will further help reduce energy consumption in Hove Town Hall

There will be increased provision of staff cycle storage and new shower facilities at Hove Town Hall to encourage staff to cycle to work

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

- 1. Other Implications**
- 2. Details of Recommendations**

## APPENDIX 1

### Crime & Disorder Implications:

- 1.1 None

### Risk and Opportunity Management Implications:

- 1.2 There is a Workstyles Phase 3 risk register which covers the projects at Hove Town Hall, Portslade Town Hall and Montague House. Building works at all three sites are covered under the CDM (Construction & Design Management) Regulations and other statutory requirements where applicable

### Public Health Implications:

- 1.3 Works to council properties to ensure the water management of the council's property portfolio is meeting the requirements of the Approved Code of Practice ensures public health requirements are met with regard to Legionella and asbestos management.

### Corporate / Citywide Implications:

- 1.4 The works at Hove Town Hall make better use of civic accommodation in line with the corporate priorities, modernisation agenda, Workstyles project and the Corporate Property Strategy and Asset Management Plan.

### Details of Bids

#### 1) Major Property Improvements

The Special Policy & Resources Committee of 13<sup>th</sup> September 2013 approved Workstyles Phase 3 which includes the major refurbishment of Hove Town Hall, and completed works at Portslade Town Hall and Montague House.

£60,000 has been allocated in the 2015/16 financial year as a contribution towards a Building Management System (BMS) in Hove Town Hall. Provision of a BMS system will ensure that the heating and ventilation system in the building will be able to work to its maximum efficiency and will help further reduce running costs.

The BMS system will also allow balancing of power usage to prevent surges, as well as monitoring energy use. It will also allow the Council to take advantage of 'Day' and 'Night' electricity rates

#### 2) Rolling Programme of Access Improvements

Work is proposed to the following buildings:

- New England House (WC and Shower Refurbishment),
- Provision of hearing enhancement systems and automatic doors openers to larger meeting/training rooms at Hove Town Hall,
- An internal ramp at the Booth Museum,
- An external ramp at Mile Oak Pavilion
- An upgrade to the accessible WC at Hangleton Library
- A new ramp to the entrance at Hangleton Community Centre
- A new accessible WC at the Brighton centre

#### 3) Property Related Health & Safety Legislation

##### Asbestos Register

This allocation meets three requirements:

1) The annual cost of the asbestos section of the proposed comprehensive Property Management and Performance data base, called Atrium that has been procured through SE7 that amounts to £8,000.

2) A contribution of £6,000 towards the annual cost of the asbestos section of the 'Safety Online' software which has to be maintained for a years overlap with the 'Atrium' system

3) An £11,000 allocation contributing towards a centralised corporate fund to meet the actions as detailed in the asbestos surveys. This fund is used

to manage the risk and prevent exposure and the spread of Asbestos Containing Material and is prioritised in the Corporate Asbestos Register.

#### Legionella Works (L8)

On-going works are required to council properties to ensure the water management of the council's property portfolio is meeting the requirements of the Approved Code of Practice – HES-L8 to prevent the occurrence of legionella in installed equipment and water systems. Works are planned to be carried out to Civic, Social Care and Schools buildings as identified by the Council's Compliance Manager. Works include removal of pipe 'dead legs', temperature calibrations, measures to keep water at prescribed temperatures and provision of secondary returns to avoid stagnation.

The principle buildings which will be worked on are sports pavilions such as those at Braypool, Happy Valley, Bevendean (Heath Hill Ave), Easthill, Greenleas, Waterhall, East Brighton Park, Horsdean, Neville, Preston Park and Wild Park

#### Fire Risk Assessment Works

This bid will contribute towards a prioritised rolling programme of works to council properties following Fire Risk Assessments of council properties. Various works have been identified and this bid will allow the highest priority works to be completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.

£25,000 of this allocation has already been approved for work at Hove Town Hall. Work will also be carried out at Saltdean Primary school in connection with the proposed expansion project.

