

**Open Report on behalf of James Drury – Executive Director, Commercial**

Report to:	<b>Councillor M J Hill, OBE, Leader of the Council (Executive Councillor: Resources and Communications)</b>
Date:	<b>Between 20 January and 7 February 2020</b>
Subject:	<b>Scheme Appraisal - County Offices Essential Repair and Maintenance Work 2020/21</b>
Decision Reference:	<b>I019346</b>
Key decision?	<b>Yes</b>

**Summary:**

As part of the condition survey for the County Offices Campus, essential maintenance work has been identified to the roofs of County Offices and Orchard House B. The extreme weather since September 2019 has resulted in some significant leaks. This scheme appraisal explains the requirements in more detail. The works will be funded by the capital repair and maintenance budget.

**Recommendation(s):**

It is recommended that this essential maintenance work is carried out in the 2020/21 capital repairs and maintenance programme.

**Alternatives Considered:**

1. Not Repairing the Roofs:

This option is not recommended as the roof leaks have now become very significant, putting both staff and the buildings at risk.

2. Not Replacing Windows or Installing Solar Panels as Part of the Work:

The extensive scaffolding required forms a significant part of the overall costs and this cost would be duplicated if the windows were replaced at a later date. Similarly the solar panels will use the same scaffolding. In addition it is technically more effective to install solar panels at the same time as the new roof covering to ensure that water tightness is not compromised. This option is therefore not recommended.

**Reasons for Recommendation:**

The recent condition risk assessment for Orchard House identified that the condition of the windows has dramatically deteriorated and they are now classed as "Poor Condition" and should be replaced within one to two years. Most of the windows do not seal when shut and can let in water and create condensation, which can result in damp and mould on walls.

The roof work is essential for the continued use of these two buildings. Any lack of action could result in the closure of the buildings loss of service and health and safety risks to staff.

**Benefits**

- The work to roof areas to both buildings will eliminate on-going revenue costs for call out and reduce any risk to staff through water ingress and disruption to service.
- The work would meet current standards and would result in a reduction in our carbon footprint.
- The replacement of the windows will cost less due to the use of the scaffold system already in place and improve the environment for staff, as well as help reduce the carbon footprint and also reduce running costs for the building due to heat loss.
- The installation of the solar panels will help work towards Lincolnshire County Council's carbon neutral target and will potentially result in an income from the electricity generation.
- By replacing the windows at the same time as the roof it will limit disruption to staff and Lincolnshire County Council business. The new windows will also significantly improve staff comfort by reducing solar gain, stopping drafts and improving ventilation

**1. Background****County Offices**

The roof to the front elevation of County Offices requires extensive replacement.

This work has been graded as a D1 (Priority 1 urgent work required). The failure of the roof is resulting in leaks into the office accommodation on floor 2. If not addressed this could result in the rotting/failure of joists and the potential for ceilings to collapse. There is also the possibility of water ingress into the electric and data points affecting operational use of this section of County Offices.

This work will require a scaffold safe system to be erected across the front elevation of County Offices.

The intention is that the work will commence in April 2020 if approval is given and is expected to continue until September 2020.

The cost of this work is £430,000.

### **Orchard House B**

The roof of Orchard House B has also been identified as being critical for replacement and has had some significant leaks resulting in some potential health and safety issues due to water ingress into the stair well. The leaks are also causing further damage to the ceilings, joists and fabric of the building and if not addressed will result in the building deteriorating. There is also the possibility of the ceilings in this area becoming weak and unstable, leading to a potential health and safety risk. If the leaks get worse the water could also get into the electrical and data system, which could affect the whole of the building and cause major service disruption.

Therefore as part of the 20/21 repair and maintenance programme this roof has been identified as requiring replacement.

This work will require a scaffold safe system to be erected on the north and south elevation of Orchard House B. As scaffolding will already be in place a cost saving can be achieved by replacing the windows in Orchard House B at the same time. These are also identified on the condition survey as requiring replacement. The current windows are aluminium, very draughty and inefficient resulting in regular complaints from managers about poor working conditions

As part of the Council's carbon reduction commitment, solar panels have also been identified for installation on the roof of Orchard House B and it will be cost effective to install the solar panels at the same time as the roofing works as the same scaffold can be used.

The intention is that the work will commence in April 2020 if approval is given and is expected to continue until September 2020.

The overall cost of this work is £1.049 million (including the invest to save photo-voltaic panels at £59,104).

Cost breakdown:-

### **Capital Repair & Maintenance Work (essential work)**

	<b>Capital Cost</b>
County Offices Roof	£209,450
Orchard House B Roof	£298,861
Orchard House B Windows	£481,520
<b>Total</b>	<b>£989,831</b>

## Invest to save PV Array (Solar Panels)

	Capital Cost	Cost Saved Per Year
Orchard House B PV Array	£59,104	£6,315

## 2. Legal Issues:

### Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- \* Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- \* Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- \* Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- \* Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- \* Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- \* Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding

Compliance with the duties in section 149 may involve treating some persons more favourably than others.

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process

NOTE: An Equality Impact Analysis has not been completed but the proposed works are considered to be neutral between people who have a protected characteristic and those that do not in that the works will improve the working environment and protect the health and safety of all staff working in the buildings affected.

Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision

The property Condition Survey represent a Risk Assessment for building fabric items e.g. the roof. This survey has identified that a potential health & safety risk will be present if the recommended work is not carried out.

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area

NOTE: The section 17 matters have been taken into account but there are not considered to be any implications for the section 17 matters arising out of the decision.

**3. Conclusion**

As part of the condition survey for the County Offices Campus, essential work has been identified as being required to the roofs of County Offices and Orchard House B. The Report sets out the requirements in more detail and identifies that the carrying out of the works affords an opportunity to more efficiently programme other works relating to the replacement of windows in Orchard House B and the installation of solar panels on the Orchard House B roof.

**4. Legal Comments:**

The Council has the power to carry out the works proposed.

The decision is consistent with the Policy Framework and within the remit of the Leader of the Council.

## **5. Resource Comments:**

Although some savings in utility costs are likely to accrue as a result of these works, the overriding objective of the project is to protect the Council's assets from further deterioration and possible value impairment. As detailed in the body of the report, taking the opportunity to install solar panels whilst scaffolding is in place increases the projected savings by £6,315 per annum and provides a payback on this aspect of the proposed project of nine years.

Funding is available from the maintenance and improvement programme for council properties included in the proposed 2020/21 Capital Programme.

## **6. Consultation**

### **a) Has Local Member Been Consulted?**

Yes in capacity as the Chairman of Overview and Scrutiny Management Board.

### **b) Has Executive Councillor Been Consulted?**

Yes

### **c) Scrutiny Comments**

This has not been considered by a scrutiny committee.

### **d) Have Risks and Impact Analysis been carried out?**

See body of report.

### **e) Risks and Impact Analysis**

See body of report.

## **8. Background Papers**

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Andy Fenn who can be contacted on 01522 554078 or [andy.fenn@lincolnshire.gov.uk](mailto:andy.fenn@lincolnshire.gov.uk).