Property Policies Pack 2016 update

Amendments history sheet

<table>
<thead>
<tr>
<th>Issue Number</th>
<th>Changes Made</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Created</td>
<td>June 2013</td>
</tr>
<tr>
<td>2</td>
<td>Reviewed &amp; amended</td>
<td>July 2014</td>
</tr>
<tr>
<td>3</td>
<td>Reviewed &amp; amended</td>
<td>June 2016</td>
</tr>
</tbody>
</table>

Policy name: Building Maintenance Policy

Policy Reference in the Pack: F

Date created: June 2013

Sent for Review: 06/2016

Deadline for update: 

Name of Responsible Property Manager: Peter Bowley

Have any changes been made? Yes/No

If Yes:

<table>
<thead>
<tr>
<th>Name of Officer reviewing</th>
<th>Paragraph name or Page number</th>
<th>Nature of changes made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Bowley</td>
<td>Various general updates</td>
<td>General dates and contact updates</td>
</tr>
</tbody>
</table>

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4
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1 Introduction

The Property Asset Management Plan (AMP) sets out the ways in which East Sussex County Council will improve the quality of buildings in its property (buildings and sites) estate over the next three years. The intention is to have buildings that; offer the best possible environment for service users and staff and to accomplish this in a manner that is demonstrably cost effective and environmentally sensitive.

To achieve these aims; properties that are no longer suitable for service delivery will be identified and more suitable accommodation for these services will be found. The result will be a smaller estate of better performing buildings leading to a reduction in the running costs and a more ‘fit for purpose’ property portfolio.

East Sussex has a population of 515,500 and covers 1,725 square kilometres (666 square miles) and to provide the services needed by local residents of East Sussex the Council has buildings with an approximated total gross internal floor area of 712,387m². The following key information, applicable to 2016/17, provides an overview of our property:

- 511 buildings are used in the delivery of our services.
- An average of £6.8M pa spent on planned maintenance of our buildings.
- 78% of our buildings are rated as good or satisfactory condition.
- 66% of our buildings are rated as good or satisfactory in terms of suitability.

A well defined maintenance strategy and policy is therefore a key business enabler supporting planning and delivery of the services provided by the Council whilst recognising the potential risk to the core business of the organisation should any aspect of the maintenance strategy fail.
2 Background

Maintenance is defined as the combination of all technical and management actions needed to keep an asset in or bring it up to a suitable standard whereby it can perform its intended function at optimal efficiency.

Our vision is to use property that is fit for purpose, efficient and sustainable, in order to support the delivery of services to our community. Our vision is supported by the policy steers agreed by the Council.

Property is a core resource, and as such we want it to be

- **‘fit for purpose’** – property actively contributing to effective service delivery in terms of location, condition, suitability, accessibility, design and layout,
- **‘efficient’** – in the way that property performs and in the way that property is used ie flexibly and support new ways of working, and
- **‘sustainable’** – both in environmental and financial terms so that it supports the work of the authority and its partners whatever changes come our way.

We will **achieve** our vision by improving any property that is not fit for purpose, sustainable and efficient and by working in partnership.

Our **supporting strategies** in delivering this will involve:

- **targeting available resources** on ‘core’ properties; those that the council considers it needs to retain in the medium to long term (5+ years),
- **working in partnership** with other organisations and local communities to maximise the use of property for the benefit of the people of East Sussex,
- **addressing both the causes and the effects of climate change** through the management of the estate to improve the energy performance of ESCC buildings to reduce our carbon footprint and expenditure on utilities, and
- **ensuring value for money** in all property-related transactions.
3 Our Principles

This maintenance strategy has been established so that it complements, and is aligned with the Council’s Property AMP. It has been developed in the context of both the technical aspects of the portfolio and how it can support the overall organisational aims and objectives.

The objectives of the maintenance strategy are:

- To ensure buildings are fit for purpose and meet the clients operational needs,
- To ensure buildings and their services meet all statutory requirements,
- To ensure maintenance projects are coordinated with other projects to minimise impact on users of the facilities and maximise synergies,
- To undertake maintenance work necessary to maintain the value of property assets,
- To ensure that ESCC has the necessary information for monitoring the maintenance, condition and performance of building assets at an organisation level,
- To ensure that there is adequate information at the operational level, for undertaking maintenance, and
- To undertake works to improve the energy performance of our buildings.

The Council’s Property AMP 2013-18 identified the following four key principles that will underpin our management of all property assets in the ownership of East Sussex County Council. By adopting these principles we will strive to rationalise the estate, reduce backlog maintenance and provide fit for purpose buildings which are efficiently used and support service delivery. Therefore the adoption of this policy will support these principles as follows;

Principle 1 – Improve or replace

By following this principle, we strive to rationalise the estate, reduce backlog maintenance and provide fit for purpose buildings which are efficiently used and support service delivery.

Priority - Backlog Maintenance

Challenges

- To target the reduced maintenance budget effectively in agreement with the service directorates and through strategic maintenance plans.
- To monitor the delivery of the maintenance programme to time and budget.
- To ensure we have accurate, current condition reports to all our properties and to make sure these are accessible to premises.
- To reduce extra revenue spend due to old and unsuitable premises.
Pledges
- To maximise maintenance spend on planned rather than reactive works.
- To ensure that there are clear and approved replacements programmes.
- To consider and include energy saving works in replacement programmes where it is cost effective to do so.
- To increase buildings with a good or satisfactory condition rating.
- To focus maintenance and modernisation spends on the Council’s core properties.
- To maintain and update the core property list in consultation with service directorates to reflect growing service needs, priorities and changing user requirements.

Priority - Compliance
Challenges
- To ensure the Council’s property assets comply with Statutory and Regulatory Health and Safety Codes to fill its employer’s responsibilities as set out in the HSE website link below and all associated statutory guidance.
  
  http://www.hse.gov.uk

- To improve the accessibility of properties across the corporate estate.
- To ensure accessibility needs are reviewed as use of buildings changes.

Pledges
- To put in place measures to insure all essential statutory maintenance is undertaken correctly.
- To focus resources on high priority work required as identified in accessibility audits.
- To keep all premises managers informed through provision of appropriate and timely information to help them comply with all current policies, strategies and management procedures for health, safety including associated compliance.
- To ensure predictable risks are identified and managed for H&S of occupants and visitors.
Principle 2 - Release
To identify poorly performing assets to rationalise the corporate Estate
Out of scope of this policy

Principle 3 – Reduce our Carbon Footprint
To identify and implement changes to reduce our carbon footprint
Out of scope of this policy

Principle 4 – Work in partnership
And empower our communities
Out of scope of this policy
4 Our Approach to Maintenance

Maintenance Budget

The level of funding for maintenance is approved by Council, as part of the Reconciling Policy and Resources Process, based on reports provided by Strategic Finance. In order for Council to approve the appropriate level of funding required to ensure the maintenance policy objectives are met we will ensure that maintenance requirements are communicated effectively to Finance.

The maintenance budget is managed corporately allowing funds to be directed to the priorities identified through condition surveys, client site specific priorities and the corporate and service asset management plans. The budget setting and prioritisation process is shown in Appendix F11.

Acquire

When acquiring buildings we will

Identify the life cycle costs of the asset

The total costs of ownership, including the costs of acquisition, operation & maintenance, conversion & decommissioning will be identified. Of these the ‘operate and maintain’ phase is the one that creates the ‘value contribution’ to the organisation, but also represents the largest percentage of total costs. To minimise these costs and achieve best value there will be

- Clear definition of client’s requirements for service life to understand project priorities and where resources should be most effectively applied.
- Optimisation of capital and revenue expenditures through whole life costing of construction and maintenance solutions.
- Design and maintenance fulfilling these requirements leading to reduced life cycle costs through implementation of the ‘Corporate Sustainable Buildings Brief’ and the elimination of over-specification of materials or components.
- Effective planning of the design, construction and maintenance process with clear guidance leading to improved quality, particularly regarding aspects critical to service life.

Identify suitable and efficient buildings

- To work with clients to clearly identify their long term needs enabling sufficient lead in time to identify the best property solutions to deliver ESCC services.
- To engage with the required internal teams to ensure that properties to be acquired have been fully assessed for future maintenance liabilities to inform and advise clients in making the correct strategic property decisions.
Prepare for Use

- To clearly understand our clients’ requirements and undertake strategic review of the properties to be acquired to ensure that they are fit for purpose.
- To ensure that the Delivery team are commissioned at the appropriate time in order to undertake the preliminary works required for delivery of client services from newly acquired sites.

Agree Partnership arrangements

- To fully explore the potential for joint use and sharing of sites and service delivery with our partner organisations from the buildings to be acquired for cost effective delivery of services.
- To understand the strategic needs of partners when considering acquisitions.
- To work strategically with our partners to ensure that we can learn from our common experiences and share best practice.

Frameworks

- Ensure effective utilisation of contractor and consultant frameworks where appropriate for the acquisition of sites.

Leases

Where leasehold property is advantageous we will:

- Ensure that ESCC have a full understanding of the lease and the associated liabilities to inform strategic property decisions in coordination with the Disposal and Lease and Rent Policies.
- When entering into leases ensure that full consideration and clarity of the future ESCC obligations are assessed so as not to create long term detrimental liabilities.
- Ensure that landlords fully discharge their responsibilities.
- Insure that sufficient schedule of condition, landlord information and property information is collated for future reference. Ideally this should include a photographic schedule of condition at the outset so there is a clear record of any pre-existing defects and finishes.
- Ensure effective corporate management of lease agreements and ensure that up to date information is made available to all those who need it for the effective management of the asset.
Use

Revenue Maintenance
We will undertake maintenance work to fall in to one of three categories: planned, reactive and term, as detailed in Appendix F10, and our aim is to:

- Ensure the majority of work is undertaken as planned rather than reactive works to meet or exceed the recognised good practice standard ratio of 70:30 planned to reactive.
- Target our spend towards the highest priority works identified through condition surveys and from client discussions.
- Ensure that all term servicing works are undertaken to comply with statutory requirements for the safe operation of equipment and the safety of occupants.
- That reactive repairs are completed within the agreed priority
- Ensure that works are undertaken in accordance with the Sustainable Building Policy
- Ensure there is clarity between corporate maintenance responsibility and client operational items

Planned Works Identification and Delivery
We will undertake rolling programmes of surveys and assessments to identify, quantify and prioritise any risks, or possible risks, to our users and staff, the general public and to our buildings. The survey reports and the information obtained will be uploaded to the Property Asset Management System (PAMS) so that it is available for all those who need it in the operation, use and management of our assets.

When scheduling maintenance planned projects, where possible, these will be bundled into programmes of similar projects for procurement using framework arrangements to ensure best value is achieved from the limited resources available.

Reactive Identification and Delivery
We will provide a help desk service to receive reactive repair requests from our sites and clients. These will be allocated a contract priority attendance time in accordance with type and nature of the request. Works will be allocated to approved contractors.

Term Identification and Delivery
We will identify the services and equipment at sites and set up the required service plans within the corporate property database system. The helpdesk will identify system generated notifications of services due and instruct the relevant approved contractor to undertake the term service within the required time to ensure that our buildings remain compliant.
Procurement
We will ensure that maintenance services are procured in accordance with the requirements of the Local Government Act 1 April 2000 to ensure best value to the Council by:
1. Seeking continuous improvements in service delivery
2. Setting clear service standards
3. Reviewing performance
4. Consulting more effectively with stakeholders

Improve or Replace

Capital Maintenance
Details on the type of maintenance works that can be capitalised are given in Appendix F10. In undertaking Capital maintenance we will:
- Ensure robust prioritisation is used taking account of corporate priorities, asset strategies and the service and corporate asset management plans.
- Develop strategic maintenance plans to identify programmes of work for the next five years.

Frameworks
In planning maintenance projects where applicable these will be bundled into programmes of similar projects for procurement via framework arrangements to ensure best value is achieved from the limited resources.

Suitability
Suitability sits alongside and complements other property focused portfolio assessments. We will use these suitability assessments, where appropriate, to identify weaknesses that can be addressed by building maintenance works.
**New Build**
All new builds will be undertaken in accordance with the Sustainable Building Policy

**Strategic Plans**
A Strategic Maintenance Plan shall be developed to determine the future maintenance needs of the asset base, over the medium to long term. This plan will take into consideration capital and disposal plans and identify the level of funding required annually to meet the maintenance standards established to support effective service delivery.

The plan shall incorporate life cycle planning having due regard for the Departmental service delivery and asset management plans, the age, condition, value, deferred maintenance and functional quality of the assets, as well as new assets and any emerging issues which may impact on their service potential.

**Release**

**Dilapidations**
When disposing of a lease hold building dilapidations costs will be agreed with the Landlord in order to take account of returning the asset to the condition specified in the lease agreement. These costs will generally cover two elements; the cost of removing additions such as partition walls, and the cost of any deferred maintenance such as redecorations. These costs are funded by departmental budgets as part of the disposal process.

**Community Asset Transfer**
Where it has been identified that an asset is to be transferred to a community organisation for the benefit of better outcomes for customers and citizens we will:

- ensure maintenance liabilities are minimised, where practicable, before transfer, so the ongoing success of both the community organisation and its services is secure.
- after transfer responsibility for the upkeep, repair and maintenance of the asset pass to the organisation taking ownership.
5 Performance Monitoring

The condition of all ESCC building assets will be assessed in detail by means of a condition survey at least once every five years (surplus/unoccupied properties have an annual H&S check) undertaken by competent and suitably qualified surveyors and engineers. A formal condition assessment report for each building asset surveyed is to be produced in an approved electronic format.

Records of building asset condition shall be maintained in the Property Asset Management System (PAMS). All relevant ‘condition’ information shall be uploaded to PAMS to ensure accurate and up to date building asset condition records are available to all those who need it.

Appropriate key performance indicators (KPIs) are to be monitored and reported from the PAMS to assist in the management of maintenance and ESCC building assets generally.

Performance indicators shall be used to monitor performance, in the management and delivery of maintenance works relating to

- maintenance service delivery performance,
- maintenance service quality performance,
- asset performance,
- maintenance management performance,
- maintenance cost performance, and
- client/tenant/occupier satisfaction.
6 Future Drivers

Changing Estate

Schools and Academies
Responsibility for maintenance in schools is split between the Children’s Services Authority (CSA) and Schools. The roles and divisions of responsibilities between school and CSA are detailed in the ‘Education Asset Management Plan’ which can be accessed via Czone link below.

In principal reactive maintenance, term servicing s undertaken by the school and the budget for this has been delegated to each school.

Planned maintenance such as replacement capital elements of boilers, roofs, rewiring etc was funded by the CSA and managed by BSD Property for implementation of the programme based on condition surveys. Funding comes from a revenue structural maintenance allocation and central capital allocation from Education Funding Agency (EFA).

In 2014 the structural maintenance funding was delegated back to schools. The schools Building Maintenance Technical Support offered by the Council’s Property Service to Schools Team was revised to offer a centralised service for those schools that wanted ESCC to carry on managing their structural maintenance budget, which the majority of school did, or a non-centralised for those schools that wanted to retain their budget allocation. Details of the full service offered can be obtained on the Council’s Intranet site ‘Czone for Schools’ at the following address

https://czone.eastsussex.gov.uk/schoolmanagement/property/Pages/main.aspx

A comprehensive buildings maintenance service is offered to schools, academies and trusts to give access to a team of experienced building professionals. Advice and support is provided to ensure legal obligations can be met in maintaining school's buildings.

It is anticipated that an increasing number of schools will transfer to academy status. There will be an ongoing review of the implications of academies forming a larger percentage of the school estate, which ESCC remains responsible for ensuring sufficient educational spaces, and how this will require property services to adapt its service offer and support.

We work with schools to ensure they can make the best use of their budgets. They have access to our list of approved suppliers and contractors, ensuring they are achieving the best quality work at the most competitive prices.
Legislation

The Council aims to ensure that the buildings under its control comply with all appropriate statutory, regulatory and corporate standards. To support this aim compliance monitoring will be maintained to establish the status of each area ie statutory, recommended good practice.

Where day to day responsibility and the majority of available resources are delegated to premises level the ultimate accountability remains at corporate level within the Council. An example of this is individual schools where there is both the freedom and the financial resources to enable them to procure very significant building projects without calling on the assistance of the council.

Health and Safety legislation is becoming less and less prescriptive and does not provide specific details with regard to inspection and testing frequencies and regimes. The Council will therefore focus on risk based assessments which can be very much dependant upon individual circumstances such as the use the building is put to, the users groups, the construction, age and condition of the building, previous maintenance regimes, and the building location.

A schedule of activities providing an outline of the specific areas, their service requirements and inspection regimes is provided in the Property Risks and Compliance Policy.
Appendix D10

Scope of Building Maintenance

There are many definitions of maintenance available but they all share common themes and in line with these maintenance at ESCC is defined as:

‘the combination of all technical and management actions needed to keep an asset in, or bring it up to, a suitable standard whereby it can perform its intended function at optimal efficiency’.

This policy applies to the maintenance of all ESCC owned building assets including Heritage assets. For clarity, a ‘building asset’ is defined as

“All roofed structure enclosing space and intended for use as a shelter (for people, animals or property) or for recreational, educational, industrial, commercial or other functions and includes services and external infrastructure within the boundary of the site”.

And ‘building maintenance’ activities are defined as

“All work on existing building assets, including utility services and external infrastructure within the boundary of the site that is undertaken to achieve the following objectives”:

- To retain the asset in a condition in which it can perform its required function.
- To prevent deterioration and failure or extend the life of the asset.
- To restore to correct operation within specified parameters
- To restore physical condition to a specified standard
- To recover from structural and service failure
- To obtain accurate and objective knowledge of physical and operating condition including risk and financial impact for the purpose of maintenance and
- Partial equivalent replacement of components of the asset”

Work excluded from ‘building maintenance’ includes:

- improvements and upgrading to meet new service capacity or function,
- refurbishment to new condition to extend the capacity of the asset,
- improvements and upgrading to newly acquired assets to enable service delivery or function (these costs should be included in the budget for the capital scheme/acquisition),
- major upgrading to meet new Statutory requirements (additional budget bids will be made where additional expenditure is required to upgrade structures and services for compliance),
• operational tasks to enable occupancy and use (e.g. cleaning, security, waste removal,
• supply of utilities (energy, water and telecommunications),
• construction of new assets,
• major restoration as a result of natural and other disasters,
• demolition of redundant buildings, and
• temporary structures.

For leased, rented and joint use buildings, responsibility for maintenance is subject to the terms and conditions of each agreement.

The categories of maintenance used

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub category</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planned Maintenance</strong></td>
<td>Term Maintenance</td>
<td>The actions performed to comply with statutory legislation to service and maintain equipment and plant and prevent failure by providing systematic inspection and monitoring to detect and prevent incipient deterioration or failure and includes testing to confirm correct operation.</td>
</tr>
<tr>
<td></td>
<td>Planned Maintenance</td>
<td>Maintenance work performed, as a result of significant deterioration or failure, to restore an asset to its required condition standard.</td>
</tr>
<tr>
<td></td>
<td>Required Maintenance (Backlog)</td>
<td>Maintenance that has been deferred on a planned or unplanned basis.</td>
</tr>
<tr>
<td><strong>Reactive Maintenance</strong></td>
<td>Routine and Breakdown Maintenance</td>
<td>Unplanned and reactive maintenance actions performed to restore an asset to operational condition, as a result of an unforeseen failure.</td>
</tr>
<tr>
<td></td>
<td>Incident Maintenance</td>
<td>Unplanned maintenance actions to restore an asset to an operational or safe condition as a result of minor property damage resulting from storms, fire, forced entry and vandal damage.</td>
</tr>
</tbody>
</table>
**Capital Maintenance**

Works that are considered an ‘enhancement' of an asset will be capitalised as defined under ‘Capital Accounting Arrangements under Part IV of the Local Government and Housing Act 1989’

Meanings of enhancement:
- Lengthening substantially the useful life of the asset
- Increasing substantially the open market value of the asset
- Increasing substantially the extent to which the asset can or will be used for the purposes of or in connection with the functions of the local authority concerned.

Some typical examples of works falling within this definition are

- Re-roofing
- Structural works
- Rewiring (complete)
- Boiler replacements
- Central heating provision or replacement
- Window replacement or double glazing (complete)
- External cladding of buildings

The advice of the Finance team shall be sought in clarifying those projects that meet the criteria when developing the planned programmes.
## Appendix D11

### Budget Setting & Prioritisation

#### Building Maintenance – Budget Setting and Monitoring Process

<table>
<thead>
<tr>
<th>Month</th>
<th>Who</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct</td>
<td>Finance</td>
<td>Produce Draft Budget spreadsheet showing how the revenue budget was calculated, including allowances for inflation, policy commitments and savings. The spreadsheet is sent to budget holder to allocate to General Ledger (GL) and Cost Centre (CC) codes.</td>
</tr>
</tbody>
</table>
| Oct           | Maintenance Team / Asset Management (MT, AM) | Allocate an amount to each GL code as follows: -  
• Reactive works - based on previous spend profile  
• Term works - based on previous spend profile  
• Risk works - based on expected spend profile  
• Additional Planned Maintenance Requests - based on the target that has been set for the year  
• Recharges e.g. ICT, legal fees, planning etc - based on previous spend profile  
  
The remaining budget is available for Planned works and Consultants fees and is allocated to departmental CCs based on priorities of work in the maintenance backlog.  
The updated spreadsheet is then emailed back to Finance. |
| Oct - Jan     | Finance                                  | Issue any revisions to the draft budget figure during this period.       |
| Oct - Jan     | MT                                       | Adjust the allocations to GLs and CCs to take account of any revisions and email back to Finance. |
| Oct - Jan     | MT                                       | Meetings arranged between the Client’s and Maintenance Manager to discuss departmental priorities and agreed works to be included in the programme for the coming year. Robust challenge is made regarding work not considered a priority or if there is doubt on the future of a particular site where work is being proposed.  
A provisional list of work to be included is produced for each department and the initial allocations to departmental CCs are adjusted to take account of any changes and Finance are advised of any changes to allocations. |
| Jan           | Cabinet                                  | Agree final budget for the coming financial year.                      |
| Jan-Feb       | MT                                       | Liaise with Capital Team, Schools and Energy Team to identify potential joint projects and allocate and issue the work to the Consultants. |
| Apr           | MT                                       | Forecast a predicted outturn for the coming year which should be within +1% to -2.5% of the budget allocation |
| Apr-Mar       | MT / Finance                             | Monitor the budget via SAP reports on a regular basis and challenge any incorrect allocations or postings.  
Produce monthly budget reports to monitor progress of the overall programme and predict the expected outturn figure.  
Monthly budget monitoring meetings with the Maintenance Team and Finance Officer to discuss the budget report, discuss issues and propose corrective actions to keep the budget outturn on course. |
<p>| Apr-Mar       | MT                                       | Provide ongoing management of the individual project budgets and the consultants. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Who</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Arrange meetings as agreed with each of the Clients to provide update reports on progress and discuss any concerns or issues.</td>
</tr>
<tr>
<td>Feb</td>
<td>MT</td>
<td>Forecast a predicted outturn (based on end of Jan budget report) for year end which should be within +/-1% of the budget allocation.</td>
</tr>
<tr>
<td>Feb</td>
<td>Finance</td>
<td>Issue the end of year close down process detailing key dates for postings, journals etc.</td>
</tr>
<tr>
<td>Apr/May</td>
<td>MT</td>
<td>Produce an end of year report.</td>
</tr>
</tbody>
</table>

It is important to note that a reduction in the level of funding for building maintenance results in less funding for ‘planned’ maintenance works because the level of funding needed for ‘term’ and ‘reactive’ works is relatively fixed. This would then impact on backlog reduction.

**Budget Process Key Dates**
Prioritisation

Prioritisation of planned works to planned maintenance programmes will be undertaken using the following criteria

Condition rating

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Good</td>
<td>Performing as intended and operating efficiently</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>Performing as intended but showing minor deterioration</td>
</tr>
<tr>
<td>C</td>
<td>Poor</td>
<td>Showing major defects and/or not operating as intended</td>
</tr>
<tr>
<td>D</td>
<td>Bad</td>
<td>Life expired and/or serious risk of imminent failure</td>
</tr>
</tbody>
</table>

Priority rating

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health &amp; safety.</td>
</tr>
<tr>
<td>P2</td>
<td>Essential work is required within two years that will prevent serious deterioration of fabric or service and/or remedy to minor breach of legislation and/or minor risk to health &amp; safety.</td>
</tr>
<tr>
<td>P3</td>
<td>Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risk to health &amp; safety.</td>
</tr>
</tbody>
</table>

Reason rating

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Health and Safety Breach</td>
</tr>
<tr>
<td>R2</td>
<td>Breach of Legislation</td>
</tr>
<tr>
<td>R3</td>
<td>Deterioration of Fabric</td>
</tr>
<tr>
<td>R4</td>
<td>Security Implications</td>
</tr>
</tbody>
</table>
If you would like a copy of the document in a different format, such as large print, Braille or a different language, please contact us.

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