



MAINTENANCE POLICY of Property & Physical Assets

MAINTENANCE POLICY

(Statement of Intent)

Property and Physical Assets

WEST LINDSEY DISTRICT COUNCIL

August 2019

This document highlights the principal objectives of West Lindsey District Council in its delivery of an effective, strategic and disciplined, approach to the maintenance of its physical property assets.

The document defines maintenance, makes reference to supporting documentation essential to planning; delivery and due diligence and acknowledges the close relationship between maintenance and other critical activity such as 'Compliance' and 'H&S at Work' Legislation [as it applies to physical property assets] and property condition surveys.

It confirms the Councils commitment to effective 'Property Maintenance' by delivering its formal 'Maintenance Policy' and its commitment to the delivery and ongoing management of a safe, effective and value focused property portfolio.

West Lindsey District Council

Forward

The following policy establishes West Lindsey's formal (strategic) approach to the maintenance of its buildings and physical assets and represents a crucial element in the ongoing development of a structured; strategic and systematic approach to asset management.

Representing one of a suite of documents, the policy will clearly indicate the intentions of the Authority in respect of property and asset maintenance and demonstrate its commitment to addressing backlog; current and future maintenance issues. We aim to deliver a safe environment to all who use the facilities over which we have authority and control and deliver our objectives in a cost effective and financially prudent manner by aligning our strategic decisions with valid 'real' data and information, allied to 'best practice' building management.

We are committed to the application of quality standards; codes of practice and prudent procurement (of services) supporting our maintenance objectives and base our management decisions on the facts relating to facility use; condition; life cycle; location and cost.

The policy as presented, demonstrates a clear relationship between it [the Policy] and the overall 'Corporate' objectives of the 'Council' and its suite of strategic policies.

Signed.

Date.

Introduction.

Our Commitment

West Lindsey District Council [the Council], has a responsibility [October 2019] for a portfolio of 267 identified land and property assets; assets which range from operational; investment; community and residential use through to surplus land and other miscellaneous physical property interests.

Notwithstanding our embraced moral and social obligations, the Council has continuing legislative and statutory obligations designed to ensure that all physical assets [buildings; premises; supporting infrastructure & associated assets] are operationally safe and secure, fully compliant and offer no danger or risk to members of the public; employees or any third party visiting or using our facilities.

As a public authority, we are both obligated, and committed, to ensuring that the monetary and operational value of our asset base is protected (enhanced where possible) by a transparent policy of maintenance suitable to the location; age and use of each [individual] asset and is relevant to its expected useful functional life.

Application

The 'Policy' and supporting 'Guidance Documentation' and 'Plans' will apply to all property assets [fixed and mobile] which are held and/or controlled by the 'Council' and for which the 'Council' has or may have a direct or implied obligation to maintain. This will include: -

- ◇ All operational properties, whether owned or leased, from which the services provided by the 'Council' are delivered.
- ◇ All property assets held for commercial gain for which the 'Council' may have, by way of statute or contract [implied or direct] responsibility for safe operation and use.
- ◇ Structures which support the operation and use of the asset/facility and the delivery of services from that asset/facility.

Maintenance

Defined within British Standard BS 3811-1993 (now formally withdrawn as a single standard), maintenance is: -

“the combination of all technical and administrative actions, including supervision, intended to retain an item or restore it, to a state in which it can perform a required function”.

For the purpose of this statement and accompanying policy, the term “item” refers to a property asset which is its self, defined as: -

“any roofed structure [fixed or mobile] 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 curtilage of the site”.

In developing an effective approach to maintenance, the council and its officers acknowledge that any policy; system and approach must, to be effective, cover all the elements necessary to meet the definition and this will include the effort; strategy; systems employed and essential finance and financial planning.

Financial planning and budget requirements must be based on the 'real' and 'factual' data secured via a programme of co-ordinated surveys; inspections and building monitoring.

Alignment with Existing Policies & Objectives

In developing its strategic and operational approach to maintenance, the 'Council' and its officers will align maintenance activity to existing policies [appertaining to asset and property management]; corporate objectives; standards; approved codes of practice and guidance notes developed by and for the 'Council'.

The policy and subsequent approach to maintenance will support and be supported by 'inter-alia' specific policy statements in respect of 'Compliance'; 'Health & Safety'; 'Strategic Asset Management' and the 'Strategic Asset Management Plan'.

The maintenance policy should be seen as one element of the 'Councils' systematic and co-ordinated approach to Asset and Property Management.

Maintenance Objectives

The principal 'Strategic' objectives of the 'councils' approach is to increase and maintain the facilities/asset's, availability at the lowest optimum cost whilst maintaining the highest quality and safety standards, reducing the failure rate (of the facility and its elements) and minimising the rate of unscheduled or unplanned shutdowns.

Adoption of the policy will underpin short; medium and long-range planning and support our further objectives of: -

- ◇ Optimisation and utilisation of our assets.
- ◇ Reduction in down time.
- ◇ Improvement in management & control through data collection; risk management and condition assessment.
- ◇ Improvement in asset efficiency and waste reduction by predicting and preventing failure [minimising scrappages] and/or reducing the cost of elemental failures through pre-planned actions.
- ◇ Minimise energy use through the continued development of sustainability when applied to our building maintenance programme.
- ◇ Increase and optimise useful life.
- ◇ Improve budget control and reduce unplanned costs.
- ◇ Identify and implement cost reductions utilising real property data and maintenance improvements.

Our strategic approach to maintenance [supported by a schedule of dedicated planned surveys] will enhance our ability to develop operational plans which will allow us to: -

- ◇ Prioritise work
 - Emergency repairs; Backlog; User requests; Turnover (short term investment assets) & Miscellaneous.

- ◇ Deliver an appropriate maintenance strategy and programme based on best practice approaches (see maintenance methodology below)
- ◇ Develop consistent [Authority wide] quality [of work]; standards and procedures.

Operationally, the strategic objectives translate into day to day activity which focuses on identifiable and tangible outcomes: -

- ◇ To retain the asset in a condition in which it can perform its intended function
- ◇ To prevent deterioration; failure and extend the useful life of the asset
- ◇ To maintain and/or restore physical condition and performance to a level acceptable to the 'Council' and stakeholders
- ◇ Recover from any structural and/or service failure
- ◇ Maintain (for individual assets) a database of works performed; costs and asset performance
- ◇ Reduce both capital spend and revenue costs

Maintenance Methodology. [Methods; System; Procedures; Processes & Protocols]

The councils overriding objectives in respect of maintenance i.e. consistent performance; value and reliability, can best be achieved by the development and maintenance of a robust management methodology which aligns to BS 8210 : 2012 (Guide to Facilities Maintenance Management). This methodology encompasses a robust system defining methods; procedures; processes; protocols and responsibilities. West Lindsey District Council will adopt best practice in relation to these elements and they are detailed in the "Guidance Notes; Methodology; Methods; Procedures; Processes and protocols" which accompany this Policy.

The guidance will identify the core operational elements within maintenance along with definitions and our approach to strategic and operational plans along with actual action plans. Individual maintenance plans should carry indicative costs as they are developed, and this will further support budget management for immediate; short; medium and long-term activity.

The methodology and process for maintenance will be managed in a fully integrated manner and follow a structured process which observes a number of key stages: -

- Assets required to support primary/core business activity and services will be identified and the services defined.
- All secondary assets will be identified along with their function.
- The required level of asset performance will be identified.
- The condition of all assets will be audited.
- The scope of maintenance required will be identified.
- Appropriate maintenance methods (more than one may apply) available will be determined and applied along with resource requirements.
- Maintenance plans and budgets should be prepared to address immediate; short; medium and long-term requirements.
- A strategic plan for delivery should be agreed.
- Plans and programmes implemented.
- Performance monitoring; plan review and programme control should be assessed.

Date

**WEST LINDSEY DISTRICT COUNCIL
BUILDINGS and PREMISES MAINTENANCE POLICY**

Policy Statement

West Lindsey District Council is committed to providing buildings; premises and facilities which, (for employees; visitors; contractors and all user groups) are safe; well maintained; clean; accessible and which will provide a comfortable and secure environment.

Our buildings and facilities will be reliable; fit for purpose; compliant with current legislation and will fully support the delivery of the council's service obligations and corporate goals. We will maintain our buildings and facilities in a manner which protects and/or enhances their monetary, or strategic, value for the duration of our ownership.

To achieve this, we will: -

- Periodically survey all facilities comprising our property estate in order to verify structural condition, levels of safety and compliance and identify any gaps in relation to our prescribed policy goals and objectives.
- Continually monitor the physical condition of our buildings and facilities and factually record the results of all surveys; incidents and failures.
- Ensure that we maintain a robust and transparent system of maintenance which includes 'Executive'; 'Officer' and 'Contractor' responsibilities along with robust financial reporting, planning and procurement procedures and protocols.
- Base our maintenance programme and spend on survey data and prioritise works around identified requirements.
- Ensure that maintenance services [however procured] are professional in delivery and make the best use of available funding.
- Develop an effective 'Emergency' response within our maintenance system.
- Through planned interventions, minimise the risk of unforeseen major defects which may compromise or adversely affect the core business of the 'Council'.
- Ensure that the maintenance system and processes facilitate the prioritisation of maintenance contracts and programmes by identifying business critical facilities and works relating to compliance and Health & Safety.
- Ensure that, where reasonably practical, maintenance projects are co-ordinated with other construction projects/works to minimise operational and financial impact.

Scope of the Policy. Applies to all the Councils physical property assets for which they have maintenance obligations, direct or implied.

Responsibilities. A schedule of delegated responsibilities is printed in the Guidance document accompanying this policy.

Policy Review. This 'Policy' will be reviewed every three years.

Date.