

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest & Commons Committee	6 July 2020
<b>Subject:</b> Cyclical Works Programme Bid – 2021/22	<b>Public</b>
<b>Report of:</b> City Surveyor <b>CS:</b>	<b>For Information</b>
<b>Report Author:</b> Alison Bunn – Head of Facilities Management	
<p><b>Summary</b></p> <p>This report sets out a provisional list of cyclical projects being considered for properties under the management of Epping Forest and Commons Committee under the “cyclical works programme”.</p> <p>The draft cyclical project list for 2021/22 totals £607,500 and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.</p> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• That Committee notes the content of this report</li> </ul>	

### **Main Report**

#### **Background**

1. The total value of the approved projects for the 2020/2021 cyclical works programme (CWP) for the Epping Forest and Commons Committee was £900,400 which consisted of 57 projects.
2. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list in 2021/22 for Epping Forest and Commons.

#### **Current Position**

3. The attached list at Appendix A is a provisional list of projects for Epping Forest, City Commons and Burnham Beeches under consideration for 2021/22 that fall within the actual funded list.
4. The attached list at Appendix B is the reserve list of projects for Epping Forest, City Commons and Burnham Beeches which fall within the overall CWP bid list for 2021/22 but are unfunded.
5. The information for the bid has been taken from the forward maintenance plans for each property within the Estate; these plans are regularly updated in

conjunction with the Superintendent and their management team to ensure they are as accurate as possible.

6. It should be noted that this provisional list for 2021/22 is subject to a final review prior to presentation to the Corporate Asset Sub-Committee in September 2020 and consideration by the Resource Allocation Sub-Committee at the beginning of 2021.
7. The CWP covers all operational property and due to the prioritisation mechanism for each project the amount of funding for each location will vary year on year. The amount of funding available for the overall CWP has not diminished just projects for other locations have scored higher than the projects for Epping Forest, Burnham Beeches and City Commons for this year.
8. It is intended that Epping Forest, City Commons and Burnham Beeches benefit from the provisional 2021/22 cyclical works programme as follows:

Epping Forest	£483,000	80%
City Commons	£70,500	11%
Burnham Beeches	£54,000	9%
	<b>£607,500</b>	

### **Prioritisation of Projects**

9. The project prioritisation model developed for the cyclical works programme has been applied to projects identified from forward cyclical maintenance/replacement plans of the Barbican Centre, GSMD and the Corporate Properties under the City Surveyors control.
10. Essential Projects for consideration of including within the bid list are ranked in order of priority according to the following criteria and scoring mechanism.
  - Health, Safety & Security (weighting 5)
  - COL Reputational (weighting 4)
  - Maintaining Income Stream (weighting 4)
  - Assets Performance (weighting 5)
  - Client Feedback (weighting 2)
11. The cyclical works programme Peer Review Panel chaired by the Financial Services Director has met twice to consider the draft prioritisation of projects across all Departments. The panel has provided a “sense check” to ensure that the prioritisation ranking reflected in the Prioritisation model has been rigorously and consistently applied and that the outcomes in terms of prioritisation align to the City’s strategic aims and objectives.

### **Corporate & Strategic Implications**

12. The CWP links to the City Surveyor’s Business Plan:

**Strategic asset management:** We will develop asset management strategies that align Corporate Property Strategy, Investment Property Strategy and

risks. We will ensure that we unlock the potential of our property assets in a way that supports the efficient delivery of the Corporate Plan and Service Departments' objectives.

**Property assets and facilities management:** We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management plans, facilities management including hard (planned and reactive maintenance) and soft services (cleaning, security, etc), cyclical projects and minor improvements and delivery of major capital projects for refurbishments and new builds.

## **Conclusion**

13. The attached provisional list of work for 2021/22 with an indicative value of £607,500 allows the on-going cyclical repairs and maintenance of the City's Operational estate at Epping Forest, City Commons and Burnham Beeches to continue.

## **Appendices**

- Appendix A - Provisional Cyclical Works Programme 21/22 Actual List
- Appendix B – Provisional Cyclical Works Programme 21/22 Reserve List

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