

**PERTH AND KINROSS COUNCIL****Property Sub-Committee - 18 August 2010****PROPERTY CAPITAL IMPROVEMENT PROGRAMME AND  
PROPERTY CAPITAL FUNDED ENERGY CONSERVATION & CARBON  
REDUCTION PROGRAMME 2010/11 – 2014/15****Report by the Head of Property**

This report notes the proposed Property Development Programme and Energy Conservation & Carbon Reduction Programme for 2010/11- 2014/15.

**RECOMMENDATIONS**

It is recommended that the Committee.

- i) Approve the full business case for the Capital Programme for 2010/11 (as detailed in Appendix 1) and
- ii) Note the outline projects listed in Appendix 2 as part of the setting of the Capital Programme for 2014/15.

**BACKGROUND**

1. The Special Council Meeting of 11 February 2010 approved the Composite Capital Budget 2009/10 – 2014/15 (Report 10/72 refers). In line with the Council's project management procedures, full business cases for the period 2010/11 require to be submitted for approval to Service Committees.
2. The Special Council Meeting of 11 February 2010 also approved the 2014/15 capital programme (Report 10/72 refers). The outline business cases for this period together with years 2011/12 to 2013/14 also require to be considered by committee.

**PROPOSALS**

3. Projects in financial year 2010/11 are listed in Appendix 1. Copies of the full business case are available in the Councillors' lounge or by contacting the author of this report.
4. The proposed property capital works and energy conservation programme approved by Council as part of the setting of the 2014/15 capital programme are detailed in Appendix 2.

## CONSULTATION

5. All outline and full business cases were submitted for vetting to the Corporate Resource Group.

## RESOURCE IMPLICATIONS

6. Funding for the capital works 2010/11 as detailed in Appendix 1 is contained within the approved Capital Budget 2010/11 – 2013/14.
7. Funding allocated for capital works 2011/12 to 2014/5 and energy conservation works for 2014/15 is contained within the approved 2010/11 – 2014/15 Capital Programme.

## COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

8. The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:-
  - (i) A Safe, Secure and Welcoming Environment
  - (ii) Healthy, Caring Communities
  - (iii) A Prosperous, Sustainable and Inclusive Economy
  - (iv) Educated, Responsible and Informed Citizens
  - (v) Confident, Active and Inclusive Communities

This report links to (i) A safe, Secure and Welcoming Environment.

## EQUALITIES IMPACT ASSESSMENT (EqIA)

9. An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
10. The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
  - i) Assessed as **not relevant** for the purposes of EqIA

## STRATEGIC ENVIRONMENTAL ASSESSMENT

11. Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).
12. Pre-screening has identified that the PPS will have no or minimal environmental effects, it is therefore exempt and the SEA Gateway has been

notified. The reason(s) for concluding that the PPS will have no or minimal environmental effects is that:

- The programme is at the bottom of the policy hierarchy influenced by the Property Asset Management Plan, Tayside Procurement Strategy and the Carbon Management Plan (all of which are undergoing SEA screening). Please note that the Property Asset Management Plan is due to be reviewed and will be reconsidered under the SEA legislation. Perth and Kinross Council integrated Appraisal Toolkit has been used to identify whether there are any environmental effects as a result of the programme (see attached summary in Appendix 4 of this report). Positive environmental effects have been identified particularly in the areas of climate change consumption and production, cultural heritage and biodiversity, however, it is determined that due to the programme's place in the policy hierarchy as well as the coverage of the programme (non domestic Council properties only) that these environmental effects will be minimal.

## CONCLUSION

13. The range of capital works to be executed in 2010/11 is detailed in a full business case. Outline business cases approved as part of the setting of the capital programme for 2011/12 - 2014/15 are presented for noting and will be subject to future reporting.

RUSSELL THOMSON  
Head of Property

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

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**Date of Report** 06 August 2010

If you or someone you know would like a copy of this document in another language or format, (On occasion only, a summary of the document will be provided in translation), this can be arranged by contacting  
Alma Murray, Equalities Assistant  
on  
01738 476558 or [TESEqualities@pkc.gov.uk](mailto:TESEqualities@pkc.gov.uk)



Council Text Phone Number 01738 442573



## PROPERTY CAPITAL PROGRAMME

### 2010/11 Full Business Case Summary

| Programme   | 2010/11<br>£     |
|---|------------------|
| Disability Discrimination Act (DDA) adaptations & alterations | 225,000          |
| Roof and insulation upgrades / replacements                   | 81,000           |
| Window replacement, double glazing installation               | 162,000          |
| Heating upgrades and boiler replacement                       | 100,000          |
| Fire alarms and emergency lighting                            | 21,000           |
| Commercial kitchen upgrade works                              | 67,000           |
| Electrical systems works and rewiring                         | 25,000           |
| Toilet refurbishments   | 34,000           |
| Property compliance works (H&S)                               | 500,000          |
| Capital Improvement programme                                 | 432,000          |
| <b>Total</b>  | <b>1,640,000</b> |

- The above figures are the approved capital funds.
- The figures shown in the business cases represent the initial bids made for capital funds.



## 2011/12 – 2014/15 Outline Business Case Summary

| <b>Programme</b>  | <b>2011/12<br/>£</b> | <b>2012/13<br/>£</b> | <b>2013/14<br/>£</b> | <b>2014/15<br/>£</b> |
|---|----------------------|----------------------|----------------------|----------------------|
| Property compliance (Health & Safety) programme               | 550,000              | 605,000              |                      |                      |
| Capital improvements programme                                | 825,000              | 907,000              | 990,000              | 950,000              |
| Energy conservation and carbon reduction programme            |                      |                      |                      | 165,000              |
| Disability Discrimination Act (DDA) adaptations & alterations | 220,000              | 242,000              | 250,000              |                      |
| <b>Total</b>  | <b>1,595,000</b>     | <b>1,754,000</b>     | <b>1,240,000</b>     | <b>1,115,000</b>     |

- The above figures are the approved capital funds
- The figures shown in the business cases represent the initial bids made for capital funds.



**CAPITAL PLANNED MAINTENANCE PROJECTS  
PROVISIONAL PROGRAMME 2010/11**

| SERV                                | REF  | PROPERTY                | DESCRIPTION                                     | LOCATION & AREA                 |
|-------------------------------------|------|-------------------------|---|---------------------------------|
| <b>ROOF WORKS PROGRAMME</b>         |      |                         |   |                                 |
| ECS                                 | 0492 | MILNATHORT PRIMARY      | REPLACE FELT ROOF                               | NURSERY UNIT                    |
| ECS                                 | 0415 | STANLEY PRIMARY         | ROOF VALLEY WORKS                               | MAIN ROOF                       |
| ECS                                 | 0465 | ROYAL SCHOOL OF DUNKELD | PARAPET REPAIRS                                 | MAIN BUILDING                   |
| ECS                                 | 0447 | GUILDTOWN PRIMARY       | REPLACE FELT ROOF                               | KITCHEN/ HALL AND REAR CORRIDOR |
| <b>WINDOW REPLACEMENT PROGRAMME</b> |      |                         |   |                                 |
| ECS                                 | 0387 | CRAIGIE PRIMARY SCHOOL  | WINDOW REPLACEMENT                              | MAIN SCHOOL                     |
| ECS                                 | 0434 | ALYTH PRIMARY SCHOOL    | REPLACE WINDOWS                                 | TWO STORY BLOCK                 |
| ECS                                 | 0378 | PERTH ACADEMY           | WINDOW REPLACEMENT                              | DINNING BLOCK/<br>FITNESS GYM   |
| <b>HEATING UPGRADE PROGRAMME</b>    |      |                         |   |                                 |
| ECS                                 | 7958 | AUCHTERARDE COMM SCHOOL | KITCHEN BOILER HOUSE UPGRADE                    | KITCHEN BOILER HOUSE            |
| ECS                                 | 0465 | ROYAL SCHOOL OF DUNKELD | BOILER HOUSE UPGRADE                            | MAIN BUILDING                   |
| ECS                                 | 0403 | ABERNYTE PRIMARY        | BUILD NEW BOILER HOUSE AND NEW PLANT / CONTROLS | MAIN BUILDING                   |
| ECS                                 | 7078 | AK BELL LIBRARY         | PHASED REPLACEMENT BOILERS                      | MAIN BUILDING                   |
| ECS                                 | 0478 | COMRIE PRIMARY          | REPLACEMENT BOILERS                             | MAIN BUILDING                   |

|  |      |                              |   |                                    |
|--|------|------------------------------|---|------------------------------------|
| ECS  | 0421 | PITCAIRN PRIMARY             | REPLACE STORAGE HEATERS AND CONTROLS  | HORSA UNIT                         |
| HCC  | 0706 | BIRCHWOOD HOUSE              | REPLACEMENT BOILERS   | MAIN BUILDING                      |
| ECS  | 0449 | ROBERT DOUGLAS MEMORIAL P.S. | REPLACE DOMESTIC BOILER (ANDREWS)   | MAIN BUILDING                      |
| ECS  | 0449 | ROBERT DOUGLAS MEMORIAL P.S. | REPLACE 1 OFF GAS BOILER  | MAIN BUILDING                      |
| ECS  | 0424 | BLAIRGOWRIE REC              | REPLACEMENT AIR CON SYSTEM  | MAIN BUILDING                      |
| ECS  | 0424 | BLAIRGOWRIE HIGH SCHOOL      | REMOVAL OF OLD OIL TANK HOUSING AND RESURFACE WORKS   | ADJACENT TO TO<br>MOBILE CLASSROOM |
| ECS  | 0444 | BURELLTON PRIMARY            | REPLACE BOILER  | BOILER HOUSE                       |
| HCC  | 3459 | JESSIE STREET                | ADD BOASTER SET TO BOILER SYSTEM  | BOILER HOUSE                       |
| <b>FIRE ALARM / EM LIGHT. PROGRAMME</b>        |      |                              |   |                                    |
| TES  | 7550 | PERTH CREMATORIUM            | NEW FIRE ALARM SYSTEM (LINK TO GAS SHUT OFF) & EMERGENCY LIGHTING UPGRADE                         | MAIN BUILDING                      |
| ECS  | 0424 | BLAIRGOWRIE HIGH             | UPGRADE FIRE ALARM SYSTEM   | ALL BUILDINGS                      |
| ECS  | 7597 | PERTH ART GALLERY & MUSEUM   | REPLACE OBSOLETE RADIO DETECTORS  | ALL BUILDINGS                      |
| ECS  | 0451 | PITLOCHRY HIGH               | UPGRADE FIRE ALARM SYSTEM/  | ALL BUILDINGS                      |
| <b>ELECTRICAL SYSTEMS WORKS &amp; REWIRING</b> |      |                              |   |                                    |
| ECS  | 1341 | NORTH MUIRTON PRIMARY        | REPLACE CEILINGS AND NEW LIGHTING PHASED / DISABLED TOILET CORR/ TOILET CORR/ RESOURCE FOYER AREA | MAIN BUILDING                      |
| ECS  | 0396 | OUR LADY'S PRIMARY           | NEW WIRING AND LIGHTING TO FIRST FLOOR CLASSROOMS   | MAIN BUILDING                      |
| <b>TOILET REFURBISHMENT PROGRAMME</b>          |      |                              |   |                                    |
| ECS  | 7050 | FERGUSON GALLERY             | REFURB GROUND FLOOR PUBLIC TOILETS  | PUBLIC TOILETS<br>MALE/FEMALE      |

## **Appendix 4**

### **SEA Integrated Appraisal Toolkit**



## TOOLKIT RESPONSE SUMMARY

**ORGANISATION:**

Perth & Kinross Council  
Pullar House  
35 Kinnoull Street

Perth

Perthshire

**USER:** Allan Burt

**USERS ROLE:** Construction Manager

**CONTACT TEL:**

**INITIATIVE:** Property Capital Expenditure Programme 2010-2011

**RESPONSE ICON KEY**

- No Response
- Don't know – it's not relevant/not applicable
- Don't know – even though it is relevant
- No – not at all true
- No – some truth, but a long way to go
- Mixed – partly true, but some way to go
- Yes – largely true, but still more to do
- Yes – completely true

## MAIN SECTIONS RESPONSE SUMMARY

-  Built Environment
-  Climate Change
-  Community
-  Consumption & Production
-  Culture & Recreation
-  Economy
-  Equality & Diversity
-  Health & Well-Being
-  Lifelong Learning
-  Natural Environment
-  Transport & Connectivity

## Built Environment

### 1 Built Environment

The initiative contributes towards a high quality, well-designed built environment that complements the distinctive and historic local character?

Yes – largely true, but still more to do

#### 1.1 Historic Built Environment

The initiative will maintain or enhance the character of built heritage or a particular historical feature in the area?

Yes – completely true

#### 1.2 Housing

The initiative will help to provide a sufficient range of (particularly affordable) housing that is well-designed and sustainable?

Don't know – it's not relevant/not applicable

**Justification:**

Housing does not form part of this Property Capital Programme

#### 1.3 Identity and Character

The initiative will be well designed to support and enhance local distinctiveness whilst creating a "sense of place"?

Yes – largely true, but still more to do

**Justification:**

Design and Specification will recognise existing construction detailing and mirror where appropriate.

#### 1.4 Open Space

Will the initiative help to ensure that a wide range of accessible, attractive and safe open spaces are available to all?

Yes – completely true

**Justification:**

Applies only to playgrounds within schools

## Climate Change

### 2 Climate Change

The initiative will contribute towards tackling the causes and effects of climate change?

**+** *Yes – largely true, but still more to do*

#### 2.1 Adaptation

The initiative has taken account of potential changes brought about by climate change (e.g. flooding, higher temperatures, heatwaves and more frequent storms)?

**=** *Mixed – partly true, but some way to go*

**Justification:**

2010-11 Capital programme recognises elements of properties most at risk from flooding or frequent storms and will include works to buildings/drainage systems etc, to mitigate.

#### 2.2 Greenhouse gas mitigation

The initiative will help to mitigate greenhouse gases?

**+** *Yes – completely true*


**Justification:**

Capital Programme includes energy saving initiatives; rock or glass wool roof/wall insulation, efficient boiler installations, biomass, pipe insulation using rockwool or glass fibre, door, window, screen double glazing, timbers from sustainable sources: non use of CFC based aerosols, etc.

## Community


### 3 Community

The initiative will contribute towards encouraging vibrant and safe communities, where everyone has an opportunity to participate in community life and local decision-making?

 *Yes – largely true, but still more to do*

#### 3.1 Access to services

The initiative will improve and support access to jobs, services and amenities for the local community?


 *Yes – completely true*

**Justification:**

Responsible within this programme for maintenance improvements to schools, bus station and cultural facilities such as museums, community centres and public halls, but not responsible for shops, healthcare or places of worship.

#### 3.2 Community Safety

The initiative will contribute towards reducing crime, disorder and danger and support social cohesiveness?

 *Yes – largely true, but still more to do*

**Justification:**

Design and installation of security cameras and controlled access systems as well as improvements to barriers and perimeter fencing at appropriate buildings. Limit on funding precludes doing more.

#### 3.3 Engagement

The initiative will seek to adequately engage with all members of the community in the decision-making process for the area?


 *Mixed – partly true, but some way to go*

**Justification:**

Communication and engagement is with representatives of other Services to establish needs and requirements. The Service users have their own forum for engaging with the local community and user representatives.

#### 3.4 Identity and Citizenship

The initiative will help support and enhance the local identity whilst promoting citizenship?

 *Yes – largely true, but still more to do*

**Justification:**

Improvements to properties to improve and enhance heritage and local community. Limit to funding available.

#### 3.5 Social Inclusion

The initiative will promote social inclusion for all?

 *Yes – completely true*

**Justification:**

The Capital Programme identifies properties where improvements in access, lighting, aids to hearing, etc, facilitate comprehensive use.

## Consumption & Production

### 4 Consumption and Production

The initiative will promote more sustainable production and consumption of goods and services?

**+** Yes – completely true

#### 4.1 Energy

The initiative will help reduce energy consumption and promote energy efficiency?

**+** Yes – completely true

**Justification:**

The Capital Programme promotes energy efficiency through installation of alternative heat sources (Biomass, solar energy at present), high efficiency gas and oil fired boilers, improvements in insulation standards to minimise heat loss, installation of double glazing, etc

#### 4.2 Waste

The initiative will encourage the prevention, reduction, re-use, recovery or recycling of waste?

**+** Yes – completely true

**Justification:**

Contractors encouraged to minimise waste, use building products with a high recycling content ;removing asbestos based products in a responsible manner; making use of elements from duntakings, and employing rainwater harvesting wherever practicable, etc.

## **Culture & Recreation**


### **5 Culture and Recreation**

The initiative will support the promotion and enhancement of cultural and recreational opportunities for all?

 *Yes – completely true*

#### **5.1 Cultural Heritage**

The initiative will preserve, promote and enhance assets of local culture and heritage?

 *Yes – completely true*

**Justification:**

Capital Improvement programme includes works to monumnets, heritage buildings and cultural assets such as museums, lecture theatres, halls,etc. Consult with Perth & Kinross Heritage Trust on appropriate buildings.

#### **5.2 Leisure, Sport and Recreation**

The initiative will help provide, encourage and improve access to leisure, sports and recreational activities for all?

 *Yes – completely true*

**Justification:**

Improvements to the built facilities (museums, lecture theatres, halls, leisure facilities within schools, supporting use by community groups; physical access improvements, lighting and hearing levels, lifts, etc for physically impaired.

## Economy

### 6 Economy

The initiative will encourage sustainable economic growth?

**+** *Yes – largely true, but still more to do*

#### 6.1 Business

The initiative will encourage business creation and development?

**+** *Yes – largely true, but still more to do*

**Justification:**

By improving all public buildings this will support a better place to live and encourage individuals and businesses to establish in the area and sustain development.

#### 6.2 Employment

The initiative will ensure a wide range of jobs are accessible to all communities and locations (particularly disadvantaged areas)?

**+** *Yes – largely true, but still more to do*

**Justification:**

Planned improvement and maintenance of all public non-domestic buildings will ensure Services can continue to be delivered from them in an effective manner. Continuing to deliver the diversity of services sustains employment and employment opportunities over a wide range of jobs and professions.

#### 6.3 Tourism

The initiative will help promote sustainable tourism for the area?

**+** *Yes – completely true*

**Justification:**

Improvements and maintenance of PKC heritage assets historic/listed buildings/monuments etc) facilitates and encourages tourism.

#### 6.4 Well Skilled

The initiative will help to develop and improve people`s skills?

**=** *Mixed – partly true, but some way to go*

**Justification:**

The Capital Improvement Programme includes improvements and servicing of educational buildings and assets (approx 80% of funds)

## Equality & Diversity

### 7 Equality and Diversity

The initiative will promote equal life opportunities for all?

**+** Yes – largely true, but still more to do

#### 7.1 Age

The initiative will not discriminate against an individual's age?

**+** Yes – largely true, but still more to do

**Justification:**

Installing safer and more convenient means of access, better lighting and sound systems. Offering facilities where community groups can meet, etc

#### 7.2 Disability

The initiative will not discriminate against an individual's disability?

**+** Yes – completely true

**Justification:**

Offers well maintained, safe buildings fit for purpose with improved access facilities, information systems, security systems within each local community.

#### 7.3 Gender

The initiative will not discriminate against an individual's gender?

**+** Yes – largely true, but still more to do

**Justification:**

Improvements to buildings in general does not have any gender bias, although improvements to certain facilities to cater for particular groupings may be less well catered for. Families and very young children for example.

#### 7.4 Race

The project or proposal will not discriminate against an individual's or group's race?

**+** Yes – largely true, but still more to do

**Justification:**

Improvements will not consciously discriminate as everything is done to ensure that all buildings are maintained for use by all in the community.

#### 7.5 Religion and Belief

The initiative will not discriminate against an individual's or group's religion or belief?

**+** Yes – largely true, but still more to do

**Justification:**

as last answer.

#### 7.6 Sexual Orientation

The initiative will not discriminate against an individual's sexual orientation?

**+** Yes – largely true, but still more to do

**Justification:**

as last

## Health & Well-Being

### 8 Health and Well-being

The initiative will improve health and well-being and/or improve access to health care for all?

Yes – largely true, but still more to do

#### 8.1 Lifestyle

The initiative will promote opportunities for gaining knowledge of and achieving a healthier lifestyle?

Don't know – it's not relevant/not applicable

#### 8.2 Physical Environment

The initiative will help to create a healthier physical environment for all?

Yes – completely true

**Justification:**

Maintenance and improvements to buildings offering, or promoting, healthier physical activities, (schools, leisure facilities, halls, community centres, etc) and improvements to the serviced infrastructure within buildings (ventilation, heating, lighting, air conditioning, etc)

#### 8.3 Social Environment

The initiative will help to create a healthier social environment for all?

Yes – largely true, but still more to do

**Justification:**

Improvements to local authority buildings helps maintain these in good order for use by the community thus ensuring that opportunities for social integration through use of community facilities is well catered for.

## **Lifelong Learning**

### **9 Lifelong learning**

The initiative will provide opportunities for lifelong learning?

**+** *Yes – completely true*

#### **9.1 Community learning and development**

The initiative will provide opportunity for community learning and development?

**+** *Yes – completely true*

**Justification:**

Improvements to facilities offering education and social development opportunities include schools, halls vcommunity centres, libraries, museums etc.

#### **9.2 Formal learning**

The initiative will provide opportunity for children and young people to improve their attainment and achievement?

**+** *Yes – completely true*

**Justification:**

Through improvements and maintenance of community facilities such as schools, sports facilities, libraries etc.

## Natural Environment

### 10 Natural Environment

The initiative will contribute towards protecting and improving the natural environment within the area?

**=** *Mixed – partly true, but some way to go*

#### 10.1 Air, water and land quality

The initiative will protect and enhance the quality of the area's air, water and land?

**■** *Don't know – it's not relevant/not applicable*

**Justification:**

Budget relates to internal environment within properties.

#### 10.2 Biodiversity

The project or proposal will protect, enhance and manage the area's biodiversity?

**=** *Mixed – partly true, but some way to go*

**Mitigation:**

Ensure all officers are aware to liaise with Biodiversity officer.

**Justification:**

Do consider certain aspects eg bats, nesting birds etc, but other elements need to be considered such as enhancement aspects.

#### 10.3 Historic Environment

The initiative will protect, enhance and manage the area's historic environment?

**+** *Yes – largely true, but still more to do*

**Justification:**

Improvements and maintenance will include buildings of historic significance, although funding is limited in this area.

#### 10.4 Landscape and Geology

The initiative will protect, enhance and manage the area's natural landscape and geology?

**■** *Don't know – it's not relevant/not applicable*

## **Transport & Connectivity**

### **11 Transport and Connectivity**

The initiative contributes towards providing accessible and appropriate transport services and communication linking people to jobs, schools, health and other services?

*Don't know – it's not relevant/not applicable*

#### **11.1 Accessibility and Connectivity**

The initiative provides and supports adequate and accessible transport provision for everyone?

*Don't know – it's not relevant/not applicable*

#### **11.2 Sustainable Transport**

The initiative supports and encourages the provision of sustainable modes of transport?

*Don't know – it's not relevant/not applicable*

