Etwall Leisure Centre
fitness sport leisure
excellence in exercise success in sport

Joint Management Committee

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Our Ref: Date: 19 September 2017

Dear Councillor,

Etwall Leisure Centre Joint Management Committee

A Meeting of the **Etwall Leisure Centre Joint Management Committee** will be held at **John Port School**, on **Wednesday, 27 September 2017** at **17:00**. You are requested to attend.

Yours faithfully,

Frank McArdle

Secretary to the Joint Management Committee

To: **Representatives of South Derbyshire District Council**
Conservative Group
Councillor Mrs Plenderleith and Councillor Billings

Labour Group
Councillor Shepherd

Representative of Governors of Etwall John Port School
Mr C Edwards

Representative of Derbyshire County Council
Councillor Mrs Chilton

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AGENDA

Open to Public and Press

1	Appointment of Chairman	
2	Appointment of Vice-Chairman	
3	Apologies and to note any Substitutes appointed for the Meeting.	
4	To receive the Open Minutes of the following Meetings:-	
	Etwall Joint Management Committee 9th January 2017 Minutes	**4 - 7**
	Etwall Joint Management Committee 16th May 2017 Minutes	**8 - 9**
5	To note any declarations of interest arising from any items on the Agenda	
6	ACTIVE NATION QUARTERLY PERFORMANCE REPORT - Verbal report	
7	FINAL ACCOUNTS 2016-17	**10 - 12**
8	REPAIRS AND MAINTENANCE - LIFECYCLE COSTING	**13 - 30**
9	SCHOOL UPDATE - Verbal report	

Exclusion of the Public and Press:

10 The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the

header to each report on the Agenda.

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OPEN

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

9th January 2017

PRESENT:-

Representatives of South Derbyshire District Council
Conservative Group
Councillor Mrs A Plenderleith (Vice-Chairman) and Councillor A Billings

Labour Group
Councillor D Shepherd

Officers
M Roseburgh (Cultural Services Manager), Mrs R Pabla and C Tyler (Democratic Services Officers)

Representatives of Etwall John Port School
Governing Body
C Sainsbury

Officer
G Golding
M Walker-Endsor

Representatives of Active Nation
J Dobson and S Tasker

EL/59 **APPOINTMENT OF CHAIRMAN**

Councillor Billings proposed that this matter be deferred due to the current situation relating to school governors.

RESOLVED:-

That the Appointment of Chairman be deferred to a later meeting.

EL/60 **APOLOGIES**

Apologies for absence from the Meeting were received from County Councillor Mrs K Lauro.

EL/61 **MINUTES**

The Open Minutes of the Meeting held on 26th September 2016 were noted, approved as a true record and signed by the Vice-Chairman.

EL/62 **DECLARATIONS OF INTEREST**
The Committee was informed that no declarations of interest had been received.

EL/63 **ACTIVE NATION PERFORMANCE REPORT – VERBAL REPORT**

J Dobson presented the quarterly review (October to December 2016) of Etwall Leisure Centre, making particular reference to the following items;

Supporter Base

- Total membership currently stands at 1,893, with the average length of stay currently at 9.5 months.
- Swim Scheme: Currently 1,400 children participating, with the Centre making use of Etwall Primary School's pool for Pre-School sessions.

Good News Stories

- Increased participation levels, year to date stand at 39,525.
- 300 children took part in the Multisport half term holiday camp.
- 50 children took part in the Soccer Stars half term holiday camp.
- The National Circuit Badminton tournament took place.
- CAP2 launched for swim lesson feedback with positive growth on swim lessons of 1,400 children.
- Active Nutrition package launched alongside current exercise packages.
- Works completed on the school changing room AHUS.
- Tennis courts have had new flood lights fitted and new posts and nets, all operational now.
- Net Promotor Score is 52
- Badminton summer camps undertaken.
- Social Media – Facebook, Twitter and Website increased local usage.
- Saturday Night Project: 60 children per weekend attending.
- New Active Nation website launched: 40,891 hits recorded
- Quest accreditation due 23rd and 24th January 2017.
- 3g pitch usage – 39,146 users YTD.
- Discovery weekends taking place for new supporters14th and 15th January.
- GO TRI Events available in Etwall in February.
- Community Events.

Etwall Leisure Centre Participation Figures

Usage figures continued to show an increase, with 38,841 recorded for November 2016, compared to 32,982 last November.

G Golding queried why the figures relating to the usage of the pool seemed to have plateaued. J Dobson responded that this was largely due to block bookings for sessions.

The Vice-Chairman referred to concerns raised by members of the community with regards to access to the pool. J Dobson clarified that this matter was being addressed where weekend timeslots and alternative times in the weekday had been offered in order to cater for both school and community usage of the pool.

Councillor Shepherd referred to the swim scheme and queried the ongoing use of Etwall Primary School catering for preschool children. J Dobson explained that swimming lessons were being provided at the smaller pool at Etwall Primary School during lunchtimes and evenings in order to prepare preschool children for stage one, two and three swimming lessons at Etwall Leisure Centre.

Councillor Shepherd requested an update on the procurement of a cover for the swimming pool. J Dobson informed the Committee that quotes for the cost of the cover had been submitted to the Director of Planning and Community Services. The Cultural Services Manager advised that these were being reviewed against the maintenance budget.

***RESOLVED*:-**

The Committee considered and noted the points made in the presentation.

C Sainsbury joined the Meeting at 5.15pm

EL/64 **INCOME & EXPENDITURE 2016/17 and PROPOSED BASE BUDGET 2017/18**

The Cultural Services Manager presented the report to Committee, providing an update on the Leisure Centre's financial position for the current financial year 2016/17 against the approved budget, together with the proposed estimates of income and expenditure for 2017/18.

The Committee was informed that the reduction in the Contract fee following the extension of the Contract with Active Nation would reduce running costs by approximately £30,000 per year. It was highlighted that the main pressures on the budget are the maintenance and utility costs as centre is ageing and usage is high.

It was noted that the reduction in the contribution from the County Council in 2017/18 had been reflected in the proposed budget. The Committee was advised that the full effect of the County Council's contribution would impact in 2018/19 when the contribution is scheduled to be withdrawn altogether.

The Vice-Chairman queried whether an asset register factoring in depreciation had been drafted. The Cultural Services Manager advised that the task had been commenced, but required finalisation. The Vice-Chairman requested this be addressed as this would be a useful tool. Councillor Billings queried the figure quoted repairs and maintenance. The Cultural Services Manager addressed this matter and suggested it may need updating to reflect the increased usage of the facility. Councillor Billings stated that the aforementioned register of assets would assist in this respect.

C Sainsbury requested clarification with regards to the lower contract fee agreed with Active Nation for 2017/18, and whether this lower rate would continue for the remainder of the contract. The Cultural Services Manager confirmed that the lower rate would remain in effect until 2024. C Sainsbury also sought clarification on the School's share of overall cost in 2018/19 once the County Council's contribution finished. The Cultural Services Manager confirmed that the contribution split would be 62% South Derbyshire District Council and 38% John Port School as per the original agreement.

***RESOLVED*:-**

That the projected out-turn for 2016/17 and the proposed estimates of income and expenditure for 2017/18 be approved.

EL/65 **FUTURE MEETINGS**

The Committee discussed rescheduling the meeting from 5pm on Mondays to 5pm on Wednesdays.

RESOLVED:-

That the Committee considered and agreed that meetings in the 2017/18 Committee Timetable would be held at 5pm on Wednesdays.

The meeting terminated at 5:35pm.

COUNCILLOR MRS A PLENDERLEITH

VICE-CHAIRMAN

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE: SPECIAL

16th May 2017

PRESENT:-

Representatives of South Derbyshire District Council
Conservative Group
Councillor Mrs A Plenderleith (Vice-Chairman) and Councillor A Billings

Labour Group
Councillor D Shepherd

Officers
S Batchelor – Director of Community and Planning Services
C Tyler - Democratic Services Officer

Representatives of Etwall John Port School
Governing Body
C Sainsbury

Officer
G Golding

Representatives of Active Nation
J Dobson

EL/66 APOLOGIES

The Committee was informed that no apologies for absence had been received.

EL/67 DECLARATIONS OF INTEREST

The Committee was informed that no declarations of interest had been received.

EL/68 ETWALL LEISURE CENTRE COMMUNITY USE REVIEW

The Director of Community and Planning Services presented the report to Committee.

Members enquired as to the current usage and availability of the sports hall and swimming facilities. The Head Teacher clarified that, where feasible, the school is as flexible as possible to cater for mutual school and community usage and that there was no change in the curriculum requirements for the ensuing school year.

The Director confirmed that Derbyshire County Council pay £8,000 per annum to secure the pool's availability for infant swimming sessions. The Centre Manager stated that there were no suitable gaps in this usage that could be utilised to

facilitate additional community use and that the County Council determine the timetable for the primary schools, reviewed annually in June-July. It was acknowledged that occasionally sessions are cancelled at short notice due to sickness or other commitments.

Options to increase the swimming provision were outlined by the Director, but due to the space limitations and higher than anticipated building costs, this could not be addressed in the near future. However, assurance was given that the financial position is subject to ongoing review, in particular when determining the use of Section 106 contributions from local developments.

The Vice-Chairman commented on the frustrations expressed relating to sports facility availability and acknowledged that whilst some early (7-8.50am) and later (5.30-6.30 or 6-10pm) sessions had been suggested, these were not ideal, but accepted the need to avoid school hours due to the curriculum requirements.

Councillor Billings enquired into the availability of the sports hall and the opportunity for any future re-modelling. The Director explained that although the future building options had been considered, there were currently only one set of changing rooms, preventing dual usage on practicality and safeguarding grounds, and that the hall was often in use after school for Sports Partnership competitions.

Councillor Shepherd surmised the position in that in accordance with the Joint Management Committee Constitution the school held the veto on the facility usage. The Head Teacher emphasised that whilst the school has an overriding need to cater for its children and satisfy the curriculum requirements, it already demonstrates flexibility in terms of community usage. The Vice-Chairman sought reassurance on behalf of the community that the school regularly review usage and to discuss community usage where opportunities occur. The Head Teacher undertook to do so as part of their review process.

***RESOLVED*:-**

Members considered the request for increased community use during School allocated time. It was noted that whilst no opportunities were currently available to increase community usage, the matter would be subject to ongoing review.

The meeting terminated at 5:25pm.

COUNCILLOR MRS A PLENDERLEITH

VICE-CHAIRMAN

REPORT TO:	**ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE**	**AGENDA ITEM: 7**
DATE OF MEETING:	**27th SEPTEMBER 2017**	**CATEGORY: RECOMMENDED**
REPORT FROM:	**TREASURER TO THE JOINT MANAGEMENT COMMITTEE**	**OPEN**
MEMBERS' CONTACT POINT:	**KEVIN STACKHOUSE (01283 595811)** Kevin.stackhouse@south-derbys.gov.uk	
SUBJECT:	**FINAL ACCOUNTS 2016/17**	**REF:** u/ks/live files/Etwall JMC/final accounts report 16 17
WARD (S) AFFECTED:	**ETWALL, HATTON, HILTON, NORTH WEST, REPTON & WILLINGTON**	

1.0 Recommendations

1.1 That the Final Accounts for 2016/2017 are considered and approved.

2.0 Purpose of Report

2.1 To report the Leisure Centre's final accounts for 2016/17.

3.0 Detail

3.1 Items of income and expenditure for 2016/17 are detailed in **Appendix 1**. This also shows a comparison with the actual expenditure for 2015/16, the budgeted expenditure for 2016/17, together with the estimated position as reported to the Committee in January 2017.

3.2 A summary is provided in the following table.

Total Income and Expenditure	Actual 2015/16 £	Budget 2016/17 £	Projected 2016/17 £	Actual 2016/17 £
Expenditure	163,698	143,592	117,402	94,546
Income	-47,345	-38,875	-34,772	-36,635
Net Cost	**116,353**	**104,717**	**82,630**	**57,911**

3.3 The table shows that the net cost was much lower than the original budget and that projected in January 2017. This was mainly due to anticipated expenditure of up to £13,000 to undertake maintenance/replacement of external doors, eventually being undertaken by contractors.

3.4 In addition, the JMC's contribution to utility costs was lower than estimated. This was due to the tariff price reducing to the base tariff.

3.5 The following table summarises the contributions of the School and the District Council towards the net cost of the facility.

Share of Net Cost	Actual 2015/16 £	Budget 2016/17 £	Projected 2016/17 £	Actual 2016/17 £
South Derbyshire District Council (62%)	72,139	64,625	51,231	35,905
John Port School (38%)	44,214	39,792	31,399	22,006
	116,353	**104,417**	**82,630**	**57,911**

Sinking Fund

3.6 Each year, a contribution of £25,000 is made to a sinking fund which was set up to replace major items of plant and equipment. In addition, a further provision of £5,000 is made for future decommissioning costs.

3.7 During 2015/16, £106,000 was used towards the project to extend the fitness suite and provision of community facilities. This had previously been approved by the Committee.

3.8 As at 31st March 2017, the balance on the sinking fund was £36,667, with £15,000 in the decommissioning provision.

Pensions Reserve

3.9 A provision of £28,174 was still set-aside as at 31st March 2017, which was ring-fenced in 2011 to meet any costs of past service pension deficit following the TUPE transfer of former JMC employees to Active Nation. Following the latest valuation of the Derbyshire Pension Fund which reported in December 2016, no additional liability has been identified.

3.10 Therefore, this provision is available for use elsewhere at the discretion of the JMC.

Future Financial Pressures

3.11 In recent years, the overall cost to the funding partners has decreased. This continued in 2016/17 with a reduction in the management fee to Active Nation. Although most costs are fairly predictable and stable, costs of maintenance and utilities can fluctuate, although these costs have been downward over the last 2 years.

3.12 As previously reported to the Committee, the overall cost of the facility to the funding partners will again increase in 2017/18 and in future years. This is due to the phased reduction in the contribution from the County Council. This contribution will reduce from £34,000 in 2016/17, to zero in 2018/19.

APPENDIX 1

Etwall Leisure Centre - Income and Expenditure	Actual 2015/16 £	Budget 2016/17 £	Projected 2016/17 £	Actual 2016/17 £
Repairs and Maintenance	17,039	11,280	24,280	8,681
Supplies and Services	2,353	2,000	0	0
Contribution to Utility Costs (Gas and Electricity)	7,596	18,000	7,596	3,075
Contribution to Sinking Fund	25,000	25,000	25,000	25,000
Contribution to Decommissioning Costs	5,000	5,000	5,000	5,000
Main Contractor Payment	63,051	62,411	31,625	31,625
Support Costs/Overheads	20,822	19,901	19,901	21,165
JPS Costs (met direct)	22,837	0	4,000	0
Gross Expenditure	**163,698**	**143,592**	**117,402**	**94,546**
Less - County Council Contributions	-38,976	-34,875	-34,772	-34,773
Less - Surplus - Artificial Grass Pitch	-6,369	0	0	0
Less - Café income	-2,000	-4,000	0	-1,862
NET EXPENDITURE	**116,353**	**104,717**	**82,630**	**57,911**
Shared				
South Derbyshire District Council (62%)	72,139	64,625	51,231	35,905
John Port School (38%)	44,214	39,792	31,399	22,006
	116,353	**104,417**	**82,630**	**57,911**

REPORT TO:	**ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE**	**AGENDA ITEM: 8**
DATE OF MEETING:	**27th SEPTEMBER 2017**	**CATEGORY: DELEGATED**
REPORT FROM:	**STUART BATCHELOR DIRECTOR OF COMMUNITY & PLANNING SERVICES**	**OPEN**
MEMBERS' CONTACT POINT:	**MALCOLM ROSEBURGH (01283 595774) malcolm.roseburgh@south-derbys.gov.uk**	
SUBJECT:	**REPAIRS AND MAINTENANCE – LIFECYCLE COSTING**	**REF:** s/leisure/leisure centres AN/ ELC/JMC/17-18/lifecycle costing report
WARD (S) AFFECTED:	**ETWALL, HATTON, HILTON, NORTH WEST, REPTON & WILLINGTON**	

1.0 Recommendations

1.1 That the content and findings of the Etwall Leisure Centre Repairs and Maintenance Lifecycle Costing Exercise is considered and noted.

1.2 That options for managing the budget in relation to repairs and maintenance are considered.

1.3 That £28,714 originally set aside for the Pension Fund but no longer required for that purpose be transferred to the sinking fund and therefore available to replace major items of plant and equipment.

2.0 Purpose of Report

2.1 To update the Joint Management Committee (JMC) on issues related to an exercise examining the lifecycle costing of repairs and maintenance at Etwall Leisure Centre.

3.0 Detail

3.1 Etwall Leisure centre was opened in 2009 and after an initial period where the centre was operated by the original staff from the swimming pool operation a procurement exercise was undertaken to find a new operator. Further to the procurement exercise Active Nation were the successful tenderer and commenced management of the leisure facilities from April 1st 2011.

3.2 On behalf of the JMC, SDDC entered into a contract with Active Nation and as part of this arrangement responsibilities relating to repairs and maintenance were divided out between the employer, contractor and John Port School. The

details of the allocation of responsibilities are shown in **Appendix 1** which is an extract from the management contract. In summary the contractor is generally responsible for day to day maintenance, repairs and decoration, the employer responsible for structural items and replacement of more significant items of plant and John Port School for electrical, water and drainage supply as well as roads, parking, hard standing and grounds maintenance within the demise.

3.3 In terms of budget to offset the cost of the above responsibilities there is a sum of £11,500 pa to utilize for day to day requirements plus the assets within a sinking fund where a contribution of £25,000 pa is made to the fund. The sinking fund was specifically set up to replace major items of plant and equipment. In addition, a further provision of £5,000 pa is made for future decommissioning costs.

3.4 During 2015/16, £106,000 from the sinking fund was used towards the project to extend the fitness suite and other centre facilities as previously approved by the Committee. This means that at 31st March 2017, the balance on the sinking fund is £36,667 (with £15,000 in the decommissioning provision).

3.5 The Centre has now been open for eight years and given the amount of use, which far exceeds that originally envisaged, remains in good condition. However, there are a number of building related issues that have come to light during this period. These include but are not limited to: state of the air conditioning system, roof leaks, condition of squash courts, condition of new car park, condition of pool covers, flooring, condition of changing rooms, operation of front doors, capacity of electrical supply etc.

3.6 The reasons behind the issues are various and include quality of initial build or equipment installed, poor initial maintenance, age of and previous investment in building (squash courts) and fact centre is now 8 years old and has been heavily used.

3.7 Some of the issues have been addressed e.g. front doors sorted by Contractor; improved planned preventative maintenance by Contractor and improved monitoring and inspection of systems and performance; initial and partial repairs and improvements to air conditioning system; basic maintenance on squash courts; investigations and some repairs re roof leaks; maintenance to new car park and plans for future improvements; plans for investment into pool covers; floor re-laid via capital project; plans to reduce electrical consumption and investment set aside from future 106 monies to upgrade changing rooms.

3.8 Despite the above mix of works done and planned improvements it was still deemed sensible to undertake a lifecycle costing exercise to check requirements against resources.

3.9 The exercise was undertaken by ascertaining the employer and client maintenance responsibilities within the contract, examining previous annual spend on maintenance between 2012-16 to identify average annual costs (with and without outliers), identifying likely costs during a 25 year period and forecasting both annual costs and total costs over the 25 year period (again

with and without outliers). N.B. An outlier (in statistics) is an observation point that is distant from other observations.

3.10 The spreadsheet showing the data is attached as Appendix 2a, graphs illustrating the spend profile as Appendix 2b and an accompanying document explaining assumptions and limitations in the exercise is attached as Appendix 2c

3.11 The anticipated total expenditure over the 25 year period to 2041 is estimated to be between £864,010 and £941,776. The anticipated total income over the same period from the £11,500 annual revenue budget and sinking fund is £924,000.

3.12 The conclusion to be drawn is that if the assumptions and calculations made in the costing exercise are correct then overall then the Leisure Centre partners should have close to enough funds to manage responsibilities.

3.13 Analysis of the graph in appendix 2b demonstrating anticipated spikes in expenditure shows a first significant spike in 2025 but this and future spikes would appear to be covered by accumulation of funds in the sinking fund.

3.14 Whilst the overall analysis shows there should be close to sufficient funds to manage partner responsibilities it also indicates that the existing reactive annual repairs and maintenance revenue budget of £11,500 is less than what was required and spent in the 2012-16 period and is less than adequate going forward.

3.15 In light of all the above and the likelihood of changed circumstances, increased costs it would seem prudent to keep the state of the premises, the expenditure on repairs and maintenance and the balance of the sinking fund under close scrutiny and review.

3.16 In addition to the above proposed close scrutiny and review the JMC may also wish to consider options for managing the budget differently. For example the annual repairs revenue budget could be increased by a sum (e.g. £5,000) whilst at the same time the sinking fund amount set aside each year could be reduced by the same amount meaning the overall annual expenditure and cost to partners remained the same. Under this arrangement if the repairs budget was underspent it would also seem sensible to allocate any underspend back to the sinking fund.

3.17 Another option could be to retain the existing annual repairs revenue budget but transfer funds at year end from the sinking fund to cover and balance off any over spend.

3.18 In the Final Accounts for 2016/2017 report the section concerning Pensions Fund outlines that a provision of £28,174 was still set-aside as at 31st March 2017. This was ring-fenced in 2011 to meet any costs of past service pension deficit following the TUPE transfer of former JMC employees to Active Nation. Further, that following the latest valuation of the Derbyshire Pension Fund which reported in December 2016, no additional liability was identified and as a result this provision is available for use elsewhere at the discretion of the

JMC. The recommendation is therefore that full amount of £28,174 is transferred to the sinking fund and therefore available to replace major items of plant and equipment etc.

4.0 Financial Implications

4.1 The report considers financial requirements in relation to the repairs and maintenance responsibilities of the Etwall Leisure Centre partners. The only immediate financial recommendation is the allocation of the no longer required Pension Fund to the repairs and maintenance sinking fund. However the report does require the JMC to note and consider the findings of the Lifecycle Costing exercise and options to assist budget management regarding repairs and maintenance in the future.

5.0 Corporate Implications

5.1 A well maintained Leisure Centre is a pre-requisite for the partners core objective of providing a leisure facility for both curriculum and community use.

6.0 Community Implications

6.1 The Etwall Leisure Centre facility is extremely popular and well used and has benefitted from a variety of improvements. It is incumbent on the partners to protect their reputation and continue to provide a good customer experience by providing a well maintained facility.

7.0 Background Papers

7.1 Provided as Appendices

APPENDIX 1

APPENDIX H1
SUMMARY OF MAINTENANCE RESPONSIBILITIES - ETWALL LEISURE CENTRE

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
1. Main Structure	a) Foundation and basement structures	✓	Nil	
	b) Frame of the building including balconies and external stairwells	✓	Nil	
	c) External walls, chimneys and flues	✓	Nil	
	d) External fixed windows (where fixed windows are defined as windows that are fixed in place and cannot be opened by design. This includes the windows, doorframes and ironmongery but does not include glazing, putty, beads and glazing seals of any type)	✓	Nil	
	e) External opening window frames, grills and doors (excluding external entrance doors and glass and putty)	✓	Nil	
	f) External entrance doors	Nil	✓	
	g) Glazing, putty, beads and seals to external windows, roof lights, skylights, frames, grills and doors	Nil	✓	
	h) Roof structure including external hatches and accesses	✓	Nil	
	i) Roof coverings including lightning conductors	✓	Nil	
	j) Roof lights and skylights (excluding glazing)	✓	Nil	
	k) Internal roof hatches	Nil	✓	
	l) Roof access walkways and handrails	✓	Nil	
	m) Safety harness cables and fixing points	Nil	✓	
	n) Rainwater goods including rainwater tanks, parapet outlets and perimeter gutters (except cleaning out)	✓	Nil	

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	o) Cleaning out of gutters and down pipes and repair of breakages	Nil	✓	
2. Internal Construction	a) Sub-ground, ground and upper floor structures	✓	Nil	
	b) Staircase and landing structures	Nil	✓	
	c) Handrails, and balustrades	Nil	✓	
	d) Windows, doors and screens (screens are defined as non-structural partitions separating different areas within one room)	Nil	✓	
	e) Glazing, putty and seals to internal windows and doors	Nil	✓	
	f) Expansion joints	✓	Nil	
	g) Internal structural walls	✓	Nil	
	h) Internal drain pipes (except cleaning out)	✓	Nil	
	i) Cleaning out of internal drain pipes	Nil	✓	
	j) Structural floors, including wood floors, excluding coverings and finishes	✓	Nil	
	k) Floor finishes and coverings, including wood floor and ceramic finishes	Nil	✓	
3. External Decoration	a) All decorated areas	✓	Nil	
	b) All materials that may decay unless decorated	✓	Nil	
	c) Removal of all graffiti	Nil	✓	
4. Internal Decoration	a) All decorated areas	Nil	✓	
	b) All materials that may decay unless decorated	Nil	✓	
	c) Removal of all graffiti	Nil	✓	
5. Pool Halls	a) Pool tank tiling	Nil	✓	
	b) Poolside tiling up to 2 ms	Nil	✓	
	c) Pool hall wall tiling up to 2 ms	Nil	✓	
	d) Pool main outlet drain	✓	Nil	
	e) Pool main outlet drain covers	Nil	✓	

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	f) Drain pipe work from showers	Nil	✓	
	g) Pool fittings including steps and hand rails	Nil	✓	
	h) In-Let spreaders	Nil	✓	
	i) Poolside gullies, scum channels and grills	Nil	✓	
	j) Pool hall window frames	✓	Nil	
	k) Pool hall glazing, putty and seals	Nil	✓	
	l) Pool hall light fittings, lamps and tubes	Nil	✓	
	m) Pool hall doors	Nil	✓	
	n) Security shutters	Nil	✓	
	o) Balcony seating	Nil	✓	
	p) Safety equipment	Nil	✓	
	q) Lane ropes	Nil	✓	
	r) Under floor heating including valves	Nil	✓	
	s) Poolside PA system	Nil	✓	
	t) Lifeguard chairs	Nil	✓	
	u) Poolside emergency communication system	Nil	✓	
	v) Signage	Nil	✓	
	w) All decorated areas	Nil	✓	
	x) All materials that may decay unless decorated	Nil	✓	
	y) Roof mounted fan z)	Nil	✓	
6. Premises and Equipment	a) External finishes	✓	Nil	
	b) Ceilings and finishes	Nil	✓	
	c) Internal wall finishes	Nil	✓	
	d) Floor coverings and finishes (including finishing/stripping/ resealing of timber floors) up to 2 m2	Nil	✓	
	e) Building furniture, shelves and joinery	Nil	✓	
	f) Ironmongery (including handrails)	Nil	✓	
	g) Changing cubicles and lockers	Nil	✓	

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	h) Hand Dryers and Hair Dryers	Nil	✓	
	i) Cloakroom and other miscellaneous fittings	Nil	✓	
	j) Internal and external signs or boards attached to the building	Nil	✓	
	k) Other external signage e.g. directional or road signage	✓	Nil	
7. Plumbing and Sanitary Services	a) Cold water storage tanks and cylinders, service pipes, boilers, valves and insulation	✓	Nil	
	b) Sanitary fittings including taps, shower heads, drinking fountains, waste traps, disposal units, sinks and toilets	Nil	✓	
	c) Waste, soil and vent pipes	Nil	✓	
	d) Legionella testing, disinfection and control	Nil	✓	
8. Mechanical Services (including heating, ventilation and gas installations)	a) Replacement of boilers (when beyond economic repair)	✓	Nil	
	b) Replacement of steam and hot water distribution systems (when beyond economic repair)	✓	Nil	
	c) Workshop equipment, lifting appliances, special industrial equipment and tools	Nil	✓	
	d) External water mains outside the area demised within the licence, where not the responsibility of the relevant water authority	Nil	Nil	✓
	e) External water mains inside the area demised within the licence	✓	Nil	
	f) Replacement Air handling, air conditioning, ventilation, refrigeration and air extraction (when beyond economic repair)	✓	Nil	

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Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	g) Servicing, maintenance and testing and certification of water (hot and cold), steam, ventilation and electrical installations and equipment in accordance with regulations, safety and licensing requirements	Nil	✓	
	h) Annual Gas Safety Certification for all Leisure Facilities	Nil	✓	
	i) Replacement of pressurised units (when beyond economic repair)	✓	Nil	
	j) Replacement of mechanical fittings, strainers and calorifiers (when beyond economic repair)	✓	Nil	
	k) Replacement of Pumps and filters (at end of serviceable life)	✓	Nil	
	l) Regular servicing of all other plant and equipment (not listed above) at appropriate intervals	Nil	✓	
	m) Servicing, testing, certification and licence inspections operational compliance with the law	Nil	✓	
	n) Operator inspections and maintenance tasks deemed of a daily, weekly and monthly nature	Nil	✓	
	o) Under floor heating in all areas	Nil	✓	
9. Electrical Services and Kitchen Equipment	a) Electrical power supply outside the area demised within the licence, where not the responsibility of the relevant power company	Nil	Nil	✓
	b) Electrical power supply inside the area demised within the licence	Nil	✓	
	c) Electrical generation and distribution systems	Nil	Nil	✓

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	d) Electrical installations including wiring, switches, sockets and control gear, emergency lighting, lamps and fittings	Nil	✓	
	e) White goods, electrical appliances and fittings including leisure centre CCTV *1**2	Nil	✓	
	f) Column-mounted car park lighting (including lamp and tube replacement)	✓	Nil	
	g) Car park lighting (including lamp and tube replacement)	Nil	✓	
	h) External lighting which is attached to and fed from the building	Nil	✓	
	i) Replacement of lamps and tubes in all internal and external luminaires including floodlighting (excluding car parks lighting columns)	Nil	✓	
	j) Servicing, maintenance and testing of electrical systems in accordance with regulations and licensing requirements	Nil	✓	
	k) Servicing and maintenance of fire, emergency and intruder alarms and emergency lighting systems	Nil	✓	
10. External and Civil Engineering Works	a) Roads, service roads and car parks including disabled bays, markings and signs	✓	Nil	✓
	b) Hard standings, steps, footpaths, ramps and paving	✓	Nil	✓
	c) Grounds maintenance, landscaping, amenity grass, verges, flower beds and planters within the demise	Nil	Nil	✓
	d) Boundary walls	Nil	Nil	✓
	e) Fences and gates	Nil	Nil	✓

Item	Element	Employer Responsibility	Contractor Responsibility	John Port School
	f) Drainage outside the area demised within the licence	Nil	Nil	✓
	g) Major repairs (e.g. collapse) to drainage inside the area demised within the licence	✓	Nil	
	h) Minor repair, cleaning and maintenance to drainage inside the area demised within the licence	Nil	✓	
11. Miscellaneous and Ancillary Works	a) Maintenance, servicing and replacement of fire fighting equipment	Nil	✓	
	b) Replacement of Leisure Centre CCTV systems (see note *1)	✓	Nil	
	c) Maintenance and servicing of the CCTV systems (see note *1)	Nil	✓	
	d) Eradication of infestation/waste products (this includes infestation such as rats, wasps, birds, moss and algae etc but excludes wet or dry rot except where the wet or dry rot has been caused by the Contractor's lack of routine maintenance)	Nil	✓	
	e) Testing of suspected asbestos prior to or during works	✓	✓	
	f) Sealing, making safe and removal of asbestos	✓	✓	
	g) Refuse Containers and Litter Bins etc.	Nil	✓	

Notes: *1, installation planned for late 2010/11

**2, excludes white goods in Kitchen and School Laundry Room

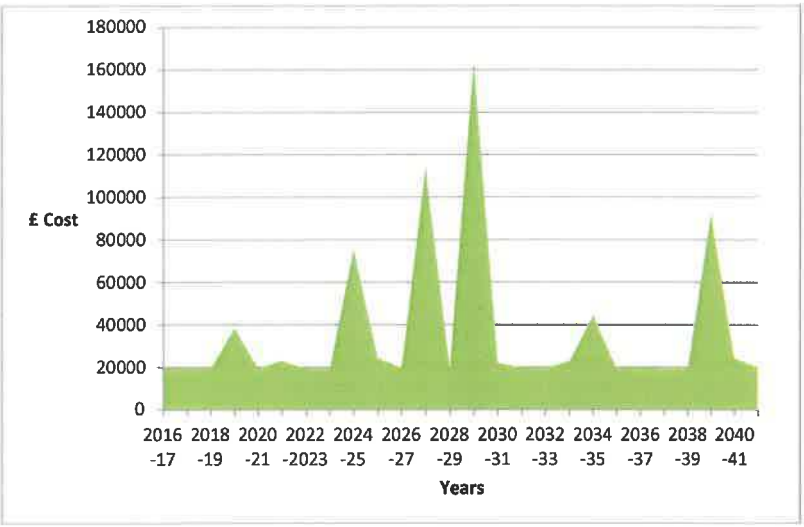
APPENDIX 2 A

ETWALL LEISURE CENTRE	RESPONSIBILITY		Base Line Year			Actual Building Age 10YR					15YR					20YR					25YR					30YR				
	Employer Responsibility	John Port School	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27	2027 -28	2028 -29	2029 -30	2030 -31	2031 -32	2032 -33	2033 -34	2034 -35	2035 -36	2036 -37	2037 -38	2038 -39	2039 -40	2040 -41	2041 -42		TOTAL
1. Main Structure																														
a) Foundation and basement structures	☑																													0
b) Frame of the building including balconies and external stairwells	☑																													0
c) External walls, chimneys and flues	☑																													0
d) External fixed windows (where fixed windows are defined as windows that are fixed in place and cannot be opened by design. This includes the windows, doorframes and ironmongery but does not include glazing, putty, beads and glazing seals of any type)	☑																													0
e) External opening window frames, grills and doors (excluding external entrance doors and glass and putty)	☑					1000										1000														2000
f) External entrance doors																														
g) Glazing, putty, beads and seals to external windows, roof lights, skylights, frames, grills and doors																														
h) Roof structure including external hatches and accesses	☑					500										500														1000
i) Roof coverings including lightning conductors	☑																													0
j) Roof lights and skylights (excluding glazing)	☑																													0
k) Internal roof hatches																														
l) Roof access walkways and handrails	☑					250										250														500
m) Safety harness cables and fixing points																														
n) Rainwater goods including rainwater tanks, parapet outlets and perimeter gutters (except cleaning out)	☑					500										500														1000
o) Cleaning out of gutters and down pipes and repair of breakages																														
2. Internal Construction																														
a) Sub-ground, ground and upper floor structures	☑																													0
b) Staircase and landing structures																														
c) Handrails, and balustrades																														
d) Windows, doors and screens (screens are defined as non-structural partitions separating different areas within one room)																														
e) Glazing, putty and seals to internal windows and doors																														
f) Expansion joints	☑																													0
g) Internal structural walls	☑																													0
h) Internal drain pipes (except cleaning out)	☑							500												500										1000
i) Cleaning out of internal drain pipes																														
j) Structural floors, including wood floors, excluding coverings and finishes	☑										2500															2500				5000
k) Floor finishes and coverings, including wood floor and ceramic finishes																														
3. External Decoration																														
a) All decorated areas	☑							2000												2000										4000
b) All materials that may decay unless decorated	☑							1000												1000										2000
c) Removal of all graffiti																														
4. Internal Decoration																														
a) All decorated areas																														
b) All materials that may decay unless decorated																														
c) Removal of all graffiti																														

ETWALL LEISURE CENTRE	RESPONSIBILITY		Base Line Year			Actual Building Age 10YR					15YR					20YR					25YR					30YR				
	Employer Responsibility	John Port School	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42		TOTAL
5. Pool Halls																														
a) Pool tank tiling																														
b) Poolside tiling up to 2 ms																														
c) Pool hall wall tiling up to 2 ms																														
d) Pool main outlet drain	☑										500															500				**1000**
e) Pool main outlet drain covers																														
f) Drain pipe work from showers																														
g) Pool fittings including steps and hand rails																														
h) In-Let spreaders																														
i) Poolside gullies, scum channels and grills																														
j) Pool hall window frames	☑										1000															1000				**2000**
k) Pool hall glazing, putty and seals																														
l) Pool hall light fittings, lamps and tubes																														
m) Pool hall doors																														
n) Security shutters																														
o) Balcony seating																														
p) Safety equipment																														
q) Lane ropes																														
r) Under floor heating including valves																														
s) Poolside PA system																														
t) Lifeguard chairs																														
u) Poolside emergency communication system																														
v) Signage																														
w) All decorated areas																														
x) All materials that may decay unless decorated																														
y) Roof mounted fan																														
6. Premises and Equipment																														
a) External finishes	☑										1000															1000				**2000**
b) Ceilings and finishes																														
c) Internal wall finishes																														
d) Floor coverings and finishes (including finishing/stripping/ resealing of timber floors) up to 2 m2																														
e) Building furniture, shelves and joinery																														
f) Ironmongery (including handrails)																														
g) Changing cubicles and lockers																														
h) Hand Dryers and Hair Dryers																														
i) Cloakroom and other miscellaneous fittings																														
j) Internal and external signs or boards attached to the building																														
k) Other external signage e.g. directional or road signage	☑					250										250										250				**750**
7. Plumbing and Sanitary Services																														
a) Cold water storage tanks and cylinders, service pipes, boilers, valves and insulation	☑											5000															5000			**10000**
b) Sanitary fittings including taps, shower heads, drinking fountains, waste traps, disposal units, sinks and toilets																														
c) Waste, soil and vent pipes																														
d) Legionella testing, disinfection and control																														

ETWALL LEISURE CENTRE	RESPONSIBILITY		Base Line Year			Actual Building Age 10YR					15YR					20YR					25YR					30YR				
	Employer Responsibility	John Port School	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42		TOTAL
8. Mechanical Services (including heating, ventilation and gas installations)																														
a) Replacement of boilers (when beyond economic repair)	☑													95000																**95000**
b) Replacement of steam and hot water distribution systems (when beyond economic repair)	☑																				25000									**25000**
c) Workshop equipment, lifting appliances, special industrial equipment and tools																														
d) External water mains outside the area demised within the licence, where not the responsibility of the relevant water authority		☑															2500													**2500**
e) External water mains inside the area demised within the licence	☑					250										250										250				**750**
f) Replacement Air handling, air conditioning, ventilation, refrigeration and air extraction (when beyond economic repair)	☑															125000														**125000**
g) Servicing, maintenance and testing and certification of water (hot and cold), steam, ventilation and electrical installations and equipment in accordance with regulations, safety and licensing requirements																														
h) Annual Gas Safety Certification for all Leisure Facilities																														
i) Replacement of pressurised units (when beyond economic repair)	☑										30000															30000				**60000**
j) Replacement of mechanical fittings, strainers and calorifiers (when beyond economic repair)	☑										10000															10000				**20000**
k) Replacement of Pumps and filters (at end of serviceable life)	☑										10000															10000				**20000**
l) Regular servicing of all other plant and equipment (not listed above) at appropriate intervals																														
m) Servicing, testing, certification and licence inspections operational compliance with the law																														
n) Operator inspections and maintenance tasks deemed of a daily, weekly and monthly nature																														
o) Under floor heating in all areas																														
9. Electrical Services and Kitchen Equipment																														
a) Electrical power supply outside the area demised within the licence, where not the responsibility of the relevant power company		☑				2000										2000										2000				**6000**
b) Electrical power supply inside the area demised within the licence																														
c) Electrical generation and distribution systems		☑				1000										1000										1000				**3000**
d) Electrical installations including wiring, switches, sockets and control gear, emergency lighting, lamps and fittings																														
e) White goods, electrical appliances and fittings including leisure centre CCTV *1**2																														
f) Column-mounted car park lighting (including lamp and tube replacement)	☑		250					250					250					250					250					250		**1500**
g) Car park lighting (including lamp and tube replacement)																														
h) External lighting which is attached to and fed from the building																														
i) Replacement of lamps and tubes in all internal and external luminaires including floodlighting (excluding car parks lighting columns)																														
j) Servicing, maintenance and testing of electrical systems in accordance with regulations and licensing requirements																														
k) Servicing and maintenance of fire, emergency and intruder alarms and emergency lighting systems																														

ETWALL LEISURE CENTRE	RESPONSIBILITY		Base Line Year			Actual Building Age 10YR					15YR					20YR					25YR					30YR					
	Employer Responsibility	John Port School	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27	2027 -28	2028 -29	2029 -30	2030 -31	2031 -32	2032 -33	2033 -34	2034 -35	2035 -36	2036 -37	2037 -38	2038 -39	2039 -40	2040 -41	2041 -42		TOTAL	
10. External and Civil Engineering Works																															
a) Roads, service roads and car parks including disabled bays, markings and signs	☑	☑				1000										1000										1000				**3000**	
b) Hard standings, steps, footpaths, ramps and paving	☑	☑				500										500										500				**1500**	
c) Grounds maintenance, landscaping, amenity grass, verges, flower beds and planters within the demise		☑	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200		**5200**	
d) Boundary walls		☑				500										500										500				**1500**	
e) Fences and gates		☑				1000										1000										1000				**3000**	
f) Drainage outside the area demised within the licence		☑				250										250										250				**750**	
g) Major repairs (e.g. collapse) to drainage inside the area demised within the licence	☑										1500															1500				**3000**	
h) Minor repair, cleaning and maintenance to drainage inside the area demised within the licence																															
11. Miscellaneous and Ancillary Works																															
a) Maintenance, servicing and replacement of fire fighting equipment																															
b) Replacement of Leisure Centre CCTV systems (see note *1)	☑					10000										10000										10000				**30000**	
c) Maintenance and servicing of the CCTV systems (see note *1)																															
d) Eradication of infestation/waste products (this includes infestation such as rats, wasps, birds, moss and algae etc but excludes wet or dry rot except where the wet or dry rot has been caused by the Contractor's lack of routine maintenance)																															
e) Testing of suspected asbestos prior to or during works	☑															500														**500**	
f) Sealing, making safe and removal of asbestos	☑															500														**500**	
g) Refuse Containers and Litter Bins etc																															
Averaged Out Repair Costs (from years 2012 - 2016 excluding Outliers)			19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301	19301		**501826**	
TOTAL FORECAST YEARLY SPEND			**19751**	**19501**	**19501**	**38501**	**19501**	**23251**	**19501**	**19501**	**76001**	**24501**	**19751**	**114501**	**19501**	**164501**	**22001**	**19751**	**19501**	**23001**	**44501**	**19501**	**19751**	**19501**	**19501**	**92751**	**24501**	**19751**		**941776**	**Sum Total**
Averaged Out Repair Costs (from years 2012 - 2016 with Outliers included)			16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310	16310		424060	
TOTAL FORECAST YEARLY SPEND			**16760**	**16510**	**16510**	**35510**	**16510**	**20260**	**16510**	**16510**	**73010**	**21510**	**16760**	**111510**	**16510**	**161510**	**19010**	**16760**	**16510**	**20010**	**41510**	**16510**	**16760**	**16510**	**16510**	**89760**	**21510**	**16760**		**864010**	**Sum Total**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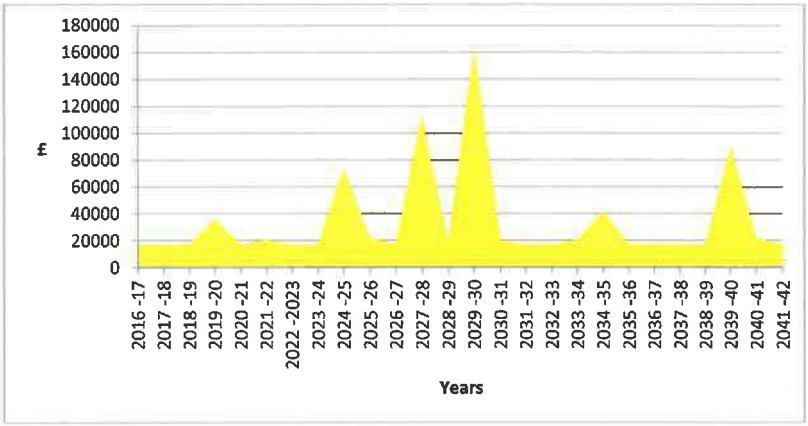
Years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2035 -36
2036 -37
2037 -38
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2039 -40
2040 -41
2041 -42
Years

APPENDIX 2c

Life Cycle Cost (LCC) Estimate for Budgetary Purposes at Etwall Leisure Centre

Assumptions made over the average lifetime costing for the infrastructure of the main building structure:-

Foundations:	Lifetime
Vertical/Horizontal Elements:	Lifetime
Site Area:	Lifetime
Roofing (steel):	Lifetime
Roofing – Membrane Insulation:	30 years
Building Exteriors – windows/doors:	30 years
Electrical (1st fix):	Lifetime
Plumbing (1st fix):	50 years
Fire Protection Systems:	40 years
Fire Detection Systems:	20 years
Built-in Equipment:	25 years
HVAC Equipment and Controls:	20 years
HVAC Distribution Systems:	40 years
Main Plant (Heating/Pumps):	18 years

The above assumptions are based on general replacement life cycles for the building and equipment installed within the building. The break-down of service costs and replacement costs within the LCC are detailed within the spreadsheet with a summary graph displaying costs over time.

While present day capital costs can be estimated with some degree of accuracy the cost of maintenance [planned or otherwise] and other operational costs are not quite so straightforward.

The amount of money spent on planned preventive maintenance of a building is determined far more by the current policy of the organisation[s] responsible for the maintenance programme than by any quality inherent in the materials. Major expenditure on repairs is usually brought about by faulty materials or bad workmanship rather than by predicting overall ageing, making it rather difficult to forecast.

Given that the building is already 6 years old the baseline for the LCC has been taken 'as today' with replacement capital items being identified from the baseline date for a period of 25 years (giving a

total building LCC of 31 years for the purpose of this exercise). As an example boiler replacement would be considered at approximately 15 – 18 years, on the LCC spreadsheet it is shown at year 12 which is 6 + 12 giving an actual age of 18years for the boiler.

A qualitative and quantitative analysis has been carried out by reviewing previous spend at the centre for the last four years using Aggresso. The data cannot be assessed for its qualitative outcomes due to its ambiguity however; quantitative analysis does allow the establishment of an average budget/year shown at the bottom of the spreadsheet and used as the basis for 'normal yearly spend'. There are two average budget figures given within the spreadsheet, the first figure removes the 'Outliers' data and the second includes the 'Outliers' data (shown in yellow), giving a lower annual average budget figure.

The analysis makes no attempt to offset any cost/s against any derived income [or profit] from the building during the LCC period. The focus has been purely against the need to understand the implications of ageing capital against the facility with no payback calculations included (for example, installing solar power may derive a benefit in being able to 'sell-back' power to the grid). All costs given are based on average weighting for a particular item of capital/or repair at 'today's cost' and exclude any inflation/depreciation value of the capital asset/s.

No estimates have been given for replacement of 'electrical control systems' as the document provided (contract) states that the responsibility for replacement is that of the Contractors (Item 9d). However, if it were to be included for the duration of the LCC period then due to obsolescence of electronic control systems a budget figure of at least £100k would need to be added.

No estimates are given for maintenance and replacement of Fire Detection Systems as this is the responsibility of the Contractor. The fixed wiring is outside the time period for the LCC exercise so is also excluded.

Alan Walker