



MAINTENANCE ASSESSMENT AND PRIORITISATION STRATEGY

BUILDINGS MAINTENANCE COMMITTEE

PAPER D

8 SEPTEMBER 2025

This report is to provide Committee Members with a proposal for developing a maintenance assessment and prioritisation methodology and process, that also enables us to also harness the skills and experience of the members.

1) BACKGROUND

- a. Ventnor Town Council is responsible for several public buildings and assets. These are vital community touchpoints, and some also play an important role in generating income.
- b. There is currently no unified process for prioritising maintenance or assessing which works go ahead and when
- c. £12,000 has been allocated for maintenance in the 2025/26 budget.

2) PROPOSAL

Creation and introduction of

- a. Consolidate all maintenance proposals into one excel tracker
- b. Use consistent criteria for review including benchmarking, progression, and prioritisation throughout entire project management lifecycle.
- c. Support evidence-based, budget-conscious, decision-making
- d. Safeguard both public funds and council reputation
- e. Set a repeatable precedent for future years
- f. **Assessment criteria, example only.** To be explored, development and agreed together:

Criteria	Description	Rating Options
Urgency	Is the issue essential (e.g. health, safety, structural) or desirable (e.g. cosmetic)?	Essential / Desirable
Impact on the Community if Delayed	Could <u>delay</u> reduce access, safety, or wellbeing for residents?	RAG: Red / Amber / Green
Impact on the Council if Delayed	Might delay result in financial loss, reputational damage, or operational risk?	RAG: Red / Amber / Green
Estimated Cost	A rough ballpark figure—no need for precision at this stage	£
Latest Sensible Deadline	When should this work ideally be done before cost or damage escalates?	Month / Season

- g. Develop a pilot skills matrix to capture members' experience within the sector. Where appropriate, and in alignment with our governance structure, this expertise can be harnessed to benefit the community we serve and reflect the generous value our councillors bring. Subject to the outcomes of the pilot, a wider rollout may be proposed.

3) KEY CONSIDERATIONS

This process could help:

- a. Shift conversations from opinion to evidence
- b. Give everyone more clarity about why certain works go ahead and others wait, and support our communication back to the community
- c. Keep us within budget whilst protecting essential services and income-generating buildings
- d. It also prompts reflection on legal and safety compliance (e.g. PAT testing, legionella, fire safety) and whether a centralised tracker should be introduced to manage both planned and reactive maintenance.
- e. Track potential maintenance issue from identification, prioritisation, costing, delivery and completion (and relevant stages identified in between).
- f. The paper importantly can help us to also understand and harness the value and experience of: The Buildings and Maintenance Subcommittee, the council's maintenance team, wider councillors, including those with relevant industry expertise

4) RECOMMENDATIONS

Members are recommended to: Support the proposal to develop an end-to-end process to identify assess, prioritise and deliver maintenance work.