

Report on	Update Report on Monolingual Road Nameplates
Date of Meeting	10 th September 2019
Reporting Officer	Terry Scullion, Head of Property Services
Contact Officer	Cormac McGinley, Building Maintenance Officer

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update Members on the condition status of monolingual Road name plates across the district and associated repair costs following the annual summer survey.
2.0	Background
2.1	Repairs and replacements to road nameplates have been undertaken as a result of an annual inspection survey carried out by grounds maintenance operatives when cutting around nameplates. The 2019 summer survey was completed using mobile tablet technology which provides digitised results for the status of each sign and its respective location using mapping technology.
2.2	Reports of damage or missing signs have also continue to come from the public, elected members, or staff in the course of their normal work duties. Bi-lingual nameplate approvals come through Building Control following Council approval, and most often are for replacement signage.
3.0	Main Report
3.1	The survey and general tidy up around each sign commenced in late May and finished in June. In total there was 4,537 road name plate signs surveyed and trimmed around to improve visibility.
3.2	Approximately 89% of the signs surveyed have been reported as being in good condition and free from any defects. With 11% either reported as missing or damaged. A summary breakdown is included in table 1 in appendix 1.
3.3	Following a recent procurement quotation exercise, the cost for the supply of a monolingual road name plate is £72 per sign. Installation costs remain consistent at £100 per sign. Installations to date, have been completed by a combination of in-house building maintenance operatives, and third parties depending on the commitment of the in-house teams.

3.4	The total cost for the supply and installation of the signs that have been identified as missing or damaged is £67,480 as detailed on table 2 in appendix 1. This cost estimate is based on a large order of replacement nameplates with installation being undertaken by a third-party contractor due to the number of replacements identified and the potential workload impact on in house resources. Installation by in house teams over a longer time period would however reduce installation costs substantially as it would include materials only.
3.5	In house teams have commenced an assessment of the damaged nameplates across the district. Where possible, any minor repairs will be completed by the in-house teams, and signs with significant damage will be replaced. Please note the costs shown in Table 2 in appendix 1 have assumed a worst-case scenario where full replacement has been taken for all of the signs reported as damaged. An initial order for 50 nameplates has been placed with remaining additional orders being placed upon completion of the necessary due diligence checks.
3.6	For comparison purposes, in 2018 there were a total of 166 English only nameplates replaced, and to date in 2019 there have been 119 nameplates replaced. The combined replacement and installation cost were approximately £52,000.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: From property services budget provision.
	Human: Officer time in the preparation for procurement of replacement signs, validation of replacement signage details, and the coordination of the installation process.
	Risk Management: To facilitate the replacement or repair of nameplates, so far as resources permit, for residents and emergency services.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	Members are requested to note the content of this report.

6.0	Documents Attached & References
6.1	Appendix 1 - 2019 Road name plate survey results and associated replacement costs