

## **Item: 26**

### **Asset Management Sub-committee: 29 August 2023.**

#### **1. Recommendations**

**It is recommended:**

##### **1.1.**

That the Committee approves the attached minute as a true record.

#### **2. Appendix**

Draft Minute of the Meeting of the Asset Management Sub-committee held on 29 August 2023.

# Minute

## Asset Management Sub-committee

Tuesday, 29 August 2023, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors Lindsay P Hall, Steven B Heddle, Jean E Stevenson and Ivan A Taylor.

## Clerk

- Sandra Craigie, Committees Officer.

## In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Thomas Aldred, Service Manager (ICT).
- Graeme Christie, Service Manager (Estates).
- Michael Scott, Solicitor.
- Glen Thomson, Team Manager (Projects).
- Gwyn Evans, Strategic Projects.

## Observing

- Alex Rodwell, Head of Improvement and Performance.

## Apologies

- Councillors James W Stockan, Mellissa-Louise Thomson and Heather N Woodbridge.

## Declarations of Interest

- No declarations of interest were intimated.

## Chair

- Sandra Craigie, Committees Officer (for Item 1).
- Councillor Ivan A Taylor (for Items 2 to 10).

## **1. Appointment of Chair**

As both the Leader and Depute Leader had intimated their apologies, the Clerk invited nominations for Chair for this meeting, and the Sub-committee:

Resolved that Councillor Ivan A Taylor be appointed Chair for this meeting.

Councillor Ivan A Taylor took the Chair for the remainder of the meeting.

## **2. Revenue Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**2.1.** The revenue expenditure outturn statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2022/23, attached as Annex 1 to the report by the Head of Finance, indicating an overspend of £1,551,400.

**2.2.** The revenue financial detail by service area statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2022/23, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**2.3.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action had been taken with regard to significant budget variances.

## **3. Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**3.1.** The revenue financial summary statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for the period 1 April to 30 June 2023, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £138,700.

**3.2.** The revenue financial detail by service area statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for the period 1 April to 30 June 2023, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**3.3.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **4. Corporate Asset Maintenance Programmes**

### **Revenue Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**4.1.** The summary outturn position of revenue expenditure incurred against the approved corporate asset maintenance programmes for 2022/23, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**4.2.** The detailed analysis of revenue expenditure and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action had been taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset maintenance programmes for 2022/23.

## **5. Corporate Asset Maintenance Programmes**

### **Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**5.1.** The summary position of revenue expenditure incurred, as at 30 June 2023, against the approved corporate asset maintenance programmes for 2023/24, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee is invited to scrutinise:

**5.2.** The detailed analysis of revenue expenditure and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved corporate asset maintenance programmes for 2023/24.

## **6. Corporate Asset Improvement Programmes**

### **Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**6.1.** The summary outturn position of capital expenditure incurred against the approved corporate asset improvement and replacement programmes for 2022/23, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**6.2.** The detailed analysis of capital expenditure and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress made with delivery of the approved corporate asset improvement and replacement programmes for 2022/23.

## **7. Corporate Asset Improvement Programmes**

### **Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**7.1.** The summary position of capital expenditure incurred, as at 30 June 2023, against the approved corporate asset improvement and replacement programmes for 2023/24, as detailed in section 4.1 of the report this report.

The Sub-committee is invited to scrutinise:

**7.2.** The detailed analysis of capital expenditure and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved corporate asset improvement and replacement programmes for 2023/24.

## **8. Surplus Property**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Service Manager (Estates), the Sub-committee:

Noted:

**8.1.** The status of potentially surplus property reported to the Asset Management Sub-committee on 22 March 2018, together with an update on the current status of the surplus property, as detailed in section 3 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**8.2.** Progress made with the Change Review in respect of Property Asset Management, as detailed in section 4 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**8.3.** The impact of the increased delegation, following revisions to the Scheme of Administration and the Scheme of Delegation to Officers recommended by the Policy and Resource Committee in February 2018, as detailed in section 6 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**8.4.** That the existing governance arrangements would continue to be used to dispose of redundant, surplus assets as officers continued to identify potentially underused and unwanted properties that would be suitable for disposal.

## **9. Information Technology Strategy – Delivery Plan Update**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Service Manager (ICT), the Sub-committee:

Scrutinised the updated Information Technology Strategy Delivery Plan, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, and obtained assurance that progress was being made in implementing actions contained in the Delivery Plan.

## **10. Conclusion of Meeting**

At 10:50 the Chair declared the meeting concluded.

Signed: Ivan A Taylor.