

## **Minute**

### **Asset Management Sub-committee**

Thursday, 6 September 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### **Present**

Councillors W Leslie Manson, Norman R Craigie, Steven B Heddle, John A R Scott, Graham L Sinclair and James W Stockan.

### **Clerk**

- Hazel Flett, Senior Committees Clerk.

### **In Attendance**

- Gillian Morrison, Executive Director of Corporate Services.
- Hayley Green, Head of IT and Facilities.
- Colin Kemp, Corporate Finance Senior Manager.
- Ian Rushbrook, Capital Programme Manager.
- Graeme Christie, Estates Manager.
- Gwyn Evans, Facilities Manager.
- Jill Macadam, Solicitor.

### **Observing**

- Karen Greaves, Head of Executive Support (for Items 1 to 11).
- Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation Services (for Items 1 to 10).
- Elizabeth Dennison, Asset Manager Surveyor.
- Kirsty Groundwater, Press Officer.

### **Apology**

- Councillor Robin W Crichton.

### **Declarations of Interest**

- No declarations of interest were intimated.

### **Chair**

- Councillor W Leslie Manson.

## **1. Disclosure of Exempt Information**

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Items 10 to 12, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **2. Information Technology Strategy – Delivery Plan**

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of IT and Facilities, the Sub-committee:

Noted progress made in implementing the Information Technology Strategy, approved by the Council in July 2017, as outlined in the updated delivery plan, attached as Annex 1 to the report by the Executive Director of Corporate Services.

## **3. Revenue Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**3.1.** The revenue expenditure outturn statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2017 to 2018, attached as Annex 1 to the report by the Head of Finance, indicating an overspend of £214,400.

**3.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance.

## **4. Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**4.1.** 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 2018, attached as Annex 1 to the report by the Head of Finance, indicating a budget surplus position of £117,300.

**4.2.** 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 2018, attached as Annex 2 to the report by the Head of Finance.

**4.3.** 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.

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

### **Revenue Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**5.1.** The summary outturn position of revenue expenditure incurred against the approved corporate property asset maintenance programmes for financial year 2017 to 2018, as detailed in section 4.1 of the report by the Head of Finance.

**5.2.** The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to the report by the Head of Finance.

## **6. Corporate Property Asset Maintenance Programmes**

### **Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**6.1.** The summary position of expenditure incurred, as at 30 June 2018, against the approved corporate property asset maintenance programmes, as detailed in section 4.1 of the report by the Head of Finance.

**6.2.** The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to the report by the Head of Finance.

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

### **Capital Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**7.1.** The summary outturn position of capital expenditure incurred against the approved corporate property asset improvement and replacement programmes for financial year 2017 to 2018, as detailed in section 4.1 of the report by the Head of Finance.

**7.2.** The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance.

## **8. Corporate Property Asset Improvement Programmes**

### **Capital Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Strategic Manager, the Sub-committee:

Noted:

**8.1.** The summary position of expenditure incurred as at 30 June 2018 against the approved corporate property asset improvement and replacement programmes, as detailed in section 4.1 of the report by the Head of Finance.

**8.2.** The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance.

## **9. Exclusion of Public**

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, the Sub-committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **10. Former Papdale Halls of Residence**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 2, 6 and 9 of Part 1 of Schedule 7A of the Act.

After consideration of a joint report by the Executive Director of Corporate Services and the Executive Director of Education, Leisure and Housing, copies of which had been circulated, the Sub-committee:

Resolved to **recommend to the Council** what action should be taken with regard to the former Papdale Halls of Residence.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **11. Land and Buildings at Weyland Farm, Kirkwall**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of IT and Facilities, the Sub-committee:

Resolved to **recommend to the Council** what action should be taken with regard to land and buildings at Weyland Farm, Kirkwall.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **12. Industrial Property at Lyness**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 2 and 6 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to industrial property at Lyness.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **13. Conclusion of Meeting**

At 13:00 the Chair declared the meeting concluded.

Signed: L Manson.