

Minute

Asset Management Sub-committee

Thursday, 28 March 2019, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors W Leslie Manson, Norman R Craigie, Robin W Crichton, Graham L Sinclair and James W Stockan.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gillian Morrison, Executive Director of Corporate Services.
- Peter Diamond, Head of Education (Leisure, Culture and Inclusion) (for Items 6 to 9).
- Hayley Green, Head of IT and Facilities.
- Colin Kemp, Corporate Finance Senior Manager.
- Graeme Christie, Estates Manager.
- Kenny MacPherson, ICT Service Manager (for Items 1 to 5).
- Jill Macadam, Solicitor.

Observing

- Kirsty Groundwater, Press Officer.

Apologies

- Councillor Steven B Heddle.
- Councillor John A R Scott.

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 9 and 10, 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 Capital Replacement Programme

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 ICT Service Manager, the Sub-committee:

Resolved, in terms of delegated powers:

2.1. That the Information Technology Capital Replacement Programme for 2019 to 2020, together with the indicative programme for 2020 to 2021, to be funded from the allocation of £420,000 per annum within the Council's current approved capital programme, attached as Appendix 1 to this Minute, be approved.

2.2. That powers be delegated to the Executive Director of Corporate Services, in consultation with the Head of Finance, to adjust the two-year programme, referred to at paragraph 2.1 above, as variations arose in order to maximise use of the annual capital allocation.

3. 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 ICT Service Manager, the Sub-committee:

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

4. Digital 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 Digital Strategy, approved by the Council in 2017, as outlined in the updated delivery plan, attached as Annex 1 to the report by the Executive Director of Corporate Services.

5. Corporate Asset Management Plan 2019 to 2023

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:

5.1. Progress made since 2013 in respect of embedding the Corporate Asset Management Plan and the capital planning framework with services, as detailed in section 4 of the report by the Executive Director of Corporate Services.

5.2. That, should Council approve the draft Corporate Asset Management Plan 2019 to 2023, attached as Annex 1 to the report by the Executive Director of Corporate Services, future iterations of individual asset plans would be based on the aims and objectives contained in the draft plan.

The Sub-committee resolved to **recommend to the Council:**

5.3. That the Corporate Asset Management Plan 2019 to 2023, attached as Appendix 2 to this Minute, be approved.

Councillor James W Stockan joined the meeting during discussion of this item.

6. Papay Community Association

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, and after hearing a report from the Estates Manager, the Sub-committee:

Noted:

6.1. That Papay Community Association proposed to upgrade the existing play park facility at Papa Westray Primary School, at a total estimated cost of £30,000.

6.2. That Papay Community Association had requested a 20-year lease of the site at Papa Westray Primary School.

6.3. That Papay Community Association would be responsible for all maintenance costs during the lease.

The Sub-committee resolved, in terms of delegated powers:

6.4. That Papay Community Association be offered a lease of land at Papa Westray Primary School, for a period of 20 years, at a nominal rent of £1 per annum, on terms and conditions determined by the Solicitor to the Council, subject to Papay Community Association obtaining full funding for the proposed project.

7. Evie and Rendall Community Park Group

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, and after hearing a report from the Estates Manager, the Sub-committee:

Noted:

7.1. That a site at Evie Primary School remained undeveloped following construction of the new primary school in 2016.

7.2. That Evie and Rendall Community Park Group proposed to upgrade land at Evie Primary School, at a total estimated cost of £146,400.

7.3. That, in order to secure funding, Evie and Rendall Community Park Group required a 15-year lease of the site at Evie Primary School.

7.4. That Evie and Rendall Community Park Group would be responsible for all maintenance costs during the lease.

The Sub-committee resolved, in terms of delegated powers:

7.5. That Evie and Rendall Community Park Group be offered a lease of land at Evie Primary School, for a period of 15 years, at a nominal rent of £1 per annum, on terms and conditions determined by the Solicitor to the Council, subject to Evie and Rendall Community Park Group obtaining full funding for the proposed project.

8. Exclusion of the Public

On the motion of Councillor W Leslie Manson, seconded by Councillor Robin W Crichton, 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 Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

9. 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, 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 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.

10. Property Matters

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 6 and 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, the Sub-committee:

Noted:

10.1. That the revised Scheme of Delegation to Officers, approved by the Council in February 2018, provided the Executive Director of Corporate Services with new delegated powers in respect of property asset management.

10.2. That the delegation, referred to at paragraph 10.1 above, had been used on 38 occasions to date, 33 of which occurred during the current financial year.

10.3. That, on most occasions, the delegation was used in respect of lease related matters which previously may have been the subject of a report to the Sub-committee.

10.4. The delegated decisions taken to date, attached as Appendix 1 to the report by the Executive Director of Corporate Services.

11. Conclusion of Meeting

At 12:25 the Chair declared the meeting concluded.

Signed: L Manson.