

## Minute

### Asset Management Sub-committee

Thursday, 1 February 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

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

### Clerk

- Sandra Craigie, Committees Officer.

### 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.
- Jill Macadam, Solicitor.
- Hazel Flett, Senior Committees Officer.
- Alan Cuthbertson, Service Improvement Officer (for Items 6 to 10).
- Alister Brown, Economic Development Officer (for Items 1 to 7).

### Observing

- Stuart Allison, Economic Development Manager (for Items 3 to 7).
- Peter Bevan, Engineering Services Manager (for Items 2 and 3)
- Elizabeth Dennison, Asset Management Surveyor.
- Kirsty Groundwater, Press Officer.

### 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 6 to 9, 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. 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 Senior Manager, the Sub-committee:

Noted:

**2.1.** 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 31 December 2017, attached as Annex 1 to the report by the Head of Finance, indicating a budget surplus position of £21,200.

**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 the period 1 April to 31 December 2017, attached as Annex 2 to the report by the Head of Finance.

**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.

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

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 Senior Manager, the Sub-committee:

Noted:

**3.1.** The summary position of expenditure incurred, as at 31 December 2017, against the approved corporate property asset improvement and replacement programmes for financial year 2017 to 2018, as detailed in section 5.1 of the report by the Head of Finance.

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

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

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 Senior Manager, the Sub-committee:

Noted:

**4.1.** The summary position of expenditure incurred, as at 31 December 2017, against the approved corporate property asset maintenance programmes, for 2017 to 2018, as detailed in section 5.1 of the report by the Head of Finance.

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

## **5. 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.

## **6. Revenue Repairs and Maintenance and Capital Improvement Programmes**

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 Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Capital Programme Manager, the Sub-committee:

Noted:

**6.1.** The five year projection for the Revenue Repairs and Maintenance and Capital Improvement Programmes for the period 2018 to 2023, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

**6.2.** That a multi-year approach to the Revenue Repairs and Maintenance and Capital Improvement Programmes allowed for additional flexibility to vary the timing of individual projects as a result of unforeseen events.

**6.3.** That all multi-year revenue budgets would remain provisional until such time as annual funding allocations were confirmed as part of the Council's budget setting process.

**6.4.** The proposed three year detailed Revenue Repairs and Maintenance and Capital Improvement Programmes for the period 2018 to 2021, attached as Appendix 2 to the report by the Executive Director of Development and Infrastructure.

On the motion of Councillor Robin W Crichton, seconded by Councillor John A R Scott, the Sub-committee resolved to **recommend to the Council**:

**6.5.** That the following programmes for 2018 to 2019, together with provisional programmes for 2019 to 2020 and 2020 to 2021, attached as Appendix 1 to this Minute, be approved:

**6.5.1.** Capital Improvement Programme, to be funded from the allocation of £1,351,400 per annum within the current approved capital programme.

**6.5.2.** Revenue Repairs and Maintenance Programme, to be funded from the allocation of £1,676,500 per annum set annually as part of the Council's budget setting process.

**6.5.3.** Strategic Reserve Fund Capital Improvement Programme to be funded from the allocation of £118,600 per annum within the current approved capital programme.

**6.5.4.** Strategic Reserve Fund Revenue Repairs and Maintenance Programme, to be funded from the allocation of £258,700 per annum set annually as part of the Council's budget setting process.

**6.6.** That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with the Head of Finance, to adjust the three year programmes, referred to at paragraph 6.5 above, as variations arose in order to maximise use of the annual budget allocations.

## **7. Property at Hatston Industrial Estate**

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 Development and Infrastructure and the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Economic Development Officer, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to property at Hatston Industrial Estate.

**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.**

## **8. Proposed Land Acquisition**

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, 8 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 Development and Infrastructure, copies of which had been circulated, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to a proposed land acquisition.

**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.**

## **9. Property Deemed Potentially Surplus to Operational Requirements**

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 Estates Manager, the Sub-committee:

Noted the current status of property previously deemed potentially surplus to requirements, as detailed in Annex A to the report by the Executive Director of Corporate Services.

**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. Conclusion of Meeting**

At 12:15 the Chair declared the meeting concluded.

Signed: L Manson.