

Minute

Asset Management Sub-committee

Thursday, 7 November 2019, 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

- Hazel Flett, Senior Committees Officer.

In Attendance

- James Wylie, Executive Director of Education, Leisure and Housing (for Items 3 to 12).
- Karen Greaves, Head of Executive Support (for Items 1 to 8).
- Hayley Green, Head of IT and Facilities.
- Colin Kemp, Corporate Finance Senior Manager.
- Ian Rushbrook, Capital Programme Manager (for Items 1 to 11).
- Graeme Christie, Estates Manager.
- Kenny MacPherson, IT Service Manager (for Items 1 to 7).
- Jill Macadam, Solicitor.

Observing

- Jackie Thomson, Development and Regeneration Manager (for Items 3 to 12).
- Elizabeth Dennison, Asset Management Surveyor (for Items 1 to 8).
- Tony Whenman, Information Security Officer (for Items 1 to 7).
- Gwyn Evans, Surveying Manager (for Items 1 to 11).

Declarations of Interest

- Councillor Robin W Crichton – Item 11.
- Councillor Steven B Heddle – Item 10.
- Councillor John A R Scott – Item 3.

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 13, 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 30 September 2019, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £302,200.

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 30 September 2019, 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 Asset Maintenance Programmes

Revenue Expenditure Monitoring

Councillor John A R Scott declared a non-financial interest in this item, being a Council-appointed trustee of the Pickaquoy Centre Trust, but concluded that his interest did not preclude his involvement in the discussion.

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 30 September 2019, against the approved corporate asset revenue maintenance programmes, as detailed in section 4.1 of the report by the Head of Finance.

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

4. Corporate Asset Improvement and Replacement 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 Senior Manager, the Sub-committee:

Noted:

4.1. The summary position of expenditure incurred as at 30 September 2019 against the approved corporate asset capital improvement and replacement programmes, as detailed in section 4.1 of the report by the Head of Finance.

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

5. Information Security Policy

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. That the Information Security Policy, approved in July 2010, was last reviewed and updated in January 2016.

5.2. That the Information Security Policy had been revised to reflect the current organisation structure, together with changes in both threat landscape and legislative drivers.

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

5.3. That the revised Information Security Policy, attached as Appendix 1 to this Minute, be approved.

6. 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:

Scrutinised progress made in implementing the Information Technology Strategy, as outlined in the updated Delivery Plan attached as Annex 1 to the report by the Executive Director of Corporate Services, and obtained assurance.

7. 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:

Scrutinised progress made in implementing the Digital Strategy, as outlined in the updated Delivery Plan attached as Annex 1 to the report by the Executive Director of Corporate Services, and obtained assurance.

8. Property Asset Management Plan

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

Noted:

8.1. That, on 2 June 2016, the Asset Management Sub-committee recommended that the Property Asset Management Plan, covering the period 2016 to 2019, be approved.

8.2. That the Property Asset Management Plan had been revised and updated to cover the period 2019 to 2023.

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

8.3. That the Property Asset Management Plan, attached as Appendix 2 to this Minute, be approved.

9. Exclusion of Public

On the motion of Councillor W Leslie Manson, seconded by Councillor Steven B Heddle, 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. Property at Hatston Industrial Estate, Kirkwall

Councillor Steven B Heddle declared a non-financial interest in this item and was not present during discussion thereof.

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 property at Hatston Industrial Estate, 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.

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11. Property at Hatston Industrial Estate, Kirkwall

Councillor Robin W Crichton declared a non-financial interest in this item and was not present during discussion thereof.

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 report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Subcommittee:

Noted what action had been taken with regard to property at Hatston Industrial Estate, 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. Request to Lease Site at Hatston Industrial Estate, 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 paragraphs 2, 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, and after hearing a report from the Estates Manager, the Subcommittee:

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

13. Request to Purchase Land

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 report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Subcommittee:

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

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.

14. Conclusion of Meeting

At 13:10 the Chair declared the meeting concluded.

Signed: L Manson.