

## Minute

### Asset Management Sub-committee

Tuesday, 26 January 2021, 10:30.

Microsoft Teams.



### Present

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

### Clerk

- Sandra Craigie, Committees Officer.

### In Attendance

- Hayley Green, Head of IT and Facilities.
- Darren Richardson, Head of Infrastructure and Strategic Projects.
- Colin Kemp, Corporate Finance Senior Manager.
- Jill Macadam, Solicitor.
- Graeme Christie, Estates Manager (for Items 3 to 7).
- Kenny MacPherson, IT Service Manager (for Items 1 to 7).
- Ian Rushbrook, Capital Programme Manager (for Items 1 to 7).
- John Wrigley, Roads and Environmental Services Manager (for Items 4 to 9).

### Observing

- Karen Greaves, Head of Executive Support (for Items 4 to 7).
- Garry Burton, Sport and Leisure Service Manager (for Items 3 to 7).
- Lorraine Stout, Press Officer.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor W Leslie Manson.

## 1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll (recorded vote).

## **2. Disclosure of Exempt Information**

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Item 8, as the business to be discussed involved the potential disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **3. 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:

**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 31 December 2020, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £229,100.

**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 31 December 2020, 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 Improvement Programmes – 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 31 December 2020, against the approved corporate asset capital improvement and replacement programmes for 2020/21, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**4.2.** The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances and progress made with delivery of the approved corporate asset capital improvement and replacement programmes for 2020/21.

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

**5.1.** The summary position of expenditure incurred, as at 31 December 2020, against the approved corporate asset revenue maintenance programmes for 2020/21, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**5.2.** The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance on progress being made with delivery of the approved corporate asset revenue maintenance programmes for 2020/21.

## **6. Information Technology Strategy**

After consideration of a report by the Executive Director of Development and Infrastructure, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the IT Service Manager, the Sub-committee:

Noted:

**6.1.** That the Information Technology Strategy 2017 to 2020 had been updated following internal consultation.

**6.2.** The revised draft Information Technology Strategy, for the period 2021 to 2024, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

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

**6.3.** That the Information Technology Strategy, for the period 2021 to 2024, attached as Appendix 1 to this Minute, be approved.

## **7. Island of Hoy Development Trust**

### **Proposed Lease of St Colm's Quadrant Play Park**

After consideration of a joint report by the Executive Director of Development and Infrastructure 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, following consultation with the community, the Island of Hoy Development Trust proposed to introduce new play equipment to the play park at St Colm's Quadrant, Longhope.

**7.2.** That, thereafter, the Island of Hoy Development Trust would engage with the community to create a development plan and identify potential funding sources.

**7.3.** That the Island of Hoy Development Trust's objective was to develop a facility which appealed to younger children and included elements to attract all age groups in a setting that was conducive to community engagement.

**7.4.** That the Island of Hoy Development Trust had requested to lease St Colm's Quadrant Play Park, as outlined on the location plan attached as Appendix 1 to the joint report by the Executive Director of Development and Infrastructure and the Executive Director of Education, Leisure and Housing, for a period of 20 years, at a nominal rent of £1 per annum.

**7.5.** That St Colm's Quadrant Play Park incurred annual revenue maintenance costs of approximately £1,412 per annum.

**7.6.** That, should the request from the Island of Hoy Development Trust to lease St Colm's Quadrant Play Park be approved, the Trust would become responsible for all maintenance and inspection costs during the period of the lease.

On the motion of Councillor Robin W Crichton, seconded by Councillor James W Stockan, the Sub-committee resolved, in terms of delegated powers:

**7.7.** That the Island of Hoy Development Trust be offered a lease of St Colm's Quadrant Play Park, Longhope, 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.

## **8. Plant and Vehicle Replacement Programme**

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, the Sub-committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

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 Head of Infrastructure and Strategic Projects, the Sub-committee:

Noted:

**8.1.** The proposed three-year replacement programme in respect of plant and vehicles operated by the Council, at an estimated cost of £1,200,000 per annum, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

**8.2.** That a multi-year approach to the replacement of plant and vehicles allowed for additional flexibility to vary the timing of individual transactions for unforeseen events, such as delivery period issues or unforeseen programme change.

**8.3.** That, as part of the budget setting process for 2020/21, the Council agreed that a series of projects would be developed for prioritisation with the aim of realising budget savings over the next one to two years, which included a specific strategic review of the Fleet Service.

**8.4.** That, although the strategic review would consider the longer term approach to fleet purchase across the entire Council fleet, officers currently took advantage of new technology as viable alternatives emerged in the market.

On the motion of Councillor Robin W Crichton, seconded by Councillor Andrew Drever, the Sub-committee resolved, in terms of delegated powers:

**8.5.** That the Plant and Vehicle Replacement Programme for 2021/22, together with indicative programmes for 2022/23 and 2023/24, attached as Appendix 2 to this Minute, be approved, to be funded from the allocation of £1,200,000 per annum within the Council's current approved capital programme.

**8.6.** That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with the Head of Finance, to adjust the three-year programme, referred to at paragraph 8.5 above, as variations arose and in order to maximise use of the annual capital allocation.

## **9. Conclusion of Meeting**

At 12:14 the Chair declared the meeting concluded.

Signed: L Manson.