

Item: 8

Asset Management Sub-committee: 19 March 2024.

1. Recommendations

It is recommended:

1.1.

That the Committee approves the attached minute as a true record.

2. Appendix

Draft Minute of the Meeting of the Asset Management Sub-committee held on 19 March 2024.

Minute

Asset Management Sub-committee

Tuesday, 19 March 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Alexander G Cowie, P Lindsay Hall and Ivan A Taylor.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Thomas Aldred, Service Manager (ICT).
- Graeme Christie, Service Manager (Estates).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Glen Thomson, Service Manager (Property and Capital Projects).
- Michael Scott, Solicitor.

Apologies

- Councillor Steven B Heddle.
- Councillor Jean E Stevenson.
- Councillor Mellissa-Louise Thomson.
- Councillor Heather N Woodbridge.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Alexander G Cowie.

1. Information Technology Capital Replacement Programme

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Service Manager (ICT), the Sub-committee:

Resolved, in terms of delegated powers:

1.1. That the Information Technology Capital Replacement Programme for 2024/25, together with the indicative programme for 2025/26, attached as Appendices 1 and 2 respectively to this Minute, to be funded from the allocation of £420,000 per annum within the Council's current approved capital programme, be approved.

1.2. That powers be delegated to the Corporate Director for Neighbourhood Services and Infrastructure, in consultation with the Head of Finance, to adjust the two-year programme, referred to at paragraph 1.1 above, as variations arose in order to maximise use of the annual capital allocation.

2. Exclusion of Public

On the motion of Councillor P Lindsay Hall, seconded by Councillor Alexander G Cowie, 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 class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

3. Corporate Asset Maintenance and 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 Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Property, Asset Management and Facilities, the Sub-committee:

Noted:

3.1. The three-year projections for the Revenue Repairs and Maintenance and Capital Improvement Programmes for the period 2024/25 to 2026/27, attached as Appendices 1 to 4 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

3.2. 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.

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

3.3. That the undernoted programmes for 2024/25, together with provisional programmes for 2025/26 and 2026/27, attached as Appendices 3 to 6 of this Minute, be approved:

- Revenue Repairs and Maintenance Programme, to be funded from the allocation of £1,822,000 per annum set annually as part of the budget setting process.
- Strategic Reserve Fund Revenue Repairs and Maintenance Programme, to be funded from the allocation of £131,700 per annum set annually as part of the budget setting process.
- Capital Improvement Programme, to be funded from the allocation of £1,351,400 per annum set annually within the approved capital programme.

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

3.4. That powers be delegated to the Corporate Director for Neighbourhood Services and Infrastructure, in consultation with the Head of Finance, to adjust the three-year programmes, referred to at paragraph 3.3 above, as variations arose in order to maximise use of the annual budget allocations.

4. Conclusion of Meeting

At 09:55 the Chair declared the meeting concluded.

Signed: (Chair).

Information Technology Replacement Programme 2024/25.

Asset Group.	Project.	Reason.	Sub Total.	Total.
Datacentre Replacement.	Server Room Replacement.	Replacement of Server and Network Room Equipment including UPS (backup power), Remote Management, Monitoring and Access Controls.	£25,000.	£25,000.
Server Replacements.	Replacement of servers that are end-of-life.	Replacement of the servers that are at end of operational lifetime and reaching or beyond vendor support.	£25,000.	£35,000.
	Replacement of Storage and Backup Infrastructure.	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£10,000.	
Local Area Network Replacement.	Wi-Fi Modernisation.	Renew and improve Wi-Fi systems to maintain capacity and currency of support, replacing end of life equipment including the introduction of 6 th generation Wi-Fi 6 services.	£30,000.	£65,000.
	Replacement of Network Switches.	Replacement of Network Switches that are end of support. Ensuring devices are in current support is an essential objective in maintaining Public Sector Network Accreditation in line with the Public Sector Action Plan.	£35,000.	
Telephony.	Analogue to Digital switchover.	Replacement of voice infrastructure requiring replacement as part of the analogue switch off in 2025 in Council sites, extending the Council's core switchboard via updated equipment.	£100,000.	£100,000.
Security Gateways.	Proxy/Firewall Replacements.	For firewall replacement due to new technologies	£20,000.	£20,000.
Wide Area Network Replacement.	Replacement of End of Life and Poor Performing Radio Wireless and Microwave Mast Equipment.	To replace core WAN WIFI equipment to ensure connectivity between our main mast sites and care homes.	£45,000.	£45,000.

Asset Group.	Project.	Reason.	Sub Total.	Total.
Device Replacement.	Replacement of end User Devices (Corporate).	To replace end of life end-user devices in Council offices. This will fund approximately 60 devices from an asset base of circa 1200 devices.	£40,000.	£100,000.
	Replacement of end User Devices (Schools).	To replace end of life end-user devices in schools. This will fund approximately 120 devices across 22 schools from an asset base of circa 3000 devices.	£60,000.	
Other.	Failures and Emergency Replacements of Capital Equipment.	Allocation to replace failures not covered by repairs, and any systems that fail security audit requirements. Particularly WAN wireless.	£30,000.	£30,000.
			Total.	£420,000.

Information Technology Indicative Programme 2025/26.

Asset Group	Project	Reason.	Sub Total.	Total.
Datacentre Replacement	Server Room Replacement	Replacement of Server and Network Room Equipment including UPS (backup power), Remote Management, Monitoring and Access Controls.	£35,000	£35,000
Server Replacements	Replacement of servers that are end-of-life.	Replacement of the servers that are at end of operational lifetime and reaching or beyond vendor support.	£25,000	£35,000
	Replacement of Storage and Backup Infrastructure	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£10,000	
Local Area Network Replacement	Wi-Fi Modernisation	Renew and improve Wi-Fi systems to maintain capacity and currency of support, replacing end of life equipment including the introduction of 6 th generation WiFi 6 services.	£20,000	£55,000
	Replacement of Network Switches	Replacement of Network Switches that are end of support. Ensuring devices are in current support is an essential objective in maintaining Public Sector Network Accreditation in line with the Public Sector Action Plan.	£35,000	
Security Gateways	Proxy/Firewall Replacements	There are none forecast as requiring replacement in this year.	£0	£0
Wide Area Network Replacement	Replacement of End of Life and Poor Performing Radio Wireless and Microwave Mast Equipment	To replace core WAN WIFI equipment to ensure connectivity between our main mast sites and care homes.	£45,000	£45,000
Device Replacement	Replacement of end User Devices (Corporate)	To replace end of life end-user devices in Council Offices. This will fund approx. 100 devices from an asset base of ca 1200 devices.	£60,000	£220,000
	Replacement of end User Devices (Schools)	To replace end of life end-user devices in Schools. This will fund approx. 275 devices across 22 schools from an asset base of ca 3000 devices.	£160,000	
Other	Failures and Emergency Replacements of Capital Equipment	Allocation to replace failures not covered by repairs, and any systems that fail security audit requirements. Particularly WAN wireless.	£30,000	£30,000
			Total	£420,000.

Corporate Asset Maintenance and Improvement Programmes

Appendix 3 – General Fund – Revenue Repairs and Maintenance Programme.

Appendix 4 – Strategic Reserve Fund – Revenue Repairs and Maintenance Programme.

Appendix 5 – General Fund – Capital Improvement Programme.

Appendix 6 – Strategic Reserve Fund – Capital Improvement Programme.

Resolved that, under section 50A(4) of the Local Government (Scotland) Act 1973, the public were 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 I of Schedule 7A of the Act.

This constitutes a summary of the Appendix in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.

Local Government (Scotland) Act 1973 – Schedule 7A

Access to Information: Descriptions of Exempt Information

Paragraph 9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.