

## **Item: 17**

### **Asset Management Sub-committee: 7 November 2023.**

#### **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 7 November 2023.

# Minute

## Asset Management Sub-committee

Tuesday, 7 November 2023, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors Heather N Woodbridge, P Lindsay Hall, Steven B Heddle, Jean E Stevenson, James W Stockan and Ivan A Taylor.

## Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

## Clerk

- Hazel Flett, Service Manager (Governance).

## In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Lorna Richardson, Head of Neighbourhood Services.
- Shonagh Merriman, Service Manager (Corporate Finance).
- Glen Thomson, Interim Service Manager (Property and Capital Projects).
- Michael Scott, Solicitor.
- Gwyn Evans, Strategic Projects.

## Observing

- Thomas Aldred, Service Manager (ICT).

## Observing via remote link (Microsoft Teams)

- Graeme Christie, Service Manager (Estates).

## Declarations of Interest

- No declarations of interest were intimated.

## Chair

- Councillor Heather N Woodbridge.

## **1. 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 Service Manager (Corporate Finance), the Sub-committee:

Noted:

**1.1.** 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 2023, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £460,000.

**1.2.** 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 2023, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**1.3.** 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.

## **2. Corporate Asset Maintenance Programmes**

### **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 Service Manager (Corporate Finance), the Sub-committee:

Noted:

**2.1.** The summary position of expenditure incurred, as at 30 September 2023, against the approved corporate asset maintenance programmes for 2023/24, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**2.2.** The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved corporate asset maintenance programmes for 2023/24.

## **3. Corporate Asset Improvement 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 Service Manager (Corporate Finance), the Sub-committee:

Noted:

**3.1.** The summary position of expenditure incurred, as at 30 September 2023, against the approved corporate asset capital improvement and replacement programmes for 2023/24, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**3.2.** The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved corporate asset capital improvement and replacement programmes for 2023/24.

#### **4. Conclusion of Meeting**

At 10:15 the Chair declared the meeting concluded.

Signed: H N Woodbridge.