

## Minute

### Asset Management Sub-committee

Tuesday, 21 March 2023, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

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

### Present via remote link (Microsoft Teams)

Councillors Jean E Stevenson and Mellissa-Louise Thomson.

### 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).
- Stuart Alison, Service Manager (Enterprise) (for Items 3 to 7).
- Graeme Christie, Service Manager (Estates).
- Hazel Flett, Service Manager (Governance).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Ian Rushbrook, Service Manager (Capital Programme and Property).
- Michael Scott, Solicitor.

### Observing

- Gwyn Evans, Surveying Manager.
- Glen Thomson, Senior Surveyor.
- Veer Bansal, Solicitor.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor Heather N Woodbridge.

## **1. Disclosure of Exempt Information**

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Items 5 and 6, 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. 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:

**2.1.** That the Information Technology Capital Replacement Programme for 2023/24, together with the indicative programme for 2024/25, 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.

**2.2.** 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 2.1 above, as variations arose in order to maximise use of the annual capital allocation.

## **3. Information Technology Strategy – Delivery Plan Update**

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:

Scrutinised actions contained in the updated Delivery Plan, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, and obtained assurance regarding progress being made in implementing the Information Technology Strategy.

## **4. Exclusion of Public**

On the motion of Councillor Heather N Woodbridge, 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.

## **5. 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 Service Manager (Property and Capital Projects), the Sub-committee:

Noted:

**5.1.** The three-year projections for the Revenue Repairs and Maintenance and Capital Improvement Programmes for the period 2023/24 to 2025/26, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**5.2.** That, as revenue budgets for 2023/24 had not yet been confirmed, the three-year projections for revenue repairs and maintenance, referred to at paragraph 5.1 above, were based on 2022/23 budget levels.

**5.3.** 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:

**5.4.** That the undernoted programmes for 2023/24, together with provisional programmes for 2024/25 and 2025/26, attached as Appendix 3 to this Minute, be approved:

- Revenue Repairs and Maintenance Programme, to be funded from the allocation of £1,708,200 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, noting that the allocation would be reduced to £1,086,400 in 2023/24 to account for an overspend of £265,000 against budget in 2022/23.
- Strategic Reserve Fund Revenue Repairs and Maintenance Programme, to be funded from the allocation of £92,300 per annum set annually as part of the budget setting process.
- Strategic Reserve Fund Capital Improvement Programme, to be funded from the allocation of £118,600 per annum within the approved capital programme.

**5.5.** 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 5.4 above, as variations arose in order to maximise use of the annual budget allocations.

## **6. Request to Purchase Property in 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 paragraph 9 of Part 1 of Schedule 7A of the Act.

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

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

## **7. Conclusion of Meeting**

At 11:05 the Chair declared the meeting concluded.

Signed: H N Woodbridge.