Minute

Asset Management Sub-committee
Thursday, 7 September 2017, 10:30.
Council Chamber, Council Offices, School Place, Kirkwall.

Present
Councillors W Leslie Manson, James W Stockan, Norman R Craigie and Graham L Sinclair.

Clerk
- Hazel Flett, Senior Committees Officer.

In Attendance
- Gillian Morrison, Executive Director of Corporate Services.
- Hayley Green, Head of IT and Facilities.
- Colin Kemp, Corporate Finance Senior Manager.
- Ian Rushbrook, Capital Programme Manager (for Items 1 to 5).
- Graeme Christie, Estates Manager.
- Jill Macadam, Solicitor.
- Michael Scott, Solicitor (for Items 1 to 7).

Observing
- Kirsty Groundwater, Press Officer.

Apologies
- Councillor Robin W Crichton.
- Councillor Steven B Heddle.

Not Present
- Councillor John A R Scott.

Declaration of Interest
- Councillor Norman R Craigie – Item 9.

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 8 to 11, together with Appendices 1 and 2 of Item 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. Revenue Expenditure Monitoring Report

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 June 2017, attached as Annex 1 to the report by the Head of Finance, indicating a budget surplus position of £49,200.

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 June 2017, 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 Capital Improvement and Replacement Programmes

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 outturn position of expenditure incurred against the approved corporate asset capital improvement and replacement programmes for financial year 2016 to 2017, as detailed in section 5.1 of the report by the Head of Finance.

3.2. The project updates provided by contact officers, attached as Appendix 1 to the report by the Head of Finance.

4. Corporate Asset Revenue Maintenance Programmes

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 outturn position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2016 to 2017, as detailed in section 5.1 of the report by the Head of Finance.

4.2. The project updates provided by contact officers, attached as Appendix 1 to the report by the Head of Finance.

5. Community Asset Transfer 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, in January 2017, the Scottish Government issued statutory guidance on Community Asset Transfer requests for public service authorities and community transfer bodies.

5.2. That, in terms of the statutory guidance referred to at paragraph 5.1 above, public authorities were expected to provide support to community transfer bodies to enable them to make best use of the Community Asset Transfer request process.

5.3. The proposed Community Asset Transfer Policy, attached as Appendix 1 to the report by the Executive Director of Corporate Services.

5.4. The Community Asset Transfer Guidance Note, attached as Appendix 2 to the report by the Executive Director of Corporate Services, which had been adapted for local use.

The Sub-committee resolved to recommend to the Council:

5.5. That the Community Asset Transfer Policy, attached as Appendix 1 to this Minute, be approved.

Councillor James W Stockan left the meeting during discussion of this item.

6. Leases on Terms Below Market Value

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:

6.1. That 31 tenants were currently listed as occupying Council assets and benefitting from rents at less than market value, as detailed in Appendix 1 to the report by the Executive Director of Corporate Services.

6.2. The governance authorising the below market rent arrangements, referred to at paragraph 6.1 above, as detailed in Appendix 2 to the report by the Executive Director of Corporate Services.
6.3. The arrangements currently in place in respect of repairs to the assets, referred to at paragraph 6.1 above, as detailed in section 4 of the report by the Executive Director of Corporate Services, with the estimated annual cost to the Council of repairs to those assets amounting to £183,400 during the last four financial years.

7. Exclusion of the Public
On the motion of Councillor W Leslie Manson, seconded by Councillor Graham L Sinclair, 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 Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

8. Property Deemed Potentially Surplus to Operational Requirements
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 Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of IT and Corporate Services, the Sub-committee:

Noted the current status of property previously deemed potentially surplus to requirements, as detailed in Annex A to the report by Executive Director of Corporate Services.

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.

9. Lease Management
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 and 6 of Part 1 of Schedule 7A of the Act.

Although Councillor Norman R Craigie declared a non-financial interest in this item, in that a close family member was a director of one of the companies concerned, and indicated that he would withdraw from meeting, in doing so would render the meeting inquorate.

Accordingly, in terms of Standing Order 41, the Chair ruled that the item be deferred.
10. Sites at Hatston Industrial Estate

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 Development and Infrastructure, 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 sites at Hatston Industrial Estate.

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.
11. Land in Deerness

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 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 Sub-committee:

Resolved to **recommend to the Council** what action should be taken with regard to land in Deerness.

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. Conclusion of Meeting

At 11:45 the Chair declared the meeting concluded.

Signed: L Manson.