

Item: 10

Asset Management Sub-committee: 25 March 2025.

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 25 March 2025.

Minute

Asset Management Sub-committee

Tuesday, 25 March 2025, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Alexander G Cowie, Steven B Heddle, Kristopher D Leask, Janette A Park, Ivan A Taylor and Heather N Woodbridge.

Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Lorna Richardson, Head of Neighbourhood Services.
- Thomas Aldred, Service Manager (ICT).
- Graeme Christie, Service Manager (Estates).
- Michael Scott, Solicitor.
- Gwyn Evans, Strategic Projects.

In Attendance via remote link (Microsoft Teams)

- Glen Thomson, Service Manager (Property and Capital Projects).

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 2025/26, together with the indicative programme for 2026/27, attached as Appendices 1 and 2 to this Minute, to be funded from the allocation of £600,000 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 Alexander G Cowie, seconded by Councillor Kristopher D Leask, 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.

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 Service Manager (Property and Capital Programme), the Sub-committee:

Noted:

3.1. That, for each of financial years 2025/26, 2026/27 and 2027/28, the Council had determined that the Corporate Capital Improvement Programme be increased to £2,000,000 per annum.

3.2. That the budget for 2025/26 had been further increased by £115,000, following the award of additional General Capital Grant from the Scottish Government in recognition of the climate emergency.

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

3.3. That the undernoted programmes for 2025/26, together with provisional programmes for 2026/27 and 2027/28, attached as Appendices 3 to 6 to this report, be approved:

- Revenue Repairs and Maintenance Programme, to be funded from the allocation of £1,866,500 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 £134,900 per annum set annually as part of the budget setting process.
- Capital Improvement Programme, to be funded from the approved allocations set out at paragraphs 3.1 and 3.2 above.
- Strategic Reserve Fund Capital Improvement Programme, to be funded from the allocation of £118,600 per annum 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 and in order to maximise use of the annual budget allocations.

Councillor Heather N Woodbridge joined the meeting during discussion of this item.

4. Plant and Vehicle Replacement Programme

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 8 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 Neighbourhood Services, the Sub-committee:

Resolved, in terms of delegated powers:

4.1. That the Plant and Vehicle Replacement Programmes for 2025/26 and 2026/27, together with the indicative programme for 2027/28, attached as Appendix 7 to this Minute, be approved.

4.2. That powers be delegated to the Corporate Director for Neighbourhood Services and Infrastructure, in consultation with the Head of Finance, to adjust the programmes referred to at paragraph 4.1 above, as variances arose and in order to maximise use of the annual capital allocation.

5. Conclusion of Meeting

At 10:03 the Chair declared the meeting concluded.

Signed: Alexander G Cowie.

Information Technology Replacement 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. Improved UPS is required at all sites to ensure resilience for new digital phone systems.	£45,000	£45,000
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	£45,000
	Replacement of Storage and Backup Infrastructure	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£20,000	
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.	£30,000	£60,000
	Replacement of Network Switches	Replacement of Network Switches that are end of support.	£30,000	
Security Gateways	Proxy/Firewall Replacements	The present web filtering system is end of life and requires replacement. This is an opportunity to ensure devices used remotely benefit from filtering and improved security protection. Included in this new system are corporate, remote/home working and school devices.	£200,000	£200,000
Telephony	Analogue to Digital switchover	Replacement of voice infrastructure requiring replacement as part of the analogue switch off in Council sites, extending the Council's core switchboard via updated equipment to Council and School sites.	£65,000	£65,000
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 and schools.	£65,000	£65,000

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.	£35,000	£90,000
	Replacement of end User Devices (Schools).	To replace end of life end-user devices in Schools.	£55,000	
Other	Failures and Emergency Replacements of Capital Equipment.	Allocation to replace failures not covered by repairs, and any systems that fail security audit requirements.	£30,000	£30,000
			Total	£600,000

Information Technology Indicative Replacement Programme 2026/27

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. Improved UPS is required at all sites to ensure resilience for new digital phone systems.	£45,000	£45,000
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	£75,000
	Replacement of Storage and Backup Infrastructure	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£50,000	
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.	£20,000	£90,000
	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, this will include the replacement of core datacentre networking switchgear.	£70,000	
Security Gateways	Proxy/Firewall Replacements	Main perimeter SWAN Pathfinder router will require upgrading	£80,000	£80,000
Telephony	Analogue to Digital switchover	To complete replacement of voice infrastructure requiring replacement as part of the analogue switch off in Council sites, extending the Council's core switchboard via updated equipment to Council and School sites.	£65,000	£65,000
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.	£65,000	£65,000

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.	£60,000	£130,000
	Replacement of end User Devices (Schools).	To replace end of life end-user devices in Schools.	£70,000	
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	£50,000	£50,000
			Total	£600,000

Corporate Asset Maintenance and Improvement Programmes

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.

Programmes for 2025/26, together with Provisional Programmes for 2026/27 and 2027/28 in respect of the following:

- 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.

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.

Appendix 7.

Plant and Vehicle Replacement Programmes

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 8 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 8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.