

## Minute

### Asset Management Sub-committee

Tuesday, 30 January 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

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

### 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.
- 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 Foubister, Service Manager (Fleet).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Glen Thomson, Service Manager (Property and Capital Projects).
- Michael Scott, Solicitor.
- Gwyn Evans, Strategic Projects.

### Apology

Councillor James W Stockan.

### 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 31 December 2023, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £51,300.

**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 31 December 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.

Councillor Steven B Heddle joined the meeting during discussion of this item.

## **2. Corporate Asset Improvement Programmes**

### **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 31 December 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:

**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 capital improvement and replacement programmes for 2023/24.

### **3. 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:

**3.1.** The summary position of expenditure incurred, as at 31 December 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:

**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 maintenance programmes for 2023/24.

### **4. 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 with regard to progress being made in implementing the Information Technology Strategy.

### **5. Exclusion of Public**

On the motion of Councillor Heather N Woodbridge, seconded by Councillor P Lindsay Hall, 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.

### **6. 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:

Noted:

**6.1.** That a multi-year approach to the replacement of plant and vehicles allowed for greater flexibility to vary the timing of individual transactions where constraints and/or pressures emerged.

**6.2.** That, in addition to the planned purchases for General Fund services, a total of £306,000 was to be spent on the purchase of vehicles on behalf of Non-General Fund services during 2024/25, the cost of which would be fully reimbursed by the relevant trading service, as detailed within Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure.

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

**6.3.** That the Plant and Vehicle Replacement Programmes for 2024/25 and 2025/26, together with the indicative programme for 2026/27, attached as Appendix 1 to this Minute, be approved.

**6.4.** 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 6.3 above, as variations arose and in order to maximise use of the annual capital allocations.

## **7. Site at Garson Industrial Estate, Stromness**

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 site at Garson Industrial Estate, Stromness.

**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.**

## **8. Conclusion of Meeting**

At 10:24 the Chair declared the meeting concluded.

Signed: H N Woodbridge.