

Minute

Asset Management Sub-committee

Tuesday, 24 March 2026, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

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

Present via remote link (Microsoft Teams)

Councillors Kristopher D Leask and Mellissa-Louise Thomson.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Kenny MacPherson, Head of Property and Asset Management.
- Thomas Aldred, Service Manager (ICT).
- Allan Alexander, Service Manager (Fleet).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Glen Thomson, Service Manager (Property and Capital Programme).
- Michael Scott, Solicitor.

In Attendance via remote link (Microsoft Teams)

- Lorna Richardson, Director of Infrastructure and Organisational Development.

Observing

- Graeme Christie, Service Manager (Estates).

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 Director of Infrastructure and Organisational Development, copies of which had been circulated, and after hearing a report from the Service Manager (ICT), the Committee:

Resolved, in terms of delegated powers:

1.1. That the Information Technology Capital Replacement Programme for 2026/27, together with the indicative programme for 2027/28, attached as Appendices 1 and 2 respectively 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 Director of Infrastructure and Organisational Development, 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. Information Technology Strategy – Delivery Plan Update

After consideration of a report by the Director of Infrastructure and Organisational Development, copies of which had been circulated, and after hearing a report from the Head of Property and Asset Management, the Committee:

Scrutinised the updated Delivery Plan, attached as Appendix 1 to the report by the Director of Infrastructure and Organisational Development, and obtained assurance that progress was being made in implementing the Information Technology and Cyber Security Strategy.

3. Exclusion of Public

On the motion of Councillor Alexander G Cowie, seconded by Councillor Heather N Woodbridge, the Sub-committee resolved that the public be excluded from 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.

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 Director of Infrastructure and Organisational Development, copies of which had been circulated, the Sub-committee:

Resolved, in terms of delegated powers:

4.1. That the Plant and Vehicle Replacement Programme for 2026/27, together with the indicative programmes for 2027/28 and 2028/29, attached as Appendix 3 to this Minute, be approved.

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

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 Director of Infrastructure and Organisational Development, copies of which had been circulated, and after hearing a report from the Service Manager (Property and Capital Programme), the Sub-committee:

Noted:

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

5.2. That the capital budget for 2026/27 had been further increased by £147,000, following the award of grant funding from the Islands Centre for Net Zero (ICNZ) in contributions towards renewable heat source projects.

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

5.3. That the undernoted programmes for 2026/27, together with provisional programmes for 2027/28 and 2028/29, attached as Appendices 4 to 7 to the report by the Director of Infrastructure and Organisational Development, be approved:

- Revenue Repairs and Maintenance Programme, to be funded from the allocation of £1,894,700 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 £137,800 per annum set annually as part of the budget setting process.
- Capital Improvement Programme, to be funded from approved allocations set out in paragraphs 5.1 and 5.2 above.
- Strategic Reserve Fund Capital Improvement Programme, to be funded from the allocation of £118,600 per annum within the approved capital programme.

5.4. That powers be delegated to the Director of Infrastructure and Organisational Development, in consultation with the Head of Finance, to adjust the programmes, referred to at paragraph 5.3 above, as variations arose in order to maximise use of the annual budget allocations.

6. Conclusion of Meeting

At 10:26 the Chair declared the meeting concluded.

Signed: Alexander G Cowie.

Information Technology 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.	£30,000	£30,000
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.	£85,000	£175,000
	Replacement of Storage and Backup Infrastructure	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£90,000	
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	£110,000
	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, this will include the replacement of core networking switchgear at Kirkwall Grammar School.	£90,000	
Security Gateways	Proxy/Firewall Replacements	Main perimeter Firewalls are End of Life and will require replacement	£55,000	£55,000
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.	£25,000	£25,000
Wide Area Network Replacement	Replacement of End of Life and Poor Performing Radio Wireless and Microwave Mast Equipment	To replace core WAN Infrastructure to ensure connectivity between our data centres and other Council sites through the county Including Schools and Care Homes.	£55,000	£55,000
Device Replacement	Replacement of end User Devices (Corporate).	To replace end of life end-user devices in Council Offices.	£50,000	£100,000
	Replacement of end User Devices (Schools).	To replace end of life end-user devices in Schools.	£50,000	
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

Information Technology Indicative Replacement Programme 2027/28

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.	£20,000	£20,000
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.	£85,000	£175,000
	Replacement of Storage and Backup Infrastructure	Replacement of storage that is approaching capacity and enhance the resilience of data backups.	£90,000	
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	£100,000
	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, this will include the replacement of remaining networking switchgear at Kirkwall Grammar School.	£80,000	
Security Gateways	Proxy/Firewall Replacements	Internal Firewalls are approaching End-Of-Life and will require replacement	£55,000	£55,000
Telephony	Analogue to Digital switchover	To replace voice infrastructure requiring replacement as part of the normal replacement of infrastructure	£45,000	£45,000
Wide Area Network Replacement	Replacement of End of Life and Poor Performing Radio Wireless and Microwave Mast Equipment	To replace core WAN Infrastructure to ensure connectivity between our data centres and other Council sites through the county Including Schools and Care Homes.	£55,000	£55,000
Device Replacement	Replacement of end User Devices (Corporate).	To replace end of life end-user devices in Council Offices.	£50,000	£100,000
	Replacement of end User Devices (Schools).	To replace end of life end-user devices in Schools.	£50,000	
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

Appendix 3.

Plant and Vehicle Replacement Programmes

Pages 3173 to 3176.

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.

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 2026/27, together with Provisional Programmes for 2027/28 and 2028/29 in respect of the following:

- Appendix 4 – Pages 3177 to 3180 – General Fund – Revenue Repairs and Maintenance Programme.
- Appendix 5 – Pages 3181 to 3182 – Strategic Reserve Fund – Revenue Repairs and Maintenance Programme.
- Appendix 6 – Pages 3183 to 3189 – General Fund – Capital Improvement Programme.
- Appendix 7 – Page 3190 – 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.