

Minute

Asset Management Sub-committee

Tuesday, 30 August 2022, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

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

Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- James Wylie, Corporate Director for Education, Leisure and Housing (for Items 8 to 11).
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Thomas Aldred, Interim ICT Service Manager.
- Graeme Christie, Estates Manager.
- Hazel Flett, Service Manager (Governance).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Ian Rushbrook, Capital Programme Manager.
- Michael Scott, 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 Item 10, 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 Outturn

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

2.1. The revenue expenditure outturn statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2021/22, attached as Annex 1 to the report by the Head of Finance, indicating an underspend of £338,300.

The Sub-committee scrutinised:

2.2. The explanations given, and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

3. Revenue Expenditure Monitoring

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

3.1. 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 2022, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £62,400.

3.2. 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 2022, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

3.3. 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.

4. Corporate Asset Maintenance Programmes – Expenditure Outturn

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:

4.1. The summary position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2021/22, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

4.2. The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action had been taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset revenue maintenance programmes for 2021/22.

5. Corporate Asset Maintenance 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:

5.1. The summary position of expenditure incurred, as at 30 June 2022, against the approved corporate asset revenue maintenance programmes for 2022/23, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

5.2. The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances, together with progress being made with delivery of the approved corporate asset revenue maintenance programmes for 2022/23.

6. Corporate Asset Improvement Programmes – Expenditure Outturn

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:

6.1. The summary outturn position of expenditure incurred against the approved corporate asset capital improvement and replacement programmes for financial year 2021/22, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

6.2. The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset capital improvement and replacement programmes for 2021/22.

7. 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:

7.1. The summary position of expenditure incurred, as at 30 June 2022, against the approved corporate asset capital improvement and replacement programmes for 2022/23, as detailed in section 4.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

7.2. The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances, together with progress being made with delivery of the approved corporate asset capital improvement and replacement programmes for 2022/23.

8. COVID-19 Funding to IT Recovery Projects

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 Property, Asset Management and Facilities, the Sub-committee:

Noted:

8.1. That, on 21 December 2021, when considering the allocation of one-off funding towards a series of projects considered to provide excellent recovery prospects from the COVID-19 pandemic, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, including one-off allocations towards the following IT related matters:

- Windows 11 – £400,000.
- Schools' IT Equipment – £500,000.
- Corporate IT Equipment – £500,000.

8.2. That the one-off allocations towards the IT related matters detailed above were in addition to the annual funding allocation of £420,000 in respect of the IT Capital Replacement Programme.

8.3. The overview of current plans and spending in respect of the COVID-19 funding for IT recovery projects, as detailed in sections 4 to 6 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

9. Information Technology Strategy Delivery Plan

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 Property, Asset Management and Facilities, the Sub-committee:

Scrutinised the updated Delivery Plan, attached as Appendix 2 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, and obtained assurance that progress was being made in implementing the Information Technology Strategy.

10. Strategic Land Acquisition

On the motion of Councillor Heather N Woodbridge, seconded by Councillor P Lindsay Hall, the Sub-committee resolved that the public be 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 Local Government (Scotland) Act 1973 as amended.

After consideration of a joint report by the Corporate Director for Enterprise and Sustainable Regeneration and the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to a strategic land acquisition.

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. Conclusion of Meeting

At 11:52 the Chair declared the meeting concluded.

Signed: Heather Woodbridge.