

# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>7 February 2024</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Delegated Authority Report – Update</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on transactions processed by delegated authority by Property Services during Quarters 2 and 3 of 2023/2024.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the transactions processed by delegated authority by Property Services during Quarters 2 and 3 of 2023/2024, be noted

## 3. Background

3.1. The Executive Director (Housing and Technical Resources) has delegated authority to deal with various transactions including:-

- ◆ leases of a value up to £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £200,000

3.2. Delegated authority reports are prepared by case officers and submitted to the Head of Property Services for approval once provisional agreement has been reached with the third party. A weekly list of approved reports is published on the Council's intranet under "Estates Property Transactions".

3.3. The delegated reports provide authority for officers to progress transactions and where appropriate, to instruct Legal Services. The receipt of any monies arising from the transactions occurs at a date in the future once missives have been concluded and any suspensive conditions met. It should be noted that some transactions may never settle.

## 4. Summary Quarter 2, 2023/2024

4.1. The summary of transactions progressed under delegated authority during Quarter 2 of 2023/24 is shown in Appendix 1, column 2, however, can be summarised as follows:-

Total number of transactions	107
Total value of lease transactions	£91,405.30 per annum
Total value of capital transactions	£7,176,652
Total number of miscellaneous transactions	21

## **5. Summary Quarter 3, 2023/2024**

- 5.1. The summary of transactions progressed under delegated authority during Quarter 3 of 2023/2024 is shown in Appendix 1, column 3, however, can be summarised as follows:-

Total number of transactions	103
Total value of lease transactions	£83,302.29 per annum
Total value of capital transactions	£6,949,200

Total number of miscellaneous transactions      0

- 5.2. The overall profile of the volume and value of transactions during 2023/2024 generally compares with previous years, however, there is an increase in the number of acquisitions reflecting the outcomes of the Council House Open Market Purchase Scheme.

## **6. Employee Implications**

- 6.1. There are no employee implications.

## **7. Financial Implications**

- 7.1. The rental income to the Council is increased as a result of the new lettings and lease renewals.
- 7.2. Disposals generate additional capital monies for the Council's Capital Programme.
- 7.3. Acquisitions are carried out in accordance with project plans and approved capital budgets to enable investment programmes to proceed.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no issues in relation to climate change, sustainability and environment contained within this report.

## **9. Other Implications**

- 9.1. There is a low risk that the rental and capital receipts identified within these delegated authority reports are not achieved if, for reasons outwith the Council's control, the tenant/purchaser chooses not to proceed with the transactions. However, Property Services has in place procedures and consultations intended to minimise this risk.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. Consultation takes place with the occupying Resource, Planning, Roads and Legal Services on a transaction by transaction basis as and when required.
- 10.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.

**Stephen Gibson**

**Executive Director (Housing and Technical Resources)**

10 January 2024

## **Link(s) to Council Values/Priorities/Outcomes**

- ♦ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Housing and Technical Resources Committee, 30 August 2023
- ◆ Housing and Technical Resources Committee, 30 May 2023

### **List of Background Papers**

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Assets and Estates Team, Property Services
- ◆ Weekly List of Delegated Authority Transactions can be obtained on the Council's intranet

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## Appendix 1

### Delegated Authority Transactions

Transaction Type	Quarter 2 2023/24		Quarter 3 2023/24	
	No	Value	No	Value
Lease Renewal	0	£0	2	£26,000
New Lease/ Licence	10	£64,905.30	7	£40,802.29
Landlords Consent	4	£0	0	£0
Assignment	2	£0	2	£0
Rent Review	1	£26,500	1	£16,500
<b>Total Revenue</b>	17	£91,405.30	12	£83,302.29
Disposal	4	£103,100	5	£13,400
Compensation	0	£0	18	£142,800
Wayleave/Servitude	4	£10,450	1	£0
Acquisition	61	£7,063,101	67	£6,793,000
Title Waiver	0	£0	0	£0
<b>Total Capital</b>	69	£7,176,651	91	£6,949,200
Miscellaneous	21	£1	0	£0