

# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>30 June 2021</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 the final quarter of 2020/2021 and to provide a year-end summary

## 2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority by Property Services during the final quarter of 2020/2021, together with the year-end summary of all such transactions, 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 £100,000

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 4, 2020/2021

4.1. The summary of transactions progressed under delegated authority during quarter 4 of 2020/2021 is shown in Appendix 1, column 1, however, can be summarised as follows:-

Total number of transactions	56
Total value of lease transactions	£268,659 per annum

Total value of capital transactions	£1,634,502
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- 4.2. The overall profile of the volume and value of transactions during the fourth quarter of 2020/2021 generally compares with previous years.

## 5. Annual Summary 2020/2021

- 5.1. The summary of all transactions progressed under delegated authority during the financial year 2020/2021 is shown on Appendix 1, column 2, and can be summarised as follows:-

Total number of transactions	171
Total value of lease transactions	£594,998 per annum
Total value of capital transactions	£4,445,267

- 5.2. The overall profile of the volume and value of transactions during 2020/2021 is slightly down on previous years reflecting challenges in settling transactions at the beginning of the year.

## 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 rent reviews.

- 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 owning 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.

## Daniel Lowe

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

1 June 2021

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ Housing and Technical Resources Committee, 25 November 2020
- ◆ Housing and Technical Resources Committee, 17 February 2021

**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:-

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: [frank.mccafferty@southlanarkshire.gov.uk](mailto:frank.mccafferty@southlanarkshire.gov.uk)

## Delegated Authority Transactions

Transaction Type	Quarter 4 2020/2021		Annual Summary	
	No	Value	No	Value
Lease Renewal	0	£0	3	£176,800
New Lease	18	£268,658	47	£411,584
Landlords Consent	2	£1	20	£2
Assignment	3	£0	5	£5,075
Rent Review	0	£0	1	£1,537
<b>Total Revenue</b>	23	£268,659	76	£594,998
Disposal	6	£39,500	17	£327,024
Compensation	0	£0	1	£936
Waiver/Servitude	6	£52,502	13	£76,005
Acquisition	21	£1,542,500	64	£4,041,302
Title Waiver	0	£0	0	£0
<b>Total Capital</b>	33	£1,634,502	95	£4,445,267
Miscellaneous	0	£0	2	£0