

# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>31 May 2023</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 Quarter 4 of 2022/2023 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 Quarter 4 of 2022/2023, 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 £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 4, 2022/2023

4.1. The summary of transactions progressed under delegated authority during Quarter 4 of 2022/2023 is shown in Appendix 1, column 2, however, can be summarised as follows:-

Total number of transactions	38
Total value of lease transactions	£68,669 per annum
Total value of capital transactions	£1,584,075
Total number of miscellaneous transactions	Nil

## **5. Annual Summary 2022/2023**

5.1. The summary of all transactions progressed under delegated authority during the financial year 2022/2023 is shown on Appendix 1, column 3 and can be summarised as follows:-

Total number of transactions	216
Total value of lease transactions	£597,477 per annum
Total value of capital transactions	£6,229,202
Total value of miscellaneous transactions	£55,502

5.2. The overall profile of the volume and value of transactions during 2022/2023 generally compares with previous years.

## **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)**

6 April 2023

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

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ Housing and Technical Resources Committee, 15 March 2023
- ◆ Housing and Technical Resources Committee, 14 December 2022

**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:-

Joanne Forbes, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: [joanne.forbes@southlanarkshire.gov.uk](mailto:joanne.forbes@southlanarkshire.gov.uk)

## Delegated Authority Transactions

Transaction Type	Quarter 4 2022/2023		Annual Summary	
	No	Value	No	Value
Lease Renewal	0	£0	19	£141,950
New Lease	5	£38,932	39	£339,639
Landlords Consent	7	£1	19	£1
Assignment	3	£0	8	£0
Rent Review	1	£29,736	8	£115,887
<b>Total Revenue</b>	16	£68,669	93	£597,477
Disposal	0	£0	15	£172,180
Compensation	2	£10,275	16	£61,655
Wayleave/Servitude	2	£800	10	£3,527
Acquisition	17	£1,573,000	71	£5,991,840
Title Waiver	0	£0	0	£0
<b>Total Capital</b>	21	£1,584,075	112	£6,229,202
Miscellaneous	1	£0	11	£55,502