

# Report

# 16

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>7 March 2018</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Delegated Authority Report – Quarter 1 and 2 Update</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of the transactions processed by delegated authority during the period 1 April to 30 September 2017 by Property Services

## 2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority during the period 1 April to 30 September 2017, 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 £100,000 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 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 Quarters 1 and 2 – 2017/2018

4.1. The summary of transactions progressed under delegated authority during the first two quarters of 2017/2018 is detailed within Appendix 1, however, can be summarised as follows:-

Quarter 1	
Total number of transactions	61
Total value of lease transactions	£548,406 per annum
Total value of capital transactions	£908,368

Quarter 2	
Total number of transactions	42
Total value of lease transactions	£67,854 per annum
Total value of capital transactions	£966,037

4.2. The volume and value of the transactions is consistent with previous years.

## **5. Employee Implications**

5.1. There are no employee implications.

## **6. Financial Implications**

6.1. The rental income to the Council has increased as a result of the new lettings and rent reviews.

6.2. Disposals generate additional capital monies for the Council's Capital Programme.

6.3. Acquisitions are carried out in accordance with project plans and approved capital budgets.

## **7. Other Implications**

7.1. 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 procedures in place and carries out consultations intended to minimise this risk.

7.2. There are no implications for sustainability or risk in terms of the information contained within this report.

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

8.1. Consultation takes place with the owning Resource, Planning, Roads and Legal Services on a transaction by transaction basis as and when required.

8.2. 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)**

5 February 2018

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

◆ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Housing and Technical Resources Committee: 9 August 2017

### **List of Background Papers**

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Asset 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

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## Delegated Authority Transactions Quarter 1 and 2, 2017/18

Transaction Type	Quarter 1		Quarter 2	
	No	Value	No	Value
Lease Renewal	2	£7,000	-	-
New Lease	26	£209,316	17	£23,554
Assignment	3	£240,300	1	£24,000
Rent Review	6	£91,790	1	£20,300
<b>Total Revenue</b>	<b>37</b>	<b>£548,406</b>	<b>19</b>	<b>£67,854</b>
Disposal	3	£80,001	13	£677,630
Compensation	-	-	-	-
Waiver/Servitude	10	£35,767	3	£11,077
Acquisition	11	£792,600	7	£277,330
<b>Total Capital</b>	<b>24</b>	<b>£908,368</b>	<b>23</b>	<b>£966,037</b>
Miscellaneous	-	-	-	-