

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	10 August 2022
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Delegated Authority Report – Update
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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 3 and Quarter 4 of 2021/2022 and provide a summary for 2021/2022 as well as for Quarter 1 of 2022/2023

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 Quarter 3 and the Quarter 4 of 2021/2022 and the summary for 2021/2022 and Quarter 1 of 2022/23; 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; and
- ◆ 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 3, 2021/2022

4.1. The summary of transactions progressed under delegated authority during Quarter 3 of 2021/2022 is shown in Appendix 1, Column 1, however, can be summarised as follows:-

Total number of transactions	56
Total value of lease transactions	£61,287 per annum
Total value of capital transactions	£1,292,703
Total value of miscellaneous transactions	£55,001

5. Summary Quarter 4, 2021/2022

- 5.1. The summary of all transactions progressed under delegated authority during quarter 4 of 2021/2022 is shown on Appendix 1, Column 2, however, can be summarised as follows:-

Total number of transactions	40
Total value of lease transactions	£97,127 per annum
Total value of capital transactions	£486,150
Total value of miscellaneous transactions	£106,650

6. Annual Summary 2021/2022

- 6.1. The summary of all transactions progressed under delegated authority during the financial year 2021/2022 is shown on Appendix 1, column 3 and can be summarised as follows:-

Total number of transactions	180
Total value of lease transactions	£599,293 per annum
Total value of capital transactions	£3,587,402
Total value of miscellaneous transactions	£476,651

- 6.2. The overall profile of the volume and value of transactions during 2021/2022 generally compares with previous years.

7. Summary Quarter 1, 2022/2023

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

Total number of transactions	65
Total value of lease transactions	£114,400 per annum
Total value of capital transactions	£1,083,352
Total number of miscellaneous transactions	£55,500

8. Employee Implications

- 8.1. There are no employee implications arising from this report.

9. Financial Implications

- 9.1. The rental income to the Council is increased as a result of the new lettings and rent reviews.
- 9.2. Disposals generate additional capital monies for the Council's Capital Programme.
- 9.3. Acquisitions are carried out in accordance with project plans and approved capital budgets, to enable investment programmes to proceed.

10. Climate Change, Sustainability and Environmental Implications

- 10.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

11. Other Implications

11.1. 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.

12. Equality Impact Assessment and Consultation Arrangements

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

12.2. 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)

4 July 2022

Link(s) to Council Values/Priorities/Outcomes

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 30 June 2021
- ◆ Housing and Technical Resources Committee, 8 December 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:-

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Appendix 1

Delegated Authority Transactions

Transaction Type	Quarter 3 2021/2022		Quarter 4 2021/2022		Annual Summary	
	No	Value	No	Value	No	Value
Lease Renewal	1	£8,500	1	£10,000	6	£268,502
New Lease	12	£52,786	19	£84,863	58	£297,813
Landlords Consent	4	£1	5	£0	13	£2
Assignment	3	£0	2	£0	7	£0
Rent Review	0	£0	1	£2,264	2	£32,976
Total Revenue	20	£61,287	28	£97,127	86	£599,293
Disposal	11	£195,695	2	£4,700	21	£516,312
Compensation	1	£27,050	0	£0	8	£233,200
Wayleave/Servitude	6	£1,208	2	£950	16	£23,037
Acquisition	15	£1,068,750	6	£480,500	43	£2,814,853
Title Waiver	0	£0	0	£0	0	£0
Total Capital	33	£1,292,703	10	£486,150	88	£3,587,402
Miscellaneous	3	£55,001	2	£106,650	6	£476,651

Appendix 2

Delegated Authority Transactions

Transaction Type	Quarter 1 2022/2023	
	No	Value
Lease Renewal	5	£23,300
New Lease	10	£42,300
Landlords Consent	7	£0
Assignment	3	£0
Rent Review	6	£48,800
Total Revenue	31	£114,400
Disposal	3	£13,700
Compensation	6	£13,900
Wayleave/Servitude	3	£2
Acquisition	16	£1,055,750
Title Waiver	0	£0
Total Capital	28	£1,083,352
Miscellaneous	6	£55,500