

## **PROPERTY SUB-COMMITTEE**

Minute of Meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Committee Room, Fourth Floor, Council Building, 2 High Street, Perth on Wednesday 12 September 2012 at 10.00am.

Present: Councillors A Grant, I Miller, D Cuthbert, M Roberts and W Wilson.

In Attendance: J Valentine, Executive Director (Environment); B Renton, Depute Director (Environment), J Carney, D Littlejohn, R Thomson and S Whitehall (all The Environment Service); G Taylor, C Irons and L Whiteford (all Chief Executive's Service).

Councillor A Grant, Convener, Presiding.

### **1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **2. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Special Property Sub-Committee held on 14 August 2012 was submitted and approved as a correct record.

### **3. CORPORATE PROPERTY MAINTENANCE POLICY AND STRATEGY PLAN**

There was submitted a report by the Depute Director (Environment) (12/378): (1) highlighting the requirement for an effective property maintenance policy, based upon sound asset management planning principles and regular inspection; and (2) indicating the importance of such a policy and subsequent strategic plan in ensuring that the Council's buildings are fit for purpose, both now and into the future, able to support the delivery of essential services, protect the health and safety and comfort of the users and public and maintain the asset value of the buildings for the benefit of the Council and community.

#### **Resolved:**

- (i) that the maintenance policy statement, as set out in Appendix 1 to Report 12/378, be adopted as Council policy for non-domestic property maintenance be agreed.
- (ii) to note that the Property Division's Facilities Management (FM) Maintenance Team, will produce a detailed maintenance strategy plan document for guidance.
- (iii) that the Property Division's FM Maintenance Team's objectives, as set out in Appendix 2 to Report 12/378, be adopted as a standard for the Council's non-

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- domestic property maintenance, and should form the basis of the strategy plan be agreed.
- (iv) to note that Property Division's FM Maintenance Team, will, as part of the ongoing asset management planning process, produce annual prioritised programmes of maintenance and targeted refurbishment for consideration at budget review.
  - (v) that these annual prioritised programmes, and reactive works, be funded, subject to the availability of financial resources, as an ongoing commitment to the provision of safe and compliant buildings and sustainability of the building portfolio be approved.
  - (vi) to note that The Head of Technical Services will submit an annual report to Committee outlining the appointment of the revenue budget and how this relates to the maintenance strategy plan.
  - (vii) that energy efficiency information be included in all future reports on the repair or improvement of property.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

**P1. KINROSS COUNTY BUILDINGS, 21/25 HIGH STREET, KINROSS – UPDATE AND PROPOSED DISPOSAL**

There was submitted a report by the Depute Director (Environment) (12/379) updating the Sub-Committee on the disposal of the County Buildings, 21/25 High Street, Kinross.

Motion (Councillors A Grant and I Miller)

That the Sub-Committee approve the terms of Report 12/379 that the Head of Planning and Regeneration be authorised to advertise the Kinross County Buildings for sale or lease on the open market for a period of at least six months and to report back to the Sub-Committee on offers received.

**Amendment (Councillors D Cuthbert and W Wilson)**

**That the Sub-Committee agree to defer any further action to market Kinross County Buildings to allow the local community to develop sustainable proposals for the future of the building with a further report to this Sub-Committee by the Head of Planning and Regeneration in no later than six months time.**

Amendment – 3 votes

Motion – 2 votes

**Resolved:**

In accordance with the Amendment.

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