

## **Item: 6**

### **Special General Meeting of the Council: 14 May 2019.**

#### **Procedure for Appointments.**

#### **Report by Chief Executive.**

### **1. Purpose of Report**

To consider various procedural matters in relation to the appointments to be made at this meeting.

### **2. Recommendations**

The Council is invited to note:

#### **2.1.**

That, in accordance with Standing Orders:

- The Convener, Depute Leader and Chairs of Committees shall hold office for two years and shall be eligible for re-election.
- Unless the Council resolves otherwise, appointments to Committees shall be for two years, with the exception of the Licensing Committee, which shall be until the next Local Government Election.

#### **2.2.**

That, as the term of this Council is five years, it is proposed that appointments made at this meeting should last for the remainder of the term of this Council, namely for three years until May 2022.

**It is recommended:**

#### **2.3.**

That the appointment of office bearers and appointments to standing committees to be made at this meeting should be for the remainder of the term of this Council, namely for three years to May 2022.

#### **2.4.**

That members be appointed to standing committees in accordance with the Scheme of Appointment of Members to Committee.

### **3. Elected Member Structure**

#### **3.1.**

On 7 March 2017, the Council adopted a revised elected member structure, comprising the following:

- Convener (Civic Head).
- Leader (Political Leader).
- Depute Leader.

#### **3.2.**

The Council resolved that a single role of Depute Leader be established in order to deputise for the Leader. There was no restriction placed on the appointment, therefore the Depute Leader can also be a Committee Chair.

#### **3.3.**

In accordance with Standing Orders, the term of office of the Leader is for the term of office as councillor, with the term of office for both the Convener and the Depute Leader being for two years, on the basis of a four year Council term.

#### **3.4.**

As this Council term is for five years (May 2017 to May 2022), it is recommended that appointments to the offices of Convener and Depute Leader made at this meeting should be for the remaining term of the Council, namely for three years to May 2022.

### **4. Appointment of Office Bearers**

#### **4.1.**

The first appointment to be made at the Special General Meeting is the Convener. This is followed by the Depute Leader and the Chairs of the various Committees.

#### **4.2.**

The nomination procedure for appointments is set out in Standing Orders. In summary, candidates may, if they so choose, speak in support of their nomination. This is done in the order of nomination, following any speeches by all the movers and seconders of all the candidates. All speeches are limited to five minutes.

### **5. Allocations Process**

#### **5.1.**

The Scheme of Appointment of Members to Committees, which forms part of Standing Orders, sets out how members are allocated to the various committees.

## **5.2.**

All members, with the exception of the Leader, were invited to complete a preference sheet for the committees they wish to serve on.

## **5.3.**

The process will appoint members to the following Committees:

- Development and Infrastructure Committee.
- Education, Leisure and Housing Committee.
- Monitoring and Audit Committee.

## **5.4.**

Again, in terms of Standing Orders, all appointments are normally for two years, with the exception of the Licensing Committee, which is for the term of office as councillor. Accordingly, the current membership of the Licensing Committee will continue until May 2022.

## **5.5.**

With regard to the remaining appointments, it is recommended that these should be for the remaining term of the Council, namely for three years to May 2022. This includes membership of the following committees, which are appointed separately to the preference process:

- Policy and Resources Committee – all 21 members.
- Planning Committee – two members from each of the six electoral wards.
- Orkney Health and Care Committee – three voting members on the Integration Joint Board, three other members who act as proxies, together with the Convener, the Leader and the Depute Leader).

## **6. Corporate Governance**

This report relates to governance and procedural issues and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

## **7. Financial Implications**

There are no financial implications arising directly as a result of the recommendations of this report.

## **8. Legal Aspects**

There are no legal implications arising directly as a result of the recommendations of this report.

## **9. Contact Officers**

Alistair Buchan, Chief Executive, extension 2101, Email  
[chief.executive@orkney.gov.uk](mailto:chief.executive@orkney.gov.uk).

Karen Greaves, Head of Executive Support, extension 2202, Email  
[karen.greaves@orkney.gov.uk](mailto:karen.greaves@orkney.gov.uk).

Hazel Flett, Senior Committees Officer, extension 2208, Email  
[hazel.flett@orkney.gov.uk](mailto:hazel.flett@orkney.gov.uk)

## **10. Appendix**

Appendix 1: Scheme of Appointment of Members to Committee.

# Appendix 1

## Scheme of Appointment of Members to Committees

### 1. Committee Composition

There are 3 Committees, each comprising 12 members, as follows:

- Development and Infrastructure Committee.
- Education, Leisure and Housing Committee.
- Planning Committee.

In addition to the above:

- All members will be allocated places on the Policy and Resources Committee.
- 3 members will be allocated places on the Integration Joint Board.
- 7 members will be allocated places on the Monitoring and Audit Committee.
- 8 members will be allocated places on the Licensing Committee.

In total, all members, with the exception of the Convener and the Leader, will serve on the following:

- Either Development and Infrastructure Committee or Education, Leisure and Housing Committee; and
- Not more than two from the following:
  - Planning Committee.
  - Monitoring and Audit Committee.
  - Licensing Committee.

### 2. Allocation Procedure

At the Statutory General Meeting of the Council, the Convener, the Leader and the Depute Leader will be appointed followed by the Chairs of all Standing Committees. The order of appointment of Chairs to the Standing Committees will be drawn by lot and circulated to all members along with the notice of the meeting.

Following the appointment of Chairs, the remaining 11 members of the Planning Committee will be appointed, to ensure representation from each electoral ward. Thereafter 3 members will be appointed to the Integration Joint Board, together with the remaining members of the Orkney Health and Care Committee. All other appointments are made through the allocation procedure.

Members' preferences will be adjusted, if necessary, following the appointment of chairs, in order that the committee to which they have been appointed as chair is their first choice.

The system allocates all members' first preferences, unless there are more first preferences than places on any committee, in which case members will be allocated places in an order of priority generated randomly.

The process is then repeated in respect of second choices, and so on, until all allocated spaces are filled.

### **Notes**

Preferences in respect of any vacancy will be drawn by lot.

In the event of any anomalies in committee composition arising as a result of the Scheme, powers are delegated to the Chief Executive, in consultation with the Convener, to revise the composition in line with the general principles of the Scheme.