

## **Item: 3**

### **Policy and Resources Committee: 14 May 2019.**

#### **Appointments to Sub-committees, Working Groups and Other Bodies.**

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

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

To consider appointments and/or nominations to various sub-committees, working groups and other bodies which fall within the remit of the Policy and Resources Committee.

### **2. Recommendations**

The Committee is invited to note:

#### **2.1.**

Council policy on appointments and/or nominations to external bodies, as outlined in section 6 of this report.

#### **2.2.**

That, as the term of this Council is five years, it is proposed that appointments and/or nominations made to the bodies listed in Appendix 1 to this report 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 Committee reviews the appointments/nominations listed in Appendix 1 to this report, including renaming working groups and making appointments, where required.

#### **2.4.**

That, where appointments and/or nominations are made, these should be for the remainder of the term of this Council, namely for three years to May 2022.

### **3. Background**

#### **3.1.**

There are a number of sub-committees, working groups and other bodies which fall within the remit of the Policy and Resources Committee.

### **3.2.**

Some information on each of the bodies, together with the existing constitutional arrangements, are detailed in Appendix 1 to this report. Existing membership is also provided for information.

## **4. Sub-committees**

### **4.1.**

Standing Orders state that committees of the Council may appoint, with the consent of the Council, sub-committees.

### **4.2.**

Standing Order 47 refers to the appointment of the Chair and Vice Chair of Sub-committees. Normally, the Chair and Vice Chair of the parent committee are the Chair and Vice Chair of the sub-committee. However, the sub-committee could determine to appoint an alternative Chair and Vice Chair from its membership.

### **4.3.**

Membership of sub-committees is set out in Standing Orders 48 and 49 and shall normally consist of members of the parent committee. However, non-members can be appointed, but this requires the consent of the Council. Likewise, where the law permits, non-elected members can be appointed to sub-committees, again, only with the consent of the Council.

## **5. Working Groups**

### **5.1.**

The following principles were agreed by Council as part of the governance review undertaken in 2016:

- A working group should be subject specific.
- A working group should have a short life, ideally no longer than six months.
- The relevant Executive Director should report the findings of the working group to the service committee, including a recommendation to disestablish.

### **5.2.**

It was further agreed that member/officer consultative groups be established where the work of the group was to continue beyond six months and that all existing groups would be reviewed at the May 2017 cycle of meetings.

### **5.3.**

In May 2017, when making appointments to working groups falling within the remit of the Policy and Resources Committee, the review referred to above was overlooked. Accordingly, Appendix 1 contains recommendations to rename working groups to consultative groups, where appropriate, as the remit is long-term in nature.

## **6. External Bodies**

### **6.1.**

When making appointments/nominations to external bodies listed in Appendix 1 to this report, regard should be made to Council policy whereby the appointment of elected members to external bodies has ceased with the exception of the following:

- Organisations which are wholly owned by the Council.
- Organisations in which the Council has a majority financial interest.
- Statutory organisations or other bodies to which a Council appointment would be prudent.

### **6.2.**

It should be noted, however, that the Council has previously resolved to make appointments/nominations to those external bodies listed in Appendix 1, bearing in mind the policy referred to above.

## **7. Appointments**

### **7.1.**

The Committee is invited to review the appointments/nominations listed in Appendix 1 to this report, including renaming working groups and making appointments, where required.

### **7.2.**

As this Council is for a five year term, it is proposed that appointments and/or nominations made to the bodies listed in Appendix 1 to this report should last for the remainder of the term of this Council, namely for three years until May 2022.

## **8. 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.

## **9. Financial Implications**

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

## **10. Legal Aspects**

### **10.1.**

With limited exceptions, section 56 of the Local Government (Scotland) Act 1973 provides that a local authority may arrange for the discharge of any of their functions by a committee of the authority, a sub-committee, an officer of the authority or by any other local authority in Scotland. The discharge of functions also includes doing anything which is calculated to facilitate or is conducive or incidental to the discharge of any of these functions.

### **10.2.**

There are no statutory rules in force in Scotland as to which councillors should be appointed to which committee. Councils have a free hand to decide the membership of their committees and sub-committees.

### **10.3.**

A working group is not a committee or sub-committee of the Council. A working group does not have delegated authority to make decisions.

## **11. 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)

## **12. Appendix**

Appendix 1: Sub-committees, Working Groups and Other Bodies appointed by Policy and Resources Committee.

## **Sub-committees, Working Groups and Other Bodies appointed by Policy and Resources Committee**

### **1. Asset Management Sub-committee**

#### **Remit**

- The co-ordination, management, planning and use of the Council's land and property assets, including information and communications technology.
- The establishment and review of strategies and schemes for land and property asset management.

#### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Five other members.

#### **Previous Membership**

- Councillor Norman R Craigie.
- Councillor Robin W Crichton.
- Councillor Steven B Heddle.
- Councillor W Leslie Manson.
- Councillor John A R Scott.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.

#### **Recommendation**

To make the five other appointments.

### **2. Community Asset Transfer Review Sub-committee**

#### **Remit**

To act as the review body in respect of decisions relating to Asset Transfer Requests, as defined in Section 86(10) in the Community Empowerment (Scotland) Act 2015.

#### **Existing Constitutional Arrangements**

Seven of the 14 members not on the Asset Management Sub-committee.

## **Previous Membership**

- Councillor Alexander G Cowie.
- Councillor David Dawson.
- Councillor Barbara Foulkes.
- Councillor Rachael A King.
- Councillor Gwenda M Shearer.
- Councillor Owen Tierney.
- Councillor Kevin F Woodbridge.

## **Recommendation**

To make the seven appointments, bearing in mind membership of the Asset Management Sub-committee agreed at Item 1 above.

## **3. Human Resources Sub-committee**

### **Remit**

The co-ordination, management and planning of the human resource requirements of the Council.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Six other members.

### **Previous Membership**

- Councillor Robin W Crichton.
- Councillor Steven B Heddle.
- Councillor W Leslie Manson.
- Councillor John T Richards.
- Councillor Gwenda M Shearer.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.
- Councillor Duncan A Tullock.

### **Recommendation**

To make the six other appointments.

## **4. Investments Sub-committee**

### **Remit**

- Matters relating to management of the investment of the Council's reserve funds, including determination of the overall parameters within which the investment fund managers are authorised to operate and monitoring investment performance.
- The application of reserve fund monies to local investments, including making loans.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Five other members.

### **Previous Membership**

- Councillor Steven B Heddle.
- Councillor Rachael A King.
- Councillor W Leslie Manson.
- Councillor Stephen Sankey.
- Councillor John A R Scott.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.

### **Recommendation**

To make the five other appointments.

## **5. Pension Fund Sub-committee**

### **Remit**

To discharge all functions and responsibilities relating to the Council's role as administering authority for the Orkney Islands Council Pension Fund.

### **Existing Constitutional Arrangements**

Same membership as Investments Sub-committee, namely:

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Five other members.

## **Previous Membership**

- Councillor Steven B Heddle.
- Councillor Rachael A King.
- Councillor W Leslie Manson.
- Councillor Stephen Sankey.
- Councillor John A R Scott.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.

## **Recommendation**

No appointments required, as appointments to Investments Sub-committee will have been made at Item 4 above.

## **6. Police and Fire Sub-committee**

### **Remit**

All matters concerning the scrutiny of, and engagement with, the Police Service and the Fire and Rescue Service.

### **Existing Constitutional Arrangements**

Seven members of the Council, to include one member from each of the six electoral wards.

### **Previous Membership**

- Councillor Alexander G Cowie (Kirkwall West and Orphir).
- Councillor David Dawson (Kirkwall East).
- Councillor Andrew Drever (East Mainland, Burray and South Ronaldsay).
- Councillor J Harvey Johnston (West Mainland).
- Councillor Gwenda M Shearer.
- Councillor Magnus O Thomson (Stromness and South Isles).
- Councillor Kevin F Woodbridge (North Isles).



## **Recommendation**

To make the seven appointments, including one from each of the following six electoral wards:

- Kirkwall East.
- Kirkwall West and Orphir.
- Stromness and South Isles.
- West Mainland.
- East Mainland, Burray and South Ronaldsay.
- North Isles.

## **7. Staffing Appeals Sub-committee**

### **Remit**

The determination of appeals by employees, including teachers.

### **Existing Constitutional Arrangements**

Same membership as Human Resources Sub-committee, namely:

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Six other members.

### **Previous Membership**

- Councillor Robin W Crichton.
- Councillor Steven B Heddle.
- Councillor W Leslie Manson.
- Councillor John T Richards.
- Councillor Gwenda M Shearer.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.
- Councillor Duncan A Tullock.

### **Recommendation**

No appointments required, as appointments to Human Resources Sub-committee will have been made at Item 3 above.

## **8. Joint Consultative Committee**

### **Remit**

To discuss with staff (normally through recognised trade unions) matters of common interest, including internal industrial relations, health and safety at work, etc.

## **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Three other members.

## **Previous Membership**

- Councillor David Dawson.
- Councillor W Leslie Manson.
- Councillor John T Richards.
- Councillor Gwenda M Shearer.
- Councillor James W Stockan.

## **Recommendation**

To make the three other appointments.

## **9. Agricultural Development Working Group**

### **Remit**

- To consider the need and feasibility of agricultural and related employment proposals in connection with the development of projects which might assist individuals and communities in Orkney.
- To assist with development of a scheme to support new entrant farmers.

### **Existing Constitutional Arrangements**

- Vice Chair, Development and Infrastructure Committee.
- Chair, Asset Management Sub-committee.
- Three other members with agricultural knowledge and/or experience.

### **Previous Membership**

- Councillor Robin W Crichton.
- Councillor Andrew Drever (Vice Chair, Development and Infrastructure Committee).
- Councillor J Harvey Johnston.
- Councillor W Leslie Manson (Chair, Asset Management Sub-committee).
- Councillor Magnus O Thomson.

### **Recommendation**

In December 2017, the Council resolved to take no further action to establish a scheme to support new entrant farmers. Accordingly, the remit of this working group has been fulfilled meantime. Any future consideration of assistance to the agricultural sector in Orkney would fall within the remit of the Development and Infrastructure Committee. Accordingly, it is recommended that the Agricultural Development Working Group be disestablished.

## **10. Communications Strategy Member/Officer Working Group**

### **Remit**

- To assist with reviewing the Communications and Engagement Strategy.
- To oversee development and delivery of an action plan to progress the Communications and Engagement Strategy.
- To provide guidance to further develop and improve the Council's communications activities.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Six other members.

### **Previous Membership**

- Councillor Andrew Drever.
- Councillor Barbara Foulkes.
- Councillor J Harvey Johnston.
- Councillor Rachael A King.
- Councillor W Leslie Manson.
- Councillor John A R Scott.
- Councillor James W Stockan.
- Councillor Kevin F Woodbridge.

### **Recommendations**

- To rename the group as the Communications and Engagement Consultative Group.
- To make the six other appointments.

## **11. Constitutional Reform Member/Officer Working Group**

### **Remit**

To consider the relevance, political impact and opportunities posed by possible constitutional reform.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Six other members.

## **Previous membership**

- Councillor Stephen G Clackson.
- Councillor Steven B Heddle.
- Councillor Rachael A King.
- Councillor W Leslie Manson.
- Councillor Stephen Sankey.
- Councillor Graham L Sinclair.
- Councillor James W Stockan.
- Councillor Owen Tierney.

## **Recommendations**

- To rename the group to the Constitutional Reform Consultative Group.
- To make the six other appointments.

## **12. Digital Strategy Member/Officer Working Group**

### **Remit**

To oversee development of, and thereafter progress, the Digital Strategy focussing on three area, namely:

- Customer Focus – what do our customers and service users need?
- Digital Workforce – how do we support our staff to work in a more digital and mobile way?
- Infrastructure and Systems – can our infrastructure and systems support these new ways of working?

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Four other members.

### **Previous Membership**

- Councillor Stephen G Clackson.
- Councillor Steven B Heddle.
- Councillor W Leslie Manson.
- Councillor John A R Scott.
- Councillor James W Stockan.
- Councillor Kevin F Woodbridge.

## **Recommendations**

- To rename the group to the Digital Strategy Consultative Group.
- To make the four other appointments.

## **13. Corporate Charging Member/Officer Working Group**

### **Remit**

To oversee and provide guidance on charging for Council services, including social work and social care services.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Six other members.

### **Previous Membership**

- Councillor Robin W Crichton.
- Councillor David Dawson.
- Councillor W Leslie Manson.
- Councillor John T Richards.
- Councillor John A R Scott.
- Councillor Gwenda M Shearer.
- Councillor James W Stockan.
- Councillor Duncan A Tullock.

## **Recommendations**

- To rename the group to the Corporate Charging Consultative Group.
- To make the six other appointments.

## **14. Innovation Fund Member/Officer Working Group**

### **Remit**

- To oversee progress of the Innovation Fund including progress with funded projects.
- To consider new applications for funding, prior to consideration by the Policy and Resources Committee.

### **Existing Constitutional Arrangements**

- Vice Chairs of Service Committees.
- Three other members.

## **Previous Membership**

- Vice Chair, Policy and Resources Committee – Councillor W Leslie Manson.
- Vice Chair, Development and Infrastructure Committee – Councillor Andrew Drever.
- Vice Chair, Education, Leisure and Housing Committee – Councillor John A R Scott.
- Vice Chair, Orkney Health and Care Committee – Councillor Kevin F Woodbridge.
- Councillor Norman R Craigie.
- Councillor Stephen Sankey.
- Councillor Magnus O Thomson.

## **Recommendations**

- To rename the group to the Innovation Fund Consultative Group.
- To make the three other appointments, noting that the Vice Chairs will be appointed at the next meetings of the Service Committees, therefore membership may require reviewing thereafter.

## **15. Procurement Member/Officer Working Group**

### **Remit**

To consider all matters relating to procurement, including reviewing the Contract Standing Orders and development of a procurement strategy.

### **Existing Constitutional Arrangements**

Six members.

### **Previous Membership**

- Councillor Alexander G Cowie.
- Councillor David Dawson.
- Councillor Barbara Foulkes.
- Councillor J Harvey Johnston.
- Councillor Owen Tierney.
- Councillor Duncan A Tullock.

### **Recommendations**

- To rename the group to the Procurement Consultative Group.
- To make the six appointments.

## **16. Student Housing Working Group**

### **Remit**

To further progress work relating to the provision of student housing.

## **Existing Constitutional Arrangements**

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

## **Previous Membership**

- Chair, Development and Infrastructure Committee – Councillor Graham L Sinclair.
- Chair, Education, Leisure and Housing Committee – Councillor Robin W Crichton.

## **Recommendation**

To confirm appointments.

## **17. Single-Use Plastics Working Group**

### **Remit**

On 6 March 2018, the Council established a short-life working group, with a remit to appraise options for further reduction in the use of single-use plastics, which would assist with the Council's commitment in the Council Plan 2018 to 2023. The working group is to report, in the first instance, to the Policy and Resources Committee.

## **Existing Constitutional Arrangements**

Eight members.

## **Previous Membership**

- Councillor David Dawson.
- Councillor Andrew Drever.
- Councillor Barbara Foulkes.
- Councillor W Leslie Manson.
- Councillor Stephen Sankey.
- Councillor John A R Scott.
- Councillor Owen Tierney.
- Councillor Kevin F Woodbridge.

## **Recommendation**

To make the eight appointments.

## **18. Working Group on Twinning and Friendship**

### **Remit**

To consider matters relating to twinning activities, most notably with Hordaland.

## **Existing Constitutional Arrangements**

- Convener.
- Leader.
- Depute Leader.
- Chair, Development and Infrastructure Committee.
- Chair, Education, Leisure and Housing Committee.

## **Previous Membership**

- Convener – Councillor J Harvey Johnston.
- Leader – Councillor James W Stockan.
- Depute Leader – Councillor W Leslie Manson.
- Chair, Development and Infrastructure Committee – Councillor Graham L Sinclair.
- Chair, Education, Leisure and Housing Committee – Councillor Robin W Crichton.

## **Recommendation**

To confirm appointments.

## **19. World War 1 Commemorations Member/Officer Working Group**

### **Remit**

- To consider specific issues and requests from the national WW1 organising body in the planning of the WW1 national commemoration event in Orkney.
- To consider specific issues in the planning and organising of local events and activities to commemorate WW1 in Orkney.

## **Existing Constitutional Arrangements**

- Convener.
- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.

## **Previous Membership**

- Convener – Councillor J Harvey Johnston.
- Chair, Policy and Resources Committee – Councillor James W Stockan.
- Vice Chair, Policy and Resources Committee – Councillor W Leslie Manson.
- Chair, Education, Leisure and Housing Committee – Councillor Robin W Crichton.
- Vice Chair, Education, Leisure and Housing Committee – Councillor John A R Scott.



## **Recommendation**

As planning and organising of the various events and activities to commemorate World War 1 in Orkney are substantially complete, it is recommended that the World War 1 Commemorations Member/Officer Working Group be disestablished.

## **20. Change Programme Forum**

### **Remit**

- To determine how Change Programme projects will proceed and overcome any problems.
- To provide assurance that the project aims conform to corporate goals and principles.

### **Existing Constitutional Arrangements**

All members of Policy and Resources Committee.

### **Recommendation**

To confirm appointments.

## **21. Pension Board**

### **Remit**

To assist the Scheme Manager (Orkney Islands Council) in relation to compliance with pension scheme regulations and the requirements of the Pensions Regulator.

### **Existing Constitutional Arrangements**

- Four Trade Union representatives.
- Four Employer representatives, comprising three elected members and one admitted/scheduled body representative.

The following members are ineligible for membership:

- Members of the Investments Sub-committee.
- Members of the Monitoring and Audit Committee.

### **Previous Membership**

- Councillor J Harvey Johnston.
- Councillor Owen Tierney.
- Councillor Duncan A Tullock.

### **Recommendation**

To make the three appointments.

## **22. Strategic Projects Project Board**

### **Remit**

In October 2018, the Council agreed to establish a project board in order to provide oversight for the Scale Wind project and other strategic projects, where relevant.

### **Existing Constitutional Arrangements**

- Leader.
- Depute Leader.
- Chair, Development and Infrastructure Committee.
- Vice Chair, Development and Infrastructure Committee.
- One other member.

### **Previous Membership**

- Leader – Councillor James W Stockan.
- Depute Leader – Councillor W Leslie Manson.
- Chair, Development and Infrastructure Committee – Councillor Graham L Sinclair.
- Vice Chair, Development and Infrastructure Committee – Councillor Andrew Drever.
- Councillor Stephen Sankey.

### **Recommendations**

- To note the ex officio appointments.
- To make the one other appointment.

## **23. Empowering Communities Steering Group**

### **Remit**

- To develop options for providing sustainable services within Orkney communities.
- To monitor pilot projects currently ongoing in Papa Westray, Stronsay, Sanday and Hoy.

### **Existing Constitutional Arrangements**

Seven members.

### **Previous Membership**

- Councillor Stephen G Clackson.
- Councillor David Dawson.
- Councillor Rachael A King.
- Councillor Stephen Sankey.
- Councillor Graham L Sinclair.
- Councillor Magnus O Thomson.
- Councillor Kevin F Woodbridge.

## **Recommendation**

To make the seven appointments.

## **24. Highlands and Islands Network for Police and Fire Services**

### **Remit**

Following establishment of the new structures for delivery of Police and Fire Services in 2012 and the consequent establishment of reporting mechanisms in each council area for scrutiny and development of these services, an informal Highlands and Islands Network of shared information and good practice was established. It was considered helpful for the lead members for these services to meet informally from time to time to discuss their shared experience of delivery of the new services in their areas and to identify areas of good practice.

### **Existing Constitutional Arrangements**

Chair, Police and Fire Sub-committee.

### **Previous Membership**

Councillor Andrew Drever.

### **Recommendation**

As the remit of the Highlands and Islands Network for Police and Fire Services has now largely been subsumed within the Convention of Scottish Local Authorities' governance structure and this group has not met in some time, it is recommended that an appointment is no longer required.

## **25. Orkney Research and Innovation Campus Limited Liability Partnership**

### **Remit**

In April 2016, the Council agreed to enter into a limited liability partnership (LLP) with Highlands and Islands Enterprise (HIE) in respect of future ownership and management of the Orkney Research and Innovation Campus.

The LLP operates on a day-to-day basis under the management of a Board comprising three representatives from both the Council and HIE, together with an independent Chair jointly appointed by the partners.

The core business of the LLP, or "reserved matters", will remain under the control of the partners.

### **Existing Constitutional Arrangements**

- Chair, Policy and Resources Committee.
- Chair, Development and Infrastructure Committee.
- Chair, Education, Leisure and Housing Committee.

## **Previous Membership**

- Chair, Policy and Resources Committee – Councillor James W Stockan.
- Chair, Development and Infrastructure Committee – Councillor Graham L Sinclair.
- Chair, Education, Leisure and Housing Committee – Councillor Robin W Crichton.

## **Recommendation**

To confirm the appointments.