

Item: 5

Special General Meeting of the Council: 14 May 2024.

Procedure for Appointments.

Report by Corporate Director for Strategy, Performance and Business Solutions.

1. Overview

- 1.1. The Council's Standing Orders set out the requirement for, and timings of, various appointments, as well as the processes to be followed.
- 1.2. At this meeting, Standing Orders require the appointment or re-appointment of the Convener and the Chairs of the Standing Committees. Normally, the post of Depute Leader would also be considered; however, on 20 February 2024, Councillor Alexander G Cowie was appointed Depute Leader for the period up to May 2027.
- 1.3. Also required at this meeting is the appointment of members to the various Standing Committees. Appendix 1 of the Standing Orders, the Scheme of Appointment of Members to Committees, sets out the processes to be followed.
- 1.4. Although appointments would normally last for two years, given that Local Government Elections are held at five yearly intervals, it is proposed that all appointments made at this meeting should last until the next Local Government Election, currently scheduled for May 2027.

2. Recommendations

- 2.1. It is recommended that members of the Council:
 - i. Agree that Members be appointed to standing and other committees in accordance with the Scheme of Appointment of Members to Committees.
 - ii. Agree 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 2027.

3. Appointment of Office Bearers

- 3.1. The first appointment to be made at this meeting is that of Convener. This will be followed by the Chairs of the Committees.
- 3.2. The nominations procedure for these appointments is set out in Standing Orders. In summary, candidates are nominated and seconded, with the proposers and seconders having up to five minutes to speak to their nomination. Candidates, in order of nomination, then have five minutes to speak in support of their nomination.
- 3.3. Standing Orders also require that, where the number of candidates is greater than the number of vacancies, a vote shall be taken by secret ballot.

4. Allocations Process

- 4.1. With the exception of the Leader and Depute Leader, who are members of all Service Committees, all other Members were invited to complete a preference sheet for the committees they wish to serve on.
- 4.2. The process will appoint members to the following Committees:
 - Development and Infrastructure Committee.
 - Education, Leisure and Housing Committee.
 - Monitoring and Audit Committee.
- 4.3. As Councillor Manson has resigned from his membership of the Licensing Committee and the Orkney Islands Area Licensing Board, the vacancy created will also be filled with reference to the preference sheets, bearing in mind limitations on who can serve on those bodies.
- 4.4. Appointments to various committees made at this meeting will last until the next Local Government Election scheduled for May 2027, including the following committees, which are appointed separately to the preference process:
 - Policy and Resources Committee – all 21 members.
 - Planning Committee – each electoral ward represented, with one member from each not serving on the Committee.

For Further Information please contact:

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Implications of Report

1. **Financial:** none.
2. **Legal:** none.
3. **Corporate Governance:** Procedures and processes are regulated by the Council's Standing Orders.
4. **Human Resources:** none.
5. **Equalities:** not applicable.
6. **Island Communities Impact:** not applicable.
7. **Links to Council Plan:** not applicable.
8. **Links to Local Outcomes Improvement Plan:** not applicable.
9. **Environmental and Climate Risk:** not applicable.
10. **Risk –** not applicable.
11. **Procurement –** not applicable.
12. **Health and Safety:** not applicable.
13. **Property and Assets:** not applicable.
14. **Information Technology:** not applicable.
15. **Cost of Living:** not applicable.

List of Background Papers

Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council.

Minute of the Statutory General Meeting of Orkney Islands Council held on 16 May 2022.

Appendix

None.