

## Minute

### Education, Leisure and Housing Committee

Wednesday, 7 June 2023, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Gwenda M Shearer, Jean E Stevenson, Graham A Bevan, Stephen G Clackson, Alexander G Cowie, Steven B Heddle, Rachael A King, James R Moar, John A R Scott, James W Stockan, Ivan A Taylor and Heather N Woodbridge.

### Religious Representatives:

Reverend Susan Kirkbride and Reverend Fraser Macnaughton.

### Present via remote link (Microsoft Teams)

### Religious Representative:

Marie Locke.

### Also Present via remote link (Microsoft Teams)

Councillor Gillian Skuse, who had been invited for Items 4 to 9, 11 and 12.

### Clerk

- Sandra Craigie, Committees Officer.

### In Attendance

- James Wylie, Corporate Director for Education, Leisure and Housing.
- Peter Diamond, Head of Education.
- Frances Troup, Head of Community Learning, Leisure and Housing.
- Jo Wallace, Interim Principal, Orkney College (for Items 1 to 12).
- David Brown, Service Manager (Resources).
- Garry Burton, Service Manager (Leisure and Culture) (for Items 9 to 20).
- Hazel Flett, Service Manager (Governance).
- Lesley Mulraine, Service Manager (Housing, Homelessness and Schoolcare Accommodation).
- Jane Partridge, Service Manager (Secondary and Tertiary Education) (for Items 1 to 12).
- Pat Robinson, Service Manager (Accounting).
- Sheila Tulloch, Service Manager (Legal Services).
- Craig Walker, Service Manager (HR Operations) (for Items 1 to 11).

- Claire Kemp, Assistant Principal, Orkney College (for Items 1 to 12).
- Nick Hewitt, Team Manager (Culture) (for Items 9 to 13).

## **Apologies**

- Mary Maley, Teacher Representative.
- Councillors David Dawson, W Leslie Manson and Raymond S Peace, who had been invited for Items 4 to 9, 11 and 12.

## **Not Present**

- Jo Hill, Teacher Representative.
- Councillors Duncan Tullock, Kristopher D Leask, P Lindsay Hall, Mellissa-Louise Thomson and Owen Tierney (who had been invited for Items 4 to 9, 11 and 12).

## **Declarations of Interest**

- Councillor Graham A Bevan – Items 4 to 6, 11 and 12.
- Councillor Rachael A King – Items 4 to 9, 11 and 12.
- Councillor Steven B Heddle – Items 4 to 9, 11 and 12.

## **Chair**

- Councillor Gwenda M Shearer.

## **1. Disclosure of Exempt Information**

The Committee noted the proposal that the public be excluded from the meeting for consideration of Item 11, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **2. Performance Monitoring**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, the Committee:

Scrutinised:

**2.1.** The performance of the Education, Leisure and Housing Service for the reporting period 1 October 2022 to 31 March 2023, as set out in sections 3 to 5 and Annexes 1 and 2 of the report by the Corporate Director for Education, Leisure and Housing.

The Committee resolved to **recommend to the Council:**

**2.2.** That the following service plan actions, which had been progressed to completion, be closed:

- 01 – Planning and Improvement – Work with service manager to adopt a logic model that can add pace, build trust and create capacity (ABC).

- 03 – National Improvement Framework – Implement and continuously review the impact of and revise, as appropriate, Orkney’s achievement and attainment improvement plan in line with the National Improvement Framework.

**2.3.** That, as this was the last performance monitoring report on the Education, Leisure and Housing Service Plan 2019 to 2022, the following actions, which had not been progressed to completion, be considered for inclusion in the Education, Leisure and Housing Directorate Delivery Plan:

- 04 – Support for Learners – Implement, review the impact of and revise, as appropriate, the review of support for learning, including taking forward a review of the Resource School Model.
- 05 – Social Rented Housing – Work with the relevant internal and external partners to complete a business planning exercise, including appropriate scenario planning.

### **3. Orkney College – Annual Engagement Visit**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Interim Principal, Orkney College, the Committee:

Noted:

**3.1.** That Education Scotland undertook the Annual Engagement Visit to Orkney College on 14 February 2023, with the letter and report on the progress visit attached as Appendices 1 and 2 respectively to the report by the Corporate Director for Education, Leisure and Housing.

**3.2.** The five national themes which Annual Engagement Visits included, namely:

- Curriculum, learning, teaching and assessment.
- Services to support learning.
- Stakeholder engagement.
- Evaluation to facilitate improvement.
- Learner progress and outcomes.

**3.3.** The overall outcome from the Annual Engagement Visit for Orkney College, in that Education Scotland was confident that the college had made satisfactory progress with regard to improvement actions from the previous progress visit and had the capacity to continue to improve.

The Committee scrutinised:

**3.4.** The inspection findings contained in Education Scotland’s report on the Annual Engagement Visit, attached as Appendix 2 to the report by the Corporate Director for Education, Leisure and Housing, and obtained assurance that action had been taken or agreed as necessary.

## **4. Orkney College Business Review and Short-Life Working Group**

### **Operation and Outcomes**

Councillor Graham A Bevan declared an interest in this item, his connection being that a close family member was employed at Orkney College, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Steven B Heddle declared an interest in this item, his connection being that his wife was the Director of the Institute for Northern Studies and that he was a visiting professor for the University of the Highlands and Islands, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Service Manager (Secondary and Tertiary Education), the Committee:

Noted:

**4.1.** That, on 10 March 2022, the Council established a short-life working group, with a remit to inform a business review and strategic five-year plan for Orkney College.

**4.2.** The outcomes from the Orkney College Business Review Short-Life Working Group, as detailed in sections 5 and 6 of the report by the Corporate Director for Education, Leisure and Housing, resulting in a suite of reports to be considered by the Education, Leisure and Housing Committee on the following matters:

- Governance.
- Staffing Matters.
- Branding.
- Academic Partnership Agreement.
- Strategic Plan.
- Operating Principles.

The Committee resolved:

**4.3.** To defer consideration of the proposed disestablishment of the Orkney College Business Review Short-Life Working Group, until the outcome of the suite of reports relating to Orkney College, referred to at paragraphs 5 to 9 and 11 below, was determined.

## **5. Orkney College – Review of Governance Arrangements**

Councillor Graham A Bevan declared an interest in this item, his connection being that a close family member was employed at Orkney College, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Steven B Heddle declared an interest in this item, his connection being that his wife was the Director of the Institute for Northern Studies and that he was a visiting professor for the University of the Highlands and Islands, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a joint report by the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Service Manager (Governance), the Committee:

Noted:

**5.1.** That, on 16 February 2022, when considering actions being taken in regard to a business planning review of Orkney College, as well as other relevant issues, the Education, Leisure and Housing Committee recommended that a short-life working group, to conclude by the end of 2022, with a remit to inform a draft detailed business review and business plan for Orkney College, be established.

**5.2.** That, on 5 July 2022, when considering appointments to the College Management Council Sub-committee, the Council resolved that the Corporate Director for Strategy, Performance and Business Solutions should review the composition and operation of the College Management Council Sub-committee, and submit a report to the Education, Leisure and Housing Committee no later than May 2023.

**5.3.** Options regarding future governance in respect of Orkney College, as detailed in section 5 of the joint report by the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Education, Leisure and Housing, with the preferred option being establishment of a stakeholder group.

The Committee resolved to **recommend to the Council:**

**5.4.** That the College Management Council Sub-committee be disestablished.

**5.5.** That an Orkney College Stakeholder Group, acting as a strong link into the communities that Orkney College served, providing local oversight and ensuring information passed between the College and local stakeholders, be established, with the following core membership:

- Five Elected Members of the Education, Leisure and Housing Committee (including Chair and Vice Chair of the Committee).
- Four Business Community representatives.
- Four Community/Third Sector representatives.
- Two Student representatives.
- Two Staff representatives.
- Two representatives from the University of the Highlands and Islands (UHI).

**5.6.** That existing members of the College Management Council Sub-committee, where currently in post, should be appointed to the Orkney College Stakeholder Group, for the period up to July 2024.

**5.7.** That the following Terms of Reference for the Orkney College Stakeholder Group be approved:

- Understanding the impact of the college on the communities it serves.
- Advising on initiatives that might help meet the business and social needs.
- Feeding into curriculum delivery that helps meet industry needs.
- Overseeing performance of the college in support of quality improvement plans.
- Developing valuable contacts in the community, including employers.

**5.8.** That the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Education, Leisure and Housing should submit a joint report, to the meeting of the Education, Leisure and Housing Committee to be held in June 2024, reviewing the Terms of Reference and operation of the Orkney College Stakeholder Group, together with proposals for the appointment of members and term of office.

**5.9.** That the Chair of the Education, Leisure and Housing Committee, as Chair of the governing body of the local academic partner, be appointed to UHI's Partnership Forum.

Councillor Steven B Heddle left the meeting during discussion of this item.

## **6. UHI Branding and Position Project**

Councillor Graham A Bevan declared an interest in this item, his connection being that a close family member was employed at Orkney College, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Assistant Principal, Orkney College, the Committee:

Noted:

**6.1.** That, in early 2018, a major strategic project was developed and agreed by the University of the Highlands and Islands (UHI) to refresh the university's brand and visual identity, with the intention that the rebranding project be inclusive of all academic partners in UHI, to deliver a unifying brand story through greater alignment of the partnership's corporate and visual identity.

**6.2.** That, on 25 November 2021, the Education, Leisure and Housing Committee recommended that the following key elements of the UHI branding and visual identity design and framework, be supported:

- For the brand, only the acronym UHI used, and writing 'University of the Highlands and Islands' in full dropped.
- 'Orkney College UHI' replaced with the brand name 'UHI Orkney'.
- The strapline 'UHI is where learning means more'.
- A new UHI brand marque.
- A proposed colour palette from which UHI partners could choose.
- A library of stock images to be used across the partnership covering place, subjects and people.

**6.3.** That, on 7 December 2021, the Council resolved that the recommendations relating to the UHI Branding and Positioning Project be referred back to the Education, Leisure and Housing Committee, to enable the Executive Director of Education, Leisure and Housing to further explore the ramifications of the Project, with particular regard to comments made in the consultant's documentation, as presented, and to consider the viability of 'sub-branding'.

**6.4.** That, on 16 February 2022, the Education, Leisure and Housing Committee established a short-life working group, to conclude by the end of 2022, with a remit to consider the Strategic Review, the Options Appraisal and the UHI Branding and Positioning Project, together with any other relevant pertaining issues, with a view to informing a draft detailed business review and business plan for Orkney College.

**6.5.** That, on 28 March 2022, the new visual identity was adopted and publicly launched by the academic partners of UHI, with the exception of Orkney College UHI and Perth College UHI.

**6.6.** That, in January 2023, Perth College UHI subsequently adopted the new visual identity.

**6.7.** That the short-life working group, referred to at paragraph 6.4 above, had given further consideration to the UHI Branding and Positioning Project, and had recommended that all the key elements be adopted by Orkney College UHI.

**6.8.** That, should the recommendation at paragraph 6.9 below be approved, Orkney College UHI would work closely with the Communications team, UHI Executive Office, to agree an implementation plan to formally launch the new brand and visual identity before the end of 2023.

The Committee resolved to **recommend to the Council:**

**6.9.** That, in line with the other partner colleges in the University of the Highlands and Islands, Orkney College UHI adopt the branding and visual identity design and framework, including the following key elements:

- The acronym UHI to be used for the visual identity, and writing 'University of the Highlands and Islands' would rarely be used in full.
- The naming strategy in that the brand name 'UHI Orkney' replaced 'Orkney College UHI'.
- The use of the strapline "UHI is where learning means more".

- The new UHI brand marque.
- The colour palette and use of the library of stock images for all digital and printed marketing and promotional material.

Councillor James W Stockan left the meeting at this point.

## **7. Academic Partnership Agreement**

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of Education, the Committee:

Noted:

**7.1.** That the University of the Highlands and Islands (UHI) operated as a collegiate partnership, with Orkney College, through the Council, being one of 12 academic partners.

**7.2.** That the relationship between UHI and its academic partners centred around three agreements, namely:

- An All-Party Agreement that affirmed each Academic Partner's commitment to the University Project and precluded withdrawal without consent.
- The Millennium Commission Distribution Agreement which regulated the allocation of Millennium Grant funds from the University to Academic Partners.
- An Academic Partnership Agreement between the University and each partner that regulated the rights and obligations that exist between each party.

**7.3.** That the agreements referred to above were now significantly out of date and required to be updated to ensure they remained fit for purpose and appropriately reflected the parties' obligations and how the relationship operated in practice.

**7.4.** That the updated and revised Academic Partnership Agreement comprised two parts, as follows:

- Part One, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, which provided a high-level all-party agreement confirming a formal commitment between all the parties to co-operate and collaborate effectively together as a unified partnership and in accordance with 11 overarching guiding principles.
- Part Two, attached as Appendix 2 to the report by the Corporate Director for Education, Leisure and Housing, which comprised a contract between the University and Orkney College setting out the legal responsibilities and obligations of the University to each partner and vice versa.



The Committee resolved to **recommend to the Council**:

**7.5.** That powers be delegated to the Corporate Director for Education, Leisure and Housing, in consultation with the Head of Legal and Governance, to finalise the Academic Partnership Agreement between UHI and Orkney College.

**7.6.** That the Chair of the Education, Leisure and Housing Committee be authorised to sign Part One of the Academic Partnership Agreement.

## **8. Orkney College Strategic Plan**

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Interim Principal, Orkney College, the Committee:

Noted:

**8.1.** That, on 10 March 2022, the Council established a short-life working group, with a remit to inform a business review and strategic five-year plan for Orkney College.

**8.2.** The draft Orkney College Strategic Plan 2023-2028, attached as Appendix 2 to the report by the Corporate Director for Education, Leisure and Housing, which contained five strategic priorities, namely:

- Blue Economy.
- Green Economy.
- Well-Being Economy.
- Creative, Cultural and Heritage.
- Local economic development and community engagement.

**8.3.** That high level delivery plans in respect of the five strategic priorities detailed above, would be developed in collaboration with stakeholders and monitored by the Education, Leisure and Housing Committee.

The Committee resolved to **recommend to the Council**:

**8.4.** That the Orkney College Strategic Plan 2023 to 2028, attached as Appendix 1 to this Minute, be approved.

## **9. Orkney College – Proposed Operating Principles**

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Service Manager (Secondary and Tertiary Education), the Committee:

Noted:

**9.1.** That Orkney College was in the unique position of being the only college in Scotland fully owned by a local authority.

**9.2.** That Orkney College, as part of the Council, had two distinct relationships with the University of the Highlands and Islands (UHI), namely:

- It was one of the 12 Academic Partners of the UHI, collegially delivering Higher Education and Research.
- It was assigned, by statute, to UHI, which was the Regional Strategic Body, receiving funding from the Scottish Funding Council which was then allocated to Orkney College for both Further and Higher Education provision.

**9.3.** That the Orkney College Business Review Short-Life Working Group recommended that a set of operating principles be adopted to clarify the relationships, referred to above, and their implications for the day-to-day working of the College.

**9.4.** That, should the draft Orkney College Operating Principles, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, be approved, the College Management Team would use the Operating Principles to guide their work with staff in the Council, with UHI and external partners.

The Committee resolved to **recommend to the Council:**

**9.5.** That the Orkney College Operating Principles, attached as Appendix 2 to this Minute, be approved.

## **10. Exclusion of Public**

On the motion of Councillor Gwenda M Shearer, seconded by Councillor Jean E Stevenson, the Committee resolved that the public be excluded for Item 11, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

Councillors Steven B Heddle and James W Stockan rejoined the meeting and Reverend Susan Kirkbride and Reverend Fraser Macnaughton left the meeting at this point.

## **11. National Bargaining for College Academic Staff – Update**

Councillor Graham A Bevan declared an interest in this item, his connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

Councillor Steven B Heddle declared an interest in this item, his connection being that his wife was the Director of the Institute for Northern Studies and that he was a visiting professor for the University of the Highlands and Islands, and was not present during discussion thereof.

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1 and 11 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to National Bargaining for College academic staff.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

Marie Locke left the meeting at this point.

## **12. Orkney College Business Review and Short-Life Working Group**

### **Operation and Outcomes**

Councillor Graham A Bevan declared an interest in this item, his connection being that a close family member was employed at Orkney College, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Steven B Heddle declared an interest in this item, his connection being that his wife was the Director of the Institute for Northern Studies and that he was a visiting professor for the University of the Highlands and Islands, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Rachael A King declared an interest in this item, her connection being that a close family member was employed at Orkney College, and was not present during discussion thereof.

With reference to paragraph 4 above, and following conclusion of the suite of reports relating to Orkney College, referred to at paragraphs 5 to 9 and 11 above, the Committee:

Resolved to **recommend to the Council** that, as the working group had completed its remit, the Orkney College Business Review Short-life Working Group be disestablished.

### **13. Museums Service Forward Plan**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Team Manager (Culture), the Committee:

Noted:

**13.1.** That the four museums managed by the Council were accredited through Museums Galleries Scotland's 2019 Accreditation Standard which had a requirement for the Museums Service to have a current Forward Plan.

**13.2.** The purpose of a Museums Forward Plan, as follows:

- To review the preceding plan and assess its success or failure against a series of SMART (Specific, Measurable, Achievable, Relevant and Time-bound) objectives.
- To summarise the structure of the Service, outline a resource plan against the most accurate available information and set similar SMART targets for the forthcoming period.

**13.3.** That the existing Museums Service Forward Plan covered the period 2017 to 2022 and, therefore, required to be updated.

**13.4.** The current status of actions in the Museums Forward Plan 2017-2022, as follows:

- 36 actions (65.5%) were complete.
- 10 actions (18.2%) were partially complete.
- 9 actions (16.3%) were not yet complete.

**13.5.** The draft Museums Forward Plan 2023 to 2028, attached as Appendix 2 to the report by the Corporate Director for Education, Leisure and Housing, which might be further amended, depending on the outcome of a consultant-led review of the Culture Service which was due to report by December 2023.

The Committee resolved to **recommend to the Council:**

**13.6.** That the Museums Forward Plan 2023 to 2028, attached as Appendix 3 to this minute, be approved.

### **14. Energy Efficiency Standard for Social Housing**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Service Manager (Resources), the Committee:

Noted:

**14.1.** That progress towards meeting and continuing to meet the Energy Efficiency Standard for Social Housing (ESSH) was inter-related to work to address the Scottish Housing Quality Standard.

**14.2.** That, while a second Energy Efficiency Standard for Social Housing was required to be met by 2032, the Scottish Government was currently undertaking a review of that standard and therefore delivery of that standard was temporarily on hold.

**14.3.** That the review, referred to at paragraph 14.2 above, was due to be completed by Summer 2023 when it was anticipated that the Scottish Government would publish new guidance.

**42.4.** That the Scottish Housing Regulator had requested that the Annual Return on the Charter Indicators for 2022/23 should reflect compliance in relation to meeting the initial EESSH target, which was to be met by 30 December 2020, and maintenance of that target thereafter.

The Committee scrutinised:

**14.5.** The level of progress towards meeting the initial EESSH target, as detailed in sections 4 and 5 of the report by the Corporate Director for Education, Leisure and Housing, and obtained assurance that the Council's response to meeting and maintaining that standard was satisfactory.

## **15. Homelessness in Orkney**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Service Manager (Housing, Homelessness and Schoolcare Accommodation), the Committee:

Noted:

**15.1.** The statistical and performance information in relation to homelessness in Orkney for 2022/23, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, which indicated the following:

- The number of homeless presentations for 2022/23 had increased by 10% from 2021/22.
- The reasons for homelessness remained broadly comparable to previous years, with a slight increase in relationship breakdown (non-violent) and asked to leave by family/friends.
- Homeless presentations for the period 1 April to 9 May 2023 had increased again, having seen a significant increase from the previous year.
- Homelessness remained a significant issue in Orkney and that lets to homeless households remained substantial relative to overall lets.

The Committee scrutinised:

**15.2.** The performance information, detailed in Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, and obtained assurance that the Council's response to homelessness was operating satisfactorily.

## **16. Domestic Abuse Policy for Housing Services**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Community Learning, Leisure and Housing, the Committee:

Noted:

**16.1.** That, as the Council had significant requirements in respect of homelessness, its prevention and provision of advice and information, a broad structure of strategic planning was in place.

**16.2.** That domestic abuse, whether violent or non-violent, was a significant contributor to homelessness both locally and nationally.

**16.3.** That, during 2022/23, 15 households became homeless in Orkney as a result of domestic abuse.

**16.4.** That legislative changes over recent years had increased the provisions available for those experiencing domestic abuse, as well as defining and criminalising the issue.

**16.5.** That as a result of the legislative changes referred to at paragraph 16.4 above, there was now a need for a policy for the Housing Service to assist both tenants and other service users who were experiencing domestic abuse.

The Committee resolved to **recommend to the Council:**

**16.6.** That the Domestic Abuse Policy for Housing Services, attached as Appendix 4 to this Minute, be approved.

## **17. Advice and Information Strategy**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Community Learning, Leisure and Housing, the Committee:

Noted:

**17.1.** That the Council produced its first Advice and Information Strategy in 2005 and since then had embarked on a sustained programme of ensuring that good quality advice and information was available in appropriate formats to meet the needs of service users.

**17.2.** That, since 2005, significant improvements had been made, including achieving a nationally recognised accreditation, the National Standards for Advice and Information Providers.

**17.3.** That the wider field of advice and information, and the inter-related policy area of homelessness, had been subject to significant change in recent years, resulting in the Council's Advice and Information Strategy requiring significant review.

**17.4.** That an event was held in September 2022 to seek the views of a range of partner agencies across the statutory and voluntary sectors, to consider local strategies around the wider area of homelessness and identify gaps in the provision of advice and information and identify priorities.

**17.5.** The draft Advice and Information Strategy 2023 to 2028, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing.

The Committee resolved to **recommend to Council:**

**17.6.** That the draft Advice and Information Strategy 2023 to 2028, referred to at paragraph 17.5 above, be approved for consultation.

**17.7.** That the Corporate Director for Education, Leisure and Housing should submit a report, to a meeting of the Education, Leisure and Housing Committee in early 2024, regarding the outcome of the consultation process, referred to at paragraph 17.6 above, together with a revised Advice and Information Strategy.

## **18. Asset Management Strategy**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Community Learning, Leisure and Housing, the Committee:

Noted:

**18.1.** That the Housing Service had a strong role in respect of Asset Management and was regulated by the Scottish Housing Regulator.

**18.2.** That the Council's Housing Service held various assets including land holdings, garages and housing stock.

**18.3.** That strategic planning of the Council's housing assets was important to ensure housing stock of the right size, type and location was held, that the stock was managed appropriately, that plans were in place to ensure required standards were met and necessary checks were undertaken, and which interlinked with the Housing Revenue Account Business Plan and financial plans in order to plan efficiently and ensure rents remained as affordable as possible for tenants.

**18.4.** That the Housing Service required an Asset Management Strategy which aligned with the Scottish Housing Regulator's guidance on Integrated Asset Management (2023) and took account of their guidance on Housing Revenue Account Business Planning (2015).

**18.5.** That the previous Asset Management Strategy, which ran from 2014 to 2019, required substantial review.

**18.6.** The draft Asset Management Strategy, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing.



The Committee resolved to **recommend to the Council:**

**18.7.** That the draft Asset Management Strategy, referred to at paragraph 18.6 above, be approved for consultation.

**18.8.** That the Corporate Director for Education, Leisure and Housing Committee should submit a report, to a meeting of the Education, Leisure and Housing Committee in early 2024, on the outcome of the consultation referred to at paragraph 18.7 above, together with an updated Asset Management Strategy.

## **19. Lettings Plan**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, together with an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Community Learning, Leisure and Housing, the Committee:

Noted:

**19.1.** That, following a legislative change regarding allocation of social rented housing, the Council approved a new Lettings Policy in March 2020, for implementation from 1 April 2021.

**19.2.** That, although unexpected delays were experienced due to COVID-19, implementation of the Lettings Policy now required to be progressed.

**19.3.** That the Council was required, in allocating its housing, to give reasonable preference to the following groups:

- People who were homeless or threatened with homelessness.
- People living in unsatisfactory housing.
- Tenants of social landlords who under-occupy their homes.

**19.4.** That a Lettings Plan was required in order to assign targets to different groups within the Lettings Policy.

**19.5.** That Orkney had relatively small numbers of properties for allocation each year and therefore required flexibility in its Lettings Plan.

**19.6.** That, as the level of housing need was quite different between Mainland Orkney and the linked South Isles and the ferry linked isles generally, a Lettings Plan had been designed with the intention of applying separate targets to properties on mainland Orkney and the linked south isles, from those on the ferry linked isles.

**19.7.** That the Lettings Plan was intended to be appropriately flexible to ensure that reasonable preference groups were prioritised followed by those otherwise in housing need.

**19.8.** That, given implementation was a significant process, it was proposed that the lettings plan cover a period of two financial years, namely 2023/24 and 2024/25.

The Committee resolved to **recommend to the Council:**

**19.9.** That the Lettings Plan, attached at Appendix 5 to this Minute, be approved for use in 2023/24 and 2024/25.

## **20. Conclusion of Meeting**

At 13:27 the Chair declared the meeting concluded.

Signed: Gwenda M Shearer.

UHI Mission	To have a transformational impact on the prospects of our region, its economy, its people and its communities
UHI Vision	To become connected, streamlined and sustainable
UHI Brand story	Where learning means more
UHI Core values	Collaboration   Openness   Respect   Excellence
UHI Stakeholders	Staff   Students   Alumni   Business   Government   Community   Industry
UHI Cross-cutting themes	Equality and Inclusion   Gaelic Language   Climate Change

UHI STRATEGIC PILLARS & AIMS	ORKNEY COLLEGE UHI PRIORITIES 2023 -2028	Timescale: Short term (by 2025) Medium Term (by 2026) Long term (by 2028)	OIC COUNCIL PLAN 2023-2028 - STRATEGIC PRIORITIES & AIMS			
			<b>Growing Our Economy:</b> <i>We will reduce poverty and disadvantage and minimise the effects of the cost-of-living crisis.</i>  <i>We will create favourable conditions for sustainable economic growth.</i>  <i>We will work towards becoming net zero.</i>	<b>Strengthening Our Communities:</b> <i>We will support communities to develop local solutions and deliver what is important to them.</i>  <i>We will establish the highest standards of public support and protection.</i>  <i>We will widen access to opportunities for better learning, achievement and wellbeing.</i>	<b>Developing Our Infrastructure:</b> <i>We will invest in homes, supporting choice, inclusion and economic growth.</i>  <i>We will remove barriers to digital connectivity and vital transport.</i>  <i>We will invest in projects that further our economic ambitions.</i>	<b>Transforming Our Council:</b> <i>We will develop ways of working that put people at the heart of what we do.</i>  <i>We will establish a culture that motivates staff to do the right things at the right time.</i>  <i>We will develop business approaches that are fit for purpose and give people direct access to services wherever possible.</i>
<b>Tertiary Education</b> <i>We will deliver a high-quality connected curriculum built on personalising the learner journey with more content, to more people, through more channels.</i>	Develop capacity to play a key role in economic developments that may include:					
	<i>Blue economy - developments such as hydrogen and offshore.</i>		✓	✓	✓	
	<i>Green economy - development and research within climate change action in construction materials and methods; development of tertiary teaching and learning pathways under the Agronomy Institute.</i>		✓	✓		
	<i>Wellbeing economy - development and collaboration to help address skills gaps and recruitment challenges in health and social care.</i>		✓	✓		
	<i>Creative/Cultural/Heritage economy - to continue to develop the Institutes of Archaeology, Northern Studies and Agronomy to maintain their standing of excellence locally, nationally and internationally</i>		✓	✓		60
	<i>Other local economic development : review training provision in local construction trades; development of engineering across curriculum areas (marine, electrical, agricultural); development and collaboration to address skills gaps and recruitment in hospitality and be a training provider of choice for large scale events e.g Island Games 2025</i>		✓	✓		
	Review and realign curriculum areas with informed annual departmental plans, which reflect UHI and Council strategic priorities.		✓	✓		
	Each curriculum area to review and articulate current tertiary pathways through the SCQF framework, for both planning and promotion purposes.		✓	✓		
	Secure additional funding to scope potential outreach learning opportunities in the local community, for those who are harder to reach and/or have complex learning needs to improve life prospects and wellbeing.		✓	✓		
	Improve performance management processes, by making full use of available data to inform all planning and financial viability.		✓	✓		
To work towards becoming a trauma-informed College providing an excellent level of support for vulnerable and care-experienced students.		✓	✓			

UHI STRATEGIC PILLARS & AIMS	ORKNEY COLLEGE UHI PRIORITIES 2023 -2028	Timescale: Short term (by 2025) Medium Term (by 2026) Long term (by 2028)	OIC COUNCIL PLAN 2023-2028 - STRATEGIC PRIORITIES & AIMS			
			<b>Growing Our Economy:</b> <i>We will reduce poverty and disadvantage and minimise the effects of the cost-of-living crisis.</i>  <i>We will create favourable conditions for sustainable economic growth.</i>  <i>We will work towards becoming net zero.</i>	<b>Strengthening Our Communities:</b> <i>We will support communities to develop local solutions and deliver what is important to them.</i>  <i>We will establish the highest standards of public support and protection.</i>  <i>We will widen access to opportunities for better learning, achievement and wellbeing.</i>	<b>Developing Our Infrastructure:</b> <i>We will invest in homes, supporting choice, inclusion and economic growth.</i>  <i>We will remove barriers to digital connectivity and vital transport.</i>  <i>We will invest in projects that further our economic ambitions.</i>	<b>Transforming Our Council:</b> <i>We will develop ways of working that put people at the heart of what we do.</i>  <i>We will establish a culture that motivates staff to do the right things at the right time.</i>  <i>We will develop business approaches that are fit for purpose and give people direct access to services wherever possible.</i>
	Be a gateway to learning opportunities available locally from across UHI, to facilitate lifelong learning opportunities.		✓	✓		
	Continue to work with secondary and junior high schools to deliver programmes, awards and units, that extends learning pathways available to senior phase pupils in Orkney.			✓		
<b>Research Impact</b> <i>We will enhance our research impact, ensuring it is internationally ranked, industry linked and world leading.</i>	Continue to collaborate on the development of the Orkney Community Vertical Farm project, as part of the Islands Growth Deal.		✓	✓	✓	
	Build on the strong reputation and success of our three institutes, continuing to enhance their research impact, working towards 2027 REF submissions that will be internationally ranked, industry linked and world leading.		✓	✓		
	Assess the accommodation and land needs of the institutes, and develop viable cases for the development of environments that support their research and enables impact within each.		✓	✓	✓	
	Support and nurture new areas of research across curriculum areas.		✓	✓		
	Continue collaborations that contribute to the research impact of Orkney College UHI.		✓	✓		
<b>Enterprise</b> <i>We will embrace an entrepreneurial spirit based on strong economic and commercial growth, resulting in a socially responsible and well managed enterprise.</i>	Recruit, retain and invest in our high calibre staff, providing high quality employment opportunities locally.		✓	✓		✓
	Conduct a workforce review including a thorough review of job descriptions.					✓
	To undertake a review to inform final decision on signing up to NRPA.					✓
	In collaboration with the relevant Services in OIC, ensure the required repairs and renewals of the entire campus are suitably planned and resourced.					✓
	Informed by curriculum planning process, and in collaboration with the relevant Services in OIC, ensure the required developments of, and investment in, the campus and additional areas required by the College are suitably planned and resourced.				✓	✓
	Support partners and relevant OIC services to maximise housing capacity to accommodate students, supporting student recruitment activities across our tertiary provision.				✓	✓
	Partner with OIC's Learning & Development team to meet the professional development needs of staff across all Council services, either directly or by collaboration with external partners and agencies.				✓	✓
Ensure that Orkney College UHI has a secure and sustainable long term financial position that is less reliant on core SFC funding, ensuring as a minimum that a balanced budget position is sustained.					✓	
Assess the viability of establishing a presence in the development of the Orkney Research and Innovation Campus (ORIC).			✓	✓		

UHI STRATEGIC PILLARS & AIMS	ORKNEY COLLEGE UHI PRIORITIES 2023 -2028	Timescale: Short term (by 2025) Medium Term (by 2026) Long term (by 2028)	OIC COUNCIL PLAN 2023-2028 - STRATEGIC PRIORITIES & AIMS			
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<b>Engagement</b> <i>We will be a connected organisation that pursues engagement with the people and the communities in which we work, always striving for mutual benefit.</i>	Strengthen collaboration with the University of the Arctic and other Artic Gateway partners for capacity building and other research opportunities.		✓	✓		
	Strengthen collaboration with partners (UHI and locally) to ensure there is little duplication or competition, and clear pathway.			✓		
	To strengthen and improve the positioning of the College in the communities that we serve, through a Communications Strategy.		✓	✓		
	To improve engagement of all students in the life of the College and University, working closely with the Highlands and Islands Student Association (HISA)			✓		

## **Orkney College Operating Principles**

### **1. Orkney College as an Entity**

Orkney College is an entity whose assets and liabilities are owned by Orkney Islands Council (“the Council”) and the Council is the employer of all Orkney College staff.

The college is not a separate legal entity from the Council, and cannot therefore hold property or enter into contracts in its own name.

The governing body of Orkney College, being the Council, is assigned in statute (Assigned Colleges (University of the Highlands And Islands) Order 2014) to UHI as the Regional Strategic Body (RSB). As RSB, UHI distributes funds to Orkney College for Further Education and Higher Education and holds it accountable for the use of those funds.

### **2. Orkney College Governance**

The Governing Body of Orkney College is the Council, with a structure befitting the requirements for Local Government Committees and enabling effective direction of the College.

### **3. Orkney College as a Partner in UHI**

Orkney College, as part of the Council, is an Academic Partner within UHI and, together with the Council, takes a positive approach to making the Partnership Agreement with UHI work to its best extent for all parties concerned.

Collaboration with other universities beyond UHI is encouraged where this provides additionality.

### **4. Orkney College Strategic Planning process**

#### **a. Governance**

The College Governing Body, the Council, in partnership with UHI determines the overall direction for the College, taking account of the needs of the communities the College serves.

#### **b. Management**

Based on the overall direction determined by the College Governing Body in partnership with UHI, the College Management Team devises the strategic plan based on viability, desirability and practicality, and implements it.

In addition to development initiatives, the Orkney College Strategic Plan includes annual agreements about which areas of the curriculum to increase/decrease and a Planned Capital Improvement and Maintenance Programme for estates and equipment, agreed with the Council and taking into account RSB requirements.

## **5. Orkney College Financial Monitoring**

For governance and operational purposes, the Orkney College Management Team focuses on the financial year August to July, based on the main funder, UHI's financial year. Monthly reports will be shared with the College Governing Body, alongside those produced on the Council April to March financial year, to allow informed scrutiny of performance against budget both by the Council and the RSB.

# Orkney Arts, Museums and Heritage



## Museums Forward Plan

**2023 – 2028**

*Created: April 2023.*

*Review date: April 2024.*





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## Statement of Purpose

The safeguarding, collecting, preserving, conserving and interpretation of Orkney's Heritage

### Key aims

- To encourage the use of sustainable heritage related tourism as an economic boost to Orkney generally and especially to fragile communities.
- To contribute to community well-being, through underpinning communities' sense of place and history, whilst recognising the uniqueness of each island and each community.
- To safeguard Orkney's heritage, including artefacts, historic buildings, archaeological sites and local tales, traditions and memories for present and future generations, building working relationships with other individuals and organisations to this end.
- To support and encourage research on all aspects of Orkney's heritage.
- To work with residents and visitors to share the heritage of Orkney, including a positive contribution to community learning.
- To remove barriers to access to Orkney's heritage for those disadvantaged by, for example, disability, income or geographical remoteness.
- To act as an advocate for Orkney abroad, through responding to the demonstrated interest in Orkney's heritage.
- To use the World Heritage Site and its proposed Gateway as a valuable marketing opportunity for Orkney's heritage.



## Review of Forward Plan 2017-2022

The third Forward Plan for the Museums Service covered the years 2017 to 2022. It was written following detailed discussion within the staff team and has been monitored on a regular basis as a standing item on the agenda of curatorial meetings, which involve curatorial staff and the team manager.

The 2017-2022 plan identified 55 SMART targets. These were themed under the following headings:

- Policy, legal requirements and continuous improvement.
- The future of Orkney Museums and Heritage – reviewing our work.
- Supporting the sector, partnership working and community planning.
- Exhibitions, projects and events.

The document, particularly the action plan, has proved to be easy to use and easy to monitor, and we have therefore retained the same basic structure for this current plan. A simplified version of the SMART targets, with final monitoring comments is attached as an appendix to this plan.

Monitoring was undertaken using a traffic light system to easily identify which targets were completed and which were not completed during the lifespan of the plan. Explanatory notes are included in the Forward Plan 2017-22.

	2007-2011.	2012-2015.	2017-2022.
Targets completed and/or ongoing (green).	42 (71%).	41 (76%).	36 (65.5%).
Targets partially completed (amber).	10 (17%).	6 (11%).	10 (18.2%).
Targets not completed (red).	7 (12%).	7 (13%).	9 (16.3%).

In comparison with the completion of targets in the previous 2012-15 Forward Plan, a larger number of targets remained uncompleted, although only by 3%. Of the nine targets not completed, two relate to a former Council-wide 'Waste Champions' initiative and one to a Council-wide 'World Host Training'



initiative, both of which were abandoned during the Covid-19 pandemic and have not to date been renewed. The service has not been asked to support the Museums Studies Course at the Institute for Northern Studies, and no funding was available to participate in the Festival of Museums. Three missed targets relate to the creation of site-specific Risk Registers, which will be addressed as a matter of urgency in the next Plan Period.

Some significantly large targets were achieved, notably the delivery of a £4.5 million capital refurbishment of the Scapa Flow Museum, and the delivery of the Magnus 900 and Scapa Flow 100 centenary programmes.

## **Consultation**

In the development of this plan, key staff from within the Museums Service have been engaged in discussing and determining the priority areas and targets. Partners have been consulted including Orkney College UHI and Stromness Museum.

The Museums Service will be subjected to a full Consultant-led review during 2023, entitled “Transforming Cultural Services.” This review will report back in December 2023 and the outcomes will then be subject to discussion within the Service and the Council.

This plan therefore may be subject to significant amendments once the Transforming Cultural Services report has been completed.



## Resource Plan

Please note these figures cover Heritage Administration, the 4 museums, St Magnus Cathedral, the museum stores and unstaffed sites managed by the Council, and grants to museums and heritage centres only, and no other facilities or services managed or delivered by the Arts, Museums and Heritage Service. Corrigall Farm Museum remains closed due to resourcing shortages at the time of writing.

### Museums and Heritage Development

<b>2023/24.</b>	<b>£</b>
Staff Costs.	554,600
Property Costs.	285,000
Supplies and Services.	18,800
Transport Vessel and Plant.	4,900
Administration.	17,700
Apportioned Costs.	23,400
Transfer Payments.	178,600
Third Party Payments.	7,700
Misc Costs.	1,500
<b>Total Expenditure.</b>	<b>1,092,200</b>
Other Grants, Reimbursements.	101,500
Rents and Lettings.	2,800
Sales.	83,100
Fees and Charges.	20,700
Misc Income.	13,300
<b>Total Income.</b>	<b>221,400</b>
<b>Net Expenditure.</b>	<b>870,800</b>



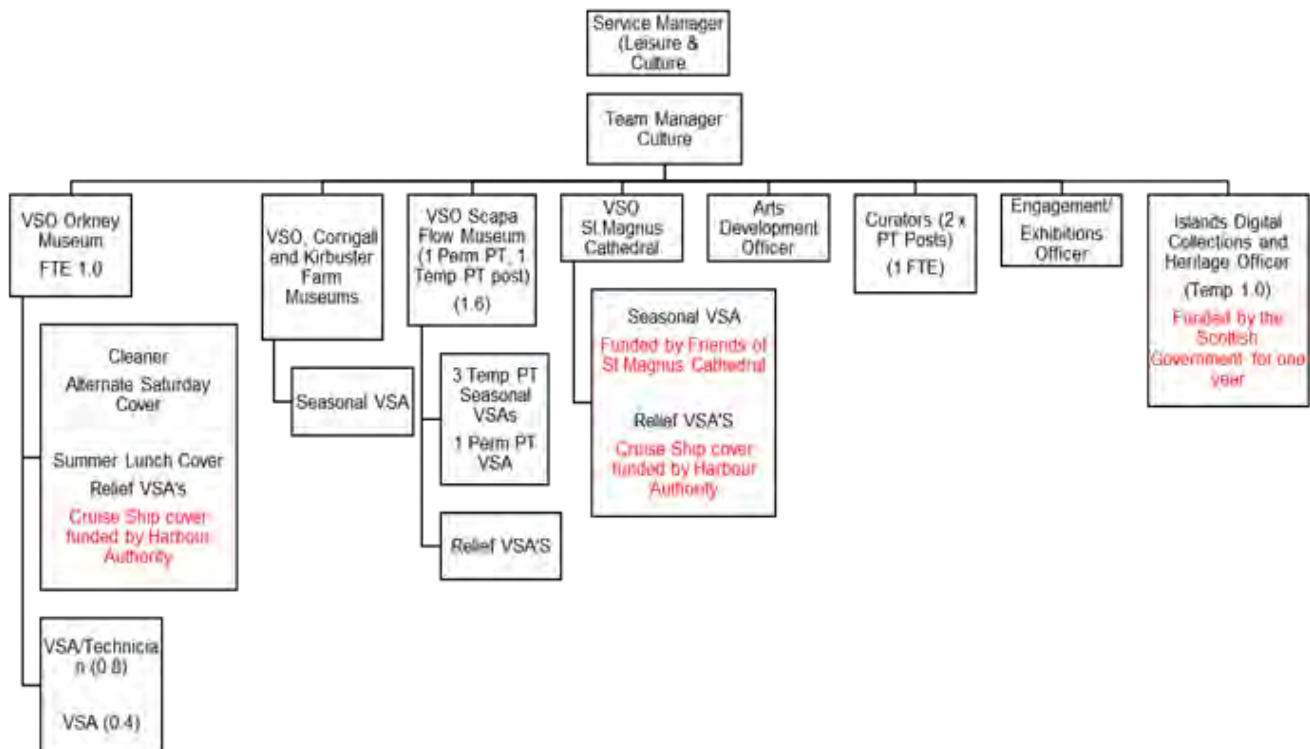
In addition there is the following projects which are budgeted as follows:

	£
Isbister (Tomb of the Eagles) Display	5,500
Isbister (Tomb of the Eagles) Site Service Review	10,000
Service Review	30,000
Islands DCHO post and web site	42,000
Web site phase 2 (collections online)	70,832
<b>Total Expenditure</b>	<b>158,332</b>
OIC Economic Development (Isbister)	15,500
Scottish Government Islands Team (Digital)	42,000
OIC (Service Review)	30,000
ERDF and SFM Reserve (Web Site Phase 2)	70,832
<b>Total Income</b>	<b>158,332</b>

Rising energy or supply costs should be noted as a particular risk looking ahead. Subsequent years will be subject to the Council's annual budget setting process.



## Current Staffing Structure



### Key:

- VSO – Visitor Services Officer.
- VSA – Visitor Services Assistant.
- PT – Part-Time.
- FTE – Full Time Equivalent.



## Orkney Arts, Museums and Heritage

### Specific Objectives

Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
<b><i>Policy, legal requirements and continuous improvement.</i></b>							
Improve the management and care of our collections.	1.	Review the Collections Development Policy every five years, however, include new national guidance when appropriate.	Annual review meeting.	Staff time.	Team Manager to convene annual review meeting with curatorial team.	March 2024.	
Improve the management and care of our collections.	2.	Determine a priority order for curatorial reviews of separate elements of the social history collection.	Curatorial team.	Staff time.	Curator (Social History).	Sept 2023.	73
Improve the management and care of our collections.	3.	Following on from prioritising the order, undertake a curatorial review of one element of the social history collection per year and dispose of artefacts not consistent with the Collection Development Policy where	Curatorial team.	Staff time.	Curator (Social History).	Sept 2027.	





Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
		appropriate, and using the Disposal Toolkit.					
Improve the management and care of our collections.	4.	Repack the Social History / Militaria collection in order to create an inventory.	Curatorial team.	Staff time and approx. £300 on packing materials (Stores budget).	Curator (Social History).	Sept 2028.	Depends on progress of Unit 1 project.
Improve the management and care of our collections.	5.	Re-pack prioritised archaeology assemblages following collections review.	Curatorial team.	Staff time and approx. £300 on packing materials (Recognition Budget).	Curator (Archaeology).	Sept 2028.	Depends on progress of Unit 1 project.
Improve the management and care of our collections.	6.	Prepare for renewal of Accreditation across the Service.	Curatorial team.	Staff time.	Curators.	Invitation June 2024. Submission Dec 2024.	
Improve the management and care of our collections.	7.	Prepare a fully costed delivery plan for a new Collections Centre.	Through OIC Capital Project Appraisal (CPA) process and if authorised through National Lottery Heritage Fund (NLHF) and	Staff time and CPA development funds.	Team Manager, Curators, Islands Digital Collection and Heritage	2024.	Subject to Council approval.

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Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
			other funding application processes.		Officer (IDCHO).		
Improve the management and care of our collections.	8.	Work with the Orkney Historic Boat Society (OHBS) on the conservation, restoration and display of the small boat collection.	Led by OHBS.	Staff time.	Team Manager.	Ongoing.	Supporting role only.
Improve the management and care of our collections.	9.	Undertake a security review at Corrigan Farm Museum in 2017 and every following 3 years.	In partnership with Police Scotland.	N/A.	Site VSO.	2024.	
Improve the management and care of our collections.	10	Undertake a security review at Kirbuster Museum in 2017 and every following 3 years.	In partnership with Police Scotland.	N/A.	Site VSO.	2024.	75
Improve the management and care of our collections.	11.	Undertake a security review at Scapa Flow Visitor Centre and Museum in 2019 and every following 3 years.	In partnership with Police Scotland.	N/A.	Site VSO.	2023.	
Improve the management and care of our collections.	12.	Undertake a security review at Orkney Museum 2017 and every following 3 years.	In partnership with Police Scotland.	N/A.	Site VSO.	2023.	



<b>Aim or goal.</b>	<b>Target No.</b>	<b>SMART Target.</b>	<b>How it will be achieved.</b>	<b>Cost in £ or resources.</b>	<b>Lead Officer/s.</b>	<b>By When.</b>	<b>Comments.</b>
Improve the management and care of our collections.	13.	Undertake a security review at the Museum stores in 2017 and every following 3 years.	In partnership with Police Scotland.	N/A.	Curators.	2023.	
Improve the management and care of our collections.	14.	Update Orkney Museums emergency plan following 2017 review.	With support of Safety and Contingencies Manager.	Staff time.	Curator / Site VSO.	2023.	
Improve the management and care of our collections.	15.	Review Corrigan Farm Museum's emergency plan.	With support of Safety and Contingencies Manager.	Staff time.	Curator / Site VSO.	2024.	76
Improve the management and care of our collections.	16.	Review Kirbuster Museum's emergency plan.	With support of Safety and Contingencies Manager.	Staff time.	Curator / Site VSO.	2024.	
Improve the management and care of our collections.	17.	Review Scapa Flow Visitor Centre and Museum's emergency plan following re-opening.	With support of Safety and Contingencies Manager.	Staff time.	Curator / Site VSO.	2023.	



<b>Aim or goal.</b>	<b>Target No.</b>	<b>SMART Target.</b>	<b>How it will be achieved.</b>	<b>Cost in £ or resources.</b>	<b>Lead Officer/s.</b>	<b>By When.</b>	<b>Comments.</b>
Improve access to collections based information.	18.	Ensure documentation is maintained up to date: entry forms and accessioning.	Curatorial team.	Staff time.	Curators.	Ongoing.	
Improve access to collections based information.	19.	Digitise at least 1,000 paper catalogue records per year.	Curatorial team with quarterly targets, reported on at curatorial meetings.	Staff time.	Curators and IDCHO.	Ongoing.	And make available through the new Collections Online facility (21 & 22).
Improve access to collections based information.	20.	Create a shared database with the Library and Archives.	Curatorial team in partnership working with staff in the Library and Archives.	Staff time and project funding.	Curator and IDCHO.	2023.	As part of 21 & 22.
Improve access to collections based information.	21.	Upgrade shared database to Axiell Collections.	Curatorial team in partnership with Library and Archives.	Staff time and project funding.	Curators and IDCHO.	2023.	
Improve the web presence of Orkney Arts, Museums and Heritage.	22.	Establish online access to the Axiell catalogue through the new web site.	All relevant staff including partnership with Library and Archive staff.	Staff time and project funding.	Curators and IDCHO.	2023.	
Improve the web presence of Orkney	23.	Increase social media activity across the museums service on	All staff.	Staff time.	IDCHO.	May 2024.	

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Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
Arts, Museums and Heritage.		Instagram, Twitter and Facebook, including collections information – increase number of followers and likes by 10%.					
Improve public performance reporting.	24.	Provide accurate and reliable Statutory Performance Indicators on an annual basis.	Staff involvement.	Staff time.	Team Manager.	Annually.	
Improve the quality of our work.	25.	Review CPD requirements for all staff and agree objectives as part of ERD system.	Through ERD procedures and individual review for each staff member.	Staff time and individual specific cost of training programmes.	Team Manager.	Annually with 6 month review.	78
Improve risk management.	26.	Consider developing a risk register for the Service.	Visitor Services staff and curatorial team.	Staff time.	Team Manager.	2017.	From Service Review 2023.
Improve risk management	27	If agree to develop a risk register, complete risk register for the Service	Visitor Services staff and curatorial team	Staff time	Team Manager	2018	From Service Review 2023.



Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
<b><i>The future of Orkney Museums – reviewing our work.</i></b>							
Improve the sustainability of Orkney Arts, Museums and Heritage into the future.	28	Continue to improve the Museums as ‘green’ institutions through reusing, reducing and recycling, alongside increasing lower energy use through day to day improvements.	Waste Champions and pro-actively engaging with the recycling and sustainability agenda of the Council.	N/A – should save money.	Waste champions.	Ongoing.	Subject to wider Council policy.
Improving communication and service provision.	29.	Regular one to one meetings with senior staff team.		Staff time.	Team Manager.	Ongoing.	
Ongoing monitoring and review of service.	30.	Regular curatorial meetings.	Monthly meetings.	Staff time.	Curators.	Ongoing.	
Ongoing monitoring and review of service.	31.	Contribute to Transforming Cultural Service consultant-led review.	Support consultant team as required.	Staff time and allocated budget of £30k.	Team Manager.	January 2023.	
<b><i>Supporting the sector, partnership working and community planning.</i></b>							



Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
Strengthen partnership working with the independent sector.	32.	Engage with MGS and other partners on delivery of traineeship and internship programmes as opportunities allow.		Staff time.	Curators.	Ongoing.	
Strengthen partnership working internally within OIC.	33.	Support the delivery of degree and post graduate courses at the Archaeology Institute where opportunities allow.	Presentations / lectures / providing MA Placements etc.	Staff time.	Curator (Archaeology).	Ongoing.	
Strengthen partnership working internally within OIC.	34.	Support delivery of the North Isles Landscape Partnership.	Membership of stakeholder steering group.	Staff time.	Team Manager and relevant staff.	2023.	NILPS is instrumental in delivering the new Collections Online and Web site.
Continue to support independent sector through revenue and capital grants.	35.	Continue to deliver annual grants to the independent sector through the Council's Culture Fund and Visual Arts and Craftmakers award scheme.	Committee structure.		Team Manager and Arts Development Officer.	Ongoing.	



Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
Increase quality of Orkney visitor attractions and museums.	36.	Continue to support independent sector through curatorial, exhibition, funding and policy based advice.	Through OIC staff expertise.	Staff time.	All staff as appropriate.	Ongoing.	
Increase quality of Orkney visitor attractions and museums.	37.	Engage with and support newly accredited museums and those seeking accreditation through Museum Mentor role as and when appropriate.	Through OIC staff expertise.	Staff time.	Curators.	Ongoing as requested.	
Improved partnership working with colleagues.	38.	Work to establish closer links and appropriate projects in partnership with the Council Archaeologist, Orkney Archaeology Institute, Orkney Library and Archive, INS, the Sites and Monuments Record and other relevant partners.	Prioritising and delivering projects / regular meetings.	Staff time.	Curators.	Ongoing.	81
<b><i>Exhibitions, projects and events</i></b>							
High quality exhibition programme for the	39.	Rolling one year exhibition programme.	Programme agreed and approved on an ongoing basis.	Existing exhibitions budget.	Museums Exhibitions and	Ongoing.	





Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
temporary gallery in Orkney Museum.					Engagement Officer.		
Supporting the sector.	40.	Providing expert support and advice to independent museums regarding exhibitions and displays.	Relevant staff.	Staff time.	Museums Exhibitions and Engagement Officer	Ongoing.	
Improve access to collections.	41.	Take artefacts out to special events as appropriate.	Relevant staff.	Staff time.	Curators and Museums Exhibitions and Engagement Officer.	Ongoing.	
Improve access to collections and knowledge.	42.	Expand outreach opportunities within our own sites as well as outwith.	Relevant staff and in partnership with other organisations.	Staff time.	Curators, VSOs, Museums Exhibitions and Engagement Officer.	Ongoing.	82
Improve staff knowledge of collections.	43.	Develop own research projects using the Museum collections.	Curatorial staff.	Staff time.	Curators, Museums Exhibitions and Engagement	Ongoing.	Recognising limited capacity and resource within the team.



Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
					Officer and IDCHO.		
International projects.	44.	Encourage research projects using our collections including through the MGS and HES funded partnership project with the Scottish Society of Antiquaries – ScARF through SIRFA (Scottish Island Research Framework for Archaeology).	Relevant staff.	Staff time ScARF/SIRFA project fully funded by external partners, led by SSoA.	As appropriate, primarily Curator (Archaeology).	Ongoing. ScARF/SIRFA 2019.	
International Projects.		Encourage research projects using our collections through the Social History Curators Group, Rural Museums Network and UK Maritime Heritage Forum.	Relevant staff.	Staff time.	As appropriate, primarily Curator (Social History).	Ongoing.	83
Deliver exciting events.	45.	Engage with sector events and activities such as Museums at Night / Kids Takeover Museums / Museums selfies etc. and relevant themed events at	Relevant staff.	Staff time.	As appropriate.	Ongoing.	



Aim or goal.	Target No.	SMART Target.	How it will be achieved.	Cost in £ or resources.	Lead Officer/s.	By When.	Comments.
		each Museum as relevant and appropriate.					





# Domestic Abuse Policy for Housing Services

This policy can be made available, free of charge, in a range of formats including large print, audio, Braille, and community languages, on request.

## Version Control

<b>Document Reference.</b>	<b>Rev.</b>	<b>Issue date.</b>	<b>Reason for issue.</b>	<b>Reviewer.</b>
HDPOL137	Draft	25/04/2023	New.	Head of Community Learning, Leisure and Housing

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## 1. Purpose

Orkney Islands Council's Housing Service has a specific role in relation to homelessness and the prevention of homelessness, as well as functioning as a social housing landlord.

Accordingly, the Council provides services to those fleeing domestic abuse whether through our homelessness service, our advice and information service or assisting our existing tenants.

The introduction of the Domestic Abuse (Scotland) Act 2018, has, in effect, expanded the rights of those experiencing domestic abuse and accordingly a policy has been produced to outline our enhanced response.

The purpose of this policy is to set out how Orkney Islands Council's Housing Service responds to and supports those who have experienced or been impacted by domestic abuse, including any children, or those who are at risk of domestic abuse.

We aim to ensure that we:

- Provide a sensitive, supportive, non-judgemental and confidential service, and, by creating a safe environment victim-survivors, children and young people feel able to approach the Council and that they are listened to.
- Work in partnership with other internal and external services and agencies to best meet the needs of victim-survivors and any children and young people, and, to take steps to try and prevent future domestic abuse.
- Assist victim-survivors to access information, advice and support on the range of housing options available to enable them to make informed choices, including the possibility of sustaining their current accommodation safely and to prevent homelessness where possible.
- Continue to assess the need for, and where appropriate, develop, or support the development of, further services.
- Hold the perpetrators of domestic abuse to account.

This policy takes a gendered approach, as it follows the lead of the Scottish Government in relation to their strategic guidance on domestic abuse<sup>1</sup>.

We recognise that domestic abuse has a significant, disproportionate impact on women, and while this policy takes a gendered approach, it applies equally to any person suffering from, or threatened with, domestic abuse. A gendered approach does not exclude men, but rather recognises that women and girls are disproportionately affected by particular forms of violence that they experience because they are women and girls.

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<sup>1</sup> Scottish Government and COSLA "Equally Safe: Scotland's Strategy to Eradicate Violence Against Women" (2018) <https://www.gov.scot/publications/equally-safe-scotlands-strategy-prevent-eradicate-violence-against-women-girls/>

We are clear that domestic abuse can occur in all relationships, including same sex relationships, and can also be perpetrated by other family members.

Domestic abuse incidents recorded by the Police<sup>2</sup> in 2021/22 highlighted that 81% of incidents involved a female victim and a male accused. 15% of incidents involved a male victim and a female accused (where gender information was recorded). In the remaining 4% of cases, the victim and accused were the same gender.

## 2. Context

In 2021/22 21 applicants presented to the Council as homeless because of domestic abuse. This was the third most frequent reason for homelessness and this proportion has been fairly consistent over a number of years.

It is recognised by the Council's Housing Service (as elsewhere) that this does not represent the total number of homeless applicants who have experienced domestic abuse, as another reason for their homelessness is often provided, such as relationship breakdown. This is also the case nationally.

Domestic abuse is a significant cause of homelessness in Orkney, as it is across Scotland.

In Orkney, in 2021/22, the rate of domestic abuse recorded by Police Scotland stood at 40 incidents per 10,000 of population (compared to 51<sup>3</sup> the previous year). Prior to this incidents were recorded as the overall number being 118 and 127 in the previous two years)<sup>4</sup>.

In Scotland, in 2021/22, in 81% of incidences of domestic abuse recorded by Police Scotland, the perpetrator was a man and the victim a woman. This was similar to the previous two years at 80% and 82% respectively<sup>5</sup>.

The Domestic Abuse (Scotland) Act 2018 made domestic abuse a criminal offence and introduced into legislation, in the form of an aggravation, the ability to impose harsher sentences when children are involved.

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<sup>2</sup> Scottish Government "Domestic Abuse: Statistics Recorded by the Police in Scotland 2021/22" Available from: <https://www.gov.scot/publications/domestic-abuse-recorded-police-scotland-2021-22/pages/2/>

<sup>3</sup> Incidents of domestic abuse recorded by the police, by local authority, 2009-10 to 2021-22; <https://www.gov.scot/publications/domestic-abuse-recorded-police-scotland-2021-22/documents/>

<sup>4</sup> Incidents of domestic abuse recorded by the police, by local authority, 2009-10 to 2020-21; <https://www.gov.scot/publications/domestic-abuse-recorded-police-scotland-2020-21/documents/>

<sup>5</sup> Table 6: Incidents of domestic abuse recorded by the police, by gender of victim and accused, Scotland, 2009-10 to 2021-22; *ibid.*



In 2021/22 a statutory child aggravation was recorded against 290 (16%) reported under the Domestic Abuse (Scotland) Act 2018<sup>6</sup>. This is in comparison to 346 or 22% in 2020/21. In 96% (1,710) of the Domestic Abuse (Scotland) Act cases where charges were reported, the accused was male.<sup>7</sup>

We recognise the particular challenges that victim-survivors face when living in the Orkney Isles in small, rural, often remote, communities. Such challenges, highlighted in a number of reports including a Scottish Women’s Aid<sup>8</sup> report, include:

“Poor infrastructure; distance and cost; shame and blame associated with violence against women and compromises to women’s ability to participate generally, and the extent to which they can make choices, leave or recover from abuse, and, in the case of domestic abuse, live independently”.

Rural areas, such as Orkney, can in effect reduce the visibility of domestic abuse<sup>9</sup>. We will explore with our partners how best to address such challenges.

This policy will contribute to the Housing Service meeting the following (current) Outcomes and Standards in relation to the Scottish Social Housing Charter for example Equalities; Communications; Access to Housing and Support; Access to Social Housing; Tenancy Sustainability; Homelessness – see appendix 3 for a fuller account of these standards).

### 3. Definition

This policy adopts the Scottish Government’s definition of domestic abuse (as does the Orkney’s Domestic Abuse Forum / Violence Against Women Partnership).

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<sup>6</sup> Crown Office and Procurator Fiscal Service “Domestic Abuse and Stalking Charges in Scotland 2021/22” <https://www.copfs.gov.uk/media/xg1iwhm3/domestic-abuse-publication-2021-22-final.pdf#:~:text=Domestic%20Abuse%20and%20Stalking%20Charges%20in%20Scotland%202021,compared%20to%20the%202020-%202021%20total%20of%2033%2C425.>

<sup>7</sup> Domestic Abuse and Stalking Charges in Scotland 2020-21; September 2021; <https://www.copfs.gov.uk/media-site-news-from-copfs/1976-domestic-abuse-and-stalking-charges-in-scotland-2020-21>

<sup>8</sup> Scottish Women’s Aid, Participating in Equally Safe in the Highlands and Islands: Consulting Women <https://womensaid.scot/wp-content/uploads/2019/09/Participating-in-Equally-Safe-in-the-Highlands-and-Islands-Consulting-Women-Digital.pdf>

<sup>9</sup> National Rural Crime Network (2019) “Captive and Controlled: Domestic Abuse in Rural Areas”. <https://www.northyorkshire-pfcc.gov.uk/content/uploads/2019/07/Domestic-Abuse-in-Rural-Areas-National-Rural-Crime-Network.pdf>

“Domestic abuse (as gender-based abuse), can be perpetrated by partners or ex-partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family or friends)”.<sup>10</sup>

The gendered nature of domestic abuse is emphasised further in the Scottish Government’s and COSLA’s Equally Safe: Scotland’s strategy to eradicate violence against women (the Strategy).

“A function of gender inequality and an abuse of male power and privilege. It takes the form of actions that result in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life”.<sup>11</sup>

As explained in the Strategy their particular approach taken:

“Brings a strategic focus to the issue of men’s violence against women and girls, as underpinned by the definition we have adopted, which is in turn based on the principles of international law. A gendered analysis does not exclude men, but rather recognises that women and girls are disproportionately affected by particular forms of violence that they experience because they are women and girls. Many men and boys are victims of violence and abuse”.

The Orkney Partnership for Action Against Gender Based Violence and Abuse has an action plan dated 2022 to 2026 which aims to deliver the vision of Scotland’s Equally Safe Strategy which is “A strong and flourishing Scotland where all individuals are equally safe and respected, and where women and girls live free from all forms of violence and abuse – and the attitudes that help perpetuate it.”<sup>12</sup>

In April 2023 the Chartered Institute of Housing, Scotland and Scottish Women’s Aid, published a review of Scottish social landlord’s domestic abuse policies called “Policies Not Promises<sup>13</sup>”. One of the key findings was that almost 50% of policies of

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<sup>10</sup> Scottish Government “Responding to Domestic Abuse – Guidelines for Health Care Workers in NHS Scotland” (2003) <https://www.gov.scot/publications/responding-domestic-abuse-guidelines-health-care-workers-nhsscotland/pages/4/>

<sup>11</sup> Scottish Government “Equally Safe: Scotland’s Strategy to Eradicate Violence Against Women” (2018) <https://www.gov.scot/publications/equally-safe-scotlands-strategy-prevent-eradicate-violence-against-women-girls/>

<sup>12</sup> Scottish Government and COSLA “Equally Safe: Scotland’s Strategy to Eradicate Violence Against Women” (2018) <https://www.gov.scot/publications/equally-safe-scotlands-strategy-prevent-eradicate-violence-against-women-girls/>

<sup>13</sup> “Policies Not Promises: A Review of Scottish Social Landlord’s Domestic Abuse Policies” (2023) <https://www.cih.org/media/znmnr0u2/policies-not-promises.pdf>

social landlords did not use the Scottish Government definition of domestic abuse but instead used a definition that did not recognise domestic abuse as gender-based violence. It highlighted that the adoption of a gender-blind approach meant that existing inequalities experienced by women are effectively repeated and reinforced. They highlighted that this meant that policies and services would not be designed and delivered to meet the rights and needs of survivors of domestic abuse.

It is also important to note that children and young people who live with domestic abuse are, themselves, experiencing abuse.

This policy applies to anyone experiencing domestic abuse including men, lesbian, gay, bisexual, transgender people and non-binary people.

Domestic abuse can occur in all relationships, including same sex relationships, and can also be perpetrated by other family members.

#### **4. Equalities / Human Rights**

Our policy takes an equalities and human rights approach. This is consistent with Equally Safe, and with the Orkney Islands Council's Housing Services' Equality and Diversity policy.<sup>14</sup>

It adopts a victim-survivor centred approach and recognises that domestic abuse contravenes human rights by denying women their rights including the right not to be treated in an inhuman and degrading way (Article 3); the right to respect for private and family life (Article 8) and the right to life (Article 2). Moreover, human rights are denied if public services do not respond to such abuse for example by having policies which seek to prevent it.<sup>15</sup>

We recognise that domestic abuse also contravenes children and young people's human rights including the right to be properly cared for and protected from violence, abuse and neglect by their parent (Article 19).<sup>16</sup>

This policy is also consistent with our Public Sector Equality Duty<sup>17</sup> to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Equality Act 2010.

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<sup>14</sup> Orkney Islands Council Housing Services "Equality and Diversity Policy"  
<https://www.orkney.gov.uk/Service-Directory/H/strategy-and-policy.htm>

<sup>15</sup> European Court of Human Rights "Factsheet – Domestic Violence"  
[https://www.echr.coe.int/Documents/FS\\_Domestic\\_violence\\_ENG.pdf](https://www.echr.coe.int/Documents/FS_Domestic_violence_ENG.pdf)

<sup>16</sup> United Nations "Convention on the Rights of the Child"  
<https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

<sup>17</sup> Equality Act 2010 Section 149(1)  
<https://www.legislation.gov.uk/ukpga/2010/15/contents>

- Advance equality of opportunity and good relations between persons who share a relevant protected characteristic and persons who do not share it.

We recognise that the differing and intersecting needs of people with different protected characteristics, such as, disabled women, ethnic minority women, LGBTI+ can increase their level of risk of experiencing violence and abuse. Other factors may also increase someone's vulnerability to abuse, such as experience of child abuse and neglect, poverty, homelessness and insecure immigration status.

The principles of this policy will also be applied to offer support and guidance to applicants and tenants who have been victim-survivors of sexual violence, for example where they need to move house or when offering housing.

## 5. Scope

We recognise that domestic abuse has a significant, disproportionate impact on women however it applies equally to any person suffering from or threatened with domestic abuse.

Those who fall within its scope include those living in or applying to live in one of our properties, those who are homeless or at risk of homelessness, those seeking information and advice in relation to domestic abuse, having particular regard to housing and housing options.

The policy provides information on how Orkney Islands Council's Housing Service will hold perpetrators to account.

It applies to those working in the Housing Service including housing options, homelessness, allocations and estate management staff. It includes also our housing support service.

This policy will apply also to those who have been the victim of sexual violence, where there are measures we can take in relation to their housing circumstances which would increase their safety and wellbeing.

To ensure that the impact of domestic abuse is addressed across all our housing services we will ensure that the appropriate aspects of this policy are incorporated within other relevant policies/procedures such as Homelessness, Housing Allocations, Rent Arrears, Antisocial Behaviour and Repairs and Maintenance.

## 6. Law and Guidance

This policy takes account of recent legislative developments such as:

- The Domestic Abuse (Scotland) Act 2018 which introduced a specific offence that defined and criminalised domestic abuse – covering, for example, physical and psychological abuse and coercive and controlling behaviour perpetrated against a partner or ex-partner. The significant correlation between domestic abuse and the impact on the safety and wellbeing of children is recognised in the Act and thus the offence is aggravated where there is a child involved.

- The Domestic Abuse (Protection) (Scotland) Act 2021 became law in May 2021 though the substantive provisions are not yet in force (as at May 2023). This Act provides the police with powers to remove a perpetrator from the home by issuing Domestic Abuse Protection Notices and by seeking Domestic Abuse Protection Orders in the courts. It also provides social landlords with powers to end the tenancy of a perpetrator of domestic abuse by seeking their eviction - only if the victim/survivor wishes to continue to live in the house.

This policy also takes account of relevant strategies and guidance such as the Scottish Government “Equally Safe: Scotland’s National Strategy for Preventing and Eradicating Violence against Women and Girls”; “Guidance including Domestic Abuse: A Good Practice Guide for Social Landlords, Improving Housing Outcomes for Women and Children Experiencing Domestic Abuse”, and other Scottish Government guidance regarding housing allocations and homelessness. See Appendix 1 for a fuller list of relevant legislation and guidance.

## 7. Prevention

The Housing Service is committed to working with other services and organisations to assist in preventing domestic abuse from occurring.

We will participate in awareness raising activities and in challenging attitudes and behaviours in relation to domestic abuse and violence against women and we will continue to support the delivery of actions which have been identified in Orkney’s Domestic Abuse Forum/Violence Against Women Partnership’s Action Plan.

We will make use of management transfers, where possible, as an option to support victim-survivors to make planned moves and avoid homelessness.

We will consider, jointly with relevant services, how best to ensure that victim-survivors are provided with information about housing options and additional protective orders where the police issue domestic abuse protection notices or where domestic abuse protection orders<sup>18</sup> have been granted.

We will include in our tenancy agreements, including for our temporary accommodation, a new clause highlighting the consequences to anyone perpetrating domestic abuse.

We will, jointly with other relevant services consider how best to develop an ‘eyes and ears’ approach where a range of staff members such as maintenance and support staff report any concerns relating to domestic abuse to the ‘responsible’ housing staff member.

We will continue to ensure that our leaflets containing information for instance, how and where victim – survivors can access help and support are regularly reviewed, kept up to date and are widely circulated.

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<sup>18</sup> When the Domestic Abuse (Protection) (Scotland) 2021 is fully in force.

We will try and ensure a perpetrator is not allocated housing in an area where the applicant perpetrated an act of domestic abuse against someone living in that area, as far as reasonably practicable considering the context of Orkney.

## 8. Housing Options

We recognise that one of the most dangerous times for victim-survivors is when they try to leave their abuser. Leaving does not necessarily mean that victim-survivors are safe and abuse can continue after they leave their abuser. We take account of this in our responses to victim-survivors.

We will work with Orkney Housing Association Ltd and any other appropriate housing provider to maximise choice and safety through a housing options approach and, where possible, to prevent homelessness occurring, for instance, using management transfers as an option.

We will ensure that victim-survivors are provided with information and advice about their housing options including their right to either stay in their own home safely or to seek alternative accommodation.

Where the victim-survivor remains in the property/tenancy after the perpetrator has left we will continue to support them in sustaining their accommodation, for example, by installing security measures, linking /referring them (with their consent) to relevant services/organisations for assistance and support.

The Council will continue to fund security measures for victim-survivors who wish to remain, return or move into one of our properties.

We will seek with our partners, to establish a fund to provide grants for security measures, for those who do not live in, or move to housing within the social housing sector.

We will, where possible, attempt to identify those fleeing/experiencing domestic abuse before a tenancy begins and ask about any history of domestic abuse at pre allocation stage. If a history is disclosed, we will consider additional safety and security measures within the property.

Where a security audit is undertaken on a property and there are measures recommended that fall outwith the usual list of measures these will be discussed with relevant partners such as the police.

As financial abuse can play a major role in domestic abuse we will review/amend our housing management policies and procedures, for example on rent arrears, allocations and rechargeable repairs so victim-survivors are not adversely affected by housing debt incurred because of the perpetrator's actions, for example, by refusing rehousing until there are repayment arrangements in place.

We will review our allocations policy and consider including domestic abuse as a specific housing needs group and to ensure that a high level of priority is awarded to anyone who is experiencing domestic abuse. This includes those who have left their

home and or are wishing to move home because of domestic abuse. This approach may enable victim-survivors to avoid approaching our homelessness service. This is in line with the Scottish Government's practice guidance on Social Housing Allocations.<sup>19</sup>

The approach and level of priority should enable the victim to avoid approaching statutory homeless services if that is their choice, if the victim would prefer to move home or has already left the home and does not wish to return, landlords should still consider them to be eligible for any domestic abuse-related housing priority.

We will ensure that victim-survivors are not charged for any damage to the property caused as a result of domestic abuse.

Victims are often in debt (incurred by the perpetrator and financial abuse) and leave their home with few or no possessions. Waiting for a Scottish Welfare Fund payment to buy furnishings delays their ability to move and additional rent costs adds to their debt.

Ensuring that victims are not charged for the damage which the perpetrator has caused to the property. Policies that detail what repairs will be recharged to the tenant should state that, in certain circumstances, when damage is caused by domestic abuse, the victim will not be charged.

Use all relevant and appropriate legislation to support the rehousing choices of the victims of domestic abuse.

## 9. Homelessness

We will seek to prevent homelessness where possible and when that is not possible to reduce its impact and resolve their homelessness as quickly as possible.

We will ensure that victim-survivors who present as homeless are provided with information on actions that can be taken to enable them to return to their home safely, such as the availability of protective orders and the actions the Council can take - such as eviction of the perpetrator, installing security measures, rehousing the perpetrator.

We will ensure that it is clear to victim-survivors that they have the right to choose to make/proceed with a homeless application rather than return to their home.

We will link victim-survivors, with their consent, with appropriate support services including Women's Aid Orkney (which may include also refuge accommodation), Men's Aid and Victim Support Orkney and the Council's housing support service.

As victim-survivors who present as homeless may have suffered financial abuse we will ensure they have access to financial advice, guidance and support.

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<sup>19</sup> Scottish Government "Social Housing Allocations in Scotland: Practice Guide" (2019) <https://www.gov.scot/publications/social-housing-allocations-scotland-practice-guide/>

Social landlords may hold women who have lost their home responsible for arrears incurred by a partner's actions and refuse rehousing until there is a repayment arrangement.

We will ensure that victim-survivors are aware that the Council will provide temporary accommodation while action is taken to enable them to return to their home safely.

We will carry out a risk assessment regarding the location of the proposed property (either temporary accommodation or a permanent tenancy) to assess if it is in an area close to the perpetrator's family and its location in relation to other factors such as social networks and any child's schools.

## **10. Actions Against Perpetrators**

There are a number of actions that the Housing Service will consider regarding the perpetrators of domestic abuse these include:

- Amending our Scottish Secure Tenancy Agreement.
  - So it is clear that the Council treats domestic abuse as a breach of tenancy with the potential to instigate legal action for recovery of possession against a perpetrator where other members of the household have left the home because of domestic abuse.
  - To reflect the changes introduced in the Domestic Abuse (Protection) Act 2021 regarding grounds for repossession allowing for possible action to evict or otherwise take action to end their tenancy such as ending their interest in a joint tenancy.
- Ensuring that there is information in our tenants' handbooks and other sources, such as newsletters on the sort of actions we can undertake against perpetrators.
- Supporting the victim/survivor in any actions taken including legal action required for a transfer of tenancy to them and rehousing the perpetrator.

We will establish protocols with the police in relation to any actions they take regarding Domestic Abuse Protection Notices and Domestic Abuse Protection Orders.

Where there are complaints to the service regarding domestic abuse they will be dealt with as complaints about domestic abuse and not as complaints about anti-social behaviour.

## **11. Confidentiality / Information Sharing**

We are very conscious of the need for victim-survivors to feel confident in approach the Council and we do not require disclosure by a victim-survivor for the reason for their visit/appointment nor will any discussion take place in public areas. Interviews take place in a private interview rooms. We will ensure that this continues to be widely publicised.



We treat information provided to us in line with the Data Protection Act 2018, UK General Data Protection Regulations. Information provided by the victim/survivor will be dealt with in confidence and will respect their need for anonymity where possible.

We will encourage victim-survivors to allow us to share relevant information with other services/organisations. We will explain about why, what, how, and with whom we are seeking to share information with. We will seek their consent before doing so. The exception to requiring their consent is where there is a child at risk or an adult at risk. In these situations the member of staff will refer to Orkney's Child Protection or Adult Support and Protection procedures and our Confidentiality Policy.

Any information shared will be necessary, proportionate, accurate and up to-date. It will be timely, shared securely and only with those who need to have the information in line with our policy on Confidentiality.

## 12. Support

Separation is a time of increased risk for victim-survivors and we will continue to work, in partnership, alongside relevant third sector agencies and statutory services to ensure that those experiencing domestic abuse receive appropriate, consistent and effective support.

We will ensure that support is available whether the victim-survivor:

- Remains in their own home.
- Is in temporary accommodation.
- Is rehoused.

We recognise the need to ensure that support, where needed, is provided in the longer term to ensure better outcomes for victim-survivors and children and young people.

## 13. Partnership Working

The Council's Housing Service has good and positive working relationships with services both internal to and outwith the Council and recognises the importance of partnership working to ensure that victim-survivors and children and young people receive the help and support they require.

The impact that domestic abuse has on children is well documented<sup>20</sup> and we are aware that housing plays an important role in responding to children at risk. The Housing Service will ensure:

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<sup>20</sup> Scottish Government "Domestic Abuse (Protection)(Scotland) Bill: CRWIA  
<https://www.gov.scot/publications/domestic-abuse-protection-scotland-bill-crwia/>

Cedar Network "Impact of Domestic Abuse on Children"  
<https://www.cedarnetwork.org.uk/about/what-is-domestic-abuse/impact-of-domestic-abuse-on-children>

- Staff are kept up to date with any relevant developments in this area.
- That liaison with appropriate services including Orkney Health and Care (Social Work Services) continues.
- That all relevant staff continue to receive training in National Guidance on Child Protection as well as Orkney Health and Care's child protection procedures<sup>21</sup> and Orkney's Inter-agency Guideline Getting it Right Guidance for Professionals.<sup>22</sup>

We will regularly review what systems are in place for making referrals to appropriate services and organisations; update them jointly with the relevant service/organisation where required and develop in partnership new protocols/procedures where relevant. We will assist victim-survivors in accessing and engaging with services.

The Housing Service recognises the value of joint training with other Council services external services/organisations in breaking down organisational barriers and building trust, in gaining an understanding of the services provided and how to access them.

## 14. Consistent Approach

To ensure that there is a consistent approach in policy and practice when implementing this policy, we will develop procedures including those for assessment and referral arrangements. All relevant staff will receive training in these procedures.

Guidance and advice to staff will be provided to support them in implementing this policy. The Service Manager (Housing, Homelessness and Schoolcare Accommodation) will be the officer who will oversee the implementation and monitoring of the policy and the point of contact over any unclear practice issues, for example, in housing management, again this should aid with a consistent approach. This officer will be also the point of contact for other services/organisations if they have any issues regarding the policy and its implementation.

## 15. Training

The Housing Service recognises the value of joint training with other Council services external services/organisations in breaking down organisational barriers and building trust, in gaining an understanding of the services provided and how to access them.

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<sup>21</sup> Orkney Health and Care "Social Work Child Protection Procedures"  
[https://www.orkney.gov.uk/Files/OHAC/Child\\_Protection/Social%20Work%20Child%20Protection%20Procedures.pdf](https://www.orkney.gov.uk/Files/OHAC/Child_Protection/Social%20Work%20Child%20Protection%20Procedures.pdf)

<sup>22</sup> The Orkney Partnership "Inter-Agency Guideline Getting It Right Guidance for Professionals in Orkney"  
[https://www.orkney.gov.uk/Files/OHAC/Child\\_Protection/Getting%20it%20Right%20Guidance%20for%20Professionals%20in%20Orkney.pdf](https://www.orkney.gov.uk/Files/OHAC/Child_Protection/Getting%20it%20Right%20Guidance%20for%20Professionals%20in%20Orkney.pdf)

All staff that are likely to come into contact with those who have experienced domestic abuse will receive awareness raising training on domestic abuse and other forms of violence against women. This will assist in an 'eyes and ears' approach.

Specific training on our domestic abuse housing policy will be mandatory for housing staff and staff who will be responsible for implementing this policy. We will ensure that any new staff recruited to the Service receives appropriate training and awareness training is included in our induction training.

Housing staff will be kept up to date with any legislative and guidance development that impact on our service responses and the information and advice we provide. We will ensure refresher training sessions takes place.

The Housing Service will ensure that training on this policy, and any other relevant training courses, is open to other Council and Orkney Health and Care Services, Orkney Housing Association Ltd and third sector organisations and will encourage their participation.

It is important that we continue to work in partnership with Women's Aid Orkney and the Domestic Abuse Forum/Violence Against Women Partnership in our training programmes.

## **16. Information and Advice**

We will continue to ensure that the information and advice we provide is accurate and kept up to date. We will continue to utilise different methods including online, written materials and using local media where appropriate.

We will continue to make information available in various formats and ensure there is access to interpreting and translation services when required.

The provision of information includes:

- Our commitment to confidentiality.
- The right to request a member of staff member of the same gender.
- Our housing options and homelessness services.
- What support services and organisations are available including information about national and local domestic abuse and sexual violence support services.
- Relevant legal remedies and we will support victim-survivors in seeking access to solicitors who are experienced in child and family law including domestic abuse. This could include accessing those based on the mainland.

We will publicise our policy and other relevant information widely and encourage those experiencing domestic abuse to disclose incidents of domestic abuse.

## **17. Risk Management**

We understand that victim-survivors can be best placed in understanding the risk to them and their children including their knowledge of the abuser's behaviour and likely reaction.

Housing staff will be provided with training to enable them to identify and assess risk and to ensure our approach is consistent and systematic. Any concerns will be shared with the Team Manager (Housing and Homelessness) and, if necessary, be provided with advice regarding any particular case.

The Housing Service has procedures in place to refer victim-survivors to both the Multi Agency Risk Assessment Conference (MARAC) and Multi Agency Tasking and Co-ordination (MATAC). We will ensure our continued involvement in MARAC and MATAC meetings and that all relevant information relating to the housing circumstances of the victim-survivor, perpetrator or other relevant persons is shared with our partners.

The Housing Service staff follow relevant child protection procedures where there is a child at risk due to domestic abuse.

## **18. Monitoring and Review**

The Housing Service will use the experiences of victim-survivors, along with other relevant services and organisations, including Women's Aid Orkney and the Domestic Abuse Forum in assessing how well this policy is being implemented.

The policy will be reviewed with our partners every five years and updated/amended where required.

## 19. Legal and Guidance Framework

Domestic Abuse (Protection) (Scotland) Act 2021.

Domestic Abuse (Scotland) Act 2018.

Domestic Abuse (Scotland) Act 2011.

Adult Support and Protection (Scotland) Act 2007.

Children (Scotland) Act 2020.

Protection from Abuse (Scotland) Act 2001.

Housing (Scotland) Act 1987.

Housing (Scotland) Act 2001.

Homelessness etc. (Scotland) Act 2003.

Human Rights Act 1998.

Data Protection Act 2018.

Equality Act 2010.

Matrimonial Homes (Family Protection (Scotland) Act 1981.

Protection from Harassment Act 1997.

### Guidance

Code of Guidance on Homelessness 2019.

Equally Safe Strategy and Implementation Plan 2017.

Domestic Abuse: A Good Practice Guide for Social Landlords 2019<sup>23</sup>.

Improving Housing Outcomes for Women and Children Experiencing Domestic Abuse 2020, Scottish Government Working Group Report<sup>24</sup>

Social Housing allocations in Scotland: Practice Guide<sup>25</sup>

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<sup>23</sup> Chartered Institute of Housing “Domestic Abuse: A Good Practice Guide for for Social Landlords” <https://www.cih.org/media/1gqp31pe/domestic-abuse-guidance-for-social-landlords-final.pdf>

<sup>24</sup> Chartered Institute of Housing; “Improving Housing Outcomes for Women and Children Experiencing Domestic Abuse” <https://www.cih.org/publications/improving-housing-outcomes-for-women-and-children-experiencing-domestic-abuse>

<sup>25</sup> Scottish Government “Social Housing Allocations in Scotland: Practice Guide” <https://www.gov.scot/publications/social-housing-allocations-scotland-practice-guide/>

## 20. Equally Safe

The Scottish Government's approach to tackling domestic abuse and other forms of violence against women and girls is set down in the updated (2016) Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls. The Strategy has four priorities.

**Priority 1:** Scottish society embraces equality and mutual respect, and rejects all forms of violence against women and girls.

**Priority 2:** Women and girls thrive as equal citizens: socially, culturally, economically and politically.

**Priority 3:** Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women, children and young people.

**Priority 4:** Men desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response.

## 21. Scottish Social Housing Charter

### Outcomes and standards – some relevant examples<sup>26</sup>

#### 1: Equalities

Social landlords perform all aspects of their housing services so that:

- they support the right to adequate housing;
- every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

#### 2: Communication

Social landlords manage their businesses so that:

tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

#### Access to housing and support

#### 7, 8 and 9: Housing options

Social landlords work together to ensure that:

- people looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them.
- tenants and people on housing lists can review their housing options.

Social landlords have a role to prevent homelessness and should ensure that:

- people at risk of losing their homes get advice on preventing homelessness.

#### 10: Access to social housing

Social landlords ensure that:

- people looking for housing find it easy to apply for the widest choice of social housing available and get the information they need on how the landlord allocates homes and on their prospects of being housed.

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<sup>26</sup> Scottish Government “The Scottish Social Housing Charter”  
<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2022/11/scottish-social-housing-charter-november-2022/documents/scottish-social-housing-charter/scottish-social-housing-charter/govscot%3Adocument/scottish-social-housing-charter.pdf>

## **11: Tenancy sustainment**

Social landlords ensure that:

- tenants get the information they need on how to obtain support to remain in their home; and ensure suitable support is available, including services provided directly by the landlord and by other organisations.

## **12: Homeless people**

Local councils perform their duties on homelessness so that:

people who are homeless or at risk of homelessness get prompt and easy access to help, advice and information; are provided with suitable, good-quality temporary or emergency accommodation when this is needed; and are offered continuing support to help them get and keep the home they are entitled to.



## 22. Contact Details

### Organisations/Service Contact Details

#### Housing Services

- Council Offices, School Place, Kirkwall.
- Telephone: 01856873535.
- Fax: 01856886530.
- E-mail: [housing@orkney.gov.uk](mailto:housing@orkney.gov.uk)
- Emergency out of hours repairs service: 01856873430.
- Emergency out of hours homelessness officer: 07921582962.

#### Housing Benefit Section

- Finance Services, Council Offices, School Place, Kirkwall.
- Telephone: 01856873535, extension 2116 or 01856886312 (direct dial).
- Fax: 01856876158.
- E-mail: [benefits@orkney.gov.uk](mailto:benefits@orkney.gov.uk)

#### Rent Section

- Finance Services, Council Offices, School Place, Kirkwall.
- Telephone: 01856873535, extension 2115 or 01856 886311 (direct dial)
- Fax: 01856876158.
- E-mail: [revenues@orkney.gov.uk](mailto:revenues@orkney.gov.uk)

#### Council Tax Section

- Finance Services, Council Offices, School Place, Kirkwall.
- Telephone: 01856873535, extension 2133 or 01856 886322 (direct dial).
- Fax: 01856876158.
- E-mail: [revenues@orkney.gov.uk](mailto:revenues@orkney.gov.uk)

#### Orkney Health and Care

- Council Offices, School Place, Kirkwall.
- Telephone: 01856873535.
- Fax: 01856886453.
- Emergency out of hours duty social worker service, Telephone: 01856888000.

#### Other Useful Contacts

##### Jobcentre Plus

- West Tankerness Lane, Kirkwall.
- Telephone: 01856885300.
- Fax: 01856872392
- E-mail: [inga.craigie@dwp.gov.uk](mailto:inga.craigie@dwp.gov.uk)

## Police Scotland

- Burgh Road, Police Station, Kirkwall.
- Emergency Telephone: 999.
- Report a crime Telephone: 101.

## National Organisations

### Scottish Domestic Abuse Helpline

- Telephone: 08000271234.
- Website: <http://www.scottishdomesticabusehelpline.org.uk>
- E-mail: [info@scottishdomesticabusehelpline.org.uk](mailto:info@scottishdomesticabusehelpline.org.uk)

## Third Sector

### Citizens Advice Bureau Orkney

- Anchor Buildings, 6 Bridge Street, Kirkwall.
- Telephone: 01856875266.
- E-mail: [bureau@orkneycab.casonline.org.uk](mailto:bureau@orkneycab.casonline.org.uk)

### Men's Aid

- 7th Floor, Coventry Point, Market Way, Coventry, CV1 1EA.
- Telephone: 08712239986.
- Helpline: 03335670556.
- E-mail: [help@mensaid.com](mailto:help@mensaid.com)
- Website: [www.mensaid.com](http://www.mensaid.com)

### Orkney Blide Trust

- 54 Victoria Street, Kirkwall, Orkney, KW15 1DN.
- Telephone: 01856 874874 or 07840198022.
- E-mail: [admin@blidetrust.org](mailto:admin@blidetrust.org)

## Relationships Scotland

- 1st Floor, Kirkwall Travel Centre, West Castle Street, Kirkwall, Orkney.
- Telephone: 01856877750.
- E-mail: [enquiries@rsorkney.gov.uk](mailto:enquiries@rsorkney.gov.uk)
- Website: [www.orkneycommunities.co.uk/RSO](http://www.orkneycommunities.co.uk/RSO)

## Victim Support

- Voluntary Action Orkney, 6 Bridge Street, Kirkwall, KW15 1HR.
- Telephone: 01856871965.
- E-mail: [victimsupport.orkney@victimssupportsco.org.uk](mailto:victimsupport.orkney@victimssupportsco.org.uk)
- Website: [www.victimsupport.scot](http://www.victimsupport.scot)

### **Voluntary Action Orkney**

- Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR.
- Telephone: 01856872897.
- Fax: 01856873167.
- E-mail: [enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk)

### **Women's Aid Orkney**

- Junction Road, Kirkwall, KW15 1AX.
- Telephone: 01856877900.
- E-mail: [info@womensaidorkney.org.uk](mailto:info@womensaidorkney.org.uk)
- Website: [www.womensaidorkney.org.uk](http://www.womensaidorkney.org.uk)



# Lettings Plan

**April 2023**

## Version Control

<b>Document Reference.</b>	<b>Rev.</b>	<b>Issue date.</b>	<b>Reason for issue.</b>	<b>Reviewer.</b>
HDPOL 139.	Draft.	02/05/2022.	New.	Head of Community Learning, Leisure and Housing

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This document can be made available in a range of formats and languages on request.

## Section 1 - Introduction

### What is a lettings plan?

Lettings plans are based on supply and demand analysis and take account of specific local needs and circumstances.

On an annual basis, each area letting plan sets out:

- The target of lets to each of 7 groups within the lettings policy.
- Any local lettings initiatives.

### Why do we need a lettings plan?

The lettings plan provides an open and transparent framework for us to set out in advance how we intend to let houses to best meet the aims and objectives of our lettings policy.

Housing law requires that we give “reasonable preference” to certain groups in the allocation of social housing and this is as follows:

- People who are homeless or threatened with homelessness.
- People living in unsatisfactory housing.
- Tenants of social landlords who under-occupy their homes.

Our lettings policy ensures that applications are assessed and priority passes are awarded accordingly. The lettings plan assesses the proportion of housing that should go to each needs group as a result.

Appendix 1 shows how we have allocated housing over the last 4 financial years.

### How is the new lettings policy being phased in?

This will be our first year of allocating Council properties using a new lettings policy. It is being implemented part way through the financial year due to delays resulting from COVID-19. Accordingly, there is a need to compare allocations in previous years with plans for future years so we can manage the transition smoothly to ensure a level of continuity while responding to changes in legislation. The lettings plan will cover two financial years as a result (2023/24 and 2024/25).

Orkney has relatively small numbers of properties becoming available in an average year. Care needs to be taken when making predictions as small numbers can lead to statistical distortions which cannot necessarily be predicted.

Accordingly, modelling has been undertaken which takes into account the different issues faced by communities in ferry linked isles versus those of mainland Orkney (including the linked south isles). Significantly higher levels of properties on mainland Orkney (including the linked south isles) are allocated to those with statutory housing need, than is currently the case on the ferry linked isles. We have not broken this data down across individual communities due to the risk of distortion.

Our Local Housing Strategy is underpinned by a detailed Housing Need and Demand Assessment which provides more detailed modelling across different communities and property types.

### **Are there additional factors that need to be taken into account?**

Statistical modelling within this lettings plan, includes a broad range of data which was already established, specifically the detail of housing applications already registered and assessed. There was also the potential for change in relation to the following:

- New housing applications being received particularly from households with statutory housing need and a requirement to live in this community.
- Suspension of the local connection criteria within the homelessness legislation (from November 2022).
- The Homes for Ukraine Scheme where households welcome Ukrainian refugees within their own homes. Should these arrangements break down, or when they come to an end, there will be an impact on statutory housing need in Orkney as the Council would require to house the household concerned.



## **Section 2 – Lettings targets 2023/24 and 2024/25**

### **Turnover of Council properties**

In any year, only a small proportion of properties became available to let. Detailed data for the last four years is attached at Appendix 1.

### **Anticipated Availability of Council properties**

From 1 April 2022 to 31 March 2023, we let a total of 69 general needs properties on mainland Orkney or the linked south isles. This included 8 newly built properties.

While our Strategic Housing Investment Plan includes a range of new build projects and specifically 14 social housing units to be under development as Council housing, during financial year 2023/24, as well as seeking 45 design and build properties, we do not anticipate there being any completions this financial year. We would expect at least 14 units of social housing to become available in 2024/25. There is some uncertainty around the outcomes of the design and build contracts meantime.

Taking into account the average number of vacancies over the last four years, we estimate that we will have approximately 84 properties to let. This is broken down as follows:

- Approximately 73 across mainland Orkney or the linked south isles (86.9%);
- Around 11 in the ferry linked isles (13.1%).

Given that the numbers are relatively small, forecasting has not been more specific than that outlined above, as this may introduce higher levels of uncertainty around the accuracy of predictions.

The property size and location can have a significant impact on whether specific types of housing need can be met. For example, many homeless households require a smaller property in either Kirkwall or Stromness, if larger properties in rural mainland (including the linked south isles) or ferry linked isles locations are over-represented in relation to the modelling, this may impact on the ability to meet a target appropriately.

### Section 3 – Supply and demand analysis for properties

At 11 April 2023, the number of households on the waiting list was 1142 and of those, 329 had a priority pass.

Of the 1142 households on the waiting list, 343 were applications from outwith Orkney, of which 25 could evidence a need to live in Orkney.

An assessment of data on the waiting list, relating to those households who hold the highest levels of priority pass, being platinum and gold, shows the following:

<b>Group</b>	<b>Housing Need.</b>	<b>Number with Platinum or Gold Priority Pass – Mainland Orkney and Linked South Isles.</b>	<b>Number with Platinum or Gold Priority Pass – Ferry Linked Isles.</b>
<b>Group 1.</b>	Homelessness.	56.	1.
<b>Group 2.</b>	Other Statutory Need (gold priority passes include for statutory overcrowding; housing below the tolerable standard. Silver or bronze priority passes cover non-statutory (policy) overcrowding and unsatisfactory living arrangements).	48 (overcrowding).	8
<b>Group 3.</b>	Transfer (under-occupation).	16.	1.
<b>Group 4.</b>	Unsatisfactory Housing (accessibility / medical needs; serious disrepair etc).	Medical 3.	0.
<b>Group 5.</b>	Local Needs (specific need to live in the community due medical, support, employment related needs, this group includes platinum priorities ie urgent housing need).	Urgent Need 3.	0.
<b>Group 6.</b>	Social Needs (relationship breakdown,	Corporate parenting 3.	0.

<b>Group</b>	<b>Housing Need.</b>	<b>Number with Platinum or Gold Priority Pass – Mainland Orkney and Linked South Isles.</b>	<b>Number with Platinum or Gold Priority Pass – Ferry Linked Isles.</b>
	financial issues, young people leaving care)		
<b>Group 7.</b>	Other (groups who cannot evidence housing need but who wish to be housed within Orkney).	N/A.	N/A.
<b>Total</b>		129.	10.

The data above represents a snapshot in time and over the course of the current financial year, more households will join the waiting list with a platinum or gold priority pass.

Given that the data regarding the number of properties we would expect to have available to allocate, shows this to be in the region of 84 and the current figures for the highest levels of housing need highlighted above indicates 139, there is a lack of supply to meet demand within the next financial year.

Please note, the figures relate to the highest level of housing need only and households with a silver or bronze priority pass or those who cannot evidence housing need but who wish a council house, have not been included in these figures.

In relation to homelessness, it would be expected that Orkney Housing Association Ltd would assist with the provision of some properties to meet this need. In addition, given that we operate a common housing register and therefore combined waiting list, we would expect that some households would be housed by Orkney Housing Association Ltd over a similar time period. While both organisations operate different allocations policies, the legislation underpinning this is the same and therefore the expectation is that households evidencing a high level of housing need under the Council's policy would also be well placed in relation to Orkney Housing Association's criteria.

In the event that all households with the highest levels of housing need were adequately housed and additional properties became vacant, they would be allocated to households with silver priority passes in the first instance.

Properties have been allocated over the last four years (most recent year at top) on the following basis:

Group.	Housing Need.	Percentage of Lets – mainland Orkney and Linked South Isles.	Percentage of Lets – Ferry Linked Isles.
<b>Group 1.</b>	Homelessness.	42% based on 3 year average but that won't be enough re RRTP. 37/69 (53.6%). 71/110 (64.5%). 23/53 (43.4%). 22/62 (35.5%). <b>Total 49.3%</b>	2.8% based on a 4 year average. 4/11 (36.4%). 1/8 (12.5%). 0/14 (0%). 0/10 (0%). <b>Total 12.2%.</b>
<b>Group 2.</b>	Other Statutory Need (gold priority passes include for statutory overcrowding; housing below the tolerable standard. Silver or bronze priority passes cover non-statutory (policy) overcrowding and unsatisfactory living arrangements).	<p><b>Overcrowding:</b> 14/69 (20.3%). 13/110 (11.8%). 13/53 (24.5%). 19/62 (30.6%). <b>Total 21.8%.</b></p> <p><b>Unsatisfactory living arrangements:</b> 1/69 (1.45%). 1/110 (0.9%). 1/53 (1.9%). 2/62 (3.2%). <b>Total 1.9%.</b></p> <p><b>Unsatisfactory housing:</b> 0 /69 (0%). 0/110 (0%). 0/53 (0%). 2/62 (3.2%). <b>Total 0.8%.</b></p> <p><b>Overall total 24.5%.</b></p>	<p><b>Overcrowding:</b> 0/11 (0%). 2/8 (25%). 2/14 (14.3%). 2/10 (20%). <b>Total 14.6%.</b></p> <p><b>Unsatisfactory living arrangements:</b> 0/11 (0%). 1/8 (12.5%). 0/14 (0%). 1/10 (10%). <b>Total 5.6%.</b></p> <p><b>Unsatisfactory housing:</b> 0/11 (0%). 0/8 (0%). 0/14 (0%). 0/10 (0%). <b>Total 0%.</b></p> <p><b>Overall Total 20.2%.</b></p>
<b>Group 3.</b>	Transfer (under-occupation).	<p><b>Under-occupancy:</b> 0/69 (0%). 2/110 (1.8%). 3/53 (5.7%). 3/62 (4.8%). <b>Total 3.1%.</b></p>	<p><b>Under-occupancy:</b> 0/11 (0%). 0/8 (0%). 1/14 (7.1%). 0/10 (0%). <b>Total 1.8%.</b></p>

<b>Group.</b>	<b>Housing Need.</b>	<b>Percentage of Lets – mainland Orkney and Linked South Isles.</b>	<b>Percentage of Lets – Ferry Linked Isles.</b>
<b>Group 4.</b>	Unsatisfactory Housing (accessibility / medical needs; serious disrepair etc).	<b>Medical:</b> 3/69 (4.3%). 2/110 (1.8%). 2/53 (3.8%). 2/62; (3.2%). <b>Total 3.3%.</b>	<b>Medical:</b> 0/11 (0%). 1/8 (12.5%). 1/14 (7.1%). 0/10 (0%). <b>Total 4.9%.</b>
<b>Group 5.</b>	Local Needs (specific need to live in the community due medical, support, employment related needs, insecurity of tenure, emergent households, this group includes platinum priorities i.e. urgent housing need).	<b>Platinum:</b> 2/69 (2.9%). 5/110 (4.5%). 0/53 (0%). 2/62 (3.2%). <b>Total 2.7%.</b>  <b>Specific need:</b> 5/69 (7.2%). 5/110 (4.5%). 2/53 (3.8%). 4/62 (6.5%). <b>Total 5.5%.</b>  <b>Insecurity of tenure:</b> 1/69 (1.4%). 1/110 (0.9%). 1/53 (1.9%). 0/62 (0%). <b>Total 1.1%.</b>  <b>Emergent households:</b> 0/69 (0%). 3/110 (2.7%). 0/53 (0%). 2/62 (3.2%). <b>Total 1.5%.</b>  <b>Overall Total 10.8%.</b>	<b>Platinum:</b> 0/11 (0%). 1/8 (12.5%). 0/14 (0%). 0/10 (0%). <b>Total 3.1%.</b>  <b>Specific need:</b> 3/11 (27.3%). 2/8 (25%). 1/14 (7.1%). 1/10 (10%). <b>Total 17.4%.</b>  <b>Insecurity of tenure:</b> 0/11 (0%). 0/8 (0%). 1/14 (7.1%). 0/10 (0%). <b>Total 1.8%.</b>  <b>Emergent households:</b> 0/11 (0%). 0/8 (0%). 0/14 (0%). 0/10 (0%). <b>Total 0%.</b>  <b>Overall Total 22.3%.</b>
<b>Group 6.</b>	Social Needs (relationship breakdown,	<b>Corporate parenting:</b> 1/69 (1.4%). 2/110 (1.8%).	<b>Corporate parenting:</b> 0/11 (0%). 0/8 (0%).

<b>Group.</b>	<b>Housing Need.</b>	<b>Percentage of Lets – mainland Orkney and Linked South Isles.</b>	<b>Percentage of Lets – Ferry Linked Isles.</b>
	financial issues, young people leaving care).	3/53 (5.7%). 0/62 (0%). <b>Total 2.2%.</b>  <b>Relationship breakdown:</b> 0/69 (0%). 0/110 (0%). 0/53 (0%). 1/62 (1.6%). <b>Total 0.4%.</b>  <b>Overall total 2.6%.</b>	0/14 (0%). 0/10 (0%). <b>Total 0%.</b>  <b>Relationship breakdown:</b> 0/11 (0%). 0/8 (0%). 1/14 (7.1%). 0/10 (0%). <b>Total 1.7%.</b>  <b>Overall Total 1.7%.</b>
<b>Group 7.</b>	Other (groups who cannot evidence housing need but who wish to be housed within Orkney).	<b>No priority:</b> 6/69 (8.7%). 5/110 (4.5%). 5/53 (9.4%). 3/62 (4.8%). <b>Total 6.9%.</b>  <b>This group is about the properties which are left without demand from groups in housing need, so won't be assigned a target.</b>	<b>No priority:</b> 4/11 (36.3%). 0/8 (0%). 7/14 (50%). 6/10 (60%). <b>Total 36.6%.</b>
<b>Total</b>		<b>100.5%</b>	<b>99.7%</b>

### Size of properties available

The breakdown of size of council properties that became available for let from April 2022 to 31 March 2023 was:

<b>Size of properties</b>	
% of general needs properties were 1 bedroom.	48%.
% of general needs properties were 2 bedroom.	30%.
% of general needs properties were 3 bedroom.	22%.
% of general needs properties were 4+ bedroom.	0%.

## Size of properties required for those with platinum or gold priority passes

The size of council properties required for households that the highest level of housing need was:

Size of properties	
% of households who needed properties with 1 bedrooms.	53%.
% of households who needed properties with 2 bedrooms.	17%.
% of households who needed properties with 3 bedrooms.	12%.
% of households who needed properties with 4+ bedrooms.	18%.

Housing legislation requires that we “give reasonable preference” to groups 1, 2 and 3. We require to increase the target for homelessness based on the Scottish Government’s priority relating to homelessness and the requirements of the Rapid Rehousing Transition Plan. Group 3 has been modelled on “under-occupancy” only but our lettings policy now also attaches greater priority to transfers to allow us to make the best use of our stock therefore we would wish to increase this target.

Further to this we wish to ensure flexibility to allow those with the highest levels of housing need in groups 4, 5 and 6 to also have a reasonable target for rehousing. Therefore, based on our analysis of supply and demand for the previous 4 years, lettings targets for properties have been set for 2023/24 and 2024/25 against the seven housing groups within our lettings policy. These are as follows:

Group.	Housing Need.	Percentage of Lets – Mainland Orkney and Linked South Isles.	Percentage of Lets – Ferry Linked Isles.
<b>Group 1.</b>	Homelessness.	60%.	20%.
<b>Group 2.</b>	Other Statutory Need (gold priority passes include for statutory overcrowding; housing below the tolerable standard. Silver or bronze priority passes cover non-statutory (policy) overcrowding and unsatisfactory living arrangements).	20%.	20%.
<b>Group 3.</b>	Transfer (under-occupation).	10%.	10%.

<b>Group 4.</b>	Unsatisfactory Housing (accessibility / medical needs; serious disrepair etc).	Remaining 10% split across groups 4, 5 and 6.	Remaining 50% split across groups 4, 5 and 6.
<b>Group 5.</b>	Local Needs (specific need to live in the community due medical, support, employment related needs, insecurity of tenure, emergent households, this group includes platinum priorities i.e. urgent housing need).	Remaining 10% split across groups 4, 5 and 6.	Remaining 50% split across groups 4, 5 and 6.
<b>Group 6.</b>	Social Needs (relationship breakdown, financial issues, young people leaving care).	Remaining 10% split across groups 4, 5 and 6.	Remaining 50% split across groups 4, 5 and 6.
<b>Group 7.</b>	Other (groups who cannot evidence housing need but who wish to be housed within Orkney).	No target assigned – this is about properties being allocated where there is no one designated as being in housing need who requires that property.	No target assigned – this is about properties being allocated where there is no one designated as being in housing need who requires that property.
<b>Total</b>		<b>100%</b>	<b>100%</b>



## Section 4 – Housing options advice and information to applicants

Both the Council and Housing Association in Orkney have a limited supply of properties available for let every year. This means that many applicants on the housing waiting list are unlikely to receive an offer of housing.

Depending on their individual circumstances and preferences, applicants may wish to consider other available housing options. There is a range of information, and advice available to help applicants make informed choices about their housing needs, including:

- Lettings plan which provides details of Council properties including turnover in each area.
- Mutual exchange information for existing council and housing association tenants.
- Information on removal grant scheme for tenants of council and housing association properties who are under occupying their homes.
- Assistance to remain at home, including carrying out adaptations to meet specific needs.
- Low cost home ownership options.
- Help with paying rent and council tax.

There are also a range of services available from the Council and other agencies which offer housing related information and advice including:

- Money advice service.
- Mediation services.
- Social Work Services.
- Citizen's Advice Bureau.
- Care and Repair.

The Council's website [www.orkney.gov.uk](http://www.orkney.gov.uk) provides additional information and advice on housing options and the above services.

## **Section 5 – Monitoring our Performance**

We closely monitor letting outcomes to ensure the plan delivers the aims of our lettings policy and if necessary, revise the letting targets for the year ahead.

On an annual basis, we report our performance to the Education, Leisure and Housing Committee and at the same time seek approval for the following year's targets.

We will publish details of our performance each year on the Council's website.

## Appendix 1 – Data on Housing Allocations (4 Financial Years)

During 2022/23 the Council had 80 vacancies to fill, which were allocated as follows:

- 41 Homeless Households (27 Kirkwall, 5 Stromness, 5 Mainland, 4 Isles).
- 2 Emergency Platinum (2 Kirkwall).
- 3 Medical (2 Kirkwall, 1 Stromness).
- 14 Overcrowding (7 Kirkwall, 2 Stromness, 5 Mainland).
- 0 Under-occupancy.
- 1 Corporate Parent (1 Kirkwall).
- 8 Specific Need to be in the Community (2 Kirkwall, 2 Stromness, 1 Mainland, 3 Isles).
- 1 Unsatisfactory Living Arrangements (1 Kirkwall).
- 0 Relationship Breakdown.
- 1 Insecurity of Tenure (1 Stromness).
- 0 Emergent households.
- 10 No Priority (1 Kirkwall, 2 Stromness, 3 Mainland, 4 Isles).

During 2021/22 the Council had 118 vacancies to fill, which were allocated as follows:

- 72 Homeless Households (48 Kirkwall, 17 Stromness, 6 Mainland, 1 Isles).
- 6 Emergency Platinum (3 Kirkwall, 1 Mainland, 1 Isles, 1 Stromness).
- 3 Medical (2 Kirkwall, 1 Isles).
- 15 Overcrowding (10 Kirkwall, 1 Stromness, 2 Mainland, 2 Isles).
- 2 Under-occupancy (2 Mainland).
- 2 Corporate Parent (2 Kirkwall).
- 7 Specific Need to be in the Community (3 Kirkwall, 1 Mainland, 2 Isles, 1 Stromness).
- 2 Unsatisfactory Living Arrangements (1 Stromness, 1 Isles).
- 0 Relationship Breakdown.
- 1 Insecurity of Tenure (1 Stromness).
- 3 Emergent households (2 Kirkwall, 1 Mainland).
- 5 No Priority (2 Kirkwall, 1 Stromness, 2 Mainland).

During 2020/21 the Council had 67 vacancies to fill, which were allocated as follows:

- 23 Homeless Households (16 Kirkwall, 4 Stromness, 3 Mainland).
- 3 Medical (2 Mainland, 1 Isles).
- 15 Overcrowding (10 Kirkwall, 2 Stromness, 1 Mainland, 2 Isles).
- 4 Under-occupancy (1 Kirkwall, 2 Mainland, 1 Isles).
- 3 Corporate Parent (3 Kirkwall).
- 3 Specific Need to be in the Community (1 Kirkwall, 1 Mainland, 1 Isles).
- 1 Unsatisfactory Living Arrangements (1 Mainland).
- 1 Relationship Breakdown (1 Isles).

- 2 Insecurity of Tenure (1 Mainland, 1 Isles).
- 12 No Priority (1 Stromness, 4 Mainland, 7 Isles).

During 2019/20 the Council had 72 vacancies to fill, which were allocated as follows:

- 22 Homeless Households (14 Kirkwall, 7 Stromness, 1 Mainland).
- 2 Medical (1 Kirkwall, 1 Mainland).
- 21 Overcrowding (14 Kirkwall, 3 Stromness, 2 Mainland and 2 Isles).
- 3 Under-occupancy (3 Kirkwall).
- 5 Specific Need to be in the Community (1 Kirkwall, 3 Stromness and 1 Isles).
- 2 Platinum (Urgent Housing Need) (1 Kirkwall, 1 Mainland).
- 9 No priority (1 Sheltered, 1 Kirkwall, 1 Mainland and 6 Isles).
- 2 Unsatisfactory Housing (1 Kirkwall, 1 Mainland)
- 3 Unsatisfactory Living Arrangements (2 Kirkwall, 1 Isles).
- 1 Relationship Breakdown (1 Stromness).
- 2 Emergent Households (1 Kirkwall, 1 Mainland).

For the purposes of the data above, the linked south isles are included in figures for "Mainland". Figures shown for "Isles" refer to the ferry linked isles.