

# Minute

## Policy and Resources Committee

Tuesday, 18 June 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Heather N Woodbridge, Alexander G Cowie, Graham A Bevan, Stephen G Clackson, P Lindsay Hall, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Janette A Park, Raymond S Peace, John A R Scott, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson, Owen Tierney and Duncan A Tullock.

### Present via remote link (Microsoft Teams)

Councillors David Dawson and Steven B Heddle.

### Clerk

- Hazel Flett, Service Manager (Governance).

### In Attendance

- Oliver D Reid, Chief Executive.
- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Wylie, Corporate Director for Education, Leisure and Housing.
- Lynda Bradford, Head of Health and Community Care (for Items 1 to 9).
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Sweyn Johnston, Head of Enterprise and Economic Growth (for Items 15 to 21).
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities (for Items 5 to 22).
- Gavin Mitchell, Head of Legal and Governance.
- Darren Morrow, Head of Children, Families and Justice Services and Chief Social Work Officer.
- Lorna Richardson, Head of Neighbourhood Services (for Items 1 to 15).
- Alex Rodwell, Head of Improvement and Performance (for Items 1 to 14).
- Donna-Claire Hunter, Service Manager (Safety and Resilience) (for Items 9 to 14).
- Shonagh Merriman, Service Manager (Corporate Finance) (for Items 3 to 8).
- Chris Purnell, Strategic Projects Director (for Items 15 to 21).
- Pat Robinson, Service Manager (Accounting) (for Items 3 to 5).

### **In Attendance via remote link (Microsoft Teams)**

- Seonaidh McDonald, Principal, UHI Orkney (for Items 13 to 22).

### **Observing**

- Rosemary Colsell, Service Manager (Procurement) (for Items 1 to 4).
- Alan Dundas, Service Manager (Environmental) (for Items 1 to 15).
- William Moore, Service Manager (Improvement and Performance) (for Items 1 to 4).
- Jane Partridge, Service Manager (Secondary and Tertiary) (for Items 1 to 4 and part of 14).
- Glen Thomson, Service Manager (Property and Capital Projects) (for Items 5 to 7).
- Kirsty Groundwater, Communications Team Leader.
- Obinna Ume, Performance and Best Value Officer (for Items 1 to 4).
- Stevie Garriock, Improvement and Performance Trainee (for Items 1 to 11).
- Maya Tams-Gray, Committees Officer.

### **Observing via remote link (Microsoft Teams)**

- Kerry Spence, Service Manager (Community Learning, Development and Employability) (for Items 5 to 10).
- Tom Hoare, Consulting Actuary, Hymans Robertson (for Item 8).

### **Declarations of Interest**

- Councillor Steven B Heddle – Item 22.
- Councillor Rachael A King – Item 22.
- Councillor Duncan A Tullock – Item 21.

### **Chair**

- Councillor Heather N Woodbridge, Leader.

## **1. Strategy, Performance and Business Solutions**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Scrutinised:

**1.1.** The performance of Strategy, Performance and Business Solutions for the reporting period 1 October 2023 to 31 March 2024, in respect of directorate priorities and performance indicators, as set out in Annexes 1 and 2 respectively to the report by the Corporate Director for Strategy, Performance and Business Solutions.

**1.2.** The complaints and compliments made to Strategy, Performance and Business Solutions in the six-month period 1 October 2023 to 31 March 2024, and for the two preceding six-month periods, as set out in section 5 of the report by the Corporate Director for Strategy, Performance and Business Solutions.

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

**1.3.** That the undernoted actions, which had been progressed to completion, be removed from the Strategy, Performance and Business Solutions' Directorate Delivery Plan:

- SPBS DDP 14d Supporting local business through procurement – Review of Procurement Strategy and Contract Standing Orders.
- SPBS DDP 17a The Orkney Partnership – Develop a new Locality Plan.

**1.4.** That the revised Strategy, Performance and Business Solutions Risk Register, attached as Appendix 1 to this Minute, be approved.

## **2. Orkney Health and Care**

After consideration of a report by the Chief Officer, Orkney Health and Social Care Partnership, copies of which had been circulated, and after hearing a report from the Head of Health and Community Care, the Committee:

Scrutinised:

**2.1.** The performance of those Orkney Health and Social Care Partnership services delivered by the Council, for the reporting period 1 October 2023 to 31 March 2024, in respect of performance indicators, as set out in Appendix 1 to the report by the Chief Officer, Orkney Health and Social Care Partnership.

**2.1.** The complaints and compliments made in respect of Orkney Health and Social Care Partnership services delivered by the Council, for the reporting period 1 October 2023 to 31 March 2024, as set out in section 4 and Appendix 2 to the report by the Chief Officer, Orkney Health and Social Care Partnership.

Councillor Stephen G Clackson left the meeting at this point.

## **3. Council Delivery Plan**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Scrutinised the progress made in respect of the Council's priorities and performance measures detailed within the Council Delivery Plan 2023 to 2028, for the reporting period 1 October 2023 to 31 March 2024, as set out in Annex 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance.

## **4. Local Government Benchmarking Framework**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Head of Improvement and Performance, the Committee:

Noted:

**4.1.** The Local Government Benchmarking Framework's National Benchmarking Overview Report 2022-23, attached as Annex 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions, which set out all councils' performance at a national level.

The Committee scrutinised:

**4.2.** The performance against measures specific to Orkney Islands Council, as set out in Annexes 2 and 3 to the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance.

Councillor Stephen G Clackson rejoined the meeting during discussion of this item.

## **5. Detailed Revenue Budgets**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Accounting), the Committee:

Resolved to **recommend to the Council** that the final detailed revenue budgets for financial year 2024/25, attached as Appendix 2 to this Minute, be approved.

## **6. Review of Top Sliced Asset Replacement Programmes**

After consideration of a report by the Head of Finance, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, the Committee:

Noted:

**6.1.** That increasing annual top sliced asset replacement programmes demonstrated a focus on maintaining existing assets.

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

**6.2.** That the total allocated to annual top sliced asset replacement programmes be increased by 40%, representing the impact of inflation over the period 2014/15 to date, resulting in a total budget of £5,500,000 for each of financial years 2025/26, 2026/27 and 2027/28, allocated as follows:

- General Fund Capital Improvement Programme – £2,000,000.
- Road Asset Replacement Programme – £1,500,000.
- IT Replacement Programme – £600,000.
- Plant and Vehicle Replacement Programme – £1,400,000.

**6.3.** That the current £150,000 lower limit required by the Capital Project Appraisal procedure for asset replacement programme works be removed.

**6.4.** That the Head of Finance should submit a report to the Committee, during financial year 2027/28, assessing the sustainability of the annual top sliced asset replacement programmes against General Capital Grant funding.

**6.5.** That the Corporate Director for Enterprise and Sustainable Regeneration and the Corporate Director for Neighbourhood and Infrastructure Services should ensure that the Capital Strategy, currently being developed, reflected the recommendations outlined above.

## **7. Review of Capital Programme – Capital Slippage**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council:**

**7.1.** That the following projects be removed from the capital programme:

- Integrated Waste Facility.
- Alterations to Garden House.
- Cursiter Quarry Expansion – Phase 3.
- St Magnus Cathedral – External Level Access.
- Soulisquoy Infrastructure (Other Housing).
- Soulisquoy Infrastructure (Housing Revenue Account).
- Design and Build (Housing Revenue Account).
- Hatston Pier Road Reconstruction.

**7.2.** That the earmarking of General Fund reserves, being the contribution to be made to the Strategic Reserve Fund to reflect the transfer of the former Abattoir building at Hatston Industrial Estate in order to accommodate the proposed new Integrated Waste Facility, be removed.

**7.3.** That the transfer of Garden House from the General Fund to the Strategic Reserve Fund, be reversed, with the General Fund receipt being considered as a non-earmarked balance.

**7.4.** That the financial commitment against the Strategic Reserve Fund in respect of the General Fund capital programme be removed.

## **8. Orkney Islands Council Pension Fund – Triennial Actuarial Valuation**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Committee:

Noted the Orkney Islands Council Pension Fund Actuarial Valuation Final Results as at 31 March 2023 issued by the Actuary, Hymans Robertson, attached as Appendix 1 to the report by the Head of Finance.

## **9. Registered Services within Orkney Health and Care**

### **Inspection Assurance**

After consideration of a report by the Chief Officer, Orkney Health and Social Care Partnership, copies of which had been circulated, and after hearing a report from the Head of Health and Community Care, the Committee:

Scrutinised the inspection activity for registered services within Orkney Health and Care, for the period 1 November 2023 to 31 May 2024, as detailed in sections 4 to 14 of the report by the Chief Officer, Orkney Health and Social Care Partnership, and obtained assurance.

## **10. Children's Services Plan – Annual Report**

After consideration of a joint report by the Chief Officer, Orkney Health and Social Care Partnership, the Corporate Director for Education, Leisure and Housing and the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** that the Orkney Children's Services Plan 2023-26 Annual Report for 2023-24, attached as Appendix 3 to this Minute, be approved, insofar as it related to the remit of the Council.

## **11. Corporate Risk Register**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Property, Asset Management and Facilities, the Committee:

Resolved to **recommend to the Council** that the updated Corporate Risk Register, as at June 2024, attached as Appendix 4 to this Minute, be approved.

## **12. Driving at Work Policy**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Service Manager (Safety and Resilience), Councillor Heather N Woodbridge, seconded by Councillor Alexander G Cowie, moved that the revised Driving at Work Policy, as presented, be approved.

Councillor Stephen G Clackson, seconded by Councillor Owen Tierney, moved an amendment that the words "an elected member" be removed from the second bullet point of Section 3, Scope, of the revised Driving at Work Policy.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson and Owen Tierney (2).

For the Motion:

Councillors Graham A Bevan, Alexander G Cowie, P Lindsay Hall, Steven B Heddle, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Janette A Park, Raymond S Peace, John A R Scott, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson, Duncan A Tullock and Heather N Woodbridge (18).

Abstention:

Councillor David Dawson (1).

The Motion was therefore carried and the Committee thereafter:

Resolved to **recommend to the Council** that the revised Driving at Work Policy, attached as Appendix 5 to this Minute, be approved.

### **13. Financial Regulations**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Committee:

Resolved that consideration of the revised and updated Financial Regulations be referred to the General Meeting of the Council to be held on 2 July 2024, to enable officers to consider potential amendments to Section 25 on Partnerships and Other External Arrangements.

### **14. Orkney Island Games 2025**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Noted:

**14.1.** The financial request from Orkney 2025 of £400k required to provide financial security to the Games and to support securing a further financial contribution from the Scottish Government of £200k.

**14.2.** The in-kind support requested of the Council and resultant budget pressures due to loss of income and additional costs in the region of £203k for financial year 2025/26.

**14.3.** The ongoing efforts being made by the Orkney 2025 Organising Committee to continue seeking additional external funding and reduce final games costs.

Councillor Heather N Woodbridge, seconded by Councillor Alexander G Cowie, moved that:

- The uplift to Orkney 2025 of up to £400k in addition to the already agreed budget of £1M, to be funded from the Strategic Reserve Fund, be approved.
- The Corporate Director for Strategy, Performance and Business Solutions should submit a budget pressure bid to the 2025/26 budget setting process in respect of service budget implications once actual costs were known.

- A Council position that cruise liner calls should be discouraged for Hatston Pier and Kirkwall Bay for the week of the Orkney Island Games 2025 to reduce pressure on islands infrastructure and ensure cruise passengers did not have an adverse or unexpectedly restricted experience of Orkney, be confirmed.

Councillor David Dawson, seconded by Councillor Stephen G Clackson, moved an amendment that:

- A Council position that cruise liner calls should be discouraged for Hatston Pier and Kirkwall Bay for the week of the Orkney Island Games 2025 to reduce pressure on islands infrastructure and ensure cruise passengers did not have an adverse or unexpectedly restricted experience of Orkney, be confirmed.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson and David Dawson (2).

For the Motion:

Councillors Graham A Bevan, Alexander G Cowie, P Lindsay Hall, Steven B Heddle, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Janette A Park, Raymond S Peace, John A R Scott, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson, Owen Tierney, Duncan A Tullock and Heather N Woodbridge (19).

The Motion was therefore carried and the Committee thereafter resolved to **recommend to the Council:**

**14.4.** That the uplift to Orkney 2025 of up to £400k in addition to the already agreed budget of £1M, to be funded from the Strategic Reserve Fund, be approved.

**14.5.** That the Corporate Director for Strategy, Performance and Business Solutions should submit a budget pressure bid to the 2025/26 budget setting process in respect of service budget implications once actual costs were known.

**14.6.** That a Council position that cruise liner calls should be discouraged for Hatston Pier and Kirkwall Bay for the week of the Orkney Island Games 2025 to reduce pressure on islands infrastructure and ensure cruise passengers did not have an adverse or unexpectedly restricted experience of Orkney, be confirmed.

## **15. Integrated Waste Facility – Revised Stage 2 Capital Project Appraisal**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Neighbourhood Services, the Committee:



Noted:

**15.1.** That, on 29 November 2021, the Policy and Resources Committee recommended that the proposed new Integrated Waste Facility be added to the capital programme for 2023/24 onwards, subject to the successful outcome of the grant application to the Scottish Government's Recycling Improvement Fund.

**15.2.** That the Council was unsuccessful in securing funding from the Recycling Improvement Fund, with the outcome finally notified in 2022.

**15.3.** That the revised Stage 2 Capital Project Appraisal in respect of the proposed Integrated Waste Facility, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, concluded that the current project scope was unaffordable.

**15.4.** That the Council remained committed to improving recycling rates.

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

**15.5.** That the Corporate Director for Neighbourhood Services and Infrastructure should develop an integrated waste strategy, comprising projects designed to increase recycling rates, reduce revenue costs and improve the overall resilience of waste and recycling services, funded from the balance of £87,886, from the original approved allocation of £150,000, available in the Capital Project Appraisal Fund in respect of the Integrated Waste Facility project.

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

After consideration of the draft Minute of the Meeting of the Asset Management Sub-committee held on 28 May 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Alexander G Cowie, seconded by Councillor Heather N Woodbridge, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 28 May 2024, attached as Appendix 6 to this Minute, as a true record.

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

After consideration of the draft Minute of the Meeting of the Police and Fire Sub-committee held on 28 May 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor David Dawson, seconded by Councillor Duncan A Tullock, to approve the Minute of the Meeting of the Police and Fire Sub-committee held on 28 May 2024, attached as Appendix 7 to this Minute, as a true record.

## **18. Pension Fund Sub-committee, together with Pension Board**

After consideration of the draft Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 29 May 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Alexander G Cowie, seconded by Councillor P Lindsay Hall, to approve the Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 29 May 2024, attached as Appendix 8 to this Minute, as a true record.

## **19. Investments Sub-committee**

After consideration of the draft Minute of the Meeting of the Investments Sub-committee held on 29 May 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Alexander G Cowie, seconded by Councillor P Lindsay Hall, to approve the Minute of the Meeting of the Investments Sub-committee held on 29 May 2024, attached as Appendix 9 to this Minute, as a true record.

## **20. Exclusion of Public**

On the motion of Councillor Heather N Woodbridge, seconded by Councillor Alexander G Cowie, the Committee resolved that the public be excluded for the remainder of the meeting, 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.

## **21. Orkney's Community Wind Farm Project**

Councillor Duncan A Tullock declared an interest in this item, his connection being that one of the sites was owned by a close family member, 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 paragraph 8 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Enterprise and Economic Growth, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to Orkney's Community Wind Farm project.

**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.**

Councillor P Lindsay Hall left the meeting during discussion of this item.

## **22. National Bargaining for College Academic Staff**

Councillor Steven B Heddle declared an interest in this item, his connection being that his wife was a member of UHI Orkney's academic staff, and left the meeting at this point.

Councillor Rachael A King stated that she had a connection to this item, her connection being that a close family member was employed at UHI Orkney, however, after taking advice, as the family member was not part of the academic staff, she considered that her connection did not amount to a declarable interest and therefore remained present for the duration of this item.

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 **suspended Standing Orders** in order to continue the meeting beyond 17:00.

The Committee thereafter 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.**

## **23. Conclusion of Meeting**

At 17:10 the Leader declared the meeting concluded.

Signed: Heather N Woodbridge.