

Minute

Development and Infrastructure Committee

Tuesday, 13 November 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Graham L Sinclair, Andrew Drever, Norman R Craigie, David Dawson, J Harvey Johnston, Rachael A King, W Leslie Manson, Gwenda M Shearer, James W Stockan, Duncan A Tullock and Kevin F Woodbridge.

Clerk

- Angela Kingston, Committees Officer.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Head of Marine Services, Engineering and Transportation (for Items 1 to 9).
- Roddy Mackay, Head of Planning, Development and Regulatory Services.
- Colin Kemp, Corporate Finance Senior Manager.
- Karen Bevilacqua, Solicitor.
- David Brown, Environmental Health Manager (for Items 3 to 9).
- Steven Killeen, Quarrying Manager (for Items 9 to 13).
- Kenneth Roy, Roads Support Manager (for Items 1 to 5).
- Jackie Thomson, Development and Regeneration Manager (for Items 8 to 10).
- Hazel Flett, Senior Committees Officer.
- Andrew Hamilton, Performance and Best Value Officer (for Items 1 and 2).

Observing

- Naomi Bremner, Transportation Manager (for Items 5 to 9).
- David Hartley, Communications Team Leader.
- Alan Cuthbertson, Service Improvement Officer (for Items 2 to 8).

Not Present

- Councillor Magnus O Thomson.

Declarations of Interest

- Councillor Rachael A King – Item 10.
- Councillor Kevin F Woodbridge – Item 10.

Chair

- Councillor Graham L Sinclair.

1. Disclosure of Exempt Information

The Committee noted the proposal that the public be excluded from the meeting for consideration of Item 12, together with Annex B of Item 10, 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 Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

Noted the performance of Development and Infrastructure for the reporting period 1 April to 30 September 2018, as set out in sections 3 to 5 and Annexes 1 and 2 of the report by the Executive Director of Development and Infrastructure.

3. Revenue Expenditure Monitoring

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Committee:

Noted:

3.1. The revenue financial summary statement in respect of Development and Infrastructure for the period 1 April to 30 September 2018, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated an underspend of £218,900.

3.2. The revenue financial detail by Service Area statement in respect of Development and Infrastructure for the period 1 April to 30 September 2018, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

3.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

4. Road Asset Replacement Programme

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Committee:

Noted:

4.1. The summary position of expenditure incurred, as at 30 September 2018, against the approved Road Asset Replacement Programme, as detailed in section 4.1 of the report by the Head of Finance.

4.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance.

5. Roads Management and Maintenance Plan

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Roads Support Manager, the Committee:

Noted:

5.1. That the draft Roads Management and Maintenance Plan 2018 to 2023, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, had been developed in accordance with the national guidance document "Well-Managed Highway Infrastructure: A Code of Practice".

5.2. That the Code of Practice referred to at paragraph 5.1 above, which was published in 2016 and replaced various previous codes of practices, recommended that Roads Authorities should adopt a "Risk Based Approach" to managing their assets.

5.3. That the Roads Management and Maintenance Plan 2018 to 2023 would continue to be developed to ensure the infrastructure assets, contained in the appendices to the Plan, remained up-to-date.

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

5.4. That the Roads Management and Maintenance Plan 2018 to 2023, attached as Appendix 1 to this Minute, be approved.

6. Burial Ground Charges

After consideration of a report by the Executive Director of Development and Infrastructure, together with an Equality Impact Assessment, copies of which had been circulated, the Committee:

Noted:

6.1. That most local authorities in Scotland had no charge policies in place for child burials and cremations.

6.2. The Council's burial ground charges, as detailed in section 3.2 of the report by the Executive Director of Development and Infrastructure.

6.3. That the Convention of Scottish Local Authorities and the Scottish Government had made a joint commitment to remove local authority fees in respect of burials and cremation of children under 18 years old, as detailed in section 4 of the report by the Executive Director of Development and Infrastructure.

On the motion of Councillor James W Stockan, seconded by Councillor J Harvey Johnston, the Committee resolved to **recommend to the Council**:

6.4. That burial charges be waived for children under 18 years old, in accordance with the joint commitment made by the Convention of Scottish Local Authorities and the Scottish Government.

7. Harbour Authority Sub-committee

After consideration of the draft Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018, copies of which had been circulated, the Committee:

Resolved:

7.1. On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, to approve the Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018 as a true record.

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

7.2. That the recommendations at paragraphs 3.6 and 3.7 of the Minute of the Meeting of the Harbour Authority Sub-committee held on 30 October 2018, attached as Appendix 2 to this Minute, be approved.

8. Inter-Island Ferry Services

Proposed Summer 2019 Timetables

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Engineering and Transportation, the Committee:

Noted:

8.1. That the inter-island ferry services timetables for summer 2019 were scheduled to operate from 5 May to 30 September 2019.

8.2. That draft timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2019 were presented to the Ferry Services Consultative Forum for consideration on 22 August 2018, with the main comments and representations from transport representatives outlined in section 4 of the report by the Executive Director of Development and Infrastructure.

8.3. That, on 20 September 2018, the proposed timetables, together with feedback from the Ferry Services Consultative Forum, were considered by the Board of Orkney Ferries Limited and recommended to the Council for implementation.

8.4. That the proposed timetables, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, remained consistent with those operated during summer 2018, including the Tuesday and Thursday return link from Eday to Sanday for education purposes, which was currently being trialled.

8.5. That, in the event the trial referred to above did not continue, the timetable in respect of the Outer North Isles would revert to the level of service operated during summer 2017, attached as Appendix 2 to the report by the Executive Director of Development and Infrastructure.

8.6. That, in advance of the Council's budget setting process being concluded, any decision on the proposed Orkney Ferries summer timetables for 2019 would be subject to an adequate service revenue budget being established for financial year 2019 to 2020.

The Committee resolved, in terms of delegated powers:

8.7. That the timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2019, attached as Appendix 3 to this Minute, be approved, subject to:

- An adequate service revenue budget being established for financial year 2019 to 2020.
- The trial of the Tuesday and Thursday return link from Eday to Sanday continuing.

8.8. That, should the trial referred to above not continue, the timetable in respect of ferry services to be operated to the Outer North Isles during summer 2019, attached as Appendix 4 to this Minute, be approved.

9. Food Law Enforcement Service

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Environmental Health Manager, the Committee:

Noted:

9.1. That audits of local authority food law enforcement services were part of Food Standards Scotland's arrangements to improve consumer protection and confidence in relation to food and feed.

9.2. That, in June 2018, the Council's food law enforcement service was audited by Food Standards Scotland.

9.3. The Capacity and Capability Audit Report, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, which contained two recommendations, as detailed in section 4.2 of the report by the Executive Director of Development and Infrastructure.

10. Economic Development Grants

Budget Monitoring Statement and Delegated Approvals

Councillor Rachael A King declared a non-financial interest in this item, in that a family member was employed by an organisation which had received economic development grant funding, however, as the specific application was not discussed, she did not leave the meeting.

Councillor Kevin F Woodbridge declared a non-financial interest in this item, in that he was a member of an organisation which had received economic development grant funding, however, as the specific application was not discussed, he did not leave the meeting.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Development and Regeneration Manager, the Committee:

Noted:

10.1. That, for financial year 2018 to 2019, the approved budget in respect of Economic Development Grants amounted to £591,700.

10.2. Spending to 30 September 2018, in relation to Economic Development Grants, totalling £139,247, of which £124,047 related to grant commitments made in previous financial years and £15,200 to current year commitments.

10.3. That, as at 30 September 2018, the Budget Available for Approval from the Economic Development Grants budget amounted to £400,731, as detailed in Annex A to the report by the Executive Director of Development and Infrastructure.

10.4. Grant and non-grant approvals made in the period 1 April to 30 September 2018, totalling £190,969, including grants approved under delegated schemes for the same period, totalling £52,469, as detailed in Annex B to the report by the Executive Director of Development and Infrastructure.

11. Kirkwall Travel Centre

The Committee noted that this item had been withdrawn.

12. Quarrying Service Business Plan

On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, the Committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1 and 6 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** that the updated Business Plan in respect of Orkney Islands Council Quarries, attached as Appendix 5 to this Minute, be approved.

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.

13. Conclusion of Meeting

At 12:50 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.