



Item: 3

Policy and Resources Committee: 14 May 2024.

Appointments and/or Nominations to Other Bodies.

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

1. Overview

- 1.1. There are a number of sub-committees, groups and other bodies which fall within the remit of the Policy and Resources Committee. These are set out in detail in the Appendix to this report, including existing appointments for information purposes.
- 1.2. Although appointments would normally last for two years, given that Local Government Elections are held at five yearly intervals, it is proposed that all appointments made at this meeting should last until the next Local Government Election, currently scheduled for May 2027.

2. Recommendations

- 2.1. It is recommended that members of the Committee:
 - i. Consider the recommendations associated with the appointments and/or nominations to the various bodies listed in Appendix 1 to this report, and makes appointments/nominations where required.
 - ii. Agree that, where appointments and/or nominations are made, these should be for the remainder of the term of this Council, namely for three years to May 2027.

3. Sub-committees

- 3.1. Standing Orders state that committees of the Council may appoint, with the consent of the Council, sub-committees.
- 3.2. Standing Orders 11.2 and 11.3 refer to the appointment of the Chair and Vice Chair of Sub-committees. Normally, the Chair and Vice Chair of the parent committee are the Chair and Vice Chair of the Sub-committee. However, the Sub-committee could determine to appoint an alternative Chair and Vice Chair from its membership.

- 3.3. With regard to sub-committees reporting to the Policy and Resources Committee, because of the significant workload of the Leader, who is also Chair of the Committee, for the period 2017 to 2022 the Depute Leader chaired meetings of the sub-committees. This practice has continued since 2022 to date.
- 3.4. Membership of sub-committees is set out in Standing Orders 11.4 to 11.7 and shall normally consist of members of the parent committee. However, non-members can be appointed, but this requires the consent of the Council. Likewise, where the law permits, non-elected members can be appointed to sub-committees, again, only with the consent of the Council.

4. Working Groups and Consultative Groups

- 4.1. The Council has agreed the following principles in respect of working and consultative groups:
 - A working group should be subject specific and short life, ideally no longer than six months.
 - The relevant Corporate Director should report the findings of the working group to the service committee, including a recommendation to disestablish.
 - Member/officer consultative groups should be established where the work of the group is likely to continue beyond six months.
- 4.2. The working groups listed in Appendix 1 have a variety of membership numbers, ranging from two to eight, not including ex officio appointments, as agreed in May 2022.
- 4.3. When establishing a working group, the recommended membership would be five, not including the Chair and Vice Chair of the Committee, making a total of seven members. This equates to approximately 50% of the membership of a service committee (which comprise 12 members).
- 4.4. It is open to the Committee to reconsider membership size, bearing in mind nominations received and/or any interest indicated by any individual member, depending on the subject matter of the working group.

5. External Bodies

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

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

5.2. The Council has previously resolved to make appointments/nominations to those external bodies listed in Appendix 1, bearing in mind the policy referred to above. However, it is open to the Policy and Resources Committee to reconsider whether any appointment should be made.

For Further Information please contact:

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Implications of Report

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

List of Background Papers

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

Minute of the Special Meeting of the Policy and Resources Committee held on 19 May 2022.

Appendix

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

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

1. Asset Management Sub-committee

Remit

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

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Five other members:
 - Councillor P Lindsay Hall.
 - Councillor Steven B Heddle.
 - Councillor Jean E Stevenson.
 - Councillor Ivan A Taylor.
 - Councillor Mellissa-Louise Thomson.

Recommendation

To make the five other appointments.

2. Community Asset Transfer Review Sub-committee

Remit

To act as the review body in respect of decisions relating to Asset Transfer Requests, as defined in Section 86(10) in the Community Empowerment (Scotland) Act 2015, which states that a review must be carried out by Councillors.

Existing Constitutional Arrangements

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

Existing Membership

- Councillor Alexander G Cowie.
- Councillor David Dawson.
- Councillor Kristopher D Leask.
- Councillor James R Moar.
- Councillor Gillian Skuse.
- Councillor Owen Tierney.
- Councillor Duncan A Tullock.

Recommendation

To make the seven appointments, bearing in mind membership of the Asset Management Sub-committee agreed at Item 1 above, noting that Councillor Cowie can no longer serve on this Sub-committee, being Depute Leader and Vice Chair of the Policy and Resources Committee, and therefore a member of the Asset Management Sub-committee.

3. Human Resources Sub-committee

Remit

- The establishment and review of policies, procedures and strategies relating to the human resource requirements of the Council.
- The formulation of local agreements in respect of conditions of service.
- The receipt of annual reports relating to staff numbers and statistics.

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Six other members:
 - Councillor James R Moar.
 - Councillor John A R Scott.
 - Councillor Gwenda M Shearer.
 - Councillor Ivan A Taylor
 - Councillor Duncan A Tullock.
 - One vacancy (created by Councillor Cowie being appointed Depute Leader and already a member of the Sub-committee).

Recommendation

To make the six other appointments.

4. Investments Sub-committee

Remit

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

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Five other members:
 - Councillor P Lindsay Hall.
 - Councillor Steven B Heddle.
 - Councillor Rachael A King.
 - Councillor Kristopher D Leask.
 - Councillor Mellissa-Louise Thomson.

Recommendation

To make the five other appointments.

5. Pension Fund Sub-committee

Remit

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

Existing Constitutional Arrangements

Same membership as Investments Sub-committee, namely:

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Five other members:
 - Councillor P Lindsay Hall.
 - Councillor Steven B Heddle.
 - Councillor Rachael A King.
 - Councillor Kristopher D Leask.
 - Councillor Mellissa-Louise Thomson.

Recommendation

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

6. Police and Fire Sub-committee

Remit

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

Existing Constitutional Arrangements

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

Existing Membership

- Councillor Graham A Bevan (Stromness and South Isles).
- Councillor Alexander G Cowie (Kirkwall West and Orphir).
- Councillor David Dawson (Kirkwall East).
- Councillor Raymond S Peace (East Mainland, Burray and South Ronaldsay).
- Councillor Jean E Stevenson.
- Councillor Mellissa-Louise Thomson (North Isles).
- Councillor Duncan A Tullock (West Mainland).

Recommendation

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

- Kirkwall East.
- Kirkwall West and Orphir.
- Stromness and South Isles.
- West Mainland.

- East Mainland, Burray and South Ronaldsay.
- North Isles.

7. Staff Appeals Sub-committee

Remit

The determination of appeals by employees, including teaching staff.

Existing Constitutional Arrangements

Same membership as Human Resources Sub-committee, namely:

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Six other members:
 - Councillor James R Moar.
 - Councillor John A R Scott.
 - Councillor Gwenda M Shearer.
 - Councillor Ivan A Taylor
 - Councillor Duncan A Tullock.
 - One vacancy (created by Councillor Cowie being appointed Depute Leader and already a member of the Sub-committee).

Recommendation

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

8. Joint Consultative Committee

Remit

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

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Three other members:
 - Councillor Graham A Bevan.
 - Councillor Gwenda M Shearer.
 - Councillor Gillian Skuse.

Recommendation

To make the three other appointments.

9. Climate Change Consultative Group

Remit

- To review what the Council is already doing to reduce its carbon footprint.
- To consider and recommend new targets and priorities for including in the Climate Change Strategy/Programme and the Council Plan.

Existing Constitutional Arrangements

- Eight members.

Existing Membership

- Councillor Graham A Bevan.
- Councillor Kristopher D Leask.
- Councillor W Leslie Manson.
- Councillor John A R Scott.
- Councillor Jean E Stevenson.
- Councillor Owen Tierney.
- Councillor Duncan A Tullock.
- Councillor Heather N Woodbridge.

Recommendation

To make the eight appointments.

10. Communications and Engagement Consultative Group

Remit

- To assist with reviewing the Communications and Engagement Strategy.
- To oversee development and delivery of an action plan to progress the Communications and Engagement Strategy.

- To provide guidance to further develop and improve the Council's communications activities.

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Six other members:
 - Councillor Graham A Bevan.
 - Councillor Alexander G Cowie.
 - Councillor David Dawson.
 - Councillor Raymond S Peace.
 - Councillor John A R Scott.
 - Councillor Mellissa-Louise Thomson.

Recommendations

To make the six other appointments.

11. Constitutional Reform Consultative Group

Remit

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

Existing Constitutional Arrangements

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

Previous membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Six other members:
 - Councillor Graham A Bevan.
 - Councillor Stephen G Clackson.
 - Councillor P Lindsay Hall.

- Councillor Steven B Heddle.
- Councillor Rachael A King.
- Councillor Kristopher D Leask.

Recommendations

To make the six other appointments.

12. Corporate Charging Consultative Group

Remit

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

Existing Constitutional Arrangements

- Chairs and Vice Chairs of the Service Committees.

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Vice Chair, Development and Infrastructure Committee – Councillor Gillian Skuse.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Vice Chair, Education, Leisure and Housing Committee – Councillor Jean E Stevenson.
- Chair, Integration Joint Board – Councillor Rachael A King.
- One other member of the Integration Joint Board – Councillor Jean E Stevenson.

Recommendations

- To note that the existing membership outlined above relates to those in post prior to this meeting.
- To note the ex officio appointments.
- To make the one other appointment (one of the five remaining Council representatives on the Integration Joint Board).

13. Digital Strategy Consultative Group

Remit

To oversee development of, and thereafter progress, the Digital Strategy, including associated Delivery Plan, focussing on three core strategic priorities, namely:

- Digital Communities and Wellbeing – connecting communities, supporting ethical and sustainable digital islands and helping to foster thriving digital communities.
- A Digital Islands Economy – enabling enterprising digital communities and supporting Orkney's digital technology sector.

- Digital Local Government and Services – public service partnership and collaboration delivery digital transformation.

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Four other members:
 - Councillor Graham A Bevan.
 - Councillor Steven B Heddle.
 - Councillor Kristopher D Leask.
 - Councillor John A R Scott.

Recommendations

To make the other appointments.

14. Procurement Consultative Group

Remit

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

Existing Constitutional Arrangements

Six members.

Existing Membership

- Councillor Alexander G Cowie.
- Councillor David Dawson.
- Councillor John A R Scott.
- Councillor Ivan A Taylor.
- Councillor Owen Tierney.
- Councillor Duncan A Tullock.

Recommendations

To make the appointments.

15. Student Housing Working Group

Remit

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

Existing Constitutional Arrangements

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

Existing Membership

- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.

Recommendation

That the Student Housing Working Group be disestablished, given that all matters relating to the provision of student housing are included in the Essential Workers Housing Strategy, approved by Council in April 2024, following consideration by the Education, Leisure and Housing Committee.

16. Working Group on Twinning and Friendship

Remit

To consider matters relating to twinning activities, most notably with Vestland (formerly Hordaland).

Existing Constitutional Arrangements

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

Existing Membership

- Convener – Councillor Graham A Bevan.
- Leader – Councillor Heather N Woodbridge.
- Depute Leader – Councillor Alexander G Cowie.
- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.

Recommendation

To confirm appointments.

17. Pension Board

Remit

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

Existing Constitutional Arrangements

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

The following members are ineligible for membership:

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

Existing Membership

- Councillor Graham A Bevan.
- Councillor James R Moar.
- Councillor Owen Tierney.

Recommendation

To make the three appointments.

18. Strategic Projects Project Board

Remit

To provide oversight for the Scale Wind project and other strategic projects, including projects included within and related to the Orkney Harbours Masterplan, where relevant.

Existing Constitutional Arrangements

- Leader.
- Depute Leader.
- Convener.
- Chair, Development and Infrastructure Committee.
- Chair, Education, Leisure and Housing Committee.
- Chair/Vice Chair, Integration Joint Board, whichever is the Council appointment.
- Three other members.

Existing Membership

- Leader – Councillor Heather N Woodbridge.
- Depute Leader – Councillor Alexander G Cowie.
- Convener – Councillor Graham A Bevan.
- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Chair, Integration Joint Board – Councillor Rachael A King.
- Three other members:
 - Councillor Kristopher D Leask.
 - Councillor W Leslie Manson.
 - Councillor Raymond S Peace.

Recommendations

To make the three other appointments.

19. Empowering Communities Steering Group

Remit

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

Existing Constitutional Arrangements

Eight members.

Existing Membership

- Councillor Graham A Bevan.
- Councillor Stephen G Clackson.
- Councillor P Lindsay Hall.
- Councillor Rachael A King.
- Councillor John A R Scott.
- Councillor Ivan A Taylor.
- Councillor Mellissa-Louise Thomson.
- Councillor Heather N Woodbridge.

Recommendation

To make the eight appointments.

20. Orkney Childcare and Young People's Partnership

Remit

- To consider matters relating to childcare and childcare information.
- To consider support for parents and parenting.
- To promote education and social development for children and young people.
- To promote services to support the wellbeing of children and young people at risk.

The work of the Partnership is overseen by a steering group, whose membership includes professional, political and community representatives. The steering group meets at least quarterly, with the Partnership meeting at least once per annum.

Existing Constitutional Arrangements

- One of the six Council representatives on the Integration Joint Board.
- One Member of the Education, Leisure and Housing Committee.

Previous Membership

- One Member representing the Integration Joint Board – Councillor Heather N Woodbridge.
- One Member of the Education, Leisure and Housing Committee – Councillor Graham A Bevan.

Recommendation

- To make the one appointment from the Integration Joint Board.