

Minute

Special General Meeting of the Council

Monday, 23 March 2020, 11:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors J Harvey Johnston, Stephen G Clackson, Alexander G Cowie, Robin W Crichton, David Dawson, Andrew Drever, Barbara Foulkes, Steven B Heddle, Rachael A King, John T Richards, John A R Scott, Gwenda M Shearer, Graham L Sinclair, James W Stockan, Owen Tierney and Duncan A Tullock.

Councillors W Leslie Manson and Stephen Sankey (via teleconference).

Clerk

- John W Mundell, Interim Chief Executive.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure (via teleconference).
- Gillian Morrison, Executive Director of Corporate Services.
- Sally Shaw, Chief Officer/Executive Director, Orkney Health and Care (via teleconference).
- James Wylie, Executive Director of Education, Leisure and Housing.
- Gareth Waterson, Head of Finance.
- Karen Greaves, Head of Executive Support.
- Hayley Green, Head of IT and Facilities.
- Gavin Mitchell, Head of Legal Services.
- Hazel Flett, Senior Committees Officer.

Apologies

- Councillor Norman R Craigie.
- Councillor Magnus O Thomson.
- Councillor Kevin F Woodbridge.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor J Harvey Johnston, Convener.

1. Special Governance Arrangements During Coronavirus Pandemic

After consideration of a report by the Chief Executive, copies of which had been circulated, and after hearing a report from the Head of Executive Support, the Council:

Noted:

- 1.1.** That, on 11 March 2020, the World Health Organisation classified the Coronavirus as a Pandemic.
- 1.2.** That the Council had stood up the Strategic and Tactical Incident Management Teams to update planning, response and business continuity arrangements.
- 1.3.** That a number of practical operational issues had been agreed, as detailed in section 3.7 of the report by the Chief Executive.
- 1.4.** That, in terms of the Scheme of Delegation to Officers, the Chief Executive held delegated powers to enable him/her to carry out his/her role in an emergency.
- 1.5.** That, notwithstanding paragraph 1.4 above, the Chief Executive would endeavour to involve elected members in relevant decision making wherever possible.
- 1.6.** That a review of the Standing Orders would suggest that temporary amendments could be considered to facilitate more efficient and timely decision making enabling the Council to act swiftly to provide an appropriate and proportionate response to the impact of the Coronavirus Pandemic.
- 1.7.** That further actions would be necessary in the coming days and weeks, including the potential for the Chief Executive to declare the Coronavirus Pandemic a Major Emergency.

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

- 1.8.** That the temporary amendments to the Standing Orders, as detailed in the Appendix to this Minute, be approved, to be reviewed at the General Meeting of the Council to be held on 6 October 2020.

2. Conclusion of Meeting

At 12:10 the Convener declared the meeting concluded.

Signed:

Appendix 1.

Temporary Amendments to Standing Orders

The following temporary amendments to the Standing Orders are approved, with effect from 23 March 2020, to be reviewed by Council on 6 October 2020:

Standing Order.	Amendment.	Outcome(s).
<p>Publication of Time and Place of Meeting.</p> <p>12 – At least three Clear Days before a Meeting, and normally seven days before a Meeting, the Chief Executive must:</p> <p>12.2. Issue the Agenda to Members.</p>	<p>To reduce the number of Clear Days to one.</p>	<p>To allow meetings to be called at short notice – in particular within the same working week.</p> <p>Noting that this is the issue of the agenda (ie the list of business to be considered) calling the meeting. Reports may be presented as late as the time of the meeting.</p>
<p>Remote Attendance.</p> <p>34 – A Member participating in a Meeting from a remote location will be excluded from the Meeting when an item of business is being considered and it is likely that Confidential Information and/or Exempt Information will be disclosed.</p>	<p>Suspend SO 34 upon receipt of written assurance from a Member attending a meeting from a remote location that the proceedings of the meetings will not be heard by any person in their vicinity.</p>	<p>To allow Members to be able to participate in all business in particular at short notice.</p>
<p>Standing While Speaking.</p> <p>52 – At General Meetings of the Council, Members shall stand when speaking, and shall address the Convener.</p>	<p>Suspend the need to stand up and speak at the items of business in connection with the coronavirus.</p>	<p>To effect business during the meeting, particularly with items which may require lengthy discussion.</p> <p>Note – this SO only applies at General Meetings of the Council.</p>

Standing Order.	Amendment.	Outcome(s).
<p>Agenda Management – General Principles.</p> <p>60 – In order to ensure that the Council receives appropriate and necessary advice before making decisions, Agendas shall consist of reports from the Chief Executive, Executive Directors and Statutory Officers.</p> <p>62 – Reports must be lodged, in completed form, with the Chief Executive by the dates specified, namely 12:00 three working days prior to the day on which the Agenda is to be issued.</p>	<p>New information may require to be provided via a verbal report to supplement written report.</p> <p>New written information may need to be presented on the day of the meeting.</p>	<p>To be able to present the most up to date information to enable members to make an informed decision at the meeting.</p>