

Minute

Policy and Resources Committee

Tuesday, 24 September 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Heather N Woodbridge, Alexander G Cowie, Stephen G Clackson, David Dawson, P Lindsay Hall, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Raymond S Peace, 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 Graham A Bevan, Steven B Heddle and John A R Scott.

Clerk

- Hazel Flett, Service Manager (Governance).

In Attendance

- Oliver D Reid, Chief Executive.
- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Peter Diamond, Head of Education.
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Sweyn Johnston, Head of Enterprise and Economic Growth (for Items 12 and 13).
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities (for Items 1 to 4 and 10 to 17).
- Gavin Mitchell, Head of Legal and Governance.
- Alex Rodwell, Head of Improvement and Performance.
- Shonagh Merriman, Service Manager (Corporate Finance) (for Items 1 to 4).
- Pat Robinson, Service Manager (Accounting) (for Items 1 to 3).
- Glen Thomson, Service Manager (Property and Capital Projects) (for Items 1 to 4 and 12 to 17).
- Christie Hartley, Team Manager (Sustainable Tourism) (for Items 12 and 13).
- George Vickers, Community Planning Business Manager (for Items 1 to 13).
- Nick Blyth, Climate Change Strategy Officer (for Item 11).
- Maya Tams-Gray, Committees Officer.

In Attendance via remote link (Microsoft Teams)

- Stephen Brown, Chief Officer, Orkney Health and Social Care Partnership.
- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Darren Morrow, Head of Children, Families and Justice Services and Chief Social Work Officer (for Items 1 to 11).

Observing

- Susan Shearer, Service Manager (Development and Marine Planning) (for Item 11).
- Rosalind Horrobin, Graduate Trainee (Policy).

Apology

- Councillor Janette A Park.

Declaration of Interest

- Councillor Gillian Skuse – Item 12.

Chair

- Councillor Heather N Woodbridge.

1. Revenue Expenditure Outturn

1.1. Policy and Resources

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:

Noted:

1.1.1. The revenue expenditure outturn statement in respect of service areas for which the Policy and Resources Committee was responsible, for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £5,440,800.

1.1.2. The financial detail by service area statement in respect of service areas for which the Policy and Resources Committee was responsible, for financial year 2023/24, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

1.1.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

Councillors Steven B Heddle, James R Moar and John A R Scott joined the meeting during discussion of this item.

1.2. Orkney Health and Care

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:

Noted:

1.2.1. The revenue expenditure outturn statement in respect of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £3,943,100.

1.2.2. The financial detail by service area statement in respect of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for financial year 2023/24, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

1.2.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

1.3. Summary

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:

Noted:

1.3.1. The summary revenue expenditure outturn statement for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund overspend of £1,205,600.
- A surplus in Sources of Funding of £87,100.
- A net Non-General Fund deficit of £1,001,800.

1.3.2. The sources of funding statement for financial year 2023/24, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

1.3.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

2. Revenue Expenditure Monitoring

2.1. Policy and Resources Committee

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:

Noted:

2.1.1. The revenue expenditure monitoring statement in respect of service areas for which the Policy and Resources Committee was responsible, for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £352,200.

2.1.2. The revenue financial detail by service area statement of service areas for which the Policy and Resources Committee was responsible for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

2.1.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

2.2. Orkney Health and Care

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:

Noted:

2.2.1. The revenue expenditure monitoring statement in respect of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £3,968,400.

2.2.2. The revenue financial detail by service area statement of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

2.2.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

2.3. Summary

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:

Noted:

2.3.1. The summary revenue expenditure monitoring statement for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund overspend of £1,916,000.
- A surplus in Sources of Funding of £56,600.
- A net Non-General Fund surplus of £874,900.

2.3.2. The sources of funding statement for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

2.3.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

3. Capital Expenditure Outturn

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 (Corporate Finance), the Committee:

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of the General Fund and Non-General Fund capital programmes, as detailed in section 1.6 of the report by the Head of Finance.

The Committee scrutinised:

3.2. The detailed analysis of expenditure figures and project updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress made with delivery of the approved General Fund and Non-General Fund capital programmes for 2023/24.

4. Capital Slippage and Acceleration

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 (Corporate Finance), the Committee:

Resolved to **recommend to the Council**:

4.1. That the sum of £8,646,000 be carried forward from financial year 2023/24 to financial years 2024/25 and onwards in respect of net slippage on projects contained within the General Fund capital programme.

4.2. That the sum of £7,831,000 be carried forward from financial year 2023/24 to financial years 2024/25 and onwards in respect of net slippage on projects contained within the Non-General Fund capital programme.

4.3. That the revised five year General Fund and Non-General Fund capital programmes, attached as Appendix 1 to this Minute, be approved.

5. Integration Joint Board – Annual Performance Report

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

Scrutinised the Annual Performance Report for 2023/24, prepared by the Integration Joint Board, attached as Appendix 1 to the report by the Chief Officer, Orkney Health and Social Care Partnership, and obtained assurance that delivery of delegated services was performing to an acceptable standard locally.

6. The Orkney Partnership – Annual Report

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 Community Planning Business Manager, the Committee:

Resolved to **recommend to the Council** that The Orkney Partnership's draft Annual Report 2023/24, attached as Appendix 2 to this Minute, be approved, insofar as it applied to the Council.

7. Local Child Poverty Action 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, and after hearing a report from the Head of Improvement and Performance, the Committee:

Resolved to **recommend to the Council**:

7.1. That the Local Child Poverty Action Report 2023-24, attached as Appendix 3 to this Minute, insofar as it related to the remit of the Council, be submitted to the Scottish Government.

7.2. That the Corporate Director for Education, Leisure and Housing should write to the Scottish Government expressing the Council's concern that fuel poverty statistics were no longer broken down by local authority area.

8. National Care Service – Stage 2 Draft Amendments

Consultation Response

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

Homologated the Consultation Response, attached as Appendix 1 to the report by the Chief Executive, to the Stage 2 Amendments in respect of the proposed National Care Service, which had been submitted by the Chief Executive, on behalf of the Council, to the Scottish Government by the deadline of 20 September 2024.

9. Regulation of Investigatory Powers

After consideration of a joint report by the Chief Executive and the Corporate Director for Strategy, Performance and Business Solutions, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Legal and Governance, the Committee:

Noted:

9.1. That, since October 2023:

- There had been no changes in the law or to relevant guidance in connection with the Council's statutory powers to conduct covert surveillance.
- There had been no cause for the Council to exercise its statutory powers to conduct covert surveillance.

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

9.2. That the existing policies and procedures in connection with the Council's arrangements for covert surveillance and the use of covert human intelligence sources, attached as Appendices 4 to 9 of this Minute, be approved.

10. Risk Management Policy and Strategy

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 revised Risk Management Policy and Strategy, attached as Appendix 10 to this Minute, be approved.

11. Climate Change and Net Zero

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 Climate Change Strategy Officer, the Committee:

Noted:

11.1. The Council's developing strategic approach on Climate Change.

Councillor Heather N Woodbridge, seconded by Councillor Kristopher D Leask, moved that the vision and public statement for the Council's own approach to climate change, as presented, be approved.

Councillor W Leslie Manson, seconded by Councillor Owen Tierney, moved an amendment that the word "Urgency" be changed to "Action" in the first bullet point of the proposed vision and public statement.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson, P Lindsay Hall, W Leslie Manson, Raymond S Peace, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson, Owen Tierney and Duncan A Tullock (11).

For the Motion:

Councillors Alexander G Cowie, Rachael A King, Kristopher D Leask, James R Moar, John A R Scott and Heather N Woodbridge (6).

Abstention:

Councillor David Dawson (1).

The Amendment was therefore carried and became the Motion.

Councillor Duncan A Tullock, seconded by Councillor David Dawson, moved a further amendment, notice of which had been given, that consideration of the report be deferred and resubmitted to the Committee when the ambitions stated were fully costed.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson, David Dawson, P Lindsay Hall, Mellissa-Louise Thomson, Owen Tierney and Duncan A Tullock (6).

For the Motion:

Councillors Alexander G Cowie, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Raymond S Peace, John A R Scott, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor and Heather N Woodbridge, (12).

The Motion was therefore carried and the Committee thereafter:

Resolved to **recommend to the Council:**

11.2. That the Council should support the ambition for Orkney as set out by the Orkney Partnership in their draft Climate Change vision statement.

11.3. That the following statement be approved as the vision and public statement for the Council's own approach to climate change:

- Orkney Islands Council shall be a Net Zero Local Authority, collaborating and innovating for a just transition where Orkney's economy, communities and natural environment all prosper. We will focus on:
 - Action and Ownership – to understand and reduce our emissions at the earliest opportunities;
 - Collaboration and Co-ordination – across Council services and with partners and the community;
 - Transparency – in the setting and addressing of our carbon targets; and
 - Sustainability – building our resilience and adapting to the changing climate.

Councillors Graham A Bevan and Steven B Heddle left the meeting during discussion of this item.

Councillor Gwenda M Shearer left the meeting at this point.

Councillor Steven B Heddle rejoined the meeting at this point.

12. Islands Cost Crisis Emergency Fund

Councillor Gillian Skuse declared an interest in this item, her connection being that she was the Vice Chair of the Cost of Living Taskforce and the Chief Executive Officer of Age Scotland Orkney, who might benefit from the Islands Cost Crisis Emergency Fund, and was not present during discussion thereof.

After consideration of a joint report by the Chief Officer, Orkney Health and Social Care Partnership, the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Community Planning Business Manager, the Committee:

Resolved to **recommend to the Council:**

12.1. That the Orkney Partnership's Cost of Living Task Force should be invited to make recommendations to the Council on the local distribution of Orkney's allocation of the Islands Cost Crisis Emergency Fund for 2024/25, and to action their recommendations once approved.

12.2. That authority to scrutinise and approve the recommendations made by the Cost of Living Task Force, in respect of the local distribution of Orkney's allocation of the Islands Cost Crisis Emergency Fund for 2024/25, be delegated to the Corporate Director for Enterprise and Sustainable Regeneration.

Councillor Alexander G Cowie left the meeting during discussion of this item.

13. Visitor Levy Feasibility

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 Team Manager (Sustainable Tourism), Councillor Steven B Heddle, seconded by Councillor Heather N Woodbridge, moved that:

- Investigation be undertaken to ascertain the feasibility of introducing a visitor levy scheme in Orkney, including the following activity:
 - Formal engagement with local communities, tourism businesses and organisations and any other stakeholder likely to be affected by a visitor levy scheme.
 - A cost-benefit analysis, measuring the benefits of introducing a scheme versus the associated costs.
 - A seminar for Elected Members to present findings from the formal stakeholder engagement and cost-benefit analysis.
- The Corporate Director for Enterprise and Sustainable Regeneration be authorised to undertake a procurement exercise in order to engage consultants to complete the feasibility activity set out above.
- Provision of up to £20,000 be made from the Council's Crown Estate Fund for external consultant fees relating to the feasibility activity outlined above.
- The Corporate Director for Enterprise and Sustainable Regeneration should submit a report to the Policy and Resources Committee, no later than June 2025, detailing the outcome of the formal engagement and setting out proposals for developing a local scheme, if feasible.

Councillor W Leslie Manson, seconded by Councillor Owen Tierney, moved an amendment that:

- Investigation be undertaken to ascertain the feasibility of introducing a visitor levy scheme in Orkney, including the following activity:
 - Formal engagement with local communities, tourism businesses and organisations and any other stakeholder likely to be affected by a visitor levy scheme.
 - A cost-benefit analysis, measuring the benefits of introducing a scheme versus the associated costs.
 - A seminar for Elected Members to present findings from the formal stakeholder engagement and cost-benefit analysis.
- The Corporate Director for Enterprise and Sustainable Regeneration should submit a report to the Policy and Resources Committee, no later than June 2025, detailing the outcome of the formal engagement and setting out proposals for developing a local scheme, if feasible.

The result of a recorded vote was as follows:

For the Amendment:

Councillors W Leslie Manson, Owen Tierney and Duncan A Tullock (3).

For the Motion:

Councillors Stephen G Clackson, Alexander G Cowie, David Dawson, P Lindsay Hall, Steven B Heddle, Rachael A King, Kristopher D Leask, James R Moar, Raymond S Peace, John A R Scott, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson and Heather N Woodbridge (15).

The Motion was therefore carried and the Committee thereafter:

Resolved to **recommend to the Council:**

13.1. That investigation be undertaken to ascertain the feasibility of introducing a visitor levy scheme in Orkney, including the following activity:

- Formal engagement with local communities, tourism businesses and organisations and any other stakeholder likely to be affected by a visitor levy scheme.
- A cost-benefit analysis, measuring the benefits of introducing a scheme versus the associated costs.
- A seminar for Elected Members to present findings from the formal stakeholder engagement and cost-benefit analysis.

13.2. That the Corporate Director for Enterprise and Sustainable Regeneration be authorised to undertake a procurement exercise in order to engage consultants to complete the feasibility activity set out above.

13.3. That provision of up to £20,000 be made from the Council's Crown Estate Fund for external consultant fees relating to the feasibility activity outlined above.

13.4. That the Corporate Director for Enterprise and Sustainable Regeneration should submit a report to the Policy and Resources Committee, no later than June 2025, detailing the outcome of the formal engagement and setting out proposals for developing a local scheme, if feasible.

Councillor Alexander G Cowie rejoined the meeting during discussion of this item.

Councillor P Lindsay Hall left the meeting at this point.

14. Airfield Terminal Building Improvement Programme

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, on the motion of Councillor Mellissa-Louise Thomson, seconded by Councillor Stephen G Clackson, the Committee:

Resolved to **recommend to the Council:**

14.1. That the revised Stage 2 Capital Project Appraisal in respect of the proposed new airfield terminal buildings at Westray and Eday, attached as Appendix 11 to this Minute, be approved.

14.2. That, subject to a successful award of funding from the Islands Infrastructure Fund, as an exception to the Capital Project Appraisal process, and to ensure the safe and resilient operation of the airfield infrastructure, new airfield terminal buildings at Westray and Eday be added to the capital programme for 2024/25 onwards, at an estimated gross capital cost of £1,384,000.

14.3. That, should the bid to the Islands Infrastructure Fund for 2024/25 be unsuccessful, the full capital funding should be funded by the Council through borrowing on the Loans Fund and allocated during 2024/25 and 2025/26 to the airfield terminal building improvement programme, estimated at £1,384,000.

15. Police and Fire Sub-committee

After consideration of the draft Minute of the Meeting of the Police and Fire Sub-committee held on 27 August 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor David Dawson, seconded by Councillor Alexander G Cowie, to approve the Minute of the Meeting of the Police and Fire Sub-committee held on 27 August 2024, attached as Appendix 12 to this Minute, as a true record.

16. 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 28 August 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Alexander G Cowie, seconded by Councillor Rachael A King, to approve the Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 28 August 2024, attached as Appendix 13 to this Minute, as a true record.

17. Asset Management Sub-committee

After consideration of the draft Minute of the Meeting of the Asset Management Sub-committee held on 3 September 2024, copies of which had been circulated, the Committee:

Resolved:

17.1. On the motion of Councillor Alexander G Cowie, seconded by Councillor Kristopher D Leask, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 3 September 2024, as a true record.

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

17.2. That the recommendation at paragraph 8 of the Minute of the Meeting of the Asset Management Sub-committee held on 3 September 2024, attached as Appendix 14 to this Minute, be approved.

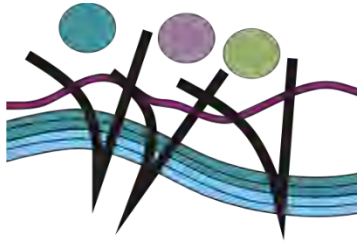
18. Conclusion of Meeting

At 16:54 the Chair declared the meeting concluded.

Signed: (Chair).

		Total Budget £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000
General Fund Summary							
A	Other Housing	3,073	507	585	585	585	585
B	Community Social Services	10,409	5,251	2,900	2,258	0	0
C	Education	4,823	2,697	2,126	0	0	0
D	Cultural and Recreational Services	989	671	190	128	0	0
E	Roads	7,744	1,963	2,282	2,450	950	950
F	Transportation Services	1,161	88	1,073	0	0	0
G	Environmental services	202	57	145	0	0	0
H	Planning & Protective Services	1,309	54	1,255	0	0	0
J	Administration Services	19,866	3,384	3,569	6,971	2,971	2,971
	Expenditure Total	49,576	14,672	14,125	12,392	4,506	4,506
Other Housing							
OH1	Housing Loans	2,841	501	585	585	585	585
OH7	Soulisquoy OH infrastructure	6	6	0	0	0	0
A		2,847	507	585	585	585	585
Social Care							
SC10	New Care Facility, Kirkwall	10,409	5,251	2,900	2,258	0	0
B		10,409	5,251	2,900	2,258	0	0
Education							
ED10	Education Properties General	591	591	0	0	0	0
ED12	Extension to St Andrew's School	888	888	0	0	0	0
ED13	New Kirkwall Nursery	3,088	962	2,126	0	0	0
ED14	School Kitchen Improvements	256	256	0	0	0	0
C		4,823	2,697	2,126	0	0	0
Leisure and Cultural							
LC9	Refurb. improve Scapa Flow Visitor Centre and Museum	209	194	15	0	0	0
LC11	Leisure Properties General	290	290	0	0	0	0
LC13	Papdale East Play Park	74	6	68	0	0	0
LC14	Ness Campsite	160	131	29	0	0	0
LC15	Playpark Renewals	179	50	1	128	0	0
LC16	Shipwreck Tank	77	0	77	0	0	0
D		989	671	190	128	0	0
Roads							
RD5	Cycling, Walking & Safer Routes / 20 mph scheme	369	369	0	0	0	0
RD6	Roads Asset Replacement Programme	6,439	1,059	1,030	2,450	950	950
RD25	Cursiter Quarry Expansion	925	74	851	0	0	0
RD26	Coastal Change Adaptation	186	186	0	0	0	0
RD27	Salt Storage Facility (Cursiter Quarry)	676	275	401	0	0	0
E		8,595	1,963	2,282	2,450	950	950
Transportation							
TR8	Electric vehicle charging infrastructure	64	64	0	0	0	0
TR17	Airfield buildings - Papay and Stronsay	1,012	24	988	0	0	0
TR18	Community Bus Fund	85	0	85	0	0	0
F		1,161	88	1,073	0	0	0
Central Administration and Asset Replacement							
CA1	General Capital Grant	0	0	0	0	0	0
CA2	IT replacement programme	3,210	866	484	1,020	420	420
CA4	Plant & Vehicle Replacement	8,265	1,531	1,734	2,600	1,200	1,200
CA12	Alterations to Garden House, Kirkwall	31	31	0	0	0	0
CA15	Scottish Water Vesting	3	3	0	0	0	0
J		11,509	2,431	2,218	3,620	1,620	1,620
Corporate Property							
J	Corporate Improvement Programme	8,357	953	1,351	3,351	1,351	1,351
		8,357	953	1,351	3,351	1,351	1,351

		Total Budget £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000
Development & Planning							
PL9	Nature Restoration Fund	106	32	74	0	0	0
PL10	Active Travel	200	0	200	0	0	0
DV6	Dounby Visitor Infrastructure Hub	1,003	22	981	0	0	0
H		1,309	54	1,255	0	0	0
Operational Environmental Services							
OES2	Burial Grounds - Mainland Extensions	182	37	145	0	0	0
OES3	Burial Grounds - Mainland Major Improvements	20	20	0	0	0	0
OES4	Burial Grounds - Island Extensions	0	0	0	0	0	0
OES5	Burial Grounds - Island Major Improvements	0	0	0	0	0	0
G		202	57	145	0	0	0
Non General Fund Summary							
K	Housing Revenue Account	3,169	2,399	770	0	0	0
L	Orkney College	32	32	0	0	0	0
M	Scapa Flow Oil Port	814	214	150	150	150	150
N	Miscellaneous Piers and Harbours	9,545	523	475	4,888	3,244	415
O	Strategic Reserve Fund	923	447	119	119	119	119
	Expenditure Total	14,483	3,615	1,514	5,157	3,513	684
Housing Revenue Account							
HRA4	House Purchases	1	1	0	0	0	0
HRA17	Carness	56	56	0	0	0	0
HRA18	Moar Drive	714	413	301	0	0	0
HRA22	Design and Build	22	22	0	0	0	0
HRA24	Carness Phase 2	2,347	1,878	469	0	0	0
HRA25	Soulisquoy HRA infrastructure	29	29	0	0	0	0
K		3,169	2,399	770	0	0	0
Orkney College							
OC1	L Plant & Vehicles	32	32	0	0	0	0
		32	32	0	0	0	0
Scapa Flow Oil Port							
SF7	Minor Improvements	609	9	150	150	150	150
SF8	Replacement Tug No 3	205	205	0	0	0	0
M		814	214	150	150	150	150
Miscellaneous Piers							
MP1	Minor Improvements	1,403	203	300	300	300	300
MP13	Low Carbon Transport and Active Travel Hub	3	3	0	0	0	0
MP17	Kirkwall Pier Water Break Tank System	270	131	139	0	0	0
MP18	Reclamation at Hatston Pier - Ph 1	7,701	18	36	4,588	2,944	115
MP20	Harbour Property - General	168	168	0	0	0	0
N		9,545	523	475	4,888	3,244	415
Strategic Reserve Fund							
SRF1	SRF Property Maintenance	521	45	119	119	119	119
SRF3	Investment Properties buy /sell	402	402	0	0	0	0
O		923	447	119	119	119	119



The Orkney Partnership

Working together for a better Orkney

Annual Report 2023 to 2024

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Appendix 2

Incorporating a progress report on
Orkney's Local Outcomes Improvement Plan 2023 to 2030

Welcome to the Orkney Partnership's Annual Report 2023-24

Community Planning

Community planning brings together local providers of public services with communities and business, to improve the lives of individuals, families, and communities, and especially to combat inequality and prevent disadvantage.

Orkney Community Plan 2023-30

Orkney's Community Plan describes what the members of the Orkney Partnership will do to achieve this. Our plan also serves as our statutory Local Outcomes Improvement Plan, or LOIP.

This Annual Report covers the first year of our seven year Community Plan 2023-30. The Plan set out three priorities:

Priority One: Sustainable Development

We want our future economic development to benefit everybody in our communities, with nobody left behind. Orkney has a unique opportunity to capitalise on the rapid expansion of the green and blue economies, to support our ambition for Net Zero emissions, to protect nature, and work for an economy that addresses the wellbeing of residents.

Priority Two: Cost of live crisis and eradicating poverty

Many of Orkney's residents are struggling because of the current cost of living crisis and it is essential to support all our people through this difficult time. The Partnership is committed to work towards the elimination of poverty throughout Orkney. A Cost of Living Task Force has been established and will continue to address both immediate need and longer-term initiatives to combat persistent poverty.

Priority Three: Local Equality

This priority addresses the continuing disadvantage experienced by some of our communities when trying to access services, facilities, and opportunities. Our ferry-linked isles have well-known challenges, but parts of Kirkwall have higher levels of socio-economic inequality and many localities on the Orkney Mainland and south linked isles have gaps in transport provision or digital connectivity. Partners will support the development of local community-led development plans and help them achieve the outcomes they want for their communities.

Cllr Heather Woodbridge, Chair, The Orkney Partnership Board
Morven Brooks, Vice-chair, The Orkney Partnership Board

Our structure during 2023-24



The Orkney Partnership Board is made up of all of the statutory partner organisations named in the Community Empowerment (Scotland) Act 2015, plus locally co-opted partners (see next page).

From June 2023, the Board was chaired by Councillor Heather Woodbridge (Depute Council Leader, until February 2024, Leader from February 2024), and the Vice Chair was Morven Brooks, Chief Executive of Voluntary Action Orkney. From April to June 2023, the chair was Cllr James Stockan (Leader of the Council) and vice chair was Meghan McEwan (chair of the NHS Orkney Board).

Each of the Board’s strategic priorities was assigned to a Delivery Group, whose chair sit on the Board. Delivery Groups include representatives of any organisation or group that can actively help to deliver the priority assigned to their group.

The Orkney Partnership Board is supported by an Executive Group comprising senior officers of the five partners with a duty to facilitate community planning, plus Voluntary Action Orkney and the Delivery Group chairs.

During 2023-24, the Partnership had two short life working groups, the Community Wealth Building Working Group and the First Responders (Isles) Group, focusing on the provision of emergency first responders on the ferry linked isles. Also, the Council and Highlands and Islands Enterprise convene a Business Forum with local businesses, that advises the Partnership.

The Board regularly reviews and sometimes changes the Partnership’s strategic priorities, to make sure they are still right for Orkney and to address any new challenges we need to tackle.

Membership of Orkney Partnership Board during 2023-24

Five partners have a collective duty to **facilitate** community planning



Other partners have a duty to **participate** in community planning



The Board includes these local and co-opted partners



Orkney Community Plan 2023-30

The Community Empowerment (Scotland) Act 2015 places a duty on community planning partnerships to prepare and publish a Local Outcomes Improvement Plan (often called the LOIP). The LOIP sets out the local outcomes that a partnership has prioritised for improvement. The Orkney Partnership chooses to publish a Community Plan, incorporating our LOIP. Our LOIP can be found on the Partnership's website at www.orkneycommunities.co.uk/CommunityPlanning.

The following pages describe the progress made by our delivery groups against their target outcomes, during the first year of the plan. The performance measures reported by each group are not necessarily measures we can control, but are indicators of how well Orkney is doing. For example, the roll out of digital connectivity (The R100 Programme) is the responsibility of the UK and Scottish Governments.

To measure progress against particular outcomes, we rely on various national surveys and data. The Partnership usually uses information that is collated nationally, to avoid disproportionate effort being put into researching data instead of implementing the plan. The data available nationally is generally reliable, although data collection following the Covid-related lockdowns has not been straightforward.

Some of the data we use is not collected annually, e.g. the Scottish Government's survey for the National Islands Plan, but is published regularly enough for our longer term outcomes which require long term strategies. Where possible, the same indicators are used over time making it possible to track progress over time. This report covers the first year of the 2023-24 plan.



Strategic priority: Sustainable Development

The Partnership aims to achieve sustainable economic development in Orkney where everyone benefits, and no one is left behind. We need to ensure that the growth meets the needs of our people without exceeding our planet's capacity, which is known as [Doughnut Economics](#).

The chair of the Sustainable Development Delivery Group is Cllr Kristopher Leask, and the Vice-chair is Neil Kermod, Managing Director of the European Marine Energy Centre.

Our aim is to exploit the synergy between two linked priorities: developing an economy that serves the needs of Orkney's population and combatting the climate emergency.

Our target outcomes are:

- Community Wealth Building to achieve an upturn in Orkney's economy, to ensure wealth is retained in Orkney and that this wealth is shared fairly. [Community Wealth Building](#) is a people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of local people.
- A '[Just Transition](#)' towards a Net Zero well-being economy with a focus on climate change, fair work, and diversity. Making sure that the costs do not burden those least able to pay and the benefits of our transition are felt regardless of where you live, who you are and what you do. Seeking job security for those in industries that will play the biggest part in the transition.
- An adaptation strategy to protect our citizens, businesses, habitats and wildlife from the effects of climate change.

2023/24 highlights included:

- A draft Orkney [‘Vision for a climate-resilient and net zero future’](#) has been produced and subsequently published for consultation in 2024-25.
- A Community Wealth Building working group was established with public sector agencies, representatives of local businesses and Voluntary Action Orkney (VAO, the voluntary sector’s representative organisation in Orkney). The group has focused on identifying the good practice that already exists, looking to see how that work can be supported and expanded, and will recommend to partners how Community Wealth Building principles could be advanced in Orkney.
- A Skills Group was established, which will identify labour and skills gaps in Orkney to ensure training and education is available to Orcadians to fill the vacancies that will arise, supporting the growth of the local economy and ensuring that local people benefit.
- A Business Forum has been established and led by HIE and the Council, which will advise The Partnership on the needs of private businesses.

Measuring progress in Sustainable Development

Local Authority territorial area – Climate change emissions estimates 2019 and 2021 (kilo tonnes CO2 or equivalent) (Sources – UK Government local authority and regional greenhouse gas emissions national statistics 2005-2021 ¹)				
	2019 Baseline*	2020*	2021* (latest figures)	Annual Milestone
Commercial	3.6 kt	2.5 kt	3.1 kt	Reduction commensurate with achieving NetZero by 2030
Public Sector	2.2 kt	2.2 kt	2.7 kt	
Domestic	38.6 kt	36.9 kt	38.3 kt	
Transport	33.9 kt	25.9 kt	28.6 kt	
LULUCF**	45.6 kt	43.3 kt	42.8 kt	
Agriculture	236.8 kt	232.3 kt	239.4 kt	
Total for Orkney	375.4 kt	360.1 kt	372.7 kt	
Per capita	16.8 (tCO ₂ e)	16.0 (tCO ₂ e)	16.5 (tCO ₂ e)	
<p>*Note that in these statistics the entire time series going back to 2005 is revised each year to take account of methodological improvements, so the estimates presented here supersede previous ones. Therefore, these figures differ from those published in previous Annual Reports and Local Outcome Improvement Plans published by The Orkney Partnership. In addition, the figures published in these reports were for carbon dioxide emissions only, and this table also captures methane and nitrous oxide emissions, which together amount to 97% of climate change emissions.</p> <p>Figures are for the whole of a local authority’s territorial area, not the local authority itself.</p>				

¹ <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-national-statistics-2005-to-2021>

House build completions in Orkney, all sectors (source: OIC Building Standards)				
2020-21 Baseline	Annual milestone	2030 target	Five-year target 2026-27	2023-24 Outcome
92	Increase	125 per year	225	68

% of 16-19 year olds participating in education, employment and other training and development activities (source: Skills Development Scotland, Annual Participation Measure²)			
Baseline (2022)	Annual milestone	2030 target	Actual 2023 figure
93.9%	Increase	Recover to previous high 95.4% (2018-19 figure)	Not published yet.
Orkney's participation rate dropped 2% in 2021 but partially recovered in 2022, giving a net 1.5% decline over the two years. National participation rates have increased by 0.8% over the same period but at 92.4% remain marginally lower than Orkney.			

Average mean wages in Orkney (Source: ONS website ³ table 7.7a)				
Baseline (2021)	Annual milestones	2022	2030 target	2023
£26,582* (Scottish average is £29,752**) Gap = £3,170	Gap closing	£29,021* (£31,374**) Gap = £2,353	Average wages for Orkney match those for Scotland	£29,201* (£33,385**) Gap = £4,184
* Estimates are considered acceptable, CV > 10% and <= 20%				
** Estimates are considered precise, CV <= 5%				

² <https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/annual-participation-measure/>

³ <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofworkbylocalauthorityshetable7>

Closing the Gender pay gap* (source: ONS Website ⁴ , Table 8.12)				
Baseline (2021 revised)	Annual milestone	2022 (revised)	2030 target	2023 (provisional)
19.8%** (Scottish average is 10%***)	Close the gap	24.4%** (10.2%***)	The gap is no larger than the Scottish average	24.1%** (6.5%***)
<p>*Gender pay gap defined as the difference between men's and women's hourly earnings as a percentage of men's earnings</p> <p>**Estimates are considered lower quality</p> <p>***Estimates are considered good quality</p>				

⁴ <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/annualsurveyofhoursandearningsashegenderpaygaptables>

Strategic priority: Cost of Living

The Cost of Living Task Force is a Delivery Group that is addressing both the immediate crisis and the underlying causes of poverty in Orkney. That crisis is showing no indication that it is receding, as is demonstrated by the 2023 figures from [The Orkney Foodbank](#).

The Chair is Stephen Brown, Chief Officer of the Integration Joint Board, and the Vice-chairs are Craig Spence, Chief Executive of Orkney Housing Association Ltd and Gillian Skuse, Chief Executive Officer of Age Scotland Orkney.

The actions from Orkney's Child Poverty Strategy, and the Orkney Food Dignity Report have been drawn into a single action plan. When the Orkney Fuel Poverty Strategy is finalised, any additional actions will be incorporated into this plan.

- [Orkney Child Poverty Strategy 2022-2026](#)
- [Orkney Local Child Poverty Action Report 2022-23](#)
- [Food Dignity Recommendations Report](#)

Highlights of 2023/24 included:

- Orkney Money Matters (OMM) was established as a partnership project, led by Voluntary Action Orkney, to implement recommendations from the Orkney Child Poverty Strategy and the Orkney Food Dignity Report and create an 'advice-and-cash-first' referral pathway so that people got the financial advice they need. In 2023/24, the OMM partnership was successfully funded (Scottish Government, Trussel Trust and OIC), the staff recruited, the project initiated with many people receiving financial advice who would not otherwise have received it. The OMM partnership raised awareness of the help that is out there through leaflets and work with the media.

- The Council asked the Task Force to put forward recommendations on how the Scottish Government's Islands Cost Crisis Emergency Fund of £218,000 would be best used to support people in need. The money enabled partners to take forward many of the Task Force's priorities:
 - School participation funds: each school in Orkney was provided with a ringfenced fund to cover the full expense of outdoor residential trips, outdoor education activities and general trips, for children whose families could not otherwise afford them. The fund was also used to provide equipment for children and young people in hardship to attend activities. The fund allowed schools to run events or to help the children and families access activities.
 - Children in the ferry-linked-isles get free bus travel like all children but they cannot get to facilities on the Mainland because of the cost of ferries and planes. The funding allowed every child entitled to a Young Scot Card (children aged 11+) who lived on the isles to have sixteen single ferry trips paid for them, or for children on Papay and North Ronaldsay, free plane trips because they do not have a daily ferry service.
 - The fund was used to help children on a low income stay in school. £30 per week was paid to children in low-income households to bridge the gap between when they stopped being entitled to the Scottish Child Payment and before they could claim Education Maintenance Allowance.
 - £7,500 was used by THAW Orkney to provide Cosy Home packs which will help people stay warm in their homes and £5,000 was used to assist households in fuel poverty with small repairs to improve their homes, e.g., draughtproofing.
 - When the demand on the Orkney Food Bank outstripped donations, the money funded extra food parcels and vouchers for electricity– so families could afford to cook meals and keep their homes warm.
 - This funding allowed Age Scotland Orkney to offer help to people over the age of 65 years in the form of cash or food vouchers to use in local businesses because some people find vouchers more acceptable than a cash alternative.

Measuring progress in Cost of Living

How households are managing financially in Orkney (Source: Scottish Household Survey 2019⁵ , Data Explorer⁶ and Scottish Household Survey 2022 Key Findings⁷).				
	2019 Baseline	2023-24 Milestone	2030 Target	2022 Outcome (latest)
Managing very well or quite well	66%	67%	70%	60%
Get by all right	31%	31%	30%	35%
Don't manage very well and have some financial difficulties	3%	2%	0%	5%

2022 is the first year since before the Covid Pandemic that the figures have been published, and there is already a significant deterioration shown by the figures. Since 2022, it is likely that the position of households in Orkney has continued deteriorate:

- Rising fuel prices are still much higher than before the crisis began when households in Orkney already pay a significantly higher than average proportion of their income on fuel.
- Cost of living, especially food, has gone up and average wages in Orkney remain less than the average for Scotland.

Consequently, it is likely that the number of people who are managing very well or well has further decreased.

The number of children in Orkney who are in Relative Poverty (Source: Scottish Government, not published)			
Baseline (2022)	Annual Target	2030 Target	2023 Outcome
15.8% (21.0% across Scotland overall)	Reduce	Less than 10% (Scottish Government target for 2030-31 is 10%)	15.1% (21% across Scotland overall)

⁵ <https://www.gov.scot/publications/scottish-household-survey-2019-annual-report/>

⁶ <https://scotland.shinyapps.io/sg-scottish-household-survey-data-explorer/>

⁷ <https://www.gov.scot/publications/scottish-household-survey-2022-key-findings/documents/>

Percentage of dwellings in Orkney in Fuel Poverty (Source: Scottish House Condition Survey Local Authority Analysis 2019⁸) https://www.gov.scot/publications/scottish-house-condition-survey-2022-key-findings/documents/ ⁹			
2020-21 Baseline	2021-22 Milestone	2030 Target	Progress in 2023-24
30.5% (Scottish average 24.4%)	Reduce	Same as Scottish average	The figures by council area have not been updated by the Scottish Government. (Scottish average 31% in 2022)
The latest 2022 figures for Orkney have not yet been published but it is inevitable that recent high price rises will have exacerbated extreme fuel poverty, with the national average jumping from 24.4% to 31%.			

Percentage of dwellings in Orkney in Extreme Fuel Poverty 2017-19 (Source: Scottish House Condition Survey Local Authority Analysis 2019¹⁰)				
2020-21 Baseline	2021-22 Milestone	2022-23 Target	Progress in 2021-22	Progress in 2022-23
21.8% (Scottish average 11.9%)	Reduce	Same as Scottish average	National figures have not been updated.	The figures by council area have not been updated by the Scottish Government. (Scottish average 18.5% in 2022)
The latest 2022 figures for Orkney have not yet been published but it is inevitable that recent high energy price rises will have exacerbated extreme fuel poverty, with the national average jumping more than 50% from 11.9% to 18.5%.				

⁸ <https://www.gov.scot/publications/scottish-house-condition-survey-local-authority-analysis-2017-2019/pages/6/>

⁹ <https://www.gov.scot/publications/scottish-house-condition-survey-2022-key-findings/documents/>

¹⁰ <https://www.gov.scot/publications/scottish-house-condition-survey-local-authority-analysis-2017-2019/pages/6/>

The percentage of crisis payment applications to the Scottish Welfare Fund (SWF) that are successful (Source: SWF)			
Baseline (2021-22)	Annual milestone	2030 target	2023-24 outcome
40% (Scottish average is 66%)	Increase	Equal to the Scottish average	68% (Scottish average not yet published)
<p>The number of successful applications in Orkney is now higher than for the average for the whole of Scotland based on the Scottish figure for 2021-22 which is unlikely to have changed much. This reflects the work down by the Orkney SWF Team and Orkney Money Matters to work with organisations to improve the quality of applications.</p>			

Value of financial gains achieved by those who access Orkney Money Matters advice services (Source: the Orkney Money Matters project and Orkney CAB)				
Baseline (2021-22)	2023-24 target	2024-25 target	2025-26 target	2023-24 outcome
N/A – Project in set up	£0.5m	£0.6m	£0.7m	£1,693,127 (Orkney CAB figure for client financial gain)

Improved wellbeing of individuals engaged with the Orkney Money Matters referral pathway (Source: the Orkney Money Matters project)			
Baseline (2022-23)	Annual milestone	2025 target	2023-24 outcome
Score on Warwick-Edinburgh scale at initial contact with OMM referral pathway (TBC)	Improvement in score on Warwick-Edinburgh scale between initial and final point of contact with referral pathway (TBC)	Improvement in score on Warwick-Edinburgh scale between initial and final point of contact with referral pathway (TBC)	Requested.

Strategic priority: Local Equality

A key principle of The Orkney Partnership is to address the inequalities which persist between communities in different parts of Orkney. The Community Empowerment (Scotland) Act 2015 requires community planning partnerships to identify areas within their boundaries that experience disproportionate levels of socio-economic disadvantage and develop one or more locality plans to reduce inequality.

The Partnership therefore decided to set up a new Delivery Group to focus on Local Equality. In June 2023, Meghan McEwan, Chair of the NHS Orkney Board, was elected as chair.

The Local Equality Delivery Group's first task was to develop and lead in the delivery of a new Locality Plan for the ferry-linked isles. Most of these communities already have their own local development plans developed by the community and this Locality Plan does not duplicate these. Instead, The Partnership lends support to these existing plans wherever it can add value.

During 2023/24:

- The Delivery Group wrote the [Locality plan for the ferry linked isles, 2024/26](#), which has now been approved by the Partnership's Board. The issues it addresses include:
 - Transport
 - Digital connectivity
 - Access to health and social care services
 - Housing
 - Development and support workers
 - Employment and the labour market

- Ensuring that the internal ferry fleet is replaced is a key priority for Orkney. Because so many of the key ferries are so old, they do not comply with the current regulations and only operate with the permission of the regulators. There is a real risk that these ‘grandfather’ permissions will be withdrawn, which would mean the loss of most of the fleet. Community planning partners worked in 2023/24 with the Council to develop a risk assessment, setting out the implications for their own services if the ferries could not run. This forms part of the work the Council is now doing with the Scottish Government to find an affordable solution that meets the needs of islanders and all of Orkney.

Measuring progress in Local Equality

Population of the ferry-linked isles (Source: Scotland's Census¹¹)		
2020-21 Baseline	2030 Target	Outcome 2023-24
2,862 (Census 2011)	Maintain or increase NRS mid-year estimates	2,713 (Census 2022)
There has been a 5% decline in the total populations of the Ferry Linked Isles between the 2011 and 2022 censuses. More detailed breakdowns will be available from the National Records of Scotland in 2025.		

Percentage of adult residents (18-75) planning to stay on the island for the next 5 years (Source: National Islands Plan Survey Report 2020¹² and online results explorer tool¹³)					
		2020-21 Baseline	Annual milestone	2030 target	Progress in 2023-24
Orkney Mainland	Yes	87.2	Increase	Increase	The full results of this survey will be available later in 2024.
	No	4.4	Decrease	Decrease	
	Don't know	8.4	Decrease	Decrease	
Orkney Outer Isles	Yes	79.0	Increase	Increase	
	No	8.7	Decrease	Decrease	
	Don't know	12.3	Decrease	Decrease	
Net migration to Orkney has been positive for the last few decades i.e. the number moving to Orkney is greater than those leaving. National. However, there has been a 5% decrease in the population of the Ferry Linked Isles since 2011 census.					

¹¹ <https://www.scotlandscensus.gov.uk/>

¹² <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2021/07/national-islands-plan-survey-final-report/documents/national-islands-plan-survey-final-report/national-islands-plan-survey-final-report/govscot%3Adocument/national-islands-plan-survey-final-report.pdf?forceDownload=true>

¹³ https://mappingrd342.shinyapps.io/online_tool/

% of Orkney residents who agree “When I make journeys to or from my home, it is easy connecting between different forms of transport”
 (Source: [National Islands Plan Survey Report 2020](#),¹⁴ [National Islands Plan Survey Report 2024](#)¹⁵ and [online results explorer tool](#)¹⁶)

	Baseline (2020)	Annual milestones	2023-24 outcome	2030 target
Ferry-linked isles	29%	Increase	18%	50%
Orkney Mainland	46%		35%	60%

There has been a very significant decline in the number of people who say that it is easy to make connections.

% Orkney premises unable to access 30Mbps/s Broadband (Sources: [Ofcom Connected Nations 2022](#)¹⁷, and [Ofcom Connected Nations 2024](#)¹⁸)

Baseline (2022)	Annual milestone	2030 target	2023-24 Outcome (as of January 2024)
31.5%	Decrease	0%	26.3%

¹⁴ <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2021/07/national-islands-plan-survey-final-report/documents/national-islands-plan-survey-final-report/national-islands-plan-survey-final-report/govscot%3Adocument/national-islands-plan-survey-final-report.pdf?forceDownload=true>

¹⁵ <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2024/09/scottish-islands-survey-2023-main-findings-report/documents/scottish-islands-survey-2023-main-findings-report/scottish-islands-survey-2023-main-findings-report/govscot%3Adocument/scottish-islands-survey-2023-main-findings-report.pdf>

¹⁶ https://mappingrd342.shinyapps.io/online_tool/

¹⁷ <https://www.ofcom.org.uk/research-and-data/multi-sector-research/infrastructure-research/connected-nations-update-spring-2022>

¹⁸ <https://www.ofcom.org.uk/phones-and-broadband/coverage-and-speeds/connected-nations-update-spring-2024/>

% Orkney residents whose internet connection at home is fast enough to do what they want online (Source: [National Islands Plan Survey Report 2020](#),¹⁹ [National Islands Plan Survey Report 2024](#)²⁰ and [online results explorer tool](#)²¹)

	2020 Baseline	Annual milestone	2023-24 Outcome	2030 target
Orkney Mainland	70%	Increase	69%	100%
Ferry-linked isles	45%	Increase	55%	100%

While the figure for the mainland is almost static (minus 1%), there has been improvement on the isles, but the figure is still low.

The Scottish Government launched the Reaching 100% programme (R100) in 2017 with the aim of having full coverage in Scotland for all premises with a minimum speed for 30 Mb by 2021. There were delays during the tendering progress and consequently these targets have not been met. In summer 2022, further investment was announced that will extend R100 to an additional 1,000 properties in Orkney and the Council is working with the Scottish Government to improve on that. The R100 Programme is currently providing gigabit capable connections across Scotland including providing sub-sea cables and connecting communities in Orkney.

Project Gigabit is a UK Government initiative intended to give hard-to-reach areas access to gigabit-capable connectivity and the Scottish Government has committed to supporting this project. The UK Government’s target is to achieve at least 85% overall gigabit-capable coverage across the UK by 2025 - through a combination of commercial and subsidised build. UK Government further aims to accelerate roll-out to get to UK wide (~99%) coverage by 2030.

Working with BDUK, the Scottish Government has conducted market consultation.

- Consultation indicates that **7,400** premises on Orkney either **have**, or are **planned to have**, a gigabit capable connection.
- Of the remaining premises that **do not** have a gigabit capable connection **4,935** have been identified as **eligible for inclusion** in Project Gigabit.

The Scottish Government is working with BDUK to launch a Project Gigabit procurement in Orkney later this year. It is anticipated that the remaining **1,248** premise which **do not** have a gigabit capable connection will be served by a commercial provider.

¹⁹ <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2021/07/national-islands-plan-survey-final-report/documents/national-islands-plan-survey-final-report/national-islands-plan-survey-final-report/govscot%3Adocument/national-islands-plan-survey-final-report.pdf?forceDownload=true>

²⁰ <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2024/09/scottish-islands-survey-2023-main-findings-report/documents/scottish-islands-survey-2023-main-findings-report/scottish-islands-survey-2023-main-findings-report/govscot%3Adocument/scottish-islands-survey-2023-main-findings-report.pdf>

²¹ https://mappingrd342.shinyapps.io/online_tool/

% Orkney residents who have a good mobile phone signal at home (Source: [National Islands Plan Survey Report 2020](#),²² [National Islands Plan Survey Report 2024](#)²³ and [online results explorer tool](#)²⁴)

	2020-21 Baseline	Annual milestone	2023-24 outcome	2030 target
Ferry-linked isles	27%	Increase	49%	100%
Orkney Mainland	78%	Increase	68%	100%

There has been very good progress in the ferry linked isles, but it appears the position is getting worse on the mainland.

For the improvements in mobile signal, the UK Government is leading on this, and the Shared Rural Network (SRN) is an agreement involving the four largest mobile network operators: EE, O2, Three and Vodafone. Government has provided subsidies to build masts but even with these subsidies, the companies consider there is little commercial case for many developments. Four EE sites have been built which include two (September 2022) waiting to go live. Orkney Islands Council continues to lobby on behalf of the county mobile network operators to improve mobile network coverage across all of Orkney, working in partnership with government and other agencies as required.

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Fewer areas of Orkney suffer from higher levels of deprivation as determined by the Scottish Index of Multiple Deprivation (Source: Scottish Index of Multiple Deprivation website²⁵) (Note: lower scores measure higher deprivation)

Baseline (2020 figures)	Annual target	2030 target	2023-24 outcome
1 in the lowest 25-30% 1 in the lowest 30-35% 4 in the lowest 35-40%	Improve	No areas in the lowest 0-35% Fewer areas in the lowest 40%	2024 figures to be published later

²² <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2021/07/national-islands-plan-survey-final-report/documents/national-islands-plan-survey-final-report/national-islands-plan-survey-final-report/govscot%3Adocument/national-islands-plan-survey-final-report.pdf?forceDownload=true>

²³ <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2024/09/scottish-islands-survey-2023-main-findings-report/documents/scottish-islands-survey-2023-main-findings-report/scottish-islands-survey-2023-main-findings-report/govscot%3Adocument/scottish-islands-survey-2023-main-findings-report.pdf>

²⁴ https://mappingrd342.shinyapps.io/online_tool/

²⁵ https://www.gov.scot/collections/scottish-index-of-multiple-deprivation-2020/?utm_source=redirect&utm_medium=shorturl&utm_campaign=simd

The Orkney Partnership

Our shared mission is: *Working together for a better Orkney*

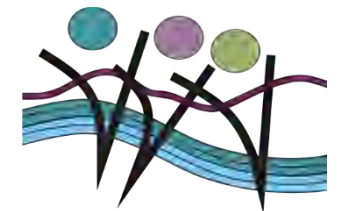
Our shared values are:

Resilience
Enterprise
Equality
Fairness
Innovation
Leadership
Sustainability

All the information in this report, and much more, can be found at:
www.orkneycommunities.co.uk/CommunityPlanning

If you would like this report in a different language or format, or just
require more information, please contact us at:

community.planning@orkney.gov.uk





The Orkney Partnership

Orkney Local Child Poverty Action Report

2023-24

Working together for a better Orkney

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Introduction

Local authorities and health boards in Scotland have a statutory requirement to report on child poverty. In Orkney, we choose to tackle this issue jointly as the Orkney Partnership, producing an annual Local Child Poverty Action Report with our partner agencies. The Cost of Living Task Force is a sub-group of the Orkney Partnership that leads on the child poverty work.

The cost of living crisis is the most severe economic crisis in a generation, and it is disproportionately affecting those in rural areas like Orkney. In 2021, the Scottish Government estimated that the minimum cost of living in remote rural Scotland was between 15% - 30% higher than in urban parts of the UK.

A survey included in this report shows that the majority of Orcadian children are feeling the consequences of the cost of living crisis either at home, or through changes in their community. Children are increasingly reporting feeling cold in their houses and having to change purchasing habits to accommodate the rising prices. Use of the foodbank, which should be the last resort for any family, has increased significantly over the previous year -- over 50% more vouchers are being distributed to a total of 1102 clients. Tackling child poverty is no longer an exercise in prevention, but one of mitigation. Ensuring that children are able to live comfortable, normal lives is a goal that requires urgent action.

National figures included in this report show that Orkney has had an estimated 536 children living in relative poverty in 2022 – 23. This is a decrease from the all-time highs we saw last year of 563, but it is still an increase from the gains we saw during the pandemic through the introduction of the Scottish Child Payment Scheme.

Two years ago, The Orkney Partnership published Orkney's first Child Poverty Strategy which set out our plans to combat child poverty. In this report, we track the progress we have made in implementing our strategy.

Thank you for your interest in our report.



Reporting on child poverty in Orkney

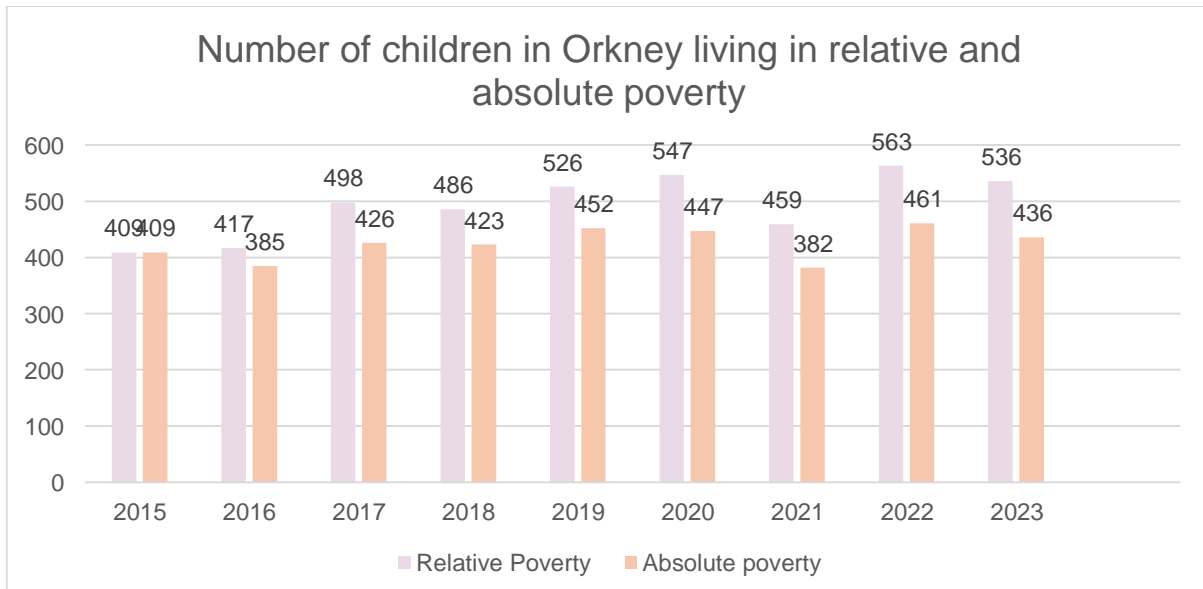
Reporting on child poverty in Orkney is difficult due to the relatively small size of our dataset compared to other local authorities. The data is, at times, so granular that it cannot be published to protect the anonymity of the child in question.

The Orkney Child Poverty Strategy 2022 – 2026 used figures from the UK Department of Work and Pensions (DWP) to understand the percentage of children living in absolute and relative poverty in Orkney.

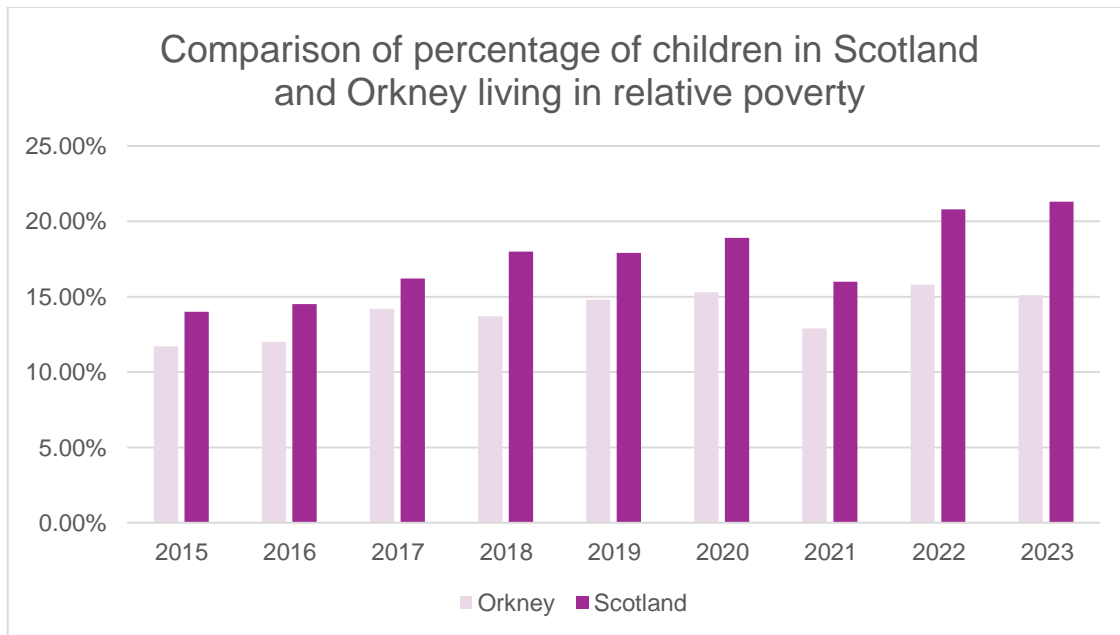
The terms absolute and relative poverty come from the DWP with absolute poverty measuring whether those in the lowest income households are seeing their incomes rise in real terms, and relative poverty measuring whether those in the lowest income households are keeping pace with the growth of incomes in the economy as a whole.

Relative poverty	Children in families with incomes less than 60% of the contemporary UK median income.
Absolute poverty	Children in families with incomes less than 60% of the inflation adjusted 2010 – 2011 median income.

The most recent figures available are FYE 2023, where we can see a slight reduction in the number of children in both relative or absolute poverty in Orkney, although we are still not at the low rates we saw just during the Covid 19 pandemic (FYE 2021).



We can also calculate the incidence of poverty in Scotland from the DWP figures to compare with Orkney. Here we can see that Orkney consistently has lower levels of relative poverty than the Scottish average.



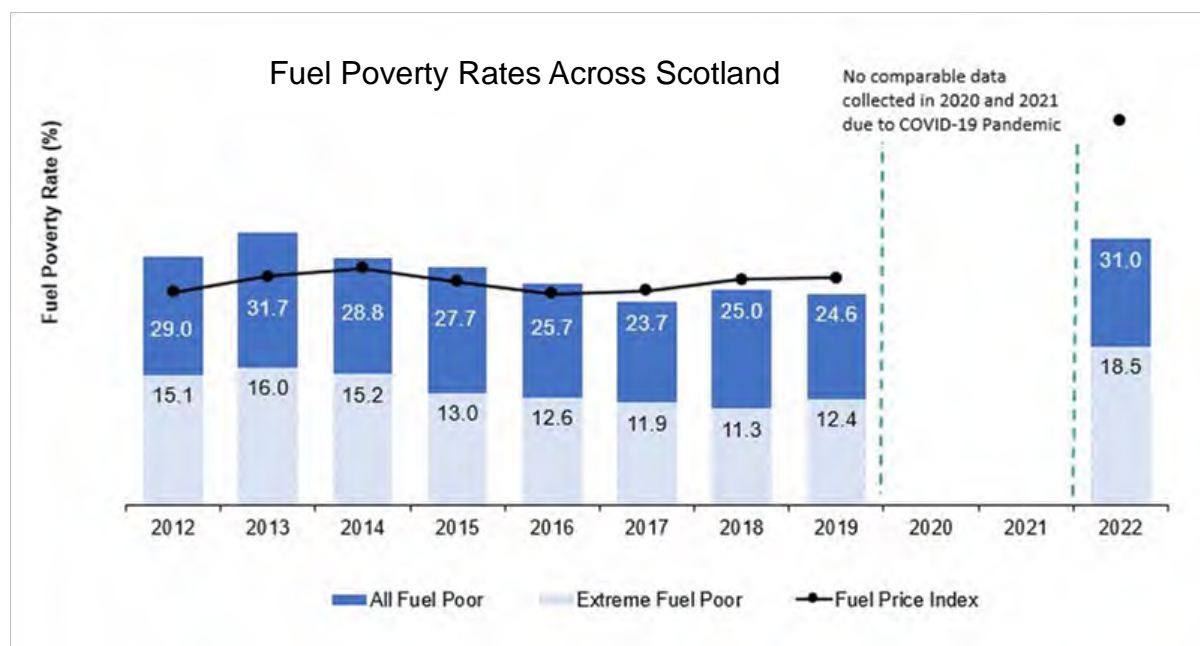
Looking forward, Scottish Government are creating a new poverty measure: the Below Average Resources measure (BAR). The BAR measure will add value and work alongside the current DWP measures. This measure is not yet ready to be included within this years LCPAR.

Fuel Poverty

As explained in the previous LCPAR, the DWP calculation of relative and absolute poverty does not account for the higher cost of living in rural island areas, nor the impact on fuel costs living in an exposed windy region.

The Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019 define a household as being in fuel poverty “if, in order to maintain a satisfactory heating regime, total fuel costs necessary for the home are more than 10% of the household’s adjusted net income (i.e after housing costs), and if after deducting those fuel costs, benefits received for a care need or disability and childcare costs, the households remaining adjusted net income is insufficient to maintain an acceptable standard of living.”

The Scottish Government no longer breaks down fuel poverty statistics by local authority area. However, we do know that in 2017 - 2019, 30.5% of Orkney households were in fuel poverty compared with a Scottish average of 24.4%. Orkney had the seventh highest rates of fuel poverty in Scotland and second highest rates of extreme fuel poverty. Since then, the Scottish average has climbed to 31%, and we can assume that there has been a comparable increase in Orcadian households in this time frame.



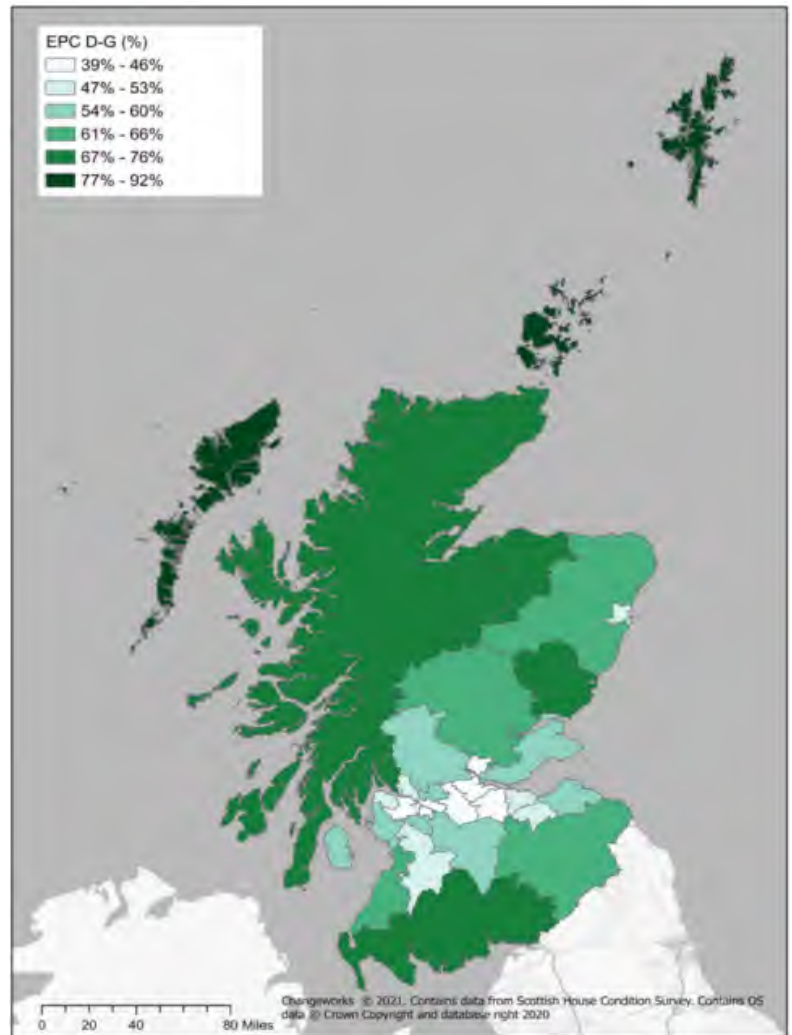
Orkney is not connected to the UK mainland gas grid, therefore people living in Orkney (Orcadians) must use more expensive forms of fuel to heat their homes. This results in higher standing charges, with households spending more than their urban equivalent households for the same energy usage. Orcadians either use more expensive electricity to heat their homes, or are reliant on unregulated fuels including oil, LPG and solid fuels. Due to the unregulated market for these fuels, there are fewer protections for householders. Additionally, a greater proportion of households on Orkney use restricted meter tariffs which limit customers ability to switch to more competitive rates.

In Orkney high fuel poverty rates are also driven by the poor energy efficiency of homes, as poorly insulated properties require greater fuel consumption to maintain comfortable temperatures. The Changeworks map shows the high proportion of dwellings in Orkney that have the poorest Energy Performance Certificate rating of D – G.

Since the last LCPAR, Orkney Islands Council has produced a Fuel Poverty strategy a part of the larger Local Housing Strategy. This document created five key actions to battle high fuel poverty rates:

- Lobbying Scottish and UK governments on the unfair tariffs experience in Orkney.
- Undertaking further analysis of fuel poverty at a lower Orkney Islands geographic area, with annual monitoring and review to enable more targeted action.
- Review information and advice provision for individual households and private landlords on fuel poverty and energy efficiency particularly in areas where fuel poverty is more prevalent.
- Develop a housing net-zero plan for implementation across tenure including taking opportunities for additional funding.
- Work with schools, universities, HIE and local contactors to promote careers and develop the local workforce in repairs, maintenance and energy efficiency works including accreditation in the insulation sector (across housing sectors).

Each of these actions are included in the Local Housing Action Plan with targets and timescales assigned.



Child Health Indicators

Poverty impacts on children's health, and problems can persist for a lifetime. In previous Action Reports we have monitored a selection of the child health indicators published by Public Health Scotland to see how the health of Orcadian children compares with the Scottish average.

Below is a table of Public Health Scotland health indicators for Orkney. This continues the reporting from previous years with the arrows in the fourth box showing whether the levels have gone up or down since the previous LCPAR.

ScotPHO Health Indicator	Reporting period	Orkney	How did we do?	Scotland	How do we compare?
Healthy Birth Weight 3 year rolling average	2020 – 2023	73.11	↓	84.57	Worse
Child healthy weight in Primary 1 Percentage whose BMI is within the healthy reference range for age and sex	2020/21	73.7	↓	69.8	Baseline
Drug-related hospital admissions, age 11 – 25 3 year rolling average age/sex standardised rate per 100,000	2018/19 – 2020/21	182.55	↓	167.71	Worse
Alcohol related hospital admissions, age 11 – 25 Age-sex standardised rate per 100,000	2018/19 – 2020/21	503.39	↑	255.26	Worse
Young people admitted to hospital due to assault, age 15 – 25 Age-sex standardised rate per 100,000	2019/20 – 2021/22	59.46	↓	79.19	Better
Teenage pregnancies 3 year rolling average per 1000 females age 15 – 19	2019 - 2021	15.17	↑	24.95	Better
Child dental health in Primary 1 Percentage of P1 children with no obvious signs of tooth decay	2022/23	84.69	↓	75.17	Better

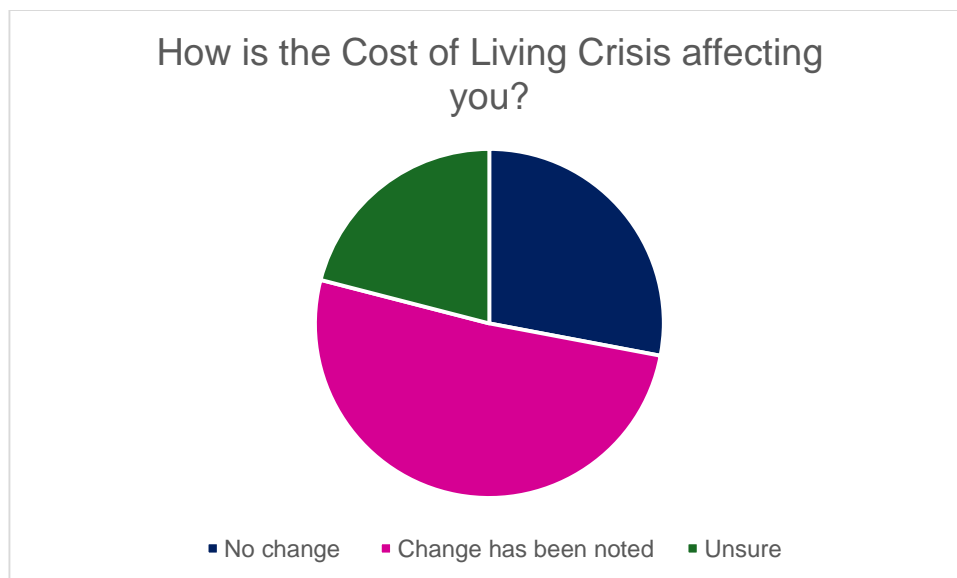
Making Ends Meet Survey

In Autumn 2023, a survey was carried out across four Orkney schools – Glaitness Primary School, Firth Primary, Westray Junior High School, and Stromness Academy – to try and gauge the extent that children were feeling the cost of living crisis.

A short presentation was given at each of the schools which helped to focus children and young people on recent national and world events and encourage children and young people to consider why these events matter to them. They were then provided a QR code to access an online survey and each child filled out this survey anonymously amongst their peers. The age, school and class stage was recorded.

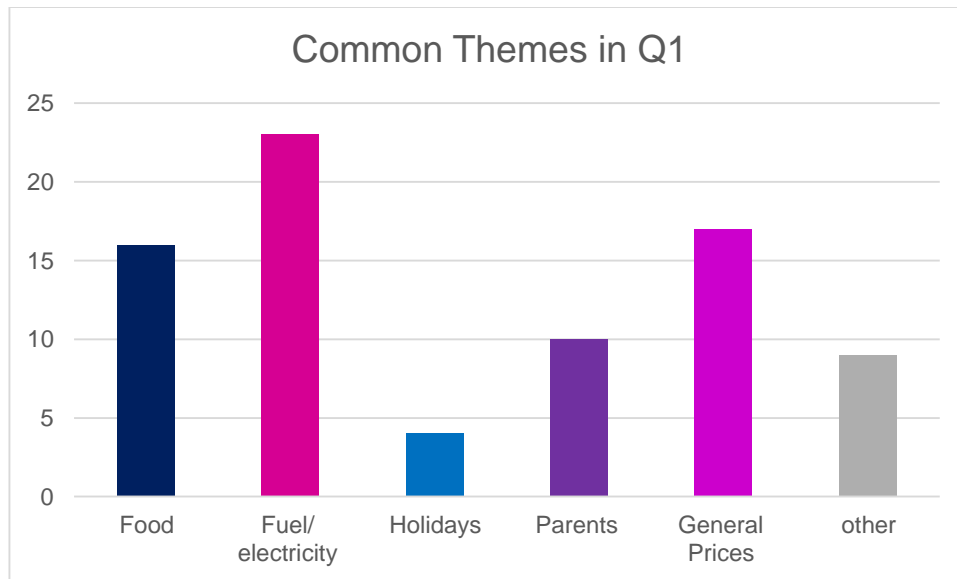
There was 148 responses to the survey: 26 from Glaitness Primary, 24 from Firth Primary, 20 from Westray Junior High School and 68 from Stromness Academy. The children ranged in class stage from Primary 5 to S6.

Question One: How is the Cost of Living Crisis affecting you?



- 73 respondents answered that they had noticed a way that the cost of living was affecting them.
- 40 respondents answered that they had seen no change to their lives due to the Cost of Living Crisis.
- 30 respondents answered that they were uncertain if the Cost of Living crisis was affecting them.

Of the 73 respondents who answered that the Cost of Living crisis was affecting them, these five general themes were prominent:



- Changes to food purchasing habits and the general increase in food prices was mentioned by sixteen children, with many families making the switch to non-branded foods.
- Changes to fuel and electricity consumption were mentioned 23 times. This includes answers about cold houses, the heating being put on less, and lights being switched off more.
- The Holidays were mentioned four times, either in the context of less trips off-island or the cost of Christmas decorations etc.
- Parents being more stressed or less present was mentioned ten times.
- General price increases and changes in purchasing habits (excluding food related purchases) was referenced by seventeen different respondents.
- The other section includes young people who were struggling to afford to learn to drive, or having to save more money to afford university.

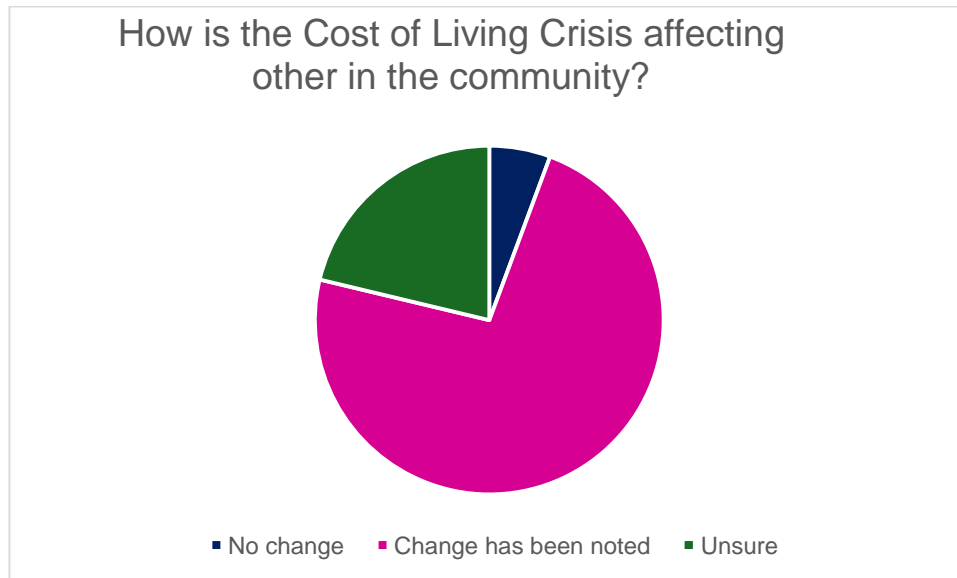
“we have to carefully consider what we are buying”

“[it’s] colder than normal”

“dad has to take on extra jobs so we don’t see him much now and he’s always stressed”

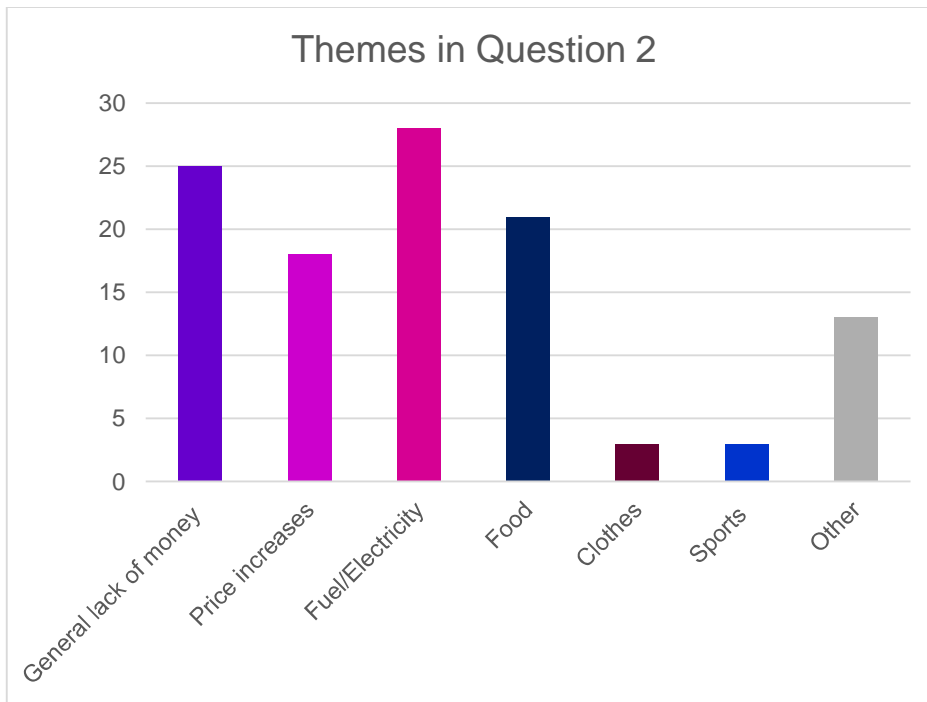
Question Two: How is the Cost of Living Crisis Affecting others in the community?

Here, children were encouraged to think of others in the community – their friends and neighbours – and whether they had seen any differences in their lives. More respondents to this section reported that they had noticed a change in their communities than responded that they had noticed a change at home:



- 103 respondents noticed the cost of living crisis affecting others in the community
- Eight reported no impact on others in the community
- And thirty were uncertain as to whether the cost of living crisis had effected others in their community

In line with responses from section one, some of the key themes in the 103 responses that noticed change in the community was price increases, fuel and electricity costs, and food-specific price increases. A more general lack of money was also commented on by children.



- Of the 103 respondents who noticed the cost of living crisis affecting others in their community, 25 answers involved a more general lack of money
- Eighteen respondents referenced general price increases and how it is affecting shopping habits
- Twenty-eight respondents referenced fuel and electricity prices when answering how the crisis was affecting the community
- Twenty-one respondents referenced food prices and changing eating habits, with four respondents specifically mentioning the foodbank
- Three respondents talked about being unable to buy clothing
- Three respondents answered that there was a change to sports and leisure facilities, including that pools were kept colder than they had previously been
- Thirteen respondents mentioned more unique issues that may be facing others in the community or could not be categorised.

“everything is more expensive ”

“...people are not able to heat their homes. People don't get paid enough as everything has become more pricey but people's wages have stayed the same.”

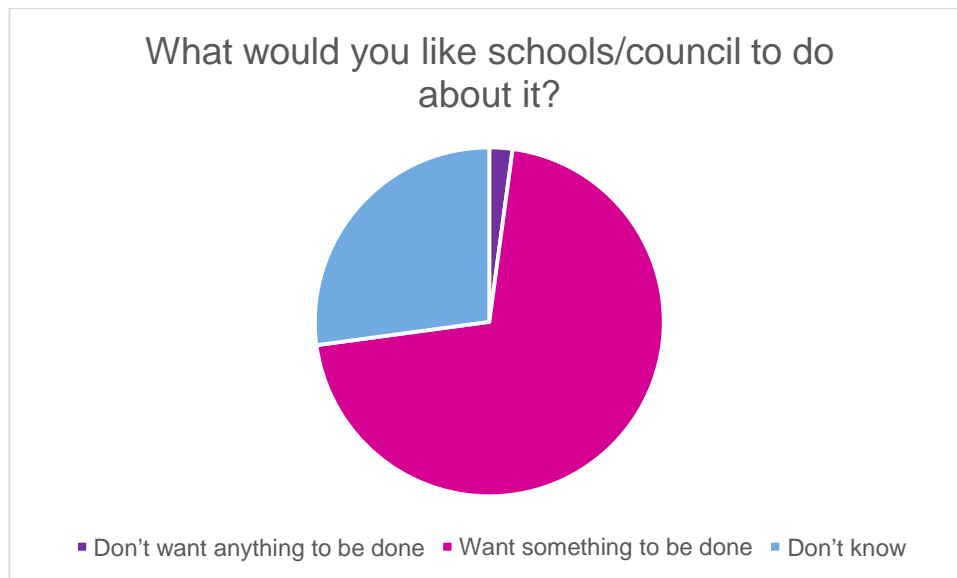
“people don't eat as much”

“people are struggling to buy food for the week.”

Overall, the children and young people who responded to the survey showed a lot of empathy to others in the community who were feeling the squeeze of the cost of living crisis. They also showed a remarkable awareness of the issues that were facing others.

Question Three: What would you like schools/ the council to do about it?

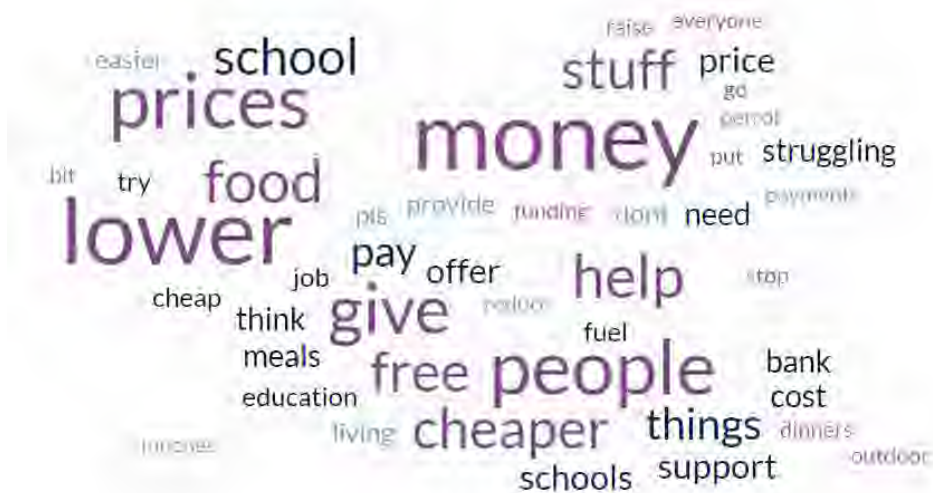
A lot of children were unsure how to answer this question, with the responses much broader and harder to categorise than other questions. However, respondents were fairly united in that they believed that the council and schools *should* be doing something to mitigate the cost of living crisis, even if they weren't certain what that would look like.



Looking at the above graph, we can see that only three respondents did not want the schools or council to intervene.

- Ninety-nine respondents wanted something to be done and had suggestions of what needed to be done.
- Thirty respondents answered that they did not know and were uncertain.
- Three respondents answered that they did not want anything to be done by schools or the council.

Due to the broad and varied answers to this question, creating a meaningful graph was more difficult. Instead, we elected to create a word map to highlight what children and young people were talking about the most:



- Most children answered generically to the question, with 27 requesting a non-specific decrease in prices.
- Seventeen respondents requested increased non-specific help from councils and schools
- Four responses were related to jobs, with three of these responses focusing on pay rises, and one response about getting young people into the workforce
- Thirteen responses requested free school meals or reduced prices. Nine children specifically mentioned free school meals, while four requested a more general reduction in school lunch and snack prices.
- Four children suggested free advice and more information to be provided by schools and the council.
- Three children requested reduced prices for activities, with two specifically mentioning outdoor education programs.
- Nine respondents asked for specific reductions in food prices, with three children specifically mentioning the food bank.
- Eleven respondents asked for more money or general funding.
- Four respondents suggested that schools and teachers should be receiving more money.
- Two respondents suggested that the council lower taxes.
- Seven respondents answered with unique answers.

“help people who are struggling”

“Make people aware of the services that are available to help “

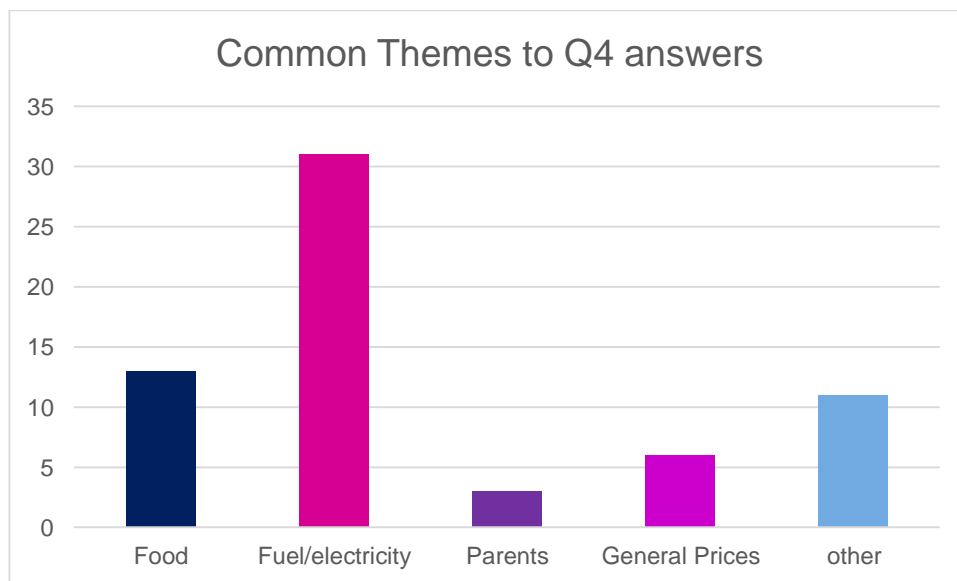
“schools to fund more money for outdoor education activities to they are cheaper”

“more food in foodbank”

Question Four: Have you noticed any changes at home?

- The response to this question was fairly evenly split, with 71 respondents reporting no changes at home.
- 67 respondents reporting changes at home due to the cost of living.
- And five responses that could not be classified (either they were unsure, or they did not understand the question).

Of the 67 respondents who reported changes at home, four common themes were apparent, with fuel and electricity costs being far and away the most referenced change at home:



- Of the 67 respondents who reported changes, there was 13 references to changes in food prices and food purchasing habits.
- Fuel and electricity were far and away the most referenced changes at home with 31 (46%) of respondents referencing it. This includes switching off the lights more, heating being turned off, and three respondents talked about changing from heaters to a wood-burning fire to save money. Children being colder was a common issue throughout this survey.
- Parents being more stressed or less present was referenced three times.
- General price increases and changes to purchasing habits was reported 11 times.
- Other includes respondents who wrote only to confirm that there were changes, as well as responses that couldn't be classified.

"we buy cheaper food and its colder"

"we don't have heating on at home"

"dad isn't around as much"

"not as many activities"

What we do in Orkney to combat child poverty

All support agencies in Orkney refer families to partner agencies where they might be able to provide additional services, resources or assistance to a family.

The summary table below lists the actions which partner agencies routinely carry out to combat child poverty in the community. The majority of these actions are rolling and are continued on from one year to another. Further information on many of these actions can be found in reports from partner agencies.

1	Advocacy services commissioned by NHS Orkney and Orkney Islands Council	CAB Orkney
2	Maximise income by assisting clients to identify and claim their full financial entitlements	CAB Orkney
3	Parent Employability Support for individuals and families to access information, support, welfare, training and employment	OIC (CLDE)
4	Providing and encouraging take-up of free school meals and associated clothing allowances and support grants	OIC (School Catering), OHAC
5	Regular discussions with families about finances, debt, benefits etc. Financial support provided and referrals made to CAB for benefit checks/money advice for those in financial difficulties	OHAC (Social Work); OIC (Housing); OIC (CLDE)
6	Support with Scottish Welfare Fund Community Care Grant applications, and administering funds	OIC (Housing and Homelessness Services, Halls of Residence, and appointed agents); OIC (Revenues and Benefits)
7	Support for individuals and families to manage relationships, improve mental health and reduce substance use plus onward referrals to other services e.g. CAB, Women's Aid	Relationships Scotland – Orkney
8	Support for women and children affected by domestic abuse	Womens Aid Orkney
9	Sourcing funding (local and national) to assist families to purchase items, e.g. bicycles	OHAC (occupational therapists, health visitors)
10	Assisting families to apply for Best Start grants	Social Security Scotland, OHAC (Social Work)
11	Financial support for local children in need, including the following grant schemes:	Orkney Charitable Trust

	<ul style="list-style-type: none"> - Orkney Fund - Bairsns Need Nappies - Help from Home - Every Child Should be Warm in Bed - Every Child Deserves a Christmas - Winter Coat Fund 	
12	Provision of emergency food to families referred by partner agencies	Orkney Foodbank
13	Community Fridges established in Kirkwall and Stromness to share surplus food donated by retailers and reduce food waste.	Greener Orkney
14	Addressing poor quality housing and fuel poverty through the Home Energy Efficiency Programme for Scotland (HEEPs:Abs) and Landlord Registration	OIC (Housing and Homelessness Services and appointed agents)
15	Providing information and advice on energy efficiency, tariff switching support, assistance with accessing grant funding, advocacy, income maximisation and budgeting support	THAW Orkney
16	Providing direct support to householders in fuel poverty by means of electricity vouchers (including those fulfilled by the Foodbank), Cosy Home Packs and small grants	THAW Orkney
17	Electricity top-ups so those in receipt of food parcels can heat/cook their food	Orkney Foodbank THAW Orkney
18	Support for families on low incomes and/or those going through tough times	Homestart Orkney
19	Community larder boxes, pop-up charity shops, fuel voucher schemes etc. Acting as a link between the community and services, including referrals to the Foodbank from the isles	Island Wellbeing Project
20	Enabling digital connectivity and access to Wi-Fi, laptops and other devices for digitally excluded children and families	OIC (CLDE); OHAC (Health Visitors, School Health, Paediatric therapists)
21	Provision and promotion of free period products available locally, a new online ordering system was piloted during 2021-22	OIC (Building Cleaning) OHAC (Health Visitors, School Health)
22	Supported employment and skills development for adults and young people with a barrier to maintaining employment. Restart Orkney recycles, restores and sells secondhand furniture and household items and supports new tenants to furnish their property	Employability Orkney with funding and support from OIC (Housing and

		Homelessness Services)
23	Funding for starter-packs of essential household items	OIC (Housing and Homelessness Services)
24	Housing support for vulnerable families.	OIC (Housing and Homelessness Services, Halls of Residence)
25	Ad hoc essential clothing items for Papdale Halls of Residence pupils	Papdale Hall of Residence staff
26	Distribution of Scottish Government baby boxes to all families with new babies, containing items needed in the first six months	OHAC (Maternity Unit)
27	Support for pregnant women and families with babies and young children	OHAC (Maternity Unit)
28	Hungry Baby service - baby milk, baby food, nappies etc (referred to Health Visitors where child/children under 2 years)	Orkney Foodbank
29	Childsmile - improving children's oral health	OHAC (Dental and Oral Health)
30	Provision of an informal learning programme for young people transitioning out of school	Voluntary Action Orkney (The Connect Project)
31	Supporting the Active Schools Network to increase the number of opportunities for all children to get engaged in sport	OIC & SportScotland
32	ActiveLife Budget Membership scheme offering unlimited access to The Pickaquoy Centre and 11 Council-owned fitness facilities across the islands	OIC & The Pickaquoy Centre
33	Supported Accommodation for homeless young people is provided by the Council in Kirkwall and Stromness. Residents are supported Y People to learn independent living skills, enabling them to sustain a tenancy in the future	Y People; OIC (Housing and Homelessness Services)
34	Provision of school uniform, toiletries and laundry items	OIC (Housing and Homelessness Services)
35	Facilitation of Young Scot cards, Youth Achievement Groups and the Orkney Youth Forum	OIC (CLDE)
36	Supporting vulnerable young adults to build confidence and positive relationships while focusing on life and employability skills	Voluntary Action Orkney (The Connect Project)

37	Developing new ways of working (via telephone and online) to engage with service users and deliver services safely	OHAC & OIC (Housing Service)
38	Moratorium on increase of rents within emergency housing	OHAC & OIC (Housing and Homelessness Services)
39	Explore options to ensure dental and wider health services are accessible without barriers of finance	Orkney Partnership Board
40	Money Counts – publication of “Worrying about Money?” leaflet and training for support agencies	NHS Orkney (Public Health), Orkney CAB, Social Security Scotland
41	Young People’s Befriending Project – supporting children and young people from the ages of 8-18 through the provision of a trained Befriender	Voluntary Action Orkney
42	In School Counselling service expanded to make counselling available for all children and young people aged ten and over, both face to face and online	OIC (Schools)
43	The handout of laundry vouchers so families can get bedding and clothes laundered	Orkney Foodbank
45	Provision of necessities for families in need: <ul style="list-style-type: none"> - Laundry vouchers - Electricity top-ups - Children’s holiday meals - Supermarket gift cards 	Orkney Foodbank
46	Breakfast Clubs for children who would otherwise go without	Orkney Foodbank, Orkney Charitable Trust, KGS & Papdale Primary School
47	“A Helping Hand” webpage bringing together sources of help and support for those affected by the cost of living crisis	OIC.

Orkney Child Poverty Strategy 2022-26: Progress Report

Orkney Child Poverty Strategy 2022-26: Progress report

In this section we report on how we are doing in progressing the actions we planned to undertake in our Child Poverty Strategy for 2022-26.

Our target outcomes	Short term actions 2022-23	Medium 2022-25	Long term 2022-26
Pockets Every family can make ends meet	Raise awareness of entitlements and maximise family incomes	Adopt a 'one stop shop' approach to streamline access to services and new ways to engage	Explore with Scottish Government the scope for piloting Minimum Income Guarantee in Orkney
Prospects Every child has a good start in life	Remove barriers to participation in school trips and experiences	Improve take-up of free school meals and associated benefits	Remove barriers to participation in family leisure/holiday activities
Places Every family has a sustainable home	Improve the energy efficiency of new/existing housing in the private and social rented sectors	Extend more employment opportunities to the isles	Explore options to apply the benefits from wind power developments to reduce home energy costs
Prevention Future generations can escape from poverty	Promote good employment practice, flexibility and fair pay, and their benefits to employers	Increase the capacity of Orkney's advisory agencies	Explore people-centred strategies for local development such as Community Wealth Building
Priorities No child is left behind	Make inter-island ferry travel affordable to children and families on the ferry-linked isles	Improve the availability and affordability of wraparound childcare/after-school provision	Prioritise early financial support for families at risk, to avert crisis and family breakdown

Pockets

Every family can make ends meet

“Pockets” is about ensuring people get the benefits they need and are entitled to, supporting people to take up work and working with employers to boost productivity and pay. Longer term, we are interested in exploring social reforms such as Minimum Income Guarantee which could potentially eliminate child poverty for good.

Raise awareness of entitlements and maximise family income

Who’s doing it?

Voluntary Action Orkney and Community Consulting are leading this action on behalf of Orkney Money Matters and NHS Public Health. CAB Orkney is the designated entry point in the Orkney Money Matters referral pathway for families needing financial assistance.

How is it being resourced?

The extra staff capacity needed within partner agencies for Orkney Money Matters is being financed through an initial grant of £350,000 in LACER funding provided by Orkney Islands Council. CAB has been commissioned through the Local Employability Partnership to provide income maximisation, welfare and debt support to individuals identified under 'No One Left Behind' (including the Parental Employability Support Fund).

Timescale

Short Term, 2022 – 2023

How did we do?

Coverage was secured on Radio Orkney during early January 2023 with Thaw, CAB and others, together with a phone-in event. Messages were drawn together on different websites including the new A Helping Hand page on the Council website. In 2022-23, 52 households were assisted resulting in a total client financial gain of £54,591. We aim to increase this gain in future years. As of 18th August 2023, A Helping Hand has received 2718 views by 2208 people.

Adopt a ‘one stop shop’ approach to streamline access to services and new ways to engage

Who’s doing it?

Voluntary Action Orkney and Community Consulting are leading this action on behalf of Orkney Money Matters and NHS Public Health. Key third Sector partners include CAB Orkney, Blide Trust and THAW Orkney.

How is it being resourced?

The extra staff capacity needed within partner agencies for Orkney Money Matters is being financed through an initial grant of £350,000 in LACER funding provided by Orkney Islands Council. The project will run a pilot to March 2024 and additional staff have been recruited to Third Sector partners.

Timescale

Medium term, 2022 – 25

How are we doing?

The project commenced in May 2023 and funding has been extended to cover a full year.

There have been multiple successes from the pilot:

- Increased capacity for the delivery partners to deliver vital services and increased engagement across the partnership agencies.
- £100k in Energy Vouchers and £20k in shopping vouchers made available to the community.
- Increased awareness of support beyond the Foodbank such as the SWF Crisis Grants.
- Research, a workshop and action plan developed for Orkney agencies on how to improve take up of the SWF Crisis Grant.

Following partnership discussions, the decision was made that THAW would take on a larger role in Orkney Money Matters, distributing the 'cash-first' funds and leading on outreach and collation of data. The decision was also made to reduce staffing costs to allow for 50% more cash to be available to the community; £90,000 over 18 months. Finally, funding will be allocated to procure an online referral system to resolve referral challenges identifies in the pilot.

Work is currently underway to continue to improve this project and maximise the benefits it gives to the community.

Explore with Scottish Government the scope for piloting Minimum Income Guarantee in Orkney

Who's doing it?

Scottish Government has established a Minimum Income Guarantee (MIG) Expert Group to explore options for Scotland. Orkney Islands Council's Strategy and Partnership team are liaising with the MIG Expert Group to advise on island issues.

How is it being resourced?

Officer time is being resourced from existing budgets.

Timescale

Long term, 2022 – 2026

How are we doing?

The MIG Expert Group published an interim report in March 2023. This set out the principles that a MIG should follow and the initial actions needed to prepare the ground. A MIG brings the income of every household up to a pre-defined standard and is made up of a number of complementary parts, from solutions that reduce costs for households to cash and practical support. In year 2, the

MIG Expert Group will continue to refine and focus what form a Minimum Income Guarantee might take in Scotland.

In 2024, officers have met with the team supporting the work nationally and has made Orkney's interest to participate in any potential pilots clear.

Prospects

Every child has a good start in life

"Prospects" aims to improve the life chances of children, enabling them to escape poverty in a sustainable way. This includes supporting child development and educational achievement, supporting families through crisis and encouraging employers to provide family-friendly jobs and opportunities to progress.

Remove barriers to participation in school trips and experiences

Who's doing it?

The Council's Education Service, Parent Councils, Island Development Trusts and Orkney Charitable Trust

How is it being resourced?

Various local initiatives have been supported by Island Development Trusts, Parent Councils et al. Orkney Charitable Trust and a donation provided the initial funds to set up the Papdale School Participation Fund, which is now being managed and topped up by the Parent Council.

Timescale

Short term, 2022 - 23

How did we do?

School/establishment managers were asked to review the impact of the 'cost of the school day' as part of a briefing in December 2022. There has been a specific focus on using local facilities for outdoor education programmes during 2022- 23, in recognition that these can remove barriers to participation, including making the experience more affordable. Where approval has been given for other trips, establishment managers are asked to ensure, through positive engagement with the wider community, that cost is not a barrier. Orkney Charitable Trust partnered with Papdale Parent Council to set up a fund to enable children to participate in activities at Papdale School which their families would otherwise be unable to afford. Since the fund was set up, it has provided assistance to parents with school photographs, a verruca sock for swimming, reading overlays, ear defenders and travel to school activities. The fund is available to any child, regardless of whether they are registered for free school meals. Education Scotland inspected Papdale Primary School and reported in June 2023: "The Parent Council provide a well-considered participation fund. This offers funding to ensure all children can access learning

experiences and opportunities without families incurring additional financial costs." During 2023-34 we will try to roll out the initiative to other schools in Orkney.

Improve take-up of free school meals and associated benefits

Who's doing it?

The Council's Schools Catering service, together with Orkney Health and Care (OHAC)

How is it being resourced?

Free school meals and clothing grants are funded by the Scottish Government. Orkney Islands Council pays additional holiday grants to qualifying families to encourage take-up.

Timescale

Short term, 2022 -23

How did we do it?

Uptake of free school meals was actively promoted in schools and the community, linking this to the payments being made for Christmas from Scottish Government and the Council. A Orkney Local Child Poverty Action Report 2022-23 17 card system for school meals is being rolled out which will mean pupils cannot identify who is getting free school meals. During 2022-23, 1,733 children in Orkney were eligible for free school meals, but we don't at present record how many of these were taken up. The approach to lunchtime in nursery settings has been revised to enable children to be more independent in making food choices, which encourages the uptake of free nursery meals. Current FSM information is being sourced and details will be provided.

Remove barriers to participation in family leisure/holiday activities

Who's doing it?

The Pickaquoy Centre and the Council offered Budget Membership to their joint ActiveLife scheme at a cost of 50p per person per activity, with no up-front subscription cost.

How is it being resourced?

The Budget Membership scheme is funded by the Pickaquoy Trust (for Pickaquoy Centre users) and the Council (for users of 11 health and fitness centres).

Timescale

Short-term, 2022 – 23

How did we do it?

In 2023-24, 831 Orkney residents took out or renewed a Budget Membership to ActiveLife. An increase of 32% year-on-year. A total of 10,582 activity sessions at 50 pence per session were taken up at the Pickaquoy Centre through the scheme, including 4116 swim sessions. The decision was taken at the beginning of the 2024 financial year to increase the price from 50 pence to £1. This is the first increase in price since 2017 and reflects the increased running costs of the Centre. More detail on this action can be found in the Pickaquoy Centre's partner report.

During 2023-24, the Council's Leisure team has been developing a Physical Activity and Wellbeing Strategy which is scheduled for consideration by the Council in November 2024. The strategy will address financial inclusion.

Places

Every family has a sustainable home

The places where people live shape their lives, affecting their job prospects and access to essential goods, services and housing. Policies designed to regenerate communities must address transport availability and accessibility as well as the quality and affordability of housing. We must also take account of the need for a "Just Transition" to net zero, ensuring that the impacts of climate change do not add to poverty and disadvantage in particular places.

Improve the energy efficiency of new/existing housing in private and social rented sectors

Who's doing it?

The Council's Housing, Homelessness and Schoolcare Accommodation service, in partnership with Orkney Housing Association Ltd (OHAL)

How is it being resourced?

Energy efficiency upgrades on social rented housing are funded by the Housing Revenue Account (tenants' rents). Across Scotland, issues are being raised around the ethics of asking the poorest members of society to fund these huge costs and we hope that some Government funding may follow. Private sector homeowners can access the Energy Efficient Scotland: Area-Based Scheme (HEES ABS), available in Orkney through Warmworks, which is means tested. Warmworks will undertake an assessment of their property and give advice as to what their entitlement may be, together with any contribution needed from the householder themselves. In 2022-23, the Council received approximately £2m HEES ABS funding.

Timescale

Medium term, 2022 – 25

How are we doing it?

This action is being followed through in the Council's statutory Fuel Poverty Strategy, Heat Strategy and Energy Efficiency Strategy, all of which are either in development or completed. The Council and OHAL are waiting for Scottish Government to confirm guidance on the energy efficiency standards they need to work to. For new build, that is determined by existing building standards that housebuilders are obliged to follow, and the Council and OHAL both currently work to the Silver Standard. The focus will be on existing properties, with timescales to be reviewed once the Fuel Poverty Strategy is in place. Work is going on in the background, including pilot projects and carrying out works

that will be monitored. Once the plans are in place, this preliminary work will be followed up by larger programmes.

OIC has created the fuel poverty strategy, which is incorporated into the Local Housing Strategy.

Extend more employment opportunities to the isles

Who's doing it?

This action is being led by the Orkney Partnership's Local Equality Delivery Group, which includes representatives from isles development trusts, community councils, the Islands Deal, North Isles Elected Members and other key community planning partners. The Local Employability Partnership and the Strategic Community Learning Group are managed by the Council's Community Learning, Development and Employability team.

How is it being resourced?

Scottish Government funds the Community Based Adult Learning grant scheme. The Orkney Partnership's facilitating partner agencies jointly source resources to support community planning initiatives.

Timescale

Medium term, 2022 - 25

How are we doing?

The Local Employability Partnership encourages partners to provide work based learning opportunities on the isles. During 2022-23, the Strategic Community Learning Group awarded £4,000 of Community Based Adult Learning funding to Westray Learning Centre to help develop their learning/work hub. Following the launch of the Orkney Community Plan 2023-30, this action has been adopted by the Local Equality Delivery Group, which will progress it via Orkney's new Locality Plan.

Explore options to apply the benefits from wind power developments to reduce home energy costs

Who's doing it?

The Council's Enterprise and Economic Growth service

How is it being resourced?

Development activity is being funded from the Council's Strategic Reserve fund

Timescale

Long term 2022 – 26

How are we doing?

Orkney's Community Wind Farm Project encompasses three 28.8MW, six turbine, wind farm developments at Quanterness in St Ola, at Wee Fea in Hoy and on Faray in the North Isles. All three sites have now received planning permission. In March 2023, the UK's energy regulator, Ofgem, announced a 'minded-to' position to approve the request to install a 220MW inter-connector cable from

Orkney to the Scottish mainland, which will help employment and income remain in the county.

The project is forecast to generate around £6m profit per annum, as well as £432,000 a year in community benefits which the Council has already agreed would be paid to community councils. The Council has yet to decide how the majority of the income from the scheme would be allocated, but one consideration would certainly be the mitigation of local fuel poverty. Decisions are not expected soon as the new turbines are not expected to start generating until 2027 at the earliest.

Prevention

Future generations can escape from poverty

Almost anyone can experience poverty during their lifetime, so policies that protect against poverty are important. Unemployment, illness or relationship breakdown can strike at any time. Once in poverty, it is difficult to escape, and hardship can persist for generations.

Promote good employment practice, flexibility and fair pay, and their benefits to employers

Who's doing it?

The Council's Community Learning, Development and Employability team on behalf of Orkney's Local Employability Partnership (LEP).

How is it being resourced?

The No One Left Behind Employer Recruitment Incentive helps people of all ages with the greatest barriers to employment get jobs and stay in jobs. It is funded by the Scottish Government and administered by local authorities. In 2022-23, the LEP allocated £60,000 to provide a minimum of 10 Employer Recruitment incentives.

Timescale

Medium term, 2022 - 25

How are we doing?

During 2022-23, a campaign was conducted to promote employment rights, fair pay and conditions, and Scottish Living Wage accreditation. The Employment Rights & Responsibilities media campaign was followed up by the creation of a Your Rights Booklet, to be distributed through the Local Employability Partnership. The booklet includes a QR code which directs people to CAB Orkney and ACAS. Posters have been produced for circulation within prominent employment premises. The LEP has developed an employers' information and resource toolkit relating to employment rights and employer responsibilities, which

was launched at an employer engagement event at the new Employability Hub in March 2023. In 2022-23 twelve Employer Recruitment Incentives were negotiated and administered across a range of private and third sector organisations in Orkney. Six young people (aged 16–24) and six people aged 25 + were employed, of whom eleven (91%) remain in fair and sustainable work.

In 2023 – 24, major steps were taken by partners to move towards real living wage accreditation. Both OIC and VAO have either achieved real living wage accreditation or are in the process of doing so shortly. The Community Wealth Building subgroup has met with members of Living Wage Scotland to better understand the process of becoming accredited for both real living wage and real living hours, and how to help our private sector partners to seek accreditation.

Increase the capacity of Orkney’s advisory agencies

Who’s doing it?

Voluntary Action Orkney were managing this action on behalf of Orkney Money Matters. Many of the roles will now be led by THAW.

How is it being resourced?

Orkney Money Matters is being financed through joint and individual funding within partner organisations. The Trussell Trust has granted additional financial inclusion funding to Orkney Foodbank to employ two new Financial Inclusion Advisors based in CAB Orkney. Additional funding for the cash-first funds has also been identified through the reduction of staffing costs – allowing for 50% more cash to be available to the community.

Timescale

Medium term, 2022 – 25/26

How are we doing?

A successful application was made to the Scottish Government Cash First Fund to continue the project on until September 2025, but this has since been streamlined to focus provision of client cash-first payments and related outreach. Funding from Trussell Trust, Advice UK and National Lottery among others has been accessed by partners to increase staff capacity.

Explore people-centred strategies for local development such as Community Wealth Building

Who’s doing it?

The Orkney Partnership’s Community Wealth Building Group is leading partnership work.

How is it being resourced?	The Orkney Partnership's facilitating partner agencies jointly source resources to support community planning initiatives
Timescale	Long term, 2022 – 26
How are we doing?	<p>Community wealth building (CWB) is a people-centred approach to local economic development, which seeks to direct wealth back into the local economy and places control and benefits into the hands of local people. It can be described as an approach that does not redistribute wealth but pre-distributes wealth. Integral to CWB is support for small and medium sized local businesses, including cooperatives and social enterprises, upskilling people to access new opportunities and fairer employment practices, all of which support wages and reduce poverty.</p> <p>Many agencies in Orkney already implement policies which embody CWB principles, for example the Council's Sustainable Procurement Policy which enables small local suppliers to bid for school meal contracts, the Business Improvement District in Kirkwall, and locally owned wind turbine developments. In February 2023, the Partnership held a workshop to consider the scope for CWB to add value to local development plans and initiatives. Potentially, CWB might also help to resolve such longstanding issues as market failure in the meat supply chain, residential care and nursery provision. CWB has since been adopted as a guiding principle in both the Orkney Community Plan 2023-30 and the Council Plan 2023-28.</p>

Priorities

No child left behind

The Scottish Government has identified six types of family which are more likely than others to experience poverty:

- Lone parent families
- Families with an adult or child with disabilities
- Families with 3 or more children
- Minority ethnic families
- Families with the youngest child aged less than 1
- Families with a mother aged under 25

Orkney's Child Poverty Strategy recognises two additional local groups at higher risk of hardship:

- Families with experience of the care system.
- Residents of the ferry-linked isles.

Make inter-island ferry travel affordable to children and families on the ferry-linked isles

Who's doing it?

Orkney Islands Council's Transport team is leading this action in partnership with Scottish Government and community planning partner agencies in the Cost of Living Task Force.

How is it being resourced?

Scottish Government provides revenue funding for Orkney's internal ferry fleet

Timescale

Medium term, 2022 – 25

How are we doing?

On 31 January 2022, the Scottish Government's Young Persons' Free Bus Scheme came into effect and everyone in Scotland who is under 22 or a full-time student can have their National Entitlement Card updated to permit free bus travel everywhere in Scotland. But in Orkney, our buses may actually be ferries, and the Council has been actively lobbying Scottish Government to extend the scheme to include free ferry fares.

The Community Learning, Development and Employability team are in discussion with National Youth Agency officials including Young Scot, Youth Link and the Children's Commissioner. A Member of the Scottish Youth Parliament (MSYP) for Orkney was invited to the Scottish Parliament's Net Zero Energy & Transport Committee where they raised the importance of free ferry travel on islands in line with free bus travel in rural areas.

Meanwhile, the Schools team has been actively promoting the online application process to Orkney's under 22 year olds to maximise uptake.

During 2022-23, Orkney Ferries fares were frozen at the reduced rates implemented in June 2021, when adult passenger and vehicle fares were cut by 38%. The rates were frozen again in June 2023 to last until spring 2024, in line with Orkney's external ferry services. A 25% discount applies for elderly and disabled passengers and 50% for under 22s. Children under 5 do not need a card and already travel free on buses and ferries.

The cost of travel by ferry to attend medical and dental appointments has been considered before by the Partnership, without a resolution, and will be looked at further by the Cost of Living Task Force. Increasingly, NHS advice is now available digitally via their virtual consultation system "Near Me", but for many types of care

(such as dentistry) there is no alternative to a face-to-face appointment and a lengthy journey which to some is unaffordable.

Improve the availability and affordability of wraparound childcare/ after-school provision

Who's doing it?

The Council's Schools team is leading on the construction of new nursery premises in Kirkwall. The Community Education, Development and Employability team led the provision of training for childminders.

How is it being resourced?

During 2022-23, the Council was awarded £1.5m from the Scottish Government's Islands Infrastructure Fund (part of the Islands Programme supporting the National Islands Plan) towards the total project cost of £2.52m for a new nursery in Kirkwall, with the remainder being funded by the Council.

Timescale

Medium term, 2022 – 25

How are we doing?

Orkney Islands Council is building new nursery premises to accommodate the council-run Willow Tree Nursery. Plans have been approved for a 51-place nursery to be built adjacent to Orkney College, facilitating future training and practical experience in early learning and childcare for college students. The construction contract was awarded in March 2023 to local firm Orkney Builders Ltd and the nursery is expected to be ready to open in autumn 2024. During 2022-23, CLD Employability Services ran a Childminding qualification and training course for 10 individuals. There are now 6 additional newly qualified childminders offering childcare provision across Orkney.

Prioritise early financial support for families at risk, to avert crisis and family breakdown

Who's doing it?

Orkney Health and Care's Children and Families social work team, in partnership with the Orkney Charitable Trust and other agencies.

How is it being resourced?

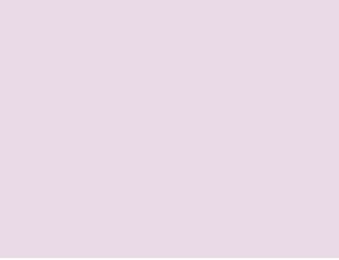
Providers include Orkney Charitable Trust, the Scottish Welfare Fund and Orkney Foodbank.

Timescale

Medium term, 2022 – 25

How are we doing?

Financial stressors are discussed with families during the initial assessment period. The team helps to optimise the financial benefits available to families at risk, provides referrals to Orkney Foodbank and has partnered with



Orkney Charitable Trust, who offer grants for household goods, white goods and financial support. Team meetings have included reflective discussions on the impact of the cost of living crisis and associated stressors for Orkney's children and families, particularly families in crisis and those going through the child protection process.

Reports from Partner Agencies:

Voluntary Action Orkney: Young People's Befriending Project



The Young People's Befriending Project support young people aged 5-18 by matching them to a trained volunteer Befriender. Our Befrienders are caring and thoughtful people who are invested in bringing out the best in their young people and building an intentional trusting relationship with them. Our young people and their Befrienders meet in their pairs once a fortnight to take part in activities they choose together such as swimming, beach walks, baking, crafting, sports, the list is endless. Over these sessions the volunteer's aim is to offer support and encouragement, introduce new activities, build the young person's confidence and self-esteem and offer real friendship to them. Time and time again we see that this support can bring real lasting difference to a young person's life.

Young People

We have had 11 young people matched and receiving support from a trained volunteer through 1-1 Befriending in the last year. 5 of these are new matches created within the year and the other 6 are matches that are ongoing and have been meeting regularly for several years.

We have had around 17 young people on our waiting list at some point in the last year. They have all been assessed by the Project Coordinators and then either matched to a volunteer, still awaiting matching, or have left the waiting list for other reasons. In the past year we have set up a group event for the young people on our waiting list to meet up every term and get to know each other and the Project coordinators. We also invite our newly trained volunteers who are waiting to be matched along to these sessions to get to know the young people and build connections.

Volunteers

There have been 11 volunteers matched to young people offering support over the last year. 5 new volunteers have trained and are at various stages of the matching process. 3 of our volunteers who have previously supported a young person through Befriending have now gone on to be matched to another young person. And this year we also recruited our first volunteer to help support our waiting list activity sessions.

Quotes

From parents:

"Lovely to see her grow and wonderful for her to associate with another adults out with the family that has supported her and helped her grow into a confident young lady"

"Darren(Befriender) has a fantastic connection with young Cameron(young person)"

"Susan has been super at doing activities that Ashley really loves. Susan has been really good at communicating with us and Ashley enjoys her company."

From young people:

“ I like how she’s so easy to talk to about anything”

When asked how Befriending helped you- “Gained confidence by gaining skills during activities. Gained happiness by choosing range of different activities.”

“it’s good to have a personal friend and I look forward to it all week. I’d recommend it to anyone else.”

“Nice, friendly, smiley and laughs a lot. Feel happier when I’ve been with them (Befriender)”

Case Study

Sarah and Alaina (names have been changed)

Alaina was referred to the Project at the beginning of the year. She was a young lady who had recently transitioned to secondary school and was finding that she was becoming more and more isolated from her peers – she has Down’s Syndrome and found it difficult to participate in the activities and clubs that her peers enjoyed.

She was matched to Sarah, a young volunteer in her 30’s who’s energetic and enthusiastic personality was a wonderful fit for Alaina. They hit it off immediately, and after a wobbly first session working each other out, they have gone on to enjoy a wide range of activities in the community together – swimming, falconry, baking, crafts, games, and story writing. They have grown a trusting and caring friendship in a relatively short amount of time. At her most recent review, Alaina commented ‘I really like Sarah, she’s the best.’ Alaina’s family also said ‘Sarah has been super at doing activities that Alaina really loves. Sarah has been really good at communicating with us and Alaina enjoys her company’ Sarah has been a really good match for Alaina.’ Alaina’s family is also now planning a move away from the island and Sarah’s consistent friendship through this next transition will be a great support to her.

Voluntary Action Orkney: The Connect Project

The Connect Project supports vulnerable young adults to build confidence and positive relationships while focusing on life and employability skills.



Our young people may be missing from school, unable to engage with other services or be struggling with health or disadvantage which is exacerbated when the family is struggling financially. There is often a cyclical effect on the family with parents and carers unable to take paid employment due to the needs of the children and the children increasingly affected by the stress within the family.

The most need is often those young people who are facing multiple barriers. Within the family they may have experienced family break down, domestic violence, poor mental health, family with drug and alcohol difficulties, be on the Autism spectrum, have health or learning difficulties, have caring responsibilities and/or live in remote

rural locations. We have families experiencing homelessness and others cutting back on visits to mainland and food shopping because of rising costs

Connect provides a range of activities and personalised support at no cost to the young people or families with the aim to see them more confident, skilled and connected to their community. It starts with the needs and strengths expressed by the young people and build ambition and direction at a manageable pace for them. We have seen more young people expressing a need for a physical place that feels 'safe and secure' for them and provides consistent relationships they can trust in order for them to feel relaxed and be able to make plans. The nature of the activity matters less than feeling they are wanted and understood.

There can also be a poverty of opportunity for young people from ferry linked islands or off main transport routes as there is no subsidised housing (or halls of residence) for them to access further education. Physical distance or communication difficulties can sometimes be overcome by our online engagement but we also work with individuals who find working online difficult or impossible and run small groups to build their confidence and skills with other people and widen their support network. The remote location also disadvantages them within the labour market as the low-skilled seasonal work that they may have been able to access is impossible to access.

We have to do a lot more planning and budgeting around increasing costs alongside increasing demand. We need to be creative to meet the needs of our young people as we want them to feel they are always moving forward and overcoming the issues that hold them back. We never want any young person to feel a lack or any stigma and we provide everything from breakfasts, a shirt for a job interview, suitable clothing and footwear to access the outdoors and travel costs in order for them to not let any aspect of poverty hold them back from achieving wellbeing and reaching their potential.

Young People Involvement

In 2023 to 2024 we received referrals from Skills Development Scotland, Kirkwall Grammar School Guidance and Learning Support departments, Stromness Academy, UHI Orkney, Social Work, The Ukrainian Refugee Coordinator, family and self-referrals

When helping our young people to plan their individual programmes and targets we consider their personal preferences for communication and meetings, always ensuring accessibility and inclusivity.

Programme elements are created through personal interests of our young people. Where possible our young people have roles within Connect to plan and lead on activities.

Our service users are involved with local young people's forums and action groups, with support if required.

We collect feedback from young people, their families and referring partners, to evaluate and improve our service.

In response to surveys 100% of young people were happy with their time at Connect and believe they have improved in confidence. Responding referrers were also happy with the input Connect had contributed to the overall support package being built up around the young person.

Families who have responded are pleased with the engagement of their young person and "can't thank Connect enough for support during this time".

Feedback allows disenfranchised young people and families to inform local and national services and policy making.

Quotes

One of our referral partners said:

"I feel the Connect Project is a valuable and much needed resource for our islands."

From a family/carer:

"Connect gave us a lifeline when there was nothing else they would engage with"

From young people:

"When I come [to Connect] it's like you are really happy to see me."

"[I like coming to Connect] because I know you and I like [other Connect young person] and I like what we do and if I wasn't there it would be difficult for you to do the heavy lifting at the gardening because I'm the strongest."

"I like [Connect worker] because I know she likes me, but I didn't like [Connect worker] so much because sometimes when we were out, she would ask me how I was, and I said 'I'm fine. I'm not a baby. I want to stay at Connect until I get a job and they will help me.'"

Case Study

We have a lovely young person who has left school, is unable to sustain a further education place and has learning disabilities alongside systemic family difficulties.. They are extremely low and feeling down about themselves. They recently had a hospital stay due to an overdose. Connect is the only project they have been able to engage with at all and we have started building relationships with them and family. They have come along to our gardening project, are setting goals of areas they want to improve in and like coming to us. Already this young person is feeling more comfortable and knows there is a place and people who will support and listen to them and work for them to be safe and happy. We know that we have already achieved a lot for that young person from feedback from them and their family however we are seeking to build on what they have achieved and we hope that the young person will continue to grow in skills and confidence and we will see a different picture in a year or so.

Pickaquoy Centre: ActiveLife Budget membership



ActiveLife Budget membership is a means-tested membership, that gives qualifying individuals access to a broad range of health and well-being activities for only 50 pence. The cost per activity has since increased in the new financial year to £1. To be eligible for ActiveLife Budget membership, an individual must be in receipt of one of the following:

- Income support
- Pension Credit
- Job Seekers Allowance
- Employment Support
- Universal Credit
- War Disability Pension
- Disability Living Allowance
- Personal Independence Payment (PIP)
- Attendance Allowance
- Carers Allowance

Overall intake of ActiveLife Budget members:

Budget Memberships	
New Adult	344
New U3	41
New U5	48
New U18	195
Total New	628
Renewed Adult	113
Renewed U3	9
Renewed U5	13
Renewed U18	68
Total Renewed	203
Total Members	831

These total 831 members used the centre 10582 times, excluding swimming admissions which totalled 4116 swims. This is an estimated savings of £14986 in swim sessions alone.

Overall Usage (ALB)	
Adult	7379
Junior (U18)	3203
Total Usage	10582

Swimming Admissions (ALB)	
Adult	2411
Junior (U18)	1705
Total Usage	4116

ActiveLife Budget also allows children whose families may not typically be able to afford swimming lessons for their children access to lessons. Learn2Swim lessons at

the Pickaquooy Centre are paid by most families in a lump sum at the start of a term at a cost of £5.80 per lesson. In a ten week term, this is a cost of £58.00. This can be a significant amount of money for families who are already struggling, especially if the family has multiple children. ActiveLife budget reduces this cost to 50 pence per session, for a total cost of £5.00. This allows children to participate in lessons alongside their peers.

Swimming Lessons (ALB)*	
Apr- Jun 23	30
Aug – Oct 23	52
Oct – Dec 23	55
Jan – Mar 24	64
Total Bookings	201
Total Usage	1557

*includes all levels from adult & baby-club ready and ASN sessions

1557 children's lessons were delivered at the ActiveLife Budget price. This saved families £8252.10 over the course of a year.

THAW Orkney

THAW's mission is:

to work for households in all Orkney communities to reduce levels of fuel poverty and achieve affordable warmth



This year THAW had a 6-month period with severely restricted funding and staffing. Even so, THAW's energy support to fuel-poor households only slightly reduced to a total of £107,745 from Apr '22 - Mar '23, as compared to £120,603 during 2021-22.

Total support for families with children was £38,499, including energy support:

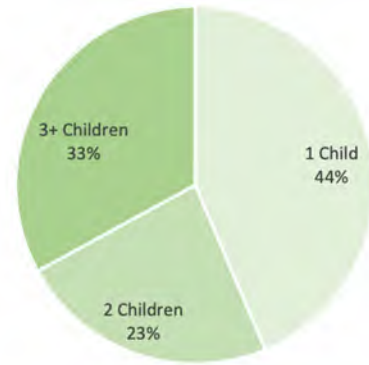
- Electricity vouchers/debt support: £16,819 - 276 awards
- Home Heating Advice fund: £10,402 - 15 awards
- Fuelbank Foundation Heat Fund: £1142 - 2 awards
- Warm homes discount: £450 – 3 awards

And other wider support:

- Cosy Home Packs: £5330 – 53 awards
- Tesco vouchers for food/other items: £1890 – 31 awards
- White goods: £1249 – 4 awards
- Orkney Charitable Trust grants: £660 - 4 awards

Although there have been fewer awards made since last year, THAW have provided a higher amount of electricity voucher support and created funds for energy debt support through Orkney Money Matters and white goods through BGET funding.

THAW simplified voucher distribution through digital tools, including trialling the use of Tesco vouchers for fresh food and other goods. Foodbank energy and fresh food vouchers were then taken in-house by Foodbank during early 2023, allowing greater focus on energy efficiency for the now fully staffed THAW team.



At least 178 children (down from 296 last year) were supported during 2022-2023, with at least a third of families supported had 3 or more children (see right).

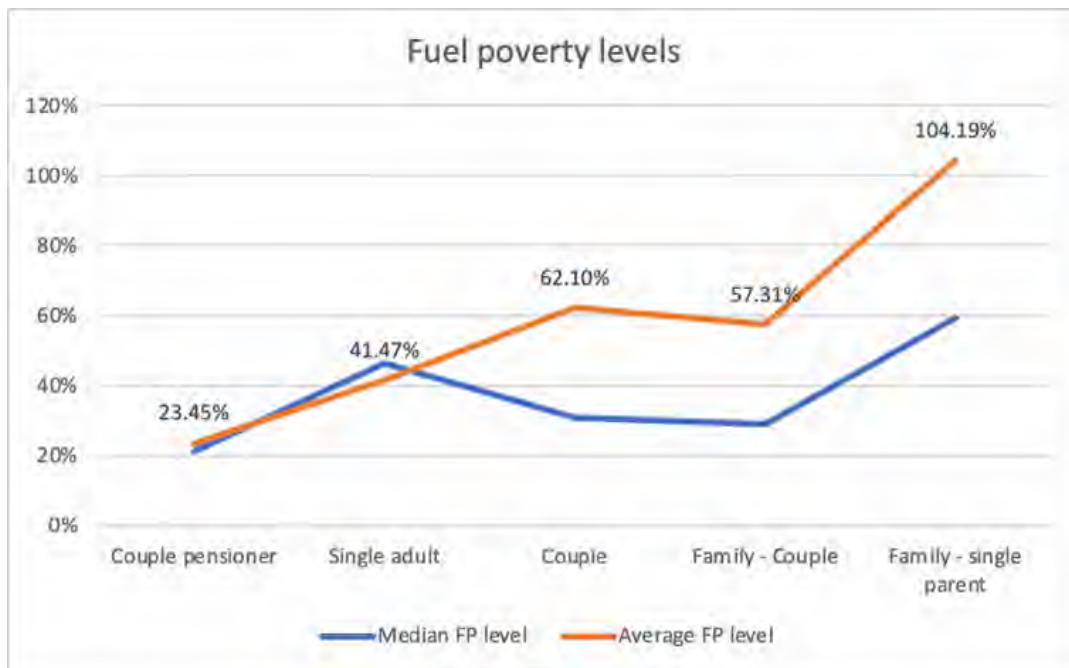
We increased provision of energy advice from 37 to 57 families as well as visited at least 12 family households to provide home energy efficiency surveys and higher levels of support.

We expect the 2023/24 report to show higher provision due to increased staff capacity as well as the greater need shown since April for energy support.

Fuel poverty levels in families (for THAW clients in 2022)

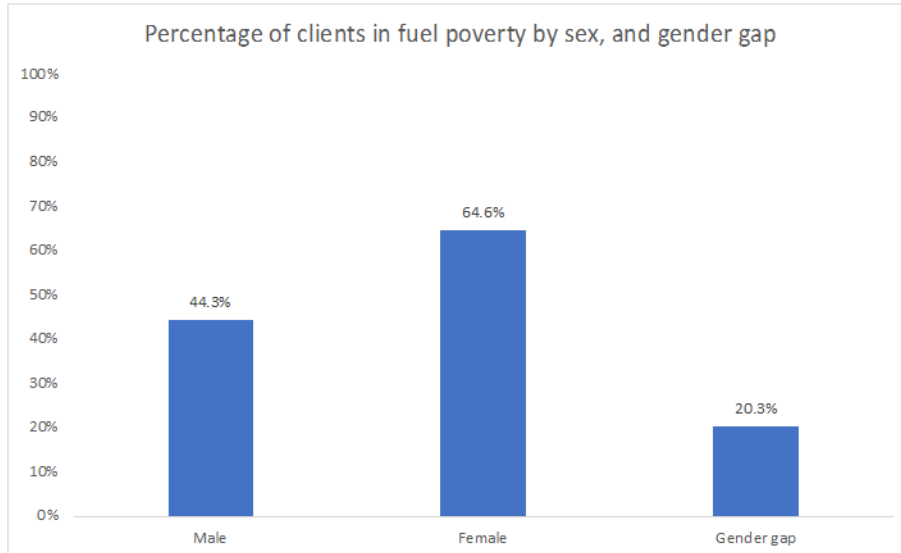
Of those clients assessed by THAW within 2022, the median fuel poverty level for a couple with at least one child is 30%, rising to 60% for single parent families.

However, there is great variance between clients, with a significant number of families at much higher levels of fuel poverty. This gives rise to an average fuel poverty level of 60% for couples and an average over 100% for single parent families. Greater than 100% means that a family would need to spend more than they earn (after housing costs) to adequately heat their home.



Gender gap (for *all* THAW clients in 2022)

The gender gap between male and female THAW clients is over 20%, meaning that female clients are on average 20% further in fuel poverty. Although taken across all clients this may also highlight interactions of gender inequalities with child poverty.



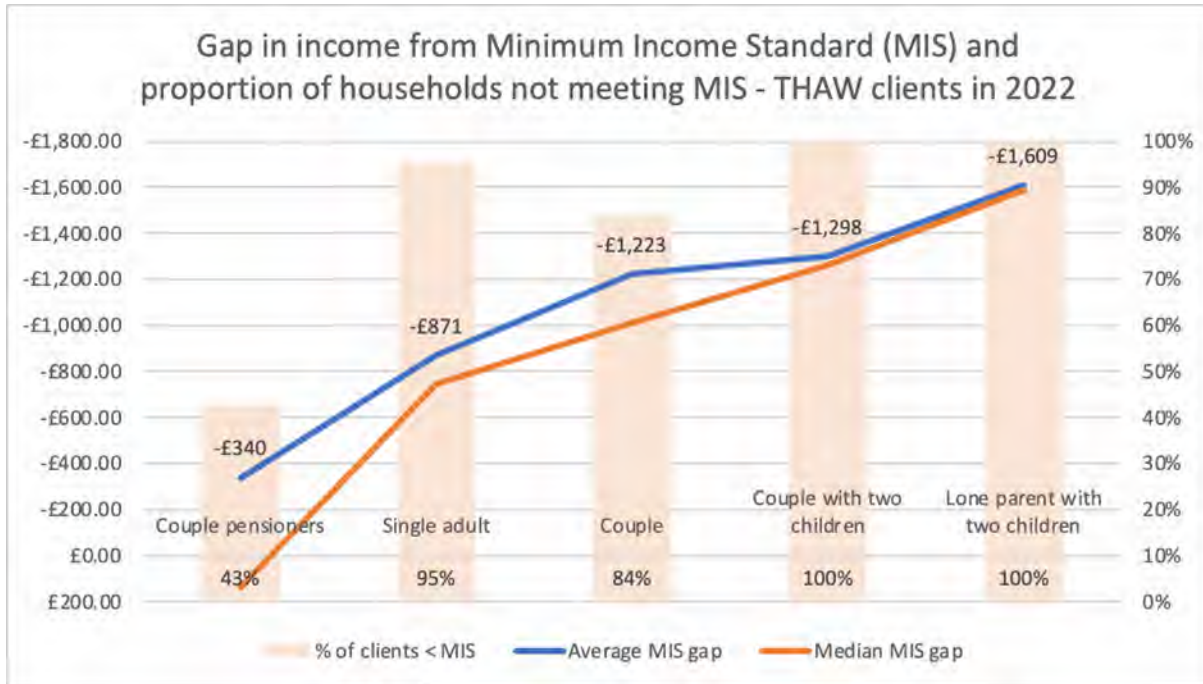
Minimum income standard of families (for THAW clients in 2022):

Minimum Income Standard (MIS) is modelled annually by Loughborough University to provide an estimated minimum spend across multiple areas (food, energy, housing etc.) to achieve an acceptable living standard. The standard is written into the Scottish definition of fuel poverty, such that household must be below MIS in order to be deemed fuel poor. However, it also provides a method to assess gaps in income required to reach an acceptable living standard.

A rural MIS has been created to consider the additional expenses required in remote rural areas; this has not been used as it has not been updated since 2016, but also because income levels are already well below the national MIS.

Compared to the national MIS, both on average and as a median, single parents with two children are receiving £1600 less than the MIS and a couple with 2 children are receiving almost £1300 less than the MIS. None of the families assessed were earning enough to meet the MIS and only pensioners had a positive median income; however all demographics may be below MIS if a rural premium was included.

The MIS considers the income required to adequately heat households, so it is likely to be high locally due to high energy costs and low energy efficiency of properties.



Please note: this is a report on the 2022 – 2023 year. However, it still gives a good reflection on the landscape of fuel poverty in Orkney.

Orkney Foodbank

Orkney Foodbank supports families in a variety of ways:

- laundry vouchers so families can get bedding in particular laundered.
- emergency food - as per attached report
- electricity top ups so folks in receipt of food can heat their food – ongoing.
- we now include baby food, nappies in parcels as when required rather than referring to Boots to get items as we found clients weren't always going. All under 2-year-olds are automatically referred to the Health Visitor so they can follow up with the family
- breakfast clubs – we helped with the provision of certain food items to help facilitate the creation of breakfast clubs.
- we had hardship funds available from small grants we secured which allowed us to provide extra items that no other funding stream was available for - such as shoes, warm bedding, microwave beanies, oodies etc
- we provide child holiday meals where folks who struggle to make ends meet in the school holidays can get a full parcel.
- we provide supermarket gift cards so clients can purchase fresh food and other items we do not supply (we put cash to any island clients unless they specifically request gift card).



Main referrers to the Foodbank– top 15

	2023	2022	2021
THAW	240	123	54
CAB	107	72	93
Housing & Homelessness	68	64	65
Adult Social Services	63	29	40
OHAL	45	18	30
Mental Health Team	29	39	33
Blide Trust	41	19	6
Right There	21		7
Womens Aid	33	36	39
Advocacy Orkney	22		10
Ola Health Visiting	25	9	14
Home Start	16	18	7
Children & Families	16	12	16
Skerryvore	26	23	16
Stromness Surgery	19	14	
Relationship Scotland		10	
Criminal Justice		12	7

The number of referrals and vouchers delivered have increased significantly within the last year. The number of vouchers distributed in 2023 was 861 to a total of 1783 clients. In 2022, the number of vouchers distributed was 566 to a total of 1102 clients – an increase of 52%.

This increased referral rate has led to increased stock levels, and while there has been an increase in donations it cannot match the current need. Orkney Foodbank therefore is increasingly supplementing their donations with purchased food:

Stock in during 2023 – 23585.46 kgs

- Donations 15311.17Kgs
- Purchased 8274.29Kgs (35.08%)

Stock in during 2022 - 17062.95kgs (purchased 3981.96kgs – 23.34 %)

Stock in during 2021 – 18858.11kgs ((purchased 2086.69kgs – 11.07%)

Stock out during 2023 – 23189.79 Kgs

Stock out during 2022 – 17654.53 kgs

Stock out during 2021 – 15748.03Kgs

Alan and the volunteers who actually man the Foodbank are to be congratulated for actually weighing in and out such significant amounts of stock that has meant we have been able to fulfil every voucher sent on to the Foodbank. It is no mean feat to have managed this process.

The employment of Kate as our Support Worker has also meant we are able to increase the communication with each client to better understand their personal circumstances and whether we can offer additional support through the Hardship and Winter Warming Funding we have been able to secure.

Linda coming on Board to support the team and Alan through Stock purchasing and wider admin duties is also very welcome and has made a significant difference to Alan, Marion and myself in particular.

During late summer of 2023 it was apparent our increased activity and the increase in purchasing we were undertaking was putting a significant pressure on our finances despite the generous donations we received on monthly or ad hoc basis from the local community. We temporarily suspended electricity top ups and reduced our supermarket gift card allowances whilst we secured additional funding through grants.

We were delighted to secure Trussell Trust, Cooke Aquaculture and OIC Crisis Grant Funding as well as some generous donations from private and corporate donors which meant we could reinstate the previous gift card level as well as recommence electricity funding. It should be noted though that the level of electricity funding has been reduced along with a reminder our electricity top up is for heating/cooking food and no to deal with underlying fuel poverty – we refer clients to THAW Orkney for the wider fuel poverty support as this is their area of expertise.

NHS Orkney: Health Visitors

As health visitors we still have the worrying about money leaflet which we can share with families that require support.



Other support that has been offered includes:

- signposting families to Scottish Government website and CAB for benefit advice.
- supporting families to apply for child disability payment and to ask for support to complete the application form which is available locally.
- conversation about around money worries at antenatal visit and check in with this at other visits too.
- sign posting families to Money Matters Orkney
- referring families to OIC for community care grants
- referring families to Orkney charitable trust for every child deserves a bed and Christmas Fund

- some staff have been successful in obtaining grants for white goods to help families in poverty such as washing machines
- there have also been 3 successful grants from the Orkney Children's Trust
- some of the team have applied for grants from specific organisations such as Buttle trust, grocery Aid which provide support to victims of domestic violence and to children who have experienced trauma, for hardship grants
- the team routinely have had conversations with families about lifestyle choices such as smoking and how they can save money and improve their health by stopping smoking and signposted to NHSO for smoking cessation help and advice.

The health visiting team have made 29 referrals to the foodbank for 2023

Antenatally, all families can register for a Baby Box, which has everything needed for a new baby. It's a universal provision as are the BookBug bags from The Scottish BookTrust. [Scotland's Baby Boxes - mygov.scot](https://mygov.scot/scotland/baby-boxes)

The team also signpost to multiple grants and payments, including the Best Start Grant and Best Start Foods, The Scottish Child Payment, MoneyHelper and Turn2Us.

NHS Orkney: Anchor Report

In 2023/24, NHS Orkney published a strategic plan to outline how it will fulfil its duties as an anchor organisation. An anchor institution is a non-profit or public-based entities which is unlikely to relocate, has a strong influence in the local community and is connected to the local population. It is recognised that these organisations can have large assets that can support wealth building within the local community. NHS Orkney can act as anchor institutions through practices relating to a number of areas which relate to child poverty. These include:



- Improving access to employment opportunities within Orkney and supporting the health and wellbeing of NHS Orkney's staff through good employment conditions and positive work environments which can impact on child poverty through the provision of good work opportunities locally.
- The procurement and commissioning of more local goods and services from anchor institutions such as NHS Orkney supports the local economy, providing wider social benefits which can impact child poverty.
- NHS Orkney using its capital and estates to support broader social, economic and environmental aims can potentially support the mitigation of the impacts of child poverty locally.
- Ensuring services are designed and delivered in a way which is responsible to the environment but also reduces inequalities to increase reach and benefit to disadvantaged communities mitigates some of the impact of child poverty on health chances.

As anchor institutions have a role to play in community wealth building and reducing the impact of child poverty in Orkney, it will be important for all the anchor institutions in Orkney to work in partnership over the coming years to ensure this work can have the largest impact for the local community.

Social Security Scotland: Best Start Grants



Social Security Scotland was set up by the Scottish Government to deliver a social security system for the people of Scotland based on the values of dignity, fairness and respect. We deliver benefits for people with children under 16, disabled people, carers, young people entering the workplace, people who need help paying for a funeral and to help people heat their homes.

Local Delivery is a service for clients provided by Social Security Scotland, with teams of specially trained Client Support Advisers based in every Local Authority across Scotland, including Orkney.

Client Support Advisers support new and existing clients to access our benefits in a way that works best for them and importantly, at a time and place that is convenient for them. We offer a range of support to suit people's needs – we offer appointments in clients' homes, at local community venues, by video appointment or by telephone.

Five Family Payments

- [Best Start Grant Pregnancy and Baby Payment](#) – one off payment of up to £754.65 from 24 weeks in pregnancy up until a baby turns 6 months for families who get certain benefits.
- [Best Start Grant Early Learning Payment](#) – one off payment of £314.45 when a child is between two and three years and six months for families who get certain benefits.
- [Best Start Grant School Age Payment](#) – one off payment of £314.45 when a child would normally start primary one for families who get certain benefits.
- [Best Start Foods](#) – a pre-paid card from pregnancy up to when a child turns three for families on certain benefits to help buy healthy food
- [Scottish Child Payment](#) - £106.80 every four weeks to help towards the costs of looking after each child under 16 for families who get certain benefits

Disability Benefits

- Adult Disability Payment - extra money to help people who have a long-term illness or a disability that affects their everyday life. It replaces Personal Independence Payment people in Scotland previously delivered by the Department for Work and Pensions.
- Child Disability Payment - extra money to help with the costs of caring for a child with a disability or ill-health condition. It replaces Disability Living Allowance for children in Scotland that was previously delivered by the Department for Work and Pensions.

Carer Benefits

- Carer's Allowance Supplement – an automatic payment made twice a year to people who get Carer's Allowance through the Department for Work and Pensions on certain dates each year.
- Young Carer Grant - an annual payment of £383.75 for people aged 16, 17 or 18 who care for people who get a disability benefit for an average of 16 hours a week or more.

Heating Benefits

- Child Winter Heating Payment - a £251.50 payment to help families of a child on the highest rate care component of Disability Living Allowance for Children to heat their homes.
- Winter Heating Payment - A yearly payment to help people on low-income benefits who might have extra heating needs during the winter. The payment for winter 2023/24 is £55.05.

Other Benefits

- Funeral Support Payment – money towards the costs of a funeral at a difficult time like this for people on certain benefits who are responsible for paying for a funeral.
- Job Start Payment – £314.45 for 16- to 24-year-olds who have been on certain benefits for six months or more to help with the costs of starting a job.

More information on Social Security Scotland benefits can be found here:

[Benefits - mygov.scot](https://www.mygov.scot/benefits)

	Reporting Period	Number of Applications	Payments
Pregnancy and Baby Payments	1 April 2023 to 31 December 2023	55	£12,819
	Total since launch	370	£70,615
Early Learning Payment	1 April 2023 to 31 December 2023	15	£3,887
	Total since launch	320	£52,840
School Age Payment	1 April 2023 to 31 March 2024	15	£4,236
	Total since launch	280	£50,454
Best Start Foods	1 April 2023 to 31 December 2023	75	£11,925
	Total since launch	605	£65,553
Scottish Child Payment	1 April 2023 to 31 December 2023	105	£763,675
	Total since launch	780	£1,302,705
Young Carer Grant	1 April 2023 to 30 September 2023	5	
	Total since launch	20	£5,087
Job Start Payment	1 April 2023 to 30 September 2023		
	Total since launch	55	£7,036
Funeral Support Payment	1 April 2023 to 31 December 2023	5	£4,840
	Total since launch	50	£45,317
Carers Allowance Supplement	Total Eligible Carers in financial year 2023/2024	235	£115,000
	Total since Sept 2018	395	£700,000
Adult Disability Payment	1 April 2023 to 31 January 2024		
	Total since launch	405	£1,926,100
Child Disability Payment	1 April 2023 to 31 December 2023		
	Total since launch	120	£1,337,010
Child Winter Heating Payment	Payments issued to 31 March 2023	60	£13,000
	Total since launch	135	£28,000
Winter Heating Payment	Payments made up to April 2023	1075	£53,500

Carer Support Payment launched in Perth and Kinross, Dundee City and Na h-Eileanan Siar (Western Isles) on 20th November. The benefit is replacing Carer's Allowance, currently delivered by the Department for Work and Pensions, in Scotland.

Carer Support Payment will be available in more areas from later in 2024 and across Scotland by Autumn 2024. More information is available at mygov.scot/carer-support-payment

Orkney Islands Council: Scottish Welfare Funds



The Scottish Welfare Fund provides assistance to people who are on benefits or a low income. The Council administers the fund on behalf of the Scottish Government and provides two types of grant:

- Crisis Grants provide a safety net in the event of a disaster or emergency, for example a fire or flood, facing a gap in your income because of redundancy or change in work, losing all your money, or having to visit a sick child in hospital. You may be given money or another form of support, for example, a voucher, fuel card, travel ticket or furniture.
- Community Care Grants provide help to leave care and live on your own, or to continue living in your own home, for example if you are about to leave care, after being in hospital or in prison, or don't have money to buy essential household items like a cooker or washing machine.

Data for the Scottish Welfare Fund expenditure in 2023 – 24 will be published late July 2024 and can be found on the Scottish Government's website:

<https://www.gov.scot/publications/scottish-welfare-fund-statistics-annual-update>

Community Care Grants 2023 – 2024 in Orkney	
Accepted	101
Rejected	37
Total Applications	138
Proportion Accepted	73%
Total Spend this year	87,883.95
Average Award	870.14

Crisis Grants 2023 – 2024 in Orkney	
Accepted	108
Rejected	65
Total Applications	173
Proportion Accepted	62%
Total Spend this year	17,045.00
Average Award	157.82

Developing a Child Poverty Strategy

In developing a Child Poverty Strategy for Orkney Orkney's Child Poverty Task Force has now produced four Local Child Poverty Action Reports, for 2018-19, 2019-20, 2020-21 and 2021-22. A shortcoming noted in successive LCPARs has been the absence of a coherent strategic framework for the joint planning and implementation of future action to combat child poverty, and the monitoring and reporting of progress. Consequently, during 2021-22, the Child Poverty Task Force developed a Child Poverty Strategy for Orkney, with a planning period of 2022-2026. This matches the planning period of the second national child poverty delivery plan, Best Start Bright Futures.

Orkney's Child Poverty Strategy is linked with our Children's Services Plan 2023-2026 through the latter's key priority of 'Reducing Poverty and Disadvantage.' This theme sets our child poverty work in the overall context of barriers which may prevent a child getting the best start in life, but which can be overcome with appropriate intervention.

Our strategy describes the impact of poverty on children and shows how the experience of Orkney's children and families compares with Scotland. It summarises the output to date from the "Making Ends Meet" consultation and considers what we can do locally to meet the needs identified by the survey. The strategy was adopted by the Orkney Partnership Board on 29 June 2022, and all partners made a commitment to do everything they can to combat child poverty in Orkney.

Orkney's strategy incorporates elements of the Scottish Government's national strategy for child poverty, adapted for local circumstances. The national framework has three themes: Pockets, Prospects and Places. To these, Orkney has added Prevention and Priorities.

Pockets aims to maximise the financial resources of families on low incomes.

Prospects aims to improve the life chances of children and young people.

Places aims to improve housing and regenerate disadvantaged communities.

Prevention aims to prevent the long-term persistence of poverty.

Priorities aims to focus attention on especially vulnerable children and families.

The Cost of Living Task Force considers each of these policy drivers in detail and developed a plan for action with five big ambitions to combat child poverty in Orkney: Our outline action plan sets out the actions we will take to meet immediate need and to address the longer term prevention of child poverty in Orkney.

Outline Action Plan 2022 – 2026

Our target outcomes	Short term actions 2022-23	Medium 2022-25	Long term 2022-26
Pockets Every family can make ends meet	Raise awareness of entitlements and maximise family incomes		
	Adopt a 'one stop shop' approach to streamline access to services and new ways to engage		
	Explore with Scottish Government the scope for piloting Minimum Income Guarantee in Orkney		
Prospects Every child has a good start in life	Remove barriers to participation in school trips and experiences		
	Improve take-up of free school meals and associated benefits		
	Remove barriers to participation in family leisure/holiday activities		
Places Every family has a sustainable home	Improve the energy efficiency of new/existing housing in the private and social rented sectors		
	Extend more employment opportunities to the isles		
	Explore options to apply the benefits from wind power developments to reduce home energy costs		
Prevention Future generations can escape from poverty	Promote good employment practice, flexibility and fair pay, and their benefits to employers		
	Increase the capacity of Orkney's advisory agencies		
	Explore people-centred strategies for local development such as Community Wealth Building		
Priorities No child is left behind	Make inter-island ferry travel affordable to children and families on the ferry-linked isles		
	Improve the availability and affordability of wraparound childcare/after-school provision		
	Prioritise early financial support for families at risk, to avert crisis and family breakdown		



Policy on Covert Surveillance

All our written information can be made available, on request, in a range of different formats and languages. If you would like this document in any other language or format, please contact Strategy, Performance and Business Solutions on 01856873535 or email spbs@orkney.gov.uk.

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1. Introduction

1.1.

In some circumstances, it may be necessary for council employees where evidence cannot be obtained in any other way, in the course of their duties, to make observations of a person or persons in a covert manner, i.e. without that person's knowledge. By their nature, actions of this sort are potentially intrusive (in the ordinary sense of the word) and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ("the right to respect for private and family life").

1.2.

The Regulation of Investigatory Powers Act (2000) [RIPA], the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP(S)A] and the Investigatory Powers Act 2016 ("the Acts") together provide a legal framework for covert surveillance by public authorities and an independent inspection regime to monitor these activities.

1.3.

The Investigatory Powers Act 2016 establishes an Investigatory Powers Commission whose remit includes providing comprehensive oversight of the use of powers to which this Policy applies.

1.4.

The Investigatory Powers Tribunal, established in terms of RIPA, has jurisdiction to investigate and determine complaints against public authority use of investigatory powers.

1.5.

The Chief Executive is the RIPSAs Senior Responsible Officer, who has oversight and scrutiny in relation to the RIPSAs function and ensures the integrity of the processes in place and acts as the main point of contact with the Investigatory Powers Commission. In the Chief Executive's absence, the Corporate Director for Strategy, Performance and Business Solutions will deputise.

1.6.

A detailed procedure has been developed for Covert Surveillance ("the Procedure").

2. Objective

The objective of this policy is to ensure that all covert surveillance by council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Scottish Government's Code of Practice on Covert Surveillance and Property Interference ("the Code of Practice").

3. Scope of the Policy

This Policy applies in all cases where “directed surveillance” is being planned or carried out. Directed surveillance is defined in section 1(2) of the RIP(S) Act as surveillance, which is covert but not intrusive, and undertaken:

3.1.

For the purposes of a specific investigation or specific operation.

3.2.

In such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation).

3.3.

Otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under the RIP(S) Act to be sought for the carrying out of the surveillance. In cases of doubt, the authorisation procedures described below should however be followed.

4. Principles of Surveillance

4.1.

In planning and carrying out covert surveillance, council employees shall comply with the following principles.

4.1.1.

Lawful purposes – covert surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts); i.e. it must be:

- For the purpose of preventing or detecting crime or the prevention of disorder.
- In the interest of public safety.
- For the purpose of protecting public health.

Employees carrying out surveillance shall not cause damage to any property or harass any person.

4.1.2.

Necessity – covert surveillance shall only be undertaken where there is no reasonable and effective alternative way of achieving the desired objective(s).

4.1.3.

Effectiveness – planned covert surveillance shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

4.1.4.

Proportionality – the use and extent of covert surveillance shall be as defined in section 6(2) of the RIP(S) Act – that the authorised surveillance is proportionate to what is sought to be achieved by carrying it out.

4.2.

Obtaining an authorisation under the RIP(S) Act and the 1997 Act will only ensure that there is a justifiable interference with an individual's Article 8 rights if it is necessary and proportionate for these activities to take place. The RIP(S)A first requires that the person granting an authorisation is satisfied that the authorisation is necessary in the circumstances of the particular case for one or more of the statutory grounds in section 6(3) of the RIP(S) Act for directed surveillance and in section 10(2)(a) of the RIP(S) Act for intrusive surveillance.

4.3.

Then, if the activities are necessary, the person granting the authorisation must be satisfied that they are proportionate to what is sought to be achieved by carrying them out. This involves balancing the intrusiveness of the activity on the target and others who might be affected by it against the need for the activity in operational terms. The activity will not be proportionate if it is excessive in the circumstances of the case or if the information which is sought could reasonably be obtained by other less intrusive means. All such activity should be carefully managed to meet the objective in question and must not be arbitrary or unfair.

4.4.

Intrusive surveillance – no activity shall be undertaken that comes within the definition of "Intrusive Surveillance", as defined in section 1(3) of the RIP(S) Act as covert surveillance that:

4.4.1.

Is carried out in relation to anything taking place on any residential premises or in any private vehicle.

4.4.2.

Involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

4.5.

Collateral intrusion – reasonable steps shall be taken to minimise the acquisition of information that is not directly necessary for the purposes of the investigation or operation being carried out.

4.6.

Before authorising surveillance, the authorising officer should also take into account the risk of intrusion into the privacy of persons other than those who are directly the subjects of the investigation or operation (collateral intrusion). Measures should be

taken, wherever practicable, to avoid or minimise unnecessary intrusion into the lives of those not directly connected with the investigation or operation.

4.7.

Authorisation – all directed surveillance shall be authorised in accordance with the Procedure.

5. The Authorisation Process

5.1.

The statutory purposes for which covert surveillance authorisations may be issued must reflect the functions of the Council.

5.2.

Applications for directed surveillance where knowledge of confidential information is likely to be acquired shall be authorised by a Corporate Director (other than the Corporate Director for Strategy, Performance and Business Solutions who has a role of deputising for the Senior Responsible Officer) and in their absence the Head of Legal and Governance.

5.3.

A Corporate Director (or in their absence) the Head of Legal and Governance should be designated officers to give the necessary written authorisation for the use or conduct of covert surveillance. In urgent or exceptional circumstances written or oral authorisation might be given by an officer of Chief Officer grade.

5.4.

In terms of the Scottish Government's Code of Practice a written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of three months beginning with the day on which it took effect. Urgent oral authorisations granted by a person who is entitled to act only in urgent cases will unless renewed, cease to have effect after seventy-two hours, beginning with the time when the authorisation was granted or renewed. Further details are contained in the Procedure and Chapter 5 of the Code of Practice.

6. Documents

6.1.

The Procedure in implementation of this policy uses the following documents:

6.1.1. Covert Surveillance – Written Authorisation

This should be completed by the applicant in all cases not covered by oral authorisation (below). It is effective from the time that approval is given.

6.1.2. Covert Surveillance – Oral Authorisation

This is a record of an oral authorisation, which should be completed by the applicant. It should be used only in cases where the urgency of the situation makes the

submission of a written application impractical. The authorising officer should write out a separate authorisation as soon as practical.

6.1.3. Covert Surveillance – Renewal of Authorisation

This should be completed by the applicant in all cases where surveillance is required beyond the previously authorised period (including previous renewals) and thereafter signed by the authorising officer.

6.1.4. Covert Surveillance – Cancellation

This should be completed by both the applicant and the authorising officer when the authorisation ceases to be either necessary or appropriate.

7. Security and Retention of Documents

7.1.

Documents created under this procedure are highly confidential and shall be treated as such. Services must ensure that arrangements are in place for the handling, storage and destruction of material obtained through the use of covert surveillance. Authorising officers must ensure compliance with the requirements of data protection legislation, the Procedure for Authorisation of Covert Surveillance and Chapter 8 of the Scottish Government's Code of Practice on Covert Surveillance and Property Interference and the Council's RIPSAs Data Safeguards Compliance Process .

7.2.

The Head of Legal and Governance shall maintain a register of current and past authorisations. Applicant officers shall ensure that sufficient information is provided to keep this up to date.

8. Central Record of all Authorisations

8.1.

A centrally retrievable record of all authorisations should be held by the Head of Legal and Governance and be regularly updated whenever an authorisation is granted, renewed or cancelled. The record should be made available to the relevant Inspector from the Investigatory Powers Commission, upon request. These records should be retained for a period of five years from the ending of the authorisation and should contain the following information:

- The type of authorisation.
- The date the authorisation was given.
- Name and rank/grade of the authorising officer.
- The unique reference number (URN) of the investigation or operation.
- The title of the investigation or operation, including a brief description and names of subjects, if known.
- Whether the urgency provisions were used, and if so why.
- If the authorisation is renewed, when it was renewed and who authorised the renewal, including the name and rank/grade of the authorising officer.

- Whether the investigation or operations is likely to result in obtaining confidential information as defined in this code of practice.
- The date the authorisation was cancelled.

8.2.

In all cases, Services should maintain for a period of three years the following documentation which need not form part of the centrally retrievable record:

- A copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorising officer.
- A record of the period over which the surveillance has taken place.
- A record of the result of each review of the authorisation.
- A copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested.
- The date and time when any instruction was given by the authorising officer.

Document control Sheet

Review / Approval History

Date	Name	Position	Version Approved
1 May 2018	Gavin Mitchell	Head of Legal Services	V1.2– approved at General Meeting of the Council
11 May 2020	Gavin Mitchell	Head of Legal Services	V1.3
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Procedure for Authorisation of Covert Surveillance

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1. Foreword

1.1.

The use of surveillance to provide information is a valuable resource for the protection of the public and the maintenance of law and order. In order that local authorities and law enforcement agencies are able to discharge their responsibilities, use is made of unaided surveillance and surveillance devices. Where this surveillance is covert i.e. the subject of the surveillance is unaware that it is taking place, then it must be authorised to ensure that it is lawful. CCTV systems in the main will not be subject to this procedure as they are 'overt' forms of surveillance. However where CCTV is used as part of a pre-planned operation of surveillance then authorisation should be obtained. This includes circumstances where such use is sought by the Council or by a third party such as the Police. For the use of CCTV for covert surveillance, officers should refer to paragraph 10 of the Council's CCTV Code of Practice.

1.2.

A legal framework ensures that the use of surveillance is subject to an authorisation, review and cancellation procedure.

2. Implications of this Procedure

2.1.

In some circumstances, it may be necessary for Orkney Islands Council employees, in the course of their duties, to make observations of a person or person(s) in a covert manner, i.e. without that person's knowledge. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ('the right to respect for private and family life').

2.2.

The Regulation of Investigatory Powers Act (2000) [RIPA], the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP(S) A] and the Investigatory Powers Act 2016 ('the Acts') together provide a legal framework for covert surveillance activities by public authorities (including local authorities) and an independent inspection regime to monitor these activities.

2.3.

Whilst the Acts do not impose a requirement for local authorities to seek or obtain an authorisation, where one is available, Orkney Islands Council employees will adhere to the authorisation procedure before conducting any covert surveillance.

2.4.

Employees of Orkney Islands Council will not carry out intrusive surveillance within the meaning of the Regulation of Investigatory Powers (Scotland) Act 2000. This is surveillance of anything taking place on residential premises or in a private vehicle

that involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device capable of providing information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the house or vehicle.

2.5.

A number of practical examples of the use of directed surveillance are contained in sections 3 and 4 of the Scottish Government's [Code of Practice on Covert Surveillance and Property Interference](#).

3. Objective

3.1.

The objective of this procedure is to ensure that all work involving directed surveillance by Orkney Islands Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Regulation of Investigatory Powers (Scotland) Act 2000 and the Scottish Government's Code of Practice on Covert Surveillance and Property Interference ("the Code of Practice").

3.2.

Definitions:

3.2.1.

Covert surveillance means surveillance that is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is taking place.

3.2.2.

Authorising officer is the person who is entitled to give an authorisation for directed surveillance in accordance with section 6 of the Regulation of Investigatory Powers (Scotland) Act 2000.

3.2.3.

Private Information includes information about a person relating to his private or family life.

3.2.4.

Residential premises means any premises occupied or used, however temporarily, for residential purposes or otherwise as living accommodation.

3.2.5.

Private vehicle means any vehicle that is used primarily for the private purpose of the person who owns it or of a person otherwise having the right to use it. This does not include a person whose right to use the vehicle derives only from his having paid, or undertaken to pay, for the use of the vehicle and its driver for a particular journey. A vehicle includes any vessel, aircraft or hovercraft.

4. Scope of the Procedure

4.1.

This procedure applies in all cases where 'direct surveillance' is being planned or carried out. Direct surveillance is defined in the Code of Practice as surveillance undertaken "for the purposes of a specific investigation or operation" and "in such a manner as is likely to result in the obtaining of private information about a person."

4.2.

The procedure does not apply to:

- Ad-hoc covert observations that do not involve the systematic surveillance of specific person(s).
- Observations that are not carried out covertly.
- Unplanned observations made as an immediate response to events.

Particular attention should be made to Social Media Networking Sites. A separate policy is in place in connection with surveillance through social media and should be consulted as necessary.

4.3.

In cases of doubt, the authorisation procedures described below should be followed.

5. Principles of Surveillance

In planning and carrying out covert surveillance, Orkney Islands Council employees shall comply with the following principles.

5.1. Lawful purposes

Directed surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts) namely:

- For the purpose of preventing or detecting crime or the prevention of disorder.
- In the interests of public safety.
- For the purpose of protecting public health.

Employees carrying out surveillance shall not interfere with any property or harass any person.

5.2. Confidential material

5.2.1.

Particular care should be taken with applications where a significant risk of acquiring confidential material has been identified.

5.2.2.

Confidential material consists of:

- Matters subject to legal privilege for example between professional legal advisor and client), in terms of the Regulation of Investigatory Powers (Modification of the Authorisation Provisions: Legal Consultations) (Scotland) Order 2015 directed surveillance carried out on premises in respect of matters subject to legal privilege is to be treated as intrusive surveillance and can only be carried out by the police.
- Confidential personal information (for example relating to a person's physical or mental health).
- Confidential journalistic material.

6. The Authorisation Process

6.1.

Applications for directed surveillance will be authorised by a Corporate Director (other than the Corporate Director for Strategy, Performance and Business Solutions who has a role of deputising for the Senior Responsible Officer) or in their absence the Head of Legal and Governance. In urgent or exceptional circumstances written or oral authorisation might be given by an officer of Chief Officer grade who has not been designated which should as soon as practicable be followed up by a written authorisation from the relevant official.

6.2.

Authorising officers within the meaning of this procedure should avoid authorising their own activities wherever possible and only do so in exceptional circumstances.

6.3.

All applications for directed surveillance authorisations will be made on form OIC/auth/ds. The applicant in all cases should complete this. In urgent cases the authorising officer may give an oral authorisation. A statement that the authorising officer has expressly granted the authorisation should be recorded on the form or, if that is not possible, in the applicant's notebook or diary. This should be done by the person to whom the authorising officer spoke (normally the applicant) but should later be endorsed by the authorising officer. The authorising officer should write out a separate authorisation as soon as practical.

6.4.

All applications for directed surveillance renewals will be made on form OIC/ren/ds. The applicant in all cases should complete this where the surveillance requires to continue beyond the previously authorised period (including previous renewals). The renewal of the authorisation should be considered and signed by the authorising officer.

6.5.

Where authorisation ceases to be either necessary or appropriate the authorising officer will cancel an authorisation using form OIC/can.ds submitted by the applicant.

6.6.

Forms, codes or practice and supplementary material will be available from the Council Intranet.

6.7.

Any person giving an authorisation for the use of directed surveillance must be satisfied that:

- Account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated in the operation or investigation ('collateral intrusion'). Measures must be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion.
- The authorisation is necessary (see below).
- The authorised surveillance is proportionate (see below).
- In particular when Environmental Health Investigators deploy DAT noise level monitors to assist in any enforcement action in relation to noisy neighbour complaints. These cases should be reviewed on a case by case basis and if necessary the appropriate authorisation sought.
- In relation to aerial surveillance, using, for example, drones, the same considerations should be made to determine whether a directed surveillance authorisation is appropriate. In considering whether the surveillance should be regarded as covert, account should be taken of the reduced visibility of a craft or device at altitude.

6.8. Necessity

Surveillance operations shall only be undertaken where an authorisation is necessary on grounds falling within S.6(3) of RIP(S)A if it is necessary- (a) for the purpose of preventing or detecting crime or of preventing disorder; (b) in the interests of public safety; or (c) for the purpose of protecting public health.

6.9. Effectiveness

Surveillance operations shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

6.10. Proportionality

The use of surveillance shall be proportionate in terms of S6(2)(b) of RIP(S)A to what is sought to be achieved by carrying it out. Further there must be no other reasonable and effective way of achieving the desired objective(s).

A potential model answer would make clear that the following elements of proportionality had been fully considered:

- balancing the size and scope of the operation against the gravity and extent of the perceived mischief.
- explaining how and why the methods to be adopted will cause the least possible intrusion on the target and others.
- that the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result.

- providing evidence of other methods considered and why they were not implemented.

6.11 Authorisation

6.11.1.

All directed surveillance shall be authorised in accordance with this procedure.

The authorising officer must take into account the following issues when considering an application:

- who is to conduct the operation.
- what is being proposed.
- where and when the proposed operation will take place.
- whether it is necessary and proportionate.

6.11.2.

Underlying all of these considerations is the requirement for the authorising officer to be satisfied that the terms of the legislation and relevant guidance are met.

6.11.3.

The case for the authorisation should be presented in the application in a fair and balanced way. In particular, all reasonable efforts should be made to take account of information which supports or weakens the case for the authorisation.

6.11.4.

The authorising officer should clearly complete the “Authorising Officer’s Statement” on the application form, preferably in their own hand, and articulate in their own words what activity they are authorising.

The Authorising Officer must state explicitly what is being authorised.

6.11.5.

The Authorising Officer must describe and specify what they are granting. This may or may not be the same as requested by the applicant. For the benefit of those operating under the terms of an authorisation, or any person who may subsequently review or inspect an authorisation, it is essential to produce, with clarity, a description of that which is being authorised (i.e. who, what, where, when and how). The Authorising Officer should as a matter of routine state explicitly and in their own words what is being authorised, and against which subjects, property or location.

6.11.6.

Mere reference to the terms of the application is inadequate. The Authorising Officer should specify the details of how and why they consider the application to be both necessary and proportionate.

Authorisation different from application.

6.11.7.

If an application fails to include an element in the proposed activity which in the opinion of the Authorising Officer should have been included (for example, the return of something to the place from which it is to be taken for some specified activity), or which is subsequently requested orally by the applicant, it may be included in the authorisation; if so, a note should be added explaining why. Conversely, if an Authorising Officer does not authorise all that was requested, a note should be added explaining why. This requirement applies equally to intrusive surveillance, property interference, directed surveillance and CHIS authorisations.

The Senior Responsible Officer should avoid granting authorisations.

6.11.8.

The role of the Senior Responsible Officer is to oversee the competence of Authorising Officers and the processes in use in their public authority. Whilst legislation does not preclude their use as an Authorising Officer, it is unlikely that they would be regarded as objective if they oversee their own authorisations.

6.11.9.

Applications for covert surveillance that may result in the acquisition of knowledge of matters subject to legal privilege within the meaning given in paragraph 1.1 of the Code of Practice should state whether the covert surveillance is likely or intending to obtain knowledge of matters subject to legal privilege. Where covert surveillance is likely or intended to result in the acquisition of knowledge of matters subject to legal privilege, an authorisation shall only be granted or approved if the authorising officer is satisfied that there are exceptional and compelling circumstances that make the authorisation necessary.

6.11.10.

Where the surveillance is not intended to result in the acquisition of knowledge of matters subject to legal privilege, such exceptional and compelling circumstances may arise in the interests of preventing or detecting serious crime.

6.11.11.

Where the surveillance is intended to result in the acquisition of knowledge of matters subject to legal privilege, such circumstances will arise only in a very restricted range of cases, such as where there is a threat to life or limb and the surveillance is reasonably regarded as likely to yield intelligence necessary to counter the threat.

7. Time Periods – Authorisations

7.1.

Urgent oral authorisations granted by a person who is entitled to act only in urgent cases unless renewed, cease to have effect after seventy-two hours, beginning with the time when the authorisation was granted or renewed.

7.2.

In terms of the Scottish Government's Code of Practice a written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of three months beginning with the day on which it took effect.

8. Time Periods – Renewals

8.1.

If at any time before an authorisation would cease to have effect, the authorising officer considers it necessary and proportionate for the authorisation to continue for the purpose for which it was given, the authorisation may be renewed in writing for a further period of three months. Renewals may also be granted orally in urgent cases and last for a period of seventy-two hours. Applications should only be made shortly before the authorisation is due to expire.

8.2.

Any person entitled to authorise may renew authorisations. They may be renewed more than once, provided they continue to meet the criteria for authorisation.

9. Review

9.1.

The Authorising Officer shall keep all authorisations under constant review and an authorisation will be cancelled immediately the requirement for surveillance ceases. The Authorising Officer should set review dates and ensure that all reviews are carried out with the review period tailored to meet the particular requirements of the investigation. Details of the review and the decision reached shall be noted on the Review Form.

9.2.

During a review, the authorising officer who granted or last renewed the authorisation may amend specific aspects of the authorisation, for example, to cease directed surveillance against one of a number of named subjects or to discontinue the use of a particular tactic.

9.3.

Particular attention should be given to the need to review authorisations frequently where they involve a high level of intrusion into private life or significant collateral intrusion, or particularly sensitive information is likely to be obtained. At the point when the Council is considering applying for an authorisation, it must have regard to whether the level of protection to be applied in relation to information obtained under the warrant or authorisation is higher because of the particular sensitivity of that information.

9.4.

In each case, unless specified by the Investigatory Powers Commission, the frequency of reviews should be determined by the Council. This should be as frequently as is considered necessary and proportionate.

9.5.

In the event that there are any significant and substantive changes to the nature of the operation during the currency of the authorisation, the Council should consider whether it is necessary to apply for a new authorisation.

10. Cancellation

10.1.

Those acting under an authorisation must keep their authorisations under review and notify the authorising officer if they consider that the authorisation is no longer necessary or proportionate, and so should therefore be cancelled.

10.2.

The authorising officer and the applicant must cancel an authorisation if he/she is satisfied that the directed surveillance no longer satisfies the criteria for authorisation.

11. Record Keeping

Each Service or discrete location within Services must maintain a record of all applications for authorisation (including refusals), renewals, reviews and cancellations. A centrally retrievable record of all authorisations will be held by Legal and Governance and be regularly updated whenever an authorisation is granted, renewed or cancelled. An application for authorisation cannot proceed until a unique reference number (URN) has been issued by Legal and Governance and Legal and Governance must have sight of each and every application. The central register should be kept up-to-date at all times. The record should be made available to the relevant Inspector from the Investigatory Powers Commission, upon request. These records should be retained for a period of at least five years. Orkney Islands Council Policy for Authorisation of Covert Surveillance contains further details at Paragraph 8 thereof.

12. Security and Retention of Documents

12.1.

Documents created under this procedure are highly confidential and shall be treated as such. Services shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of data protection legislation and Chapter 8 of the Scottish Government's Code of Practice on Covert Surveillance and Property Interference and the Council's RIPSAs Data Safeguards Compliance Process.

12.2.

Dissemination or copying of material must be limited to the minimum necessary for authorised purposes. The purposes are authorised if the material:

12.2.1.

Is, or is likely to become, necessary for any of the statutory purposes set out in RIPSA in relation to covert surveillance or property interference;

12.2.2.

Is necessary for facilitating the carrying out of the functions of public authorities under RIPSA;

12.2.3.

Is necessary for facilitating the carrying out of any functions of the Investigatory Powers Commission or the Investigatory Powers Tribunal;

12.2.4.

Is necessary for the purposes of legal proceedings; or

12.2.5.

Is necessary for the performance of the functions of any person by or under any enactment.

12.3.

Legal and Governance will maintain the Central Register of Authorisations. Authorising officers shall notify Legal and Governance of the grant, renewal or cancellation of any authorisations and the name of the Applicant Officer within 1 working day to ensure the accuracy of the Central Register.

12.4.

The Authorising Officer shall retain the original Authorisation and Renewal Forms until cancelled. On cancellation, the original Application, Renewal and Cancellation forms shall be forwarded to Legal and Governance with the Authorising Officer retaining a copy.

12.5.

The Authorising Officer shall retain the copy forms for a period of three years after cancellation. Legal and Governance will retain the original forms for a period of five years after cancellation. In both cases these will not be destroyed without the authority of the authorising officer if practicable.

13. Oversight

The Investigatory Powers Act 2016 establishes an Investigatory Powers Commission to provide comprehensive oversight of the use of the powers to which this Procedure applies. This oversight includes inspection visits by Inspectors appointed by the Investigatory Powers Commission.

14. Complaints

The Investigatory Powers Tribunal has jurisdiction to investigate and determine complaints against public authority use of investigatory powers. Any complaints in respect of the use by the Council of its powers described in this Procedure should be directed to the Investigatory Powers Tribunal. Full details of how to present a complaint are available on the Tribunal's website – www.ipt-uk.com.

Document control Sheet

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Policy on Use of Covert Human Intelligence Sources

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1. Introduction

1.1.

In some circumstances, it may be necessary for Orkney Islands Council employees where evidence cannot be obtained in any other way, in the course of their duties, to make use of informants and to conduct 'undercover' operations in a covert manner, i.e. without a person's knowledge. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ("the right to respect for private and family life").

1.2.

The Regulation of Investigatory Powers Act (2000) [RIPA], the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP(S)A] and the Investigatory Powers Act 2016 ("the Acts") together provide a legal framework for use of Covert Human Intelligence Sources by public authorities and an independent inspection regime to monitor these activities.

1.3.

The Investigatory Powers Act 2016 establishes an Investigatory Powers Commission whose remit includes providing comprehensive oversight of the use of powers to which this Policy applies.

1.4.

The Investigatory Powers Tribunal, established in terms of RIPA, has jurisdiction to investigate and determine complaints against public authority use of investigatory powers.

1.5.

The Chief Executive is the RIPSAs Senior Responsible Officer, who has oversight and scrutiny in relation to the RIPSAs function and ensures the integrity of the processes in place and acts as the main point of contact with the Investigatory Powers Commission. In the Chief Executive's absence, the Corporate Director for Strategy, Performance and Business Solutions will deputise.

1.6.

A detailed procedure has been developed for Covert Human Intelligence Sources ("the Procedure").

2. Objective

The objective of this Policy is to ensure that all use or conduct of a source by council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Scottish Government's Code of Practice on Use of Covert Human Intelligence Sources ("the Code of Practice").

3. Scope of the Policy

3.1.

This Policy applies in all cases where the use of an undercover officer or source is being planned or carried out. All Officers involved should be suitably trained and experienced.

3.2.

This Policy does not apply to covert test purchase transactions under existing statutory powers where the officers involved do not establish a personal or other relationship for the purposes stated. As an example the purchase of music CD for subsequent expert examination would not require authorisation but where the intention is to ascertain from the seller where he/she buys suspected fakes, when he/she takes delivery etc. then authorisation should be sought beforehand; or tasks given to persons (whether that person is an employee of the Council or not) to ascertain purely factual information (for example the location of cigarette vending machines in licensed premises).

3.3.

In terms of Section 1(7) of RIP(S) Act a person is a covert human intelligence source if the person:

1. Establishes or maintains a personal or other relationship with another person for the covert purpose of facilitating the doing of anything falling within paragraph 2 or 3 below.
2. Covertly uses such a relationship to obtain information or to provide access to any information to another person.
3. Covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

4. Principles of the Use and Conduct of a Source

4.1.

In planning and carrying out the use of a covert human intelligence sources, council employees shall comply with the following principles.

4.1.1.

Lawful purposes – the use and conduct of a source shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts); i.e. it must be:

1. For the purpose of preventing or detecting crime or the prevention of disorder.
2. In the interest of public safety.
3. For the purpose of protecting public health.

Employees carrying out source work or using sources must be aware that a source has no licence to commit crime.

4.1.2.

Necessity – An authorisation for the use of a Covert Human Intelligence source is necessary on grounds falling within section 7 (3) of RIP(S)A if it is necessary-(a) for the purpose of preventing or detecting crime or of preventing disorder; (b) in the interests of public safety; or (c) for the purpose of protecting public health.

4.1.3.

Effectiveness – planned undercover operations shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

4.1.4.

Proportionality – the use and extent of a source shall be as defined in section 6(2) of the RIP(S) Act – that the authorised use and conduct of a source is proportionate to what is sought to be achieved by carrying it out.

4.2.

Obtaining an authorisation under the RIP(S) Act will only ensure that the authorised use or conduct of a source is a justifiable interference with an individual's Article 8 rights if it is necessary and proportionate for the source to be used. The RIP(S) Act first requires that the person granting an authorisation is satisfied that the authorisation is necessary in the circumstances of the particular case for one or more of the statutory grounds in section 7(3) of the RIP(S) Act.

4.3.

If the use of the source is necessary, the person granting the authorisation must be satisfied that the use of a source is proportionate to what is sought to be achieved by the conduct and use of that source. This involves balancing the intrusiveness of the use of the source on the target and others who might be affected by it against the need for the source to be used in operational terms. The use of a source will not be proportionate if it is excessive in the circumstances of the case or if the information which is sought could reasonably be obtained by other less intrusive means. The use of a source should be carefully managed to meet the objective in question and sources must not be used in an arbitrary or unfair way.

4.4.

Collateral intrusion – reasonable steps shall be taken to minimise the acquisition of information that is not directly necessary for the purposes of the investigation or operation being carried out.

4.5.

Before authorising the use or conduct of a source, the authorising officer should take into account the risk of intrusion into the privacy of persons other than those who are directly the subjects of the operation or investigation (collateral intrusion). Measures

should be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those not directly connected with the operation or investigation.

4.6.

Authorisation – all use and conduct of covert human intelligence sources shall be authorised in accordance with the Procedure. Additionally, the authorising officer must make an assessment of any risk to a source in carrying out the conduct in the proposed authorisation and satisfactory arrangements exist for the management of the source.

5. The Authorisation Process

5.1.

Applications for use of a Covert Human Intelligence Source will be authorised by a Corporate Director (other than the Corporate Director for Strategy, Performance and Business Solutions who has a role of deputising for the Senior Responsible Officer) or in their absence the Head of Legal and Governance.

5.2.

A Corporate Director should be a designated officer to give the necessary written authorisation for the use or conduct of a Covert Human Intelligence Source or in their absence the Head of Legal and Governance. In urgent or exceptional circumstances written or oral authorisation might be given by an officer of Chief Officer grade which should as soon as practicable be followed up by a written authorisation from the relevant official.

5.3.

In terms of the Scottish Government's Code of Practice a written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of twelve months beginning with the day on which it took effect. Urgent oral authorisations granted by a person who is entitled to act only in urgent cases will unless renewed, cease to have effect after seventy two hours, beginning with the time when the authorisation was granted or renewed. Further details are contained in the Procedure. Particular special rules apply to the use of vulnerable individuals or juvenile sources. Additional guidance is contained in Chapter 5 of the Code of Practice.

6. Documents

6.1.

The Procedure in implementation of this Policy uses the following documents:

1. Use or conduct of a covert human intelligence source – Written Authorisation

This should be completed by the applicant in all cases not covered by oral authorisation (below). It is effective from the time that approval is given.

2. Use or conduct of a covert human intelligence source – Oral Authorisation

This is a record of an oral authorisation, which should be completed by the applicant. It should be used only in cases where the urgency of the situation makes the submission of a written application impractical. The authorising officer should write out a separate authorisation as soon as practical.

3. Use or conduct of a covert human intelligence source – Renewal of Authorisation

This should be completed by the applicant in all cases where surveillance is required beyond the previously authorised period (including previous renewals) and thereafter signed by the authorising officer.

4. Use or conduct of a covert human intelligence source – Cancellation

This should be completed by both the applicant and the authorising officer when the authorisation ceases to be either necessary or appropriate.

7. Security and Retention of Documents

7.1.

Documents created under this procedure are highly confidential and shall be treated as such. Services must ensure that arrangements are in place for the handling, storage and destruction of material obtained through the use of a covert human intelligence source. Authorising officers must ensure compliance with the requirements of data protection legislation, the Procedure for Authorisation of the use of Covert Human Intelligence Sources and Chapter 8 of the Scottish Government's Code of Practice on Covert Human Intelligence Sources and the Council's RIPSAs Data Safeguards Compliance Process.

7.2.

The Head of Legal and Governance shall maintain a register of current and past authorisations. Applicant officers shall ensure that sufficient information is provided to keep this up to date.

8. Central Record of all Authorisations

8.1.

A centrally retrievable record of all authorisations should be held by the Head of Legal and Governance and be regularly updated whenever an authorisation is granted, renewed or cancelled. The record should be made available to the relevant Inspector from the Investigatory Powers Commission, upon request. These records should be retained for a period of five years from the ending of the authorisation and should contain the following information:

- The type of authorisation.
- The date the authorisation was given.
- Name and rank/grade of the authorising officer.
- The unique reference number (URN) of the investigation or operation.
- The title of the investigation or operation, including a brief description and names of subjects, if known.

- Whether the urgency provisions were used, and if so why.
- If the authorisation is renewed, when it was renewed and who authorised the renewal, including the name and rank/grade of the authorising officer.
- Whether the investigation or operations is likely to result in obtaining confidential information as defined in this code of practice.
- The date the authorisation was cancelled.

8.2.

In all cases, Services should maintain for a period of three years the following documentation which need not form part of the centrally retrievable record:

- A copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorising officer.
- A record of the period over which the activities of the source has taken place.
- A record of the result of each review of the authorisation; the results of which should be recorded in the central record.
- A copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested.
- The date and time when any instruction was given by the authorising officer.

Document control Sheet

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Procedure for Authorisation of the use of Covert Human Intelligence Sources

All our written information can be made available, on request, in a range of different formats and languages. If you would like this document in any other language or format, please contact Strategy, Performance and Business Solutions on 01856873535 or email spbs@orkney.gov.uk.

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1. Foreword

1.1.

The use of human beings to provide information ('informants') is a valuable resource for the protection of the public and the maintenance of law and order. In order that local authorities and law enforcement agencies are able to discharge their responsibilities, use is made of 'undercover' officers and informants. These are referred to as 'covert human intelligence sources' or 'sources' and the area of work of undercover officers and informants to whom this procedure applies will be referred to as 'source work'.

1.2.

A legal framework ensures that the use, deployment, duration and effectiveness of sources is subject to an authorisation, review and cancellation procedure.

2. Implications of this Procedure

2.1.

In some circumstances, it may be necessary for Orkney Islands Council employees, in the course of their duties, to make use of informants and to conduct 'undercover' operations in a covert manner, i.e. without a person's knowledge. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ('the right to respect for private and family life').

2.2.

The Regulation of Investigatory Powers Act (2000) [RIPA] and the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP(S) A] and the Investigatory Powers Act 2016 ('the Acts') together provide a legal framework for covert surveillance activities by public authorities (including local authorities) and an independent inspection regime to monitor these activities.

2.3.

Whilst the Acts do not impose a requirement for local authorities to seek or obtain an authorisation, where one is available Orkney Islands Council employees will adhere to the authorisation procedure before using a source or allowing or conducting an undercover operation.

2.4.

Employees of Orkney Islands Council will not carry out intrusive surveillance within the meaning of the Regulation of Investigatory Powers (Scotland) Act 2000 nor will they authorise any person for any covert human intelligence source activity as an opportunity to install any surveillance equipment into residential premises or private vehicle.

2.5.

A number of practical examples of the use of covert human intelligence sources are contained in sections 2, 3 and 4 of the Scottish Government's [Code of Practice on Covert Human Intelligence Sources](#).

3. Objective

3.1.

The objective of this procedure is to ensure that all work involving the use or conduct of a source by Orkney Islands Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Regulation of Investigatory Powers (Scotland) Act 2000 and the Scottish Government's Code of Practice on the Use of Covert Human Intelligence Sources ("the Code of Practice").

3.2. Definitions

3.2.1.

Covert human intelligence source means a person who establishes or maintains a personal relationship with another person for the covert purpose of facilitating anything that:

1. Covertly uses such a relationship to obtain information or to provide information or to provide access to information to another person; or
2. Covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

A relationship is used covertly if, and only if, it is conducted in a manner calculated to ensure that the person is unaware of its purpose.

3.2.2.

Directed surveillance is defined in the Code of Practice as surveillance undertaken "for the purposes of a specific investigation or operation" and "in such a manner as is likely to result in the obtaining of private information about a person."

3.2.3.

Authorising officer is the person who is entitled to give an authorisation for use and conduct of a Covert Human Intelligence Source in accordance with section 7 of the Regulation of Investigatory Powers (Scotland) Act 2000.

3.2.4.

Handler means the person referred to in section 7(6) of the Regulation of Investigatory Powers (Scotland) Act 2000 holding an office or position within the local authority and who will have day to day responsibility for:

- Dealing with the source on behalf of the local authority.
- Directing the day to day activities of the source.

- Recording the information supplied by the source.
- Monitoring the source's security and welfare.

3.2.5.

Controller means the person/the designated managerial officer within the local authority referred to in section 7(6)(b) of the Regulation of Investigatory Powers (Scotland) Act 2000, responsible for the general oversight of the use of the source.

3.2.6.

The conduct of a source is action of that source, falling within the terms of the Regulation of Investigatory Powers (Scotland) Act 2000, or action incidental to it.

3.2.7.

The use of a source is any action to induce, ask or assist a person to engage in the conduct of a source or to obtain information by means of an action of the source.

3.2.8.

Private information includes information about a person relating to his private or family life.

3.2.9.

Residential premises means any premises occupied or used, however temporarily for residential purposes or otherwise as living accommodation.

3.2.10.

Private vehicle means any vehicle that is used primarily for the private purpose of the person who owns it or of a person otherwise having the right to use it. This does not include a person whose right to use the vehicle derives only from his having paid, or undertaken to pay, for the use of the vehicle and its driver for a particular journey. A vehicle includes any vessel, aircraft or hovercraft.

4. Scope of the Procedure

4.1.

This procedure applies in all cases where the use of an undercover officer or source is being planned or carried out.

4.2.

The procedure does not apply to:

- Covert test purchase transactions under existing statutory powers where the officers involved do not establish a personal or other relationship for the purposes stated (see definition of a covert human intelligence source). As an example the purchase of a music CD for subsequent expert examination would not require authorisation but where the intention is to ascertain from the seller where they buy suspected fakes, when they take delivery etc. then authorisation should be sought beforehand.

- Tasks given to persons (whether that person is an employee of the Council or not) to ascertain purely factual information (for example the location of cigarette vending machines in licensed premises).
- Particular attention should be made to Social Media Networking Sites. A separate policy is in place in connection with surveillance through social media and should be consulted as necessary. In cases of doubt, the authorisation procedures described below should be followed.

5. Principles of Use or Conduct of Covert Human Intelligence Source

In planning and carrying out the source work, Orkney Islands Council employees shall comply with the following principles.

5.1. Lawful purposes

Source work shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts) namely:

5.1.1.

For the purpose of preventing or detecting crime or the prevention of disorder.

5.1.2.

In the interests of public safety.

5.1.3.

For the purpose of protecting public health.

Employees carrying out source work or using sources must be aware that a source has no licence to commit crime. Any source that acts beyond the acceptable limits of case law in regard to this principle risks prosecution.

It may be necessary to deploy directed surveillance against a potential source as part of the process of assessing their suitability for recruitment, or in planning how best to make the approach to them. An authorisation under this procedure authorising an officer to establish a covert relationship with a potential source could be combined with a directed surveillance authorisation so that both the officer and potential source could be followed.

5.2. Confidential material

5.2.1.

Particular care should be taken with applications where a significant risk of acquiring confidential material has been identified.

5.2.2.

Confidential material consists of:

- Matters subject to legal privilege (for example between professional legal advisor and client); special rules apply in relation to directed surveillance carried out on premises where legal consultations are taking place and are referred to in the Procedure for Authorisation of Covert Surveillance.
- Confidential personal information (for example relating to a person's physical or mental health).
- Confidential journalistic material.

5.3. Vulnerable individuals

5.3.1.

Vulnerable individuals, such as a person aged 16 or over whose ability to protect him/herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise, will only be authorised to act as a source in the most exceptional circumstances.

5.3.2.

Special safeguards also apply to the use or conduct of juvenile sources, that is, those under the age of 18 years. The use or conduct of any source under 16 years of age living with their parents cannot be authorised to give information about their parents.

5.3.3.

Subject to the above, juvenile sources can give information about members of their immediate family in exceptional cases. A parent, guardian or other 'appropriate adult' should be present at meetings with the juvenile source under the age of 16 years.

5.3.4.

An authorisation for the conduct or use of a source may not be granted or renewed in any case where the source is under the age of 18 at the time of the grant or renewal, unless:

- A person holding an office, rank or position with the relevant investigating authority has made and, in the case of a renewal, updated a risk assessment sufficient to demonstrate that:
 - The nature and magnitude of any risk of physical injury to the source arising in the course of, or as a result of, carrying out the conduct described in the authorisation have been identified and evaluated.
 - The nature and magnitude of any risk of psychological distress to the source arising in the course of, carrying out the conduct described in the authorisation have been identified and evaluated.
- The person granting or renewing the authorisation has considered the risk assessment and is satisfied that any risks identified in it are justified and, if they are, that they have been properly explained to and understood by the source.

- The person granting or renewing the authorisation knows whether the relationship to which the conduct or use would relate is between the source and a relative, guardian or person who has for the time being assumed responsibility for the source's welfare, and, if it is, has given particular consideration to whether the authorisation is justified in the light of that fact.

6. The Authorisation Process

6.1.

Applications for the use or conduct of a source will be authorised by a Corporate Director (other than the Corporate Director for Strategy, Performance and Business Solutions who has a role of deputising for the Senior Responsible Officer) and in their absence the Head of Legal and Governance who will give the necessary written authorisation for the use or conduct of the Covert Human Intelligence Source. In urgent or exceptional circumstances written or oral authorisation might be given by an officer of Chief Officer grade who has not been designed which should as soon as practicable be followed up by a written authorisation from the relevant official.

6.2.

Authorising officers should ensure that arrangements are in place for the proper oversight and management of sources, including appointing individual officers as defined in section 7(6)(a) and (b) of RIP(S)A for each source as handler and controller. All Officers involved should be suitably trained and experienced.

6.3.

Authorising officers should not be responsible for authorising their own activities, for example, those in which they, themselves, are to act as the covert human intelligence source or the handler of the covert human intelligence source. Furthermore, authorising officers should, where possible, be independent of the investigation. It is recognised that this is not always possible, especially in the cases of small organisations. However, where possible, clear separation should be maintained between those responsible for the investigation and those managing the covert human intelligence source to ensure that the safety and welfare of the covert human intelligence source are always given due consideration.

6.4.

All applications for covert human intelligence source authorisations will be made on form OIC/auth/chis. The applicant in all cases should complete this. In urgent cases an oral authorisation may be given by the authorising officer. A statement that the authorising officer has expressly granted the authorisation should be recorded on the form or, if that is not possible, in the applicant's notebook or diary. This should be done by the person to whom the authorising officer spoke (normally the applicant) but should later be endorsed by the authorising officer. The authorising officer should write out a separate authorisation as soon as practical.

6.5.

The case for the authorisation should be presented in the application in a fair and balanced way. In particular, all reasonable efforts should be made to take account of information which supports or weakens the case for the authorisation.

6.6.

All applications for covert human intelligence source renewals will be made on form OIC/ren/chis. The applicant in all cases should complete this where the source work requires to continue beyond the previously authorised period (including previous renewals). The renewal of the authorisation should be signed by the authorising officer.

6.7.

Where authorisation ceases to be either necessary or appropriate the authorising officer and the applicant will cancel an authorisation using form OIC/can.chis.

6.8.

Forms, codes or practice and supplementary material will be available from the Council Intranet.

6.9.

Any person giving an authorisation for the use of a covert human intelligence source must be satisfied that:

- Account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated in the operation or investigation ('collateral intrusion'). Measures must be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion. Particular consideration should be given in cases where religious, medical, journalistic or legally privileged material may be involved, or where the communications of a member of a relevant legislature may be involved.
- The authorisation is necessary (see below).
- The authorised surveillance is proportionate (see below).
- Satisfactory arrangements exist for the management of the source.
- In particular when Environmental Health Investigators deploy DAT noise level monitors to assist in any enforcement action in relation to noisy neighbour complaints. These cases should be reviewed on a case by case basis and if necessary the appropriate authorisation sought.

6.10.

Authorisation for use of a Covert Human Intelligence Source can only be granted if sufficient arrangements are in place for handling the source's case. The arrangements that are considered necessary are that:

6.10.1.

There will at all times be a person holding the requisite office, rank or position with the relevant investigating authority who will have day to day responsibility for dealing with the source on behalf of that authority and for the source's security and welfare – this should be the source's line manager (the Handler).

6.10.2.

There will at all times be another person holding the requisite office, rank or position with the relevant investigating authority who will have general oversight of the use made of that source – this should be the handler's line manager (the Controller).

6.10.3.

There will at all times be a person holding the requisite office, rank or position with the relevant investigating authority who will have responsibility for maintaining a record of the use made of that source – this should be the Authorising Officer.

6.10.4.

The records relating to the use of that source are maintained by Orkney Islands Council which will always contain particulars of such matters as may be specified in regulations made by the Scottish Ministers.

6.10.5.

The records maintained by Orkney Islands Council that disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons. The records kept by Orkney Islands Council should be maintained in such a way as to preserve the confidentiality of the source and the information provided by that source. There should, at all times, be a designated person within the authority who will have responsibility for maintaining a record of the use made of the source.

6.11. Necessity

An authorisation for the use of a Covert Human Intelligence source is necessary on grounds falling within section 7 (3) of RIP(S)A if it is necessary - (a) for the purpose of preventing or detecting crime or of preventing disorder; (b) in the interests of public safety; or (c) for the purpose of protecting public health.

6.12. Effectiveness

Planned undercover operations shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

6.13. Proportionality

The use of covert human intelligence sources must be proportionate or in terms of RIP(S)A section 7(b) that the authorised conduct or use is proportionate to what is sought to be achieved by that conduct or use.

A potential model answer would make clear that the following elements of proportionality had been fully considered:

- Balancing the size and scope of the operation against the gravity and extent of the perceived mischief.
- Explaining how and why the methods to be adopted will cause the least possible intrusion on the target and others.
- Whether there are any implications of the authorised conduct for the privacy of others, and an explanation of why (if relevant) it is nevertheless proportionate to proceed with the operation.
- That the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result.
- Providing evidence of other methods considered and why they were not implemented.

The degree of intrusiveness of an authorisation of a covert human intelligence source will vary from case to case, and therefore proportionality must be assessed on an individual basis.

6.14. Authorisation

All use and conduct of covert human intelligence sources shall be authorised in accordance with this procedure.

The authorising officer must take into account the following issues when considering an application:

- Who is to be deployed as the source.
- What is being proposed.
- Where and when the proposed deployment will take place.
- Whether it is necessary and proportionate.

6.14.1.

However, the tasking of a person should not be used as the sole benchmark in seeking an authorisation. It is the activity of the covert human intelligence source in exploiting a relationship for a covert purpose which is ultimately authorised by RIP(S)A, whether or not that source is asked to do so by the Council. It is possible therefore that a person will become engaged in the conduct of a covert human intelligence source without the Council inducing, asking or assisting the person to engage in that conduct. An authorisation should be considered, for example, where the Council is aware that a third party is independently maintaining a relationship (i.e. self-tasking) in order to obtain evidence of criminal activity, and the Council intends to make use of that material for its own investigative purposes.

6.14.2.

Underlying all of these considerations is the requirement for the authorising officer to be satisfied that the terms of the legislation and relevant guidance are met.

6.14.3.

The authorising officer should clearly complete the “Authorising Officer’s Statement” on the application form, preferably in their own hand, and articulate in their own words what activity they are authorising.

The Authorising Officer must state explicitly what is being authorised.**6.14.4.**

The Authorising Officer must describe and specify what they are granting. This may or may not be the same as requested by the applicant. For the benefit of those operating under the terms of an authorisation, or any person who may subsequently review or inspect an authorisation, it is essential to produce, with clarity, a description of that which is being authorised (i.e. who, what, where, when and how). The Authorising Officer should as a matter of routine state explicitly and in his own words what is being authorised, and against which subjects, property or location. Mere reference to the terms of the application is inadequate. The Authorising Officer should specify the details of how and why they consider the application to be both necessary and proportionate.

Authorisation different from application.**6.14.5.**

If an application fails to include an element in the proposed activity which in the opinion of the Authorising Officer should have been included (for example, the return of something to the place from which it is to be taken for some specified activity), or which is subsequently requested orally by the applicant, it may be included in the authorisation; if so, a note should be added explaining why. Conversely, if an Authorising Officer does not authorise all that was requested, a note should be added explaining why. This requirement applies equally to intrusive surveillance, property interference, directed surveillance and CHIS authorisations.

6.14.6.

It is important to note that the reactive nature of the work of a covert human intelligence source, and the need for him/her to maintain cover, may make it necessary for the source to engage in conduct which was not envisaged at the time the authorisation was granted, but which is incidental to that conduct. Such incidental conduct is regarded as properly authorised by virtue of sections 1(6)(a), 5 and 7(5) of RIP(S)A, even though it was not specified in the initial authorisation.

The Senior Responsible Officer should avoid granting authorisations.**6.14.7.**

The role of the Senior Responsible Officer is to oversee the competence of Authorising Officers and the processes in use in their public authority. Whilst legislation does not preclude their use as an Authorising Officer, it is unlikely that they would be regarded as objective if they oversee their own authorisations.

6.14.8.

Additionally, the authorising officer must assess risks to a source in carrying out the conduct in the proposed authorisation. The risk assessment must be made by the applicant and presented to the authorising officer for consideration. A risk assessment is carried out to determine the risk to the source of any tasking and the likely consequences should the role of the source become known. The ongoing security and welfare of the source, after the cancellation of the authorisation, will also be considered from the outset.

Use of a covert human intelligence source with technical equipment.**6.14.9.**

A covert human intelligence source wearing or carrying a surveillance device and invited into residential premises or a private vehicle does not require special authorisation to record activity taking place inside the premises or vehicle. Authorisation for the use of that covert human intelligence source may be obtained in the usual way.

6.14.10.

Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances.

7. Security and Welfare

The Council, when deploying a covert human intelligence source, should take into account the safety and welfare of that source when carrying out actions in relation to an authorisation or tasking, and the foreseeable consequences to others of that tasking. Before authorising the use or conduct of a covert human intelligence source, the authorising officer should ensure that a risk assessment is carried out to determine the risk to the source of any tasking and the likely consequences should the role of the source become known. This should consider the risks relating to the specific tasking and circumstances of each authorisation separately and should be updated to reflect developments during the course of the deployment, as well as after the deployment if contact is maintained.

8. Time Periods – Authorisations**8.1.**

Urgent oral authorisations granted by a person who is entitled to act only in urgent cases will unless renewed, cease to have effect after seventy-two hours, beginning with the time when the authorisation was granted or renewed.

8.2.

In terms of the Scottish Government's Code of Practice a written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of twelve months beginning with the day on which it took effect. Authorisations for the deployment of a juvenile source are for one month.

9. Time Periods – Renewals

9.1.

Before an authorising officer renews an authorisation, they must be satisfied that a review has been carried out of the use of a source as outlined in paragraph 10.1.

9.2.

If at any time before an authorisation would cease to have effect, the authorising officer considers it necessary for the authorisation to continue for the purpose for which it was given, they may renew it in writing for a further period of twelve months. Renewals may also be granted orally in urgent cases and last for a period of seventy-two hours.

9.3.

A renewal takes effect at the time at which, or day on which the authorisation would have ceased to have effect but for the renewal. An application for renewal should not be made until shortly before the authorisation period is drawing to an end. Any person who would be entitled to grant a new authorisation can renew an authorisation. Authorisations may be renewed more than once, in necessary, provided they continue to meet the criteria for authorisation. The renewal should be kept/recorded as part of the authorisation record.

9.4.

Authorisations for the deployment of a juvenile source are renewable for a further period or further periods of one month each.

10. Review

10.1.

The Authorising Officer shall keep all authorisations under constant review and an authorisation will be cancelled immediately the requirement for surveillance ceases. The Authorising Officer should set review dates and ensure that all reviews are carried out immediately after the source has been deployed with the review period tailored to meet the particular requirements of the investigation. Details of the review and the decision reached shall be noted on the Review Form.

10.2.

Particular attention should be given to the need to review authorisations frequently where they involve a high level of intrusion into private life or significant collateral intrusion, or particularly sensitive information is likely to be obtained. At the point when the Council is considering applying for an authorisation, it must have regard to whether the level of protection to be applied in relation to information obtained under the warrant or authorisation is higher because of the particular sensitivity of that information.

10.3.

In each case, unless specified by the Investigatory Powers Commission, the frequency of reviews should be determined by the Council. This should be as frequently as is considered necessary and proportionate.

10.4.

In the event that there are any significant and substantive changes to the nature of the operation during the currency of the authorisation, the Council should consider whether it is necessary to apply for a new authorisation.

11. Cancellation

11.1.

The authorising officer and the applicant must keep each authorisation under review. The applicant must notify the authorising officer if they consider that the authorisation is no longer necessary or proportionate. The authorising officer must cancel an authorisation if they are satisfied that the use or conduct of the source no longer satisfies the criteria for authorisation or that procedures for the management of the source are no longer in place. Where possible, the source must be informed that the authorisation has been cancelled.

11.2.

Where necessary and practicable, the safety and welfare of the covert human intelligence source should continue to be taken into account after the authorisation has been cancelled and risk assessments maintained. The authorising officer will wish to satisfy himself/herself that all welfare matters are addressed and should make appropriate comment in their written commentary.

12. Record Keeping

12.1.

Each Service or discrete location within Services must maintain a record of all applications for authorisation (including refusals), renewals, reviews and cancellations. A centrally retrievable record of all authorisations will be held by Legal and Governance and be regularly updated whenever an authorisation is granted, renewed or cancelled. An application for authorisation cannot proceed until a unique reference number (URN) has been issued by Legal and Governance and Legal and Governance must have sight of each and every application. The central register shall be kept up-to-date all times. The record should be made available to the relevant Inspector from the Investigatory Powers Commission, upon request. These records should be retained for a period of at least five years. The Council's Policy for Authorisation on use of Covert Human Intelligence Sources contains further details at Paragraph 8 thereof.

12.2.

In addition, consideration should be given to maintaining auditable records for individuals providing intelligence who do not meet the definition of a covert human intelligence source. This will assist the Council to monitor the status of an individual and identify whether that person should be duly authorised as a covert human intelligence source. This should be updated regularly to explain why authorisation is not considered necessary.

13. Security and Retention of Documents**13.1.**

Documents created under this procedure are highly confidential and shall be treated as such. Services shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of data protection legislation and Chapter 8 of the Scottish Government's Code of Practice on Covert Human Intelligence Sources and the Council's RIPSAs Data Safeguards Compliance Process.

13.2.

Dissemination or copying of material must be limited to the minimum necessary for authorised purposes. The purposes are authorised if the material:

13.2.1.

Is, or is likely to become, necessary for any of the statutory purposes set out in RIPSAs in relation to covert surveillance or property interference;

13.2.2.

Is necessary for facilitating the carrying out of the functions of public authorities under RIPSAs;

13.2.3.

Is necessary for facilitating the carrying out of any functions of the Investigatory Powers Commission or the Investigatory Powers Tribunal;

13.2.4.

Is necessary for the purposes of legal proceedings; or

13.2.5.

Is necessary for the performance of the functions of any person by or under any enactment.

13.3.

Legal and Governance will maintain the Central Register of Authorisations. Authorising officers shall notify Legal and Governance of the grant, renewal or cancellation of any authorisations and the name of the Applicant Officer within 1 working day to ensure the accuracy of the Central Register.

13.4.

The Authorising Officer shall retain the original Authorisation and Renewal Forms until cancelled. On cancellation, the original Application, Renewal and Cancellation forms shall be forwarded to Legal and Governance with the Authorising Officer retaining a copy.

13.5.

The Authorising Officer shall retain the copy forms for a period of three years after cancellation. Legal and Governance will retain the original forms for at least five years after cancellation. In both cases these will not be destroyed without the authority of the authorising officer if practicable.

13.6.

All information recovered through the use of a source which is relevant to the investigation shall be retained for a period of five years after the cancellation of the authorisation or the completion of any Court proceedings in which said information was used or referred to. All other information shall be destroyed as soon as the operation is cancelled.

14. Particulars to be Contained in Records

1. The identity of the source.
2. The identity, where known, used by the source.
3. Any relevant investigating authority other than the authority maintaining the records.
4. The means by which the source is referred to within each relevant investigating authority.
5. Any other significant information connected with the security and welfare of the source.
6. Any confirmation made by a person granting or renewing an authorisation for the conduct or use of a source that the information in paragraph (5) has been considered and that any identified risks to the security and welfare of the source have where appropriate been properly explained to and understood by the source.
7. The date when, and the circumstances in which, the source was recruited.
8. The identities of the persons who, in relation to the source, are discharging or have discharged the functions.
9. The periods during which those persons have discharged those responsibilities.
10. The tasks given to the source and the demands made of him or her in relation to their activities as a source.

11. All contacts or communications between the source and a person acting on behalf of any relevant investigating authority.
12. The information obtained by each relevant investigating authority by the conduct or use of the source.
13. Any dissemination by that authority of information obtained in that way.
14. In the case of a source who is not an undercover operative, every payment, benefit or reward and every offer of a payment, benefit or reward that is made or provided by or on behalf of any relevant investigating authority in respect of the source's activities for the benefit of that or any other relevant investigating authority.

15. Oversight

The Investigatory Powers Act 2016 establishes an Investigatory Powers Commission to provide comprehensive oversight of the use of the powers to which this Procedure applies. This oversight includes inspection visits by Inspectors appointed by the Investigatory Powers Commission.

16. Complaints

The Investigatory Powers Tribunal has jurisdiction to investigate and determine complaints against public authority use of investigatory powers. Any complaints in respect of the use by the Council of its powers described in this Procedure should be directed to the Investigatory Powers Tribunal. Full details of how to present a complaint are available on the Tribunal's website – www.ipt-uk.com.

Document control Sheet

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9 October 2023	Gavin Mitchell	V1.5	Final	Reflect observations contained in P&R Committee report on 19 September 2023 and subsequently ratified by Full Council on 3 October 2023.



Surveillance through Social Media Policy

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1. Introduction

1.1.

This document sets out Orkney Islands Council's policy regarding internet surveillance using Social Media.

1.2.

Reference is made to Orkney Islands Council's policies and procedures in respect of covert surveillance and use of covert human intelligence sources (hereinafter collectively referred to as 'the Council's RIPSAs policies and procedures'), to which this policy is subsidiary.

1.3.

In some circumstances, it may be necessary for Orkney Islands Council employees, in the course of their duties, to access social media websites either by creating covert identities or through the officer's Service identity.

1.4.

Directed online surveillance using an officer's private social media account should not be undertaken in any circumstances given the personal and operational security risks which such use would be liable to present.

1.5.

Officers are referred to paragraphs 3.11 to 3.16 of the Scottish Government's [Code of Practice on Covert Surveillance and Property Interference](#) (December 2017) and paragraphs 4.7 to 4.14 of the Scottish Government's [Code of Practice on Covert Human Intelligence Sources](#) (December 2017) which provide operational examples that would assist staff in recognising situations where RIPSAs are potentially engaged in their investigations.

1.6.

Whilst much of the work undertaken by social workers is not in pursuance of the prevention or detection of crime, and is not within the purview of RIPSAs, research conducted online in the interests of a child may still engage an individual's rights under Article 8 of the European Convention of Human Rights (right to respect for one's private and family life). This should be considered by staff prior to conducting any research online, being aware of their obligations in ensuring such Article 8 rights are not infringed by any online research conducted in child protection cases. Therefore, a protocol containing an auditable process has been developed for circumstances where online research is considered necessary in the interests of child protection. The process is similar to the procedure for seeking a RIPSAs authorisation as commended by the Investigatory Powers Tribunal. Orkney Health and Care shall be responsible for ensuring that this process is observed and responsible for adherence to the Safeguards in relation to retention, review and destruction of material obtained in accordance with the Council's RIPSAs Data Safeguards Compliance Process.

2. Statement of Intent

The aim of this policy is to provide the framework outlining the Council's process for authorising and managing internet surveillance operations using social media, and to set the parameters for expected good practice.

3. Objective

The objective of this policy is to ensure that all surveillance through social media conducted by Orkney Islands Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Council's RIPSAs policies and procedures, the relevant legislation, the Scottish Government's Codes of Practice on Covert Surveillance and Property Interference and on Covert Human Intelligence Sources ('the Codes of Practice') and any guidance which the Investigatory Powers Commission may issue from time to time.

4. Orkney Islands Council's Social Media Presence

The Council has four main social media accounts. The OIC Updates Facebook page and Orkney Council Twitter feed are managed by the communications team and provide information about a range of Council activities. The OIC School Transport Facebook page is managed by the Education Service. The OIC Roads Twitter Feed is managed by the Council's roads team and provides updates about road conditions on the Churchill Barriers during adverse weather.

In addition, a number of services manage Facebook and Twitter accounts including primary and secondary schools, the museum service, the library and St Magnus Cathedral.

5. Types of Investigators' Accounts

There are two different ways in which social media websites may be accessed by council officers to carry out investigations:

- Through an identity created specifically as the service's representative.
- Through a covert identity using a false name.

6. Types of Surveillance

Investigators utilise social media in two different ways:

- By simply visiting / viewing third party accounts or groups.
- By entering into a personal relationship with the third party/group member.

7. Privacy Settings of Account under Investigation

7.1.

Most social media websites will have a variety of privacy settings that users can apply to protect their accounts from others accessing the information contained therein. Facebook would be the social media website that would be most commonly used by Orkney Islands Council Officers to investigate service users or potential

service users and it has several different privacy settings. Therefore, Facebook will be used as an example in this policy. Depending on what privacy setting a user chooses, different people can access the account and see all or some of its contents.

7.1.1. 'Public'

All Facebook users can see the account and all of its content, including the user's "friends", their timeline and photographs. Non-Facebook users can see photographs and posts published on the account, but not who has 'liked' a post or the marital status or geographic location of the user.

7.1.2. 'Friends'

Only those whom the user has accepted as Facebook 'friends' are able to see the entire content of the user's page.

7.1.3. 'Custom'

The user can create lists of specific contacts and Facebook users and designate them as the audience for – or block them from view of – any posts.

Of these three options, the relevant options for investigating officers are 'public' and 'friends', as option 3 is a sub-category of 'friends'.

8. Utilisation of Social Media

8.1. Surveillance using identity as department's representative or departmental account

'Public' privacy setting

8.1.1.

If an investigating officer views a service user's Facebook profile, with whom they are not 'Friends' via a normal route, and where the content is not protected by any privacy settings, then information on this profile can be treated as being in the public domain. Any viewing / visiting of this profile will be overt and no authorisation under RIPSAs will be required.

8.1.2.

If the officer frequently or regularly views/visits the same individual's profile this must be considered as targeted. However if the service user posts publicly, they can have no expectation of privacy and will give everybody the right to view their posts at any time and as many times as that person wishes to. Therefore, strictly speaking, no authorisation under RIPSAs for directed surveillance is required. However, as a matter of best practice, an appropriate RIPSAs authorisation should be sought.

8.1.3.

If an investigating officer enters into a 'conversation' with the service user, and if the officer informs them that they are contacting them in their role as an employee of Orkney Islands Council, then this contact will be overt and no authorisation under RIPSAs will be required.

'Friends' privacy setting

8.1.4.

To investigate a service user whose Facebook account is protected by privacy settings, the investigating officer will have to send the service user a 'friend request'. As it is obvious from the department name that the person behind it is an Orkney Islands Council employee, then the action could not be classified as covert. No RIPSAs authorisation would be needed.

8.1.5.

In either of the above privacy settings, although the officer has been given access to the account with the consent of the owner, the officer will still need to consider whether the account may contain information about others who have not given their consent. If there is a likelihood of obtaining private information about others, the need for a directed surveillance authorisation should be considered, particularly where it is intended to monitor the account going forward.

8.2. Surveillance using covert identity

8.2.1.

If an investigating officer establishes a relationship with a service user under a covert identity in order to obtain, provide access to, or disclose information, then a covert human intelligence source ('CHIS') authorisation will always need to be in place before that is done.

8.2.2.

However if a covert identity is presented but no steps are taken to form a relationship with the subject, a CHIS authorisation may not be required. For example, where a website or social media account requires a minimum level of interaction (such as sending or receiving a friend request before access is permitted) this may not in itself amount to establishing a relationship. Equally, the use of electronic gestures such as "like" or "follow" in order to react to information posted by others online would not in itself constitute forming a relationship. Nonetheless, it should be borne in mind that entering a website or responding to such gestures may lead to further interaction with that user or other users. A CHIS authorisation should be obtained if it is intended to engage in such interaction to obtain, provide access to, or disclose information.

9. Best practice for the use of social media in investigations

As a matter of best practice, whenever a Council officer intends to investigate a particular service user through social media, rather than conducting a general sweep of social media sites, an appropriate RIPSAs authorisation should be completed.

10. Authorisation for all types of surveillance

Please refer to Orkney Islands Council's Policies and Procedures on Covert Surveillance and Use of Covert Human Intelligence Sources.

11. Review of Policy

This policy will be reviewed every year from the date of approval.

Document control Sheet

Review / Approval History

Date	Name	Position	Version Approved
1 May 2018	Gavin Mitchell	Head of Legal Services	V1.2– approved at General Meeting of the Council
11 May 2020	Gavin Mitchell	Head of Legal Services	V1.3
5 May 2021	Gavin Mitchell	Head of Legal Services	V1.3
9 October 2023	Gavin Mitchell	Head of Legal and Governance	V1.4

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9 October 2023	Gavin Mitchell	V1.4	Final	Reflect observations contained in P&R Committee report on 19 September 2023 and subsequently ratified by Full Council on 3 October 2023.



RIPSA Data Safeguards Compliance Process

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1. Introduction

1.1.

This document sets out Orkney Islands Council's process to safeguard data security regarding information gathered which falls within the framework of the Regulation of Investigatory Powers (Scotland) Act 2000 [RIPSA] and the Investigatory Powers Act 2016 ('the Acts').

1.2.

Reference is made to Orkney Islands Council's policies and procedures in respect of covert surveillance and use of covert human intelligence sources (hereinafter collectively referred to as 'the Council's RIPSA policies and procedures'), to which this process is subsidiary.

1.3.

This Data Protection Compliance Process is supplemental to the safeguards contained in Chapter 8 of the Covert Surveillance and Property Interference: Code of Practice and in Chapter 8 of the Covert Human Intelligence Sources: Code of Practice issued by the Scottish Government on 20 December 2017 and, in the case of any conflict, these Codes would prevail.

2. Objective

2.1.

The objective of this Process is to ensure that all data obtained through processes subject to the Regulation of Investigatory Powers (Scotland) Act 2000 is maintained in a safe, secure, and effective way.

2.2.

The procedure will set out a retention, review and destruction process to ensure that information obtained is not kept for any longer than is required.

3. Data Safeguards

3.1.

Any information obtained through surveillance should be handled in accordance with the safeguards that the Council has put in place to support data protection, as set out in the Council's [Data Protection Policy](#) and Procedure for Staff.

3.2.

The following should be undertaken to ensure the integrity of data:

- Ensure that the information you hold is relevant and that data is accurate and up to date.

- Any data collected or transported off site should be kept secure, and that authorisation has been obtained to do so.
- Ensure that any paper-based files are stored securely, such as in access controlled areas / locked filing cabinets etc. to minimise risk of theft or loss.
- Ensure that information you are working with cannot be accidentally overseen by anyone else, follow a clean desk policy.
- Ensure any breaches are reported to the Information Governance Officer as soon as you are aware of them.
- If a member of the public makes a request for their data ensure this is forwarded to foi@orkney.gov.uk.

4. Records Management

4.1.

The Council must keep a detailed record of all authorisations, renewals, cancellations and rejections within Services and a Central Register of all Authorisation Forms will be maintained and monitored by Legal and Governance.

4.2.

Each authorisation will be allocated a unique reference number which will be linked to information obtained through the use of the regulated powers.

4.3.

Any material obtained using powers under the Regulation of Investigatory Powers (Scotland) Act 2000 should form part of an investigation file and a retention period set (see section 5 below) to record how material will be handled. Legal and Governance will oversee this process for files and dispose of them appropriately.

4.4.

Information that should be retained within the records should be:

- A copy of the Forms together with any supplementary documentation and notification of the approval given by the Authorising Officer.
- A record of the period over which the surveillance has taken place.
- The frequency of reviews prescribed by the Authorising Officer.
- A record of the result of each review of the authorisation.
- A copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested.
- The date and time when any instruction was given by the Authorising Officer.
- The Unique Reference Number for the authorisation (URN).

4.5.

Information obtained through surveillance should be held separately so that it is easily identifiable and scheduled for deletion or destruction in line with the Council's Retention Policy.

4.6.

This record must be regularly updated whenever an authorisation is granted, renewed or cancelled. This will be achieved by the Authorising Officer forwarding a copy of the approved application, renewal or cancellation to the Head of Legal and Governance for the centrally retrievable record.

4.7.

An access controlled Microsoft Teams site with a closed group should be set up in order to manage access to an electronic information file relating to a RIPSAs application, and limit dissemination, copying and retention of material to the minimum necessary for the authorised purposes.

5. Retention**5.1.**

Orkney Islands Council holds a formal retention schedule. For both covert surveillance and covert human intelligence sources, data should only be retained for a maximum of three years.

5.2.

Once the retention period is reached the file should be scheduled for deletion or secure destruction in line with the Council's Retention Policy.

5.3.

For electronically held records (Microsoft Teams or Electronic Document and Records Management System) automated retention labelling and automatic disposal rules can be set to ensure that information is not retained longer than necessary.

5.4.

Periodic reviews should be undertaken to ascertain whether data obtained under previous authorisations is being retained for longer than is necessary and, if appropriate, retained data should be duly disposed of.

Document Control Sheet

Review/Approval History

Date	Name	Position	Version Approved
9 October 2023	Gavin Mitchell	Head of Legal and Governance	V1

Change Record Table

Date	Author	Version	Status	Reason



Risk Management Policy and Strategy

2024 to 2026

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Document Control sheet.

Approval History

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		V1.3

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October 2018	Malcolm Russell	1.0	Final.	
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July 2022	Les Donaldson	1.2	Final.	Reviewed and updated
August 2024	DC Hunter	1.3	Draft	Reviewed and updated

1. Policy Statement

Orkney Islands Council recognises the importance of identifying and managing the various risks inherent in its activities and the services it provides to the community. To address this, the Council has adopted a risk management policy, established a Risk Management Strategy, and implemented supporting procedures.

The Council acknowledges that it is impossible to eliminate risk. However, it also recognises that effective risk management can support positive opportunities that, with proper control, may lead to service improvements. Therefore, the Council's measures are based on principles of appropriate risk management practice, aiming to balance and control both risk and opportunity.

In the aspect of risk management, the Council aims to:

- Consistently fulfil its statutory obligations and operate within the law;
- Protect the public, Council members, employees, pupils, tenants, and all individuals under its duty of care;
- Safeguard its assets, including buildings, equipment, vehicles, and other resources;
- Preserve and enhance service delivery;
- Maintain effective control over public funds;
- Uphold and enhance the Council's reputation;
- Protect and improve the quality of Orkney's environment.

To achieve these objectives, the Council will systematically identify, evaluate, and manage all risks that could potentially threaten or negatively impact these goals. Additionally, the Council will support its members and officials in developing the necessary skills and competencies to provide high-quality risk management.

2. Introduction

The aim of this strategy is to integrate risk management into the Council's corporate and service management, ensuring it is embedded in governance, planning, and service delivery operations. This approach allows for effective monitoring and reporting on the strategy's success.

The strategy recognises that risks are present at all levels of the Council's functions and activities, encompassing both strategic or corporate risks and numerous operational risks.

The UK COVID-19 report provided several key recommendations in preparedness and response which OIC has considered in this strategy to ensure alignment with best practice risk management. The key recommendations from the UK COVID-19 were:

- **Simplification of Emergency Systems:** The report calls for a radical simplification of the UK's civil emergency preparedness and resilience systems.
- **Regular Pandemic Response Exercises:** It recommends holding a UK-wide pandemic response exercise at least every three years to ensure readiness.
- **Independent Statutory Body:** The creation of a single, independent statutory body responsible for whole-system preparedness and response is suggested to streamline efforts and improve coordination.

- **Enhanced Data and Health Systems:** Improving data and health systems across the UK to ensure better risk assessment and preparedness.
- **Public Health Infrastructure:** Strengthening public health infrastructure to enhance the overall response to pandemics.
- **Reforms in Pandemic Planning:** The report emphasizes the need for radical reforms in pandemic planning to ensure better preparedness for future emergencies

The report indicated that while the UK was considered well-prepared for a pandemic, it was not adequately prepared for a catastrophic emergency like COVID-19. This gap in preparedness affected the overall risk assessment and response.

The recommendations identified the need for better risk assessments and emphasised the necessity for improved risk assessments to effectively respond to future pandemics. There should be a shift in risk assessment strategies from relying solely on reasonable worst-case scenarios to evaluating a broader spectrum of scenarios that reflect various risks and their ranges. This strategy and policy aim to support this new approach as the way forward.

Risk management is part of the Council's Strategic Planning and Performance Framework, and the monitoring of risk is part of the Council's Corporate Performance and Risk Management System.

3. Terminology

3.1. Governance

The framework through which local authorities fulfil their purpose and achieve their intended outcomes for citizens and service users, while operating in an effective, efficient, economical, and ethical manner. Good governance results in effective management, strong performance, responsible stewardship of public funds, meaningful public engagement, and ultimately, positive outcomes for citizens and service users.

3.2. Risk

Risk refers to the possibility of something negative or undesirable happening. It involves uncertainty about the outcomes of an activity or decision, particularly those that could lead to harm, loss, or other adverse effects. Specifically, risk is the chance or possibility of loss, damage, injury, or failure to achieve objectives caused by an unwanted or uncertain action or event. This can be further defined as the combination of the likelihood of an event occurring (or not occurring) and its impact on the organisation. Risks can be found in various contexts, such as health, finance, safety, and the environment. Managing risk typically involves identifying potential threats, assessing their likelihood and impact, and implementing measures to mitigate or control them.

3.3. Risk Management

Risk management is the systematic process of identifying, evaluating, and prioritising risks, followed by the coordinated and economical application of resources to minimise, monitor, and control the probability or impact of unfortunate events. It also aims to maximise the realisation of opportunities. This process involves several key steps:

- **Risk Identification:** Recognising potential threats that could affect the organisation.
- **Risk Assessment:** Analysing the likelihood and impact of these risks.
- **Risk Mitigation:** Developing strategies to reduce or manage the identified risks.

- **Monitoring and Reviewing:** Continuously tracking the effectiveness of risk management measures and making necessary adjustments.

Effective risk management helps local authorities to operate in an effective, efficient, economical, and ethical manner. It ensures good governance, strong performance, responsible stewardship of public funds, meaningful public engagement, and ultimately, positive outcomes for citizens and service users.

This approach aims to create a dynamic and responsive risk assessment process that can better prepare for and mitigate a wide range of potential risks.

4. Objectives

Orkney Islands Council is dedicated to developing and sustaining a comprehensive and systematic approach to identifying and managing risks. This commitment involves integrating risk management practices into all aspects of the Council's operations and decision-making processes. By doing so, the Council aims to proactively address potential threats and opportunities, ensuring the safety and well-being of the community, protecting assets, and enhancing service delivery. The Council will continuously monitor and review its risk management strategies to adapt to changing circumstances and maintain compliance with relevant regulations and standards. This approach underscores the Council's dedication to responsible governance and the achievement of its strategic objectives.

The Council's risk management objectives are to:

- Ensure that risk management is thoroughly and consistently embedded in the Council's culture.
- Manage risk according to best practice standards.
- Anticipate and adapt to evolving social, environmental, and legislative changes.
- Treat compliance with health and safety, insurance, and legal requirements as a baseline standard.
- Prevent death, injury, damage, and losses, while minimising the costs of incidents and accidents.
- Inform policy and operational decisions by identifying risks and assessing their potential impact.
- Raise awareness of the importance of risk management among all those involved in the Council's service delivery.
- Recognise that effective risk management includes positive risk-taking and the identification of opportunities.

These objectives will be achieved by:

- Clearly defining the roles, responsibilities, and reporting lines for risk management within the Council.
- Establishing clear risk management processes.
- Continuously demonstrating the application of risk management principles in the Council's activities, including those of its employees and members.
- Emphasising the importance of effective risk management as part of the daily work of employees and members.
- Maintaining a register of risks associated with the Council's business, corporate, and operational objectives, including those related to partnerships.
- Keeping documented procedures for risk control and provide appropriate information, training, and supervision.

- Maintaining a system for recording health and safety incidents and identifying preventive measures to avoid recurrence.
- Developing contingency plans to ensure business continuity in the event of major disruptions to the Council's operations.
- Continuously monitor and seek improvements in risk management arrangements.

5. Approach

It is essential that a single risk management approach be utilised at all levels throughout the Council. By demonstrating good governance through effective management of risks and opportunities, the Council will be in a stronger position to deliver objectives, provide improved services to the public, work better as a partner with other organisations and achieve value for money.

This approach to risk management will inform the Council's business processes, including:

- Strategic planning
- Financial planning
- Service planning
- Policy making and review
- Performance management
- Project management
- Partnership working

It is essential in order to achieve the objectives referred to in section 4, that processes are in place to identify and assess risks and opportunities, develop and implement controls and warning mechanisms, and to review and report on progress.

The identified risks and relevant control measures will be managed through the Council's Corporate Risk Register.

6. Benefits

Risk management offers numerous benefits including:

- **Regulatory Compliance:** Effective risk management ensures compliance with relevant laws and regulations, avoiding legal penalties and maintaining repute.
- **Improved Decision-Making:** Access to comprehensive risk information allows leaders to make better-informed decisions, grounded in the latest data.
- **Enhanced Planning:** Risk management helps in anticipating potential challenges, leading to more robust and resilient planning.
- **Operational Efficiency:** By proactively addressing risks, OIC can avoid disruptions and maintain smooth operations.
- **Reputation Management:** Managing risks effectively helps preserve and enhance the reputations by demonstrating responsible and proactive governance.
- **Financial Safeguarding:** By identifying and mitigating potential risks, OIC can prevent significant financial losses.
- **Employee Productivity:** A well-managed risk environment can improve employee morale and productivity by providing a safer and more predictable workplace.

- **Stakeholder Confidence:** Demonstrating a strong risk management framework can build confidence among stakeholders, including customers, and partners.
- **Opportunity Identification:** Effective risk management not only mitigates threats but also identifies opportunities for growth and improvement.

7. Status of Risk Management

Risk management is as much a part of the duties of Council officials as, for example, the control of budgets or the deployment of staff and assets. It is one of many substantive issues to be considered by elected members when making decisions. If the Council is to have reasonable assurance that risk management is effective, and is effectively part of the Council's operations, risk management must be carried out in a systematic and structured manner and be subject to monitoring and reporting on its effectiveness.

8. Management Arrangements

Risk management is a part of service and corporate management and accordingly should be integrated as far as possible within normal management processes.

The Chief Executive will have overall responsibility for the management of risk within Orkney Islands Council. In practice, this responsibility will be deferred to the four Corporate Directors and Chief Officer, Orkney Health and Social Care Partnership (HSCP).

The Corporate Director, Neighbourhood Services and Infrastructure will have responsibility for ensuring that the Council's Risk Management Strategy, Policy and Corporate Risk Register are maintained and regularly reviewed. Risk owners will clearly be identified within the register. The Corporate Risk Register will be reviewed biennially or where a new risk is identified. The reviewed Corporate Risk Register will be presented to the Corporate Leadership Team for approval and thereafter to the Policy and Resources Committee.

Corporate Directors and Chief Officer, Orkney HSCP will have responsibility for ensuring a risk register is compiled and maintained in respect of their Service. Service Risk registers will be reviewed biennially or where a new risk is identified. Any identified risk which falls out with the risk tolerance level will be escalated to the Corporate Risk Register.

Heads of Service will be responsible for ensuring a risk register is kept of all risks falling within their service and that service risk registers are reviewed biennially or where a new risk is identified. Risks which fall out with the risk tolerance level will be escalated to the respective Service Risk Register.

The Corporate Leadership Team shall:

- Determine the levels of risk and outcomes that are tolerable and acceptable to achieve the Council's objectives.
- Provide advice to elected members on the type and amount of risk to accept when making policy decisions.
- Assume ownership of the corporate risks recorded in the Corporate Risk Register.
- Carry out a strategic overview of the Corporate Risk Register at least biennially.
- Promote and support the implementation of the risk management policy and strategy throughout the Council.

Identified risks will be allocated to an officer and each risk will be accompanied by an assessment of whether the risk will be tolerated, treated, terminated or transferred. Registers will be accompanied by an action plan, highlighting the means by which the assessment will be achieved.

8.1. Evaluation of Risk

To comprehensively evaluate risk, the following categories should be assessed.

- **Strategic Risks:** These relate to achieving long-term goals and alignment with the Council's mission and vision.
- **Compliance Risks:** Associated with adhering to laws, regulations, and industry standards.
- **Operational Risks:** Arise from day-to-day processes, systems, and activities.
- **Financial Risks:** Linked to financial stability, budgeting, investments, and cash flow.
- **Reputational Risks:** Impact the Council's image, brand, and public perception.

When considering issues for risk assessments, several key factors should be considered to ensure a comprehensive and effective evaluation. Here are the main aspects to consider:

- **Hazard Identification:** Identify all potential hazards that could cause harm.
- **Likelihood of Occurrence:** Assess how likely it is that each identified hazard will occur.
- **Severity of Consequences:** Evaluate the potential impact of each hazard if it were to occur.
- **Existing Controls:** Review the effectiveness of current control measures in place to mitigate the identified risks.
- **Vulnerabilities and Capabilities:** Consider the vulnerabilities within OIC that could exacerbate the risk, as well as the capabilities that could help mitigate it.
- **Changes in Context:** Consider any changes in the internal or external environment that could influence the risk. This includes changes in regulations, market conditions, or technological advancements.
- **Stakeholder Concerns:** Include the perspectives and concerns of various stakeholders, such as employees, customers, investors, and the community.
- **Time-Related Factors:** Consider the timing of potential risks, such as seasonal variations, project timelines, and maintenance schedules.
- **Biases and Assumptions:** Be aware of any biases, assumptions, or limitations in the information used for the risk assessment.
- **Emerging Risks:** Identify and evaluate new and emerging risks that may not have been previously considered.

By systematically considering these factors, the Council can develop a thorough and effective risk assessment that helps mitigate potential hazards and protect their operations.

It is acknowledged that there are some aspects of operational risk management which would benefit from corporate support and co-ordination. There is also a need for the Council to be able to demonstrate that risk management arrangements are effective, through the Corporate Performance and Risk Management system.

The Integration Joint Board commissions integrated health and care services from both the Council and NHS Orkney, managed through Orkney Health and Care Partnership's Senior Management Team. To avoid duplication, this integrated service may follow the risk management system and documentation currently operated by either the Council or its partner, NHS Orkney. However, the monitoring and accountability procedures in respect of the Council remain the same.

The Performance and Risk Management Group will consist of at least one representative from each Service of the Council. This will not be a decision-making body, as recommendations would be referred to the Corporate Leadership Team and, as necessary, to the relevant service committee or in relation to Orkney Health and Social Care Partnership, to the Integration Joint Board or a service committee or sub-committee established with an appropriate remit.

The Risk Management Policy and Strategy should be reviewed every two years.

8.2. Resilience Arrangements and Extraordinary Risk

Extraordinary risk events which are rare and unpredictable can have significant impacts on communities such as "Acts of God", major natural disasters, or unprecedented global technological failures. These often fall outside the scope of standard risk assessments.

However, Orkney Islands Council does recognize the importance of resilience management frameworks and response and recovery arrangements to mitigate the impact of these potential extraordinary events.

Measures are in place throughout the council via emergency planning and resilience arrangements. Response and recovery are co-ordinated tactically via an Incident Management Team with 24/7 coverage via duty rosters.

Scenario-based exercises are held to ensure preparedness.

Furthermore, there is extensive partnership, communication, co-ordination and collaboration with partner agencies and emergency responders through local, regional, and national resilience frameworks.

By prioritizing resilience management in these types of events, the Council is better placed in planning for the unforeseen.

9. Business Continuity

Business continuity examines the ability to maintain essential functions during and after a failure or unexpected event. It involves planning and preparing to ensure that critical operations can continue with minimal disruption, even in the face of challenges such as natural disasters, cyber-attacks, or other emergencies.

The business continuity process is essentially risk management applied to the whole Council and its ability to continue with its service provision in the event of a catastrophic event. The Council must ensure risk management processes are applied throughout the business continuity lifecycle.

10. Monitoring and Accountability

Formal monitoring and accountability procedures will form an integral part of the Council's risk management process, covering the following three main issues:

- Delivering the risk management strategy.
- Implementing risk management action plans, both corporate and service.
- Determining whether the action planning is making a difference to the risk, as appropriate.

The following monitoring arrangements are in place:

- Risk registers are presented to the relevant committee or board annually to advise members of the risks which may affect the achievement of the Council's strategic objectives.
- Service risks are tracked via the Corporate Performance and Risk Management System, ensuring that any performance risks are flagged to the Corporate Leadership Team through exception reporting.
- Ensuring that the Performance and Risk Management Group remains an effective and efficient mechanism for overseeing risk management and promoting corporate consistency in implementing the risk management policy.
- Internal Audit's role may include the auditing of the risk management process across the Council and the reporting on the efficiency and effectiveness of internal controls.

11. Summary and Conclusion

The risk management policy and strategy create a framework for the Council to integrate risk management into its operations in an effective approach. Risk management benefits the Council and its community by adopting best practice and coupled with effective resilience arrangements to manage exceptional situations.

Monitoring and management of how risks are identified, recorded and managed allows the Council to identify hazards and assess their impact and likelihood for the Council and its community.

If the Council is to have reasonable assurance that risk management is effective, and is effectively part of the Council's operations, risk management must be carried out in a systematic and structured manner and be subject to monitoring and reporting on its effectiveness.

The Council acknowledges that it is impossible to eliminate risk. However, it also recognises that effective risk management can support positive opportunities that, with proper control, may lead to service improvements

ORKNEY ISLANDS COUNCIL - CAPITAL PROJECT APPRAISAL PROCESS

Project Appraisal – Stage 2

Capital Programme:	General Fund – Airfield Terminal Building Replacement Programme
Client Service:	Marine Services and Transportation
Project Name:	Airfield Terminal Building Improvement Programme

1. Background

- 1.1. Orkney Islands Council owns and operates six airfields on the Outer North Isles of Eday, North Ronaldsay, Papa Westray, Sanday, Stronsay and Westray. The Council has a commitment to the Civil Aviation Authority (CAA) as part of the airfield operating licence to continuously improve and update the airfields. An integral part of this improvement is the commitment in the North Isles Airfields Strategy to update the terminal buildings. Delays or failure to deliver an improvement programme jeopardises the operating licence with the risk of subsequent loss of the critical lifeline air service for island communities, that the terminals and CAA licence supports.
- 1.2. A report was presented to the Development and Infrastructure Committee on 15 February 2022 to consider a Stage 1 Capital Project Appraisal in respect of the proposal to provide new airfield terminal buildings at Eday, Papa Westray, Stronsay and Westray. Approval was given to submit a Stage 2 Capital Project Appraisal to the Policy and Resources Committee.
- 1.3. Engineering officers have carried out site visits, considered the required location and orientation of each new terminal building and have completed revised plans of the terminal building as well as external infrastructure requirements such as new parking and EV charge points. The draft airfield terminal plan, specification and layout by island are attached in Annex 1 of this report.

2. Options Available

- 2.1. The improvement programme in recent years has seen the Council provide new airfield terminal buildings meeting CAA requirements at North Ronaldsay and Sanday with new facilities at Papa Westray and Stronsay under construction. The terminal buildings at Eday and Westray are 30 plus years old and do not meet current guidelines, with the building fabric beyond its life expectancy, passengers mixing with operations, and inadequate toilet facilities. These are critical pieces of island transport infrastructure which support the lifeline air services for residents, the local economy and are main gateways and orientation points for visitors to the islands.

- 2.2. Refurbishing the existing infrastructure has been considered, but there are several disadvantages and limiting factors, such as limited scope for improving the passenger experience and future proofing. In addition, the location of the buildings does not meet current CAA standards as the end of the runway cannot be viewed from the terminal building. There is also a need to segregate the operational activity of the Airfield Rescue and Fire Fighting Service from the public area.
- 2.3. The new terminal buildings in Eday and Westray will be located to ensure views are not restricted of the airfield manoeuvring area, previously outlined as a safety issue by the CAA. For Eday, this means the new terminal building will be located next to the existing garage, which is key from an operational perspective. In Westray, the improved line of sight is quite some distance away from the existing garage, which is not suitable from an operational perspective. For this reason, a terminal building with integral garage is proposed, consistent with those constructed on North Ronaldsay and Sanday. The existing garage will be utilised as a much-needed store for airfield plant and equipment which is currently stored at a nearby farm.
- 2.4. The improvement programme needs to be progressed to bring the buildings up to current standards from the poor condition of the existing infrastructure. External grant funding has been applied for, with a match funding requirement from the Council. The bid submitted during 2023/24 to the Islands Infrastructure Fund for Papa Westray and Stronsay was successful with an award of £216,307. A further bid was submitted in August 2024 seeking funding towards the Westray and Eday terminals.
- 2.5. Doing nothing is not a long-term option as this risks the operational certification for the airfields which have older terminal buildings. The preferred option is therefore to replace the old buildings with compliant new buildings.

3. Delivery

- 3.1. The scale, nature and construction methodology of the new airfield terminal buildings will ensure that the contract can be delivered by a wide range of contractors. With the islands location of the airfield buildings there may however be procurement challenges in securing a contractor. The project cost estimates have been increased since the last tender exercise for airfield buildings and contract award to account for the increased cost of isles working, the bouyant local construction market and recent tender price inflation.
- 3.2. A detailed pre-works project programme has been developed by the construction design delivery team which has time contingency built in. The programme covers the core delivery activities from completing the detailed design, currently in progress, planning and building warrant approvals, construction procurement,

contract award and construction duration. A January 2025 date for contract signature should be achievable.

- 3.3. In line with the construction programme the target for submitting the planning application is October 2024 and the outcome is expected by January 2025. There has been informal discussion with the Planning Authority and the design solution reflects the Planner's comments.

4. Islands Programme 2024/25

- 4.1. A funding bid was submitted to the Islands Programme 2024/25 on 30 August 2024 for funding towards two new terminal buildings. As well as new terminal buildings which will be sustainably powered, the application included improved car parking facilities, EV and e-bike charging infrastructure, and e-bike storage, therefore promoting sustainable onwards travel.
- 4.2. The key tasks and milestones for the two airfield terminal buildings during 2024/25 are as follows:

Key Project Tasks/Milestones	Date Expected
Stage 2 Capital Project Appraisal - Council funding decision	October 2024
Islands Programme 2024/25 - IP funding decision	October 2024
Statutory Approval - Planning Permissions	January 2025
Statutory Approval - Building Warrants	January 2025
Procurement – Tender(s) issued	November 2024
Procurement - Construction Contract award(s)	February 2025
Construction - Commencement on sites	March 2025
Construction - Practical Completions	March 2026
Construction – Final Completion	May 2026

5. Land Purchase Requirement

There are no land purchase requirements for this project as the land is already in Council ownership.

6. Project Appraisal

	Criteria	Response
1.	Protects Existing Statutory Provision	The inter-island air service is carried out under a Public Service Obligation (PSO) designation. The Airfield Buildings are integral to the delivery of the air service.
2.	Meets Corporate Priority / Community Planning Goal	As outlined in the Council Plan 2023 - 2028, one of the top Council priorities includes 'We will remove barriers to digital connectivity and vital transport' with an intended outcome of "Our transport infrastructure meets the needs of our communities and visitors." The Council Plan Delivery Plan under the Developing our Infrastructure strategic objective has the aim of developing integrated, effective, sustainable, and reliable inter-islands connectivity through the development and maintenance of transport infrastructure and links.
3.	Protects Existing Assets	By improving a key transportation asset on the islands of Eday and Westray during 2025/26, this is investing in the future of the islands, improving public transport connectivity and connecting communities for work, leisure and education purposes. It is also proposed that the existing terminal buildings could be utilised by the community.
4.	Minimises Capital Cost	The airfield terminal building improvement programme is a requirement to meet CAA requirements and improve accessibility. The design of the building is modest, and materials have been carefully considered to minimise costs given the logistics of the infrastructure. The cost of construction on the isles is however more expensive than for projects on the Orkney mainland with accommodation costs, carriage of goods and materials, additional delays with ferries and travel time all contributing to higher tender prices. Capacity issues in the local construction market is also a risk for the project with only a single

	Criteria	Response
		tender received for the Papa Westray and Stronsay airfield buildings contract.
5.	Maximises Investment from External Sources	A funding bid was submitted to the Islands Programme 2024/25 seeking a capital contribution of 25% of the estimated project cost.
6.	Beneficial Impact on Revenue Expenditure	The new buildings will be more efficient, using air source heating and solar panels to operate the building. Revenue costs should also be less due to a reduction in maintenance costs for a new building.
7.	Linked to Other Council Provision	
(a)	Enhances Statutory Provision	Conformity with the CAA. Provides a suitable check in point for lifeline inter island air service with suitably accessible facilities. The new terminal buildings will support the operation of the lifeline inter island air service which is operated under a Public Service Obligation (PSO) Contract.
(b)	Protects or Enhances Discretionary Provision	N/A
8.	Re-use of Derelict Land or Building	N/A
9.	Promote or Enhance Orkney's Environment	The improvement of key transport infrastructure in the Outer North Isles, using materials which are more sustainable will enhance the environment and benefit the community in general.
10.	Promote or Enhance Orkney's Heritage	Benefit to promote and facilitate visitor numbers to Orkney's heritage in the isles.
11.	Economic Prosperity or Sustainable Communities	<p>Transport is an enabler, connecting communities to key services, allowing people to access jobs, services and education.</p> <p>Transport is especially an enabler in the isles, with the inter-island air service providing a fast, reliable and efficient service for the community, key services and to promote and encourage tourism to the islands.</p>

	Criteria	Response
12.	Enhances Council operations or Improves Health and Safety	The provision of new airfield terminal buildings will improve the existing operation by creating a watch room for day-to-day operational activity separate from the passenger waiting area. The current operation is not suitable or supported by the CAA. The relocation of airfield terminal buildings will also comply with CAA requirements so that the airfield team can observe the end of the runway from watch room.

7. Financial Implications

- 7.1. The cost for two new airfield terminal buildings has been estimated at a total cost of £1,384,000 which will only be confirmed after the contract has been subject to a competitive tender exercise. EV charge points and other equipment for each location have been estimated at £53,000.
- 7.2. The cost of the project has increased on account of the rapid rise in construction costs that has occurred recently. The estimated airfield terminal buildings and EV charging costs over 2024/25 and 2025/26 are outlined below (costs are exclusive of VAT).

Project Delivery Costs – Expenditure Headings	2024-26 (£)
Statutory and Professional Fees	125,740
Main Contract Works	1,205,260
Electrical Chargers (EV and E-bikes)	53,000
Total costs	1,384,000

- 7.3. The Islands Infrastructure Fund will not fund projects that have funding already approved. It is therefore recommended that the Council approves the inclusion of the project in the Capital Programme conditional upon the success of an application to the Islands Infrastructure Fund during 2024/25. The estimated cost of the project as outlined in the Islands Application is as follows:

Funding	2024/25 £	2025/26 £	Total £
Orkney Islands Council	26,500	1,011,500	1,038,000
Total Islands Programme Funding	346,000	-	346,000
Total Project Funding	372,500	1,011,500	1,384,000

- 7.4. The Financial Assessment of Capital Expenditure is attached at Annex 2 and the Financial Assessment of Revenue Expenditure is attached at Annex 3.

8. Risk Assessment

- 8.1. The programme of works proposed during 2024/26 includes two new airfield terminal buildings on the islands of Westray and Eday. Subject to appointing a suitable contractor following the necessary procurement and tendering process, it is anticipated that the works will be carried out by the timescales outlined and for budget as outlined in this report.
- 8.2. The risk to the continuation of the service is low given the airfield operations will continue from the existing terminal building until the works on the new terminal building are complete.

9. Conclusion/Recommendations

- 9.1. It is recommended that the airfield terminal building replacement programme is further progressed during the 2024/25 financial year, with the terminal buildings in Westray and Eday to be replaced with a contribution from the Islands Infrastructure Fund.

10. Accountable Officers

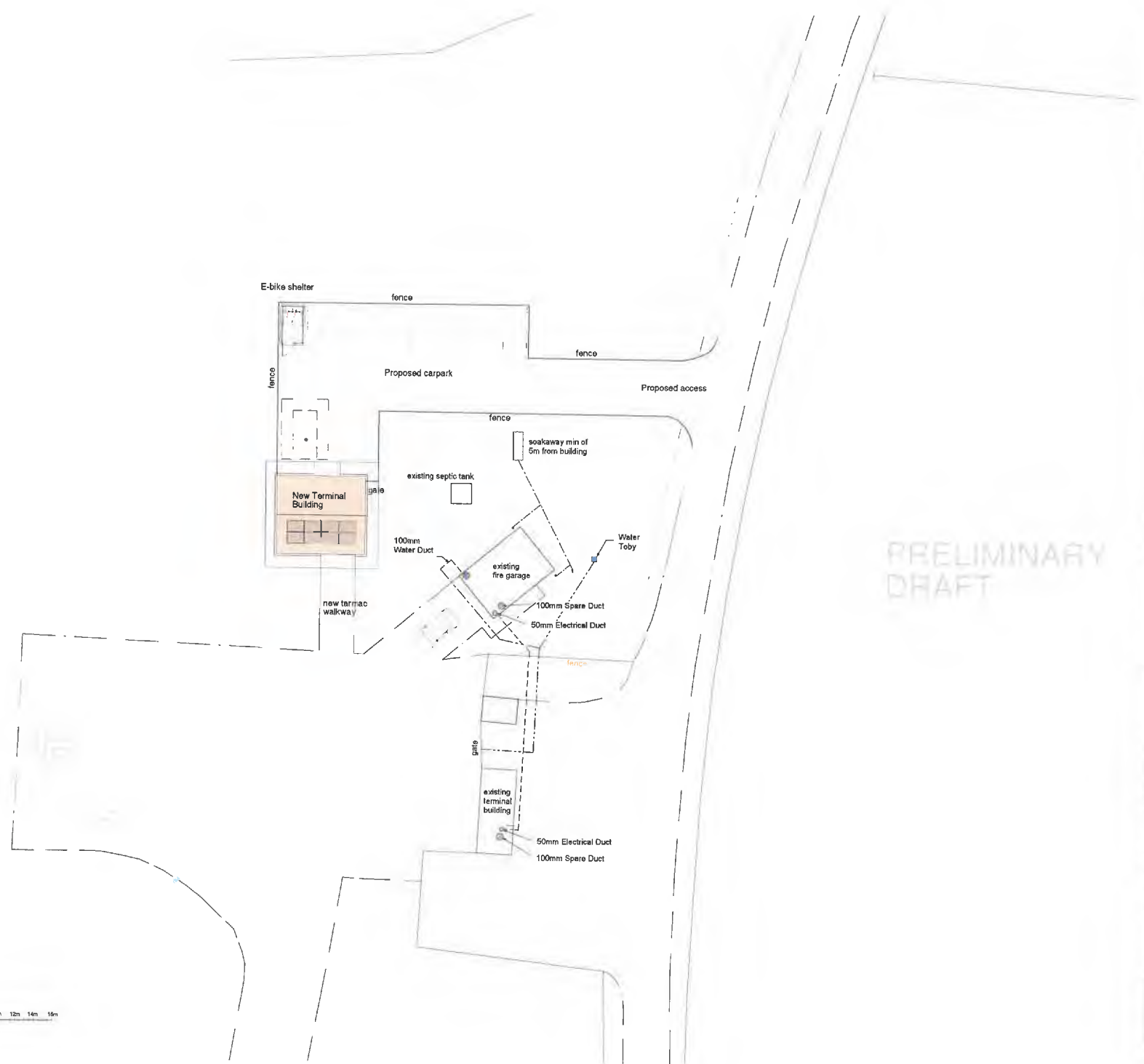
Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration, extension 2521, Email gareth.waterson@orkney.gov.uk

James Buck, Head of Marine Services, Transportation and Harbour Master, extension 2703, Email james.buck@orkney.gov.uk

Laura Cromarty, Service Manager (Transportation), extension 2535, Email laura.cromarty@orkney.gov.uk


11. Annexes

Annex 1 - Terminal Building Plan, Specification and Proposed Site Locations
Annex 2 - Financial Assessment of Capital Expenditure
Annex 3 - Financial Assessment of Revenue Expenditure



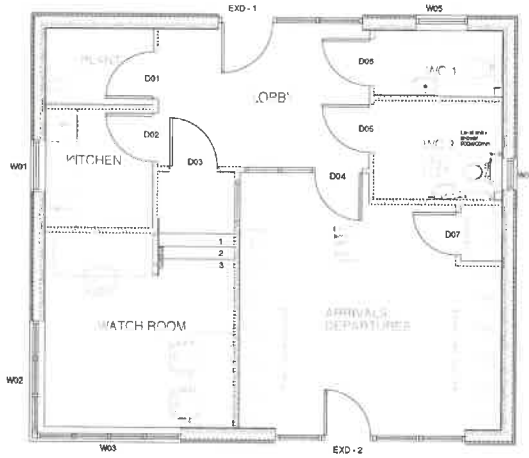
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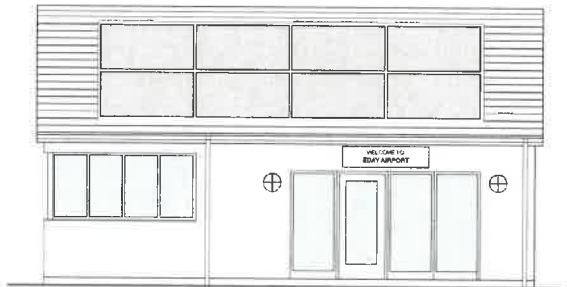
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Revision	Issue
Perf'd 14/08/2024	Issue
Date August 2024	Drawn JG
Scale 1:200@A1	Checked
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Annex 1



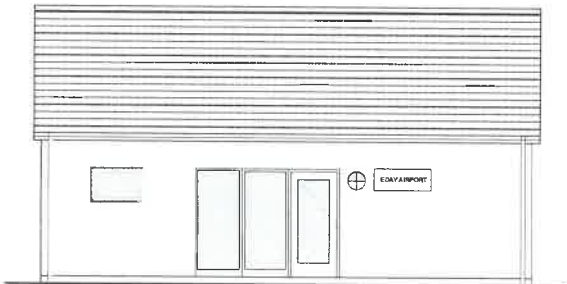
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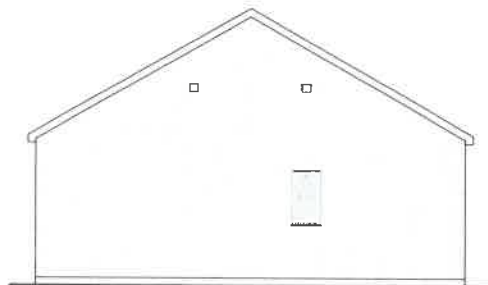
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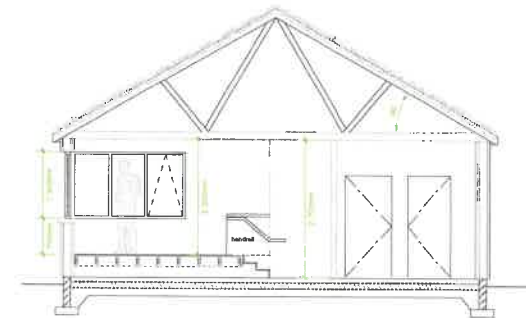
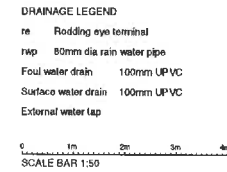
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NORTH ELEVATION Scale 1:50



EAST ELEVATION Scale 1:50



SECTION A-A Scale 1:50

PRELIMINARY
DRAFT

REVISIONS

Project
**EDAY AIRFIELD
NEW TERMINAL
BUILDING**

Title
**FLOOR PLAN AND
ELEVATIONS**

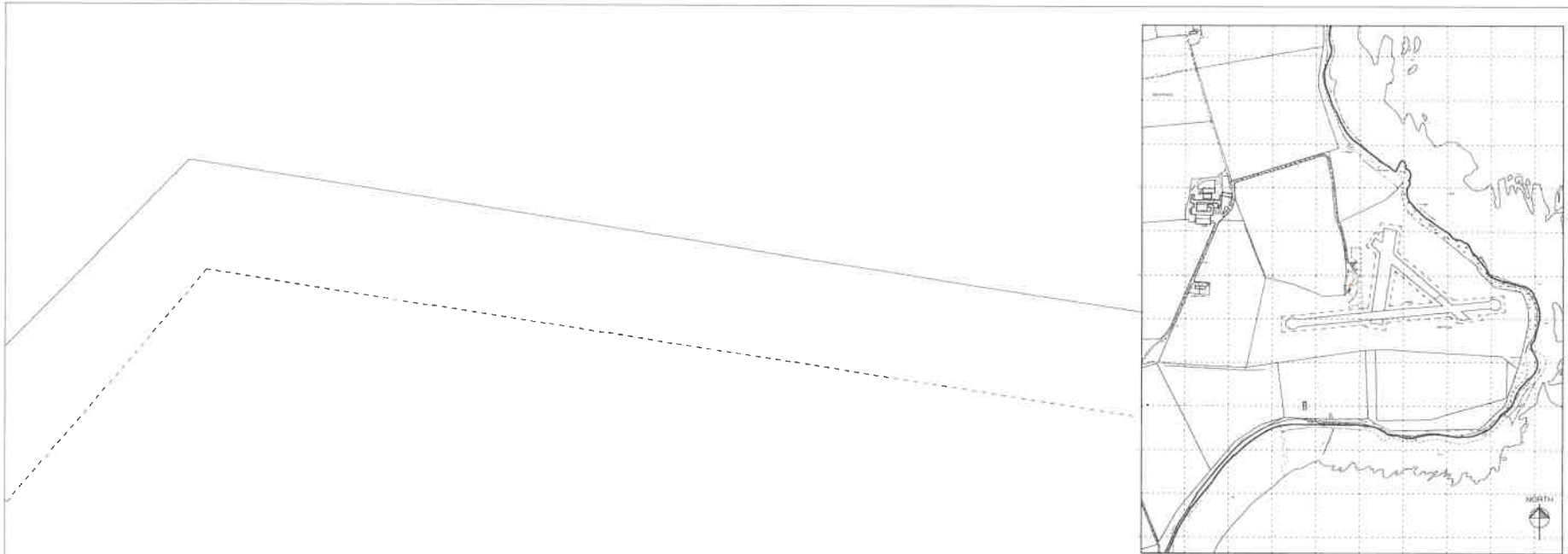
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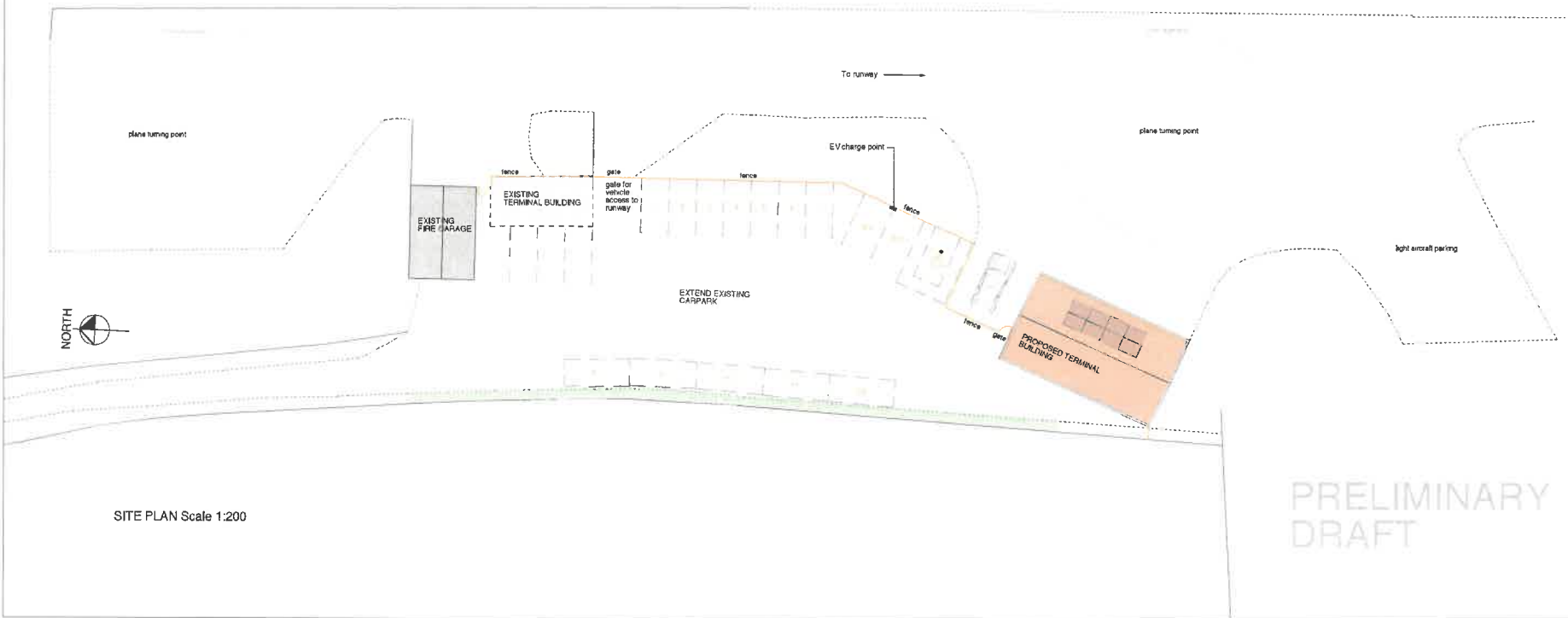
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LOCATION PLAN Scale 1:5000



SITE PLAN Scale 1:200

REVISIONS

Project
**WESTRAY AIRFIELD
NEW TERMINAL
BUILDING**

Title
**SITE PLAN &
LOCATION PLAN**

Project No.	Drawing No.
26-1057-P001	02

Revision	Issue
14/08/2024	

Date	March 2023	Drawn	JG
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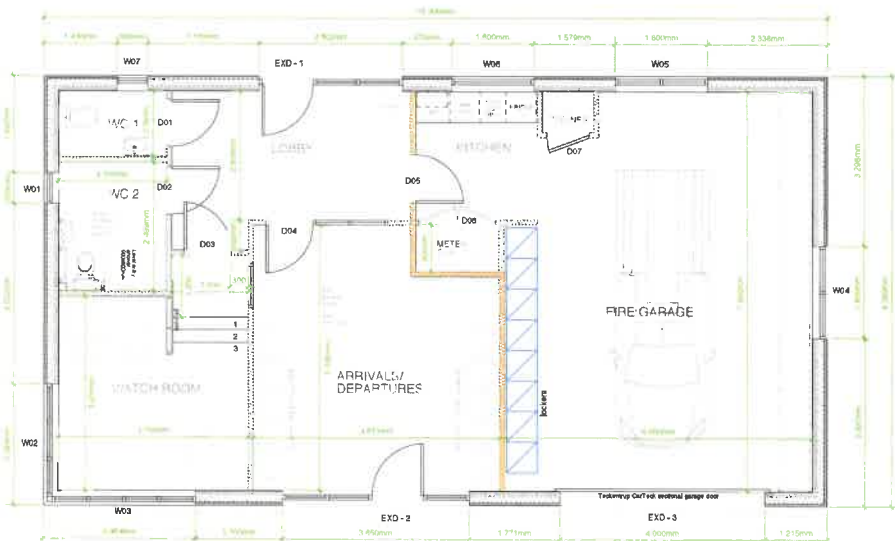
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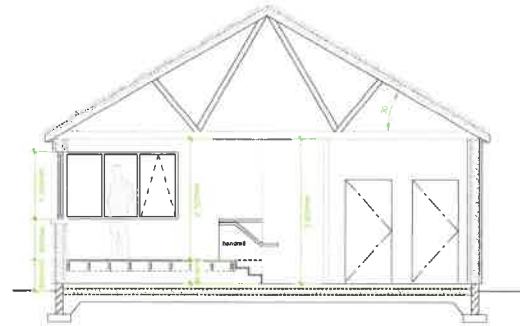
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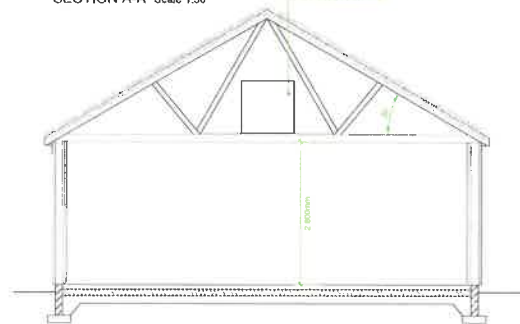
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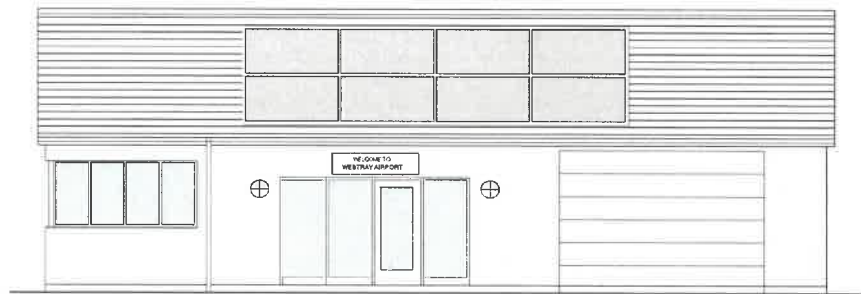
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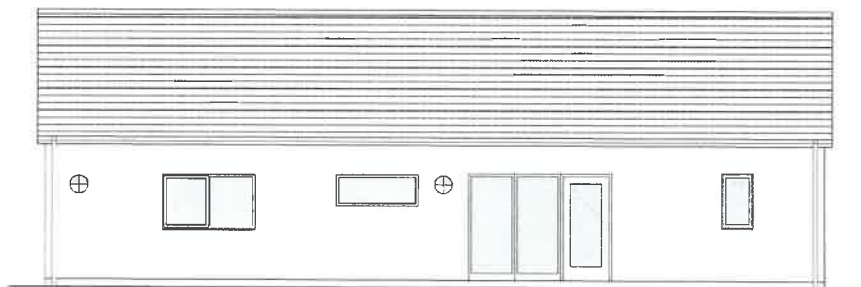
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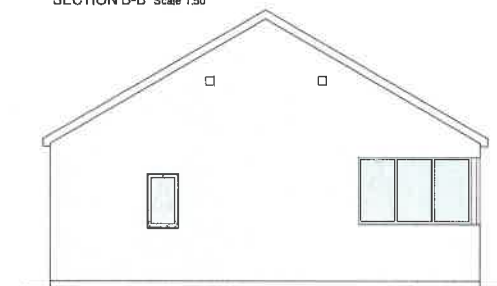
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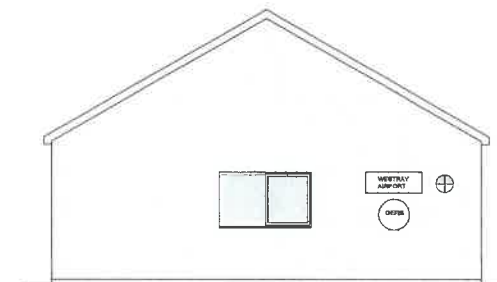
EAST ELEVATION Scale 1:50



WEST ELEVATION Scale 1:50



SOUTH ELEVATION Scale 1:50



NORTH ELEVATION Scale 1:50

- EXTERNAL FINISHES**
- Roof: Min Stonevale flat profile roof tiles colour: Black
 - Walls: Cadral Click wood effect weatherboard cladding (vertical) colour: Slate Grey (C18)
 - Fascias and Soffits: Cadral gullit and fascia boards colour: Slate Grey (C18)
 - Windows and Doors: UPVC colour: anthracite (RAL 7016)
 - Garage Door: Tackertup Car-Tack automatic solid sectional door colour: Flame Red (RAL 3000)
 - Rainwater goods: UPVC colour: black

PRELIMINARY DRAFT

REVISIONS

Project
NEW TERMINAL BUILDING AND FIRE GARAGE, WESTRAY

Title
FLOOR PLAN, ELEVATIONS AND SECTIONS

Project No.	Drawing No.
26-1057-P001	03
Revision	
Printed	14/08/2024
Date	June 24
Scale	1:50
Drawn	JCS
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ORKNEY ISLANDS COUNCIL

1028

GENERAL SPECIFICATION

CONCRETE STRIP FOUNDATIONS

Excavate for concrete strip foundations to external walls 600mm x 150mm deep, minimum of 450mm below ground level. Concrete blockwork underbuilding. Concrete strip foundations to load bearing partitions 450mm x 150mm. DPC to top of blockwork underbuilding, minimum of 150mm above ground level. Please refer to Structural Engineers drawings for layout.

CONCRETE FLOOR (u-value = 0.14 W/m2k)

125mm thick concrete floor slabs with 1 layer of A193 mesh min 30mm cover, with underfloor heating pipes on 100mm thick Kingspan thermal insulation, on 1200g visqueen damp proof membrane turned up at the perimeter of the slab and to pass over the leaf of blockwork, please refer to foundation/wall detail, dpm to meet rdn requirements, lap the membrane by a minimum of 150mm and seal with a strip of monobond tape min of 30mm wide. 25mm thick polystyrene insulation to the vertical face of the perimeter of the slab, sealed on 50mm blinding and 150mm thick layers of well compacted hardcore.

TIMBER FLOOR AND STAIRS

Timber floor to Wallow Room to raise the floor level by 550mm. Timber floor 47x195mm C16 timber joists @400mm centres, supported by 47x195mm wall plate bolted to the timber kit @200mm centres with M12 bolts, with dwangs 50x50mm @1200mm centres. 22mm thick chipboard flooring (eg. glued and screwed). Timber staircase with 4No. risers, 170mm max rise, 250mm minimum going, with timber handrail to extend 300mm beyond top and bottom of stairs, 1200mm deep landing to start. Timber stairs to comply with building standard 4.3 Stairs & Ramps, banister and handrail to be provided at a height of between 840mm and 1000mm as per the guidance in 4.3.14.

WALLS (u-value = 0.13 W/m2k)

Cedral Lap weatherboard planks (timber effect) fixed horizontally using s/s Cedral click clips with s/s screws to 150x20mm vertical timber battens wrapped in breather membrane @600mm centres, fixed as per manufacturers recommendations. Minimum of 30mm vented cavity left between weatherboarding and timber kit to comply with 3.10 Precipitation. Perforated pest control strips fitted at DPC level and soffit line, and above and below window openings. Reflective breather membrane paper on 8mm thick sterling board. 45x140mm timber vertical timber framing @600mm centres. 45x140mm timber horizontal rails, double top and bottom. 45x140mm, horizontal binders, 3No. 45x195mm timber lintels above openings supported by 45x140mm rattle studs. 140mm thick Xtratherm PIR rigid insulation board between timber studs. 40mm thick Xtratherm PIR rigid insulation board to inner face of timber kit, 1 layer of Protect vapour control foil, 35mm service void, 12.5mm plain lapped edge plasterboard, taped and filled with gyproc filler, sanded ready to paint.

ROOF (u-value = ??W/m2k)

Roof pitch 90 degrees. Medland-Monier Mini Stonewold roof tiles, colour black, fixed to 50x25mm baling battens, on 50x25mm counter batten, then 50mm thick GCS, on timber trusses @600mm centres to engineers specifications. 450mm thick fibreglass insulation to ceiling. Timber dwangs to ceilings @1200mm centres. 12.5mm thick plasterboard to ceiling, all joints taped and filled with Gyproc filler, sanded ready to paint. Cedral UPVC fascias and soffits (colour to match cladding), provide continuous strip ventilation to eaves, with roof ridge ventilation.

INTERNAL PARTITIONS -

Standard partitions - 45x75mm vertical timber studs @600mm centres, top and bottom horizontal rails, with dwangs @1200mm centres. All partitions to have 25mm thick acoustic insulation sound deadening roll (10kg/m3) 43dB sound reduction to meet the requirements of 5.2. 1 Layer of 12.5mm thick plain tapered edge plasterboard to each side, 1 layer of 18mm plywood and 1 layer of 12.5mm moisture resistant plasterboard to disabled toilet with shower to comply with Standard 3.12.3 Robust wall construction, all joints taped and filled with gyproc filler, sanded ready to paint.

INTERNAL FINISHES -

12x35mm redwood pencil round skirtings, 18x70mm redwood pencil round facings, no skirting blocks, 32mm redwood door jambs, 12x70mm redwood door stops, ingoers to be plasterboard, 16mm redwood cills and apron plates to windows. Internal doors - Oak veneered solid core flush doors as per door schedule. Internal ironmongery - as per ironmongery schedule. Kitchen units - Kitchen units by Howdens Joinery or equal approved, with soft close door and drawer mechanisms, 40mm laminate worktops as per internal elevations drawing.

FLOORING AND SHOWER WALL VINYL -

PAINTERWORK -

Walls - 1 x coat of drywall primer, 2 x coats of matt emulsion, colour : White. Disabled toilet and shower walls - 1 x coat of drywall primer, 2 x coats of mid-sheen emulsion, colour: white. Ceilings - 1 x coats of drywall primer, 2 coats of matt emulsion, colour: white. Bathrooms/ Shower room ceilings - 1 x coat of drywall primer, 2 x coats of mid-sheen emulsion, colour: white. Woodwork - facings, skirtings, window cills, meterboxes, coat hook belling etc. -

WINDOWS AND EXTERNAL DOORS -

Triple glazed high performance UPVC windows and doors (external colour : Anthracite Grey RAL 7016, internal colour : Anthracite Grey RAL 7016), with openers as shown on the elevations. All external glazing to have a maximum u-value of 1.0W/m2k. Toughened glass to doors and any window panes lower than 800mm from floor level. Obscure glass to WC and Disabled Toilet windows. Low threshold to doors for disabled access, with a minimum clear opening width of 800mm. Handles - satin/ stainless steel. Windows and doors to meet the requirements of standard 4.13 security and advise to be taken from Secured by Design.

RAINWATER GOODS -

Deepflow UPVC rainwater gutters held together with gutter brackets @600mm centres, 80mm diameter down pipes. All rainwater goods fixed to manufacturers instructions and to comply with current building regulations. Colour: Black.

PLUMBING -

All plumbing work to comply with current building regulations and to the satisfaction of building standards. 40mm diameter waste pipes provided to whbs, showers, 100mm diameter waste pipe to toilets, all connecting into 110mm diameter soil vent pipe. Soil vent pipe to vent through roof. Shower tray in Disabled WC to be a minimum size of 900x900mm. All hot and cold water pipes to be insulated. Thermostatic mixing valves TMVs to be fitted to sanitary appliances in accordance with building standard 4.5. Water efficient fittings will be provided to sanitary appliances to comply with building standard 3.27. Single flush WCs to have a flush volume of not more than 4.5 litres. Taps to have a flow rate of not more than 6 litres per minute.

HEATING AND HOT WATER -

Supply and fit air source heat pump, located outside the building fixed to the gable end. Concrete duct to be left in the concrete floor slab for the cable, DO NOT drill holes in the external walls. Indoor unit and heating manifold to be located in the Plant room. Underfloor heating pipes??

DRAINAGE -

Surface water drainage to connect into new soakaway, minimum of 5 metres from the building and 5 metres from the site boundary, and a minimum of 10 metres from the road. Foul water drainage to connect into new septic tank, minimum of 5 metres from the building and 5 metres from the site boundary, and a minimum of 10 metres from the road. All drainage trenches backfilled with a suitable fill material, all drainage to the satisfaction of building standards, rodding eyes at each change of direction. All manhole covers to have a concrete surround.

ELECTRICAL -

All work to be carried out by a qualified electrical contractor to Standards 4.5, 4.6 and 4.6.5, and to BS 7671:2008. Certificate of Electrical Compliance to be provided. Conquer unit to be situated inside cupboard as shown on the floor layout. Light switches to be positioned at a height of between 900-1100mm above floor level. Socket outlets and phone sockets etc. to be positioned at a minimum height of 400mm from floor level. Sockets and switches above worktops to be at least 150mm above the worktop surface, all in accordance with building standard 4.6.5. 100% of the fixed lighting will be low energy in accordance with building standard 6.5. Provide Category M1 stand alone manual fire alarm system with a manual call point as specified in BS EN 54: Part 11: 2001 (type A) should be installed in accordance with BS 5838: Part 1: 2001/7. Adequate provision will be made for a high speed electronic communications network (broadband connection) a duct will be required in the floor slab in accordance with 4.14.

PV PANELS -

Vridian Clearline Fusion PV16 panels (roof integrated system) installed on South facing elevations as per the elevation drawings. Installed to appropriate spacing recommendations using manufacturer's flashing system. A meter is required for the PV system. The PV panel system is to be fitted with a non-export function to comply with SSE Engineering recommendation G100. The system should also be fitted with a fireman switch so the system can be shut down in the event of a fire. 8No. photovoltaic panels = 4.4kW.

VENTILATION -

Mechanical ventilation system with heat recovery to be installed (MVHR). Dornus HRXD system or equal approved, designed and specified by manufacturer. Manufacturers information to be provided for the SAP calculations and EPC certificate. No trickle ventilation is required to windows with use of MVHR system. Ventilation to WCs provided by MVHR system. Ventilation to WCs provided by MVHR system. Smoke Detectors.

ACCESSIBLE ENTRANCE & CAR PARK -

Concrete access ramp with a fall of 1:12, maximum length 2 metres, max rise 166mm, edge of ramp protected by 100mm high concrete kerb. galvanneal steel handrail to be provided at a height of 840mm - 1000mm, handrail to extend 300mm beyond the end of the ramp. The ramp will be provided at entrance door with a level access plate 1500x1800mm. The door will have a min clear opening width of 800mm (use a 1000mm door set) and an accessible low threshold. The accessible entrance will be provided with an external light activated by a motion sensor. A clear space of 300mm to be provided at the leading edge of the door. Level access plate 1500x1500mm to be provided at the external door of Departures leading to the runway, surrounding ground will be graded up to the access plate. A disabled parking space will be provided in the car park, and be clearly marked, a dropped kerb will also be provided onto the footpath, as shown on the site plan. The parking space will be no more than 45 metres from the entrance and comply with Standard 4.1.1 accessible carpark.

ACTIVITY SPACES -

Kitchen to have an unobstructed manoeuvring space of 1500x1500mm. WC to have a clear activity space of 1100x800mm. WHB to have an activity space of 600x700mm. Shower to have an activity space of 800x800mm. Doors can open into these activity spaces but a clear space of 1100x800mm will remain unobstructed to allow occupant to enter room and close door behind them. Clear activity space of 1100x800mm provided at the entrance door. All internal doors in the building will have a minimum clear opening width of 800mm, with the exception of cupboard doors, this meets the requirements of 4.2.6.

ELECTRIC VEHICLE CHARGING POINTS -

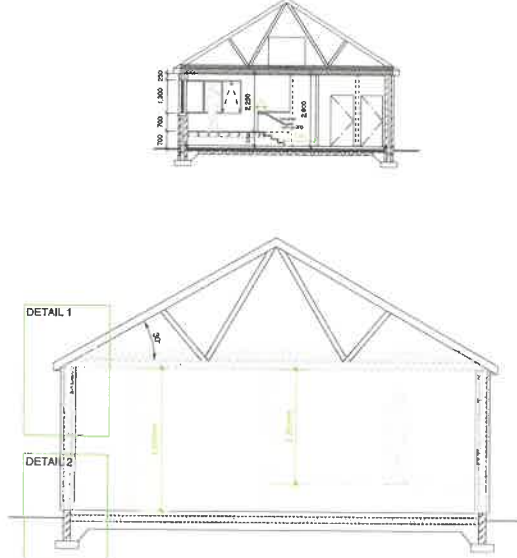
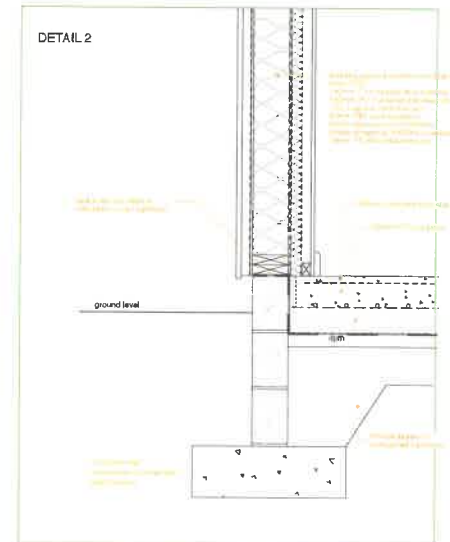
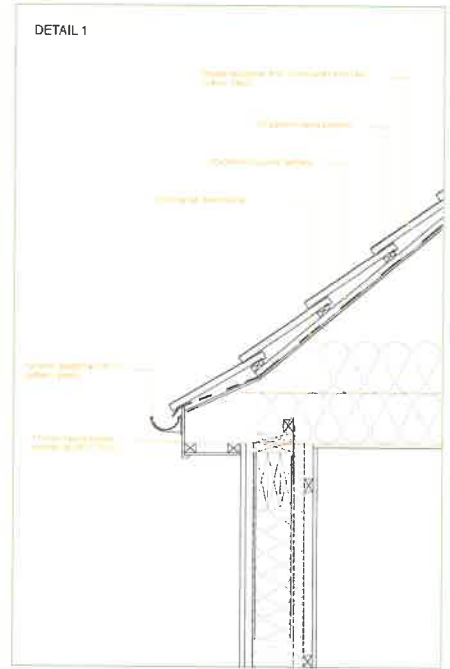
Provide 2No. EV charging points outside the building. Duct to run from meter cupboard to outer side of concrete footpath and terminate in a small draw box with a cover.

DEFIBRILLATOR-

Existing Defibrillator to be removed from existing building and refitted to the outside of the new building close to the entrance.

PLEASE NOTE -

SAP rating calculations to be carried out before confirmation of all insulation types and thicknesses. This drawings is to be read in conjunction with all floor plans and Engineers drawings and specifications.



DRAFT

1029

REVISIONS

Revision	Date	By	Check
1			

Project TITLE

Title TITLE

Project No.	Drawing No.
1	1
Printed	Issue
20/02/2023	
Date	Drawn
SEPT 2022	JG
Scale	Checked
As shown	

All dimensions to be checked on site before work and the manufacture of elements commences.

This drawing is not to be scaled.

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 DEVELOPMENT AND INFRASTRUCTURE
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Executive Clerk: Heidi Benn, BSc (Hons), MA, MAP, MAPP

STAGE 2 - CAPITAL PROJECT APPRAISAL
FINANCIAL ASSESSMENT OF ASSOCIATED CAPITAL EXPENDITURE IMPLICATIONS

Capital Programme:	Airfield Terminal Building Replacement Programme
Client Service:	Marine Services and Transportation
Project Name:	Airfield Terminal Building Replacement - Eday and Westray

		1	2	3	4	5		
CAPITAL COSTS	Total £ 000	2025/26 £ 000	2026/27 £ 000	2027/28 £ 000	2028/29 £ 000	2029/30 £ 000	Onwards £ 000	Notes
1. Initial Costs (at inflated prices)								
Land or Property Purchase	-	-	-	-	-	-	-	
Other Site Costs (including Fees)	-	-	-	-	-	-	-	
Construction or Improvements	1,205	934	241	30	-	-	-	
Information Technology Costs	-	-	-	-	-	-	-	
Plant, Vehicles & Equipment	53	53	-	-	-	-	-	
Professional Fees - Consultant	-	-	-	-	-	-	-	
- In-house	126	101	25	-	-	-	-	
Gross Capital Expenditure	1,384	1,088	266	30	-	-	-	
2. Initial Funding (at inflated prices)								
Government Grants (TBC)	346	346	-	-	-	-	-	
Other Grants	-	-	-	-	-	-	-	
Other Financial Assistance	-	-	-	-	-	-	-	
Total Grants Receivable TBC	346	346	-	-	-	-	-	
Net Capital Cost of Project	1,038	742	266	30	-	-	-	
Net Council Capital Expenditure	1,038	742	266	30	-	-	-	
Net Present Value	1,023	742	253	27	-	-	-	
Cost of Capital		5%	5%	5%	5%	5%	5%	
Year		0	1	2	3	4	5	

Notes

- 1
- 2
- 3

STAGE 2 - CAPITAL PROJECT APPRAISAL
FINANCIAL ASSESSMENT OF ASSOCIATED REVENUE BUDGET IMPLICATIONS

Capital Programme: **Airfield Terminal Building Replacement Programme**

Client Service: **Marine Services and Transportation**

Project Name: **Airfield Terminal Building Replacement - Eday and Westray**

		1	2	3	4	5		
REVENUE COSTS / (SAVINGS)	Total £ 000	2025/26 £ 000	2026/27 £ 000	2027/28 £ 000	2028/29 £ 000	2029/30 £ 000	Onwards £ 000	Notes
1. Full Year Operating Costs (at inflated prices)								
Staff Costs	-							
Other Staff Costs (incl. recruitment, etc.)	-							
Property Costs	(76)		(12)	(16)	(16)	(16)	(16)	1
Supplies and Services	-							
Transport, Vessel and Plant Costs	-							
Administration Costs	-							
Apportioned Costs	-							
Third Party Payments	-							
Finance and Loan Charges	325	30	59	59	59	59	59	2
Miscellaneous Expenditure	-							
Gross Revenue Expenditure / (Saving)	249	30	47	43	43	43	43	
2. Operating Income (at inflated prices)								
Government Grants	-	-	-	-	-	-	-	
Fees and Charges	-							
Miscellaneous Income	-							
Gross Revenue Income	-	-	-	-	-	-	-	
Net Revenue Expenditure / (Saving) of Proj	249	30	47	43	43	43	43	
Revenue Costs	249	30	47	43	43	43	43	
Net Present Value	219	30	45	39	37	35	34	
Cost of Revenue		5%	5%	5%	5%	5%	5%	
Year		0	1	2	3	4	5	

Notes -

1 Reduction in property costs due to new build

2 Loan Charges

Minute

Police and Fire Sub-committee

Tuesday, 27 August 2024, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors David Dawson, Duncan A Tullock, Graham A Bevan, Alexander G Cowie, Raymond S Peace and Jean E Stevenson.

Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

Clerk

- Maya Tams-Gray, Committees Officer.

In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Donna-Claire Hunter, Service Manager (Safety and Resilience).
- Sandra Craigie, Committees Officer.
- Veer Bansal, Solicitor.

Scottish Fire and Rescue Service:

- Scott Gibson, Local Senior Officer.
- David McGroarty, Group Commander.

Police Scotland:

- Chief Inspector Scott Robertson.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor David Dawson.

1. Performance Against Local Policing Plan

After consideration of a report by Chief Inspector Scott Robertson, Area Commander, copies of which had been circulated, the Sub-committee:

Scrutinised progress made against the objectives set within the Orkney Islands Local Policing Plan 2023 to 2026 Year 1, attached as Appendix 1 to the report by the Area Commander, for the period covering 1 April 2023 to 31 March 2024, and obtained assurance that progress was being made against the objectives.

2. Performance Against Orkney Fire and Rescue Plan

After consideration of a report by Scott Gibson, Local Senior Officer, copies of which had been circulated, the Sub-committee:

Scrutinised the statistical performance of the Scottish Fire and Rescue Services, Orkney Islands area, for the period 1 April to 30 June 2024, detailed in the Quarterly Performance Report, attached as Appendix 1 to the report by the Local Senior Officer, and obtained assurance that progress was being made against the objectives.

3. Conclusion of Meeting

At 14:46 the Chair declared the meeting concluded.

Signed: David Dawson.

Minute

Pension Fund Sub-committee, together with Pension Board

Wednesday, 28 August 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Pension Fund Sub-committee:

Councillors Alexander G Cowie, P Lindsay Hall, Steven B Heddle, Rachael A King, Kristopher D Leask and Heather N Woodbridge.

Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

Pension Board:

Employer Representatives:

Councillors David Dawson and Owen Tierney, Orkney Islands Council.
Karen Ritch, Orkney Ferries Limited.

Trade Union Representatives:

Karen Kent (Unison) and Eileen Swanney (Unison).

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Erik Knight, Head of Finance.
- Shonagh Merriman, Service Manager (Corporate Finance).
- Karen Rorie, Senior Accounting Officer.
- Paul Maxton, Solicitor.

Observing

- Maya Tams-Gray, Committees Officer.

Apologies

Pension Board:

- Councillor Graham A Bevan, Employer Representative.
- Eoin Miller, Trade Union Representative.

Not Present

Trade Union Representative:

- Mark Vincent (GMB).

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Alexander G Cowie.

1. Pension Fund – Draft Financial Statements

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 Finance, the Sub-committee:

Resolved that the draft Annual Report and Accounts of the Orkney Islands Council Pension Fund for financial year 2023/24, incorporating the Annual Governance Statement at pages 18 to 26, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, be approved.

2. Conclusion of Meeting

At 09:50 the Chair declared the meeting concluded.

Signed: Alexander G Cowie.

Minute

Asset Management Sub-committee

Tuesday, 3 September 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Alexander G Cowie, Steven B Heddle, Kristopher D Leask, Janette A Park, Ivan A Taylor, Mellissa-Louise Thomson and Heather N Woodbridge.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Kenny MacPherson, Head of Property, Asset Management and Facilities.
- Thomas Aldred, Service Manager (ICT).
- Graeme Christie, Service Manager (Estates).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Glen Thomson, Service Manager (Property and Capital Projects).
- Michael Scott, Solicitor.
- Alistair Morton, Team Manager (Energy).
- Gwyn Evans, Strategic Projects.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Alexander G Cowie.

1. Revenue Expenditure Outturn

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 (Corporate Finance), the Sub-committee:

Noted:

1.1. The revenue expenditure outturn statement in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £1,746,500.

1.2. The financial detail by service area statement in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2023/24, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

1.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

2. Revenue Expenditure Monitoring

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 (Corporate Finance), the Sub-committee:

Noted:

2.1. The revenue financial summary statement in respect of service areas for which the Asset Management Sub-committee was responsible, for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £345,500.

2.2. The revenue financial detail by Service Area statement in respect of service areas for which the Asset Management Sub-committee was responsible, for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

2.3. 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 report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

3. Corporate Asset Maintenance Programmes

Revenue Expenditure Outturn

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 (Corporate Finance), the Sub-committee:

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of corporate asset maintenance programmes, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

3.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action had been taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset maintenance programmes.

4. Corporate Asset Maintenance Programmes

Revenue Expenditure Monitoring

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 (Corporate Finance), the Sub-committee:

Noted:

4.1. The summary position of expenditure incurred, as at 30 June 2024, against the approved corporate asset maintenance programmes for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

4.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances, together with progress being made with delivery of the approved corporate asset maintenance programmes.

5. Corporate Asset Improvement Programmes

Expenditure Monitoring Outturn

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 (Corporate Finance), the Sub-committee:

Noted:

5.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of the corporate asset improvement programmes, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

5.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action had been taken with regard to significant budget variances, together with progress made with delivery of the approved corporate asset improvement programmes.

6. Corporate Asset Improvement Programmes

Expenditure Monitoring

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 (Corporate Finance), the Sub-committee:

Noted:

6.1. The summary position of expenditure incurred as at 30 June 2024 against the approved corporate asset improvement programmes for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

6.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances, together with progress being made with delivery of the approved corporate asset improvement programmes.

7. Information Technology Strategy – Delivery Plan Update

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 (ICT), the Sub-committee:

Scrutinised the updated Delivery Plan, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, and obtained assurance that progress was being made in implementing the Information Technology Strategy.

8. Property Asset Management Plan

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 Sub-committee:

Resolved to **recommend to the Council** that the Property Asset Management Plan 2024 to 2029, attached as Appendix 1 to this Minute, be approved.

9. Exclusion of Public

On the motion of Councillor Heather N Woodbridge, seconded by Councillor Kristopher D Leask, the Sub-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.

10. Request to Lease Property in Kirkwall

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 2, 6 and 8 of Part 1 of Schedule 7A of the Act.

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 (Estates), the Sub-committee:

Resolved, in terms of delegated powers what action should be taken with regard to a request to lease property in Kirkwall.

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.

11. Conclusion of Meeting

At 10:44 the Chair declared the meeting concluded.

Signed: A G Cowie



ORKNEY
ISLANDS COUNCIL



Property Asset Management Plan 2024 - 2029

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Document Control and Council Approval

Version Number/Date.	1.0 – August 2024
Approved by Council	
Next Update Due.	

Section 1 – Executive Summary

1.1 Introduction

The Council owns a diverse range of land and property assets that make an important and positive contribution to achieving our corporate objectives. The quality, condition, suitability and sustainability of our property assets has a direct bearing on the quality and deliverability of frontline services. It is therefore extremely important that these assets are managed in a proactive and efficient way.

1.2 Strategic Overview

Strategic asset management of land and buildings is the activity that ensures that our property is optimally structured to best align with the Council's corporate objectives. Our properties must support the main business of the Council which is to provide services.

This Property Asset Management Plan provides an overview of the quantity, existing uses and current performance of Orkney Island Council's property assets. It aims to identify future actions and potential risks and to provide a well-managed property portfolio to support the delivery of Council services.

We must budget for the continuing effects of withdrawal from the European Union, social and economic recovery from COVID-19, political uncertainty and unpredictable international relations. Funding pressures are likely to be extreme during the life of this plan. The local economic position will also drive the need to use land and property assets effectively, efficiently and will shape our future property requirements.

Information on the quality of property owned by the Council is used to inform future planning decisions for its use, value (financial and non-financial) and opportunities for development. Delivering a high performing property portfolio is an essential part of implementing a long-term strategy which support's the Council's objectives and makes best use of the resources available.

We will continue to ensure the strategic decision-making process treats property assets as a corporate resource which drives and delivers services and results in effective decision making and a high performing property portfolio.

Section 2 – Objectives

2.1 Objectives of the Property Asset Management Plan

Effective and efficient use of property by Orkney Islands Council is vital in ensuring the delivery of many of the Council's key objectives. There are significant challenges in sustaining a comprehensive property portfolio throughout Orkney under the current challenging circumstances.

A structured and programmed strategy requires long-term management of our property portfolio in order that the best solutions are provided. Short term or constantly changing strategies will not produce an optimum solution and will waste scarce resources, incur abortive expense and lower the quality-of-service delivery. Ongoing budget pressures faced by the Council requires robust and coordinated planning across a range of service areas.

This plan considers the Council's property portfolio as defined by CIPFA (The Chartered Institute of Public Finance & Accountancy) and therefore other asset types do not feature within the scope of this plan. Excluded assets are Open Spaces, Roads, Street Lighting and Infrastructure (including marine, airfields and burial ground infrastructure), Fleet/Plant, Housing and Information and Communications Technology.

Property Asset Management is a crucial process which aligns the Council's business and property strategies, ensuring the optimisation of our property assets in a way which best supports our key business goals and objectives. This involves identifying efficiency in the use of our assets and developing the property portfolio including consideration of maintenance and affordability within the terms of the best value available to the Council.

The objective is to provide the right property asset, in the right location, at the right price and quality.

Work is always ongoing with the analysis of our business needs in terms of accommodation requirements: location, size, facilities and so on. We will continually review how our property portfolio can be used to best suit service requirements.

With regards to the importance of property asset management, it should be noted that:

- Property matters contribute to the public's perception of Orkney Islands Council
- Effective property asset management can drive overall service improvement and enhancements, including efficiencies and savings without loss of service
- Construction of new build and maintenance of existing property accounts for a significant amount of the Council's expenditure

2.2 A Corporate Approach to Asset Management

Property assets are owned corporately by the Council and their management is coordinated across the organisation to maximise benefits and to support the delivery of the Council's key objectives as set out in the Council Plan 2023-2028.

The key drivers for changes in the demand for public services are:

- Changing public needs and priorities
- Increasing public expectations on quality and ease of access to joined up public services
- Local community aspirations
- Community Empowerment (Scotland) Act 2015

The local drivers for changes in the provision of public services continue to be:

- Budget priorities in the face of increasing revenue costs
- Identification and delivery of efficient and flexible ways of working
- Opportunities to collaborate and work closely with community groups and partners

We aim to manage our property assets in a balanced manner which takes proper account of the Council's service requirements and of the upkeep of our assets to ensure their optimum use over the long term.

2.3 Property Data

An important aspect of good asset management is having comprehensive and meaningful data about property. Data is a key driver which supports good decision making, performance monitoring and operational and strategic planning. The Council continues to develop the quality and quantity of data it holds about property assets.

A consequence of the continued refinement of the Council's property data is that some of the facts and figures referred to in this plan are similar, but not identical, to the information presented in previous versions of our property asset management plans. Challenges around not having easy access to a variety of key property related data continue to impact the effectiveness of our management of assets however work to make improvements is underway. There has been a significant lack of capacity within the Estates team since October 2022 and despite efforts we have thus far failed to resolve this issue. A new approach is being discussed.

The classification of some of our properties has changed over time, as does the accounting value of all property assets which is regularly assessed and updated. The cost of maintenance varies, the unit cost of energy changes and perhaps more importantly, so does the actual energy an asset uses. This may be as a result of changes in service delivery, improvements in energy usage because of the implementation of a new heating system, or it may be due to other external factors such as legislation. The key message to take from all of these variables is that change is a natural consequence of the Council's activities and we endeavour to manage change in a professional and effective way, including property asset management.

2.4 Strategic Overview

The key strategy in respect of our approach to asset management is set out in the current Corporate Asset Management Plan. That plan identifies the main types of asset which require effective management to ensure all assets assist the Council to deliver on its objectives.

The primary objective of this Property Asset Management Plan, which sits below the Corporate Asset Management Plan along with other individual asset plans, is to manage the Council's property assets effectively and efficiently to deliver on Council objectives by ensuring the most appropriate properties are available to all service delivery partners. This continues to be a critical necessity given the local and national economic context.

2.5 Governance

In 2017 a review of our governance process for property management resulted in an increased level of delegation being awarded to the then Executive Director of Corporate Services for property related decisions. The revised Scheme of Delegation to Officers has been in operation since early 2018 and has enabled faster, more responsive and efficient decision making on a wide range of property matters such as sales, acquisitions, commercial and community leasing. With effect from the Corporate Re-structure in April 2022 this power has been delegated to the Corporate Director for Neighbourhood Services and Infrastructure.

2.6 Developing Our Approach to Asset Management

In line with good practice, the development of a corporate approach to property asset management has enabled the Council to take a stronger corporate view with oversight across all service area needs. A corporate approach to property management is embedded in many aspects of the Council's procedures and we will continue to develop and refine this approach.

The Property Asset Management Plan 2024 to 2029 sets out the proposed objectives and processes required to continue to develop and deliver a corporate approach to property asset management. The following sections of this plan highlight the key tasks and issues to be considered including property performance, benchmarking, strategic and capital planning and the effective day to day management of property.

2.7 Effective Property Asset Management

Effective property asset management is vital in addressing a number of key challenges for our property portfolio. Property assets must be used to maximise benefit to service areas in the most efficient and effective manner. The exception is where property assets are held for investment purposes rather than for service requirements and in this case the focus will be on balancing the financial return against revenue costs incurred on maintenance.

Strategic asset management of our property assets can be summarised as follows:

- Ensuring properties are managed effectively and demonstrate that they deliver best value.
- Linked with changing business, corporate and organisational objectives.

2.8 Decision Making

The diagram below shows the corporate property asset management ethos which will encompass all property related decisions. Corporate management of property assets must consider stakeholders, service areas and the performance of property including its cost and value.

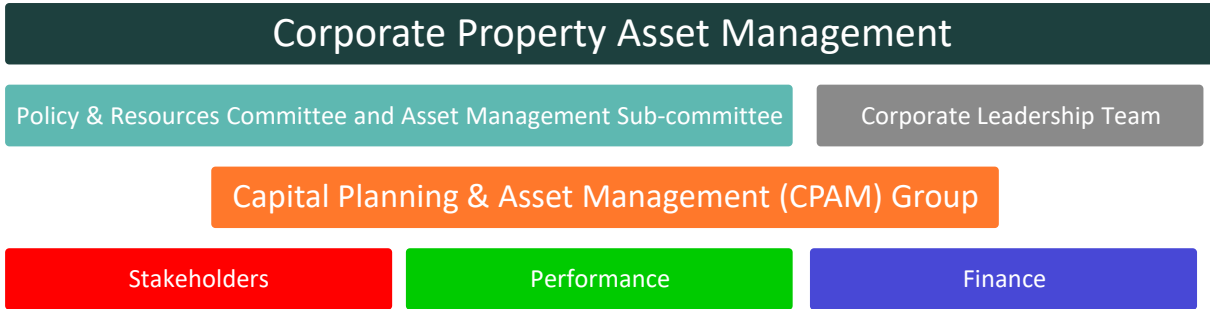


Figure 1: Stakeholders

The needs of stakeholders are reflected in the Council’s objectives and those of each service area through various service plans. Development of an effective means of analysis and reporting of property performance and its associated revenue cost to sustain and maintain an appropriate operating environment must be sufficient to enable strategic review and decision making at regular intervals.

The Council’s governance arrangements for property are aligned with a corporate approach to property asset management.

The Council’s current Corporate Asset Management Plan sets out a framework for asset decisions to be made. The current property decision making process is replicated here:

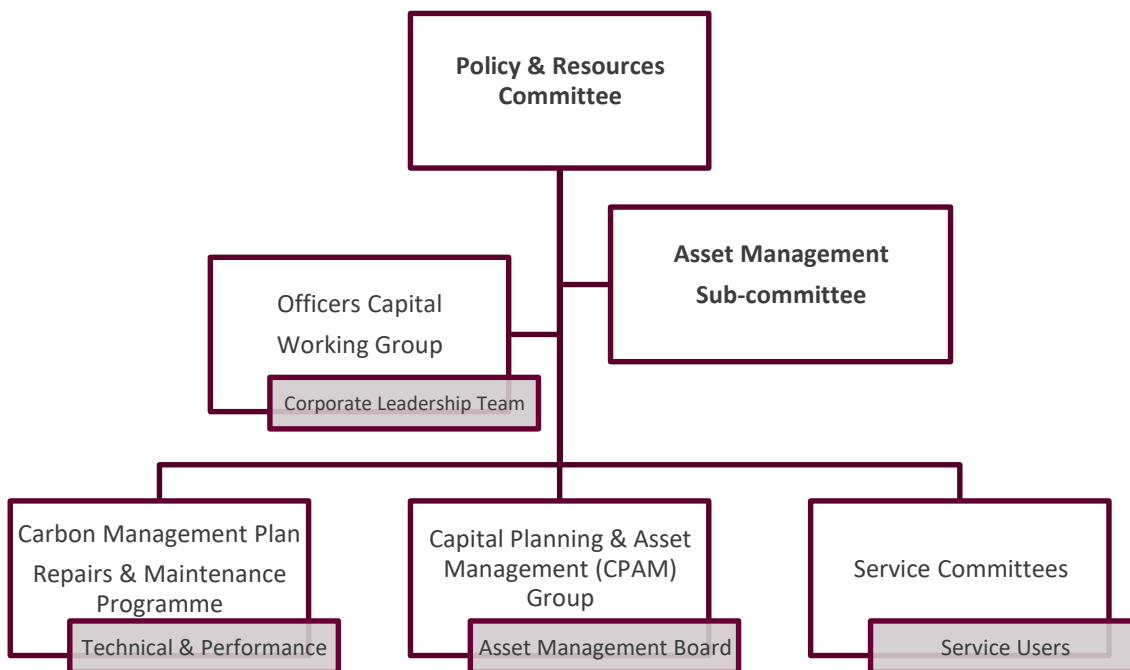


Figure 2: Decision Making Process

Section 3 – Asset Management

3.1 Approach to Asset Management

Centralising day to day property asset management in one service area allows for the overarching corporate strategies outlined in this plan to be evenly and equally applied across all service areas and eases the burden of property management resources used within a wide variety of service areas.

The strategic lead for property and asset management sits within the Neighbourhood Services and Infrastructure directorate. The Head of Property, Asset Management and Facilities is the lead property asset manager with responsibility for administering the Council's strategic property management and ensuring that corporate efficiencies are delivered.

3.2 Operational Property

Operational property is defined as property (land or building, or part of a building, or both) used in the production or supply of goods or services or for administrative purposes. That is, property from which the Council delivers a service directly or uses in the delivery of a service in the event that the service is delivered at another location. For instance, schools, care homes and the Council Offices at School Place are examples of operational property. Depots and workshops used by the Council to support roads maintenance and waste collection services are also operational even though services are not delivered directly to the public at these locations.

As of April 2024 the Council manages 368 operational assets, which includes 287 buildings with a gross internal floor area of 154,940m². The condition of these operational property assets can enhance or adversely impact on the quality and range of services delivered. These statistics can change at any point in time due to changes in operational service delivery arrangements. For example, when the new care home in Kirkwall becomes operational in 2025 the existing facility at St Rognvald House will close with a net increase in operational floor area but no change in the number of operational properties overall – the new facility is larger and the former care home will no longer be classified as operational when the new care home opens. The decision around disposal of the former care home will be made at that time.

21 operational assets are leased in from the private sector and these include ground leases, office accommodation, an industrial unit and a residential care facility. The annual rental cost to the Council of leasing in property is currently £84,852.40 in addition to revenue costs incurred on other associated property costs such as rates, insurance and maintenance.

Operational property is a significant issue for the Council, especially given our remote, rural geography and the spread of our community across many populated Islands, including the Orkney mainland. We require a wide variety of type and size of property, some multipurpose and some specialised, for the delivery of services.

Some operational property must be located at specific places within our community, such as schools and ferry waiting rooms for example, whereas the location of other operational

property assets is flexible and has little impact on service delivery. Some operational property is required to deliver statutory services and other operational property supports discretionary services.

A Repairs and Maintenance budget of £1.8M is spent each year in addition to expenditure on capital projects to improve the customer experience, to provide a safe and comfortable working environment for staff and implement changing service delivery requirements which may arise through service improvement or legislation.

Assets from which Council Services are delivered (Operational Property)

Number of Assets:	368
Gross Internal Area:	154,940m ²
Asset Net Book Value:	£264.39M

Table 1: Operational Property Key Statistics

A summary of the type and number of the Council's operational land and buildings is shown below:

Property Type	Quantity	Property Type	Quantity
Airport	6	Lighthouse	1
Allotment	2	Linkspan	9
Burial Ground/Cemetery	26	Monument	1
Bus Station	1	Museum	14
Caravan/Camp Site	2	Office	22
Changing Rooms	2	Outdoor Centre	2
College	9	Pier	1
Communications Mast	1	Pre-School Facility	2
Community Centre	8	Public Convenience	22
Compound	5	Quarry	13
Day Care Centre	7	Radar Station	5
Dwelling	2	Recycling Centre	4
Ferry Terminal	5	Religious Building	2
Fire Garage	4	Residential Home	8
Greenhouse	1	School	23
Hostel	2	Shed	34
Industrial Unit/Site	9	Sports Pitch	2
Lairage	1	Store	43
Land	27	Waiting Room	24
Landfill Site	4	Waste Transfer Station	2
Leisure Centre	6	Weighbridge	2
Library	2	TOTAL	368

Table 2: Operation Property Assets

3.3 Non-Operational Property

Non-operational property is defined as property which isn't used for the direct delivery of services. This classification also applies to land held for long term capital appreciation, land held for an undetermined future use and property which is currently under construction, development or redevelopment for future use for investment purposes.

Non-operational property includes the Council's investment portfolio which includes industrial estate sites and buildings.

The Council owns 147 non-operational land and property assets, comprising 100 buildings and 47 land assets. This includes 125 non-operational investment property assets which are leased, or are currently available to lease, for investment purposes in addition to a number of strategic land and property assets.

The Council's non-operational investment property generates an income of approximately £1.0M per annum. Non-operational investment property also consumes large revenue and capital resources in maintenance ranging from minor works required at tenancy change to major works which may be required to modernise aging property, and to ensure investment property assets remain in a desirable condition to appeal to potential new tenants.

The Council operates a letting policy in respect of its 74 industrial estate property assets which supports businesses operating in key industry areas. The primary sectors which the Council strives to support are:

- Manufacturing (primarily for export)
- Renewable energy
- Business sector where the market is outside Orkney or there is no service locally

In addition to the above criteria consideration is also given to businesses which assist the Council in its objectives to:

- Diversify the economy
- Increase employment
- Raise average earnings

The Council's non-operational properties can be used to support local economic development opportunities such as new business developments, growth and skills enhancement. Reviewing the performance of non-operational investment properties will drive decisions on future investment requirements.

Number of Assets:	147
Gross Internal Area:	18,815m ²
Asset Net Book Value:	£19.228M

Table 3: Non-Operational Property Key Statistics

A summary of the type and number of the Council's non-operational land and buildings is shown below:

Property Type	Quantity
Allotment	1
Compound	1
Dwelling	3
Farm	1
Hangar (aircraft)	1
Hostel	1
Industrial Unit/Site	29
Information Centre (Visitors)	1
Land	89
Landfill Site	1
Monument	1
Office	6
Oil Terminal	1
Shed	3
Shop	1
Slipway	1
Store	6
TOTAL	147

Table 4: Non-Operational Property Assets

3.4 Surplus Property

Service requirements for assets change over time, sometimes relatively quickly and at other times more slowly. Financial pressure on service delivery budgets encourages services to plan ahead, enabling early identification of a potentially surplus asset and allowing an action plan to be developed and implemented before the asset stops being useful. This helps minimise any delay with marketing surplus property for sale or reallocating it to another service.

Disposing of property assets which are no longer required for any purpose can generate a capital income, reduce revenue expenditure on property costs and reduce the management burden on the property team. Releasing surplus properties provides opportunities for the private sector and community groups to utilise these assets for a variety of purposes including commercial use, development or residential.

An overview of our approach to the identification and management of surplus property is shown below.



Figure 3: The principles of the surplus property process

The principles of the surplus property process outlined above remain unchanged since the previous plan. We are committed to planning effectively to minimise revenue costs and release surplus property to the community when disposal is the preferred option. Should this not be possible, then sale on the open market will be considered.

Section 4 – Performance

4.1 Managing Performance

Performance indicators are an important part of monitoring the status and areas of change of the Council's property assets as the better we understand our property portfolio, the better we are able to manage it.

The Council's asset management software (Concerto) can facilitate effective monitoring of our property assets' performance. Regular and effective property performance monitoring across the portfolio will help to identify those assets which are underperforming. This information can be used to inform the capital planning process so that resources can be directed to the areas of highest priority.

Suitability and Condition of Council operational property assets are recorded and held within Concerto. Suitability is reviewed by the Council Service occupying a premises and Condition is reviewed by Neighbourhood Services and Infrastructure. The Head of Property, Asset Management and Facilities will continue to lead on the monitoring and review of property asset management outcomes and actions and will report regularly to the Asset Management Sub-committee and the Corporate Director for Neighbourhood Services and Infrastructure.

4.2 Energy Performance

The Council adheres to the Energy Performance Certificate (EPC) rating methodology for assessing building energy performance. The EPC rating is a standardised measure of how energy efficient a building is, based on its construction, heating, lighting, ventilation and other factors. The EPC rating ranges from A (the most efficient) to G (the least efficient) and is valid for 10 years. The Authority aims to improve the EPC ratings of its operational buildings where feasible and cost-effective, to reduce energy consumption, carbon emissions and fuel costs.

One of the Authority's strategic objectives is to enhance the energy performance of its operational buildings, as part of its commitment to mitigate climate change. To achieve this, the Authority has adopted a Carbon Management Plan (CMP), which is currently in its second phase. The CMP sets out a range of actions and targets to reduce carbon emissions from the Authority's operations, with a focus on decarbonising buildings. Where buildings are fitted with renewable energy systems such as wind turbines and solar photovoltaic panels these systems help offset fossil fuel heating and so reduce our fuel costs and carbon emissions. Where possible heat pumps are used in preference to oil boilers, this again reduces the Council's heating emissions. All new build properties are fitted with heat pumps and where boiler plant needs to be replaced heat pumps are typically considered as the default option, although other options are considered for each individual project.

Orkney Islands Council is committed to electrification of transport and in conjunction with the Scottish Government has installed a network of Rapid and Standard charging points in public car parks and public buildings through the county.

4.3 Condition

Condition is defined by the Local Government Benchmarking Framework (LGBF) as:

“the proportion of internal floor area of operational buildings in satisfactory condition”.

This indicator measures the percentage of gross internal floor area of operational accommodation which can be considered as either:

- Good – Performing as intended and operating efficiently
- Satisfactory – Performing as intended but showing minor deterioration
- Poor – Showing major defects and/or not operating as intended
- Bad – Life expired and/or at serious risk of imminent failure

Property condition surveys are prepared and updated whenever there is a change in the status or condition of an element of each operational property. The data arising from these surveys, along with ongoing inspections arising from day to day reactive maintenance, is compiled into annual investment programmes which are prioritised and matched with service delivery requirements.

The chart below shows the Property condition survey assessments as at May 2024.

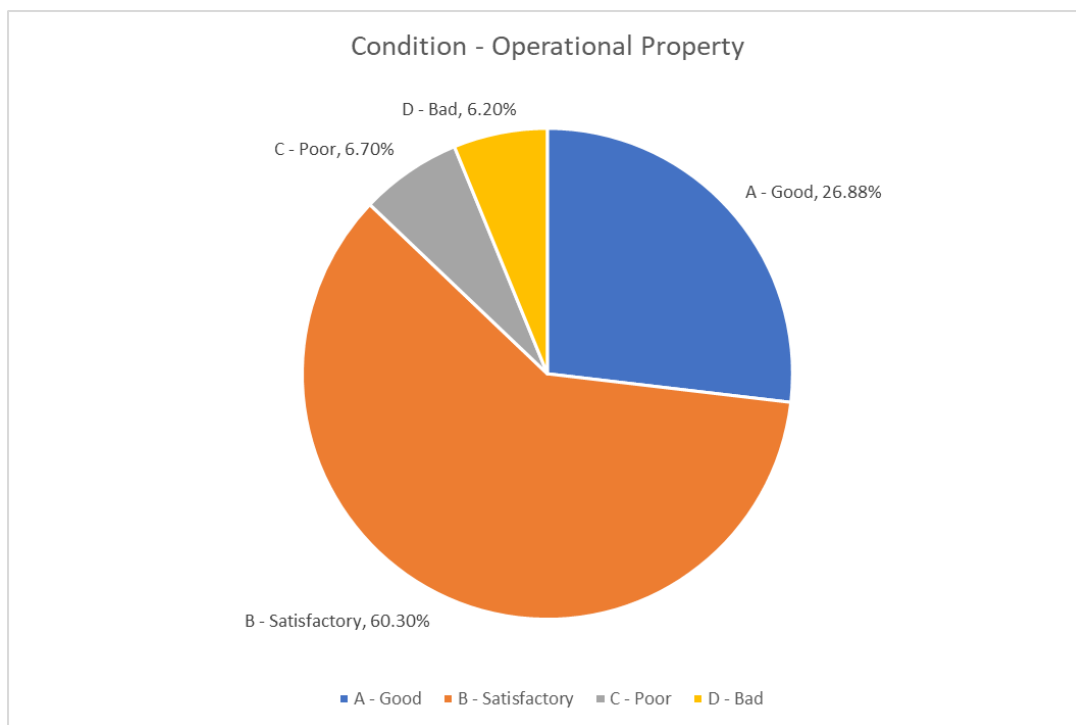


Figure 4: Property condition survey assessments as at May 2024

4.4 Suitability

Suitability is defined by the Local Government Benchmarking Framework (LGBF) as:

“the proportion of operational buildings that are suitable for their current use”

This is an assessment of the fitness for purpose of property and can prove difficult to measure accurately and consistently. Suitability goes beyond any question of condition and is concerned with how well an asset is suited to its current purpose. Suitability changes with use and therefore an operational property may achieve a low score for suitability for its current purpose however reshaping service delivery (or providing an entirely different service from the building) could result in a higher suitability score without the need for investment.

Suitability assessments are ranked as either A, B, C or D:

- Good – Performing as intended and operating efficiently
- Satisfactory – Performing as intended but showing minor deterioration
- Poor – Showing major defects and/or not operating as intended
- Bad – Life expired and/or at serious risk of imminent failure

Suitability assessments are carried out at a maximum of 5 year intervals or where a change of use occurs at a property. The Local Government Benchmarking Framework definition is “suitable for its current use” and means it is assessed as either performing as intended and operating efficiently or performing as intended but showing minor deterioration (i.e being in Category A or B of the noted condition category). The measurement of suitability requires that the properties meet any statutory requirements (including health and safety requirements) as well as the operational requirements of the service.

The chart below shows the Property suitability survey assessments as at May 2024.

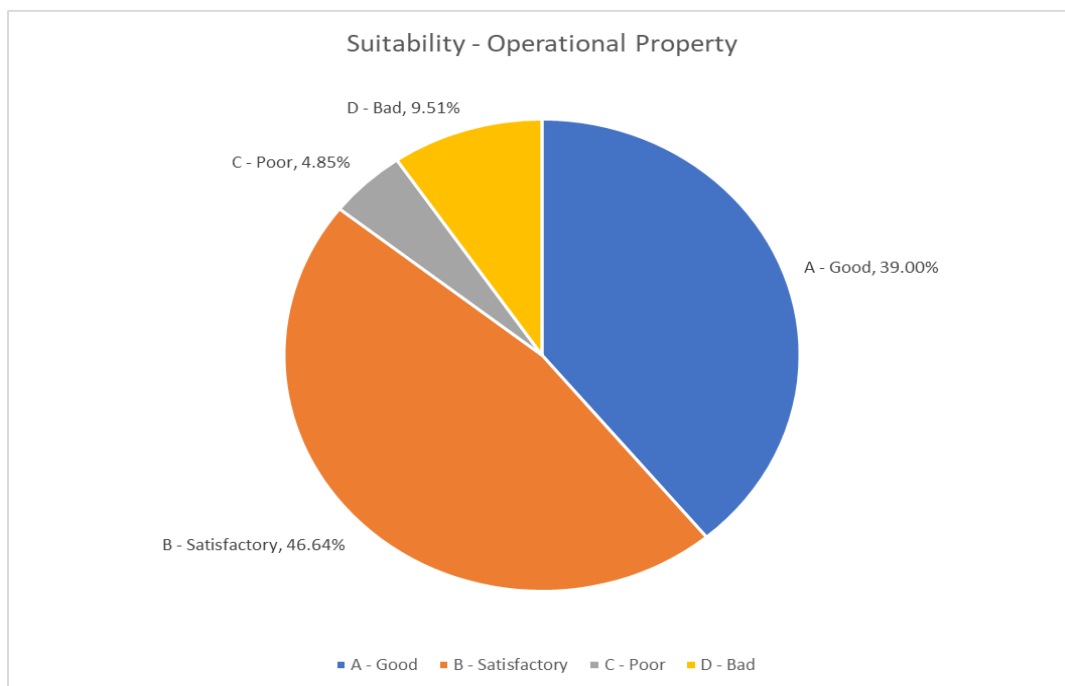


Figure 5: Property suitability survey assessments as at May 2024

4.5 Condition / Suitability Performance

The following table shows the current overall performance of operational property in respect of condition and suitability.

Suitability Grade	D	-	-	1	7
	C	-	13	20	-
	B	1	193	49	6
	A	32	8	-	-
Per Building	A	B	C	D	
	Condition Grade				

Table 5: Condition Suitability Matrix

High performing operational property is graded A or B in one or both categories. The Green shaded boxes show that 234 (71 %) of operational properties are performing well.

82 (24.8%) properties are in the Amber area of the table which shows these properties are not performing at a satisfactory level and if no corrective action is taken within an appropriate timescale the grades will be revised down.

14 (4.2%) properties are performing very poorly and are located in the Red area of the above table. Information about each property asset's condition and suitability rating is included in Appendices 1 and 2.

The Council works hard to sustain and improve the Condition and Suitability of our operational property portfolio and identify opportunities for reshaping the operational property portfolio to best suit service objectives within available budgets. It must be noted however that as budgets are adversely impacted, this objective becomes significantly harder to achieve.

Section 5 – Capital Programme

5.1 Management and Maintenance Service

The Council's capital programme details the planned capital investment for non-housing services. The approved capital programme relates primarily to major investment in the social care, education and museum property estate.

The Council carries out a robust capital planning process to determine which capital projects need to be added to the programme. The appraisal process ensures that adequate financial planning is carried out before a commitment is given to include a project on the programme. A corporate approach to property asset management will continue to support the monitoring and delivery of the capital programme appraisal process.

5.2 Financial Outlook

The Council faces significant financial challenges in the years ahead which means that effective and efficient use of high-cost assets such as property remains a significant factor in the efficient delivery of services.

Property assets are very illiquid, meaning they cannot be constructed, demolished, refurbished, disposed of or acquired quickly. This means that forward planning and identifying future needs is essential to secure existing levels of service delivery and to provide efficient and effective budget management.

Reducing the operational property portfolio will have an impact on some aspects of service delivery and it is essential that any proposed changes are properly planned, managed and implemented within existing resources, and that any changes which impact the public are fully consulted on.

The Council led an initiative to establish the Joint Property Asset Management Operational Group with community planning partners. The group enables public sector and community agencies in Orkney to improve services through better use of buildings and other property assets by sharing information and working together to develop improved outcomes for the partners and their stakeholders. The partners recognise the need to work closely on property matters to ensure the best use of assets can be delivered across a wide range of public funded organisations.

Property asset management has been identified by the Council's Corporate Leadership Team as a key priority area for making revenue savings to the Council's General Fund budget. Savings across a number of budget areas may be identified and quantified as the implementation of this plan progresses.

It is essential that a delivery strategy is developed at an early stage rather than delaying action to avoid being forced into making radical and substantial changes unexpectedly at short notice. We therefore seek to identify potentially surplus property assets which can be released for disposal and review our use of and need for property assets to ensure our corporate objectives and service delivery targets can be met.

Section 6 – Asset Management Objectives

6.1 Inspection

It is recommended that Orkney Islands Council should

1. Have effective asset management plans and strategies in place
2. Ensure asset information is up to date, complete and held in an accessible format
3. Establish robust monitoring and reporting procedures for asset performance
4. Take whole-life costs into account in their financial planning
5. Have effective scrutiny mechanisms in place
6. Have arrangements for joint asset management planning with community planning partners

6.2 Accurate Asset Information

The process of compiling property asset data from a wide variety of sources across the Council to aid the development of this Property Asset Management Plan continues to be particularly challenging due to the variety of ways in which property data is stored, handled and managed across the Council.

It remains a priority to ensure the property database system (Concerto) is fully populated and used in the most effective and efficient way. Achieving this outcome will require a concerted effort across a number of services to ensure continuity and accuracy of property data is established and maintained. Work is at an advanced stage to ensure the core property data is accurate and consistent across all property types. Achieving this will allow more effective assessment of properties to be carried out with less reliance on obtaining and matching up data from other sources, which is time consuming and less reliable.

6.3 Monitoring Asset Performance

Annual reports on planned capital and revenue maintenance programmes are submitted for approval to the Asset Management Sub-committee. These reports provide an overview of the current condition and ongoing maintenance requirements of properties however they are not a good substitute for regular assessment of performance.

The current lack of easy access to a range of property costs at a corporate level continues to make it difficult to monitor financial and physical performance at regular intervals. An important outcome of improved property data quality will be more regular analysis of performance, leading to earlier intervention and decision making around any underperforming assets.

6.4 Financial Planning

The need to adequately budget for the effective and efficient use of property assets remains as important as ever as service budgets are under increasing pressure. Corporately driving services to have a clear understanding of their property needs and the costs and implications of holding property for service delivery ensures that the most effective and efficient budgeting can be undertaken at an early stage.

The Council operates a robust two stage Capital Project Appraisal process when funding for a major capital project is sought. Part of the appraisal process involves demonstrating the revenue implications of the proposed development however there are sometimes poor linkages between early design work and final outcomes which limit the accuracy of the revenue expenditure predicted within the appraisal process. Other factors sometimes change the real revenue position once a new development becomes operational, for example rising energy costs since predictions were initially made.

It is essential that we monitor property revenue cost data effectively across the property portfolio as this analysis can also be a good indicator of future revenue costs in new developments.

6.5 Community Planning

The Council has a long history of working closely with community partners and continues to work co-operatively with many organisations as and when the need arises.

In 2018 a new group comprising community planning partners was created to enable public sector and community agencies in Orkney to improve services through better use of property assets by sharing information and working together to develop proposals for use and disposal. The Joint Property Asset Management Operational Group meets as required and provides opportunity for collaborative working between partners and provides an opportunity for wider community benefits to be realised more effectively and efficiently than going solo.

An objective of the group is to share core property data between the partners which can bring improved use of facilities, for example sharing meeting rooms at a wide range of locations, and identifying potential collaborations, or disposal of surplus property which might be of use to a partner of the group.

6.6 Digital Land and Property Data

It is an aspiration of the Scottish Government that accessing all land and property ownership across Scotland is easily accessible and available to all. The government proposal will provide better access to information to support decision making, while improving accountability and transparency and will create wider social and economic benefits through innovative use of data.

The Council will continue working on its land and property ownership data to ensure that accurate and appropriate information is available and can be easily shared through a national database once developed. The Council's land and property data will need to be held in a form which is easily accessible through the proposed new database however that is not expected to present any significant problems and is likely to use industry standard property data formats which the Council is already using.

Section 7 – Community Empowerment

7.1 Asset Transfer

Orkney Islands Council recognises that community asset transfer of publicly owned land and buildings can play a positive role in bringing voluntary and community organisations together to improve the quality of people's lives and provide better services and provides the Council with a mechanism to empower communities and strengthen their sustainability. The Council is happy to consider any community proposal which can add value to the wider community.

Community ownership or control of land and buildings can make a major contribution towards strengthening communities and creating sustainable places to live. It provides a base for activities and services that might not otherwise be accessible to local residents, and can provide jobs, training and bring income to the local area. More widely, it can provide stability and sustainability for the community group, allowing them to develop new initiatives and support other developing groups and it can create a stronger sense of community identity, cohesion and involvement. The Council is keen to see empowered communities take on a significant role in developing community sustainability, particularly where enhanced local services are available or where existing services can be retained that might otherwise be lost.

The Council has a long history of supporting voluntary and community groups through use of its property, most commonly through leases which are offered on favourable financial terms. The Community Empowerment (Scotland) Act 2015 assists community groups in accessing publicly owned land and property assets within their local community.

Part 5 of the Community Empowerment (Scotland) Act 2015 came into force in January 2017 and introduces a right for community bodies to request any land or buildings they feel they could make use of. The legislation requires public bodies, such as the Council, to assess requests transparently against a specified list of criteria and to agree to the request unless there are reasonable grounds for refusal. Details of the Council's policy on complying with the Act can be found on the Council's website here - <https://www.orkney.gov.uk/our-services/enterprise-and-economic-growth/property/community-asset-transfer-requests/> .

The Council works closely with communities and partner agencies to identify opportunities for transferring publicly owned property into community hands, which may be in the form of long leases or through outright transfer of ownership. In all cases however, communities must be able to demonstrate that they have a good business case as well as the skills and resources to take their vision forward and deliver on their stated aims and objectives.

A corporately managed property portfolio will help to streamline the Council's decision-making process for community requests and will enable the Council to comply with legislation and to better support our local communities when robust and sustainable proposals are developed. The Council works closely with community partners such as Voluntary Action Orkney to advise groups and help them consider potential outcomes which they may wish to deliver.

7.2 Strengthening our Communities

The Council Plan 2023-2028 has three priority themes – growing our economy, strengthening our communities and developing our infrastructure.

We have a strong sense of community across Orkney and this is one of our key strengths. We want to build on this by giving people a real say in the decisions that matter most to them, and we want to work with communities so that they feel they can influence decisions that affect them.

Therefore, the Council welcomes enquiries from proactive community groups seeking to acquire a local asset to enhance the community. Community groups are encouraged to seek expert advice and funding support from other sources alongside any Council support that may be available. The Council is also working to identify any land or property assets that it believes may be better used by the community in order that a strong focus can be given to critical services and the essential assets that are required to maintain or improve service delivery.

During the life of the previous asset management plan the Council assisted a number of community groups with their plans to develop community-based benefits. The strongest communities are those that can identify and overcome barriers and hurdles along the way and they demonstrate a strong sense of community and a positive approach to identifying and delivering on their stated objectives. The Council will always encourage communities to make every effort to work closely with a wide range of partners and stakeholders to deliver the outcomes they deem best for their community.

Appendices

Appendix 1 – Operational Property

Appendix 2 – Non-operational Property

Appendix 1 - Operational Property

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Barony Mills		Birsay	Museum	Freehold	B	B	222.40	
Birsay Cemetery		Birsay	Burial Ground	Freehold				
Birsay Hostel, Caravan and Camping Site		Birsay	Outdoor Centre	Freehold	B	B	285.30	G
Birsay New Cemetery Shed		Birsay	Shed	Freehold	C	B	16.02	
Birsay Old Cemetery Shed		Birsay	Shed	Freehold	C	B	12.00	
Birsay Palace Public Toilet	Linkshouse Road	Birsay	Public Convenience	Partly Owned by OIC	C	C	7.90	
Kirbuster Museum	Hundland Road	Birsay	Museum	Freehold	C	B	127.00	
Burray Pier Toilet	Pier Road	Burray	Public Convenience	Freehold	C	C	9.57	
Burray Primary School	Westshore Road	Burray	School	Freehold	B	A	720.00	C
Fourth Barrier Public Toilet		Burray	Public Convenience	Not owned by OIC	A	A	31.20	
St Lawrence Cemetery		Burray	Burial Ground	Freehold				
St Lawrence Cemetery Shed	Ness Road	Burray	Shed	Freehold	C	B	16.00	
Deerness Cemetery		Deerness	Burial Ground	Freehold				
Deerness Cemetery Shed		Deerness	Shed	Freehold	B	B	15.85	
Dingshowe Public Toilet		Deerness	Public Convenience	Freehold	C	C	12.40	
Mull Head Interpretation Centre	Sandside Road	Deerness	Museum	Freehold	B	A	93.00	
Backaland Pier Store		Eday	Store	Freehold	C	B	22.88	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Backaland Pier Waiting Room and Toilets		Eday	Waiting Room & Public Convenience	Freehold	C	C	14.30	
Breck Depot		Eday	Compound	Freehold				
Eday Airfield and Building		Eday	Airport	Freehold	B	B	29.70	
Eday Airfield Fire Garage		Eday	Fire Garage	Freehold	A	A	48.14	
Eday Primary School		Eday	School	Freehold	B	B	467.90	E
Linkspan, Backaland Pier		Eday	Linkspan	Freehold	B	B	31.70	
Marshalling Building and Site at Backaland Pier		Eday	Office	Freehold	A	A	89.20	
Mill Loch Bird Hide		Eday	Shed	Freehold				
Site of Mill Loch Bird Hide		Eday	Land	Freehold				
St John's Cemetery		Eday	Burial Ground	Freehold				
St John's Cemetery Shed		Eday	Shed	Freehold	D	B	6.00	
Stores at head of Backaland Pier		Eday	Store	Freehold	B	B	53.80	
Westside Road Site		Eday	Landfill Site	Freehold				
Egilsay Pier Waiting Room and Toilets	Pier Road	Egilsay	Waiting Room & Public Convenience	Freehold	B	B	16.83	
Egilsay Primary School	North Road	Egilsay	Community Centre	Freehold	C	C	109.30	
Aikerness Public Toilet	Aikerness Road	Evie	Public Convenience	Partly Owned by OIC	B	B	35.70	
Evie Primary School		Evie	School	Freehold	A	A	1140.00	A
Cursiter Quarry		Firth	Quarry	Freehold				

1065

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Cursiter Quarry Civic Amenity Site Hut	Old Finstown Road	Firth	Quarry	Freehold	C	B	34.50	
Cursiter Quarry Laboratory and Storeroom	Old Finstown Road	Firth	Quarry	Freehold	B	B	50.00	
Cursiter Quarry Main Switch Room	Old Finstown Road	Firth	Quarry	Freehold	C	B	8.50	
Cursiter Quarry Oil Storage Facilities	Old Finstown Road	Firth	Quarry	Freehold	C	B	41.40	
Cursiter Quarry Stonesaw Shed	Old Finstown Road	Firth	Quarry	Freehold	A	A	91.80	
Cursiter Quarry Tar Plant	Old Finstown Road	Firth	Quarry	Freehold	A	A	69.60	
Cursiter Quarry Weighbridge		Firth	Weighbridge	Freehold				
Cursiter Quarry Weighbridge Office and Canteen	Old Finstown Road	Firth	Quarry	Freehold	A	A	115.75	1066
Cursiter Quarry Workshop	Old Finstown Road	Firth	Quarry	Freehold	A	A	98.00	
Cursiter Recycling Centre		Firth	Recycling Centre	Freehold				
Finstown Cemetery		Firth	Burial Ground	Freehold				
Finstown Cemetery Shed		Firth	Shed	Freehold	B	B	25.87	
Finstown Changing Rooms		Firth	Leisure Centre	Freehold	B	B	51.80	
Finstown Public Toilet		Firth	Public Convenience	Freehold	A	A	31.60	
Firth Primary School		Firth	School	Freehold	A	A	1090.60	C
Flotta Cemetery		Flotta	Burial Ground	Freehold				
Flotta Cemetery Shed	Church Road	Flotta	Shed	Freehold	B	B	4.50	
Flotta Primary School		Flotta	School	Freehold	B	C	752.10	

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Gibraltar Pier Waiting Room and Toilet		Flotta	Waiting Room & Public Convenience	Freehold	A	A	24.30	
Linkspan, Gibraltar Pier		Flotta	Linkspan	Freehold	B	B	31.70	
Graemsay Cemetery		Graemsay	Burial Ground	Freehold				
Graemsay Cemetery Shed	Kirk Road	Graemsay	Shed	Freehold	B	B	5.00	
Graemsay Pier Waiting Room and Toilets	Pier Road	Graemsay	Waiting Room & Public Convenience	Freehold	B	B	28.30	
Corrigall Farm Museum	Corrigall Road	Harray	Museum	Freehold	C	B	213.30	
Dounby Public Toilet	Hillside Road	Harray	Public Convenience	Freehold	C	C	7.90	
St Michael's Cemetery		Harray	Burial Ground	Freehold				
St Michael's Cemetery Shed	Church Road	Harray	Shed	Freehold	D	B	13.46	
St Mary's Pier Toilets		Holm	Public Convenience	Freehold	C	B	21.00	
St Nicholas Cemetery		Holm	Burial Ground	Freehold				
St Nicholas Cemetery Shed	Cornquoy Road	Holm	Shed	Freehold	C	B	12.22	
Building No 4, Lyness (L4)	Baldreys Road	Hoy	Industrial Unit	Freehold	C	C	787.42	
Building No 5, Lyness (L5)	Baldreys Road	Hoy	Industrial Unit	Freehold	C	B	232.19	
Gallowhill Site		Hoy	Landfill Site	Not owned by OIC				
Hoy Centre		Hoy	Outdoor Centre	Freehold	B	B	605.90	E
Land at Golden Wharf		Hoy	Land	Freehold				
Land at Millburn Bridge		Hoy	Land	Freehold				
Linkspan, Lyness Pier		Hoy	Linkspan	Freehold	B	B	31.70	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Longhope Pier Public Toilets and Shower	Pier Road	Hoy	Public Convenience	Not owned by OIC	B	B	14.30	
Longhope Pier Store	Pier Road	Hoy	Store	Freehold	B	B	67.28	
Longhope Pier Weighbridge		Hoy	Weighbridge	Freehold				
Longhope Pier Weighbridge Building	Pier Road	Hoy	Shed	Freehold	D	D	6.00	
Lyness Pier Waiting Room and Toilets		Hoy	Waiting Room & Public Convenience	Freehold	B	B	48.80	
Moaness Pier Waiting Room and Toilets	Moaness Road	Hoy	Waiting Room & Public Convenience	Not owned by OIC	B	B	35.00	
North Hoy Cemetery		Hoy	Burial Ground	Freehold				
North Hoy Cemetery Shed		Hoy	Shed	Freehold	C	B	5.32	
North Walls School and Swimming Pool		Hoy	School	Freehold	B	C	1249.60	F
Osmondwall Cemetery		Hoy	Burial Ground	Partly Owned by OIC	B			
Osmondwall Cemetery Shed	Cantick Road	Hoy	Shed	Partly Owned by OIC	C	B	45.02	
Peedie Kirk (Moodie Mausoleum)		Hoy	Monument	Partly Owned by OIC				
Rackwick Hostel	Shop Road	Hoy	Hostel	Freehold	B	B	66.50	
Rackwick Public Toilet	Rackwick Road	Hoy	Public Convenience	Not owned by OIC	B	B	12.20	
Scapa Flow Visitors Centre and Museum - Lyness Oil Tank		Hoy	Museum	Freehold	C	C	961.40	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Scapa Flow Visitors Centre and Museum - Lyness Pump Room		Hoy	Museum	Freehold	A	A	1359.90	
Scapa Flow Visitors Centre and Museum - Romney Hut	Baldreys Road	Hoy	Museum	Freehold	C	C	375.70	
Second Pump House		Hoy	Museum	Freehold	D	D	127.50	
Site 1 at Golden Wharf		Hoy	Land	Freehold				
St John's Cemetery		Hoy	Burial Ground	Freehold				
St John's Cemetery Shed		Hoy	Shed	Freehold	C	B	2.90	
Wee Fea Communications Building and Underground Oil Fuel Tanks		Hoy	Museum	Freehold	D	D	9350.00	
Atholl House (Office No. 4)	Albert Street	Kirkwall	Office	Not owned by OIC	B	B	34.90	
Aurrida House	Papdale Loan	Kirkwall	Residential Home	Freehold	B	A	459.25	G
Bignold Park and Hockey Pavilion	Bignold Park	Kirkwall	Changing Rooms	Freehold	B	B	42.20	
Brandyquoy Bowling Green and Clubhouse	Palace Road	Kirkwall	Leisure Centre	Freehold	B	B	115.20	
Bruising Shed	Shore Street	Kirkwall	Store	Freehold	D	D	93.96	
Cathedral Workshop	Strynd	Kirkwall	Industrial Unit	Freehold	B	C	70.70	
Council Offices	School Place	Kirkwall	Office	Freehold	B	B	6454.64	D
Crane Shed, Harbour Basin	Shore Street	Kirkwall	Store	Freehold	B	C	144.83	
East Pier Building and Weighbridge	Shore Street	Kirkwall	Office	Freehold	A	A	27.32	
Ferry Terminal Building and Toilets	Shore Street	Kirkwall	Ferry Terminal	Freehold	B	B	612.00	F
Former Papdale Halls of Residence	Berstane Road	Kirkwall	Pre-School Facility	Freehold	C	D	5155.00	E

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Former Whitechapel Public Toilet	Whitechapel	Kirkwall	Public Convenience	Freehold	B	B	34.10	
Garden House	New Scapa Road	Kirkwall	Office	Freehold	B	B	612.00	
Gilbertson Day Centre	Old Scapa Road	Kirkwall	Day Care Centre	Freehold	B	B	260.40	G
Glaitness Centre	Queen Sonja Kloss	Kirkwall	Day Care Centre	Not owned by OIC	B	B	183.90	
Glaitness School	Pickaquoy Road	Kirkwall	School	Freehold	B	B	4224.90	E
Hostel, Victoria Road 004	Victoria Road	Kirkwall	Dwelling - Other - Flat/Maisonette	Freehold	B	B	166.10	
Keeliquoy Allotments		Kirkwall	Allotment	Freehold				
Keelylang Day Centre	Pickaquoy Road	Kirkwall	Day Care Centre	Freehold	B	B	360.20	G
King Street 009	King Street	Kirkwall	Office	Freehold	B	B	291.20	
Kirkwall and St Ola Town Hall and Community Centre	Broad Street	Kirkwall	Community Centre	Freehold	B	B	1521.72	G
Kirkwall Grammar School	The Meadows	Kirkwall	School	Freehold	A	A	16023.00	
Kirkwall Travel Centre	West Castle Street	Kirkwall	Bus Station	Partly Owned by OIC	A	A	951.20	
Lairage	Shore Street	Kirkwall	Store	Freehold	B	B	90.00	
Land at Lynnview		Kirkwall	Land	Freehold				
Linkspan, East Pier	Shore Street	Kirkwall	Linkspan	Freehold	B	B	31.70	
MS Therapy Centre	Junction Road	Kirkwall	Office	Freehold	C	B	170.00	
Old Brandyquoy Clubhouse	Palace Road	Kirkwall	Store	Freehold	C	C	85.00	
Orkney College - Agricultural Centre	East Road	Kirkwall	College	Freehold	B	B	52.53	
Orkney College - Garage	East Road	Kirkwall	College	Freehold	B	B	52.53	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Orkney College - Joiners Workshop	East Road	Kirkwall	College	Freehold	B	B	349.80	E
Orkney College - Main Buildings inc New Extension	East Road	Kirkwall	College	Freehold	B	B	3691.00	G
Orkney College - Metal Workshops	East Road	Kirkwall	College	Freehold	B	B	65.29	
Orkney College - Portacabins	East Road	Kirkwall	College	Freehold	B	B	60.20	
Orkney College - Trowel Trades Building	East Road	Kirkwall	College	Freehold	A	A	237.22	E
Orkney Ferries Store	Shore Street	Kirkwall	Store	Freehold	C	B	147.60	
Papdale Halls of Residence	Papdale Loan	Kirkwall	Hostel	Freehold	A	A	2936.00	
Papdale House	Berstane Road	Kirkwall	Office	Freehold	B	B	219.00	
Papdale School	Willow Road	Kirkwall	School	Freehold	B	A	5194.40	B
Papdale Synthetic Pitch		Kirkwall	Sports Pitch	Freehold				
Pavilion House - Ground Floor	Bignold Park	Kirkwall	Changing Rooms	Freehold	B	B	115.10	
Peedie Sea Boat Shed and Toilet	Pickaquoy Road	Kirkwall	Store	Freehold	B	B	28.50	
Peedie Sea Boat Store	Pickaquoy Road	Kirkwall	Store	Freehold	B	B	28.50	
Pickaquoy Centre and Playing Fields	Muddisdale Road	Kirkwall	Leisure Centre	Freehold	B	B	5381.30	D
Pickaquoy Clubrooms	Muddisdale Road	Kirkwall	Leisure Centre	Freehold	C	B	234.90	
Pickaquoy Outdoor Store	Muddisdale Road	Kirkwall	Store	Freehold	A	A	168.90	
Public Rest Room, West Pier	Harbour Street	Kirkwall	Waiting Room	Freehold	B	B	18.00	
Queen Sonja Kloss 034	Queen Sonja Kloss	Kirkwall	Residential Home	Not owned by OIC	A	A	57.70	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Queen Street 014	Queen Street	Kirkwall	Office	Not owned by OIC	B	B	93.60	
Rendall Road 008	Rendall Road	Kirkwall	Residential Home	Freehold	A	A	375.05	D
Scout Hall	Junction Road	Kirkwall	Community Centre	Freehold	B	B	253.00	
Shapinsay Terminal Waiting Room and Toilets, Kirkwall	Ayre Road	Kirkwall	Waiting Room & Public Convenience	Freehold	B	B	64.26	
Shore Street Offices	Shore Street	Kirkwall	Office	Freehold	B	B	397.00	F
Shore Street Public Toilet	Shore Street	Kirkwall	Public Convenience	Freehold	B	B	46.78	
Short Breaks Unit	Pickaquoy Loan	Kirkwall	Residential Home	Freehold	A	A	220.00	
Site of St Magnus Cathedral		Kirkwall	Land	Freehold				
St Magnus Lane Public Toilet	St Magnus Lane	Kirkwall	Public Convenience	Freehold	B	B	66.60	
St Colm's Day Centre	Pickaquoy Road	Kirkwall	Day Care Centre	Freehold	B	B	636.40	G
St Colm's Short Breaks	Pickaquoy Road	Kirkwall	Office	Freehold	C	C	82.00	
St Magnus Cathedral	Broad Street	Kirkwall	Religious Building	Freehold	B	B	1117.40	
St Rognvald Street 001	St Rognvald Street	Kirkwall	Office	Not owned by OIC	B	B	137.70	
St Rognvald's House	Old Scapa Road	Kirkwall	Residential Home	Freehold	B	B	2383.30	E
Store and Office, Harbour Basin	Shore Street	Kirkwall	Store	Freehold	B	B	36.00	
Strynd Common Room	Strynd	Kirkwall	Office	Not owned by OIC	B	B	163.20	
Sunnybrae Centre	Eunson Kloss	Kirkwall	Day Care Centre	Freehold	B	B	227.20	G
Tankerness House	Broad Street	Kirkwall	Museum	Freehold	B	B	1115.90	
Tankerness House Gardens		Kirkwall	Land	Freehold				

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Tankerness House Gardens Greenhouse	Tankerness Lane	Kirkwall	Store	Freehold	C	B	102.50	
Tankerness House Gardens Kitchen and Rest Room	Tankerness Lane	Kirkwall	Waiting Room & Public Convenience	Freehold	C	B	5.90	
Tankerness House Gardens Potting Shed	Tankerness Lane	Kirkwall	Shed	Freehold	C	B	19.80	
The Odin Stone	Junction Road	Kirkwall	Office	Not owned by OIC	B	B	295.00	
The Orkney Library and Archive	Junction Road	Kirkwall	Library	Freehold	A	A	2787.50	C
The Strynd Nursery	Strynd	Kirkwall	Pre-School Facility	Freehold	B	B	117.70	
Unit 1, Great Western Road	Great Western Road	Kirkwall	Industrial Unit	Freehold	B	B	893.00	
Unit 4, Kiln Corner	Ayre Road	Kirkwall	Office	Not owned by OIC	A	A		
Willowburn Road Garage 001	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Willowburn Road Garage 002	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Willowburn Road Garage 003	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Willowburn Road Garage 004	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Willowburn Road Garage 005	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Willowburn Road Garage 006	Willowburn Road	Kirkwall	Store	Freehold	C	B	33.00	
Wireless Museum	Junction Road	Kirkwall	Museum	Freehold	B	B	56.00	
North Ronaldsay Airfield and Store	Trebb Road	North Ronaldsay	Store	Freehold	B	B	29.70	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
North Ronaldsay Airfield Terminal and Fire Garage	Trebb Road	North Ronaldsay	Airport	Freehold	A	A	103.31	
North Ronaldsay Community School	Howar Road	North Ronaldsay	School	Freehold	B	B	433.80	G
North Ronaldsay Depot		North Ronaldsay	Land	Freehold				
North Ronaldsay Pier Store	Main Road	North Ronaldsay	Store	Freehold	C	B	36.00	
North Ronaldsay Waiting Room and Public Toilets	Main Road	North Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	102.90	
Houton Ferry Terminal Building and Toilets	Houton Road	Orphir	Waiting Room & Public Convenience	Freehold	B	B	47.30	
Land beside Orkney Inga Saga Centre		Orphir	Land	Freehold				
Orkney Inga Saga Centre	Gyre Road	Orphir	Museum	Freehold	B	B	82.80	
Orphir Cemetery		Orphir	Burial Ground	Freehold				
Orphir Cemetery Shed	Gyre Road	Orphir	Shed	Freehold	B	B	10.23	
Orphir Primary School	Orphir Village	Orphir	School	Partly Owned by OIC	B	B	1018.80	B
Radar Station Midland Hill	Scorradale Road	Orphir	Radar Station	Freehold	B	B	46.00	
Store 1, Old Orphir School	Scorradale Road	Orphir	Store	Freehold	C	C	110.00	
Waulkmill Public Toilets	Waulkmill Road	Orphir	Public Convenience	Freehold	A	A	31.20	
Moclett Pier Store	Pier Road	Papa Westray	Store	Freehold	C	B	36.00	
Moclett Pier Waiting Room and Toilets	Pier Road	Papa Westray	Waiting Room & Public Convenience	Freehold	B	B	45.70	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Papa Westray Primary School – Store 1	School Road	Papa Westray	Store	Freehold	C	C		
Papa Westray Airfield and Building	Central Road	Papa Westray	Airport	Freehold	B	B	29.70	
Papa Westray Airfield Fire Garage	Central Road	Papa Westray	Fire Garage	Freehold	A	A	48.14	
Papa Westray Primary School – Greenhouse	School Road	Papa Westray	Greenhouse	Freehold	B	C		
Papa Westray Primary School - Main Building	School Road	Papa Westray	School	Freehold	B	C	411.00	E
Papa Westray Primary School – Shed	School Road	Papa Westray	Shed	Freehold	C	C		
Papa Westray Primary School – Store 2	School Road	Papa Westray	Store	Freehold	B	C		
Papa Westray Public Toilet	School Road	Papa Westray	Public Convenience	Freehold	B	B	5.30	1075
Site of Papa Westray Primary School		Papa Westray	Land	Freehold				
St Ann's Parish Centre	School Road	Papa Westray	Community Centre	Not owned by OIC	B	B	175.00	
St Boniface Church	Central Road	Papa Westray	Religious Building	Freehold	B	B	53.60	
Tingwall Ferry Terminal Building and Toilet	Tingwall Road	Rendall	Ferry Terminal	Freehold	B	B	52.90	
Blossom Site		Rousay	Landfill Site	Freehold				
Rousay Primary School		Rousay	School	Freehold	B	A	879.70	E
Trumland Pier Waiting Room and Toilets		Rousay	Waiting Room & Public Convenience	Partly Owned by OIC	B	B	94.60	
Cross Cemetery		Sanday	Burial Ground	Freehold				
Cross Cemetery Shed	How Road	Sanday	Shed	Freehold	C	B	4.96	

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Kettletoft Pier Office and Weighbridge		Sanday	Office	Freehold	B	B	17.55	
Kettletoft Pier Waiting Room and Toilet		Sanday	Waiting Room & Public Convenience	Freehold	B	B	16.90	
Lady Cemetery		Sanday	Burial Ground	Freehold				
Lady Cemetery Shed		Sanday	Shed	Freehold	B	B	4.86	
Land at Kettletoft Pier		Sanday	Land	Freehold				
Linkspan, Loth Pier		Sanday	Linkspan	Freehold	B	B	31.70	
Loth Pier Waiting Room and Toilets		Sanday	Waiting Room & Public Convenience	Freehold	B	B	51.57	
Loth Quarry		Sanday	Quarry	Freehold				
Marston Depot	Marston Road	Sanday	Compound	Freehold	B	B	25.11	
Sanday Airfield and Store	Airfield Road	Sanday	Store	Partly Owned by OIC	B	B	29.70	
Sanday Airfield Terminal Building	Airfield Road	Sanday	Airport	Partly Owned by OIC	A	A	100.45	F
Sanday Junior High School and Swimming Pool	School Road	Sanday	School	Freehold	B	B	2023.80	D
Scar Cemetery		Sanday	Burial Ground	Freehold				
Scar Cemetery Shed		Sanday	Shed	Freehold	D	B	4.40	
Store No 1, Kettletoft Pier		Sanday	Store	Freehold	B	B	85.05	
Store No 2, Kettletoft Pier		Sanday	Store	Freehold	B	B	98.87	
Dounby Primary School		Sandwick	School	Freehold	B	A	3329.00	F

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Dounby Recycling Centre		Sandwick	Land	Freehold				
Land adjacent to Dounby Recycling Centre		Sandwick	Land	Freehold				
Land at Curcabreck		Sandwick	Land	Freehold				
Sandwick Cemetery		Sandwick	Burial Ground	Freehold				
Sandwick New Cemetery Shed		Sandwick	Shed	Freehold	A	B	15.78	
Sandwick Old Cemetery Shed		Sandwick	Shed	Freehold	B	B	8.00	
Skail Public Toilet		Sandwick	Waiting Room & Public Convenience	Not owned by OIC	C	B	22.05	
Smiddybrae House	Vetquoy Road	Sandwick	Residential Home	Freehold	A	A	2661.60	E
Balfour Pier Store		Shapinsay	Store	Freehold	C	B	22.23	
Balfour Pier Waiting Room and Toilets		Shapinsay	Waiting Room & Public Convenience	Freehold	C	C	61.80	
Battery Store		Shapinsay	Store	Freehold	B	B	13.20	
Borrow Pit near Pictou Quarry		Shapinsay	Quarry	Not owned by OIC				
Helliar Holm Lighthouse		Shapinsay	Lighthouse	Freehold	B	B	23.90	
Pictou Quarry		Shapinsay	Quarry	Freehold				
Sandyhill Depot		Shapinsay	Land	Freehold				
Shapinsay Cemetery		Shapinsay	Burial Ground	Freehold				
Shapinsay Cemetery Shed	Sands Road	Shapinsay	Shed	Freehold	B	B	10.64	
Shapinsay Pier Building and Weighbridge		Shapinsay	Store	Freehold	B	B	5.40	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Shapinsay Primary School		Shapinsay	School	Freehold	B	B	1444.90	B
Shapinsay VTS Radar Station		Shapinsay	Radar Station	Freehold	A	A	5.00	
Temporary Waiting Room		Shapinsay	Ferry Terminal	Freehold	B	C	13.50	
Braeburn Court 011	Braeburn Court	South Ronaldsay	Residential Home	Freehold	A	A	53.56	
Braeburn Court Core Facility	Braeburn Court	South Ronaldsay	Day Care Centre	Freehold	A	A	659.06	
Burwick Waiting Room and Toilets		South Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	27.40	
Compressor House, Burwick		South Ronaldsay	Store	Freehold	B	B	15.90	
Cromarty Square Public Toilet	School Road	South Ronaldsay	Public Convenience	Not owned by OIC	B	B	25.70	
Hope Primary School	School Road	South Ronaldsay	School	Freehold	B	A	1300.90	C
Land at Ayre of Cara		South Ronaldsay	Land	Freehold				
North Flaws Cemetery		South Ronaldsay	Burial Ground	Freehold				
North Flaws Cemetery Shed	Halcro Road	South Ronaldsay	Shed	Freehold	B	B	11.56	
Radar Station, Sandy Hill		South Ronaldsay	Radar Station	Freehold	B	B	36.00	
Sands Of Wright Public Toilet		South Ronaldsay	Waiting Room & Public Convenience	Freehold	B	B	22.30	
Site of Former Front Road Toilet		South Ronaldsay	Land	TBC				
St Margaret's Hope Recycling Centre		South Ronaldsay	Recycling Centre	Freehold				

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
St Peter's Cemetery		South Ronaldsay	Burial Ground	Freehold				
St Peter's Cemetery Shed	Kirkhouse Road	South Ronaldsay	Shed	Freehold	B	B	13.36	
Bossack Quarry and Recycling Centre	Tankerness Hall Road	St Andrews	Waste Transfer Station	Freehold	B	B	14.77	
Land at the Nurse's Cottage		St Andrews	Land	Partly Owned by OIC				
St Andrew's Cemetery		St Andrews	Burial Ground	Freehold				
St Andrew's Cemetery Shed	Churchyard Road	St Andrews	Shed	Freehold	C	B	19.83	
St Andrew's Primary School		St Andrews	School	Freehold	A	B	1554.16	C
Abattoir (H21)	Grainshore Road	St Ola	Industrial Unit	Freehold	B	B	2948.00	
Chinglebraes Waste Transfer Station		St Ola	Waste Transfer Station	Freehold	B	B	326.80	
Cow Cull (H37)	Grainshore Road	St Ola	Industrial Unit	Freehold	B	B	858.43	
Harbour Authority Building		St Ola	Office	Freehold	B	B	605.20	C
Hatston Ferry Terminal Building	Grainshore Road	St Ola	Ferry Terminal	Freehold	B	B	580.00	G
Hatston Lairage	Hatston Pier Road	St Ola	Lairage	Freehold	A	A	1166.00	D
Hatston Recycling Centre (H86)	Grainshore Road	St Ola	Recycling Centre	Freehold	B	B	35.20	
Land at Galt View		St Ola	Land	Freehold				
Land at Hatston Pier		St Ola	Land	Freehold				
Land at Saverock		St Ola	Land	Freehold				

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Linkspan, Hatston Pier	Hatston Pier Road	St Ola	Linkspan	Freehold	B	B	31.70	
Marshalling Area Building and Weighbridge	Hatston Pier Road	St Ola	Waiting Room & Public Convenience	Freehold	A	A	75.00	F
Office at top of Scapa Pier		St Ola	Store	Freehold	B	B	49.40	G
OIC Depot - Store (H35)	Sparrowhawk Road	St Ola	Industrial Unit	Freehold	B	B	3093.70	G
OIC Depot - Workshop and Offices (H88)	Sparrowhawk Road	St Ola	Office	Freehold	B	B	3747.44	
OIC Site (H36)		St Ola	Compound	Freehold				
Orkney College - Grain Store/General Purpose Bldg at Weyland	Work Road	St Ola	College	Freehold	A	A	391.00	
Pickaquoy Centre Camping and Caravan Site	Pickaquoy Road	St Ola	Caravan/Camping Site	Freehold	A	A	195.20	1080
Radar Station Wideford Hill	Sunnybank Road	St Ola	Radar Station	Freehold	B	B	36.90	
Scapa Beach Public Toilet		St Ola	Public Convenience	Freehold	B	B	27.00	
Scapa Shed		St Ola	Shed	Freehold	D	D	6.00	
Selbro Joint Equipment Store and Resource Centre (H84)	Scotts Road	St Ola	Store	Freehold	B	B	1388.58	E
Shellfish Store		St Ola	Store	Freehold	B	B	45.00	
Site of Scapa Shed		St Ola	Land	Freehold				
St Olaf's Cemetery		St Ola	Burial Ground	Partly Owned by OIC				

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
St Olaf's Cemetery Shed	Orquil Road	St Ola	Shed	Partly Owned by OIC	B	B	13.13	
Store and Office, Scapa Pier		St Ola	Store	Freehold	B	B	18.00	
The Royal Oak Memorial		St Ola	Museum	Freehold	B	B	30.40	
Walliwall Compound		St Ola	Compound	Freehold				
Walliwall Quarry	Old Finstown Road	St Ola	Quarry	Freehold	C	C	6.00	
Wideford Hill Communications Mast and Cabin	Old Finstown Road	St Ola	Communication Mast	Not owned by OIC	B	B	19.48	
Stenness Primary School	Ireland Road	Stenness	School	Freehold	B	B	1047.00	B
Stenness Public Toilet	Ireland Road	Stenness	Public Convenience	Freehold	B	B	3.70	
108.32 sqm Site, Victoria Street		Stromness	Land	Freehold				
Alfred Terrace Allotments		Stromness	Allotment	Freehold				
Black Craig Radar Station	Outertown Road	Stromness	Radar Station	Not owned by OIC	B	B	25.00	
Depot, Site 4 (G7) Garson Way	Garson Way	Stromness	Industrial Unit	Freehold	B	B	710.70	
Factory Unit (G24)	Garson Park	Stromness	Industrial Unit	Freehold	B	C	1513.00	D
Ferry Road Public Toilet	Ferry Road	Stromness	Public Convenience	Freehold	B	B	22.40	
Flat 2, Victoria Street 008	Victoria Street	Stromness	Dwelling - Other - Flat/Maisonette	Freehold	B	B	42.00	
Flaws Pier, Sailhouse and Slipway		Stromness	Pier	Freehold	C			
Former Stromness Library	Hellihole Road	Stromness	Office	Freehold	C	C	170.60	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Garson Recycling Centre (G7A)	Garson Way	Stromness	Recycling Centre	Freehold	B	B	17.10	
Hamnavoe House	Coplands Road	Stromness	Residential Home	Freehold	A	A	2725.00	
Linkspan, North Pier	Ferry Road	Stromness	Linkspan	Freehold	B	B	31.70	
Marraquoy Cabin		Stromness	Store	Freehold	B	B	6.00	
Ness Battery		Stromness	Museum	Freehold	B	B	340.00	
Office, 16 Victoria Street	Victoria Street	Stromness	Office	Freehold	B	B	54.00	
Orkney College Maritime Studies Dept	Victoria Street	Stromness	College	Freehold	B	B	1799.90	
Pier Head Toilets	Victoria Street	Stromness	Public Convenience	Freehold	B	B	24.10	
Point of Ness Camping and Caravan Site		Stromness	Caravan/Camping Site	Freehold	B	C	83.22	1082
Site of Former Warbeth Toilet		Stromness	Land	Freehold				
Site of Hamnavoe House		Stromness	Land	Freehold				
Site of Stromness Squash Club and Changing Rooms		Stromness	Land	Freehold				
Site of Stromness Swimming Pool		Stromness	Land	Freehold				
Stromness Academy	Garson Road	Stromness	School	Freehold	B	A	8484.48	E
Stromness Academy Synthetic Grass Pitch		Stromness	Sports Pitch	Freehold				
Stromness Community Centre	Church Road	Stromness	Community Centre	Freehold	B	B	546.55	D
Stromness Ferry Terminal Building and Toilets	Ferry Road	Stromness	Ferry Terminal	Freehold	B	B	752.09	E
Stromness Primary School	Cairston Road	Stromness	School	Freehold	A	A	2513.70	

Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Stromness Squash Court and Changing Rooms	Cairston Road	Stromness	Leisure Centre	Freehold	A	A	211.70	G
Stromness Swimming Pool	North End Road	Stromness	Leisure Centre	Freehold	B	B	1047.55	G
Stromness Town Hall	Church Road	Stromness	Community Centre	Freehold	B	B	530.66	G
Stromness Town House and Outbuildings	Victoria Street	Stromness	Office	Freehold	B	B	311.38	G
Victoria Street 020	Victoria Street	Stromness	Community Centre	Freehold	B	B	57.24	
Warbeth Cemetery		Stromness	Burial Ground	TBC				
Warbeth New Cemetery Shed	Warbeth Road	Stromness	Shed	TBC	C	B	17.00	
Warbeth Old Cemetery Shed	Warbeth Road	Stromness	Shed	TBC	C	B	16.57	
Warbeth Public Toilet	Warbeth Road	Stromness	Public Convenience	Freehold	B	B	27.06	
Warehouse (lobster pond)	Ferry Road	Stromness	Store	Freehold	C	C	317.48	
Warehouse Buildings	Victoria Street	Stromness	Library	Freehold	A	A	1960.00	
Harbour Masters Hut, West Pier		Stronsay	Store	Freehold	C	C	6.00	
Lady Cemetery Shed, Bay	Bay Road	Stronsay	Shed	Freehold	B	B	18.38	
Lady Cemetery, Bay		Stronsay	Burial Ground	Freehold				
Linkspan, Whitehall Pier		Stronsay	Linkspan	Freehold	B	B	31.70	
Mitchells Quarry		Stronsay	Landfill Site	Not owned by OIC				
Stronsay Airfield and Building	Huip Road	Stronsay	Airport	Freehold	B	B	29.70	
Stronsay Airfield Fire Garage	Huip Road	Stronsay	Fire Garage	Freehold	A	A	48.14	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Stronsay Harbour Office and Weighbridge		Stronsay	Office	Freehold	C	B	7.02	
Stronsay Junior High School and Swimming Pool		Stronsay	School	Freehold	B	B	1409.71	
Whitehall Depot		Stronsay	Compound	Not owned by OIC				
Whitehall Pier Waiting Room and Toilets		Stronsay	Waiting Room & Public Convenience	Freehold	B	B	23.87	
Depot, Westray	The Quarry Road	Westray	Store	Freehold	C	B	84.90	
Gill Pier Building and Weighbridge		Westray	Store	Freehold	B	B	18.00	
Gill Pier Waiting Room and Toilet		Westray	Waiting Room & Public Convenience	Freehold	C	B	35.20	
Kalisgarth	Howanbreck Road	Westray	Day Care Centre	Freehold	B	B	696.80	F
Lady Kirk Cemetery		Westray	Burial Ground	Freehold				
Lady Kirk Cemetery Shed	The Quarry Road	Westray	Shed	Freehold	B	B	10.52	
Linkspan, Rapness Pier	Ness Road	Westray	Linkspan	Freehold	B	B	31.70	
Pierowall Public Toilet		Westray	Public Convenience	Freehold	C	C	8.09	
Rapness Cemetery		Westray	Burial Ground	Freehold				
Rapness Cemetery Shed		Westray	Shed	Freehold	C	B	4.25	
Rapness Pier Waiting Room and Toilets	Ness Road	Westray	Waiting Room & Public Convenience	Freehold	B	B	49.50	
Store No 1, Gill Pier		Westray	Store	Freehold	B	B	73.30	

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Asset Name	Address	Town/ Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Store No 2, Gill Pier		Westray	Store	Freehold	C	B	42.75	
Westray Airfield and Building	Aikerness Road	Westray	Airport	Freehold	B	B	29.70	
Westray Airfield Fire Garage	Aikerness Road	Westray	Fire Garage	Freehold	A	A	48.14	
Westray Junior High School and Swimming Pool	Noup Road	Westray	School	Freehold	B	B	2217.60	G
Wyre Community Hall	Rusness Road	Wyre	Community Centre	Freehold	C	C	141.20	
Wyre Pier Waiting Room and Toilets	Russness Road	Wyre	Waiting Room & Public Convenience	Freehold	B	B	15.30	

Appendix 2 – Non-operational Property

Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Land at Westermill		Burray	Land	Freehold				
Nissen Store, No 9, Westermill	Upper Waston Road	Burray	Industrial Unit	Freehold	B	B	123.53	
Outbuildings, No 1 and 2, Westermill	Upper Waston Road	Burray	Industrial Unit	Freehold	B	B	372.60	
Outbuildings, No 3 and 5, Westermill	Upper Waston Road	Burray	Industrial Unit	Freehold	B	B	101.52	
Faray Slipway		Eday	Slipway	Freehold				
Former Faray School		Eday	Store	Freehold	C	D		
Holm of Faray		Eday	Land	Freehold				
Island of Faray		Eday	Land	Freehold				
Little Green Holm		Eday	Land	Freehold				
Quoy Chambered Cairn		Eday	Monument	Freehold				
Red Holm		Eday	Land	Freehold				
Shed at Faray Slipway		Eday	Store	Freehold	C	C		
Site of Backland Weighbridge		Eday	Land	Freehold				
Site of Faray Slipway		Eday	Land	Freehold				
Site of Former Faray School		Eday	Land	Freehold				
Site of Quoy Chambered Cairn		Eday	Land	Freehold				
Site of Shed at Faray Slipway		Eday	Land	Freehold				

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Eynhallow Cottage		Eynhallow	Dwelling - Other - Detached	Freehold	C	C	107.60	
Land at Flotta Terminal		Flotta	Oil Terminal	Freehold				
Water Test Centre		Flotta	Industrial Unit	Freehold	B	B	2535.00	
Moss Site		Holm	Landfill Site	Freehold				
Building No. 3, Lyness (L3)	Baldreys Road	Hoy	Industrial Unit	Freehold	C	B	370.13	
Building No. 6, Lyness (L6)	Baldreys Road	Hoy	Industrial Unit	Freehold	C	B	427.57	
Former Football Pitch, Lyness		Hoy	Land	Freehold				
Land adjacent to Lyness Royal Naval Cemetery		Hoy	Land	Freehold				
Lyness Communications Mast Site		Hoy	Land	Freehold				
Site (L14)		Hoy	Land	Freehold				
Site 955.72sqm, Lyness Naval Base		Hoy	Land	Freehold				
Site for Lyness Industrial Estate		Hoy	Land	Freehold				
Broad Street 006 and Store	Broad Street	Kirkwall	Office	Freehold	B	B	305.04	G
Broad Street 008	Broad Street	Kirkwall	Office	Freehold	B	B	243.70	
Graham House	Scapa Crescent	Kirkwall	Dwelling - Other - Detached	Freehold	B	B	757.50	
Greenbelt Land, Hatston		Kirkwall	Land	Freehold				
Ground Floor Offices, 7-13 Laing Street	Laing Street	Kirkwall	Office	Freehold	B	B	104.00	
Hatston Industrial Estate Common Areas		Kirkwall	Land	Freehold				
Land adjacent to Council Offices Car Park		Kirkwall	Land	Freehold				

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Land at Muddisdale		Kirkwall	Land	Freehold				
Land at Papdale Loan		Kirkwall	Land	Freehold				
Land at Soulisquoy		Kirkwall	Land	Freehold				
New Kirkwall Nursery		Kirkwall	Land	Freehold				
Papdale Farm	Papdale Loan	Kirkwall	Store	Freehold	D	C	163.80	
Papdale Garden Allotments		Kirkwall	Allotment	Freehold				
Site for Kirkwall Care Facility		Kirkwall	Land	Freehold				
Site of Police Command Centre		Kirkwall	Land	Freehold				
Land at Houton Ferry Terminal Building		Orphir	Land	Freehold				
Land at Houton Ferry Terminal Building Shed 1		Orphir	Shed	Freehold	D	D		
Land at Houton Ferry Terminal Building Shed 2		Orphir	Shed	Freehold	D	D		
Land at Sanday Junior High School		Sanday	Land	Freehold				
Land at Schoolquoy		South Ronaldsay	Land	Freehold				
Creamery Factory (H82)	Crowness Road	St Ola	Industrial Unit	Freehold	B	B	2175.00	
Factory Unit (H43)	Crowness Road	St Ola	Industrial Unit	Freehold	B	B	1118.34	
Kirkwall Airport Hangar and Land (0.68ha)	Kirkwall Airport	St Ola	Hangar	Not owned by OIC	A	A	1522.60	
Land adjacent to Hatston Slipway (H12A)		St Ola	Land	Freehold				
Land at Crowness Business Park		St Ola	Land	Freehold				
Land at Wideford Hill		St Ola	Land	Freehold				
Office and Store (H49)	Garrison Road	St Ola	Industrial Unit	Freehold	B	B	306.00	

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Scotts House (H16)	Grainshore Road	St Ola	Office	Freehold	B	B	190.10	E
Seatter Farm and Steading		St Ola	Farm	Freehold				
Seatter Farm House	Work Road	St Ola	Dwelling - Other - Detached	Freehold	B	B	170.00	
Site (H11)		St Ola	Land	Freehold				
Site (H12), Grainshore Road		St Ola	Land	Freehold				
Site (H13)		St Ola	Land	Freehold				
Site (H2), Scotts Road		St Ola	Land	Freehold				
Site (H23), Scotts Road/Quoyangry Road		St Ola	Land	Freehold				
Site (H25), Crowness Crescent		St Ola	Land	Freehold				
Site (H26), Crowness Crescent		St Ola	Land	Freehold				
Site (H29)		St Ola	Land	Freehold				
Site (H40), Crowness Crescent		St Ola	Land	Freehold				
Site (H42), Scotts Road		St Ola	Land	Freehold				
Site (H44), Scotts Road		St Ola	Land	Freehold				
Site (H51), Grainshore Road		St Ola	Compound	Freehold				
Site (H83), Grainshore Road		St Ola	Land	Freehold				
Site (H85), Sparrowhawk Road		St Ola	Land	Freehold				
Site (H87), Grainshore Road		St Ola	Land	Freehold				
Site (H89), Warness Park		St Ola	Land	Freehold				

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Site (H90)		St Ola	Land	Freehold				
Site 1 (H38), Scotts Road/Quoyangry Road		St Ola	Land	Freehold				
Site 1 (H58), Crowness Park		St Ola	Land	Freehold				
Site 12 (H60), Crowness Road		St Ola	Land	Freehold				
Site 13 (H61), Crowness Road		St Ola	Land	Freehold				
Site 14 (H62), Crowness Road		St Ola	Land	Freehold				
Site 15 (H79), Grainshore Drive		St Ola	Land	Freehold				
Site 16 (H80), Grainshore Drive		St Ola	Land	Freehold				
Site 16A (H63), Crowness Road		St Ola	Land	Freehold				
Site 2 (H32), Scotts Road/Quoyangry Road		St Ola	Land	Freehold				
Site 2 (H54), Crowness Park		St Ola	Land	Freehold				
Site 2 (H66), Grainshore Drive		St Ola	Land	Freehold				
Site 3 (H59), Crowness Park		St Ola	Land	Freehold				
Site 4 (H55), Crowness Park		St Ola	Land	Freehold				
Site 6 (H56), Crowness Road		St Ola	Land	Freehold				
Site 6 (H70), Grainshore Drive		St Ola	Land	Freehold				
Site 7 (H53), Crowness Road		St Ola	Land	Freehold				

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Site 8 (H72), Grainshore Drive		St Ola	Land	Freehold				
Site 9 (H57), Crowness Road		St Ola	Land	Freehold				
Site H30		St Ola	Land	Freehold				
Sites 3 and 4 (H39 and H34), Scotts Rd/Quoyangry Road		St Ola	Land	Freehold				
Sites 5 and 7 (H69 and H71), Grainshore Drive		St Ola	Land	Freehold				
Store (H11A)	Scotts Road	St Ola	Industrial Unit	Freehold	B	B		
Store (H33)	Skua Road	St Ola	Industrial Unit	Freehold	B	B	307.60	D
Store (H46), Crowness Road	Crowness Road	St Ola	Store	Freehold	C	B	68.00	
Store 10a (H15A), Skua Road	Skua Road	St Ola	Industrial Unit	Freehold	B	B	299.45	B
Store 10b (H15B), Skua Road	Skua Road	St Ola	Industrial Unit	Freehold	B	B	271.39	C
Store 10c (H50), Skua Road	Skua Road	St Ola	Industrial Unit	Freehold	B	B	186.74	
Store 17 (H28), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	146.41	G
Store 18 (H10), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	31.16	
Store 6 (H4), Millpark Road	Mill Park	St Ola	Industrial Unit	Freehold	B	B	52.98	
Unit 1 (H8), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	282.14	C
Unit 2 (H9), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	299.24	D
Unit 3 (H7), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	209.10	
Unit 4 (H5), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	187.15	
Weyland Farm Shed	Work Road	St Ola	Shed	Freehold	C	B	782.00	
Workshop (H18)	Dakota Road	St Ola	Industrial Unit	Freehold	B	B	109.00	D
Workshop (H19)	Dakota Road	St Ola	Industrial Unit	Freehold	C	C	131.98	

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Workshop 16 (H3), Scotts Road	Scotts Road	St Ola	Industrial Unit	Freehold	B	B	83.91	G
Workshop and Offices (H24)	Garrison Road	St Ola	Industrial Unit	Freehold	B	B	463.50	E
Visitor Centre	Ireland Road	Stenness	Information Centre	Freehold	B	B	265.80	
Battery and Gas Stores	Alfred Street	Stromness	Store	Freehold	B	B	304.00	
Buoy Store, NLB Pier	Alfred Street	Stromness	Store	Freehold	B	B	320.38	C
Cold Store and Offices (G6)	Garson Park	Stromness	Industrial Unit	Freehold	B	B		
Former West Mainland Mart Development Site		Stromness	Land	Freehold				
Garson Industrial Estate Common Areas		Stromness	Land	Freehold				
Land at Garson		Stromness	Land	Freehold				
Land at Garson Way		Stromness	Land	Freehold				
Site (G26), Garson Park		Stromness	Land	Freehold				
Site 11 (G20), Garson Place		Stromness	Land	Freehold				
Site 12 (G21), Garson Place		Stromness	Land	Freehold				
Site 13 (G22), Garson Place		Stromness	Land	Freehold				
Site 14 (G23), Garson Place		Stromness	Land	Freehold				
Site 2 (G11), Garson Place		Stromness	Land	Freehold				
Site 2 (G3), Garson Way		Stromness	Land	Freehold				
Site 3 (G12), Garson Place		Stromness	Land	Freehold				
Site 4 (G13), Garson Place		Stromness	Land	Freehold				
Site 5 (G14), Garson Place		Stromness	Land	Freehold				
Site 6 (G15), Garson Place		Stromness	Land	Freehold				
Site 6 (G8), Garson Way		Stromness	Land	Freehold				
Site 7 (G16), Garson Place		Stromness	Land	Freehold				
Site A		Stromness	Land	Freehold				

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Asset Name	Address	Town/Parish	Asset Type	OIC Interest	Condition	Suitability	Gross Internal Area (m2)	Energy Performance Certificate Rating
Site D		Stromness	Land	Freehold				
Site of Cold Store and Offices (G6)		Stromness	Land	Freehold				
Site Office	Alfred Street	Stromness	Office	Freehold	B	B	64.95	
Store (G9)	Garson Road	Stromness	Industrial Unit	Freehold	B	B	1734.36	
Victoria Street 014A	Victoria Street	Stromness	Shop	Freehold	A	A	79.00	
Victoria Street Offices	Victoria Street	Stromness	Office	Freehold	B	B	462.80	G
Workshop (G10)	Garson Place	Stromness	Industrial Unit	Freehold	B	B	100.55	F
Workshop (M4)	Cairston Road	Stromness	Industrial Unit	Freehold	B	B	219.78	
Former Gents Toilet, West Pier		Stronsay	Land	Freehold	D	D		
Stronsay Fish Mart Hostel and Cafe		Stronsay	Hostel	Freehold	A	A	258.53	

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