

Minute

Policy and Resources Committee

Tuesday, 22 September 2020, 10:30.

Microsoft Teams.



Present

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

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- John W Mundell, Interim Chief Executive.
- Gavin Barr, Executive Director of Development and Infrastructure (for Items 1 to 14).
- Gillian Morrison, Interim Chief Officer/Executive Director, Orkney Health and Care (for Items 1 to 12).
- James Wylie, Executive Director of Education, Leisure and Housing (for Items 1 to 20).
- Gareth Waterson, Head of Finance.
- James Buck, Head of Marine Services, Transport and Harbour Master (for Items 1 to 20).
- Karen Greaves, Head of Executive Support (for Items 1 to 20).
- Hayley Green, Head of IT and Facilities (for Items 1 to 8).
- Andrew Groundwater, Head of HR and Performance.
- Gavin Mitchell, Head of Legal Services.
- Garry Burton, Sport and Leisure Service Manager (for Items 19 and 20).
- Jayne Venables, Islands Deal Project Manager (for Items 10 and 11).
- Luke Fraser, Team Leader (Policy and Planning) (for Items 11 to 14).

Observing

- Peter Diamond, Head of Education (Leisure, Culture and Inclusion) (for Items 19 and 20).
- Roddy Mackay, Head of Planning, Development and Regulatory Services (for Items 1 to 10).
- Darren Richardson, Head of Infrastructure and Strategic Projects (for Items 1 to 11).
- Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation Services (for Items 10 to 13).

- Shonagh Merriman, Accounting Manager (Corporate Finance) (for Items 1 to 6).
- Lorna Richardson, Strategic Policy and Projects Manager (for Items 10 and 11).
- Ian Rushbrook, Capital Programme Manager (for Items 1 to 5).
- Anna Whelan, Strategy Manager (for Items 4 to 14).
- David Hartley, Communications Team Leader (for Items 1 to 20).
- Andrew Hamilton, Performance and Best Value Officer (for Items 1 to 10).
- Alan Tait, Safety and Resilience Officer (for Items 1 to 8).

Declarations of Interest

- Councillor Andrew Drever – Item 20.
- Councillor John T Richards – Item 20.
- Councillor Stephen Sankey – Item 20.
- Councillor John A R Scott – Item 20.
- Councillor Gwenda M Shearer – Item 20.

Chair

- Councillor James W Stockan.

1. Disclosure of Exempt Information

The Committee noted the proposal that the public be excluded from the meeting for consideration of Items 19 to 22, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Revenue Expenditure Outturn

2.1. Policy and Resources

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

Noted:

2.1.1. The revenue expenditure outturn statement in respect of the undernoted services for financial year 2019/20, attached as Annex 1 to the joint report by the Chief Executive, the Executive Director of Development and Infrastructure and the Head of Finance, indicating a surplus position of £3,860,000:

- Central Administration.
- Law, Order and Protective Services.
- Other Services.

The Committee scrutinised:

2.1.2. The explanations given and actions proposed in respect of significant budget variances as outlined in the Budget Action Plan, attached as Annex 2 to the joint report by the Chief Executive, the Executive Director of Development and Infrastructure and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

2.2. Summary

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

Noted the revenue expenditure outturn statement for financial year 2019/20, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund underspend of £4,012,400.
- A deficit in Sources of Funding for General Fund Services of £15,200.
- A net Non-General Fund deficit of £16,244,100.

3. Revenue Expenditure Monitoring

3.1. Policy and Resources

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

Noted:

3.1.1. The revenue financial summary statement in respect of the undernoted services for the period 1 April to 30 June 2020, attached as Annex 1 to the joint report by the Chief Executive, the Executive Director of Development and Infrastructure and the Head of Finance, indicating an underspend position of £100,400:

- Central Administration.
- Law, Order and Protective Services.
- Other Services.

3.1.2. The revenue financial detail by service area statement for the period 1 April to 30 June 2020, attached as Annex 2 to the joint report by the Chief Executive, the Executive Director of Development and Infrastructure and the Head of Finance.

The Committee scrutinised:

3.1.3. 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 joint report by the Chief Executive, the Executive Director of Development and Infrastructure and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

3.2. Summary

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

Noted:

3.2.1. The summary revenue expenditure statement for the period 1 April to 30 June 2020, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund overspend of £922,800.
- A deficit in Sources of Funding of £349,900.
- A net Non-General Fund surplus of £12,459,900.

3.2.2. The financial detail across individual Sources of Funding for the period 1 April to 30 June 2020, including significant variances identified as Priority Actions, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

3.2.3. 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 action was being taken with regard to significant budget variances.

4. Capital Expenditure Outturn

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

Noted:

4.1. The summary outturn position of capital expenditure incurred for financial year 2019/20 in respect of the General and Non-General Fund capital programmes, as detailed in section 3.1 of the report by the Head of Finance, indicating a total underspend of £6,566,000 as at 31 March 2020, against approved budgets totalling £26,486,000.

The Committee scrutinised:

4.2. The detailed analysis of capital expenditure, together with project updates in respect of the General Fund and the Non-General Fund capital programmes, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and on progress made with delivery of the approved programmes.

5. Capital Slippage and Acceleration

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

Noted:

5.1. The net slippage figure of £5,734,000 in relation to the General Fund and Non-General Fund capital programmes as at 31 March 2020.

5.2. That the Head of Finance had re-profiled the five year capital programmes in respect of the General Fund and the Non-General Fund, in order to reflect the net slippage and current timescales for completion of individual capital projects, with the revised programmes attached as Appendix 2 to the report by the Head of Finance.

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

5.3. That the sum of £2,446,000 be carried forward from financial year 2019/20 to financial years 2020/21 and onwards in respect of net slippage on projects contained within General Fund capital programmes.

5.4. That the sum of £3,288,000 be carried forward from financial year 2019/20 to financial years 2020/21 and onwards in respect of slippage on projects contained within Non-General Fund capital programmes.

5.5. That the revised five year capital programme, attached as Appendix 1 to this Minute, be approved.

6. Treasury Management – Annual Report

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

Noted:

6.1. That the Bank of England Base Rate decreased from 0.75% to 0.25% on 11 March 2020 and then reduced further to 0.10% on 19 March 2020 in response to the global COVID-19 pandemic, with the Public Works Loans Board borrowing rates reducing correspondingly, with shorter term rates decreasing more than longer term rates.

6.2. That, although the strategic priority for Central Government and the Bank of England during 2019/20 was to maintain monetary and financial stability as the United Kingdom prepared to depart from the European Union, this was overtaken at the end of the financial year with the rise of the COVID-19 pandemic and the requirement to put emergency measures in place to ease the financial impact on the economy.

6.3. That, although there remained much uncertainty over interest rates, with the long-term trend prediction for rates to rise, the Council should be well placed to benefit from savings on loan charges over the longer term.

The Committee scrutinised:

6.4. The Annual Treasury Management Review for financial year 2019/20, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance that the Treasury Management Practices had operated effectively.

7. Evaluation of Service Health and Safety Performance

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

Scrutinised the Evaluation of Service Health and Safety Performance for 2019/20, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, and obtained assurance.

8. Corporate Risk Management Policy and Strategy

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

Noted:

8.1. That the Risk Management Policy and Strategy, last revised in 2018, had been amended to reflect recommendations arising from an Internal Audit in relation to Corporate Governance and Risk Management, as well as adopting the approach to risk clusters taken by the Chartered Institute of Public Finance and Accountancy.

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

8.2. That the Corporate Risk Management Policy and Strategy 2020 to 2022, attached as Appendix 2 to this Minute, be approved.

9. Local Government in Scotland: Overview 2020

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Committee:

Noted:

9.1. The national audit report, Local Government in Scotland: Overview 2020, published by Audit Scotland in June 2020, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which provided a high-level, independent view of the key challenges and performance issues faced by Scottish councils.

9.2. That, although the national audit report was produced prior to the COVID-19 pandemic, after careful consideration by the Accounts Commission, it was published as it contained important messages which would be helpful as part of the recovery phase.

9.3. The key messages and recommendations contained within the national audit report, details of which were summarised in sections 4 and 5 respectively of the report by the Executive Director of Education, Leisure and Housing.

10. Climate Change

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

Noted:

10.1. That, on 18 February 2020, the Policy and Resources Committee recommended:

- That the Chief Executive should give further consideration to the governance required to deliver the Council's response to climate change legislation and thereafter submit a report to the Committee by June 2020.
- That, notwithstanding Council policy of a moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of up to two years, to co-ordinate all climate change related policy and project work across the full range of Council services.
- That all costs associated with the post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate net revenue allocation, in the event that no other specific Government funding was received by the Council in respect of climate change duties.

10.2. That, on 3 March 2020, when considering the recommendations above, the Council resolved that establishment of a post of Climate Change Project Officer be referred back to the Policy and Resources Committee for further consideration.

10.3. That the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 was enacted in October 2019 committing Scotland to a target of net-zero emissions of all greenhouse gases by 2045.

10.4. The establishment, by the Orkney Partnership, of a short life working group to develop a specific Orkney Climate Adaptation Plan, as outlined in section 5 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure, which would identify actions to contribute to a carbon neutral Orkney.

10.5. The current actions in the Council Delivery Plan, outlined in section 7 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure, which would also contribute positively to mitigating or adapting the impacts of climate change and the opportunity, through the impending mid-term review of the Council Plan, to embed climate change as a new Council priority with associated actions.

10.6. The scale of the tasks associated with development, implementation and monitoring of effective and target orientated climate change actions, as detailed in section 8 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure.

10.7. That the Crown Estate Scotland revenue funding for 2017/18, initially identified as a funding source for the proposed temporary post of Climate Change Project Officer, had been fully allocated, with the remaining unallocated balance being applied as a contribution to the Council's Coronavirus Response Fund.

10.8. That the Council had been awarded £1,042,993, as its share of the 2018/19 Crown Estate Scotland revenue, to be utilised in 2020/21.

10.9. That the Crown Estate Scotland funding was a valuable additional resource that would be of great benefit to the Council in aiding recovery from the COVID-19 pandemic, should it not be used as a source of funding for a commitment to the total costs of a temporary post of Climate Change Project Officer, currently estimated at £140,000.

10.10. That the recommendation at paragraph 10.11 below was contrary to the moratorium on staff establishment increases reaffirmed by the Council, at its General Meeting held on 3 March 2020.

Councillor W Leslie Manson, seconded by Councillor Stephen Sankey, moved that:

(1) Notwithstanding Council policy relating to the moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of 23 months, to co-ordinate all climate change related policy and project work across the full range of Council services.

(2) All costs associated with the temporary post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate Scotland net revenue allocation, subject to no other specific Government funding being received by the Council to support compliance with its climate change duties.

Councillor Duncan A Tullock, seconded by Councillor David Dawson, moved an amendment that the Council should not establish a post of Climate Change Project Officer.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Norman R Craigie, David Dawson, Barbara Foulkes, Owen Tierney and Duncan A Tullock (5).

For the Motion:

Councillors Alexander G Cowie, Robin W Crichton, Andrew Drever, Steven B Heddle, J Harvey Johnston, Rachael A King, W Leslie Manson, John T Richards, Stephen Sankey, John A R Scott, Gwenda M Shearer, Graham L Sinclair, James W Stockan and Magnus O Thomson (14).

Abstention:

Councillor Stephen G Clackson (1).

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

10.11. That, notwithstanding Council policy relating to the moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of 23 months, to co-ordinate all climate change related policy and project work across the full range of Council services.

10.12. That all costs associated with the temporary post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate Scotland net revenue allocation, subject to no other specific Government funding being received by the Council to support compliance with its climate change duties.

On the motion of Councillor W Leslie Manson, seconded by Councillor Stephen Sankey, the Committee resolved to **recommend to the Council:**

10.13. That, to assist with the Council's commitment to address the Climate Emergency, a short life Member/Officer Working Group, comprising eight members, with a remit to review what the Council was already doing to reduce its carbon footprint, and to consider and recommend new targets and priorities for inclusion in the Climate Adaptation Plan and the Council Plan, be established.

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

10.14. That the following members be appointed to the Member/Officer Working Group referred to above;

- Councillor Alexander G Cowie.
- Councillor David Dawson.
- Councillor Stephen B Heddle.
- Councillor Rachael A King.
- Councillor W Leslie Manson.
- Councillor Stephen Sankey.
- Councillor John A R Scott.
- Councillor Gwenda M Shearer.

11. Islands Growth Deal – Progress Update

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

Noted:

11.1. Progress with the Islands Deal, including achievement of the announcement by the UK Government on 23 July 2020, as set out in section 3 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure.

11.2. The proposed approach towards finalising the content of the Islands Deal, in particular with regard to the Orkney components, as set out in section 4 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure, including the process for Elected Member engagement.

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

11.3. That the Strategic Outline Cases should be submitted to a Special General Meeting of the Council for approval, prior to submission to the UK and Scottish Governments, anticipated to be early October 2020.

11.4. That powers be delegated to the Chief Executive, in consultation with the undernoted members, to authorise the next key stage of the Islands Growth Deal, namely signing off the Heads of Terms Agreement, anticipated no later than 31 March 2021:

- Leader.
- Depute Leader.
- Chair, Development and Infrastructure Committee.
- Chair, Education, Leisure and Housing Committee.
- Chair, Orkney Health and Care Committee.

11.5. That development of the full Islands Growth Deal be reported regularly, to the Policy and Resources Committee, and thereafter subject to endorsement by the Council, with additional meetings called, if required.

12. Hope Cohousing Project

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Team Leader (Policy and Planning), the Committee:

Noted:

12.1. That Hope Cohousing was established in 2018 as an older person's cohousing co-operative seeking to develop five cohousing properties in St Margaret's Hope.

12.2. That Hope Cohousing had requested to purchase a plot of land at Taftingus Place, St Margaret's Hope, as detailed on the plan attached as Appendix 2 to the report by the Executive Director of Education, Leisure and Housing, valued at £30,000.

12.3. That Hope Cohousing had developed its project over the last two years with input from Housing Services and was hoping to lodge an application to the Islands Housing Fund over the coming months.

12.4. That the Council had been awarded £1,042,993, as its share of the 2018/19 Crown Estate Scotland revenue, to be utilised in 2020/21.

12.5. That the Crown Estate Scotland funding was a valuable additional resource that would be of great benefit to the Council in aiding recovery from the COVID-19 pandemic, should it not be used as a source of grant funding to Hope Cohousing.

Councillor James W Stockan, seconded by Councillor David Dawson, moved that:

(1) Subject to a successful Islands Housing Fund application and a full funding package being secured, the site at Taftingus Road, St Margaret's Hope, be sold to Hope Cohousing, at valuation, on terms and conditions to be determined by the Solicitor to the Council.

(2) A grant of £25,000 be awarded to Hope Cohousing towards the purchase price of the site at Taftingus Place, St Margaret's Hope, to be funded from the Crown Estate Scotland revenue funding received for financial year 2020/21.

Councillor Stephen Sankey, seconded by Councillor John T Richards, moved an amendment that:

(1) Subject to a successful Islands Housing Fund application and a full funding package being secured, the site at Taftingus Road, St Margaret's Hope, be sold to Hope Cohousing, at a price of £25,000, on terms and conditions to be determined by the Solicitor to the Council.

(2) A grant of £25,000 be awarded to Hope Cohousing towards the purchase price of the site at Taftingus Place, St Margaret's Hope, to be funded from the Crown Estate Scotland revenue funding received for financial year 2020/21.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson, Alexander G Cowie, Norman R Craigie, Robin W Crichton, Barbara Foulkes, Steven B Hedde, J Harvey Johnston, John T Richards, Stephen Sankey, John A R Scott, Gwenda M Shearer and Owen Tierney (12).

For the Motion:

Councillors David Dawson, Andrew Drever, Rachael A King, W Leslie Manson, Graham L Sinclair, James W Stockan, Magnus O Thomson and Duncan A Tullock (8).

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

12.6. That, subject to a successful Islands Housing Fund application and a full funding package being secured, the site at Taftingus Road, St Margaret's Hope, referred to at paragraph 12.2 above, be sold to Hope Cohousing, at a price of £25,000, on terms and conditions to be determined by the Solicitor to the Council.

12.7. That a grant of £25,000 be awarded to Hope Cohousing towards the purchase price of the site at Taftingus Place, St Margaret's Hope, to be funded from the Crown Estate Scotland revenue funding received for financial year 2020/21.

13. Shapinsay Development Trust

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Team Leader (Policy and Planning), the Committee:

Noted:

13.1. That, on 7 June 2017, the Education, Leisure and Housing Committee recommended that powers be delegated to the Executive Director of Corporate Services, in consultation with the Executive Director of Education, Leisure and Housing, to negotiate and conclude the sale or lease of Shapinsay Schoolhouse, to Shapinsay Development Trust, in order to support delivery of affordable housing, on terms and conditions to be determined by the Solicitor to the Council.

13.2. That Shapinsay Development Trust had submitted an offer of £135,000 in respect of Shapinsay Schoolhouse, which was held on the Housing Revenue Account and valued at £150,000.

13.3. That Shapinsay Development Trust had requested a contribution of £15,000 from the Council towards the cost of its Island Housing project, through a discounted purchase price for Shapinsay Schoolhouse.

13.4. That Shapinsay Development Trust had been awarded the undernoted funding in respect of a project to renovate two properties, with total project costs of £549,123:

- Scottish Land Fund – £237,123.
- Islands Housing Fund – £185,000.

13.5. That the Council had been awarded £1,042,993, as its share of the 2018/19 Crown Estate Scotland revenue, to be utilised in 2020/21.

13.6. That the Crown Estate Scotland funding was a valuable additional resource that would be of great benefit to the Council in aiding recovery from the COVID-19 pandemic, should it not be used as a source of grant funding to Shapinsay Development Trust.

On the motion of Councillor James W Stockan, seconded by Councillor Stephen G Clackson, the Committee resolved to **recommend to the Council**:

13.7. That a grant of £15,000 be awarded to Shapinsay Development Trust towards the purchase price of Shapinsay Schoolhouse, to be funded from the Crown Estate Scotland revenue funding received for financial year 2020/21.

14. Highlands and Islands Airports Ltd

Island Communities Impact Assessment on Air Traffic Management Strategy

After consideration of a joint report by the Chief Executive and the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Transport and Harbour Master, the Committee:

Noted:

14.1. That consultants had been commissioned by Highlands and Islands Airports Ltd to undertake an independent assessment of the impacts of changes to air traffic control arrangements at six airports in the Highlands and Islands, including Kirkwall.

14.2. That a significant element of the assessment was an Island Communities Impact Assessment, to be conducted in accordance with the provision for island communities impact assessments as set out in the Islands (Scotland) Act 2018 but not yet in force.

14.3. That the Council had been invited to participate in a consultation exercise, commissioned by Highlands and Islands Airports Ltd, to inform the Island Communities Impact Assessment, for which responses were required by 30 September 2020.

14.4. That the consultation was concerned solely with the impact on communities of the Air Traffic Management Strategy programme and how outcomes for those communities might be improved or mitigated and was not a review of the Air Traffic Management Strategy programme itself.

14.5. The Council's draft response to the consultation, commissioned by Highlands and Islands Airports Ltd, to inform the Island Communities Impact Assessment, attached as Appendix 1 to the joint report by the Chief Executive and the Executive Director of Development and Infrastructure.

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

14.6. That, subject to amendments as proposed by members, the Council's response to the consultation, commissioned by Highlands and Islands Airports Ltd, to inform the Island Communities Impact Assessment, referred to at paragraph 14.5 above, be approved.

The Committee noted:

14.7. That, due to the time constraints involved, the Chief Executive may be requested to exercise emergency powers to authorise submission of the response, referred to at paragraph 14.6 above, prior to approval by the Council, in order to meet the deadline for submission of responses of 30 September 2020.

15. 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 27 August 2020, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, 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 27 August 2020, attached as Appendix 3 to this Minute, as a true record.

16. Police and Fire Sub-committee

After consideration of the draft Minute of the Meeting of the Police and Fire Sub-committee held on 1 September 2020, copies of which had been circulated, the Committee:

Resolved:

16.1. On the motion of Councillor Andrew Drever, seconded by Councillor David Dawson, to approve the Minute of the Meeting of the Police and Fire Sub-committee held on 1 September 2020 as a true record.

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

16.2. That the recommendation at paragraph 2.4 of the Minute of the Meeting of the Police and Fire Sub-committee held on 1 September 2020, attached as Appendix 4 to this Minute, be approved.

17. Investments Sub-committee

After consideration of the draft Minute of the Meeting of the Investments Sub-committee held on 3 September 2020, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, to approve the Minute of the Meeting of the Investments Sub-committee held on 3 September 2020, attached as Appendix 5 to this Minute, as a true record.

18. Exclusion of Public

On the motion of Councillor James W Stockan, seconded by Councillor W Leslie Manson, the Committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

19. Asset Management Sub-committee

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, 8 and 9 of Part 1 of Schedule 7A of the Act.

After consideration of the draft Minute of the Meeting of the Asset Management Sub-committee held on 1 September 2020, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 1 September 2020, attached as Appendix 6 to this Minute, as a true record.

20. Pickaquoy Centre Trust

Budget Shortfall

Councillors Andrew Drever, John T Richards, Stephen Sankey, John A R Scott and Gwenda M Shearer declared non-financial interests in this item, being Council-appointed trustees of the Pickaquoy Centre Trust, but concluded that their interests did not preclude their involvement in the discussion.

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 4 and 6 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Sport and Leisure Service Manager, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to a budget shortfall experienced by the Pickaquoy Centre Trust.

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.

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

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21. Education, Leisure and Housing – Management Structure

The Committee noted that this report had been withdrawn.

22. Governance Arrangements

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Chief Executive, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to governance arrangements.

The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.

23. Conclusion of Meeting

At 17:45 the Chair declared the meeting concluded.

Signed: (Chair's signature).

	1 Apr 2019 - 31 March 2020				Comment
	Actual Spend £000's	Revised Budget £000's	Over/(Under) Spend £000's	(Slippage)/ Acceleration £000's	
General Fund Capital Programme					
Planning					
Stones of Stenness Car Park	64	185	(121)	(121)	Project on-going
Arcadia Park	201	230	(29)	(29)	Project on-going
Operational Environmental Services					
Burial Grounds - Mainland Extensions	264	200	64	64	Project on-going
Burial Grounds - Mainland Major Improvements	0	2	(2)	(2)	Project on-going
Burial Grounds - Island Extensions	48	50	(2)	(2)	Project on-going
Burial Grounds - Island Major Improvements	0	5	(5)	(5)	Project on-going
Roads					
Cycling, Walking & Safer Routes / 20 mph scheme	50	36	14	0	Grant funded project
Roads Asset Replacement Programme	1,238	1,362	(124)	0	Annual programme - no carry forward of unspent budget
Kirkwall flood prevention scheme	81	0	81	0	Project complete
Kirkwall Places and Spaces	648	555	93	93	Project on-going
Transportation					
Electric vehicle charging infrastructure	153	180	(27)	(27)	Funding for 19/20 accrued into 20/21
Airfields Infrastructure	5	0	5	0	Project complete
Golden Mariana Replacement	1,083	1,535	(452)	(452)	Boat has been delivered and work on-going to make it suitable for route
Resurfacing of Westray runway	17	46	(29)	0	Project complete
Resurfacing of North Ronaldsay runway	3	26	(23)	0	Project complete
Resurfacing of Eday runway	5	0	5	0	Project complete
Social Care					
Replacement facilities St Peter's house	2,940	2,868	72	72	Project complete retention due in 20/21
New Care Facility, Kirkwall	73	70	3	3	Project on-going
Other Housing					
Housing Loans	485	500	(15)	0	Annual programme - no carry forward of unspent budget
Serviced Sites for Sale	7	0	7	0	Project complete
Education					
New build KGS (Excluding pool)	200	0	200	0	Project complete
New Stromness Primary School	100	0	100	0	Project complete
KGS Halls of Residence	50	0	50	0	Project complete
Leisure Pool	50	0	50	0	Project complete
Extension to St Andrew's School	102	100	2	2	Project on-going
Leisure & Cultural					
Refurb. improve Scapa Flow Visitor Centre and Museum	528	818	(290)	(290)	Project on-going
St Magnus Cathedral Doors	0	116	(116)	(116)	Project on-going
Central Administration and Asset Replacement					
IT replacement programme	447	420	27	0	Annual programme - additional costs funded by grant receipts
Plant & Vehicle Replacement	1,256	1,200	56	0	Annual programme - additional costs funded by sale receipts and contributions
Alterations to Garden House, Kirkwall	89	265	(176)	(176)	Project on-going
Disaster recovery and business continuity suite	0	260	(260)	(260)	Revised project now on-going
Scottish Water Vesting	2	0	2	0	Project on-going with possible refund of costs from Scottish Water
Replacement Audio Casting	16	31	(15)	(15)	Project on-going
Replacement Telephone System	0	80	(80)	(80)	Project on-going
Corporate Property Improvements					
Corporate Improvement Programme	733	2,903	(2,170)	(1,105)	Annual programme - carry forward of grant funded ELC budget
	10,938	14,043	(3,105)	(2,446)	

	1 Apr 2019 - 31 March 2020				Comment
	Actual Spend £000's	Revised Budget £000's	Over/(Under) Spend £000's	(Slippage)/Acceleration £000's	
Non-General Fund Capital Programme					
Housing Revenue Account					
House Purchases	263	0	263	0	One-off purchases approved under delegated powers
Carness	1,284	1,415	(131)	(131)	Project on-going
Scapa Flow Oil Port					
Pilot Vessel	1,141	1,467	(326)	(326)	Project complete but retention still due
Replacement Tugs	5,567	7,960	(2,393)	(2,393)	Project on-going
Minor Improvements	13	150	(137)	0	Annual programme - no carry forward of unspent budget
Miscellaneous Piers					
Minor Improvements	0	300	(300)	0	Annual programme - no carry forward or acceleration
Gill Pier Refurbishment	89	14	75	0	Project complete
Low Carbon Transport and Active Travel Hub	576	1,016	(440)	(440)	Project on-going
Hatston Pier Road Reconstruction	4	2	2	2	Project on-going
Corporate Property Improvements					
SRF Property Maintenance	45	119	(74)	0	Annual programme - no carry forward of unspent budget
	8,982	12,443	(3,461)	(3,288)	

	Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
General Fund Summary						
A Other Housing	2,500	500	500	500	500	500
B Community Social Services	15,632	3,013	974	4,340	5,905	1,400
C Education	2,982	102	400	1,300	1,167	13
D Cultural and Recreational Services	3,586	528	1,457	1,551	50	0
E Roads	6,121	2,046	1,225	950	950	950
F Transportation Services	1,787	1,308	479	0	0	0
G Environmental services	995	312	468	215	0	0
H Planning & Protective Services	515	265	250	0	0	0
J Administration Services	18,069	3,523	5,088	3,516	2,971	2,971
Expenditure Total	52,187	11,597	10,841	12,372	11,543	5,834

		Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Other Housing							
OH1	Housing Loans	2,500	500	500	500	500	500
	A	2,500	500	500	500	500	500
Social Care							
SC9	Replacement facilities St Peter's house	3,864	2,940	924	0	0	0
SC10	New Care Facility, Kirkwall	11,768	73	50	4,340	5,905	1,400
	B	15,632	3,013	974	4,340	5,905	1,400
Education							
ED12	Extension to St Andrew's School	2,982	102	400	1,300	1,167	13
	C	2,982	102	400	1,300	1,167	13
Leisure and Cultural							
LC9	Refurb. improve Scapa Flow Visitor Centre and Museum	3,406	528	1,297	1,531	50	0
LC12	St Magnus Cathedral Doors	180	0	160	20	0	0
	D	3,586	528	1,457	1,551	50	0

		Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Roads							
RD5	Cycling, Walking & Safer Routes / 20 mph scheme	132	36	96	0	0	0
RD6	Roads Asset Replacement Programme	5,162	1,362	950	950	950	950
RD23	Kirkwall Places and Spaces	827	648	179	0	0	0
E		6,121	2,046	1,225	950	950	950
Transportation							
TR8	Electric vehicle charging infrastructure	180	153	27	0	0	0
TR10	Golden Mariana replacement	1,535	1,083	452	0	0	0
TR14	Resurfacing of Westray runway	46	46	0	0	0	0
TR15	Resurfacing of North Ronaldsay runway	26	26	0	0	0	0
TR16	Resurfacing of Eday runway	0	0	0	0	0	0
F		1,787	1,308	479	0	0	0
Central Administration and Asset Replacement							
CA2	IT replacement programme	2,020	420	340	420	420	420
CA4	Plant & Vehicle Replacement	6,000	1,200	1,200	1,200	1,200	1,200
CA12	Alterations to Garden House, Kirkwall	646	89	40	517	0	0
CA13	Disaster recovery and business continuity suite	260	0	260	0	0	0
CA16	Replacement audio-casting equipment	31	16	15	0	0	0
CA17	Replacement telephone system	240	0	240	0	0	0
J		9,197	1,725	2,095	2,137	1,620	1,620

		Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Corporate Property							
#	Corporate Improvement Programme	8,872	1,798	2,993	1,379	1,351	1,351
	J	8,872	1,798	2,993	1,379	1,351	1,351
Planning							
PL6	Stones of Stenness Car Park	285	64	221	0	0	0
PL7	Arcadia Park	230	201	29	0	0	0
	H	515	265	250	0	0	0
Operational Environmental Services							
OES2	Burial Grounds - Mainland Extensions	715	264	236	215	0	0
OES3	Burial Grounds - Mainland Major Improvements	62	0	62	0	0	0
OES4	Burial Grounds - Island Extensions	132	48	84	0	0	0
OES5	Burial Grounds - Island Major Improvements	86	0	86	0	0	0
	G	995	312	468	215	0	0

	Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Non General Fund Summary						
K Housing Revenue Account	9,813	1,284	5,992	2,537	0	0
L Orkney College	0	0	0	0	0	0
M Scapa Flow Oil Port	14,692	6,858	7,384	150	150	150
N Miscellaneous Piers and Harbours	3,813	894	2,019	300	300	300
O Strategic Reserve Fund	595	119	119	119	119	119
Expenditure Total	28,913	9,155	15,514	3,106	569	569

		Total Budget £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Housing Revenue Account							
HRA17	Carness	4,029	1,284	2,661	84	0	0
HRA18	Watersfield	602	0	260	342	0	0
HRA19	Repeater Road	364	0	346	18	0	0
HRA20	McDonald Park	318	0	305	13	0	0
HRA21	Garson	1,100	0	800	300	0	0
HRA22	Design and Build	3,400	0	1,620	1,780	0	0
	K	9,813	1,284	5,992	2,537	0	0
Scapa Flow Oil Port							
SF5	Pilot Vessel	1,467	1,141	326	0	0	0
SF6	Replacement Tugs	12,475	5,567	6,908	0	0	0
SF7	Minor Improvements	750	150	150	150	150	150
	M	14,692	6,858	7,384	150	150	150
Miscellaneous Piers							
MP1	Minor Improvements	1,500	300	300	300	300	300
MP11	Gill Pier Refurbishment	14	14	0	0	0	0
MP13	Low Carbon Transport and Active Travel Hub	1,016	576	440	0	0	0
MP14	Hatston Pier Road Reconstruction	299	4	295	0	0	0
MP15	Hatston Terminal Passenger Walkway	492	0	492	0	0	0
MP16	Stromness Terminal Passenger Walkway	492	0	492	0	0	0
	N	3,813	894	2,019	300	300	300
Strategic Reserve Fund							
SRF1	SRF Property Maintenance	595	119	119	119	119	119
SRF3	Investment Properties buy /sell	0	0	0	0	0	0
	O	595	119	119	119	119	119



Risk Management Policy and Strategy 2020-2022

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Document Control sheet

Review/ Approval History.

Date.	Name.	Position.	Version Approved.
11 December 2018.	General Meeting of the Council.	N/A.	Version 1.0

Change Record table.

Date.	Author.	Version.	Status.	Reason.
October 2018.	Malcolm Russell.	1.0.	Final.	Reviewed and updated earlier version.
July 2020	Les Donaldson	1.1	Final.	Reviewed and updated earlier version.

1. Policy Statement

The Council understands that it is important to recognise and manage the many risks which are inherent in its activities, and in the services which it provides for the benefit of the community. The Council has therefore adopted this policy on risk management, has established the attached Risk Management Strategy and has implemented procedures in support of the policy and strategy.

The Council wishes to acknowledge that risk can never be eliminated in its entirety. The Council also wishes to recognise that managing risk can also identify positive opportunities which, with the appropriate level of control, may lead to service improvements. Therefore, the measures which the Council adopts are principles of good management practice which seek to control and balance risk and opportunity.

Specifically, in the area of risk management, the Council seeks to:

- Always meet its statutory obligations, and to act within the law.
- Safeguard the public at large, the Council's members, employees, pupils, tenants and all persons to whom the Council has a duty of care.
- Protect its property, including buildings, equipment, vehicles or any other assets and resources.
- Preserve and enhance service delivery.
- Maintain effective control of public funds.
- Maintain and enhance the Council's reputation.
- Safeguard and enhance the quality of Orkney's environment.

The Council will promote these objectives by systematically identifying, evaluating, and thereafter seeking to control and monitor all risks which would potentially endanger, or which could have a detrimental effect upon the aims and objectives stated above.

The Council will support its members and officials in developing the necessary skills and competencies to enable the provision of good quality risk management to the Council.

2. Introduction

The objective of this strategy is to ensure that risk management is an integral part of the Council's corporate and service management, forms part of the Council's governance, planning and service delivery operations and allows for monitoring and reporting on the effectiveness of that strategy.

The strategy acknowledges that risks occur at all levels of the Council's functions and activities and includes strategic or corporate risks as well as innumerable operational risks.

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

Governance

The system by which local authorities fulfil their purpose and achieve their intended outcomes for citizens and service users and operate in an effective, efficient, economic and ethical manner. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes for citizens and service users.

Risk

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, as the case may be) and its impact on the organisation”.

Risk Management

The planned and systematic approach to the identification, evaluation and control of risk. The objective of risk management is to secure the assets and reputation of the organisation and to ensure the continued financial and organisational well-being of the Council. All organisations exist to achieve their objectives. The purpose of risk management is to manage the barriers in achieving these objectives.

Good risk management

Having a process in place that can identify what might go wrong, what the consequences might be of something going wrong and finally, deciding what can be done to reduce the possibility of something going wrong. If something does go wrong, which inevitably happens, making sure that the impact is kept to a minimum. Good risk management is successfully managing the barriers to achieving objectives.

4. Objectives

Orkney Islands Council is committed to establishing and maintaining a systematic approach to the identification and management of risk.

The Council's risk management objectives are to:

- Ensure that risk management is clearly and consistently integrated and evidenced in the culture of the Council.
- Manage risk in accordance with best practice.
- Anticipate and respond to changing social, environmental and legislative requirements.
- Consider compliance with health and safety, insurance and legal requirements as a minimum standard.
- Prevent death, injury, damage and losses, and reduce the cost of incidents and accidents.

- Inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need of risk management by all those connected with the Council's delivery of service.
- Recognise that good risk management also includes positive risk taking and the identification of opportunities.

These objectives will be achieved by:

- Clearly defining the roles, responsibilities and reporting lines within the Council for risk management.
- Setting out clear risk management processes.
- Continuing to demonstrate the application of risk management principles in the activities of the Council, its employees and members.
- Reinforcing the importance of effective risk management as part of the everyday work of employees and members.
- Maintaining a register of risks linked to the Council's business, corporate and operational objectives, including those risks linked to working in partnership.
- Maintaining documented procedures of the control of risk and provision of suitable information, training and supervision.
- Maintaining an appropriate system for recording health and safety incidents and identifying preventative measures against recurrence.
- Preparing contingency plans to secure business continuity where there is a potential for an event to have a major impact upon the Council's ability to function.
- Monitoring arrangements continually and seeking continuous improvement.

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, we will be in a stronger position to deliver our 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 diagram



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 Executive Directors.

Executive Director, Corporate Services 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 Senior Management Team for approval and thereafter to the Policy and Resources Committee.

Executive Directors 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.

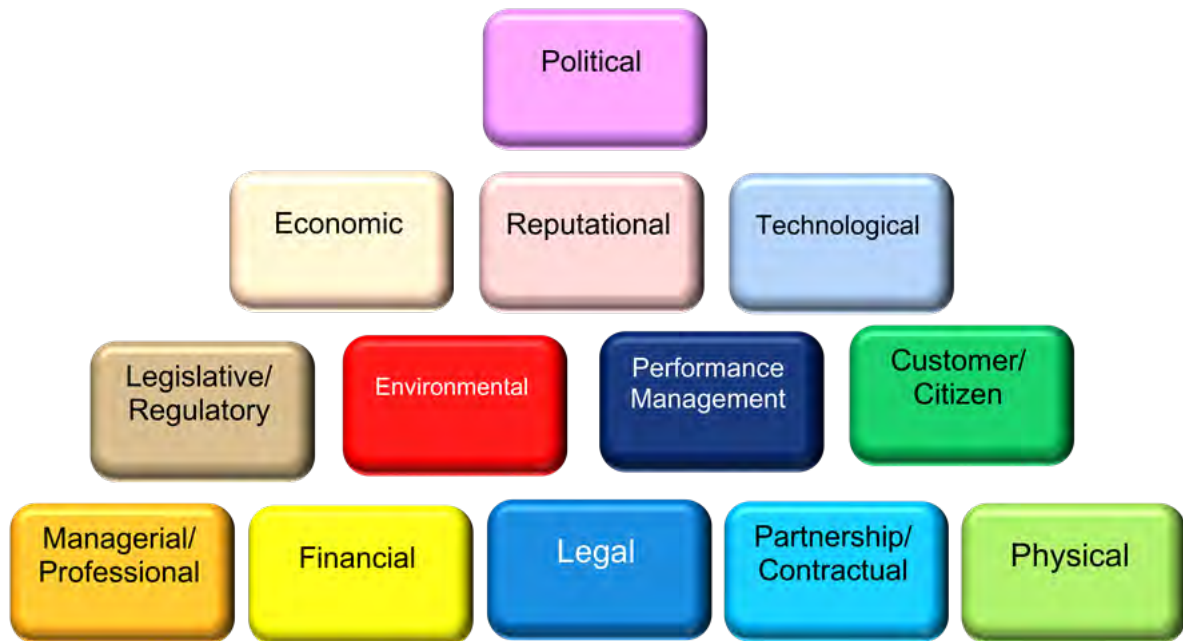
Heads of Service will be responsible for ensuring a risk register is kept of all risks falling within their service and that service risk registers are reviewed biennially or where a new risk is identified. Risks which fall out with the risk tolerance level will be escalated to the respective Service Risk Register.

Senior Management Team (SMT) 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 biannually.
- 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.

Identified risks will be divided into the appropriate cluster heading as follows:



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'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 Senior Management Team and, as necessary, to the relevant service committee or in relation to Orkney Health and Care, 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.

9. Business Continuity

The business continuity process is essentially risk management applied to the whole organisation 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 should form an integral part of the 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 monitored through the Corporate Performance and Risk Management System so that any performance risks are highlighted to the Senior Management Team through exception reporting.
- Ensuring that the Performance and Risk Management Group continues to be an effective and streamlined means of maintaining an overview of risk management and supporting corporate consistency in the implementation of 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.

Minute

Pension Fund Sub-committee, together with Pension Board

Thursday, 27 August 2020, 10:00.

Microsoft Teams.



Present

Pension Fund Sub-committee:

Councillors W Leslie Manson, Alexander G Cowie, Barbara Foulkes, Steven B Heddle, Rachael A King and Stephen Sankey.

Pension Board:

Employer Representatives:

Councillors J Harvey Johnston, Owen Tierney and Duncan A Tullock, Orkney Islands Council.

Andrew Blake, Orkney Ferries Limited.

Trade Union Representative:

Karen Kent (Unison), Eoin Miller (Unite) and Peter Trodden (Unison).

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Gareth Waterson, Head of Finance.
- Colin Kemp, Corporate Finance Senior Manager.
- Shonagh Merriman, Accounting Manager (Corporate Finance).
- Michael Scott, Solicitor.

Audit Scotland:

- Gillian Woolman, Audit Director.
- Claire Gardiner, Senior Auditor.

Observing

- David Hartley, Communications Team Leader.
- Sandra Craigie, Committees Officer.
- Katie Gibson, Accounting Officer.

Apology

Pension Fund Sub-committee:

- Councillor James W Stockan.

Not Present

Pension Board:

Trade Union Representative:

- Mark Vincent (GMB).

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor W Leslie Manson.

1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

2. Pension Fund – Draft Financial Statements

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

Resolved, in terms of delegated powers:

2.1. That the Annual Governance Statement, comprising pages 15 to 22 of the draft Annual Report and Accounts of the Orkney Islands Council Pension Fund 2019/20, be approved.

2.2. That the draft Annual Report and Accounts of the Orkney Islands Council Pension Fund 2019/20, attached as Appendix 1 to the report by the Head of Finance, be approved.

3. Conclusion of Meeting

At 10:40 the Chair declared the meeting concluded.

Signed: L Manson.

Minute

Police and Fire Sub-committee

Tuesday, 1 September 2020, 14:00.

Microsoft Teams.



Present

Councillors Andrew Drever, David Dawson, Alexander G Cowie, J Harvey Johnston and Gwenda M Shearer.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Hayley Green, Head of IT and Facilities.
- Les Donaldson, Safety and Resilience Manager.

Police Scotland:

- Chief Inspector Matthew Webb, Area Commander.
- Inspector David Hall.

Scottish Fire and Rescue Service:

- Raymond Fallon, Group Manager.

Not Present

- Councillor Magnus Thomson.

Declaration of Interest

- Councillor Andrew Drever – Item 3.

Chair

- Councillor Andrew Drever.

1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

2. Local Police Plan

After consideration of a report by Chief Inspector Matthew Webb, Area Commander, copies of which had been circulated, the Sub-committee:

Noted:

2.1. That Community Empowerment legislation was driving the future landscape across Community Planning Partnerships, with the police having clearly defined roles.

2.2. That the Orkney Local Policing Plan had been designed to articulate the broad contribution to the Local Outcomes Improvement Plan, in keeping with the commitment to table long term issues, in partnership with local partners and communities.

2.3. The draft Orkney Islands Police Plan 2020-2023, attached as Appendix 1 to the report by the Area Commander, which had been developed taking cognisance of the Orkney Community Plan and priorities for Orkney, through extensive consultation with communities, as well the Police Strategic Assessments and Tactical Tasking and Delivery processes that assisted in identifying current and emerging Community Safety and Crime trends.

The Sub-committee resolved to **recommend to the Council:**

2.4. That the Orkney Local Police Plan 2020 to 2023, attached as Appendix 1 to this Minute, be approved.

3. Performance Against Local Policing Plan

Councillor Andrew Drever declared a non-financial interest in this item, in that he was Chair of Orkney Drugs Dog, but as the matter was not discussed in detail, he did not leave the meeting.

After consideration of a report by Chief Inspector Matthew Webb, 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 2020-23 Year 1, attached as Appendix 1 to the report by the Area Commander, for the period 1 April to 30 June 2020, and obtained assurance.

4. Performance Against Orkney Fire and Rescue

After consideration of a report by Iain Macleod, Local Senior Officer, copies of which had been circulated, and after hearing a report from Raymond Fallon, Group Manager, the Sub-committee:

Scrutinised the statistical performance of the Scottish Fire and Rescue Service, Orkney Islands area, for the period 1 January to 31 March 2020, detailed in the Quarterly Performance Report, attached as Appendix 1 to the report by the Local Senior Officer for Orkney, Shetland and the Western Isles, and obtained assurance.

5. Performance Against Orkney Fire and Rescue

After consideration of a report by Iain Macleod, Local Senior Officer, copies of which had been circulated, and after hearing a report from Raymond Fallon, Group Manager, the Sub-committee:

Scrutinised the statistical performance of the Scottish Fire and Rescue Service, Orkney Islands area, for the period 1 April to 30 June 2020, detailed in the Quarterly Performance Report, attached as Appendix 1 to the report by the Local Senior Officer for Orkney, Shetland and the Western Isles, and obtained assurance.

6. Conclusion of Meeting

At 14:40 the Chair declared the meeting concluded.

Signed: A Drever.

Local Police Plan 2020 - 23



Working together, ensuring Orkney remains a safe and vibrant place to live and work

Orkney

Planning Framework



The Chief Constable has responsibility for the policing of Scotland.

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Foreword

Police Scotland's Annual Police Plan 2020/21 sets the direction for policing over the next year and central to our plan are strategic outcomes, which describe the impact and difference

Police Scotland aims to make to the lives of people across the country.

Chief Constable Iain Livingstone's role is to set the priorities for policing that will allow us to do this, based on our ongoing assessment of threat and risk, and our knowledge and experience of policing in Scotland.

The Orkney Local Policing Plan sets out the local policing priorities and objectives for the Orkney area for 2020 - 2023 and is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.

This plan is based on consultation, feedback and broader analysis of crime and other supporting data, it outlines what our priorities will be and how our services will be delivered over the next three years.

The communities across the Orkney Islands have unique challenges and whilst the area remains one of the safest in the United Kingdom in terms of the overall levels of crime,

we are far from being immune from such occurrences and we experience similar issues to urban areas, but at a less concentrated level.

In Orkney and across Scotland, Policing now involves providing emergency and acute support to individuals, and indeed communities, in a huge variety of crisis situations ranging from vulnerabilities to resilience planning.

Accordingly this Orkney Local Policing Plan has been designed to articulate our broad contribution to the Orkney Community Plan, in keeping with our commitment to tackle challenging, chronic and long term issues while supporting resilience in partnership with our communities and other public and voluntary agencies.

The Orkney Local Policing Plan for 2020-2023 is a live document which can evolve to meet emerging threat, risk and harm across our communities and will be subject to annual review to ensure validity.



George Macdonald
Chief Superintendent
Divisional Commander
Highland and Islands Division

Orkney area profile

Orkney is the second most northerly command area in Scotland

Orkney comprises 70 or so islands and skerries, of which up to 19 may be inhabited depending on the time of year

A quality policing service is achieved through strong partnership working and a resilient attitude

Orkney Islands remain one of Scotland's safest communities



Orkney encompasses a complex network of interlocking communities

Both of Orkney's burghs, Kirkwall and Stromness are situated on the main isle

The estimated total population of Orkney is 22,000

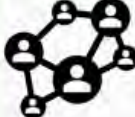
Farming, fishing and tourism are the main sources of income for most of the islands

Our priorities



ROAD SAFETY AND ROAD CRIME

Collaborate to reduce casualties and crime on our roads



SERIOUS ORGANISED CRIME

Reduce the harm caused by serious organised crime including cyber related crime



ACQUISITIVE CRIME

Reduce crime through preventing offending and reducing re-offending



ANTISOCIAL BEHAVIOUR, VIOLENCE AND DISORDER

Engage with the public and communities to reduce and prevent crime



PROTECTING VULNERABLE PEOPLE

Support people considered vulnerable through working with partners



TERRORISM AND PUBLIC ORDER

Prevent, Pursue, Protect and Prepare through collaborative preparedness

CROSS CUTTING THEMES

CYBER CRIME

VULNERABILITY



Plan on a page – Orkney

Our vision | Policing for a safe, protected and resilient Scotland
Our purpose | Improve the safety and wellbeing of people, places and communities in Scotland
Our values | Fairness | Integrity | Respect | Human Rights

Our local policing priorities

Antisocial Behaviour, violence and disorder

Acquisitive crime

Road safety and road crime

Protecting Vulnerable People

Serious organised crime

Terrorism and Public Order



Objectives

Engage with the public and communities to reduce and prevent crime

Reduce crime through preventing offending and reduce re-offending

Collaborate to reduce casualties and crime on our roads

Support People considered vulnerable through working with partners

Reduce the harm caused by Serious Organised Crime, including cyber

Prevent, Pursue, Protect and Prepare communities through collaborations



Strategic outcomes



How we identified our priorities



Overlooking Orphir – M Thain

To identify the Orkney local policing priorities for 2020-2023 we have utilised a wide range of information, intelligence and processes including an extensive process of consultation, which include:

- Police Scotland Strategic Assessment 2020/23 for the Highland and Islands Division which details threats that impact on policing at both divisional and local authority level.
- Community consultations.
- Community Planning Partnership- Orkney Community
- Plan 2018-21 (see page 9)
- Police Scotland Annual Police Plan

- Joint Strategy for Policing (2020)

All of these sources have provided critical information in identifying what is important to the diverse communities within Orkney and as such we have structured our resources to meet these demands and deliver against the strategic outcomes.

“Effective Policing is not just about enforcement. It’s about working in and with our communities to identify and solve problems.”

Chief Constable- Iain Livingstone



The Orkney Partnership

Working together for a better Orkney



Our Values

Resilience
Enterprise
Equality
Fairness
Innovation
Leadership
Sustainability

Our Strategic Priorities

aim to improve long term outcomes for individuals, families and communities where inequality persists.

These are:

- Living Well
- Strong Communities
- Vibrant Economy

Our priorities in detail



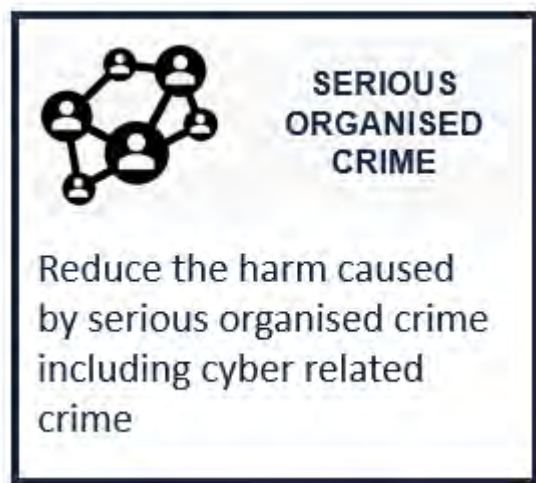
Road Safety and Road Crime remain a local priority in Orkney. When fatal or serious collisions do occur they have a significant impact on families and communities. As we see increased vehicle journeys on our roads through tourism, it is important to engender a positive attitude and response.

We will continue to target and enforce inappropriate driving and behaviour through the delivery of Operation CEDAR (Challenge, Educate, Detect and Reduce)

which focuses on Challenging Driver Behaviour through Detection of Offences linked to contributing factors of Fatal and Serious Road Collisions with the ultimate aim of collectively reducing potential harm. With partners we will focus on education and prevention.

We know that vulnerable road users account for 29% of road deaths in Scotland, in Orkney we are committed to ensuring that all road users are encouraged to take responsibility for their own safety and to share our road space respectfully and responsibly.

Drug Driving is a particular area of focus and specially trained officers in Orkney are now able to carry out roadside screening in relation to drugs. This approach also enhances our commitment to tackling the wider issues around drug related harm in our communities.



Serious Organised Crime (SOC) takes numerous forms, many of which affect our communities in Orkney. We are committed to pursuing those responsible for supplying controlled drugs throughout our area.

It is also recognised that Orkney is targeted by organised crime groups from elsewhere in the UK who

coordinate their activities from out with the area by use of technology and structured people networks. This tactic is known as 'CountyLines'.

The Orkney area is also experiencing an increase in the uptake and usage of cocaine and non-prescribed pharmaceutical drugs. We are firmly focused on prevention and rehabilitation and are committed to working with our key partners to support those with addiction and the associated vulnerabilities.

Other forms of serious organised crime include Human Trafficking and elements of Cyber Crime. We will ensure that our staff are equipped to deal with crimes of this nature should they occur and that we have ready access to national resources and expertise.



Acquisitive crime encompasses a wide range of crime types and accounts for a significant proportion of overall crime in the Orkney area. The most common relate to online fraud activity.

We will continue to work with businesses and communities to tackle this type of crime through

implementing crime reduction strategies and participating in national campaigns.

Similar to other areas of Scotland, the Orkney area is experiencing an increase in online/phone fraud activity, where offenders target individuals and businesses purporting to be someone of trust and obtain funds through bank transfer and other such means.

We will continue to work with businesses including financial institutions to prevent people and companies being the victim of scams and we will educate our communities on how to keep themselves safe from this type of criminal activity.



Brodgar, Orkney – S. Lawrie



Antisocial behaviour is a wide-ranging issue which encompasses many aspects of criminal and non-criminal behaviour. The term is used to describe a range of issues which cause distress to communities and make them feel unsafe. Issues include vandalism to noisy neighbours and youth disorder.

Alcohol and associated behaviours continue to be a significant factor in disorder in the area. We will

continue to work closely with the licensing industry to share best practice and maintain robust licensing monitoring.

We will continue to work with partners to share information, support education, prevention, diversionary and enforcement measures linked to harmful alcohol and drug consumption. We will better understand the causes to reduce instances of antisocial behaviour, violence and disorder to enhance community safety across the area.

We recognise the strong sense of community identity and resilience across Orkney and seek with partners, to build on this to make all of our communities stronger, more agile and able to lead and take responsibility on local issues.



Vulnerability is one of the most significant demands on Police resources not only in Orkney but across Scotland. At a national level, the risk and concern hub covering the Highland and Islands area is held in high regard and is a strong building block for better and more integrated cross sector working.

Early intervention and shared management of risk is key to protection from harm. We will continue to develop our processes around early and effective intervention in relation to young

people, diverting them away from offending and supporting positive future outcomes.

We will continue to underpin this process with GIRFEC (Getting It Right For Every Child) and the eight wellbeing indicators known as SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included). We take our responsibility as Corporate Parents seriously and recognise the need to better understand and support our care experienced young people.

The internet has led to an increase in cyber-related crime ranging from child abuse, fraud, sexual extortion and a gambit of other activities. We will continue to use best practice to develop strategies and initiatives to prevent harm, investigate and target those who abuse, exploit and pose the greatest risk of harm in our communities.



Counter Terrorism is a national priority and no community is immune from the impact of terrorism. With partners, we will continue to deliver the UK Contest Strategy utilising the Prevent, Prepare, Protect and Pursue model.

The Orkney area has strategic sites and a vast coast line with numerous small ports. It is important that we

develop watchful, knowledgeable and resilient communities who can prevent terrorism occurring through education, enforcement and vigilance.

We will work with communities to increase understanding and awareness of how to recognise and report concerns to safeguard those who may be vulnerable.

Underpinning our approaches is our focus of keeping people safe and our values of fairness, integrity, respect and human rights.

We are committed to supporting the safe delivery of public events be they commercial, organised or public spirited, whilst protecting the rights and freedoms of others.

Our people

Commitment to Empower, Enable & Develop our people.

Maintain focus on mental health in the workplace.

Work with Community Planning Partners to promote mental health.

Recognise talent and support learning and development.



Local Police Care UK investment of £125K to support Mental Health & Wellbeing.

Promote a culture shift around mental health stigma and discrimination

Support local and national campaigns which promote a positive workplace.

Ensure that managers and staff are equipped to support wellbeing.

Local policing arrangements

We aim to deliver policing that is visible, accessible and responsive to the needs of the people of the Orkney area. We recognise the unique geography of the Orkney area and we will continue to work with partners to be accessible and engaged within all our local communities.

The Divisional Commander is supported by four Superintendents who have Operational, Criminal Investigation, Partnership and Support functions.

Orkney Command Area has an Area Commander, Area Inspector, uniform Sergeants and constables, a dedicated Crime Management Unit, Offender Management Unit and Child Protection Posts.

The local Criminal Investigation Department work alongside the national Specialist Crime Division to deal with the most serious and complex crime.

In addition to the local Policing resource; there are numerous specialist resources which provide local support, these include:

Specialist Crime Division, Custody Division, Operational Support Division (Armed Policing, Specialist Operations and Road Policing), Licensing and Violence Reduction Unit, Emergency, Event and Resilience Planning, Criminal Justice Division, Border Policing, Contact, Command and Control Division and Corporate Communications.

Special Constables are a valued member of our team and we are continually seeking to enhance the numbers in this area.

Effective policing within our diverse environments can be challenging, however, our supportive collaborations with partners both within the Community Planning arena and the wider community are a huge asset in overcoming challenges.

Performance, accountability & scrutiny

To support this plan, Police Scotland have a National Performance Framework. This allows the organisation to measure progress, monitor activity, identify areas where resources should be deployed and demonstrate how we are meeting our intentions and objectives.

We are committed to providing quarterly performance reports for strategic scrutiny to the Orkney Islands Council – Police and Fire

Sub Committee who have considered and approved this Policing Plan.

Local Area Commander and/or their deputies, will represent Police Scotland at these meetings.

Local Area Commander and or their deputies, will continue to engage with elected members, communities, community councils and other key stakeholders.



Pier at Kirkwall – G. Campbell

Equality, diversity and human rights

Police Scotland promotes equality and diversity, both externally and internally, striving to exceed the requirements of the Scottish Public Sector Equality Duty. Across Police Scotland we are committed to developing and promoting best practice in the advancement of our Equality Outcomes. In order to support this requirement, we embed equality, diversity and human rights in all of our strategies,

plans and performance framework. Equality and Human Rights Impact Assessment (EqHRIA) is used to help us to ensure that policy and practices proactively consider the potential impact on equality and human rights. We will ensure that all of strategic plans and activities relating to delivery are assessed to a high standard using relevant evidence in a systematic and structured way.



Scapa Beach, Orkney – M. Webb

Local contact details

We are here to help

Dial 999 for an emergency that requires urgent police attention.

For non-emergency contact call the 24- hour non-emergency contact centre on 101.

If you have information about a crime in your area and wish to provide it anonymously, call Crimestoppers charity on 0800 555 111.

If you have any concerns or issues you wish to discuss, you can contact your local Community Policing Team by phoning 101.

For more detailed information about your local community policing team and other services that Police Scotland provides, please visit our website at www.scotland.police.uk

Area Commander

Chief Inspector Matthew Webb

Area Inspector

Inspector David Hall

Kirkwall Police Station

Burgh Road
Kirkwall
KW15 1AH
Tel: 101

Email: HighlandIslandMailKirkwall@scotland.pnn.police.uk

If you would like this information in an alternative format or language, please phone us on 101 to discuss your needs.

Service users who are deaf or have a hearing impairment can contact Police Scotland via Next Generation Text (NGT) on 18001, 101 for non-emergency, or 18000 in an emergency.

You can also follow us on the following social media sites:



<https://twitter.com/OrkneyPolice>



<https://en-gb.facebook.com/HighlandIslandsPoliceDivision/>

Minute

Investments Sub-committee

Thursday, 3 September 2020, 10:30.

Microsoft Teams.



Present

Councillors W Leslie Manson, Alexander G Cowie, Barbara Foulkes, Steven B Heddle, Rachael A King, Stephen Sankey and James W Stockan.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gareth Waterson, Head of Finance.
- Colin Kemp, Corporate Finance Senior Manager.
- Shonagh Merriman, Accounting Manager (Corporate Finance).
- Michael Scott, Solicitor.

Observing

- Ellis Inkster, Press Officer.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor W Leslie Manson.

1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

2. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Item 6 as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

3. Revenue Expenditure Outturn

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

Noted:

3.1. The revenue expenditure outturn statement in respect of Strategic Reserve Fund services for financial year 2019/20, attached as Annex 1 to the report by the Head of Finance, indicating a budget deficit position of £20,050,400.

The Sub-committee scrutinised:

3.2. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

4. Revenue Expenditure Monitoring

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

Noted:

4.1. The revenue financial summary statement, in respect of service areas for which the Investments Sub-committee was responsible, for the period 1 April to 30 June 2020, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £13,310,600.

4.2. The revenue financial detail by service area statement, in respect of service areas for which the Investments Sub-committee was responsible, for the period 1 April to 30 June 2020, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

4.3. 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 action was being taken with regard to significant budget variances.

5. Temporary Loans

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

Noted:

5.1. The status of the temporary loan portfolio as at 30 June 2020, as detailed in section 3 of the report by the Head of Finance.

5.2. That, for the period 1 April to 30 June 2020, the temporary loans portfolio made a return of £69,693.20 at an average interest rate of 0.84%.

5.3. That the Treasury Policy Statement was being adhered to by the Finance Service and was producing an acceptable rate of return.

Councillor Steven B Heddle joined the meeting during discussion of this item.

6. Statement of Managed Funds

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, the Sub-committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

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

Noted:

6.1. The review of investment performance by Hymans Robertson, the Council's appointed investment advisors, for the quarter to 30 June 2020, attached as Appendix 1 to the report by the Head of Finance.

6.2. That the performance of the Strategic Reserve Fund investments was considered very good over the quarter to 30 June 2020, with the value of the Fund increasing by 10.2%, which was 5.3% ahead of the benchmark.

6.3. That the performance of the Strategic Reserve Fund had been poor in absolute terms over the 12-month period to 30 June 2020, with the value of the Fund decreasing by 0.2%, however this was 1.1% ahead of the benchmark of -1.3%.

6.4. That, although the Strategic Reserve Fund increased by £21,000,000 over the quarter ending 30 June 2020, this was only a partial recovery of the £29,800,000 reduction in value experienced by the investments for the quarter ending 31 March 2020 as a result of market fluctuations surrounding the COVID-19 pandemic.

6.5. The review of investment performance by Hymans Robertson, the Council's appointed investment advisors, for the quarter to 31 March 2020, attached as Appendix 2 to the report by the Head of Finance.

6.6. The Sustainable Investment Report as at 30 June 2020, produced by Schrodgers, attached as Appendix 3 to the report by the Head of Finance.

6.7. The Investment Stewardship Report as at 30 June 2020, produced by Blackrock, attached as Appendix 4 to the report by the Head of Finance.

7. Conclusion of Meeting

At 12:05 the Chair declared the meeting concluded.

Signed: L Manson.

Minute

Asset Management Sub-committee

Tuesday, 1 September 2020, 10:30.

Microsoft Teams.



Present

Councillors W Leslie Manson, Norman R Craigie, Robin W Crichton, Andrew Drever, Steven B Heddle, John A R Scott and James W Stockan.

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Karen Greaves, Head of Executive Support (for Items 1 to 8).
- Hayley Green, Head of IT and Facilities.
- Darren Richardson, Head of Infrastructure and Strategic Projects.
- Colin Kemp, Corporate Finance Senior Manager.
- Graeme Christie, Estates Manager.
- Kenny MacPherson, IT Service Manager (for Items 1 to 8).
- Ian Rushbrook, Capital Programme Manager.
- Jackie Thomson, Development and Regeneration Manager (for Items 10 to 14).
- John Wrigley, Roads and Environmental Services Operations Manager (for Items 10 to 14).
- Jill Macadam, Solicitor.

Observing

- Lorraine Stout, Press Officer.

Declaration of Interest

- Councillor John A R Scott – Item 5.

Chair

- Councillor W Leslie Manson.

1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Items 10 to 14, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

3. 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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

3.1. The revenue expenditure outturn statement, in respect of service areas for which the Asset Management Sub-committee was responsible, for financial year 2019/20, attached as Annex 1 to the report by the Head of Finance, indicating an overspend of £85,600.

The Sub-committee scrutinised:

3.2. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

4. 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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

4.1. 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 2020, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £380,000.

4.2. 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 2020, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

4.3. 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 action was being taken with regard to significant budget variances.

5. Corporate Asset Maintenance Programmes

Revenue Expenditure Outturn

Councillor John A R Scott declared a non-financial interest in this item, being a Council-appointed trustee of the Pickaquoy Centre Trust, but concluded that his interest did not preclude his involvement in the discussion.

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

Noted:

5.1. The summary position of expenditure incurred against the approved corporate asset revenue maintenance programmes for financial year 2019/20, as detailed in section 4.1 of the report by the Head of Finance, indicating an underspend of £210,500 as at 31 March 2020, against approved budgets totalling £1,927,900.

The Sub-committee scrutinised:

5.2. The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance on progress made with delivery of the approved corporate asset revenue maintenance programmes.

6. 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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

6.1. The summary position of expenditure incurred, as at 30 June 2020, against the approved corporate asset revenue maintenance programmes, as detailed in section 4.1 of the report by the Head of Finance, indicating an estimated underspend of £230,000 as at 31 March 2021, against approved budgets totalling £1,768,200.

The Sub-committee scrutinised:

6.2. The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance on progress being made with delivery of the approved corporate asset revenue maintenance programmes.

7. Corporate Asset Improvement and Replacement Programmes

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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

7.1. The summary outturn position of capital expenditure incurred for financial year 2019/20 in respect of the corporate asset capital improvement and replacement programmes, as detailed in section 4.1 of the report by the Head of Finance, indicating an underspend of £2,687,216 as at 31 March 2020, against approved budgets totalling £5,167,496.

The Sub-committee scrutinised:

7.2. The detailed analysis of expenditure figures and project updates against the approved programmes, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress made with delivery of the approved corporate asset capital improvement and replacement programmes.

8. Digital Strategy Delivery Plan

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of IT and Facilities, the Sub-committee:

Scrutinised progress made in implementing the Digital Strategy, as outlined in the updated Delivery Plan attached as Annex 1 to the report by the Executive Director of Corporate Services, and obtained assurance.

9. Exclusion of Public

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, 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. Plant and Vehicle Replacement Programme

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Infrastructure and Strategic Projects, the Sub-committee:

Noted:

10.1. That, on 9 November 2017, the Asset Management Sub-committee approved the Plant and Vehicle Replacement Programmes for 2018/19 and 2019/20, together with an indicative programme for 2020/21, to be funded from the allocation of £1,200,000 per annum within the Council's current approved capital programme.

10.2. That, as part of the budget setting process for 2020/21, to counter the inherent risk in propping up the budget through contributions from reserves and to seek to bring expenditure more into line with recurring resources, the Council agreed that a series of projects would be developed for prioritisation with the aim of realising budget savings over the next one to two years, which included a fleet review.

10.3. That the fleet review would address the need to demonstrate the Council's essential fleet requirements in the face of budget challenges and also how to be more efficient in bringing in new fleet technologies and potentially alternate fuels, which would be the subject of a report to the relevant Committee in due course.

10.4. The proposed plant and vehicle replacement programme for 2020/21, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, at an estimated total cost of £1,271,782.

10.5. That, although the proposed plant and vehicle replacement programme for 2020/21 exceeded the approved budget of £1,200,000 by £71,782, some orders had already been placed in order to secure delivery dates, resulting in commitments against budget, rather than spend, which would be contained within the overall approved budget.

On the motion of Councillor Robin W Crichton, seconded by Councillor Andrew Drever, the Sub-committee resolved, in terms of delegated powers:

10.6. That the Plant and Vehicle Replacement Programme for 2020/21, attached as Appendix 1 to this Minute, be approved, to be funded from the allocation of £1,200,000 within the approved capital programme.

11. Potential Strategic Land Acquisition

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 6 and 9 of Part 1 of Schedule 7A of the Act.

After consideration of a joint report by the Chief Executive and the Executive Director of Development and Infrastructure, copies of which had been circulated, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to a potential strategic land acquisition.

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.

12. Proposed Disposal of 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 paragraph 9 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to the proposed disposal of 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.

Councillor Andrew Drever left the meeting at this point.

13. Proposed Leasing Arrangements for 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 9 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to proposed leasing arrangements for 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.

14. Request to Purchase Site at Hatston Industrial Estate, 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 9 of Part 1 of Schedule 7A of the Act.

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Estates Manager, the Sub-committee:

Resolved, in terms of delegated powers, what action should be taken with regard to a request to purchase a site at Hatston Industrial Estate, 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.

Councillor Steven B Heddle left the meeting during consideration of this item.

15. Conclusion of Meeting

At 13:20 the Chair declared the meeting concluded.

Signed: L Manson.

Appendix 1.

Plant and Vehicle Replacement Programme

Page 613.

Resolved that, under section 50A(4) of the Local Government (Scotland) Act 1973, the public were excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 8 of Part I of Schedule 7A of the Act.

This constitutes a summary of the Appendix in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.

Local Government (Scotland) Act 1973 – Schedule 7A

Access to Information: Descriptions of Exempt Information

Paragraph 8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.