

Notice of Meeting and Agenda

Policy and Resources Committee

Venue: **Council Chamber, Council Offices, Kirkwall.**

Date: **Tuesday, 27 November 2018.**

Time: **10:30.**



Dear Councillor,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

Alistair Buchan,
Chief Executive.

Contact

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Further Information

This is a meeting which is open to the public.

This agenda and associated reports are available in portable document format (pdf) at www.orkney.gov.uk

Audio Recording Notice

Please note that this meeting will be recorded and broadcast over the Internet on Orkney Islands Council's website. The recording will also be publically available following the meeting and available for listening for 12 months thereafter. The Council will comply with its statutory obligations under Data Protection legislation.

Order of Business

1. Apologies.

2. Declarations of Interest.

Members are asked to consider whether they have an interest to declare in relation to any item on this agenda. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

3. Disclosure of Exempt Information.

The Committee is asked to consider whether the public should be excluded from the meeting for Items 26 to 29, as consideration of the business may involve the likely 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.

4. Revenue Expenditure Monitoring:

4.1. Policy and Resources – joint report by Chief Executive, Executive Director of Corporate Services, Executive Director of Development and Infrastructure and Head of Finance **attached**.

4.2. Summary – report by Head of Finance **attached**.

5. Capital Expenditure Monitoring – report by Head of Finance **attached**.

6. Performance Monitoring:

6.1. Chief Executive's Services – report by Chief Executive **attached**.

6.2. Corporate Services – report by Executive Director of Corporate Services **attached**.

7. Council Delivery Plan 2018 to 2023 – Performance Monitoring – joint report by Chief Executive and Executive Director of Corporate Services **attached**.

8. Enterprising Communities – Strategic Operating Principles – joint report by Chief Executive and Executive Director of Development and Infrastructure **attached**.

9. Orkney Islands Council – Cheque Signatories – report by Head of Finance **attached**.

10. Treasury Management – Mid-Year Update – report by Head of Finance **attached**.

11. Council Tax – Charging on Empty Properties and Second Homes – report by Head of Finance **attached**.
12. Complaints Handling Procedure – report by Executive Director of Corporate Services **attached**.
13. Risk Management Policy and Strategy – report by Executive Director of Corporate Services **attached**.
14. Corporate Risk Register – report by Executive Director of Corporate Services **attached**.
15. Lone Working Policy and Guidance – report by Executive Director of Corporate Services **attached**.
16. Health and Safety Risk Assessment Policy – report by Executive Director of Corporate Services **attached**.
17. Fire Safety Policy – report by Executive Director of Corporate Services **attached**.
18. Evaluation of Service Health and Safety Performance – report by Executive Director of Corporate Services **attached**.
19. St Margaret's Hope Conservation Area Regeneration Scheme – report by Executive Director of Development and Infrastructure **attached**.
20. Pension Fund Sub-committee, together with Pension Board – Draft Minute of Meeting held on 19 September 2018 **attached**.
21. Asset Management Sub-committee – Draft Minute of Meeting held on 8 November 2018 **attached**.
22. Replacement Heating Plant at Smiddybrae House – joint report by Chief Officer/ Executive Director, Orkney Health and Care and Executive Director of Development and Infrastructure **attached**.
23. Expansion of Early Learning and Childcare – report by Executive Director of Education, Leisure and Housing **attached**.
24. Proposed Remediation Works at Lyness – report by Executive Director of Development and Infrastructure **attached**.
25. Proposed Reconstruction of Hatston Pier Road – report by Executive Director of Development and Infrastructure **attached**.

26. Kirkwall Travel Centre – report by Executive Director of Development and Infrastructure **attached**.

Not for publication by virtue of paragraphs 6 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

27. Papdale Halls of Residence – joint report by Executive Director of Corporate Services and Executive Director of Education, Leisure and Housing **attached**.

Not for publication by virtue of paragraphs 2 and 6 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

28. Environmental Designations – Proposed Special Protection Areas – report by Executive Director of Development and Infrastructure **attached**.

Not for publication by virtue of paragraph 12 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

29. Staff Appeals Sub-committee:

- 29.1. Draft Minute of Meeting held on 9 October 2018 **attached**.

Not for publication by virtue of paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

- 29.2. Draft Minute of Meeting held on 29 October 2018 **attached**.

Not for publication by virtue of paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

Local Government (Scotland) Act 1973 – Schedule 7A

Access to Information: Descriptions of Exempt Information

- Paragraph 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
- Paragraph 2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
- Paragraph 6. Information relating to the financial or business affairs of any particular person (other than the authority).
- Paragraph 9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
- Paragraph 12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –
- (a)** any legal proceedings by or against the authority, or
 - (b)** the determination of any matter affecting the authority, (whether in either case, proceedings have been commenced or are in contemplation).