

Minute

Development and Infrastructure Committee

Tuesday, 10 September 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Kristopher D Leask, Mellissa-Louise Thomson, Graham A Bevan, Alexander G Cowie, P Lindsay Hall, Rachael A King, Raymond S Peace, Gillian Skuse, Owen Tierney, Duncan A Tullock and Heather N Woodbridge.

Clerk

- Katy Russell-Duff, Committees Officer.

In Attendance

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Buck, Head of Marine Services, Transportation and Harbour Master.
- Sweyn Johnston, Head of Enterprise and Economic Growth (for Items 8 to 17).
- Eric Knight, Head of Finance (for Items 12 to 17).
- Lorna Richardson, Head of Neighbourhood Services (for Items 1 to 7).
- Stuart Allison, Service Manager (Enterprise) (for Items 11 to 17).
- Karen Bevilacqua, Service Manager (Legal Services).
- Laura Cromarty, Service Manager (Transportation) (for Items 6 to 9).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Kenny Roy, Service Manager (Roads and Grounds) (for Items 1 to 7).
- Gavin Barr, Economic Development Manager (for Items 11 to 17).
- Matthew Wylie, Team Manager (Roads Support) (for Items 1 to 7).

Observing

- Kenny MacPherson, Head of Property, Asset Management and Facilities (for Items 1 and 2).
- Craig Walker, Service Manager (HR Operations).
- Thomas Richards, Senior Human Resources Advisor.
- Symeon Grayson, Airfield Superintendent (for Items 6 to 9).
- Kirsty Groundwater, Communications Team Manager (for Items 16 and 17).
- Josh Rendall, Graduate Planner (Development Planning).
- Maya Tams-Gray, Committees Officer.

Apology

- Councillor W Leslie Manson.

Declarations of Interest

- Councillor Rachael A King – Items 12 and 13.
- Councillor Mellissa-Louise Thomson – Item 12.
- Councillor Heather N Woodbridge – Items 12 and 14.

Chair

- Councillor Kristopher D Leask.

1. Revenue Expenditure Outturn

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

Noted:

1.1. The revenue expenditure outturn statement in respect of service areas for which the Development and Infrastructure Committee was responsible, for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £1,798,800.

1.2. The revenue financial detail by service area statement, in respect of service areas for which the Development and Infrastructure Committee was responsible, for financial year 2023/24, attached as Annex to the report by the Head of Finance.

The Committee scrutinised:

1.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

2. Revenue Expenditure Monitoring

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

Noted:

2.1. The revenue financial summary statement in respect of service areas for which the Development and Infrastructure Committee was responsible, for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £1,301,800.

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

The Committee scrutinised:

2.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

3. Road Asset Replacement Programme – Expenditure Outturn

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

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of the Road Asset Replacement Programme, as detailed in section 1.4 of the report by the Head of Finance.

The Committee scrutinised:

3.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress made with delivery of the approved Road Asset Replacement Programme.

4. Road Asset Replacement Programme – Expenditure Monitoring

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

Noted:

4.1. The summary position of expenditure incurred, as at 30 June 2024, in respect of the approved Road Asset Replacement Programme for financial year 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Committee scrutinised:

4.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress being made with delivery of the approved Road Asset Replacement Programme.

5. Verge Maintenance Plan

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Neighbourhood Services, the Committee:

Noted:

5.1. The proposal that the annual Verge Maintenance Plan be replaced by a five year plan.

5.2. That annual consultation would continue and would focus on areas of safety concern and injurious weeds.

5.3. That Yellow Rattle was being explored to suppressing grass growth.

5.4. That safety cuts would still be undertaken where required.

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

5.5. That the Verge Maintenance Plan 2024-2030, attached as Appendix 1 to this Minute, be approved.

6. Proposed 20mph Speed Limits

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Neighbourhood Services, the Committee:

Noted:

6.1. The proposals to introduce 20 mph speed limits on the sections of road listed in Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure.

6.2. That officers had engaged with the local Community Councils, the outcome of which was attached as Appendix 3 to the report by the Corporate Director for Neighbourhood Services and Infrastructure.

On the motion of Councillor Kristopher D Leask, seconded by Councillor Gillian Skuse, the Committee resolved to **recommend to the Council**:

6.3. That the Corporate Director for Neighbourhood Services and Infrastructure be authorised to procure an external consultant, funded by Transport Scotland, to carry out a public engagement exercise in respect of the proposal to progress with the introduction of 20 mph speed limits on various roads across Orkney and prepare temporary traffic regulation orders.

6.4. That the Corporate Director for Neighbourhood Services and Infrastructure should submit a report, to the Development and Infrastructure Committee, detailing the outcome of the public engagement exercise referred to above and prior to the introduction of temporary traffic regulation orders.

7. Prohibition of Driving – Bridge Street and Albert Street, Kirkwall

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Neighbourhood Services, the Committee:

Noted:

7.1. That the Council had received a request to close Bridge Street and Albert Street, Kirkwall, to vehicular traffic, on Friday and Saturday nights.

7.2. That, in order to facilitate the request, the Council would be required to introduce a permanent Traffic Regulation Order.

7.3. That the restrictions would exclude all traffic except emergency vehicles or vehicles being used for the purpose of utility works and essential building works or any other vehicles identified as requiring access following public engagement.

On the motion of Councillor Kristopher D Leask, seconded by Councillor Duncan A Tullock, the Committee resolved to **recommend to the Council**:

7.4. That the Corporate Director for Neighbourhood Services and Infrastructure should undertake a public engagement and report the outcome to the Development and Infrastructure Committee, prior to commencing statutory consultation in respect of introducing a new Prohibition of Driving Order.

Councillor P Lindsay Hall left the meeting during discussion of this item and rejoined the meeting at this point.

8. Public Bus Services – Contract Monitoring

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Service Manager (Transportation), the Committee:

Noted:

8.1. Passenger carryings, together with fare income for subsidised public bus services, excluding the X1 service which was commercial, for the period January to May 2024, as outlined in Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

8.2. That no formal complaints were received during 2023/24 in respect of public bus services in operation across Orkney.

9. Civil Aviation Authority – Desktop Audit

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Service Manager (Transportation), the Committee:

Scrutinised the Civil Aviation Authority's Oversight Report, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, together with the status of audit findings and observations detailed in section 4 of the report, and obtained assurance that action had been agreed or taken where necessary.

10. Harbour Authority Sub-committee

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

Resolved, on the motion of Councillor Kristopher D Leask, seconded by Councillor Mellissa-Louise Thomson, to approve the Minute of the Meeting of the Harbour Authority Sub-committee held on 27 August 2024, attached as Appendix 2 to this Minute, as a true record.

11. Orkney Islands Local Marine Asset Management and Local Governance Pilot Scheme

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, together with an Equality Impact Assessment and an Island Communities Impact Assessment, copies of which had been circulated, and after hearing a report from the Service Manager (Enterprise), the Committee:

Noted:

11.1. The conclusion of the Orkney Islands Local Marine Asset Management and Local Governance Pilot project and annual report, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

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

11.2. That a further collaborative project between the Council and Crown Estate Scotland, as proposed in Appendix 3 to this Minute, subject to approval of the project by Crown Estate Scotland, together with confirmation of full funding, be approved.

11.3. That authority be delegated to the Corporate Director for Enterprise and Sustainable Regeneration, in consultation with the Head of Finance, the Head of Legal and Governance and the Head of Human Resources and Organisational Development, to determine final funding agreements and employment contracting associated with the collaborative project referred to above.

12. Economic Development Grants and Cost of Living Crisis Business Support Schemes

Budget Outturn Statement and Delegated Approvals

Councillor Rachael A King declared an interest in this item, her connection being that a close relative had received economic development grant funding, and was not present during discussion of matters contained in Annexes B and C of the report by the Corporate Director for Enterprise and Sustainable Regeneration.

Councillors Mellissa-Louise Thomson and Heather N Woodbridge declared interests in this item, their connection being that they were Directors of Development Trusts, and were not present during discussion of matters contained in Annexes B and C of the report by the Corporate Director for Enterprise and Sustainable Regeneration.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Economic Development Manager, the Committee:

Noted:

12.1. That, during financial year 2023/24, new spending commitments of £331,839 were approved which, relative to the revised Economic Development Grants budget of £306,300 including the capability to over-commit by 5%, resulted in an overcommitment against the available budget of £25,539, as detailed in Annex A to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

The Committee resolved:

12.2. That the public be excluded from the meeting in respect of discussion of the matters contained in Annexes B and C of the report by the Corporate Director for Enterprise and Sustainable Regeneration, on the grounds that it involved the disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

Councillors Rachael A King, Mellissa-Louise Thomson and Heather N Woodbridge, having declared interests in this item, left the meeting at this point.

Officers responded to questions from elected members on the detail contained within Annexes B and C of the report by the Corporate Director for Enterprise and Sustainable Regeneration regarding economic development assistance provided.

Upon conclusion of discussion of the matters contained in Annexes B and C of the report by the Corporate Director for Enterprise and Sustainable Regeneration and, thereby, the exclusion of the public, Councillors Rachael A King, Mellissa-Louise Thomson and Heather N Woodbridge, rejoined the meeting and the Committee thereafter noted:

12.3. Grant approvals made in the period 1 April 2023 to 31 March 2024, totalling £331,839, including grants approved under delegated schemes for the same period totalling £102,689, as detailed in Annex B to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

12.4. Approvals made in the period 1 April 2023 to 31 March 2024, totalling £120,000, in respect of Cost of Living Crisis Business Support Schemes, as summarised in Annex C to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

13. Economic Development Grants and Cost of Living Crisis Business Support Schemes

Budget Monitoring Statement and Delegated Powers

Councillor Rachael A King declared an interest in this item, her connection being that a close relative had received economic development grant funding, however, as the specific application was not discussed, she did not leave the meeting.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Economic Development Manager, the Committee:

Noted:

13.1. Spending to 30 June 2024, in relation to Economic Development Grants totalling £65,797, of which £46,948 related to grant commitments made in previous financial years and £18,849 to current year commitments.

13.2. Grant approvals made in the period 1 April to 30 June 2024 totalling £140,789, including grants approved under delegated schemes for the same period totalling £100,789, as detailed in Annex B to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

13.3. Approvals made in the period 1 April to 30 June 2024, totalling £120,000, in respect of Cost of Living Crisis Business Support Schemes, as summarised in Annex C to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

14. Crown Estate Economic Development Fund and Crown Estate Community Led Development Fund

Budget Outturn

Councillor Heather N Woodbridge declared an interest in this item, her connection being that she was a Director of North Ronaldsay Development Trust, however, as the specific application was not discussed, she did not leave the meeting.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Service Manager (Enterprise), the Committee:

Noted:

14.1. The fund balances of the Crown Estate Economic Development Fund and the Crown Estate Community Led Development Fund, as at 31 March 2024, as detailed in Annex A to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

14.2. The funding allocations made in the period 1 April 2023 to 31 March 2024 totalling £484,539, against the Crown Estate Economic Development Fund, as detailed in Annex B to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

14.3. The grant approvals made in the period 1 April 2023 to 31 March 2024 totalling £478,003, against the Crown Estate Community Led Development Fund, as detailed in Annex C to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

15. Exclusion of Public

On the motion of Councillor Kristopher D Leask, seconded by Councillor Mellissa-Louise Thomson, the Committee resolved that the public be excluded from the remainder of the meeting, as the business to be discussed 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.

16. Orkney Ferries Limited – Financial Performance 2023/24

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

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, the Committee:

Scrutinised the revenue budget and management information for 2023/24 in respect of Orkney Ferries Limited, as contained in sections 3 and 4 of the report by the Corporate Director for Enterprise and Sustainable Regeneration, together with the Report and Accounts for the year ended 31 March 2024, attached as Annex 1 to the report, and obtained assurance.

17. Proposed Dairy Support 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 6 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** that an Orkney Dairy Support Programme be established.

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.

18. Conclusion of Meeting

At 13:18 the Chair declared the meeting concluded.

Signed: Kristopher D Leask.



Verge Maintenance Plan 2025-2030

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Document Control and Council Approval

Version Number/Date.	V1/July 2024.
Next Update Due.	July 2030.

1. Objectives

Orkney Islands Council as Roads Authority has a duty to maintain the public roads and ensure as far as possible that they are safe for road users, this includes the roadside verge.

Vegetation on either the roadside verge or private land should not restrict visibility at junctions, access points or bends. In addition, sightlines and minimum stopping distances should be kept clear and signs, lights, and marker posts clearly visible.

The Roads Management and Maintenance Plan 2023-2028 which is based on the good practice contained within the Code of Practice entitled “Well-managed Highway Infrastructure”, recognises that the cutting of verges is done primarily for road safety, however the Council also has a duty under the Nature Conservation (Scotland) Act 2004 to conserve and enhance biodiversity.

The Verge Maintenance Plan recognises these aims and will contribute to the wider corporate objectives by managing the maintenance of the roadside verges in such a way as to provide a safe environment for all road users and enhance biodiversity.

The primary objectives of the verge cutting regime will be:

- To maintain safety.
- To prevent obstruction of sight lines, road traffic signs, barriers, and other structures.
- To inhibit the growth of injurious weeds (in accordance with the Weeds Act 1959).
- To prevent encroachment of vegetation onto the carriageway.
- To manage the roadside verges in a manner that promotes biodiversity by conserving, wherever possible, special wildlife habitats and wildflowers.

2. Specification for Annual Roadside Verge Cutting

2.1. Verge Cuts

All verges outside the 30mph limits will be cut.

The first swathe (up to 1.2m wide) from the edge of the carriageway will be cut.

Where an open ditch lies adjacent to the carriageway the area up to the ditch only will be cut.

Verges adjacent to open heathland or moorland will not be cut unless vegetation obstructs visibility.

Verges in dune areas will be carefully cut to ensure that erosion does not occur.

2.2. Frequency

All roads will be cut once per year in September/October. In addition to this, visibility splays at junctions and bends will be cut on all A-roads in May/June.

2.3. Safety Cuts

These cuts are primarily to maintain sight lines at road junctions and bends. All vegetation will be cut for a safe distance applicable to the character of the road and will include vegetation growing alongside adjacent walls and fences which may obstruct visibility. Vegetation unable to be cut by machine mounted mower will be strimmed by hand. Safety cuts will be undertaken throughout the season as required.

2.4. Strimming

Brig parapet walls, safety railings, verge markers and chevron signage will be strimmed as required throughout the season, normally once around mid-summer. This is done to maintain visibility of these assets. If these assets are highlighted by other means, for example by brig warning signage, this work will not be required.

3. Dealing with Injurious Weeds

3.1. Responsibility

The control of injurious weeds is a statutory responsibility under The Weeds Act 1959. We will continue to work in accordance with this Act and with adjacent landowners to control and prevent the spread of injurious weeds.

3.2. Prescribed Weeds

The prescribed weeds in the Act are:

- Ragwort.
- Broad leaved dock.
- Curled dock.
- Creeping or field thistle.
- Spear thistle.

3.3. Action

Action will be taken to reduce/remove these weeds, either by hand by the end of June, or by spraying prior to the end of September.

Areas requiring treatment will be compiled from various sources, including routine safety inspections and public reports, throughout the year.

Minute

Harbour Authority Sub-committee

Tuesday, 27 August 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Kristopher Leask, Graham A Bevan, P Lindsay Hall, Ivan A Taylor and Duncan A Tullock.

Present via remote link (Microsoft Teams)

Councillors Mellissa-Louse Thomson and Heather N Woodbridge.

Clerk

- Katy Russell-Duff, Committees Officer.

In Attendance

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Buck, Head of Marine Services, Transportation and Harbour Master.
- Karen Bevilacqua, Service Manager (Legal Services).
- Hazel Flett, Service Manager (Governance).
- Shonagh Merriman, Service Manager (Corporate Finance).
- David Sawkins, Deputy Harbour Master (Strategy and Support).

Observing

- Maya Tams-Gray, Committees Officer.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Kristopher Leask.

1. Revenue Expenditure Outturn

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

Noted:

1.1. The revenue expenditure outturn statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours, for financial year 2023/24, attached as Annex 1 to the report by the Head of Finance, which indicating the following:

- An income surplus of £245,600 against an income budget of £181,000 in respect of the Scapa Flow Oil Port.
- An income deficit of £806,900 against an expenditure budget of £175,700 in respect of Miscellaneous Piers.

1.2. The financial detail by service area statements in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours, for financial year 2023/24, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

1.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

2. Revenue Expenditure Monitoring

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

Noted:

2.1. The revenue financial summary statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget deficit position of £324,100.

2.2. The revenue financial detail by service area statements in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2024, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

2.3. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Actions Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that appropriate action was being taken with regard to significant budget variances.

3. Miscellaneous Piers and Harbours

Revenue Maintenance Programme – Expenditure Outturn

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

Noted:

3.1. The summary outturn position of expenditure incurred for financial year 2023/24, in respect of the Miscellaneous Piers and Harbours revenue maintenance programme, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

3.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

4. Miscellaneous Piers and Harbours

Revenue Maintenance Programme – Expenditure Monitoring

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

Noted:

4.1 The summary position of expenditure incurred, as at 30 June 2024, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

4.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

5. Miscellaneous Piers and Harbours and Scapa Flow Oil Port

Minor Capital Improvement Programmes – Expenditure Outturn

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

Noted:

5.1. The summary outturn position of expenditure incurred for financial year 2023/24 in respect of the Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

5.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes.

6. Miscellaneous Piers and Harbours and Scapa Flow Oil Port

Minor Capital Improvement Programmes – Expenditure Monitoring

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

Noted:

6.1. The summary position of expenditure incurred, as at 30 June 2024, against the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes for 2024/25, as detailed in section 1.4 of the report by the Head of Finance.

The Sub-committee scrutinised:

6.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance regarding significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes.

7. Port Marine Safety Code

Designated Person's Annual Compliance Audit – Progress Update

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report by the Head of Marine Services, Transportation and Harbour Master, the Sub-committee:

Scrutinised the action plan arising from the Port Marine Safety Code annual audit of compliance which took place between 12 and 14 September 2023, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration, and obtained assurance that action had been taken or agreed where necessary.

8. Conclusion of Meeting

At 10:17 the Chair declared the meeting concluded.

Signed: Kristopher D Leask.

Collaboration Project Proposal and Role definition

Project Title:	Marine Assets & Blue Economy Officer
OIC Business Area:	Enterprise & Economic Growth.
Reports To:	Enterprise Manager

CES and OIC COLLABORATION PROJECT.

Following the conclusion and review of the Orkney Islands Local Marine Asset Management and Local Government Pilot Scheme, funded by Crown Estate Scotland (CES), a proposal has been drafted to seek future CES funding to build the partnership and key areas of collaboration including ambitions to develop the Blue Economy to support sustainable development within the Orkney Marine Region.

PURPOSE

- To enable the growth of a sustainable blue economy, a just transition to net zero and the enhancement of community wellbeing in Orkney.
- Manage strategic relationships and facilitate business between stakeholders, clients and communities that help Crown Estate Scotland & Orkney Islands Council achieve a shared purpose to develop, enhance and invest in capital assets, natural resources and people to generate lasting value for Scotland.
- Represent Crown Estate Scotland and Orkney Islands Council at a regional level, supporting the Council Service to deliver material outcomes directly related to current or future plans and priorities in a manner that builds trust and credibility for both organisations.
- Provide stakeholders and potential tenants with relevant information regarding the seabed agreement processes within Crown Estate Scotland across various sectors and assist them in navigating the Orkney Islands Council pre-application enquiry process.
- Deliver a key liaison function between Crown Estate Scotland and the Council to enable and enhance effective collaboration.
- Co-ordinate biodiversity and environmental enhancement in concert with national objectives stated in National Planning Framework 4, Blue Economy Vision for Scotland and the emerging Orkney Islands Regional Marine Plan.

MAIN TASKS

- Support the Enterprise and Economic Growth service to identify, establish, build and maintain positive, trusting business relationships with tenants, communities and wider stakeholders that reflect Orkney values.

- Support businesses, local communities, academia, community and third sector organisations to develop projects to deliver social, economic, environmental and climate change mitigation/adaptation benefits within the Orkney marine environment and blue economy. Coordinate, and where appropriate, lead engagement with regional organisations and interest groups including enterprise agencies, community bodies and business clusters.
- Liaise on regional and local development strategies; identify and communicate opportunities for Orkney to add value as an enabler or coordinator of specific projects to satisfy Blue Economy ambitions. Support Council services to deliver local management projects and partnerships related to the Blue Economy in Orkney waters and where relevant, for example in relation to biodiversity, coordinate with land-based initiatives and provide clarity on roles, expectations and responsibilities.
- Enable local consultation and engagement for specific development projects related to the Blue Economy in Orkney waters.
- Assist the Council to explore and develop early-stage project concepts to sufficient maturity for clear internal decision-making and feedback according to metrics mutually agreed with Crown Estate Scotland.
- Work within the Enterprise and Sustainable Regeneration Directorate, and in collaboration with wider Council and advisory teams to share information, contacts and ensure a joined-up approach is delivered.
- Take opportunities to build Orkney Islands Council and Crown Estate Scotland's shared reputation for delivery through positive relationship building and take a customer-facing role with stakeholders.
- Provide regular feedback and management information on regional Blue Economy engagement and activity.

KEY RESPONSIBILITIES

- Assist potential seabed tenants and stakeholders with information regarding Crown Estate Scotland, Marine Directorate of the Scottish Government licensing and Council processes.
- Engage with potential seabed tenants and stakeholders with the Orkney Seabed Enquiry Form; review submissions against local priorities and provide feedback to relevant agencies and the applicant.
- Identify and support Blue Economy development opportunities that meet aims such as the Crown Estate Scotland Act, the emerging Orkney Islands Regional Marine Plan, Orkney Local Development Plan, statutory agencies' obligations and local priorities for sustainable development within the Orkney Marine Region.
- Support marine sustainability and innovation projects within the Region and communicate findings from individual project monitoring programmes.
- Where applicable assist in conflict resolution between stakeholders.
- Assist with client/stakeholder satisfaction surveys and reviews according to agreed metrics.
- Maintain a log of stakeholder engagement.

Partnership Culture

The Postholder will lead on fostering positive relationships with project partners; work closely across a wider reach of Council services and Crown Estate Scotland's managing agents as required. Collaborative working will promote a 'one team' approach that highlights shared values and obligations for sustainable management of Scotland's marine environment.

Relationship Management

Build on previous Pilot work to foster and sustain constructive relationships with individual stakeholders such as commercial partners, colleagues in Scottish Government, development trusts, academia, local government and other public bodies to build a positive reputation around the collaborative partnership. This will include attendance at:

- local and regional meetings relevant to the role, building profile and trust in the partner organisations.
- Other representational meetings and events as required, making contributions and presentations.

Deliverables and KPIs

(Specific KPIs and a revised MoA will be agreed between the Council and CES subject to successful funding allocation).