

Item: 16

General Meeting of the Council: 2 July 2024.

Appointments and/or Nominations to Sub-committees, Working Groups and Other Bodies.

Report by Corporate Director for Strategy, Performance and Business Solutions.

1. Overview

- 1.1. Starting with the Special General Meeting of the Council on 14 May 2024, the Council and its Committees have made appointments and/or nominations to a number of sub-committees, groups and other bodies.
- 1.2. As a result of those appointments, including Chair and Vice Chair of Committees, vacancies have been created. Some appointments were omitted from the lists considered by the various Committee, and other appointments have now been identified.
- 1.3. All outstanding appointments are set out in detail in the Appendix to this report, including existing appointments for information purposes.
- 1.4. Although appointments would normally last for two years, given that Local Government Elections are held at five yearly intervals, it is proposed that all appointments made at this meeting should last until the next Local Government Election, currently scheduled for May 2027, unless indicated otherwise.

2. Recommendations

- 2.1. It is recommended that members of the Council:
 - i. Consider the recommendations associated with the appointments and/or nominations to the various bodies listed in Appendix 1 to this report, and make appointments/nominations where required.
 - ii. Agree that, where appointments and/or nominations are made, these should be for the remainder of the term of this Council, namely for three years to May 2027, unless indicated otherwise.

3. Sub-committees

- 3.1. Standing Orders state that committees of the Council may appoint, with the consent of the Council, sub-committees.
- 3.2. Standing Orders 11.2 and 11.3 refer to the appointment of the Chair and Vice Chair of Sub-committees. Normally, the Chair and Vice Chair of the parent committee are the Chair and Vice Chair of the Sub-committee. However, the Sub-committee could determine to appoint an alternative Chair and Vice Chair from its membership.
- 3.3. Membership of sub-committees is set out in Standing Orders 11.4 to 11.7 and shall normally consist of members of the parent committee. However, non-members can be appointed, but this requires the consent of the Council. Likewise, where the law permits, non-elected members can be appointed to sub-committees, again, only with the consent of the Council.

4. Working Groups and Consultative Groups

- 4.1. The Council has agreed the following principles in respect of working and consultative groups:
 - A working group should be subject specific and short life, ideally no longer than six months.
 - The relevant Corporate Director should report the findings of the working group to the service committee, including a recommendation to disestablish.
 - Member/officer consultative groups should be established where the work of the group is likely to continue beyond six months.
- 4.2. Membership of the two working groups listed in Appendix 1 (Capital Programme Advisory Board and Health and Wellbeing Survey Short-life Working Group) is as determined when the groups were established.
- 4.3. It is open to the Council to reconsider membership size, bearing in mind nominations received and/or any interest indicated by any individual member, depending on the subject matter of the working group.

5. External Bodies

- 5.1. When making appointments/nominations to the external bodies listed in Appendix 1 to this report, regard should be made to Council policy whereby the appointment of elected members to external bodies has ceased with the exception of the following:

- Organisations which are wholly owned by the Council.
 - Organisations in which the Council has a majority financial interest.
 - Statutory organisations or other bodies to which a Council appointment would be prudent.
- 5.2. The Council has previously resolved to make appointments/nominations to the Orkney Local Access Forum and the UHI Partnership Forum, given that they both fall within the exceptions listed above.
- 5.3. The policy outlined above should be borne in mind when considering the appointment to the Highlands and Islands Regional Economic Partnership.

For Further Information please contact:

Hazel Flett, Service Manager (Governance), extension 2208, Email hazel.flett@orkney.gov.uk.

Implications of Report

1. **Financial:** none arising directly from this report.
2. **Legal:** none arising directly from this report
3. **Corporate Governance:** Procedures and processes are regulated by the Council's Standing Orders.
4. **Human Resources:** none.
5. **Equalities:** not applicable.
6. **Island Communities Impact:** not applicable.
7. **Links to Council Plan:** not applicable.
8. **Links to Local Outcomes Improvement Plan:** not applicable.
9. **Environmental and Climate Risk:** not applicable.
10. **Risk –** not applicable.
11. **Procurement –** not applicable.
12. **Health and Safety:** not applicable.
13. **Property and Assets:** not applicable.
14. **Information Technology:** not applicable.
15. **Cost of Living:** not applicable.

List of Background Papers

Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council.

Appendix

Appendix 1 – Appointments and/or Nominations to Sub-committees, Groups and Other Bodies.

Appointments and/or Nominations to Sub-committees, Groups and Other Bodies

Appointments within the remit of the Council

1. Community Development Fund Sub-committee

Remit

The Community Development Fund Sub-committee has responsibility for all matters relating to the Community Development Fund.

Eligibility criteria for the Community Development Fund continue to be flexible, with each project being considered by the Sub-committee on its own merits. All projects assisted by the Community Development Fund must provide benefit to, or be available to, the community as a whole. Funding is not prioritised to any particular area(s) of Orkney.

The following basic principles are applied:

- The Community Development Fund should attract the maximum amount of external match funding into the county.
- There should be no ongoing cost to the Council as a result of any of the projects supported by the Community Development Fund.
- No Community Development Fund assistance should be given to projects that would normally be carried out by the Council itself.

The Council also approved a framework that allows the Council to submit applications on behalf of community organisations to funding schemes that are only open to local authorities, including, but not restricted to the Rural Tourism Infrastructure Fund and the Regeneration Capital Grant.

The Community Development Fund Sub-committee has delegated powers to determine requests to the Council to submit funding applications on behalf of a third party.

Existing Constitutional Arrangements

- Convener.
- Chair, Policy and Resources Committee.
- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.
- Chair, Development and Infrastructure Committee.
- Vice Chair, Development and Infrastructure Committee.
- Two other members.

Previous Membership

- Convener – Councillor Graham A Bevan.
- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Vice Chair, Education, Leisure and Housing Committee – Councillor Jean E Stevenson.
- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Vice Chair, Development and Infrastructure Committee – Councillor Gillian Skuse.
- Two other members:
 - Councillor Kristopher D Leask.
 - Councillor W Leslie Manson.

Recommendation

- To note that, following the mid-term review, the following appointments have been made:
 - Vice Chair, Education, Leisure and Housing Committee – Councillor Ivan A Taylor.
 - Chair, Development and Infrastructure Committee – Councillor Kristopher D Leask.
 - Vice Chair, Development and Infrastructure Committee – Councillor Mellissa-Louise Thomson.
- To make the two other appointments.

2. Orkney Local Access Forum

Remit

The Land Reform (Scotland) Act 2003 requires local authorities to set up at least one Local Access Forum, and make appointments to it, comprising representatives with a range of interests in access, including the following:

- Users (eg representing walkers, cyclists, horse riders, people with disabilities and water sports).
- Land managers (eg bodies representing farming, estates and businesses, forestry).
- Public agencies (eg access authority, local enterprise company, NatureScot, Forestry Commission).
- Community interests (eg representing the community council, local residents' association).

The Local Access Forum will encourage dialogue among these interests about access issues. The functions of the Local Access Forum are to provide an advisory and dispute-resolution service for the access authority and others.

Constitutional Arrangements

- One Member, who is not a member of the Development and Infrastructure Committee.

Existing Membership

- Councillor John A R Scott.

Background Information

The following members are eligible for nomination as the Council's representative on the Local Access Forum:

- Councillor Stephen G Clackson.
- Councillor David Dawson.
- Councillor Steven B Heddle.
- Councillor James R Moar.
- Councillor Janette A Park.
- Councillor John A R Scott.
- Councillor Gwenda M Shearer.
- Councillor Jean E Stevenson.

Recommendation

To make the appointment from the members listed in Background Information above.

3. Highlands and Islands Regional Economic Partnership

Purpose and Remit

The purpose of the Highlands and Islands Regional Economic Partnership is to enable inclusive and sustainable economic growth and build resilience throughout the region. It does this by identifying and focussing on areas of joint strategic purpose to provide co-ordinated action in pursuit of regional growth opportunities and to address shared challenges.

The Partnership will fulfil its purpose by:

- Identifying opportunities for collaborative and co-ordinated action of agreed regional priorities, ensuring, where appropriate, stakeholder plans are aligned, and resources are deployed efficiently and effectively.
- Advocating on agreed regional economic opportunities and challenges, and where appropriate, leading in discussions with Scottish Government, UK Government and other organisations.
- Being future focused, looking ahead to identify emerging regional opportunities and challenges where collaborative action can maximise outcomes and impact.
- Working to understand evolving approaches to external funding and reacting to maximise impact across all parts of the region.
- Understanding sub-regional economic dynamics and, where appropriate, formulating solidarity actions to ensure that no part of the Highlands and Islands is left behind.

Constitutional Arrangements

Membership of the Highlands and Islands Regional Economic Partnership includes:

- Highlands and Islands Local Authorities.
- Highlands and Islands Enterprise.
- Skills Development Scotland.
- Scottish Funding Council.
- UHI.
- NatureScot.
- HITRANS.
- Crown Estate Scotland.
- VisitScotland.
- Bord na Gaidhlig.
- three private sector representatives (one representative body and two businesses).
- two social enterprise/third sector representatives (representative bodies).
- one Housing sector representative.

In addition, Scottish Government is invited to attend Regional Economic Partnership meetings as an observer.

Background Information

The Highlands and Islands Regional Economic Partnership is distinct from the Convention of the Highlands and Islands (COHI). It is led by regional stakeholders and has a remit that extends across policy development and delivery oversight.

The Partnership will seek to inform and contribute to the Convention of the Highlands and Islands agenda.

Where appropriate, the Highlands and Islands Regional Economic Partnership will complement and add value to the work of existing Local Authority area groupings by enabling a co-ordinated approach across shared opportunities and challenges. And, if appropriate, it will facilitate activity across Local Authority boundaries.

Operation and governance may be further developed as the Highlands and Islands Regional Economic Partnership becomes established and operational. It is envisaged that:

- Highlands and Islands Regional Economic Partnership meetings will be held quarterly throughout the year, two of which will be co-ordinated with COHI meetings.
- The Partnership may meet more frequently if required.
- Chairing of meetings will rotate every two years between Local Authority members.
- Representation from member organisations is to be decided by individual member organisations. The expectation is that attendance will be at senior level with an organisation's Leader/Chair, and include support from the Chief Executive (or other senior officer).

- A Secretariat is established, employed by HIE and jointly funded by HIE, local authorities and SDS. The Secretariat will co-ordinate REP work and meetings.

Existing Membership

- Leader.

Recommendation

With reference to the fourth bullet point in Background Information above, it is recommended that the Leader is appointed as the Council's representative on the Highlands and Islands Regional Economic Partnership.

Appointments within the remit of Policy and Resources Committee

4. Capital Programme Advisory Board

Remit

- To provide a forum for informal oversight and comment on matters concerning the capital programme, including strategic oversight of the Council House build programme and key project modification or variations where these fall within the overall realm of delegated authority.

Constitutional Arrangements

- Chair, Policy and Resources Committee.
- Vice Chair, Policy and Resources Committee.
- Chair, Development and Infrastructure Committee.
- Vice Chair, Development and Infrastructure Committee.
- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.
- Chair/Vice Chair, Orkney Integration Joint Board (whichever is the Council appointment).

Previous Membership

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Chair, Development and Infrastructure Committee – Councillor David Dawson.
- Vice Chair, Development and Infrastructure Committee – Councillor Gillian Skuse.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Vice Chair, Education, Leisure and Housing Committee – Councillor Jean E Stevenson.
- Chair/Vice Chair, Integration Joint Board (whichever is the Council appointment) – Councillor Rachael A King.

Background Information

Although all appointments are ex officio, this appointment was omitted from the list considered by the Policy and Resources Committee on 14 May 2024. It is included here for completeness.

Recommendation

To note the revised membership of the Capital Programme Advisory Board, following the mid-term review and appointment of Chair and Vice Chair of Committees and to the Integration Joint Board, as follows:

- Chair, Policy and Resources Committee – Councillor Heather N Woodbridge.
- Vice Chair, Policy and Resources Committee – Councillor Alexander G Cowie.
- Chair, Development and Infrastructure Committee – Councillor Kristopher D Leask.
- Vice Chair, Development and Infrastructure Committee – Councillor Mellissa-Louise Thomson.
- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Vice Chair, Education, Leisure and Housing Committee – Councillor Ivan A Taylor.
- Chair/Vice Chair, Integration Joint Board (whichever is the Council appointment) – Councillor Rachael A King.

Appointments within the remit of Education, Leisure and Housing Committee

5. Health and Wellbeing Survey Short-life Working Group

Remit

- To design both the style and content of a Health and Wellbeing Survey for Orkney's children and young people.

Constitutional Arrangements

- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.
- 3 Additional Elected Members of Education, Leisure and Housing Committee.
- 1 Teacher Representative from Education, Leisure and Housing Committee.
- Corporate Director for Education, Leisure and Housing.
- Head of Education.
- Service Manager (Support for Learning and Inclusion).
- Team Leader (Education Resources).
- 3 Additional Teachers/Head Teachers (1 Primary, 2 Secondary).
- 1 Staff representative from Papdale Halls of Residence.
- 1 Staff representative from Community Learning and Development.
- 1 Representative from Orkney Health and Care (Social Work).

- 2 Representatives from NHS Orkney (eg Health Promotion).
- 2 Representatives from Orkney's Third Sector Organisations.

Existing Membership

- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.
- Vice Chair, Education, Leisure and Housing Committee – Councillor Jean E Stevenson.
- 3 Additional Elected Members of Education, Leisure and Housing Committee:
 - Councillor Stephen G Clackson.
 - Councillor Rachael A King.
 - Councillor John A R Scott.

Background Information

This short-life working group was established by the Education, Leisure and Housing Committee on 8 February 2023, whereby the Committee recommended that the Corporate Director for Education, Leisure and Housing should submit a report, to the Education, Leisure and Housing Committee in February 2024, advising of the outcome of the work of the short-life working group and presenting a draft survey for consideration.

This working group was inadvertently omitted from the appointments considered by the Education, Leisure and Housing Committee on 5 June 2024.

Although the working group has not yet completed its remit, it is proposed that, notwithstanding ex officio appointments, the existing membership be reappointed, given that the working group will only be required to meet once, perhaps twice.

Recommendation

Notwithstanding the constitutional arrangements, to appoint the undernoted members to the Health and Wellbeing Survey Short-Life Working Group:

- Councillor Stephen G Clackson.
- Councillor Rachael A King.
- Councillor John A R Scott.
- Councillor Gwenda M Shearer.
- Councillor Jean E Stevenson.

6. UHI Partnership Forum

Remit

- The primary role of the Partnership Forum of UHI is to bring together university court members, the chairs of the academic partners and other key partners to ensure the university partnership delivers high quality tertiary education strategically across the university partnership.

Constitutional Arrangements

- Chair of the governing body of the local academic partner, namely Chair of the Education, Leisure and Housing Committee.

Existing Membership

- Chair, Education, Leisure and Housing Committee – Councillor Gwenda M Shearer.

Background Information

As part of the review of the governance arrangements in respect of UHI Orkney, in June 2023, the Education, Leisure and Housing Committee was advised that, as the Council was a partner in UHI and Orkney College was an assigned college in terms of funding, and given UHI's role as the regional strategic body, it was appropriate that the Council, as the governing body, should also be represented on various groups at UHI level.

The Council subsequently agreed that the Chair of the governing body of the local academic partner, namely the Chair of the Education, Leisure and Housing Committee, be appointed to UHI's Partnership Forum.

Recommendation

To make the appointment to the UHI Partnership Forum.