

# Minute

## Policy and Resources Committee

Tuesday, 25 September 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors James W Stockan, W Leslie Manson, Stephen G Clackson, Alexander G Cowie, Norman R Craigie, Robin W Crichton, David Dawson, 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, Duncan A Tullock and Kevin F Woodbridge.

## Clerk

- Alistair Buchan, Chief Executive.

## In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Gillian Morrison, Executive Director of Corporate Services.
- Sally Shaw, Chief Office/Executive Director, Orkney Health and Care.
- Wilfred Weir, Executive Director of Education, Leisure and Housing.
- Gareth Waterson, Head of Finance.
- Brian Archibald, Head of Marine Services, Engineering and Transportation (for Items 1 to 11 and 24 to 26).
- Karen Greaves, Head of Executive Support.
- Hayley Green, Head of IT and Facilities.
- Gavin Mitchell, Head of Legal Services.
- Darren Richardson, Head of Infrastructure and Strategic Projects.
- Sweyn Johnston, Strategic Projects Director (for Items to 22 to 26).
- Laura Cromarty, Transport Manager (for Items 24 to 26).
- Paul Maxton, Our Islands Our Future Project Manager (for Items 2.2 to 11).
- Karen Walter, Education Resources Manager (for Items 24 to 26).
- Anna Whelan, Strategy Manager (for Items 1 to 7).
- James Green, Senior Policy Planner (Development and Marine Planning) (for Items 8 to 11).
- Emma Chattington, Equalities Officer (for Items 14 to 17).
- Hazel Flett, Senior Committees Officer.

## **Observing**

- Andrew Groundwater, Head of HR and Performance.
- Ian Rushbrook, Capital Projects Manager (for Items 1 to 5 and 22 to 25).
- Rosemary Colsell, Procurement Manager (for Items 13 and 14).
- Les Donaldson, Civil Contingencies Officer (for Items 10 to 15).
- Eibhlin Lee, Strategic Projects Officer (for Items 22 to 24).
- David Hartley, Communications Team Leader (for Items 8 to 25).

## **Apology**

- Councillor Andrew Drever.

## **Declarations of Interest**

- Councillor Stephen G Clackson – Item 18.
- Councillor J Harvey Johnston – Items 24 and 28.
- Councillor Stephen Sankey – Item 18.
- Councillor Gwenda M Shearer – Item 25.

## **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 24 to 29, 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 report by 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 2017 to 2018, attached as Annex 1 to the report by the Head of Finance, indicating a surplus position of £540,000:

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

**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 report by the Head of Finance.

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

## **2.2. Summary**

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

Noted:

**2.2.1.** The revenue expenditure outturn statement for financial year 2017 to 2018, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund underspend of £322,100.
- A deficit in Sources of Funding for General Fund Services of £77,100.
- A net Non-General Fund deficit of £5,282,800.

**2.2.2.** The explanations given and actions proposed in respect of significant budget variances across Sources of Funding, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance.

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

## **3. Revenue Expenditure Monitoring**

### **3.1. Policy and Resources**

After consideration of a joint report by the Chief Executive, the Executive Director of Corporate Services, 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 2018, attached as Annex 1 to the joint report by the Chief Executive, the Executive Director of Corporate Services, the Executive Director of Development and Infrastructure and the Head of Finance, indicating an underspend position of £256,900:

- 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 2018, attached as Annex 2 to the joint report by the Chief Executive, the Executive Director of Corporate Services, the Executive Director of Development and Infrastructure and the Head of Finance.

**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 Corporate Services, the Executive Director of Development and Infrastructure and the Head of Finance.

### **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 2018, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund underspend of £865,700.
- A deficit in Sources of Funding of £23,300.
- A net Non-General Fund surplus of £5,820,100.

**3.2.2.** The financial detail across individual Sources of Funding for the period 1 April to 30 June 2018, attached as Annex 2 to the report by the Head of Finance.

## **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 against approved programmes for financial year 2017 to 2018, as detailed in section 3.1 of the report by the Head of Finance.

**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, for the period 1 April 2017 to 31 March 2018, attached as Appendix 1 to the report by the Head of Finance.

## **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 £1,630,000 in relation to the General Fund and Non-General Fund capital programmes as at 31 March 2018, following two re-profiling exercises that took place during financial year 2017 to 2018, when a total of £10,120,000 of expenditure was re-profiled into financial year 2018 to 2019 and onwards.

**5.2.** That the Head of Finance had further re-profiled the existing General Fund and Non-General Fund five-year capital programmes, in order to reflect the net slippage and current timescales for completion of individual capital projects.

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

**5.3.** That the sum of £1,275,000 be carried forward from financial year 2017 to 2018 to financial years 2018 to 2019 and onwards in respect of net slippage on projects contained within General Fund capital programmes.

**5.4.** That the sum of £355,000 be carried forward from financial year 2017 to 2018 to financial years 2018 to 2019 and onwards in respect of slippage on projects contained within Non-General capital programmes.

**5.5.** That the revised five-year capital programmes, 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.** The performance analysis of the undernoted treasury management activities for 2017 to 2018, as detailed in Appendices 1 to 4 to the report by the Head of Finance:

- Borrowing activity.
- Temporary loans.
- Strategic Reserve Fund.
- Pension Fund.

**6.2.** The Treasury Adviser's overview of the economy and interest rates during financial year 2017 to 2018, as detailed in Appendix 5 to the report by the Head of Finance.

**6.3.** That the Bank of England Base Rate increased to 0.50% on 2 November 2017, with the Public Works Loans Board borrowing rates increasing correspondingly, with shorter term rates increasing more sharply than longer term rates.

**6.4.** That the strategic priority for Central Government and the Bank of England during 2017 to 2018 was to maintain monetary and financial stability as the United Kingdom prepared to depart from the European Union.

**6.5.** That the inconclusive result of the UK parliamentary election on 8 June 2017 had relatively little impact on financial markets, although sterling did suffer a sharp devaluation against most other currencies, which impacted on the valuation of assets held in foreign denominations.

**6.6.** That the Council should be well placed to benefit from savings on loan charges over the longer term as interest rates rose.

**6.7.** That the Treasury Management Practices had operated effectively during financial year 2017 to 2018.

**6.8.** That the Treasury Management Strategy Statement and Annual Investment Strategy for 2017 to 2018 had been adhered to.

## 7. Orkney Community Plan

After consideration of a joint report by the Chief Executive and the Executive Director of Corporate Services, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Strategy Manager, the Committee:

Noted:

**7.1.** That, in terms of the Community Empowerment (Scotland) Act 2015, Single Outcome Agreements had been replaced by Local Outcomes Improvement Plans setting out the plans of each community planning partnership to address its strategic priorities.

**7.2.** That Orkney's Local Outcomes Improvement Plan was a three-year rolling plan, and the document presented represented a 'snapshot' of the plan at this point in time.

**7.3.** That a Locality Plan had been developed to supplement the Local Outcomes Improvement Plan, with the Orkney Partnership's chosen locality being the non-linked isles.

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

**7.4.** That the Orkney Community Plan 2018 to 2021, incorporating the Local Outcomes Improvement Plan, attached as Appendix 2 to this Minute, be approved insofar as it applied to the Council.

## 8. Political Engagement Strategy

After consideration of a report by the Chief Executive, copies of which had been circulated, and after hearing a report from the Head of Executive Support, the Committee:

Noted:

**8.1.** That, owing to the variety and complexity of ongoing political engagement, a political engagement strategy document had been prepared, with the aim to achieve maximum focus in respect of political engagement to ensure that the Council's key strategic priorities were vigorously promoted and achieved.

**8.2.** That, in addition to the political engagement strategy document, a diagram had been prepared to map out the ongoing key areas of political engagement.

**8.3.** That the political engagement strategy document and associated diagram were working documents which would be continuously monitored and reviewed on an annual basis.

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

**8.4.** That the Political Engagement Strategy and associated diagram, attached as Appendix 3 to this Minute, be approved.

## 9. Islands Deal

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:

**9.1.** That the Chief Executive, in consultation with the Leader and Depute Leader, continued to negotiate and progress, for Orkney Islands Council's interest, a Deal for the islands for discussion with UK and Scottish Governments.

**9.2.** That the Chief Executive, in consultation with the Leader and Depute Leader, finalised the terms of a Joint Position Statement with Shetland Islands Council and Comhairle nan Eilean Siar and established the joint post of Islands Deal Programme Director.

**9.3.** Progress with the Islands Deal, as detailed in section 3 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure.

**9.4.** That the joint Islands Deal Programme Director had produced a plan detailing the resource required from each of the three Islands Councils to progress the Islands Deal up to 2020, with the Council's requirement outlined in section 4.2 of the joint report by the Chief Executive and the Executive Director of Development and Infrastructure.

**9.5.** That, of the Council's share of resources required to progress the Islands Deal up to 2020, amounting to £600,383, a total of £200,000 had already been confirmed, leaving a balance of £400,383.

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

**9.6.** That further budgetary provision of £400,383 be allocated to progress the Islands Deal, to be met from the Renewables, Regeneration and Redevelopment Fund.

## **10. Orkney Islands Marine Planning Partnership**

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 Senior Policy Planner (Development and Marine Planning), the Committee:

Noted:

**10.1.** That the Empowering Scotland's Island Communities prospectus set out the Scottish Government's intention to formally delegate statutory regional marine planning powers to local Marine Planning Partnerships in which the Council would play a lead role.

**10.2.** That, between 2012 and 2016, Marine Scotland, Orkney Islands Council and Highland Council delivered a marine spatial planning pilot in Pentland Firth and Orkney Waters, to test governance mechanisms for a future Orkney Islands Marine Planning Partnership.

**10.3.** That, in June 2017, the Cabinet Secretary for Environment, Climate Change and Land Reform announced that Orkney would be the next region to establish a Marine Planning Partnership and take forward regional marine planning.

**10.4.** That the annual cost to the Council to deliver a Marine Planning Partnership and regional marine planning functions was estimated at £67,150.

**10.5.** That Marine Scotland had confirmed the principle of providing an annual grant of £68,000 to the Council to deliver regional marine planning functions.

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

**10.6.** That an Orkney Islands Marine Planning Partnership be established, with the Council taking the lead as the delegate, with advisory support from stakeholders representing the commercial, environmental, community and recreational interests within the Orkney Islands Scottish Marine Region.

**10.7.** That, in accordance with the requirements of Section 27 of the Islands (Scotland) Act 2018, the Council should seek approval from Scottish Ministers to deliver statutory regional marine planning functions as a sole public authority, subject to formal confirmation by the Scottish Government of its commitment to a sustainable funding model to cover the costs for the Council to deliver those services.

**10.8.** That, following the required Ministerial approval, referred to at paragraph 10.7 above, powers be delegated to the Executive Director of Development and Infrastructure, in consultation with Chair and Vice Chair of the Development and Infrastructure Committee, to implement a direction from Scottish Ministers for delegated regional marine planning functions.

**10.9.** That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with Chair and Vice Chair of the Development and Infrastructure Committee, to establish an Advisory Group for the Orkney Islands Marine Planning Partnership.

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

After consideration of a report by the Chief Executive, copies of which had been circulated, and after hearing a report from the Our Islands Our Future Project Manager, the Committee:

Noted:

**11.1.** That Crown Estate Scotland had invited applications for pilot schemes which proposed how, by managing Crown Estate assets, local authorities could improve the economic, social and environmental well-being of their local area.

**11.2.** That the Council submitted a Stage 1 application, to Crown Estate Scotland, for an Orkney Islands Local Marine Asset Management and Local Governance Pilot Scheme, by the deadline of 16 August 2018.

**11.3.** That, should the Council's Stage 1 application to Crown Estate Scotland be successful, the Council would be invited to submit a Stage 2 application by 14 January 2019.

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

**11.4.** That, should the Council's Stage 1 application to Crown Estate Scotland, in respect of the Orkney Islands Local Marine Asset Management and Local Governance Pilot Scheme, be successful, the Chief Executive should submit a Stage 2 application.



**11.5.** That the Chief Executive should submit a report, to the Policy and Resources Committee in due course, in respect of proposed governance arrangements of the decision-making process relating to the Orkney Islands Local Marine Asset Management and Local Governance Pilot Scheme.

## **12. Audio-casting – Review**

After consideration of a report by the Chief Executive, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Executive Support, the Committee:

Noted:

**12.1.** That audio-casting of Council meetings had been underway since June 2015, using a low-cost, in-house system, with the following meetings currently broadcast:

- General Meetings of the Council.
- Policy and Resources Committee.
- Development and Infrastructure Committee.
- Education, Leisure and Housing Committee.
- Orkney Health and Care Committee.
- Monitoring and Audit Committee.
- Orkney's Integration Joint Board, together with its Audit Committee.

**12.2.** That the microphones and audio-casting equipment were now nearing the end of their life and therefore a review of the current arrangement had been undertaken.

**12.3.** Options for the type of audio-casting, as detailed in section 4 of the report by the Chief Executive, with the preferred option being Option 3, namely to progress with replacement of the in-house system.

**12.4.** Options for the type of replacement microphone, as detailed in section 5 of the report by the Chief Executive, with the preferred option being Option 2, namely dual use microphones with no voting, to be purchased.

**12.5.** Options for the scope of audio-casting, as detailed in section 6 of the report by the Chief Executive, with the preferred option being Option 2, namely to extend the audio-casting facility to include the following:

- Licensing Committee.
- Planning Committee.
- Local Review Body.

Councillor W Leslie Manson, seconded by Councillor J Harvey Johnston, moved that (1) the Council should continue to audio-cast meetings of its committees; (2) the Chief Executive should purchase replacement audio-casting equipment, including a survey of the Chamber, together with dual user microphones with no electronic voting system; and (3) the audio-casting provision be extended to include meetings of the Licensing Committee, the Planning Committee and the Local Review Body.

Councillor Stephen G Clackson, seconded by Councillor Owen Tierney, moved an amendment that (1) the Council should continue to audio-cast meetings of its committees; and (2) the Chief Executive should purchase replacement audio-casting equipment, including a survey of the Chamber, together with dual user microphones with no electronic voting system.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Stephen G Clackson, Norman R Craigie and Owen Tierney (3).

For the Motion:

Councillors Alexander G Cowie, Robin W Crichton, David Dawson, Barbara Foulkes, 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, Magnus O Thomson, Duncan A Tullock and Kevin F Woodbridge (17).

The motion was therefore carried.

Councillor Rachael A King, seconded by Councillor John T Richards, moved a further amendment, notice of which had been given, that (1) the Council should continue to audio-cast meetings of its committees; (2) the Chief Executive should purchase replacement audio-casting equipment, including a survey of the Chamber, together with dual user microphones with no electronic voting system; (3) the audio-casting provision be extended to include meetings of the Licensing Committee, the Planning Committee and the Local Review Body; (4) the equipment to be purchased should allow for future consideration of full webcasting opportunities for the Council and its partners; and (5) the Chief Executive should submit a report, to the Policy and Resources Committee, regarding full webcasting of meetings.

The result of a recorded vote was as follows:

For the Amendment:

Councillors Alexander G Cowie, Robin W Crichton, Barbara Foulkes, Steven B Heddle, Rachael A King, John T Richards, Stephen Sankey, Gwenda M Shearer, Magnus O Thomson and Kevin F Woodbridge (10).

For the Motion:

Councillors Stephen G Clackson, Norman R Craigie, David Dawson, J Harvey Johnston, W Leslie Manson, John A R Scott, Graham L Sinclair, James W Stockan, Owen Tierney and Duncan A Tullock (10).

On the casting vote of the Chair, the motion was carried.

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

**12.6.** That the Council should continue to audio-cast meetings of its committees.

**12.7.** That the Chief Executive should purchase replacement audio-casting equipment, including a survey of the Chamber, together with dual user microphones with no electronic voting system, at a cost of £29,000, to be funded from the Capital Fund.

**12.8.** That the audio-casting provision be extended to include meetings of the following Committees:

- Licensing Committee.
- Planning Committee.
- Local Review Body.

**Please refer to the Minute of the General Meeting of the Council held on 9 October 2018.**

### **13. National Audit Report – The National Fraud Initiative in Scotland**

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

Noted:

**13.1.** The national audit report, The National Fraud Initiative in Scotland, issued in July 2018 by Audit Scotland, attached as Appendix 1 to the report by the Head of Finance.

**13.2.** The key messages contained within the national audit report, a summary of which was detailed in section 5 of the report by the Head of Finance.

### **14. Procurement – Annual Report**

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 Committee:

Noted:

**14.1.** That, in terms of section 18 of the Procurement Reform (Scotland) Act 2014, the Council was required to publish an annual procurement report and thereafter notify Scottish Ministers when the annual report had been published.

**14.2.** That guidance issued by the Scottish Government in respect of procurement performance, set out the template to be followed for the annual procurement report, with the first annual report to cover the period 31 December 2016 to 31 March 2018.

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

**14.3.** That the Procurement Annual Report, including the undernoted appendices, attached as Appendix 4 to this Minute, be approved for publication:

- Appendix 1: Summary of Contracts awarded 31 December 2016 to 31 March 2018.
- Appendix 2: Council's Procurement Service Improvement Plan 2016 to 2018.
- Appendix 3: Forward Plan for Regulated and Unregulated Procurement 2018 to 2020.

## **15. Business Continuity Management Policy**

After consideration of a report by the Executive Director of Corporate Services, 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:

**15.1.** That the existing Business Continuity Management Policy, approved by Council in March 2015, was reviewed biennially.

**15.2.** That the Business Continuity Management Policy had been updated to reflect best practice and changes to job titles.

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

**15.3.** That the updated Business Continuity Management Policy, attached as Appendix 5 to this Minute, be approved.

## **16. Fairer Scotland Duty**

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 Equalities Officer, the Committee:

Noted:

**16.1.** That the Fairer Scotland Duty, contained in Part 1 of the Equality Act 2010, came into force in Scotland on 1 April 2018 and placed an overarching requirement on the Council to have due regard to the need to reduce inequalities of outcome caused by socio-economic disadvantage.

**16.2.** That the Scottish Government had produced interim guidance for public bodies to assist with implementation of the Fairer Scotland Duty over a three-year period.

**16.3.** That, whilst the Fairer Scotland Duty did not impose the same requirement as the Public Sector Equality Duty to publish equality impact assessments, adopting an integrated approach would allow the Council to demonstrate that due regard had been given to the Fairer Scotland Duty.

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

**16.4.** That the interim approach for an integrated Equality Impact Assessment template and associated guidance, attached as Appendices 6 and 7 respectively to this Minute, be approved.

## 17. Equality Outcomes

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 Equalities Officer, the Committee:

Noted:

**17.1.** That, in March 2017, the Council agreed that the current Equality Outcomes be extended for a further year, with a full review to be undertaken in 2018 in order to better align with the Council's strategic planning cycle.

**17.2.** That a review of recent equality research published by a variety of bodies, including the Scottish Government and Equality and Human Rights Commission Scotland, had informed development of the Equality Outcomes.

**17.3.** The revised Equality Outcomes 2018 to 2022, attached as Appendix 1 to the report by the Executive Director of Corporate Services, which reflected:

- Priorities of The Orkney Partnership and The Council Plan.
- National priorities set by the Scottish Government.
- New duties arising from recent legislation changes.

**17.4.** That each Equality Outcome had a number of actions listed to indicate the work which would be undertaken to achieve that outcome and measures to evidence progress.

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

**17.5.** That the Equality Outcomes 2018 to 2022, attached as Appendix 8 to this Minute, be approved, in so far as they related to the Council, including the Education Authority.

## 18. Corporate Charging

Councillor Stephen G Clackson declared a financial interest in this item, in that one of his children currently utilised Papdale Halls of Residence, but concluded that his interest did not preclude his involvement in the discussion.

Councillor Steven Sankey declared a financial interest in this item, owning two electric vehicles, but concluded that his interest did not preclude his involvement in the discussion.

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

Noted:

**18.1.** That, as part of the budget setting process for 2019 to 2020, services were invited to submit proposals for new and/or increased charges.

**18.2.** That, on 28 August 2018, the Corporate Charging Member/Officer Working Group considered a number of proposals for new and/or increased charges as follows:

- Development and Infrastructure:
  - Proposed new charge for use of Travel Centre facilities by coaches.
  - Increases to landing fees at Council airfields.
  - Increase to car park excess charge.
  - Increased charges for special (bulky) household waste collection and disposal.
  - Proposed new charge for bin replacement.
  - Increase to charges for road closures for special events.
  - Introduction of charges for overnight parking of campervans, tents and caravans.
  - Proposed new charges for electrical vehicles.
  - Proposed new charge for stray dog uplift.
  - Proposed new charge for Planning (non-material variations).
- Education, Leisure and Housing:
  - Proposed new charge for Papdale Halls of Residence.

**18.3.** That the Corporate Charging Member/Officer Working Group subsequently endorsed the proposals, referred to at paragraph 18.2 above, and suggested that the proposals be subject to consultation, as a package.

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

**18.4.** That the Executive Director of Development and Infrastructure, the Executive Director of Education, Leisure and Housing and the Chief Officer/Executive Director, Orkney Health and Care, in consultation with the Head of Finance, should arrange for a consultation exercise to be undertaken in respect of the following:

- Proposals for new and/or increased charges referred to at paragraph 18.2 above.
- Proposals for the introducing charges for telecare services and day care services agreed as part of the budget setting process for financial year 2018 to 2019.

## **19. Investments Sub-committee**

After consideration of the draft Minute of the Meeting of the Investments Sub-committee held on 29 August 2018, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, seconded by Councillor Steven B Heddle, to approve the Minute of the Meeting of the Investments Sub-committee held on 29 August 2018, attached as Appendix 9 to this Minute, as a true record.

## **20. 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 30 August 2018, 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 30 August 2018, attached as Appendix 10 to this Minute, as a true record.

## **21. Police and Fire Sub-committee**

After consideration of the draft Minute of the Meeting of the Police and Fire Sub-committee held on 4 September 2018, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Gwenda M Shearer, seconded by Councillor Magnus O Thomson, to approve the Minute of the Meeting of the Police and Fire Sub-committee held on 4 September 2018, attached as Appendix 11 to this Minute, as a true record.

## **22. Multi-Modal Low Carbon Transport and Active Travel Hub**

### **Stage 2 Capital Project Appraisal**

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

Noted:

**22.1.** That, on 13 March 2018, the Harbour Authority Sub-committee recommended that, as an exception to the Capital Project Appraisal process, in order to take advantage of potential external grant funding, the Executive Director of Development and Infrastructure should submit, to the Policy and Resources Committee, a Stage 2 Capital Project Appraisal in respect of a Multi Modal Low Carbon and Active Travel Hub at Stromness ferry terminal.

**22.2.** That the following funding package was proposed in respect of a Multi Modal Low Carbon and Active Travel Hub at Stromness ferry terminal:

- Low Carbon Travel and Transport Challenge Fund – grant of 80% amounting to £671,600.
- HITRANS – £30,000 (3.6%).
- Miscellaneous Piers and Harbours Account – £138,000 (16.4%).

**22.3.** That grant awards from the Low Carbon Transport Challenge Fund and HITRANS, amounting to £671,600 and £30,000 respectively, had subsequently been confirmed.

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

**22.4.** That the Stage 2 Capital Project Appraisal in respect of a Multi Modal Low Carbon Transport and Active Travel Hub, attached as Appendix 12 to this Minute, be approved.

**22.5.** That the Multi Modal Low Carbon Transport and Active Travel Hub be added to the Miscellaneous Piers and Harbours capital programme over the period 2018 to 2020, at an overall gross project cost of £839,600.

**22.6.** That the Council's contribution to the project, amounting to £138,000, be sourced from Miscellaneous Piers and Harbours funds, to be recovered through electricity charges to ferries using the Multi Modal Low Carbon Transport and Active Travel Hub over a 10-year period.

## **23. 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.

## **24. Private Wire Network**

### **Stage 1 Capital Project Appraisal**

Councillor J Harvey Johnston declared a non-financial interest in this item, in that a family member was part of the Strategic Projects team, and was not present during consideration thereof.

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 8 and 10 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 Strategic Projects Director, the Committee:

Noted:

**24.1.** The Stage 1 Capital Project Appraisal, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, in respect to the Private Wire Network project.

**24.2.** That, as the Private Wire Network project was considered to represent spend to save rather than purely a capital project, the project was viewed as an exception to the Capital Project Appraisal process.

**24.3.** That, should the Private Wire Network project progress through the Capital Project Appraisal process, resources were available to produce the Stage 2 Capital Project Appraisal.

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

**24.4.** That, as an exception to policy, the Executive Director of Development and Infrastructure should submit, to the Policy and Resources Committee, a Stage 2 Capital Project Appraisal in respect of the Private Wire Network project.

Councillor Rachael A King left the meeting during discussion of this item.



## **25. Provision of Towage Assets**

Councillor Gwenda M Shearer declared a non-financial interest in this item, in that a close family member was employed by the Council's towage service, but concluded that her interest did not preclude her 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 6, 8 and 10 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 Marine Services, Engineering and Transportation, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to the provision of towage assets.

**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.**

## **26. School and Public Bus Contract**

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 joint report by the Executive Director of Development and Infrastructure and the Executive Director of Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Engineering and Transportation, the Committee:

Noted:

**26.1.** That, in order to provide best value to the Council, school transport and public bus services were combined into one contract.

**26.2.** That the current contract for school and public bus services commenced on 5 January 2015 and was due to expire on 31 March 2020.

**26.3.** The proposal that the next joint contract for school and public bus services should commence on 1 April 2020 and expire on 31 March 2025.

**26.4.** That members of the public were invited to comment on public bus services in a survey which ran for a period of seven weeks, to which 396 responses were received, as outlined in section 4 of the joint report by the Executive Director of Development and Infrastructure and the Executive Director of Education, Leisure and Housing.

**26.5.** The vehicle specification for school and public bus services, as detailed in section 6 and attached as Appendix 1 to the joint report by the Executive Director of Development and Infrastructure and the Executive Director of Education, Leisure and Housing, which remained broadly similar to that operated at present.

**26.6.** The route specification for public bus services, referred to in section 7 and attached as Appendix 2 to the joint report by the Executive Director of Development and Infrastructure and the Executive Director of Education, Leisure and Housing, which remained broadly similar to that operated at present.

**26.7.** That, to meet the aims and objectives outlined in the Council's draft Air Quality Strategy, officers would continue to investigate possible future 'innovation' in delivery of transport solutions and the feasibility of electric and other 'green energy' buses to improve the quality of fleet used in respect of school and public bus services.

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

**26.8.** That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with the Executive Director of Education, Leisure and Housing, to proceed with the tendering of School and Public Bus Services via a Framework Agreement.

**26.9.** That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with the Chair and Vice Chair of the Development and Infrastructure Committee, to establish the fare structure for all subsidised public bus services under contract with the Council from 1 April 2020.

**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.**

Councillors Barbara Foulkes and J Harvey Johnston left the meeting during discussion of this item.

## **27. 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 6 September 2018, copies of which had been circulated, the Committee:

Resolved:

**27.1.** On the motion of Councillor W Leslie Manson, seconded by Councillor John A R Scott, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 6 September 2018 as a true record.

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

**27.2.** That the recommendations at paragraphs 10.13 and 11.8 of the Minute of the Meeting of the Asset Management Sub-committee held on 6 September 2018, attached as Appendix 13 to this Minute, be approved.

## **28. Strategic Projects – Resources**

Although Councillor J Harvey Johnston had declared a non-financial interest in this item, in that a family member was part of the Strategic Projects team, he had already left the meeting during consideration of Item 26 above.

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 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 Infrastructure and Strategic Projects, the Committee:

Resolved to **recommend to the Council:**

**28.1.** That, in order to provide oversight for the Scale Wind project, and other strategic projects where relevant, a Strategic Projects Project Board be established, comprising the following:

- Leader.
- Depute Leader.
- Chair, Development and Infrastructure Committee.
- Vice Chair, Development and Infrastructure Committee.
- One additional Elected Member.
- Chief Executive.
- Executive Director of Development and Infrastructure.
- Head of Finance.
- Head of Legal Services.
- Head of Infrastructure and Strategic Projects.

**28.2.** That the following additional member be appointed to the Strategic Projects Project Board:

- Councillor Steven Sankey.

**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.**

## **29. Staff Appeals Sub-committee**

### **29.1. Draft Minute of Meeting held on 21 June 2018**

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 the draft Minute of the Meeting of the Staff Appeals Sub-committee held on 21 June 2018, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, seconded by Councillor Robin W Crichton, to approve the Minute of the Meeting of the Staff Appeals Sub-committee held on 21 June 2018, attached as Appendix 14 to this Minute, as a true record.

### **29.2. Draft Minute of Meeting held on 6 September 2018**

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 the draft Minute of the Meeting of the Staff Appeals Sub-committee held on 6 September 2018, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor W Leslie Manson, seconded by Councillor Duncan A Tullock, to approve the Minute of the Meeting of the Staff Appeals Sub-committee held on 6 September 2018, attached as Appendix 15 to this Minute, as a true record.

### **30. Conclusion of Meeting**

At 16:15 the Chair declared the meeting concluded.

Signed: James W Stockan.