

# Minute

## Policy and Resources Committee

Tuesday, 26 November 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors Heather N Woodbridge, Graham A Bevan, Stephen G Clackson, David Dawson, P Lindsay Hall, Steven B Heddle, Rachael A King, Kristopher D Leask, W Leslie Manson, James R Moar, Janette A Park, Raymond S Peace, John A R Scott, Gwenda M Shearer, Gillian Skuse, Jean E Stevenson, Ivan A Taylor, Mellissa-Louise Thomson, Owen Tierney and Duncan A Tullock.

## Present via remote link (Microsoft Teams)

Councillors David Dawson (for Items 3.3 and 4) and Steven B Heddle (for Items 5 to 10).

## Clerk

- Hazel Flett, Service Manager (Governance).

## In Attendance

- Oliver D Reid, Chief Executive.
- Stephen Brown, Chief Officer, Orkney Health and Social Care Partnership.
- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Wylie, Corporate Director for Education, Leisure and Housing.
- Gavin Mitchell, Head of Legal and Governance.
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Erik Knight, Head of Finance.
- Kenny MacPherson, Head of Property, Asset Management and Facilities (for Items 1 to 5).
- Alex Rodwell, Head of Improvement and Performance (for Items 1 to 4).
- Emma Chattington, Service Manager (Organisational Development) (for Items 9 and 10).
- Rosemary Colsell, Service Manager (Procurement) (for Items 7 to 9).
- Donna-Claire Hunter, Service Manager (Safety and Resilience) (for Items 1 to 5).
- Shonagh Merriman, Service Manager (Corporate Finance) (for Items 1 and 2).
- Pat Robinson, Service Manager (Accounting) (for Items 1 and 2).
- William Moore, Service Manager (Improvement and Performance) (for Items 1 to 4).
- Lindsey Johnson, CLD Employability Team Manager (for Items 10 to 12).

- Nick Blyth, Climate Change Strategy Officer (for Items 7 to 11).

### **In Attendance via remote link (Microsoft Teams)**

- Darren Morrow, Chief Social Work Officer and Head of Children, Families and Justice Services.
- Maya Tams-Gray, Committees Officer.

### **Observing**

- Frances Troup, Head of Community Learning, Leisure and Housing (for Items 10 to 18).
- Susan Shearer, Service Manager (Development and Marine Planning) (for Items 7 to 11).
- Kerry Spence, Service Manager (Community Learning, Development and Employability) (for Items 10 to 12).
- Glen Thomson, Service Manager (Property and Capital Projects) (for Items 1 and 2).
- Fiona Bain, Equality, Diversity and Inclusion Adviser (for Items 9 and 10).
- Nicola Fyffe, Organisational Development Adviser (for Items 9 and 10).

### **Apology**

- Councillor Alexander G Cowie.

### **Declarations of Interest**

- No declarations of interest were intimated.

### **Chair**

- Councillor Heather N Woodbridge.

## **1. Revenue Expenditure Monitoring**

### **1.1. Policy and Resources**

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 (Accounting), the Committee:

Noted:

**1.1.1.** The revenue expenditure monitoring statement in respect of service areas for which the Policy and Resources Committee was responsible, for the period 1 April to 30 September 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget underspend position of £903,400.

**1.1.2.** The revenue financial detail by service area statement in respect of service areas for which the Policy and Resources Committee was responsible for the period 1 April to 30 September 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

**1.1.3.** 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 being taken with regard to significant budget variances.

## **1.2. Orkney Health and Care**

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 (Accounting), the Committee:

Noted:

**1.2.1.** The revenue expenditure monitoring statement in respect of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for the period 1 April to 30 September 2024, attached as Annex 1 to the report by the Head of Finance, indicating a budget overspend position of £1,569,900.

**1.2.2.** The revenue financial detail by service area statement in respect of service areas within the Orkney Health and Social Care Partnership, for which the Council was responsible, for the period 1 April to 30 September 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

**1.2.3.** 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.

## **1.3. Summary**

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 (Accounting), the Committee:

Noted:

**1.3.1.** The summary revenue expenditure monitoring statement for the period 1 April to 30 September 2024, attached as Annex 1 to the report by the Head of Finance, indicating the following:

- A total General Fund overspend of £942,600.
- A surplus in Sources of Funding of £600,000.
- A net Non-General Fund surplus of £1,823,800.

**1.3.2.** The sources of funding statement for the period 1 April to 30 September 2024, attached as Annex 2 to the report by the Head of Finance.

The Committee scrutinised:

**1.3.3.** 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.

Councillor Janette A Park left the meeting during discussion of this item.

## **2. Capital 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 summary financial position as at 30 September 2024, in respect of the General Fund and Non-General Fund capital programmes, as detailed in section 1.6 of the report by the Head of Finance.

The Committee scrutinised:

**2.2.** The detailed analysis of expenditure figures and project 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 General Fund and Non-General Fund capital programmes.

Councillor Janette A Park rejoined the meeting during discussion of this item.

## **3. Performance Monitoring**

### **3.1. Strategy, Performance and Business Solutions**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Scrutinised:

**3.1.1.** The performance of Strategy, Performance and Business Solutions for the reporting period 1 April to 30 September 2024, in respect of directorate priorities and performance indicators, as set out in Annexes 1 and 2 respectively to the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance.

**3.1.2.** The complaints and compliments made to Strategy, Performance and Business Solutions in the six-month period 1 April to 30 September 2024, and for the two preceding six-month periods, as set out in section 4 of the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance.

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

**3.1.3.** That the following action, which had been progressed to completion, be removed from the Strategy, Performance and Business Solutions Directorate Delivery Plan:

- SPBS DDP 5 Customer complaints handling – Ongoing review of Complaints Handling Procedure and associated procedures and processes.

**3.1.4.** That the following actions be amended as indicated and thereafter incorporated within the Strategy, Performance and Business Solutions Directorate Delivery Plan:

- SPBS DDP 11b External communication – Develop supporting external communications delivery plan – target date to be extended to 30 September 2025.
- SPBS DDP 12b Internal communication – Develop supporting internal communications delivery plan – target date to be extended to 30 September 2025.

### **3.2. Orkney Health and Care**

After consideration of a report by the Chief Officer, Orkney Health and Social Care Partnership, copies of which had been circulated, the Committee:

Scrutinised:

**3.2.1.** The performance of Orkney Health and Social Care Partnership services delivered by the Council, for the reporting period 1 April to 30 September 2024, attached as Appendix 1 to the report by the Chief Officer, Orkney Health and Social Care Partnership, and obtained assurance.

**3.2.2.** The complaints and compliments made to the Orkney Health and Social Care Partnership, in the six-month period 1 April to 30 September 2024, and for the two preceding six-month periods, as set out in section 4 of the report by the Chief Officer, Orkney Health and Social Care Partnership, and obtained assurance.

### **3.3. Council Delivery Plan**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, the Committee:

Scrutinised:

**3.3.1.** Performance made in respect of the Council's priorities and performance measures detailed within the Council Delivery Plan 2023 to 2028, for the reporting period 1 April to 30 September 2024, as set out in Annex 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance.

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

**3.3.2.** That the following Council Delivery Plan actions, which had been progressed to completion, be closed:

- Infrastructure I1ii – Improve Isles transport links – Developing integrated, effective, sustainable, and reliable inter-islands connectivity through the development and maintenance of transport infrastructure and links. Areas to be considered include:

- Carry out reconstruction of pavement surface of Barrier No 1.
- Infrastructure I10 – Integrated waste facility – Review and prioritisation of the capital programme. This will result in the list of capital projects, including new build and building refurbishment projects, being considered and prioritised for delivery. The programme covers a diverse range of projects, for example the construction of new buildings, the refurbishment of leisure facilities and the development of critical infrastructure across Orkney, including the ferry linked isles.

Councillor David Dawson joined the meeting during discussion of this item.

#### **4. Corporate Risk Register**

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 Property, Asset Management and Facilities, the Committee:

Resolved to **recommend to the Council** that the updated Corporate Risk Register, as at November 2024, attached as Appendix 1 to this Minute, be approved.

#### **5. Evaluation of Service Health and Safety Performance**

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 Service Manager (Safety and Resilience), the Committee:

Scrutinised the Evaluation of Service Health and Safety Performance for 2023/24, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, and obtained assurance.

#### **6. People Plan – Progress Update**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Head of Human Resources and Organisational Development, the Committee:

Scrutinised:

**6.1.** Progress against the People Plan Delivery Plan priorities, as outlined in Appendices 1 to 3 of the report by the Corporate Director for Strategy, Performance and Business Solutions.

The Committee noted:

**6.2.** The proposed review of the priorities contained within the People Plan, together with the timeline of the Plan, as a result of a recommendation arising from the Best Value Thematic Review conducted by KPMG, the Council's external auditors.

#### **7. Chief Social Work Officer Annual Report**

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

Scrutinised the Chief Social Work Officer's Annual Report for 2023/24, attached as Appendix 1 to the report by the Chief Social Work Officer, and obtained assurance that social work and social care services were being delivered to an acceptable standard.

## **8. Registered Services with Orkney Health and Care**

### **Inspection Assurance**

After consideration of a report by the Chief Officer, Orkney Health and Social Care Partnership, copies of which had been circulated, and after hearing a report from the Head of Children, Families and Justice Services and Chief Social Work Officer, the Committee:

Scrutinised the inspection activity for registered services within Orkney Health and Care, for the period 1 June 2024 to date, as detailed in sections 4 to 14 of the report by the Chief Officer, Orkney Health and Social Care Partnership, and obtained assurance.

## **9. Procurement Annual Report**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Service Manager (Procurement), the Committee:

Resolved to **recommend to the Council** that the Procurement Annual Report for the period 1 April 2023 to 31 March 2024, attached as Appendix 2 to this Minute, be approved for publication.

## **10. Equality, Diversity and Inclusion Priorities Progress Report**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Service Manager (Organisational Development), the Committee:

Resolved to **recommend to the Council** that the Equality, Diversity and Inclusion Priorities Progress Report 2023/2024, attached as Appendix 3 to this Minute, be approved for publishing, insofar as it applied to the Council.

Councillors David Dawson, Steven B Heddle and Rachael A King left the meeting during discussion of this item.

Councillors David Dawson and Rachael A King rejoined the meeting at this point.

## **11. Climate Change Reporting Duties**

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 Climate Change Strategy Officer, the Committee:

Resolved to **recommend to the Council** that the Climate Change Duties Report, attached as Appendix 4 to this Minute, be approved for submission to the Scottish Government.

## **12. Local Employability Partnership Annual Report**

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the CLD Employability Team Manager, the Committee:

Scrutinised the Local Employability Partnership Annual Report 2023-24, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, in so far as it related to the Council, and obtained assurance that the aims and priorities detailed in the Orkney No One Left Behind 3 Year Operational Plan were being met.

## **13. Asset Management Sub-committee**

After consideration of the draft Minute of the Meeting of the Asset Management Sub-committee held on 14 October 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Heather N Woodbridge, seconded by Councillor Ivan A Taylor, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 14 October 2024, attached as Appendix 5 to this Minute, as a true record.

## **14. Investments Sub-committee**

After consideration of the draft Minute of the Meeting of the Investments Sub-committee held on 18 September 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor P Lindsay Hall, seconded by Councillor Mellissa-Louise Thomson, to approve the Minute of the Meeting of the Investments Sub-committee held on 18 September 2024, attached as Appendix 6 to this Minute, as a true record.

## **15. Pension Fund Sub-committee, together with Pension Board**

After consideration of the draft Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 19 September 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor P Lindsay Hall, seconded by Councillor Mellissa-Louise Thomson, to approve the Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 19 September 2024, attached as Appendix 7 to this Minute, as a true record.

## **16. 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 26 September 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Heather N Woodbridge, seconded by Councillor Kristopher D Leask, to approve the Minute of the Meeting of the Pension Fund Sub-committee, together with the Pension Board, held on 26 September 2024, attached as Appendix 8 to this Minute, as a true record.

## **17. Asset Management Sub-committee**

After consideration of the draft Minute of the Meeting of the Asset Management Sub-committee held on 5 November 2024, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor Heather N Woodbridge, seconded by Councillor Ivan A Taylor, to approve the Minute of the Meeting of the Asset Management Sub-committee held on 5 November 2024, attached as Appendix 9 to this Minute, as a true record.

## **18. Human Resources Sub-committee**

After consideration of the draft Minute of the Meeting of the Human Resources Sub-committee held on 5 November 2024, copies of which had been circulated, the Committee:

Resolved:

**18.1.** On the motion of Councillor Heather N Woodbridge, seconded by Councillor John A R Scott, to approve the Minute of the Meeting of the Human Resources Sub-committee held on 5 November 2024 as a true record.

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

**18.2.** That the recommendation at paragraph 2 of the Minute of the Meeting of the Human Resources Sub-committee held on 5 November 2024, attached as Appendix 10 to this Minute, be approved.

## **19. Conclusion of Meeting**

At 16:41 the Chair declared the meeting concluded.

Signed: Heather N Woodbridge.