

## Annex 1

### Development and Infrastructure – Service Plan Actions for Six Months Ending 31 March 2016

Action	Lead	Previous Period –September 2015		Current Period - March 2016				
		Overall Status	BRAG	Start Date	Target Date	Overall Status	BRAG	Comment
<b>01</b> - Sector development plans - In partnership with HIE identify with the key Industry sectors their development priorities from sector development plans.	Jan Falconer	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	Sector development planning has become an operational function. Attracting investment along with skills development has been included within the new Service Plan 2016-19 with a revised target of 31 December 2018.
<b>02</b> - Heritage Projects - Develop a Second Round Bid to the Heritage Lottery Fund in respect of a North Isles Landscape Partnership Scheme.	Roddy MacKay	In Progress	Green	01-04-2013	31-08-2017 (Original target = 31-03-16)	In Progress	Green	Development Officer appointed following successful Round 1 application to prepare Round 2 bid. This action is in the Council Delivery Plan 2015-2018.
<b>03</b> - Village Master Plans - Review 3 Villages Masterplans and identify regeneration opportunities.	Roddy MacKay	In Progress	Amber	01-04-2013	31-03-2016	Overdue	Red	St Margaret's Hope Masterplan now adopted. Dounby and Finstown documents to follow. This action has been included in the new Service Plan 2016-19 with a revised target of 31 March 2019.

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<b>04</b> - Access to the Countryside – Review the Orkney Outdoor Access Strategy.	Roddy MacKay	In Progress	Amber	01-04-2013	31-03-2016 (Original target = 31-03-15)	Overdue	Red	Temporary Access Officer now in post through self-financed budget strategy and the review of the strategy has commenced. This action has been included in the new Service Plan 2016-19 with a revised target of 31 December 2018.
<b>05</b> - Housing in the Countryside – Develop Design Principles to inform a revision of the Supplementary Guidance on the Design of New Houses and Extensions in the Orkney Countryside.	Roddy MacKay	In Progress	Amber	01-04-2013	31-03-2016 (Original target = 31-03-14)	Overdue	Red	New policy approach established in Proposed Plan. Associated Principles will be prepared in consultation with the local community once the Plan is adopted. This action has been included in the new Service Plan 2016-19 with a revised target date of 31 December 2017.
<b>06</b> - Energy efficiency - Implement a programme of thermal improvement and energy efficiencies in Council properties with high levels of energy use.	Jan Falconer	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This action is now part of the operations property management programme and is part of the annual budget setting process. The strategic element of this action has been included within the new Service Plan 2016-19 with a revised

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								target of 31 December 2018.
<b>07</b> - Disability access (buildings) - Ensure all Council properties are fully compliant with disability access legislation.	Jan Falconer	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This action is an operational matter and is reported separately. It has not been carried over into the new Service Plan 2016-19.
<b>08</b> - Property and maintenance database - Continue to develop the property and maintenance database, and procure a suitable replacement IT system.	Jan Falconer	In Progress	Amber	01-04-2013	31-03-2016 (Original target = 31-03-15)	Complete	Blue	The new system has been operational since 1 April 2016 and this action is now complete.
<b>09</b> - External transport - Secure the continuation of a high level of external transport provision between Orkney and the Scottish mainland.	Brian Archibald	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	STAG review of external Northern Isles Ferry Services continues. This action has been carried over into the new Service Plan 2016-19 to reflect Scottish Government's responsibility for the delivery of transport links to the Scottish Mainland with a revised target of 31 March 2019.

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10 - Inter isles transport - Undertake a review of the resilience of the inter isles transport services to cover issues such as – winter services, night flights, refit periods.	Brian Archibald	In Progress	Amber	01-04-2013	31-03-2016	Complete	Blue	The STAG 1 process has considered existing services during summer, winter and refit periods and what additional frequency/length of day is recommended. This information has now been taken forward to STAG 2 and into discussions with Scottish Government regarding funding. This action is complete, although the strategic priority to continue to progress a solution to the long term capital and revenue funding of transportation service continues and is identified as a Council Plan priority.
11 - Roads development guide - Review the Roads Development Guide, as part of the Placemaking programme of actions.	Darren Richards	Complete	Blue	01-04-2013	30-09-2015 (Original target = 31-03-15)	Complete	Blue	This action point has been progressed to completion.

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<b>12</b> - Roads maintenance - Secure additional funding to sustain the delivery of road maintenance projects.	Darren Richards on	Overdue	Red	01-04-2013	31-03-2016	Overdue	Red	No additional funding has been secured and the Service has continued to contribute to corporate savings targets over the last 4 years. This action has not been carried over to the new Service Plan 2016-19 as the matter of long term funding of the service is considered to be addressed at a Council/ Corporate level through the Change Programme and future budget setting processes.
<b>13</b> - Council quarries - Investigate and report to Council on options to extend the Council's quarriable land.	Darren Richards on	Complete	Blue	01-04-2013	31-03-2016	Complete	Blue	This action point has been progressed to completion.
<b>14</b> - Disability access (ferries) – Target those vessels with minor failings in respect of disability access in order to make them as compliant as is reasonably practicable.	Brian Archibald	In Progress	Amber	01-04-2013	31-03-2021 (Original target = 31-03-16)	In Progress	Amber	This action has been included in the new Service Plan 2016-19 with a revised target of 31 March 2019.

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<b>15</b> - Zero Waste Plan - Collection, disposal and recycling. Implement improvement to “island” services to increase recycling and reduce waste for incineration. Provide alternative facilities to address Scottish Government’s Zero Waste Plan and the Waste (Scotland) regulations.	Darren Richardson	In Progress	Green	01-04-2013	31-03-2020 (Original target = 31-03-16)	In Progress	Green	Planned report to Development and Infrastructure Committee was deferred for detailed scrutiny on financial aspects, given revenue implications. A Members’ seminar is due to take place in May/June 2016. This action has been included within the new Service Plan 2016-19 with a revised target of 31 March 2017.
<b>16</b> - Harbour Authority market opportunities - Explore and develop new market opportunities for the harbour authority industry.	Brian Archibald	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This action point has been progressed to completion. Accommodation vessels anchored and works started in December 2015. Increasing numbers of Ship to Ship Transfer (STS) are continuing. This action has been included within the new Service Plan 2016-19 with a revised target of 31 March 2019.

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<b>17</b> - Harbour Infrastructure – establish a short, medium and long term strategic plan, with funding, for the maintenance, development and replacement of harbours infrastructure and vessels.	Brian Archibald	In Progress	Green	01-04-2013	31-12-2016 (Original target = 31-03-15)	In Progress	Amber	This action point has been progressed to completion. Funding for 2016/17 obtained. Ongoing works continue and a revised action has been included within the new Service Plan 2016-19 with a target of 31 March 2019.
<b>18</b> - Kirkwall development - Phase 1 coastal protection project.	Brian Archibald	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This is now an operational matter and this action has not been included in the new Service Plan.
<b>19</b> - Capital project development - Establish a dedicated Project Management resource/team within Development and Infrastructure for revenue and capital project development and delivery.	Gavin Barr	Complete	Blue	01-04-2013	30-09-2015 (Original target = 31-03-15)	Complete	Blue	This action point has been progressed to completion.
<b>20</b> - Community council engagement - Develop a programme for closer engagement with community councils, including potential for resource transfer and	Gavin Barr	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This is now an operational matter and this action has not been included in the new Service Plan.

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service delivery responsibilities.								
<b>21</b> - Stakeholder consultation and engagement - Develop procedures to ensure consistent and high standards of stakeholder consultation and engagement across the service, including on-going Development and Infrastructure Committee visits to communities across Orkney.	Gavin Barr	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This is now an operational matter and this action has not been included within the new Service Plan.
<b>22</b> - Customer feedback - Develop processes for capturing customer feedback and measuring outcomes including undertaking customer satisfaction surveys.	Gavin Barr	In Progress	Green	01-04-2013	31-03-2016	Complete	Blue	This is now an operational matter and this action has not been included within the new Service Plan.
<b>23</b> - Transport requirements for those with health, community and access needs – Review needs and provision and prepare a review of service	Brian Archibald	Complete	Blue	01-04-2014	31-03-2016 (Original target = 31-03-	Complete	Blue	The Review of Community Transport in Orkney is complete and a report presented to Committee on the transportation elements. Work is continuing on integration options for the

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requirements, including a review of the Enhanced Demand Responsive Transport Initiative.					15)			transportation and health care elements of this service. This action has therefore been included within the new Service Plan 2016-19 with a revised target of 31 March 2018.
<b>24</b> - Piers and Harbours Protection - Undertake a programme of cathodic protection and repair works to all steel pile structures	Brian Archibald	In Progress	Green	01-04-2014	31-03-2025	In Progress	Green	This action is ongoing and has been included within the new Service Plan 2016-19 with a revised target of 31 March 2019.
<b>25</b> - Council Wind Farm - investigate potential for the Council to develop its own onshore wind farm	Jan Falconer	Overdue	Red	01-04-2014	31-07-2015 (Original target = 30-06-14)	Overdue	Red	The Council has completed a feasibility study and held two Members' seminars. A variety of different actions have been included in the Council Delivery Plan 2015-2018 and the strategy and policy elements are part of the strategic projects in the new Service Plan 2016-19 with a revised target of 31 March 2018.
<b>26</b> - Fixed Links - Explore fixed links opportunities for Orkney, including a feasibility and cost appraisal of options	Brian Archibald	In Progress	Green	01-04-2014	31-12-2015	Overdue	Red	This action will be progressed as part of the broader STAG 2 programme. It has not been included within the new Service

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								Plan.
<b>27</b> - Liquefied Natural Gas - Investigate the viability and logistics for LNG as an alternative fuel for Orkney.	Jan Falconer	In Progress	Amber	01-04-2014	31-03-2016 (Original target = 30-06-15)	Overdue	Red	This action has been absorbed into the strategic projects actions within the new Service Plan 2016-19 with a revised target of 31 March 2019.
<b>28</b> - Marine Gas Oil Bunkering - establish fuel bunker supply to meet marine sector business opportunities.	Brian Archibald	In Progress	Amber	01-04-2014	31-03-2016 (Original target = 31-12-14)	Complete	Blue	This action point has been progressed to completion via a competitive tendering exercise. Service effective from 5 January 2016.
<b>29</b> - Capital Programme - Establish revised governance procedures and prioritise project team resources to manage future Capital Programme activities.	Gavin Barr	In Progress	Green	01-04-2014	31-12-2015	Complete	Blue	This action point has been progressed to completion.
<b>30</b> - Monitor Decommissioning opportunities and respond to requests for information and	Brian Archibald	Not Started	Red	01-04-2014	31-03-2016 (Original target =	Overdue	Red	This action has been absorbed into the strategic projects actions within the new Service Plan 2016-19 with a revised

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tenders as required.					31-03-15)			target of 31 March 2019.
<b>31</b> - Carbon Management - Develop a Carbon Management Plan for the period 2015 to 2020.	Jan Falconer	In Progress	<b>Red</b>	01-04-2014	31-12-2015 (Original target = 31-12-14)	Complete	<b>Blue</b>	This action point has been progressed to completion. Report was presented to Policy and Resources Committee on 19 April 2016 and approved at General Meeting held on 28 April 2016.
<b>32</b> - MV Graemsay - Re-powering of the ferry.	Brian Archibald	Complete	<b>Blue</b>	01-04-2014	31-07-2015 (Original target = 31-03-15)	Complete	<b>Blue</b>	This action point has been progressed to completion.
<b>33</b> - Hatston Enterprise Area - Provision of road access and site servicing utilities and infrastructure.	Jan Falconer	Complete	<b>Blue</b>	01-04-2014	30-06-2015 (Original target = 31-03-15)	Complete	<b>Blue</b>	This action point has been progressed to completion.
<b>34</b> - Hatston Pier Water Tank - Bring into service a 500 tonne water supply facility at	Brian Archibald	Complete	<b>Blue</b>	01-04-2014	31-08-2015 (Original	Complete	<b>Blue</b>	This action point has been progressed to completion.

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Hatston.					target = 31-07-14)			
<b>35</b> - Engaged management and active staff performance and development activities - To demonstrate regular and effective management of all Managers and motivated and effective staff/management relations and workforce options.	Gavin Barr	In Progress	Green	01-04-2014	31-03-2016 (Original target = 31-12-15)	Complete	Blue	This action point has been progressed to completion.
<b>36</b> - Fisheries - Review the performance of the Fisheries Fund and establish priorities for future funding opportunities.	Jan Falconer	In Progress	Green	01-04-2014	31-03-2016 (Original target = 31-12-14)	Overdue	Red	This action has now been absorbed into the strategic projects actions within the new Service Plan 2016-19 with a revised target of 31 March 2018.
<b>37</b> - Planning Enforcement – Review Planning Enforcement Charter.	Roddy MacKay	Complete	Blue	01-04-2015	31-03-2016	Complete	Blue	This action point has been progressed to completion.

## **Personnel key**

**Executive Director of Development and Infrastructure** – Gavin Barr

**Head of Planning and Regulatory Services** – Roddy MacKay

**Head of Marine Services, Engineering and Transportation** – Brian Archibald

**Head of Strategic Development and Regeneration** – Jan Falconer

**Head of Roads and Environmental Services** – Darren Richardson

## **BRAG key**

**Red** - the agreed action is experiencing significant underperformance, with a medium to high risk of failure to meet its target.

**Amber** - the agreed action is experiencing minor underperformance, with a low risk of failure to meet its target.

**Green** - the agreed action is likely to meet or exceed its target.

**Blue** - the agreed action has been progressed to completion.