

# MINUTES

# B - PUBLIC

**Policy and Resources Committee**  
**Council Chamber, Town Hall, Lerwick**  
**Monday 23 October 2017 at 10am**

**Present:**

C Smith	S Coutts
G Smith	T Smith
R Thomson	

**Apologies:**

M Burgess	A Cooper
A Duncan	S Leask
R McGregor	

**In Attendance:**

M Boden, Chief Executive  
S Bokor-Ingram, Director of Community Health and Social Care  
C Ferguson, Director of Corporate Services  
N Grant, Director of Development Services  
J Belford, Executive Manager – Finance  
D Bell, Executive Manager – Human Resources  
D Irvine, Executive Manager – Economic Development  
S Morgan, Executive Manager – Community Care Social Work  
J Riise, Executive Manager – Governance and Law  
V Simpson, Executive Manager – Community Planning and Development  
J Smith, Acting Executive Manager – Ports and Harbours  
C Symons, Executive Manager – Estate Operations  
C Bragg, Team Leader – Waste Management  
T Coutts, Project Manager  
M Duncan, External Funding Officer  
B Hall, Partnership Officer  
P Mogridge, Transport Policy and Projects Officer  
J Best, Solicitor  
C Anderson, Senior Communications Officer  
L Adamson, Committee Officer

**Also in Attendance:**

P Campbell  
I Scott

**Chairperson**

Mr C Smith, Leader, as Chair of the Committee presided.

**Circular**

The circular calling the meeting was held as read.

**Declarations of Interest**

None.

**Minutes**

The minutes of the meeting held on 29 August 2017 were approved on the motion of Mr G Smith, seconded by Mr T Smith.

## **Minutes**

The minutes of the meeting held on 29 August 2017 were approved on the motion of Mr G Smith, seconded by Mr T Smith.

### **63/17    Chair's Report – Environment and Transport Committee**

#### **Taxi Tariff Review**

The Committee considered a report by the Chair of Environment and Transport Committee (P&R-1023-DV-48) which informed on the outcome of the Taxi Tariff Review.

Mr Thomson introduced the report. In responding to questions, the Transport Policy and Projects Officer advised on the process to advertise the tariffs, where any comments in terms of changes would be reported to Committee. He also informed on the proposal to make changes to the Taxi Drivers' handbook and efforts to improve consultation with the taxi drivers.

On the motion of Mr Thomson, seconded by Mr G Smith, the Committee approved the recommendation in the report.

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#### **Decision:**

The Committee **RESOLVED** to approve that the Shetland Islands Council Taxi Tariffs remain unchanged.

### **64/17    Chair's Report – Development Committee**

#### **Future Support to Association of Shetland Community Councils**

The Committee considered a report by the Chair of Development Committee (P&R-1023-DV-51) which provided an overview of current working arrangements in relation to the Council's support to the Association of Shetland Community Councils (ASCC), and made recommendations regarding future support.

The Leader introduced the report. The Director of Development Services informed on the two main issues in the report, namely the role of the Community Council Liaison Officer (CCLO) and the administration support for the ASCCs going forward.

In responding to a question, the Director of Development Services provided examples of work streams and support that will be offered to Community Councils in taking the role of the CCLO in-house, which will develop stronger links and relationships with Community Councils.

On the motion Mr C Smith, seconded by Mr Coutts, the Committee approved the recommendation in the report.

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#### **Decision:**

The Committee **RESOLVED** to:

- Approve that administration support to Association of Shetland Community Councils be provided by Shetland Islands Council's Community Planning and Development Service from October 2017.
- Approve that the Council designate the External Funding Officer, CP&D, as the Community Council Liaison Officer.

65/17

### **Review of Maximising Attendance Policy and Procedure**

The Committee considered a report by the Executive Manager – Human Resources (HR-14-F) which presented the revised Policy and procedure for Maximising Attendance.

The Executive Manager – Human Resources summarised the main terms of the report. She advised on the changes proposed during presentation of the Policy and procedure at the Consultative Committees, which she confirmed have been added to the documents.

On the motion of Mr C Smith, seconded by Mr Thomson, the Committee approved the recommendation in the report.

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#### **Decision:**

The Committee **RESOLVED** to approve the revised Maximising Attendance Policy and Procedure for all staff.

66/17

### **Temporary Higher Duties Policy**

The Committee considered a report by the Executive Manager – Human Resources (HR-17-F), which sought agreement for the implementation of a revised Temporary Higher Duties Policy with effect from 1 April 2018, to replace the existing Staff Temporarily Undertaking Higher Duties Policy.

After hearing the Executive Manager – Human Resources summarise the main terms of the report, Mr C Smith moved, and Mr Thomson seconded, that the Committee approve the recommendation contained therein.

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#### **Decision:**

The Committee **RESOLVED** to approve the revised Temporary Higher Duties Policy.

67/17 **Participation Requests Policy**

The Committee considered a report by the Partnership Officer, Community Planning and Development (DV-49-F), which presented the Participation Requests Policy.

In introducing the report, the Director of Development Services advised on the scope of the Community Empowerment (Scotland) Act 2015 which includes the obligation to develop a Participation Requests Policy. The Partnership Officer informed on the requirements of the legislation in terms of participation requests and on the outcomes improvement process. In referring to the Scottish Government guidance, the Partnership Officer provided examples of outcome improvements which could originate from participation requests. He also referred to the request at

Development Committee, for further information on the promotion of participation requests to the wider community, which he advised has been included at Appendix C to the report.

During the discussion, the Partnership Officer advised on the focus to date to empower communities in Shetland, and on the wider shift going forward working closely with community partners and Council officers to ensure strategies and frameworks are in place. The Partnership Officer advised on the objective to promote the Policy to the wider community, and confirmed that particular focus will be given to get the more hard to reach groups and individuals involved and empowered through the legislation.

In response to a question, the Partnership Officer advised on the benefits of a single point of contact within the Community Planning and Development Service for community bodies to make enquiries regarding a participation request.

During debate, comment was made on the benefit of the Policy in terms of a further means of engagement with communities, and on the need to have confidence in community partners and the role Community Councils can play in developing partnerships.

On the motion of Mr C Smith, seconded by Mr G Smith, the Committee approved the recommendation in the report.

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**Decision:**

The Committee **RECOMMENDED** that the Council RESOLVES to adopt the Participation Requests Policy, in the terms proposed.

68/17

**Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan, Refresh 2018-2021**

The Committee considered a report by the Head of Planning and Modernisation, NHS Shetland (CC-48-17-F), which informed on the process to update the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan for 2018-2021

The Director of Community Health and Social Care summarised the main terms of the report. He acknowledged however the ongoing challenges to match formulation of the Plan through to 2021 against the budget available to the Integration Joint Board.

On the motion of Mr Coutts, seconded by Mr G Smith, the Committee approved the recommendation in the report.

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**Decision**

The Committee **RECOMMENDED** that the Shetland Islands Council APPROVES the process of updating the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan for 2018-2021.

69/17

**Asset Investment Plan – Business Cases**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-06-17-F), which presented three asset investment proposals for

approval, that have been considered by the Council's Asset Investment Group (AIG) based on the submission of business case documentation.

The Director of Corporate Services introduced the report.

The Executive Manager – Estate Operations provided the Committee with a summary from the Business Case “Wind Turbines – Hamarsness and Ulsta Ferry Terminals”. During the discussion, the Executive Manager – Estate Operations provided explanation on the decision to install Aircon wind turbines, and he undertook to provide further detail by email to all Members in that regard. In responding to questions, the Executive Managers – Estate Operations and Finance advised on the proposed payback with the project being funded as a Spend to Save. In response to a question, the Executive Manager – Estate Operations advised that the decision to install wind turbines at these two ferry terminals was attributed to the limited land and planning permission issues, with the Council being the landowner. He added however, that other sites were being considered in order to maximise the use of renewable technology, wherever possible, and any proposals would be reported in due course.

The Team Leader – Waste Management provided a summary of the “Household Waste Recycling – Sorting and Storing” Business Case. In responding to questions, the Team Leader - Waste Management confirmed that the capital and associated costs of the facility had formed part of the earlier “Kerbside Recycling Collection Service” report, and he advised that the preferred Option 4 provides capacity to attract maximum value from the material collected. Reference was made to Section 7 of the Business Plan “Funding and Affordability”, where clarity was sought on the consequences on existing revenue budgets from the ongoing borrowing and maintenance costs. Following a brief discussion, the Executive Manager – Finance undertook to provide further detail in that regard. In responding to a further question, the Team Leader – Waste Management confirmed that the costs for transportation to Shetland and installation of the facility are included in the capital cost of the project.

In introducing the Full Business Case for the Scalloway Fishmarket, the Acting Executive Manager – Ports and Harbours advised on the substantive point raised at both the Harbour Board and Development Committee, for continued consideration to be given to expansion of the fishmarket into the future.

During the discussion, comment was made that while the new Fishmarket would be good for the industry, as a Council there was a need to ensure that Council resources are used in the best means possible, particularly with the provision and operation of fish markets being a discretionary service. The Acting Executive Manager – Ports and Harbours advised that the Building Better Business Case methodology allowed for a clear separation of Council only impacts and the wider community impacts, where risks will always exist. During the discussion, the Executive Manager – Finance referred to the Financial Case, at Section 5, which he said particularly refers to the community benefit captured as part of the whole economic case, and to the wider benefits of the new Fishmarket outlined in Section 3.4.8.

In terms of the external grant aid funding, the Acting Executive Manager – Ports and Harbours advised that determinations would not be made until the priced tenders are received. He acknowledged that the Council has to consider the risk of failure to secure external funding, where if unsuccessful, the Council will have to

look at the contributions from industry where through the update of harbour dues there should be an expectation of full recovery of costs.

On the motion of Mr C Smith, seconded by Mr Coutts, the Committee approved the recommendation in the report.

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### Decision

The Committee **RECOMMENDED** that the Council RESOLVES to approve the following proposals and that they are incorporated into the 2017-22 Asset Investment Plan:

- Business Justification Case – Hamarsness & Ulsta Ferry Terminals – Wind Turbine Project
- Business Justification Case – Household Waste Recycling – Sorting and Storing
- Full Business Case – Scalloway Fish Market

**Mr C Smith moved that in order to avoid the disclosure of exempt information, the Committee resolve to exclude the public in terms of the relevant legislation during consideration of the following items of business. Mr Coutts seconded.**

70/17      **Chair's Report – Development Committee**

#### **Lerwick Town Centre CCTV System**

The Committee considered a report by the Chair of Development Committee.

In introducing the report, the Director of Development Services advised that Chief Inspector Tulloch had attended Development Committee and had informed on the benefits of CCTV in the Lerwick Town Centre. The Director of Development Services then reported on the efforts to maintain the existing CCTV system and on proposals for a replacement system. He informed from the decision at Development Committee for an outline business case and full business case on the replacement of the CCTV system to be carried out, which he advised could be reported back in early course.

In responding to questions, the Executive Manager – Community Planning and Development advised on the funding for the original system which included financial support from the Scottish Government. The budget for repair and maintenance of the existing system transferred from Corporate Services to the Community Planning and Development Service in June 2015. She confirmed however that there was no direct support from Scottish Government at this time for a replacement CCTV system. The Executive Manager – Community Planning and Development said that while a CCTV system is not a statutory responsibility, the Local Authorities that purchased and installed a CCTV system continue to pay for its upkeep.

During the discussion, the Executive Manager – Estate Operations advised that attempts to secure a contractor to undertake maintenance of the existing CCTV system proved unsuccessful, and there had been difficulties in sourcing replacement parts. He then informed the Committee on the issues with the existing system, and in responding to questions, the Executive Manager - Estate Operations advised on the proposal for a replacement system going forward.

In response to suggestions that further information be sought to inform decisions going forward, it was agreed to establish comparisons with current CCTV

arrangements in Orkney, Western Isles, Aberdeen City and Aberdeenshire Councils in terms of provision and costs, and to source additional information from the Chief Inspector in terms of arrests that can be attributed to CCTV in the last 10 years, and on benefits to the Police from a CCTV system. In response to a question, the Director of Development Services said that with the technical and other issues to be taken into account, he anticipated reporting a proposal from the business case to Committee in 6 to 8 weeks.

During debate, comment was made on the need for further information to be provided by the Chief Inspector on the benefits of a CCTV system. It was also questioned whether money could be better spent in other areas in terms of crime prevention.

On the motion of Mr C Smith, seconded by Mr Coutts, the Committee approved the recommendation in the report.

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### **Decision**

The Committee noted the content and recommendations of the Lerwick Town Centre CCTV system survey; and **RESOLVED** to delegate authority to the Director of Development Services, or his nominee, to carry out an outline business case and a full business case on the replacement of the CCTV system.

71/17

### **Chair's Report – Development Committee**

#### **Fibre Optic Asset Management Project – Outline Business Case**

The Committee considered a report by the Chair of Development Committee, which presented the detailed analysis and shortlisted options for maintaining the Council's fibre optic assets.

After hearing the Executive Manager – Economic Development summarise the main terms of the report, the Committee approved the recommendation contained therein, on the motion of Mr C Smith, seconded by Mr T Smith.

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### **Decision**

The Committee **RESOLVED** to approve Option 1 - Internal Team, as the preferred option for managing the Council's fibre optic assets, as determined in the Outline Business Case.

*(Mr Thomson left the meeting).*

72/17

### **Chair's Report – Shetland College Board**

#### **EIS FELA Dispute**

The Committee considered a report by the Chair of the Shetland College Board, which provided an update on the EIS FELA (Educational Institute of Scotland – Further Education Lecturers Association) Shetland College Branch dispute.

Mr Campbell introduced the report, and advised on the recommendation from the Shetland College Board. The Executive Manager – Human Resources outlined to the Committee the background in terms of the dispute on the pay award.

After discussion, during which the Director of Development Services provided clarity on a number of issues, Mr Campbell, on behalf of the Board, thanked officers for the tremendous amount of work and effort put in to reach this stage.

Mr Campbell moved that the Committee approve the recommendations in the report, but that reference to "Shetland College" are removed from the first and fourth recommendations. Mr G Smith seconded.

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### Decision

The Committee **RESOLVED** to approve the recommendations contained in the report, but that reference to "Shetland College" in the first and fourth recommendations are removed.

73/17

#### **Review of Marine Pilots Market Forces Supplement**

The Committee considered a report by the Acting Executive Manager - Ports and Harbours that presented the results of the review of market pay rates for Marine Pilots and which proposed an update of the Market Forces Supplement for the Marine Pilots role.

The Acting Executive Manager - Ports and Harbours summarised the main terms of the report

In response to a question, the Acting Executive Manager – Ports and Harbours undertook to provide detail to Cllr G Smith in terms of overtime costs to provide continuous two Pilot cover. He added however, that further detail on overtime costs will be included in the performance management reporting.

On the motion of Mr C Smith, seconded by Mr Coutts, the Committee approved the recommendation in the report.

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### Decision

The Committee **RESOLVED** to approve the Marine Pilot Market Forces Supplement as proposed.

74/17

#### **Commissioned Services**

The Committee considered a report by the Director of Community Health and Social Care, which presented Business Justification Cases for Crossreach, COPE Ltd, Hjaltland Trading Ltd and Shetland Women's Aid services and recommended re-procuring the services provided.

The Director of Community Health and Social Care summarised the main terms of the report.

During the discussion, comments were made on the good report, and that the detailed business cases provides the ability to make informed decisions. Reference was made to Section 4.13 of the report, where the high number of clients using Shetland Women's Aid (SWA) in a year was noted and reinforces the need for such a service. In response to a question, the Executive Manager – Community Care Social Work advised on the key role the SWA perform in supporting some of the

most vulnerable people in society, and he advised on the joint working in the Council through Getting It Right For Every Child and in adult services.

A suggestion was made that Members would benefit of hearing first hand from individuals who have used the different services, to learn from both positive and negative experiences to ensure the services offered make a difference to the vulnerable people. The Executive Manager – Community Care Social Work said he could follow up with people who have used the services, in the terms suggested.

On the motion of Mr G Smith, seconded by Mr Coutts, the Committee approved the recommendation in the report.

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### **Decision**

The Committee **RESOLVED** to:

- APPROVE a contract of up to two years, with the option to extend year on year up to a maximum of 5 years, to Crossreach for the purposes outlined in this report with effect from 1 April 2018;
- APPROVE a contract of up to two years, with the option to extend year on year up to a maximum of 5 years, to COPE Ltd for the purposes outlined in this report with effect from 1 April 2018;
- APPROVE a contract of up to four years to Hjaltland Trading Ltd for the purposes outlined in this report with effect from 1 April 2018;
- APPROVE a contract of up to one year, with the option to extend annually up to 4 years, but allowing for changes to service specification and resource in line with match funding to Shetland Women's Aid for the purposes outlined in this report with effect from 1 April 2018.

75/17

### **Commissioned Services Update Report**

The Committee considered a report by the Director of Corporate Services.

The Director of Corporate Services summarised the main terms of the report, and responded to questions from Members.

On the motion of Mr G Smith, seconded by Mr Coutts, the Committee approved the recommendations in the report.

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### **Decision**

The Committee **RESOLVED** to approve the recommendations in the report.

The meeting concluded at 1pm.

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Chair

