

Policy and Resources Committee – 16 September 2024

[Shetland Islands Council Committee Information - Meetings](#)

Item	Subject	Decision
1	Chair's Report – Education and Families Committee: Mothballing a School and Reopening a Mothballed School Procedures	<p>The Committee RECOMMENDED that the Council APPROVE the following principles that will apply to mothballing a school and reopening a mothballed school:</p> <p>Schools on the Mainland of Shetland, Yell, Unst and Whalsay will be considered for mothballing if the school roll falls below 20% capacity.</p> <p>Schools on the Islands with Small Populations (Fair Isle, Foula, Papa Stour, Skerries and Fetlar) with an open primary school will be considered for mothballing when the school roll falls, or is due to fall, to zero.</p> <p>That the Director of Children's Services has the delegated authority to mothball a school where the minority of parents are opposed, or majority of parents are not opposed, to the proposal; or where the school roll has fallen to zero.</p> <p>Reopening a mothballed school on the mainland of Shetland, Yell, Unst and Whalsay will be considered when the potential primary school roll in the catchment area reaches 20% of the school's capacity.</p> <p>Reopening a mothballed school on Islands with Small Populations (Fair Isle, Foula, Papa Stour, Skerries and Fetlar) will be considered when:</p> <ul style="list-style-type: none">• Families move into the island - the decision-making process will be completed within four months of this trigger event.• An existing child in the area comes of age to attend school, and parents/carers are in favour of this option. <p>That the Director of Children's Services has delegated authority to reopen a mothballed school when the conditions agreed at 1.3.4 and 1.3.5 in the report are met and the costs can be met from within existing resources. Otherwise it is</p>

		<p>conditional on a report being presented to Education and Families Committee providing funding to reopen the mothballed school.</p> <p>There will be a two-year exemption period from further consideration of mothballing if “Stage 3 - Decision” of the Mothballing a School Procedure has been completed but the school is not mothballed – unless the school roll falls to zero.</p> <p>That should the majority of parents with pupils in attendance at the school remain opposed to mothballing once all the relevant information and parental views have been gathered, the school should remain open and the Director of Children’s Services will report back to the Education and Families Committee to decide next steps.</p>
2	Joint Chair’s Report – Education and Families & Environment and Transport Committees: Review of the School Transport Policy 2024	<p>The Committee:</p> <ul style="list-style-type: none"> • RECOMMENDED that the Council APPROVE the proposed updated Shetland Islands Council School Transport Policy; and • RECOMMENDED that the Council APPROVE the request to changing that where a pupil is redirected from their catchment school due to mothballing, transport will be provided directly to the new school for the period of one year. After one year school transport will be reviewed in line with the School Transport Policy.
3	Chair’s Report – Education and Families Committee: Self-Directed Support Policy 2024 – 2027	The Committee RECOMMENDED that Shetland Islands Council APPROVES the Self Directed Support Policy 2024 – 2027.
4	Chair’s Report – Education and Families Committee: Annual Local Child Poverty Action Report	<p>The Committee:</p> <ul style="list-style-type: none"> • APPROVED Shetland’s sixth Annual Local Child Poverty Action Report for publication; and

		<ul style="list-style-type: none"> • NOTED that the Annual Local Child Poverty Action Report will be updated with recent statistics and case study information, as provided by Shetland Islands Citizens Advice Bureau.
5	Chair's Report – Environment and Transport Committee: Taxi Tariff Review	<p>The Committee:</p> <ul style="list-style-type: none"> • NOTED the consultation exercise undertaken pursuant to section 17(4A) of the Civic Government (Scotland) Act 1982, as more fully described in Appendix 2 and paragraphs 4.5-4.9 below, and the extent of responses received in response thereto; and • NOTED the effect of any appeal to the Traffic Commissioner for the Scottish Traffic Area against a Council decision made in terms of section 18 of the Civic Government (Scotland) Act 1982; and thereafter, <p>The Committee RECOMMENDED that Shetland Islands Council:</p> <ul style="list-style-type: none"> • APPROVE the proposed taxi tariffs as set out in Appendix 1; and thereafter • INSTRUCTS the Executive Manager – Transport Planning (or his nominee) to give all due notice of the Council's decision pursuant to paragraph 1.2.1 above as may be required in terms of sections 17-18A of the Civic Government (Scotland) Act 1982 and to take such other actions so far as may be necessary to give effect to same.
6	Chair's Report – Environment and Transport Committee: Winter Service Review 2024	<p>The Committee RECOMMENDED that the Council APPROVE;</p> <ul style="list-style-type: none"> • The adjustments to Roads Winter Maintenance arrangements to introduce proactive gritting of Priority 1 roads on the Christmas Day and New Year's Day public holidays, when weather conditions require, as described in section 4.2.3; and • The implementation by the Roads Service of the jointly developed "Action Cards" and associated call-logging to robustly support Emergency Services requests for additional reactive services, as described in section 4.2.4.

7	Chair's Report – Environment and Transport Committee: Ferries Resilience Review	<p>The Committee RESOLVED to APPROVE further investigation and progress the staffing actions set out in paragraph 4.5, and;</p> <p>The Committee RECOMMENDED;</p> <ul style="list-style-type: none"> • That the Council RESOLVES to DELEGATE AUTHORITY to the Chief Executive, or her nominee, to progress the vessel and terminal actions set out in paragraph 4.9, including; <ul style="list-style-type: none"> ○ applying resources to further explore opportunities for suitable second hand and new vessel acquisition, in consultation with partners, and ○ initiate the development of preparatory business cases for these actions; while maintaining alignment with the related Fair Isle Ferry Replacement project and Inter Island Transport Connectivity Programme.
8	Cost of Living Supports 2024/25	<p>The Committee:</p> <ul style="list-style-type: none"> • APPROVED proposals for the Islands Cost Crisis Emergency Fund (ICCEF) £222,000 revenue allocation to Shetland Islands Council for 2024/25, set out in section 4.3; and • DELEGATED authority to the Director of Development Services (or his nominee), subject to prior receipt by the said Director of satisfactory letters of comfort (or equivalent) received no later than 22 November 2024 from each of the Scottish Ministers and the Secretary of State for Work and Pensions in respect of the outstanding matters awaiting clarification as set out at sections 4.8 and 4.9 and further subject to the said Director taking advice from the Executive Manager - Governance and Law (or his nominee) as to whether the letters of comfort (or equivalent) received provide sufficient clarification relative to the said outstanding matters at sections 4.8 and 4.9, to ensure funding is fully utilised on the proposals set out in section 4.3 and if required, reallocate spending from one proposal to another should an over/underspend occur or as otherwise may be required in response to unforeseen or exceptional circumstances.

9	SIC Overall Management Accounts 2024/25 Projected Outturn at Q1	<p>The Committee RECOMMENDED that the Council RESOLVE to:</p> <ul style="list-style-type: none"> • NOTE the Management Accounts showing the overall projected outturn position at Quarter 1 as set out in Appendices 1-8; • NOTE the financial position details set out in Appendices 1-5; • APPROVE the virement to remove the savings line from Children’s Services of £1.678m to be met from the Contingency budget. • APPROVE the re-profiling of budgets in line with the variance analysis set out in Appendix 4 to cover over/underspends as identified; • APPROVE the adjustments to the 2024/25 budget to reflect the additional funding offered to the Council, as set out in Appendices 6 and 8; and • APPROVE the increase in payment to the Integrated Joint Board of £2.136m; this will increase the payment for 2024/25 to £35.766m.
10	Council Investment Review for Quarter to June 2024	The Committee NOTED the outcome of this quarterly review.
11	Sexual Harassment Prevention and Action Policy	<p>The Committee RESOLVED to approve the Sexual Harassment Prevention and Action Policy as set out in Appendix 1; and</p> <p>That the Council’s Executive Manager – Human Resources be given delegated authority to agree updates on the Sexual Harassment Prevention and Action Policy, and the Harassment and Bullying Policy, where these are required to give effect to legislative requirements, Council decisions or changes in operational procedure, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers.</p>

12	Policy on the Control of Vibration at Work	<p>The Committee RESOLVED to APPROVE the revised Policy on the Control of Vibration at Work, subject to any recommendations from the consultative committees; and</p> <p>That the Council's Executive Manager – Human Resources be given delegated authority to agree updates on the Policy on the Control of Vibration at Work where these are required to give effect to legislative requirements, Council decisions or changes in operational procedure, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers.</p>
13	Restrictive Intervention Policy	<p>The Committee RESOLVED, subject to any recommendations from the consultative committees, to APPROVE the revised Restrictive Intervention Policy.</p> <p>That the Council's Executive Manager – Human Resources be given delegated authority to agree updates on the Restrictive Intervention Policy where these are required to give effect to legislative requirements, Council decisions or changes in operational procedure, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers.</p>
14	Asset Investment Plan – Progress Report	<p>The Committee RECOMMENDED that the Council:</p> <ul style="list-style-type: none"> • NOTES the progress of the projects within the Asset Investment Plan; and • APPROVES the adjustments to capital budgets for updated anticipated project spend in 2024/25, described at section 4.6.
15	Asset Investment Plan – Business Cases: (1) Replacement Cranes, SIC Tugs; and (2) Dunrossness Primary School – Demolition and Refurbishment	<p>The Committee RECOMMENDED that the Council RESOLVES to;</p> <ul style="list-style-type: none"> • APPROVE the proposal described in Section 4.3.1 and included as Appendix A to this report and grant retrospective approval of the budget in the current financial year; and,

		<ul style="list-style-type: none"> • APPROVE the proposal described in Section 4.3.2 and included as Appendix B to this report and to include it in the Asset Investment Plan 2025-30 prioritisation process.
16	Community Health and Social Care - Performance Update Quarter 1 2024-25	The Committee NOTED the Performance report and update.
17	Corporate Services Q1 Performance Report	<p>The Committee:</p> <ul style="list-style-type: none"> • DISCUSSED the contents of this report; • COMMENTED on the achievements of Corporate Services during Quarter 1 of 2024-2025; • NOTED the issues facing Corporate Services in terms of competing priorities and the constraints on resources; and • ADVISED managers of their views.
18	Shetland Islands Council Risk Register	<p>The Committee:</p> <ul style="list-style-type: none"> • CONSIDERED the content of this report and the Shetland Islands Council's Risk Register attached at Appendix 1; and • ADVISED the Chief Executive and Corporate Management Team of their views.
19	Policy and Resources Committee Business Programme – 2024/25	<p>The Committee:</p> <ul style="list-style-type: none"> • CONSIDERED the business planned for Policy and Resources Committee in the financial year 2024/25 • ADVISED the Director of Corporate Services of any changes required including new items where the timescale will be confirmed at a later date; and

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">• RESOLVED to approve any changes or additions to the Business Programme. |
|--|--|---|

END