



REPORT

To: Services Committee

26 November 2009

From: Blueprint Member/Officer Working Group / Head of Schools

BLUEPRINT FOR EDUCATION IN SHETLAND - CONSULTATION ON OPTIONS FOR THE FUTURE OF THE SCHOOL ESTATE IN SHETLAND

1. Introduction

- 1.1 The purpose of this report is to seek approval from Members for the Schools Service to undertake a consultation process throughout each area in Shetland on the options for change to the school estate.

2. Link to Council Priorities

- 2.1 In June 2007, the Services Committee agreed a 4-year plan, as the service element of the Council's Corporate Plan. In relation to the Schools Service, the 4 year plan states:-

"Shetland schools population projections anticipate a substantial reduction in pupils within a relatively short time frame. The challenge for the authority is, therefore, to develop a modern "blueprint" for the shape of the Service across Shetland for 10 years time. This model will consider the educational and financial viability levels for schools, their host communities as well as important associated issues such as transport requirements. It will consider links with pre-school services and life long, vocational, further and higher education and training. It will consider the development of centres of excellence, focused on particular sectors of the economy across Shetland building on existing high quality facilities. It is anticipated that significant capital investment will be required to bring some schools and facilities up to a modern standard".

- 2.2 The Council's Corporate Plan states:

2.2.1 The Council will "ensure a model for education is developed by 2009 that considers the educational and financial viability for schools and communities and its outputs are then implemented."

2.2.2 This will *“help us work to create and maintain a culture where individual learners can strive to realise their full potential.”*

3. Background

- 3.1 At the Services Committee in November 2007 a report was presented entitled, “Developing a Blueprint for the Education Service”. Members considered the report and agreed that:
- (a) the key drivers should be to provide the best quality educational opportunities and best quality learning environment for all;
 - (b) in so doing, the opportunity for savings to bring budgets to a sustainable level should be considered; and
 - (c) the final Blueprint comes back to Services Committee with an action plan to look at all schools, internal management, the necessary investment required, quality of education, new ways of delivering education and the potential for each school within a realistic timescale.
- 3.2 At the Council meeting in December 2007, the Vice-Chairperson of Services Committee clarified that the revised “Blueprint” should come back to Services Committee in January 2008.
- 3.3 At Services Committee in January 2008, a report was presented entitled, ‘Developing a “Blueprint” for the Education Service’. The Committee agreed to the establishment of the working group to undertake the “Blueprint” review (Min Ref: SC 09/08).
- 3.4 At Services Committee in June 2008, a report was presented to inform Members of ongoing work on the Blueprint by the sub-groups of the working group. At that meeting Members requested a seminar on the work undertaken so far on the Blueprint (Min Ref: SC 55/08). This seminar took place on 3 July 2008.
- 3.5 The Blueprint Member/Officer working group met on 26 June 2008 to review the information which had been gathered by each of the sub-groups, and to agree on emerging issues which would require further exploration. As previously agreed sub-groups were formed to look at quality education and transitions at three stages: Pre-School/Primary, Secondary/Further/Higher and for pupils with Additional Support Needs.
- 3.6 It became clear at the meeting that any Blueprint for Education in Shetland will require to be informed by current Scottish Government policy direction in education.

3.7 The specific issues here are:

- The increase in hours within the entitlement to pre-school education;
- *Skills for Scotland, a Lifelong Skills Strategy*;
- The content of the new Curriculum for Excellence for Scottish Schools as described in *Building the Curriculum 3*, published in June 2008;
- The current consultation on changes to the National Qualifications Framework in Scotland, which closed 31 October 2008, with outcomes expected in the first half of 2009.

3.8 At Services Committee in August 2008, a report was presented for approval which set out the key issues from the three sub-groups, Pre-School/Primary, Secondary/Further/Higher and Additional Support Needs.

3.9 At Services Committee on 9 October 2008, a report was presented for approval on the proposed methods of consultation with each stakeholder group and the format for the key issues. This formed the questionnaire which was widely distributed across Shetland.

3.10 At Services Committee on 12 February 2009, following analysis of the consultation outcomes, a report was presented for approval of principles for education in Shetland (Min Ref: SC 14/09).

3.11 The agreed Principles For Education in Shetland are:

- To ensure strategic planning, effective leadership and quality assurance to bring about improvement;
- To ensure effective partnership working;
- To ensure that all families have access to quality early education and childcare provision;
- To ensure all schools deliver Curriculum for Excellence, specifically, a broad curriculum, a breadth of experience, social interaction and learning experiences;
- To ensure all learners experience smooth transitions between stages of learning, supported by the highest possible professional standards;
- To ensure all learners in Shetland have equal opportunity throughout their educational experience to enable them to achieve their full potential;
- To ensure that these principles are delivered within the Council's Budget.

3.12 Action plan areas and a timetable were approved at Services Committee on 12 March 2009 (Min Ref: SC22/09).

3.13 The areas to be considered, from July to October 2009, were as follows:

- Pre-School / Primary Strategy
- Residential Accommodation – Learning
- Primary Staffing Review
- Secondary, S1 to S3

3.14 At Services Committee on 8 October 2009, Members approved (Min Ref: SC 94/09):

- the increase in pre-school provision to be met through the use of Early Years Workers
- the introduction of Early Stage Units in specific schools identified by the Schools Service as appropriate
- the Schools Service to continue to finalise proposals for the action plans according to the Blueprint timeline.

4. Current Position

4.1 Since 8 October 2009, the Blueprint Member/Officer Group has met on a number of occasions to discuss specific proposals for the future of the school estate in Shetland.

4.2 These discussions have focussed on options for the future of both primary education and secondary education in Shetland, based on the agreed Principles For Education in Shetland.

4.3 The Member/Officer Working Group believe that the current scheme of provision of schools cannot deliver the agreed Principles For Education in Shetland.

4.4 The Member/Officer Working Group consider that the next stage of the Blueprint work is to progress to consultation on options for the future of the school estate in Shetland.

4.5 At the request of the Member/Officer Working Group all Head Teachers who were potentially to be affected by the options were informed by the School Service. Following these discussions there was a request for a special meeting with all head teachers. This was held on 12 November 2009 to discuss the initial options suggested by the Member/Officer Working Groups.

4.6 On 13 November 2009 the Member/Officer Working Group held two identical seminars for Members to share their thinking on the future of the school estate. At these seminars there was a request from Members for more radical thinking and for options across Shetland to be considered.

4.7 Union representatives have also been informed of this report and of the proposed consultation which will allow all employees to contribute.

5. Proposals

- 5.1 In order to progress the future direction of the school estate in Shetland, the Member/Officer Working Group propose that the Schools Service undertake a consultation process to gather information on options for change across all schools in Shetland.
- 5.2 The proposed consultation process is outlined in the Blueprint for Education Consultation Plan (Appendix 1).
- 5.3 An outline of options put forward by the Schools Service to be discussed during the consultation, is set out in the Blueprint for Education Consultation Plan (Appendix 1A).

6. Financial Information

- 6.1 The cost of the proposed consultation process will be met from within existing resources of the School Service.

7. Policy and Delegated Authority

- 7.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions relating to matters within its remit for which the overall objectives have been approved by Council, in addition to appropriate budget provision.

8. Recommendation

It is recommend that Services Committee:

- 8.1 agree that the current scheme of provision of schools cannot deliver the agreed Principles For Education in Shetland as detailed in 3.11 of this report;
- 8.2 approve the proposed Blueprint for Education Consultation Plan to consider the future of the school estate across Shetland detailed in Appendix 1; and
- 8.3 authorise the Schools Service to begin the informal consultation process outlined at stage one of the Blueprint for Education Consultation Plan detailed in Appendix 1.

November 2009

Our Ref: HB/MM/me

Report No: ED-31-F



Blueprint for Education in Shetland

Consultation Plan

26th November, 2009



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Introduction

The Schools Service and Member/Officer Working Group is putting forward a consultation plan on proposals for the future of education in Shetland. This Consultation Plan details the consultation process to ensure that anyone affected by the proposals can easily identify how and when they will be consulted. It also sets out the timeline for informal consultation and clearly outlines the steps that would follow this if decisions are made to enter statutory consultation.

The Consultation Plan has been devised in accordance with:

- The Education (Scotland) Act 1980;
- The Education (Publication & Consultation Etc.) (Scotland) Regulations 1981 (as amended);
- The Scottish Government's School Closure Guidance 2007;
- The Schools (Consultation) (Scotland) Bill.

This consultation will seek to meet the objectives and principles of the Blueprint for Education four year plan agreed in 2007.

A useful extract from the Blueprint for Education is:

“The challenge for the authority is, therefore, to develop a modern “Blueprint” for the shape of the Service across Shetland for 10 years time. This model will consider the educational and financial viability levels for schools, their host communities as well as important associated issues such as transport requirements. It will consider links with pre-school services and lifelong, vocational, further and higher education and training”.

Shetland Islands Council asked that the key drivers for the Blueprint should be to provide the best quality educational opportunities and best quality learning environment for all. The consultation exercise of 2008 has ensured that views from across Shetland have been gathered. Taking all of this into account the broad educational mission is to develop principles based on equality, entitlement, access and quality of delivery to take forward education in Shetland over the next ten years within budget.

The Member/Officer Working Group believe that the current scheme of provision of schools cannot deliver the agreed principles for Education in Shetland.

The Principles for Education in Shetland, as agreed by Shetland Islands Council in 2009 are:

- To ensure strategic planning, effective leadership and quality assurance to bring about improvement;
- To ensure effective partnership working;

- To ensure that all families have access to quality early education and childcare provision;
- To ensure all schools deliver Curriculum for Excellence, specifically, a broad curriculum, a breadth of experience, social interaction and learning experiences;
- To ensure all learners experience smooth transitions between stages of learning, supported by the highest possible professional standards;
- To ensure all learners in Shetland have equal opportunity throughout their educational experience to enable them to achieve their full potential;
- To ensure that these principles are delivered within the Council's Budget.

Stage 1 – Informal Consultation

The first stage in the process is to carry out informal consultation. The purpose of this stage is to gather information to enable the Schools Service and Member/Officer Working Group to formulate formal proposals on the future of education in Shetland.

The Schools Service will ensure that the informal consultation is conducted in a genuine, open, clear and transparent way. Anyone affected by the options put forward will be given the opportunity to respond and be given access to relevant information.

What Is Being Consulted On?

The options for consultation are set out in detail in the document “Blueprint for Education Options”.

The Schools Service have **provisionally** categorised options for consultation into two categories, those that are viable and those that are not viable. Viable means an option that the Schools Service believe can be delivered. Not viable means an option that the Schools Service believe cannot be delivered. The status of an option may change following consideration of the consultation outcomes.

The categorisation of viable and not viable is based on:

- Curriculum for Excellence;
- Relevant Factors;
- Principles for Education in Shetland.

The options set out in this document are not exhaustive.

The Schools Service will ensure that the informal consultation is conducted in a genuine, open, clear and transparent way. Anyone affected by the options put forward will be given the opportunity to respond and be given access to relevant information. In particular, there will be the opportunity for anyone to:

- **Comment on the options;**
- **Comment on the categorisation of the options;**
- **Suggest other options;**
- **Raise any other relevant matter.**

Relevant Factors

When considering the options, there are a number of relevant factors that must be taken into account and these will form part of the consultation process. These relevant factors come from the Scottish Government School Closure Guidance 2007

- **The Educational Case**

The educational advantages and disadvantages must be fully explored for each option which is considered viable. The School Service and the Member/Officer Working Group will assess the likely effects of any future proposals on the whole school population, the pupils in the schools affected and pupils in other schools throughout Shetland. The effect on other users of the schools will also be assessed.

The School Service and the Member/Officer Working Group is committed to a service in Shetland that will ensure every child and young person is entitled to and should expect their education to provide them with:

- A curriculum which is coherent from 3 to 18;
- A broad general education, including well planned experiences and outcomes across all the curriculum areas from early years through to S3;
- A senior phase of education after S3 which provides opportunities to obtain qualifications as well as to continue to develop the four capacities (successful learners, confident individuals, effective contributors and responsible citizens);
- Opportunities to develop skills for learning, skills for life and skills for work (including career planning skills) which with a continuous focus on literacy, numeracy and health and wellbeing;
- Personal support to enable them to gain as much as possible from the opportunities which Curriculum for Excellence can provide;
- Support in moving into positive and sustainable destinations beyond school.

- **Travel Distances and Times**

This is a major factor when proposing any changes to school provision and must include consideration of the implications for pupils, staff and any other user of a schools facilities of any new pattern of home to school distances and travel times, the effect of lengthening the school day for some, issues of safety, the provision and availability of transport, impact on access to extra-curricular activities, any environmental impact and always taking account of the age of the pupils affected.

- **Future Pupil and Population Projections**

Shetland is experiencing declining school rolls and declining birth rates. We must be mindful of the need to fulfill statutory duties into the future, as well as now. We must plan ahead on the basis of the best available population, pupil and school roll projections to ensure we improve the quality of the delivery of school education. All relevant pupil and population data, existing and future projections will be made available during the consultation process.

- **Community Planning and Use**

Integrating the consideration of options for change with the wider community planning process is very important in Shetland. A full review of the current and potential use of the school buildings affected by any option which is considered viable will be completed and presented as part of the consultation process.

- **Rural Sustainability and Development**

We need to manage any change in the provision of rural schooling alongside with other council policies that relate to rural development and sustaining the viability of rural communities. This will be thoroughly examined and any representations will be taken seriously. The sustainability of the community, the availability of services and facilities in the affected areas will be taken into consideration and form an important part of the consultation process. Local circumstances and unique local factors will be included in this.

- **Financial Considerations**

We have a statutory duty to provide "efficient" as well as adequate school education for all our children and young people in Shetland and to secure best value. The financial advantages and disadvantages of any proposals, as compared with the status quo, are of major relevance as we strive to derive maximum benefit from the deployment

of finite resources. Financial information for all options will be made available as part of the consultation process including the cost effectiveness over the long-term. The financial implications, including transport costs for each any future proposal and any viable alternatives will be clearly set out for all stakeholders and the general public.

- **Other Alternatives**

Alternatives to any future proposals and consideration of viable alternatives will form part of the informal and any subsequent formal consultation. This will include alternative use of school buildings and alternative management systems and arrangements of schools. Some of these alternatives such as shared management arrangements have been established in Shetland and these will form part of the consultation.

- **Unique Local Factors**

For every option and viable alternative there is a recognition that in any specific school and community there will be factors and issues that are unique to that case.

Who Is To Be Consulted?

The consultation will be open to all relevant stakeholders and the School Service fully accepts that this process will be of interest to all residents on Shetland. The groups that will be specifically consulted are:

- Parents of pupils in affected schools;
- Pupils of any affected school;
- Staff (teaching and other) of any affected school;
- Parent Councils;
- Parents of children who may attend affected schools within two years of any proposal being published;
- Trade unions, Employee Joint Consultative Committee and Local Negotiating Committee for Teachers;
- Community Councils;
- Community Planning Partners;
- Shetland Community Planning Partnership;
- Any other relevant users of the school affected.

How Will They Be Consulted?

Meetings will be held with the groups listed below throughout the informal consultation period. Due to the extensive nature of the planned consultation and the pressure on time and resources this will place on the School Service some meetings may be combined or views and comments gathered in writing.

- Pupil meetings
- Staff meetings
- Parent Council meetings
- Parent meetings
- Community Council meetings
- Other Shetland Islands Council departments
- Community planning partners

Plus:

- Email submissions with deadlines
- Online comment web pages with deadlines
- Comments placed in writing to the School Service with deadlines
- Employee Joint Consultative Committee and Local Negotiating Committee for Teachers

Timescales

The informal consultation period will be from January 2010 until the end of March 2010.

Stage 2 – Consideration of Consultation Outcomes

Once the informal consultation has been completed (Stage 1) a summary of the information gathered will be made available to the consulted parties and the wider general public.

The information gathered will inform the work of the School Service and the Member/Officer Working Group as proposals are assessed with a view to creating formal proposals. The following process will be carried out for each proposal and all viable alternatives:

1. We will use the key principles, as outlined in the Introduction, the relevant factors and Curriculum for Excellence, as outlined in Stage 1, to analyse the options;
2. The Member/Officer Working Group and school service in discussion with Shetland Island Council departments, partners, etc will assess the options;
3. Viable options will become the formal proposals under Stage 3.

Timescales

The period of Consideration of Consultation Outcomes will be from April 2010 to June 2010.

Stage 3 – Formal Proposals

After consideration of the consultation outcomes (Stage 2), the Schools Service and the Member/Officer Working Group will submit a report to Shetland Islands Council Services Committee and full Council setting out formal proposals on the viable options for the future of education in Shetland. The report will also contain the results of the informal consultation (Stage 1) and details of how the consultation outcomes were considered (Stage 2). The report will be widely advertised, but in particular will be issued to all those who participated in the informal consultation stage.

Certain proposals are subject to statutory consultation process outlined and the Schools (Consultation) (Scotland) Bill. Therefore, before proceeding with such proposals, the Schools Service must comply with the requirements of the Bill.

Proposals which require statutory consultation under the Bill include a proposal to:-

1. Permanently discontinue a school.
2. Permanently discontinue all the nursery classes in a school.
3. Permanently discontinue a stage of education in a school. A stage of education means a yearly stage of primary education or secondary education, a nursery class in a school or a special class in a school which is not itself a special school.
4. Establish a new school.
5. Establish a new stage of education in a school.
6. Relocate (in whole or in part) a school or nursery class.
7. Vary any admission arrangements for a school.
8. Vary the arrangements for the transfer of pupils from a primary school to a secondary school.
9. Change the school commencement date of a primary school.
10. Vary arrangements for the constitution of a special class in a school other than a special school.

Numbers 1 to 3 are known as “closure proposals”.

The report must have special regard to three factors when considering and proceeding with a closure proposal for a rural school. Scottish Ministers will

define which schools are rural schools under the Bill. This classification has not happened yet, but is likely to affect many of the schools under consideration. The Schools Service and the Member/Officer Working Group is therefore treating all schools in Shetland as “rural schools” for the purpose of the consultation process.

(I) **Viable Alternatives**

A decision to proceed to consult on a proposal to close a rural school should not be taken until any viable alternative to closure has been considered.

(II) **Effect on Local Community**

Consideration must be given to the likely effect on the local community if the closure proposal were to go ahead. That effect must be assessed by particular reference to the sustainability of the community. Consideration must also be given to the implications for community access to or use of the school’s premises (which includes the grounds) and facilities after closure.

(III) **Transport & Travel Arrangements**

The likely changes to transport and travel arrangements if the closure proposal were to go ahead must be fully considered. Particular consideration must be given to the effect on pupils, staff and other users of the school that would be occasioned by the school’s closure, and any consequential environmental impact.

Timescale

The period for formal proposals will be June 2010.

Stage 4 – Statutory Consultation

The Schools (Consultation) (Scotland) Bill is due to come into force on 1st April 2010. Therefore, the Schools Service will have to comply with the terms of the Bill if any of the formal proposals agreed by Shetland Islands Council require statutory consultation.

This section provides a brief summary of the requirements of the Bill as currently drafted. It may be necessary to update this section once the Act is in force and to ensure compliance with any guidance issued by Scottish Ministers.

Initial Requirements

Before proceeding with any proposal that is subject to the provisions of the Bill, the Schools Service must:-

- (i) Prepare an Educational Benefits Statement;
- (ii) Prepare and publish a Proposal Paper;
- (iii) Give notice of the proposal to the relevant consultees;
- (iv) Hold a public meeting;
- (v) Involve HMIE.

Educational Benefits Statement

The Educational Benefits Statement sets out the Schools Service and the Member/Officer Working Group assessment of the likely effects of the proposal, if it were implemented, on the pupils and other users of the facilities at any affected school, children who would be likely to attend the school, and other pupils in Shetland. The Schools Service must also explain the benefits that it believes will accrue from the proposal and why, and any ways in which it would minimize or avoid any adverse consequences which it has identified.

There must be a separate educational benefits statement for each proposal.

Proposal Paper

The Schools Service and the Member/Officer Working Group is required to prepare and publish a proposal paper which must contain certain specified information:

- Details of the relevant proposal;
- A proposed date for implementation of the proposal;

- The educational benefits statement;
- A summary of the statutory consultation process to be undertaken;
- Supporting evidence and information as is appropriate in connection with the views, conclusions, arguments and proposals set out in the paper;
- If the proposal is to close a rural school, there must be an explanation as to how the Schools Service had special regard to the three factors associated with such proposals – viable alternatives, effect on local community and transport and travel arrangements.

Notice and Consultation Period

The Schools Service and the Member/Officer Working Group must give notice to the relevant consultees of the proposal that is being consulted on. The Bill sets out who must be consulted. This notice must contain certain specified information:

- A summary of the proposal;
- Information as to where to obtain a copy of the Proposal Paper;
- How to make written representations, and to whom, about the proposal;
- The date by which written representations must be received;
- The date, time and place of the public meeting.

The consultation period must be at least 6 weeks and must include at least 30 “school days”. The consultation period may fall within a single school term or straddle two terms. However, weekends, public holidays and other days on which the school is not open to pupils will not count towards the 30 days minimum.

Public Meeting

The Schools Service must hold a public meeting about the relevant proposal during the consultation period.

Involvement of Her Majesty’s Inspectorate of Education (HMIE)

The Schools Service and the Member/Officer Working Group must send to HMIE a copy of the proposal paper, a summary of the representations made at the public meeting, copies of relevant written representations received by the Schools Service and a copy of any related documentation.

HMIE must prepare a report on the educational aspects of the proposal, having particular regard to the educational benefits statement, the written representations and a summary of the oral representations forwarded by the authority.

HMIE must submit their report to the Schools Service and the Member/Officer Working Group within three weeks of receiving all the relevant information. That three week period cannot start until the consultation period has finished.

First Review Period

The Schools Service and the Member/Officer Working Group must review the proposals consulted on, having particular regard to the written and oral representations received and to HMIE's report.

Consultation Report

The Schools Service and the Member/Officer Working Group must prepare and publish a Consultation Report. The Consultation Report must contain certain specified information:-

- The number of and a summary of written representations received during the consultation period;
- A summary of the representations made during the course of the public meeting;
- A statement of the Schools Service response to those written and oral representations;
- A statement of the Schools Service response to the HMIE report;
- A copy of HMIE's report;
- A statement setting out how the authority has reviewed the proposal;
- If the proposal is to close a rural school, an explanation of how in reviewing the proposal, the Schools Service applied the three factors associated with such proposals – viable alternatives, effect on local community and transport and travel arrangements;
- Details of any inaccuracy alleged or found within the proposal paper;
- If the proposal is a closure proposal – the right to make representations to Scottish Ministers must be clearly detailed.

Second Review Period

The Schools Service and the Member/Officer Working Group may not proceed either to decide to implement the proposal or indeed to implement it, until a period of three weeks has elapsed since the day on which it published the Consultation Report.

Stage 5 – Final Proposal

After the statutory consultation process has been completed, the Schools Service will submit a final proposal to Shetland Islands Council Services Committee and onto full Council. This report will outline the final proposals for the future of education in Shetland.

The Schools Service and the Member/Officer Working Group must notify the Scottish Ministers if a decision is taken to implement a closure proposal within 6 working days and supply Ministers with a copy of the Proposal Paper and Consultation Report.

The Scottish Ministers then have 6 weeks to decide whether to call-in the decision to implement a closure proposal. In considering whether to do so, the Ministers will take account of any representations made to them within the first 3 weeks of that 6 week period.

If the Scottish Ministers issue a call-in notice, this has the effect of remitting the closure proposal to Ministers. The Schools Service may not proceed further with the implementation of the closure decision before the 6 week period has expired, unless Ministers have given notice before the end of the period that they will not call the decision in.

Once Scottish Ministers have called in the decision, they have 3 options. After due consideration and investigation they may refuse to consent to the proposal, or give their consent, either subject to condition or unconditionally.



Blueprint for Education in Shetland

Options

26th November, 2009



Blueprint for Education in Shetland Options

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Introduction

The Schools Service intend to carry out consultation in accordance with the Blueprint for Education Consultation Plan on proposals for the future of education in Shetland. The first stage in the process is to carry out informal consultation. The purpose of this stage is to gather information to enable the Schools Service and Member/Officer Working Group to formulate formal proposals.

This document sets out in detail options for informal consultation.

The Schools Service has **provisionally** categorised options for consultation into two categories, those that are viable and those that are not viable. Viable means an option that the Schools Service believe can be delivered. Not viable means an option that the Schools Service believe cannot be delivered. The status of an option may change following consideration of the consultation outcomes.

The options set out in this document are not exhaustive.

The Schools Service will ensure that the informal consultation is conducted in a genuine, open, clear and transparent way. Anyone affected by the options put forward will be given the opportunity to respond and be given access to relevant information. In particular, there will be the opportunity for anyone to:-

- Comment on the options;
- Comment on the categorisation of the options;
- Suggest other options;
- Raise any other relevant matter.

Viable/Not Viable

The categorisation of viable and not viable is based on:-

1. Curriculum for Excellence

Building the Curriculum 3 - A framework for learning and teaching

General Education - Every child and young person is entitled to expect their education to provide them with a framework. The detail is included in Stage 1 of the Consultation Plan (page 6).



The framework at the different stages of learning:

Level	Stage
Early	The pre-school years and P1 or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some The fourth level broadly equates to SCQF level 4
Senior phase	S4 – S6 and college or other means of study

2. Relevant Factors from the Scottish Government's School Closure Guidance 2007

The relevant factors are as follows and are included in detail in Stage 1 of the Consultation Plan:

- The Educational Case;
- Travel Distances and Times;
- Future Pupil and Population Projections;
- Community Planning and Use;
- Rural Sustainability and Development;
- Financial Considerations;
- Unique Local Factors.

3. Principles for Education in Shetland

The Principles for Education in Shetland as developed following the Blueprint consultation are referred to in Stage 1 of the Consultation Plan.

- To ensure strategic planning, effective leadership and quality assurance to bring about improvement;
- To ensure effective partnership working;
- To ensure that all families have access to quality early education and childcare provision;
- To ensure all schools deliver Curriculum for Excellence, specifically, a broad curriculum, a breadth of experience, social interaction and learning experiences;



- To ensure all learners experience smooth transitions between stages of learning, supported by the highest possible professional standards;
- To ensure all learners in Shetland have equal opportunity throughout their educational experience to enable them to achieve their full potential;
- To ensure that these principles are delivered within the Council's Budget.



North Isles - Unst

Secondary Education

Viable Options

Discontinue stages of education from S1 – S4 in Baltasound (with transfer to Yell or Lerwick at end of P7)

Not Viable Options

Discontinue a stage of education at S4 in Baltasound (with transfer to Lerwick at end of S3)

Maintain stages of education from S1 – S4 in Baltasound

Increase stages of education to S1 – S6 in Baltasound

Primary Education

Viable Options

Maintain stages of education at Baltasound
and discontinue stages of education at Uyeasound (with transfer to Baltasound)

Not Viable Options

Maintain stages of education at Uyeasound and Baltasound



North Isles - Yell

Secondary Education

Viable Options

Discontinue a stage of education at S4 in Yell (with transfer to Lerwick at end of S3)

Discontinue stages of education from S1 to S4 in Yell (with transfer to Lerwick or Brae at end of P7)

Not Viable Options

Maintain stages of education from S1 – S4 in Mid Yell

Increases stages of education to S1 - S6 in Yell

Primary Education

Viable Options

Maintain stages of education at Mid Yell
and discontinue stages of education at Burravoe and Cullivoe (with transfer to Mid Yell)

Maintain stages of education at Mid Yell and Burravoe
and discontinue stages of education at Cullivoe (with transfer to Mid Yell)

Maintain stages of education at Mid Yell and Cullivoe
and discontinue stages of education at Burravoe (with transfer to Mid Yell)

Not Viable Options

Maintain stages of education at Mid Yell, Burravoe and Cullivoe

Maintain stages of education at Burravoe and Cullivoe
and discontinue stage of education in Mid Yell



North Mainland

Secondary Education

Viable Options

Maintain stages of education from S1 – S6 in Brae

Not Viable Options

Discontinue stages of education from S1 – S6 in Brae (with transfer to Lerwick at end of P7)

Discontinue stages of education from S4 – S6 in Brae (with transfer to Lerwick at end of S3)

Primary Education

Viable Options

Maintain stages of education at Brae, Olnafirth, Mossbank and Lunnasting and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site

Maintain stages of education at Brae, Mossbank and Lunnasting and discontinue stages of education at Olnafirth (with transfer to Brae) and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site

Not Viable Options

Maintain stages of education at Urafirth, North Roe, Ollaberry, Brae, Mossbank, Olnafirth and Lunnasting

Maintain stages of education at Brae and Mossbank, and discontinue stages of education at Olnafirth and Lunnasting (with transfer to Brae and Mossbank) and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site



Maintain stages of education at Brae
and discontinue stages of education at Urafirth, North Roe, Ollaberry, Brae,
Mossbank, Olnafirth and Lunnasting (with transfer to Brae)

Maintain stages of education at Brae
and discontinue stages of education at Mossbank, Olnafirth and Lunnasting (with
transfer to Brae)
and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site

Maintain stages of education at Brae, Urafirth, North Roe and Ollaberry
and discontinue stages of education at Mossbank, Olnafirth and Lunnasting (with
transfer to Brae)

Maintain stages of education at Brae and Lunnasting,
and discontinue stages of education at Olnafirth and Mossbank (with transfer to
Brae)
and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site

Maintain stages of education at Brae and Olnafirth,
and discontinue stages of education at Lunnasting and Mossbank (with transfer to
Brae)
and amalgamate stages of education at Urafirth, North Roe and Ollaberry on one site



Whalsay

Secondary Education

Viable Options

Discontinue a stage of education at S4 in Whalsay (with transfer to Lerwick at end of S3)

Discontinue stages of education from S1 – S4 in Whalsay (with transfer to Lerwick at end of P7)

Not Viable Options

Maintain stages of education from S1 – S4 in Whalsay

Increase stages of education to S1 – S6 in Whalsay

Primary Education

Viable Options

Maintain stages of education at Whalsay



Skerries

Secondary Education

Viable Options

Discontinue stages of education from S1 – S4 in Skerries (with transfer to Lerwick at end of P7)

Not Viable Options

Discontinue a stage of education at S4 in Skerries (with transfer to Lerwick at end of S3)

Maintain stages of education from S1 – S4 in Skerries

Increase stages of education to S1 – S6 in Skerries

Primary Education

Viable Options

Maintain stages of education at Skerries



West Mainland

Secondary Education

Viable Options

Discontinue a stage of education at S4 in Aith (with transfer to Lerwick at end of S3)

Discontinue stages of education from S1 – S4 in Aith (with transfer to Lerwick at end of P7)

Not Viable Options

Maintain stages of education from S1 – S4 in Aith

Increase stages of education to S1 – S6 in Aith

Primary Education

Viable Options

Maintain stages of education at Aith and Happyhansel and discontinue stages of education at Sandness and Skeld (with transfer to Aith or Happyhansel)

Maintain stages of education at Aith and amalgamate stages of education at Happyhansel, Sandness and Skeld on one site

Not Viable Options

Maintain stages of education at Aith, Happyhansel and Skeld and discontinue stages of education at Sandness (with transfer to Aith or Happyhansel)

Maintain stages of education at Aith, Happyhansel, Sandness and Skeld

Maintain stages of education at Aith and Sandness and discontinue stages of education at Happyhansel and Skeld (with transfer to Aith)

Maintain stages of education at Aith and Skeld



and discontinue stages of education at Happyhansel and Sandness (with transfer to Aith)

Maintain stages of education at Aith
and discontinue stages of education at Happyhansel, Sandness and Skeld (with transfer to Aith)



Central Mainland

Secondary Education

Viable Options

Discontinue a stage of education at S4 in Scalloway (with transfer to Lerwick at end of S3)

Discontinue stages of education from S1 – S4 in Scalloway (with transfer to Lerwick at end of P7)

Not Viable Options

Maintain stages of education from S1 – S4 in Scalloway

Increase stages of education to S1 – S6 in Scalloway

Primary Education

Viable Options

Maintain stages of education at Scalloway, Whiteness, Hamnavoe, Tingwall and Nesting

Not Viable Options

Maintain stages of education at Scalloway, Whiteness Hamnavoe and Nesting and discontinue stages of education at Tingwall (with transfer to Scalloway)

Maintain stages of education at Scalloway, Whiteness Hamnavoe and Tingwall and discontinue stages of education at Nesting (with transfer to Tingwall)

Maintain stages of education at Scalloway, Whiteness and Hamnavoe and amalgamate stages of education at Nesting and Tingwall on one site

Maintain stages of education at Scalloway, Whiteness Tingwall and Nesting and discontinue stages of education at Hamnavoe (with transfer to Scalloway)

Maintain stages of education at Scalloway, Hamnavoe, Tingwall and Nesting and discontinue stages of education at Whiteness (with transfer to Scalloway)



Maintain stages of education at Scalloway, Whiteness and Hamnavoe
and discontinue stages of education at Nesting and Tingwall (with transfer to
Scalloway)

Maintain stages of education at Scalloway and Whiteness
and discontinue stages of education at Nesting, Tingwall and Hamnavoe (with
transfer to Scalloway)

Maintain stages of education at Scalloway
and discontinue stages of education at Whiteness, Nesting, Tingwall and Hamnavoe
(with transfer to Scalloway)



Lerwick and Bressay

Secondary Education

Viable Options

Maintain stages of education from S1 – S6 in Lerwick for all pupils except those in the North Mainland catchment area (Brae)

Maintain stages of education from S1 – S6 in Lerwick for all pupils coming in at the end of S3 except those in the North Mainland catchment area (who would attend Brae) and those in the Lerwick catchment area (who would come in at the beginning of S1)

Not Viable Options

Establish stages of education from S1 – S6 in Lerwick for all pupils across Shetland

Maintain stages of education from S1 – S6 in Lerwick for all pupils across Shetland coming in at the end of S3 except those in the Lerwick catchment area (who would come in at the beginning of S1)

Primary Education

Viable Options

Maintain stages of education at two primary schools in Lerwick and one primary school on Bressay

Maintain stages of education at two primary schools in Lerwick and discontinue stages of primary education on Bressay

Not Viable Options

Maintain stages of education at one primary school in Lerwick and one primary school on Bressay and discontinue stages of primary education from one of the Lerwick schools

Maintain stages of education at one primary school in Lerwick and discontinue stages of primary education from one of the Lerwick schools and on Bressay



South Mainland

Secondary Education

Viable Options

Discontinue a stage of education at S4 in Sandwick (with transfer to Lerwick at end of S3)

Discontinue stages of education from S1 – S4 in Sandwick (with transfer to Lerwick at end of P7)

Not Viable Options

Maintain stages of education from S1 – S4 in Sandwick

Increase stages of education to S1 – S6 in Sandwick

Primary Education

Viable Options

Maintain stages of education at Sandwick, Dunrossness and Cunningsburgh

Not Viable Options

Maintain stages of education at Sandwick
and discontinue stages of education at Dunrossness and Cunningsburgh (with transfer to Sandwick)

Maintain stages of education at Sandwick and Dunrossness
and discontinue stages of education at Cunningsburgh (with transfer to Sandwick)

Maintain stages of education at Sandwick and Cunningsburgh
and discontinue stages of education at Dunrossness (with transfer to Sandwick)



Secondary Education Options for Shetland

Viable Options

Two High Schools on two sites in Lerwick and Brae
and discontinue secondary education in Baltasound, Mid Yell, Whalsay, Skerries,
Aith, Scalloway and Sandwick.

Two High Schools on sites in Lerwick and Brae
and discontinue a stage of education at S4 in Mid Yell, Whalsay, Aith, Scalloway and
Sandwick
and discontinue secondary education in
Skerries (with transfer to Lerwick)
Baltasound (with transfer to Mid Yell)

Two High Schools on sites in Lerwick and Brae
and discontinue a stage of education at S4 in Mid Yell, Whalsay,
and discontinue secondary education in
Skerries (with transfer to Lerwick)
Baltasound (with transfer to Mid Yell)
Aith (with transfer to Lerwick)
Scalloway (with transfer to Lerwick)
Sandwick (with transfer to Lerwick)

Not Viable Options

Two High Schools on two sites in Lerwick and Brae
and maintain secondary education from S1- S4 in Baltasound, Mid Yell, Whalsay,
Skerries, Aith, Scalloway and Sandwick.

One High School on one site in Lerwick
and discontinue secondary education in Brae, Baltasound, Mid Yell, Whalsay,
Skerries, Aith, Scalloway and Sandwick.

One High School on one site in Lerwick
and discontinue stages of education at S4- S6 in Brae
and discontinue a stage of education at S4 in Baltasound, Mid Yell, Whalsay,
Skerries, Aith, Scalloway and Sandwick.



One High School on one site in Lerwick
and discontinue stages of education at S4- S6 in Brae
and discontinue a stage of education at S4 in Mid Yell, Whalsay, Aith, Scalloway and
Sandwick
and discontinue secondary education in
Skerries (with transfer to Lerwick)
Baltasound (with transfer to Mid Yell)

One High School on one site in Lerwick
and discontinue stages of education at S4- S6 in Brae
and discontinue a stage of education at S4 in Mid Yell, Whalsay,
and discontinue secondary education in
Skerries (with transfer to Lerwick)
Baltasound (with transfer to Mid Yell)
Aith (with transfer to Lerwick)
Scalloway (with transfer to Lerwick)
Sandwick (with transfer to Lerwick)

Nine High Schools on sites in Lerwick, Brae, Aith, Sandwick, Scalloway, Yell, Unst,
Skerries, Whalsay



Primary Education Options for Shetland

Viable Options

Maintain stages of education in the Remote Isles (Skerries, Fair Isle, Foula, Fetlar, Papa Stour) for all options

Not Viable Options

Maintain stages of education in all 32 establishments

Maintain stages of education at Sandwick, Lerwick, Scalloway, Aith, Brae, Whalsay, Yell, Unst and Bressay
and discontinue stages of education at Dunrossness, Cunningsburgh, Bells Brae, Hamnavoe, Whiteness, Tingwall, Nesting, Sandness, Skeld, Happyhansel, Lunnasting, Olnafirth, Mossbank, Urafirth, North Roe, Ollaberry, Burravoe, Cullivoe, Uyeasound

All other options as per individual areas



Shetland Islands Council

REPORT

To: Services Committee

26 November 2009

From: Executive Director – Education and Social Care

SITE FOR ERIC GRAY RESOURCE CENTRE

1 Introduction

- 1.1 This report asks Member to agree that the preferred site for the new Eric Gray Resource Centre, for the complex needs service, is the former hockey field at Seafield.
- 1.2 Further, it asks Members to agree in principle a grant (under normal procedures) of up to £100,000 by way of grant aid towards permanent equestrian facilities elsewhere, to acknowledge the displacement of equestrian events from the Seafield site.

2 Link to Council Priorities

- 2.1 This project is highlighted in the corporate plan as one of the named projects which this Council wished to progress.

3 Background

- 3.1 In February 2009, Members approved the conclusions of the feasibility study to progress the complex needs service offered through the Eric Gray Resource Centre, by building a new purpose built facility (Minute reference 01/09).
- 3.2 That Report described the reasons for why the complex needs service needs to be in Lerwick, such as access to hospital services.
- 3.3 At that time, the Seafield site was identified as being the one which best met the service needs. Issues which were considered included a flat site (for wheelchair users), potential for shared facilities from other nearby services and the views of service users and their families. At the time, the Chair of Services Committee asked for more work to be done on the Seafield site,

before the final decision on site was made. This report now addresses the outstanding issues.

- 3.4 A small working group was formed, with representatives from Community Care, the Capital Programme Service and Sport and Leisure Services. The group reconsidered the two potential sites – at Clickimin (north) and at Seafield. The issues which were considered include: -

- Costs
- Opportunities and constraints
- Existing use and potential for displacement
- Ownership and legal considerations
- Planning related matters
- Views of service users
- Service needs

- 3.5 The group was unanimous in their recommendation that the Seafield site remains the preferred site for the new build. Two key issues required to be resolved to progress with a new build at the Seafield site, namely: -

- Displacement of existing users; and
- Legal constraints

- 3.6 Since May 2009, the following groups have made use of the Seafield site where the planned new facility will be located: -

- The Equestrian Association of Shetland
- Shetland Riding Club
- The Lerwick Rugby Club
- Sound School
- The Local Football Clubs and Associations

- 3.7 The Equestrian Association of Shetland is the main regular user of the space, for events, training and shows. Representatives from the Sport and Leisure Service and the Capital Programme Service have consulted with the Equestrian Association of Shetland and the Shetland Equestrian Facilities Group over their current and future needs.

- 3.8 In the short term, the plans have been amended to move the location of the new build within the site. This allows for some shared parking and access arrangements to support the new Eric Gray Resource Centre. The remainder of the site can continue to be used by the Equestrian Association. This has resulted in savings of about £80,000 on the original proposals, through sharing facilities. Appendix 1 details the changes.

- 3.9 In the longer term, the Equestrian Association of Shetland and the Shetland Equestrian Facilities Group have plans to relocate to a permanent new site. This project has been supported by the Sport and Leisure Service team for a number of years and is included in their current Service Plan. In order to manage the displacement of the Equestrian Association from the Seafield site, I would propose to offer a grant (under normal procedures) of up to £100,000 towards their planned new facilities, which is an equivalent amount

to the maximum level of grant assistance available through the Grants to Voluntary Organisations – General Scheme.

- 3.10 The proposal would be administered in the normal way through the Capital Grants system, paid for by a budget virement of up to £100,000 from the Eric Gray Resource Centre budget head.
- 3.11 The remaining outstanding issue relates to the legal issues on the use of the site. In 1969, the Trustees of Lerwick Sports Association conveyed the property to Zetland County Council. The documents refer to a condition that, “adequate use be offered to sporting organisations within the burgh of Lerwick and County of Zetland” and that “in any adhoc body appointed for the administration and management of the playing fields there should be such representation from said sporting organisations as might be determined by the said Education Committee”. However, these conditions were not formally imposed by the title. There is therefore no “real burden” in the title enforceable against all future owners of the land. There may be an agreement enforceable by the trustees of Lerwick Sports Association against the Council, but the Association no longer exists. Legal Services therefore consider that the risks of the condition (e.g. sporting use) being enforceable are fairly small. However, given the value of any potential development and public opinion, which may come forward through the formal planning process, expert opinion has been sought.

4 Proposal

- 4.1 In order to progress the new Eric Gray Resource Centre for complex needs on the Seafield site, it is proposed that: -
- a) The former hockey field at Seafield is determined to be the preferred site for developing the detailed design and the planning application; and
 - b) Work continues to resolve any potential risks on change of use through external legal opinion; and
 - c) To acknowledge the displacement of users from the current site, a transfer of £100,000, by virement be agreed in principle to the Grants to Voluntary Organisations – General Scheme, should it be required, to facilitate transfers to alternative sites. Any grant application being subject to detailed proposals and costings being developed in line with the normal grant aid system; and
 - d) Agree the amended plans for the location of the new building within the site and for the shared parking and access arrangements, detailed at Appendix 1.

5 Financial Implications

- 5.1 Provision to progress the detailed design for this project was agreed recently with the approval of Year 1 of the General fund Capital Programme at £500,000 for 2010/11.
- 5.2 Savings from shared car parking and access arrangements is estimated to save about £80,000 on the overall costs of the project of £4.5M. The

additional cost of making a transfer to the Grants to Voluntary Organisations – General Scheme budget to be set at up to £100,000, should it be required. I am comfortable that the difference of £20,000 can be secured by savings on other aspects of the Eric Gray Resource Centre project. Overall, these proposals are less than the alternative location at north Clickimin.

- 5.3 A virement between the Eric Gray Resource Centre capital budget and the Grants to Voluntary Organisations – General Scheme will be required in future years, subject to the approval of Years 2 – 5 of the Capital Programme.

6 Policy and Delegated Authority

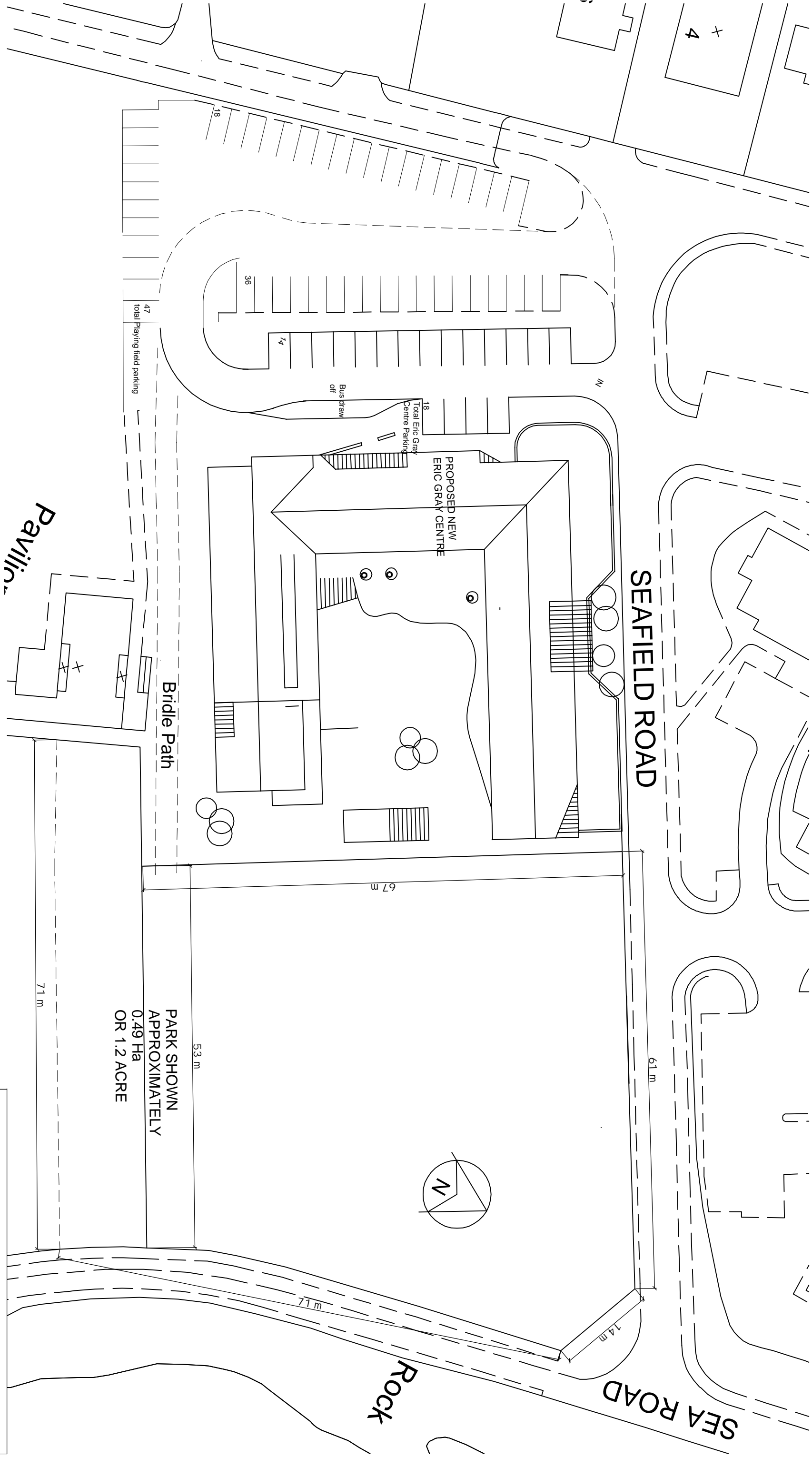
- 6.1 Decisions on the allocation of capital resources is the responsibility of the Council, supported by recommendations from the relevant Services Committee.

7 Recommendations

- 7.1 I recommend that Services Committee recommend to the Council to: -
- a) Confirm that former hockey field at Seafield is the preferred site for the new Eric Gray Resource Centre for complex needs, subject to any potential title conditions being satisfactorily resolved; and
 - b) Agree to proceed to detailed design and submission for planning permission; and
 - c) Agree the revised location and parking access arrangements, as set out in Appendix 1; and
 - d) Agree in principle to transfer up to £100,000 to the Grants to Organisations – General Scheme budget in recognition of the displacement of current users from the Seafield site, subject to approval of Years 2 – 5 of the Capital Programme.

Our Ref: HAS/sa

Report No: ESCD-102-F |



AMENDMENT: B DIMENSIONS AND AREA ADDED
C. ERIC GRAY MOVED UP SITE.

REDMAN + SUTHERLAND ARCHITECTS
Main Street :: Scalloway :: Shetland :: ZE1 0TR

Tel: 01595 880885 www.shetlandarchitecture.co.uk/redmansutherland.htm Fax: 01595 880135

NEW ERIC GRAY CENTRE
PROVISIONAL PARKING
LAYOUT

DRAWING SCALE(S)
1:500

Revision
295/SK/501
C



Shetland Islands Council

REPORT

To: Services Committee

26 November 2009

From: Executive Director – Education and Social Care

Services Provided by Disability Shetland: Proposed way Forward

1 Introduction

- 1.1 This report explores the services currently run by Disability Shetland in relation to children and their families and makes recommendations as to how these can continue or not.

2 Link to Council Priorities

- 2.1 This Report contributes to the Council's corporate priority to support and encourage children and young people to enjoy being young.

3 Background

- 3.1 Disability Shetland run a Children and Young People's Service, including the Saturday Club (for social and recreational activities) and provision of advice and information, such as the Helping Hands packs.
- 3.2 The service is provided by two part time and one seasonal worker member of staff, with the support of a number of volunteers. Young people with complex needs get one-to-one support.
- 3.3 Funding for the project is currently provided from sources outwith Shetland (predominantly from Children in Need). Children in Need have now notified Disability Shetland that the level of funding in the current year will reduce and that they will not be providing funding beyond the current year.
- 3.4 Shetland Islands Council has not previously provided financial support for this service, so currently has no information on service performance or costs. The service will be valuable to those using it, and their families, but it is not an identified priority in the Integrated Children and Young People's Services

Plan. There is reference in the Single Outcome Agreement, under the Social Welfare Outcome,

to, “ensure children with care or other needs get the best life chances”. The options available to the Council are:

(a) to note with regret the financial position of Disability Shetland and take no further action; or

(b) to enter into a dialogue with Disability Shetland to explore ways in which the service could continue to be provided:

either

i. within existing resources; or

ii. by identifying a source of funding from another service area within the Department, to enable the Council to provide financial support.

3.5 At Services Committee in May 2009, a report was considered on “Services Provided by Disability Shetland: A Way Forward”. Services Committee asked (Minute Reference 43/09) that:

“the Executive Director of Education and Social Care, or her nominee, to enter into a dialogue with Disability Shetland, through Shetland Council of Social Services, to explore ways in which the service could continue to be provided and report back with options to the next cycle of meetings.”

3.6 A team consisting the Head of Children’s Services, Executive Officer Voluntary Action Shetland (VAS), Support Worker VAS, Grants Co-ordinator Education and Social Care and a Management Accountant have analysed the services as set out in section 4 below.

3.7 The Children’s Services team, within the Education and Social Care Department, provides support to children and young people with assessed needs. They use a range of services, both “in-house” and by referral to service providers in the local voluntary sector, including Disability Shetland.

3.8 As mentioned, Disability Shetland run a Children and Young People’s Service, including the Saturday Club (for social and recreational activities), a database of children and families, direct support to the Special Needs Action Group (SNAG) and provision of advice and information, such as the Helping Hands advice packs to families and their carers.

3.9 Shetland’s Community Health and Care Commissioning Strategy approved in February 2009 (Min Ref SC04/09) states that, “Commissioned services must demonstrate:-

- value for money
- resilience
- customer satisfaction.

A decision to outsource health and care services will be based on the following criteria:-

- *Better* : outsourcing would achieve a better outcome for service users
- *Cheaper* : outsourcing would achieve cash releasing efficiency savings (CRES), or attract external funding for no loss of service functionality or quality
- *Something the statutory agencies cannot do* : for example independent advocacy services.”

3.10 It is my view that it would be appropriate to assess the proposal to continue the Children and Young People's Service from the same perspective.

3.11 The Council has also recently approved “The Shetland Compact”. The Compact is designed to improve the working relationships between public, voluntary and community sectors in Shetland. Although not a contractual document, it sets out a series of statements that describe best practice engagement between public, voluntary and community organisations. The Compact makes no presumption about the awarding of contracts to the voluntary and community sector, or about the continuation of existing funding.

4 Service Analysis

4.1 The Saturday Club provides two 2.5 hour sessions weekly during term-time, for two groups of children with different needs. These groups are supported by the Co-ordinator, a paid seasonal worker and a number of volunteers. The attendance at the Saturday Club is fairly consistent with around 16 children and young people attending each week.

4.2 Disability Shetland's current funding body has informed them that it will be reducing its level of funding from £54,000 to £21,000 in the current year. Following a review of costs and some success with external funding, the small deficit in the current year of £5,700 can be met from a contribution from the Education and Social Care Department.

4.3 The following paragraphs analyse the potential models to explore the service being able to continue beyond this financial year, should Disability Shetland be unsuccessful with their funding bids.

4.4 Children's Services currently provide two youth clubs for this group on Tuesday and Thursday nights, which are proving popular with the children and their families. It is possible for Children's Services to operate the Saturday Club within existing resources by reallocating work.

4.5 Analysis of costs by the Finance Service has shown that the Saturday Club can currently be delivered cheaper in-house, which could represent Best Value for the Council.

4.6 Voluntary Action Shetland have advised that they can maintain the Helping Hands Pack within existing resources, though they will continue to source external funding contributions.

- 4.7 Voluntary Action Shetland will review their support to the Special Needs Action Group (SNAG) and alternative options considered.
- 4.8 There are a number of other voluntary and statutory organisations who can offer information, advice and support to children and their families.
- 4.9 Voluntary Action Shetland strongly believe that all of the services should remain independent of the Council.
- 4.10 At the present time, the current funding shortfall to maintain the service is £25,330 per annum.

5 Options for Service Delivery

- 5.1 The team put together a number of Options for the continuation of the Saturday Club for Members to consider, as follows:

Option 1 – No Support from the Council

Option 2 – Service continue to be provided by Disability Shetland, Funded by Grant Aid from SIC

Option 3 – Service provided in-house and funded by SIC

- 5.2 Each option is assessed in turn below.

Option 1 – No Support from the Council

In the absence of full matched funding from external sources the estimated deficit is £25,330 per annum.

Pros:

This option would place no new financial burdens being placed on the Council, at a time of reducing budgets.

Cons:

The services to children and families would be lost, if external funding bids by Disability Shetland are unsuccessful (experience from funders to date suggest that it is unlikely that funding will be secured from sources external to Shetland).

Option 2 – Council fund shortfall.

In the absence of full matched funding from external sources the estimated deficit is £25,330 per annum, which could be met by grant aid to Disability Shetland through a new Service Level Agreement.

It should be noted that the view of VAS is that this is their favoured option.

Pros:

The service will be sustained with no changes or interruption.

Services could continue to be supported through the voluntary sector, where quality and cost are comparable with direct in-house services.

Support for volunteers and volunteering is well established in the Disability Shetland provision.

Cons:

This places a new funding burden on the Council, with no identified funding source or indication of where services could be reduced to meet the new costs. This proposal therefore adds a recurring financial cost to the Council's existing commitments.

Option 3 – The Council provides the service directly

The Saturday Club could be provided as an extension to the existing Youth Work Service and paid for directly by the Council, as an ongoing integrated service at no extra cost to the Council. The estimated cost of providing the service is about £17,000 per annum, for staffing costs.

Pros:

Expanding the service could be considered to be a natural extension to the two new youth club sessions, provided to this group of young people.

Cons:

There would be some changes for children and families in the way the Saturday Club is run, including changes to the staffing arrangements. Again, this is a new funding burden, albeit with cheaper direct costs.

5.3 The estimated costs of each of the options is set out below.

	Disability Shetland	Youth Services
	Estimate d Cost 2010/11 £	Estimate d Cost 2010/11 £
Staffing Costs	24,548	16,982
Equipment	280	
Volunteer Expenses	2,887	
Hire of Venues	1,020	
Travel & Training	672	
Admin Expenses	300	
Postage & Stationery	324	
Insurance	308	
Advertising & Publicity	700	
Accountancy Fees	865	
Bank Charges	24	
Miscellaneous	0	
Recruitment	356	
Subscriptions	46	
TOTAL		
EXPENDITURE	32,330	16,982

Income: Grant Aid	-7,000	0
Net Cost	25,330	16,982

- 5.4 The Council's proposal involves employing 6 youth workers and 8 Additional Support Needs assistants to run the club over a 40 week period. There is no requirement for a dedicated co-ordinator's role or for management and administrative overheads. These costs would be absorbed in the existing staff's time and duties by a re-allocation of work to prioritise this activity.
- 5.5 The Disability Shetland proposal, by necessity, is costed on the basis of full cost recovery, with an appropriate level of management and overheads to operate the service.

6 Proposal

- 6.1 The working group would wish to see the continuation of the Saturday Club and the Helping Hands pack.
- 6.2 Unfortunately, the database will not be maintained but good record keeping and appropriate sharing of data is a principle which all organisations have signed up to under the Getting it Right for Every Child project.
- 6.3 General advice, information and support can be met by a number of agencies including CAB, Advocacy Shetland and Social Care. In essence, providing good information and advice on all services is the job of all agencies, whenever they come into contact with service users and their families.
- 6.4 There remains the issue, however, that funding for the continuation of this service is not built into of the Council's current work plans. Savings of £16,982 will not necessarily be made on Youth Work provision in the future in order to accommodate the additional costs, as the service already has a programme which it is committed to delivering. There is no provision for grant aid, in the current budgets, to support a new Service Level Agreement for this service. Members therefore have a choice to:
- (a) comply with the Council's Budget Strategy of retaining activity within existing resources and indicate that it is not possible to fund this activity; or
 - (b) assess that the service is worth supporting and provide guidance as to whether or not that should be provided in-house (the most cost effective option) or continued through Disability Shetland (the established provider).
- 6.5 Given that cost is the main determining factor in the proposals put forward, Members may wish to award Disability Shetland an amount equivalent to what it would cost the Council to provide in-house.

7 Financial Implications

- 7.1 There is no provision in the current budget plans for Children's Services to meet the costs of the Saturday Club. Any financial contribution would therefore have to be met by way of a reduction or underspend on another service area. The Children's Services budgets are facing a period of growth, to meet increasingly complex child protection cases and for the extension of services at Laburnum, including outreach provision.
- 7.2 Other services within the Department are facing significant challenges in meeting the budget targets set by the Council's Budget Strategy. Guidance is therefore sought from Members, if they are minded to support this new activity, as to which Service Area savings are required to be met from to meet the new costs.

8 Policy and Delegated Authority

- 8.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget.

9 Recommendations

- 9.1 It is recommended that the Services Committee: -
- (a) Consider whether they are minded to support the continuation of the Saturday Club, for social and recreational facilities for young people with disabilities; and
 - (b) Consider the impact on the approved Budget Strategy and provide guidance as to where savings might be identified in order to meet the additional costs; and
 - (c) Note that the only differential on the assessment of the service to be provided is related to cost; and
 - (d) Therefore, subject to Members agreeing to build the cost of this service into the ongoing revenue budget, that the Council enter into a new Service Level Agreement with Disability Shetland to provide the Saturday Club service, but that the amount be limited to £17,000 per annum (the equivalent of what it would cost in-house) and;
 - (e) Approve a grant of up to £5,700 towards the cost of provision in the current year to Disability Shetland.

Our Ref: HAS/sa

Report No: ESCD-105-F

REPORT

To: Services Committee

26 November 2009

From: Head of Community Care

Report No SC-16-09-F Palliative and End of Life Care Strategy

1. Introduction

1.1 The aim of this report is to introduce a joint strategy for Palliative and End of Life Care for approval by The Shetland Islands Council Services Committee. The Shetland NHS Board approved the strategy on 20 October 2009.

1.2 A copy of the strategy is attached at Appendix 1.

2. Links to SIC Corporate Priorities

2.1 The Council is committed to providing high quality care services to the community.

2.2 The strategy will contribute to the Single Outcome Agreement indicator to increase the percentage of people aged of 65 and over with high levels of care needs to be cared for at home.

2.3 The Council is committed to ensuring that equal opportunities exist for all, no matter what their disability.

2.4 This strategy promotes work with partnership organisations and the voluntary sector.

3. Background

3.1 In August 2008 Audit Scotland published their review of Palliative Care Services in Scotland. Within the report NHS Boards were recommended to:

- Have an up to date strategy for specialist and generalist palliative care for people of all conditions; demographic groups; based on assessed need.
- Boards work with the voluntary sector to develop and agree referral protocols for specialist palliative care services.
- Boards implement service improvements such as the Gold Standards Framework; Liverpool Care Pathway; Do Not Attempt Resuscitation policies.

In October 2008 the Scottish Government published its action plan – Living and Dying Well. All NHS Boards were required to submit their own action plans.

A steering group was formed with representatives from NHS Shetland, the Council, voluntary sector and NHS Patient Focus Public Involvement (PFPI) Steering Group. A draft strategy was written following various activities and learning events (including open staff and public meetings) over a six week consultation period.

The final draft was written after the consultation period. Changes and additions were made as appropriate.

3.2 The strategy was written with certain underpinning principles. These are:

- Palliative care is not just about the care in the last months of a person's life, but about ensuring quality of life for both patients and families at each stage of a life threatening illness from diagnosis onwards
- Palliative care is available to all irrespective of diagnosis. The initial diagnosis of a life limiting condition, together with changes and critical events as the illness progresses, are recognised in all care settings as triggers for the introduction of a palliative care approach.
- Appropriate care is based on:
 - holistic assessment, with the patient and carer, of their physical, practical, functional, social, religious and spiritual needs;
 - planning, co-ordination and delivery of appropriate care based on need;

- sharing and communication across all care settings of the needs, plans identified and actions taken;
 - regular review of the care being provided; and
 - professionals working together as a team.
- Care is delivered as far as possible within the local community.

4. Proposals

- 4.1 It is proposed that the Services Committee approve the Palliative and End of Life Strategy.
- 4.2 The strategy is consistent with Scottish Government action plan, Living and Dying Well.
- 4.3 It takes into account the local context and commitment to partnership working with the voluntary sector and other agencies.

5. Financial Implications

- 5.1 There are no financial implications arising from this report. The strategy will be implemented within existing resources.

6. Policy & Delegated Authority

- 6.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to make decisions within approved policy and for which there is a budget.

7. Conclusions

- 7.1 The Palliative and End of Life Strategy will enhance the quality of life of those who have end of life care needs and their families.
- 7.2 The strategy ensures that staff from the Council, NHS and the voluntary sector have an agreed framework within which to provide services.

- 7.3 The strategy will formalise existing practice, give further guidance to staff, promote inter-agency collaboration and work with the voluntary sector.
- 7.4 The strategy takes into account best practice, relevant national guidance and is compliant with local policy.

8. **Recommendations**

- 8.1 I recommend that the Services Committee approve the Palliative and End of Life Care Strategy 2009 – 2011, attached at Appendix 1.

Ref: CF'MB'SC16'09
Date: 9 November 2009

Report No SC-16-09-F



DRAFT

PALLIATIVE AND
END OF LIFE CARE
STRATEGY

2009 - 2011

Version Control	Date
Final draft version	18th August 2009
Implementation Date	October 2009
Next Formal Review Date	October 2012

EQIA
Rapid Impact Assessment

Approval Record	Date
Senior Management Team	23 rd September 2009
Palliative Care Steering Group	30 th September 2009
Cancer and Palliative Care Task Force	16 th September 2009
Board	20 th October 2009

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1. Introduction

Palliative Care

The World Health Organisation (WHO) defined palliative care in 2004¹ as an approach that improves the quality of life of patients and their families facing the problems associated with any life-threatening illness and not just cancer, through the prevention and relief of suffering by means of early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial and spiritual.

Recent Palliative and End of Life Care national policy documents

In August 2008, Audit Scotland published a review of palliative care services in Scotland². Key findings that are relevant to NHS Shetland include recognition that people with a range of conditions need palliative care, but services remained primarily cancer-focussed; most palliative care is provided by generalist staff but increased skills, confidence and support are needed to improve palliative care; palliative care needs to be better joined up, particularly at night and weekends.

In October 2008, Living and Dying Well: A National Action Plan for Palliative and End of Life Care in Scotland³ was published. It provides a focus for all Health Boards for planning palliative and end of life care services and includes direction on assessment of people's palliative care needs; planning and delivery of care; communication and information sharing; and education and training and workforce development.

Current Service

The Macmillan Cancer and Palliative Care Nursing Team consists of the Clinical Nurse Specialist and Lead Cancer Nurse, the Oncology Nurse and the Palliative Care Nurse. The team provides nursing care for people with palliative needs and their families, irrespective of diagnosis, in the community and in hospital. The team also provides specialist advice and support to health and social care teams on pain and symptom management as well as end of life care issues. This is in recognition that generalist staff undertake the majority of palliative and end of life care.

The two Oncology Nurses provide a nurse-led chemotherapy service, which enables people to receive palliative chemotherapy in Shetland.

Carers Support

Voluntary sector support services work in partnership with the local authority and NHS community health and palliative care staff to offer social support through a wide range of local carer's groups. Such groups offer support to carers through organised social activities, planned events such as training for carers, alternative therapies aimed at relaxation and consultation sessions which allow the carers voice to be heard.

¹ WHO 2004 Twycross R (2003) Introducing Palliative Care (4th Edition). Radcliffe Medical Press, Oxford p.30

² Audit Scotland (2008) Review of Palliative care services in Scotland. http://www.audit-scotland.gov.uk/docs/health/2008/nr_080821_palliative_care.pdf

³ Living and Dying Well: A National Action Plan for Palliative and End of Life Care in Scotland. Edinburgh, October 2008

Previous palliative care strategy

The Board's previous strategy concentrated on developing palliative care for people with cancer in NHS Shetland. Through the development of this strategy the following principles have emerged as being significant to build on the previous work.

Principles underpinning this strategy:

- 1.1** Palliative care is not just about care in the last months, days and hours of an adult or child's life, but about ensuring quality of life for both patients and families at every stage of a life-threatening illness from diagnosis onwards.
- 1.2** Palliative care is available to all irrespective of diagnosis. The initial diagnosis of a life-limiting condition, together with changes and critical events as the illness progresses, are recognised in all care settings as triggers for the introduction of a palliative care approach.
- 1.3** Appropriate care is based on:
 - a. Holistic assessment, with the patient and carer, of their physical, practical, functional, social, emotional, religious and spiritual needs
 - b. Planning, co-ordination and delivery of appropriate care based on need
 - c. Sharing and communication across all care settings of the needs, plans identified and actions taken
 - d. Regularly reviewing of the care being provided
 - e. Professionals working together as a team
- 1.4** Care is delivered as far as possible within the local community

How the strategy was developed:

A Palliative Care Steering Group was formed with members from the NHS Shetland, Shetland Islands Council and a lay representative from NHS 100/ Patient Focus Public Involvement Steering Group/ Cancer and Palliative Care Taskforce. An open meeting gathered views from the public and two open staff meetings gathered views from members of staff included representatives from hospital and community nursing; GPs; Care Homes; Community Care staff; Scottish Ambulance service; community pharmacy; and the voluntary sector. In addition patient feedback on palliative care services was sought by the Macmillian Nursing Team.

The draft strategy was widely distributed for comments for a 6 week consultation period and the steering group took those into account when finalizing the strategy document.

2. Demographics

The population of Shetland is ageing. Figure 1 below shows how we predict that this will continue, with the number of 75+ expected to almost double by 2031. A population who live longer are increasingly likely to be living with a range of long-term and progressive conditions. Currently, on average 199 people in Shetland die a year⁴. The majority of people who die are over the age of 65 and 80% of these deaths are preceded by a period of illness or increasing frailty.

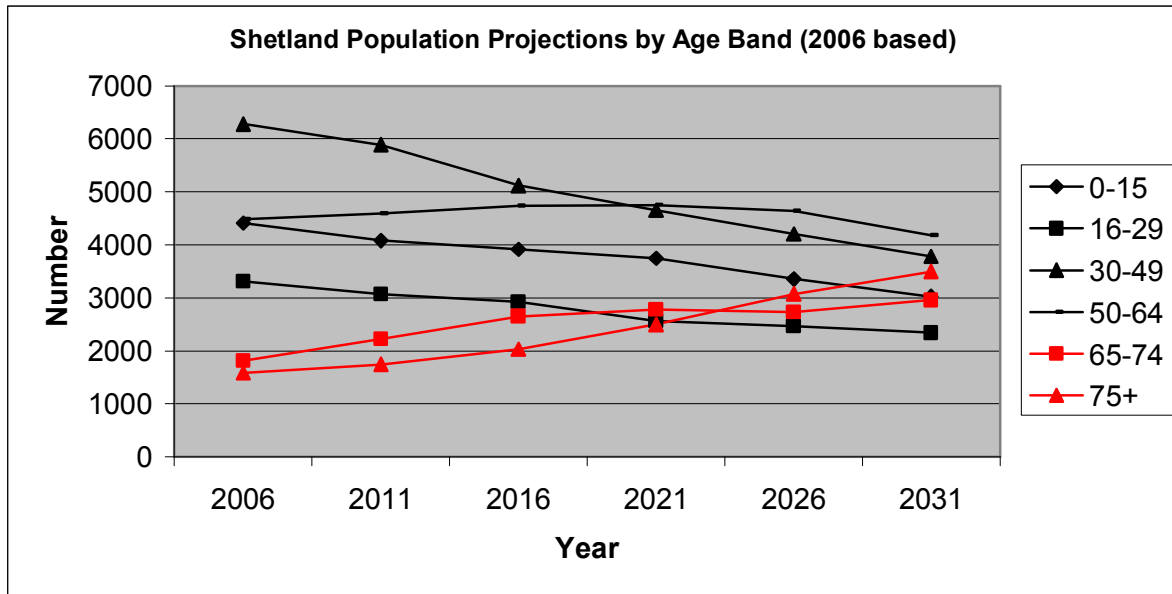


Figure 1: Predictions for an aging population in Shetland

The main causes of death in the UK – organ failure, cancer, dementia and/ or frailty are also fairly evenly distributed in Shetland (see figure 2 over), however, we know from our staff meetings and from our existing services that providing specialist support for people with palliative and end of life care needs tends to be focussed on people with cancer. This is partly because the awareness of palliative care needs has been developed historically for people who have cancer and also because the start of the final deterioration in cancer patients is usually more easily recognised. Advances in health care mean that understanding and knowledge gained from palliative care for cancer patients can be adapted for people living and dying with a range of other conditions.

⁴ Taken from death rates between 2006 and 2008, figures held by Shetland NHS Board

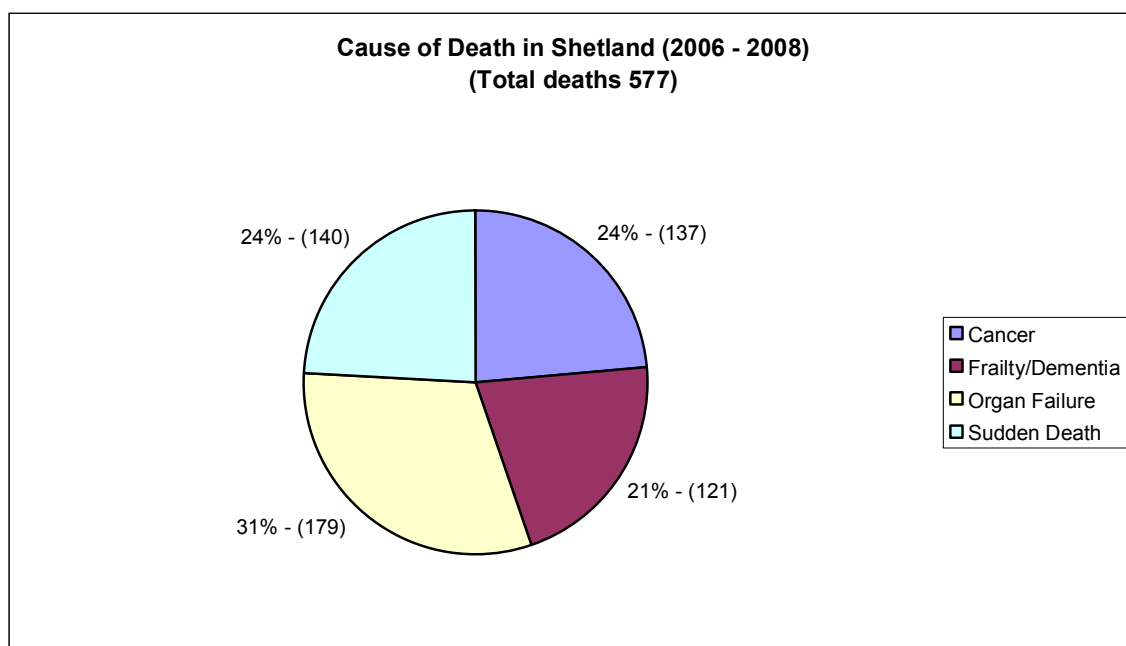


Figure 2: Causes of Death in Shetland (2006-2008)

From the feedback that we have received from families and carers we understand that more people want to die in their own home and we need to develop services to better support that. Although more people die in their own homes in Shetland than in the rest of the UK, over the last 3 years the place of death shows that up to 49% die at home or in care homes Figure 3 overleaf demonstrates this:

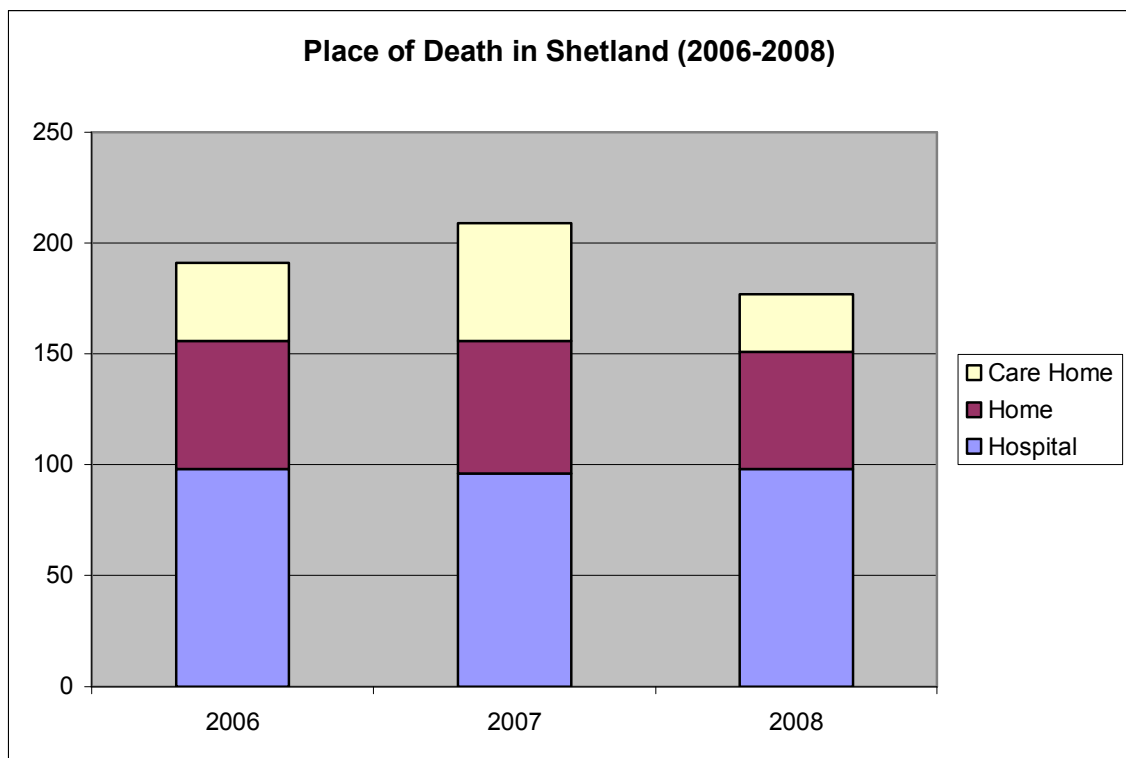


Figure 3: Place of Death in Shetland (2006-2008)

3. Communication

Background

Effective communication between professionals about adults and children with palliative and end of life care needs especially across organisational boundaries is a vital component of high quality palliative care services.

We know that in Shetland the transfer of information between care settings, including the Out of Hours (OOH) services and NHS 24 could be improved upon with a particular significance for those with palliative and end-of-life care needs.

Currently, a number of different information systems are used including, the Emergency Care Summary, Single Shared assessment, Hospital Medical Records, District Nursing Records, social care daily working records. In addition, specific information about palliative and end of life care needs are sometimes missed, for example somebody's preferred place of care or the resuscitation status. The development of an electronic palliative care summary (ePCS) is being developed and is based on the emergency care summary. The ePCS will, with patient and carer consent, allow automatic daily updates of information from GP records to a central store, from where they will be available to out of hours services. In the meantime, we need to better ensure the timely sharing of information particularly at times of admission and discharge and transfer between care settings.

The Gold Standards Framework (GSF) is a tool which has been developed to facilitate effective communication, co-ordination and continuity as well as emphasising the need for assessment and review of those people with palliative and end of life care needs. This includes the use of a palliative care register to enhance communication about patients between healthcare professionals.

In November 2008, the Scottish Government issued a circular (DES: PCA (M) (2008) which supported GP practices to identify appropriate patients for their palliative care register, and to ensure that these patients have care plans and a summary of their needs that is available in the out of hours period. This circular supports the implementation of the GSF.

Priority

- Participate in the national roll out of the '**electronic Palliative Care Summary**' (ePCS) [estimated winter 2009, but dependent on national development].
- Implement the **Gold Standards Framework** Shetland-wide ensuring that each GP practice has a Palliative Care Register

4. Co-ordination

Background

During the Public and Staff meetings we heard how difficult it was for patients to keep repeating key information and not to know which professional to go to for information and support.

Once a diagnosis of a life-threatening illness or a long term condition is made consideration needs to be given to nominating a co-ordinator (from within the multi-disciplinary team) to oversee all aspects of the adult or child's care, and act as a point of contact to ease communication paths and help provide a consistent approach.

The co-ordinator should be agreed with the person and/or relative/carer, the most appropriate person and might be either a Health or Social Care Professional.

The co-ordinator will ensure that a Single Shared Assessment (adults) or the Getting It Right For Every Child (GIRFEC) framework (children) is completed and is up to date so that the needs of the adult or child are assessed and all necessary support is in place, including access to appropriate and specialist equipment as necessary. Regular re-assessments should take place to ensure that ever-changing needs are met and support increased as necessary and should include the persons wishes regarding resuscitation.

Whilst responsibility for the person is paramount, the co-ordinator will also need to be aware of the needs of the family at this time. Carers assessments are available and should be completed if necessary and with the agreement of the family.

The co-ordinator should also ensure that they access professional support for themselves either through their line manager or through the Board's Chaplain.

Priority

- Formalise how the **co-ordinator role** is determined and what the role entails including elements of planning and co-ordination of care and ensuring timely and relevant information is communicated to all other professionals involved, particularly when a patient is transferred between care settings and between health boards.

5. Control of pain and other symptoms

Background

Studies have shown that around 70% of people with terminal illnesses towards the end of life experience significant pain as well as other distressing symptoms such as anorexia, constipation, anxiety, lethargy, breathlessness, sleeplessness.

Symptoms may be caused by a variety of mechanisms such as progression of disease; side effects of treatments; debility or unrelated causes and each symptom responds to different approaches. Patients may have several different symptoms at the same time, which may need different approaches and treatments concurrently. Each requires careful history taking, physical examination, and appropriate investigations, if these investigations will alter the treatment plan and the outcome for the adult or child.

Pain and other symptoms are affected by other factors e.g. if the patient and family have their needs met by a competent team of caring professionals attending to their physical, emotional, mental, and spiritual needs. Evidence suggests that if

people feel that they are not understood then their distress and potentially their symptoms are increased.

In Shetland we operate a generalist model for providing palliative and end of life care, and therefore we need to have easy access to specialists in Palliative Care for advice and help, as well as to other specialists who can undertake “palliative interventions” as necessary.

Priorities

- **Holistic care** needs to be provided by a multi-professional team where there is a wide range of generalist skills. The core community team of GP, District Nurse and Social Care Worker may need to include others e.g. therapists and spiritual advisors, in order to respond to the needs of adults and children at the end of life.
- Develop **spiritual care** through the Board’s soon to be appointed Chaplain so that professionals feel confident to support people’s spiritual needs towards the end of life
- Develop awareness of how to identify **loneliness and isolation** and work with others to develop different types of support for people who are lonely and isolated
- At any stage of the illness, the right medicines must be available when needed. Early on in a life-threatening illness, where the progression of the illness is fairly slow it is possible to supply the right medicines at the right time to meet the patient’s need, but towards the end of life, especially in the last days, when the pace of change is faster it is harder to have the medicines available as needed. This is particularly difficult “out of hours” and in a rural situation. For this purpose medicines that are likely to be needed may usefully be prescribed in advance and then stored at the patient’s home, for the patient to use as needed and directed, or to be there for the doctors and nurses to use as appropriate. These can be located in **just in case boxes** which can be left in an adult or child’s home at the appropriate time, with drugs prescribed by GPs and administered by healthcare professionals
- There needs to be easy **access to palliative care specialists** who can provide advice and specialist interventions, to support teams and services on Shetland. All professionals need to know how to contact specialist services.

6. Continuity of Care In and Out of Hours

Background

National standards for providing palliative care out of hours are due to be published in 2009. We know from patient and carer feedback as well as published research that the majority of patients want to be cared for in their own homes towards the end of life. However, we also understand that carers and families need help to achieve that aim otherwise people might be admitted to hospital particularly when their GP practice is closed because they can’t cope at home. We need to consider how people with life-limiting conditions can receive the care that they need over a 24-hour period.

We currently operate a Fast Track Palliative Care Procedure for people who need support quickly in order to be cared for at home in the last weeks of life. This procedure works well for patients with cancer. Through the Community Healthcare Partnership (CHP) we need to develop a procedure that allows more flexible access, particularly for people with a non-cancer diagnosis.

Tools such as Advanced or Anticipatory Care Planning promote greater choice, control and communication of people's preferences about their future care. They enable discussions to take place with people about particular choices such as their preferred place of care towards the end of life. A standard tool can be shared with out-of-hours services.

Priorities

- Develop different **Community Nursing models** that support people with life-limiting conditions in the **out of hours** period
- Understand how we could **work with the voluntary sector** to better support patients at home (e.g. Crossroads, Marie Curie Cancer Care)
- Introduce **Advanced or Anticipatory Care Planning** to facilitate discussions about place of death towards the end of life.

7. Continued Learning

Background

Addressing education and training is a high priority for professionals from health, social care and voluntary organisations in Shetland. Having the skills and confidence to deliver consistently high quality care across all care settings is paramount.

NHS Shetland recognises that generalist staff undertake the vast majority of palliative care in Shetland. This has been previously supported by a biannual three day multi- agency course run by the Macmillan GP facilitator. Following a training needs analysis the course was supplemented by master classes in pain control, grief in children and refresher days.

Living and Dying Well provides a renewed focus and framework to put in place sustainable education and training for the mainly generic, multi-agency workforce in Shetland.

An updated training needs analysis and competency assessment framework will identify specific training needs in relation to having the skills and confidence to undertake care of adults and children who are in their last year of life or at end of life.

A prioritised education plan will be developed that is flexible and sustainable and available to all staff across all care settings. Examples will include critical care reviews, learning round the bedside, master class workshops and refresher days.

NHS Shetland will work in partnership with NHS Education for Scotland (NES) in developing and delivering education for generalist staff in all care settings. An

Education Champion Role and train the trainer initiative including topics such as communication skills and advanced care planning are currently being developed.

Priorities

- Undertake a **training needs analysis** across agencies for staff and volunteers who care for people with palliative and end of life care needs
- Develop **sustainable and accessible training** that is supported by palliative care specialists and meets the needs of all professionals working in primary and secondary care.

8. Carer Support

Background

People who care for someone with a life-limiting or terminal illness have to deal with many issues such as a sudden diagnosis may mean they take on a caring role with little time to consider what it involves. The condition of the person they are caring for will change overtime, and this is sometimes difficult to predict.

A review of the research evidence shows that carers' needs include "practical, financial, technical nursing assistance, etc, but the psychological and information needs are the most pressing"⁵.

A formal carers' assessment process can be undertaken to find out the difficulties that carers may face and identify how palliative care, or other, services may help. This will not be easy for first time carers as they might not realise what help they need until they come up against a problem. However, an assessment process should acknowledge that carers often have their own coping mechanisms and some carers may only want information support, although it is also important to recognise that their needs may change at anytime.

Being given too much information at one time would overwhelm many carers, but there are materials designed so they can be photocopied and given out in small sections or used as a basis for information and learning sessions with a palliative care professional. Areas of care that carers might want to know about include:

- Caring at home
- Nursing information such as Bathing and Personal Care; Mobility; Anxiety; Breathlessness; Depression; Constipation; Incontinence
- Approaching death
- Maintaining family relationships and how to talk about death with children

Respite services are designed to support carers by offering them a break from their caring responsibilities. Services can be wide and varied depending on need and may be provided in someone's own home, in a residential location, at night or during the day.

⁵ Harding R, Higginson IJ. What is the best way to help caregivers in cancer and palliative care? A systematic literature review of interventions and their effectiveness. Palliative Medicine 2003; 17(1):63-74.14

Giving carers a break is extremely important in helping them to cope in their role as a carer. When a carer feels supported, this helps to keep patients in the comfort of their homes, where they really want to be, and out of hospital.

How someone responds to a death will be individual and personal and some people need the support of people other than their family or friends to help them come to terms with the death of a loved one. Bereavement services are available in Shetland through Shetland Bereavement Support Service.

Members of the public told us how important it was to have information about available services for patients and carers, including financial information, such as Direct Payments Support run by the Citizens Advice Bureau. This service is appropriate for people who qualify for community care services as it gives them greater control over all aspects of their care. We do not currently have one source of information that brings together services, equipment and resources.

Priorities

- Develop a **carer's assessment tool** so that the needs of people who care for someone towards the end of life can be identified
- Understand the **support needs of carers** caring for people with life-limiting or life threatening conditions in Shetland and work in partnership with the voluntary sector to support carers to care for people at home
- Work with partners to further develop **respite services** in local communities
- Continue to assess **carers bereavement support needs**
- Develop **information** for carers, patients and staff about available services, equipment and resources

9. Care of the Dying Phase

Background

As a person's life limiting condition progresses, the pace of change increases towards the end. Difficulty is sometimes experienced in recognising where we are in the patient's journey so that professionals can give appropriate care at that time.

The needs of the dying patient and his or her family are on many levels – physical, mental, social, emotional, and spiritual – and a multi disciplinary team best meets these.

Because of the complexity and the speed of what is happening at the end of a patients life, it is helpful to have an 'end of life' pathway – such as the "Liverpool Care Pathway" - which gives direction to staff about the needs of the patient and family at different stages in the last days, and how these may best be met by the team.

When the patient is nearing the end of life, there will be changes that mean that particular equipment and adaptations will be helpful – and at the same time, because the pace of change is quickening, there is less time to provide this

equipment or make these adaptations. Equipment needs to be accessible and deliverable in a timely fashion with all professionals knowing how to access it.

In addition, policies such as 'Do Not Actively Resuscitate (DNAR) Policy' need to be developed and implemented to support the process of making resuscitation decisions.

Priorities

- Implement a localised **Integrated Care Pathway for the dying** based on the 'The Liverpool Care Pathway' for the Dying Patient' (LCP) which facilitates regular re-assessments towards the end of life
- Ensure that all professionals know how to access **equipment** for adults and children at the end of life and arrange for its delivery
- Develop the skills of professionals to recognise when a patient might be nearing the end of life
- Develop and implement a **DNAR Policy** to support the process of making resuscitation decisions.

NHS SHETLAND
PALLIATIVE AND END OF LIFE CARE STRATEGY – ACTION PLAN

Section	Action	Person Responsible	Date
Communication	Participate in the national roll out of the ' electronic Palliative Care Summary ' (ePCS).	Information Services & Primary Care Manager	October 2010
	Implement the Gold Standards Framework Shetland-wide ensuring that each GP practice has a Palliative Care Register	Palliative Care Nurse and Primary Care Manager	September 2010
Co-ordination	Formalise how the co-ordinator role is determined and what the role entails including elements of planning and co-ordination of care and ensuring timely and relevant information is communicated to all other professional involved, particularly when a patient is transferred between care settings and between health boards.	ADN (C) & Palliative Care Nurse	January 2010
Control of Pain and Other Symptoms	Holistic care needs to be provided by a multi-professional team where there is a wide range of generalist skills. The core community team of GP, District Nurse and Social Care Worker may need to include others e.g. therapists and spiritual advisors, in order to respond to the needs of adults and children at the end of life.	Lead Cancer Nurse	July 2010
	Develop spiritual care through the Board's soon to be appointed Chaplain so that professionals feel confident to support people's spiritual needs towards the end of life	Palliative Care Nurse & Chaplain	January 2010
	Develop awareness of how to identify loneliness and isolation and work with others to develop different types of support for people who are lonely and isolated through the Shifting the Balance of Care Project	Nurse Director & ADN (C)	July 2010
	Implement just in case boxes which can be left in an adult or child's home at the appropriate time, with drugs prescribed by the GPs and	Primary Care Pharmacist	January 2010

Section	Action	Person Responsible	Date
	administered by members of the multi-professional team. There needs to be easy access to palliative care specialists who can provide advice and specialist interventions, to support teams and services on Shetland. All professionals need to know how to contact specialist services.	Nurse Director and Director of Clinical Services	April 2010
Continuity of Care in and out of hours	Develop different Community Nursing models that support people with life-limiting conditions in the out of hours period Understand how we could work with the voluntary sector to better support patients at home (e.g. Crossroads, Marie Curie Cancer Care) Introduce Advanced or Anticipatory Care Planning to facilitate discussions about place of death towards the end of life	ADN (C) Nurse Director & Lead Cancer Nurse ADN (C) Head of Community Care	October 2011 April 2010 Autumn 2009
Continued Learning	Undertake a training needs analysis across agencies for all staff who care for people with palliative and end of life care needs Develop sustainable and accessible training that is supported by palliative care specialists and meets the needs of all professionals working in primary and secondary care.	Lead Cancer Nurse Lead Cancer Nurse	September 2009 October 2010
Carer Support	Develop a carer's assessment tool so that the needs of people who care for someone towards the end of life can be identified Understand the support needs of carers caring for people with life-limiting or life threatening conditions in Shetland and work in partnership with the voluntary sector to support carers to care for people at home Work with partners and in particular the local authority to develop respite services in local communities	Palliative Care Nurse Palliative Care Nurse Nurse Director & Head of Community Care	Winter 2010 Summer 2010 Summer 2010

Section	Action	Person Responsible	Date
	Continue to assess carers bereavement support needs Develop information for carers, patients and staff about available services, equipment and resources	Palliative Care Nurse Palliative Care Nurse	October 2009 & ongoing October 2010
Care of the Dying Phase	Implement a localised Integrated Care Pathway for the dying based on the 'The Liverpool Care Pathway' for the Dying Patient' (LCP) Ensure that all professionals know how to access and have delivered equipment for adults and children at the end of life Develop the skills of professionals to recognise when a patient might be nearing the end of life Develop and implement a DNAR Policy to support the process of making resuscitation decisions.	Lead Cancer Nurse Palliative Care Nurse/ AHP's/ Community Staff Lead Cancer Nurse Resuscitation Committee	October 2011 March 2011 October 2011 October 2011



REPORT

To:

**Services Committee
NHS Shetland Board
CHCP Committee**

**26 November 2009
8 December 2009
28 January 2009**

From: Chief Social Work Officer

**Report No: SC-17-09-F
National Eligibility Criteria and Waiting Times for the Personal & Nursing
Care of Older People**

1. Introduction

- 1.1 This report seeks to advise members of Shetland Islands Council and Shetland NHS Board of the implications of Scottish Government guidance on the above subject which is due to be effective from 1st December 2009.
- 1.2 The report seeks approval for the revision of the eligibility criteria used locally in line with the national Eligibility Criteria for Personal and Nursing Care.
- 1.3 The report seeks approval of the proposed maximum waiting times for the delivery of services.
- 1.4 The report seeks approval for the application of the Eligibility Criteria to all adults.
- 1.5 A copy of the Scottish Government Guidance on the National Eligibility Criteria for the Personal and Nursing Care of Older People has been circulated separately to all members of Shetland Islands Council and Shetland NHS Board.

2. Links to Corporate Policy

- 2.1 Shetland Islands Council and Shetland NHS Board are committed to:
 - Decreasing Social Inequalities
 - Partnership working with parents, carers, the public, staff and other stakeholders

3. Background

- 3.1 The need for a National Eligibility framework was originally identified in 2008 in reports on Free Personal Care by Audit Scotland and subsequently by Lord Sutherland's Independent Review of Free Personal and Nursing Care in Scotland.
- 3.2 Lord Sutherland was clear that levels used by Councils to managed finite resources – such as Waiting Lists and Eligibility Criteria “should be transparent and should not inappropriately restrict legitimate access to care”.¹
- 3.3 Lord Sutherland recommended a move to more consistent and transparent processes through the following:
- A clear entitlement for those assessed as needing personal and nursing care, analogous with the NHS.
 - A standard Eligibility Framework
 - Common assessment processes, and;
 - Clearly stated target waiting times.
- 3.4 The Scottish Government, in collaboration with COSLA issued a draft guidance document on 26th May 2009 for consultation.
- 3.5 Following the consultation period, guidance was issued on 28th September 2009.
- 3.6 The Guidance is to be implemented from 1st December 2009 and in preparation for this Local Authorities have been requested to undertake the following:
- Identify changes needed to local Eligibility Criteria to reflect the national guidance
 - Report to Council/seek Elected Member agreement to changes to criteria
 - Prepare communications for the public, service users and carers, staff and service providers
 - Identify changes to processes and procedures, and;
 - Plan staff training
- Chief Social Work Officers must confirm to the Scottish Government by 1st December 2009 that their local arrangements for access to Social Care Services and timescales for access to personal and nursing care services are consistent with the finalised document.
- 3.7 The Guidance and Eligibility Framework are designed to sit alongside other current relevant strands of work including Shifting the Balance of Care (from hospital and residential care to community based care); Reablement; Managing Long Term Conditions; Personalisation and the Telecare Agenda.

¹ Independent Review of Free Personal and Nursing Care in Scotland – Report by Lord Sutherland – April 2008

- 3.8 The Guidance notes that Personalisation, including a strategic shift towards early intervention and prevention will be the corner stone of public services in the future. It recognises the importance of moving away from solely addressing illness or crisis interventions, services should be provided to promote and prolong wellbeing (wellbeing as defined by the WHO).
- 3.9 The framework for Eligibility Criteria recognises the importance of the SSA as key to ensuring consistency in determining an individuals needs.
- 3.10 Under Section 12A of the Social Work (Scotland) Act 1968, the Local Authority has a duty to assess any adult who appears to need community care services.
- 3.11 The Act clearly describes assessment as a 2 staged process. First there is the assessment of needs and then having regard to the results of that assessment, the Local Authority should decide whether the needs of that individuals care for the provision of services. The operation of the eligibility framework applies to this second stage of the assessment process.
- 3.12 The Eligibility Framework considers both the severity of risk and the urgency for intervention to address the risks. A copy of the Framework can be seen in Appendix 1.

It is based on Intensity of Risk:

- Critical Risk
- Substantial Risk
- Moderate Risk
- Low Risk

Within each definition are prescribed timescales within which services are likely to be required.

- Immediate
- Imminent
- Foreseeable Future
- Longer Term

Four risk categories relating to the individual have been identified:

- Risks relating to neglect or physical or mental health
- Risks relating to personal care/domestic routines/home environment
- Risks relating to participation in the community
- Risks relating to carers

- 3.13 Thus, by recognising urgency and risk as factors in determining access to Community Care services, this allows the Local Authority to focus resources, first, on supporting those individuals who are in most urgent need.

- 3.14 However, the guidance is clear that these should be clear arrangements for reviewing those individuals who are not assessed as being at critical or substantial risk.
- 3.15 It is suggested that a strong preventative approach to help avoid rising levels of need should be adopted and that consideration should be given as to whether the provision of services, equipment or other interventions might reduce the risk of an individual's needs becoming more intensive and require a higher level of services in the future.
- 3.16 In Shetland the current framework for eligibility for community care services is based on Priority Levels. These range from 1 to 3 and are based on tasks which are required to be undertaken in order to keep an individual safe and/or prevent admission to residential care or hospital. The Priority Levels apply to all adults not just older people. These were approved by Shetland Islands Council in December 1994 Min Ref SIC1/95 and can be viewed in Appendix 2.
- 3.17 The guidance also identifies a maximum standard waiting time for (those) older people addressed as being at critical or substantial risk.
- 3.18 This is stated as a maximum of 42 calendar days from the confirmation of the individuals needs to the delivery of services.
- 3.19 Chief Social Work Officers are asked to ensure that local arrangements aim to deliver agreed personal and nursing care services for all (those) older people within the critical or substantial bands.
- 3.20 Alongside National Eligibility Framework sits a National Monitoring Requirement. From 1st December 2009, Local Authorities will be asked to provide information on:
- The numbers of individuals identified within the eligibility criteria
 - The timescales from initial referral to the confirmation of need
 - The timescales from the confirmation of need to the initial delivery of services
- 3.21 The Draft Guidance which was issued in May 2009, applied the Eligibility Criteria to all adult social care groups who may require Community Care Services. However, in the final Guidance of September 2009 it was decided that it should be applicable to older people only. (This was to reflect the original political agreement on Lord Sutherland's recommendation on Free Personal and Nursing Care).

The guidance, however, is written in such a way as to make it applicable to all adults.

Appendix 3 demonstrates how the intensity of risk and access to care services is determined using the standard eligibility criteria.

- 3.22 The Scottish Government, COSLA and ADSW will prepare "pen pictures" for each criterion to assist councils and their partners in

interpreting the necessarily broad descriptions for each of the criteria. These have not yet been published, Appendix 4, however, based on the English version, will give a “flavour” of the range of situations to which the criteria may apply.

4. Proposals

- 4.1 The current local Eligibility Framework needs to be revisited in line with the recent Scottish Government and COSLA Guidance.
- 4.2 That the revisited criteria be implemented from 1st December 2009.
- 4.3 That the Framework be applied to all adults, not just older people.
- 4.4 That the Framework is linked to the work currently happening in relation to Single Shared Assessment.
- 4.5 A Training programme for staff across agencies is implemented to reflect changes. For those frontline staff, familiarisation training will take place as near to the implementation date as can be arranged.
- 4.6 Consultation is to take place through NHS 100 and Carers Groups, using the leaflet attached in Appendix 5.

A more detailed leaflet will be available for distribution, following the receipt of the pen pictures from the Scottish Government.

- 4.7 All service users who currently receive services under the current criteria will have eligibility criteria framework explained as part of their formal review.

5 Financial Implications

- 5.1 There are no financial implications arising directly from this report, however, it should be noted that the allocation of Council resources to this area is increasing year on year. Existing budgets include provision for a comprehensive training programme for Shetland’s single Shared Assessment and Care Management processes and this will be updated to cover the changes in eligibility criteria.
- 5.2 The provision of community care services is needs led and resource bound i.e. current practice is that needs are met within the resources allocated by the Council through the budget setting process. The change to the eligibility criteria definitions will not require any additional resource allocation.

6 Policy and Delegated Authority – SIC ²

- 6.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to make decisions on the matters with approved policy and for which there is a budget.

Approval of the new eligibility criteria constitutes a new policy and therefore requires a decision of the council.

7. Conclusions

- 7.1 The adoption of the National Framework for Eligibility Criteria in Shetland would ensure clarity around levels of risk. This would enable staff and members of the public to be clear about provision of services.
- 7.2 The recommendations associated with lower levels of risk and the emphasis on prevention and early interventions represents a welcome return to fundamental Social Work Principles.
- 7.3 The suggestion that the guidance should be considered within the overall context of improving and sustaining the wellbeing of older people ensures a move away from a task based service to a more holistic approach to the individual.
- 7.4 The adoption of the National Eligibility Criteria will not fundamentally alter how personal care services are currently delivered. "Critical and Substantial" would appear to equate to Priority Levels 1 and 2. There will be a greater emphasis on the management of lower level need and the provision of preventative services.

8. Recommendations

- 8.1 I recommend that Shetland NHS Board and the Council, supported by a recommendation from Services Committee:
- 8.1.1 Approve proposals set out in this report to replace the existing criteria set out in Appendix 2 with the National Framework for Eligibility Criteria included at Appendix 1.
- 8.1.2 Agree that the new Eligibility Criteria apply to all adult social care groups.
- 8.1.3 Approve the national waiting times for service delivery as a maximum timescale.

Date: 17 November 2009
Ref: AW'SC17-09

Report No: SC-17-09-F

² 2 For Shetland Islands Council only

ELIGIBILITY CRITERIA – A NATIONAL FRAMEWORK

The framework set out below is based on eligibility frameworks already operated by a majority of councils in Scotland for social care services. The operation of the national framework should continue to be based on an assessment, through the Single Shared Assessment process, of the needs of service users and risks to each individual's independent living and well-being. The framework considers both (a) the severity of the risks and (b) the urgency for intervention to respond to the risks. As part of the process for assessment and considering whether an individual's needs call for the provision of services, it is for relevant social work staff to consider how each individual's needs match against eligibility criteria in terms of severity of risk and urgency for intervention. The eligibility framework prioritises risks into 4 bands: critical, substantial, moderate and low:

Intensity of Risk

Critical Risk: Indicates that there are major risks to an individual's independent living or health and well-being likely to call for the immediate* or imminent* provision of social care services (high priority).

Substantial Risk: Indicates that there are significant risks to an individual's independence or health and wellbeing likely to call for the immediate or imminent provision of social care services (high priority).

Moderate Risk: Indicates that there are some risks to an individual's independence or health and wellbeing. These may call for the provision of some social care services managed and prioritised on an ongoing basis or they may simply be manageable over the foreseeable future* without service provision, with appropriate arrangements for review.

Low Risk: Indicates that there may be some quality of life issues, but low risk to an individual's independence or health and wellbeing with very limited, if any, requirement for the provision of social care services. There may be some need for alternative support or advice and appropriate arrangements for review over the foreseeable future or longer term*.

In these definitions, the timescale descriptions (marked*) are used to indicate that services are likely to be required as follows:

- **Immediate** – required now or within approximately 1-2 weeks;
- **Imminent** – required within 6 weeks;
- **Foreseeable future** – required within next 6 months;
- **Longer term** – required within next 12 months or subsequently.

Definition of Risk Factors

The following table provides definitions of risk factors for each of the bands in the national eligibility framework. These are based on definitions already operated by some Scottish councils. Inevitably, these are broad descriptions and call on the judgement of those applying the eligibility criteria in each case.

Table 1: Definitions of Risk/Priority

Risks relating to neglect or physical or mental health			
CRITICAL	SUBSTANTIAL	MODERATE	LOW
(High)		(Medium/Preventative)	(Low/Preventative)
Major health problems which cause life threatening harm or danger to client or others.	Significant health problems which cause significant risks of harm or danger to client or others.	Some health problems indicating some risk to independence and/or intermittent distress, potential to maintain health with minimum interventions.	Few health problems indicating low risk to independence, potential to maintain health with minimum interventions.
Serious abuse or neglect has occurred or is strongly suspected and client needs protective intervention by social care services (includes financial abuse and discrimination)	Abuse or neglect has occurred or is strongly suspected (includes financial abuse and discrimination).	Vulnerable person need to raise their awareness to potential risks of abuse.	Preventive measures including reminders to minimise potential risk of abuse.

Risks relating to personal care/domestic routines/home environment			
CRITICAL	SUBSTANTIAL	MODERATE	LOW
(High)		(Medium/Preventative)	(Low/Preventative)
Unable to do vital or most aspects of personal care causing a major harm or danger to client or others or major risks to independence.	Unable to do many aspects of personal care causing significant risk of danger or harm to client or others or there are significant risks to independence.	Unable to do some aspects of personal care indicating some risk to independence.	Difficulty with one or two aspects of personal care, domestic routines and/or home environment indicating little risk to independence.
Unable to manage the most vital or most aspects of domestic routines causing major harm or danger to client or others or major risks to independence.	Unable to manage many aspects of domestic routines causing significant risk of harm or danger to client or others or significant risk to independence.	Able to manage some aspects of domestic activities indicating some risk to independence.	Able to manage most aspects of basic domestic activities.
Extensive/ complete loss of choice and control over vital aspects of home environment causing major harm or danger to client or others or there are major risks to independence.	Substantial loss of choice and control managing home environment causing a significant risk of harm or danger to client or others or a significant risk to independence.	Able to manage some aspects of home environment, leaving some risk to independence.	Able to manage most basic aspects of home environment.

Risks relating to participation in community life			
CRITICAL	SUBSTANTIAL	MODERATE	LOW
(High)		(Medium/Preventative)	(Low/Preventative)
Unable to sustain involvement in vital aspects of work/education/learning causing severe loss of independence.	Unable to sustain involvement in many aspects of work/education/learning causing a significant risk to losing independence.	Unable to manage several aspects of involvement in work/learning/education and this will, in the foreseeable future, pose a risk to independence.	Has difficulty undertaking one or two aspects of work/learning/education/family and/or social networks indicating little risk to independence.
Unable to sustain involvement in vital or most aspects of family/social roles and responsibilities and social contact causing severe loss of independence.	Unable to sustain involvement in many aspects of family/social roles and responsibilities and social contact causing significant distress and/or risk to independence.	Able to manage some of the aspects of family/social roles and responsibilities and social contact, that pose some risk to independence.	Able to manage most of the aspects of family/social roles and responsibilities and social contact, that pose some risk to independence.

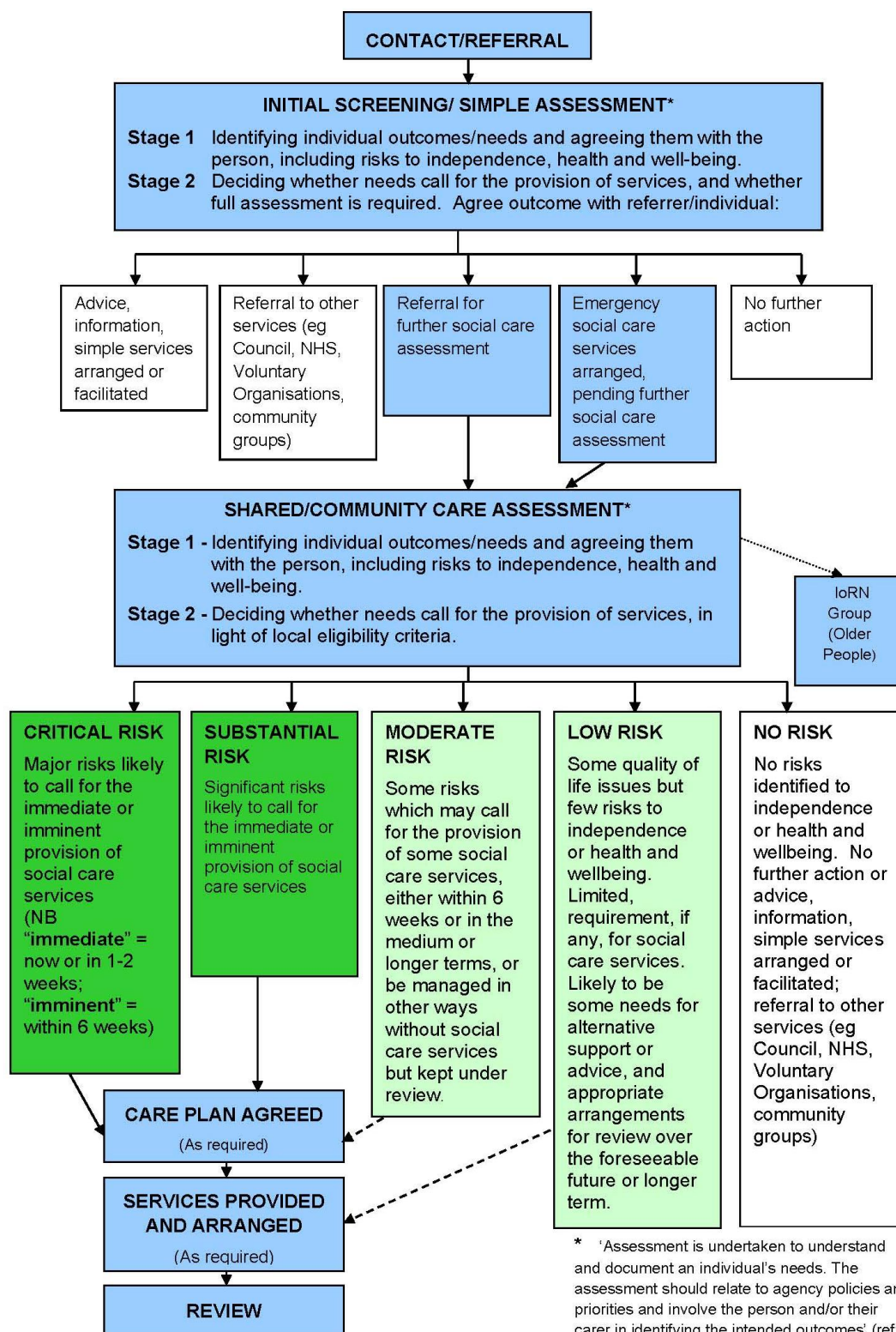
Risk relating to Carers			
CRITICAL	SUBSTANTIAL	MODERATE	LOW
(High)		(Medium/Preventative)	(Low/Preventative)
Carer has major physical/mental health difficulties due to the impact of their role as a carer causing life threatening harm or danger to themselves or others.	Carer has significant physical/mental health difficulties due to the impact of their role as a carer causing significant risk of harm or danger to themselves or others.	Carer able to manage some aspects of the caring/family/domestic/social roles. Potential risk to breakdown of their own health identified.	Carer able to manage most aspects; has difficulty undertaking one or two aspects of their caring/domestic role but with low risk.
There is a complete breakdown in the relationship between client and carer and carer is unable to continue caring or has difficulty sustaining vital or most aspects of their caring role.	There is a significant risk of breakdown in the relationship between client and carer and carer is unable to sustain many aspects of their caring role.	Relationship maintained although at times under strain between client and carer/limiting some aspects of the caring role.	Relationships maintained between client and carer by limiting aspects of the caring role.
Carer is unable to manage vital or most aspects of their caring/family/work/domestic/social roles and responsibilities.	Carer is unable to manage many aspects of their caring/family/work/domestic/social roles and responsibilities.	Carer is unable to manage some aspects of their caring/family/work/domestic/social roles and responsibilities.	Carer is able to manage most aspects of their caring/family/work/domestic/social roles and responsibilities.

The Scottish Government, COSLA and ADSW will prepare “pen pictures” for each criterion to assist councils and their partners in interpreting the necessarily broad descriptions for each of the criteria.

CURRENT CRITERIA

To assist the assessor reach a decision about priority levels the following guide is used:

1. Tasks are essential in that if not done the client would have to be admitted to residential care or hospital. The service is therefore essential to the client remaining in the community. There is no other person available to do the tasks on the day required.
2. There are tasks that need to be done, but the client could cope without harm if the services was not immediately available or had to be reduced to meet greater need elsewhere.
3. Client not at definable risk. A minimum service provided for preventive reasons. If necessary, service could be withdrawn for a long period with no risk to the client.



Case Studies

The following 14 case examples illustrate key aspects of the national eligibility criteria guidance, and should help with implementation. The case examples should be used with caution as they can only ever be illustrative; they can never be definitive. Staff should always be aware that good assessments of needs and risks, and good eligibility decisions, will rely on person-centred conversations between individuals seeking help and competent professionals prepared to exercise their judgement.

For simplicity, most of the cases are presented as if there has been limited or no social services support in the past. In practice, this is unlikely given the chronic and long-term nature of some of the needs that are described. Two cases, where it is important to acknowledge past and current social services involvement, are also presented. The level of support that may be given to meet eligible needs may not bear a direct relationship to the number of needs or the seriousness of the risks to independence. The case examples stop short of suggesting the type of services that may be provided.

Critical risks to independence

Mr A is aged 39 and lives at home with his parents who are both in their late seventies. He has a mild learning disability. He is also prone to anxiety and depression, and when upset can have violent outbursts that frighten his parents. For the past four years he has worked on a part-time basis at a local shop. The work gives Mr A independence and income and has improved his self-esteem. It also gives his parents some much valued time to themselves. The shop is to close in a month's time, and Mr A has become extremely depressed, and has more frequent outbursts at home. Recently he slapped his mother hard across the face, causing a deep cut and substantial bruising. Unless he is helped to find alternative work, his mental health problems could escalate and his parents fear that they are at risk of serious physical harm. They are also very worried about what would happen to their son should either of them, or both, die.

Mr B is aged 42 and lives at home with his father, aged 79. Mr B has a dual sensory impairment as a result of Usher Syndrome, a genetic condition. He was born profoundly deaf and gradually lost his vision in his twenties. He now has tunnel vision in only one eye, which is like looking through a straw, which is deteriorating. In addition, he has no intelligible speech and Usher Syndrome causes him problems with his balance. He mainly communicates by touch, using British Sign Language in a tactile form. He cannot cook for himself, relying entirely on his father for this. He has frequent falls inside and outside the home. His ability to form new relationships is limited because of restricted access to opportunities to meeting people and a lack of access to trained communication and guiding support. His father, although fit and well and very devoted to his son, finds it increasingly hard to cope. Unless Mr B and his father are helped, Mr B could become isolated and wholly dependent. At the same time, the father may have to limit or withdraw his support leading to threats of residential care for Mr B.

Ms C is aged 51 and lives with her youngest daughter, aged 14. Ms C has longstanding mental health problems, including a number of admissions to

psychiatric hospital, and a mild learning disability. She has two children. She successfully brought up her first daughter (now an adult) with the help of her mother. However, her mother is now too frail to provide much help with the care of the second child, Karen, who also has a learning disability. Karen's father is allowed supervised contact with Karen, but has been separated from Ms C since Karen was 2 years old. He has been the subject of allegations of child abuse. Karen has been on the child protection register for emotional neglect for several years, and her care is supervised by a social worker from the child and family social work team. Daily outreach support and specialist help is provided to Ms C to help her with a variety of parenting tasks and skills. These include: maintaining a healthy diet for Karen; giving Karen advice on relationships, lifestyles and sex; maintaining appropriate discipline and making sure there is balance between homework, TV and other leisure activities; letting Karen's father into her life in a safe way; supporting Karen at school and making sure she attends; encouraging Karen to take part in safe and appropriate leisure activities; planning for Karen's adulthood; and dealing with Karen's occasionally difficult behaviour. In addition, the learning disability team fund some support for Ms C to help her with budgeting and a number of household management tasks. The joint mental health team is also involved as and when appropriate. If this support were withdrawn, Ms C would not be able to cope with Karen, who would be removed from her. Ms C's own mental health would significantly worsen, and could lead to re-admission to psychiatric care.

Miss D is aged 90 and lives alone. She is incontinent of urine on a daily but unpredictable basis, and also suffers from osteoporosis. She cannot bathe or wash herself and there is no-one to help her. The incontinence, and her inability to properly cleanse herself following accidents, is acutely distressing to this proud and independent individual. In addition, she has great difficulty in undertaking a range of other personal care and domestic tasks. Unless Miss D is helped with bathing and washing significant physical ill-health could develop, and social isolation and depression are also likely.

Substantial risks to independence

Mr E is aged 20, and is an undergraduate in his first year at University. Always bright, his mother, a single parent, had high hopes for him. However, during the summer, after leaving school, he was involved in a crash while a passenger on a motorcycle and suffered injuries to his back and head. Following a period of intensive rehabilitation Mr E was able to start his course. He still receives regular physiotherapy sessions, is becoming a keen squash player, and has been gaining good grades. However, his tutors at the University are becoming concerned about his disruptive behaviour during lectures and seminars, and occasional foul language. They have warned him that he may be asked to leave. The hospital consultant who oversees Mr E's long-term recovery has advised Mr E, and those close to him, that his disinhibited behaviour can be attributed to the head injury. The situation is not only putting a strain on Mr E, but also on his mother who has been finding it hard to cope with supporting him and looking after his three younger brothers on her own. Both have become depressed. Mr E is aware of his behaviour and wishes he could control himself and his immediate environment more effectively. In the short-term, unless Mr E is helped his education could be jeopardised. In the longer-term if he is not helped to control his feelings, and others helped to understand him, he will become increasingly isolated and frustrated, with consequent risks to his mental health and that of his mother.

Mr F is aged 54 and Mrs F is 53. They are married and live together. They are both physically disabled with restricted mobility, and Mr F has a history of mental health problems. They have a chaotic lifestyle and, as a result, often forget to take their prescribed medication, mismanage their finances and fail to deal with bills. Between them they cannot do heavy laundry or other forms of heavy housework. They are unable to prepare cooked meals and maintain a healthy diet. In addition, neither can climb up and down stairs, go to the local shops. They have no-one to help them with these tasks. They manage other personal care and household tasks, with limited support from each other, although it takes them considerable time and effort. Unless they are helped individually and as a couple, health problems could escalate due to the lack of cleanliness of the home, their inadequate diets and medication lapses.

They are in danger of becoming isolated in the home, and of getting into debt with consequent threats to their gas, electric and water supplies. Mr F is at risk of schizophrenic episodes reoccurring.

Mrs G is aged 81 and lives alone. She is becoming increasingly frail due to chronic arthritis and she is experiencing the early stages of Alzheimer's disease. Currently she manages most personal care tasks as her daughter, who lives nearby, comes in three times a day to help her. The daughter, however, is emigrating in two months and in the build-up to departure can only visit once a week. Without her, Mrs G probably will not be able to fully dress herself, shampoo and set her hair, or take a bath. It is unlikely that she will always remember to take her medication. She needs help to maintain a healthy diet, do heavy housework, and manage her household finances. She

is unable to do the weekly shopping alone, and needs reminding to lock the house at night. If Mrs G lacks help both prior to her daughter's departure and afterwards, she could well develop more serious health problems, and her ability to live independently at home will be compromised.

Moderate risks to independence

Ms H is aged 27 and lives with her husband and two children. She has been in a wheelchair for six months since she damaged her spine after slipping on ice outside her back door. Following the accident Ms H has been determined to adjust quickly and maintain her parenting responsibilities. Both the children attend primary school, but since the injury Ms H has needed help getting them to and from school.

Her husband has been trying to help in the mornings and his boss has been very understanding; however, Ms H's husband fears that he will lose his job if he keeps turning up late. To cope with this threat, Ms H has relied on a neighbour to pick the children up after school, and while Ms H appreciates this support it also makes her feel helpless. To make matters worse, during the evening Ms H tires quickly and is unable to help the children with their homework and get them ready for bed.

Although Mr H does this happily, it further increases Ms H's feelings of helplessness. Prior to her accident Ms H had been working as a fitness instructor. She now gets bored and restless during the day, and would like to re-train as an IT technician. She has seen a course that she would like to go on, but she and her husband would find it difficult to pay the course fees. Unless Ms H is helped, she may not be able to perform the parenting roles

she would like to, and she may become housebound and isolated for much of the day.

Mr I is aged 36 and lives alone. He has both a learning and physical disability. His marriage broke down six months ago, and since that time he has had trouble maintaining the cleanliness of his flat. Emotionally he seems to have recovered from the upset of the break-up (this was helped by the fact that no children were involved); however, Mr I does not want to participate in his usual social activities. His friends continue to call and offer whatever support they think he will accept. In addition, support staff visit three times a week to help him with his laundry, heavy housework and shopping and to make sure he pays his bills. A local day care centre has been suggested to him, but he is undecided about the offer. Without continued support, and until he lets his friends back into his life, Mr I could struggle at home.

Mrs J is aged 57 and lives with her husband and adult son. She had a stroke two years ago from which she made a good recovery but has been left with some disability. Her condition is predicted to remain stable for the foreseeable future. She can manage most personal care tasks reasonably well but has some difficulty in looking after the home and getting out and about. Because of adaptations to the home Mrs J can move relatively freely inside. Her husband and son provide considerable emotional support but because of the nature of their jobs find it difficult to help Ms J with practical tasks until the evening. Unless Ms J is helped during the day, she will spend increasingly long hours indoors thereby threatening her mobility and increasing her sense of isolation. Not being able to do some aspects of housework could affect her morale as she values her role of home-maker highly. She would like to get involved with voluntary work locally, and with some support might be able to manage part-time employment, but does not know whom to approach about this.

Mrs K is aged 77 and lives alone. Since a hip operation a year ago, her mobility has been restricted. She cannot do heavy housework and lacks the confidence to go out of doors to the local shops. Since her husband died five years ago, she becomes agitated when it comes to dealing with her bills and household repairs. Her sister, who lives 20 miles away helps occasionally with these tasks, but her availability is limited by distance and her own family commitments. Otherwise, Mrs K manages other daily routines adequately. Without help in the home and with the shopping, Mrs K's independence is threatened to a degree. Her sister thinks that weekly help with housework and some confidence building could go a long way to putting things right.

Low risks to independence

Mr L is aged 22 and lives by himself. He has Asperger's syndrome. He has a good job with a local accountancy firm. He leads a quiet social life and can be a loner. Problems have surfaced in recent weeks following a bitter argument with his one close friend. As a result Mr L has severed that relationship. Since the argument, Mr L's performance at work and has been adversely affected and his social life is more limited than ever. Unless he is helped, and/or the friendship is repaired, Mr L could face an uncertain time.

Mr M is aged 57 and lives alone. He is partially sighted and has a mild physical disability. He cannot easily do his own laundry on a regular basis, and is embarrassed to let his adult daughter, who lives a few streets away, help him. There is no-one else to help him. Otherwise he manages most other personal care and domestic tasks adequately, often with his daughter's help. Unless he is helped, or he finds a way to get his laundry done every week, Mr M may have to wear less clean clothes and sleep between less clean sheets than he would like.

Mrs N is aged 66 and lives with her husband. She is physically disabled. She cannot take a bath, although she can give herself an overall wash and her husband can help her get into the shower. She can manage all other personal care and domestic tasks, sometimes with the help of her husband and other family members. Unless Mrs N is helped, she will have to forego taking regular baths. Her hygiene and health are not at risk.

Public Consultation Document

NATIONAL ELIGIBILITY CRITERIA FOR ACCESS TO SOCIAL CARE SERVICES

A users/carers summary document for use in Shetland consultations

What does an eligibility criteria for social care mean?

Eligibility criteria for social care provide a framework for ensuring that decision making around the provision of social care services to individuals is transparent, fair and consistent.

The term eligibility refers to whether or not an individual is entitled to receive a service or not. This decision is not made until after there has been an assessment of needs, or a review of needs, and the level of priority identified.

Why is there a need for eligibility criteria?

Assessment for social care services is recognised as a statutory duty of local councils, and is a service in its own right. This means it is distinct from the provision of services.

Services are provided to meet legislature or policy requirements developed over many years. These services are discretionary, or dependent upon the need being identified through assessment or review. As demands on services increase as a result of an ageing population and greater understanding and expectations of help and support for all vulnerable people there is a need to agreed how social care resources will be targeted and used.

What is different about the proposed National Eligibility Criteria?

Until now each local authority has been able to choose their own format for eligibility for social care services. Each service described what kind of needs would make an individual eligible for that specific service. In Shetland, the Council agreed on a system based on Priority Levels from 1 through to 3. These were based on the need for tasks to be undertaken in order view to keep the person safe or to prevent admission to residential care or hospital.

Other councils adopted the Department of Health “Fair Access to Care Services” approach for use in Local Authorities in England and Wales. This approach identified that provision of service should be decided by analysing risks to safety and independence following assessment of need.

NATIONAL ELIGIBILITY CRITERIA SCOTLAND

A users/carers summary document for use in Shetland consultations

The proposed National Eligibility Criteria for Scotland standardises the format for eligibility across Scotland and as our format in Shetland is quite different from this proposed national format it means a change for us locally.

The National Framework looks at the severity of risk to the individual and the urgency by which a service should be provided. It identifies 4 categories **Critical, Substantial, Moderate** and **Low**. It also gives timescales within which the services should be provided.

What will be the effect of this change for me or the person I care for?

Once the new National Eligibility Criteria are agreed and in place in Shetland it means all future needs for social care will be considered against the national criteria. This means that all needs identified following assessments or reviews will result in a categorisation against the criteria and a decision on provision of service upon this categorisation.

Just as before there can be no change to existing services unless a review is conducted and so no immediate change is likely to occur.

The new National Eligibility Criteria do make more explicit that eligibility criteria should be consistent across all care groups and that councils maybe unable to meet the needs for services that fall outside the levels of critical or substantial. The ability of councils to do this will depend on resources available.

What can I do if I am not happy with the decision?

It is recognised that sometimes people will not be happy at the outcome of the assessment or review when either limited, reduced, or no service is available.

Staff work in partnership with family, individuals and carers in an attempt to reach agreement, and every attempt will be made to resolve any disagreement informally.

However, Service Users, Carers and families will be able to make complaints through the Council Social Work Complaints Process if they are not satisfied with the outcome of the assessment.



REPORT

To: Services Committee

26th November 2009

From: Chief Social Work Officer

Report No SC-18-09-F
Annual Report from the Chief Social Work Officer

1. Introduction

- 1.1 This report introduces the second annual report to the Council by the Chief Social Work Officer.
- 1.2. It presents information regarding the role and responsibilities of the Council's Chief Social Work Officer, which includes quality assurance of all social work activity.
- 1.3 Members are asked to note the content of the Annual Report, which is attached below at Appendix 1.

2. Links to Corporate Priorities

- 2.1 The Social Work function is "To support and protect the most vulnerable members of the community promoting independence and ensuring services are targeted at those most in need."

This is reflected in the Mission Statement for Shetland Social Work Services that was approved by Services Committee in August 2008 (Min. Ref. SC66/08).

- 2.2 The Social Work function contributes to the Council's corporate priorities on the quality of life and reducing social inequalities.

3. Background

- 3.1 The Chief Social Work officer was appointed in August 2007.

- 3.2 In previous years, the Chief Social Work Officer has reported annually to the Council on the outcome of any complaints received about the social care services provided or purchased by the Council. This is now contained in the Chief Social Work Officer's Annual Report.
- 3.3 Other reports have tended to focus on particular aspects of social work practice.
- 3.4 This is the second report that brings together the range of duties pertaining to the Social Work function.

4. Proposals

- 4.1 It is proposed that the Chief Social Work Officer reports annually to the Council via the Services Committee on the role of Chief Social Work Officer. The report will provide an update on activities carried out and any changes affecting the role.
- 4.2 The report will include information relating to the investigation and findings from any Social Work complaints received during the year.
- 4.3 The report will be made available to the public through the Social Care service and on the Council's website.

5. Policy & Delegated Authority

In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on the matters with approved policy and for which there is a budget.

6. Financial Implications

There are no financial implications arising directly from this report.

7. Conclusions

- 7.1 The Chief Social Work Officer's Annual Report at Appendix 1 sets out information about the role of the Council's Chief Social Work Officer.
- 7.2 The role of Chief Social Work Officer is a critical part of the Council's Social Care Service, which aims to support and protect the most vulnerable people in the community.
- 7.3 The Annual Report includes information on the investigation of complaints and summarises information on performance and quality assurance across the social work function.

8. Recommendation

- 8.1 I recommend that Members note the information presented in the Chief Social Work Officer's Annual Report; and agree that the report should be made available to the public.

Date: 17 November 2009
Ref: AW'SC18-09

Report No: SC-18-09-F



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ANNUAL REPORT FROM CHIEF SOCIAL WORK OFFICER

1. BACKGROUND

1.1 This is the second Annual Report from the Council's Chief Social Work Officer.

1.2 Section 45 of the Local Government (Scotland) Act 1994 sets a requirement for all Local Authorities to have a professionally qualified Chief Social Work Officer (CSWO). The particular qualifications are set down in regulations and is one of a number of officers, roles or duties with which Local Authorities are required to comply.

The role replaces the requirement in Section 3 of the Social Work (Scotland) Act 1968 for each Local Authority to appoint a Director of Social Work.

1.3 In February 2009, the Scottish Government published National Guidance on the appointment, responsibilities and reporting arrangements for Chief Social Work Officers. It requires that the CSWO must be a professionally qualified Social Worker, registered with the Scottish Social Services Council (SSSC), appointed at senior level, with the status and support necessary to undertake the role and with a direct line of accountability to the Council.

1.4 The guidance recommends that Local Authorities consider an annual report from the CSWO.

1.5 The role of the CSWO is to provide professional governance, leadership and accountability for the delivery of Social Work and Social Care Services. This applies both to services provided by the local authority or purchased by the Council.

1.6 The CSWO also has professional responsibility for some specific decisions that relate primarily to the curtailment of individual freedom and the protection of both individuals and the public. A scheme of delegation may be determined locally, but this must be to staff who hold a prescribed Social Work qualification. The CSWO remains accountable for any decisions made.

1.7 These duties include:

- Certain decisions in relation to the placement and movement of children in secure accommodation.
- Emergency movement of accommodated children in terms of Section 72 (1) of the Children (Scotland) Act 1995
- Adoptions applications
- Enforcement of Probation Orders, Community Service Orders and Supervised Attendance Orders.
- Actions required under the Adults with Incapacity (Scotland) Act 2000.
- Consultation on Anti-Social Behaviour Practice
- Investigation of Complaints.

- 1.8 Changing Lives, the report of the 21st Century Review of Social Work, defines social work governance as:
“A framework through which social work services are accountable to the local authority and the general public for continuously improving the quality of their services, effectively managing risk and safeguarding high standards of care, through creating an environment in which excellence can flourish.”

2. STATUTORY DUTIES AND DECISIONS

2.1 Secure Accommodation of Children.

In very limited circumstances, when children are considered to present a serious risk of harm, either to themselves or others, the CSWO may authorise their detention in secure accommodation. These decisions must be confirmed by a Children's Hearing and kept under close review.

The CSWO was required to exercise this function in the reporting period.

2.2 Emergency Movement of Accommodated Children

Under Section 72(1) of the Children (Scotland) Act 1995, where a child is accommodated by the Local Authority and is required to reside in a specific place, in the case of urgent necessity the CSWO can authorise the child to be transferred to another place. This decision must be presented to a Children's Hearing within 7 days.

The CSWO was required to exercise this function.

2.3 Adoption Applications

This legal process breaks the tie between a child and his/her birth family and recreates it with adoptive parents.

The role of Agency Decision maker for Adoption and Fostering has been delegated to the Head of Children's Services.

Approval of Adoptive Parents – 2 sets of adoptive parents were approved
Children Identified for Adoption – no children were placed for adoption

Increasingly Kinship Care is being used as a means of securing permanency for some children.

2.4 Adult with Incapacity

Under the Adults with Incapacity (AWI) (Scotland) Act 2000, there is provision for the Local Authority to make application to court for specific orders in relation to individuals who do not have the capacity to make certain decisions.

Welfare Guardianship Orders are predominantly used for older people or people with learning disabilities. Often they are used to provide care to which the adult cannot consent. Alternatively Welfare Guardianship can be used to protect adults who place themselves at risk. The majority of Welfare Guardianship Orders are known as “private”, whereby another adult, who has some interest in the person who is subject of the order, is appointed as

guardian. All such cases must be supervised by a qualified officer of the Local Authority.

The CSWO is named as Guardian, in the event of no suitable person identified to be appointed.

At the end of March 2009 – there were a total of 4 Welfare Guardianship Orders in place.

2.5 Mental Health

Compulsory detention in hospital or compulsory treatment in the community takes place under the auspices of the Mental Health (Care and Treatment) Scotland Act 2003.

The CSWO has a duty to ensure the appointment of Mental Health Officers (MHOs) who can carry out relevant duties as required by legislation.

MHOs are experienced Social Workers who undergo additional Post Qualifying Training to gain their Mental Health Award, and undertake these duties either as part of or in addition to their substantive post.

Currently, there are 5 full time Social Workers and 3 part time staff who are qualified to act as MHOs, including one who is retained and based in Aberdeen.

MHOs have a statutory role in preparing applications, reports and care plans in relation to individuals who are, or may be subject to Compulsory Care and Treatment in hospital or the community. Servicing the Tribunal Arrangements, which have the power to authorise compulsory measures, represents a substantial proportion of MHO's workload.

The table below summarises MHO activity for this reporting period:

Compulsory Treatment Orders	6
Emergency Detentions	9
Short Term Detentions	7
Assessments completed by MHO's – including assessments to extend and vary orders and Social Circumstances Report	11
Adults With Incapacity Consultations	6

2.6 Emergency Out of Hours Service

The CSWO has a duty to ensure that Social Work Services are provided not just within the office hours but 24 hours per day, 365 days per year.

The rota of qualified staff provide an Emergency Out of Hours (OOHs) Social Work Service which covers:

- Child Protection – when the child or young person is at immediate risk
- Attending as an Appropriate Adult for children or young people – where there is no family member available. This is in keeping with

the Detention of Children Protocol – where a child should not be detained unnecessarily by the Police.

- Older people and vulnerable adults who are at risk and in immediate danger
- Request for a Mental Health Officer

All Out of Hours Work is undertaken by Social Workers in addition to their contracted hours.

The Social Workers are supported by a rota of 6 Service Managers who are Social Work qualified.

Particular pressures around staffing the rota have been exacerbated by a significant reduction in the number of qualified workers available to undertake OOHs due to long term illness.

An already contentious area of work, OOHs, has recently been inflamed by proposed Single Status payments. Work is currently ongoing with the Executive Director of Education and Social Care to resolve the issues.

3. PROTECTION & RISK MANAGEMENT

3.1 The assessment and management of risk posed to individual children, adults at risk and the wider community are part of the core functions of Social Work.

3.2 Risk Management for key service user groups in Shetland is located primarily in 3 services areas – Community Care for Adult Protection; Children and Families for Child Protection and Criminal Justice for offenders.

3.3 Reflecting the importance of joint working, the following multi agency mechanisms have been established in Shetland.

- Shetland Child Protection Committee (CPC)
- Shetland Adult Protection Committee (APC)

3.4 The CSWO is a member of the CPC and sits on the Quality Assurance Sub Committee.

The CSWO also sits as a member on the APC and Chairs the Quality Assurance Sub Committee.

This allows the CSWO to have an overview of related risk management activity across agencies, as well as an influence on practice.

3.5 Child Protection

3.5.1 In signing off the Shetland Interagency Child Procedures, the Council has approved the policy which includes the statement “the highest priority will be given to the protection of children from abuse”.

3.5.2 It is important to recognise that while the protection of children remain the predominant activity of the Children and Families Social Work

Team, that all services across the Council have a part to play in safeguarding children.

3.5.3 The CSWO was asked to consider the need for developing a Corporate Child Protection Policy as part of CPC Work Plan. This approach was met with approval from the then Executive Management Team and has the support of the Chief Executive.

3.5.4 It is envisaged that a Corporate Child Protection Policy would build on and embed a number of arrangements that are already in place, namely:

- Policy on Disclosure checks which is required by law.
- Guidance for managers for use on induction for new staff has been adopted by Human Resources (HR).
- Distribution of CPC approved wallet cards on CP to all new employees.
- Some HR Procedures linked to CP Procedures.
- The development of guidelines for letting of premises developed through CPC.
- A standard Service Level Agreement (SLA) in place which includes Child Protection related clauses (Education and Social Care only)
- Grant conditions which have Child Protection clauses for all grants administered by Education and Social Care.

3.5.5 It is recognised by members of the working group that this is a huge piece of work and has major implications for services across the Council who may not see an obvious connection with the protection of children.

3.5.6 As the next step towards a corporate policy, work is currently taking place to engage with all Budget Responsible Officers (BROs) who administer funds on behalf of the Council, to devise suitable insertions in grant offer letters/SLAs to ensure that any group receiving funds from Shetland Islands Council have appropriate Child Protection processes in place.

3.5.7 The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG) will have major implications for the recruitment of staff Council wide and HR Policies will require to be redrafted to reflect the responsibilities under the Vetting and Barring scheme.

3.5.8 A Corporate Child Protection Policy will be presented to Services Committee during 2010.

3.6 Adult Protection

3.6.1 The Adult Support and Protection (Scotland) Act 2007 was passed by the Scottish Parliament in Spring 2007, with Part 1 of the Act implemented on 29th October 2009.

This act placed a number of duties on the Local Authority, which have been conveyed to Members in previous reports.

- 3.6.2 The APC established following the Act and met for the first time on the 1st December 2008. Meetings are 3 monthly and are chaired by the Director of Nursing from NHS Shetland.

The Adult Protection Committee is the main forum for the strategic management of Adult Protection in Shetland, and through the activities of the 3 sub groups – Quality Assurance; Training and Health Implementation, a plan of work has been drawn up.

- 3.6.3 The post of Adult Protection Coordinator was established to take forward the work required to comply with the legislation.

An appointment was made in March 2008 for a fixed term of 2 years. Currently the postholder is involved in a number of initiatives, all interagency based, which includes distribution of the revised Adult Support and Protection Procedures, training, developing audit tools and raising public and staff awareness.

- 3.6.4 As part of raising awareness, The Scottish Government is driving a national campaign “Act Against Harm” and the Adult Protection Coordinator will be facilitating a campaign locally to complement national activity. It is proposed this work will include press releases, leaflets on Adult Support & Protection for the general public, as well as leaflets for adults with learning difficulties. A local poster campaign will be launched, and a website is to be designed.

Work has also begun on developing a local DVD to help raise awareness of adults at risk in our community.

- 3.6.5 The APC is required to produce a biannual report for the Scottish Government on its work and it was agreed by Service Committee on 12 March 2009 (Min Ref SC18/09) that an annual report is presented locally. The first annual report is due at the end of 2009, when the constitution, chairing arrangements and membership will be reviewed.

- 3.6.6 The CSWO has delegated authority (Min Ref SC18/09) to appoint Council Officers. These are suitable qualified workers who are authorised by the Local Authority to perform certain duties under the Act. Currently, either Social Workers or Occupational Therapists can undertake this role on behalf of the Local Authority.

13 Council Officers have been appointed following completion of the relevant training.

3.7 Public Protection

- 3.7.1 The management of dangerous offenders in the community is one of the highest priorities for Criminal Justice Social Work. This involves Social Work and Police working together, with Housing and Health playing a significant role in the detailed multi agency procedures which have been established.

- 3.7.2 The governance of Multi Agency Protection Arrangements (MAPPA) in relation to high risk offenders, initially encompassing registered Sex Offenders, is based on policing boundaries and held at Northern Constabulary by the Chief Constable and the MAPPA Northern Community Justice Authority (NCJA) Area Strategic Group. The CSWO is a member of this group.
- 3.7.3 At an operational level, within Shetland, MAPPA arrangements are implemented by the Criminal Justice Social Work Team and Shetland Area Command, reporting to the Northern Constabulary MAPPA Management Group.

Probation Order	53
Probation Order with Unpaid Work	24
Community Service Order	25
Supervised Attendance Order	13
Statutory Throughcare	11

- 3.7.4 The Criminal Justice service is monitored on how it meets minimum levels of service performance by the production of performance indicators. These are presented to the elected members through the performance management meeting. The service regularly achieves 100% in several areas.

4. REGULATION & INSPECTION

4.1 Regulated Social Care Workforce

- 4.1.1 The Scottish Social Services Council (SSSC) commenced registration of Social Services Workforce on 1st April 2003, following the implementation of the Regulation of Care (Scotland) Act 2001.
- 4.1.2 Phase 1 included Managers of Residential Care Services; Managers of Adult Day Care Services and other Residential Child Care Workers with Supervisory responsibility and other residential care workers.

Managers of Adult Day Care Services will require to be registered by November 2009 and in 2010, Managers/Lead Practitioners and Practitioners of Day Care for Children's Services will require to be registered.

- 4.1.3 All registered services require staff to adhere to the SSSC Code of Practice. The code has been rolled out across all staff groups and is issued to all new Social Workers and Social Care Employees.
- 4.1.4 The Role of the Registered Social Worker.
Section 52 of the Regulation of Care (Scotland) Act 2001 which came into effect on 1st September 2005 protects the title of Social Worker. It is an offence for anyone who – with intent to deceive, takes or uses the title Social Worker or purports in any way to being a Social Worker.

- 4.1.5 Changing Lives, the Report of the 21st Century Review of Social Work, set out a vision for the future for Social Work Services in Scotland. The role of the registered Social Worker was seen as key in delivering safe and effective practice.

Work has been ongoing since the initial discussion document was issued in June 2007.

- 4.1.6 Following a redraft, a further document was issued in July 2009 for consultation – entitled The Role of the Registered Social Worker on Contributing to Better Outcomes for Scotland.
- 4.1.7 The role of the Registered Social Worker is seen as key in this contribution, working alongside partner agency to promote social welfare. However, in protecting and promoting social welfare, particularly promoting and protection the welfare and wellbeing of children, adults at risk and communities it may be necessary to exercise statutory powers. This requires balancing competing needs, risks and rights. Given the complexity and far reaching significance of those decision, it is seen as vital that the accountability for the exercise of these functions rest with a registered Social Worker.
- 4.1.8 The guidance is designed to ensure the best possible use of what is seen as the valuable resource provided by the registered Social Worker and sets out those areas which they must retain accountability.

There are:

- Care and Protection
- Children Looked After and Accommodated
- Child Protection
- Adult Protection
- Criminal Justice
- Mental Health

4.2 Disclosure Scotland

- 4.2.1 Safe recruitment is a key theme in ensuring the workforce is regulated and appointments made are safe, in terms of protecting children and vulnerable adults for whom we provide a service.
- 4.2.2 The CSWO is the lead signatory for the Council and as such, is responsible for ensuring that all requirements in terms of legislation and Codes of Practice are met.
- 4.2.3 A small number of work strands have been ongoing since a Compliance Audit was undertaken by Disclosure Scotland. These included updating Recruitment Policies and training for lead and countersignatories. Currently the CSWO is liaising with Human Resources and Staffing on identifying the appropriate level of disclosure required for all posts across the Council.

4.3 The Protection of Vulnerable Groups

4.3.1 In 2010 the Scottish Government is introducing a new membership scheme that will replace and improve on the current Disclosure Scheme.

4.3.2 The Protecting Vulnerable Groups Scheme (PVG Scheme) will deliver on the recommendations outlined in the PVG (Scotland) Act 2007.

The PVG Scheme will:

- Help ensure that those who have regular contact with Children and Protected Adults through paid or unpaid work do not have a known history of harmful behaviour
- Be quick and easy to use
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group

4.4 Care Commission

4.4.1 Since the Regulation of Care (Scotland) Act 2001 came into effect, a range of services have been registered with the Care Commission and inspected against National Care Standards.

Since 1st April 2008, a 6 point grading scale has been introduced:

6 Excellent	5 Very Good	4 Good	3 Adequate	2 Weak	1 Unsatisfactory
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4.4.2 The inspections are based on 4 quality themes, which vary slightly from service to service, depending on their registration category, but would cover: quality of life; environment; staffing; leadership and management.

Services are required to evidence their achievements in each area and to involved service users in assessing their services received.

4.4.3 Since September 2008, the following establishments have been inspected:

Community Care:

(Grade 6 can only be awarded if 5 is sustained over a period of time)

	Quality of Life	Environment	Staffing	Leadership & Management
Viewforth	4	4	4	4
Edward Thomason House	4	4	4	4
Taing House	4	4	4	4

Newcraigielea	4	4	4	4
W & J Gray	4	5	5	4
Overtonlea	4	4	4	3
Fernlea	5	4	4	4
Wastview	4	4	4	3
North Haven	4	4	4	4
Nordalea	4	5	4	4
Eric Gray Resource Centre	5	5	5	5
Laburnum House	4	5	5	3

4.5 HMle Inspection of Child Protection

- 4.5.1 Interagency Child Protection Inspections were put in place by the then Scottish Executive as part of a 3 year Child Protection Reform Programme that arose from a National Audit and Review of Child Protection Services, accumulating in the report “Its Everybody’s Job.....”
- 4.5.2 Shetland was one of the last authorities to be inspected in the first cycle, when the HMle team of 9 inspectors were in Shetland for 3 weeks in February and March 2009.
- 4.5.3 A small team of senior staff from Health, Social Work and Police took on the role of preparing the Self Evaluation Questionnaire which was used by the inspectors to inform the inspection process.
- 4.5.4 The inspection was different from others in that the focus was on performance across all the agencies involved. As well as reading files and records, the inspectors met with children and young people and their families who had been involved with Child Protection Services. Inspectors also interviewed a range of professionals across all agencies including the Voluntary Sector.
- 4.5.5 The Inspection Report was published on 10th September 2009. A press conference, was held, chaired by the outgoing Chair of CPC, Inspector Malcolm Bell with members of the CPC present. This gave local media an opportunity to discuss the report.
- 4.5.6 A total of 18 quality indicators were used to evaluate “How well are children in Shetland protected”.

Each quality indicator was given a grading on a scale:

Excellent	Outstanding, Sector Leading
Very good	Major strengths
Good	Important strengths with areas for improvement
Satisfactory	Strengths just outweigh weaknesses
Weak	Important weaknesses
Unsatisfactory	Major weaknesses

4.5.7 The report showed that Shetland was evaluated with:

Very Good - 5
 Good - 9
 Satisfactory - 4

4.5.8 The outcome of all Child Protection Inspections are reported to the Scottish Government.

The 4 quality indicators which are used for this purpose are:

- Children are listened to , understood and respected
- Children benefit from strategies to minimise harm
- Children are helped by the actions taken in immediate response to concerns
- Children's needs are met

All gradings above *satisfactory* are viewed as positive. As Shetland scored 1 very good and 3 good against these, we will be seen by the Government as having positive report. It is, in fact, among the best in Scotland. Inspectors wrote that "they were confident that vulnerable children were known to services and that staff took prompt action to ensure their safety when concerns were raised".

4.5.9 The inspectors identified key strengths:

- Trusting and supportive relationships between staff and children,
- Effective joint working by staff across services to ensure children were aware of dangers and knew how to keep themselves safe.
- Successful promotion of public awareness of child protection.
- Involvement of children and young people in reviewing and developing services.
- Safe recruitment of staff and volunteers in all services and community groups.

- Vision and commitment to improve children's lives, demonstrated and promoted by elected members, Chief Officers and Senior Managers.

4.5.10 An Action Plan has been drafted to address those areas which require performance improvement and following approval by CPC, have been incorporated into the Work Plan for 2009/2010. These were based on the following:

- Provide consistency in recording and ongoing assessment of risks and needs;
- Improve arrangements for medical examinations to meet the needs of all children about whom there are concerns;
- Improve planning to meet children's needs, including children whose names are not on the Child Protection Register;
- Implement plans to monitor and review the impact of the Integrated Children and Young People's Plan; and
- Agree a joint strategy to improve support for children affected by substance misuse.

4.5.11 A more detailed report will be presented to Services Committee at a future date.

4.6 Social Work Inspection Agency (SWIA)

4.6.1 Shetland is one of 10 Local Authorities who, having been inspected and had a follow up visit, will be subject to inspection under transitional arrangements, prior to the new scrutiny bodies being established in 2011.

4.6.2 A team of Inspectors are due to arrive on 30th November 2009, for a 2 day visit, when a selection of files across Community Care, Criminal Justice and Children and Families will be read and evaluated against a risk template. The inspection team making a second visit in February/March 2010 for further file reading.

4.6.3 The file reading is seen as a supplement to the Initial Scrutiny Level Assessment (ISLA) which is the means by which SWIA Inspectors assess the required amount of external scrutiny of Social Work Services.

4.6.4 The ISLA is a desk top exercise, intended to operate with minimum impact on the Council, whereby a prescribed list of documents will be accessed by the Inspectors.

4.6.5 Based in the outcome of the ISLA, the number of scrutiny sessions will be agreed and a prioritised list of targeted inspection activities will be identified.

4.6.6 As indicated, the imminent inspection by SWIA, is based on a transition model, until the establishment of the new scrutiny bodies.

This inspection regime is risk based and scrutiny is proportionate. However given findings from our recent follow up and HMle inspections, there is no feeling of proportionality.

4.6.7 April 2011, in line with the recommendations from the Crerar Report, will see the creation of 2 new Scrutiny bodies. These are designed to simplify the inspection process and reduce the number of scrutiny activity experienced by agencies from multi inspection bodies.

4.6.8 It is proposed to establish a single body for Social Care and Social Work Services. This body will take on the work currently undertaken by SWIA, HMle and the Care Commission and will be renamed Social Care and Social Work Improvement Scheme (SCSWIS) .

A single body is also intended for Health Services, encompassing the work currently covered by NHS QIS (Quality Improvement Scotland).

4.6.9 Ultimately, external scrutiny should become a more proportionate and targeted activity.

4.7 The Mental Welfare Commission (MWC)

4.7.1 The Mental Welfare Commission is an independent organisation working to safeguard the rights and welfare of everyone with a mental illness, learning disability, or other mental disorder. Their duties are set out in mental health and incapacity law.

4.7.2 The Social Work Commissioner, accompanied by staff members from the MWC visited Shetland on 4th/5th November 2009. Particular emphasis was given to meeting individuals who use Mental Health Services in Shetland.

Before leaving, an end of visit meeting was held, when it was conveyed that the visit had been seen as very positive.

4.7.3 Staff from the MWC, particularly wished to mention how impressed they had been with staff whom they had met locally. They were found to be welcoming, helpful and enthusiastic about their work.

Further, they found that collaborative working arrangements were improved.

Annsbrae was seen as a very good facility with the principles of the Mental Health Legislation, firmly embedded in working practices.

4.7.4 A written report will be received on the visit in due course.

5. Complaints

5.1 The CSWO is responsible for the management of the Council's Statutory Social Work Complaints Procedure.

- 5.2 The Social Work (Scotland) Act 1968; as amended by the National Health and Community Care Act 1990, requires Local Authorities to publish information on complaints received and action taken in relation to Services either provided or purchased by the Social Work Service.

This report is completed from records maintained within Shetland Islands Council Social Work Service.

- 5.3 All required actions on the part of the service that have been identified as a result of these complaints have been initiated.

5.4 Findings

During the period 1st April 2008 to 31st March 2009, the Social Work Services received a total of 5 complaints.

(One complaint had been carried over from an investigation by the previous CSWO, making a total of 6 which have been included in the table below.

SERVICE	NUMBER	UPHELD	INITIAL RESPONSE WITHIN 5 DAYS	FINAL REPLY WITHIN 28 DAYS
Community Care - Older People's Services	1	1 Yes	Yes	No
Community Care - MHO Service	1	1 Yes	Yes	Yes
Community Care - MHO Service	1	No	Yes	Yes
Children & Families	3	1 partially 1 partially 1 partially	N/A Yes Yes	N/A No No

5.4.1 Community Care – Older People's Services

1. Complaint from a relative following difficulties in respect of a technical aspect of care where nutrition was not administered in line with agreed procedures.

The complaint was upheld and an apology was issued. The Service Manager who led the investigation, subsequently met the Complainer by way of reassurance.

The CSWO met with the Head of Service for Community Care to discuss issues relating to practice within the care setting and agree a plan of action to address these.

2. Complaint from a relative following the management of a care package and poor communication on the part of staff members.

The complaint was upheld and an apology issued. A reassessment of the relatives needs was instigated.

The CSWO met with Head of Service for Community Care to address the management issues within Care at Home. Training on Single Shared Assessment and Care Management was rolled out in a targeted manner to address those practice issues which had been highlighted.

5.4.2 *Community Care – Mental Health Services*

3. Complaint received from an individual who had been in receipt of a MHO Service, and raised issues about the validity of compulsory measures of treatment.

This complaint was not upheld and the matter is awaiting consideration by a Complaints Review Sub Committee.

The CSWO contacted the MWC on behalf of the complainant, who was subsequently given information on how to contact this organisation.

5.4.3 *Children and Families*

1. Complaint received from a relative whose children were the subject of a Child Protection Investigation and subsequent registration.

The focus of this complaint were a number of unresolved points from the original complaint which required clarification.

These were subsequently agreed to centre on inconsistent record keeping and correspondence with the Service remaining unacknowledged, as a result the contents of the correspondence were not reflected in the minute of a meeting.

The second part of this complaint was upheld. An apology was given. The practice highlighted in this complaint was raised with the relevant Service Manager.

2. Complaint received from the parent of children who are Looked After by the Local Authority, where issues were raised about alleged breaches of confidentiality, harassment and staff not behaving in a professional manner.

The investigation clearly showed that all actions and decisions in respect of the children had been taken in accordance with agreed procedures and national guidance.

One part of the complaint was upheld, which related to a delay in Social Work staff returning calls.

3. Complaint received from the relative of a child who was Looked After by the Local Authority. Issues were raised around the

relative not receiving information about the child and letters/calls not being acknowledged.

The legal position was explored as part of the investigation and it was clear that Social Workers had acted appropriately and within the law and in the best interests of the child. The relatives had no legal entitlement to contact with or information about the child. The Social Worker apologised for any calls which may not have been returned, stating it was purely an oversight.

The CSWO is satisfied that Children and Families Service has a robust process in place for recording and relaying telephone messages to staff.

5.5 Delays

There was a delay in providing a final response to 4 to 6 complaints.

5.4.1 The delay was as a result of annual leave and lack of availability of staff at senior level to take on the role of Investigating Officer.

5.4.3

1. This complaint was already well outwith the timescales when the present CSWO commenced what could be described as "Phase 2". This comprised of points which the previous CSWO had requested clarification from the complainant in order to allow these to be investigated.

Following discussion with the complainant and Shetland Advocacy, an agreement was reached on which points required further investigation.

2. The delay was caused by the parent, who having met with the Investigating Officer, wished a number of additional points to be included as part of the complaint.

The CSWO met with the complainant and agreed on revised timescales for responding.

3. The delay occurred due to the CSWO being on Annual Leave. Arrangements are now in place for a depute to cover any absences of the CSWO.

5.6 Complaints Review Committee

There are two complainants who may wish their complaints to be reviewed by a Complaints Review Sub Committee. The Head of Legal and Administration has advised that the outstanding issues of complaint in one case and the wishes of the complainant in the other, need to be clarified before a CRSC can be arranged.

5.7 Complaints Received Between 1st April 2009 and 30th September 2009.

There has been 1 complaint received during this period. This related to Children and Families and will be reported on at a later date.

5.8 Care Commission

Individuals can also make a complaint to the Care Commission. During this reporting period 1 complaint was received by the Care Commission in respect of a service in Shetland. The complaint focussed on the actions of a staff member delivering care to a resident. The complaint was upheld. The staff member was redeployed.

5.9 From 1st April to 30th September 2009 1 complaint was received by the Care Commission. This will be reported on at a later date.

6. WORKFORCE DEVELOPMENT

6.1 A competent and confident workforce is the corner stone of effective high quality services. The Council invests heavily in the support, training and professional development of its Social Care and Social Care Staff.

6.2 Scottish Social Services Council (SSSC) has launched the framework for Continuous Learning and Dr Brenda Gilles travelled to Shetland in June 2009 to meet with key staff in Social Care.

6.3 Our commitment to Continuous Learning can be evidenced by the following.

6.3.1 Trainee Social Workers

There are a number of trainee Social Workers posts as well as supported places which allows the service to “grow our own” Social Workers and develop professional staff.

Currently there are 2 Trainee Social Workers, who are due to graduate in 2010. A further trainee post is due to advertised soon.

A number of workers who are already in employment throughout Social Care have the opportunity to apply for training through Supported Placements. One student graduated earlier this year and is employed by Children & Families Social Work Service. Two are expected to qualify in 2010, with a further two just commencing their studying.

All the students are supported in their placements by a Practice Teacher who will work with tutors from Robert Gordon University to deliver the distance learning training.

6.3.2 Practice Teachers

All students who undertake Social Work training require to have an allocated practice teacher. This is a Post Qualifying Award which is normally offered to experienced Social Workers.

One Social Worker has been successful in obtaining this Award in 2009.

6.3.3 Scottish Vocational Qualifications (SVQ)

SVQs provides the main opportunity for Social Care Staff to gain a qualification. The service operates a rolling programme and in partnership with Shetland College offers different levels of training.

At anyone time there are on offer:

60 places for Level 2

30 places for Level 3

12 places for Level 4

SVQ Level 5 is also available, following an identified training need and 2 members of staff have been successful in studying at this level.

Alongside SVQs, there are 4 workers from Child Care who are currently studying for their Residential Child Social Work qualification. This means, not only will they be Social Work qualified but educated to degree level, which is in keeping with national proposals for workforce development.

6.3.4 Return to Learning

For those who have been either away from work or out of learning, again in conjunctions with Shetland College, 45 places are on offer to assist with return to education.

The focus is on delivering numeracy and literacy skills and building confidence to allow individuals to go on to study at appropriate SVQ level.

6.3.5 Trainee Social Care Workers

In recognition of the increasing demand for the delivery of social care and the need to increase the staff base, an innovative approach in this Trainee Scheme is being trialed.

A one year traineeship is being offered with a guarantee of full time employment at the end if performance targets are met.

The traineeships are open to all, irrespective of age or experience and the trainee is based in one of the Care Centres.

In partnership with Shetland College, a structured programme of work based learning, college blocks and taster placements in different areas of Social Care is on offer.

6.4 Joint training and development opportunities are promoted between Social Care and partner agencies such as Health, Police and the Voluntary Sector. These include:

- Care Management and SSA
- Dementia Awareness – Level 1 Basic Induction
- Domestic Abuse
- Non Violent Crisis Intervention – NHS
- Palliative Care
- Sexual Health Learning Disabilities

7. COMMISSIONING

- 7.1 The Commissioning Strategy for the Community Health and Care Partnership (CHCP) was considered at the February 2009 meeting of the Services Committee.

The CSWO was remitted with the task of developing a Quality Assurance Framework covering all aspects of the Social Work function.

The CSWO was also asked to report this work in the Annual report to Council.

- 7.2 In terms of risk to vulnerable individuals, the standard SLA used by Social Care includes requirements around safeguarding children. This has now been extended to include a requirement that staff undergo approved training on Adult Protection and that a Designated Person is identified, in accordance with the Interagency Adult Support and Protection procedures. This staff member is required to have a higher level of training.

- 7.3 The Assessment Framework for renewal and/or retendering of contracts has been expanded in order to allow a much wider evaluation of the quality of services and includes:

- Have agreed outcomes been achieved?
- Has the service met its Care Commission inspections satisfactorily (or equivalent)?
- Are staff qualified to standard specified in contract?
- Any issues arising from content and outcome of complaints, professional feedback, contract monitoring visits?
- What is the feedback from Council reviews of individual care packages/support plans and from service user/carers surveys?
- What are the arrangements for professional supervision of staff working with a caseload?
- Are there issues that have been raised with the provider that have not been addressed?
- Is there a quality assurance system in place and is it accredited e.g. Charter Mark/Investors in People?
- Assessment of the providers contract compliance - including priority given to equalities, staff training and provision of monitoring information to required standards
- Has an Equalities Impact Assessment been undertaken?
- Has the provider worked in partnership and communicated as specified within the contract
- Quality of management - who is on the Board/Management Committee? e.g. Assessment of experience and quality

- 7.4 Reports are received on a 3 monthly basis from all organisations who provide a service on behalf of Social Care and these are received by the Grants Co-ordinator and Head of Service. These reports include data on financial activity as well as performance.

- 7.5 Reporting arrangements with the CSWO have been agreed whereby, on a 6 monthly basis, internal meetings with Head of Services and the Executive

Director will consider performance reports for services purchased by Social Care.

- 7.6 The report covering the period from 1st April to 30th September 2009, is being drafted and should be considered at a meeting in December.
- 7.7 Although out with the current reporting period, a total of 9 commissioned services had their SLAs renewed since April 2009.

These will be included in the 2009/2010 CSWO Annual Report.

8. CHALLENGES

8.1 Community Care

8.1.1 Projected demographic trends indicate a dramatic increase in the volume of demand for services for frail older people and for individuals with complex learning and physical disabilities. In Shetland, the population over 65 and 85 respectively is expected to increase significantly. Doing “more of the same” will not allow Social Care services the capacity to provide care as we do currently.

8.1.2 The message from the Scottish Government, through the Personalisation agenda, Intermediate Care, Reablement and Telecare is that services must be delivered in a different way.

This will call for a step change in philosophy as we seek to shift the balance of care increasingly to community based provision.

8.1.3 An integral part of this work is the LEAN Review of the Single Shared Assessment (SSA) process. A team of workers drawn from a range of agencies including Health, Housing, Social Work and Social Care are looking at the current assessment processes with a view to streamlining the process and freeing up time so that the service can meet peoples needs in a way that makes the best use of workers skills.

As it stands, the Social Workers in the Community Care Team lead on almost all SSAs, the process has not been owned by other professionals such as Health and Housing and often results in the person having to tell their story to a number of workers.

LEAN presents a real opportunity to free up Social Workers to take on some of the very complex work already alluded to. The implications for a change in how we deliver services are huge and will ultimately allow the service user to play an even more significant part in their care provision.

8.2 Children and Families

8.2.1 Parental substance misuse, both alcohol and drugs has been the biggest challenge for Children and Families in recent years.

More recently, this has been exacerbated by an increase in the number of young parents who have little or no parenting skills. This

has seen the numbers of pre birth Child Protection Case Conferences rise, with a significant number of unborn babies being placed on the Child Protection Register.

8.2.2 In situations where the risks cannot be safely managed, it is sometimes necessary to seek alternative placements. Where this is achieved through the court process, we are finding that the level of evidence required to support court action, is such that the service is increasingly sourcing specialist reports and, on occasions, specialist placements out with Shetland.

8.2.3 Currently, a multi-agency group, chaired by a Senior Manager from Children and Families Service, is working to develop a Parenting Strategy to address this need.

8.2.4 Following a successful bid to Shetland Alcohol and Drugs Action Team (SADAT), funding has been secured to employ a Social Worker for Substance Misuse. The Social Worker has been in post since 1st October 2009 and will work across the Children and Families, Criminal Justice and Community Care Teams.

8.2.5 As the number of children who require to be looked after away from home, whether on a short term or long term basis, increases, the demand for foster care placements become significant. There is little capacity among current approved foster carers. There are currently a total of 9 sets of foster carers, approved to provide a range of placements including emergency, respite and long term.

A recent recruitment drive across Shetland resulted in 26 expressions of interest, however, research indicates that these will yield only a handful who will go on to the assessment process.

8.2.6 There is a need to look at how the service attracts sufficient numbers of people who can take on this difficult and complex area. It may be that we are forced to move away from the current method of remuneration which is based on a fostering allowance, to a fee paid scheme, where foster carers receive a salary.

8.3 Criminal Justice

8.3.1 In December 2008 the Scottish Government published 'Protecting Scotland's Communities' – Fair, Fast and Flexible Justice. It sets out a comprehensive plan for the future management of offenders. This is based on a vision of breaking the cycle of re-offending by ensuring proportionate and early interventions with effective re-integration into the community. This includes replacing short-term prison sentences with tough community orders with wrap around mainstream support services.

An Offender Management Programme Board has been established to progress the recommendations and they have created five work streams to address the ways in which mainstream and statutory services integrate. Shetland Islands Council Criminal Justice Service

Manager represents the Northern Community Justice Authority (NCJA) on the national sub group looking at community reintegration.

- 8.3.2 The Criminal Justice and Licensing (Scotland) Bill will provide the statutory framework for the changes and will see the introduction of the Community Payback Order. This Order will replace current sentences such as probation, community service and supervised attendance orders. This will present a great challenge to the justice sector whilst services adjust to a significant change in the way we work.
- 8.3.3 One of the main challenges for the service will be to continue to deliver an effective service whilst meeting the demands placed by the NCJA and the new Offender Management programme. It is vital that Shetland actively participates in the development of the Protecting Scotland's Communities Agenda and the NCJA's strategic plan for 2011 – 2014 in order to ensure that regional and national changes meet the needs of the Shetland community.



REPORT

To: Services Committee

26 November 2009

From: Head of Housing

Report No: HS-17-09

Provision of Affordable Housing – Authorisation of Location, Quantities and Consideration of Funding Options

1. Introduction

- 1.1 This report asks Services Committee to authorise expenditure, location and order of works for the provision of affordable social housing in Shetland.
- 1.2 This report also seeks to outline the funding principles favoured by Services Committee to inform the forthcoming reports on SIC financial strategies.
- 1.3 This report does not cover the whole financial detail of supporting such activity. This will be covered in greater detail by the Head of Finance in financial planning and rent setting reports due to be presented later in the financial year.
- 1.4 For planning purposes at this stage, it is calculated that £19m (see 4.2 below) will deliver approximately 172 units. Naturally, if costs can be reduced or income received from sales, the numbers to be completed can be increased. To keep proposals realistic at this stage, I am asking Services Committee to confirm/approve the location of up to 172 new houses, with a further standby list to be started should additional money become available from economies, grants or sales.

2. Links to Corporate Priorities

- 2.1 Sustainable Organisation - Help us to make sure that we are making best use of our resources and delivering services as effectively as possible. The Council has through its Local Housing Strategy (LHS), a stated aspiration for more affordable housing.

- 2.2 The 2009/10 Housing Service plan identifies that SIC Housing Service will, *“Work in partnership with others to enable everyone in Shetland to have access to a choice of affordable housing options, across **all tenures** that are warm and safe, energy efficient and in keeping with the Shetland environment, of good quality and in good repair, able to meet demand and the particular needs of households in inclusive and vibrant communities”*.
- 2.3 The 2009/10 Housing Service action plan requires the Head of Housing to, *“Continue to investigate options for increasing housing supply in Shetland”*.
- 2.4 The Sustaining Shetland document endorsed by the Community Planning Board states that, *“We will increase the population of Shetland to 25,000 by 2025. We will increase the supply of housing to 12,000 by 2025”*.
- 2.5 The Shetland Targets & Priorities document states that, *“We will place more effort on stimulating demand for living in the remote areas of Shetland by ensuring that the ratio of jobs to people and housing is the same”*.

3. Background

- 3.1 In May 2009, Services Committee heard a report indicating that up to £20m might be available for the provision of affordable housing (Min ref 54/09). This £20m would have to be made up of a combination of borrowing, use of reserves and possible increase in rents.
- 3.2 Further, there is a requirement for the Council to bring all of its stock up to the Scottish Housing Quality Standard (SHQS) by 2015. The cost of this is expected to be £12.8m up to 2015. This cost will be met through the HRA capital programme. This includes additional borrowing through the prudential borrowing regime. This additional borrowing will bring greater pressure on rents and compound any problems associated with a depleted HRA reserve.
- 3.3 Unless something changes, the expenditure set out in 3.1 will necessitate the use of Housing Revenue Account (HRA) reserves. The HRA reserves were originally set aside to minimise the effect on rents from high debt charges and the consequences of the borrowing needed to meet the SHQS as set out in 3.2. Once expended these reserves will place the HRA rent account at risk of high level rental increases unless there is another form of corrective action or financial intervention. This will have to be considered and resolved as part of the longer term detailed financial planning expected from the Head of Finance.
- 3.4 An earlier decision of Services Committee (Min ref 18/06) detailed proposals to spend up to £13m purchasing properties and building the following:
- 76 Units at Hoofields (Lerwick);
 - 10 Units at Brae;
 - 6 Units at Bressay;
 - 2 Units at Burra;
 - 2 Units at Sandwick;

- 4 Units at Virkie:
- 3.5 The list in 3.4 was intended to supplement the construction activity of Hjaltsland Housing Association (HHA). This requirement remains to ensure that each organisation can maximise the overall income available to Shetland as a whole. Therefore, where areas are not covered on this list, it remains the case that HHA intend to build in other areas at some future point, subject to the availability of funding. A list of developments planned by HHA, subject to funding from the Scottish Government is attached as Appendix A. SIC & HHA development lists must be read in conjunction with each other to determine the overall provision of social housing across Shetland.
 - 3.6 There is a need to retain focus, during the period of a new build programme, on ensuring that existing tenants continue to get a good quality service. There is a repair and maintenance programme in place which would see the Council meets most of its obligations under the Quality Standard by 2014.
 - 3.7 The Council is the only authority to receive Housing Support Grant (HSG), currently £1.4m per annum (from the Westminster Government). The sum has been reduced dramatically over the years and it is possible that its continuation could become vulnerable, over time.

4 Funding Considerations

- 4.1 The detail of how the SIC £20m programme in 3.1 should be made up, will have to be decided by SIC during its future financial planning and rent setting reports which are due shortly from the Head of Finance. These reports are expected as a part of routine SIC financial planning.
- 4.2 In the meantime, Services Committee has already agreed to consider the purchase of properties valued at approximately £1m (Min ref 91/09). Therefore, of the £20m originally planned, only £19m worth of development activity can take place. For the purposes of planning at this stage, this does not make an allowance for any grants that may be forthcoming from the Scottish Government. There is currently an outstanding bid for £4.3m with the Scottish Government, for which we await a decision. Based on past performances, I would not recommend relying on this bid in whole or in part for housing provision at this stage.
- 4.3 Without any financial adjustments, the current level of HRA reserves will be expended by 2015. Thereafter and in this scenario there is no possibility of rent protection from HRA reserves without a further adjustment to those HRA reserves. Further, the level of protection offered by reserves will diminish proportionally each year up to to 2015.

- 4.4 The raising and release of the £20m required, overall, will require the following factors to be considered:
- 4.4.1 The need to meet the SHQS and the funding required to do so;
 - 4.4.2 The level of internal HRA borrowing;
 - 4.4.3 Level of reserves to hold, both general fund and HRA;
 - 4.4.4 Impact on rents;
 - 4.4.5 Impact or opportunity cost for other Council services and plans:
- 4.5 Taking into account the total contents of this report, it would be useful for future financial planning if Services Committee could articulate what parameters or principles, if any, they would like to place upon the factors in 4.4 above. For example, do members wish to minimise the impact on rent for existing tenants, or do Members wish to place a cap on the level of borrowing etc.
- 4.6 By way of background information, Members will be aware that all social housing has to be accounted for through the HRA. It is a ring-fenced fund, with limited opportunities for the Council to 'subsidise' social housing from other sources. For the most part, the cost of providing housing needs to be recovered through the rents charged to tenants.
- 4.7 Funding any new investment programme therefore needs to carefully consider the cost to existing tenants. In essence, the Council could find itself asking the current tenants to pay for the cost of new housing provision. The Council has an obligation to consult with tenants in setting the level of rents increases year on year. The consultation needs to be meaningful and give appropriate time for tenants to respond.
- 4.8 At the moment, Shetland Island Council tenants pay on average £56.98 per week, which is the 4th highest level of rent in Scotland. The Council has, in the past, charged the highest level of rent in Scotland. A very small proportion, in comparison with other local authorities, of our tenants is in receipt of Housing Benefits. Only about 30% of tenants are eligible for Housing Benefits, so for those individuals and families, any rent increase is a real increase in cost (and not met from Government benefits). Any rent increases will impact directly on the majority (about 70%) of tenants.
- 4.9 The Housing Revenue Account will face additional revenue cost pressures, over the next period, which may also have a direct impact on the level of rents to be charged, if reserves are to be used for new investment. The impact of the additional cost of Single Status on the DLO will have to be accommodated. Also as stated in 3.2 there are a number of Scottish Housing Quality Standards issues which have yet to be resolved and built into the investment programme for existing stock.
- 4.10 In any event, it would be possible to generate further income by increasing the rent levels on new housing whilst remaining at affordable levels. It seems to me logical and reasonable to pay a slightly higher rent to move into a newer, better insulated and more cost effective home. It is my view that, a percentage rental increase for rental of these new houses would be reasonable and still remains affordable by comparison with the private rented sector.

This would provide a direct contributory link between the rent charged and the benefit/s received by tenants of new housing. It would also increase rental income for the benefit of all tenants. However, Members should note that such an increase will distort the average rent figures and make average rents more expensive than they currently are. This should be noted, as it would make SIC look worse in any performance table considering average rents.

- 4.11 I would ask Services Committee to consider this approach and indicate if they wish to increase rental for new properties and if so by how much. To assist Members with that decision an indication of the effect is outlined in the table below:

4.11.1 Table 1- Average rent per week (from bedsit to 4 bed)

Area	Existing Average	Average + 10%	Average + 15%	Average + 20%
Lerwick	£57.77	£63.55	£66.44	£69.33
Landward	£54.88	£60.37	£63.11	£65.86

4.11.2 Table 2 – Estimate of annual additional income for 172 units

Area	Average + 10%	Average + 15%	Average + 20%
Lerwick	£52,000	£78,000	£103,000
Landward	£49,000	£74,000	£98,000

- 4.12 As already discussed, Members will therefore have to consider carefully the balance of funding for any new investment programme – based on new borrowing, use of reserves and levels of rent.
- 4.13 To summarise, implementation of the programme/s proposed in this report will deplete HRA reserves, to the point where they are unavailable for protecting rents into the future. Therefore, the proposals within this report will require a future SIC decision dedicating resources for new build housing as a part of its overall financial commitments.

5 Funding Options

- 5.1 In terms of the funding options, I have assumed that Members will wish to retain the level of increase of rent at a reasonable level, in order to ensure that the charges remain affordable for tenants. For the purpose of the following analysis, an assumption of an inflationary increase of 3% per annum has been used. This in itself, is an issue which Members may wish to explore through the consultation with tenants.
- 5.2 Thereafter, the funding options can be considered under three main options:
- 5.2.1 Increase the level of borrowing;
 - 5.2.2 Seek a Reserve Fund contribution to the Housing Revenue Account Reserves;
 - 5.2.3 Explore Partnership arrangements with other parties:

5.3 Option 1- Increased Level of Borrowing;

5.3.1 Were the investment in new housing stock to be paid for by new borrowing, with the costs being repaid over 40 years (the life of the asset for accounting purposes), the level of debt on the Housing Revenue Account would increase from the current level of debt of £47m, to £61m by 2020. This scenario assumes:

- that rent levels would rise at not more than 3% per annum;
- that the Housing Support Grant will continue to be paid at current levels;
- that sales of Council houses would continue at the current rate;
- that new build would be exempt from Right to Buy (RTB) legislation;
- that the Scottish Government would provide grant assistance of £4.3m, over the period of investment:

5.3.2 This scenario might be described as the “best case” scenario and if any of the assumptions did not come to pass (e.g RTB), the level of debt would increase over time, to deliver the same investment programme;

5.3.3 Increasing the level of debt to this extent would constitute a radical departure from current policy on the Housing Revenue Account. Members will be aware that the Council has actively pursued a policy of debt repayment, in order to reduce the burden of debt on Council tenants, over a number of years. This has involved delegations to Westminster, as well as the Scottish Government, to pursue the write off of a significant proportion of the current debt, albeit all to no avail at this point.

5.3.4 The Council currently has the highest debt levels per house in Scotland, at approximately £25,000 per house. Most other local authorities in Scotland have debt levels of below £10,000 per house. To increase borrowing to £61m, and increase stock by 172 over the same period, would put the debt levels at over £31,000 per house;

5.3.5 Apart from Scottish Government grant aid, the burden of paying for new social housing under this option is placed predominantly on the Council’s current (and potentially new) tenants. Again, this may be an issue which Members would wish to explore through consultation with tenants.

5.4 Option 2 - Reserve Fund Contribution to HRA Reserves;

5.4.1 The option of paying for the new investment programme by way of a contribution from the Reserve Fund places no risk on current (and potentially new) tenants;

- 5.4.2 Funding would be sought year on year, or in a lump sum, through a Reserve Fund contribution to the Housing reserves. At the moment, there is no budget provision to support social housing through the General Fund Capital Programmed;
- 5.4.3 Members will be aware of the pressures to progress all the projects which the Council might wish to support in other service areas;
- 5.4.4 The Head of Finance has indicated, however, that there is the possibility that, if the overall Council reserves are above the £250m target ceiling, a contribution could be agreed towards social housing investment:
- 5.5 Option 3 - Partnership Arrangements with other Parties;
 - 5.5.1 If Members are not necessarily driven by a policy direction which requires the Council to build and manage the new housing stock itself, it may be the case that the Council could secure more housing units by working in partnership with others;
 - 5.5.2 It may be the case that working in partnership with Hjalmland Housing Association and others could secure additional benefits. For example, Hjalmland Housing Association are currently able to attract higher rates of government subsidy and can lever in commercial borrowing;
 - 5.5.3 At the moment, the detail of the Local Housing Strategy and the Local Development Plan are being developed. This Report is therefore intended to start the dialogue on the balance of new direct investment and funding options, to help inform future planning.
- 5.6 The Head of Finance is of the view that Option 1 is a viable option and the level of debt proposed sustainable in the long run, if the assumptions outlined hold firm.
- 5.7 From a service point of view, Options 2 and 3 are more favorable, as it removes much of the risk of the cost of new investment in housing stock from the existing tenants and establishes a framework where the rent levels are more likely to remain at an affordable level.
- 5.8 To sum up, I would seek Members guidance on:
 - 5.8.1 the level of rent increases which may be considered to be affordable;
 - 5.8.2 views on any proposed policy shift from debt reduction, to debt expansion;
 - 5.8.3 consideration of a proposal to seek Reserve Fund contributions towards social housing;
 - 5.8.4 The overall philosophy as to whether or not the Council should be constructing the properties or whether continued partnership with other providers can also be explored.

- 5.9 Assuming that Council are able to agree the detail of a £20m funding package, decisions remain relating to numbers, location and the order of works. This is discussed in greater detail in section 7 below.

6 Other Factors

- 6.1 An interesting dimension to developing a new house build programme is how the Council will address the question of paying for the infrastructure to support opening up new areas of land for development.
- 6.2 If the Council's main priority is to support affordable social housing, adding the cost of infrastructure to the cost of the house may put the level of rents required above that which would be deemed to be affordable by most families. It could be said that other land purchase opportunities have failed to reach the development stage due to lack of investment in the infrastructure to support opening up new areas of land.
- 6.3 Another aspect which Members may wish to consider is the balance between architectural merit and functionality. In order to meet the Council's Design Guide and Planning policies, from time to time the Housing Service is asked to enhance the design of a house, beyond that which is required from a functional point of view.
- 6.4 I acknowledge the Council's policy commitments in this regard and the benefits which investment in the built environment will bring, but the cost of any enhancement will be borne by the tenant through rents. In some instances, enhanced design has added up to 10% to the capital cost of refurbishment. It is hoped that agreement on the standard housing design will go some way towards achieving a good balance between quality design and cost.
- 6.5 I raise the issues within this section, with a view to considering whether it might be appropriate to support infrastructure and enhanced design costs through the General Fund Capital Programme, instead of being borne by the Housing Revenue Account directly. That could be the subject of a future bid to the General Fund Capital Programme, from the relevant service area.

7 Proposed Sites For New Build Housing And Quantities

- 7.1 Using the original list in 3.4 approved by Services Committee (Min ref 18/06) as a starting point, a revised list of proposed construction is attached as Appendix B. Phases 1 to 4 reflect the earlier aspirations. Phases 5 to 7, takes into account the additional amounts the Council wishes to see used for affordable housing but does not exceed the £19m currently used for financial planning purposes (see 4.2). This same list also seeks to make use of the Staney Hill site which is currently already zoned for housing.
- 7.2 With a planned maximum of 172 houses at this stage, Services Committee are asked to consider Appendix B and confirm the quantities of houses they would wish to see in each phase and location. This should include deciding

the numerical balance between the various phases, if amended, and which area to construct the 10 landward units currently undesignated in phase 7, Appendix B.

- 7.3 Naturally, should any additional income become available, or the unit cost reduced, further additional housing units could be provided or the money used to offset costs, and reduce the rent burdens on the HRA, rather than to provide additional housing over and above that already agreed. A standby list of proposed properties to be constructed with any additional money that becomes available is attached as Appendix C. Services Committee are asked to consider Appendix C and confirm the quantities of houses they would wish to see in each location, subject to the availability of land. This should include deciding the numerical balance between the various phases, if amended.
- 7.4 In making any decision, Members are asked to consider the following:
- 7.4.1 Council members for Burra have been actively engaged in identifying suitable sites for additional housing units in Burra;
 - 7.4.2 The site originally proposed for Burra is not practical for construction and an alternative site would have to be agreed subject to any option appraisal;
 - 7.4.3 Yell Community Council has contacted the Head of Housing requesting additional housing to the 6 units planned by HHA;
 - 7.4.4 To build in areas where the HRA does not own the land will lead to additional unit costs. This may in turn significantly reduce the overall numbers depending on the land acquisition costs:
- 7.5 To assist Services Committee in that decision a map of current demand for social rented housing is attached as Appendix D. This Appendix D is intended to give Services Committee a feel for areas of Shetland in demand and is taken from the joint SIC and HHA Housing Register. This takes into account all areas that applicants have selected on their housing application and is current at November 2009. This information does not focus on overall housing demand which will be included within the Housing Need & Demand Assessment (HNDA).
- 7.6 Members should note that the number of applicants on the joint Housing Register is an indicator and a definitive number of individual applicants but is only a part of the overall demand picture for housing. As a part of this process, I would recommend the constant review of Appendix C as the HNDA matures and develops.
- 7.7 Members should note that the draft HNDA is currently under review and a consultation draft of the HNDA will be available in early 2010. However, the draft HNDA indicates that additional units overall (SIC plus others) should be applied in the following ratios set out in table 3:

7.7.1 Table 3 – Target percentage of stock from draft HNDA

Locality	Ratio as a percentage
Central Mainland	14%
Lerwick & Bressay	33%

North Isles (inc Whalsay & Skerries)	13%
North Mainland	14%
South Mainland	16%
West mainland	10%

- 7.8 Initial comments on this report from the Shetland Tenants Forum (STF) are attached as Appendix E.

8 Financial Implications

- 8.1 Implementation of the house building programme outlined in this report will deplete existing HRA reserves to the point where they become unavailable to protect rents into the future. Therefore, the overall programme decided upon is subject to Shetland Islands Council dedicating the resources as a part of its overall financial strategy. Any proposal to increase the Council's financial commitment to new build housing will involve making a judgement on the level of reserves to hold, the impact on rent levels of current tenants and the potential impact on other Council services and plans. Members should be clear that, in committing the Council to this programme, existing HRA reserves will be run down and so be unavailable to support the expected rent burdens associated with high levels of housing debt and the need to meet the SHQS. Approval of Appendix B or a modified version will commit existing HRA resources to starting these projects in anticipation of a future decision by SIC detailing and approving the finalised funding options. If those HRA reserves are not supplemented in the future, they will not be able to meet the need for which they were originally intended.

7. Policy and Delegated Authority

- 7.1 All matters relating to Housing stand referred to the Services Committee in accordance with Section 13 of the Council's Scheme of Delegations. The Committee has delegated authority to make decision on matters within its remit for which the overall objectives have been approved by the Council, in addition to appropriate budget provision. Accordingly the proposals in this report require a decision of the Council.

8. Recommendations

- 8.1 I recommend that Services Committee note the contents of this report and approve or amend subject to the future financial report from the Head of Finance:
- 8.1.1 Appendix B as the initial SIC new build housing programme to be delivered subject to availability of funding;
 - 8.1.2 Appendix C as the list of further properties to be constructed should additional funding, income, economies or savings allow:
- 8.2 Consider and decide upon a percentage, if any, to be applied to rental for new build houses, over the standard rent for all new build houses let into the future.

- 8.3 I further recommend that Services Committee consider section 4 to 7 of this report and with particular reference to 5.8 identify any funding parameters they wish to be considered in future finance reports, following more detailed consultation with tenants.
- 8.4 Consider the factors within section 6 of this report and decide if infrastructure and enhanced design costs should be the subject of a bid to the General Fund Capital Programme.

Date: 26 November 2009
Our Ref: CM/LJ

Report No: HS-17-09

APPENDIX A - Proposed development programme of Hjaltsland Housing Association (HHA)

<u>Scheme</u>	<u>Location</u>	<u>Units</u>	<u>Completion</u>	<u>Comments</u>
North Park	Gulberwick	8	Nov-09	On site
Grantfield	Lerwick	16	Dec-09	On site
Ladies Mire Ph1	Brae	6	Feb-10	On site
Houlland	Sandwick	20	May-10	On site
Breiwick	Eshaness	2	Aug-10	Planning and BW recvd
Cullivoe	Yell	6	Nov-10	Planning and BW recvd
Marthastoon	Aith	10	Jan-11	Planning and BW recvd
Quoys Phase 3	Lerwick	34	Apr-11	On site
Childrens Home	Lerwick	1	Apr-11	Out to tender
Baptist Kirk	Lerwick	6	Apr-11	Planning and BW recvd
Utnabrake Phase 1	Scalloway	21	Oct-11	Planning application submitted
Herrislea House	Tingwall	10	Jun-12	Planning and BW recvd
Utnabrake Phase 2	Scalloway	17	Oct-12	Outline planning application submitted
Pegasus Place	Lerwick	12	Aug-13	Planning recvd
Utnabrake Phase 3	Scalloway	13	Aug-13	Outline planning application submitted
North Star	Lerwick	15	Oct-13	Planning recvd
Ladies Mire Ph2	Brae	9	Mar-14	Planning recvd
Utnabrake Phase 4	Scalloway	23	Jan-15	Outline planning application submitted
Veensgarth	Tingwall	38	Jun-15	Planning application submitted
Strand Ph2	Tingwall	20	Aug-16	Proposal from D&B contractor
Utnabrake Phase 5	Scalloway	28	Jan-17	Outline planning application submitted
Total		315		

APPENDIX A

Shetland Islands Council (SIC)

Housing Service

November 2009

List of proposed properties to be constructed – APPENDIX B

<u>Location</u>	<u>Type</u>	<u>Qty</u>
Lerwick		
Lerwick, Hoofields (phase 1 & 2)	6 Person – 4 Bed (house)	2
	5 Person – 3 Bed (house)	8
	3 Person – 2 Bed (house)	22
	2 Person – 1 Bed (house)	16
	2 Person – 1 Bed (flat)	28
	Sub Total	76
Brae (phase 3)	3 Person – 2 Bed (house)	2
	2 Person – 1 Bed (house)	8
	Sub Total	10
Bressay (phase 4a)	3 Person – 2 Bed (house)	2
	2 Person – 1 Bed (house)	4
	Sub Total	6
Burra (phase 4b)	3 Person – 2 Bed (house)	2
Sandwick (phase 4c)	3 Person – 2 Bed (house)	2
Virkie (phase 4d)	3 Person – 2 Bed (house)	4
	Sub Total	8
Lerwick, Staney Hill (phase 5)	6 Person – 4 Bed (house)	2
	5 Person – 3 Bed (house)	4
	3 Person – 2 Bed (house)	10
	3 Person – 2 Bed (house)	10
	2 Person – 1 Bed (flat)	14
	Sub Total	40
Lerwick, Staney Hill (phase 6)	5 Person – 3 Bed (house)	2
	3 Person – 2 Bed (house)	6
	3 Person – 2 Bed (house)	6
	2 Person – 1 Bed (flat)	8
	Sub Total	22
Landward (phase 7)	To be confirmed by SIC	10
	TOTAL	172

Shetland Islands Council (SIC)

Housing Service

November 2009

List of proposed standby properties to be constructed – APPENDIX C

<u>Location</u>	<u>Type</u>	<u>Qty</u>
Lerwick		
Lerwick	N/A	0
	Sub Total	0
Central Mainland	Subject to prevailing demand*	10
	Sub Total	10
North Isles	Subject to prevailing demand*	10
	Sub Total	10
North Mainland	Subject to prevailing demand*	10
	Sub Total	10
South Mainland	Subject to prevailing demand*	14
	Sub Total	14
West Mainland	Subject to prevailing demand*	6
	Sub Total	6
	TOTAL	50

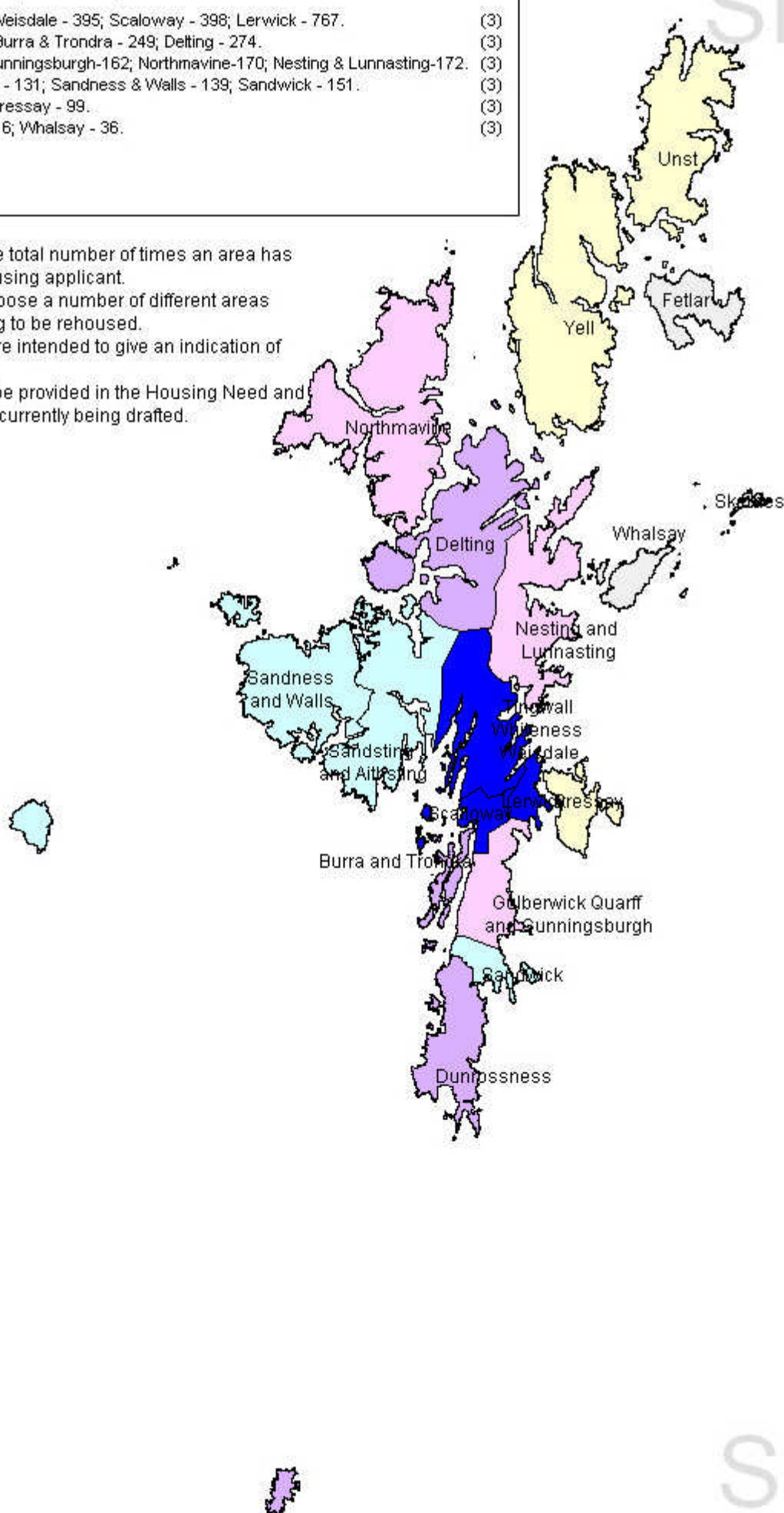
* Housing demand across all tenures will be outlined in the Housing Need and Demand Assessment. Once this document is assessed and agreed by the Scottish Government, it will form the evidence base for both the Local Housing Strategy and the Local Development Plan.

Number of applications by Community Council Area

■ Tingwall Whiteness Weisdale - 395; Scaloway - 398; Lerwick - 767.	(3)
■ Dunrossness - 246; Burra & Trondra - 249; Delting - 274.	(3)
■ Gulberwick Quarff Cunningsburgh-162; Northmavine-170; Nesting & Lunnasting-172.	(3)
■ Sandsting & Aithsting - 131; Sandness & Walls - 139; Sandwick - 151.	(3)
■ Yell - 85; Unst - 94; Bressay - 99.	(3)
■ Skerries - 9; Fetlar - 16; Whalsay - 36.	(3)

NOTES:

1. This map shows the total number of times an area has been selected by a housing applicant.
2. An applicant can choose a number of different areas where they are applying to be rehoused.
3. This map is therefore intended to give an indication of demand by area.
4. Further figures will be provided in the Housing Need and Demand Assessment currently being drafted.





REPORT

To: Services Committee

26 November 2009

From: Sport and Leisure Service Manager

Capital Grants to Voluntary Organisations Construction of a new sportsfield, Bressay

1. Introduction

- 1.1 The purpose of this report is to consider a request for funding from the Bressay Sports Club (BSC) to construct a new sportsfield in Bressay.

2. Links to Corporate Plan

- 2.1 This project will assist the Council to achieve its corporate priorities by supporting the creation of a new community facility. It will encourage more people to have healthier lifestyles by taking part in sport and leisure activities. This project will stimulate economic activity in Shetland and the creation of employment opportunities during the works phase. It will also contribute towards the strengthening of the Bressay community and help to retain people living in the area.

3. Background

- 3.1 The idea of developing a permanent sportsfield in Bressay was first mooted in the early 1990's. Following a public meeting and local consultation BSC was officially formed in May 2003.
- 3.2 A suitable site was identified and representatives of BSC approached the landowners to establish whether it would be possible to acquire the site for the proposed development. Both landowners indicated they would be willing to release land to BSC.
- 3.3 In the spring of 2005, BSC appointed a consultant engineer. Initial designs and a survey of the proposed site were carried out. The survey results were positive and the designs confirmed that the site was suitable and had capacity for the provision of a new sportsfield. At this stage the project had an indicative cost of £291,000 including an allowance for professional fees, statutory consents, land acquisition and VAT.
- 3.4 BSC serves a local community of approximately 380 people, including 43 young people. At present the Island of Bressay has no outdoor sportsfield and the nearest equivalent facility is located in Lerwick.

4. Present Position

- 4.1 The Detailed Design for this project has been completed and planning permission approved.
- 4.2 BSC is in the process of finalising the purchase of the proposed site and this task should be concluded by the end of December 2009.
- 4.3 Members should note that during the past year BSC have been working closely with officers in the Education and Social Care Department to apply for external funding. To date, BSC has successfully raised in excess of £200,000 towards the capital costs of this project.
- 4.4 In order to progress the project on schedule, BSC now require match funding to be agreed. If agreed, this match funding will secure the external funding and allow the project to commence early in 2010. Consequently, BSC have submitted a Capital Grant Application Form to the Council requesting grant assistance towards their project.
- 4.5 The Bressay project was advertised for tender and 2 tenders were received, the lowest of which is £211,652. When an allowance for professional fees, statutory consents, land acquisition and VAT are taken into consideration the total project cost rises to £296,909. Please note that the allowance for VAT has been calculated at 17.5% as it is anticipated that the standard rate of VAT will increase in January 2010.
- 4.6 Subject to all capital funding being secured, BSC hope to commence works on site by February 2010 with a completion anticipated by August 2010.
- 4.7 When complete, the works will provide the Bressay community with a high quality, fully compliant sportsfield that has the following facilities:
- A grass sportsfield - 120m by 60m;
 - Provision of goals, nets and corner flags;
 - Portable training goals and nets;
 - Access road and associated car parking for up to 15 vehicles;
 - Provision of an equipment store.
- 4.8 It should be noted that BSC do not have charitable status and are not registered for VAT.

5. Financial Implications

- 5.1 The following funding arrangement is proposed:

	£	%
SIC Sport and Leisure Service	85,180*	28.6
Scottish Rural Development Programme	127,264	42.9
Cashback for Sports Facilities Fund	<u>75,000</u>	<u>25.3</u>
 Total Public Funding Required	 287,444	 96.8
Bressay Sports Club	<u>9,465</u>	<u>3.2</u>
 TOTAL PROJECT COST	 <u><u>296,909</u></u>	 <u><u>100.0</u></u>

- 5.2 Members should note that BSC also has a grant application being considered by Sportscotland (Lottery) Fund for a sum of £20,000. However, no decision will be taken on this application until December 2009. Therefore, should this application be successful then the amount being proposed to BSC from Shetland Islands Council would be reduced by £20,000 to £65,180.
- 5.3 Scottish Rural Development Programme has confirmed the above amount.
- 5.4 Cashback for Sports Facilities Fund has confirmed the above amount.
- 5.5 Bressay Sports Club has confirmed that its contribution is in place.

6. Financial Implications

- 6.1 The Sport and Leisure Service's budget for Grants to Voluntary Organisations/Other Bodies – General (GCJ3006 2406) for the financial year 2009/10 has sufficient funds to meet the request from Bressay Sports Club.

7. Policy and Delegated Authority

- 7.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on the matters within approved policy and for which there is a budget.

8. Recommendation

I recommend that the Services Committee agree: -

- 8.1 a grant of up to £85,180 to Bressay Sports Club for the purposes outlined in this report. The source of this grant is Sport and Leisure Services budget for Grants to Voluntary Organisations/Other Bodies (GCJ3006 2406) for financial year 2009/10;
- 8.2 that the above grant be subject to the standard Council conditions applying to the Capital Grant Aid Scheme.

November 2009
Our Ref: NWW/MJD/

Report No: CD-233-F



REPORT

To: Services Committee

26 November 2009

**From: Head of Finance
Executive Services Department**

Report No: F-038-F

**Education & Social Care Revenue Management Accounts
General Ledger, Reserve Fund and Housing Revenue Account
For the Period 1 April 2009 to 30 September 2009**

1. Introduction

- 1.1 The purpose of this report is to advise Members of the financial position on the Education & Social Care service General Ledger, Reserve Fund and Housing Revenue Account revenue management accounts (RMA) for the first six months of 2009/10.

2. Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

3. Background

- 3.1 The revenue management accounts are presented to the Executive on a monthly basis to monitor the Council's overall financial position.
- 3.2 This monitoring report to Members covers the period 1 April 2009 to 30 September 2009. Only controllable items of expenditure are included, on the basis that recharges for central services and financing costs and financing income are excluded, as these are not controllable in terms of spending decisions. The financial data in this report include employee costs, property costs, transport, grants and other running costs, and income comprises of fees and charges, grants and rents.
- 3.3 For information, all appendices show the Annual Budget, Year to Date Budget, Actual and Variance. It is the Year to Date variances, which are referred to within this report. An estimation of when spending will occur or income is to be received is made on each budget and a spend profile is set which determines the Year to Date Budget. The Year to Date Variance shows how actual activity has varied from the planned budget.

4. Financial position on the General Ledger (inc Support/Recharged)

4.1 Appendix 1 shows the objective and subjective position for Education & Social Care services. For the first 6 months there is an underspend of £1,550,000 (4%).

4.2 An explanation of the variances are as follows:-

4.2.1 Community Care (£763k) – The Community Care Service is showing an underspend of £764,659 at the end of period 6. It is expected that by the end of the year, the Service will still be within budget however, the underspend will be reduced as new work strands are implemented. For example, the Intensive Support Service has been expanding steadily during 2009 and 11 trainees started work at the end of August 2009 as part of a new initiative with Shetland College.

4.2.2 Children's Services (£162k) – The most significant under spend in relation to vacancies in children's services is in relation to residential social care workers which is in the region of £75 000; and in youth work which is in the region of £30 000.

The under spend in residential child care is partly deliberate in that it is intended to match this against specific off island assessments that are necessary to support specific cases that are going through a court process. The under spend in youth work is largely due to difficulties in recruiting to these posts. This is something that has been the case for a number of years. We are currently reviewing this service to see how we can best deliver youth work in Shetland.

Over the whole of children's services it is expected that there will be under spend due to vacancies in the region of £160 000 by the end of the financial year. It should be noted however that this under spend will be used to fund the increase in services at Laburnum.

4.2.3 Schools (£347k) – There is salary underspending across the service due to vacancy factor and general underspending across budgets. It is expected that the Schools budget will be within budget at the end of the year.

4.2.4 Housing (£244k) – The Housing General Fund/Recharges is expected to outturn within budget, with possibly a small true saving. This is due to recruitment to vacant posts. We hope to recruit to most of the vacant posts by the end of the financial year, however new recruitment procedures following single status is delaying processes. The Housing Revenue Account is expected to outturn within budget, subject to debt charges outturn being as anticipated.

4.3 For more detailed information, Appendix 2 shows the General Ledger by cost centre.

5. Financial Position on the Reserve Fund

- 5.1 Appendix 3 shows the objective and subjective position on the Reserve Fund for Education & Social Care services. There is an overspend for the first 6 months of £30,941 (36%). This variance is due to a budget profiling on Shetland Women's Aid.
- 5.2 For more detailed information, Appendix 4 shows the Reserve Fund by cost centre.

6. Financial Position on the Housing Revenue Account (HRA)

- 6.1 Appendix 5 shows the objective and subjective position on the Housing Revenue Account. This shows an underspend for the first 6 months of £294,858 (13%). This variance is mainly due to budget profiling variations on repairs and maintenance and rent income.
- 6.2 For more detailed information, Appendix 6 shows the HRA by cost centre.

7. Financial Implications

- 7.1 The General Ledger for the first 6 months is underspent by £1,550,000. The Reserve Fund is underspent by £30,941 and the Housing Revenue Account is underspent by £294,858. Officers will be re-profiling any projects where the timing of payments/income is able to be determined with more certainty or identify any real underspends.
- 7.2 The Executive Director Education & Social Care has estimated the outturn financial position will be within the budget for the year.

8. Policy & Delegated Authority

- 8.1 The Services Committee has delegated authority to act on all matters within its remit for which the Council has approved the overall objectives and budget, in accordance with Section 13 of the Council's Scheme of Delegations.

9. Recommendation

- 9.1 I recommend that the Services Committee note the report.

EDUCATION & SOCIAL CARE MANAGEMENT INFORMATION 2009/10 - PERIOD 06	1st April 2009 to 30th September 2009
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<u>Revenue Expenditure by Service</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Education & Social Care Services (total)	69,474,269	36,141,799	34,591,799	1,550,000
Directorate	1,562,961	761,066	763,057	(1,991)
Resources	1,332,809	606,567	653,986	(47,419)
Sport & Leisure	1,771,165	890,454	816,482	73,972
Community Work	396,349	196,424	194,189	2,235
Train Shetland & Adult Learning	556,799	273,379	270,484	2,895
Library	1,047,242	535,654	523,642	12,012
Schools	35,510,452	17,931,574	17,584,200	347,374
Community Care	18,902,329	10,710,485	9,947,298	763,187
Children's Services	6,127,189	3,046,848	2,885,251	161,597
Criminal Justice Unit	13,013	6,122	14,160	(8,038)
Housing	2,253,961	1,183,226	939,051	244,175

<u>Revenue Expenditure by Subjective</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	60,299,015	29,853,873	29,167,660	686,213
Basic Pay	44,823,715	22,300,768	21,835,685	465,083
Overtime	231,278	115,639	187,682	(72,043)
Other Employee Costs	15,244,022	7,437,466	7,144,293	293,173
Operating Costs (sub total)	13,514,666	7,032,409	6,606,277	426,132
Travel & Subsistence	2,449,930	1,190,853	946,735	244,118
Property Costs	5,449,535	3,245,487	2,807,087	438,400
Other Operating Costs	5,615,201	2,596,069	2,852,455	(256,386)
Transfer Payments (sub total)	7,869,865	3,917,551	3,557,841	359,710
Income (sub total)	(12,209,277)	(4,662,034)	(4,739,978)	77,944

TOTAL	69,474,269	36,141,799	34,591,799	1,550,000
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EDUCATION & SOCIAL CARE RMA 2009/10 - COST CENTRE DETAIL - PERIOD 6	1st April 2009 to 30th September 2009
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<u>Description</u>		Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
		£	£	£	£
Directorate		1,562,961	761,066	763,057	(1,991)
SRJ0000	Exec Dir Educ & Social Care	180,392	90,008	88,599	1,409
GRJ0227	QOL-Leisure Acc Remote Sch	0	0	493	(493)
GRJ1002	Data Sharing Project	167,758	59,707	58,629	1,078
GRL4210	Museums & Archives Prop Costs	61,679	34,785	31,095	3,690
GRL4217	New Museum & Arts Centre	1,153,132	576,566	584,241	(7,675)
Resources		1,332,809	606,567	653,986	(47,419)
SRJ2000	Resources Manager	120,727	45,821	56,566	(10,745)
SRJ2100	Information	182,972	98,885	113,492	(14,607)
SRJ2200	Staff Management	328,205	163,608	161,292	2,316
SRJ2201	Recruitment Expenses	225,000	66,975	114,256	(47,281)
SRJ2300	Administration	406,908	196,878	174,724	22,154
SRJ2500	Grant Administration	68,997	34,400	33,656	744
Sport & Leisure		1,771,165	890,454	816,482	73,972
SRJ3000	Sports & Leisure Svs Mgt	55,439	27,601	26,803	798
GRJ3126	Active Futures	25,929	19,947	23,374	(3,427)
GRJ3125	Active Schools	88,750	44,012	42,230	1,782
GRJ3129	Cash back for Communities	1,008	(2,044)	(4,680)	2,636
GRJ3102	Bridge-End Outdoor Centre	5,000	5,000	4,946	54
GRJ3103	Unst Youth Centre	5,000	0	0	0
GRJ3201	Grants to Vol Orgs General	78,336	63,443	55,294	8,149
GRJ3202	Development Grant Aid Scheme	76,980	38,490	38,407	83
GRJ3203	Support Grant Aid Scheme	111,509	44,662	37,581	7,081
GRJ3204	Pitches Other	29,131	14,566	11,719	2,847
GRJ3205	Maintain Community Facilities	15,300	7,650	5,000	2,650
GRJ3100	Islesburgh Cafeteria	302,869	123,281	(29,616)	152,897
GRJ3101	Islesburgh	482,105	263,701	346,531	(82,830)
GRJ3104	Fetlar Camp Site	5,510	3,179	3,132	47
GRJ3105	2 St Sunniva Street	14,503	8,422	964	7,458
GRJ3107	Parks General	259,772	134,145	149,316	(15,171)
GRJ3108	Play Areas General	101,414	46,080	53,626	(7,546)
GRJ3109	Multicourts General	14,000	7,000	2,709	4,291
GRJ3122	Outdoor Educ and Activities	42,050	15,245	18,229	(2,984)
GRJ3120	Sports Development	56,560	26,074	30,916	(4,842)
Community Work		396,349	196,424	194,189	2,235
SRJ3300	Comm Learning & Dev Mgt	55,310	27,584	26,533	1,051
GRJ3301	Area Community Work	297,964	148,877	157,687	(8,810)
GRJ3302	Community Work Initiatives	21,920	10,960	10,830	130
GRJ3303	Community Transport	21,155	9,003	1,837	7,166
GRJ3307	SLSBG (Vision)	0	0	(2,698)	2,698
Shetland Library		1,047,242	535,654	523,642	12,012
GRL4410	Library	1,047,242	535,654	523,642	12,012
Train Shetland & Adult Learning		556,799	273,379	270,484	2,895
SRL6006	Short Course Management	93,389	46,543	44,108	2,435
GRL4121	Evening Classes	123,906	57,987	48,381	9,606
GRL4123	Adult Learning	97,892	48,254	51,660	(3,406)
GRL4125	Adult Literacy Strategic Plan	175,694	55,601	49,493	6,108
GRL4126	Literacies Projects	0	0	2,798	(2,798)
GRL6002	Vocational Service	231,642	115,480	115,974	(494)
GRL6003	Vocational Training	(127,148)	(67,474)	(63,974)	(3,500)
GRL6006	Short Courses	(38,576)	16,988	26,508	(9,520)
GRL6007	Business Gateway Contract	0	0	(4,920)	4,920
GRL6008	Construction Skills Contract	0	0	455	(455)
Schools		32,324,294	16,333,742	15,979,770	353,972
SRE0001	Head of Schools	124,534	62,070	57,647	4,423
SRE6901	Administration Educ	96,084	38,902	63,829	(24,927)
SRE9301	DSMO - Aith Cluster	35,165	17,536	16,922	614
SRE9303	DSMO - North Isles Cluster	32,782	16,344	16,453	(109)
SRE9305	DSMO - Brae Cluster	35,954	17,930	17,601	329
SRE9328	DSMO - Sandwick Cluster	33,070	16,497	14,091	2,406
SRE9329	DSMO - Scalloway Cluster	35,904	17,905	17,476	429

SRE9332	DSMO-Sound	34,511	17,209	17,344	(135)
SRE9334	DSMO - Whalsay Cluster	31,499	15,707	12,864	2,843
GRE0006	Director, Central Support	808,287	403,067	379,469	23,598
GRE0102	Bursaries	206,607	55,436	48,548	6,888
GRE0103	Clothing Grants	21,494	10,747	17,383	(6,636)
GRE0107	School Milk	11,549	5,774	404	5,370
GRE0108	Educ Maint Allowance (EMA)	0	(4,095)	14,940	(19,035)
GRE1412	Staff Development	55,329	27,583	29,050	(1,467)
GRE1457	Support for Teachers	39,000	19,255	9,598	9,657
GRE1493	Careers Convention	4,080	4,080	0	4,080
GRE1501	MIS Support	91,898	62,429	58,727	3,702
GRE1502	Respect & Responsibility	600	258	0	258
GRE1506	In - Service	10,754	0	5	(5)
GRE1510	Science & Technology Fair	28,240	25,349	10,709	14,640
GRE1522	Blueprint Consultation	72,777	21,896	6,186	15,710
GRE3500	Link Courses	12,000	6,000	0	6,000
SRE6900	Quality Assurance	716,991	357,381	344,988	12,393
GRE1500	Improvement Plans	17,774	6,500	35	6,465
GRE0104	School Boards Administration	32,714	14,000	11,242	2,758
GRE3450	Special Education - General	493,527	100,626	233,832	(133,206)
GRE3451	Special Supply Cover	125,314	67,856	60,694	7,162
GRE3462	Additional Support Base	209,671	103,077	121,213	(18,136)
GRE3463	Club XL	5,000	2,500	832	1,668
GRE3470	Support for Learning	2,396,072	1,126,817	1,065,109	61,708
GRE3471	AHS ASN	872,829	443,413	413,349	30,064
GRE3473	Bells Brae ASN	825,468	413,607	426,383	(12,776)
GRE1101	Schools, Aith Nursery	38,757	19,988	19,382	606
GRE1103	Schools, Baltasound NS	46,609	23,803	12,365	11,438
GRE1104	Schools, Bells Brae NS	132,985	68,975	70,030	(1,055)
GRE1105	Schools, Brae Nursery	68,918	35,551	37,599	(2,048)
GRE1106	Schools, Bressay Nursery	29,239	14,629	10,919	3,710
GRE1109	Schools, Cunningsb' h NS	44,280	21,973	16,795	5,178
GRE1110	Schools, Dunrossness NS	74,347	38,339	37,326	1,013
GRE1111	Schools, Fair Isle Nursery	23,514	11,770	12,593	(823)
GRE1112	Schools, Fetlar Nursery	759	396	317	79
GRE1113	Schools, Foula Nursery	577	321	234	87
GRE1117	Schools, Happyhansel NS	40,628	21,073	20,552	521
GRE1119	Lunnasting Nursery	36,789	18,395	11,651	6,744
GRE1120	Schools, Mid Yell Nursery	78,065	39,682	41,635	(1,953)
GRE1121	Schools, Mossbank NS	143,355	71,880	70,586	1,294
GRE1128	Schools, Sandwick NS	82,966	42,362	41,276	1,086
GRE1129	Schools, Scalloway NS	70,753	35,456	41,776	(6,320)
GRE1130	Schools, Skeld Nursery	37,804	19,289	19,085	204
GRE1131	Schools, Skerries Nursery	14,918	6,998	6,683	315
GRE1132	Schools, Sound Nursery	101,868	52,353	49,919	2,434
GRE1134	Schools, Whalsay NS	82,770	42,075	38,791	3,284
GRE1135	Schools, Urafirth Nursery	38,343	19,640	17,157	2,483
GRE1137	Schools, Whiteness Nursery	73,702	37,869	36,834	1,035
GRE1150	Schools, Nursery - General	72,888	36,358	33,227	3,131
GRE1151	School Services, Nursery Suppl	18,894	6,803	5,963	840
GRE1160	Div Man, Commissioned Places	253,320	72,060	80,160	(8,100)
GRE1201	Schools, Aith Primary	286,022	148,896	143,744	5,152
GRE1203	Schools, Baltasound PS	185,346	99,502	101,620	(2,118)
GRE1204	Schools, Bells Brae PS	1,199,449	636,474	627,937	8,537
GRE1205	Schools, Brae Primary	422,682	226,640	215,432	11,208
GRE1206	Schools, Bressay Primary	121,753	68,536	57,509	11,027
GRE1207	Schools, Burravoe Primary	101,098	50,086	37,161	12,925
GRE1208	Schools, Cullivoe Primary	126,721	63,438	43,236	20,202
GRE1209	Schools, Cunningsb' h PS	293,990	151,471	143,806	7,665
GRE1210	Schools, Dunrossness PS	560,247	291,495	284,852	6,643
GRE1211	Schools, Fair Isle Primary	110,033	52,359	54,218	(1,859)
GRE1212	Schools, Fetlar Primary	87,536	43,450	39,494	3,956
GRE1213	Schools, Foula Primary	103,310	49,781	40,655	9,126
GRE1214	Schools, Tingwall Primary	224,489	116,752	114,456	2,296
GRE1216	Schools, Hamnavoe PS	219,611	112,392	110,212	2,180
GRE1217	Schools, Happyhansel PS	273,582	141,526	135,711	5,815
GRE1219	Schools, Lunnasting PS	150,244	79,962	70,206	9,756
GRE1220	Schools, Mid Yell Primary	219,538	112,410	107,700	4,710
GRE1221	Schools, Mossbank PS	291,624	164,230	144,235	19,995
GRE1222	Schools, North Roe PS	85,334	42,845	35,545	7,300
GRE1223	Schools, Ollaberry Primary	108,721	59,665	52,055	7,610
GRE1224	Schools, Olnafirth Primary	131,084	65,765	66,322	(557)
GRE1225	Schools, Papa Stour PS	3,057	1,425	661	764
GRE1227	Schools, Sandness Primary	77,036	38,386	31,693	6,693
GRE1228	Schools, Sandwick Primary	325,875	170,998	161,973	9,025
GRE1229	Schools, Scalloway PS	323,225	175,375	183,574	(8,199)
GRE1230	Schools, Skeld Primary	135,809	70,373	62,301	8,072

GRE1231	Schools, Skerries Primary	114,730	53,062	60,648	(7,586)
GRE1232	Schools, Sound Primary	1,115,025	579,089	573,143	5,946
GRE1233	Schools, Nesting PS	145,958	79,139	74,384	4,755
GRE1234	Schools, Whalsay PS	486,634	255,220	226,341	28,879
GRE1235	Schools, Urafirith Primary	101,960	54,417	62,357	(7,940)
GRE1236	Schools, Uyeasound PS	96,804	48,408	44,878	3,530
GRE1237	Schools, Whiteness PS	315,728	166,539	138,646	27,893
GRE1251	School Services, Primary Suppl	187,181	95,960	97,118	(1,158)
GRE1301	Schools, Aith Secondary	760,612	382,997	370,306	12,691
GRE1302	Schools, Anderson HS	4,468,186	2,379,013	2,299,671	79,342
GRE1303	Schools, Baltasound SS	624,894	321,592	316,595	4,997
GRE1305	Schools, Brae Secondary	1,942,039	996,390	1,062,665	(66,275)
GRE1320	Schools, Mid Yell SS	671,873	340,200	341,849	(1,649)
GRE1328	Schools, Sandwick SS	1,210,287	633,315	626,110	7,205
GRE1329	Schools, Scalloway SS	1,110,511	579,273	562,534	16,739
GRE1331	Schools, Skerries SS	90,128	43,099	39,256	3,843
GRE1334	Schools, Whalsay SS	704,880	362,153	362,176	(23)
GRE1340	Work Experience	33,216	16,583	13,197	3,386
GRE1351	School Service, Sec Supply	117,180	57,516	47,400	10,116
GRE1360	School Service, Halls of Resid	571,515	270,872	277,673	(6,801)
GRE1401	Visiting Music Specialists	794,132	399,260	387,671	11,589
GRE1402	Visiting Art Specialists	228,528	113,946	113,113	833
GRE1403	Visiting PE Specialists	428,992	214,525	198,562	15,963
GRE1404	Knitting Instructors	124,631	62,150	61,908	242
GRE1405	Other Visiting Staff	82,399	41,090	40,239	851
GRE1410	Science Technicians	174,266	82,451	84,525	(2,074)
GRE1407	Probationer Teachers	8,000	4,550	4,616	(66)
GRE1417	Field Studies	204	19,454	20,685	(1,231)
GRE1422	Vocational Pathways	42,090	2,000	10,163	(8,163)
GRE1433	Support for Glow	20,538	10,269	5,885	4,384
GRE1436	Youth Music Initiative	38,746	15,625	32,356	(16,731)
GRE1440	School Trips	1,507	754	(591)	1,345
GRE1441	Enterprise & Education	(13,393)	60,315	47,243	13,072
GRE1444	International Education	136,680	68,365	103,471	(35,106)
GRE1452	Sex & Relationships Training	0	0	18	(18)
GRE1455	Tamil Nadu Schools Exchange	8,077	1,039	1,749	(710)
GRE1508	P.G.D.E	500	250	776	(526)
GRE1513	NPAF Curriculum for Excellence	44,640	14,800	5,701	9,099
GRE1520	Cultural Co-ordinator	42,474	22,136	(21,357)	43,493

Catering & Cleaning		3,186,158	1,597,832	1,604,430	(6,598)
SRE6902	Catering Support	275,321	137,348	135,039	2,309
VRE4001	Aith School Catering	71,684	35,755	35,210	545
VRE4002	AHS Catering	272,078	135,789	143,455	(7,666)
VRE4003	Baltasound School Catering	49,709	24,800	21,158	3,642
VRE4004	Bells Brae School Catering	124,935	62,343	60,832	1,511
VRE4005	Brae School Catering	161,549	80,620	76,388	4,232
VRE4006	Bressay School Catering	14,160	7,063	7,554	(491)
VRE4007	Burrae School Catering	11,434	5,705	5,708	(3)
VRE4008	Cullivoe School Catering	6,923	3,455	2,899	556
VRE4009	Cunningsburgh School Catering	35,451	17,680	17,093	587
VRE4010	Dunrossness School Catering	60,889	30,365	31,698	(1,333)
VRE4011	Fair Isle School Catering	8,420	4,198	3,563	635
VRE4012	Fetlar School Catering	6,427	3,205	2,813	392
VRE4014	Tingwall School Catering	33,086	16,506	16,611	(105)
VRE4016	Hamnavoe School Catering	25,474	12,700	14,920	(2,220)
VRE4017	Happyhansel School Catering	30,763	15,348	17,174	(1,826)
VRE4019	Lunnasting School Catering	15,838	7,905	7,410	495
VRE4020	Mid Yell School Catering	63,490	31,694	30,236	1,458
VRE4021	Mossbank School Catering	34,779	17,357	15,922	1,435
VRE4022	North Roe School Catering	11,030	5,502	2,917	2,585
VRE4023	Ollaberry School Catering	10,909	5,439	5,582	(143)
VRE4024	Olnafirth School Catering	18,403	9,183	9,365	(182)
VRE4027	Sandness School Catering	6,852	3,420	2,653	767
VRE4028	Sandwick School Catering	122,138	60,951	55,843	5,108
VRE4029	Scalloway School Catering	92,055	45,924	48,778	(2,854)
VRE4030	Skeld School Catering	13,586	6,778	6,084	694
VRE4031	Skerries School Catering	12,149	6,062	5,015	1,047
VRE4032	Sound School Catering	110,532	55,157	53,903	1,254
VRE4033	Nesting School Catering	15,911	7,940	7,583	357
VRE4034	Whalsay School Catering	77,378	38,604	39,819	(1,215)
VRE4035	Urafirith School Catering	13,771	6,865	5,034	1,831
VRE4036	Uyeasound School Catering	2,994	1,497	776	721
VRE4037	Whiteness School Catering	43,115	21,510	21,531	(21)
SRE6903	Cleaning Support	40,477	19,925	16,010	3,915
VRE5001	Aith Sch Cleaning	45,780	22,821	22,887	(66)
VRE5002	AHS Cleaning	201,983	100,693	107,247	(6,554)

VRE5003	Baltasound School Cleaning	35,036	17,464	20,210	(2,746)
VRE5004	Bells Brae School Cleaning	51,817	25,833	29,676	(3,843)
VRE5005	Brae School Cleaning	89,337	44,530	54,093	(9,563)
VRE5006	Bressay School Cleaning	12,506	6,235	9,156	(2,921)
VRE5007	Burravoe School Cleaning	4,920	2,454	3,239	(785)
VRE5008	Cullivoe School Cleaning	4,909	2,449	2,982	(533)
VRE5009	Cunningsburgh School Cleaning	16,071	8,011	9,451	(1,440)
VRE5010	Dunrossness School Cleaning	24,376	12,148	13,844	(1,696)
VRE5011	Fair Isle Cleaning	4,580	2,284	3,051	(767)
VRE5012	Fetlar School Cleaning	3,646	1,817	1,555	262
VRE5013	Foula School Cleaning	3,253	1,628	184	1,444
VRE5014	Tingwall School Cleaning	10,327	5,153	6,266	(1,113)
VRE5016	Hamnavoe School Cleaning	25,928	12,935	13,384	(449)
VRE5017	Happyhansel School Cleaning	32,706	16,353	14,878	1,475
VRE5019	Lunnasting School Cleaning	8,345	4,162	6,425	(2,263)
VRE5020	Mid Yell School Cleaning	25,416	12,671	13,017	(346)
VRE5021	Mossbank School Cleaning	21,535	10,735	11,840	(1,105)
VRE5022	North Roe School Cleaning	7,774	3,877	5,028	(1,151)
VRE5023	Ollaberry School Cleaning	10,593	5,284	7,313	(2,029)
VRE5024	Olnafirth Cleaning	8,627	4,303	6,342	(2,039)
VRE5027	Sandness School Cleaning	5,824	2,904	4,059	(1,155)
VRE5028	Sandwick School Cleaning	78,216	38,994	40,678	(1,684)
VRE5029	Scalloway School Cleaning	69,103	34,449	35,490	(1,041)
VRE5030	Skeld School Cleaning	11,017	5,499	6,667	(1,168)
VRE5031	Skerries School Cleaning	5,032	2,510	2,815	(305)
VRE5032	Sound School Cleaning	34,859	17,377	18,642	(1,265)
VRE5033	Nesting School Cleaning	8,091	4,033	3,875	158
VRE5034	Whalsay School Cleaning	33,218	16,548	22,933	(6,385)
VRE5035	Urafirth School Cleaning	6,701	3,342	2,937	405
VRE5036	Uyeasound School Cleaning	6,374	3,178	4,411	(1,233)
VRE5037	Whiteness School Cleaning	16,796	8,370	8,716	(346)
VRE6001	Office Cleaning	281,236	149,065	113,284	35,781
VRE6002	Public Conveniences	86,516	43,130	51,277	(8,147)

Community Care		18,902,329	10,710,485	9,947,298	763,187
SRA0000	Head of Community Care	383,410	188,789	223,350	(34,561)
GRA0021	Joint Improvement Team	30,000	30,000	0	30,000
GRA5401	Telecare	28,250	28,250	0	28,250
SRA1000	Community Care Service Managrs	109,053	54,291	56,195	(1,904)
GRA0010	Direct Payments	200,000	100,000	144,462	(44,462)
GRA0014	Community Care Income	(5,358,377)	(1,439,641)	(1,550,975)	111,334
GRA0016	W & J Daycare Grant	183,733	91,867	91,866	1
GRA0017	Independant Sector Placements	827,130	413,565	330,013	83,552
SRA4000	Fieldwork Manager	82,238	41,008	49,582	(8,574)
GRA0019	Commissioned Services	576,500	309,876	234,841	75,035
GRA0020	Drugs & Alcohol Services	268,000	154,750	175,500	(20,750)
GRA4100	Community Care Fieldwork	474,618	226,244	203,151	23,093
GRA4500	Top Up Substance Misuse	54,500	27,250	16,135	11,115
SRA4101	Training Community Care	168,451	83,949	53,252	30,697
SRA4102	Training Vocational	59,871	29,865	8,929	20,936
SRA4103	Training Child Protection	21,378	10,644	7,732	2,912
SRA4104	Training Child Residential	39,421	19,544	1,222	18,322
SRA4105	Training Adoption	5,600	2,800	0	2,800
SRA4107	Training SVQ	520,863	259,867	142,903	116,964
SRA4108	Social Work Degree	51,029	25,390	(1,752)	27,142
SRA4109	Training Food Hygiene	31,157	15,525	3,557	11,968
SRA4111	Training Manual handling	48,083	23,918	19,608	4,310
SRA4112	Training	78,870	39,274	55,477	(16,203)
SRA5000	Adult Services Manager	64,985	32,361	33,982	(1,621)
GRA5100	Eric Gray Resource Centre	881,530	440,835	452,437	(11,602)
GRA5200	ILP - Project Manager	430,979	215,012	152,647	62,365
GRA5210	ILP - Central	1,773,688	884,792	709,511	175,281
GRA5215	ILP - Rudda Park	9,868	4,934	2,957	1,977
GRA5216	ILP-Transition Flat	3,148	1,574	2,228	(654)
GRA5218	ILP-Arheim	8,383	4,193	(2,022)	6,215
GRA5220	Stocketgaet	235,648	188,502	159,672	28,830
GRA5230	Craigielea	1,372	478	(4,910)	5,388
GRA5240	Local Area Co-Ordinator	23,359	11,589	1,493	10,096
GRA5250	Mental Health Comm Supp Svcs	304,378	153,148	154,184	(1,036)
GRA5251	Off-Island Placements	90,519	45,260	94,946	(49,686)
GRA5600	Banksbroo	283,500	202,466	188,265	14,201
GRA5620	Newcraigielea	733,680	364,406	337,283	27,123
GRA5621	Sea View	497,519	248,054	203,176	44,878
GRA5622	Intensive Sup Services	66,747	33,278	115,711	(82,433)
GRA5623	Outreach Project	118,100	58,849	0	58,849
GRA4110	Health Service Social Worker	44,852	22,323	19,815	2,508
GRA4120	Mental Health Officers	165,664	82,580	49,749	32,831

GRA4130	Dementia Care Manager	44,833	22,314	21,580	734
GRA4160	Adult Support & Protection	43,534	21,768	21,428	340
GRA4600	Crossroads Packages	110,364	55,182	49,039	6,143
SRA6000	Older People Manager	111,790	55,776	58,375	(2,599)
SRA6001	Traineeship Scheme	0	0	31,514	(31,514)
SRA8000	Service Manager Rural Care	58,027	28,896	31,824	(2,928)
GRA8050	Care@ Home Mgt & Admin	94,288	46,964	40,535	6,429
GRA6100	Taing House	1,656,707	827,937	839,768	(11,831)
GRA6110	Viewforth	1,662,351	829,263	845,151	(15,888)
GRA6120	Edward Thomason House	1,802,245	900,096	1,092,512	(192,416)
GRA6130	Handypersons	90,126	44,884	49,285	(4,401)
GRA6141	Care @ Home-Central	273,387	135,896	98,511	37,385
GRA6143	Kantersted Kitchen	151,215	75,456	89,633	(14,177)
GRA6170	Montfield	334,734	35,592	3,395	32,197
GRA6300	Freefield	99,112	30,366	20,526	9,840
GRA6400	Miscellaneous Properties	13,168	8,714	5,153	3,561
GRA6420	Interments	800	400	0	400
GRA6900	White/Grey Goods	5,000	2,500	921	1,579
GRA8100	North Haven	1,518,278	756,914	740,954	15,960
GRA8110	Overtonlea	1,531,701	763,581	755,044	8,537
GRA8120	Wastview	1,441,236	718,407	657,532	60,875
GRA8130	Fernlea	960,639	478,784	445,999	32,785
GRA8140	Isleshavn	994,487	496,466	476,266	20,200
GRA8150	Nordalea	871,516	434,339	403,657	30,682
GRA8154	Brucehall	0	0	2,024	(2,024)
GRA5400	Occupational Therapy	411,094	208,331	230,500	(22,169)
Children's Services		6,127,189	3,046,848	2,885,251	161,597
SRG0000	Head of Children's Svs	110,260	54,981	53,697	1,284
GRG2014	Children's Serv Improv Officer	47,663	23,759	24,012	(253)
GRG1002	Quarff Additional Supp Needs	7,222	3,470	4,132	(662)
GRG1003	Additional Support Team	0	0	673	(673)
SRG6000	Family Support Manager	64,452	32,127	30,320	1,807
GRG3001	Family Support	663,721	330,967	308,124	22,843
GRG5001	Child Rights Services	42,419	21,209	(1,883)	23,092
GRG6006	Preventative Services	34,284	17,142	18,517	(1,375)
SRG3000	Child Protection Co-ordinator	48,616	24,236	25,417	(1,181)
SRG2000	Children's Res Svs Manager	62,831	31,321	29,996	1,325
GRG1004	Blydehaven Nursery	43,460	2,770	17,929	(15,159)
GRG2001	Laburnum	583,979	291,549	373,142	(81,593)
GRG2002	Leog	490,298	246,793	206,302	40,491
GRG2003	Leog-Market Street	155,919	77,744	55,649	22,095
GRG2004	Windybrae	348,849	173,937	124,568	49,369
GRG2005	Child Off Island Accom	250,150	125,075	203,307	(78,232)
GRG2006	Adoption	94,639	47,320	38,026	9,294
GRG2007	Professional Foster Care	45,405	22,703	19,492	3,211
GRG2008	Section 29	12,960	6,480	5,007	1,473
GRG2009	Fostering	523,419	261,101	260,052	1,049
GRG2010	Shared Care	6,000	3,000	5,419	(2,419)
GRG2012	Voluntary Organisations	0	0	703	(703)
GRG5007	Local Support Networks	91,127	45,427	38,446	6,981
GRG6002	Child Care Strategy	208,600	104,116	92,419	11,697
GRG6004	Family Centre Services	459,428	229,240	151,645	77,595
GRG6005	Changing Childrens Services	55,000	27,500	23,686	3,814
GRG6007	NOF Quality Childcare	0	0	19	(19)
GRG6008	Out of School Care	184,319	91,913	103,818	(11,905)
GRG4001	Psychological Services	327,864	163,487	129,241	34,246
GRG4002	Sensory Impairment	277,914	138,483	114,706	23,777
SRG5000	Youth Services Manager	54,716	27,281	25,905	1,376
GRG5002	Old School Centre Firth	0	0	207	(207)
GRG5003	Play Schemes	10,460	9,930	9,895	35
GRG5004	Youth Workers	463,120	230,828	221,150	9,678
GRG5005	Duke of Edinburgh Award	2,837	1,419	691	729
GRG5006	Islesburgh Youth Club	660	330	(331)	661
GRG5008	ASN-Out of Term Provision	77,214	38,490	75,292	(36,802)
GRG5009	Inclusion Project	32,525	16,217	17,181	(964)
GRG5011	Youth Development	29,166	16,929	(4,075)	21,004
GRG5012	Bridges Project	180,007	89,810	70,445	19,365
GRG5013	NEET (Not in Educ Emp or Trn)	0	0	20	(20)
GRG7001	Youth Crime	35,686	17,764	12,290	5,474
Criminal Justice		13,013	6,122	14,160	(8,038)
GRI0001	Offender Services	13,013	6,122	14,160	(8,038)
Housing		2,253,961	1,183,226	939,051	244,175
SRH0000	Head of Housing	83,563	41,699	41,753	(54)

SRH1000	Operational Services	500,249	249,372	183,804	65,568
SRH3300	Housing DLO Management	99,680	49,682	72,324	(22,642)
GRH1078	Chalet/Sites	(26,594)	(13,295)	(11,263)	(2,032)
GRH1082	Staff Housing	(18,043)	(8,498)	(1,032)	(7,466)
GRH1084	Education Houses Hsg	(44,679)	(21,815)	(20,123)	(1,692)
GRH1100	Stocketgaet/Gremmasgaet	0	13,650	14,667	(1,017)
GRH1170	Homeless Persons	36,202	26,581	(38,241)	64,822
GRH1175	12 A/B North Road	(8,714)	(4,381)	(10,348)	5,967
GRH1270	Sheltered Housing	499,794	249,410	243,139	6,271
GRH1271	Banksbro	0	2,965	873	2,092
SRH2000	Business Support Services	416,962	208,157	132,068	76,089
SRH3200	Asset Management	283,480	141,317	97,958	43,359
GRH0050	Grass Cutting Service	53,060	53,060	42,023	11,037
GRH1086	NASSO	17,375	8,688	0	8,688
GRH2074	Economic Rents	(20,695)	(9,729)	(9,634)	(95)
GRH2093	Housing Act Implementation Tm	60,327	31,214	65,397	(34,183)
GRH2094	Supporting People	74,047	36,946	22,137	14,809
GRH2098	Outreach Service	321,161	160,128	145,367	14,761
GRH4274	Rent Rebates	(34,698)	(15,008)	(92,646)	77,638
GRH4275	Rent Allowances	(38,516)	(16,917)	60,827	(77,744)

TOTAL EDUCATION AND SOCIAL CARE	69,474,269	36,141,799	34,591,799	1,550,000
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EDUCATION & SOCIAL CARE MANAGEMENT INFORMATION 2009/10 - PERIOD 06	1st April 2009 to 30th September 2009
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<u>Revenue Expenditure by Service</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Education & Social Care Services (total)	466,179	86,099	117,040	(30,941)
Housing	156,853	84,313	117,040	(32,727)
Adult Learning & Train Shetland	307,540	0	0	0
Sport & Leisure	1,786	1,786	0	1,786

<u>Revenue Expenditure by Subjective</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	0	0	0	0
Basic Pay	0	0	0	0
Overtime	0	0	0	0
Other Employee Costs	0	0	0	0
Operating Costs (sub total)	13,641	5,000	0	5,000
Travel & Subsistence	0	0	0	0
Property Costs	0	0	0	0
Other Operating Costs	13,641	5,000	0	5,000

Transfer Payments (sub total)	452,538	81,099	117,040	(35,941)
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Income (sub total)	0	0	0	0
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TOTAL	466,179	86,099	117,040	(30,941)
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EDUCATION & SOCIAL CARE RMA 2009/10 - COST CENTRE DETAIL - PERIOD 6

1st April 2009 to 30th September 2009

<u>Description</u>		Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
		£	£	£	£
Housing		156,853	84,313	117,040	(32,727)
RRH2800	Housing Initiatives	59,957	28,158	20,941	7,217
RRH2801	Tenant Participation	15,414	15,414	14,617	797
RRH2803	Shetland Women's Aid	81,482	40,741	81,482	(40,741)
Adult Learning & Train Shetland		307,540	0	0	0
RRL6050	Modern Apprenticeship	307,540	0	0	0
Planning		1,786	1,786	0	1,786
RRJ3007	Cunningsburgh Marina provision	1,786	1,786	0	1,786
TOTAL EDUCATION & SOCIAL CARE SERVICES		466,179	86,099	117,040	(30,941)

Revenue Expenditure by Service

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Housing Revenue Account Services (total)	(4,827,386)	(2,278,903)	(2,573,761)	294,858
Head of Housing	(1,434,865)	(717,432)	(755,901)	38,469
Operational Services	684,257	439,279	229,184	210,095
Business Support	(4,076,778)	(2,000,750)	(2,047,044)	46,294

Revenue Expenditure by Subjective

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	2,681	1,340	(6,464)	7,804
Basic Pay	0	0	(6,262)	6,262
Overtime	0	0	0	0
Other Employee Costs	2,681	1,340	(202)	1,542

Operating Costs (sub total)	2,181,580	1,111,842	629,324	482,518
Travel & Subsistence	0	0	0	0
Property Costs	2,121,088	1,076,546	615,800	460,746
Other Operating Costs	60,492	35,296	13,524	21,772

Transfer Payments (sub total)	29,421	26,601	28,204	(1,603)
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Income (sub total)	(7,041,068)	(3,418,686)	(3,224,825)	(193,861)
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TOTAL	(4,827,386)	(2,278,903)	(2,573,761)	294,858
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EDUCATION & SOCIAL CARE RMA 2009/10 - COST CENTRE DETAIL - PERIOD 6	1st April 2009 to 30th September 2009
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<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Housing Revenue Account				
HRH0350 Housing Support Grant	(1,434,865)	(717,432)	(755,901)	38,469
HRH1300 Ladies Drive Hostel	(24,896)	(8,073)	(26,635)	18,562
HRH3100 Customer Services	63,104	31,550	(3,746)	35,296
HRH3150 Garages, HRA	20,600	10,300	16,939	(6,639)
HRH3151 South Team Area 2	202,875	101,438	63,489	37,949
HRH3152 South Team Area 1	202,875	101,438	46,206	55,232
HRH3153 North Team Area 2	202,875	101,438	52,991	48,447
HRH3154 North Team Area 1	202,875	101,438	85,189	16,249
HRH3300 Other	(185,551)	0	(5,821)	5,821
HRH3350 Grazing Lets	(500)	(250)	0	(250)
HRH4258 Cost of Refurbishment	0	0	573	(573)
HRH2047 Rents General Needs	(4,563,417)	(2,282,464)	(2,105,700)	(176,764)
HRH2048 Rents Sheltered Housing	(551,589)	(279,875)	(260,714)	(19,161)
HRH2355 Supervision & Management	22,988	29,506	30,927	(1,421)
HRH3200 Planned Services HRA	1,015,240	532,083	288,443	243,640
TOTAL HOUSING REVENUE ACCOUNT	(4,827,386)	(2,278,903)	(2,573,761)	294,858



REPORT

To: Services Committee

26 November 2009

From: Capital Programme Service Manager

Report No: CPS-20-09-F

Subject: Capital Projects Update – Services Committee Projects

1 Introduction

- 1.1 This report sets out the current status and activity of the Capital Projects, which fall within the remit of the Services Committee. Key issues and events are summarised to enable Members to ask for additional information and clarification on any projects.

2 Link to Council Priorities

- 2.1 Investment in capital assets will enable the Council to support the aspirations set out in the Corporate Plan in respect of the following service areas – Community Care, Children's Services, Schools, Sport and Leisure, and Shetland College.
- 2.2 The Council's Corporate Plan includes reference to the following specific capital projects:
- Complete a review of services for Long Term Care, young adults with physical disabilities and the Eric Gray Resource Centre.
 - Complete strategies for Long Term Mental Health and Joint Respite Care.
 - Complete feasibility studies or necessary capital works, including Viewforth and Isleshavn Care Centres.
 - Progress the Joint Occupational Therapy Service and Resource Centre.
 - Consider investment decisions on the replacement of Leog, Laburnum and the Bruce Family Centre
 - Improve our teaching facilities by completing the new Anderson High School and Mid Yell Junior High School.

3 Projects Update

- 3.1 There are a number of stages in the life of a capital project, as set out in the Council's Capital Projects Procurement Guidance. The initial stages can be described as:
- The Business Case – the initial idea or concept to address a gap in service.
 - Feasibility Study – an in depth exploration of the service need and the options to best meet that service need.
 - Design – the design of the new asset, once agreement on identified service need and the best option to meet that need has been identified. Sometimes, this stage can be combined with the construction phase, as a “design and build” procurement route.
 - Tender Period – seeking and evaluating the most appropriate contractor to undertake the work, normally on a quality and price mix.
 - Construction – the actual building of the new facility/ asset.
- 3.2 Appendices 1 and 2 contain a list of all the projects within the remit of the Education and Social Care Department with comment on progress.
- 3.3 Tick boxes have been added to the previous format of the spreadsheet. These relate to completed stages of these projects, including those mentioned in 3.1, and to the proposed ‘Gateway Process’.
- 3.4 The final column of Appendices 1 and 2 indicate the main areas of progress since the previous report to this Committee on 8 October 2009.
- 3.5 Appendix 3 is the most recent Capital Management Accounts for Services Committee projects (Period 7). Internal recharges (time spent on projects by internal services) are not applied until year-end.

4 Financial Implications

- 4.1 There are no direct financial implications arising from this report. The financial performance of the Capital Programme is reported separately to the Council.

5 Policy and Delegated Authority

- 5.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget.

- 5.2 The Council currently retains full authority for decisions on the Capital Programme so there is no delegated authority for Services Committee to amend the priority and funding for Capital Projects.
- 5.3 This Report is presented for information only, so no matters of policy require to be considered.

6 Conclusions

- 6.1 This report is for information only to enable Members of the Services Committee to discuss and debate the Capital Projects within their remit.

7 Recommendations

- 7.1 I recommend that Services Committee note the content of the Report and request any further information or analysis as required on the current and planned programme of work.

Our Ref: GMF/RS/CPS-20-09-F

17 November 2009

Enc. Appendix 1 – Services Committee Capital Projects
Appendix 2 – Services Committee Housing Revenue Account Projects
Appendix 3 – Services (Period 7) Capital Management Accounts

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
GCA**** (Various projects)	Occupational Therapy Rolling Programme	869							✓		Ongoing Programme (all project stages). However GCA0101 (Building Fabric RP) overspent due to Eric Gray office move - SW to advise on funding options.	Programme ongoing. RP Budget of 1.014M for 10/11 approved by Council 28/10/09
GCA0106	Older People's Rolling Programme for new care places	225	✓								Richard Gibson Architects appointed to carry out study: Viewforth - investigate options for redevelopment. Taing House and Edward Thomason House - Investigate options for additional beds and St Clements Hall, investigate conversion into additional housing units associated with King Erik House. (Feasibility)	Architects appointed and study commenced. No budget allocated to this code 10/11
GCA0231	Fire Upgrades to Care Homes	242	✓	✓	✓	N/A	✓	✓	✓		Building Services are scheduled to start work on the next 3 homes, Edward Thomason in November, North Haven in January and Isleshaven in February. Costs being sought for Viewforth smoke extraction. Final 3 homes likely to carry forward due to workload constraints.	Project submitted for Planning Consent. Agreement reached with landowner regarding works access. Budget of 248K for 10/11 approved by Council 28/10/09 (this includes 100K c/f from 09/10)
GCA0233	Occupational Therapy Resource Centre	150	✓								Programme for design stage being prepared. Sketch proposals ready for an interim service meeting in December, aiming towards early planning application.	Programme for design stage being prepared. Sketch proposals ready for an interim service meeting in December, aiming towards early planning application. Budget of 2.6M for 10/11 approved by Council 28/10/09.
GCA0234	Taing House Capital Maintenance	76.5					✓				Shower works programmed for November.	Budget of 170K for Train Shetland, Old Craigielea and Laburnum maintenance projects in 10/11 approved by Council 28/10/09
GCA0235	Viewforth Capital Maintenance	40.5					✓				Shower works programmed for November.	

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
GCA0237	Eric Gray Replacement	290	✓								Refer to separate report on this agenda regarding site.	Budget of 500K for 10/11 approved by Council 28/10/09.
GCE1171	Little Tikes	383	✓	✓	✓	✓	✓	✓			Drawings progressing for Building Warrant & construction with a view to start on site early in 2010. (Design stage). Tender documents being prepared and advert for interested Contractors will be submitted shortly.	Project submitted for Planning Consent. Agreement reached with landowner regarding works access.
GCE1315	Mid Yell Junior High School	4,422	✓	✓	✓	✓	✓	✓			Contract commenced 29 October on site. Foundations excavation commenced. Completion indicated as October 2010.	Contractor has started on site. Budget of 3.350M for 10/11 approved by Council 28/10/09.
GCE1500	Education Capital Maintenance	1,559									Individual projects noted below.	Budget of 1.583M for 10/11 approved by Council 28/10/09.
XXE1001	Aith Maintenance	13					✓				<i>At design stage - external architects (Design)</i>	No change
XXE1002	AHS Maintenance	190			✓		✓				<i>New sash & case windows for the Old English Block. Detailed design complete and statutory permissions obtained. Looking at structural implications. (Design)</i>	No change
XXE1004	Bells Brae Maintenance	585					✓		✓	✓	<i>Curtain walling project complete; on programme and on budget. Completed the design of phase 2 & 3 of the air conditioning project as the school have complained about serious over heating. Education instructed us to prioritise this latter project. (Construction)</i>	No change
XXE1007	Burravoe Maintenance	55							✓	✓	<i>Complete</i>	
XXE1009	Cunningsburgh Maintenance	40							✓	✓	<i>Complete</i>	
XXE1016	Hamnavoe Maintenance	13					✓				<i>At design stage with internal surveyor (Design)</i>	No change
XXE1017	Happyhansel Maintenance	13					✓				<i>At design stage with external architects (Design)</i>	No change

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
XXE1020	Mid Yell Maintenance	10							✓	✓	Complete	
XXE1021	Mossbank Maintenance	80									The replacement of the gym hall roof was planned, but due to the number of people involved in the Olnafirth project it has been deferred to 2010. Also, the available monies have been allocated to Phase 2/3 heating at Bells Brae. Mossbank multicourt walls being replaced. (Construction)	No change
XXE1024	Olnafirth Maintenance	200							✓	✓	Complete	
XXE1028	Sandwick Maintenance	85							✓		Phase 1 complete and phase 2 going out to tender soon (Tender)	No change
XXE1034	Whalsay JHS Maintenance	45							✓	✓	Complete	
XXE1060	Janet Courtney Maintenance	230							✓		Agreed with George McGhee that we can take possession of one floor at a time after the summer holidays to upgrade fire doors and to renew the services. Works to one floor as pilot on site (Construction)	Additional 100K for Janet Courtney in 09/10 approved by Council on 28 October.
GCG0232	Leog Replacement	400	✓	✓			✓	✓			Planning consent obtained 31 August. Building Warrant applied for. Costs obtained by Hjaltland are within Budget. Cost being assessed against any possible additional Building warrant requirement.	Building Warrant submitted. Cost indications are within budget.
GCH3100	Housing Staff Accommodation	10									Ongoing Programme - provision being reviewed	Ongoing Programme. Budget of 139K for 10/11 approved by Council 28/10/09. This includes additional 100K for Skerries/Foula School Houses
GCH3102	Housing Chalet Accommodation	11									Ongoing Programme	
GCH3120	Housing Temp Accommodation (Homelessness)	14									Ongoing Programme	

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
GCJ3001	Capital Grants to Water Based Facilities	30							✓		Approved commitment from 08/09 carried forward. No new budget approved 09/10. The major part of the £30k commitment has now been paid. Only retention still outstanding to be paid, small c/f to 10/11 - (Construction phase)	Small budget c/f from 09/10 to 10/11 approved by Council 28/10/09.
GCJ3002	Knab Dyke	88							✓	✓	Complete	
GCJ3003	Play Areas and Park Equipment	210							✓		Ongoing Programme, on schedule	Ongoing programme. Budget of 175K for 10/11 approved by Council 28/10/09.
GCJ3006	Capital Grants to Voluntary Organisations (General)	426							✓		Ongoing Programme. 270K allocated 09/10 and 156K c/f from 08/09. Most of this budget has now been committed and further reports to be brought forward for funding.	Ongoing programme. Budget of 300K for 10/11 approved by Council 28/10/09.
GCJ3020	Islesburgh Capital Maintenance	36									Works to tower due to start on site.	No change
GCL4402	Mareel	2,000	✓	✓	✓	✓	✓	✓	✓		Works ongoing on site, ground beams and floor slabs ongoing. Concrete blockwork anticipated to start on site 16.11.09. Scottish water issues resolved and pumping station demolished.	Works ongoing on site. Scottish Water pumping station demolished. 10/11 budget of 1.5M (including slippage from 09/10) approved by Council 28/10/09
	Shetland College Extension	0	✓								Feasibility Study completed and approved. No budget approved for further work on this project. College is progressing external funding with Estates Strategy Working Group. (Feasibility stage)	No change
URL	Shetland College Reception Works	College budget		✓	✓		✓	✓			Following re-tender exercise Tenders for works significantly higher than the estimated cost and it was decided not to progress with the works. The additional works were picked up by the Building Services Unit. No action.	No change

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
	Shetland College Block 3 alterations	College budget		✓							Investigation into use of void space commences and alterations to office space being developed.	New project
	Lerwick Primary Provision	0	✓								Final draft copy of report has been sent to Education Department for comments and approval 21st August 2009 (Feasibility Stage)	No change
	Lerwick Library Redevelopment, including replacement premises for Adult Learning	0	✓	✓							Design study reported March 2009. No budget approved to progress this project. (Feasibility stage)	£85K included in 2010/11 Capital Programme for maintenance only - until long term option progresses
GCG0234	Laburnum - Refurbishment / Extension	0	✓								Feasibility Study reported March 2009. No budget approved for further work on this project in this financial year.	Budget of 100K for 10/11 approved by Council 28/10/09.
GCG0235	Laburnum - New Build	0	✓								Feasibility Study reported March 2009. No budget approved for further work on this project in this financial year.	Budget of 200K for 10/11 approved by Council 28/10/09.
GCA0238	Replacement Viewforth	0	✓								Part of Older People's Rolling Programme for new care places.	Budget of 400K for 10/11 approved by Council 28/10/09.
GCA0239	Replacement Isleshavn	0	✓								Feasibility study completed. See separate report to Services Committee	Budget of 500K for 10/11 approved by Council 28/10/09.
	Bruce Family Centre	0	✓								Feedback from client on feasibility study recived. Lift required by client and prices being sought before completion of study.	Client feedback received. Lift prices being obtained.
	Sandwick JHS Additional Primary Classrooms	0	✓								No budget approved, Council agreed no further action meantime. (Feasibility stage)	No change
	Happyhansel Primary School Additional Classrooms	0	✓								No budget approved, Council agreed no further action meantime.	No change
	Indoor Children's Activity Centre (former Islesburgh Squash Courts	0									No budget approved, Council agreed no further action meantime.	No change
	Hall of Residence	0									No budget approved, Council agreed no further action meantime.	No change

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
	Scalloway Junior High School Science Block	0	✓	✓			✓				No budget approved, Council agreed no further action meantime. (Design completed)	No change
	Old Craigelee	0	✓								Initial study carried out into two options for development (Flats and Office)	Initial options presented to Client for consideration. Maintenance only budget has been approved for 10/11
Total Services General Fund Capital		11,482										

PROJECTS FUNDED OUTWITH CAPITAL PROGRAMME

GCA0236	New Temporary Care Home for Lerwick (Montfield) - 100% NHS Funding	2,050									Works commenced on phase 2 (Care Home) on 17 August 2009, anticipated completion July 2010. Works continuing on site to programme	Ongoing work on site
GCE1304	Anderson High School Replacement, including moving Train Shetland from premises at the Knab	15,000,000									Refer to other reports on the agenda for this meeting.	13M slippage to be carried forward to future years
Total Outwith General Fund Capital		15,002,050										

Code	Project Name	Approved Budget 2009/10 £000	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status as at end October 2009	Change from previous report CPS-17-09
HCH3303	Land & Property Acquisition	679	✓	✓							Engineers appointed to identify site-works for new build proposals.	
HCH3404	Environmental Improvements	259	✓	✓	N/A	N/A	✓	✓	✓		Ongoing works: Staneyhill, North Toogs and Bayview	Ongoing work on site
HCH3512	Community Care Projects	107	✓	✓	✓	N/A	✓	✓	✓		Unst and North Mainland conversions on site	Ongoing work on site
HCH3525	Feasibility Studies	26	✓								Ongoing programme	
HCH3526	Opportunity Conversion	125	✓	✓	✓	N/A	✓	✓	✓		Prioritised projects being progressed.	Sandwick project tendered
HCH3706	Heating Replacement Programme	157	✓	✓							Rolling programme - Hamarsgarth.	
HCH3708	External Re-render Programme	388	✓		N/A	N/A					Rolling programme - ongoing. Grindahoul, Brae and Steenbrae, Aywick	
HCH3710	Lerwick Crudens	1,147	✓	✓		N/A					Phase 1 completed, phase 2 consultant appointed	Consutlant appointed, tenant consultation commenced.
HCH3711	Retentions/ Final Accounts	40	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓	Ongoing.	
HCH3712	Housing Quality Standard	360	✓	✓	N/A	N/A	✓	✓	✓		Rolling programme – ongoing. Kitchen replacement contract agreed	
HCH3714	Replacement MIS System	200	✓	N/A	N/A	N/A	N/A	✓			Proceeding to tender.	Tenders due out end November 09
HCH3800	Capital Rec/ Sale Council Houses	-890	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Estimated capital receipt from Right to Buy sales.	
Total HRA Capital Programme		2,598										

Capital Expenditure - General Fund

Cost Centre	Description	Revised Budget £	YTD Actual £	Estimated Outturn £	Est Year End Variance (Adv) / Fav £	Reason for Variance/Comments	Action Required
GCJ3001	Water Based Facilities	29,618	21,546	29,618	0	Slippage c/f to 10/11	
GCJ3002	Dyke Repairs	88,000	61,904	88,000	0		
GCJ3003	Play Areas	210,000	133,771	210,000	0		
GCJ3006	Grants Rolling Programme	426,000	101,597	426,000	0		
GCJ3020	Islesburgh CC Capital Maintenance	36,000	2,445	36,000	0		
Sport & Leisure Projects		789,618	321,263	789,618	0		
GCL4402	Cinema/Music Venue	2,000,000	1,544,588	2,000,000	0	Slippage c/f to 10/11	
Culture Projects		2,000,000	1,544,588	2,000,000	0		
GCE1171	Little Tikes	383,000	0	383,000	0	Project to be brought forward to 09/10	
GCE1240	Bells Brae Prim Alterations	0	(3,043)	0	0	Accrual for final cert.	
GCE1304	Anderson High School Replcmnt	15,000,000	1,649,187	2,000,000	13,000,000	Slippage due to site change	
GCE1315	Mid Yell Phase 2	4,422,000	542,355	4,422,000	0		
GCE1500	Educ Maintenance School Builds	1,559,000	660,876	1,559,000	0	Additional funding agreed by Council	
GCE1502	Reroofing	0	(8,000)	0	0	Accrual for final cert.	
GCE3402	Sandwick JHS - Add Support Needs	0	(7,981)	0	0	Accrual for final cert.	
Education Projects		21,364,000	2,833,395	8,364,000	13,000,000		
GCA0100	Inspection, Health & Safety	22,685	21,649	22,685	0		
GCA0101	Building Fabric	35,871	87,248	87,248	(51,377)	Overspend relating to SC move to Eric Gray	Social Care to advise on funding options
GCA0102	Electrical Sys Upgrade	33,036	21,216	33,036	0		
GCA0103	Mechanical Sys Upgrade	14,136	0	14,136	0		
GCA0104	Plant Equip Replacements	1,851	1,490	1,851	0		
GCA0105	Safety Surfaces	18,905	0	18,905	0		
GCA0106	Care Homes (Rolling Programme)	225,000	10,470	225,000	0	Lerwick Care Provision study brief developed - to be funded from here	
GCA0120	Special Studies	1,825	0	1,825	0		
GCA0231	Care Homes Fire Upgrade	242,000	30,957	242,000	0	Slippage c/f to 10/11	
GCA0233	Joint Occupational Therapy Centre	150,000	433	150,000	0		
GCA0234	Taing House Capital Management	76,500	0	76,500	0		
GCA0235	Viewforth Capital Management	40,500	0	40,500	0		
GCA0236	Montfield Care Home	2,050,030	475,518	2,050,030	0	100% NHS Project	
GCA0237	Eric Gray Replacement	290,000	0	290,000	0		
GCA1000	Special Aids Stock Items	111,158	77,240	111,158	0		
GCA1001	Specialist Aids	237,800	146,835	237,800	0		
GCA1003	Minor Adaptions	48,031	33,862	48,031	0		

Capital Expenditure - General Fund

Cost Centre	Description	Revised Budget	YTD Actual	Estimated Outturn	Est Year End Variance (Adv) / Fav	Reason for Variance/Comments	Action Required
		£	£	£	£		
GCA1004	Major Adoptions	196,193	32,457	196,193	0		
GCA1005	Housing Renovations	80,998	5,795	80,998	0		
GCA1006	Professional Fees	21,024	8,446	21,024	0		
GCA1007	Specialist Aids Refurbishment	45,316	17,236	45,316	0		
GCG0232	Leog Replacement	400,000	0	400,000	0		
Social Care Projects		4,342,859	970,853	4,394,236	(51,377)		
GCH3100	Staff Accommodation	9,872	0	9,872	0		
GCH3102	Chalets	10,958	0	10,958	0		
GCH3120	Homelessness Housing	14,423	0	14,423	0		
Housing Projects		35,253	0	35,253	0		
EDUCATION & SOCIAL CARE TOTAL		28,531,730	5,670,099	15,583,107	12,948,623		

Capital Expenditure - Housing Revenue /

Cost Centre	Description	Revised Budget	YTD Actual	Estimated Outturn	Est Year End Variance (Adv) / Fav	Reason for Variance/Comments	Action Required
		£	£	£	£		
HCH3303	Land/Property Acq	678,851	162,933	678,851	0		
HCH3404	Environmental Improvements.	259,266	42,621	259,266	0		
HCH3512	Community Care Projects	107,103	4,550	107,103	0		
HCH3525	Feasibility Studies HRA	25,655	2,289	25,655	0		
HCH3526	Opportunity Conversions	124,862	1,275	124,862	0		
HCH3706	Heating Replacement Program	157,103	9,048	157,103	0		
HCH3708	External Re-Render Programme	387,758	39,578	387,758	0		
HCH3710	Lerwick Crudens	1,146,933	466,109	1,146,933	0		
HCH3711	Retentions/Final Accounts	40,000	0	40,000	0		
HCH3712	Housing Quality Standard	360,000	253,110	360,000	0		
HCH3714	Replacement MIS System	200,000	183	200,000	0		
HCH3800	Cap Rec/Sale Council Hs	(889,886)	(424,530)	(889,886)	0		
HOUSING REVENUE ACCOUNT TOTAL		2,597,645	557,168	2,597,645	0		



REPORT

To: Services Committee

26 November 09

From: Head of Community Care

**Report No SC-19-09-F
Isleshavn Redesign Project – Presentation of Feasibility Study**

1. Introduction

- 1.1. This report presents the feasibility study undertaken in respect of the Isleshavn Redesign Project.
- 1.2. The report is for consideration and approval.

2. Links to Corporate Priorities

- 2.1. The Council aims to deliver a modern, affordable Community Care Service across Shetland that will contribute to creating a sustainable society.
- 2.2. The Council is committed to:-
 - Delivering a range of quality care services which are, where possible, based in local communities, and
 - Securing an additional 120 care places over the next 20 years
 - The commitment to “complete feasibility studies or necessary capital works” is articulated in the Council’s corporate plan.

3. Background

- 3.1. The business case for the replacement of the care centre facilities provided by Isleshavn in Mid Yell was presented to Council’s Capital Programme Management Team (CPMT) in October 2006.

- 3.2. CPMT agreed funding for a feasibility study to explore options for a replacement for Isleshavn linked to a similar study into a replacement for Viewforth House. The combined funding was up to £90,000.
- 3.3. The project team, led by Service Manager Community Care Resources, included representatives from the local community council, health care services locally, Isleshavn, the Housing Service and Capital Programme Service. Their work included research of population projections, morbidity and best practice in other areas.
- 3.4. The provisional work programme from the Long Term Review was approved by Services Committee on 5 February 2009 [Min. Ref. SC02/09] and is included in the CHCP Agreement 2009-2012. A copy is included at Appendix I for information.
- 3.5. The brief is attached at Appendix II. It takes into account the findings of the Dementia Redesign project and Long Term Review.
- 3.6. The feasibility study for new Isleshavn has been completed and is attached at Appendix III.

4. Proposal

- 4.1. A new Care Centre with accommodation for residential care and extra care housing should be developed in Mid Yell. The accommodation requirements are laid out in full in the Feasibility Report.
- 4.2. The feasibility study identifies re-using the old school building in Mid Yell as the option, which best meets the brief. This option should now be taken forward as the preferred option.
- 4.3. Further, more detailed design work is required. Total funding of £5,16M for this project was included in the proposed capital programme presented to the Council in October 2009. Members approved one year of this programme (Minute Ref SIC 142/09), which included £0.5M for Isleshavn. The estimates for the proposed capital programme were prepared before the completion of the feasibility study and costs at that time, were estimates only. It is proposed that the detailed design work with more detailed project planning is completed and profiling for the revised estimated costs determined.
- 4.4. Ongoing work in the vicinity of the site, like the new Mid Yell School or work undertaken by the Shetland Childcare Partnership, should reflect the ambition to develop a Care Centre on the site of the existing Mid Yell School. To this effect, ongoing works and the layout of services, roads and parking places should be jointly coordinated between the departments involved.
- 4.5. Further investigatory work on the ground conditions in the vicinity of the site should be gathered from older studies or incorporated into the next stage of the work.

5. Financial Implications

- 5.1 Funding has been allocated for this feasibility study and a further £0.5M has been approved for the detailed design work required (Min Ref. SIC 142/09).
- 5.2 Funding of £5.16M to build the new care centre was included in the proposed 5 year Capital Programme presented to the Council. The building costs are currently estimated to be in the region of £6.3M for the preferred option. Other options considered in the report are significantly more expensive. Details of costs for all options examined are included in the feasibility report, page 36.
- 5.3 The following costs are expected to be associated with the preferred option (Excluding VAT):

Proposed refurbishment and extension to existing Mid Yell school

Cost of Works	£5,200,000.00
Cost of Furniture	£140,000.00
Fees:	£950,000.00

Total Amount £6,290,000.00

The updated cost information will be included in the next Capital Projects Progress Report.

- 5.4 Additional revenue costs for the new care home are estimated at £455,513 per annum at today's prices. This is part of the anticipated budgetary growth in Community Care that is required to meet the increasing needs of an ageing population.
Due to higher efficiency in the design of the building it is expected that the costs to provide care for each client will drop by more than a third, from just under £100,000 per year to around £63,000 per year.

6. Policy & Delegated Authority

- 6.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on the matters within approved policy and for which there is a budget.
- 6.2 This Report presents proposals for the further development of projects in the capital programme that currently do not have approved budget and there are implications for the revenue budgets to support additional services. A decision of the Council will therefore be required as to whether or not to proceed to the next stage of this project.

7. Recommendations

I recommend that the Services Committee recommend that the Council approve the proposals in this report including that :-

- 7.1 the detailed design work for the preferred option identified in the feasibility study, namely conversion of Mid Yell School, is undertaken and completed without delay;
- 7.2 work on the infrastructure to support other developments in the vicinity including the new school takes into account the requirements for the care facilities;
- 7.3 provision for the additional revenue costs currently estimated at £455,513 per annum is made in the Community Care Service budgets in future years as part of the increase in resource allocation required to meet the increasing demands of an ageing population.

Date: 17 November 2009
Ref: CF'WW'SC19-09

Report No SC-19-09-F

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
Lerwick	<u>Residential Care</u> <ul style="list-style-type: none"> Taing House 20 Edward Thomason House 16 Viewforth House 20 	110	135	1. <u>Taing & ET House</u>	£45K	2009/10
	<u>Extra Care Housing</u> <ul style="list-style-type: none"> King Erik House 16 <p>Total 72</p>			<ul style="list-style-type: none"> – <i>Feasibility Study</i> • Looking at combining these 2 sites and increasing overall capacity to 42 places • Modular concept to retain homely, small scale model and atmosphere • Dementia friendly throughout • Combined domestic, office and other backroom facilities • Outsource most laundry needs. Retain domestic style machines and capacity for residents' personal items and clothing 		
				- <i>Capital works</i>	£3.5M capital £270K/year revenue	2012

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
				2. <u>Montfield Care Home</u> – Refurbishment of ground floor of Montfield hospital to create 15 rooms including 2 rooms for couples giving 17 places	£2.6M capital £765K / year revenue	April 2010
				3. <u>Viewforth</u> – <i>Feasibility Study Design Phase</i> • Dedicated dementia unit • Secure care setting • 20 residential care places • 15 extra care housing linked to the residential facility if possible • laundry off site combined with ET/Taing House needs	£45K	2009/10
				– <i>Capital Works</i>	£4.5M capital £675K/year revenue	2015

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
				4. <u>Additional Extra Care Housing</u> – <i>Feasibility Study</i> 8 units co-located with ET/Taing House – <i>Capital Works</i>	£45K £1.2M capital £360K/year revenue	2015 2018
				– <i>Feasibility Study</i> 4 Units co-located with King Erik House St Clements Hall – <i>Capital Works</i>	£25K £1M capital £180K/year revenue	2012 2014
Central	Walter & Joan Gray Home in Scalloway with 16 residential care places	Included above		5. <u>New Care Home</u> – <i>Feasibility Study</i> 20 places site TBA. Spec as at 1. above – <i>Capital Works</i>	£45K £4.5M capital £900K/year revenue	2018 2020

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
Yell	Isleshavn 10 residential care places	20	25	6. <u>New Isleshavn</u> – <i>Feasibility Study</i> completed. Detailed design phase underway 21-27 places combining residential and extra care on same site – <i>Capital Works</i>	£45K £4.5M capital £495K / year revenue	April 2009 2012
South Mainland	Overtonlea 15 places	20	25	7. <u>Extension and/or extra care housing</u> – <i>Feasibility study</i> : Initially 5 additional places with scope for a further 5 at a later date – <i>Capital Works</i> <ul style="list-style-type: none"> Phase 1 Phase 2 	£45K £1.5M capital £225K / year revenue £1.5M capital £225K/year revenue	April 2010 2012 2020

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
Whalsay	Fernlea 10 places	13	16	8. <u>Extension and / or Extra Care Housing</u> – <i>Feasibility Study</i> 3 + 3 additional places – <i>Capital Works</i> <ul style="list-style-type: none"> Phase 1 Phase 2 	£45K £1M capital £135K / year revenue £1M capital £135K/year revenue	2013 2015 2020
Unst	Nordalea 7 places	10	12	9. <u>Sheltered Housing / Extra Care</u> – 3 or 4 places – pilot – <i>Feasibility Study</i> for conversion of Nordalea to create 2 additional places – <i>Capital Works</i>	£50K capital £180K / year revenue £25K £500K capital £90K / year revenue	April 2009 2018 2020

Provisional Work Programme 2009-2024

Residential Care and Extra Care Housing Developments

Locality	Current Situation	Projected Demand		Future Plans	Cost	Target Date
		2018	2024			
North Mainland	North Haven 15 places	20	25	10. <u>Extension and / or Extra Care Housing</u> – <i>Feasibility Study</i> looking initially at 5 additional places with scope for a further 5 at a later date – <i>Capital Works</i> • Phase 1 • Phase 2	£45K £1.5M capital £225K / year revenue £1.5M capital £225K / year revenue	2015 2018 2020
West Mainland	Wastview 15 places	20	25	11. <u>Extension and / or Extra Care Housing</u> – <i>Feasibility Study</i> looking initially at additional 5 places with scope for a further 5 at a later date – <i>Capital Works</i> • Phase 1 • Phase 2	£45K £1.5M capital £225K / year revenue £1.5M capital £225K / year revenue	2015 2018 2020

New Isleshavn Design Brief

Shetland Islands Council and the Charitable Trust are committed to providing high quality care as close to home as possible. Isleshavn Care Centre is one of a number of Care Centres in rural locations or outer isles to provide a number of care services to the local community as well as providing residential care. Care Places may be allocated to people from other areas of Shetland according to their needs and choice.

There have been problems to provide an adequate environment to provide good care and work environment for quite some time. I refer to previous feasibility studies. Main aim for this feasibility study is, together with other aims, to look at a new care facility to replace Isleshavn Care Centre.

This Design brief has been developed to act as an aid to architects who will develop the detailed feasibility study and the future design and layout of a new care home in Yell. Rather than a design itself it aims to highlight issues and possible solutions which have been considered as vitally important for a well functioning and homely care environment for all parties with a stake in this development, especially service users and staff who will spend considerable time in this development once it is build.

This design brief is also not intending to state the obvious or provide too much detail, the necessary detail should be provided by the architects as and when appropriate.

Last but by no means least, the design brief assumes that a set of guiding principles would be naturally considered in a design for an environment aimed at mainly older people.

Any new care centre should therefore:

- support a positive engagement with the individual person
- be age and culturally appropriate
- emphasise a homely environment, which reflects the locality
- facilitate the roles and responsibility of staff
- comply fully with the Disability Discrimination Act 1995 and 2005 and other relevant legislation
- be sensitive to a range of ethnic groups as well as individualised to the person whose home it is
- facilitate for some of the more common conditions in an aging client group, like dementia, mental health issues, physical disability sensory impairment etc.
- support especially people with dementia to have as much independence and control over their lives as possible

avoid where possible that people who develop dementia will have to move accommodation

It should in addition fulfil the following points, which are more due to the specific geographic location in Shetland:

Any design should place therefore additional emphasis on:

ease of maintenance for fabric of the building and technologies used, all equipment sourced be designed to be locally maintained and repaired.
the extreme weather on the islands, especially the stronger than normal wind, the low sun and long hours of darkness in the winter

There are many other standards to comply with and many expectations as to what the building should be able to deliver to the residents, staff and the wider community. It is therefore seen as vital that a constant dialogue between the key players in the project will be kept open and members of the Isleshavn Redesign group will remain in constant communication with the partners involved in the feasibility study, as well as during the design and build phases.

As there is not yet any identified site for the building, there can only be some aspirational suggestions about size and arrangement of the components of the complex as a whole. However, the preferred option would be to use the site of the current Mid Yell School after the new school has been built. References to the Mid Yell School are therefore always to the new building assuming that the care centre can be built on the site of the current school.

Description of the facilities which need to be provided:

General description of required space:

The new care centre should be designed dementia friendly throughout and follow the design guidelines of the dementia centre of the University of Stirling. It should provide adequate room for:

16 to 18 Units for residential care, depending on available site

All of the units should exceed the current size recommendation by the Care Commission and contain one large bedroom, sufficient storage, and en-suite Shower/WC. Some of those units should be designed for couples.

All units should be designed for service users with a high dependency.

The units should be grouped in ideally three lots to combat institutionalisation.

6-8 Units for extra Care Housing, depending on available site

The Extra Care Housing units should be physically separated from the Care Units, but connected with an enclosed walkway, so that clients and staff can walk between both buildings without being exposed to the weather.

All of the units should exceed the current size recommendation by the Care Commission and contain at least one large bedroom, separate kitchen, sufficient storage, and level-access Shower/WC. Some of those units should be designed for couples.

All Units in Extra Care Housing should be designed that they could be easily adapted to serve as residential care bedrooms.

Adequate facilities for staff who provide care within the complex, as well as staff who work in the community, like care at home, meals on wheels, etc. The rooms provided should at least consist of:

Office for Unit Manager

Admin office with room for at least two workstations

Care workers office with room for at least three workstations

Duty care workers office with room for at least one workstation, located in close proximity to the residential unit

Secure drug storage facility located in the residential care unit,

Duty care workers office with room for at least one workstation, located in close proximity to the extra care housing units.

Office for visiting workers with space for at least one workstation

Adequate room for client and staff files, office equipment and archives.

Staff rest room, changing rooms and shower/wc.

Depending on available site and layout, not all of the rooms listed would have to be separate entities and could be combined where appropriate. Adequate and ample storage for care utensils, care consumables and care equipment should be provided in addition to the previously listed staff facilities. Special attention should be paid for a dedicated storage facility for large battery operated aids, like hoists, buggies and wheelchairs, which will need space as well as sufficient power supply.

Day Care facilities for 8-12 service users, depending on site

Ideally, day care should be located within the extra care housing complex, and facilities used by day care could double up as function rooms out of hours.

The design should be dementia friendly with the spaces arranged in a circular fashion.

Combined treatment/assessment room for visiting services, i.e. GP, Community Nurses, OT, and others.

This room should also provide some storage for the equipment of the aforesaid services.

Café-style community facility

Sitting area for public and service user with counter, kitchenette and capacity for up to 40 people. It should be explored whether this facility could be provided on a shared provision basis together with the new Mid Yell School and the existing Leisure Centre.

Kitchen facilities, (including storage) for up to 26 service users and up to 40 additional meals on wheels for service users in Yell.

It should be explored whether a combined solution with the new Mid-Yell School would be possible.

Laundry facilities with the capacity to process washing for up to 50 service users.

The layout of the whole complex should allow for active clients and encourage client movements in circular routes, as well as providing frequent areas for sitting and resting. Distances to be covered by clients should also be minimised, with appropriate size sitting and dining rooms for smaller groups throughout the building to correspond with the grouping of the service users bedrooms. A solution with multi-storey aspect should also be explored, as this might encourage the grouping of facilities to care groups.

In addition to the internally provided spaces it is seen as essential, that an inviting and at least partly sheltered outdoor area is provided. This could include a garden with raised bed to invite participation of residents, vegetable plots or a drying area to name but a few.

Detailed design requirements:

Detailed design recommendations for clients with dementia regarding layout, signage, and colour scheme according to the Stirling University Dementia Centre should be followed throughout.

Other specific requirements in specific areas include:

Client bedrooms – residential care

All doors should be unique and allow for individualised memory box or similar

Bedroom should be large enough to allow for all necessary furniture as well as some small private furniture.

The layout of the room should allow for the furniture to be arranged to taste by the client.

Window(s) should be low enough to allow a view out, even from a low. sitting position.

Provision of an adequate number of power, TV, phone and computer points

The en-suite door should be visible from the main bedroom and should be made recognisable as WC door according the dementia design guidelines.

All doors should be wide enough to allow for a fully assembled care bed to pass through, to facilitate quick evacuation in the case of an emergency.

All mirrors should be easily removable (no integrated lights).

En-suite – residential care

Allow for double handed manual handling of service users.

All mirrors should be easily removable (no integrated lights).

Flats Extra Care Housing

Flats should consist of at least one double bedroom, shower/WC facilities, Hall, Kitchen and Box room.

The layout of the room should allow for the furniture to be arranged to taste by the client.

Window(s) should be low enough to allow a view out, even from a low. sitting position.

Provision of an adequate number of power, TV, phone and computer points

The Shower/WC door should be visible from the main bedroom and should be made recognisable as WC door according the dementia design guidelines.

All doors should be wide enough to allow for a fully assembled care bed to pass through, to facilitate quick evacuation in the case of an emergency.

All mirrors should be easily removable (no integrated lights).

All Units in Extra Care Housing should be designed that they could be easily adapted to serve as residential care bedrooms.

Shower/WC – Extra Care Housing

Dementia friendly

Allow for double handed manual handling of service users.

All mirrors should be easily removable (no integrated lights).

Day Care facilities

Dementia friendly

No further recommendation over and above the dementia design guidelines

Combined treatment/assessment room.

Dementia friendly

No further recommendation over and above the dementia design guidelines

Café-style community facility

Familiarity of design is important, fairly traditional design.

Dementia friendly

Design should prevent excessive noise level from travelling through the building.

As public should have access, the area should be detachable from the main building.

No further recommendation over and above the dementia design guidelines

Kitchen facilities

Ideally shared facility with Mid Yell School.

Laundry facilities

Ideally offering some capacity for service users from the community.

Ample storage space

Ideally a layout which reflects the progress of soiled to clean washing, provide space to keep washing apart to allow for effective infection control

Lighting

Lighting should reflect the need for brighter lighting with increasing age. To allow for ease of maintenance the number of different light fittings throughout the building should be minimised. Natural light or energy saving light sources should be preferred whenever possible.

Plumbing

Proposed systems and fittings should normally be standard systems and fittings so that they can be maintained and repaired by local companies.

Dementia friendly design requires traditional fittings (cross handlebars, cistern levers. Contrasting colours according to the Dementia guidance are vitally important.

Traditional bathroom furniture should be used to aid the independent use of the toilet for service users.

Communal bathrooms should be as much as possible homely and should avoid institutionalising equipment.

Heating

No under floor heating should be installed. Ideally “normal”, boxed in radiators should be installed, to avoid confusion with service users as to where the heat is coming from.

Ideally, the heating system could be connected to the new Mid Yell School to avoid unnecessary building costs and save space.

Telecare and Assistive technology

Assistive technology and Telecare solutions should be extensively used with the following proviso:

Individual solutions/components of the equipment can be ad hoc provided or activated on an individual client basis by care staff.

Local, Shetland based companies can service and repair the equipment.

Providers of Telecare solutions should be established and reputable, to retain upward compatibility of equipment.

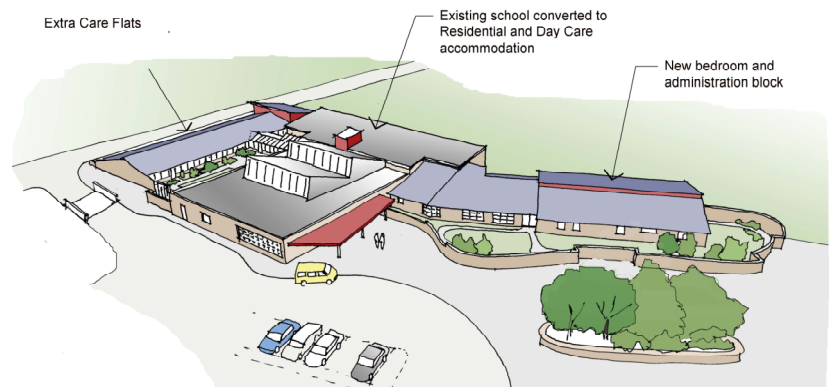
All solutions provided should be versatile enough to cater for the needs of the whole complex. No stand alone solutions to be used in different part of the building.

All call systems should work as portable, silent call systems, with no hooters or bells audible.

Lerwick, 12 August 2008

Wolfgang Weis

Service Manager



Older People's Services New Isleshavn Mid Yell

Feasibility Report

REDMAN + SUTHERLAND
ARCHITECTS

May 2009

Amendment and Authorisation Record

Feasibility Report Template

Date	Author	Paragraph ref:	Nature of change	Authorised by
		n/a	First dated Revision	
260509	JS	2.2, 3.2, 3.4, 4.3, 9.19, 9.27, 9.28	WW input added	
150609	JS, CP	9.2, 11.1, 11.2, 11.3	Costs added, various edits	
240609	JS		Appraisal inserted, conclusions added.	
130709	JS	Input WW 5.0, 6.0, 7.2 9.18 11.8 added.	Changes agreed at meeting 080709 Input from CP and WW. More feedback incorporated. Feedback moved to section 9.19. Renumbered. General tidying up.	
250909	JS	Page 31	Bedroom image added	

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1.0 Executive Summary

The existing Isleshavn Care Centre does not have enough bed spaces to meet the service requirement, does not meet current standards for care and the current arrangements for Day Care sharing the residents main lounge is unacceptable. A need for Extra Care housing which would allow older people to remain independent has been established and having this on the same site as a new Care Centre makes strategic sense.

The current building has major shortcomings and the site is neither suitable or large enough to accommodate the new Isleshavn envisaged.

Various sites in Mid Yell have been considered and found to be suitable for the new facility although no approaches have been made to any of the land owners or tenants. A sketch design has been done which could, with some modification fit the sites identified. The main purpose of this exercise is to establish if there is a marked advantage in building on Greenfield site with a blank sheet of paper.

Building of the new Mid Yell school opens up the opportunity to look at the site of the existing school. Investigation has shown that, if the accommodation is spread over two levels, most of the new Isleshavn can fit on this site. It is possible to fit the maximum 8 Extra Care flats on the site but three of the flats would be isolated from the rest and these have been omitted from the scheme reducing the flats to 5 which is thought to be acceptable for demand.

Whilst, it may initially appear that siting a Care Centre next to a school would not be appropriate, closer investigation reveals that there would not be any disruption to residents from the school. There are in fact advantages to adopting this site including the amount of activity going on around about, views and possible sharing of resources with the school and leisure centre.

Re-using the existing school as the new Isleshavn has been investigated. The original school is essentially in sound condition and can be fitted out and extended to accommodate the new Isleshavn. The resultant design has certain advantages over the new build including a compact layout, the bonus of a central courtyard and savings in cost realised by retaining the existing structure.

The three options have been presented to staff and stakeholders and feedback obtained. The options appraisal exercise revealed a strong preference for Option 3- re-use of the existing school.

Costings of the options reveal that the favoured option is also the cheapest of the three and will not suffer any delays due to acquiring land.

2.0 Introduction

2.1 Background

Isleshavn is a Care Centre located on the Island of Yell and was opened in 1983. Due to the restrictive nature of the building there have been problems in providing an adequate environment to provide good care and work environment for quite some time and as a result of this the aim of this feasibility study is to look at a number of options for providing care on the Island of Yell.

The problems with the existing building resulted in the Isleshavn Re-design Project Group being set up in 2007 to review the current service provided and to look at future service requirements.

2.2 Current Service provision

Isleshavn currently is used as a service hub servicing mainly the island communities of Yell and Fetlar. Provided are 10 residential and respite care beds. The exact number of beds allocated can be altered to meet actual need, but normally there are 8 long term residential care beds and 2 short stay respite beds available. The centre provides also 8 day-care slots over two days for clients who normally live in the community. The care centre is used as a base to manage Care at Home services (currently over 150 hrs per week) and domestic care (Home Helps) for clients on Yell and Fetlar, as well as providing Meals on Wheels for around 25 clients on five days a week.

2.3 Current Accommodation:

10 en suite bedrooms
2 Assisted Bathrooms
Dining room and Servery
Kitchen
Sitting Room
Sluice, Laundry and Linen Storage.
3 offices on the Ground floor
Plant Room
Garage
Former flat used as Day Care Provision and sleep over accommodation for night staff.

2.4 Assessment of Current Accommodation:

This has been thoroughly investigated and reported on. The following extract from Peter Johnson partnership's Report dated May 2004 sets out the main inadequacies in current provision:

- 2.4.01 The floor area of the existing lounge and dining room conforms to present communal space standards.
- 2.4.02 The access to the main entrance comes immediately off the public road and the gradient of the ramp does not conform to today's standards.
- 2.4.03 Parking provision is inadequate and is located outwith the site and some way from the main entrance.
- 2.4.04 Due to height restrictions the garage cannot accommodate the Centre mini-bus.
- 2.4.05 Sewerage pumps are required due to the Centre's low lying location. These are proving problematic and costly to maintain.
- 2.4.06 Existing corridor width are approximately 1125mm. The present minimum standard is 1200mm but 1500-1800mm would be preferable.
- 2.4.07 The majority of door widths are, at best, minimum standard, some being below.
- 2.4.08 An additional lounge would be an advantage.
- 2.4.09 The existing bedrooms can just about achieve the standard minimum floor area requirements but would prove inadequate if a specialist bed was required.
- 2.4.10 The bedroom en-suite facilities have basin and toilet only.
- 2.4.11 Existing bathrooms are on the small side and have no overhead lifting apparatus.
- 2.4.12 The laundry is very difficult to operate and equip properly due to its size.
- 2.4.13 The sluice room is too small for the equipment required.
- 2.4.14 General storage is totally inadequate for present needs, especially for specialist equipment.
- 2.4.15 The kitchen area was reduced in size some years ago to provide an additional fire escape route. As the Centre now provides a meals on wheels service, worktop, preparation and sink space is inadequate.
- 2.4.16 The dry goods store is proving too small.

- 2.4.17 The freezer room, due mainly to its size, gets very hot from compressor motors and needs some form of upgraded ventilation.
- 2.4.18 The meals on wheels boxes are at present stored in a corridor. This could have implications in an emergency.
- 2.4.19 At present the vegetable store is in the garage block and inconvenient for kitchen staff.
- 2.4.20 The kitchen staff have no dedicated changing room and lockers.
- 2.4.21 The staff room is small and is not equipped with individual lockers.
- 2.4.22 Usable floor area in the dining room is slightly compromised due to the need for a passage in the lift.
- 2.4.23 Under provision of electrical power points etc.
- 2.4.24 Day Care Facility

Day care operates out of the main residents lounge on two days a week. This sharing of the resident's only gathering space is unacceptable and only tolerated as an interim arrangement.

3.0 Brief:

The following requirements have been identified by Shetland Islands Council Community Care Resources:

3.1. User requirements:

3.1.1 Any new care facility should have the following:

- Support a positive engagement with the individual person be age and culturally appropriate.
- Emphasise a homely environment which reflects the locality facilitate the roles and responsibility of staff.
- comply fully with the Disability Discrimination Act 1995 and 2005 and other relevant legislation.
- be sensitive to a range of ethnic groups as well as individualised to the person whose home it is.
- facilitate for some of the more common conditions in an aging client group, like dementia, mental health issues, physical disability sensory impairment etc.
- support especially people with dementia to have as much independence and control over their lives as possible.
- avoid where possible that people who develop dementia will have to move accommodation.

3.1.2 It should in addition fulfil the following points, which are more due to the specific geographic location in Shetland:

Any design should place therefore additional emphasis on:

- ease of maintenance for fabric of the building and technologies used, all equipment sourced be designed to be locally maintained and repaired.
- the extreme weather on the islands, especially the stronger than normal wind, the low sun and long hours of darkness in the winter.
- Special emphasis should also be placed on the creation of safe outside spaces for clients to use. This could be an enclosed landscaped or productive garden with homely features, like washing lines etc. The whole area should be closed off, preventing clients from leaving the grounds. A separate delivery entrance for goods should also be provided, as well as sufficient car parking for clients, staff and visitors.
- To reflect current policy and practice, any care home should be as energy efficient as possible and the use of alternative sources of fuel should be considered.

- There are many other standards to comply with and many expectations as to what the building should be able to deliver to the residents, staff and the wider community. It is therefore seen as vital that a constant dialogue through email or regular update meetings is carried out between the key players in the project throughout the duration of the study.

3.2 Recommendations/ Actions from Business Case:

Recommendations from the business case for the feasibility study are to propose possible designs for a new care centre which should not only provide for its residents, but should serve the wider community of Yell and Fetlar with services which will support clients to stay at home for longer.

3.3 In depth analysis of Service need:

3.3.1 General description of required space:

The new care centre should be designed to be dementia friendly throughout and follow the design guidelines of the Dementia Centre of the University of Stirling. It should provide adequate room for:

3.3.2 16 to 18 Units for residential care, depending on available site

All of the units should exceed the current size recommendation by the Care Commission and contain one large bedroom, sufficient storage, and en-suite Shower/WC. Some of those units should be designed for couples.

All units should be designed for service users with a high dependency and should keep the expected increase in body weight with future clients in mind.

The units should be grouped in ideally three lots to combat institutionalisation.

3.3.3 6-8 Units for extra Care Housing, depending on available site

The Extra Care Housing units should be physically separated from the Care Units, but connected with an enclosed walkway, so that clients and staff can walk between both buildings without being exposed to the weather.

All of the units should exceed the current size recommendation by the Care Commission and contain at least one large bedroom, sitting room, separate kitchen, sufficient storage, and level-access Shower/WC. Some of those units should be designed for couples.

All Units in Extra Care Housing should be designed that they could be easily adapted to serve as residential care bedrooms.

3.3.4 Staff and support facilities:

Adequate facilities for staff who provide care within the complex, as well as staff who work in the community, like care at home, meals on wheels, etc The rooms provided should at least consist of:

- Office for Unit Manager
- Admin office with room for at least two workstations
- Office for Care at Home service
- Care workers office with room for at least three workstations

- Duty care workers office with room for at least one workstation, located in close proximity to the residential unit
- Sleep-in room in Extra Care Housing for living in carer
- Office for visiting workers with space for at least one workstation
- Adequate room for client and staff files, office equipment and archives.
- Staff rest room, changing rooms and shower/w.c.

Depending on the purpose of the offices, some could be located away from the clients, like for visiting services, but where possible they should be grouped together and be situated close to the clients living spaces to give clients greater access to staff.

3.3.5 Depending on available site and layout, not all of the room listed would have to be separate entities and could be combined where appropriate.

Adequate and ample storage for care utensils, care consumables and care equipment should be provided in addition to the previously listed staff facilities. Special attention should be paid for a dedicated storage facility for large battery operated aids, like hoists, buggies and wheelchairs, which will need space as well as sufficient power supply.

3.3.6 Day Care facilities for 6-10 service users, depending on site

Ideally, day care should be located within the extra care housing complex, and facilities used by day care could double up as function rooms out of hours.

The design should be dementia friendly with the spaces arranged in a circular fashion.

- Combined treatment/assessment room for visiting services, i.e. GP, Community Nurses, OT, and others.
- To allow discrete access to services, this room should be located within the day care facilities. This room should also provide some storage for the equipment of the aforesaid services.
- Relatives room for overnight stays with en-suite shower/wc.
- The room should have the same spec than clients bedrooms (level access, dementia friendly etc so that it could potentially be used as an additional bedroom for clients).

3.3.7 Café-style community facility

Sitting area for public and service user with counter, kitchenette and capacity for up to 40 people. It should be explored whether this facility could be provided on a shared provision basis together with the new Mid Yell School and the existing Leisure Centre.

3.3.8 Kitchen facilities, (including storage) for up to 26 service users and up to 40 additional meals on wheels for service users in Yell.

- It should be explored whether a combined solution with the new Mid-Yell School would be possible.

3.3.9 Laundry facilities with the capacity to process washing for up to 40 service users.

(Some thought should be given to provide domestic style washing facilities for the use of the clients themselves as well).

3.4 Accommodation Schedule:

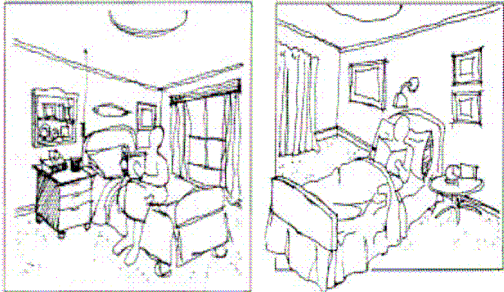
The following accommodation is considered necessary to provide the service as set out in 3.1 and 3.2. It is not necessarily comprehensive and it may be necessary to amend requirements to fit the facility on to a particular site.

Facility	Nett m ²
Residential accommodation	
17 bedrooms at 16m ²	272
1 bedroom at 20m ²	20
18 en suite bathrooms at 6 m ²	144
Assisted Bathrooms 3 x 18m ²	54
Linen storage 3 x 4m ²	12
Sluice 3 x 3m ²	9
Storage spare beds, furniture, equipment say	60
Circulation 60m ² per 6 bed cluster	170
Social areas 2 x 28m ²	56
Dining/social area	90
Office for Unit manager	15
Admin Staff (2 stations plus storage for files and stationery)	20
Care at home office	16
Care workers office (3 work stations)	20
Staff rest room	15
Staff toilet, showers, changing	15
Aids, supplies Store	35
Treatment Room	18
Relatives Room overnight stay	16
Relatives Room Toilet	6
Visitor's Toilets 2 at 3.5m ²	7
Kitchen	80
Laundry	45
Plant room	30
Cleaner's Cupboard	5
Minibus garage/workshop/storage	120
Circulation	190
Residential total	1540 m²
Extra Care and Day Care	
Extra Care 4 flats x 54 m ²	216
Extra Care 1 flat at 72 m ²	72
Extra Care Duty Care worker office	12
Day Care	140
Greenhouse	40
Circulation	85
Total Day Care and Extra Care	565 m²

3.6 Room Requirements

3.6.01

Residents' bedrooms:



Care commission minimum standards are 12.5 m² excluding en-suite facilities. In order to accommodate some furniture, a modern adjustable bed and to allow adequate movement around the bed a larger bedroom than this is required. We have therefore aimed for an area of 16m² for single bedrooms and 20m² for double rooms. Rooms should if possible have a view and the windows be situated at a height to allow residents to see out easily when in bed.

We have assumed that residents needing hoist transfer from bed to the en-suite bathroom will be transferred from the bed to a mobile chair rather than hoisted directly into the en-suite.

Floor loadings should take into account bariatric care and increasing weight of some residents. The weight of electric hoists and equipment also serve to increase the floor loading. Structural engineers should be appraised of these constraints at detail design stage in order that they are taken into account.

Doors should be "Laurel and Hardy" type with a smaller opening leaf that can be opened when needed. Clear opening width should be a minimum of 1050mm.

Bedrooms should be grouped in clusters with local social areas. Bedrooms should be kept away from noisy areas to give residents, particularly those with dementia, peace and quiet when they need it.

3.6.02

En Suite bathrooms:

These should have showers which residents can use with help from carers. Most residents will need help and bathrooms should allow for this. There should be plenty of room for storage of toiletries, paper products and personal effects. Level access showers are preferred. These should be robustly detailed and grille decking should be avoided as these are difficult to keep clean.

3.6.03

Communal Living Rooms:

Each cluster should have a living room large enough to accommodate the residents in that area. These should be homely, inviting and domestic in feel. There should be facilities to make a cup of tea and microwave snacks.

Traditional style “hearths” and decoration have proved particularly popular at Nordhavn and Taing House for example. They act as a focus for reminiscing and to gather round.

The Shetland Room at Taing House is much valued for it's quietness, homely atmosphere and privacy. It is used for reminiscing, confidential discussions, meetings and training. It is also put to good use by relatives needing to stay overnight.

3.6.04

Assisted bathroom:

Each cluster should have an assisted bathroom for those residents who prefer a bath and may need more assistance. Baths should be fully adjustable but as domestic in appearance as possible. Residents do not generally like “high tech” capsule like designs. Jacuzzi bath fittings could be considered for residents. (Taing House visit 050309) Again ample storage should be built in for paper products and other bathroom supplies.

3.6.05

Sluice:

Each cluster should have Sluice Room for emptying bedpans and initial cleaning of soiled linen. Requirements are basically a cleaner's sink and room for storage of bedpans and other containers.

3.6.06

Linen Storage:

Room to store linen and residents clothes near to the bedrooms where they are to be used.

3.6.07

Storage:

Adequate storage for the following needs to be designed in:

Furniture when not in use: specialist beds, chairs, etc.

Hoists, frames and other equipment. While some of this can be stored remotely, there will be a need for hoists etc to be brought into use regularly and these should be readily accessible. Some storage should be located close to bedrooms.

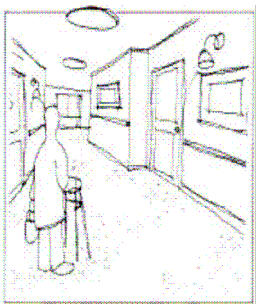
Electric wheelchairs and hoists: these need facility to charge up.

Safe storage of oxygen needs to be considered.

Paper products.

3.6.08

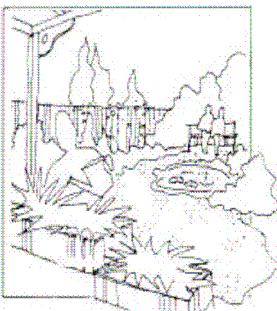
Circulation:



The Care commission requires a minimum corridor width of 1200mm. This is a basic requirement and does not allow for assisting a person on both sides. 1500mm to 1800mm should be a minimum.

3.6.09

Wandering:



People with dementia tend to want to go off on walks not necessarily for any purpose. It is helpful if circulation routes can form a circular route which brings them back on themselves. This keeps them safe and minimises distress.

3.6.10

Dining/Social Area:



There is a trend away from one large communal space in care homes. They tend to be somewhat overwhelming to residents and institutional in atmosphere. If residents have preferences as to who they socialise with it is easier for them to co-exist if there are alternative gathering places they can choose from. However as well as the smaller social areas in the bedroom clusters, a larger social/Dining Area should be considered for those more able to interact in larger groups.

3.6.11

Other social spaces:

There will always be uses for small incidental nooks and crannies with a seat or two and a view for one or two people to have a yarn or just to sit.

3.6.12

Laundry:

To carry out laundry services for about 40 people (residents and people living in their own homes receiving care packages). The following facilities were thought necessary for a residential care home of around 20 beds (Taing House visit 050309).

Sluice

Three washing machines

Two tumble driers

Pulley drier(s)

Outside drying facilities.

Mending, ironing pressing area.

Natural ventilation is not sufficient. Fan supplied is noisy.

Linen can be taken to the laundry with trolley bins. A laundry chute is another possible arrangement. Cross contamination risk must be considered. Location of the laundry is therefore crucial. Linen needs to be taken there from the bedrooms by a suitable route. The laundry should not be too remote as night staff need to be reasonably handy to the bedrooms if they are doing laundry on night shift.

Storage of linen nearer to bedrooms is a better arrangement than a central linen store in the laundry. Sourcing linen from the laundry is found to be disruptive at Taing House.

Laundry continued/

Staff spend a lot of time in the laundry and good ventilation and windows are essential for staff welfare.

3.6.13

Kitchen:

The kitchen is a crucial part of the Centre's operation and should be carefully planned. Kitchen to provide meals for 26 residents and 5 staff as well as 40 meals on wheels. Total meals to be prepared is therefore 71. Ample space for food storage including freezers. Kitchen planned to allow separation of different foods and space for cooling.

Small office required for meal planning and other admin by head cook.

Staff lockers, changing and toilet provision required. Consideration can be given to use of central staff toilets/lockers.

Kitchen can serve food via a servery or serveries which could be remote or on a different floor. There is now more emphasis on residents taking meals in smaller areas rather than a large central dining area.

Storage of Meals on Wheels boxes.

Access for deliveries, refuse and meals on wheels.

3.6.14

Dining:

As described above this should be planned to allow more flexible dining arrangements. A central social/dining space will be desirable as a hub and a focus for the Care Home as well as being useful for larger gatherings-visiting school children etc. The space should be homely, welcoming and as acoustically dampened as possible.

3.6.15

Day Care:

This should cater for around 8-10 participants. Typically participants will be brought in by minibus and relatives to spend most of the day at the Day Care Unit from say 10 a.m. to 4 p.m.

Access:

Many will be fairly infirm so access needs to be on the level and not too far from the drop off point.

Day Care continued/

Activities:

Participants will typically arrive about 10 a.m. and start with a healthy breakfast – fruit, toast and tea or coffee.

Activities can include dominoes, crib, hamma beads, knitting, painting, crafts, use of internet, e mailing grand bairns and relatives and friends.

Lunch about 12 o'clock.

Clients then watch TV, yarn, read or just sit and neeb.

After lunch group activities would include: chair exercises, ball games, bean bags, darts, quizzes, gardening etc.

Afternoon tea. Leave about 4 p.m.

School bairns come in to do exercises with clients. This has been very successful.

Musicians visit.

Facilities:

Facilities required include: Kitchen to provide breakfast and lunch. Used for baking and cooking with clients. 2 ovens, one eye level one low level. Full height fridge and freezer. Hob. Needs to be safe. Lots of worktop. Hand wash sink. Decent sized dishwasher.

Space for 3 tables and space for craft activities.

Having all activities in one space makes it easier to supervise. Room divider can be used to divide up space.

Sitting area to have comfy chairs rather than sofas. A fireplace focal point, TV, videos, books and magazines. Having a view is not critical but would be desirable. Space to display goods for sale e.g. jams and chutneys.

Appropriate scale, homely furniture and decoration help to make a successful Day Care atmosphere.

Storage:

Say 25m² This is essential for storing all sorts of things:

Craft materials, on going projects, gardening material etc.

Clients make up shoe boxes of hand knitted garments etc for sending to charities.

Hairdressing:

Provision for this should be made. This is a popular and much appreciated service for Day Care and resident clients. A sink and one hairdressing station should be sufficient.

Greenhouse or conservatory:

Gardening is an important activity. Provision particularly for indoor gardening should be made either by way of a greenhouse or more conveniently, a conservatory.

3.6.16

Visitors' Toilets:

These are needed for visitors and Day Care participants.

Provision should be made for one toilet to allow assistance to users and transfer from either direction on to toilet.

3.6.17

Treatment room:

Used by visiting services for individual treatments: Used by nurses, doctors, podiatrists, physiotherapists and other visiting health professional for assessment, treatments, dressings and podiatry.

Requirements;

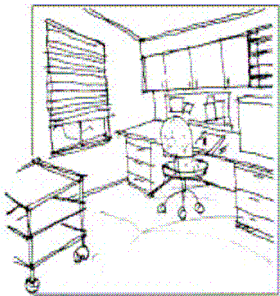
Room 15m² minimum. Good lighting. A couch or plinth, sink, desk and cupboards.

Adequate room for patient, health professional and accompanying carer or relative.

Room for storage of equipment.

3.6.18

Administration offices and work stations:



There will be some scope for inter-changing these but the following is current requirement for this facility:

Administration staff:

2 staff carrying out general admin support to other staff. Ideally situated near door to field visitors' enquiries with a hatch or counter arrangement. Photocopiers and central printers located here. Space for storage of records and stationery.

Care at Home Worker's:

Space for 3 staff. Privacy and confidentiality quite important.

Administration offices continued/

Senior social Care Workers:

Space for 3 staff.

Unit Manager:

Situated fairly centrally but not too accessible to visitors.

Space for one workstation and 2-3 visitors in comfort.

Duty Care Workers:

Workstations for Duty Care Worker. Essentially a place to write up notes and keep records. May be better situated in bedroom clusters.

Extra Care Duty Care worker:

Ideally located adjacent to Extra Care flats. Base for duty care worker. May need it's own toilet provision due to remoteness from main residential facilities.

3.6.19

Staff Toilets and Restroom:

Staff accommodation should include:

Lockers

Toilets

Shower

Restroom.

Restroom will not have to accommodate all staff at once. Room for say 8 people to have a break at once. A window will necessary but a view is not.

3.6.20

Cleaner's Cupboard

Large enough to accommodate all cleaning materials safely with a cleaners sink.

3.6.21

Storage:

There should be adequate storage for:

Aids, hoists and other equipment not in use. These are often large, bulky and can be heavy. Provision for re-charging electrically powered equipment should be made.

Various paper pads, towels and other supplies. These need to be kept in sanitary conditions. Furniture not in use. This could include special beds and chairs which again are bulky and can be heavy.

Residents personal belongings.

Some of the above will need to be readily available, other items can be in less accessible locations.

3.6.22

Minibus/workshop:

Space should ideally be available to garage the minibus and act as a caretakers workshop. Provision may need to be made to store ground keeping equipment although it would make sense to pool resources with the school and leisure centre on ground maintenance.

3.6.23

Plant:

Size of the plant room will depend on the heating system used.

Dedicated services cupboards should be included in the design of a size that limits their use to services only. Services equipment (e.g. electrical distribution) should be restricted to these locations and not allowed to occupy storage cupboards thereby compromising health and safety concerns (e.g. storing paper in electrical cupboards).

3.6.24

Garden Store:

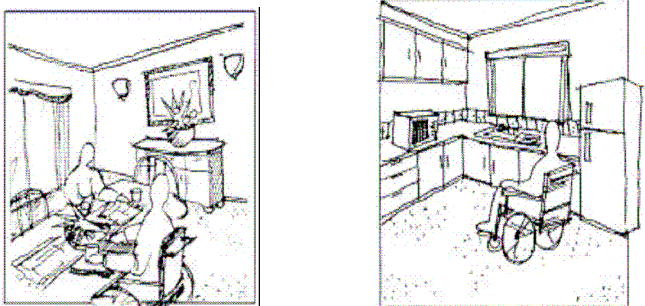
To store equipment for both indoor and outdoor gardening.

3.6.25

Extra Care Flats:

To be self contained flats with their own door to encourage independence but will be equipped to accommodate fairly high levels of disability and have a high level of care on hand by virtue of close proximity to Residential Care Centre.

Flats to take into account Care Services Improvement Partnership's Housing LIN "Design Principles for Extra Care".



Flats to be predominantly one bedroom. Flats to allow wheelchair access throughout. En suite/shared bathroom equipped with a level shower and toilet allowing side or front-on transfer from wheelchair. Alcove kitchens eliminate the need to negotiate door swings.

Views from the Sitting room are important and a patio or balcony could be considered. An access walkway or street linked to the Residential Care Unit will be almost essential in the Shetland climate for care workers to go back and fore in comfort. It may be necessary for the kitchen to look out on to the walkway in order to keep the flat plans economical but this should be acceptable if there is plenty of natural light. The walkway can be colonised by residents as social spaces and indoor gardening.

Flats should have their own domestic identity separate from the main care centre. Flats may have their own garden or at least a terrace or balcony.

3.6.26

Extra Care Duty Care worker sleep in:

There is a need for a sleep in room for occasional use. This can be minimal space for one bed or fold down bed and personal belongings.

4.0 Consultations

4.1 Project Team/ Consultants:

Services engineers CCDP and Colin Petrie acting as cost consultant were consulted and provided input into the study.

4.2 CDM Coordinator:

No CDM Co-ordinator has been appointed for this study.

4.3 Stakeholders:

4.3.1 The following stakeholders have been consulted:

Local community nurse, Linda Strachan
Local General Practitioners, Doctors Briscoe and Aquilina
Head Teacher Mid Yell Junior High School, Mark Lawson
Chair Person, Yell Community Council. Dan Thompson
Local councillor, Laura Baisley
Manager, Yell Leisure Centre, David Gear
Mid Yell Development Group, Ryan Jamieson
SIC Building Maintenance Officer, Jim Work

Consultation took the form of mostly one to one interviews and where appropriate, discussion of draft proposals.

4.3.2 The wider public of Yell and Fetlar, but also Shetland are all stakeholders, as the care places will serve to ease the pressure on the system as a whole.

4.3.3 Presentations of the Options were made to Stakeholders on 11th June 2009.

Attendees were:

Laura Baisley:	Councillor
Dr Briscoe:	Mid Yell Surgery
Linda Strachan:	Local Community Nurse
Dan Thompson:	Chairperson, Yell Community council

The Options were also passed to the OT Service for comment.

The following were also invited:

Simon Bokor-Ingram:	Director of clinical Services, NHS Shetland
Lisa Sutherland:	CHP Manager, NHS Shetland
Mark Lawson:	Head Teacher, Mid Yell School
George Martin:	Senior Housing Officer, SIC
Fiona Stirling:	Community Development Manager

Option appraisal forms were handed out to consultees and staff. 14 forms were returned and the results are summarised in Section 9.10.

4.4 Client:

- 4.4.1 The author's main point of contact with the client has been SIC Capital Programme Service. Contact for this project has been Contract Manager, Colin Petrie.
- 4.4.2 User client is Community Care Resources.
The main point of contact has been Senior Service Manager, Wolfgang Weis. Manager of Isleshavn Care Centre, Ann Robertson has participated in project progress meetings and been consulted throughout.
Consultation has included meetings with Community Care Resources and Capital Programme Services and visits to Care Centres:
Isleshavn and Taing House have been visited and staff consulted.
Community Care Resources, Occupational Therapy have been consulted on principles and have commented on layouts in detail.
- 4.4.3 Housing Services, Supported Services Senior Housing Officer, George Martin has been consulted on the Extra Care Housing.
- 4.4.4 Notes of the above meetings and visits are in Appendix 15.7
- 4.4.5 Presentations of the Options were made to Stakeholders on 11th June 2009. Three members of staff as well as the Unit Manager attended.

4.5 Public

The service model, which uses the care centre as a hub, as well as a combination of Extra Care Housing and Residential provision which was outlined in the design requirements has been discussed in many public forums, for example the dementia forum (November 2007), the service planning forum (Sept 2008) and with carer groups (Yell, Unst, Viewforth). The members had also an in depth discussion of the proposed service model in January 2008. All feedback was used in finalising the design requirements. Opinion was sought also by other interested parties, like Care for Unst.

Further public consultation will take place as the designs develop.

4.6 Statutory

The following bodies have been consulted:

SIC Planning Department
SIC Roads Section
SIC Building Standards
District Fire Officer

Notes of these meetings appear in the Appendix.

Statutory bodies consulted had no adverse comments on any of the Options although comments on Option 1:Greenfield site can only be general in nature since no definite site has been identified.

Comments received by these bodies have generally been taken into account by the study where appropriate.

4.7 Other

New School Design Team:

In all discussions regarding the existing Mid Yell School site we have kept in touch with the New School design team through the Project Manager, Andrew Lyall and the local executive architects PJP.

We have also been glad of the input from the SIC Land Surveyor, Kenn Alan who supplied copies of survey information relating to this site.

5.0 Corporate/ Service Plan

Link to Corporate and Service Plans

The joint Community Health and Care Partnership plans indicates that an additional 120 long term care places will be needed in Shetland by 2025. Those places should be a mix of residential care places and extra care housing places. It assigns the replacement of Isleshavn Care Centre a high priority spot in the work programme.

This echoes the Corporate Plan which specifies the need to provide 120 additional long term care places in Shetland by 2027. The corporate plan emphasises the aim to support remote rural communities by providing quality employment in those areas.

The proposed facilities in Yell will support these plans by providing between 13 to 16 additional long term care places, as well as creating a number of well paid and quality employment opportunities.

6.0 Socio/ Economic Benefits

The proposed facility in Yell will provide some socio economic benefits for the local community as well as for Shetland as a whole. Some of the benefits by a new development include the creation of employment opportunities for the local community, helping to sustain the local community. The provision of more long term care places addresses shortcommungs throughout Shetland and will increase the quality of life for especially older people. Through adoption of new thinking about the provision of care as local as possible and with the aim to keep people as independent as possible, the cost of providing long term care will be dramatically reduced by adoption of a mix of residential care and extra care housing.

7.0 Participation by Others

7.1 Funding Partners/ External Funding

No funding partners or external funding have been identified.

7.2 Links to other Projects

If the proposed development would be placed on the old school site, a number of potential synergies could be explored with a number of partners, mainly schools and education, community development and the Shetland Recreational Trust.

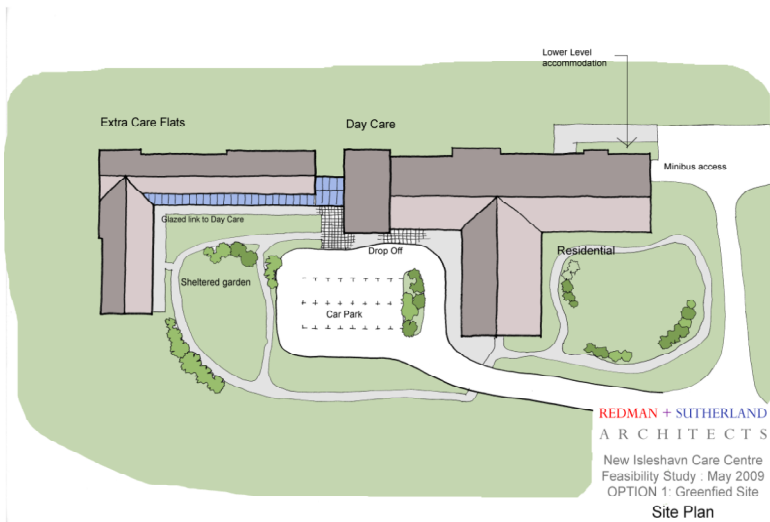
Possible options range from sharing some staff and facilities with the nearby school and leisure centre over offering community services in partnership with others, to reducing the environmental impact by sharing services and spaces, like access roads and car parking. The current project that is most likely to be affected is the project of the new build school in Mid Yell.

Other projects influenced the proposed development or have been inspired by the Isleshavn Redesign. The project which influenced the Isleshavn Redesign most was the parallel running Dementia Redesign project. The results of the Isleshavn Redesign and the blueprint for long term care have in turn shaped the Telecare Partnership Project, the Sheltered Housing Review and the Dementia Redesign project.

8.0 Project Options

8.1 Summary of Options to meet Service Needs

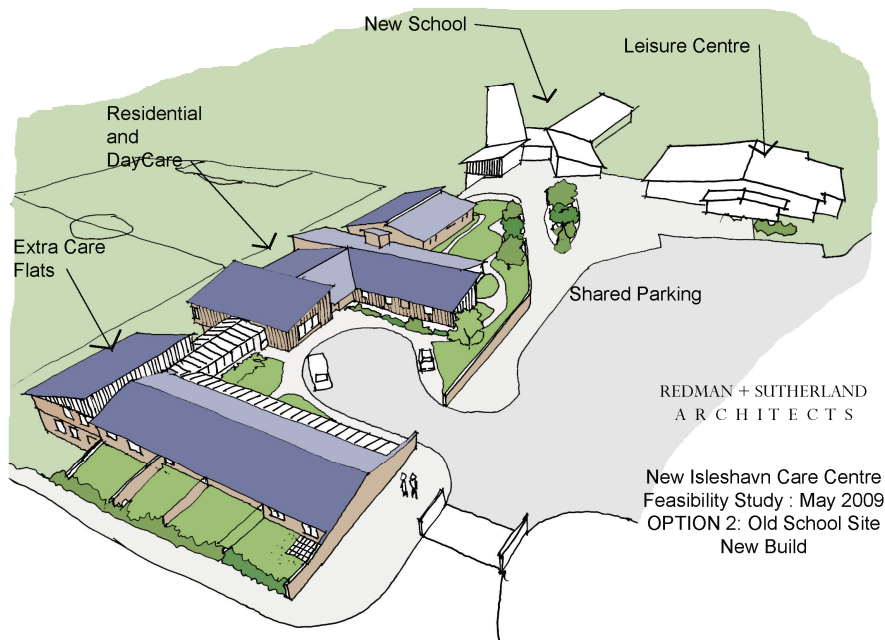
8.1.1 OPTION 1: Greenfield Site



Designed for a generic reasonably flat site in Mid Yell this option has most of the accommodation on the main level. The main accommodation is in a T shaped plan with two bedroom blocks coming off from the intersection. The kitchen, dining and main social area are central with administration and the main entrance on the third leg of the T. Day Care is situated next to the main entrance which in turn are connected via a glazed link to the Extra Care Flats.

Staff restroom, toilets and lockers, the laundry, minibus garage and plant are on a lower level accessed from a centrally sited stair. Residents would not access downstairs.

8.1.2 OPTION 2: New build on existing school site



This option has some similarities to Option 1, but due to the constraints of the site more of the accommodation is on the lower level.

There are still 2 bedroom blocks forming two legs of a T but because these are smaller, a third bedroom cluster is on the lower level. This lower block of necessity has single aspect on to the playing field. The site offers uninterrupted views over the playing fields down to the pier and the opportunity to keep an eye on what is going on in the community. The proximity to the school and leisure centre should increase incidence of “pop in” visits by grand children and relatives coming and going to the other facilities.

Other accommodation on the lower level is the kitchen, staff facilities, laundry, Plant and the minibus garage and workshop.

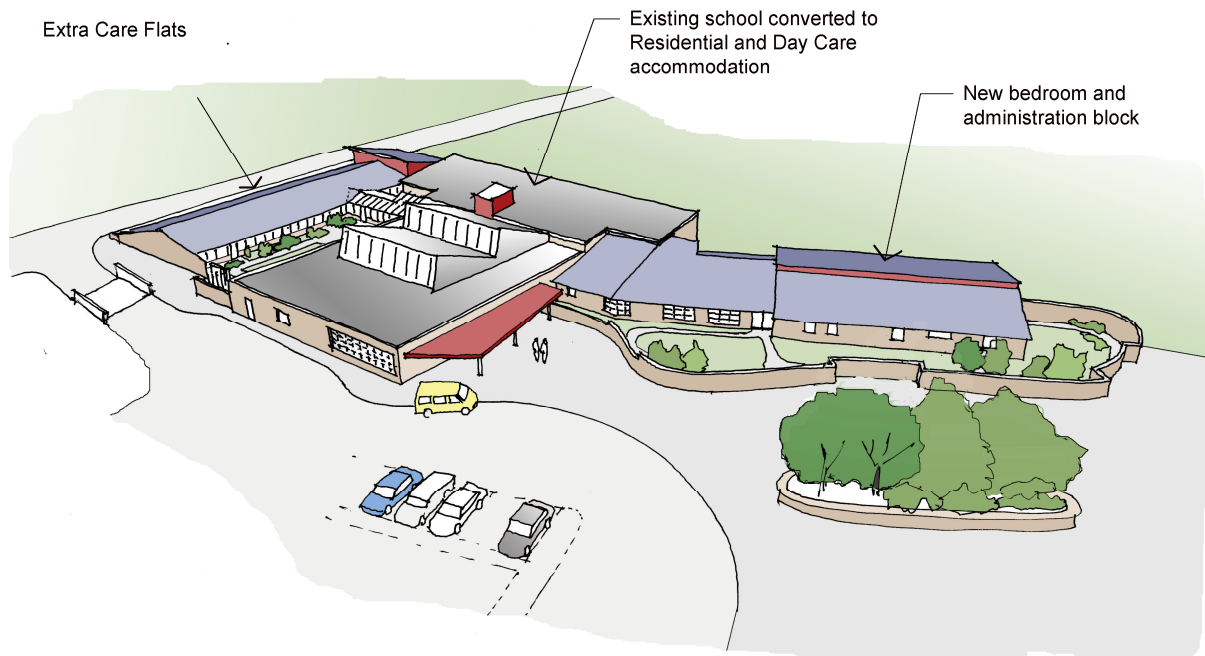
Day Care is again situated between Residential and the Extra Care flats.

The Extra Care flats are reduced from the ideal of 8 flats to 5 due to the restricted site. They are linked by and accessed off a glazed corridor. Their living accommodation fronts on to the main road each with it's own garden. The kitchen looks on to the main entrance through the glazed corridor which can be used for casual socialising, plants etc.

The main entrance is between Extra Care and Residential by a turn around loop big enough for the minibus and an ambulance. Service access to the kitchen and plant is from the lower access road which will also serve the school and playing field.

A sheltered garden area is provided between the bedroom block and the school entrance approach. This is of necessity restricted but it is felt a pleasant area can be provided for residents with a high wall giving privacy and shelter to the residents.

8.1.3 OPTION 3: Re-use existing school



Option 3-Aerial View-©Redman+Sutherland June 2009

This proposal removes some of the later additions and the stage arrangement in the middle of the existing school. The existing stair and other elements would also be removed to make the plan work. The classrooms on split levels, with panoramic views over the playing field and down to the pier are divided to house 11 of the residents bedrooms which are accessed from the main level by a lift and stairs. A new bedroom block which also houses some of the admin functions is added to the south providing the remaining 7 bedrooms and the relatives overnight stay room.

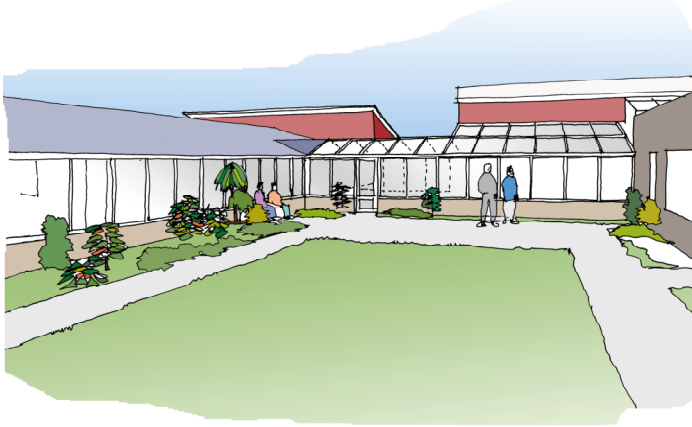
Day Care fits into the existing Technical room and the kitchen is retained in it's present position to provide meals which can be taken in the existing central courtyard or in the smaller sitting rooms. The assembly hall becomes a central courtyard forming an airy and pleasant central focus to the Care Centre.



Option 3-Internal Courtyard-©Redman+Sutherland June 2009

OPTION 3: Re-use existing school Continued/

The Extra Care flats are accessed off a glazed corridor which forms a sheltered garden between it and the existing building. Again 5 flats are created. The Plant Room, workshop and garage is located under one of the flats.



Option 3-Outside Courtyard-©Redman+Sutherland June 2009

The exact arrangement for drop off has yet to be agreed with the school and the leisure centre and the parking will have to be increased to accommodate the Care Centre parking demand.

A limited garden can be created at the rear of the new bedroom block and the area in front of the converted school can be made into a garden which will mainly be looked out on by the residents in the front bedrooms but could also be accessed from the lower bedroom block.

This design which perhaps on first sight seems unpromising, has unexpected bonuses such as the internal courtyard which can be inhabited with furnishings, plants and perhaps a water feature to give a calm, light and airy focus to the new centre.

Although the bedrooms are on three different levels they are all very close together and in view from the central office area.



Option 3-Typical bedroom-©Redman+Sutherland Sept 2009

8.2 Proposed options advantages and disadvantages

8.2.10 Existing Isleshavn Care Centre Site:

Advantages:

Central, close to shop and Post Office.

Plenty of activity in the area.

Good views.

Disadvantages:

Constricted by burn, sea and road.

Little room for expansion. Limited parking on site at present.

Very low lying. Flood risk.

Drainage has to be pumped to main drain.

Cannot see out from Sitting Room if seated due to wall built as part of sea defences.

Known to have poor ground conditions.

Constricted nature of site, poor ground conditions and flood risk issues rule this site out. Need to have Extra Care on same site as Residential Care rule out its use as Extra Care Housing.

8.2.20 Sites out with Mid Yell:

Mid Yell is a comparatively concentrated development by Shetland standards and as it's name suggests is very central to and a focus for Yell. In terms of convenience for staff, relatives Mid Yell is the best location for a new Isleshavn and Extra Care housing. Lots of activity and feeling part of the community are essential to residents. Although there could be arguments for locating in other parts of Yell no settlement in Yell offers the above better than Mid Yell.

Advantages for locating in Mid Yell are:

- central to Yell
- convenience for staff and visitors
- access to shops, health centre
- close to school and leisure centre
- plenty of activity

8.2.30 Sites within Mid Yell

This study has looked at possible sites within Mid Yell for a new Isleshavn.

8.2.31 Main requirements for a new build site:

- As central as possible
- Reasonably flat
- Accessible for visitors
- Ability to go for walks
- Reasonable views.
- Enough space for some garden
- Activity in the area and views from windows
- Proximity to other facilities/services: shop, post office, surgery and leisure centre
- Ability to connect into proposed District Heating Scheme
- Ability to connect to drainage, water and electricity mains
- Reasonable ground conditions.
- Ability to acquire the land at an agreed valuation

8.2.32 Size of site required:

To build the Care Centre, Day Care and Extra Care housing mainly on one level, with parking and a fair area of garden ground will require a site ideally of around 0.8 ha to 1 ha (2 to 2.5 acres). This would be the optimum solution and the area could be reduced by a more compact plan. This would however compromise views from some flats and bedrooms and other requirements.

8.2.33 OPTION 1: Greenfield Site

There are several possible sites which meet most of the above requirements and would make excellent locations for the proposed facility. The requirement which has not been tested in this study is site acquisition. For the Greenfield option we have therefore not focused on any one possible site but have investigated whether it is possible to build the facility on a generic site in Mid Yell. This site would have an average cross slope of no greater than 1:12 and be around the 0.8 to 1 ha size. It will have views predominantly in one direction and be close to and accessible to services.

8.2.34 OPTION 2: New build on existing school site

The existing school will become redundant when the new Junior High School is built next door. If the site footprint can extend down the slope nearer the playing field and the proposed access road is re-routed there is sufficient room on the site to accommodate the facilities if some activities are located on a lower level. Whilst, at first glance this site would appear too noisy and busy for a Care Centre, these are actually positive attributes. Residents benefit from having plenty of activity around them to at least observe if not actually take part in. Sharing of infrastructure and services already on site are another plus for this site. These are further explored in section 9.10.

8.2.35 OPTION 3: Re-use existing school

The existing school is a robust building. Although the wiring is believed to need replacing, a new standing seam aluminium roof was fitted circa 1990 and the windows including the curtain walling were replaced with uPVC in the 1990s. The structure is block with concrete floors and a timber roof. A Stock Condition survey Report dated 2008 by Dearle +Henderson reports that virtually all of the fabric and services of the entire school are in "Fair" condition, and given their second best category B rating "Requires periodic repair". It should however be pointed out that the convection heating cabinets are probably at the end of their useful life and the heating calorifier is also on it's last legs. The boilers are very new.

The school is planned around a central assembly hall with north light glazing. The classrooms are on a split level arrangement to take account of the site slope.

8.3 The 'Do Nothing' option:

Previous feasibility studies concluded that there are no feasible options to upgrade the current building to an acceptable standard and that the current building could not be changed sufficiently to allow care to be delivered in good living conditions for clients and good working conditions for staff.

If no action is taken to replace the existing building, the service in Yell will face the following risks:

- 8.3.1 Working conditions: Already staffs are working in conditions which are only tolerated by Health and Safety and are potentially unhealthy. This affects the kitchen, as, due to insufficient cool storage the freezers are placed in such a way that the temperature in the kitchen is regularly near or above recommended levels in the summer. The same is true for the laundry, where temperature, noise and air quality is generally not near any normal working parameters. If no new building is planned, this might risk the health of the workers.
- 8.3.2 Infection control: With an increase in MRSA and other "super-bugs", infection control is increasingly important. The existing building has not enough space to stem cross infection, as there are plenty of areas where bugs can spread easily. The layout of the laundry and the lack of choice for social rooms and care workers facilities especially promote the spread of germs.
- 8.3.3 Suitability for the client group: Isleshavn is registered as a Care Centre for clients with all kinds of needs who are older than 16 Years. In practice it is rare to have any other than frail older people as residents. The building has serious restrictions to provide proper care for this client group. If this is not rectified, the care commission could potentially restrict the registration of the care centre to exclude clients who have higher needs and where the building is restricting the delivery of high quality care. This would limit the available residential places in Shetland even further and would put more pressure on other care centres.

- 8.3.4 Provision of services: Some services, like the day care services, have already been heavily curtailed, as the area where the services were offered was not any longer suitable for the clients and deemed to be unsafe. The Day Care service has been continued with less numbers in the only living room in the residential area of the centre. This arrangement is only accepted as an interim measure by the regulatory body, the Care Commission. If there were no plans to replace the building in the short to medium term it has been made clear the registration of this particular service would be recalled.
- 8.3.5 Fire upgrades: Mandatory fire upgrades are being undertaken in a rolling programme affecting all care centres. The updating has been scaled down as much as possible. If the building continues to be used as a residential care centre in the medium term, further investment of over £100,000.00 will be necessary.

Summary:

If nothing is done, some services would no longer be available in Yell. It is also possible, that some of the more vulnerable and frail clients might not be any longer deemed suitable for the care centre, which would increase pressure on an already pressured service. The current working conditions, especially in kitchen and laundry, do also limit the lifespan of the service in Yell, as at some point in the future the working conditions could be deemed as inappropriate, and work could not continue, putting the whole service at risk.

9.0 Exploring of Options

9.1 Capital Costs

Budget costs have been prepared for the three options for a new Care Centre and Extra Care flats. Because Option 1 provides 8 flats rather than 5 in the other options, Cost Option 1A adjusts this option down to the likely cost of 5 flats rather than 8 so that a comparison can be made.

DETAILED COSTS (Excluding VAT)

Option 1A: PROPOSED NEW BUILD ISLESHAVN CARE FACILITY ON GREENFIELD SITE (5 Flats, 18 Beds)

Cost of Works:	£6,100,000.00
Cost of Furniture:	£ 140,000.00
Land Aquisition	£ 20,000.00
Fees:	<u>£1,100,000.00</u>

Total Amount for Option 1A £7,360,000.00

Option 1B: PROPOSED NEW BUILD ISLESHAVN CARE FACILITY ON GREENFIELD SITE (8 Flats, 18 Beds)

Cost of Works:	£6,530,000.00
Cost of Furniture:	£ 150,000.00
Land Aquisition	£ 20,000.00
Fees:	<u>£1,100,000.00</u>

Total Amount for Option 1B £7,800,000.00

Option 2: PROPOSED NEW BUILD ISLESHAVN CARE FACILITY ON EXISTING SCHOOL SITE

Cost of Works	£6,110,000.00
Cost of Furniture	£ 140,000.00
Fees:	<u>£1,100,000.00</u>

Total Amount for Option 2 £7,350,000.00

Option 3: PROPOSED REFURBISHMENT AND EXTENSION TO EXISTING MID YELL SCHOOL

Cost of Works	£5,200,000.00
Cost of Furniture	£ 140,000.00
Fees:	<u>£ 950,000.00</u>

Total Amount for Option 3 £6,290,000.00

Assumptions/Exclusions

1. Groundworks for the New Build options 1A and 1B cannot be fully ascertained as we do not have a site, but for the purposes of this costing we have based the groundworks on a gently sloping site to fields in front of the Mid Yell Health centre, which has been identified as a possible site.
 2. The standard of finishes and equipment has been based on Seaview and Newcraigielea in Lerwick.
 3. Costs for furniture have been based on a schedule that was worked up from the New Eric Gray Feasibility study
 4. An allowance has been made for the Demolition of the School in Option 2.
- Cost are current as of June 2009

9.2 Detailed Cost report

- Not done for this report

9.3 Revenue/Life Cycle Costs

9.3.1 Revenue Running Costs

Running costs have been calculated over a 30 year period

The following table is a BCIS programme, which give typical Running Costs for a specific building type based on data from the BCIS and adjusted for the Scottish Islands.

BCIS, is the "Royal Institute of Chartered Surveyor" - **Building Cost Information Service**. This is the leading provider of cost information to the construction industry.

BCIS Revenue Running Costs				
Proposed Refurbishment and Extension to Existing Mid Yell School				
<p>Building function: 447.Old people's home</p> <p>Gross internal floor area: 2215 m2</p> <p>Price basis: Future Cash</p> <p>Price level: 2nd Quarter 2009 and Islands Inflation Rate: 3%</p> <p>All costs in pounds (£)</p> <p>Created: 8-Jun-2009</p>				
Year	Operational Costs			Total (£)
	Cleaning	Utilities	Administrative Costs	
0	80,751.00	57,749.00	21,576.00	160,076.00
1	83,173.00	59,481.00	22,224.00	164,878.00
2	85,669.00	61,266.00	22,890.00	169,825.00
3	88,239.00	63,104.00	23,577.00	174,920.00
4	92,722.00	64,997.00	42,427.00	200,146.00
5	93,613.00	66,947.00	25,013.00	185,573.00
6	96,421.00	68,955.00	25,763.00	191,139.00
7	99,314.00	71,024.00	26,536.00	196,874.00
8	102,293.00	73,155.00	27,332.00	202,780.00
9	107,490.00	75,349.00	49,185.00	232,024.00
10	108,523.00	77,610.00	28,997.00	215,130.00
11	117,423.00	79,938.00	29,867.00	227,228.00
12	115,132.00	82,336.00	30,763.00	228,231.00
13	118,586.00	84,806.00	31,686.00	235,078.00
14	124,611.00	87,351.00	57,018.00	268,980.00
15	125,807.00	89,971.00	33,615.00	249,393.00
16	129,582.00	92,670.00	34,624.00	256,876.00
17	133,469.00	95,450.00	35,663.00	264,582.00
18	137,473.00	98,314.00	36,732.00	272,519.00
19	144,458.00	101,263.00	66,100.00	311,821.00
20	145,845.00	104,301.00	38,969.00	289,115.00
21	150,221.00	107,430.00	40,139.00	297,790.00
22	154,727.00	110,653.00	41,343.00	306,723.00
23	159,369.00	113,973.00	42,583.00	315,925.00
24	167,467.00	117,392.00	76,628.00	361,487.00
25	169,075.00	120,914.00	45,176.00	335,165.00
26	174,147.00	124,541.00	46,532.00	345,220.00
27	179,371.00	128,277.00	47,928.00	355,576.00
28	184,752.00	132,126.00	49,365.00	366,243.00
29	194,140.00	136,089.00	88,833.00	419,062.00
30	196,004.00	140,172.00	52,372.00	388,548.00
Total	4,059,867.00	2,887,604.00	1,241,456.00	8,188,927.00

9.3.2 Revenue Costs/ Implications

These figures are based on current costs of services of similar sizes to those proposed. The staff costs do take increased levels of dependency into account and assume that two night staff are sufficient. Impact of Single status is not yet clear and is not included. The operating costs are based on Taing House, which to our knowledge is probably the nearest to the proposed design in floor space, but include in addition to that £25,000 to reflect the lift and more floor space.

Staffing costs are expected to be around £1,250,000 p.a.
Operating costs are expected to be around £200,000 p.a.

The costs are based on today's figures and will change in line with the costs for community care provision.

For comparison, here are the current figures for the existing care centre in Yell:

Staffing costs 2009/2010: 855,609 p.a.
Operating costs 2009/2010: 138,878 p.a.

Unit cost per client currently: 10 clients at £99,448.70 per Year
Unit cost per client new (based on old school site): 23 clients at £63,043.48 per Year.

9.4 Life Cycle Costs

Life cycle costs have been calculated over a 30 year period

The following table is a BCIS programme, which give typical Life Cycle Costs for a specific building type based on data from the BCIS and adjusted for the Scottish Islands.

BCIS, is the "Royal Institute of Chartered Surveyor" - **Building Cost Information Service**. This is the leading provider of cost information to the construction industry.

BCIS Life Cycle Costs				
Proposed Refurbishment and Extension to Existing Mid Yell School				
Building function: 447.Old people's home				
Gross internal floor area: 2215 m2				
Price basis: Future Cash				
Price level: 2nd Quarter 2009 and Islands Inflation Rate: 3%				
All costs in pounds (£)				
Created: 8-Jun-2009				
Year	Maintenance			Total (£)
	Decorations	Fabric	Services	
0	(Initial capital cost)			5,094,500.00
1	-	7,515.00	18,780.00	26,295.00
2	-	12,234.00	22,567.00	34,801.00
3	-	7,973.00	19,924.00	27,897.00
4	-	12,979.00	29,262.00	42,241.00
5	-	8,730.00	31,706.00	40,436.00
6	77,179.00	13,770.00	25,400.00	116,349.00
7	-	8,973.00	22,424.00	31,397.00
8	-	14,608.00	32,935.00	47,543.00
9	-	9,520.00	23,790.00	33,310.00
10	-	194,830.00	50,369.00	245,199.00
11	-	10,099.00	25,239.00	35,338.00
12	92,155.00	16,442.00	37,068.00	145,665.00
13	-	10,714.00	26,776.00	37,490.00
14	-	17,443.00	32,176.00	49,619.00
15	-	36,299.00	43,135.00	79,434.00
16	-	18,505.00	41,721.00	60,226.00
17	-	12,059.00	30,136.00	42,195.00
18	110,038.00	19,632.00	36,214.00	165,884.00
19	-	12,794.00	31,972.00	44,766.00
20	-	261,836.00	447,618.00	709,454.00
21	-	13,573.00	33,919.00	47,492.00
22	-	22,097.00	40,759.00	62,856.00
23	-	14,399.00	35,984.00	50,383.00
24	131,392.00	23,442.00	52,851.00	207,685.00
25	-	15,768.00	57,265.00	73,033.00
26	-	24,870.00	45,875.00	70,745.00
27	-	16,207.00	40,501.00	56,708.00
28	-	26,384.00	59,484.00	85,868.00
29	-	17,194.00	42,967.00	60,161.00
30	156,889.00	351,885.00	90,971.00	599,745.00
Total	567,653.00	1,232,774.00	1,529,788.00	8,424,715.00

9.5 Net Present Value

- Net Present Value (NPV) does not provide a meaningful basis for comparison of the three options with the 18 Bedded Unit with the 5 Extra Care Flats and as the running and maintenance costs are the same for each of these options.
- There could be long term savings on the options on the existing School site through links to other projects through the sharing of Services and heating plant.

9.6 Value for Money

- Option 3 is clearly the best value for money as it has the lowest capital outlay and the revenue and running costs for this option is the same as the other options. (Could be lower if shared services are agreed).

9.7 Timescale/Programme

- Refer to Section 11 – “Procurement and Implementation”

9.8 Risk Analysis

The following risks have been identified. They are not necessarily comprehensive.

9.8.1 OPTION 1: Greenfield Site

Inability to obtain suitable land.

Site obtained is a third or fourth choice compromise with, for example, poor views and aspect.

Delays in obtaining suitable land.

Infrastructure e.g. water supply or drainage may not be adequate.

9.8.2 OPTION 2: New build on existing school site

Agreement to obtain additional strip of land cannot be obtained with SRT.

9.8.3 OPTION 3: Re-use existing school

Un-identified problems with existing school structure.

9.9 Advantages/ Disadvantages

9.9.10 OPTION 1: Greenfield Site

9.9.11 Advantages:

Assuming a fairly flat, central site is chosen the following criteria should be met:

There would be less constraints on the layout of the Centre allowing the optimum arrangement to be arrived at. Single storey and 2 storey arrangements could be explored.

The full complement of 8 flats could be built which has not been possible on one level on the school site.

Central

Reasonably flat

Accessible for visitors

Ability to go for walks

Reasonable views.

Plenty of activity around about/from windows

Proximity to other facilities/services: shop, post office, surgery, leisure centre

It is understood that most central sites in Mid Yell should be allow connection into the proposed District Heating Scheme. It would not be possible to have a shared plant room however.

There would be more scope for designing in circular routes and providing more extensive garden space.

There will be more scope for expansion if that is necessary in the future.

9.9.12 Disadvantages:

The council will have to acquire the land to build on. The area required is not small and acquisition would depend on the willingness of the tenant or owner to re-assign or sell. Compulsory purchase is not normally invoked by the Shetland Islands Council except for road works. Acquiring a site by agreement can be difficult and can lead to accepting a less than ideal site. The advantages of a green field site will only be realised if a reasonably attractive site can be acquired.

There will be additional costs in bringing drainage, water and electricity to the site.

There will be additional costs in providing access and parking infrastructure.

There is likely to be additional cost in landscaping the bigger site as well as providing more boundary fences and walls.

9.9.20 OPTION 2: New build on existing school site

9.9.21 Advantages

Central
Reasonably flat
Accessible for visitors
Ability to go for walks
Reasonable views.
Plenty of activity around about/from windows
Proximity to other facilities/services: shop, post office, surgery, leisure centre
Ability to connect into proposed District Heating Scheme
Existing drainage, water and electricity mains on site.
Council owns most of site.
Tight plan means less walking for residents.

Parking can be shared with the Leisure Centre and the school although there will still have to be around 10-14 new spaces provided. Access road infrastructure will be much reduced by sharing the school/leisure centre parking and access.

There are other possible advantages as a result of the proximity to other council and Charitable Trust properties, for example shared plant room, shared cleaning, shared ground maintenance and other necessities.

9.9.22 Disadvantages:

The site size available can accommodate all of the residential and Day Care but the number of flats that can be built on one level is restricted to 5.

The cost of demolition of the existing school has to be factored in. Costs of landfill and the sustainability of dumping building materials will incur a “carbon deficit” for the project although this is as a result of a previous decision.

Space for a garden is limited but it is possible to create an area adjacent to the school entrance. It is proposed this should have a fairly high wall to give residents some privacy and shelter. This garden area can be designed with a path or paths to give dementia sufferers circular routes.

The tight site forces a tighter plan which has advantages in reducing distances residents have to walk. Disadvantages are that it is more difficult to create circular routes within the plan to suit dementia sufferers. It should be possible to build in some routes especially if the landscaped garden is taken into account.

No trial holes have been carried out for this study. It is believed that the original school required considerable removal of unsuitable bearing before it could be built. *It is the opinion of the authors that trial holes should be carried out as a priority to assess the ground conditions.*

OPTION 2: New build on existing school site

Disadvantages: continued/

Building work will be taking place on a very restricted site adjacent to a school and leisure centre. Working areas and access will have to be carefully planned.

A strip of land, necessary to make this site viable belongs to the Recreational Trust. Whilst there should not be any barrier to them transferring this to the SIC to allow a Care Centre to be built on this site, this has not been agreed with the Recreational Trust.

Because the site will be almost completely developed, there will be limited scope for expansion if that was necessary in the future.

9.9.30 OPTION 3: Re-use existing school

9.9.31 Advantages:

From an operational point of view this option shares most of the advantages of the new build on this site option.

Central

Reasonably flat

Accessible for visitors

Ability to go for walks

Reasonable views.

Plenty of activity around about/from windows

Proximity to other facilities/services: shop, post office, surgery, leisure centre

Ability to connect into proposed District Heating Scheme

Existing drainage, water and electricity mains on site.

Council owns site.

Tight plan means less walking for residents.

Parking can be shared with the Leisure Centre and the school although there will still have to be around 10-14 new spaces provided. Access road infrastructure will be much reduced by sharing the school/leisure centre parking and access.

Re-using the existing building will realise capital cost savings including the cost of demolition and savings on the shell. These are looked at in more detail in Sections 9.1 –9.7.

Re-using the existing building is a more sustainable solution, saving on landfill costs and importing of new materials.

As in the new build on this site option 1 there are other possible advantages as a result of the proximity to other council and Charitable Trust properties, for example shared plant room, shared cleaning, shared ground maintenance and other necessities.

The central courtyard will be a very useful feature in the Shetland climate. It is anticipated that it could be furnished with plants water features and other features to make it a pleasant space to linger in. Efforts will have to be made to deaden the acoustic. Dementia sufferers in particular find a reverberant acoustic distressing.

9.9.32 Disadvantages:

The site size available can accommodate all of the residential and Day Care but the number of flats that can be built on one level is restricted to 5.

The existing building' configuration requires the new accommodation to be on different levels. These will be accessible by lift, and staff will go up and down a half level by stair to the two bedroom blocks.

OPTION 3: Re-use existing school

Disadvantages: continued/

Because the site will be almost completely developed, there will be limited scope for expansion if that was necessary in the future.

Advantages:

Re-using the school is a sustainable solution because a large quantity of building materials will not go to landfill.

Developing on this site allows sharing of infrastructure, e.g. parking, road access and drainage with the other community buildings.

It will be easier to link up with the District Heating Scheme or any local heating scheme involving the Leisure Centre, school and the new care centre.

Re-using the school and extending on the school site should be cheaper than building on a Greenfield site because you can use some of the existing building and need to provide less infrastructure.

The resultant plan is fairly compact and the bedrooms, whilst on different half levels are all easily accessible from the central admin area.

The existing central multi purpose hall makes a useful central internal courtyard space which the project could not afford in a new build.

It is possible to create a sheltered courtyard between the Extra Care Flats and the existing school. This will be very safe and secure due to the surrounding walls and it will catch the evening sun. This garden area can be designed with a path or paths to provide circular routes. There are also opportunities to the east of the new bedroom block for more garden.

9.10 Planning and Programme Constraints

9.10.1 OPTION 1: Greenfield Site

Site acquisition is the main issue here. This could take 12-18 months or more to obtain agreement and acquire the land.

Additional work will then have to be done on services, planning and other items which will have already been covered on the school site.

9.10.20 OPTION 2: New build on existing school site

This site will only become available when the new school is built and the old school has been vacated.

Consideration of health and safety issues will have to be made due to the proximity to the school and leisure centre.

This option relies on the parking for the new school and leisure centre being in place. Agreement will have to be arrived at with Roads, the school and the SRT on the shared access and parking arrangements. Additional parking will need to be included to accommodate the Care Centre.

Agreement will have to be reached before the new school is built to allow provision for the Care Centre to be incorporated as part of the new school works.

9.10.30 OPTION 3: Re-use existing school

This site will only become available when the new school is built and the old school has been vacated.

Again this option relies on the parking for the new school and leisure centre being in place but with the further requirement that it is moved to the west to allow the school to be retained. (The present arrangement assumes the demolition of the school). Agreement will have to be arrived at with Roads, the school and the SRT on the shared access and parking arrangements. A different parking arrangement will need to be designed to accommodate the Care Centre.

Agreement will have to be reached before the new school is built to allow the school parking and access to be redesigned and to accommodate provision for the Care Centre to be incorporated as part of the new school works.

9.10.30 OPTION 1: Greenfield Site

The first action required to develop on a Greenfield site will be site acquisition.

Early consultation regarding the district Heating scheme would be desirable.

9.11 Environmental

9.11.1 OPTION 1: Greenfield Site

A new build is an opportunity to incorporate energy saving and sustainable design and materials.

Even if not built next door to the school and leisure centre the proposed Care Centre should still be able to link up with the proposed District Heating Scheme provided the location is reasonably central.

A stand alone Care Centre will have more roads, parking and services infrastructure which will give it a larger "carbon footprint".

A stand alone location may engender more car journeys.

Due to the central location there are unlikely to be any protected birds on a central Mid Yell site. This and any protected plants or insects should however be checked with SNH and appropriate bodies.

9.11.2 OPTION 2: New build on existing school site

Demolition will have a "carbon penalty" by not re-using the existing school structure and fabric whose embodied energy will be "lost" when it is demolished.

The proposed Care Centre may be able to save energy by sharing heating with the adjacent school and leisure centre. A new build is an opportunity to incorporate energy saving and sustainable design and materials.

Infrastructure costs, such as for roads and parking will be reduced by sharing with the school and leisure centre.

Car journeys may be reduced by the central location.

There are not believed to be any protected plants, birds or insects on the site. This should be checked with SNH and appropriate bodies.

9.11.3 OPTION 3: Re-use existing school

Re-using the school is the best option for it's future in embodied energy terms.

The proposed Care Centre may be able to save energy by sharing heating with the adjacent school and leisure centre.

Infrastructure costs, such as for roads and parking will be reduced by sharing with the school and leisure centre.

Car journeys may be reduced by the central location.

Environmental

OPTION 3: Re-use existing school: continued/

There are not believed to be any protected plants, birds or insects on the site. This should be checked with SNH and appropriate bodies.

9.12 Archaeological

9.12.1 OPTION 1: Greenfield Site

There is a possibility that archaeological remains could be found on any site in central Mid Yell chosen for a new build. Because any site is likely to have been cultivated in the past, this would appear unlikely, however, consultation with the Amenity Trust archaeologists would be advisable before settling on a site.

9.12.2 OPTION 2: New build on existing school site

There are no known archaeological remains on this site.

9.12.3 OPTION 3: Re-use existing school

There are no known archaeological remains on this site.

9.13 Listed Building

There are 5 listed buildings within the Mid Yell Care Centre study area. 4 are category C(S) and one, the former manse at Lussetter is Category B.

The Category C buildings should not have any bearing on a Greenfield site. The setting of the former manse could be affected by a development of this size very close to it. This would have to be discussed with Planning at Pre-application stage.

The listed buildings will have no bearing on the existing school site.

9.14 Planning:

The proposals were presented to Planning. They had no adverse comments on any of the options but could not comment in much depth on Option 1 due to the proposal being non site specific.

The planners have a preference for Option 3. Re-use of an existing building is a more sustainable solution and provided the final solution "can integrate the existing building into the overall design...I see great potential to provide an attractive and cohesive scheme".

The planner's full report is in the Appendix.

9.15 Climate/ Weather

Wherever the new facility is built the local climatic conditions should be taken into account.

Residents and Day Care clients should be brought as close to the door as possible and entrances should be in a sheltered location, for instance, an internal corner.

The Extra Care flats should be accessible from the Residential accommodation via a closed in link so that staff, visitors and residents can move between these without having to go outside.

Doors and windows should be to a high specification to cope with the blown rain encountered in Shetland. Doors should be located in sheltered locations for the same reason.

9.16 Time constraints (holidays etc)

9.16.1 OPTION 1: Greenfield Site

Since a specific site has not been identified no time constraints have been Identified.OPTION 2: New build on existing school site

9.16.2 Building close to the school will require careful planning. Work near to the bus drop off and car park may be better carried out in the school holidays.

9.16.3 OPTION 3: Re-use existing school

The above will also apply to this option.

9.17 Budgetary constraints

So far there is no capital budget allocated to this project. As this project increases the provision of services to mainly older people, there will also an increase in revenue budget necessary. Whilst the cost per person in long-term care is reduced by about a third, the capacity of the service will be more than doubled. The long term Care Report spelled out clearly that the service as a whole needs a constant increase of spending over the next 15 Years. Whether this need in revenue cover will be met will depend on the yearly budget allocation and will not be nearer discussed in this feasibility study.

9.18 Implications of Option to other Services

The implication on Social Care Services of a new Isleshavn will be as follows:

Domestic Services within the Care Centre will be able to operate in healthy and helpful environments, reducing the potential of injury and illness to staff. Improved laundry facilities might be available to the local community as well as residents to do their own washing. Improved capacity in Extra Care Housing and Day Care will allow clients to live longer in their own home, reducing the pressure on carers and other services, like care at home, meals on wheels respite and residential care. The provision of more respite and residential care places will impact directly on the pressures the service as a whole is experiencing in Shetland and will reduce the waiting time for clients to access the service significantly.

9.18.31 OPTION 1: Greenfield Site

Sharing of resources with the school and leisure centre will be limited more or less to the status quo.

Implications for this option on other services will depend on the actual location chosen.

9.18.20 OPTION 2: New build on existing school site

9.18.21 As already identified, the close proximity to the existing leisure centre and new school offer opportunities for better use of services, sharing of resources and linking up.

Depending on the final solution and location, there might be implications to the services delivered in the Mid Yell School, like catering and janitorial services.

The leisure centre offers the possibility of light sporting activity for residents, Day Care clients and flat residents. Possible activities are swimming, aquarobics, bowling and snooker. There is also the option to spectate at sporting events as well as access to the Community Room.

Proximity to the school offers the possibility for residents to attend school concerts where grandbairns may be performing and attending exhibitions of work etc.

Conversely, school bairns visits to older residents and relatives will be easier and perhaps more likely. Pupils will have easier access to the older people for project work.

- 9.18.22 Sharing of kitchen facilities has been discussed in some depth during the consultation process.
Physically joining the Care Centre to the school has been discounted because It is considered important that the Care Centre has it's own separate identity and it would lead to a very long strung out plan form which would not be conducive to an efficient and well run Care Centre. This therefore rules out the possibility of a central kitchen serving meals in two directions which would lead to a compromise to both institutions with a less than ideal situation in both. Additionally security concerns from both sides have been raised if the buildings were physically joined.

Both services, Schools and Care provision argue that the kitchen has to be in their building: schools because of educational links and to provide the freshest food possible, care centre because the kitchen is needed every day and more meals are provided during the day as opposed to the school which provides only lunch.

If the school was to obtain meals from a shared kitchen in the Care Centre, because the new school will be completed well before the Care Centre the school will need a kitchen to function until the Care Centre is built. There would therefore be a very limited saving in capital cost and all cost savings would be in running costs.

Although on the face of it there are advantages to sharing a kitchen for the above reasons a shared resource has been discounted at present.

- 9.18.30 **OPTION 3: Re-use existing school**

The above will all apply to this option.

9.19 Appraisal Results:

As previously discussed in Section 4.3 the client and stakeholders were given Appraisal Sheets after having the proposals presented to them.

Fourteen were received and the results collated in the following table.

Two did not rank the Options so there are only 12 "votes".

9.19 Appraisal Results: Table 1

OPTION 1	OPTION 2	OPTION 3
POSITIVE ASPECTS	POSITIVE ASPECTS	POSITIVE ASPECTS
<ul style="list-style-type: none"> • Freedom of Design • Less restrictions. • Accommodation can all be on one level-no barriers. • Quieter for those who do not want to be near a school? 	<ul style="list-style-type: none"> • Central location • Very good site in the middle of the community • Good layout of the site and in the proposed centre. • Good view. • Less walking for staff due to 2 story layout • Nice compact design • Each set of rooms have their own sitting room • Dining room near kitchen • Good garden design • Greenhouse in glazed link. • Land already acquired. • More Stimulation for residents. • Well placed to take advantage of Community Heating Scheme. • Potential for shared services • Saving on landscaping after old school is demolished. 	<ul style="list-style-type: none"> • Central location • Very good site in the middle of the community • Near community services and other amenities • Good view • Council own site-Land already acquired. • Nice compact design • Excellent layout of the site and in the proposed centre. • Less walking for staff and very compact design due to the multi level aspect. • Good garden design. • Plenty of "safe" areas for clients to walk or sit outside. • Very spacious design with a surprising amount of flexibility. • Most spacious option • Old School building is very Spacious and we simply couldn't justify having a new build with the large courtyard area, storage areas and bedrooms. • Large bedrooms to old School block. • Greenhouse in glazed link • Possibility of other community ventures(e.g. Community café) because of increased available space • Re community heating scheme, if ever comes about, building would be well placed to make use of it • Potential for shared services • Most environmentally friendly option-less waste • Probably cheaper • Re-use of good building-cost effective. • Reduced build time • Best Value

9.19 Appraisal Results: Table 2

OPTION 1	OPTION 2	OPTION 3
NEGATIVE ASPECTS	NEGATIVE ASPECTS	NEGATIVE ASPECTS
<ul style="list-style-type: none"> • Less potential for shared services. • Council don't own land-will have to acquire it. • Take longer to get built. • Roads and parking infrastructure costs higher. • More expensive. • Current design not as spacious as other options. • Less compact. • Less stimulation for residents than school site. • Extra Care flats accessed through Day Care. 	<ul style="list-style-type: none"> • Less room than Option 3. • Some residents may not want to be near a school. • Site restricts layout, lower bedrooms appear to be a bit isolated • Stairs could act as barrier • Laundry too small. • Due to arrangement of main dining room directly beside two corridors the third corridor downstairs gives the impression of being a bit of an afterthought, even though it is laid out well. • School could become quite loud when pupils come and go • Restricted site • Accommodation split on two levels • Bedrooms smaller? 	<ul style="list-style-type: none"> • Restricted site • High ceilings to Old School building • Accommodation split on three levels • School could become quite loud when pupils come and go. • Stair could act as barrier • Some residents may not want to be near a school(Noise etc) • Views from dining area not great. • Toilets next to main entrance. • Reception should be next to entrance. • Not enough storage on either floor. • Outer appearance still looks like a school. • Kitchen Store. • greater staffing ratios due to 3 different levels.
RANKING	RANKING (1 HIGHEST)	RANKING
2 voted 2 10 voted 3	9 voted 2 3 voted 3	12 voted 1 (best meets brief)
AGGREGATE	AGGREGATE RANKING	AGGREGATE
3 rd PREFERENCE	2 nd PREFERENCE	1 st PREFERENCE

9.20 Health & Safety

(Options 2 & 3)

Building work will be taking place on a very restricted site adjacent to a school and leisure centre. Working areas and access will have to be carefully planned.

9.21 Links to CDM

Phasing of works adjacent to new school to be carefully considered.

9.22 Implications to Users

The implication on Social Care Services will be as follows: Domestic Services within the Care Centre will be able to operate in healthy and helpful environments, reducing the potential of injury and illness to staff. Improved laundry facilities might be available to the local community as well as residents to do their own washing. Improved capacity in Extra Care Housing and Day Care will allow clients to live longer in their own home, reducing the pressure on carers and other services, like care at home, meals on wheels respite and residential care. The provision of more respite and residential care places will impact directly on the pressures the service as a whole is experiencing in Shetland and will reduce the waiting time for clients to access the service significantly.

9.23 Management

A more diverse and bigger care centre will be more impact resistant, therefore reducing the pressure on management to respond to crisis situations. Whilst the pressure on management might increase due to a bigger staff team, the structures of a bigger staff team will also reduce the impact on management. We expect on balance no more need for management input than currently available.

9.24 Care Commission

Proposals will require to be vetted by the Care commission at Scheme Design stage and again at Detail Design stage.

10.0 Procurement and Implementation

10.1 Procurement Options

It is envisaged at this stage that a traditional procurement route will be taken for this project. Whereby a Design team will be appointed to prepare full construction documentation before inviting the contractors to tender for the works, through competitive tender.

10.2 Form of Contract

If a traditional procurement route were taken as described in 11.1 above, would typically use a quality and price tender along with a standard form JCT Building Contract.

10.3 Requirement for Funding - Timescale

A) Option 3 – Proposed Refurbishment and Extension to Existing Mid Yell School (2215 m2 GIFA)

	Year 1	Year 2	Year 3	Year 4	Totals
Design (Fees)	350,000.00	350,000.00	240,000.00	10,000.00	950,000.00
Construction (24mths)		2,600,000.00	2,520,000.00	80,000.00	5,200,000.00
Furniture, Fittings and Equipment			140,000.00		140,000.00
Land Acquisition	0.00	0.00	0.00	0.00	0.00
Total	350,000.00	2,955,000.00	2,900,000.00	90,000.00	6,290,000.00

- Costs are current as of June 2009 and will be subject to inflation from this date.
- As the site for Option 3 is Council owned, it has been assumed that there will be no land acquisition fees.

10.4 In-house/ External – Appointments required

This study is likely to require the following services:

Architectural
Structural Engineering
Quantity surveying
Mechanical and Electrical
CDM Co-ordinator
Energy Consultant

11.0 Conclusions

- 11.1 There is a proven need for improved care services in Yell. This would take the form of a Residential Care Centre, Day Care Centre and Extra Care flats. This facility cannot be delivered by upgrading the existing Isleshavn.
- 11.2 There are a number of sites in Mid Yell which would be suitable for a replacement facility. Owners have not been approached to assess willingness to sell for a Care Centre site.
- 11.3 A design for a new Care Centre on one of these Greenfield sites has been prepared to test the brief and to compare it with building options on the other sites.
- 11.4 Designs have also been prepared for building a new facility on the site of the existing Mid Yell School and converting the existing school to accommodate the facility.
- 11.5 The three options have been developed to Outline Proposals Stage and presented to the client, staff and stakeholders. Feedback reveals a strong preference for the school site. Re-using the existing school emerged clearly as the favoured option of the three.
- 11.6 Advantages of the favoured option include: site is owned by council, re-use of the existing building saves money and is a greener solution, the existing school provides spaces which could not be afforded in a new build, the activity round about is seen as a positive, there are opportunities for sharing services and heating, the design provides a good layout for a care centre and the project will not be delayed by lengthy land acquisition.
- 11.7 Capital costs for the three options are estimated to be:
- | | |
|---|---------------|
| Option 1, Greenfield site (including site acquisition): | £7.7 million |
| Option 2, New build on the school site: | £7.27 million |
| Option 3, Re-use of existing school: | £6.29 million |
- 11.8 If any of the above options is pursued, the revenue costs per client will be reduced by at least 30% of the current levels.

12.0 Recommendations

12.1 This report has found that delivery of the brief and best value for this project is best achieved by adopting option 3; re-use of the existing school in Mid Yell.

12.2. Further work should focus solely on option 3; reuse of the existing school in Mid Yell.

12.3. The project should be pursued further and in more detail. Where additional funding would be necessary, this should be obtained.

12.4. The outline proposals have been prepared to prove that the facility can be accommodated on the site and in the case of Option 3 (re-use of existing building) care should be taken in developing the scheme that consultation continues with the client and stakeholders to ensure that all necessary requirements are properly incorporated.

12.5. To save costs with ongoing and future building works, an agreement should be reached at the earliest time with the school service, the Leisure Centre and the Roads department about layout of access, parking and drop off points.

12.6. At the earliest opportunity trial holes should be carried out in the vicinity of the existing school to assess likely ground conditions.

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13.0 Appendices



Shetland Islands Council

ISLESHAVN CARE CENTRE - FEASIBILITY STUDY

Briefing Meeting held on 9 November 2008
at
Capital Programme Service, Greenhead, Lerwick

IN ATTENDANCE

NAME	COMPANY
Colin Petrie (CP)	Contract Manager, Shetland Islands Council (CPS).
Wolfgang Weis (WW)	Project Manager, Shetland Islands Council
Jim Sutherland (JS)	Redman + Sutherland Architects (R+S)
Suzanne Malcolmson (SM)	Redman + Sutherland Architects

		ACTION
1)	APOLOGIES Ann Robertson – Unit Manager, Isleshavn Care Centre Robert Sinclair – Senior Contract Manager, Shetland Islands Council Trevor Smith – CDM Co-ordinator, Shetland Islands Council	
2)	BACKGROUND <p>Detailed background to work so far:</p> <ul style="list-style-type: none"> Wolfgang Weis gave a resume on the work done so far, which involved the setting up of the Isleshavn Re-design team in January 2007 to look at the redesign or replacement of the Isleshavn Care Centre in MidYell. The conclusions of the review were that the current Isleshavn Care Centre can't cope with the current demand and increasing dependency needs of the clients needing this services and in its current form, the centre is unable to meet the current care commission standards for room sizes and corridor widths. It was emphasised that the new services should be designed to be dementia friendly throughout and the design guidelines are to follow the recommendations of the University of Sterling. 	

<p>3)</p>	<p>BRIEF TO REDMAN + SUTHERLAND ARCHITECTS</p> <ul style="list-style-type: none"> • A draft copy of the New Isleshavn design Brief was handed over to R+S with Wolfgang hoping to issue the Final version within the next 2-3 weeks. Wolfgang didn't think there were going to be any significant revisions to the document. • Wolfgang discussed a number of buildings they visited in the mainland and the findings of these visits are to be appended to the final Design Brief draft. • Listed below are the key deliverables for this study which were discussed with R+S in some more detail: - <ul style="list-style-type: none"> ○ Examine whether the existing care centre could be adapted through refurbishment and extension to meet current care standards. Although a previous study has been carried out on the existing facility a number of years ago, it is important that this option is looked again in some detail so that a final decision on all options on the building can be made. ○ Look at options to build 16-18 unit residential care facility along with a 6-8 unit for extra care housing. R+S were also told that these were the desirable unit sizes but due to site availability and/or restraints these unit sizes might not be easily achieved for building on the one level. Wolfgang said he was not opposed to building on more as one level. ○ Examine the potential for redeveloping existing council building stock and in particular to look at how viable converting the old MidYell School is. ○ Identification of suitable site for new build options. A possible site includes the old MidYell School site, with other sites to be explored on next site visit up to MidYell. ○ Look into the potential of shared Kitchen and heating facilities with the New MidYell School. It was highlighted that there is an on going staffing issue for the current Kitchen arrangements. 	<p>WW</p> <p>WW</p>
<p>4)</p>	<p>STAKEHOLDER INVOLVEMENT</p>	
	<ul style="list-style-type: none"> • Subsequent to the meeting, Wolfgang forwarded a contact list of all the stakeholders to myself, was added too then distributed. 	<p>WW/CP</p>
<p>5)</p>	<p>HEALTH & SAFETY</p>	

	<ul style="list-style-type: none"> CDM Co-ordinators role is to be carried out by Trevor Smith of Capital Programme Service. 	
6)	APPOINTMENT OF CONSULTANTS <ul style="list-style-type: none"> CPS will appoint other consultancy services as required for this study. At this stage it is likely that we will only look to appoint additional consultancy services to carryout a feasibility report for Mechanical & Electrical services, this report will be appended to the main study. Capital Programme Services will carry out the Quantity Surveying services. 	CP
7)	PROGRAMME <ul style="list-style-type: none"> Further to the issue of the contact list for carrying out the one to one consultations with the project stakeholders, Redman + Sutherland Architects to produce an indicative programme for the study. As the final draft of the Isleshavn brief has not been issued, R+S indicated that they would start there consultation process with the various stakeholders straight away and hoped to have the majority of these carried out before to next project meeting. 	JS (R+S)
8)	AOCB <ul style="list-style-type: none"> A set CD was handed over to R+S with drawings for the existing Isleshavn and MidYell School. 	
9)	DATE / VENUE FOR NEXT MEETING <ul style="list-style-type: none"> 3.30pm on Thursday the 4th December at Capital Programme Services Greenhead Base. 	

New Isleshavn Care Centre-Feasibility Study Consultation Meeting

At: Isleshavn Care Centre, Mid Yell

On: Wednesday 26th November 2008

Present: Ann Robertson, Manager, Isleshavn Care Centre
Colin Petrie, Contract Manager, Shetland Islands Council
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 All made a tour of the building with commentary from Ann as they went.
- 2.0 Problems with the existing building include:
- Corridors too narrow for disabled access especially when assisted. Manoeuvring stretchers is also very difficult.
 - En-suite bathrooms too small and have no shower. Nearly all residents need assistance with bathing.
 - Assisted bathrooms too small. Access only possible to one side of w.c. Bath height cannot be adjusted.
 - Not enough linen storage.
 - Laundry too small.
 - Sluice room too small, sink too high.
 - Kitchen-difficulty in separating different foods. Lack of space for cooling. No office.
 - Former upstairs flat under used.
 - Day Care can no longer be housed upstairs due to fire evacuation problems.
 - Limited numbers use the residential sitting room.
 - Community office very cramped.
 - Only one large sitting room (separate smaller areas preferred).
 - Can't see out windows when sitting down.
 - Inadequate parking.
 - Minibus cannot fit in shed.
- 3.0 Existing centre has room for 10 residents. The centre is registered for adults 16+ years old. In effect residents tend to be older. The centre provides a limited number of Day Care places. It provides meals on wheels and Care at Home Community Services for Yell.
- 4.0 Proposed:
- The proposed centre will provide 16-18 residential care places with 6-8 extra care flats, day care for 6-10 service users, kitchen, relatives over night stay accommodation, treatment rooms, and all ancillary accommodation.
- 4.01 Minimum of 2 staff need to be on duty at all times so to avoid doubling this up bedroom block to be physically linked to Extra Care Housing.

4.02 Residential care bedrooms to have en-suite shower and w.c. 2 or 3 assisted bathrooms with bath, shower and toilet.

- 4.03 2 or 3 separate sitting social/recreational spaces necessary to allow for individuals choice in activity and who they socialise with.
- 4.04 If the new care centre is located on the existing school site the kitchen could be shared with the school. AR felt it should be located in the Care Centre. Problems with getting staff. Joining forces with school could get over this problem. AR not against the Care Centre being physically linked to the school to allow sharing a kitchen but was concerned that noise from the school could annoy residents.
- 4.05 Links with the school welcomed by the care centre.
- 4.06 Community Café: Isleshavn do not have the resources to staff this proposed facility. Could possibly be staffed by COPE Ltd. Should be linked to Day Care and Extra Care facilities.
- 4.07 Centre could be on two levels provided there is access to outside from each level, i.e. the centre needs to be located on a slope. Fire evacuation from upper floors is very difficult.
Day care and Extra care need to be located on one level. Residential care can be on another.
- 4.08 Laundry required for 40+ people.
- 4.10 Visiting Services rooms; Need to have good storage for their equipment. Could be used by outside clients as well as Isleshavn service users.
- 4.11 Centre should not be too big or non domestic in character. This can make it disorientating for residents. Circular courtyard plan can also disorientate people.
- 4.12 Centre needs to have sufficient facilities, equipment and staff numbers to make it a safe place to work in.
- 4.13 Avoid curved walls for no purpose. These are confusing to residents.
- 4.14 Storage required for chairs, beds etc which are not in use. Presently stored in shed where they deteriorate.

Circulation: Ann Robertson
Wolfgang Weis
Colin Petrie
File

New Isleshavn Care Centre-Feasibility Study Progress Meeting

At: Capital Programme Services

On: Thursday 4th December 2008

Present: Wolfgang Weis, Head of Older People's Services
Ann Robertson, Manager, Isleshavn Care Centre
Colin Petrie, Contract Manager, Shetland Islands Council
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 Wolfgang to get brief re-issued.
WW to look out details of centres visited on previous study and get to JS.
Colin to extract non design parts of previous studies and send to JS.
JS thought an interim report by end of February was reasonable.
- 2.0 Residential and Extra care to have a separate identity. Extra Care more domestic in character.
- 3.0 Day Care would ideally form the link between Residential and Extra Care.
- 4.0 Rough areas; Day Care should be nearer 140 m².
- 5.0 Provost Johnson in Montrose is a good example of Day Care facilities.
A series of around 16m² spaces with a circular layout that users can take a tour of.
- 6.0 Residential should have one larger social area and 2 smaller although the dining area could be one of these?
- 7.0 The treatment room needs to be in the Day Care part of the building.
- 8.0 Based on rough areas of 1500m² (Colin had a figure of 1400m² in mind the building can sit on the school site.
- 9.0 This site is a good one for the centre. There will be a lot of activity for residents to look out on -"every car going by is an event". There are not any real issues of noise or disruption from the school.
- 10.0 Sharing facilities and services makes sense. This is an optimum site to plug into the proposed district Heating Scheme.
- 11.0 Kitchen: Sharing this facility with the school makes a lot of practical sense.
Because the Care Centre kitchen requires to be available more 24/7, WW and AR thought that the kitchen has to be located in the Care Centre. Meals for the school would then be taken over in a trolley to the school. Until the Care Centre is constructed meals could be prepared in the existing school and then temporarily supplied from the community hall until the Care Centre is built. If the Care Centre is not built on this site then meals could still be taken by van to the school.

- 12.0 JS showed how the school and new Care Centre could be physically linked with the kitchen as a “hinge”. To obtain the best arrangement would necessitate moving home economics elsewhere.
- 13.0 A 2 storey residential unit could work okay.
- 14.0 A central living area with bedrooms clustered around will make a more compact layout.
- 15.0 JS to meet with WW and AR to go over detail briefing on Thursday 18th December at Quendale House.

Circulation: Ann Robertson
Wolfgang Weis
Colin Petrie
File

New Isleshavn Care Centre-Feasibility Study Progress Meeting

At: Quendale House

On: Thursday 18th December 2008

Present: Wolfgang Weis, Head of Older People's Services
Ann Robertson, Manager, Isleshavn Care Centre
Jim Sutherland, Redman+ Sutherland Architects

1.0 Mid Yell existing school is the preferred site. Advantages are:

1. the council owns the land,
2. it is central,
3. it is well located to tie in with the proposed district heating scheme,
4. resources could be shared.

2.0 Sharing of kitchen facilities:

The kitchen really has to be in the Care Centre to work. The Care Centre could supply the school with meals but not vice versa. If however, it was a long time until the Care Centre was built or it was not built, the school would have to make alternative arrangements for cooking meals in the meantime-which could be several years. Wolfgang has a meeting with Hazel Sutherland to discuss sharing facilities on the 13th February.

3.0 Care Centre attached to School:

Wolfgang and Ann did not think that physically attaching the Care Centre to the school was a good idea. They could envisage security problems, it would lead to a long "strung out" plan and they felt it was important that the Care Centre has it's own identity. It was agreed therefore to rule this option out.

4.0 Bubble diagram Option 1 dated 151208 is the preferred option. (Separate Care Centre adjacent to school with Extra Care linked to residential by Day Care.)

5.0 Extra Care housing should be as "normal" as possible i.e. have bins and washing lines etc.

6.0 Old fashioned décor works well.

Circulation: Ann Robertson
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Colin Petrie
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Circulation: Ann Robertson
Wolfgang Weis
Colin Petrie
File

New Isleshavn Care Centre-Feasibility Study Consultation Meeting

At: Mid Yell School

On: Monday 1st December 2008

Present: Mark Lawson, Head Teacher, Mid Yell Junior High School
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 JS explained Redman + Sutherland have been appointed to look at a new Isleshavn Care Centre for SIC. Apart from looking at present and future educational links with the Care Centre the existing school site has been identified as a possible location for the new Isleshavn.
- 2.0 Mark Lawson has no objection in principle to locating a new care centre next to the school.
- 3.0 He is however concerned that the site may not be big enough for the new facility and that it will crowd the entrance to the proposed new school. He is also concerned that the care centre should be sensitive to the new school and sit comfortably beside it.
- 4.0 Noise from the school may be a problem for Isleshavn residents. It was however noted that the Primary play area was well away from the proposed care centre site and the secondary play area was a fair distance to the south.
- 5.0 ML thought sharing kitchen facilities made sense in terms of pooling resources but had misgivings about how it would work in practice. Would one agency need to employ the staff and run the kitchen, perhaps selling the meals to the other agency?
- 6.0 A shared kitchen needs to be located in the school otherwise it will be left without a kitchen until the care centre is built.
- 7.0 The school would not like to lose the educational links with the school cook.
- 8.0 The school presently makes between 140-150 lunches a day. They are served from 12.30 to about 1.15 p.m.
- 9.0 ML did not rule out the possibility of physically linking on to the school to make sharing the kitchen more viable. The proposed school kitchen is situated close to the end of the building nearest to the old school site. The Home Economics and a theory room are beyond the kitchen at the very end of the building.
- 10.0 There is a service access right along the front of the building for kitchen and technical deliveries.

- 11.0 The school are not precious about the proposed terraced area in front of the existing school.
- 12.0 The school would welcome furthering links with the care centre. Pupils are visiting Isleshavn next week and the residents are coming to the school for a Christmas lunch.

Circulation: Mark Lawson
Ann Robertson
Wolfgang Weis
Colin Petrie
File

New Isleshavn Care Centre-Feasibility Study Pre-application Meeting

At: SIC Planning Department On: Monday 12th January 2009

Present: Jonathan Molloy, SIC Planning Department
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 JS explained Redman + Sutherland have been appointed to look at a new Isleshavn Care Centre for SIC. The existing building does not meet current requirements for looking after the often quite infirm folk staying in the residential care unit. There is also a desire to build "Extra Care" residential units where people can live independently for longer if some care is on hand should they need it. The third part of the new development will be a Day Care Centre.
- 2.0 The building will be in the order of 1500 m². Possible sites in Mid Yell have been looked at but the current favourite and most likely site is on the site of the existing Junior High School which will become vacant when the new school is built.
- 3.0 Proximity to the school and leisure centre is seen as a positive in terms of being sources of activity for the residents.
- 4.0 Proximity to the other facilities would tie in with the desire for a district Heating scheme in Mid Yell. It would probably still be feasible to connect to the district Heating Scheme if the centre is built in other areas of central Mid Yell.
- 5.0 The possibility of sharing kitchen facilities with the school has been thoroughly looked into but practical considerations and phasing of the work almost certainly rule it out.
- 6.0 The new building would take the place of the terracing behind the playing field. The new building would need to respect the approach and entrance to the new school.
- 7.0 The possibility of re-using all or part of the existing school shell or fabric will be looked into as an alternative option to new build.
- 8.0 There does not appear to be any obvious planning constraints to prevent proposals along these lines going ahead in principle.
- 9.0 JS agreed to consult again with Planning when the proposals have been advanced further.

Circulation: Richard McNeil/Jonathan Molloy
Ann Robertson
Wolfgang Weis
Colin Petrie

Further to our meeting last Monday, here are my initial thoughts on the proposed new care home and the three options tabled:

General:

The principle of development is favorable subject to final location and detailed assessment.

In terms of access and parking you are asked to liaise with the Roads Service Department, parking standards should be sufficient to accommodate the proposal without compromising the standards for the forthcoming new school. It may be that the landscaping, parking and circulation arrangements approved through the NID for the school would need modifying.

All buildings over 500sq meters will require an energy assessment to ascertain compliance with current policy on carbon reduction (15% reduction).

Option 1 Greenfield Site: The initial sketches show a fairly conventional layout with glazed link which adds further interest. A Greenfield site, in terms of sustainability and potential for shared services/facilities is a little less attractive than locating a proposal on the site of the existing school, however this may offer more scope to make best use of solar gain through orientation, as you would not have to work with the existing constraints. At this stage I have not assessed the alternative sites highlighted on the plan, and should you wish to pursue these options I will have to set time aside to fully consider the merits of each site. Overall the design approach appears favorable with further consideration on materials, finish and landscaping reserved for a later date.

Option 2 Old School Site New Build. The indicative sketches appear to offer a solution that responds well to the varying levels on site, the hard and soft landscaping would provide useful additional, and importantly useable outside space. Should the scheme come forward to submission I would expect detailed landscaping options with phasing to be included. In terms of material finishes, I see scope to complement/sensitively contrast with the new high school, and in this regard precise materials and overall finish should be considered further and should provide a cohesive appearance, this is particularly important as the proposed facility is prominently placed and would frame the new High School from the principle entrance. Should this proposal be brought forward we would require a report justifying the need for demolition of the existing building.

Option 3 Re-Use School. This is the option that offers the potential for re-use of the existing building, the draft plans show that a beneficial use can be found for the existing school building, which appears capable of refurbishment and conversion, in terms of sustainable re-use of existing buildings this is a preferred option. The walled garden, and internal and external courtyard are attractive and useful additions to the facility. Careful thought would have to be given to integrate the existing building into the overall design, this may be achieved through material finishing and alteration of the fabric, I see great potential to provide an attractive and cohesive scheme.

I hope the above is useful, at this stage my preferred option is for the re-use and adaption of the existing school, however, please note this is an officers opinion and given without prejudice to the full and proper assessment of any subsequent planning application.

Should you wish to submit details of a preferred option I would be happy to discuss this further and perhaps meet on site to run through the details.

Regards,

Matthew Taylor

Planning Officer - Development Management
Infrastructure Services Department
Grantfield
Lerwick
Shetland
ZE1 0NT

New Isleshavn Care Centre-Feasibility Study Consultation Meeting

At: Mid Yell On: Thursday 15th January 2009
Present: Rosie Briscoe, Mark Aquilina, Doctors, Mid Yell Practice.
Linda Strachan, Local Community Nurse.
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 JS explained Redman + Sutherland have been appointed to look at a new Isleshavn Care Centre for SIC. The existing building does not meet current requirements for looking after the often quite infirm folk staying in the residential care unit. There is also a desire to build "Extra Care" residential units where people can live independently for longer if some care is on hand should they need it. The third part of the new development will be a Day Care Centre.
- 2.0 The community nurses attend the Care Centre fairly regularly and treatments are carried out in the resident's rooms at present. A treatment/assessment room would be used by the nurses as well as continuing to treat residents in their own rooms. This facility can be shared with other visiting health professionals. The nurses' main requirement is for a variable height examination/treatment couch.
- 3.0 The doctor's attend when requested and as necessary. They treat patients in their rooms at present, which is no different from going into peoples' homes. They prefer to carry out minor surgery and procedures in the Surgery where possible because they have more back up equipment and facilities to hand. They would use a treatment/assessment room and their requirements are similar to that of the community nurses, i.e. a variable height couch would be useful.
- 4.0 Both professions highlighted the usefulness of regular eye check ups for the residents.
- 5.0 Good lighting was very important, both for the elderly themselves and for health professionals carrying out examinations and procedures.
- 6.0 Bariatric Care is becoming more and more significant. Design for heavy lifting and consequent enhanced space requirements need to be designed in.
- 7.0 An overnight sleep in room for staff would be desirable due to the distances some staff will have to travel. (A sleep in room is incorporated in the brief for the Extra Care Housing Live in Carer.)
- 8.0 A relatives room for overnight stays should be included. This should be equipped to a similar standard of provision as the resident's rooms as carer's can be fairly infirm.
- 9.0 Other detailed requirements include decent sized wash basins and the previously mentioned good lighting.

- 10.0 Storage of beds and specialised equipment not in use could take up a lot of space and adequate storage should be designed in.
- 11.0 Quite large quantities of oxygen are needed from time to time. Safe storage should be catered for.
- 12.0 Low cills to bedroom windows are important for residents to be able to see out from their bed.
- 13.0 Locating on the existing school site did not present any problems as far as the doctors and nurses could see. The Extra Care would perhaps be better located away from the school. It would not be desirable for residents to wander into the school or vice versa.
- 14.0 JS agreed to send a copy of the brief as it presently stands. JS agreed to consult again when the proposals have been advanced further.

Circulation: Doctors Briscoe and Aquilina
Nurse Linda Strachan
Ann Robertson
Wolfgang Weis
Colin Petrie

New Isleshavn Care Centre-Feasibility Study Visit to Taing House

On: Thursday 5th March 2009
Present: Mandy Page, Senior Social Care Worker
Various staff members on tour of building.
Jim Sutherland, Redman+ Sutherland Architects

1.0 Overall Building:

- 1.1 20 bedded residential care unit with Daycare facility. Total internal floor area is around 1580 m².
- 1.2 Separate entrance created for Daycare due to long distance for clients to walk from the main entrance.

2.0 Day Care:

- 2.01 Comprises:
 - Main Kitchen/Dining/Activities/Sitting space
 - Storage
 - Bathroom
 - Assisted bathroom
 - Hairdressing room
 - Shetland Room
 - Cleaners Store
- 2.02 Usage:
 - 12 clients a day. 5 days a week. Picked up from 9 a.m.
 - Arrive about 10 a.m. Have breakfast – fruit, toast and tea or coffee.
 - Carry out activities-dominoes, crib, hamma beads, knitting, painting, crafts etc. going on internet, e mailing grand bairns.
 - Lunch about 12 o'clock.
 - Clients then watch TV, yarn, read or just sit and neeb.
 - After lunch group activities would include: chair exercises, ball games, bean bags, darts, quizzes, gardening etc.
 - Afternoon tea. Leave about 4 p.m.
 - School bairns come in to do exercises with clients. This has been very successful.
 - Musicians visit.
- 2.03 Main Space:
 - A long room 90 m² . Kitchen at one end.
 - Kitchen provides breakfast and serves lunch. Used for baking and cooking with clients. 2 ovens, one eye level one low level. Full height fridge and freezer. Hob. Needs to be safe. Lots of worktop. Hand wash sink. Decent sized dishwasher.
 - White sinks specified are difficult to keep clean.
 - Space for 3 tables but more space for craft activities would be ideal.
 - Having all activities in one space makes it easier to supervise. Room divider is used sometimes. There is no special view but this is not considered important.
 - Sitting area has comfy chairs rather than sofas. A fireplace focal point, TV, videos, books and magazines.
 - Glazed screens to main circulation space.
 - Appropriate scale and homely furniture and decoration certainly help to make this a successful Day Care room.

- 2.04 Storage:
26 m². This is essential for storing all sorts of things:
Craft materials, on going projects, gardening material etc.
Clients make up shoe boxes of hand knitted garments etc for sending to charities.
Also being used for storing residents records which have to be kept for 7 years.
- 2.05 Shetland Room:
This is indispensable. Homely, domestic scale (18.5 m²) and decoration. Fire, pictures, sofa, comfy chairs. A quiet space (literally and visually). Used for reminiscing, meetings, relatives and training. The sofa could do with being a sofa bed to put up relatives.
- 2.06 Assisted bathroom:
18.8 m². Curtain at door. W.C. basin and adjustable bath. Bath looks as much as possible like a conventional bath. No white wash down finishes were provided so walls have been tiled up to dado height with a cheery border tile. This along with curtains help to give it a more domestic feel.
Main complaint: no storage for pads, towels etc.
- 2.07 Hairdressing room:
This is housed in a converted toilet. Could be larger and have daylight.
- 2.08 Cleaner's Store:
Was not in original design! Not large enough. Cleaning materials have to be locked up. Space for cleaners paperwork.
- 2.09 General comments:
circulation space is larger than it needs to be – seen as wasted space.
Gardening is very important part of activities. Very keen to have a greenhouse.
A conservatory would be ideal.
Space to display goods for sale e.g. jams and chutneys.

3.0 Residential:

- 3.01 Layout:
Entrance is excellent. Corridors are light and airy. Circulation pattern is fine. Location of laundry next to bedrooms is not ideal. Not enough offices near the entrance. A toilet has been converted to Duty Officer's base. Unit Manager is too accessible to public. Glazed screens work well.
- 3.02 Bedrooms:

Most singles are on the small side (11.06 m²). One single (Room 4) is a good size (15.06 m²). Double bedroom is a good size (19 m²). Carpets not acceptable in bedrooms. Have been replaced with laminate which is popular with residents probably partly because of under floor heating.
En-suites are adequate but again lack built in storage.
Floors have had to be re done because water has been leaking out into corridors. Sump arrangement with gratings are a cleaning problem and not liked. Gratings have to be power washed. Conventional drained floors are preferable. Low screen doors to showers help contain water.
Long stay residents have bedrooms with a view. Respite inhabit bedrooms with less of a view.
- 3.03 Sluice Rooms:
There are two sinks, one low level one higher. Rooms are not quite big enough. Cleaners have to park their trolleys in them and lock them when they go on breaks etc. This denies others access to the sinks.
- 3.04 Laundry:

Taken to Laundry room in trolleys.

Laundry comprises Sluice, washing/drying area, linen storage.

Arrangement is not good. Staff needing clean linen have to access this through dirty washing area. Linen stored nearer point of use would be better. Generally crowded.

Could do with another washing machine and tumble drier.

Ideal spec for this size of establishment:

Sluice

Three washing machines

Two tumble driers

Pulley drier(s)

Outside drying facilities.

Mending, ironing pressing area.

Natural ventilation is not sufficient. Fan supplied is noisy.

3.05 Assisted Bathrooms:

These are adequate except for lack of built in storage.

Space age bath is not popular.

Domestic tiling helps reduce institutional feel.

Jacuzzi baths would be beneficial to clients.

3.06 Hygiene Store;

Separate store required for pads etc.

Lots of stores have electrical equipment in them which means staff are not really meant to use these cupboards for storage for fire reasons.

3.07 Dining room:

This is okay but has no aspect except on to internal courtyard. Glazed screen to corridor, which is the main route between the bedrooms and the front door, means that remains being taken out by undertakers is seen by diners.

3.08 Sitting Areas:

Large sitting room is not used as much as the smaller sitting rooms. The sun room with views over the water to Bressay which has no TV is popular.

3.09 Central courtyard:

This works okay in this design. It is quite a sun trap and is used by Day Care especially for plants. It is decked out but suffers from poor detailing at the thresholds.

3.10 Parking:

Not enough parking.

3.11 Call alarm systems:

These rely on batteries and changing batteries/units not functioning is a constant nuisance for staff.

3.12 Thresholds:

Entrance threshold has had to be modified post completion. It was not level access.

3.13 Treatment Room was not designed into original and a kitchenette has been converted.

This is too small.

3.14 Staff:

Staff would like a shower in their accommodation.

Thanks are due to Mandy Page for taking time out of her busy schedule to show me round.

Circulation: Ann Robertson, Wolfgang Weis
Colin Petrie
Mandy Page

YELL COMMUNITY COUNCIL

www.shetland-communities.org/ycc

clerk.ycc@btintet



Chairman: Mr D Thompson, Hillcrest, Hamnavoe, Yell, Shetland, ZE2 9BA Tel/Fax: 01957 722201

21st July 2009

Ref: 07/09/2/WW/JS

Mr Wolfgang Weis
Service Manager
SIC Community Care Resources
Quendale House
31 Commercial Street
Lerwick ZE1 0AN

Dear Mr Weis

Proposed Care Centre, New Isleshavn, Mid Yell, Yell

Yell Community Council would like to thank you for attending their last meeting and giving a very thorough and professional presentation on the options available for the proposed new care centre for Yell.

All options presented were of an extremely high standard and it was agreed that Option 3 to convert existing school building with new extension would be the best way forward for this project.

YCC have always agreed that using the existing school building/site would be the most sensible option as this is the best location in Mid Yell with a serviced site and easy access and also believe it would be beneficial to residents and clients to be in such a central location surrounded by the new school and leisure centre to help keep them feeling part of the community.

Previous concerns noted over how the building itself could be converted to accommodate a new care centre were fully answered by the excellent presentation and information provided.

YCC would welcome any proposals for a new care centre, but would like to reiterate that the best one to date has been the option to convert the existing school building at Mid Yell.

Well done to all involved and YCC look forward to hearing how this progresses in the near future.

Yours sincerely

Mrs J Smiles
Clerk

ISLESHAVN

Proposal to adapt the current school

Positives:

- Good site next to the proposed new school and leisure centre.
- The bedrooms/bathrooms and en-suites appear very spacious, as required.
- The smaller social rooms within the blocks will be beneficial, as this will give residents choice with regards where to sit.
- The community café is a good idea, as this will provide an area for the local community to meet and socialise with residents.
- The circular path route leading from block (rooms 7-13) will be beneficial for residents who like to wander.
- Day care is situated in an area that will be good for accessing the community café, if required.

Negatives:

- The 3 levels will restrict people with reduced mobility from being able to move freely around the home. However, as reported, it is anticipated the residents who will be living in Isleshavn will be quite highly dependent and therefore less able for moving around independently.
- The 4 x separate dining areas will have implications for staffing at meal times with regards transportation of the food and especially if there are residents in each of the blocks who require supervision and/or assistance to eat their meals.
- Bedrooms 1,6 & 14 have 90° to negotiate when entering these rooms, which could be problematical for wheelchair users.

Questions:

- Will Day Care be providing a bathing/showering service?
- Will all the bedrooms have ceiling track hoists included?
- Are all the windows low enough for residents to look out while seated in a wheelchair/ caring chair?

Ruby Jamieson
Occupational Therapist

From: ann.robertson@shetland.gov.uk [mailto:ann.robertson@shetland.gov.uk]
Sent: 26 January 2009 09:46
To: Jim Sutherland
Subject: RE: 090122-New Isleshavn, parking

Hi Jim

At the peak time of day we would have around 16 staff in the building - its a bit of a guess as I'm not sure about our staffing levels across the new service.
It would be unlikely that we would get more than 2 visiting services at any one time.
The majority of our Day care users are collected by our minibus and the other are dropped off by relatives.
Our visitors are spread throughout the day as many of them are older people who are not visiting around work times.

Ann

From: Jim Sutherland [mailto:Jim@redmansutherland.co.uk]
Sent: 22 January 2009 15:24
To: Robertson Ann@Isleshavn
Cc: Weis Wolfgang@Social Work; Petrie Colin@Capital Programme Service
Subject: 090122-New Isleshavn, parking

Dear Ann,

I have spoken to Roads regarding parking provision. They are willing to base the parking provision on actual staff numbers with a judgment made on visitors. Could you give me your best guess of peak staff numbers at the new Isleshavn if we build what is proposed in the current brief?

Can you also include number of outside agencies e.g. podiatrist, nurse etc likely to be there at peak times.

Are most visitors in the evening and weekend?

Also how do you expect the Day Care users to arrive? Dropped off by relatives and friends, own car, minibus or midi bus or a mixture?

I am looking at fitting the building/s on the school site and should have something to discuss in the next week or so.

Regards,

Jim Sutherland

REDMAN + SUTHERLAND ARCHITECTS
Main Street : : Scalloway : : Shetland : : ZE1 0TR
Tel: 01595 880885 Fax: 01595 880155

**New Isleshavn Care Centre-Feasibility Study
Meeting with Roads Section, SIC.**

270/4.4

At: SIC Roads Section

On: 2nd April 2009

Present: Colin Gair
Brian Halcrow
Jim Sutherland, Redman + Sutherland Architects

1.0 Proposal for a new build on the existing school site 270/sk03 was tabled.

1.01 Proposal relies on relocating emergency access/service road to come straight off main road rather than present proposal to route it off the school access road and down to the north of the existing school.

Roads have no objection to this change provided:

First 10m of road at junction widened to 6.0m then tapered back at 1 : 8.

Road to be minimum 3.5m wide.

Width at lay by to be 6.0m wide.

Hammerhead turning needed to accommodate service vehicles. (This is already proposed in the new school layout).

1.02 Principle of drop off turn around at main entrance is acceptable. This to be used by minibus and occasional ambulance.

1.03 Parking for Sheltered Housing would be calculated at the rate of one space for every 3 units. 2 car parking spaces for 5 flats here would be more than adequate. These to be located close to the flats.

1.04 Parking Provision for Residential and Day Care:

Principle agreed that combined parking of new school, leisure centre, community office and care centre should be based on total staff numbers plus accommodation for visitors:

Provision as currently approved in new school proposals is 52 spaces plus 7 disabled.

Total peak staff numbers are:

Community Office	:	4
Leisure Centre	:	6
School	:	32
New Care Centre	:	<u>16</u>
Total	:	58

This means if no further spaces were provided there would only nominally be one space for visitors. It was agreed that subject to investigation of shift patterns and how these mesh with the school and leisure centre around 10-14 extra spaces would need to be provided.

1.05 Garden Fence to Extra Care Flats to be minimum.

2.0 Re-use existing school.

2.01 This proposal is similar to the New build but requires relocating the parking to the west. This will make the bus drop off point about 10m further away from the new school entrance.

The proposed shared surface drop off to the Care Centre will conflict with the school bus drop off point. This arrangement needs to be looked at and the proposed parking/drop off layout will need to be redesigned if the school is re-used as a Care Centre with an entrance as proposed.

Circulation: Colin Gair
Colin Petrie
Wolfgang Weis
File

New Isleshavn Care Centre-Feasibility Study Building Standards-Pre-application Meeting-File Note

At: SIC Building Standards On: Friday 17th April 2009
Present: Stewart Douglas, SIC Building Standards
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 JS explained Redman + Sutherland have been appointed to look at a new Isleshavn Care Centre for SIC. The unit will cater for adults (16+) who often need a lot of nursing care. Many will suffer from dementia. There is also a desire to build "Extra Care" residential units where people can live independently for longer if some care is on hand should they need it. The third part of the new development will be a Day Care Centre.
- 2.0 Possible sites in Mid Yell have been looked at but the current favourite and most likely site is on the site of the existing Junior High School which will become vacant when the new school is built. Proposals for new build on this site, re-using the school with extensions and a third option for new build on a greenfield site yet to be identified.
- 3.0 Drawings 270/SK01- SK04 showing the new build on the school site were tabled. This proposal has the main activities on the upper level with some bedrooms, the kitchen, storage and ancillary accommodation on the lower level. although connected by an accommodation stair and lift between levels, means of escape will be straight out on the level due to the change in level from front to back. Building Standards could not identify any significant issues arising from this layout that would suggest it would not be feasible.
- 4.0 Drawings 270/SK21 and SK22 showing refurbishment of the existing school were tabled. This proposal re-uses most of the school with a new bedroom block to the south and the Extra Care Flats to the north.

The existing school has split levels. The new bedrooms will therefore be on different levels and the upper level will effectively be an upper storey. This will have implications for means of escape which will need to be taken into account. Fire stairs will require wheelchair refuges at their head. The landing outside the sitting room in the middle may need to be a protected area but may count as a gallery to the space below.

- 5.0 In summary there do not appear to be any obvious building standards issues to prevent proposals along these lines going ahead.
- 6.0 There will obviously be further more detailed discussion if the project goes ahead.

New Isleshavn Care Centre - Feasibility Study

Meeting with Fire Officer - File Note

At: Highlands and Islands Fire and Rescue Service, Sea Road, Lerwick
On: Monday 20th April 2009
Present: Duncan McDougal, Shetland District Officer
Jim Sutherland, Redman+ Sutherland Architects

- 1.0 JS explained Redman + Sutherland have been appointed to look at a new Isleshavn Care Centre for SIC. The unit will cater for adults (16+) who often need a lot of nursing care. Many will suffer from dementia. There is also a desire to build "Extra Care" residential units where people can live independently for longer if some care is on hand should they need it. The third part of the new development will be a Day Care Centre.
- 2.0 Possible sites in Mid Yell have been looked at but the current favourite and most likely site is on the site of the existing Junior High School which will become vacant when the new school is built. Proposals have been drawn up for new build on this site, re-using the school with extensions and a third option for new build on a green-field site yet to be identified.
- 3.0 Drawings 270/SK01- SK04 showing the new build on the school site were tabled. This proposal has the main activities on the upper level with some bedrooms, the kitchen, storage and ancillary accommodation on the lower level. Although connected by an accommodation stair and lift between levels, means of escape will be straight out on the level due to the change in level from front to back. More fire exits are required than presently shown on plan but these can be included. Officer McDougal could not identify any significant issues arising from this layout that would suggest it would not be feasible.
- 4.0 Drawings 270/SK21 and SK22 showing refurbishment of the existing school were tabled. This proposal re-uses most of the school with a new bedroom block to the south and the Extra Care Flats to the north.

The existing school has split levels. The new bedrooms will therefore be on different levels and the upper level will effectively be an upper storey. Fire stairs shown will require wheelchair refuges at their head. In the event of fire, non ambulant residents would be wheeled to the head of the stair or kept in the corridor until it is safe to evacuate them. Residents would be taken down the stair in evac-chairs or similar.
- 5.0 In summary there do not appear to be any obvious building standards issues to prevent proposals along these lines going ahead.
- 6.0 There will obviously be further more detailed discussion if the project goes ahead.

From: Inkster Maurice@Capital Programme Service
Sent: 25 February 2009 10:49

To: Petrie Colin@Capital Programme Service
Subject: Mid Yell

Hi Colin

Email to clarify our discussions this morning

The existing oil fired boilers within the Mid Yell leisure centre have enough additional capacity to satisfy the heating requirements of the leisure centre and new school, however, the boilers would be running at full capacity.

Bertie Cooper has advised that we would have to bring the school on line in phases to ensure that the boilers are not overloaded, a CHP unit was proposed as an option to supplement the boilers but this would still have limited capacity

A feasibility study has been carried out to investigate the possibility of a district heating scheme for Mid Yell, several options were considered.

The simplest of these (Alternative 1) was to Install a CHP unit with enough capacity to meet the heating demands of the leisure centre, new school and proposed care centre

Cheers

Maurice

NOTE TO FILE

ISLESHAVN CARE CENTRE - FEASIBILITY STUDY

**Presentation on 3 Options held on 9 July 2009
at
Capital Programme Service, Greenhead, Lerwick**

IN ATTENDANCE

NAME	COMPANY
Colin Petrie (CP)	Contract Manager, Shetland Islands Council (CPS).
Wolfgang Weis (WW)	Project Manager, Shetland Islands Council
Ann Robertson (AR)	Unit Manager, Isleshavn Care Centre
Christine Ferguson (CF)	Community Care
Jim Sutherland (JS)	Redman + Sutherland Architects (R+S)
Leslie Angus	Elected Member
Cecil Smith	Elected Member
Betty Fullerton	Elected Member
Josie Simpson	Elected Member

1)	APOLOGIES Robert Henderson - Elected Member Laura Baisley - Elected Member	
2)	PRESENTATION <ul style="list-style-type: none">• Before we started the presentation, a copy of the draft feasibility study was handed out to everybody present.• Jim Sutherland then talked through the draft feasibility report for the 3 options explored, highlighting the option appraisal carried out for each: -<ul style="list-style-type: none">○ Option 1: New Build Option on Green field Site.<ul style="list-style-type: none">- With this option the positives of this include freedom of design and ability to design on the one level if a suitable site is found.- The negative aspects include less potential to have shared services; we don't own the land, higher infrastructure costs and the one level design are quite spread out.○ Option 2: New Build Option on Old School Site<ul style="list-style-type: none">- Positives include a better potential for shared services, council own land, central location a more compact design.- Negatives include, the restricted site and the accommodation is on two levels.	

	<ul style="list-style-type: none"> ○ Option 3: Refurbishment of Old School <ul style="list-style-type: none"> - Positives, best value, old building is very spacious and we couldn't justify having rooms of this size in a new build. Also potential for shared services, council own land, compact design and a quicker build time were discussed. - Negatives include, restricted site, high ceiling to old school building, and accommodation on three levels. • As well as running through the draft report Jim did a 3D computer generated run through option 3, which gave a good impression of how the layout of this option would work. 	
3	<p>FEEDBACK</p> <ul style="list-style-type: none"> • Betty and Gussie both expressed their concerns over the room sizes to the bedrooms. As a result of this Jim Sutherland is to provide 3D drawing of a typical bedroom to give a better impression of the space provided by this option. • Again Betty and Gussie commented on the 3 levels to Option 3 and the problems for the staff as a result of this. Ann Robertson replied that with the working groups that they would have in place she didn't see this a major problem and that the central area to Option 3 would make the moving around the building a lot easier that if it was on the one level due to the compact nature of this design option. As well as that Ann said that her staff were very much in favour of option 3, due to the size of the bedrooms, storage space available. • Another concern was that on the location of the laundry and the lack of chill areas. This was noted and will be taken looked at in more detail at the detailed design stage. 	
4)	<p>DATE / VENUE FOR NEXT MEETING</p> <ul style="list-style-type: none"> • To be confirmed. 	

13.1 Drawings:

These are bound separately in A3 format as follows:

Option 1: Site Plan
Option 1: Residential and Day Care Plans
Option 1: Extra Care Flats and Lower level

Option 2: Site Plan
Option 2: Upper Level Plan
Option 2: Lower Level Plan
Option 2: Section
Option 2: Aerial View

Option 3: Existing School Plan
Option 3: Site Plan
Option 3: Plans
Option 3: Section
Option 3: Aerial View
Option 3: Internal courtyard
Option 3: External courtyard

13.2 Services Report

13.3 List and Notes of consultations:

Wolfgang Weis, Ann Robertson 6 Nov 2008, 4th December 2008, 18 Dec 2008, 18 Feb 2009
Wolfgang weis, 3 April 2009, 14 Apr 2009, 27 May 2009
1 June 2009
Ann Robertson Unit Manager and other staff, Isleshavn Care Centre, 26 Nov 2008
Mark Lawson Head teacher, Mid Yell High School, 1 Dec 2008
George Martin, Housing Officer, 9th Dec 2008
Jo Robinson, Ruby Jamieson, OTs SIC 15th Dec 2008,
Ruby Jamieson OT, SIC10 Mar 2009
Rosie Briscoe, Mark Aquilina, Doctors Mid Yell, 15 Jan 2009
Mathew Taylor, Planning SIC, 15 June 2009
Colin Gair, Roads Section, SIC, 22 Jan 2009
Colin Gair, Brian Halcrow, Roads Section SIC, 2 Apr 2009
Stewart Douglas, Building Standards, 17 April 2009
Jim Work,
Peter Johnson, executive architect Mid Yell School, 4 March 2009
Bertie Cooper Shetland recreational trust 28 Nov 2008
Mandy page and other staff at Taing House, 5 Mar 2009
Laura Baisley, Local Councillor, 30 April 2009
Duncan McDougal, fire Officer 20 April 2009
Rosie Briscoe, Local doctor, Linda Strachan, District Nurse, Dan Thompson,
Community Councillor, Presentation 11 June 2009
Staff of Isleshavn, Presentation 11th June 2009

13.4 Project Team/ Consultants

Architects:

Redman + Sutherland Architects, Main Street, Scalloway, ZE1 0TR

Quantity surveyors:

Shetland Islands Council, Capital Programme Service.

Mechanical and Electrical engineers:

Cameron Chisholm Dawson Partnership, Peregrine Road, Westhill Business
Park, Westhill, Aberdeenshire, AB32 6JL

15.3 List of consultations:

Wolfgang Weis, Ann Robertson 6 Nov 2008, 4th December 2008, 18 Dec 2008, 18 Feb 2009
Wolfgang weis, 3 April 2009, 14 Apr 2009, 27 May 2009
1 June 2009
Ann Robertson Unit Manager and other staff, Isleshavn Care Centre, 26 Nov 2008
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Rosie Briscoe, Local doctor, Linda Strachan, District Nurse, Dan Thompson,
Community Councillor, Presentation 11 June 2009
Staff of Isleshavn, Presentation 11th June 2009

End of Report.



REPORT

To: Services Committee

26 November 2009

From: Executive Director of Education and Social Care

New Anderson High School Capital Project - Update and Requirement to Consult on Site Location

1 Introduction and Key Decisions

- 1.1 This Report advises Members that there is an additional step which the Council is required to complete, before the decision taken earlier in the year to move the site of the new Anderson High School to the Lower Staney Hill can be implemented. We are required under the Education (Scotland) Act 1980 to follow a prescribed consultation process when proposing certain changes to educational matters. The requirements were well known to the Schools Service and to the Legal Service for closing a school, but it has only now come to light that we require to follow the same process for the relocation of a school.
- 1.2 This Report also provides an update on all the tasks previously approved by Members regarding the (then) decision to build the new Anderson High School Capital project on the Lower Staney Hill site in Lerwick. I shall be seeking guidance from Members as to the order in which these tasks might be progressed, in light of the need for detailed consultation on the site, which now requires to be addressed.

2 Links to Corporate Priorities

- 2.1 The Council's Corporate Plan includes a commitment to, "improve our teaching facilities by completing the new Anderson High School...".

3 Background

- 3.1 At Services Committee on 3 September 2009, Members agreed the following parameters for the new Anderson High School (minute ref: 75/09): –

- Confirm the earlier decision to build the new Anderson High School on the Lower Staney Hill (Clickimin) site;
 - Set an indicative budget for the project of no more than the current estimate for the Knab Road site;
 - Revise the design of the project in line with the recommendations of the educational and architectural consultants;
 - Recommend that the Council consider reverting to traditional procurement by competitive tender rather than Early Contractor Involvement.
- 3.2 This was confirmed at the Council meeting on 16 September 2009 (minute ref: 114/09).

4 Statutory Consultation Requirements

- 4.1 The Education (Scotland) Act 1980 places a duty on the Council to follow a prescribed consultation process when proposing certain changes in educational matters. The prescribed consultation process is currently set out in The Education (Publication and Consultation Etc.) (Scotland) Regulations 1981. A proposal to change the site of any school is subject to the prescribed consultation process. (Schedule 1, Proposal (b))
- 4.2 However, the consultation process is due to change on 1st April 2010 with the implementation of the Schools (Consultation) (Scotland) Bill. The Bill introduces a new duty on education authorities to comply with a set of initial and subsequent requirements before proceeding with certain proposals relating to educational matters. A proposal to relocate a school is subject to the requirements of the Bill. The Council's Legal Services has provided an Advice Note summarising the new consultation process which is attached as Appendix 1 to this Report.
- 4.3 It is unlikely that the Schools Service would be able to complete the statutory consultation requirements before the implementation of the new Bill. Therefore, the new consultation process must be followed.
- 4.4 The requirements of the Bill are prescriptive, with set tasks and timescales which require to be adhered to. The scope of the consultation required is extensive and the Council cannot pre-determine what the outcome from the consultation process might be. The extensive programme of consultation undertaken during the summer, to inform the Reports presented to Members in September 2009, does not satisfy the requirements of the Bill.
- 4.5 The Council decision taken on 16 September 2009 (Minute Reference 114/09) is not valid as it was taken prior to the statutory consultation process being completed.

- 4.6 This is obviously a significant piece of work which the Council is required to undertake. There is a connection with the Education Blueprint work, which is the subject of a separate Report on today's agenda and any proposals flowing from that review will have to follow the same structured consultation programme. The Council will need to be absolutely clear as to which proposals it is consulting on at any one time, in order not to cause confusion. An indicative timetable is set out below, which suggests that it will take a year to undertake this work in line with the guidance.

Table 1: Provisional Timetable

Task	Timescale
Identify all potential consultees and create database(s) for communication	By January 2010
Prepare an Educational Benefits Statement	By January 2010
Prepare a Formal Proposal	By end January 2010
Design a formal consultation process (parents, parent councils, pupils, staff, trade unions, community councils, community planning partners, other services and public meetings) which will be Shetland wide and take account of the Education Blueprint timeline.	By end January 2010
Publication of Proposal	February 2010
Formal Consultation Period	Minimum 6 weeks, including 30 School Days, so in spring 2010
Collation of Feedback from Consultation and preparation of the Summary of Representations	June 2010
HMle review and feedback	July 2010
First Review Period	August / September 2010
Consultation Report and Impact on Proposals, including Final Recommendations	By October 2010
Second Review Period	Minimum of 3 weeks cooling off

	period, so November 2010.
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5 Programme

- 5.1 Meanwhile, since the Council decision in September and notification of the requirement for consultation on the site selection, work has continued to develop the project. Appendix 2 outlines the detailed programme and Table 2 below describes the current work and progress.

Table 2: Current Work / Progress

Activity	Tasks and Timescales
Member / Officer Liaison Meeting	<p>Meeting 20 November, to oversee the programme and discuss in detail the procurement options and costings.</p> <p>All Members will be invited to the presentation on 20 November 2009, at 11 am in the Council Chamber on procurement options.</p>
Site	<p>Initial discussions held with all statutory consultees. No significant issues have been identified at this stage.</p> <p>The opportunities for the development of the Staney Hill / Clickimin area, in the wider sense, are generating ideas as to how the whole site can best be developed. The Planning Service has suggested the need for a Masterplan for the site. The Roads Service is currently designing the road network to support the planned housing developments on north Staney Hill. Some potential compromises have already come to light.</p> <p>Discussions with the Executive Director of Infrastructure Services are ongoing to determine the best way forward.</p>
Educational Advisers	Two educational advisers have been appointed and their work programme agreed. The first of the visits will be on 16 November 2009.
Architectural Advisers	Dialogue ongoing with Architectural and Design Scotland as to their contribution and the best time for them to become involved in detail (likely to be once the options for the overall site are more fully developed).

Brief	A meeting will be held on 11 November 2009, with representatives from Shetland Recreational Trust and SportScotland, to develop the options for Physical Education facilities, to include use of current facilities as is, extension of current facilities and new facilities to be included in the new build.

Table 2: Current Work / Progress (continued)

Activity	Tasks and Timescales
Brief	The Additional Support Needs facilities at the Knab site are being measured, to incorporate an equivalent amount of space into the new design.
Consultation	A meeting has been held with teaching staff at the Anderson High School. Several meetings have been held with Parent Councils, throughout Shetland. Detailed consideration now required on Statutory Consultation Requirements.
Temporary Accommodation	Arrangements are in place to install the temporary accommodation (originally bought for decant) at the Knab site, to provide the school with additional dining and social space.

- 5.2 Members may be aware that there has been some focus recently within the community on the Halls of Residence project. At the moment, there is no approved budget for the Halls of Residence project as Members may recall that the decision of the Council in June 2008 (Minute Reference 94/08) is to:

“agree to revisit the Halls of Residence Project, by way of an amended design Brief, to include consideration of the refurbishment of existing facilities and space for students attending Shetland College, for further consideration through the capital project prioritisation system, once the AHS project is underway”.

- 5.3 An interesting aspect, which has come to light again, is the opportunity which the new Anderson High School Capital Project might have to facilitate additional apprenticeship programmes, in construction and professional disciplines, to meet long term economic needs.

- 5.4 Discussions are ongoing with the Capital Programme Service to progress the decision to consider employing a team of dedicated in-house technical staff to support this project.
- 5.5 I have set out below indicative timescales for each stage of the project, through design to construction and completion. This programme is dependent of a number of factors, specifically the Procurement route which Members wish to pursue and it assumes everything goes to plan, first time. The start of the process will obviously be determine by the outcome of the Statutory Consultation on the site relocation, which could potentially take up to one year to complete.

Table 3: Indicative Timescales

Activity	Timescales
Brief	3 months
Procurement Route	One cycle for decision
Appoint (EU procurement) or Recruit Design Team	Minimum 3 months
Design and Permissions	18 months – 2 years
Tender Process (EU Procurement)	Minimum 3 months
Construction	Minimum 2 years
Overall timescale	Minimum 4 ½ years

6 Financial Implications

- 6.1 The current approved budget in the current year is £15m but it is likely that only £2m will now be required.
- 6.2 The cost of installing the temporary accommodation units is estimated at £50,000 and can be met from within the existing budget.

7 Policy and Delegated Authority

- 7.1 Shetland Islands Council, at its meeting in June 2008 (minute reference 94/08) made a specific recommendation to remit the detailed development of the Anderson High School project to Services Committee. This was ratified at the Council meeting on 16 September 2009, (minute reference: 114/09).

- 7.2 However, the Council holds overall responsibility for the Capital Programme so recommendations will be made from Services Committee to the Council, as the project develops.

8 Recommendations

- 8.1 I recommend that Services Committee recommend that the Council:

- (a) note the requirement to comply with the Statutory Consultation Requirements, set out in Appendix 1, with regard to the desire of the Council to locate the new Anderson High School on the Lower Staney Hill site, as it changes the site of a school; and
- (b) note that the previous decision of the Council to, “confirm the earlier decision to build the new Anderson High School on the Lower Staney Hill (Clickimin) site” has to be rescinded until such time as the requirements of the Statutory Consultation Requirements are addressed; and
- (c) note that for the purpose of the Statutory Consultation Requirements, the desire to move the site of the new Anderson High School to the Lower Staney Hill will have the status of a “preferred proposal”; and
- (d) agree to commence the work to meet the Statutory Consultation Requirements, as outlined in Appendix 1 and summarised in Table 1, to be overseen by the Member / Officer Liaison Group established for the new Anderson High School capital project; and
- (e) note the overall programme of work, set out at Appendix 2 and the progress on the tasks, set out at Table 2; and
- (f) provide guidance to the Project Team as to how far to progress with revising the current Brief and exploring alternative procurement options, alongside the consultation programme, in light of the need to remain open and transparent and not pre-determine the outcome of any consultation programme and to avoid any abortive work; and
- (g) agree to amend the budget in the current year from £15m to £2m.

Appendix 1 - Advice Note from SIC Legal Services

Statutory Consultation Requirements **Proposal to Change the Site of Any School**

The Legal Duty

The Education (Scotland) Act 1980 places a duty on education authorities to follow a prescribed consultation process when proposing certain changes in educational matters (Section 22A). Education authorities shall not reach a decision on it without having regard to any representations made to them on it under the prescribed consultation process.

The prescribed consultation process is currently set out in The Education (Publication and Consultation Etc.) (Scotland) Regulations 1981. A proposal to change the site of any school is subject to the prescribed consultation process. (Schedule 1, Proposal (b))

However, the consultation process is due to change on 1st April 2010 with the implementation of the Schools (Consultation) (Scotland) Bill.

The Bill introduces a new duty on education authorities to comply with a set of initial and subsequent requirements before proceeding with certain proposals relating to educational matters. A proposal to relocate a school is subject to the requirements of the Bill.

Initial Requirements

Before proceeding with any proposal that is subject to the provisions of the Bill, the Schools Service must:-

- (i) Prepare an Educational Benefits Statement.
- (ii) Prepare and publish a Proposal Paper.
- (iii) Give notice of the proposal to the relevant consultees.
- (iv) Hold a public meeting.
- (v) Involve HMIE.

Educational Benefits Statement

The Educational Benefits Statement sets out the Schools Service assessment of the likely effects of the proposal, if it were implemented, on the pupils and other users of the facilities at any affected school, children who would be likely to attend the school, and other pupils in Shetland. The Schools Service must also explain the benefits that it believes will accrue from the proposal and why, and any ways in which it would minimise or avoid any adverse consequences which it has identified.

There must be a separate educational benefits statement for each proposal.

Proposal Paper

The Schools Service is required to prepare and publish a proposal paper which must contain certain specified information:-

- Details of the relevant proposal.
- A proposed date for implementation of the proposal.
- The educational benefits statement.
- A summary of the statutory consultation process to be undertaken.
- Supporting evidence and information as is appropriate in connection with the views, conclusions, arguments and proposals set out in the paper.
- If the proposal is to close a rural school, there must be an explanation as to how the Schools Service had special regard to the three factors associated with such proposals – viable alternatives, effect on local community and transport and travel arrangements.

Notice and Consultation Period

The Schools Service must give notice to the relevant consultees of the proposal that is being consulted on. The Bill sets out who must be consulted. This notice must contain certain specified information:-

- A summary of the proposal.
- Information as to where to obtain a copy of the Proposal Paper.
- How to make written representations, and to whom, about the proposal.
- The date by which written representations must be received.
- The date, time and place of the public meeting.

The consultation period must be at least 6 weeks and must include at least 30 “school days”. The consultation period may fall within a single school term or straddle two terms. However, weekends, public holidays and other days on which the school is not open to pupils will not count towards the 30 days minimum.

Relevant Consultees

- The Parent Council of any affected school.
- The parents of the pupils at any affected school.
- The parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper.
- The pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity).
- The staff (teaching and other) at any affected school.
- Any trade union representing the staff.
- The community council.
- Community Planning Board
- Any other users of any affected school that the education authority considers relevant.

Public Meeting

The Schools Service must hold a public meeting about the relevant proposal during the consultation period.

Involvement of Her Majesty's Inspectorate of Education (HMIE)

The Schools Service must send to HMIE a copy of the proposal paper, a summary of the representations made at the public meeting, copies of relevant written representations received by the Schools Service and a copy of any related documentation.

HMIE must prepare a report on the educational aspects of the proposal, having particular regard to the educational benefits statement, the written representations and a summary of the oral representations forwarded by the authority.

HMIE must submit their report to the Schools Service within three weeks of receiving all the relevant information. That three week period cannot start until the consultation period has finished.

First Review Period

The Schools Service must review the proposals consulted on, having particular regard to the written and oral representations received and to HMIE's report.

Consultation Report

The Schools Service must prepare and publish a Consultation Report. The Consultation Report must contain certain specified information:-

- The number of and a summary of written representations received during the consultation period.
- A summary of the representations made during the course of the public meeting.
- A statement of the Schools Service response to those written and oral representations.
- A statement of the Schools Service response to the HMIE report.
- A copy of HMIE's report.
- A statement setting out how the authority has reviewed the proposal.
- If the proposal is to close a rural school, an explanation of how in reviewing the proposal, the Schools Service applied the three factors associated with such proposals – viable alternatives, effect on local community and transport and travel arrangements.
- Details of any inaccuracy alleged or found within the proposal paper.

- If the proposal is a closure proposal – the right to make representations to Scottish Ministers must be clearly detailed.

Second Review Period

The Schools Service may not proceed either to decide to implement the proposal or indeed to implement it, until a period of three weeks has elapsed since the day on which it published the Consultation Report.

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