

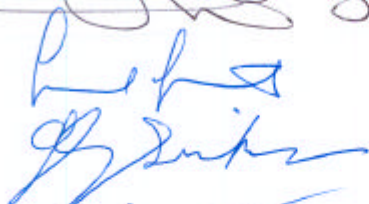
Notice of Motion to Shetland Islands Council.

That the Council reconsider the means of a fixed link between
Lerwick, on the Shetland Mainland, and the Island of Bressay.

Signed.



TOM STOVE



LEONARD GROGAN



JOSIE SIMPSON



JIM HENRY



C. EVNISON

BARBARA CHEYNE



1 / JUN 2005

FC 102032



Shetland

Islands Council

REPORT

To: Shetland Islands Council

14 September 2005

From: Head of Legal and Administration

Civil Partnership Act 2004 – Registration Procedures

Report No. LA-56- F

1.0 Introduction

- 1.1 The Civil Partnership Act 2004 [“the Act”] will be implemented across the United Kingdom from **5 December 2005**.
- 1.2 The Act creates civil partnership, a new form of legal relationship which may be formed by two persons of the same sex. Civil partnership is not a marriage, but a parallel relationship of similar seriousness and commitment which has been created in order to provide same sex couples with a means of having their relationship legally recognised, if they wish. Registering a civil partnership will have legal consequences – civil partners will assume legal rights and responsibilities with regard to each other and to third parties, including the State. Currently, same sex couples have no means of obtaining legal recognition.
- 1.3 The purpose of this report is to advise Council of the introduction of the Act, and to allow Council the opportunity to decide on where civil partnership registrations can be made, and whether the Council would wish to offer a ceremony, similar to that offered for a civil marriage.

2.0 Links to Corporate Priorities

- 2.1 This report links to the Council’s Corporate Plan priorities and key actions in relation to Benefiting People and Communities including ensuring equal opportunities (Priority 8). The issues considered in this report are also indicative of the Council’s Policy on Equality and Diversity.

3.0 Proposals

Preparatory Work

- 3.1 The General Register Office for Scotland (GROS) has stated that it will provide guidance on how to register a civil partnership later this year. It will also provide a new module on the Forward Electronic Register system, to allow civil partnerships to be recorded on the central database and registration documents to be easily produced; the prescribed forms which are necessary for the registration; a

publicity leaflet; a section for the Registrars' Handbook; and a form of words which can be used by registrars during the registration of a civil partnership.

Authorised Registrars

- 3.2 GROS have asked that by 30 September 2005 each local registration authority should submit to them a list of all registrars that it would wish to be authorised on 5 December 2005. It is intended that all staff currently authorised to carry out civil marriages be offered the opportunity to become authorised to carry out civil partnerships. It is recommended that the Head of Legal and Administration is authorised to submit the list of registrars to GROS by 30 September 2005.

Approved Places for Registration

- 3.3 Unlike marriage, there is no exchange of vows for civil partnerships, so it is possible for the partnership to be registered very simply indeed, with only 5 people present. However, many partners will want to make it a special occasion. The Act allows local registration authorities to offer people the choice to be able to be registered as civil partners at a registration office or any other place which **they and the local registration authority agree** is to be the place of registration.
- 3.4 The Council operates an Approved Places for Marriages Licensing Scheme, permitting applicants to apply for a three year licence, or a one-day licence for a Civil Marriage.
- 3.5 The General Register Office for Scotland (GROS) has advised that "whilst there is no formal system for 'approved places', it would be possible for a local authority to agree that civil partnerships can be registered at any location which is an 'approved place' for marriages, or indeed at other locations specially agreed for that purpose."
- 3.6 Accordingly, it is proposed that the Council agrees to permit a civil partnership registration to take place at an 'approved place' for marriages [that hold a current 3 year period licence] and also to afford temporary approvals of premises for a civil marriage to be used for this purpose, with applications being processed under the same procedures, including fees to be charged. As with Civil Marriages, it is a matter for the Licence holder to determine whether or not to permit any ceremony on their premises.
- 3.7 With regard to Registration Offices, it is further proposed that the Council agrees to permit a civil partnership registration to take place at the Lerwick Registration Office. As Members will be aware, all Registration Offices in Shetland, with the exception of Lerwick, are within the local part-time Registrar's own home. Accordingly, it is proposed that, if requested by the District Registrar, the Head of Legal and Administration be given delegated authority to extend the

service provision to other Registration Offices, with the approval of the Registrar for the District and in consultation with the Chief Registrar.

Ceremonies

- 3.8 The content of a standard ceremony is being developed at a national level, and in this regard it is proposed that delegated authority be given to the Chief Registrar to decide on the standard content of the ceremony, taking advice from the General Register Office for Scotland and the Association of Local Authority Registrars.

Fees

- 3.9 The fee structure for Civil Partnership registration will be set by legislation, and it is likely that this will be same as for the registration of a marriage. It is for the Council to decide on the fees for the conduct of ceremonies, and it is therefore proposed that the level of fees for a Civil Partnership ceremony be set at the same level as for a Civil Marriage ceremony.

4.0 Policy and Delegated Authority

- 4.1 The matters referred to in this report have not been delegated, and therefore decisions by the Council are required.

5.0 Financial Implications

- 5.1 There are no financial implications associated with the recommendations in this report. Depending upon the number of registrations, there may be some increased income.

6.0 Recommendation

- 6.1 I recommend that the Council adopt the proposals set out in section 3 above.

August 2005
AC



REPORT

To: Shetland Islands Council

14 September 2005

From: Head of Legal and Administration

Review of Local Government Boundaries – Provisional Proposals

Report No. LA-61-F

1.0 Introduction

- 1.1 As required by the Local Governance (Scotland) Act 2004, the Local Government Boundary Commission for Scotland published its provisional proposals for revised electoral arrangements in the Shetland Islands Area on 30 June 2005. The legislation requires that the Commission should make proposals for revised electoral arrangements comprising Wards suitable for returning either 3 or 4 Members, using a Single Transferable Vote system of Proportional Representation.
- 1.2 Publication of the provisional proposal followed consultation with the Council in May 2005. The purpose of this report is to consider the provisional proposals against the submission made by the Council and representations received from the community, and to submit a response to the Commission by the deadline of 22 September 2005.

2.0 Link to Council Priorities

- 2.1 The Council's response to the Commission's proposals will support the Council's corporate priority of thinking and acting collectively (Priority 18) by promoting locally appropriate solutions that effectively address national priorities.

3.0 Current Position

- 3.1 The Commission's provisional proposals for the Shetland Islands Area are as follows:

Ward Number	Ward Name	Forecast Number of Electors	Number of Elected Members
1	Isles	2250	3
2	Shetland North	2430	3
3	Shetland West	1980	3
4	Shetland Central	2190	3
5	Shetland South	2490	3
6	Lerwick North	2540	3
7	Lerwick South	3330	4

The number of Councillors remains unchanged at 22.

- 3.2 Maps illustrating the provisional proposals area available for inspection at Legal and Admin 4 Market Street, the Town Hall, Charlotte House and the Shetland Library. Copies will also be on display in the Council Chamber, prior to the meeting.

Community Responses

- 3.3 All Community Councils in Shetland have considered the proposals from the Commission and, where appropriate, have responded directly to the Commission. A summary of comments noted in the minute of Community Council meetings in August are as follows:

- Nesting and Lunnasting – align Girlsta with the Tingwall area;
- Lerwick - loss of additional Member for Lerwick
- Yell – Loss of identity for Islands
- Skerries – Loss of identity and Councillor
- Tingwall, Whiteness and Weisdale – alignment of Girlsta with Tingwall. Alternatively, boundary line North of Laxfirth to be straightened.

- 3.4 No representations or comments have been made regarding the naming of Wards.

4.0 Discussion/Decisions Required

- 4.1 It should be noted that the Commission largely accepted the initial response from the Council in May. However, some anomalies still remain, and each of the Wards is addressed as follows:

Isles

- 4.2 The Commission have accepted the initial submission made by the Council, correcting errors relating to the seaward boundaries between Yell and North mainland, and between Whalsay and the East mainland to what they are at present. **The Council is asked to confirm that no further representation need be made on this boundary line.**

Shetland North

- 4.3 The Council requested that the southernmost boundary down the A970 between Voe to the South Nesting junction should follow the existing polling district boundary, ensuring that the road and the junction remains in the Shetland North Ward. This has not formed part of the provisional proposal. **The Council should confirm if this request should be reaffirmed.**
- 4.4 In addition, the map does not extend the southernmost boundary seaward. **The Council should confirm that the boundary should extend seaward, in order to confirm the inclusion of Little Holm, and Catfirth, within the Shetland North Ward.**

Shetland South

- 4.5 The Council requested a straightening of the line North of Quarff to demarcate the northmost boundary of the Lerwick South Ward. This was accepted by the Commission. **The Council is asked to confirm that no further representation need be made on this boundary line.**

Lerwick South and Lerwick North

- 4.6 The Commission have accepted the Council's representation regarding the northern boundary line between Lerwick North and Lerwick South, ensuring that the North side of the Staney Hill remains in the North ward. In addition, the anomaly arising along the boundary line on Church Road, down to Victoria Pier/South Commercial Street, has also been accepted and amended. **The Council is asked to confirm that no further representation need be made on this boundary line.**

Shetland West and Shetland Central

- 4.7 The Council requested that the north-west boundary between Shetland West and Shetland Central, extend seawards from Brei Geo, in a westerly direction and to the north of Hildasay, ensuring that the main islands of Hildasay, Oxna and Papa and surrounding isles remain within the Scalloway area, and therefore within the Shetland Central Ward. This has not been included within the provisional proposals, and these islands are shown within the Shetland West Ward. **The Council should confirm if its earlier submission should be reaffirmed.**
- 4.8 The Commission has accepted the Council's request for a re-alignment of the northern boundary to ensure that the area surrounding Tingwall Airport remained within the Shetland Central Ward.

- 4.9 However, the one outstanding issue with this boundary line remains with consideration of the Girsta area. The Commission were advised that whilst the Council's initial submission requested that the Laxfirth area be aligned with the Tingwall area, and this has been accepted, this was subject to a caveat that Members may review this position in the event of representations received during the consultation period with regard to the placement of Girsta within the Shetland Central Ward, rather than the Shetland West Ward. This was supported by comments received after the Council meeting in May from a resident in Girsta and from agency representatives on the Community Planning Board. The issues surrounding this matter have been stated on previous occasions, and are fully explained in my letter to the Commission in May. A copy of the letter is attached as Appendix 1, including a copy of my report to the Council.
- 4.10 The Councillor for the area and I have received comments to the effect that Girsta has more links with the North ward than with the West ward, and there is also a breadth of evidence aligning Girsta with Tingwall, namely the School catchment area and various community events. In this regard, Members are asked to consider the comments received from Community Councils which are summarised in section 3.3 of this report. There is little evidence to support a link with the Shetland West Ward, other than the Stromfirth Road. **The Council is asked to consider this remaining anomaly and decide on a final response as to whether the Council should request that the Girsta area should be aligned with Shetland North or Shetland Central, or remain within Shetland West.**

5.0 Next Steps

- 5.1 It is proposed that the Head of Legal and Administration be given delegated authority to submit a response to the Commission, taking account of the Council's decision today, and in consultation with Members if necessary. A response must be submitted to the Commission by 22 September. A copy will be sent to all Members, and to the MSP and MP.
- 5.2 The Commission has stated that it will review its provisional proposals in light of any written representations and will seek additional information if necessary. If the Commission considers that further consultations are required, an appointed Assistant Commissioner will hold a local meeting to hear representations. In any event, the Commission will submit its final recommended proposals to Scottish Ministers and the Parliament to determine those recommendations, with or without modification.

6.0 Financial Implications

- 6.1 There are no financial implications associated with the recommendations in this report.

7.0 Policy and Delegated Authority

- 7.1 Authority for matters relating to administrative and technical information and consultation has been delegated to the Head of Legal and Administration. However, final determination of the Council's formal response to the Commission's proposals, at all stages, is reserved to the Council.

8.0 Conclusion

- 8.1 The Commission's provisional proposals are broadly in line with the Council's initial submission. There are some remaining anomalies and the issue regarding the alignment of the Girlsta area with either Tingwall or South Nesting still requires resolution. Ultimately, it will be for the Commission to decide on its recommendation to Ministers, based upon this Council's submission, and any other representations received.

9.0 Recommendation

- 9.1 I recommend that the Council considers the terms of this report, and determines those issues raised in Section 4. Thereafter, it is recommended that the Head of Legal and Administration, in consultation with relevant Members, submit a final response on behalf of the Council to the Commission before 22 September.

September 2005
AC



Shetland Islands Council

REPORT

To: Shetland Islands Council

14 September 2005

From: Head of Finance

Island Games Finances Report No: F-036-F

1. Introduction

- 1.1 Shetland Island Games 2005 Ltd. (SIG), the company responsible for the Island Games in Shetland in July, alerted the Council to the existence of cash flow difficulties in early August. This report sets out the actions taken by Council officials in response to this issue, and asks the Council to note those actions.

2. Background

- 2.1 SIG provided summary financial information to me and the rest of its Finance Committee on 11 August which indicated a looming cash flow problem for the company.
- 2.2 In summary, delays in receiving income due and the pressing need to make payments to creditors would quickly eliminate all balances held by the company and lead it into a deficit which it could not fund. I was satisfied by the evidence provided that a shortfall in funding of up to £300,000 was in prospect in the coming weeks, and I therefore concluded that a Bridging Loan from the Council (as main funder of the revenue costs of the Games) would be needed, on the grounds that the bank would not provide a sufficient overdraft facility.
- 2.3 The extent to which this short term funding deficit will be met by future revenues of SIG is not yet known, and will not be until their accounts are complete. I am content that the company, and its Finance Committee and management, are taking the necessary steps to maximise cash flow and minimise any deficit, and am therefore happy to await their further reports.

3. Actions Taken

- 3.1 The Council's Administration Regulation 7.3 provides Emergency Powers to be used in the event of an urgent matter arising which requires an immediate decision, and this power was invoked in the circumstances where SIG had payments to meet for which it did not have funds available. The Emergency Power allows the Chief Executive or his nominee (in this case Acting Chief Executive Graham Spall), in consultation with the Convener or Vice-Convener (in this case Councillor Florence Grains) to authorise immediate action. On my

advice they agreed to authorise a Bridging Loan Facility of £300,000 from the Council to SIG on terms and conditions set out in an Offer Letter. The main terms were that this should be an interest free loan repayable at the Council's discretion following a final financial report from SIG, to be drawn down on provision of evidence of need to the Head of Community Development and myself.

3.2 The offer of this Bridging Loan Facility on these terms was accepted by SIG on 12 August, and two draw downs upon it have subsequently occurred. The first was for £85,000, and the second was for £154,000, giving a total draw down to the time of writing this report of £239,000. Any further update on this will be provided verbally to the Council meeting.

4. Conclusions

4.1 SIG quickly alerted the Council to its cash flow difficulties and an emergency finance provision of £300,000 has been put in place by the Council to meet the immediate problem. The final financial position of SIG will be reported to the Council as soon as possible, at which time the Council will have the opportunity to decide its final position on this interim financial solution.

5. Policy and Delegated Authority

5.1 Emergency Power 7.3 in the Council's Administrative Regulations was invoked, as described above, to deal with a cash flow problem for SIG which needed urgent resolution.

6. Recommendations

6.1 I recommend that the Council notes the actions taken (see 3. above) to meet the immediate cash flow difficulties experienced by Shetland Islands Games 2005 Ltd.

Date: 7 September 2005
Ref: GJ/DMC/F/1/1

Report No: F-036-F



Shetland Islands Council

REPORT

To: Shetland Islands Council

14 September 2005

From: ICT Unit Manager

Report No: CE-30-F

Customer First / Modernising Government Fund – Round 3 Update

1. Introduction

- 1.1. The Council submitted a bid to be considered for the third round of funding from the Modernising Government Fund (MGF3) during 2004, as reported previously, see min Ref 81/04. MGF 3 has since been superseded by the Scottish Executive's Customer First strategy. This report is an update on progress and the current status of the bid.
- 1.2. The Council was successful in the bid and was awarded £365,075. £99,325 of the award was identified by the Scottish Executive to be Shetland Islands Council's contribution to shared project management and national project costs as part of the Customer First project. The remainder of £265,750 is to be spent locally on projects that were included on the bid and suit the criteria of Customer First over the next two years. £115,000 is identified for the year 2005/6 with the remainder £150,750 for the year 2006/7.
- 1.3. As part of the bid the Council has to match funding by at least 25% (£91,270). Existing ICT budgets have been identified from already approved programmes of work for this purpose. These are Internet project (GCX 1012 1200) and Citizen's Account (GCX 1011 1200)
- 1.4. This report seeks authorisation to proceed to purchase and implement the various deliverables as outlined in more detail below.

2. Customer First Overview

- 2.1. Customer First is a three year programme which is part of the Scottish Executive and Scottish Councils' drive towards delivering excellent public services. It has replaced what was known as MGF1, 2 and 3. It supports all of Scotland's local Councils in their aim to improve the services that they deliver to their customers. With the support of key partners such as the Executive, COSLA and SOLACE, it will provide a framework within which all Councils will be able to work together on an agreed set of outcomes built around local priorities, while at the same time sharing development costs across common areas and helping to spread practice.

2.2. Customer First attempts to bring together all the previous streams of the MGF2 and MGF1 programmes into one single project. These streams are:

- Local Citizen Account (CA) / Customer Relations Management (CRM)
- Definitive National Addressing (DNA)
- National Entitlement Card (Smartcards)
- National Projects (Standard CA Schema, common A-Z of services, e-procurement, training programmes, data sharing, secure infrastructure and reporting frameworks)

2.3. e-Care that was initially included as part of the MGF3 programme is now a separate project and will be not included as part of the Customer First project at this time. There are ongoing meetings with the Scottish Executive to discuss possible future funding for provision of e-Care services. The council will be kept informed about progress made on e-Care through reports via the ICT Management Board.

2.4. Management of the project was transferred to ICT services in January 2005 reporting to the Internet project board subsequently renamed the Customer First project board.

2.5. A Project Initialisation Document (PID) and project plan were created Appendix 1. The PID includes a list of deliverables based on the contents that formed the successful bid; these deliverables would provide the building blocks to implementing Customer First objectives. The PID supplements this report in terms of providing additional detail, but it should be noted that it was developed in March 2005 to secure funding. Any subsequent changes as the project has matured are reflected in this report.

2.6. A summary of the list of deliverables and their corresponding Customer First objectives is outlined below.

Deliverable	Budget Code	Estimated Cost	Customer First Objective
Implementation Costs (Project Management, consultant, etc)		£60,000	
Integrated Website		£80,000	1,2,6
User Account authentication		£50,000	1,2,6
My Council		£50,000	1,2,6
Housing System Online		£63,000	1,2,6,7
Revenues – E-Billing		£25,000	1,2,6,7
Entitlement Card Year 1		£20,000	1,2,3,4,9
Entitlement Card Year 2		£30,000	1,2,3,4,9
Roads Fault Reporting		£39,000	1,2,6,7
Grant Application		£25,000	1,2,6
Ferry Booking		£30,000	1,2,3,4,6,7
Rework Corporate Address Gazetteer (DNA)		£36,000	2
Revenues E-forms		£30,000	5,6,7,10

TOTAL		£538,000	
Funded By			
Scottish Executive (MGF3)	GRX10021200	£265,750	
Scottish Executive (MGF2)	GRX10011200	£35,697	
SIC Internet project (2 years)	GCX10121200	£166,138	Committed
SIC Citizen Account project	GCX10111200	£70,415	Committed
TOTAL		£538,000	

Customer First Objectives

Core Priority

- 1 Citizen Account at local level
- 2 CAG
- 3 Integrate Smartcards
- 4 National Concessionary Cards

Wider Priority

- 5 Re-engineer core services
- 6 Back Office Integration with CRM/DNA
- 7 Core service through multi-channel
- 8 Use CRM to monitor service delivery
- 9 Offer concession and benefits on entitlement card
- 10 Details of efficient savings both time+money

3. Progress to Date

3.1. Over the past 18 months, Shetland Islands Council has seen a number of significant developments with the Council's website through the Internet project. These include:-

- A complete rebuild of the Council's website (www.shetland.gov.uk)
- Access to on-line Council minutes, agendas and reports through dynamic links to the Councils Committee Management system.
- On-line community directory
- On-line library catalogue
- On-line museum photo archive of 60,000+ images
- E-planning system
- Roads weather stations
- On-line Payments
- Update of publishing and content management procedures

3.2. One of the fundamental concepts behind the Customer First programme is that members of the public can access Council Services on-line from the comfort of their own home; or indeed from any number of public access terminals (e.g. Library Learning Centre, Community Schools etc). This is fine if the customer has adequate ICT skills. If not, then the idea is that staff in such areas could assist them with accessing these Council Services by helping them use the web-enabled systems. Although not included in the first stage, this could ultimately mean that a member of the public could access any Council Service with assistance from a member of staff from within any Office. The staff themselves would be using the

same systems. Training for staff is being funded as part of the national project stream.

3.3 Project Teams

3.2.1. At the Customer First Project Board meeting on the 15th June 2005 it was agreed to setup project teams to reflect the National Customer First project streams. The teams are :

- Smartcards – setup July 2005
- Local Citizen Account CRM
- DNA
- National Projects

3.2.2. The smartcard project team has been setup and encompasses members from current SIC smartcard projects and including representation from the Shetland Recreational Trust as this is a possible source for joined up working, a core customer first objective.

3.2.3. Work is progressing well on implementing the national entitlement smart card. This card will offer national (within Scotland) free travel for all over 60's, registered disabled and incorporate the existing national scheme for blind or partial sighted users. The use of the card will be accepted nationally on buses and locally on the Inter-Island Ferries. The completion date for this is the 1st April 2006. It is intended that the national entitlement smartcard will be incorporated with the Young Scot card during the year 2006/7 although this has yet to be confirmed by the Scottish Executive.

3.2.4. Smartcards – There is funding to the sum of £15,000 included in the 2005/6 award to enable the Council to cover the cost of procuring and delivering the entitlement smartcard; this sum does not include the purchase of any card management system.

3.2.5. Currently, citizens are accustomed to having the ability to apply and receive their current local travel passes over the counter at the reception at the Council's offices at the Toll Clock. To maintain this standard of service, it is necessary to purchase additional equipment to enable the management of smartcards locally from the smartcard blanks as supplied by the Scottish Executive rather than use the proposed centralised bureau service, which would be subject to postal delays and provide a service of less quality that currently received. There will be an additional expenditure to cover the cost of purchase of smartcard management system to enable the council to print cards locally.

3.2.6. A separate project team has been set up to implement, via a tender exercise, cashless catering in 6 of Shetland schools using where appropriate integration of smartcard technology. This project is being fully funded externally through the Scottish Executive's Hungry for Success programme. This project is currently at the request for information stage and the Invitation to Tender to be should be complete around November 2005 with a successful bidder being appointed around February 2006.

3.2.7. A pilot with Sandwick Junior High School is to be scheduled for April 2006. If successful the remainder schools will be subsequently incorporated using the same supplier using a staged approach. Implementing a project using a multi-staged or phased approach can be progressed in accordance with Standing Order H13 (a), where appropriate Committee approval is required beforehand.

3.2.8. The remainder of the project teams will be set-up during September/October 2005.

4. Project Deliverables

4.1. The Council's ICT strategy is not to replace systems in order to add web functionality. Instead, when new systems are procured it is ensured that they have web functionality either built in or available as additional modules. After the main implementation of a system, the web functions are then subsequently deployed if required.

4.2. There are now some systems that are now ready for web deployment using existing or additional modules. These systems do not require a tendering process as the main systems have already been implemented,-

- Housing – on-line housing repairs and housing allocations
- Revenues – e-Billing
- Roads – logging of faults e.g. street lighting and pot holes

4.3. The project is now in a position to start implementing these modules this requires a decision by Members to allow officers to proceed.

4.4. Housing – Orchard system:

4.4.1. This would allow customers of Housing Services to access information on the housing management system, Orchard. They will be able to report online, faults for housing repairs, and access personal information held on the system. This would give citizens another channel to be able to transact with Housing Services which is in line with the Customer First strategy.

4.4.2. This is a purchase and implementation exercise to extend the existing system's service capability and as such there is no benefit in progressing a full tender exercise, as we are not replacing the current system. Housing Services are completely satisfied with the current performance of the Housing Management System from Orchard in its ability to perform the currently implemented modules of allocations and housing repairs functions.

4.4.3. The proposed cost for this upgrade is around £63,000. This is above the 5 times de minimis figure for Standing Orders and as such requires appropriate Committee approval to proceed. As there is only a single supplier for web modules for the existing housing system it is intended to enter into negotiations with that supplier for the system in accordance with Standing Order H13.(b)

4.5. Revenues – e-Billing, e-forms

- 4.5.1. There is a module available in the current revenues system to allow customers to receive electronic bills of Council Tax, via email attachment. This service is referred to as e-Billing. The proposed cost to implement these modules of the current revenues system is £25,000 for e-billing and £30,000 for e-forms. The ability to receive both council tax and non-domestic rate notices via electronic means is to become a legislative requirement.
- 4.5.2. As there is only a single supplier for web modules for the existing Revenues system it is intended to enter into negotiations with that supplier for the system subject to appropriate Committee approval in accordance with Standing Order H13.(b)

4.6. Roads – Fault reporting

- 4.6.1. Modules are available for the Pavement Management System, (PMS) that is used in the Roads service to manage the roads network to allow online fault reporting. This would enable citizens to log faults about the roads network e.g. street lights and potholes. The system can be extended to log faults for waste uplifts and a general fault reporting system for the Council, if it so wishes to do so. This has been implemented in other local authorities e.g. Falkirk, that use the system supplied by WDM.
- 4.6.2. The proposed cost of this is £39,000. As there is only a single supplier for web modules for the existing PMS system it is intended to enter into negotiations with that supplier for the system, again subject to appropriate Committee approval in accordance with Standing Order H13.(b)

4.7. Deliverables that require a tender exercise are:

- Online form software to allow grant application
- Integrated Website
- User Account authentication
- My Council
- Cashless Catering for Schools

4.8. Online Community Development Grants Application

- 4.8.1. There is a requirement to be able to apply online for Community Development Grants using online form technology. It is intended that the software that would allow this to be implemented should also be suitable to allow both corporate and departmental and external and internal forms to be implemented using Internet technology on the council Intra/Internets. This deliverable would be subject to a tender exercise. The proposed cost for this deliverable is £25,000. This is currently scheduled for completion this financial year.

- 4.9. The remaining deliverables will be implemented after April 2006 and will be reported to Council in due course.

5. Policy and Delegated Authority

5.1. Council's Standing Orders Relating to Tenders and Contracts apply in particular:

H13.(a) Where the appropriate Director considers that tenders should be obtained for a series of projects or in two stages for any proposed works, he shall first obtain the approval of the appropriate Committee to that course both in respect of the execution of the works and the tendering procedure.

(b) Where the appropriate Director considers that a tender should be negotiated with one person, he shall, before entering into negotiations, obtain the approval of the appropriate Committee both in respect of the negotiation and of the person with whom the tender is to be negotiated.

5.2. Deliverables requiring an Invitation to Tender process will have contracts awarded on a most economically advantageous basis.

5.3. All matters connected with corporate policy and matters connected with broad service policy stand referred to the full Council (min. ref. 70/03).

5.4. A follow up report was required to be presented to the full Council if the bid was successful (min. ref. 81/04)

6. Financial Implications

6.1. As detailed in paragraph 2.6 above, existing projects encompassed by the Customer First agenda are already committed on the Council's capital programme (Internet and Citizen's Account projects).

6.2. The Scottish Executive is providing the additional funding for Customer First. This essentially allows us to accelerate the deployment of e-government systems in accordance with existing Council ICT strategy.

6.3. The Cashless Catering for schools is being 100% funded under the Scottish Executive "Hungry for Success" initiative.

7. Links to Corporate Priorities

7.1. The Customer First project links to the following corporate priorities: -

7.1.1. Equal Opportunities (Corporate Priority No. 7). This project provides additional channels for people to access Council services taking into account the different needs of the population. The project will increase the choices that people have for accessing services.

7.1.2. Social Justice (Corporate Priority No. 8). This project helps ensure individuals and communities are able to fully participate in activity if they wish to do so by improving access to information and on-line services.

7.1.3. Excellence, including Best Value (Corporate Priority No. 19). The development of e-government is an expectation within the Best Value regime as it strives to set standards and continuously improve and deliver

Best Value services. The services identified within the Customer First project have been selected on the basis that they have been successfully implemented in other UK Local Authorities.

- 7.1.4. Links with existing services / organisations (Corporate Priority No. 20). The national and local data standards to be implemented under the Customer First project are an essential building block to streamline the flow of information, where appropriate, between Council Services and other organisations and avoid unnecessary duplication of data for example, NHS Shetland). By improving access to reliable information it will streamline the planning and delivery of services, removing wasteful overlap and improving efficiency and effectiveness.

8. Conclusions

- 8.1. The proposed customer first deliverables will give citizens of Shetland an increase in choice in how they can access and interact with the services that the Council provides. This is inline with the Customer First strategy.
- 8.2. The deliverables will provide the building blocks for creating increased integration between public services in the future.

9. Recommendations

I recommend that the Council:-

- 9.1. Approves the following projects to proceed and delegates authority to the ICT Management Board, to enter into negotiations with the suppliers outlined below in accordance with Standing Order H13. (b)
- 9.1.1. Purchase and implementation of web modules for the Housing Management System with Orchard Information Systems
- 9.1.2. Purchase and implementation of e-Billing and eForms modules for the Revenues System with IBS Public Services Ltd
- 9.1.3. Purchase and implementation of the fault reporting modules of the Roads Pavement Management System with WDM Limited.
- 9.2. Approves the following project to proceed to tender in accordance with Standing Orders with delegated authority to the ICT Management Board; with further roll-out to more schools using the same supplier subject to completion of a successful pilot phase, using a multi-staged or phased approach in accordance with Standing Order H13. (a)
- 9.2.1. Purchase and implementation of a system to implement a cashless catering in Shetland's schools using smartcard technology.
- 9.3. Approves the following projects to proceed to tender in accordance with Standing Orders with delegated authority to the ICT Management Board to award a contract subject to a successful Tenderer being identified:

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9.3.1. Purchase and implementation of a system to implement online forms.

9.3.2. Purchase and implementation of a smartcard management system.

Date: 5 September 2005

Our ref: SM/DH

Report No: CE-30-F



**Shetland
Islands Council**

Information Communications & Technology

Project Initiation Document (PID) Major Project

**“Customer First”
(Modernising Government Fund 3)**

Version 0.4

1. Project Initiation Document Sign-off Form

**Project Initiation Document
Minor ICT Project

Project Authorisation Sign Off**

We accept this Project Initiation Document as superseding all previous documents and authorise the project to go ahead.

Project Board	Name	Approved Date
Senior Executive	George Smith	
Senior Technical	Stuart Moncrieff	
Senior Business	John Smith	

2. Project Brief

<p>Background:</p>	<p>Following on from MGF levels 1,2 and 3, the Scottish Executive have renamed the scheme to Customer First.</p> <p>The focus is now on putting the citizen at the centre of the information cycle and giving them the choice of how they access this information through multi-channel delivery methods e.g., phone, face to face or online.</p> <p>Key to this is implementing a number of core e-government initiatives.</p> <p>The initiatives are:</p> <ul style="list-style-type: none"> • Citizen Account • Smartcards • Common Address Gazetteer • Corporate Customer Relationship Management (CRM) • National Infrastructure <ul style="list-style-type: none"> ○ Trusted network ○ Common authentication layer ○ Share Data ○ Public Access Portal (A-Z services) • Training for Staff <p>Some of these are to be implemented led by a national consortium.</p> <p>National Projects</p> <ul style="list-style-type: none"> • National Infrastructure – Citizen's Account: Authentication and change of status (change of address and death notification) • National Infrastructure – A – Z of Services and Knowledge Management • CRM - National SVQ Training Programme for Customer Services Staff • National Infrastructure – Development work on the national Citizen's Account and national address gazetteer • Programme Management Costs <p>The Council applied for MGF 3 and has been awarded £365,075 of which £265,750 is for use for years 2004/05 and 2005/06 for local initiative which meet the "Customer First" objectives, with the remainder for national initiatives.</p> <p>Of the £265,750, £115,000 is for the year 2004/05 which needs to be committed by March 31st. The remainder £150,750 is for the year 2005/06.</p> <p>£36,000 still available from MGF2 (DNA) which is to be carried forward and amalgamated with the figures above.</p> <p>£15,000 on National concessionary fare scheme</p> <p>There is also £45,000 GIS/Citizen Account 2004/05 to be carried forward</p>
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	<p>2005/06 GIS Citizen Account £80,000</p> <p>2005/06 Internet Project. £80,000</p> <p>The purpose of this document is to initiate a Shetland Islands Council project which outlines a consistent approach to implementing "Customer First" in Shetland and which ensures all initiatives are co-ordinated towards these common goals; regardless of funding method.</p>
Scope	<p>Although Shetland Island Council has confirmed its intention to fully participate in all the national Customer First initiatives, this section concentrates on the scope of the local Shetland initiatives to meet Customer First objectives</p> <p><u>Within Scope</u></p> <ul style="list-style-type: none"> • Integrated website • Citizen ID and authenticated sign-on • Common Address Gazetteer (CAG) • Integration with National Address Gazetteer • On-line Services (e.g. Housing repairs, street lighting, council tax) • "MyCouncil" personalisation of website • On-line Change of address • On-line Change of residence • On-line Application Forms (Grant Aid) • On-line Complaints • Transaction history • Smartcards <ul style="list-style-type: none"> ○ Entitlement cards ○ Consolidation of Smartcards where appropriate • <p><u>Outwith Scope</u></p> <ul style="list-style-type: none"> • E-care is not included in the scope of Customer First; e-care is now included within the overall "Efficient Government" initiative. • Although the local initiatives are essential building blocks toward them, they do not include the following in the first phase:- <ul style="list-style-type: none"> ○ A full customer relationship management system ○ Death notification ○ Integration of 3rd party systems with Citizen authentication ○ Other Shetland public sector services
Business Case	<i>Progress to Date</i>

Over the past 18 months, Shetland Islands Council has seen a number of significant developments with the Council's website through the Internet project. These include:-

- A complete rebuild of the Council's website (www.shetland.gov.uk)
- Access to on-line Council minutes, agendas and reports through dynamic links to the Councils Committee Management system.
- On-line community directory
- On-line library catalogue
- On-line museum photo archive of 60,000+ images
- E-planning system
- Roads weather stations.
- On-line Payments
- Update of publishing and content management procedures

Concept

The fundamental concept behind the SIC Customer First programme is that members of the public can access Council Services on-line from the comfort of their own home; or indeed from any number of public access terminals (e.g. Library Learning Centre, Community Schools etc). This is fine if the customer has adequate ICT skills. If not then the idea is that staff in such areas could assist them with accessing these Council Services by helping them use the web-enabled systems. Although not included in the first stage, this could ultimately mean that a member of the public could access any Council Service with assistance from a member of staff from within any Office. The staff themselves would be using the same systems.

Additional E-Services

The Council's policy is not to replace systems in order to add web functionality. Instead, when we procure new systems, we ensure they have web functionality and after the main implementation will seek implement the web modules. Three systems are now ripe for web deployment:-

- Housing – on-line housing repairs and housing allocations
- Roads – street lighting faults and pot holes
- Revenues – Council Tax bills

It should be noted that the Roads system can also be extended to deal with requests for other Council Services.

Citizen Account Authentication

One observation has been that in order to access all these services on-line, you need a number of different usernames and passwords:-

- For access to exempt minutes and reports (specific users entitled to view exempt minutes)
- To book books from the library and access/amend personal details (all users)
- Update the community directory (specific users with edit rights)
- Photo-archive (users must register to purchase images on-line)

The Housing, Roads and Revenues systems will all need on-line user authentication.

The Council's Young Scot card scheme issued cards to all 12-18 year olds. These amalgamated the user ids for the library system and the Dialogue Youth website.

However, this is the exception. At a fairly early stage of giving access to Council Services on-line, we are seeing a cumbersome proliferation of user id's and passwords to different systems.

One of the first objectives of the "Customer First" programme will be to take a step in the right direction by setting up on-line user account authentication. Although not giving access to 3rd party systems in the first stage, this will be an essential component of developing this capability with 3rd parties in the future.

What is intended for the initial stage is for people to be able to access a personalised MyCouncil portion of the Council website. This would allow users to sign up for on-line newsletters, SIGs, to be party to consultations on subjects of interest, access to on-line discussion

	<p>boards. Users would also be able to complete on-line forms (including complaints), and change their address.</p> <p>The user ID would be intended to comply with emerging standards on Citizen's Ids for entitlement card purposes and would therefore be a very important building block towards this.</p> <p><i>Corporate Address Gazetteer / Definitive National Addresses</i></p> <p>The Council already has a Shetland-wide address gazetteer in use in its planning department. This has been used to populate other systems' address gazetteers (e.g. Social Work, Council Tax, Rents, Benefits, Library) although there has been little attempt to ensure that these address gazetteers remain synchronised.</p> <p>The address gazetteer may require some rework to ensure that it complies with requirements for a national address gazetteer. But this will then be an essential component of the user/ citizens accounts.</p> <p><i>Change of Address</i></p> <p>The idea for the first stage is that users can notify the Council that they are moving house within Shetland by ticking a list of services. The system will simply automatically email a contact mailbox for each of those services (e.g. Social Work, Council Tax, Rents, Benefits, Library) who will then change the address on the respective systems. By ensuring the user is properly authenticated and the CAG is used, this would help to keep the disparate systems address gazetteers synchronised and would be a major benefit to customers, as they would not need to notify individual services separately.</p> <p>As previously indicated, the intention would be that all staff would use the same mechanism for notifying change of address regardless of the method of notification (and provided this complies with Data protection etc)</p>
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	<p><u>Grant Applications</u></p> <p>To provide a facility for customers to apply for the various community development grants using online form technology. To be integrated with the grant application database which is used to monitor and control the applications. Use of this technology should be scalable to other council service forms, e.g. Council tax application forms. Initially information will be processed by message services e.g. email, ultimately the technology should delivery integrated services with the back office.</p> <p><u>Ferry Booking</u></p> <p>Provision of the ability to book passage on local inter-island Council ferry services for vehicles and passengers. This again will use online form technology and should integrate with the existing booking systems. Online Tickets and payment not included at this stage.</p>
Constraints:	<p>List any constraints on the project (e.g. Budget, timescales, objectives).</p> <ul style="list-style-type: none"> • Need to ensure that Customer First fits in with overall Efficient Government requirement (John Smith, Head of Organisational Development) is leading up both projects. • The details of the national initiatives are not yet available. • National standard for citizens account formats are not yet available.
Customers:	<p>List the customers of the project:-</p> <ul style="list-style-type: none"> • Council customers (Citizens) • Council Staff

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Deliverables:	Deliverable	Estimated Cost
	Project Management Costs (2 years)	£60,000
	Integrated Website	£80,000
	User Account authentication	£50,000
	MyCouncil	£50,000
	Housing	£63,000
	Revenues – E-Billing	£25,000
	Revenues – E-forms	£30,000
	Entitlement Card (Year 1)	£20,000
	Entitlement Card (Year 2)	£30,000
	Roads	£39,000
	Grant Application	£25,000
	Ferry Booking	£30,000
	Rework CAG	£36,000
	TOTAL	£538,000
Risk Analysis:	<p>List the risks associated with this project (the things which could cause the project to fail)</p> <ul style="list-style-type: none"> • Tight timescales • Suppliers possibly not ready to commit to implementation due to other commitments. • Current Project Manager has other commitments • Multiple deliverables – need to run each as mini-project under prince 2 management • Change of corporate mind-set from delivery of departmental service to customer service and satisfaction. • Undefined Standards from Scottish Executive. 	
Assumption	<p>List any assumptions made (e.g. resources will be made available, technology will work etc): -</p> <ul style="list-style-type: none"> • Project Team members for each individual deliverable will be made available as and when required. • Departments/Service Areas will support Customer First Strategy. • Departments/Service Areas will work together 	
Resourcing:	<p>Estimate resources that will be required to successfully implement the entire project.</p> <ul style="list-style-type: none"> • 1 Full Time Project Manager 	

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	<ul style="list-style-type: none">• Individual Project Teams members as and when needed to implement deliverables.
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Budget:	Detail Budget Sources			
	Customer First Award	2004/05	2005/06	Total
		£115,000.00	£150,750.00	£265,750.00
	Local	0	0	0
	National			£99,325.00
				£365,075.00
	TOTAL			0
	National Concessionary Fare Scheme	£15,000.00	£12,000.00	£27,000.00
	Remainder Customer First for local initiatives	£100,000.00	£138,750.00	£238,750.00
		0	0	0
	Plus Other Budgets			
	MGF2 -DNA Budget	£35,697.51		£35,697.51
	SIC – Citizens Account Budget	£45,243.76	£80,000.00	£125,243.76
	SIC - Internet Project	£-	£80,000.00	£80,000.00
		£180,941.27	£298,750.00	£479,691.27
<p>The 2004/5 budget is to be carried forward into 2005/6. It is anticipated that there will be a carry forward into 2006/7, as the project will take 2 years to implement.</p>				

4. Organisation and Reporting Structure

ROLES		NAMES OF STAFF
Project Board	Senior Executive	George Smith
	Senior Technical	Stuart Moncrieff
	Senior Business	John Smith
Project Manager		Michael Coutts
Project Team	Business Assurance	To be decided.
	User Assurance	
	Technical Assurance	
	Other Implementation Team Members	

Reporting:	<p>The Project Manager will have responsibility for day to day running of the project and ensuring that all aspects of the projects are carried out to plan. The project manager will report to the existing Internet Project Board.</p> <p>The Internet Project Board will have overall responsibility of the project.</p>
Limits of Authority:	The Internet Project Board must approve any changes to the scope of this project.

5. Products

Management Statement

Explain how success of the project will be managed:-

Management Products	Planned (Y/N)	If not planned, please state reason
Signed off PID	Y	
Operations Handover documents	Y	
Post Implementation Review	Y	

Quality Statement

Explain how success of the project will be ensured:-

Quality Products	Planned (Y/N)	If not planned, please state reason
Proposed Solution	Y	
ICT Briefing Session	Y	

Technical Products

Technical products have been listed in the Deliverables section.

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7. Timescales and Resource Plans

Please complete all tasks and identify all stage end milestones.

Deliverable	Estimate Target Start Date	Estimate Target End Date
Project Manager (2 years)	Advertise April 2005	In Post June/July 2005
Integrated Website	June/July 2005	June 2007
User Account authentication	June/July 2005	June 2007
MyCouncil	June/July 2005	December 2006
Housing	June/July 2005	December 2005
Revenues	June/July 2005	December 2005
Entitlement Card standards	June/July 2005	December 2006
Roads	June/July 2005	December 2005
Grant Application	June/July 2005	June 2006
Ferry Booking	June/July 2005	June 2006
Rework CAG	March 2005	March 2006



REPORT

To: Shetland Islands Council

14 September 2005

From: ICT Unit Manager

Report No: CE-31-F

Update Report on the rollout of ADSL broadband in Shetland

1 Introduction

1.1 ADSL (Asynchronous Digital Subscriber Line) is the main consumer service allowing households and businesses access to always-on broadband Internet connection at far faster speeds than existing modem access.

1.2 BT is currently in the process of enabling exchanges throughout Shetland.

1.3 There have been many enquiries about the current status of this rollout and it is the purpose of this report to inform Council about the current status. (as supplied by BT week beginning 29th August 2005).

2 Background

2.1 Lerwick, Hamnavoe and Fair Isle have had ADSL since 2004. Lerwick and Hamnavoe have full ADSL, whilst Fair Isle has "Exchange Activate".

2.2 A combination of BT's own roll-out plans and the Scottish Executive SSI (Supply Side Intervention) project means that all exchanges in Shetland are scheduled to be ADSL enabled in 2005.

2.3 In order for customers to access ADSL in any exchange area:-

2.3.1 BT Wholesale must first enable the exchange; and

2.3.2 The customer must contact an ISP (Internet Service Provider), which provides an ADSL service from that exchange.

2.4 It should be noted that, for various commercial reasons, not all ISPs choose to offer ADSL from all exchange areas.

2.5 There are also line quality and distance-from-the-exchange issues, which mean that not all ADSL packages (available from ISPs that do provide services) will be available to all customers.

3 Current Status of ADSL Rollout in Shetland

3.1 The table below shows, for each exchange, the type of ADSL being offered, the activation date and the current status reported by BT. In summary, all exchanges that were scheduled to be done by this time, have been done. All exchanges that are still to be done are "on schedule".

BT Exchange	Type of ADSL	Due	Status
BALTASOUND	Full ADSL	27-Jul-05	Done
BIXTER	Full ADSL	27-Jul-05	Done
BRAE	Full ADSL	27-Jul-05	Done
CUNNINGSBURGH	Full ADSL	27-Jul-05	Done
GOTT	Full ADSL	27-Jul-05	Done
SANDWICK	Full ADSL	27-Jul-05	Done
SCALLOWAY	Full ADSL	27-Jul-05	Done
SULLOM	Full ADSL	27-Jul-05	Done
SUMBURGH	Full ADSL	27-Jul-05	Done
SYMBISTER	Full ADSL	27-Jul-05	Done
BIGTON	Full ADSL	10-Aug-05	Done
FETLAR	Exchange Activate	10-Aug-05	Done
NORTH ROE	Exchange Activate	10-Aug-05	Done
SANDNESS	Full ADSL	10-Aug-05	Done
WALLS	Full ADSL	10-Aug-05	Done
WEST SANDWICK	Exchange Activate	10-Aug-05	Done
BURRAVOE	Exchange Activate	24-Aug-05	Done
OUT SKERRIES	Exchange Activate	24-Aug-05	Done
GUTCHER	Exchange Activate	7-Nov-05	on schedule
HILLSWICK	Full ADSL	7-Nov-05	on schedule
OLLABERRY	Full ADSL	7-Nov-05	on schedule
SKELLISTER	Full ADSL	7-Nov-05	on schedule
UYEASOUND	Exchange Activate	7-Nov-05	on schedule
VIDLIN	Exchange Activate	7-Nov-05	on schedule
VOE	Full ADSL	7-Nov-05	on schedule
WEISDALE	Full ADSL	7-Nov-05	on schedule
BRESSAY	Full ADSL	31-Dec-05	on schedule
FOULA	Exchange Activate	31-Dec-05	on schedule
MID YELL	Full ADSL	31-Dec-05	on schedule
PAPA STOUR	Exchange Activate	31-Dec-05	on schedule
REAWICK	Full ADSL	31-Dec-05	on schedule

4 Type of ADSL and Uptake

4.1 There are 2 types of ADSL being introduced throughout Shetland; Exchange activate and “full ADSL”.

4.1.1 “Exchange Activate” is a basic ADSL service, which is being supplied under the SSI initiative. It is limited to 512Kbps on download, 256Kbps on upload and a maximum of 30 users in total. It is understood that the reason full ADSL was not offered to smaller exchanges throughout Scotland was due to funding constraints within the SSI project.

4.1.2 “Full ADSL” can offer up to 2Mbps download speeds and there are a large number of different services offered by different ISPs. However there are technical limits, which constrain what services can be offered. This is due to the quality of the signal propagating down the line. Typically, if there is a line loss of less than 45dB then 2Mbps is

technically possible. If it is less than 60dB then 1Mbps is possible. If the line loss is greater than 60dB then a 512Kps is all that is technically possible.

4.1.3 If the line loss is very high then it is possible that ADSL cannot be provided to the customer.

4.1.4 The rule-of-thumb that is generally quoted is that if the customer is within 8km of the exchanges then ADSL can be provided.

4.1.5 Notwithstanding the 8km rule of thumb, people should not assume that they cannot get a service. BT have stated that they will make all reasonable endeavours to minimise line-loss to all households /premises. For example, much of the line loss may be due to wiring within the building and there are ways to bypass this.

4.2 The uptake of ADSL throughout Shetland is reportedly “very high”; up to 30% in some areas. The average for exchanges enabled this summer is already 15%.

4.3 However there are some exchanges which have a relatively low uptake as yet. There is also reportedly some confusion among people about whether the exchange has really been activated. It is thought that the reason for this confusion is that, typically, people are contacting their existing ISP and asking to be upgraded to ADSL. The answer may be, “Sorry we can’t offer ADSL in your area”. This does not mean that ADSL is not available at all, it means that the particular ISP does not offer ADSL. Typically, they don’t give out information about which of their competitor ISPs do provide that service.

5 Policy and Delegated Authority

5.1 There are no policy or delegated authority issues.

6 Financial Implications

6.1 There are no financial implications.

7 Links to Corporate Priorities

7.1 The rollout of ADSL links to the following corporate priorities: -

7.1.1 External Communication (Corporate Priority No. 3). The rollout of ADSL broadband helps to ensure Shetland has access to broadband links.

7.1.2 Social Justice (Corporate Priority No. 8). The increased availability of broadband helps ensure individuals and communities are able to fully participate in activity if they wish to do so by improving access to information and on-line services.

8 Conclusion

8.1 The schedule for the rollout of ADSL throughout Shetland is, according to BT, being maintained.

8.2 It is suggested that the confusion being reported about whether ADSL is actually available or not is due to misunderstanding about the way the marketplace works and the role that ISPs play, or don’t play, within it.

9 Recommendations

I recommend that the Shetland Islands Council note the content of this update report.

Our Ref: SM/DH

Report No: CE-31-F

Date: 5 September 2005



REPORT

To: Shetland Islands Council

14 September 2005

From: Head of Planning
Infrastructure Services Department

THE JOHNSMAS FOY

1 Introduction

- 1.1 This report reviews the Johnsmas Foy 2005 and also takes account of the lessons learned from the Shetland Showcase, Flavour of Shetland and other events related to the Natwest Island Games. The report proposes that the Council should support the Johnsmas Foy on an annual basis and, in partnership with other agencies, should allocate appropriate resources in order to enable it to be properly organised and promoted.
- 1.2 I would wish to acknowledge the valuable work undertaken by members of the Johnsmas Foy Steering Group in developing these proposals. I also want to express thanks to those who have put forward, on a more informal basis, various suggestions incorporated into this report.

2. Link to Council Priorities

- 2.1 I believe that the proposals outlined below may be expected to contribute significantly to the following Council priorities as set out in the Corporate Plan, in ways which I hope will be apparent from the report.
 - Marketing Shetland
 - Skills development
 - Economic diversification
 - Strengthening rural communities
 - Active citizenship
 - Achieving potential
 - Our cultural identity
 - Excellence

Depending on the way in which the Johnsmas Foy develops, it has the potential to contribute to other priorities, including in particular those associated with the aim of 'looking after where we live'.

3 Background

3.1 Members will recall that my report to the Council meeting on 30 March 2005 proposed the idea of a festival to be held annually in June and to be called The Johnsmas Foy. The rationale for such an event is that:

- Midsummer in Shetland is a very special time, with both local people and visitors enjoying the 'simmer dim' which of course provides more light and more scope for leisure activities than is available at any other location in the UK.
- There have been various midsummer events and carnivals in the past, but – much appreciated though they have been - these have been of a somewhat sporadic nature, with limited co-ordination and continuity.
- Johnsmas has very strong historic associations with both the annual Dutch herring season and the Haaf fishing, which of course are at the core of Shetland's heritage.
- Today, Shetland's culture and economy remains closely linked to the sea and it seems entirely appropriate that that connection should be properly recognized and celebrated.
- A midsummer festival on such a strong historical and contemporary theme could strongly reinforce efforts to sustain Shetland's society and economy. It could do so in a number of ways, but especially through:
 - The preservation of tradition and the development of pride in our heritage, our contemporary values and the things that make Shetland more special and more unique than we sometimes acknowledge.
 - The enhancement of our confidence and reputation in all the aspects in which we excel, or might hope to do so, both within the community and in the eyes of those furth of Shetland.
 - The raising of the standards of service and the quality and range of our products.
- There is already a major maritime event at midsummer, namely the Bergen-Shetland Races, and other significant events also tend to occur at that time, for example the North Sea Triangle Race in June 2005 and the Round Britain and Ireland Race in 2006

3.2 My original report therefore argued that there was a very strong case for promoting a substantial annual event that would:

- Continue the tradition of a midsummer event.
- Continue to stimulate activity, not just in Lerwick but right across Shetland.
- Offer a showcase for Shetland, its culture and its produce.
- Contribute to economic development, both directly through an expansion of tourist activity and indirectly through supporting many other forms of enterprise through development of well-regarded products and service (the crux of any brand) and through building community confidence.

The organisation of such an event was in many ways a natural development of work undertaken by the Planning Service and other agencies in organising events in Lerwick as part of efforts to regenerate the town centre. However, the Johnsmas Foy was seen from the outset as a Shetland-wide event. At the same time, it was clear that the organisational load must be spread more widely, for the Planning Service was challenged by an expanding workload and increasing expectations.

3.3 I continue to believe that the event should have a consistent theme in order to create a focus, assist public understanding and provide cues for the branding of the event. At the same time, the theme needs to be capable of being interpreted with sufficient flexibility to encompass all the things that make Shetland special. The obvious source of inspiration is the sea and the maritime heritage that flows from it.

3.4 Any event of this kind is likely to develop over a number of years until it reaches a mature state, but even then it should still be constantly refreshed by new ideas. In the original report, I said that:

For 2006, a strategy for the festival would be developed in more detail. More detailed aims, standards and measures of success would be established. The festival would be actively promoted to local businesses and the voluntary sector. A proper, coherent programme would be prepared. To do this properly, it would be necessary to have someone undertake the necessary work, probably on a part-time but paid basis.

I believe that is the stage we have now reached. I have included – for inspiration and in only slightly amended form - the list of possible elements that might be included in future Johnsmas Foy as Appendix 3.

3.5 The Johnsmas Foy Steering Group met in the run-up to the event and has met twice since. On 27 July 2005 it formally appointed Councillor Eddie Knight as Chair and Andy Steven, Director of Tourism, VisitShetland, as Vice-Chair. A list of the Steering Group partners forms Appendix 1. It is proposed that attendance at the Steering

Group and at any other meetings associated with the Johnsmas Foy be treated as an approved duty for Council purposes.

4. The Johnsmas Foy and other events in Summer 2005

4.1 The first Johnsmas Foy was held between Saturday 11 and Sunday 26 June 2005. A programme (attached as Appendix 2) was prepared based on events that were already planned for that period, highlights being the Bergen-Shetland Races and the North Sea Triangle event. The event on the pier which has in the past been coordinated by the Planning Service was retitled as the 'Midsummer Spree' and its organisation was contracted out by VisitShetland to a local events organiser, Mr. Tony Peaker, who also subsequently prepared a detailed evaluation of the Spree. Contributions to the cost of the Spree were made by VisitShetland and others, but the Planning Service provided most of the funding given that it had supported the event both in cash and in kind in the past, and that this year there was a saving in staff involvement. A simple website (www.thejohnsmasfoy.com) was developed and Shetland Islands Tourism hosted it on its server.

4.2 Promotion of the event was restricted to the website and some advertising in the Shetland Times and on SIBC, together with posters and flyers. However, it is also fair to say that the event was very much a 'trial run'. In particular, there had been no selection of events, nor had any new events been specially developed. Accordingly, it was probably best to contain the level of promotion within appropriate limits. The Steering Group was also very conscious that the focus of most people's energy and attention in Shetland this summer was the Natwest Island Games. There were some comments from members of the public that the Johnsmas Foy seemed quite low-profile, but in all the circumstances that was probably both inevitable and, in the context of summer 2005, reasonable.

4.3 Nevertheless, it seems clear that the notion of a 'festival of the sea', has been very well received in the local media and by the public. The Midsummer Spree on Victoria Pier was very well patronised and there were typically around 400 people on the pier at any one time. I am in no doubt that a sound basis exists for the development of the Johnsmas Foy in years to come and that it could play a significant part not only in tourism but also in wider economic and social development. Indeed, I believe it is a development opportunity that we cannot afford to ignore.

4.4 As noted above, the Island Games dominated the early summer and a several linked events were organised, partly to provide a diversity of entertainment and partly to demonstrate the range and quality of Shetland's products. The music festival ('The Edge') was very successful in attracting audiences, with upwards of 1,000 people attending each night, and the showcase event on Victoria Pier was also hugely appreciated by both visitors and local people, offering as it did a wide range of local food and crafts as well as entertainment. The

Johnsma Foy Steering Group has reviewed these events as well as the Johnsma Foy and believes that similar elements should be included in future Johnsma Foy, though the scale and duration of such events will obviously need further consideration.

4.5 The Steering Group has identified a number of issues that will need to be addressed in organising an annual event. These include (in no particular order):

- The selection of events for inclusion in the programme versus the creation of an 'umbrella' over all planned events
- Insurance and risk management
- The deliberate stimulation of particular events such as a classic boat show, a rowing regatta or a food festival
- The geographical spread of events both across Shetland and within Lerwick
- The need for secure and adequate funding
- The need for professional organisation

4.6 As has previously been pointed out, the Johnsma Foy fits very well with the Shetland Cultural Strategy. For example, Aim 3.2 aims to 'exploit the potential of cultural activity to contribute to the economic regeneration of Shetland and promote widespread usage of and participation in these activities'. This section of the Strategy refers to the need to 'support environmental, economic and social regeneration led by cultural and creative enterprises' (3.2.1); 'encourage the Shetland population and visitors to the islands to value and participate in the diverse range of cultural facilities throughout the islands' (3.2.2); and 'place cultural factors at the heart of the marketing and promotion of Shetland' (3.2.3).

5 The Proposal

- 5.1 The Johnsma Foy Steering Group has no hesitation in recommending that the Johnsma Foy be held again in 2006. However, they are equally certain that if the event is to realise its full potential, its organisation and funding will need to be put on a sound footing.
- 5.2 It is proposed that the Johnsma Foy 2006 should begin on Friday 16 June 2006 and end on Monday 26 June 2006. This will encompass the Bergen-Shetland Races (22-25 June) and the Round Britain and Ireland Race (arrivals from about 20 June).
- 5.3 It is further proposed that the development and management of the event be delegated to the Steering Group, on the understanding that they (or one or more of the partner organisations involved) will employ appropriate staff or contractors in order to carry out all the necessary organisational work.
- 5.4 It is clear that the organisational work requires some part-time input throughout the year (beginning as soon as possible), with full-time commitment required in the three months before the event. The part-time input is estimated at 10 hours per week for 39 weeks and the full-time at 40 hours per week for 13 weeks, a total of 910 hours. These hours would not

necessarily be worked by a single individual, indeed there might be advantages in a job-sharing arrangement. The cost of this time, including overheads, might be in the region of £15,000.

- 5.5 Apart from organisational time, there will be other costs associated with the event. I believe it would be beneficial to consider the scope of events as falling into two distinct categories. The first category would be the community-based element, which would focus on a wide range of community events and activities. Such ideas as a classic boat festival, a science and technology show, a film festival or concerts and dances throughout Shetland would fall into that category. The very popular Midsummer Spree on Victoria Pier in Lerwick, which is partly aimed at the many visiting yachts people, would also be considered in this way.
- 5.6 I think the whole Johnsmas Foy has a vital part to play in the marketing and promotion of Shetland, but there is arguably a second category of event, which is more explicitly connected with our economic and commercial priorities. The showcase event held on Victoria Pier during the Island Games is the best recent example. It provided a platform for the promotion of Shetland food, knitwear and craftwork. However, there are many other ways in which the promotion of these things could be strengthened during the festival.
- 5.7 As an example of what might be done, let me refer back to the food festival mentioned in my original proposal. I believe food has a central role to play in the Johnsmas Foy, and of course it would play a part in the community-led side of the Foy. However, a food festival might best be commercially led. It would be Shetland-wide and elements might include:
- The strong promotion of fresh Shetland produce and traditional dishes on hotel, restaurant and café menus
 - Food tastings in appropriate locations, including supermarkets and local shops
 - The appointment of a Chef-in-Residence, a recognised chef who would cook in one or more local establishments during the Foy but who might also be contracted to spend longer in Shetland in order to offer advice and critical appraisal to existing food outlets, local food processors and food producers
 - A Shetland food hub, possibly on Victoria Pier, that would display, serve and sell all that was best about Shetland food and drink
 - A pre-festival training programme for service providers aimed at raising the standard of service in as many as possible of our food outlets

It is not too difficult to see how these approaches might be relevant to other sectors, for example crafts or knitwear, though I would not advocate launching more than the food strand in 2006.

- 5.8 It follows from the foregoing that we should perhaps separate the funding of the Johnsmas Foy into two distinct streams, though the co-ordinator would be responsible for ensuring that from the public's perspective the experience

was seamless. The first is the community-based element and I believe that this has a number of components. The budget should allow for:

- The provision of a co-ordinator, probably contracted, as described above
- Core publicity and promotion including advertising, programmes and the website
- The midsummer spree on Victoria Pier
- The provision of a fund to provide grants – effectively ‘seed money’ - to encourage organisations to develop new events appropriate to the Festival. The organisations concerned would bid competitively for these grants, which would be assessed by the Steering Group
- A contingency sum, given that this is a learning process

We have a reasonable idea of most of these costs, but setting an appropriate level for the fund for grant-aiding new events is much more difficult. In the table below, I have suggested a figure of £15,000 for this purpose. However, it has been pointed out that just one significant event such as the recent very successful Fiddle Frenzy can easily cost twice that amount. I think there is a persuasive argument for substantially increasing the grant-aid fund to a more ambitious level in order to ensure that the Johnsmas Foy makes a real impact. This must of course be a matter for Members’ judgement, but it would certainly open up many more opportunities if the grant aid fund was in the region of, say, £40,000. There is no ‘magic figure’ here: the Steering Committee, given a particular level of funding, will need to strike the best balance it can between quality and cost, taking into account the need to promote diverse events across Shetland.

- 5.9 A possible budget – using for the moment a very modest figure for the grant aid element - is set out below:

	£
Co-ordinator	15,000
Publicity	8,000
Midsummer Spree	12,000
Grant aid for new events	15,000
Contingency and Members’ expenses	3,000
	53,000

- 5.10 It is likely that some of the funding can be sought from agencies other than the Council, and possibly from commercial sponsorship. I would tentatively suggest that the Council’s contribution might be set at £40,000 and that a bid in that amount be prepared and submitted for the Reserve Fund for 2006/07. If Members are of the view that a more substantial grant-aid fund should be established, that figure would need to be increased accordingly.

- 5.11 I have not, at this stage, sought to cost the second category of event, that which would be essentially commercial. However, I would hope that an

event such as the food festival would attract significant support from players in the local food and drink sector and might also be sponsored by local development agencies. This part of the Johnsmas Foy proposal clearly needs further development, but I see no reason why worthwhile progress should not be made in 2006.

- 5.12 If the Council is minded to support these proposals, some of the expenditure will fall in this financial year. A balance of approximately £3,000 remains from the sum of £5,000 originally allocated to the 2005 event from the Development, Planning and Community Development Services, and on the basis of the estimates above this would provide for 200 hours of organisational time between now and the end of the financial year. It is therefore proposed that a co-ordinator be appointed as soon as possible, with the aim being to begin work on the event no later than 1 November. This would allow approximately 200 hours of work to be accomplished between then and the end of March. However, 1 April is rather late to begin the full-time phase of the organisational work, and I would propose that the relevant Services or other partners identify sums available within existing budgets that would allow an additional 30 hours per week to be worked from early March.
- 5.13 The proposal fits very well with the Shetland Cultural Strategy. For example, Aim 3.2 aims to 'exploit the potential of cultural activity to contribute to the economic regeneration of Shetland and promote widespread usage of and participation in these activities'. This section of the Strategy refers to the need to 'support environmental, economic and social regeneration led by cultural and creative enterprises' (3.2.1); 'encourage the Shetland population and visitors to the islands to value and participate in the diverse range of cultural facilities throughout the islands' (3.2.2); and 'place cultural factors at the heart of the marketing and promotion of Shetland' (3.2.3).

6 Financial Implications

- 6.1 The financial implications for the present financial year can be contained within existing budgets, as explained in paragraph 5.12 above.
- 6.2 It is estimated that the total annual cost of running the community-based elements of the event would be in the region of £53,000. It is expected that this cost can be shared between a number of partners and that the likely cost to the Council will not exceed £40,000. It is intended that this funding be sought from the Reserve Fund as part of the annual bidding process. Should the amount that Members wish to offer in grant aid be increased beyond the £15,000 included in the foregoing calculations, the bid to the Reserve Fund would need to be increased accordingly.
- 6.3 The Head of Finance has pointed out that this report is seeking new funding from the Reserve Fund. At the Full Council meeting on 10th February 2005, the Council decided to work towards reducing expenditure on the General Fund. It was also recognised in this report, that the proposed Reserve Fund bids for 2005/06 did not address the need to reduce expenditure in the long term, and therefore this should also form part of the proposed service review

by Task forces to identify savings to eliminate the General Fund deficit and reduce Reserve Fund expenditure.

- 6.4 This report requests the Council to break with that current policy, in that approval of these proposals will involve a decision to draw on reserves, as there is no other source of funding available to me.

7 Policy and Delegated Authority

- 7.1 There is no existing policy covering the continuation of this event beyond 2005/06 and a decision accordingly rests with the Council. However, it is proposed that, if the Council is minded to proceed, any further decisions in respect of the Johnsmas Foy be delegated to the Services Committee, advised by the Johnsmas Foy Steering Group.

8 Conclusions

- 8.1 Experience of organising the Johnsmas Foy and other events in 2005 has confirmed that an annual early summer festival, with a maritime theme at its core, has the potential to bring substantial benefit to Shetland. It should be an event that strengthens and builds confidence in the community and in our products and services. It should provide opportunities to promote particular categories of product. It may help to increase visitor numbers away from the busiest part of the tourist season. To the extent that it will assist in raising standards in products and services, it will help to support the work being done in building Shetland's reputation. That, in turn, will support the development of a Shetland brand. Although the event itself is focused on a period of less than two weeks, the benefits are of course year-round. In that context, I believe that it represents a wise investment.
- 8.2 For 2006, it is proposed that the Johnsmas Foy should run from Friday 16 June to Monday 26 June. It will need appropriate organisational support and proposals for the management and funding of the event are contained in this report.

9 Recommendation

- 9.1 I recommend that the Council:
- a) Notes the success of the first Johnsmas Foy in June 2005 and recognizes that useful lessons have been learnt from that event and from events linked to the Island Games.
 - b) Endorses the establishment of the Johnsmas Foy, Shetland's festival of the sea, as an annual event in the Shetland calendar.
 - c) Approves the arrangements for the management and funding of this event set out in proposed in section 5 of this report, noting that there are community and commercial elements to the proposals and that the proposed Council contribution to the community-based element of the Johnsmas Foy be included in the bids to the Reserve Fund for 2006/07, noting that this involves a decision to draw on reserves.

- d) Decides whether or not to increase the amount to be allocated to the grant-aid element of the proposed budget beyond the level proposed (currently £15,000) and increase the proposed Council contribution by a corresponding amount.
- e) Notes that the likely costs for the remainder of 2005/06 can be met from existing resources.
- f) Agrees that the Services Committee should take overall responsibility for the event and that it will be advised by the Johnsmas Foy Steering Group.
- g) Agrees that the attendance of Councillors at meetings in connection with the Johnsmas Foy be treated as an approved duty, the necessary funding being drawn from the budget proposed above.

Report Number : PL-19-05-F

List of Steering Group Partners

Lerwick Port Authority

Shetland Enterprise

VisitShetland

Shetland Islands Council:

Shetland Race Committee

- Convener Sandy Cluness

Lerwick Boating Club

- Councillor Eddie Knight

Shetland Development Trust

- Alastair Hamilton, Head of Planning Service

Shetland Amenity Trust

- George Smith, Head of Community Development Service

Shetland Smokehouse/Shetland Catch

- Douglas Irvine, Head of Business Development

Shetland Arts Trust

Appendix 2

June 10-12 Lerwick Regatta

June 12 Sumburgh - RSPB Sumburgh Head Reserve Open Day

Jazz on Lerwick Boating Club Pier

June 13 Lerwick - Sailing trip on Viking Longship 'Dim Riv'

June 15 Unst - Music and Dance Evening

June 17 Unst - Knitting & Spinning "Have a Go" Sessions

June 18 Noss National Nature Reserve Open Day

Round Whalsay Yacht Race

June 19 Nesting - Shetland Field Studies Group Guided Walk

June 20 Lerwick - Sailing trip on Viking Longship 'Dim Riv'

June 22-24 The North Sea Triangle

June 23-26 The Bergen - Shetland Races

June 24-25 Sandwich Regatta

June 24-26 [Shetland Blues Festival](#)

June 24 Unst - Knitting & Spinning "Have a Go" Sessions

June 25 [Midsummer Spree, Victoria Pier](#)

Unst Farmers Market

June 25 - July 24 Bonhoga Gallery - "Peripheral Vision" Exhibition by Jo
Chesterman

POSSIBLE ELEMENTS IN THE JOHNSMAS FOY FOR FUTURE YEARS

- a food festival that would particularly feature Shetland seafood. All our catering establishments would be encouraged to participate and there would no doubt be barbeques and the like. The festival could provide an opportunity for food producers to test or launch new products. A chef-in-residence might be engaged;
- music events providing a showcase for Shetland musicians in every genre but perhaps incorporating a strong focus on a particular musical genre, such as jazz, blues or classical;
- a maritime heritage festival in which our main new museum and all the local history centres would stage special exhibitions on a maritime theme. Archaeological sites and appropriate historic buildings could also be highlighted;
- a classic boat show
- A wooden boat festival that would be a magnet for enthusiasts from all parts of Europe and beyond
- A commercial boat show that, among other things, would demonstrate the range of boats produced in Shetland;
- A science and technology festival that would feature current developments, particularly those with a marine connection such as wave and tidal energy, navigational and communications technology, fishing technology and the like;
- a gathering of Tall Ships, which would hopefully respond to an invitation to include Shetland's event in their programmes; there could also be a general invitation to boat owners and yachts people to head for Shetland;
- a film festival, with at least some maritime flavour;
- art exhibitions, perhaps including both local material and a touring exhibition from, say, the National Maritime Museum;
- a book festival highlighting writing about the sea and coastal communities
- events celebrating and interpreting Shetland's outstanding natural environment and in particular its coastal environment, including flora, fauna and geology
- a showcase for any community with which Shetland is 'twinned'.



REPORT

To: **Shetland Islands Council**

14 September 2005

From: **Coastal Zone Manager**

REPORT NO: DV031-F

CROWN ESTATE REVIEW WORKING GROUP (CERWG)

1. Introduction

- 1.1 This report was requested by the Marine Development Sub-Committee at its meeting of 30 August 2005 (Min Ref.: 08/05) and summarises the main points of interest from two CERWG meetings and a presentation to the Sub-Committee.

2. Background to CERWG

- 2.1 Highland Council sought the views of key stakeholders on how they would prefer the inshore marine environment to be managed in December 2003. A copy of the response from Shetland Islands Council is attached as Appendix 1 to this report.
- 2.2 One outcome of this consultation was the formation of a Crown Estate Review Working Group (CERWG), comprising representatives from the Highlands and Islands local authorities, Highlands and Islands Enterprise and COSLA, to develop a case for a review of the Crown Estate in Scotland by the Scottish Executive.
- 2.3 Two meetings of the CERWG have been held to-date, one in December 2004 and a second in June 2005. A presentation on progress to-date was given to the Marine Development Sub-Committee on 30 August 2005 to which all Members were invited.

3. Points of Interest

- 3.1 The inaugural meeting of the CERWG set out a number of aims for the Group, namely to develop the case for a review of the Crown Estate in Scotland by the Scottish Executive, develop the scope and parameters for such a review and how it might be carried out, raise awareness of the

proposed review and initiate discussions with the Scottish Executive and Crown Estate to secure a review.

3.2 The remit and work of the CERWG was presented at the meeting of the Highland and Islands Conveners in February of this year and was fully endorsed by this group.

3.3 Some of the main points of interest from the two meetings of the CERWG and the presentation to the Marine Development Sub-Committee are summarised below:

- the Crown Estate is public land and the Crown Estate Commission (CEC) a public body;
- Scotland's Crown Estate has a different history and separate constitutional and legal identity from the Crown Estate in England, Wales & Northern Ireland;
- The management of Scotland's Crown Estate was first combined with that in the rest of Britain in 1832, while the labels of 'Crown Estate' and 'Crown Estate Commission' have only been used since 1956;
- The current legislation governing the Crown Estate and CEC is the Crown Estate Act 1961.
- There are parallels with the Forestry Commission (FC) as another Commission also governed by 1960s legislation (Forestry Act 1967), including the fact that, in both cases, non-devolved bodies are managing estates that belong to the people of Scotland;
- Scotland's Crown Estate accounts for less than 5% of both the capital value and annual turn-over of the overall Crown Estate managed by the CEC;
- The proposed review is of the Crown Estate (Scottish), not the CEC (not a devolved matter);
- The purpose of the review would be similar to the Scottish Executive's recent review of Scotland's National Forest Estate as managed by the FC (not devolved) – technically, to review the role of the Estate in the delivery of Scottish Executive policies and more generally, to ensure that Scotland's Crown Estate is managed in the best interests of the people of Scotland;
- There has been a very marked contrast between the responses of the FC and CEC to devolution;
- The need for the review is the changing circumstances affecting the Crown Estate in Scotland including devolution, related policy initiatives (e.g. public access, social housing, community right to buy, marine strategy, etc.) and other important developments (e.g. growing use of marine environment for renewable energy generation);
- The review should be comprehensive, covering all components of the Crown Estate (e.g. seabed and foreshore, rural and urban properties, ancient possessions, the rights to gold and silver mining), and should not be conducted by the CEC;
- Scottish Ministers and/or the Secretary of State for Scotland have a power of direction over the Crown Estate and the CEC, as with the FC, and this, with other opportunities in the Act, provides scope for the implementation of the outcomes of any review.

3.4 Members at the Marine Development Sub-Committee were supportive of the case and need for a review of the Crown Estate and that Shetland should continue to be represented on the CERWG so as to ensure the proper management of an arguably fragile resource on behalf of Scotland's rural communities. The presentation of a co-ordinated and strong case for a review to the Scottish Executive, backed by all Highlands and Islands local authorities, would hopefully meet with more success than has previously been the case when the Crown Estate has been challenged on an issue by issue basis.

3.5 There is a continuing need to fund the work of the Working Group's specialist advisor and obtaining further legal advice on the Crown Estate and related matters. The CERWG considered it appropriate that members of the Working Group should be prepared to share and contribute to the costs of retaining this specialist advice. Current indications are that such costs could total a maximum of £2,500 in the 2005/2006 financial year.

4. Financial Implications

4.1 Should the Council agree to both continued representation on the CERWG and a contribution to its running costs, expenditure in the financial year 2005/2006 should not exceed £2,500.

4.2 As there is no budget currently available and the Council agreed at its meeting on 10 February 2005 to work towards reducing expenditure on the General fund (Min Ref.: 14/05), the only option available to meet such costs is through a virement from an existing budget. In discussions with the Economic Development Unit, the Fishing: General Assistance budget (RRD 2120 2402) has been identified as a possible means of providing these monies.

5. Policy and Delegated Authority

5.1 The content of this report is not delegated to any specific Committee or Sub-Committee and so requires consideration and decision by Council.

6. Recommendation

6.1 I recommend that members of the Council:

- (a) note the formation of the CERWG, its remit and the work undertaken to-date as described in this report;
- (b) determine whether the Council should continue to be represented on the CERWG; and

- (c) if representation is to be continued, that
- (i) the Coastal Zone Manager or a Development Officer act as lead officer with support from other SIC services as required, and
 - (ii) this be supported by a financial contribution up to a maximum of £2,500 through a virement from the Fishing: General Assistance budget (RRD 2120 2402).

Date: 1 September 2005
Our Ref: MH/CZM/CERWG

Report No: DV031

Please assist us by completing this short questionnaire on the future of Highland coastal and

X

X

X

The Highland Council has, authority planning control including oil and gas relate harbours and moorings, such as. To deal rationally in

Q4. **Planning powers:** Would you support the extension of planning powers to all marine developments within 12 miles

If you would like to be kept informed of progress please leave your details below:

Name: Martin Holmes, Acting Coastal Zone Manager

Address: Fisheries and Marine Resources, Shetland Islands Council, Port Arthur, Scalloway, Shetland ZE1 0GB

Email: martin.holmes@sic.shetland.gov.uk

Code: CO

Thank You!

the enclosed
uary 2004

ation contact:
pment Officer,
pment Service,
ESS, IV3 5NX.
ighland.gov.uk



REPORT

To: Shetland Islands Council

14 September 2005

From: Head of Legal and Administration

Representation of CoSLA – Scottish National War Memorial

Report No. LA-60-F

1.0 Introduction

- 1.1 Correspondence has been received from CoSLA, seeking nomination of a Member to serve as a Trustee on the Scottish National War Memorial Trust. An e-mail was sent to all Members on 5 September seeking expressions of interest. Mrs F B Grains is already a CoSLA appointed nominee on the Trust.

2.0 Link to Council Priorities

- 2.1 There are no direct links between this report and the Corporate Plan.

3.0 Financial Implications

- 3.1 Attendance at meetings, approximately twice a year, will be contained within existing Members' budget SRX0160.

4.0 Policy and Delegated Authority

- 4.1 Attendance at any meetings of Committees, working groups or other such bodies to which the Member has been appointed through CoSLA, which are not specifically covered by other sources of funding is deemed an approved duty (SIC Min Ref 164/04). In the absence of any delegation, a decision of the Council is required

5.0 Recommendation

- 5.1 I recommend that the Council nominate interested Member(s) to CoSLA, for onward appointment.

September 2005
AC

