



REPORT

To: Shetland Islands Council

16 February 2011

From: Head of Legal and Administration

Appointment of Office Bearer – Services Committee Chairperson

Report No. LA-17-F

1.0 Introduction

- 1.1 Following the resignation of Councillor Leslie Angus as Chairperson of the Services Committee with effect from 3 February 2011, the Council is in a position to appoint to that vacancy.

2.0 Link to Corporate Priorities

- 2.1 The recommendations in this report are not linked directly to any of the Corporate Priorities.

3.0 Proposal

- 3.1 The Council is asked to deal with the vacancy in the senior office-bearer position of Chairperson of the Services Committee. The position is available to all Councillors and could include the appointment of any other office bearer.
- 3.2 Should the position fall to a holder of any other existing post, and a vacancy is thereby created, that vacancy could also be appointed to at this meeting to avoid any significant gaps in decision making affecting the Council during the following cycle of meetings.
- 3.3 Ex-officio appointments held by the Chairperson of the Services Committee are detailed in Appendix 1. Outside organisations will be advised of the new appointment.
- 3.4 One option would be to go straight to a fresh appointment of a Chairperson, and if that is the will of the Council, the procedure outlined in Section 4.0 should be applied.

- 3.5 A further option available to the Council is that the current Vice-Chairperson could be asked to accept appointment to the position on an interim basis, substituting where required on all of the other positions associated to the role and draw the full remuneration, until such time as the Council decide on the new structure within the next two cycles.

4.0 Method of Appointment

- 4.1 The Council's Scheme of Delegations sets out the method of election of office bearers. All nominations shall be sought prior to the first ballot and no further nominations will be allowed after voting begins. Also, prior to voting, each nominee shall be permitted to address the meeting as to their candidature, however no questions will be allowed.
- 4.2 Voting shall be by secret ballot. Regardless of the number of candidates, each Member will vote for one candidate at each ballot. After the first ballot, the candidate who secures a clear majority of the total votes cast shall be elected. However, in the case of no clear majority, the lowest scoring candidate shall drop out, and the second ballot will take place. This method shall continue until the appointment is made either by clear majority or a choice between two remaining candidates.
- 4.3 In the case of an equality of votes the Office Bearer shall be elected by lot as between those who received equal votes and proceed on the basis that the person to whom the lot falls upon had received an additional vote.

5.0 Financial Implications

- 5.1 There are no additional costs to be added to the existing Members' budgets, as the appointments contained in this report are required to fill vacancies. Office Bearer appointments carry approved duty status in terms of the Council's Scheme of Approved Duties.

6.0 Policy and Delegated Authority

- 6.1 The appointments required have not been delegated to any Committee, and therefore a decision of the Council is required.
- 6.2 The method of appointment shall be in accordance with Section 6.0 of the Council's Scheme of Delegations, detailed in section 4.0 above.

7.0 Conclusion

- 7.1 The purpose of this report is to seek appointment to the office of Services Committee Chairperson. Should the position fall to a holder of any other existing post, and a vacancy is thereby created, that vacancy could also be appointed to at this meeting to avoid any significant gaps in decision making affecting the Council during the following cycle of meetings. A further option available to the Council is that the current Vice-Chairperson be appointed to hold the position on an interim basis.

8.0 Recommendation

- 8.1 I recommend that the Council consider the options at 3.4 and 3.5 above, and decide how best to deal with the vacancy in the position of Chairperson of the Services Committee.

9 February 2011
AC

Ex-officio appointments for Chairperson Services Committee:

Committees/Sub-Committees/Forums

Employees Joint Consultative Committee
Staffing Appeals Committee
Community Services Forum

Working Groups

Senior Member/Officer Liaison Group
Financial Resources Member/Officer Working Group
Accommodation Working Group
Blueprint for Education Working Group
AHS Project Board

Outside Organisations

CoSLA Convention
CoSLA Executive Committee - Health and Wellbeing

Note – for information - Mr Angus continues to hold positions in the following bodies, as a Member of Shetland Islands Council:

Committees/Sub-Committees

*Development Committee
Infrastructure Committee
Lerwick Town Hall/Lystina House Consultative Committee
Placing Requests Appeals Committee
Services Committee*

Outside Organisations

*CPMR
O&S Valuation Joint Board
Shetland Fisheries Training Centre Trust
Sumburgh Airport Consultative Committee
Northern Community Justice Authority
Visiting Committee for Legalised Police Cells*



REPORT

To: Audit and Scrutiny Committee
Shetland Islands Council

17 January 2011
16 February 2011

From: Chief Executive

REPORT NO: CE-004-F

Improvement Plan – Progress Report

1. Introduction

1.1 This report provides an update on progress made on achieving the outcomes set out in the Council's Improvement Plan, as approved at the meeting on 10 November 2010.

2. Links to Corporate Priorities

2.1 The Council's Improvement Plan builds on Section 4 of the Council's Corporate Plan, "Organising Ourselves Better". All three strands of this section, namely, Vision and Strategic Direction, Governance and Accountability, and Best Value use of Resources are relevant. These three key areas underpin our ability to support service delivery and to achieve best value for the community.

2.2 Specifically, the Corporate Plan commits to, "Agree and then deliver a comprehensive improvement plan for the Council".

3. Risks

3.1 The Council, as a corporate body, has agreed to accept the recommendations of the Accounts Commission and has sent the Improvement Plan to the Accounts Commission in response to those recommendations.

4. Background

4.1 Following the public hearing at the end of June 2010, the Council received the Accounts Commission report on 16 August 2010. The Council resolved at its meeting on 15 September 2010, that the development and implementation of an Improvement Plan was essential for the Council for the next 12 months. The Council also agreed to the setting up of a Corporate Improvement Sounding Board, comprising Members from all seven Ward areas to oversee the various work-streams. The final draft of the Improvement Plan was agreed by the Council at its meeting on 10 November 2010.

Agreed as part of that, was the requirement to regularly report progress against the Plan to the Audit and Scrutiny Committee and also to the Council. This report is the first of those updates.

5. Progress against the Improvement Plan

- 5.1 Appendix 1 monitors progress against each of the individual work-streams. It is proposed that this format is used for the purposes of updating Members each cycle however, all progress will be fully documented on the Council's Internet and Intranet sites.
- 5.2 The main areas of activity since the Plan was approved in November have been the review of the governance arrangements and the ongoing work in respect of the budget setting process for 2011/2012, and future years.
- 5.3 In respect of the review of the governance arrangements, a series of meetings were held between all Members and Mr Nigel Stewart, those being followed by a Members' seminar for all Members to have sight of, and to discuss, his proposals. Those discussions are ongoing and will be the subject of a special meeting of the Shetland Islands Council in early course.
- 5.4 Members will be aware of the ongoing work in respect of the budget setting process, there having been 8 seminars on this subject and Members being presented with a range of choices for savings. The Chief Executive and the Head of Finance will use the discussion points from those seminars to inform their budget setting report, which will be presented to Council at its special meeting on 10 February 2011.

6. Financial Implications

- 6.1 A provisional budget of £1 million was established in the current financial year by Report ESCD-23-F, presented to the Council on 30 June 2010 (Min. Ref. 106/10), to which all costs attributed to the development and delivery of the Improvement Plan will be charged.

7. Policy and Delegated Authority

- 7.1 All principal policy documents require approval by the Council. This report sets out the Council's progress on delivering against the Improvement Plan.
- 7.2 The role of the Audit and Scrutiny Committee is to monitor and comment on progress being made, making recommendations to the Council, if required.

8. Conclusions

- 8.1 This report provides an update of progress against the Council's Improvement Plan. It shows substantial progress being made in

some key areas and good progress being made in a number of others.

9. Recommendations

9.1 I recommend that Audit and Scrutiny Committee comment on progress being made by the Council against the Improvement Plan and make any recommendations to the Council that are required; and

9.2 I recommend that the Council discuss progress being made and, as a result of that discussion, decide whether any amendments are required or priorities changed.

Our Ref: SLT/LM

Date: 11 January 2011

CE-004-F

REF	IMPROVEMENT ACTION	LEAD	PROJECT MANAGER	KEY DATES	LATEST UPDATE
LV01A	Create understanding of effective political leadership, role and purpose.	Chief Executive	John Smith		- Underway as part of review of governance arrangements
LV01B	Develop core competencies and a training programme for Members.	Project Manager – Executive Support		Programme developed and implemented by September 2011.	- A number of informal Members' Seminars have been held in the areas of Financial Management and Governance. - Initial meeting held and decision taken to run this work stream along with LV06 – Develop Management Training – initially. Joint Project Board scheduled for 18 February 2011.
LV02	Create circumstances to support effective political leadership. Body to be established at political level, responsible for effective leadership and strategic direction of the Council as an organisation and to work with CE and CMT.	Chief Executive		Proposals formally considered Feb/March 2011 Proposals Implemented by May / June 2011. Effective succession planning implemented from March 2011 to May 2012.	- In hand. Members' Seminar held 15 December 2010 for presentation of proposals. Further seminar held on 3 February 2011, with a third scheduled for 15 February 2011. Special Council meeting to be held in early course.
LV03	Fully embed Planning and Performance Management Framework (PPMF).	Executive Director – Education and Social Care	Emma Perring	Reformed PPMF established June 2011. SMART Integrated Strategic and Service plans and budgets by Sep 2011 for 2012/13 budget process.	- Underway as part of review of governance arrangements. - Project Initiation Documents approved by Project Board and actions are underway. - Current actions include workshop with Project Team with responsibility for Service Plans to develop and simplify existing PPMF, and exploration of software.
LV04A	Establish a communications office within the Chief Executive's Office, in order to support the elected Members, the Council's corporate message and Shetlands reputation. Refresh the Communications Strategy.	Assistant Chief Executive	Peter Peterson	March 2011 for refreshed strategy and proposals on staffing. Implemented by September 2011.	- Project Manager for Communications seconded and Communications function being established. External advice was sourced and is in place until end March 2011. - Work has started on the Communications Strategy – input from all Service Managers to be sought at a seminar in the next few weeks and a public consultation exercise is planned. - 100% coverage of all press releases sent to local media to date.
LV04B	Establish dedicated support services for Members.	Project Manager – Executive Support		Proposals for design of services and staffing developed by March 2011. Implemented by June 2011.	- Support function for Members – work has started on this but a series of meetings require to be re-arranged to ascertain requirements.
LV05A	Create new community engagement strategy based on principles of structured community engagement.	Assistant Chief Executive	Emma Perring	Updated strategy designed by June 2011	- Partners have approved PID too - Draft principles developed, for approval of CPDG on 7 March 2011. - Community Engagement Map being developed - Next Project Team meeting planned for Mid-March

REF	IMPROVEMENT ACTION	LEAD	PROJECT MANAGER	KEY DATES	LATEST UPDATE
LV05B	Co-ordinated response to complaints with lessons being learned and disseminated throughout the organisation	Head of Legal and Administration	Shona Thompson	Dates for approval/implementation of new complaints scheme to be determined by project board following guidance from SPSO (Scottish Ombudsman Office)	- PID in preparation to reflect Launch of National model scheme, following parliamentary approval. The launch and introduction to new ombudsman guidance delayed from Dec, took place in Edinburgh on 31 January 2011. Project Board scheduled for mid February 2011.
LV06	Develop Management Training	Head of Organisational Development	Denise Bell	Programme designed by March 2011	- E-Learning options being explored with Clyde Valley Consortium. Options also being explored with other agencies, such as the Improvement Service and SOLACE Enterprise. - Decision taken to run this work stream along with LV01B – Develop Core Competencies and a training programme for Members. Joint Project Board scheduled for 18 February 2011.
LV07	Deliver Management Training	Head of Organisational Development	Denise Bell	Implemented from June 2011	- A shared leadership programme will be launched alongside new governance arrangements.
LV08	Performance Appraisal	Executive Director – Education & Social Care	Denise Bell	Design complete for Chief Executive and Chief Officers by December 2010 Full Implementation by December 2011	- System in place for Chief Executive, supported by an external facilitator. - In hand, as part of Planning and Performance Management Framework. Project Initiation Document completed and first Project Team meetings scheduled for mid January 2011.
LV09	Reinvigorate the Council's policy of jobs dispersal.	Head of Economic Development	John Smith	Implementation from June 2011	- Staff and Managers Survey carried out, feedback being analysed. Project Board, managers seminar and Community Planning partner engagement planned during February.
LV10	Share Best Practice	Executive Director - Infrastructure	John Smith	1 st session December 2010	- Project Initiation Documentation drafted – All managers session taking place on 17 th February 2011.
LV11	Benchmarking	Executive Director - Infrastructure	Stephen Cooper	Aligned to PPFM timescales. June 2011 for agreement of structure implemented to support strategic and budgeting in September 2011	- Working Group established and first meeting held. - Data collection underway.
LV12	External Engagement	Executive Director - Infrastructure	Stephen Morgan	Full review of current activity with proposals for improvement by March 2011	- Working Group established and first meeting held.
LV13	Review current chief officer structure.	Chief Executive		Proposals developed for June 2011	- Will be progressed between March 2011 and June 2011.
LV14A	Update Recruitment and Selection Policy for protocols governing the process for Chief Officer appointments.	Head of Organisational Development	Denise Bell	December 2010	- In hand – report to Council on 16 February 2011.
LV14B	Robust and transparent procedures for creation and filling of posts	Executive Director - Infrastructure		December 2010	- Fortnightly Vacancy Management Panel established to deal with all vacancies – established posts, temporary posts and extensions to contracts. First meeting was held on 13 January 2011.
G01	Develop understanding of good governance standards.	Head of Legal and Administration		March 2011	- Underway as part of review of governance arrangements.

REF	IMPROVEMENT ACTION	LEAD	PROJECT MANAGER	KEY DATES	LATEST UPDATE
G02	Revise governance structures.	Head of Legal and Administration		Report proposals and options in December 2010. Formal decision making February / March 2011 Implementation May / June 2011.	- Underway as part of review of governance arrangements.
G03	Revise local codes of conduct for Members and officers.	Head of Legal and Administration		Report to Council with proposals in December 2010.	- Underway as part of review of governance arrangements.
	Protocol on Member officer relations to be developed.	Chief Executive		Formal approval of any changes February / March 2011.	- Underway as part of review of governance arrangements.
CP1	Revise governance structures for community planning.	Executive Director – Education and Social Care	Emma Perring	September 2011	- Underway as part of review of governance arrangements. - Project Initiation Document agreed by Project Board and actions are underway. Awaiting conclusion of SIC Governance.
CP2	Bring community planning within PPMF framework.	Executive Director – Education and Social Care	Emma Perring	September 2011	- Underway as part of review of governance arrangements. - Project Initiation Document approved by Project Board and actions are underway. Being developed as part of LV03.
FM1	The council will establish rigorous processes to ensure that its use of resources is on a footing consistent with implementing and sustaining its financial strategy, and demonstrate that it delivers services in a way which achieves Best Value.	Head of Finance		September 2011	- Links to FM2 below.
FM2	The budget setting process will be developed with a shared commitment by members and management, to focus on efficiency and strategic priorities conducted in line with all good governance principles.	Head of Finance	Hazel Tait	February 2011	- 8 Members' Seminars held 25/11/10 – 21/1/11, to progress a programme of savings comprising – efficiency, increases in income and reductions in service. This will inform the budget setting report to be put before Members on 10/2/2011. Budget strategy and long term financial planning reports will follow on thereafter.
FM3	The long running qualification of the Councils accounts by Audit Scotland will be resolved.	Assistant Chief Executive		August 2011	- The lawyers for both the Shetland Islands Council and the Shetland Charitable Trust met with the QC in late December 2010. On 31/1/11, senior Members and officials from SIC and SCT had a consultation with the QC. His opinion is expected in early course.
FM4	Adequate resourcing of the Financial Accounting function.	Head of Finance		March 2011	- The Head of Finance will present a report to the Chief Executive early in the new year.
FM5	Review of the Council's Financial Regulations.	Head of Finance	Hazel Tait	March 2011	- Mr B Lawrie is undertaking some drafting of these on behalf of the Head of Finance.
AS1	Create a new strategy.	Head of Capital Programming		December 2011	- Asset Strategy Manager to be recruited in early course. Project Initiation Document completed. Sharing of property data with other agencies is underway. Other preparatory work is also underway.



REPORT

To: Shetland Islands Council

16 January 2011

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

Report No: F-010-F

**SIC Revenue Management Accounts
General Fund (inc Support/Recharged), Harbour Account, Housing Revenue
Account and Reserve Fund
For the Period 1 April 2010 to 31 December 2010**

1. Introduction

1.1 The purpose of this report is to advise Members of the financial position on the Council's General Fund (including Support and Recharged ledgers), Harbour Account, Housing Revenue Account and Reserve Fund revenue management accounts (RMA) for the first 9 months of 2010/11.

2. Links to Corporate Priorities

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

3. Risk Management

3.1 This is an information report so there are no risks associated with the recommendation. However, the main risk for the revenue management accounts is that the Council may not achieve the budget savings required to balance the budget. This may require additional use of reserves in this financial year over and above that already approved by the Council across all programmes (i.e. revenue/capital/reserve fund).

4. Background

4.1 The revenue management accounts are presented to the Corporate Management Team on a monthly basis to monitor the Council's overall financial position.

4.2 The financial data in this report includes employee costs, operating costs (property, supplies and services, administration, transport and

agency payments), transfer payments (grants) and income (fees and charges, grants and rents).

4.3 The appendices show financial data under the following headings:

- **Annual Budget** – this is essentially the budget for a service activity, which was approved by the Council as part of the Council Tax setting process for 2010/11. Budget Responsible Officers (BROs) have delegated authority, in most cases, to spend up to this budget, in order to deliver the policy decisions of the Council. BROs are therefore responsible for: the amount of service; the way in which the services are delivered; where the services are provided; and the quality of service provided.
- **Year to Date (YTD) Budget** - the amount which we expect to spend or receive up to a given point (end of December) in the year. This report therefore covers the first 9 months of this financial year. YTDs for many budgets are simply split evenly across the year, i.e 9/12ths of the staffing budget, which would be expected to be spent at this point in the year. There are however some activities which are less easy to predict (for example, grant aid does not follow any particular pattern as it depends when the applications arise).
- **Year to Date Actual** - the total income or expenditure up to a given point (end of October).
- **Year To Date Variance** – this is the difference between the YTD budget and YTD actual. Figures in brackets are overspends.

5. Financial position on the General Fund (inc Support & Recharged)

- 5.1 The General Fund spend is £5.882m less than the YTD budget excluding the savings/vacancy factor requirement of £9.943m to meet the approved revenue draw on Reserves of £2m for 2010/11.
- 5.2 Work is ongoing to identify the savings required to balance the 2010/11 budget. To date £4.430m has been earmarked as real savings out of the underspends, this leaves a further £5.513m to find.
- 5.3 Appendix 1 (a) shows the Council's financial position by service area, and appendix 1(b) shows the position by type of expenditure and income. Appendices 2 (a, b & c) show each department's expenditure by cost centre.
- 5.4 Executive Services shows an under spend of £2.898m against the YTD budget, if you exclude corporate savings, this leaves an underspend of £0.682m. The main service areas where there are underspend variances are under Finance, Organisational Development and the Capital Programme Svs. Under Finance there is second homes council tax income earmarked for housing projects of £0.253m, the variance under Organisational Development is due to general underspending on ICT services. The Capital Programme Svs underspend is mainly due to reduced operating costs on property services.

- 5.5 Education and Social Care Services shows an under spend against the YTD budget of £2.981m due mainly to the savings target of £1.372m being met and staffing vacancies. Full details of variances were included in the report to Services Committee.
- 5.6 Infrastructure Services shows an over spend against the YTD budget of £0.016m. However three significant adverse variances have been identified amounting to £0.573m due to patching on roads following winter damage, fuel costs and increased bus service costs. Full details of variances were included in the report to Infrastructure Committee.
- 5.7 Economic Development Unit shows an under spend against the YTD budget of £0.018m.
- 5.8 Budget Responsible Officers across the Council are aware of the need to make savings and have been endeavouring to constrain spending whilst minimising effects on services.

6. Financial position on the Harbour Account

- 6.1 Appendix 3 shows the financial position for the Harbour Account by service area and by type of expenditure. Appendix 4 shows the same data by cost centre.
- 6.2 The Harbour Account shows an overspend against the YTD budget of £0.983m. This is due to savings from the Ports of the Future project not materialising this year as originally anticipated. Full details of variances were included in the report to Harbour Board.

7. Financial position on the Housing Revenue Account

- 7.1 Appendix 5 shows the financial position for the Housing Revenue Account by service area and by type of expenditure. Appendix 6 shows the same data by cost centre.
- 7.2 The Housing Revenue Account shows an under spend against the YTD budget of £0.038m.

8. Financial position on the Reserve Fund

- 8.1 Appendix 7 shows the financial position for the Reserve Fund by service area and by type of expenditure. Appendix 8 shows the same data by cost centre.
- 8.2 The Reserve Fund shows an under spend against the YTD budget of £0.721m. This is mainly due to the difficulty in profiling budgets to match spending on economic development activity as a number of projects are currently awaiting decisions on external funding.

9. Full-Time Equivalents

- 9.1 Appendix 9 measures the number of full-time equivalents (FTEs) budgeted for and the actual spend to date. This is derived using the

island allowance payment made to all staff. At the end of the December there were 106 fte staff vacancies. Most of these are under the Education and Social Care department (55%).

10. Financial Implications

10.1 The following table shows the period 9 position by each of the funds.

Fund	Underspend/(overspend) £m
General Fund (inc support/recharged)	5.882
Harbour Account (excluding Jetties/Spur Booms)	(0.983)
Housing Revenue Account	0.038
Reserve Fund	0.721
TOTAL	5.658

10.2 There is a requirement to find savings of £9.943m to balance the General Fund. To date £4.430m has been identified as real savings for 2010/11. Further work is required before these savings can be classified as one-off or ongoing savings and will depend upon the outcome of the review of services and budgets being carried out as part of the revenue estimates process.

10.3 The figures throughout this report have been adjusted for major profiling errors to give a more accurate financial position.

10.4 Work is ongoing by all budget responsible officers to continue to reduce the budget deficit on the General Fund. Each month BROs are being asked to identify if the underspends are savings.

11. Policy and Delegated Authority

11.1 This report is being presented to the Council for information in terms of its remit for financial policy and monitoring.

12. Recommendation

12.1 I recommend that the Council note this report.

Report No: F-010-F

Date: 3 February 2011

SIC MANAGEMENT INFORMATION 2010/11 - PERIOD 9

1st April 2010 to 31st December 2010

Revenue Expenditure by Service

(General Fund, Recharged Services & Support £)

	Annual Budget £	Year to Date Budget £	Year to Date Actual £	Year to Date Variance Including Required Savings (Overspend)/Underspend £	Savings To be Achieved £	Year to Date Variance Excluding Required Savings (Overspend)/Underspend £
Executive Services (sub total)	5,930,033	2,565,208	8,237,839	(5,672,631)	(8,571,069)	2,898,438
Executive Management	1,827,333	675,807	771,229	(95,422)	(87,000)	(8,422)
Capital Programme Service	1,470,672	791,667	1,623,685	(832,018)	(1,000,000)	167,982
Council Members	636,330	475,233	463,863	11,370		11,370
Organisational Development	3,424,164	2,529,140	2,452,856	76,284	(100,000)	176,284
Finance	2,578,767	1,999,635	1,854,594	145,041	(160,000)	305,041
Legal & Administration	1,495,541	1,101,500	1,071,612	29,888		29,888
Corporate Savings	(5,502,774)	(5,007,774)	0	(5,007,774)	(7,224,069)	2,216,295
Education & Social Care (sub total)	76,844,955	59,457,036	57,847,575	1,609,461	(1,372,055)	2,981,516
Executive Director (inc Museums)	1,516,620	1,428,023	1,430,124	(2,101)		(2,101)
Resources	1,272,499	957,561	876,617	80,944		80,944
Community Care	23,368,241	19,104,491	18,739,665	364,826	(1,165,194)	1,530,020
Children's Services	6,290,029	4,628,259	4,508,211	120,048	(126,000)	246,048
Criminal Justice Unit	22,967	16,661	29,902	(13,241)		(13,241)
Housing	2,312,788	1,715,447	1,571,334	144,113		144,113
Schools	39,296,799	29,490,074	28,732,520	757,554		757,554
Train Shetland (inc Adult Learning)	605,876	482,656	445,897	36,759	(80,861)	117,620
Community Work	366,127	276,570	257,885	18,685		18,685
Sports & Leisure	1,793,009	1,357,294	1,255,421	101,873		101,873
Infrastructure Services (sub total)	31,296,308	23,075,753	23,091,743	(15,990)	0	(15,990)
Directorate	798,917	590,876	559,144	31,732		31,732
Environment & Building Services	6,419,077	5,076,444	4,900,056	176,388		176,388
Roads	6,970,271	5,455,738	5,318,770	136,968		136,968
Transport	15,174,781	10,770,147	11,296,005	(525,858)		(525,858)
Planning	1,933,262	1,182,548	1,017,768	164,780		164,780
Economic Development Unit (sub total)	879,393	721,085	702,611	18,474	0	18,474
Economic Development Unit	879,393	721,085	702,611	18,474		18,474
TOTAL	114,950,689	85,819,082	89,879,768	(4,060,686)	(9,943,124)	5,882,438

Revenue Expenditure by Subjective**Shetland Islands Council**

(General Fund, Recharged Services & Suj

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance Including Required Savings (Overspend)/Underspend	Savings To be Achieved	Year to Date Variance Excluding Required Savings (Overspend)/Underspend
	£	£	£	£	£	£
Employee Costs (sub total)	85,201,410	61,745,254	66,612,421	(4,867,167)	(9,943,124)	5,075,957
Basic Pay	65,542,504	48,964,591	48,646,869	317,722	0	317,722
Overtime	1,960,466	1,423,122	1,564,741	(141,619)	0	(141,619)
Other Employee Costs	17,698,440	11,357,541	16,400,810	(5,043,269)	(9,943,124)	4,899,855
Operating Costs (sub total)	40,860,660	30,049,654	29,081,835	967,819	0	967,819
Training, Travel & Subsistence	3,735,137	2,721,305	2,417,831	303,474	0	303,474
Property Costs	13,893,032	10,638,292	10,268,535	369,757	0	369,757
Other Operating Costs	23,232,491	16,690,057	16,395,469	294,588	0	294,588
Transfer Payments (sub total)	10,403,900	7,214,063	6,960,772	253,291	0	253,291
Income (sub total)	(21,515,281)	(13,189,889)	(12,775,261)	(414,628)	0	(414,628)
TOTAL	114,950,689	85,819,082	89,879,766	(4,060,684)	(9,943,124)	5,882,438

EDUCATION & SOCIAL CARE Mgt A/c's 2010/11 - DETAIL - PERIOD 9	1st April 2010 to 31st December 2010
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Description	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance Including Required Savings (Overspend)/Underspend	Savings To be Achieved	Year to Date Variance Excluding Required Savings (Overspend)/Underspend
	£	£	£	£	£	£
Directorate & Svs	1,516,620	1,428,023	1,430,124	(2,101)	0	(2,101)
SRJ0000 Exec Dir Educ & Social Care	245,624	184,243	165,855	18,388		18,388
GRJ1002 Data Sharing Project	78,916	61,659	64,588	(2,929)		(2,929)
GRL4210 Museums & Archives Prop Cost	50,397	40,438	57,996	(17,558)		(17,558)
GRL4217 New Museum & Arts Centre	1,141,683	1,141,683	1,141,684	(1)		(1)
Resources	1,272,499	957,561	876,617	80,944	0	80,944
SRJ2000 Resources Manager	106,418	82,150	77,481	4,669		4,669
SRJ2100 Information	139,606	110,942	103,689	7,253		7,253
SRJ2200 Staff Management	330,130	247,007	245,017	1,990		1,990
SRJ2201 Recruitment Expenses	225,000	163,811	120,677	43,134		43,134
SRJ2300 Administration	401,545	301,420	278,817	22,603		22,603
SRJ2500 Grant Administration	69,800	52,231	50,936	1,295		1,295
Community Work	366,127	276,570	257,885	18,685	0	18,685
SRJ3300 Comm Learning & Dev Mgt	57,956	44,071	40,651	3,420		3,420
GRJ3301 Area Community Work	292,790	222,915	215,679	7,236		7,236
GRJ3302 Community Work Initiatives	(1,470)	(1,470)	(1,471)	1		1
GRJ3303 Community Transport	16,851	11,054	3,033	8,021		8,021
GRJ3307 SLSDG (Vision)	0	0	(8)	8		8
Sports & Leisure Assistance & Support	1,793,009	1,357,294	1,255,419	101,873	0	101,873
SRJ3000 Sports & Leisure Svs Mgt	121,327	106,054	46,164	59,890		59,890
GRJ3102 Bridge-End Outdoor Centre	5,000	5,000	5,000	0		0
GRJ3103 Unst Youth Centre	5,000	5,000	3,464	1,536		1,536
GRJ3120 Sports Development	53,973	40,782	37,795	2,987		2,987
GRJ3122 Outdoor Educ and Activities	72,985	59,049	55,884	3,165		3,165
GRJ3125 Active Schools	85,448	109,604	81,982	27,622		27,622
GRJ3126 Active Futures	18,921	12,814	9,758	3,056		3,056
GRJ3127 Dance Mats	0	(5,930)	(5,519)	(411)		(411)
GRJ3129 Cash back for Communities	(136)	(597)	(6,012)	5,415		5,415
GRJ3201 Grants to Vol Orgs General	55,085	38,175	45,550	(7,375)		(7,375)
GRJ3202 Development Grant Aid Schem	81,060	59,775	53,623	6,152		6,152
GRJ3203 Support Grant Aid Scheme	111,509	56,377	53,942	2,435		2,435
GRJ3204 Pitches Other	29,131	21,848	25,476	(3,628)		(3,628)
GRJ3205 Maintain Community Facilities	10,000	7,500	3,024	4,476		4,476
GRJ3100 Islesburgh Cafeteria	21,581	10,181	18,568	(8,387)		(8,387)
GRJ3101 Islesburgh	692,511	514,527	520,949	(6,422)		(6,422)
GRJ3104 Fetlar Camp Site	5,640	3,877	3,194	683		683
GRJ3105 2 St Sunniva Street	12,157	8,044	6,469	1,575		1,575
GRJ3107 Parks General	271,688	212,198	209,533	2,665		2,665
GRJ3108 Play Areas General	104,712	65,508	57,252	8,256		8,256
GRJ3109 Multicourts General	7,002	3,752	882	2,870		2,870
GRJ3130 Comm use of Sandwick Game H	12,880	10,654	10,137	517		517
GRJ3131 Comm Use of Scalwy Games H	12,720	11,649	16,192	(4,543)		(4,543)
GRJ3119 Duke of Edinburgh	2,815	1,453	2,114	(661)		(661)
Train Shetland (inc Adult Learning)	605,876	482,656	445,897	36,759	0	36,759
GRL4121 Evening Classes	98,004	78,397	35,232	43,165		43,165
GRL4123 Adult Learning	158,761	118,661	111,285	7,376		7,376
GRL4125 Adult Literacy Strategic Plan	183,481	161,188	159,659	1,529		1,529
GRL4126 Literacies Projects	0	0	211	(211)		(211)
SRL6006 Short Course Management	103,552	77,483	77,409	74		74
GRL6002 Vocational Service	234,096	176,107	175,561	546		546
GRL6003 Vocational Training	(130,148)	(100,278)	(91,308)	(8,970)		(8,970)
GRL6006 Short Courses	(41,545)	(31,235)	(25,888)	(5,347)		(5,347)
GRL6007 Business Gateway Contract	(500)	(375)	1,839	(2,214)		(2,214)
GRL6008 Construction Skills Contract	175	2,708	1,898	810		810
Schools Service	39,296,799	29,490,074	28,732,520	757,554	(80,861)	838,415
SRE0001 Head of Schools	89,562	67,037	70,799	(3,762)		(3,762)
SRE6900 Quality Assurance	604,284	449,408	449,512	(104)		(104)
SRE6901 Administration Educ	110,620	82,790	106,507	(23,717)		(23,717)
GRE0006 Director, Central Support	1,143,022	954,749	539,020	415,729	(55,861)	471,590
GRE0102 Bursaries	190,000	75,786	71,318	4,468		4,468
GRE0103 Clothing Grants	20,900	15,675	19,370	(3,695)		(3,695)
GRE0104 School Boards Administration	32,046	24,035	14,188	9,847		9,847
GRE0107 School Milk	8,530	6,397	1,436	4,961		4,961
GRE0108 Educ Maint Allowance (EMA)	(10,000)	790	(7,605)	8,395		8,395
GRE1101 Schools, Aith Nursery	40,290	30,324	28,940	1,384		1,384
GRE1103 Schools, Baltasound NS	46,282	20,628	20,628	0		0
GRE1104 Schools, Bells Brae NS	133,447	100,418	102,967	(2,549)		(2,549)
GRE1105 Schools, Brae Nursery	78,580	59,366	58,822	544		544
GRE1106 Schools, Bressay Nursery	30,802	25,219	21,982	3,237		3,237
GRE1109 Schools, Cunningsb' h NS	48,625	36,305	43,763	(7,458)		(7,458)
GRE1110 Schools, Dunrossness NS	78,686	58,891	58,890	1		1
GRE1111 Schools, Fair Isle Nursery	9,658	7,144	4,559	2,585		2,585
GRE1112 Schools, Fetlar Nursery	555	409	5,676	(5,267)		(5,267)
GRE1113 Schools, Foula Nursery	12,160	9,155	9,349	(194)		(194)
GRE1117 Schools, Happyhansel NS	47,370	36,932	34,818	2,114		2,114
GRE1119 Lunnasting Nursery	30,156	22,617	22,292	325		325
GRE1120 Schools, Mid Yell Nursery	87,436	66,144	52,666	13,478		13,478
GRE1121 Schools, Mossbank NS	154,101	115,440	107,201	8,239		8,239
GRE1128 Schools, Sandwick NS	85,465	65,746	70,524	(4,778)		(4,778)

GRE1129	Schools, Scalloway NS	80,526	60,480	60,638	(158)	(158)
GRE1130	Schools, Skeld Nursery	38,786	29,064	27,624	1,440	1,440
GRE1131	Schools, Skerries Nursery	14,968	11,307	9,727	1,580	1,580
GRE1132	Schools, Sound Nursery	100,409	76,102	80,601	(4,499)	(4,499)
GRE1134	Schools, Whalsay NS	75,758	56,963	58,633	(1,670)	(1,670)
GRE1135	Schools, Urarfirth Nursery	37,515	28,366	28,143	223	223
GRE1137	Schools,Whiteness Nursery	62,925	47,393	50,075	(2,682)	(2,682)
GRE1150	Schools, Nursery - General	67,725	49,482	44,683	4,799	4,799
GRE1151	School Services, Nursery Supp	15,528	10,442	4,223	6,219	6,219
GRE1160	Div Man, Commissioned Places	253,320	186,950	184,031	2,919	2,919
GRE1201	Schools, Aith Primary	266,554	201,340	201,259	81	81
GRE1203	Schools, Baltasound PS	187,644	156,253	156,496	(243)	(243)
GRE1204	Schools, Bells Brae PS	1,294,239	967,174	989,689	(22,515)	(22,515)
GRE1205	Schools, Brae Primary	427,456	319,421	320,620	(1,199)	(1,199)
GRE1206	Schools, Bressay Primary	124,922	86,118	81,933	4,185	4,185
GRE1207	Schools, Burravoe Primary	97,519	72,594	63,313	9,281	9,281
GRE1208	Schools, Cullivoe Primary	140,888	103,148	93,908	9,240	9,240
GRE1209	Schools, Cunningsb'h PS	300,204	220,939	203,330	17,609	17,609
GRE1210	Schools, Dunrossness PS	549,714	415,234	427,336	(12,102)	(12,102)
GRE1211	Schools, Fair Isle Primary	109,467	77,551	88,122	(10,571)	(10,571)
GRE1212	Schools, Fetlar Primary	35,446	24,351	28,598	(4,247)	(4,247)
GRE1213	Schools, Foula Primary	97,855	70,943	75,173	(4,230)	(4,230)
GRE1214	Schools, Tingwall Primary	229,518	172,927	179,184	(6,257)	(6,257)
GRE1216	Schools, Hamnavoe PS	214,928	162,322	161,724	599	599
GRE1217	Schools, Happyhansel PS	247,280	190,923	182,868	8,055	8,055
GRE1219	Schools, Lunnasting PS	149,694	115,172	108,407	6,765	6,765
GRE1220	Schools, Mid Yell Primary	219,837	164,686	170,815	(6,129)	(6,129)
GRE1221	Schools, Mossbank PS	344,443	254,589	240,834	13,755	13,755
GRE1222	Schools, North Roe PS	84,152	62,826	61,881	945	945
GRE1223	Schools, Ollaberry Primary	106,256	81,302	83,307	(2,005)	(2,005)
GRE1224	Schools, Olnafirth Primary	134,108	99,540	101,484	(1,944)	(1,944)
GRE1225	Schools, Papa Stour PS	2,435	1,218	2,643	(1,425)	(1,425)
GRE1227	Schools, Sandness Primary	83,549	62,152	56,059	6,093	6,093
GRE1228	Schools, Sandwick Primary	299,280	225,614	225,343	272	272
GRE1229	Schools, Scalloway PS	343,452	263,518	240,344	23,174	23,174
GRE1230	Schools, Skeld Primary	157,524	117,026	108,707	8,319	8,319
GRE1231	Schools, Skerries Primary	86,584	65,461	71,166	(5,705)	(5,705)
GRE1232	Schools, Sound Primary	1,162,891	865,382	851,834	13,548	13,548
GRE1233	Schools, Nesting PS	151,547	114,503	112,449	2,054	2,054
GRE1234	Schools, Whalsay PS	459,446	354,906	361,586	(6,680)	(6,680)
GRE1235	Schools, Urarfirth Primary	100,873	79,066	79,392	(326)	(326)
GRE1236	Schools, Uyeasound PS	97,790	73,039	74,601	(1,562)	(1,562)
GRE1237	Schools, Whiteness PS	341,125	258,170	276,421	(18,251)	(18,251)
GRE1251	School Services, Primary Supp	190,327	140,140	123,302	16,838	16,838
SRE9301	DSMO - Aith Cluster	32,717	24,469	23,769	700	700
SRE9303	DSMO - North Isles Cluster	32,358	24,023	24,083	(60)	(60)
SRE9305	DSMO - Brae Cluster	35,903	26,858	26,423	435	435
SRE9328	DSMO - Sandwick Cluster	36,769	27,518	27,711	(193)	(193)
SRE9329	DSMO - Scalloway Cluster	36,473	27,287	26,619	668	668
SRE9332	DSMO-Sound	35,439	26,511	26,422	89	89
SRE9334	DSMO - Whalsay Cluster	38,198	28,585	29,741	(1,156)	(1,156)
GRE1301	Schools, Aith Secondary	774,407	578,349	567,303	11,046	11,046
GRE1302	Schools, Anderson HS	4,611,531	3,500,859	3,461,005	39,854	39,854
GRE1303	Schools, Baltasound SS	600,396	442,209	460,962	(18,753)	(18,753)
GRE1305	Schools, Brae Secondary	1,950,198	1,461,797	1,459,916	1,881	1,881
GRE1320	Schools, Mid Yell SS	650,968	485,334	521,647	(36,313)	(36,313)
GRE1328	Schools, Sandwick SS	1,275,484	958,076	984,914	(26,838)	(26,838)
GRE1329	Schools, Scalloway SS	1,159,967	870,643	892,848	(22,205)	(22,205)
GRE1331	Schools, Skerries SS	84,145	61,759	62,928	(1,169)	(1,169)
GRE1334	Schools, Whalsay SS	759,103	554,951	539,952	14,999	14,999
GRE1340	Work Experience	32,640	24,436	22,855	1,581	1,581
GRE1351	School Service, Sec Supply	100,527	75,111	56,145	18,966	18,966
GRE1360	School Service, Halls of Resid	605,633	455,915	447,765	8,150	8,150
GRE1401	Visiting Music Specialists	188,567	129,475	97,150	32,325	32,325
GRE1402	Visiting Art Specialists	220,092	162,960	161,068	1,892	1,892
GRE1403	Visiting PE Specialists	735,571	649,023	659,263	(10,240)	(10,240)
GRE1404	Knitting Instructors	128,365	108,672	95,040	13,632	13,632
GRE1405	Other Visiting Staff	81,710	61,139	63,490	(2,351)	(2,351)
GRE1407	Probationer Teachers	7,840	6,379	4,508	1,871	1,871
GRE1410	Science Technicians	208,824	156,682	155,827	855	855
GRE1412	Staff Development	74,482	60,950	69,866	(8,916)	(8,916)
GRE1417	Field Studies	41,578	31,128	31,236	(108)	(108)
GRE1418	Music Instructors	554,998	419,925	419,316	609	609
GRE1419	SVQ' S	36,000	27,001	31,901	(4,900)	(4,900)
GRE1422	Skills for Work	30,095	21,500	10,316	11,184	11,184
GRE1436	Youth Music Initiative	36,709	3,739	(11,594)	15,333	15,333
GRE1441	Enterprise & Education	2,450	95,797	98,561	(2,764)	(2,764)
GRE1444	International Education	113,881	81,648	83,261	(1,613)	(1,613)
GRE1457	Support for Teachers	17,749	11,686	38,173	(26,487)	(26,487)
GRE1460	Ness Out of School Club	27,700	19,726	26,626	(6,900)	(6,900)
GRE1500	Improvement Plans	15,000	11,250	8,065	3,185	3,185
GRE1501	MIS Support	84,301	69,268	62,256	7,012	7,012
GRE1506	In - Service	9,000	9,000	7,301	1,699	1,699
GRE1508	P.G.D.E	0	(458)	(1,497)	1,039	1,039
GRE1510	Science & Technology Fair	5,000	5,000	(6,844)	11,844	11,844
GRE1513	NPAF Curriculum for Excellenc	81,600	51,960	34,695	17,265	17,265
GRE1518	Olnafirth Art	8,405	7,830	8,405	(575)	(575)
GRE1520	Cultural Co-ordinator	65,877	43,560	29,829	13,731	13,731
GRE1522	Blueprint Consultation	108,494	83,470	107,601	(24,131)	(24,131)
GRE1523	Dialect Co-Ordinator	5,000	4,082	8,606	(4,524)	(4,524)
GRE1524	Supporting moderation	0	0	306	(306)	(306)
SRE1600	Youth Service Manager	14,631	14,507	13,827	680	680
GRE1601	Playschemes	6,020	5,770	1,699	4,071	4,071
GRE1602	Youth Workers	491,094	357,202	336,686	20,516	45,516
GRE1603	Duke of Edinburgh	0	0	680	(680)	(680)

GRE1604	Islesburgh Youth Club	(320)	(230)	(1,919)	1,689	1,689
GRE1605	Youth Development	24,037	17,946	12,019	5,927	5,927
GRE1606	Bridges Project	192,772	148,654	143,222	5,432	5,432
GRE1607	Wider Roles	0	(429)	2,183	(2,612)	(2,612)
GRE1608	Sadat-Youth Work	0	(6,000)	(12,000)	6,000	6,000
GRE1609	Youth Bank Development Fund	0	0	(2,617)	2,617	2,617
GRE3450	Special Education - General	626,769	366,352	325,275	41,077	41,077
GRE3451	Special Supply Cover	48,811	34,086	38,669	(4,583)	(4,583)
GRE3462	Additional Support Base	288,590	211,512	206,051	5,461	5,461
GRE3463	Club XL	140	140	138	2	2
GRE3470	Support for Learning	2,434,415	1,787,616	1,724,635	62,981	62,981
GRE3471	AHS ASN	899,013	673,693	662,682	11,011	11,011
GRE3473	Bells Brae ASN	906,263	679,800	680,123	(323)	(323)
GRE3500	Link Courses	2,000	1,500	381	1,119	1,119
GRE4410	Library	1,054,225	801,002	811,797	(10,795)	(10,795)
SRE6902	Catering Support	282,263	198,007	172,173	25,834	25,834
VRE4001	Aith School Catering	93,460	67,532	67,166	366	366
VRE4002	AHS Catering	366,401	264,627	252,143	12,484	12,484
VRE4003	Baltasound School Catering	56,735	41,712	39,070	2,642	2,642
VRE4004	Bells Brae School Catering	161,099	120,664	116,832	3,832	3,832
VRE4005	Brae School Catering	196,201	146,953	148,023	(1,070)	(1,070)
VRE4006	Bressay School Catering	19,499	14,589	14,340	249	249
VRE4007	Burravoe School Catering	15,230	11,395	11,017	378	378
VRE4008	Cullivoe School Catering	9,380	7,013	6,038	975	975
VRE4009	Cunningsburgh School Catering	45,655	34,171	37,443	(3,272)	(3,272)
VRE4010	Dunrossness School Catering	83,059	62,184	59,240	2,944	2,944
VRE4011	Fair Isle School Catering	12,838	9,600	8,659	941	941
VRE4012	Fetlar School Catering	3,366	2,502	5,976	(3,474)	(3,474)
VRE4013	Foula School Catering	0	0	20	(20)	(20)
VRE4014	Tingwall School Catering	45,792	34,288	31,584	2,704	2,704
VRE4016	Hamnavoe School Catering	38,956	29,159	28,593	566	566
VRE4017	Happyhansel School Catering	41,504	31,075	30,259	816	816
VRE4019	Lunnasting School Catering	19,702	14,742	14,642	100	100
VRE4020	Mid Yell School Catering	83,260	62,364	56,454	5,910	5,910
VRE4021	Mossbank School Catering	44,198	33,092	33,994	(902)	(902)
VRE4022	North Roe School Catering	12,250	9,158	6,260	2,898	2,898
VRE4023	Ollaberry School Catering	19,289	14,435	14,173	262	262
VRE4024	Olnafirth School Catering	26,851	20,103	16,946	3,157	3,157
VRE4027	Sandness School Catering	8,099	6,052	4,803	1,249	1,249
VRE4028	Sandwick School Catering	156,227	117,017	113,985	3,032	3,032
VRE4029	Scalloway School Catering	123,339	92,365	86,925	5,440	5,440
VRE4030	Skeld School Catering	18,137	13,570	12,653	917	917
VRE4031	Skerries School Catering	15,477	11,579	9,449	2,130	2,130
VRE4032	Sound School Catering	153,824	115,226	106,622	8,604	8,604
VRE4033	Nesting School Catering	20,499	15,342	13,472	1,870	1,870
VRE4034	Whalsay School Catering	104,007	77,890	74,442	3,448	3,448
VRE4035	Urafirth School Catering	15,693	11,732	9,731	2,001	2,001
VRE4036	Uyeasound School Catering	3,052	2,289	998	1,291	1,291
VRE4037	Whiteness School Catering	57,612	43,137	40,783	2,354	2,354
SRE6903	Cleaning Support	43,607	32,290	25,315	6,975	6,975
VRE5001	Aith Sch Cleaning	46,223	33,032	28,802	4,230	4,230
VRE5002	AHS Cleaning	240,087	176,632	173,407	3,225	3,225
VRE5003	Baltasound School Cleaning	39,958	29,342	26,856	2,486	2,486
VRE5004	Bells Brae School Cleaning	63,618	47,607	45,844	1,763	1,763
VRE5005	Brae School Cleaning	108,017	80,828	80,434	394	394
VRE5006	Bressay School Cleaning	16,245	12,150	11,615	535	535
VRE5007	Burravoe School Cleaning	5,971	4,457	4,316	141	141
VRE5008	Cullivoe School Cleaning	6,079	4,538	4,262	276	276
VRE5009	Cunningsburgh School Cleaning	21,405	16,007	16,430	(423)	(423)
VRE5010	Dunrossness School Cleaning	28,269	21,139	23,314	(2,175)	(2,175)
VRE5011	Fair Isle Cleaning	5,832	4,352	4,070	282	282
VRE5012	Fetlar School Cleaning	1,741	1,285	1,619	(334)	(334)
VRE5013	Foula School Cleaning	5,524	4,143	2,782	1,361	1,361
VRE5014	Tingwall School Cleaning	12,338	9,220	9,110	110	110
VRE5016	Hamnavoe School Cleaning	32,126	24,042	21,395	2,647	2,647
VRE5017	Happyhansel School Cleaning	33,216	24,912	23,618	1,294	1,294
VRE5019	Lunnasting School Cleaning	11,309	8,457	7,329	1,128	1,128
VRE5020	Mid Yell School Cleaning	29,094	21,761	21,070	691	691
VRE5021	Mossbank School Cleaning	25,291	18,900	18,589	311	311
VRE5022	North Roe School Cleaning	10,121	7,565	6,855	710	710
VRE5023	Ollaberry School Cleaning	13,641	10,199	9,680	519	519
VRE5024	Olnafirth Cleaning	11,068	8,274	8,815	(541)	(541)
VRE5027	Sandness School Cleaning	7,756	5,793	5,539	254	254
VRE5028	Sandwick School Cleaning	86,116	62,865	61,014	1,851	1,851
VRE5029	Scalloway School Cleaning	81,428	60,113	59,633	480	480
VRE5030	Skeld School Cleaning	12,195	9,120	9,110	10	10
VRE5031	Skerries School Cleaning	6,497	4,850	5,269	(419)	(419)
VRE5032	Sound School Cleaning	38,087	28,486	29,529	(1,043)	(1,043)
VRE5033	Nesting School Cleaning	9,068	6,769	5,935	834	834
VRE5034	Whalsay School Cleaning	47,317	35,393	34,400	993	993
VRE5035	Urafirth School Cleaning	7,794	5,822	6,001	(179)	(179)
VRE5036	Uyeasound School Cleaning	8,336	6,228	5,654	574	574
VRE5037	Whiteness School Cleaning	20,750	15,512	14,385	1,127	1,127
VRE6001	Office Cleaning	313,418	229,064	236,291	(7,227)	(7,227)
VRE6002	Public Conveniences	104,715	75,658	79,924	(4,266)	(4,266)
Community Care		23,368,241	19,104,491	18,739,665	364,826 (1,165,194)	1,530,020
SRA0000	Head of Community Care	341,025	254,709	235,203	19,506	19,506
SRA1000	Community Care Service Mana	118,036	88,139	95,372	(7,233)	(7,233)
GRA0010	Direct Payments	335,000	251,250	257,102	(5,852)	(5,852)
GRA0014	Community Care Income	(5,331,450)	(2,346,299)	(2,354,750)	8,451 (1,165,194)	1,173,645
GRA0016	W & J Daycare Grant	183,733	183,733	183,733	0	0
GRA0017	Independant Sector Placement	662,912	430,436	404,091	26,345	26,345
GRA0019	Comissioned Services	379,500	299,308	327,194	(27,886)	(27,886)
GRA0020	Drugs & Alcohol Services	409,425	409,425	372,604	36,821	36,821

GRA0022	Public Partnership Forum	0	0	7	(7)	(7)	
GRA0500	Carers Information Strategy	(18,000)	0	0	0	0	
GRA0601	BLG Fabric	5,000	5,000	0	5,000	5,000	
SRA4000	Service Manager Social Work	95,054	71,779	68,843	2,936	2,936	
SRA4101	Training Community Care	95,283	71,027	90,151	(19,124)	(19,124)	
SRA4102	Training Vocational	51,071	38,113	33,892	4,221	4,221	
SRA4103	Training Child Protection	19,712	14,625	8,891	5,734	5,734	
SRA4104	Training Child Residential	31,406	23,250	14,146	9,104	9,104	
SRA4105	Training Adoption	5,000	3,750	20	3,730	3,730	
SRA4106	Training Child Services	0	0	0	0	0	
SRA4107	Training SVQ	398,735	281,772	312,458	(30,686)	(30,686)	
SRA4108	Social Work Degree	58,528	25,720	14,158	11,562	11,562	
SRA4109	Training Food Hygiene	16,145	11,938	15,062	(3,124)	(3,124)	
SRA4111	Training Manual handling	55,526	42,734	39,080	3,654	3,654	
SRA4112	Training	124,335	92,953	87,501	5,452	5,452	
SRA4113	Trng Adult Sup Protection	11,945	8,959	2,233	6,726	6,726	
GRA4100	Community Care Social Work	530,184	394,277	361,881	32,396	32,396	
GRA4110	Health Service Social Worker	40,625	30,241	30,991	(750)	(750)	
GRA4120	Mental Health Officers	91,393	64,874	54,020	10,854	10,854	
GRA4130	Dementia Care Manager	51,320	39,184	38,401	783	783	
GRA4160	Adult Support & Protection	4,913	55,357	49,619	5,738	5,738	
GRA4161	Substance Misuse	0	5,343	6,140	(797)	(797)	
GRA4200	Preventative Services	2,625	1,969	3,112	(1,143)	(1,143)	
GRA4500	Top Up Substance Misuse	54,500	36,625	57,067	(20,442)	(20,442)	
GRA4600	Crossroads Packages	110,364	94,340	75,980	18,360	18,360	
SRA5000	Adult Services Manager	54,314	40,475	28,378	12,097	12,097	
GRA5100	Eric Gray Resource Centre	1,016,936	746,883	769,119	(22,236)	(22,236)	
GRA5200	ILP - Project Manager	516,200	366,514	330,184	36,330	36,330	
GRA5210	ILP - Central	1,531,606	1,142,253	1,113,493	28,761	28,761	
GRA5215	ILP - Ruddy Park	2,303	1,911	1,034	877	877	
GRA5216	ILP-Transition Flat	1,538	629	90	539	539	
GRA5217	ILP-Outreach	0	0	0	0	0	
GRA5218	ILP-Arheim	2,228	1,975	149	1,826	1,826	
GRA5220	Stocketaet	223,490	274,844	265,210	9,634	9,634	
GRA5240	Local Area Co-ordinator	5,639	4,230	2,918	1,312	1,312	
GRA5250	Annsbrae/Mental Health Comm	591,639	434,294	373,926	60,368	60,368	
GRA5251	Off-Island Placements	385,723	302,294	333,807	(31,513)	(31,513)	
GRA5400	Occupational Therapy	522,676	409,153	404,477	4,676	4,676	
GRA5401	Telecare	21,581	(15,063)	(42,992)	27,929	27,929	
GRA5600	Banksbroo	373,222	372,926	364,581	8,345	8,345	
GRA5620	Newcraigielea	790,433	567,329	537,242	30,087	30,087	
GRA5621	Sea View	430,325	319,244	292,196	27,048	27,048	
GRA5622	Intensive Sup Services	411,743	308,588	303,614	4,974	4,974	
GRA5623	Outreach Project	120,000	0	0	0	0	
SRA6000	Older People Manager	112,935	88,801	90,592	(1,791)	(1,791)	
SRA6001	Traineeship Scheme	309,803	228,878	223,131	5,747	5,747	
GRA6100	Taing House	1,912,122	1,408,432	1,413,367	(4,935)	(4,935)	
GRA6110	Viewforth	2,019,588	1,511,785	1,522,486	(10,701)	(10,701)	
GRA6120	Edward Thomason House	2,778,246	2,050,921	2,027,312	23,609	23,609	
GRA6130	Handypersons	0	0	8,175	(8,175)	(8,175)	
GRA6141	Care @ Home-Central	242,212	178,461	204,809	(26,348)	(26,348)	
GRA6143	Kantersted Kitchen	165,562	123,323	122,830	493	493	
GRA6170	Montfield	1,128,336	725,741	677,917	47,824	47,824	
GRA6300	Freefield	96,536	41,489	44,151	(2,662)	(2,662)	
GRA6400	Miscellaneous Properties	2,196	1,896	(347)	2,243	2,243	
GRA6420	Interments	800	600	0	600	600	
GRA6900	White/Grey Goods	5,000	3,750	0	3,750	3,750	
SRA8000	Service Manager Rural Care	63,021	47,022	44,404	2,618	2,618	
GRA8050	Care@ Home Mgt & Admin	118,939	88,885	88,260	625	625	
GRA8100	North Haven	1,726,961	1,293,035	1,278,336	14,699	14,699	
GRA8110	Overtonlea	1,948,010	1,458,190	1,442,328	15,862	15,862	
GRA8120	Wastview	1,506,815	1,130,381	1,120,542	9,839	9,839	
GRA8130	Fernlea	1,009,288	749,884	753,922	(4,038)	(4,038)	
GRA8140	Isleshavn	1,085,629	811,093	808,234	2,859	2,859	
GRA8150	Norddalea	981,927	796,546	816,898	(20,352)	(20,352)	
GRA8154	Brucehall	218,874	102,368	90,694	11,674	11,674	
Children's Services		6,290,029	4,628,259	4,508,211	120,048	(126,000)	246,048
SRG0000	Head of Children's Svs	147,135	110,173	116,052	(5,879)	(5,879)	
GRG1002	Quarff Additional Supp Needs	8,867	4,248	1,336	2,912	2,912	
GRG1004	Blydehaven Nursery	75,858	52,963	41,635	11,328	11,328	
SRG2000	Children's Res Svs Manager	61,461	45,984	46,134	(150)	(150)	
GRG2001	Short Break Service	1,297,397	969,552	947,700	21,852	21,852	
GRG2002	Residential Child Care	1,025,571	700,156	654,976	45,180	45,180	
GRG2005	Child Off Island Accom	536,885	402,664	596,965	(194,301)	(194,301)	
GRG2006	Adoption	72,179	54,135	82,923	(28,788)	(28,788)	
GRG2007	Professional Foster Care	42,452	31,839	32,487	(648)	(648)	
GRG2008	Section 29	12,960	9,720	8,662	1,058	1,058	
GRG2009	Fostering	544,201	407,406	340,653	66,753	66,753	
GRG2010	Shared Care	10,927	8,195	8,008	187	187	
GRG2012	Voluntary Organisations	0	0	703	(703)	(703)	
GRG2014	Children's Serv Improv Office	104,124	78,007	78,083	(76)	(76)	
GRG2015	Looked After Child-Savings	0	0	49	(49)	(49)	
SRG3000	Child Protection Co-ordinator	52,930	39,613	43,449	(3,836)	(3,836)	
GRG3001	Family Support	620,323	464,176	394,084	70,092	(19,000)	
GRG4001	Psychological Services	303,741	227,271	190,036	37,235	(20,000)	
GRG4002	Sensory Impairment	254,204	190,113	182,489	7,624	7,624	
GRG5001	Child Rights Services	42,419	31,651	41,772	(10,121)	(10,121)	
GRG5002	Old School Centre Firth	0	0	224	(224)	(224)	
GRG5007	Getting itRight for EveryChild	91,958	68,811	44,784	24,027	24,027	
SRG6000	Family Support Manager	60,209	45,040	48,715	(3,675)	(3,675)	
GRG6002	Child Care Strategy	206,795	154,878	128,328	26,550	26,550	
GRG6004	Family Centre Services	441,149	322,376	287,475	34,901	34,901	
GRG6005	Changing Childrens Services	50,202	40,176	39,629	547	547	
GRG6006	Preventative Services	43,284	32,398	36,325	(3,927)	(3,927)	

GR6008	Out of School Care	151,799	113,558	92,052	21,506		21,506
GR6701	Youth Crime	30,999	23,156	22,484	672		672
Criminal Justice		22,967	16,661	29,902	(13,241)	0	(13,241)
GRI001	Offender Services	22,967	16,661	29,902	(13,241)		(13,241)
Housing		2,312,788	1,715,447	1,571,334	144,113	0	144,113
SRH2000	Business Support Services	402,512	299,435	292,028	7,407		7,407
SRH3200	Asset Management	405,958	303,627	278,797	24,830		24,830
SRH0000	Head of Housing	84,708	63,393	64,239	(846)		(846)
SRH1000	Operational Services	444,799	332,663	285,051	47,612		47,612
SRH3300	Housing DLO Management	131,479	98,269	98,996	(727)		(727)
GRH0050	Grass Cutting Service	53,060	53,060	48,754	4,306		4,306
GRH1086	NASSO	17,375	13,031	158	12,873		12,873
GRH2074	Economic Rents	(20,785)	(15,471)	(17,615)	2,144		2,144
GRH2094	Supporting People	42,580	31,935	22,137	9,798		9,798
GRH2098	Outreach Service	362,641	271,475	294,671	(23,196)		(23,196)
GRH4274	Rent Rebates	(35,130)	(24,973)	(93,184)	68,211		68,211
GRH4275	Rent Allowances	(35,130)	(24,973)	(21,507)	(3,466)		(3,466)
GRH1078	Chalet/Sites	(27,079)	(20,309)	(18,611)	(1,698)		(1,698)
GRH1082	Staff Housing	(21,875)	(16,406)	(1,220)	(15,186)		(15,186)
GRH1084	Education Houses Hsg	(48,479)	(35,351)	(28,732)	(6,619)		(6,619)
GRH1100	Stocketgaet/Gremmasgaet	0	(21,090)	(19,909)	(1,181)		(1,181)
GRH1170	Homeless Persons	25,912	26,366	2,143	24,223		24,223
GRH1175	12 A/B North Road	(7,457)	(5,592)	(7,512)	1,920		1,920
GRH1270	Sheltered Housing	537,699	390,933	396,677	(5,744)		(5,744)
GRH1271	Banksbro	0	(4,575)	(4,027)	(548)		(548)
TOTAL EDUCATION AND SOCIAL CARE		76,844,955	59,457,036	57,847,572	1,609,462	(1,372,055)	2,981,517

INFRASTRUCTURE SERVICES 2010/11 - COST CENTRE DETAIL - PERIOD 9	1 April to 31 December 2010
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<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance Including Required Savings (Overspend)/Underspend
	£	£	£	£
Directorate	798,917	590,876	559,144	31,732
SRY0000 Infrastructure Directorate	201,111	150,012	161,693	(11,681)
SRY0001 Infrastructure-Recruitment Exp	60,500	42,926	26,869	16,057
SRY0400 Infrastructure Administration	537,306	397,938	370,582	27,356
Environment & Building Services	6,419,077	5,076,444	4,900,056	176,388
GRY5101 Landfill Disposal Site	129,011	234,298	204,218	30,080
GRY5102 Waste to Energy Plant	817,824	860,865	789,996	70,869
GRY5103 Anti-Litter	6,112	4,584	6,894	(2,310)
GRY5104 Material Recycling Facility	0	0	4,819	(4,819)
GRY5113 Burial Ground Operations	434,976	328,689	297,372	31,317
GRY5129 Waste Prevention	68,419	81,657	98,580	(16,923)
GRY5131 Kerb Scheme	112,366	63,489	48,056	15,433
GRY5133 Glass Re-use	62,636	35,656	37,000	(1,344)
GRY5137 Zero Waste Fund Redetermination	50,000	50,000	0	50,000
GRY5140 Environmental Management	12,335	0	8,123	(8,123)
GRY5150 Energy Management	17,074	12,808	3,848	8,960
GRY5201 Public Toilets	176,469	141,561	140,752	809
GRY5211 Street Cleansing General	392,515	287,183	276,138	11,045
GRY5221 Refuse Collection General	857,042	623,767	654,930	(31,163)
GRY5223 Refuse Collection Outer Isle	40,897	32,121	20,578	11,543
GRY5224 Skip Contract	-42,933	-25,305	-25,804	499
GRY5225 Com Council Skip Contract	110,381	88,864	92,489	(3,625)
GRY5229 Grounds Maintenance	201,062	179,680	171,859	7,821
GRY5301 Metrology	41,077	24,067	31,127	(7,060)
GRY5401 Environmental Protection	-11,348	-9,090	-10,787	1,697
GRY5403 Housing	172	129	-618	747
GRY5404 Pest Control	8,848	6,166	-8,639	14,805
GRY5407 Animal Health	965	724	1,743	(1,019)
GRY5408 Food Hygiene	-15,276	-11,456	-8,145	(3,311)
GRY5414 Hsng Multiple Occ Project	0	0	171	(171)
GRY5415 Private Sector Housing Grants	610,063	330,931	330,931	0
GRY5423 Landlord Registration	-344	-258	-2,077	1,819
GRY5424 A.S.B./N.S.W	214,019	177,754	170,572	7,182
GRY5425 Shellfish Monitoring	0	14,827	17,875	(3,048)
GRY5427 Private Water Supplies Grants	0	0	-2,267	2,267
GRY5428 CLA Breeders Scheme	0	0	228	(228)
GRY5429 Wir Community, Wir Choice Leader	0	0	18,358	(18,358)
SRY5000 Head of Environment	98,505	73,272	75,591	(2,319)
SRY5100 Environment & Energy Service	204,975	138,408	141,475	(3,067)
SRY5200 Cleansing Services	149,916	112,031	112,685	(654)
SRY5300 Trading Standard Service	196,675	141,663	138,752	2,911
SRY5400 Environmental Health	449,658	335,658	318,636	17,022
SRY5402 Licensing Standards Officer	16,073	11,960	14,143	(2,183)
SRY5500 Building Service Manager	69,775	52,185	52,124	61
SRY5501 Tech/Man Supp-Building Service	301,156	221,524	215,501	6,023
SRY5502 Social Care-Testing & Fees	80,360	71,560	81,920	(10,360)

SRY5503	Education-Testing & Fees	280,399	210,560	219,270	(8,710)
SRY5504	Offices-Testing & Fees	95,187	52,341	50,797	1,544
SRY5505	Asbestos Management	53,309	39,409	43,394	(3,985)
SRY5506	Safety Surfacing	35,355	14,146	5	14,141
SRY5507	Rural Care Homes Testing&Fees	93,372	68,016	67,442	574
Roads		6,970,271	5,455,738	5,318,770	136,968
GRY6501	Grass Cutting/Weed Control	63,599	63,599	63,974	(375)
GRY6511	Drainage Maintenance	321,835	263,993	260,454	3,539
GRY6521	Traffic Signs	71,910	64,323	110,046	(45,723)
GRY6531	Road Markings & Cats Eyes	227,701	184,954	186,922	(1,968)
GRY6541	Roads Sweeping	60,749	45,562	44,774	788
GRY6551	St Lighting-Maintenance&Energy	325,649	234,233	196,279	37,954
GRY6552	Christmas Lighting/Trees	13,850	12,950	3,052	9,898
GRY6555	Routine Maintenance General	0	0	682	(682)
GRY6601	Localised Reconstruction	399,523	372,300	373,764	(1,464)
GRY6605	Patching	400,017	399,380	478,687	(79,307)
GRY6611	Resurfacing	986,584	711,385	593,408	117,977
GRY6615	Footpath Maintenance	75,021	45,269	45,387	(118)
GRY6625	Surface Treatments	650,500	650,375	650,500	(125)
GRY6635	Drainage Improvements	86,201	27,360	21,587	5,773
GRY6645	Verge Maintenance	123,971	69,927	50,157	19,770
GRY6655	Crash Barriers & Railings	43,373	23,017	4,823	18,194
GRY6665	Minor Improvements	42,028	21,576	12,089	9,487
GRY6675	Streetlighting (Renewals)	42,796	32,097	25,644	6,453
GRY6681	Sea Defences	19,164	10,076	987	9,089
GRY6685	Structures (Ret Walls)	18,762	18,762	1,784	16,978
GRY6691	Structures(Bridges & Culverts)	54,479	54,479	24,823	29,656
GRY6692	Cattlegrids	98,430	52,939	16,065	36,874
GRY6695	Structural Maintenance General	14,803	14,803	12,525	2,278
GRY6701	Road Authority Functions	6,877	5,658	18,001	(12,343)
GRY6711	Surveys & Inspections	48,964	43,301	72,461	(29,160)
GRY6721	Winter Service	1,292,513	936,786	952,283	(15,497)
GRY6731	NRSWA Functions	563	414	-3,792	4,206
GRY6741	Road Safety	2,040	1,530	1,708	(178)
GRY6761	Roads Asset Management	56,800	40,550	35,507	5,043
SRY6000	Head of Roads	175,677	130,832	123,834	6,998
SRY6100	Roads Network	469,691	350,473	360,053	(9,580)
SRY6200	Roads Design	281,366	205,854	206,115	(261)
SRY6300	Maintenance	406,265	303,793	316,469	(12,676)
SRY6400	Laboratory	88,570	63,188	57,717	5,471
Transport		15,174,781	10,770,147	11,296,005	(525,858)
GRY7201	Air Services General	730,273	501,603	563,829	(62,226)
GRY7202	Air Services Fair Isle	15,000	0	0	0
GRY7203	Air Services Foula	12,602	12,602	12,985	(383)
GRY7205	Air Service Skerries	10,094	10,094	9,989	105
GRY7206	Airstrips	0	0	186	(186)
GRY7207	Tingwall Airstrip	172,923	125,505	138,282	(12,777)
GRY7208	Scatsta Airstrip	-31,964	-28,698	-6,999	(21,699)
GRY7209	Baltasound Airstrip	23,089	20,323	25,206	(4,883)
GRY7221	Taxi Licensing	-6,528	-7,358	-1,508	(5,850)
GRY7231	Bus Services General	7,565	5,674	12,153	(6,479)
GRY7232	Bus Services Whalsay	2,249	-12,364	-5,826	(6,538)
GRY7233	Lerwick Bus Station	49,548	40,671	57,167	(16,496)
GRY7234	Bus Shelters	2,070	2,895	4,706	(1,811)
GRY7235	Belmont - Saxa Vord	45,123	30,082	33,001	(2,919)
GRY7236	Lerwick Town Bus	46,819	31,213	33,366	(2,153)

GRY7237	Lerwick Hillswick	146,065	97,377	95,869	1,508
GRY7238	Lerwick - Laxo	54,876	36,584	56,374	(19,790)
GRY7239	Lerwick - Mossbank	139,500	93,000	104,379	(11,379)
GRY7241	Lk - Scalloway - Burra	65,608	43,739	59,846	(16,107)
GRY7242	Lerwick - Sumburgh	118,158	62,958	71,749	(8,791)
GRY7244	Westside Mainline	74,986	74,606	104,599	(29,993)
GRY7245	Ulsta-Gutcher-Cullivoe	84,857	55,964	62,869	(6,905)
GRY7246	Ulsta - M Yell - W Sandwick	30,121	16,031	12,509	3,523
GRY7247	Westside Feeders	91,845	61,505	44,610	16,895
GRY7248	Concessionary Fares	1,500	1,000	693	307
GRY7249	NPP Rural Transport Solutions	0	0	6,857	(6,857)
GRY7251	Other Tport Vehicle R & M	1,617	1,213	1,213	0
GRY7252	School Transport	1,591,442	1,081,797	1,128,400	(46,603)
GRY7253	Sp Needs School Transport	257,351	178,475	262,712	(84,237)
GRY7254	Social Work Transport	128,064	84,581	98,187	(13,606)
GRY7255	Rural Transport	248,740	165,827	195,091	(29,264)
GRY7256	Fuel Account - Administration	0	0	50	(50)
GRY7257	Fleet Mgmt-Plant & Vehicle Hir	0	0	1,800	(1,800)
GRY7258	Education/SRTTransport	29,993	22,495	13,839	8,657
GRY7502	STP Admin Costs	28,335	78,366	74,857	3,509
GRY7601	Bressay Service	474,516	353,249	369,761	(16,512)
GRY7602	Fair Isle Service	154,020	115,290	101,602	13,688
GRY7603	Fetlar Service	254,139	187,806	198,121	(10,315)
GRY7605	Papa Stour Service	188,957	141,441	123,787	17,654
GRY7606	Skerries Service	454,155	335,933	396,229	(60,296)
GRY7607	Unst Service	705,832	522,210	510,783	11,427
GRY7608	Whalsay service	1,181,644	861,953	880,262	(18,309)
GRY7609	Yell Service	1,148,463	841,960	770,484	71,476
GRY7610	Community Runs	33,500	22,333	12,369	9,964
GRY7701	Foula Ferry Contract	506,381	377,354	329,187	48,167
VR7295	Fleet Management Unit	3,172	86,801	105,810	(19,009)
VR7296	FMU Fuel	-28,376	-18,800	-6,547	(12,253)
VR7297	FMU-Vehicle Hire	9,302	-3,245	197	(3,442)
VR7620	Lerwick Terminal	13,654	9,949	9,246	703
VR7621	Bressay Terminal	16,481	10,314	5,482	4,832
VR7622	Grutness Terminal	7,098	3,692	1,878	1,814
VR7623	Fair Isle Terminal	8,693	4,204	3,072	1,132
VR7624	Hamarsness Terminal	21,143	12,933	15,344	(2,411)
VR7627	West Burrafirth Terminal	8,858	5,941	4,532	1,409
VR7628	Papa Stour Terminal	8,743	5,593	5,793	(200)
VR7629	Skerries Terminal	7,228	4,259	2,804	1,455
VR7630	Gutcher Terminal	16,213	10,685	7,623	3,062
VR7631	Belmont Terminal	21,705	14,427	5,207	9,220
VR7632	Laxo Terminal	11,366	8,570	88,851	(80,281)
VR7633	Symbister Terminal	18,034	10,746	12,119	(1,373)
VR7634	Vidlin Terminal	11,210	7,859	4,657	3,202
VR7635	Toft Terminal	48,479	43,490	132,497	(89,007)
VR7636	Ulsta Terminal	54,273	27,529	13,859	13,670
VR7661	MV Bigga	401,806	317,118	313,654	3,464
VR7662	MV Snolda	120,075	85,244	91,193	(5,949)
VR7663	MV Fivla	242,255	177,499	126,292	51,207
VR7665	MV Geira	262,300	100,380	84,101	16,279
VR7666	MV Good Shepherd	85,250	40,414	45,613	(5,199)
VR7668	MV Hendra	318,467	128,009	108,903	19,107
VR7670	MV Leirna	262,343	198,937	250,047	(51,110)
VR7672	MV Thora	126,802	94,781	88,722	6,059
VR7673	Linga	603,918	291,917	377,683	(85,766)
VR7675	Filla	392,001	307,862	400,476	(92,614)

VRY7676	MV Daggri	678,623	508,546	443,388	65,158
VRY7677	MV Dagalien	593,834	463,440	436,188	27,252
VRY7690	Sellaness Store	37,686	25,396	14,754	10,642
VRY7695	Ferries Engineering Service	383,317	284,921	246,933	37,988
SRV7000	Head of Transport	89,759	67,396	62,773	4,623
SRV7200	Transport Planning & Support	143,844	107,198	120,352	(13,154)
SRV7210	Air Bus & Fleet	61,924	46,444	54,910	(8,466)
SRV7600	Ferry Operations Manager	766,133	588,375	611,371	(22,996)
SRV7610	Ferry Service-Cadets	73,640	44,034	40,606	3,428
Planning		1,933,262	1,182,548	1,017,768	164,780
GRV8002	Marine Devt Planning Permissio	-34,267	-34,267	-39,482	5,215
GRV8003	Local Review Body	0	0	10,000	(10,000)
GRV8101	Building Control	-237,450	-235,587	-283,962	48,375
GRV8201	Planning Control	-186,150	-148,892	-163,181	14,289
GRV8301	Planning Policy	0	0	-712	712
GRV8304	Access Paths Improvements	47,877	24,855	20,682	4,173
GRV8305	Town Centre Regeneration	344,970	45,258	36,497	8,761
GRV8404	KIMO International	-32,975	0	0	0
GRV8409	Map Extract Service	-120	-90	-898	808
GRV8410	FFL Scotland	-6,975	-5,231	1,090	(6,321)
GRV8411	Ranger Service	43,751	43,751	43,751	0
SRV8000	Head of Planning	156,035	116,651	73,426	43,225
SRV8100	Building Standards	299,389	214,185	202,557	11,628
SRV8200	Development Management	457,599	346,256	350,146	(3,890)
SRV8300	Development Plans	403,580	302,311	265,994	36,317
SRV8400	Heritage	401,560	303,252	294,467	8,785
SRV8401	GIS Technical Design & mapping	128,144	99,629	100,257	(628)
SRV8500	Marine Development	148,294	110,467	107,134	3,333
TOTAL INFRASTRUCTURE		31,296,308	23,075,753	23,091,743	(15,990)

EXECUTIVE SERVICES 2010/11 - COST CENTRE DETAIL - PERIOD 9

1st April 2010 to 31st December 2010

Description	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance Including Required Savings (Overspend)/Underspend	Savings To be Achieved	Year to Date Variance Excluding Required Savings (Overspend)/Underspend
	£	£	£	£	£	£
Executive Management	1,827,333	675,807	771,229	(95,422)	(87,000)	(8,422)
GRX0002 Corp Improvement&Spend to Sr	1,000,000	0	0	0		0
GRX0097 Corporate Management	262,850	262,850	267,050	(4,200)		(4,200)
GRX0300 Community Safety Officers	35,100	26,269	22,629	3,640		3,640
GRX0301 CSP Awards Programme	29,000	21,750	15,390	6,360		6,360
GRX0302 Domestic Abuse Funding	16,446	12,144	3,396	8,748		8,748
SRX0000 Chief Executive Management	354,559	246,042	350,890	(104,848)	(87,000)	(17,848)
SRX0150 Chief Executive's Office	100,175	84,893	88,451	(3,558)		(3,558)
SRX0202 Messenger Service	29,203	21,859	23,422	(1,563)		(1,563)
Council Members	636,330	475,233	463,863	11,370	0	11,370
GRX0161 Executive Office, Civic Ents	41,494	31,121	29,459	1,662		1,662
SRX0160 Council Members	594,836	444,112	434,404	9,708		9,708
Organisational Development	3,424,164	2,529,140	2,452,856	76,284	(100,000)	176,284
GRX4015 Tamil Nadu Skills Exchange	12,138	0	5,445	(5,445)		(5,445)
GRX4016 Tamil Nadu Economic Developm	10,000	7,500	9,565	(2,065)		(2,065)
GRX4018 Fairer Scotland Fund	419,000	353,268	328,424	24,844		24,844
GRX4019 Tamil Nadu School Exchange	10,000	8,680	2,933	5,747		5,747
GRX4110 Moving-On Project	35,861	26,864	19,207	7,657		7,657
GRX4111 Childcare Voucher Scheme MGT	10,000	7,500	4,853	2,647		2,647
SRX4000 Organisational Development	213,879	152,121	205,227	(53,106)	(100,000)	46,894
SRX4001 Corporate Communications	10,000	7,500	469	7,031		7,031
SRX4002 Community Planning Support	10,000	7,500	601	6,899		6,899
SRX4100 Personnel PPP/A&S/S&T	476,410	361,906	371,982	(10,076)		(10,076)
SRX4101 Job Evaluation	206,982	155,625	167,170	(11,545)		(11,545)
SRX4102 Staff Welfare	90,932	68,136	66,729	1,407		1,407
SRX4103 Corporate Training	132,045	74,295	73,712	583		583
SRX4300 ICT Service Manager	238,687	176,118	126,210	49,908		49,908
SRX4301 Communications & Telephony	304,300	245,790	240,112	5,678		5,678
SRX4302 ICT Operations	203,882	152,774	135,882	16,892		16,892
SRX4303 ICT Analysts	321,986	240,926	224,239	16,687		16,687
SRX4304 ICT Area Technicians	310,882	229,603	226,134	3,469		3,469
SRX4306 ICT Maintenance	181,124	83,885	74,839	9,046		9,046
SRX4307 ICT Technicians	226,056	169,149	169,120	29		29
Finance	(2,924,007)	(3,008,139)	1,854,594	(4,862,733)	(7,384,069)	2,521,336
GRF1002 GF Saving Required	(5,502,774)	(5,007,774)	0	(5,007,774)	(7,224,069)	2,216,295
GRF1005 Sellaness Site	(9,700)	0	0	0		0
GRF1020 Contingency Reserve	0	0	1,300	(1,300)		(1,300)
GRF1021 Integra Project	0	0	10,096	(10,096)		(10,096)
GRF1101 Aithsting & Sandsting Comm Cn	15,062	14,977	14,977	0		0
GRF1102 Bressay Community Council	8,525	8,440	8,440	0		0
GRF1103 Burra & Trondra Community Cnc	8,505	8,420	8,420	0		0
GRF1104 Delting Community Council	17,033	16,948	16,948	0		0
GRF1105 Dunrossness Community Council	14,817	14,732	13,932	800		800
GRF1106 Fetlar Community Council	4,661	4,576	4,576	0		0
GRF1107 Gulberwick, Quarff & Cunnings	14,567	14,482	14,482	0		0
GRF1108 Lerwick Community Council	29,742	29,642	29,642	0		0
GRF1109 Nesting & Lunnasting Comm Cnc	9,634	9,549	9,549	0		0
GRF1110 Northmavine Community Council	19,331	19,246	19,246	0		0
GRF1111 Sandness & Walls Comm Council	13,800	13,665	13,215	450		450
GRF1112 Sandwick Community Council	11,285	11,200	11,200	0		0
GRF1113 Scalloway Community Council	9,973	9,888	9,888	0		0
GRF1114 Tingwall, Whiteness & Weisdale	11,803	11,718	11,718	0		0
GRF1115 Unst Community Council	11,930	11,845	11,845	0		0
GRF1116 Whalsay Community Council	11,506	11,421	11,421	0		0
GRF1117 Yell Community Council	12,150	12,065	12,065	0		0

GRF1118	Skerries Community Council	4,290	4,205	4,205	0	0	
GRF1150	Shetland Council of Social Ser	16,586	16,586	16,586	0	0	
GRF2203	DWP Initiatives	0	1,665	(17,137)	18,802	18,802	
GRF2401	Debt Advice Add Gov Funds	78,000	76,000	71,095	4,905	4,905	
GRF2911	Council Tax Income	21,500	19,750	(243,536)	263,286	263,286	
GRF2912	Council Tax Collection	0	0	425	(425)	(425)	
GRF2922	Non-Domestic Rates Collection	12,750	12,000	6,222	5,778	5,778	
SRF0100	Finance Office Services	135,387	101,264	94,839	6,425	6,425	
SRF1000	Head of Finance	(45,909)	(73,438)	90,707	(164,145)	(160,000)	(4,145)
SRF1030	Training	5,305	2,653	72	2,581	2,581	
SRF2000	Service Manager - Revenues	76,483	57,018	47,501	9,517	9,517	
SRF2200	Rents/Benefits	239,536	177,573	172,500	5,073	5,073	
SRF2300	Income & Recovery	273,406	208,751	208,624	127	127	
SRF2900	Local Taxation	126,088	93,470	91,188	2,282	2,282	
SRF3100	Management Accountancy	389,425	287,709	304,419	(16,710)	(16,710)	
SRF3400	Financial Accountancy	124,239	94,125	97,892	(3,767)	(3,767)	
SRF3405	Fin-Technical Clerical	25,216	18,883	18,408	475	475	
SRF3500	Expenditure Manager	69,254	51,303	57,871	(6,568)	(6,568)	
SRF3501	Pensions	77,039	57,779	52,949	4,830	4,830	
SRF3502	Payroll	328,043	261,438	242,384	19,054	19,054	
SRF3600	Payments	127,169	96,006	94,837	1,169	1,169	
SRF3800	Treasury	76,709	57,382	61,487	(4,105)	(4,105)	
SRF4000	Internal Audit Division	203,627	154,699	148,095	6,604	6,604	
Legal & Administration		1,495,541	1,101,500	1,071,612	29,888	0	29,888
GRB2311	Community Council Elections	3,000	2,250	3,074	(824)	(824)	
GRB2314	UK Parliamentary Elections	25,000	25,000	35,080	(10,080)	(10,080)	
GRB2400	Registrar	50,915	38,345	32,922	5,423	5,423	
GRB2501	Childrens Panel	19,150	11,917	4,289	7,628	7,628	
GRB2502	Safeguarders	5,100	3,642	6,696	(3,054)	(3,054)	
GRB2503	CP - Inter Island Seminar	0	0	207	(207)	(207)	
GRB3902	Licensing Board	(48,700)	(49,075)	(53,284)	4,209	4,209	
GRB3905	Prop Enq Certs	(1,000)	(750)	(760)	10	10	
GRB5010	Emergency Planning	108,829	82,110	86,227	(4,117)	(4,117)	
GRB5011	Emergency Planning Operational	7,050	5,288	3,963	1,326	1,326	
GRB5012	Emergency Planning Seminar	1,875	3,875	2,942	933	933	
GRB5013	Emergency Heli Landing Site	15,783	14,337	11,563	2,774	2,774	
SRB1000	Head of Legal and Admin	98,182	73,108	70,091	3,017	3,017	
SRB1100	Legal & Admin-Support Service	238,824	177,839	152,699	25,140	25,140	
SRB2000	Admin Service Manager	53,718	40,194	40,748	(554)	(554)	
SRB2200	Admin Serv-Committee Services	136,857	101,043	89,242	11,801	11,801	
SRB3000	Legal-Service Manager	66,764	48,778	47,002	1,776	1,776	
SRB3200	Legal Services	353,498	266,911	255,232	11,679	11,679	
SRB4000	Serv Manager-Insurance & Risk	59,689	44,588	42,706	1,882	1,882	
SRB4100	Risk Management	65,540	36,268	21,493	14,775	14,775	
SRB4101	Risk Man - General	0	0	27,313	(27,313)	(27,313)	
SRB4102	Risk Man - Motor Training	0	0	12,761	(12,761)	(12,761)	
SRB4200	Safety	139,756	105,811	111,430	(5,619)	(5,619)	
SRB4400	Insurance	95,711	70,021	67,978	2,043	2,043	
Capital Programme Service		1,470,672	791,667	1,623,685	(832,018)	(1,000,000)	167,982
GRK3202	Aith Industrial Building	(2,307)	(1,800)	(1,847)	47	47	
GRK3203	Bigton Industrial Buildings	(1,404)	(1,121)	(1,122)	1	1	
GRK3204	Bressay Industrial Buildings	(50)	(50)	(50)	0	0	
GRK3205	Fetlar Former Generating shed	(135)	(104)	(104)	(0)	(0)	
GRK3207	Sandwick Industrial Buildings	(2,453)	(1,872)	(1,871)	(1)	(1)	
GRK3208	King Harald Street Area	(2,410)	(1,948)	(1,948)	(0)	(0)	
GRK3209	Scalloway Industrial Building	(37,724)	(28,616)	(28,616)	(1)	(1)	
GRK3210	Skeld Industrial Buildings	137	(1,213)	0	(1,213)	(1,213)	
GRK3212	Sellaness Industrial Site	(17,194)	(15,559)	(15,073)	(486)	(486)	
GRK3213	Staneyhill Industrial Site	(1,152)	(1,152)	(158)	(995)	(995)	
GRK3214	Wethersta Industrial Site	(2,648)	(2,095)	(1,690)	(405)	(405)	
GRK3215	Burra Industrial Sites	(165)	(124)	(124)	(0)	(0)	
GRK3216	Cunningsburgh Industrial Sites	(1,400)	(1,050)	(688)	(363)	(363)	
GRK3217	Gremista Sh Industrial Sites	(2,470)	(1,853)	(1,853)	(1)	(1)	
GRK3218	Other Properties Maintained	40,254	18,427	16,684	1,743	1,743	
GRK3220	Ness of Sound	(6,408)	(4,806)	(4,431)	(375)	(375)	
GRK3221	Estates Management	15,750	11,813	11,833	(20)	(20)	
GRK3222	Voxter Farm	(1,000)	(1,000)	(1,000)	0	0	
GRK3223	Busta Estate	(49,498)	(50,667)	(53,769)	3,102	3,102	

GRK3224	Burra & Trondra Estate	(42,114)	(42,639)	(44,164)	1,525		1,525
GRK3225	The Fish Box	(2,405)	(1,872)	(1,872)	(0)		(0)
GRK3228	Mill Lane Store	7,728	6,163	5,950	213		213
GRK3229	62-64 Comm St-Yth Info Centr	0	0	5,375	(5,375)		(5,375)
SRK0000	Head of Capital Programming	74,627	55,970	53,160	2,810		2,810
SRK1000	Capital Projects Unit	844,082	601,921	540,467	61,454		61,454
SRK2000	Central Procurement	(861,510)	(896,743)	93,816	(990,559)	(1,000,000)	9,441
SRK3000	Assets Service Manager	131,821	89,050	68,785	20,265		20,265
SRK3001	Land Surveyor	61,639	45,656	37,764	7,892		7,892
SRK3101	Offices, Town Hall	98,669	54,061	38,500	15,561		15,561
SRK3102	Offices, Lystina House	7,877	2,820	648	2,172		2,172
SRK3103	Offices, Hillhead Enq Office	15,607	12,401	8,995	3,406		3,406
SRK3104	Offices, 4 Market Street	43,979	32,679	37,459	(4,780)		(4,780)
SRK3105	Offices, County Buildings	7,119	6,026	5,461	565		565
SRK3106	Offices, Anderson Place	3,604	2,302	1,259	1,043		1,043
SRK3107	Offices, 2&4 Bank Lane	17,275	13,054	10,153	2,901		2,901
SRK3108	Offices, Quendale House	30,229	17,898	16,445	1,453		1,453
SRK3109	Offices, Fort Road	32,630	28,230	28,341	(111)		(111)
SRK3110	Offices, Hayfield House	110,213	82,689	93,014	(10,325)		(10,325)
SRK3111	Offices, 91/93 St Olaf Street	32,861	21,694	15,672	6,022		6,022
SRK3112	Offices, 92 St Olaf Street	29,847	23,128	20,025	3,103		3,103
SRK3113	Offices, Grantfield	58,740	48,516	44,238	4,278		4,278
SRK3114	Offices, Garthspool IT Centre	61,384	46,219	44,830	1,389		1,389
SRK3115	Offices, Gremista	12,097	8,715	7,250	1,465		1,465
SRK3116	Offices, Oil Offices	173,965	129,228	120,104	9,124		9,124
SRK3117	Offices, 4 Havragord Brae	1,793	1,373	1,113	260		260
SRK3118	Offices, 64 St Olaf Street	13,044	9,349	7,124	2,225		2,225
SRK3119	Offices, Hill Lane	11,090	9,580	15,655	(6,075)		(6,075)
SRK3120	Offices, Charlotte House	65,913	81,601	81,208	393		393
SRK3121	Offices, Montfield	51,525	41,172	35,516	5,656		5,656
SRK3122	Offices, Old Infant School KHS	25,818	25,651	19,075	6,576		6,576
SRK3123	Offices, Train Shetland	42,841	36,319	34,122	2,197		2,197
SRK3124	Offices, Gremista Design	42,830	35,366	21,938	13,428		13,428
SRK3125	Offices, North Ness	149,175	112,570	118,658	(6,088)		(6,088)
SRK3126	Offices, 20 Commercial Road	21,134	19,160	20,574	(1,414)		(1,414)
SRK3127	Offices, Old Library Conversion	40,180	30,760	30,667	93		93
SRK3128	Offices, Lovers Loan	3,100	1,783	1,180	603		603
SRK3129	Offices, Bio Solar Hus	94,172	72,465	71,003	1,462		1,462
SRK3130	Old Lower Gym King Harald St	25,525	10,207	0	10,207		10,207
SRK3131	Former Archive Building KHS	4,845	1,935	0	1,935		1,935

TOTAL EXECUTIVE	5,930,033	2,565,208	8,237,838	(5,672,630)	(8,571,069)	2,898,439
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Head of Economic Development Unit	386,198	324,718	314,454	10,264	0	10,264
SRD0000	EDU Mgt & Administration	323,559	287,399	286,374	1,025	1,025
SRD0001	EDU Recruitment Expenses	8,500	6,375	0	6,375	6,375
SRD0002	Head of Economic Development	54,139	30,944	28,080	2,864	2,864

Business Development	379,972	306,283	297,767	8,516	0	8,516
SRD1000	Head of Business Development	125,166	106,148	103,689	2,459	2,459
SRD1010	Business Technical Support	254,806	200,135	194,078	6,057	6,057

Marketing	113,223	90,084	90,390	(306)	0	(306)
SRD5000	Marketing	113,223	90,084	90,390	(306)	(306)

TOTAL DEVELOPMENT	879,393	721,085	702,611	18,474	0	18,474
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SIC MANAGEMENT INFORMATION 2010/11 - PERIOD 9

1st April 2010 to 31st December 2010

<u>Revenue Expenditure by Service</u> (Harbour Account, Support Services & Recharged Servi	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/Underspend
	£	£	£	£
Ports & Harbours (total)	(1,201,177)	(4,379,428)	(3,396,592)	(982,834)
Ports Management	1,056,416	806,047	668,420	137,627
Sullom Voe	(4,527,158)	(3,443,173)	(3,649,646)	206,473
Scalloway	26,311	(52,607)	(163,656)	111,049
Other Piers	177,161	101,815	51,210	50,605
Port Engineering Services	654,978	483,271	428,031	55,240
Jetties & Spur Booms (BP Funded)	(146,654)	65,219	(4,570)	69,789
Transfer of Funds	3,897,769	0	0	0
Ports for the Future (inc capital sale of Tugs)	(2,340,000)	(2,340,000)	(726,381)	(1,613,619)
Revenue Expenditure by Subjective (Harbour Account, Support Services & Recharged Services)	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/Underspend
	£	£	£	£
Employee Costs (sub total)	6,468,398	4,631,126	5,411,238	(780,112)
Basic Pay	4,877,313	3,657,987	3,573,748	84,239
Overtime	436,660	345,747	290,674	55,073
Other Employee Costs	1,154,425	627,392	1,546,816	(919,424)
Operating Costs (sub total)	5,241,930	3,367,573	3,016,847	350,726
Travel & Subsistence	196,741	134,210	116,841	17,369
Property Costs	1,264,170	872,631	737,558	135,073
Other Operating Costs	3,781,019	2,360,732	2,162,448	198,284
Transfer Payments (sub total)	3,978,349	80,580	75,745	4,835
Income (sub total)	(16,889,823)	(12,458,707)	(11,900,423)	(558,284)
TOTAL	(1,201,146)	(4,379,428)	(3,396,593)	(982,834)

MANAGEMENT A/c's 2010/11 - COST CENTRE DETAIL - PERIOD 9
1st April 2010 to 31st December 2010

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/ Underspend
		£	£	£	£
Ports Management (sub total)		1,056,416	806,047	668,421	137,627
SRM0001	Ports - Recruitment Expenses	17,000	12,750	5,734	7,016
SRM0100	Ports - Support Services	236,368	178,751	133,637	45,114
SRM2000	Ports - Operations Management	774,315	592,666	514,813	77,853
PRM0150	Canteen Service	28,733	21,880	14,236	7,644
Sullom Voe (sub total)		(5,927,158)	(4,843,191)	(4,376,026)	(467,165)
SRM2001	Towage Management	27,180	20,824	4,697	16,127
SRM3050	Ports - Admin Building	97,640	64,189	42,677	21,512
PRM2100	Sullom Voe	(6,073,789)	(4,117,706)	(4,158,056)	40,350
PRM2101	B & L Sullom Voe	(274,417)	(219,823)	(270,834)	51,011
PRM2102	Pilotage Sullom Voe	(718,586)	(517,598)	(500,262)	(17,336)
PRM2103	Mooring Sullom Voe	(313,492)	(230,689)	(212,859)	(17,830)
PRM2104	Ship to Ship Transfers	(300,000)	(148,123)	(66,877)	(81,246)
PRM2110	Marine Officers	919,041	697,440	731,242	(33,802)
PRM2111	Launch Crews	1,161,959	884,681	840,442	44,239
PRM2112	Towage Crews	(1,846,276)	(1,385,762)	(1,186,310)	(199,452)
PRM2113	VTS Operators	226,344	169,758	84,858	84,900
PRM2116	Pollution Control	1,000	750	0	750
PRM2120	SOTEAG	800	600	(3)	603
PRM2121	SVA	80,580	80,580	75,745	4,835
PRM2148	Tug Boats - SV	(1,400,000)	(1,400,000)	(726,381)	(673,619)
VRM3205	Nav Aids Sullom Voe	41,921	35,223	38,650	(3,427)
VRM3206	Radar Sullom Voe	37,003	29,830	31,512	(1,682)
VRM3207	VHF Radio Sullom Voe	10,500	7,875	1,779	6,096
VRM3210	Maintenance Workshop	63,364	45,272	40,643	4,629
VRM3211	Helicopter Hangar	3,960	3,401	3,432	(31)
VRM3212	Meteorological Office	3,144	2,116	1,527	589
VRM3213	Long Term Store	2,562	1,598	812	786
VRM3214	Crew Accommodation	6,700	4,496	2,822	1,674
VRM3215	Pollution Store	18,402	12,269	8,922	3,347
VRM3221	Sullom Shoormal	37,355	24,845	17,884	6,961
VRM3222	Sullom Spindrift	43,796	33,305	26,543	6,762
VRM3223	Sullom Spray	33,794	26,555	30,194	(3,639)
VRM3225	Dunter	491,343	136,893	109,415	27,478
VRM3226	Shalder	266,446	195,481	154,438	41,043
VRM3227	Stanechakker	229,931	175,295	105,578	69,717
VRM3228	Tirrick	280,192	212,004	176,409	35,595
VRM3229	Tystie	481,322	137,227	114,118	23,109
VRM3230	Sullom A	21,214	19,003	18,733	270
VRM3231	Sullom B	7,214	5,003	2,171	2,832
VRM3232	Sullom C	7,214	5,003	1,174	3,829
VRM3235	Vehicles Sullom Voe	34,380	26,318	25,306	1,012
VRM3236	Boat Hoist	(1,013)	(824)	(4,423)	3,599
VRM3237	Small Plant	4,750	3,563	2,044	1,519
VRM3239	Sullom Shearwater	13,591	9,504	4,727	4,777

VRM3240	Tug Jetty	62,994	48,275	49,043	(768)
VRM3241	Solan	145,827	13,878	1,331	12,547
VRM3242	Bonxie	136,952	44,280	1,112	43,168
Scalloway (sub total)		26,311	(52,607)	(163,655)	111,048
PRM2200	Blacksness	(120,997)	(152,113)	(212,284)	60,171
PRM2201	B & L Scalloway	(5,000)	(3,750)	(9,094)	5,344
PRM2202	Pilotage Scalloway	500	375	(29,848)	30,223
VRM3261	Nav Aids Scalloway	12,025	9,019	1,162	7,857
VRM3262	Offices & Stores Scalloway	29,639	21,900	16,682	5,218
VRM3263	Fish Market	19,360	13,483	21,029	(7,546)
VRM3264	Piers Scalloway	71,028	44,038	40,159	3,879
VRM3266	Vehicles Scalloway	6,500	5,425	5,440	(15)
VRM3267	Lyrie	13,256	9,016	3,099	5,917
Other Piers (sub total)		177,161	101,815	51,211	50,604
PRM2300	Baltasound	(1,916)	(1,438)	(6,529)	5,091
PRM2301	Collafirth	(1,466)	(1,102)	(2,975)	1,873
PRM2302	Toft	35	24	(950)	974
PRM2310	Billister	0	0	0	0
PRM2312	Cullivoe	(71,281)	(53,463)	(63,741)	10,278
PRM2314	Fair Isle	3	0	0	0
PRM2315	Hamnavoe	225	167	(563)	730
PRM2316	Melby Pier	150	150	148	2
PRM2317	Mid Yell	(1,500)	(1,188)	(3,947)	2,759
PRM2318	Out Skerries	135	99	(33)	132
PRM2319	Symbister	13,673	10,208	4,987	5,221
PRM2321	Uyeasound	1,000	750	(402)	1,152
PRM2322	Vaila/Grutness	235	174	(343)	517
PRM2323	West Burrafirth	(925)	(696)	(911)	215
PRM2324	Humber Inflatable	32	0	0	0
PRM2325	Orkney Spinner	10	0	0	0
PRM2326	Avon Searider	25	0	0	0
VRM3270	Baltasound Pier Maintenance	49,989	46,908	46,297	611
VRM3271	Collafirth Pier Maintenance	4,519	1,603	911	692
VRM3272	Toft Pier Maintenance	2,576	1,410	16	1,394
VRM3273	Garth Pier Maintenance	9,710	6,713	6,483	230
VRM3280	Billister Pier Maintenance	2,114	1,238	16	1,222
VRM3282	Cullivoe Pier Maintenance	29,613	18,980	6,313	12,667
VRM3283	Easterdale Pier Maintenance	966	717	148	569
VRM3284	Fair Isle Pier Maintenance	33,830	26,500	24,732	1,768
VRM3285	Hamnavoe Pier Maintenance	8,329	6,701	5,973	728
VRM3286	Melby Pier Maintenance	98	0	0	0
VRM3287	Mid Yell Pier Maintenance	16,868	11,770	6,294	5,476
VRM3288	Out Skerries Pier Maintenance	8,605	5,427	3,440	1,987
VRM3289	Symbister Pier Maintenance	48,052	7,685	23,160	(15,475)
VRM3290	Toogs Pier Maintenance	750	488	0	488
VRM3291	Uyeasound Pier Maintenance	8,976	4,200	1,409	2,791
VRM3292	Vaila/Gruting Pier Maintenance	4,152	2,005	56	1,949
VRM3293	West Burrafirth Pier Maintenance	9,579	5,785	1,222	4,563
Port Engineering (sub total)		654,978	483,271	428,031	55,240
VRM3200	Port Engineering Services	654,978	483,271	428,031	55,240

Jetties & Spur Booms (BP Funded) (sub total)	(146,654)	65,219	(4,590)	69,809
VRM3250 Jetty 1	321,542	320,667	340,656	(19,989)
VRM3251 Jetty 2	82,515	81,640	83,972	(2,332)
VRM3252 Jetty 3	255,989	255,114	271,310	(16,196)
VRM3253 Jetty 4	210,201	209,325	216,621	(7,296)
VRM3254 Construction Jetty	52,877	41,352	43,020	(1,668)
VRM3255 Spur Booms	12,510	9,383	10	9,373
VRM3256 Jetties Diving	50,000	20,000	0	20,000
VRM3257 Jetty Maintenance	117,333	117,333	293,406	(176,073)
VRM3259 Jetties Cathodic Protection	21,665	7,222	13,255	(6,033)
PRM2150 Jetties/Spur Booms - SV	(1,271,286)	(996,817)	(1,266,840)	270,023
Transfer of Funds (sub total)	2,957,769	(940,000)	0	(940,000)
PRM2002 Transfer to Funds	2,957,769	(940,000)	0	(940,000)
Harbour Account TOTAL	(1,201,177)	(4,379,446)	(3,396,608)	(982,834)

EDUCATION & SOCIAL CARE MANAGEMENT INFORMATION 2010/11 - PERIOD 9	1st April 2010 to 31st December 2010
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<u>Revenue Expenditure by Service</u>	Annual Budget £	Year to Date Budget £	Year to Date Actual £	Year to Date Variance (Overspend)/Underspend £
Housing Revenue Account Services (total)	(3,917,593)	(3,547,121)	(3,584,908)	37,787
Head of Housing	(1,200,000)	(798,599)	(824,110)	25,511
Operational Services	1,312,513	655,382	648,569	6,813
Business Support	(4,030,106)	(3,403,904)	(3,409,366)	5,462
<u>Revenue Expenditure by Subjective</u>	Annual Budget £	Year to Date Budget £	Year to Date Actual £	Year to Date Variance (Overspend)/Underspend £
Employee Costs (sub total)	2,681	2,011	2,011	0
Basic Pay	0	0	0	0
Overtime	0	0	0	0
Other Employee Costs	2,681	2,011	2,011	0
Operating Costs (sub total)	2,370,098	1,274,016	1,268,937	5,079
Travel & Subsistence	0	0	0	0
Property Costs	2,335,276	1,246,324	1,251,533	(5,209)
Other Operating Costs	34,822	27,692	17,404	10,288
Transfer Payments (sub total)	28,981	27,806	12,461	15,345
Income (sub total)	-6,319,353	-4,850,954	-4,868,317	17,363
TOTAL	-3,917,593	-3,547,121	-3,584,908	37,787

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MANAGEMENT A/c's 2010/11 - COST CENTRE DETAIL - PERIOD 9

1st April 2010 to 31st December 2010

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/Underspend
		£	£	£	£
HRH0350	Housing Support Grant	(1,200,000)	(798,599)	(824,110)	25,511
HRH1300	Ladies Drive Hostel	(40,748)	(30,577)	(38,865)	8,288
HRH3100	Customer Services	49,253	36,368	12,978	23,390
HRH3150	Garages, HRA	19,200	14,400	(1,410)	15,810
HRH3151	South Team Area 2	250,000	175,920	175,920	0
HRH3152	South Team Area 1	250,000	158,028	158,028	0
HRH3153	North Team Area 2	250,000	170,019	170,869	(850)
HRH3154	North Team Area 1	250,000	131,599	131,599	(0)
HRH3300	Other	285,308	0	28,422	(28,422)
HRH3350	Grazing Lets	(500)	(375)	(580)	205
HRH4258	Cost of Refurbishment	0	0	11,610	(11,610)
HRH2047	Rents General Needs	(4,529,288)	(3,399,788)	(3,404,880)	5,092
HRH2048	Rents Sheltered Housing	(576,162)	(495,963)	(495,193)	(770)
HRH2355	Supervision & Management	22,870	18,349	16,790	1,559
HRH3200	Planned Services HRA	1,052,474	473,498	473,916	(418)
TOTAL HOUSING REVENUE ACCOUNT		(3,917,593)	(3,547,121)	(3,584,908)	37,787

SIC MANAGEMENT INFORMATION 2010/11 - PERIOD 9

1st April 2010 to 31st December 2010

Revenue Expenditure by Service	Shetland Islands Council			
	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/Underspend
	£	£	£	£
Executive Services (sub total)	1,291,574	1,033,094	1,015,078	18,016
Executive Management	56,418	56,418	63,165	(6,747)
Organisational Development	268,577	201,434	142,239	59,195
Finance	4,500	4,500	6,900	(2,400)
Legal & Administration	0	0	30,212	(30,212)
Capital Programme Services	962,079	770,742	772,562	(1,820)
Education & Social Care (sub total)	555,430	451,910	443,256	8,654
Adult Learning & Train Shetland	396,932	297,698	309,848	(12,150)
Housing	156,712	154,212	133,408	20,804
Sports & Leisure	1,786	0	0	0
Infrastructure Services (sub total)	98,644	270,811	163,169	107,642
Environment	200,000	98,644	90,031	8,613
Planning	242,692	172,167	73,138	99,029
Economic Development Unit (sub total)	10,253,565	5,872,026	5,285,031	586,995
Economic Development Unit	10,253,565	5,872,026	5,285,031	586,995
TOTAL	12,199,213	7,627,841	6,906,534	721,308

Revenue Expenditure by Subjective

Employee Costs (sub total)	798,157	599,780	557,622	42,158
Basic Pay	597,451	448,949	417,145	31,804
Overtime	0	0	2,063	(2,063)
Other Employee Costs	200,706	150,831	138,414	12,417
Operating Costs (sub total)	1,989,416	1,543,417	1,847,282	(303,865)
Travel & Subsistence	20,009	18,966	60,454	(41,488)
Property Costs	641,178	530,907	550,606	(19,699)
Other Operating Costs	1,328,229	993,544	1,236,222	(242,678)
Transfer Payments (sub total)	9,958,240	5,681,321	4,732,978	948,343
Income (sub total)	(198,052)	(196,677)	(231,350)	34,673
TOTAL	12,547,761	7,627,841	6,906,532	721,308

RESERVE FUND MANAGEMENT A/c's 2010/11 - COST CENTRE DETAIL - PERIOD 9
1st April 2010 to 31st December 2010

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Overspend)/Underspend
		£	£	£	£
Chief Executive		56,418	56,418	63,165	(6,747)
RRX0021	LPA Claim	56,418	56,418	63,165	(6,747)
Financial Support Services		4,500	4,500	6,900	(2,400)
RRF1150	Winter Fuel Grant	0	0	6,900	(6,900)
RRF1151	Councillor Christmas Grant	4,500	4,500	0	4,500
Organisational Development		268,577	201,434	142,239	59,195
RRX4120	Graduate Placement Scheme	268,577	201,434	142,239	59,195
Capital Programme Services		962,079	770,742	772,562	(1,820)
RRK3301	N.A.F.C.	517,051	325,714	327,534	(1,820)
RRK3302	SCOFÉ Property Costs	445,028	445,028	445,028	0
Legal & Administration		0	0	30,212	(30,212)
RRB6383	Complaint Investigation	0	0	30,212	(30,212)
Adult Learning & Train Shetland		396,932	297,698	309,848	(12,150)
RRL6050	Modern Apprenticeships	396,932	297,698	309,848	(12,150)
Housing		156,712	154,212	133,408	20,804
RRH2800	Housing Initiatives	59,816	57,316	45,656	11,660
RRH2801	Tenant Participation	15,414	15,414	6,270	9,144
RRH2803	Shetland Women's Aid	81,482	81,482	81,482	0
Sports & Leisure		1,786	0	0	0
RRJ3007	Cunningsburgh Marina	1,786	0	0	0
Environment		200,000	98,644	90,031	8,613
RRY5001	Fuel Poverty Grant Scheme	200,000	98,644	90,031	8,613
Planning		242,692	172,167	73,138	99,029
RRY8003	NAFC Marine Management	9,610	9,610	0	9,610
RRY8381	Area Regeneration Res Fund	30,700	23,025	3,013	20,012
RRY8383	Coastal Protection	44,000	20,400	5,283	15,117
RRY8481	KIMO Policy	7,000	5,250	4,394	856
RRY8482	Nuclear Policy	21,382	19,382	15,008	4,374
RRY8486	Env Improve/Cons	100,000	79,500	45,440	34,060
RRY8488	Natural Heritage	30,000	15,000	0	15,000
Economic Development		10,253,565	5,872,026	5,285,031	586,995
Fisheries		4,253,792	2,532,441	2,434,360	98,081
RRD2104	S.H.O.A.L.	1,000	750	0	750
RRD2120	Fisheries General Assistance	105,000	52,500	34,546	17,954
RRD2121	North Atlantic Fisheries Coll	2,443,711	1,709,291	1,640,540	68,751
RRD2122	Shetland Seafood Quality Con	233,751	152,857	152,857	0
RRD2123	Shet Shellfish Management O	43,888	30,278	30,278	0
RRD2201	Mentoring Programme	4,000	3,000	0	3,000
RRD2203	Fisheries&Aquaculture Lendin	1,320,000	542,500	542,500	0

RRD2204	European Fisheries Match Fun	102,442	41,265	33,639	7,626
Agriculture		485,000	272,793	223,690	49,103
RRD1129	Livestock Health Scheme	100,000	75,000	45,755	29,245
RRD1133	Agriculture General Assistanc	115,000	62,095	66,586	(4,491)
RRD1136	Agriculture Contractors Schei	20,000	15,000	7,250	7,750
RRD1137	Shetland Rural Dev Scheme	50,000	22,161	17,994	4,167
RRD1138	Shet Agric Business Scheme	100,000	98,537	86,105	12,432
RRD1150	Agricultural Loans	100,000	0	0	0
Other		3,514,156	1,687,177	1,625,366	61,811
RRD1500	Other Research	60,000	40,618	39,873	745
RRD1502	Publications	2,000	1,500	(114)	1,614
RRD1515	Shetland Business Growth Sch	50,000	(1)	158	(159)
RRD1520	Other General Assistance	89,489	95,454	95,454	0
RRD1523	Rural Shop Improvement	60,000	28,553	23,553	5,000
RRD1526	Rnew Energy Proj	90,000	63,986	41,408	22,578
RRD1527	Business Energy Efficiency	100,000	19,154	11,491	7,663
RRD1528	Foula Electricity	80,000	5,591	5,591	0
RRD1530	Economic Infrastructure Proj	1,194,375	442,734	361,800	80,934
RRD1532	Architectural Heritage	250,000	250,000	250,000	0
RRD1533	Fairer Scotland Fund	0	(22,325)	(6,622)	(15,703)
RRD1534	Scotland's Islands	30,000	12,000	0	12,000
RRD1540	New Manufacturing-New Serv	200,000	0	0	0
RRD1541	Food & Drink Projects	150,000	56,250	0	56,250
RRD1545	Textiles	50,000	50,000	55,225	(5,225)
RRD1550	Broadband Services	0	0	11,390	(11,390)
RRD1551	Pop Set up Highspeed data lini	140,000	70,162	88,605	(18,443)
RRD1552	Mareel	418,292	337,792	355,672	(17,880)
RRD1553	Creative Industry Developmer	20,000	15,000	12,099	2,901
RRD1560	Community Enterprise Scheme	30,000		5,000	(5,000)
RRD1561	Retain Active Rural Population	30,000	0	0	0
RRD1562	Engage with Learning Centres	70,000	0	0	0
RRD1563	COPE	175,000	175,000	175,000	0
RRD1564	Childcare	100,000	34,714	35,226	(512)
RRD1800	Leader	(3,670)	(3,670)	1,391	(5,061)
RRD1801	Convergence	3,670	2,752	(5,773)	8,525
RRD1810	Business Gateway	0	0	61,741	(61,741)
RRD1910	Decommissioning Projects	75,000	0	0	0
RRD6010	Investment Management	50,000	11,913	7,198	4,715
Tourism		2,000,617	1,379,615	1,001,615	378,000
RRD1620	Tourism Financial Assistance	50,000	30,766	25,177	5,589
RRD1621	Tourism Infrastructure	75,000	0	0	0
RRD1630	Tourism General	20,000	15,000	14,584	416
RRD1631	Heritage Tourism	1,008,452	552,736	131,681	421,055
RRD5005	MDP	38,000	28,500	42,100	(13,600)
RRD5010	Promote Shetland	363,000	353,250	353,250	0
RRD5013	Event Management	0	0	0	0
RRD5014	Film Support	23,371	14,261	14,261	0
RRD5031	Shetland Promotional Costs	85,175	66,613	65,617	996
RRD5039	Flavour of Shetland	76,655	75,620	82,704	(7,084)
RRD5041	Food Festival	40,500	40,932	62,362	(21,430)
RRD5042	Tall Ships	154,391	144,766	146,569	(1,803)
RRD5043	Hamefarin	66,073	57,171	63,310	(6,139)
TOTAL		12,543,261	7,627,841	6,876,322	721,308



REPORT

To: Shetland Islands Council

16 February 2011

From: Programme Manager

Report No: CPS-01-11-F1

Subject: Progress Report – Capital Programme

1.0 Introduction

- 1.1 This report seeks to advise the Council on the progress of the programme with a view to establishing an overview for all projects.
- 1.2 This report also advises on slippage and savings that have occurred within the Capital Programme and makes recommendations on re-allocation.

2.0 Links to Council Priorities

- 2.1 The proposals within this report will link to the Council's corporate plan by enhancement of skills development and learning.
- 2.2 Section 3 of the Corporate Plan commits us to manage the Capital Programme in line with available funds.
- 2.3 As part of the Council's commitment to sustainability within the Corporate Improvement Plan we have undertaken to define our priorities so we can sustain the services we want to provide and help develop our economy.

2.4 Risk

Financial:

- The main areas of risk are financial in terms of over or underspend. Regular progress reports to Committee and the Council enable Members to monitor the capital programme.

3.0 Background

- 3.1 Tables in Appendix A have been broken down by service area. We have also added programme progress; however this is very much dependent on information provided to Capital Programme Services. Where information is not forthcoming this is highlighted in Appendix A.
- 3.2 The management and control of the Capital programme will help to keep expenditure within sustainable limits and would reinforce the best value message and contribute to the change in culture needed to control expenditure.

4.0 Slippage and Proposed Re-allocation within the General and Reserve Funds

4.1 Slippage, transfers and savings in 2010/11

A total of £2,391,700 slippage, transfers and savings have been identified as follows:

- SSIS Upgrade (GCX4311) Slippage £24,549
Due to changes in requirements and cost under estimate
- Contingency & Final A/Cs (GCK2002) Saving £50,000
Less demand on this budget than anticipated
- Copper Pipework Replacement (GCK3000) Saving £20,000
Further saving on this programme
- Ness of Sound Farm (GCK3002) Saving £3,300
Underspend on dyke work
- Purchase Scottish Water Assets (GCK3004) Saving £146
Minor underspend
- Fibre Optic cable (GCD1576) Slippage £300,000
Slippage due to delays caused by weather conditions
- Water Based Facilities (GCJ3001) Slippage £382
Retention carried forward into 2011/12
- Dyke Repairs – Knab (GCJ3002) Slippage £6,000
Carry forward into 2011/12 for final account
- Grants Rolling Programme (GCJ3006) Slippage/
Saving £185,637
Committed grant funding of £166,637 carried forward into 2011/12 and £19,000 saving identified

• Islesburgh Capital Maintenance (GCJ3020) Additional Additional budget to complete works, previous saving offered up overstated by BRO	£2,505
• Old Library Centre Maintenance (GCL4100) Slippage Carry forward to 2011/12	£63,000
• Shetland College Extension (UCL5203) Slippage into 2011/12 Project reprofiled	£130,000
• Little Tikes (GCE1171) Saving The tender price was under budget and anticipated final costs are within budget resulting in a saving	£137,000
• Bells Brae Primary Alterations (GCE1240) Saving Budget overstated	£1,190
• Education Maintenance (GCE1240) Transfer back from 2011/12 Previous identified slippage overstated by BRO	£150,683
• Care Homes Fire Upgrade (GCA0231) Slippage Carry forward for retention and final account	£16,000
• Joint OT Resource Centre (GCA0233) Slippage Programme slippage	£115,000
• Taing House Maintenance (GCA0234) Transfer back from 2011/12 Budget previously slipped required for minor overspend	£1,492
• Eric Gray Replacement (GCA0237) Slippage Project reprofiled	£25,000
• Viewforth Replacement (GCA0238) Slippage Project reprofiled	£50,000
• Isleshavn Replacement (GCA0239) Slippage Project reprofiled	£45,000
• Old Craigelea Maintenance (GCA0240) Slippage Slippage pending decision on property	£115,500
• ET and Taing Extension (GCA0241) Slippage Project reprofiled	£45,000
• Social Care OT RP Various Codes Saving Saving through procurement exercise. Future years budgets have been reduced correspondingly (refer to	£149,238

Appendix E for detail).

- | | |
|--|----------|
| • Housing RP Various Codes Saving
Underspend on ongoing programme | £23,469 |
| • Skerries/Foula Schoolhouse Mnt (GCH3103) Slippage
Works unable to proceed this year | £100,000 |
| • Rova Head reinstatement (GCY5133) Saving | £7,969 |
| • Landfill Phase 2 (GCY5137) Saving | £450,000 |
| • Skerries South Mouth (GCY7215) Slippage | £186,000 |
| • Ferries Minor Works/ Purchase (GCY7601) Transfer
Transfer of £133,000 to this code for repairs to MV
Thora has been requested (min. ref. Ferries Board
01/11) | £133,000 |
| • Ferry Terminal Structural Improv. (GCY7626) Transfer
Transfer of £133,000 from this code for repairs to MV
Thora has been requested (min. ref. Ferries Board
01/11) | £133,000 |
| • Walls Pier Development (RCM2316) Slippage
Project unlikely to be on site before year end. | £297,000 |

4.2 **Slippage, Proposed Re-allocation and Reduction within the Social Care Rolling Programme**

Slippage, transfers and savings

A total reduction of £979,683 has been identified over the 5 year programme, please refer to Appendix E for detail. Adjustments to 2010/11 and 2011/12 are shown in more detail on Appendices B, C and D and shaded to identify them separately.

4.3 **Additional Budget Requirement 2010/11 & 2011/12**

- | | |
|--|---------|
| • New Mid Yell Workshop (GCY5505) Additional
Additional 10/11 £30,000
Additional 11/12 £42,000
Service has identified a requirement for additional
budget of £72,000 over two financial years to cover
unforeseen items. BRO to seek to identify further
capital savings within Infrastructure which may be used
to offset this increase; this will be the subject of a
future report to Infrastructure Committee. | £72,000 |
|--|---------|

5.0 Slippage, Proposed Re-allocation and Reduction within the Housing Revenue Account

5.1 Slippage, transfers and savings

A total reduction of £3,138,043 has been identified over the 5 year programme, please refer to Appendix F for detail. Adjustments to 2010/11 and 2011/12 are shown in more detail on Appendices B, C and D and shaded to identify them separately.

6.0 Slippage on General Fund (Externally Funded Project)

6.1 A total of £1,145,212 slippage to future years has been identified as follows (please refer to Appendix G for detail):

- AHS Replacement (GCE1304) Slippage while Gateway process being developed £1,145,212

7.0 Appendices

7.1 Appendix A shows 2010/11 project expenditure and progress by service area as requested by the Audit and Scrutiny Committee.

7.1.1 Where items are complete but show little expenditure this may be due to:-

- On larger contracts a retention sum is held for (normally) one year to ensure there are no defects evidenced; therefore budget is retained for final completion but no expenditure will be incurred until the end of the defects period;
- Design work carried out in-house will not be charged to projects until year end through the recharges;
- Time lapse between completion of project, invoicing and invoice payment.

7.2 Appendix B shows adjustments in 2010/11 and 2011/12, slippage proposed between financial years 2010/11 and 2011/12 and savings identified in 2011/12.

7.3 Appendix C gives a summary of the Council's 2010/11 funded capital projects with proposed adjustments.

7.4 Appendix D gives a summary of the Council's 2011/12 funded capital projects with proposed adjustments.

7.5 Appendix E shows Slippage, Proposed Re-allocation and Reduction within the Social Care Rolling Programme over the 5 year programme.

- 7.6 Appendix F shows Slippage, Proposed Re-allocation and Reduction within the Housing Revenue Account over the 5 year programme.
- 7.7 Appendix G is the updated 5 Year Capital Programme with the Education Maintenance detailed drop numbers updated. The proposed overall savings to the Social Care Rolling Programme and the Housing Revenue Account from Appendices E and F are also included here.

8.0 Proposal

It is proposed that the Council:

- 8.1 Note the progress of the current committed projects in Appendix A;
- 8.2 Approve the allocation of budgets, slippage, savings and transfers in Appendices B, C, D, E, F and G.

9.0 Financial Implications

- 9.1 On 28 October 2009 the Council approved a Capital Programme of £34,418,329 for all funds in 2010/11 (Min Ref 142/09), this excluded the £15m leasing arrangement for the AHS New Build project as this was approved separately (Min Ref 94/08). The total capital programme budget for 2010/11 was therefore £49,418,329, of which the General Fund element was £31,319,184.
- 9.2 Further approved budget adjustments reduced the 2010/11 General Fund Capital Programme budget to £23,950,250. Adjustments proposed in this report will reduce the 2010/11 budget to £21,588,550. Further slippage is anticipated.
- 9.3 On 27 October 2010 the Council approved a 5 Year Capital Programme of £167,627,004 for all funds from 2010 to 2015 (Min Ref 152/10), of which the General and Reserve Fund element was £99,304,904. Approved Budget Strategy for 2010/11 recommends a five year spending target of £100 million on the General & Reserve Fund Capital Programme (Min Ref 107/09). If the Council approves the budget adjustments detailed in this report the budget on the General Fund Capital Programme for years 1 – 5 will be £97,585,652 and the programme for all funds will be £162,769,709.

10.0 Policy and Delegated Authority

- 10.1 Decisions relating to approval or variation to the Council's Capital Programme require approval of the Council (Section 8.0 – Scheme of Delegations).

11.0 Conclusion

- 11.1 The ongoing prioritisation of the existing capital projects will greatly assist with the planning and programming of these works. This should then lead to more economic delivery taking into account the resources available and the prevailing market conditions. The programming will also help local contractors and suppliers to plan their business and training requirements to meet the Council's planned objectives.

12.0 Recommendations

It is recommended that the Council:

- 12.1 Note the progress of the current committed projects in Appendix A;
- 12.2 approve the allocation of budgets, slippage and transfers in Appendices B, C & D;
- 12.3 approve the slippage, proposed re-allocation and reduction within the Social Care rolling programme and the Housing Revenue Account in Appendices E & F;
- 12.4 approve the updated 5 year capital programme in Appendix G.

Our Ref: GMF/CPS-01-11-F1

8 February 2011

Enclosed:

- Appendix A Capital Programme Progress Report
- Appendix B Summary of Budget Adjustments for years 10/11 and 11/12
- Appendix C 2010/11 Capital Programme with Adjustments
- Appendix D 2011/12 Capital Programme with Adjustments
- Appendix E Slippage, Proposed Re-allocation and Reduction within the Social Care Rolling Programme over the 5 year programme
- Appendix F Slippage, Proposed Re-allocation and Reduction within the Housing Revenue Account over the 5 year programme
- Appendix G Updated 5 Year Capital Programme with Adjustments

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCX4300	PC/Lan Replacement	278,000	278,000	253,973	X	X	X	X	X	X	✓		Implementation stage, ICT anticipate budget to be spent in full
GCX4311	SSIS Upgrade	0	77,500	5,068	X	X	X	X	X	X	✓		Implementation stage, Social Care anticipate slippage of 24.5K
GCX4312	Computers for Schools	395,000	395,000	398,345	X	X	X	X	X	X	✓		Implementation stage, ICT anticipate budget to be spent in full
GCX4319	LV/MV Photocopiers	75,000	75,000	52,448	X	X	X	X	X	X	✓		Implementation stage, ICT anticipate budget to be spent in full
GCX4323	Shetland Public Sector Network	251,000	251,000	249,324	X	X	X	X	X	X	✓		Implementation stage, ICT anticipate budget to be spent in full
GCX4329	ICT Planning Project	0	150,000	45,911	X	X	X	X	X	X	✓		Implementation stage, ICT anticipate budget to be spent in full
GCK2000	Feasibility Studies: Overall	400,000	200,000	-900									No new projects identified and underspend anticipated, however recharges held here until recharges are run therefore budget must remain until year end.
GCK2001	CCTV System Lerwick	0	0	-20,852	✓	✓	✓	X	✓	✓	✓	✓	Final A/C processed in Jan (Per 10) outstanding journal still to be processed. Project complete and commissioned.
GCK2002	Contingency & Final A/Cs	100,000	85,471	-7,177	X	X	X	X	X	X	X	✓	Budgets previously transferred to cover Final A/Cs on various projects. Further Final A/Cs to be processed, but CPS anticipate a £50K underspend at year end.
GCK3000	Copper Pipework Replacement	150,000	100,000	0	✓			X					Asset discussing with Building Services re which buildings need to be done and 50K previously offered as saving on programme - further 20K to be offered.
GCK3001	Lystina Stonework	0	15,000	12,702	✓								Survey cost report completed in draft by Amenity Trust awaiting final version; this will be reported to Council in the future.
GCK3002	DDA Access Audit Construction	100,000	100,000	1,719	✓	✓	✓	✓	✓				Voe toilets on site, expected to be complete 25K this financial year. Anticipate underspend however as this code also covers recharges ie will remain until recharges run at year end.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCK3003	Ness of Sound Farm	12,000	12,000	3,850	✓	✓	✓	✗	✗				Further dyke work started, Assets anticipate an underspend of 3.3K
GCK6010	Purchase Scottish Water Asset	0	1,500	1,354	✗	✗	✓	✓	✗	✗	✓	✓	Asset purchase agreed by Council Min Ref 28/09, minor underspend to be reported.
GCF1302	Purchase Payments System	0	2,425	2,425	✗	✗	✗	✗	✗	✗	✗	✓	Project complete and final payment processed in 10/11
Total		1,761,000	1,742,896	998,190									

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCJ3001	Capital Grants to Water Based Facilities	382	382	0	X	X	X	X	X	X	✓		Small amount of retention - £382 to now be paid in 11/12 - c/f to 11/12 required.
GCJ3002	Knab Dyke	0	6,000	0	✓	✓	✓	X	✓	✓	✓	✓	Project complete but snagging to be carried out spring 2011, therefore c/f of 6K is required to 11/12 for retention & Final A/C.
GCJ3003	Play Areas and Park Equipment	175,000	175,000	146,020	✓	✓	✓	X	✓	✓	✓		The three play area projects at Nederald, Twageos in Lerwick and at Baltasound in Unst have been completed. Prior budget savings identified are to be used to fund a new play area at Arheim.
GCJ3006	Capital Grants to Voluntary Organisations (General)	300,000	435,496	96,963	X	X	X	X	X	X	✓		A number of community grants have only been committed at the end of the year and are not in a position to claim their full grant before year end. Therefore a c/f of 167K is required to 11/12, a further 19K has also been identified in savings.
GCJ3020	Islesburgh Capital Maintenance	0	22,595	24,351	✓	✓	✓	✓	✓	✓	✓	✓	Works complete slightly more than anticipated, BSU previously offered up 7.5K. Additional budget required.
GCL4100	Old Library Centre Maintenance	85,000	85,000	1,762									Study complete, c/f of 63K required to 11/12
GCL4402	Mareel	1,500,000	1,704,111	1,417,956	✓	✓	✓	✓	✓	✓	✓		Works continue on site for completion summer 2011 (delay in construction has been reported), anticipate full grant funding this year.
GCL6000	Train Shetland Maintenance	100,000	60,000	57,191									Floor works completed in school holidays, 40K previously carried forward to 11/12 for remedial works.
UCL5203	Shetland College Extension	0	400,000	55,922	✓	✓		✓					Production information ongoing for tendering, now anticipate site start date of May 2011 - project reprofiled and further 130K slipped into future years.
GCE1171	Little Tikes	0	336,678	152,828	✓	✓	✓	✓	✓	✓	✓		Project complete other than external works which require dry conditions. Anticipate 137K saving on total project. Final A/C funding already in for next year.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCE1240	Bells Brae Primary Alterations	0	3,546	4,951							✓	✓	Project complete and all retention now paid, however overpayment made to contractor and budget overstated.
GCE1315	Mid Yell Junior High School	3,350,000	3,534,669	2,473,675	✓	✓	✓	✓	✓	✓	✓		Project complete other than snagging and remedial items
GCE1512	Schools Reroofing	0	0	-8,000	✓	✓	✓	✓	✓	✓	✓	✓	Brae Re-roof Final A/C Accrual
GCE3402	Sandwick JHS Additional Support Needs	0	1,058	1,058									Complete - final A/C processed
GCE1500	Education Capital Maintenance - please see XXE codes below for detail	1,583,000	1,186,966	1,037,950									Individual projects are noted below.
XXE1001	Aith Maintenance	12,500	7,000	7,462	✓	✓							Enabling works complete, design ongoing.
XXE1002	AHS Maintenance	225,000	190,000	180,122	✓	✓	✓	✓	✓	✓	✓		New sash & case windows for the Old English Block - project ongoing and Phase 2 will commence April 2011.
XXE1003	Baltasound Maintenance	5,000	5,000	2,839	✓	✓							Electrical Rewire - design ongoing
XXE1004	Bells Brae Maintenance	210,700	240,000	258,581	✓	✓	✓	✓	✓	✓	✓		Original contract scope 95% complete. Roofing works to GP room complete, however a major problem to the walls identified resulting in unforeseen structural works.
XXE1005	Brae Maintenance	34,000	15,000	14,169	✓	✓	✓	✓	✓	✓			Staff toilet complete; lighting and rewire consultant appointed.
XXE1006	Bressay Maintenance	0	7,000	6,954									External Redecoration
XXE1007	Burravoe Maintenance	0	100	38									External Redecoration
XXE1008	Cullivoe Maintenance	5,000	5,000	4,357	✓	✓	✓	✓	✓	✓	✓		External Redecoration
XXE1009	Cunningsburgh Maintenance	30,000	23,000	5,838	✓	✓	✓	✓	✓	✓			Electrical system and DDA works. External works complete; internals deferred until 2011 due to weather. BS request slippage of £7K to 11/12
XXE1010	Dunrossness Maintenance	5,000	5,000	0	✓	✓							Electrical system- ongoing; M&E Engineer appointed
XXE1011	Fetlar Maintenance	0	0	3									External Redecoration
XXE1012	Foula Maintenance	50,000	20,000	14,913	✓	✓	✓	✓	✓	✓	✓		External redecoration, playground resurfacing and fire alarms. Works complete with a 30K transfer to Old Craigelea Maintenance

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
XXE1014	Tingwall Maintenance	0	100	94									
XXE1016	Hamnavoe Maintenance	175,000	165,000	119,736	✓	✓	✓	✓	✓	✓	✓	✓	Roofing works complete, anticipate £176K in total, adjustment to budget requested
XXE1017	Happyhansel Maintenance	156,500	175,000	171,642	✓	✓	✓	✓	✓	✓	✓	✓	Roofing works, canteen and electrical upgrade- all works complete adjustment to budget requested
XXE1021	Mossbank Maintenance	40,000	40,000	32,663	✓	✓	✓	✓	✓	✓			Toilet refurbishment, works complete on site, minor adjustment to budget
XXE1022	North Roe Maintenance	10,000	500	488	✓	✓	✓	✓	✓				Playground resurfacing unable to go ahead due to lack of resources
XXE1023	Ollaberry Maintenance	16,000	100	72	✓	✓	✓	✓	✓	✓			External redecoration and playground resurfacing unable to go ahead due to lack of resources.
XXE1024	Olnafirth Maintenance	30,000	30,000	3,599	✓	✓	✓	✓	✓	✓	✓	✓	External redecoration, leadwork and tankroom roof replacement ongoing
XXE1028	Sandwick Maintenance	120,000	70,000	70,444	✓	✓	✓	✓	✓	✓	✓	✓	Defective blockwork, fire alarm and games hall heating replacement - Phase 3 still to be done.
XXE1029	Scalloway Maintenance	5,000	5,000	282	✓	✓							Fire alarm replacement - M&E consultant appointed
XXE1032	Sound Maintenance	7,000	7,000	649									Phase 3 render and light fitting replacement - M&E consultant appointed
XXE1033	Nesting Maintenance	0	2,000	1,177									
XXE1034	Whalsay JHS Maintenance	50,000	50,000	16,892	✓	✓	✓	✓	✓	✓	✓	✓	Repair aluminium roof, entrance alterations and correct water ingress, work complete on site
XXE1035	Urafirth Maintenance	0	100	54									
XXE1036	Uyeasound Maintenance	0	100	89									
XXE1060	Janet Courtney Maintenance	376,300	124,966	124,797	✓	✓	✓						Agreed with George McGhee that BSU can take possession of one floor at a time to upgrade fire doors and to renew the services, with Phase1 now complete.
XXE1062	New Bruce Hostel Maintenance	20,000	0	0	✓	✓	✓	✓	✓	✓			20K transfer to Old Craigelea Maintenance

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCA0100	Social Work (Buildings) Rolling Programme (SWRP) - Inspection, Health & Safety	26,465	26,465	1,080	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0101	SWRP - Building Fabric	41,850	41,850	19,648	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0102	SWRP - Elect Systems Upgrade	38,542	38,542	1,784	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0103	SWRP - Mech Systems Upgrade	16,492	16,492	10,921	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0104	SWRP - Plant Equip Replacement	2,160	2,160	1,576	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0105	SWRP - Safety Surfaces	22,055	22,055	1,018	X	X	X	X	X	X	X		Ongoing Rolling Programme - BSU anticipate full spend at year end.
GCA0106	Older People's Rolling Programme for new care places	0	110,000	21,303	✓								Study completed, some funds may be required for land purchase, Social Care to advise. 75K transferred to new ET/Taing House Extension Project
GCA0120	OTRP - Special Studies	2,129	2,129	0	X	X	X	X	X	X	X		Contract recharge for Social Care RP - this will not be used this year.
GCA0231	Fire Upgrades to Care Homes	248,000	318,053	39,092	✓	✓	✓	X	✓	✓	✓		Works ongoing at Taing, ET, Laburnum and Viewforth House. BSU anticipate completion by spring 2011, c/f for retention and final A/C required.
GCA0233	Occupational Therapy Resource Centre	2,600,000	530,000	77,328	✓	✓							Design completed for site at Gremista and Planning Application submitted. Grounds works started on site, anticipate 115K slippage to 11/12
GCA0234	Taing House Capital Maintenance	0	6,500	7,797					✓				Works delayed due to unavailability of rooms, however some previously slipped money required for minor overspend.
GCA0235	Viewforth Capital Maintenance	0	0	0					✓				Works delayed due to unavailability of rooms, 40.5K previously slipped to 11/12
GCA0237	Eric Gray Resource Centre	500,000	80,000	743	✓								Design ongoing and project further re-profiled and slippage to future years to be advised to Council

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCA0238	Replacement Viewforth	400,000	50,000	0	✓								Part of Older People's Rolling Programme for new care places. Project re-profiled and further slippage to future years to be advised to Council
GCA0239	Replacement Isleshavn	500,000	120,000	5,987	✓								Design ongoing and project further re-profiled and slippage to future years to be advised to Council
GCA0240	Old Craigielee - Maintenance	50,000	120,000	3,098									Proposals to make building wind and watertight developed and advertisement for interested contractors. Slippage of 115.5K to 11/12 pending decision on property.
GCA0241	Extensions to ET & Taing Houses	0	75,000	0	✗	✓							Proposals currently with Care Commission for comment. Anticipate planning submission end February, 10/11 slippage to be advised to Council.
GCA1000	Occupational Therapy Rolling Programme (OTRP) Specialist Aids Stock Items	94,685	94,685	124,571	✗	✗	✗	✗	✗	✗	✗		Ongoing Rolling Programme. OT advise that the RP will be underspent by 147K in 10/11. Future years budgets can be reduced in line with ongoing Procurement exercise.
GCA1001	OTRP - Specialist Aids	277,433	277,433	187,904	✗	✗	✗	✗	✗	✗	✗		
GCA1003	OTRP - Minor Adaptions	46,703	46,703	25,179	✗	✗	✗	✗	✗	✗	✗		
GCA1004	OTRP - Major Adaptions	228,892	328,892	200,000	✗	✗	✗	✗	✗	✗	✗		
GCA1005	OTRP - Housing Adaptions	145,831	25,831	0	✗	✗	✗	✗	✗	✗	✗		
GCA1006	OTRP - Professional Fees	24,528	24,528	7,136	✗	✗	✗	✗	✗	✗	✗		
GCA1007	OTRP - Specialist Aids Refurbishment	45,868	45,868	22,525	✗	✗	✗	✗	✗	✗	✗		
GCA1008	OTRP - Sensory Impairment	0	20,000	1,429	✗	✗	✗	✗	✗	✗	✗		
GCG0232	Leog Replacement	0	281,528	198,275	✓	✓	✓	✗	✓	✓	✓		Project on site and now wind and water tight in accordance with programme.
GCG0233	Laburnum - Refurbishment / Extension	100,000	0	0	✓								Feasibility Study reported March 2009. No further work to be carried out this year and budget slipped into future years.
GCG0234	Laburnum - New Build Replacement	200,000	0	0	✓								Feasibility Study reported March 2009. No further work to be carried out this year and budget slipped into future years.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCG0235	Laburnum - Maintenance	20,000	0	0	✓								Project slipped into 2010/11
GCH3100	Housing Staff Accommodation	10,969	10,969	0									Ongoing Programme - Housing advise this will be underspent this year
GCH3102	Housing Chalet Accommodation	12,175	12,175	0									Ongoing Programme - Housing advise this will be underspent this year
GCH3103	Skerries/Foula School House Maintenance	100,000	100,000	0	✓								Housing advise works unable to proceed in current year - slippage required to 11/12.
GCH3120	Housing Temp Accommodation (Homelessness)	16,025	16,025	4,800									Ongoing Programme - Housing advise this will be underspent this year
	Halls of Residence	0	0	0									No budget approved, proposal being carried forward as part of the AHS Project
Total Services General Fund		12,864,184	10,795,384	6,425,822									

PROJECTS FUNDED OUTWITH CAPITAL PROGRAMME

GCA0236	New Temporary Care Home for Lerwick (Montfield) - 100% NHS Funding	0	930,208	780,851							✓		Project completed on site, now into defects period. NHS funding has been reported and set as budget. Final A/C and NHS invoices still to be processed.
GCE1304	Anderson High School Replacement, including moving Train Shetland from premises at the Knab	15,000,000	1,210,212	43,741	✓								Gateway process being developed with a view to finalising the design brief and reporting to Council summer 2011, slippage to future years to be advised to Council.
Total Out with General Fund Capital Programme		15,000,000	2,140,420	824,592									

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCD1576	Fibre Optic Cable	0	700,000	29,822	✓	✓	✓	✓	✓	✓			Slippage of 400K to 11/12 previously reported to Council, further slippage of 300K required due to delays caused by weather conditions. Cable laying now in progress.
Total		0	700,000	29,822									

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY5121	Fetlar Burial Ground	38,000	78,000	69,589	✓	✓	✓	✓	✓	✓	✓	✓	Retention and minor works left to do, all major works complete, no further report received.
GCY5124	Bixter Burial Ground	364,500	10,000	5,138	✓	✓	✓		✓				Land purchase problems have resulted in this being delayed, CPO to be followed up, no further report received.
GCY5125	Voe Burial Ground	10,000	0	0									No progress due to land owner
GCY5126	Muckle Roe Burial Ground	0	364,500	23,235	✓	✓	✓	✓	✓	✓			Contract awarded, but no detailed report received.
GCY5129	Energy Recovery Plant Update Works	50,000	259,593	267,758	✓	✓	✗	✗	✗	✓	✓		System installed, but no detailed report received re overspend.
GCY5132	Esplanade Toilets	18,000	0	0	✓	✓	✓	✓	✓	✓	✓	✓	Project complete, and final A/C received from LPA last year, therefore budget removed from 10/11.
GCY5133	Rova Head Reinstatement	140,000	10,000	2,030	✓	✓	✓	✓	✓	✓	✓	✓	Project complete, and saving to be reported to Council
GCY5137	Landfill Phase 2	2,600,000	2,600,000	1,452,602	✓	✓	✓	✓	✓	✓	✓	✓	On site, due for completion February 2011 with anticipated saving of 450K this financial year and 50K next
GCY5139	Wheelie Bin Purchase	59,500	102,922	78,851	✓	✗	✗	✗	✗	✓			Further quantity of wheeled bins to be ordered before end March, potential c/f of 15K subject to delivery of bins.
GCY5200	Public Toilets Essent Maint	60,000	60,000	39,369	✗	✗	✗	✗	✓	✓	✓		Work complete Bressay, Gutcher, Belmont and Toft Toilets. Work in progress at Cullivoe, potential c/f of 10K subject to completion of works.
GCY5501	Gremista Wrk/shp Recladding	564,000	300,000	19,752	✓	✓	✓	✗	✓				Contract awarded with cladding materials to be on site mid March, BRO anticipates full spend this financial year.
GCY5504	TF Facility Management Software	0	28,332	25,969	✓	✓	✗	✗	✗	✓	✓		Building Services have identified revenue savings to fund balance of this project and budget has been set.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY5505	New Mid Yell Workshop	10,000	61,309	41,489	✓	✓	✓	✗	✓	✓	✓		External shell of building complete and internal fit out in progress. BRO estimates a large overspend on this project and will report to Infrastructure on this in the future. Request additional funding from Council on CPS-01-11.
GCY9016	Public Toilets	0	1,625	0	✗	✗	✗	✗	✗	✗	✗	✓	Fully Committed, but hall committee unable to process final claim before last year end. Jonathon Emptage to check with walls Hall for outstanding invoice, may be underspend this year.
GCY6106	Haggersta to Cova A971	0	0	67,749	✓	✓	✓						Works carried out to acquire land etc. BRO to transfer costs to appropriate rolling programmes - no spend here at year end.
GCY6116	B9074 Trondra Phase 2	0	0	100	✓	✓	✓	✓	✓	✓	✓	✓	Minor spend on final completion, BRO to identify funding source for this overspend.
GCY6118	Germatwatt Footways	0	0	1,412	✓	✓							Minor spend on advanced design BRO to transfer costs to correct code - no spend here at year end.
GCY6120	A970 Oversund Junction	0	0	1,104	✓	✓	✓	✓	✓	✓	✓	✓	Minor spend on final completion, BRO to identify funding source for this overspend.
GCY6121	B9081 Mid Yell Link	10,000	10,000	14,051	✓	✓	✓	✓	✓	✓	✓	✓	Minor overspend on final completion, BRO to identify funding source for this overspend.
GCY6122	Papa Stour Road	15,000	15,000	15,746	✓	✓	✓	✓	✓	✓	✓		Minor overspend on final completion, BRO to identify funding source for this overspend.
GCY6124	A970 Scord to School	20,000	20,000	0	✓	✓							Outline footpath design ongoing, internal design to be recharged at year end.
GCY6125	B9071 Bixter to Aith Phase 2	150,000	150,000	6,987	✓	✓	✓		✓				Project experiencing delay due to unforeseen land problems, slippage anticipated - BRO still to advise value.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY6126	Sletts Road Sea Wall, Lerwick	250,000	245,000	160,123	✓	✓	✓	✓	✓	✓	✓		Construction nearing completion, BRO has requested that 5K be slipped into 11/12 for final A/C - BRO anticipates small underspend but still to advise value.
GCY6127	Murrister Depot Replacement	0	279,748	61,312	✓	✓	✓	✓	✓	✓			Construction started but slippage anticipated, BRO still to advise value.
GCY6129	B9071 Parkhall to Sand Junction	20,000	20,000	0	✓	✓							Internal design for Laxaburn Bridge, Effirth Bridge and Junction, this will be recharged at year end.
GCY6130	B9082/3 Gutcher to Cullivoe	50,000	50,000	0	✓	✓							Internal design, this will be recharged at year end.
GCY6131	Gulberwick Road	15,000	15,000	0	✓	✓							Outline internal design of potential road improvements nearing completion, this will be recharged at year end.
GCY6132	Gremista Road Improvement	0	410,000	51,089	✓	✓	✓	✓	✓	✓			Works underway to construct carriageway and pavement to college have been delayed due to weather conditions - BRO anticipates slippage but still to advise value.
GCY6133	Vidlin Shore Road Footway	0	0	305	✓	✓							Minor spend on advanced design BRO to transfer costs to correct code - no spend here at year end.
GCY6134	Scalloway East Voe Footway	0	0	1,500	✓	✓							Minor spend on advanced design BRO to transfer costs to correct code - no spend here at year end.
GCY6136	Tingwall Footways	0	0	1,500	✓	✓							Minor spend on advanced design BRO to transfer costs to correct code - no spend here at year end.
GCY6137	Weathersta Depot Maintenance	10,000	10,000	0									No Report
GCY6207	Strandloch Bridge Tingwall	0	5,000	2,956	✓	✓	✓	✓					Construction programmed for 11/12, 5K previously brought forward for preliminary works
GCY6298	Advance Design of Schemes	170,000	170,000	650		✓							All expenditure and recharges to unfunded projects to be charged / recharged here at year end - BRO to action.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY6401	Scord Quarry Plant Purchases	250,000	250,000	38,508	X	X	X	X	X	X			Works and purchases well under way, no detailed report.
GCY6405	North Mainland Roads Office	0	74,500	31,359	✓	✓	X	✓	✓	✓	✓		Construction under way
GCY9200	Minor Works	100,000	100,000	45,031									Various works well under way, but no detailed report.
GCY9201	Development Related Roads	60,000	60,000	2,540									Various works well under way, but no detailed report.
GCY9202	Bridge Replacement	350,000	240,000	118,528									Various works well under way, but no detailed report.
GCY9203	Footways	250,000	100,000	8,748									Various works well under way, but no detailed report.
GCY9204	Street Lighting Replacements	200,000	200,000	83,366									Various works well under way, but no detailed report.
GCY9205	Plant Purchases	0	0	0									
GCY9206	Traffic Management	50,000	50,000	22,087									Various works well under way, but no detailed report.
GCY9207	Accident Investigation & Prevention	100,000	100,000	1,094									Various works well under way, but no detailed report.
GCY9208	Minor Works & Purchases Airstrips	20,000	20,000	3,823									Extension of Tingwall Airstrip car park planned, but no detailed report.
GCY9209	Minor Works & Purchases Bus Services	40,000	40,000	3,519									Various works well under way, but no detailed report.
GCY9210	Road Reconstruction	300,000	150,000	90,092									Various works well under way, but no detailed report.
GCY9211	Roads Rolling Drainage Improvements	80,000	80,000	66,136									Various works well under way, but no detailed report.
GCY9212	Roads Rolling Crash Barrier Replacement	150,000	150,000	151,303									Various works well under way, but no detailed report.
GCY9213	20MPH Speed Limits at Schools	0	150,000	29,043									Good progress on few remaining sites, but BRO anticipates slippage - value still to be advised
GCY7202	Tingwall Airport (H&SE Works)	0	378,617	251,186	✓	✓	✓	✓	✓				Contract award end Nov 09, works ongoing on site, BRO anticipates full spend at year end.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY7212	Bressay Link	0	0	1,129	✓								Minor 09/10 expenditure carry forward, further consultation work likely to be undertaken with regard to Council Fixed Link decision, but no detailed report received.
GCY7213	Whalsay Link	1,000,000	100,000	34,767	✓								Further consultation work likely to be undertaken with regard to Council Fixed Link decision, but no detailed report received.
GCY7214	Fetlar Breakwater	2,600,000	400,000	49,816	✓	✓	✓						Contract awarded and Project Manager anticipates full spend at year end.
GCY7215	Skerries South Mooth	200,000	200,000	265	✗	✓							Proposal submitted to Historic Scotland, response expected soon, but slippage of 186K anticipated.
GCY7254	FMU Rolling Programme	1,200,000	1,200,000	560,439	✗	✗	✗	✗	✗	✗			Vehicle and plant purchases RP, no detailed report received.
GCY7601	Ferries Minor Works/Purchases	180,000	180,000	109,101	✗	✗	✗	✗	✗	✗			No detailed report, but transfer of 133K to this code for repairs to MV Thora has been requested
GCY7626	Ferry Terminals Structural Improvements	290,000	290,000	21,186									No detailed report, but transfer of 133K from this code to GCY7601 for repairs to MV Thora has been requested
Total Infrastructure General Fund Capital Programme		12,044,000	9,789,146	4,135,432									

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
RCM2208	Scalloway Dredging Consents	3,000,000	225,000	8,730	✓	✓	✓	✗	✓				Contract re-advertised and tender accepted. Project re-profiled and NAFC filtration the only element to be actioned this year, further slippage may be required pending progress on this.
RCM2309	Peerie Dock Symbister	0	0	0	✓								No further work to be undertaken until final decision on Whalsay Link.
RCM2313	Tugs for Sellaness	361,500	3,342,345	1,395,332	✓	✓	✓	✗	✓	✓	✓		Committed (ring fenced) project - tugs currently being delivered. No report on final cost of project, however a penalty clause has been implemented resulting in a deduction of £0.5M.
RCM2314	Uyeasound Harbour Development	0	0	-14,419	✓	✓	✓	✓	✓	✓	✓	✓	Site works complete, accrual made for final account this will be paid when snagging completed.
RCM2315	Scalloway Water Main	250,000	287,824	3,801	✓	✓	✓	✓	✓				Tullochs awarded tender and first phase complete. Project on schedule and within budget.
RCM2316	Walls Pier	1,400,000	410,000	2,439	✓	✓	✓						Contract awarded but project slippage of 297K required to next year.
PCM2101	Plant Vehicles & Equipment	70,000	143,402	98,522	✗	✗	✗	✗	✗				Telehandler machine and Workshop Supervisor vehicle ordered, budget to be fully spent.
PCM2104	Navigational Aids - Sullom Voe	70,000	122,891	107,458	✗	✗	✗	✗	✗				Upgrading of navigation aids ongoing with potential to replace with new LED light technology, budget will be fully spent.
Total		5,151,500	4,531,462	1,601,863									

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
HCH3303	Land & Property Acquisition	678,851	703,851	203,182	✓	✓							Possible further land acquisition to be progressed, but c/f of 300K to 11/12 required.
HCH3304	Brae New Housing	0	450,000	15,794	✓	✓	✓						Awaiting decrofting prior to issue of enabling works tenders, c/f of 400K required to 11/12
HCH3305	Hoofields New Housing	0	900,000	442,931									Enabling works started September 2010. First house building contract starting March 2011 approx, Project Manager anticipates full spend this year.
HCH3306	Virkie Groundworks	0	50,000	274									Proposals at development stage, c/f of 49K required to 11/12.
HCH3404	Environmental Improvements	259,266	259,266	43,980	✓	✓	✗	✗	✓	✓	✓		Completion of Burra scheme. Bayview, North Roe had to be re-tendered c/f of 180.2 K required to 11/12
HCH3512	Community Care Projects	107,103	107,103	3,937	✓	✓	✓	✗	✓	✓	✓		Feasibility - further conversion at Brucehall, saving on budget for year with c/f of 19.1K required
HCH3525	Feasibility Studies	25,655	25,655	0	✓								Internal charges at year end
HCH3526	Opportunity Conversion	124,862	124,862	1,087	✓	✓	✓	✗	✓	✓	✓		Internal charges and minor spend only, no new projects progressed saving on budget for year.
HCH3706	Heating Replacement Programme	157,103	157,103	26,169	✓	✓							Programme agreed for 2010/11 however held up due to Low Carbon Network bid, c/f of 99.1K required to 11/12
HCH3708	External Re-render Programme	387,758	387,758	77,489	✓		✗	✗					Completion of Yell. Pitt/Park Lane works held up, some saving on budget and c/f 112.2K required to 11/12
HCH3710	Lerwick Crudens	1,146,933	1,146,933	366,855	✓	✓		✗					Contract progressing on-site, saving against this budget head in 11/11. New budget head opened for Landward Crudens in 11/12.
HCH3711	Retentions/ Final Accounts	40,000	40,000	13,661	✗	✗	✗	✗	✗	✗	✗		No further Final A/Cs presented to date, saving on budget for year

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 9 Actual 2010/11	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
HCH3712	Housing Quality Standard	560,000	560,000	203,279	✓	✓	✗	✗	✓	✓	✓	✓	Kitchen replacement contract delayed, some saving on budget and c/f 50K required to 11/12
HCH3714	Replacement MIS System	0	199,817	0	✓	✗	✗	✗	✗	✓			Tenders received and demos held, further work delayed due to staff unavailability at ICT c/f to 11/12 required.
HCH3800	Capital Rec/ Sale Council Houses	-889,886	-889,886	-682,976	✗	✗	✗	✗	✗	✗	✗	✗	Ongoing
Total HRA Capital Programme		2,597,645	4,222,462	715,662									

Budget Adjustments

CPS-01-11 Appendix B

10/11 Budgets - General & Reserve Fund				11/12 Budgets - General & Reserve Fund				
Project	Additional Budget Required £	Budget Slippage / Savings / Transfer £	Net Budget Totals £	Project	Budget Slippage from 10/11 £	Additional Budget Required £	Reduction in Budget Required £	Overall Total Budget Amendments £
SSIS Upgrade GCX4311 (Slippage)	0	24,549	24,549	SSIS Upgrade GCX4311 (Slippage)	24,549	0	0	24,549
Contingency & Final A/C GCK2002 (Saving)	0	50,000	50,000	Fibre Optic Cable GCD1576 (Slippage)	300,000	0	0	300,000
Copper Pipework Replacement GCK3000 (Saving)	0	20,000	20,000	Water Based Facilities GCJ3001 (Slippage)	382	0	0	382
Ness of Sound Farm GCK3002 (Saving)	0	3,300	3,300	Dyke Repairs - Knab GCJ3002 (Slippage)	6,000	0	0	6,000
Purchase Scottish Wtr Assets GCK3004 (Saving)	0	146	146	Grants Rolling Prog GCJ3006 (Slippage)	166,637	0	0	166,637
Fibre Optic Cable GCD1576 (Slippage)	0	300,000	300,000	Old Library Centre Maint GCL4100 (Slippage)	63,000	0	0	63,000
Water Based Facilities GCJ3001 (Slippage)	0	382	382	Shetland College Extension UCL5203 (Slippage)	130,000	0	0	130,000
Dyke Repairs - Knab GCJ3002 (Slippage)	0	6,000	6,000	Education Maintenance GCE1500 (Trans back to 10/11)	0	0	150,683	(150,683)
Grants Rolling Prog GCJ3006 (Slippage/Saving)	0	185,637	185,637	Care Homes Fire Upgrade GCA0231 (Slippage)	16,000	0	0	16,000
Islesburgh Capital Maint GCJ3020 (Additional)	2,505	0	(2,505)	Joint OT Resource Centre GCA0233 (Slippage)	115,000	0	0	115,000
Old Library Centre Maint GCL4100 (Slippage)	0	63,000	63,000	Taing Hse Maintenance GCA0234 (Trans back to 10/11)	0	0	1,492	(1,492)
Shetland College Extension UCL5203 (Slippage)	0	130,000	130,000	Eric Gray Replacement GCA0237 (Slippage)	25,000	0	0	25,000
Little Tikes GCE1171 (Saving)		137,000	137,000	Viewforth Replacement GCA0238 (Slippage)	50,000	0	0	50,000
Bells Brae Primary Alterations GCE1240 (Saving)	0	1,190	1,190	Isleshavn Replacement GCA0239 (Slippage)	45,000	0	0	45,000
Education Maintenance GCE1500 (Trans back from 11/12)	150,683	0	(150,683)	Old Craigielea Maint GCA0240 (Slippage)	115,500	0	0	115,500
Care Homes Fire Upgrade GCA0231 (Slippage)	0	16,000	16,000	ET & Taing Extension GCA0241 (Slippage)	45,000	0	0	45,000
Joint OT Resource Centre GCA0233 (Slippage)	0	115,000	115,000	Social Care OT RP - Various Codes (Slippage/Transfer)	0	90,581	233,954	(143,373)
Taing Hse Maintenance GCA0234 (Trans back from 11/12)	1,492	0	(1,492)	Hse Skerries/Foula School Hse GCH3103 (Slippage)	100,000	0	0	100,000
Eric Gray Replacement GCA0237 (Slippage)	0	25,000	25,000	Landfill Phase 2 GCY5137 (Saving)	0	0	50,000	(50,000)
Viewforth Replacement GCA0238 (Slippage)	0	50,000	50,000	Skerries South Mouth GCY7215 (Slippage)	186,000	0	0	186,000
Isleshavn Replacement GCA0239 (Slippage)	0	45,000	45,000	Walls Pier RCM2316 (Slippage)	297,000	0	0	297,000
Old Craigielea Maint GCA0240 (Slippage)	0	115,500	115,500	New Mid Yell Workshop GCY5505 (Additional)	0	42,000	0	42,000
ET & Taing Extension GCA0241 (Slippage)	0	45,000	45,000		0	0	0	0
Social Care OT RP - Various Codes (Saving/Transfer)	65,315	214,553	149,238		0	0	0	0
Housing RP - Various Codes (Saving)	0	23,469	23,469		0	0	0	0
Hse Skerries/Foula School Hse GCH3103 (Slippage)	0	100,000	100,000		0	0	0	0
Rova Head Re-instatement GCY5133 (Saving)	0	7,969	7,969		0	0	0	0
Landfill Phase 2 GCY5137 (Saving)	0	450,000	450,000		0	0	0	0
Skerries South Mouth GCY7215 (Slippage)	0	186,000	186,000		0	0	0	0
Ferries Minor Works/Purchase GCY7601 (Transfer)	133,000	0	(133,000)		0	0	0	0
Ferry Terminal Struct Imprvmts GCY7626 (Transfer)	0	133,000	133,000		0	0	0	0
Walls Pier RCM2316 (Slippage)	0	297,000	297,000		0	0	0	0
New Mid Yell Workshop GCY5505 (Additional)	30,000	0	(30,000)		0	0	0	0
	0	0	0		0	0	0	0
	0	0	0		0	0	0	0
	0	0	0		0	0	0	0
	0	0	0		0	0	0	0
	0	0	0		0	0	0	0
Totals	382,995	2,744,695	2,361,700	Totals	1,685,068	132,581	436,129	1,381,520

Budget Adjustments

10/11 Budgets - Housing Revenue A/C			
Project	Additional Budget Required £	Budget Slippage / Savings £	Net Budget Saving £
Land/Property Acquisition HCH3303 (Slippage)	0	300,000	300,000
Ground Works at Brae HCH3304 (Slippage)	0	400,000	400,000
Virkie Housing HCH3306 (Slippage)	0	49,000	49,000
Environmental Improvements HCH3404 (Slippage)	0	180,266	180,266
Community Care Projects HCH3512 (Slippage)	0	29,103	29,103
Opportunity Conversion HCH3526 (Saving)	0	91,362	91,362
Heating Replacement Programme HCH3706 (Slippage)	0	99,103	99,103
External Re-render HCH3708 (Slippage/Saving)	0	255,258	255,258
Lerwick Crudens HCH3710 (Saving)	0	446,433	446,433
Retentions/Final A/Cs HCH3711 (Saving)	0	24,500	24,500
Housing Quality Standard HCH3712 (Slippage/Saving)	0	210,000	210,000
Replacement MIS HCH3714 (Slippage)	0	194,817	194,817
	0	0	0
Totals	0	2,279,842	2,279,842

11/12 Budgets - Housing Revenue A/C				
Project	Budget Slippage from 10/11 £	Additional Budget Required £	Reduction in Budget Required £	Overall Total Budget Amendments £
Land/Property Acquisition HCH3303 (Slippage)	300,000	0	0	300,000
Ground Works at Brae HCH3304 (Slippage)	400,000	0	0	400,000
Virkie Housing HCH3306 (Slippage)	49,000	0	0	49,000
Environmental Improvements HCH3404 (Slippage)	180,266	0	0	180,266
Community Care Projects HCH3512 (Slippage)	29,103	0	0	29,103
Heating Replacement Programme HCH3706 (Slippage)	99,103	0	0	99,103
External Re-render HCH3708 (Slippage)	112,242	0	0	112,242
Lerwick Crudens HCH3710 (Saving)	0	0	416,933	(416,933)
Landward Crudens - (New Budget Head)	0	788,250	0	788,250
Housing Quality Standard HCH3712 (Slippage)	50,000	0	0	50,000
Replacement MIS HCH3714 (Slippage)	194,817	0	0	194,817
	0	0	0	0
	0	0	0	0
Totals	1,414,531	788,250	416,933	1,785,848

10/11 Budgets - General Fund (Externally Funded)			
Project	Additional Budget Required £	Budget Slippage / Savings £	Net Budget Saving £
AHS Replacement GCE1304 (Slippage to future years)	0	1,145,212	1,145,212
	0	0	0
Totals	0	1,145,212	1,145,212

11/12 Budgets - General Fund (Externally Funded)				
Project	Budget Slippage from 10/11 £	Additional Budget Required £	Reduction in Budget Required £	Overall Total Budget Amendments £
AHS Replacement GCE1304 (n/a future years)	0	0	0	0
	0	0	0	0
Totals	0	0	0	0

General Fund

Service Area	Project Cost Centre	General Fund Projects	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Community Care	GCA0100	SC RP Inspection Health & Safety	26,465		26,465
Community Care	GCA0101	SC RP Building Fabric	41,850		41,850
Community Care	GCA0102	SC RP Electrical Sys Upgrade	38,542		38,542
Community Care	GCA0103	SC RP Mechanical Sys Upgrade	16,492		16,492
Community Care	GCA0104	SC RP Plant Equip Replacements	2,160		2,160
Community Care	GCA0105	SC RP Safety Surfaces	22,055		22,055
Community Care	GCA0106	Additional Care Home Beds	110,000		110,000
Community Care	GCA0120	SC RP Special Studies	2,129	(2,129)	0
Community Care	GCA0231	Care Homes Fire Upgrade	318,053	(16,000)	302,053
Community Care	GCA0233	Joint Occupational Therapy Centre	530,000	(115,000)	415,000
Community Care	GCA0234	Taing House Maintenance	6,500	1,492	7,992
Community Care	GCA0237	Eric Gray Replacement	80,000	(25,000)	55,000
Community Care	GCA0238	Viewforth Replacement	50,000	(50,000)	0
Community Care	GCA0239	Isleshavn Replacement	120,000	(45,000)	75,000
Community Care	GCA0240	Maintenance RP - Old Craigielea	120,000	(115,500)	4,500
Community Care	GCA0241	ET & Taing House Extensions	75,000	(45,000)	30,000
Community Care	GCA1000	SC RP Special Aids Stock Items	94,685	65,315	160,000
Community Care	GCA1001	SC RP Specialist Aids	277,433	(37,433)	240,000
Community Care	GCA1003	SC RP Minor Adaptions	46,703	(14,703)	32,000
Community Care	GCA1004	SC RP Major Adaptions	328,892	(113,892)	215,000
Community Care	GCA1005	SC RP Housing Renovations	25,831		25,831
Community Care	GCA1006	SC RP Professional Fees	24,528	(13,528)	11,000
Community Care	GCA1007	SC RP Specialist Aids Reurbishment	45,868	(14,868)	31,000
Community Care	GCA1008	SC RP Sensory Impairment	20,000	(18,000)	2,000
Childrens Service	GCG0232	Leog Replacement	281,528		281,528
Schools	GCE1171	Little Tikes	336,678	(137,000)	199,678
Schools	GCE1240	Bells Brae Primary Alterations	3,546	(1,190)	2,356
Schools	GCE1315	Mid Yell JHS	3,534,669		3,534,669
Schools	GCE1500	Education Capital Maintenance	1,186,966	150,683	1,337,649
Schools	GCE3402	Sandwick AHS Additional Support Needs	1,058		1,058
Sport & Leisure	GCJ3001	Water Based Facilities (Marinas)	382	(382)	0
Sport & Leisure	GCJ3002	Knab Dyke	6,000	(6,000)	0
Sport & Leisure	GCJ3003	Refurbishment of Play Areas/Park Equipment	175,000		175,000
Sport & Leisure	GCJ3006	Community Organisation Grants	435,496	(185,637)	249,859
Sport & Leisure	GCJ3020	Islesburgh Maintenance	22,595	2,505	25,100
Culture	GCL4100	Maintenance RP - Old Library Centre	85,000	(63,000)	22,000
Culture	GCL4402	Cinema and Music Venue	1,704,111		1,704,111
Culture	GCL6000	Maintenance RP - Train Shetland	60,000		60,000
Culture	UCL5203	Shetland College Extension	400,000	(130,000)	270,000
Housing	GCH3100	Housing Staff Accommodation	10,969	(9,369)	1,600
Housing	GCH3102	Housing Chalet Accommodation	12,175	(10,575)	1,600
Housing	GCH3103	Maintenance RP - Skerries/Foula School Houses	100,000	(100,000)	0
Housing	GCH3120	Housing Temporary Accom (Homelessness)	16,025	(3,525)	12,500
Finance	GCF1302	Purchase Payments System	2,425		2,425
CPS	GCK2000	Feasibility Studies	200,000		200,000
CPS	GCK2002	Contingency and Final Accounts	85,471	(50,000)	35,471
CPS	GCK3000	Copper Pipework Replacement	100,000	(20,000)	80,000
CPS	GCK3001	Lystina Stonework	15,000		15,000
CPS	GCK3002	Disability Discrimination Act Works	100,000		100,000
CPS	GCK3003	Ness of Sound Farm	12,000	(3,300)	8,700
CPS	GCK3004	Purchase Scottish Water Assets	1,500	(146)	1,354
ICT	GCX4300	PC & LAN replacement	278,000		278,000
ICT	GCX4311	SSIS Upgrade	77,500	(24,549)	52,951
ICT	GCX4312	Schools ICT Equipment	395,000		395,000
ICT	GCX4319	LV/MV Photocopiers	75,000		75,000
ICT	GCX4323	Shetland Public Sector Network	251,000		251,000
ICT	GCX4329	ICT Planning Project	150,000		150,000
Development	GCD1576	Fibre Optic Cable	700,000	(300,000)	400,000
Environment	GCY5121	Fetlar Burial Ground	78,000		78,000
Environment	GCY5124	Bixter Burial Ground	10,000		10,000
Environment	GCY5125	Voe Burial Ground	0		0
Environment	GCY5126	Muckle Roe Burial Ground	364,500		364,500
Environment	GCY5129	Energy Recovery Plant	259,593		259,593
Environment	GCY5133	Rova Head Reinstatement	10,000	(7,969)	2,031
Environment	GCY5137	Gremista Landfill Phase 2	2,600,000	(450,000)	2,150,000
Environment	GCY5139	Wheelie Bins	102,922		102,922
Environment	GCY5200	Public Toilets Essential Maintenance	60,000		60,000
Environment	GCY9016	Public Toilets Grant Funding	1,625		1,625
Building Services	GCY5501	Maintenance RP - Recladding Gremista Workshop	300,000		300,000
Building Services	GCY5504	FT Facility Management Software	28,332		28,332
Building Services	GCY5505	New Mid Yell Workshop	61,309	30,000	91,309
Roads	GCY6121	B9081 Mid Yell (Hillend Section)	10,000		10,000
Roads	GCY6122	Papa Stour Road	15,000		15,000
Roads	GCY6124	Scord to School	20,000		20,000
Roads	GCY6125	B9071 Bixter to Aith Phase 2	150,000		150,000
Roads	GCY6126	Sletts Road Sea Wall	245,000		245,000
Roads	GCY6127	Murraster Depot Replacement	279,748		279,748
Roads	GCY6129	B9071 Parkhall to Sand Junction	20,000		20,000
Roads	GCY6130	B9082/3 Gutcher to Cullivoe	50,000		50,000

Service Area	Project Cost Centre	General Fund Projects cont...	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Roads	GCY6131	Gulberwick Road	15,000		15,000
Roads	GCY6132	Gremista Road Improvements	410,000		410,000
Roads	GCY6137	Maintenance RP - Weathersta Depot Building	10,000		10,000
Roads	GCY6207	Strand Loch Bridge, Tingwall	5,000		5,000
Roads	GCY6298	Advanced Design of Schemes	170,000		170,000
Roads	GCY6401	Scord Quarry Fixed Plant Replacement	250,000		250,000
Roads	GCY6405	North Mainland Roads Office	74,500		74,500
Roads	GCY9200	Roads Rolling Minor Works	100,000		100,000
Roads	GCY9201	Roads Rolling Development Related Roads	60,000		60,000
Roads	GCY9202	Roads Rolling Bridge Replacements	240,000		240,000
Roads	GCY9203	Roads Rolling Footways	100,000		100,000
Roads	GCY9204	Roads Rolling Streetlighting Replacement	200,000		200,000
Roads	GCY9206	Roads Rolling Traffic Management	50,000		50,000
Roads	GCY9207	Roads Rolling Accident Investigation & Prevention	100,000		100,000
Roads	GCY9208	Roads Rolling Air Service	20,000		20,000
Roads	GCY9209	Roads Rolling Works/Purchases Bus Services	40,000		40,000
Roads	GCY9210	Roads Rolling Road Reconstruction	150,000		150,000
Roads	GCY9211	Roads Rolling Roads Drainage Improvements	80,000		80,000
Roads	GCY9212	Roads Rolling Crash Barrier Replacement	150,000		150,000
Roads	GCY9213	Roads Rolling - Speed Limits for Schools	150,000		150,000
Transport	GCY7202	Tingwall Airport (H&SE Works)	378,617		378,617
Transport	GCY7213	Whalsay Link	100,000		100,000
Transport	GCY7214	Fetlar Breakwater	400,000		400,000
Transport	GCY7215	Skerries South Mouth	200,000	(186,000)	14,000
Transport	GCY7254	Vehicle & Plant Replacement Programme	1,200,000		1,200,000
Transport	GCY7601	Ferries Capital Rolling Programme	180,000	133,000	313,000
Transport	GCY7626	Urgent Repairs to Ferry Terminals	290,000	(133,000)	157,000
		Sub Total	23,027,426	(2,064,700)	20,962,726
Service Area	Project Cost Centre	Port Operations Capital Funding (Non Sullom Voe Harbour)	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Port Operations	RCM2208	Scalloway Dredging	225,000		225,000
Port Operations	RCM2315	Scalloway Water Main	287,824		287,824
Port Operations	RCM2316	Walls Pier	410,000	(297,000)	113,000
			0		0
			0		0
		Sub Total	922,824	(297,000)	625,824
		General Fund Total	23,950,250	(2,361,700)	21,588,550

Externally Funded Projects

Service Area	Project Cost Centre	Capital Budgets created through Revenue Savings / External Grant Funding	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Community Care	GCA0236	Montfield Care Home	930,208		930,208
		Externally Funded Total	930,208	0	930,208

Harbour Account

Service Area	Project Cost Centre	Funded directly from Harbour Account	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Ports & Harbours	PCM2101	Ports & Harbours Plant & Equipment	143,402		143,402
Ports & Harbours	PCM2104	Ports & Harbours Nav Aids	122,891		122,891
		Sub Total	266,293	0	266,293
Service Area	Project Cost Centre	Funded through debt charges from the Harbour Account	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Ports & Harbours	RCM2313	Sellaness Tugs	3,342,345		3,342,345
		Sub Total	3,342,345	0	3,342,345
		Harbour Account Total	3,608,638	0	3,608,638
Service Area	Project Cost Centre	Capital Expenditure not funded by the Capital Programme to be met by financial arrangement.	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Schools	GCE1304	AHS New Build	1,210,212	(1,145,212)	65,000
		AHS Financing Arrangement Total	1,210,212	(1,145,212)	65,000

Housing Revenue Account

Service Area	Project Cost Centre	Ring Fenced Housing Expenditure	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
HRA	HCH3303	Land/Property Acquisition	703,851	(300,000)	403,851
HRA	HCH3304	Brae New Housing	450,000	(400,000)	50,000
HRA	HCH3305	Hoofields New Housing	900,000		900,000
HRA	HCH3306	Virkie New Housing	50,000	(49,000)	1,000
HRA	HCH3404	Environmental Improvements	259,266	(180,266)	79,000
HRA	HCH3512	Community Care Projects	107,103	(29,103)	78,000
HRA	HCH3525	Feasibility Studies HRA	25,655		25,655
HRA	HCH3526	Opportunity Conversion	124,862	(91,362)	33,500
HRA	HCH3706	Heating Replacement Programme	157,103	(99,103)	58,000
HRA	HCH3708	External Re-Render Programme	387,758	(255,258)	132,500
HRA	HCH3710	Lerwick Crudens	1,146,933	(446,433)	700,500
HRA	HCH3711	Retentions/Final Account	40,000	(24,500)	15,500
HRA	HCH3712	Housing Quality Standard	560,000	(210,000)	350,000
HRA	HCH3714	Replacement MIS System	199,817	(194,817)	5,000
HRA	HCH3800	Cap Rec/Sale Council Houses	(889,886)		(889,886)
HRA Total			4,222,462	(2,279,842)	1,942,620
Total Overall Capital Budget			33,921,770	(5,786,754)	28,135,016

General Fund

Service Area	Project Cost Centre	General Fund Projects	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Community Care	GCA0100	SC RP Inspection Health & Safety	27,789		27,789
Community Care	GCA0101	SC RP Building Fabric	43,942		43,942
Community Care	GCA0102	SC RP Electrical Sys Upgrade	40,469		40,469
Community Care	GCA0103	SC RP Mechanical Sys Upgrade	17,317		17,317
Community Care	GCA0104	SC RP Plant Equip Replacements	2,268		2,268
Community Care	GCA0105	SC RP Safety Surfaces	23,158		23,158
Community Care	GCA0120	SC RP Special Studies	2,236	(2,236)	0
Community Care	GCA0231	Care Homes Fire Upgrade	0	16,000	16,000
Community Care	GCA0233	Joint Occupational Therapy Centre	2,000,000	115,000	2,115,000
Community Care	GCA0234	Taing House Maintenance	70,000	(1,492)	68,508
Community Care	GCA0235	Viewforth Maintenance	40,500		40,500
Community Care	GCA0237	Eric Gray Replacement	600,000	25,000	625,000
Community Care	GCA0238	Viewforth Replacement	300,000	50,000	350,000
Community Care	GCA0239	Isleshavn Replacement	150,000	45,000	195,000
Community Care	GCA0240	Maintenance RP - Old Craigielea	0	115,500	115,500
Community Care	GCA0241	ET & Taing House Extensions	900,000	45,000	945,000
Community Care	GCA1000	SC RP Special Aids Stock Items	99,419	70,581	170,000
Community Care	GCA1001	SC RP Specialist Aids	291,305	(51,305)	240,000
Community Care	GCA1003	SC RP Minor Adaptions	49,038	(9,038)	40,000
Community Care	GCA1004	SC RP Major Adaptions	240,336	(25,336)	215,000
Community Care	GCA1005	SC RP Housing Renovations	153,123	(127,123)	26,000
Community Care	GCA1006	SC RP Professional Fees	25,754	(10,754)	15,000
Community Care	GCA1007	SC RP Specialist Aids Reurbishment	48,162	(8,162)	40,000
Community Care	GCA1008	SC RP Sensory Impairment	0	20,000	20,000
Childrens Service	GCG0233	Laburnum - Refurbishment/Extension	100,000		100,000
Childrens Service	GCG0235	Maintenance RP - Laburnum	20,000		20,000
Schools	GCE1171	Little Tikes	10,000		10,000
Schools	GCE1315	Mid Yell JHS	150,000		150,000
Schools	GCE1500	Education Capital Maintenance	1,196,434	(150,683)	1,045,751
Sport & Leisure	G CJ3001	Water Based Facilities (Marinas)	0	382	382
Sport & Leisure	G CJ3002	Knab Dyke	0	6,000	6,000
Sport & Leisure	G CJ3003	Refurbishment of Play Areas/Park Equipment	175,000		175,000
Sport & Leisure	G CJ3006	Community Organisation Grants	300,000	166,637	466,637
Culture	GCL4100	Maintenance RP - Old Library Centre	0	63,000	63,000
Culture	GCL4402	Cinema and Music Venue	278,724		278,724
Culture	GCL6000	Maintenance RP - Train Shetland	40,000		40,000
Culture	UCL5203	Shetland College Extension	1,300,000	130,000	1,430,000
Housing	GCH3100	Housing Staff Accommodation	10,969		10,969
Housing	GCH3102	Housing Chalet Accommodation	12,175		12,175
Housing	GCH3103	Maintenance RP - Skerries/Foula School Houses	0	100,000	100,000
Housing	GCH3120	Housing Temporary Accom (Homelessness)	16,025		16,025
CPS	GCK2000	Feasibility Studies	200,000		200,000
CPS	GCK2002	Contingency and Final Accounts	100,000		100,000
CPS	GCK3000	Copper Pipework Replacement	50,000		50,000
CPS	GCK3002	Disability Discrimination Act Works	100,000		100,000
CPS	GCK3003	Ness of Sound Farm	12,000		12,000
CPS	GCK3***	6 Hillhead - Maintenance	20,000		20,000
ICT	G CX4300	PC & LAN replacement	203,000		203,000
ICT	G CX4311	SSIS Upgrade	0	24,549	24,549
ICT	G CX4312	Schools ICT Equipment	395,000		395,000
ICT	G CX4319	LV/MV Photocopiers	75,000		75,000
ICT	G CX4323	Shetland Public Sector Network	238,000		238,000
Development	GCD1576	Fibre Optic Cable	400,000	300,000	700,000
Environment	G CY5124	Bixter Burial Ground	453,000		453,000
Environment	G CY5125	Voe Burial Ground	10,000		10,000
Environment	G CY5126	Muckle Roe Burial Ground	228,000		228,000
Environment	G CY5129	Energy Recovery Plant	85,000		85,000
Environment	G CY5137	Gremista Landfill Phase 2	110,000	(50,000)	60,000
Environment	G CY5139	Wheelie Bins	44,500		44,500
Environment	G CY5200	Public Toilets Essential Maintenance	60,000		60,000
Building Services	G CY5501	Maintenance RP - Recladding Gremista Workshop	333,000		333,000
Building Services	G CY5505	New Mid Yell Workshop	0	42,000	42,000
Roads	G CY6125	B9071 Bixter to Aith Phase 2	1,400,000		1,400,000
Roads	G CY6126	Sletts Road Sea Wall	5,000		5,000
Roads	G CY6129	B9071 Parkhall to Sand Junction	20,000		20,000
Roads	G CY6130	B9082/3 Gutcher to Cullivoe	10,000		10,000
Roads	G CY6132	Gremista Road Improvements	10,000		10,000
Roads	G CY6205	Laxaburn Bridge Replacement	10,000		10,000
Roads	G CY6207	Strand Loch Bridge, Tingwall	435,000		435,000
Roads	G CY6298	Advanced Design of Schemes	150,000		150,000
Roads	G CY6401	Scord Quarry Fixed Plant Replacement	200,000		200,000
Roads	G CY9200	Roads Rolling Minor Works	100,000		100,000
Roads	G CY9201	Roads Rolling Development Related Roads	100,000		100,000
Roads	G CY9202	Roads Rolling Bridge Replacements	340,000		340,000
Roads	G CY9203	Roads Rolling Footways	100,000		100,000
Roads	G CY9204	Roads Rolling Streetlighting Replacement	200,000		200,000
Roads	G CY9206	Roads Rolling Traffic Management	100,000		100,000
Roads	G CY9207	Roads Rolling Accident Investigation & Prevention	100,000		100,000
Roads	G CY9208	Roads Rolling Air Service	20,000		20,000

Service Area	Project Cost Centre	General Fund Projects cont...	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Roads	GCY9209	Roads Rolling Works/Purchases Bus Services	40,000		40,000
Roads	GCY9210	Roads Rolling Road Reconstruction	500,000		500,000
Roads	GCY9211	Roads Rolling Roads Drainage Improvements	80,000		80,000
Roads	GCY9212	Roads Rolling Crash Barrier Replacement	150,000		150,000
Transport	GCY7213	Whalsay Link	500,000		500,000
Transport	GCY7214	Fetlar Breakwater	2,243,609		2,243,609
Transport	GCY7215	Skerries South Mouth	0	186,000	186,000
Transport	GCY7254	Vehicle & Plant Replacement Programme	1,200,000		1,200,000
Transport	GCY7601	Ferries Capital Rolling Programme	180,000		180,000
Transport	GCY7626	Urgent Repairs to Ferry Terminals	290,000		290,000
Sub Total			20,334,252	1,084,520	21,418,772

Service Area	Project Cost Centre	Port Operations Capital Funding (Non Sullom Voe Harbour)	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Port Operations	RCM2208	Scalloway Dredging	2,773,185		2,773,185
Port Operations	RCM2315	Scalloway Water Main	0		0
Port Operations	RCM2316	Walls Pier	2,920,946	297,000	3,217,946
			0		0
			0		0
Sub Total			5,694,131	297,000	5,991,131
General Fund Total			26,028,383	1,381,520	27,409,903

Harbour Account

Service Area	Project Cost Centre	Funded directly from Harbour Account	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Ports & Harbours	PCM2101	Ports & Harbours Plant & Equipment	70,000		70,000
Ports & Harbours	PCM2104	Ports & Harbours Nav Aids	70,000		70,000
Ports & Harbours	PCM****	Tug Jetty System	200,000		200,000
Sub Total			340,000	0	340,000

Service Area	Project Cost Centre	Funded through debt charges from the Harbour Account	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Ports & Harbours	RCM2313	Sellaness Tugs	0		0
Sub Total			0	0	0
Harbour Account Total			340,000	0	340,000

Service Area	Project Cost Centre	Capital Expenditure not funded by the Capital Programme to be met by financial arrangement.	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
Schools	GCE1304	AHS New Build	2,000,000		2,000,000
AHS Financing Arrangement Total			2,000,000	0	2,000,000

Housing Revenue Account

Service Area	Project Cost Centre	Ring Fenced Housing Expenditure	Existing Budget Allocation	CPS-01-11 Adjustments	Proposed Budget Allocation
HRA	HCH3303	Land/Property Acquisition	778,851	300,000	1,078,851
HRA	HCH3304	Brae New Housing	1,000,000	400,000	1,400,000
HRA	HCH3305	Hoofields New Housing	3,375,000		3,375,000
HRA	HCH3306	Virkie New Housing	400,000	49,000	449,000
HRA	HCH3404	Environmental Improvements	259,266	180,266	439,532
HRA	HCH3512	Community Care Projects	107,103	29,103	136,206
HRA	HCH3525	Feasibility Studies HRA	25,655		25,655
HRA	HCH3526	Opportunity Conversion	124,862		124,862
HRA	HCH3706	Heating Replacement Programme	157,103	99,103	256,206
HRA	HCH3708	External Re-Render Programme	387,758	112,242	500,000
HRA	HCH3710	Lerwick Crudens	1,146,933	(416,933)	730,000
HRA	HCHTBA	Landward Crudens (Walls, Voe Tresta, Whalsay)	0	788,250	788,250
HRA	HCH3711	Retentions/Final Account	40,000		40,000
HRA	HCH3712	Housing Quality Standard	560,000	50,000	610,000
HRA	HCH3714	Replacement MIS System	0	194,817	194,817
HRA	HCH3800	Cap Rec/Sale Council Houses	(889,886)		(889,886)
HRA Total			7,472,645	1,785,848	9,258,493

Total Overall Capital Budget			35,841,028	3,167,368	39,008,396
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GENERAL FUND - 5 YEAR SOCIAL CARE RP UPDATED

CPS-01-11 Appendix E

Code	Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total
		10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GCA0120	SC RP Special Studies	0	0	0	0	0	0
GCA1000	SC RP Special Aids Stock Items	160,000	170,000	170,000	170,000	170,000	840,000
GCA1001	SC RP Specialist Aids	240,000	240,000	240,000	240,000	240,000	1,200,000
GCA1003	SC RP Minor Adaptions	32,000	40,000	40,000	40,000	40,000	192,000
GCA1004	SC RP Major Adaptions	215,000	215,000	215,000	215,000	215,000	1,075,000
GCA1005	SC RP Housing Renovations	25,831	26,000	26,000	26,000	26,000	129,831
GCA1006	SC RP Professional Fees	11,000	15,000	15,000	15,000	15,000	71,000
GCA1007	SC RP Specialist Aids Reurbishment	31,000	40,000	40,000	40,000	40,000	191,000
GCA1008	SC RP Sensory Impairment	2,000	20,000	20,000	20,000	20,000	82,000
Amended 5 Year RP Requirement		716,831	766,000	766,000	766,000	766,000	3,780,831

Summary of Proposed Savings	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
Approved Budget as at 08/12/10	866,069	909,373	954,842	1,002,583	1,027,647	4,760,514
Proposed Net Saving	(149,238)	(143,373)	(188,842)	(236,583)	(261,647)	(979,683)

HRA - 5 YEAR PROGRAMME UPDATED

CPS-01-11 Appendix F

Code	Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total
		10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
HCH3303	Land & Property Acquisition	403,851	1,078,851	678,851	678,851	678,851	3,519,255
HCH3304	Brae New Housing	50,000	1,400,000	100,000	0	0	1,550,000
HCH3305	Hoofields New Housing	900,000	3,375,000	3,375,000	1,725,000	125,000	9,500,000
HCH3306	Virkie New Housing	1,000	449,000	0	0	0	450,000
HCH3404	Enviromental Improvements	79,000	439,532	259,266	259,266	259,266	1,296,330
HCH3512	Community Care Projects	78,000	136,206	107,103	107,103	107,103	535,515
HCH3525	Feasibility Studies	25,655	25,655	25,655	25,655	25,655	128,275
HCH3526	Opportunity Conversion	33,500	124,862	124,862	124,862	124,862	532,948
HCH3706	Heating Replacement Programme	58,000	256,206	157,103	157,103	157,103	785,515
HCH3708	External Re-render	132,500	500,000	387,758	387,758	387,758	1,795,774
HCH3710	Lerwick Crudens	700,500	730,000	50,000	0	0	1,480,500
HCH****	Landward Crudens (Walls, Voe, Tresta,Whalsay)	0	788,250	724,750	22,000	0	1,535,000
HCH3711	Retentions/Final Accounts	15,500	40,000	40,000	40,000	40,000	175,500
HCH3712	Housing Quality Standard	350,000	610,000	560,000	560,000	560,000	2,640,000
HCH3714	Replacement MIS system	5,000	194,817	0	0	0	199,817
HCH3800	Capital Rec-Sale Council Houses	(889,886)	(889,886)	(889,886)	(889,886)	(889,886)	(4,449,430)
Amended 5 Year RP Requirement		1,942,620	9,258,493	5,700,462	3,197,712	1,575,712	21,674,999

Summary of Proposed Savings	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
Approved Budget as at 08/12/10	4,222,462	7,472,645	6,072,645	4,322,645	2,722,645	24,813,042
Proposed Net Saving	(2,279,842)	1,785,848	(372,183)	(1,124,933)	(1,146,933)	(3,138,043)

5 Year Capital Programme - Proposed Budgets 16-02-11

CPS-01-11 Appendix G

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5

Summary of Years 1-5

General Fund & Reserve	21,588,550	27,409,903	15,611,359	14,390,324	18,585,516	97,585,652
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Other A/Cs (Ring Fenced)

Harbour A/C	3,608,638	340,000	140,000	140,000	140,000	4,368,638
Montfield - NHS Funding	930,208	0	0	0	0	930,208
AHS Financing Arrangement	65,000	2,000,000	5,572,606	15,572,606	15,000,000	38,210,212
Housing (HRA)	1,942,620	9,258,493	5,700,462	3,197,712	1,575,712	21,674,999
Sub Total	6,546,466	11,598,493	11,413,068	18,910,318	16,715,712	65,184,057

Total Capital Programme (All Funds)	28,135,016	39,008,396	27,024,427	33,300,642	35,301,228	162,769,709
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GENERAL FUND EXECUTIVE PROJECTS

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5

Capital Programme Service Projects

GCK2000	Feasibility Studies	200,000	200,000	200,000	200,000	200,000	1,000,000
GCK2002	Final A/Cs Contingency	35,471	100,000	100,000	100,000	100,000	435,471

Asset & Property Projects

GCK3000	Copper Pipework Replacement	80,000	50,000	50,000	50,000	50,000	280,000
GCK3001	Lystina House - maintenance	15,000	0	0	0	0	15,000
GCK3002	Disability Discrimination Act Works	100,000	100,000	100,000	100,000	100,000	500,000
GCK3003	Ness Of Sound Farm	8,700	12,000	12,000	12,000	12,000	56,700
GCK3004	Purchase Scottish Water Assets	1,354	0	0	0	0	1,354
TBA	4 Market Street - maintenance	0	0	0	125,000	0	125,000
TBA	6 Hillhead (Family History Group) - maintenance	0	20,000	0	0	0	20,000

Finance Projects

GCF1302	Payments System	2,425	0	0	0	0	2,425
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ICT Projects

GCX4300	PC & LAN Replacement	278,000	203,000	257,000	202,000	202,000	1,142,000
GCX4311	SSIS Upgrade	52,951	24,549	0	0	0	77,500
GCX4312	Schools ICT Equipment	395,000	395,000	395,000	395,000	395,000	1,975,000
GCX4319	LV/MV Photocopier Replacement	75,000	75,000	75,000	75,000	75,000	375,000

5 Year Capital Programme - Proposed Budgets 16-02-11

CPS-01-11 Appendix G

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GENERAL FUND EXECUTIVE PROJECTS cont..							
ICT Projects cont...							
GCX4323	Shetland Public Sector Network	251,000	238,000	250,000	256,000	256,000	1,251,000
GCX4329	ICT Planning Project	150,000	0	0	0	0	150,000
GENERAL FUND DEVELOPMENT PROJECTS							
Development Projects							
GCD1576	Fibre Optic Cable	400,000	700,000	0	0	0	1,100,000
GENERAL FUND SERVICES COMMITTEE PROJECTS							
Social Work Projects - Community Care							
GCA0100	SC RP Inspection Health & Safety	26,465	27,789	29,178	30,637	31,403	145,472
GCA0101	SC RP Building Fabric	41,850	43,942	46,139	48,448	49,659	230,038
GCA0102	SC RP Electrical Sys Upgrade	38,542	40,469	42,493	44,618	45,733	211,855
GCA0103	SC RP Mechanical Sys Upgrade	16,492	17,317	18,183	19,092	19,569	90,653
GCA0104	SC RP Plant Equip Replacements	2,160	2,268	2,381	2,500	2,563	11,872
GCA0105	SC RP Safety Surfaces	22,055	23,158	24,316	25,532	26,170	121,231
GCA0106	Additional Care Home Beds	110,000	0	0	0	0	110,000
GCA0120	SC RP Special Studies	0	0	0	0	0	0
GCA0231	Care Homes Fire Upgrade	302,053	16,000	0	0	0	318,053
GCA0233	Joint OT Resource Centre	415,000	2,115,000	200,000	0	0	2,730,000
GCA0234	Taing House - maintenance	7,992	68,508	0	0	0	76,500
GCA0235	Viewforth - maintenance	0	40,500	0	0	0	40,500
GCA0237	Eric Gray Replacement	55,000	625,000	2,750,000	2,076,328	100,000	5,606,328
GCA0238	Viewforth Replacement	0	350,000	400,000	2,200,000	3,300,000	6,250,000
GCA0239	Isleshavn Replacement	75,000	195,000	0	0	3,500,000	3,770,000
GCA0240	Old Craigielea - maintenance	4,500	115,500	0	0	0	120,000
GCA0241	Extensions to ET and Taing	30,000	945,000	1,000,000	450,000	60,000	2,485,000
TBA	Lerwick Extra Care Housing	0	0	0	400,000	2,500,000	2,900,000
GCA1000	SC RP Special Aids Stock Items	160,000	170,000	170,000	170,000	170,000	840,000
GCA1001	SC RP Specialist Aids	240,000	240,000	240,000	240,000	240,000	1,200,000
GCA1003	SC RP Minor Adaptions	32,000	40,000	40,000	40,000	40,000	192,000
GCA1004	SC RP Major Adaptions	215,000	215,000	215,000	215,000	215,000	1,075,000
GCA1005	SC RP Housing Renovations	25,831	26,000	26,000	26,000	26,000	129,831
GCA1006	SC RP Professional Fees	11,000	15,000	15,000	15,000	15,000	71,000
GCA1007	SC RP Specialist Aids Reurbishment	31,000	40,000	40,000	40,000	40,000	191,000
GCA1008	SC RP Sensory Impairment	2,000	20,000	20,000	20,000	20,000	82,000

5 Year Capital Programme - Proposed Budgets 16-02-11

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		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GENERAL FUND SERVICES COMMITTEE PROJECTS cont..							
Social Work Projects - Childrens Service							
GCG0232	Leog Replacement	281,528	0	0	0	0	281,528
GCG0233	Laburnum - Refurbishment/Extension	0	100,000	540,000	10,000		650,000
GCG0234	Childrens Service New Build (Laburnum Replacement)	0			200,000	1,300,000	1,500,000
GCG0235	Laburnum - maintenance	0	20,000	0	0	0	20,000
Education Projects							
GCE1171	Little Tikes	199,678	10,000	0	0	0	209,678
GCE1240	Bells Brae Primary Alterations	2,356	0	0	0	0	2,356
GCE1315	Mid Yell JHS (ongoing)	3,534,669	150,000	0	0	0	3,684,669
GCE3402	Sandwick AHS Additional Support Needs	1,058	0	0	0	0	1,058
Education Maintenance Projects (Parent code GCE1500)							
XXE1001	Aith Maintenance	7,697	4,803	133,000	0	250,000	395,500
XXE1002	AHS Maintenance	0	73,000	10,000	10,000	tba	93,000
XXE1002	AHS Maintenance Old English Block	189,652	430,348	0	0	tba	620,000
XXE1003	Baltasound Maintenance	3,000	0	0	0	215,000	218,000
XXE1004	Bells Brae Maintence	330,800	24,900	0	0	tba	355,700
XXE1005	Brae JHS Maintence	15,000	19,000	0	165,000	tba	199,000
XXE1006	Bressay Maintence	9,000	0	0	0	0	9,000
XXE1007	Burrae Maintenance	100	100,000	0	0	tba	100,100
XXE1008	Cullivoe Maintenance	6,000	0	0	0	tba	6,000
XXE1009	Cunningsburgh Maintenance	51,500	7,000	0	0	tba	58,500
XXE1010	Dunrossness Maintenance	0	0	0	30,000	tba	30,000
XXE1011	Fetlar Maintenance	100	0	0	0	tba	100
XXE1012	Foula Maintenance	15,500	0	0	0	tba	15,500
XXE1014	Tingwall Maintenance	300	0	0	0	0	300
XXE1016	Hamnavoe Maintenance	176,000	0	0	0	tba	176,000
XXE1017	Happyhansel Maintenance (Re-roof)	185,000	0	0	0	tba	185,000
XXE1017	Happyhansel Maint (Fire Alarms etc)	0	0	0	120,000	tba	120,000
XXE1019	Lunnasting Maintenance	0	0	50,000	0	tba	50,000
XXE1021	Mossbank Maintenance	41,000	0	0	30,000	tba	71,000
XXE1022	North Roe Maintenance	500	9,500	0	0	tba	10,000
XXE1023	Ollaberry Maintenance	100	15,900	0	0	tba	16,000
XXE1024	Olnafirth Maintenance	3,700	11,500	0	0	tba	15,200
XXE1028	Sandwick Maintenance	75,000	85,100	90,000	140,000	tba	390,100

5 Year Capital Programme - Proposed Budgets 16-02-11

CPS-01-11 Appendix G

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GENERAL FUND SERVICES COMMITTEE PROJECTS cont..							
Education Maintenance Projects (Parent code GCE1500) cont..							
XXE1029	Scalloway Maintenance	500	4,500	0	0	tba	5,000
XXE1032	Sound Maintenance	2,500	149,700	100,000	0	tba	252,200
XXE1033	Nesting Maintenance	2,500	0	0	0	0	2,500
XXE1034	Whalsay JHS Maintenance	17,500	0	0	150,000	tba	167,500
XXE1035	Urafirth Maintenance	100	0	50,000	0	tba	50,100
XXE1036	Uyeasound Maintenance	100	0	0	0	0	100
XXE1037	Whiteness Maintenance	0	0	0	50,000	tba	50,000
XXE1060	Janet Courtney Maintenance	204,500	110,500	125,000	125,000	tba	565,000
XXE1061	Old Bruce Hostel Maintenance	0	0	75,000	0	tba	75,000
Housing Projects							
GCH3100	Housing Staff Accommodation	1,600	10,969	10,969	10,969	10,969	45,476
GCH3102	Housing Chalet Accommodation	1,600	12,175	12,175	12,175	12,175	50,300
GCH3103	Skerries/Foula School House Maintenance	0	100,000	0	0	0	100,000
GCH3120	Housing Temporary Accom (Homelessness)	12,500	16,025	16,025	16,025	16,025	76,600
Community Development Projects							
GCJ3001	Water Based Facilities (Marinas)	0	382	0	0	0	382
GCJ3002	Knab Dyke	0	6,000	0	0	0	6,000
GCJ3003	Refurbishment of Play Areas & Park Equip	175,000	175,000	175,000	175,000	175,000	875,000
GCJ3006	Community Organisation Grants	249,859	466,637	300,000	300,000	300,000	1,616,496
GCJ3020	Islesburgh - maintenance	25,100	0	0	0	0	25,100
Community Culture Projects							
GCL4100	Old Library Centre - maintenance	22,000	63,000	0	0	0	85,000
GCL4402	Cinema and Music Venue (ongoing)	1,704,111	278,724	0	0	0	1,982,835
GCL6000	Train Shetland - maintenance	60,000	40,000	0	0	0	100,000
UCL5203	Shetland College Extension (NB SIC costs only)	270,000	1,430,000	663,000	150,000	0	2,513,000
GENERAL FUND INFRASTRUCTURE COMMITTEE PROJECTS							
Environment Projects							
GCY5121	Fetlar Burial Ground	78,000	0	0	0	0	78,000
GCY5124	Bixter Burial Ground	10,000	453,000	12,000	0	0	475,000
GCY5125	Voe Burial Ground	0	10,000	419,000	8,000	0	437,000
GCY5126	Muckle Roe Burial Ground	364,500	228,000	8,500	0	0	601,000
GCY5127	Skerries Burial Ground	0	0	10,000	250,000	6,250	266,250
GCY5129	Energy Recovery Plant	259,593	85,000	82,000	125,000	122,000	673,593
GCY5133	Rova Head Reinstatement	2,031	0	0	0	0	2,031

5 Year Capital Programme - Proposed Budgets 16-02-11

CPS-01-11 Appendix G

	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GENERAL FUND INFRASTRUCTURE COMMITTEE PROJECTS cont..							
Environment Projects cont ..							
	Gremista Landfill Phase 2	2,150,000	60,000	0	0	0	2,210,000
GCY5139	Wheelie Bins	102,922	44,500	37,000	37,000	37,000	258,422
GCY5200	Public Toilets Essential Maintenance	60,000	60,000	60,000	60,000	60,000	300,000
GCY9016	Public Toilets Grant Funding	1,625	0	0	0	0	1,625
Building Services Projects							
GCY5501	Recladding Gremista Workshop	300,000	333,000	0	0	0	633,000
GCY5504	TF Facility Management Software	28,332	0	0	0	0	28,332
GCY5505	New Mid Yell Workshop	91,309	42,000	0	0	0	133,309
Roads Projects							
GCY6121	B9081 Mid Yell (Hillend Section)	10,000	0	0	0	0	10,000
GCY6122	Papa Stour Road	15,000	0	0	0	0	15,000
GCY6124	A970 Scord to School	20,000	0	0	0	0	20,000
GCY6125	B9071 Bixter to Aith Phase 2	150,000	1,400,000	500,000	50,000	0	2,100,000
GCY6126	Sletts Road Sea Wall	245,000	5,000	0	0	0	250,000
GCY6127	Murraster Depot Replacement	279,748	0	0	0	0	279,748
GCY6129	B9071 Parkhall to Sand Junction (Design only)	20,000	20,000	5,000	0	0	45,000
GCY6130	B9082/3 Gutcher to Cullivoe	50,000	10,000	190,000	200,000	0	450,000
GCY6131	Gulberwick Road (Design only)	15,000	0	0	0	0	15,000
GCY6132	Gremista Road Improvements	410,000	10,000	0	0	0	420,000
GCY6137	Weathersta - Depot Buildings - Maintenance	10,000	0	0	0	0	10,000
GCY6205	Laxaburn Bridge Replacement	0	10,000	235,000	5,000	0	250,000
GCY6207	Strand Loch Bridge, Tingwall	5,000	435,000	10,000	0	0	450,000
GCY6298	Advanced Design of Schemes	170,000	150,000	130,000	100,000	100,000	650,000
GCY6401	Scord Quarry Fixed Plant Replace	250,000	200,000	205,000	213,000	220,000	1,088,000
GCY6405	North Mainland Roads Office	74,500	0	0	0	0	74,500
GCY9200	Roads Rolling Minor Works	100,000	100,000	100,000	100,000	100,000	500,000
GCY9201	Roads Rolling Development-Related Road	60,000	100,000	200,000	200,000	200,000	760,000
GCY9202	Roads Rolling Bridge Replacements	240,000	340,000	350,000	350,000	350,000	1,630,000
GCY9203	Roads Rolling Footways	100,000	100,000	100,000	100,000	100,000	500,000
GCY9204	Roads Rolling Streetlighting Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
GCY9206	Roads Rolling Traffic Management	50,000	100,000	110,000	140,000	140,000	540,000
GCY9207	Roads Rolling Accident Investigation & Prevention	100,000	100,000	100,000	100,000	100,000	500,000
GCY9208	Roads Rolling Air Service	20,000	20,000	20,000	20,000	20,000	100,000
GCY9209	Roads Rolling Works/Purchases Bus Services	40,000	40,000	60,000	60,000	60,000	260,000

5 Year Capital Programme - Proposed Budgets 16-02-11

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		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
GENERAL FUND INFRASTRUCTURE COMMITTEE PROJECTS cont..							
Roads Projects cont...							
	Roads Rolling Road Reconstruction	150,000	500,000	500,000	300,000	300,000	1,750,000
GCY9211	Roads Rolling Roads Drainage Improvements	80,000	80,000	80,000	80,000	80,000	400,000
GCY9212	Roads Rolling Crash Barrier Replacement	150,000	150,000	150,000	150,000	150,000	750,000
GCY9213	Roads Rolling Speed Limits for Schools	150,000	0	0	0	0	150,000
Transport/Ferries Projects							
GCY7202	Tingwall Airport H&SE Works	378,617	0	0	0	0	378,617
GCY7213	Whalsay Link	100,000	500,000	500,000	500,000	500,000	2,100,000
GCY7214	Fetlar Breakwater	400,000	2,243,609	100,000	0	0	2,743,609
GCY7215	Skerries South Mouth	14,000	186,000	0	0	0	200,000
GCY7254	Vehicle & Plant Replacement Programme	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000
GCY7601	Ferries Capital Rolling Programme	313,000	180,000	180,000	180,000	180,000	1,033,000
GCY7626	Urgent Repairs to Ferry Terminals	157,000	290,000	290,000	290,000	290,000	1,317,000
	Sub Total	20,962,726	21,418,772	15,211,359	14,290,324	18,585,516	90,468,697
RESERVE FUND PROJECTS							
TBA	Fish Market Roof, Scalloway	0	0	150,000	0	0	150,000
TBA	Skerries Pier	0	0	0	100,000	0	100,000
RCM2309	Peerie Dock, Symbister	0	0	150,000	0	0	150,000
RCM2208	Scalloway Dredging	225,000	2,773,185	0	0	0	2,998,185
RCM2316	Walls Pier	113,000	3,217,946	100,000	0	0	3,430,946
RCM2315	Water Main, Scalloway	287,824	0	0	0	0	287,824
	Sub Total	625,824	5,991,131	400,000	100,000	0	7,116,955
	Total General & Reserve Fund	21,588,550	27,409,903	15,611,359	14,390,324	18,585,516	97,585,652

5 Year Capital Programme - Proposed Budgets 16-02-11

CPS-01-11 Appendix G

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Code	Fund, Service Dept & Description	10/11	11/12	12/13	13/14	14/15	Yrs. 1-5
OTHER ACCOUNTS (Ring Fenced Expenditure)							
Harbour Account							
RCM2313	Tugs for Sellaness	3,342,345	0	0	0	0	3,342,345
PCM2101	Plant, Vehicles & Equipment	143,402	70,000	70,000	70,000	70,000	423,402
PCM2104	Navigational Aids - SV	122,891	70,000	70,000	70,000	70,000	402,891
TBA	Tug Jetty CP System	0	200,000	0	0	0	200,000
		3,608,638	340,000	140,000	140,000	140,000	4,368,638
AHS Financing Arrangement							
GCE1304	AHS New Build	65,000	2,000,000	5,572,606	15,572,606	15,000,000	38,210,212
NHS External Funding							
GCA0236	Montfield Conversion	930,208	0	0	0	0	930,208
Housing Revenue Account							
HCH3303	Land & Property Acquisition	403,851	1,078,851	678,851	678,851	678,851	3,519,255
HCH3304	Brae New Housing	50,000	1,400,000	100,000	0	0	1,550,000
HCH3305	Hoofields New Housing	900,000	3,375,000	3,375,000	1,725,000	125,000	9,500,000
HCH3306	Virkie New Housing	1,000	449,000	0	0	0	450,000
HCH3404	Enviromental Improvements	79,000	439,532	259,266	259,266	259,266	1,296,330
HCH3512	Community Care Projects	78,000	136,206	107,103	107,103	107,103	535,515
HCH3525	Feasibility Studies	25,655	25,655	25,655	25,655	25,655	128,275
HCH3526	Opportunity Conversion	33,500	124,862	124,862	124,862	124,862	532,948
HCH3706	Heating Replacement Programme	58,000	256,206	157,103	157,103	157,103	785,515
HCH3708	External Re-render	132,500	500,000	387,758	387,758	387,758	1,795,774
HCH3710	Lerwick Crudens	700,500	730,000	50,000	0	0	1,480,500
HCH****	Landward Crudens (Walls, Voe, Tresta,Whalsay)	0	788,250	724,750	22,000	0	1,535,000
HCH3711	Retentions/Final Accounts	15,500	40,000	40,000	40,000	40,000	175,500
HCH3712	Housing Quality Standard	350,000	610,000	560,000	560,000	560,000	2,640,000
HCH3714	Replacement MIS system	5,000	194,817	0	0	0	199,817
HCH3800	Capital Rec-Sale Council Houses	(889,886)	(889,886)	(889,886)	(889,886)	(889,886)	(4,449,430)
		1,942,620	9,258,493	5,700,462	3,197,712	1,575,712	21,674,999
Total		6,546,466	11,598,493	11,413,068	18,910,318	16,715,712	65,184,057



REPORT

To: Shetland Islands Council

16 February 2011

From: Assistant Chief Executive

Report Number: CE-014-F

Integrated Services - Single Public Authorities Commission on the Future Delivery of Public Services

1 Introduction

- 1.1 The purpose of this report is to bring members up to date with the work which was commissioned on behalf of the three Island Authorities with the Centre for Scottish Public Policy (CSPP) at the end of last March.
- 1.2 Members will also be aware that at the end of November last year the Scottish Government established the Commission on the Future Delivery of Public Services which is to report its recommendations by June 2011. The piece of work which the Council commissioned with the CSPP last year is timely in that it will help to inform the Council's response to what is now known as the 'Christie Commission'.
- 1.3 The director of the CSPP Ross Martin will be present at today's meeting of Council and will speak to the piece of work which they have been doing on behalf of the three Island Councils.

2 Links to Corporate Priorities

- 2.1 This report takes forward issues of sustainability, partnership and efficiency in terms of the Councils corporate priorities. There are potentially economic and financial risks in the longer term if we cannot identify efficiencies and better ways of working within a tightening economic climate.

3 Background

- 3.1 On 24 March 2010 the Council approved the report on Single Public Authorities, which commissioned a project by the Centre for Scottish Public Policy the cost of which would be shared jointly by Orkney, Western Isles and Shetland Islands Council.

- 3.2 The CSPP have been in Shetland twice since their appointment firstly for an initial fact finding visit and the second for a progress report and update. Unfortunately the latter coincided with adverse weather and a number of members were unable to attend although the slides from the presentation were made available to all members.
- 3.3 At both of those visits the CSPP also met with the Chair and Chief Executive of NHS Shetland as one of our key community planning partners.
- 3.4 The policy paper by the Centre for Scottish Policy identified three main policy aspirations for future public sector reform namely:
 - Reform of Public Service delivery
 - Greater demographic accountability;
 - A counter balance to the growing political strengths of City Regions.
- 3.5 Developing the Single Public Authority in the Island areas could assist in achieving all of these policy aspirations and it is clearly timely that this work has been done ahead of the Scottish Government Commission on the future delivery of public services.

4 Proposals

- 4.1 The single public authority concept presents three models, which have the same basic characteristics although the features are not fixed and are open to discussion.
- 4.2 The remit for the CSPP recognised the different characteristics of each Island area, which should be looked at along with a recognition of any proposed constitutional changes which might bring about a need to review public service delivery. A presentation by the CSPP to members will look at a centralised approach to reform, how that does not take into account local differences and at how changes can be made to better suit local circumstances.
- 4.3 The CSPP project will look at how each of the three Island areas can move forward recognising where they have been and at the different approaches that may suit each individual Island area.
- 4.4 The work also takes into account the changing context particularly in relation to Finance across the local Government sector and will focus on how in the Island economies the public sector plays a significant role so that in any program of public sector reform there has to be an understanding of the impact that job losses would have for people with a desire to remain within the Island areas.

- 4.5 The work by the CSPP for the three Island councils on the future of public service provision does provide a timely opportunity which will help us to influence the debate on the shape of reform from the Islands perspective and to ensure that proposals for change reflect local needs, aims and aspirations. It is of course important that we do this together with our community planning partners who will play a role in the final shape of the report.
- 4.6 The Christie Commission has requested that the Council submits its response to the commission by the end of March this year. There is in addition the possibility of providing oral evidence to the commission who are planning to have a series of events at selected locations around the country over the coming months.
- 4.7 With this in mind I would ask Council to delegate authority to the Chief Executive to take forward members views and to liaise with our community planning partners in preparing and submitting our evidence to the Christie commission. A copy of the Council's response will be made available in the Members Room.

5 Policy and Delegated Authority

- 5.1 This has not been delegated to any committee and is therefore presented to Council.

6 Financial implications

- 6.1 The Council approved our contribution to the project by the Centre for Scottish Public Policy in March of last year. There may be a small additional charge for additional work in assisting the Councils to prepare the response to the Christie Commission. This can be met from within existing budgets.

7 Recommendations

- 7.1 I recommend that the Council considers the proposals made by the CSPP at today's meeting and authorises the Chief Executive to prepare and submit the Councils evidence to the Christie Commission within the timescale of the period to 31 March 2011.

CE-014-F



REPORT

To: Shetland Islands Council

16 February 2011

From: Head of Organisational Development

REPORT NO: CE-005-F

Fuel Poverty in Shetland: Options and Opportunities for Effective Action

1 Introduction

- 1.1 This report provides information to Councillors about Fuel Poverty in Shetland, and sets out recommendations and options for the Council to consider.
- 1.2 The report has been produced in response to a request from Councillors to be provided with options and opportunities for effective action to reduce the effects of Fuel Poverty in Shetland (Min. Ref 172/10).
- 1.3 A full report on the topic is provided at Appendix A, which has been used to form the basis of this covering report to Council. It uses national and local information to:
 - Summarise who is most likely to be vulnerable, in Shetland (Section 2 and 4);
 - The specific issues faced (Section 3);
 - Information on all the national and local schemes currently available to assist (Section 5); and
 - Provide a summary of the issues and a series of recommendations and options (Section 6 and 7).
- 1.4 The Council's Policy Unit has put the report together, with input from other Council Services (Housing, Revenues, Environmental Health and the Energy Unit) and agencies (Shetland Heat-wise, Citizen's Advice and Age Concern).
- 1.5 This report also includes recommendations for:
 - The implementation of the Council's Tax Rebate Insulation Scheme (Appendix B);
 - Recommendations for changes to the Conditions of the Council's Fuel Poverty Grant to improve uptake for those in Fuel Poverty (Appendix C).

2 Links to Community and Corporate Priorities and Risk

- 2.1 Tackling poverty in Shetland is a key action within both the Council's Corporate Plan and Shetland's Single Outcome Agreement. Reducing levels of Fuel Poverty and the impacts, is one of the areas for action in this area. By not tackling Fuel Poverty effectively that Council is at risk of failing to deliver on a key priority.
- 2.2 This report sets out actions the Council can take. In more general terms the Local Housing Strategy, shortly going out to formal consultation, is where Shetland's long-term approach to Fuel Poverty will be set out.

3 Fuel Poverty

- 3.1 A fuel poor household is one, which cannot afford to keep adequately warm at reasonable cost. In the UK, Fuel Poverty is said to occur when, in order to heat its home to an adequate standard of warmth, a household needs to spend more than 10% of its income on total fuel use (including Housing Benefit or Income Support for Mortgage Interest). The definition does not take account of the amount that a household actually spends on fuel, nor the amount available for the household to spend on fuel after other costs have been met. Extreme Fuel Poverty is when a household needs to spend more than 20% of its income on total fuel use.
- 3.2 Adequate warmth is generally defined to be 21°C in the main living room and 18°C in other occupied rooms during daytime hours, with lower temperatures at night. These follow World Health Organisation recommendations.
- 3.3 Fuel Poverty can therefore be addressed by interventions in three key areas:
- Increase household income levels;
 - Reduce household fuel costs; and
 - Improve levels of energy efficiency of housing.
- 3.4 Therefore, in some cases, all the support available can be provided, to maximise income, through benefit checks, and to take advantage of home-improvement grants to carry out all practicable works, but the household remains fuel poor. Unfortunately with the predicted ongoing rise in energy costs, the situation will become worse for households. Never the less, intervention will enable households to move to a position of being more comfortable in their own home.

4 Fuel Poverty in Shetland

- 4.1 More than a third of all households in Shetland (35%) were living in Fuel Poverty for the period 2007/09, according to Scottish figures – over 3,500 homes. And 13% of households in Shetland were living in extreme Fuel Poverty. However, the figure is now likely to be higher, because of the rapid rise in cost of fuel.
- 4.2 Of these households, a slightly higher proportion of households in private housing and private-rented housing will be in Fuel Poverty, compared to social housing. Households tend to be in the more remote areas of Shetland and areas of Lerwick. Households in Lerwick will tend to be fuel poor because of low incomes and / or because of living in large properties, whilst in rural areas is will tend to be because of low incomes and / or poor housing standards.
- 4.3 66% of pensioner households in Shetland are in Fuel Poverty, compared to 24% of families and 23% of single adults / couple households (2007/09 figures).
- 4.4 Figures compare favourably to other island authorities, but much of the reason for the higher levels of Fuel Poverty in Orkney and the Western Isles is the lower average household income.

5 Shetland's Unique Circumstances

- 5.1 Despite outward appearances, Shetland's housing tends to be of poor standard and with poor levels of energy efficiency. For example 94% of homes in Shetland have a poor or moderate energy-rating category (2007/09 figures). This is due to the high number of old croft-style housing and the large number of properties built from the 1970s-1990s, which tend to have poor levels of insulation and are lacking in other energy efficiency measures.
- 5.2 Shetland has one of the worst climates in the UK in relation to impact on levels of Fuel Poverty. The amount and duration of wind contributes to higher ventilation levels and wind-chill, and the average low temperatures throughout the year mean some form of heating is often required throughout the year – with a longer winter and cooler summer.
- 5.3 In the UK, it is common to assume that if the average outside temperature on a given day is below the baseline temperature of 15.5 °C, then heating will be required; and the heat requirement that day will be in proportion to the temperature deficit in degrees. The daily temperature deficits over a month provide an indication of the amount of heating required for a household. As would be expected, Degree Days each month are less in the summer months, but there is still a deficit in Shetland. For example, in East Anglia, the total deficit Degree Days for the four months, June-September 2010 was 179, compared to 501.3 in Shetland, and 289 in Eastern Scotland. For the whole of 2010, the total deficit Degree Days in East Anglia was 2626, compared to 3201.5 in Shetland. Therefore, households in Shetland will, on average, heat their homes on more days of the year than elsewhere.
- 5.4 Shetland homes are also restricted in their choice of heating source. For example, the cheaper fuel of mains gas is unavailable, and storage heaters are a popular heating source, but are relatively costly. In addition, primarily due to freight, costs are higher than elsewhere. Costs have increased rapidly in recent years, exacerbating problems for households.
- 5.5 Low income households are not always able to take advantage of cheaper rates, such as direct debit, because they do not have bank accounts, or because of the worry of going into debt. Paying by electricity meter is the highest rate per unit, which also includes a cost for the meter.
- 5.6 Lerwick's District Heating Scheme provides cheaper heating, than national providers, but only for those able to access.
- 5.7 Applications to the SIC's Fuel Poverty Grants provides evidence of under-occupancy of housing; 70-80% of households who apply are fuel poor due to under occupation. These tend to be single older people living in 4-5 bedroom properties. Whilst improving the insulation and heating systems can reduce the household expenditure on fuel costs, and income can be maximised by claiming all relevant benefits, these households tend to stay Fuel Poor even after completion of works, as their income levels cannot cover the cost of heating a larger property.

6 Current Issues

- 6.1 Households who are most likely to be Fuel Poor in Shetland are, therefore, low income households, particularly those in single occupation, and those in larger houses.

- 6.2 These households can be pensioners or working age (single, couples, with or without children, particularly single parents).
- 6.3 Households can be in any household tenure: private (particularly private-rented) or social housing, and most commonly will be living in houses with a poor energy rating, either old-style rural housing or relatively recently built modern homes.
- 6.4 There are currently a large number of national and local schemes and means of assistance and support available. These are detailed in Section 5 of Appendix A.
- 6.5 National Schemes tend to lack flexibility and are often not appropriate to Shetland's climate and circumstances. Some examples include:
- There are limits placed on the amount of roof insulation available, based on floor area. Houses in Shetland tend to have a larger floor area, often single storey, and national schemes are restricted to a certain house size. The grants also do not cover sloping roofs, which penalises against one and a half storey houses;
 - Insulation schemes do not include floor insulation, which can have a significant impact on energy efficiency in Shetland, due to the windy climate;
 - Use of electricity to heat homes is seen as the easiest solution. The installation of storage heaters is usually cheaper than installing other forms of heating, but the ongoing running costs to the householder are more expensive. The result is that opportunities to reduce fuel poverty are not maximised; and
 - There is a maximum limit for the cost of eligible works. For hard to treat homes without cavity walls the installation of internal or external wall insulation exceeds the maximum funding available for the household. This limits the measures that are available to households.
- 6.6 One of the reasons for the local problems with the national schemes is that addressing Climate Change is their primary driver, rather than Fuel Poverty. Schemes are not targeted at those who are fuel poor. The complexity and number of schemes makes them complicated to access. The approach appears to be one of a quick fix to meet targets, rather than assessing each house and dealing with it appropriately to minimise heat loss. This makes it particularly difficult in Shetland where there is a complex number of building styles, often in one building, and a vernacular which is different from Scottish urban areas.
- 6.7 A further issue is that households tend not to want the hassle, possible disruption, and time involved to access schemes and interventions. This has been found to be the case with the Council's Fuel Poverty Grant; people do not want to go ahead with the works that can be offered, such as relining a wall so it can be insulated. This is usually due to the disruption caused and the redecoration costs, which currently are not covered by the grant.

7. Discussion, Recommendations and Options for Consideration

The following section sets out options or recommendations for intervention by the Council. These can be summarised as:

- Lobby National Government on Fuel Poverty issues;
- Ensure national and local schemes maximise opportunities to reduce Fuel Poverty; and

- Local measure to increase household income.

7.1 Lobby National Government on Fuel Poverty Issues

Evidence suggests that, in the main, the Scottish Government do not have sufficient understanding of Fuel Poverty in Shetland. This includes consideration of Shetland's climate, cost of heating and building style. If understanding was improved at a national level it is hoped the following would be considered, and implemented:

- 7.1.1 Wind-chill is taken into account as part of the temperature calculations for Cold Weather Payments;
- 7.1.2 The Social Tariff, which all electricity companies are required to have in place, is included for Heating Oil and Bottled Gas;
- 7.1.3 A reduction in the cost of Pre-Payment Meters and Electricity Cards: these are the most expensive form of electrical heating, yet many of those in Shetland who are in Fuel Poverty, have no other option for paying for fuel, as they have no bank account, and are concerned about going into debt; and
- 7.1.4 Ensure that national policies and schemes designed to improve energy efficiency and reduce fuel poverty, are flexible enough to take into account the different house styles and issues faced in Shetland.

7.2 Ensure National and Local Schemes Maximise Opportunities to Reduce Fuel Poverty

- 7.2.1 If increased flexibility of national schemes can be achieved, existing local schemes, such as the Council's Fuel Poverty scheme could then be used to enhance the level of assistance for each home. This would have the greatest long-term impact.

To improve uptake of the scheme, locally, it is recommended that Council approve amendments to the Conditions of Grant (see Appendix C). These are to:

- To increase the savings limit to £5000.
- To include the cost of the physical preparation of the room or loft to reduce the burden on the householder.
- To cover redecoration with wall paper or matching in existing finishes which clearly also acts as a barrier to some householders.

At the current time, some of this funding has been offered up as a saving for 2011/12 onwards, due to the difficulty in attracting people to take up assistance. Efforts to improve uptake and improve flexibility of national schemes may result in the scheme being over-subscribed. If this is the case the Council would need to consider reinstating current levels of funding and / or prioritising those eligible.

If there is likely to be a substantial increase in the uptake of assistance, consideration will need to be given to whether there are sufficient qualified people in Shetland to install measures.

- 7.2.2 This report has shown that under-occupation is a fuel poverty issue. An option, under the Council's Fuel Poverty Grant Scheme could be to offer individuals incentives for moving to or building a smaller property with a lower SAP rating. In addition to assisting with Fuel Poverty, this may also assist with

improving availability of housing in Shetland. The Council offers a financial incentive to tenants in high demand areas, such as Lerwick and Scalloway, to move to smaller properties. However there is a lack of one or two bedroom properties.

7.3 Local measure to increase household income

The Council can decide to provide a sum of money to eligible households as a one-off payment, or on an annual basis. This would need to be administered as a grant to individuals / households, to ensure it has no effect on any other income and / or benefit being received. There can be no guarantee the grant would be used to fund fuel costs. In addition, for those claimants earning over a certain amount, tax will be payable.

It is recommended that the basic eligibility criteria used should be those in receipt of Council Tax Benefit and/or Housing Benefit. All those people living in their own homes, and on a low income, will be in receipt of Council Tax Benefit. All those people living in rented accommodation (social or private), and on a low income, will be in receipt of Housing Benefit.

On average, approximately 1,500 people could be eligible for a grant to assist with fuel poverty. Uptake of both benefits is considered to be high, due to local administration. If some people were currently not claiming, and were eligible, then it may encourage increased uptake of these benefits.

Of these 1500 households who would be eligible, approximately 57% are pensioners and 43% are working age.

Option 1a: The Council may wish to provide each household with a grant of £40 / month for each of the five winter months (October through to March) they are in receipt of either of these benefits. For households consistently on benefits, this would be a grant of £200/ year, costing the Council approximately £300,000/yr.

Option 1b: Some of these recipients will also be in receipt of the Christmas Bonus from Shetland Charitable Trust (SCT). The Council may wish to only include those households eligible under the above scheme, who are not eligible for the Christmas Bonus. As of mid-January 2011, 645 households would be eligible, costing the Council approximately £130,000 / year.

If the Council decided to proceed with one of these options, it could be implemented by all those eligible applying for the grant; providing their bank details, or requesting alternative payment arrangements, if they do not hold a current bank account. Details are provided in Appendix D.

Should the Council decide to proceed with any of the above options, it is important to note the National Benefit system will shortly be going through substantial changes, therefore the criteria and implementation may need to be reviewed in the future. For example, it is likely that less people will be eligible for Housing Benefit, and these people will remain in Fuel Poverty.

7.4 Additional Options and Recommendations

7.4.1 Much of Shetland's housing is not up to sufficient standard, and it is only in recent years, as national building requirements have improved, that new housing is of a sufficient energy efficiency standard for Shetland's climate.

National building standards continue to increase requirements, with new regulations coming into force in May 2011.

The Council could require further housing standard regulations, as part of the Local Development Plan, bringing them more in line with Scandinavian building standards.

- 7.4.2 In the future, with the possibility of renewable developments in Shetland, consideration could be given to seeking that Fuel Poverty interventions are delivered as part of any Community Benefits of such schemes, such as energy efficiency measures and / or a reduction in energy prices, particularly for those on a low income.
- 7.4.3 Households who are not in Fuel Poverty also feel the effects of increasing energy costs. Council and partner organisations are improving information to the public on grants and assistance available, and internet pages and leaflets will be improved further.

8. Financial Implications

- 8.1 There are no financial implications associated with the options and recommendations at sections 7.1 and 7.4, although staff and Councillor time would be involved.
- 8.2 The existing Fuel Poverty Grant Scheme budget is proposed to be reduced in line with savings requirements for future years from £250k to £145k per annum. As indicated in paragraph 7.2, if the changes to the grant scheme are approved there is a real possibility that uptake may over-subscribe the proposed reduced budget.
- 8.3 The financial implications of pursuing the options at paragraph 7.3 are:
- (a) the cost to the Council of providing a winter grant under Option 1(a) would be £300k per annum; and
 - (b) if recipients of the Christmas Bonus from the SCT were excluded as detailed under Option 1(b) the cost to the Council would be approximately £130k per annum.

These proposals are not part of the current budget exercise and would therefore be growth to the 2011/12 budget.

- 8.4 In line with current Council financial policy framework, spending pressures and cuts in Government support, budget reductions over the next three year period of approximately 15% are required in order to stabilise Council Reserves. The proposals in this report are outwith the current budget exercise and therefore in order to be included would require corresponding budget reduction elsewhere to be identified to meet the proposed spend

9. Council's Priorities

- 9.1 The Council requested a report on Fuel Poverty, and, as one of the key Corporate Priority should be debated at Council.

10. Conclusions and Summary of Options and Recommendations

- 10.1 This report has provided information on those households most vulnerable to Fuel Poverty, along with information on the current methods available to address issues, in Shetland. As a result it has been able to set out a series of recommendations and Options for the Council to consider, under the general headings of:
- Lobby National Government on Fuel Poverty issues;
 - Ensure national and local schemes maximise opportunities to reduce Fuel Poverty; and
 - Local measure to increase household income.
- 10.2 Council is asked to consider the recommendations and options set out in Section 7 of this report, and to:
- Approve the recommendations at 7.1 to ensure the UK and Scottish Government is fully aware of the issues faced by Shetland;
 - Approve the implementation of the Council Tax Rebate Scheme, as outlined in Appendix B;
 - Approve changes to the Council's Fuel Poverty Grant for 2011/12, as outlined in Appendix C, and support officers in ensuring national schemes are implemented flexibly to maximise energy improvement measures to homes;
 - Decide whether to proceed with one of the Options at 7.3, to provide a winter-fuel grant to households in receipt of Housing Benefit and / or Council Tax Benefit; and
 - Make recommendations, based on the options at 7.4, relating to Development Plan regulation and the use of any future Community Benefits from renewable developments.

Our Ref: EP/HTS

Date: 8 February 2011

CE-005-F

APPENDIX B: Council Tax Rebate Scheme

The Local Government Finance Act was amended in 2009, requiring Scottish councils to have a scheme to reward citizens through the application of a minimum council tax rebate of £50, for undertaking energy efficiency measures in their homes.

Definition of a Scheme

As the legislation is permissive rather than highly prescriptive, the key factors determining compliance are that a council, as a minimum, must:

- have a scheme in place for energy efficiency measures as defined by the Act which is very wide ranging in terms of qualifying measures;
- be able to reduce affected council tax accounts by a minimum rebate amount of £50.

Resulting from the above, there is a further requirement for a Council to 'validate' qualifying work which has been completed, this can be through basic administrative procedures for acceptance and processing of certificates.

In terms of measuring the success of schemes, the only requirement is for Scottish Ministers to provide an annual report to Scottish Parliament as soon as practicable after 31st March 2012 on the operation of the schemes and an assessment of whether they have effectively promoted energy efficiency.

Delivery in Shetland

It is proposed that Shetland Islands Council uses Shetland Heatwise to deliver this scheme. The Council's responsibilities are to

- advertise the scheme to their council tax payers, which could be achieved by a postal insert in the next Council Tax Bill mail shot;
- process certificates for qualifying work; and
- apply the agreed council tax rebate.

Shetland Heatwise will offer an initial free survey to the householder plus the installation of cavity wall, loft installation and, where CERT funding is available, the scheme will also cover solid wall insulation. The installation costs for each measure will depend on the size and type of property, but will be provided as a formal quote to the householder. This is an "able to pay" scheme and will not assist those on lowest income. It is intended to incentivise energy efficiency measures for those who can afford to carry out the work.

During the survey Shetland Heatwise will determine whether the householder maybe eligible for other schemes such as Priority CERT funding or the Council's Fuel Poverty Grant funding. In those cases they will get the insulation measures for free but they will not then receive the rebate on their Council Tax as they have not paid for the work.

If a customer agrees to proceed with the work based on their quotation, Shetland Heatwise completes the installation of the relevant measures and certifies the work as complete. At monthly intervals, a list of household addresses is sent to the council. The Council then applies a rebate for those households through their council tax system. The rebate will be £50 per measure installed.

The scheme is cost neutral to the Council as the level of Council Tax rebate proposed is fully covered by CERT funding received from Shetland Heatwise.

APPENDIX C: Fuel Poverty Grant

The Council has £145,000 allocated to address Fuel Poverty by delivering a package of improvements to the householders property. This scheme is comprehensive in that it designs a solution for the individual house and delivers the support required to maximise income through benefits checks and financial advice from the CAB.

From reviewing the reasons why people do not pursue their grant offer despite being in fuel poverty and unable to heat their homes, there are clear blockages. These are:

- The £1000 limit on savings, which places a cap on the grant maximum of £10,000. Where an applicant has savings under £1000 there is no cap on the grant, so the entire package of works required to take the householder out of Fuel Poverty is funded. Applicants with savings over £1000 are expected to fund the remainder of the work, which costs in excess of the £10,000 maximum grant. It is therefore proposed that the savings limit should increase to £5000.
- The upheaval of the work, especially when carrying out solid wall insulation is too great for elderly householders. The work requires that rooms and lofts are cleared of furniture and carpets lifted. Whilst the upheaval may not be able to be addressed easily. It is proposed that the grant should be increased to include the cost of the physical preparation of the room or loft to reduce the burden on the householder.
- The grant does cover the cost of painting plasterboard but does not cover redecoration with wall paper or matching in existing finishes which clearly also acts as a barrier to some householders.

APPENDIX D: Shetland Islands Council Winter Grant

This Appendix provides information on how the Grant could be implemented, if the Council decided to approve either Option.

Option 1a

Benefit claimants in receipt of Council Tax Benefit and/or Housing Benefit, where the claimant has been resident in Shetland for a year or over, are eligible for the grant of £40 per month for the five winter months of November through to March, totalling £200 per year.

For a household to receive Council Tax Benefit and/or Housing Benefit someone from the household must make a claim. This person is known as the claimant. The claimant may have a partner but for benefit purposes the claimant is the responsible person.

The grant will be made payable as a single payment, during April, in arrears in respect of the previous winter months' period, to the Council Tax Benefit/Housing Benefit claimant. Under normal circumstances there is one benefit claim per household. However, there are a few cases where there are joint tenants of a property who are not partners and therefore each tenant is classed as a separate claimant. In this scenario the grant for the household will be split between the claimants.

In order to qualify for the full £200 grant the claimant must have been in receipt of Council Tax Benefit and/or Housing Benefit at some point during each of the five winter months. Consequently, if a claimant is temporarily in receipt of Council Tax Benefit and/or Housing Benefit for only part of one of the five winter months, for example a two week period during December, a grant of £40 will be payable during April.

An application form will be sent to existing claimants who may be eligible for the grant. The application form will include a request for the details for the bank account they wish the grant to be paid into or alternative payment arrangements, if they do not hold a current bank account. All new Council Tax Benefit and/or Housing Benefit claimants will be asked to fill in a grant application form.

Option 1b

Benefit claimants in receipt of Council Tax Benefit and/or Housing Benefit, where the claimant has been resident in Shetland for a year or over and is not eligible for the Shetland Charitable Trust Christmas Bonus, are eligible for the grant of £40 per month for the five winter months of October through to March, totalling £200 per year.

For a household to receive Council Tax Benefit and/or Housing Benefit someone from the household must make a claim. This person is known as the claimant. The claimant may have a partner but for benefit purposes the claimant is the responsible person.

The grant will be made payable as a single payment, during April, in arrears in respect of the previous winter months' period, to the Council Tax Benefit/Housing Benefit claimant. Under normal circumstances there is one benefit claim per household. However, there are a few cases where there are joint tenants of a property who are not partners and therefore each tenant is classed as a separate

claimant. In this scenario the grant for the household will be split between the claimants.

In order to qualify for the full £200 grant the claimant must have been in receipt of Council Tax Benefit and/or Housing Benefit at some point during each of the five winter months. Consequently, if a claimant is temporarily in receipt of Council Tax Benefit and/or Housing Benefit for only part of one of the five winter months, for example a two week period during December, a grant of £40 will be payable during April.

An application form will be sent to existing claimants who may be eligible for the grant. The application form will include a request for the details for the bank account they wish the grant to be paid into or alternative payment arrangements, if they do not hold a current bank account. All new Council Tax Benefit and/or Housing Benefit claimants will be asked to fill in a grant application form.

APPENDIX A: Options and Opportunities for Effective Action to Reduce the Effects of Fuel Poverty

1.0 Fuel Poverty

A fuel poor household is one which cannot afford to keep adequately warm at reasonable cost.

In the UK, Fuel Poverty is said to occur when, in order to heat its home to an adequate standard of warmth, a household needs to spend more than 10% of its income on total fuel use (including Housing Benefit or Income Support for Mortgage Interest). The definition does not take account of the amount that a household actually spends on fuel, nor the amount available for the household to spend on fuel after other costs have been met.

Adequate warmth is generally defined to be 21°C in the main living room and 18°C in other occupied rooms during daytime hours, with lower temperatures at night. These follow World Health Organisation recommendations.

Extreme Fuel Poverty is when a household needs to spend more than 20% of its income on total fuel use.

Fuel Poverty can therefore be addressed by interventions in three key areas:

- Increase household income levels;
- Reduce household fuel costs; and
- Improve levels of energy efficiency of the housing.

2.0 Levels of Fuel Poverty in Shetland

SUMMARY

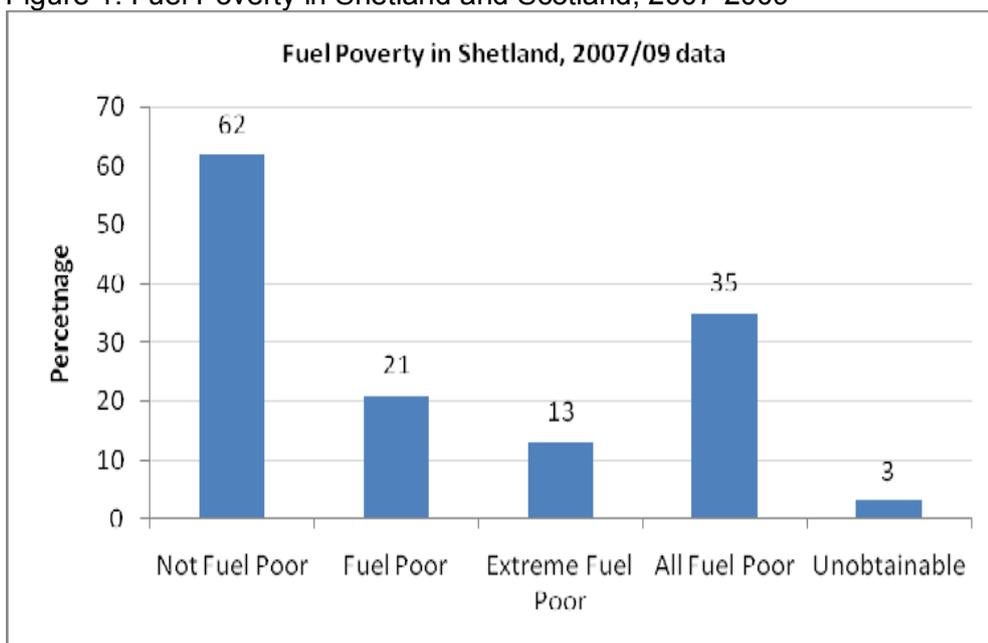
- **More than a third of all households in Shetland (35%) were living in Fuel Poverty for the period 2007/09, according to Scottish figures. And 13% of households in Shetland were living in extreme Fuel Poverty.**
- **Due to the continuing rise in fuel costs since this time, the figure is now likely to be higher.**
- **This compares favourably to other island authorities, but much of the reason for the higher levels of Fuel Poverty in Orkney and the Western Isles is the lower average household income.**
- **Of the third of Shetland households in Fuel Poverty, slightly less live in public, or social housing, and slightly more live in private housing.**
- **66% of pensioner households in Shetland are in Fuel Poverty, compared to 24% of families and 23% of single adults / couple households.**
- **Households in Fuel Poverty tend to be in the more remote areas of Shetland and some areas of Lerwick. This would go some way to explaining the high levels of fuel poverty in Unst, although this study does provide evidence that the national statistics probably under-estimate levels of Fuel Poverty.**
- **Additional information, from those working with and visiting households struggling to afford to heat their homes, backs-up the national statistics, highlighting the greatest need being for low-income households, whether working-age or pensioner, particularly those living alone. There are a higher proportion of households in private-rented accommodation.**
- **This information also highlights an issue of under-occupancy as a reason for households being fuel poor.**

According to the Scottish House Condition Survey 2007/09, Fuel Poverty levels in Shetland are estimated at 35%¹ and compare to a Scottish figure of 28%. This means that a third of all households in Shetland are living in Fuel Poverty. This is an increase of 10% from the 2002

¹ Scottish House Condition Survey 2007/09.

based estimates, when 25% of households in Shetland were estimated to be living in Fuel Poverty. Shetland has the sixth highest levels of fuel poverty in Scotland.

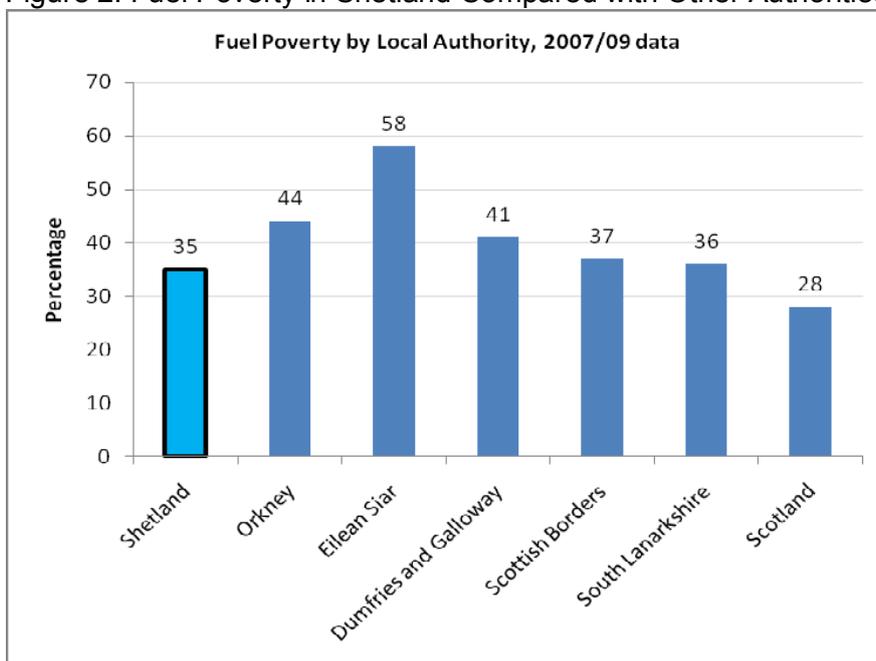
Figure 1: Fuel Poverty in Shetland and Scotland, 2007-2009



Source: Scottish House Condition Survey 2007/09

In 2007-2009, thirteen percent of households in Shetland were estimated to be in Extreme Fuel Poverty and for Scotland as a whole, the estimate was 8%.

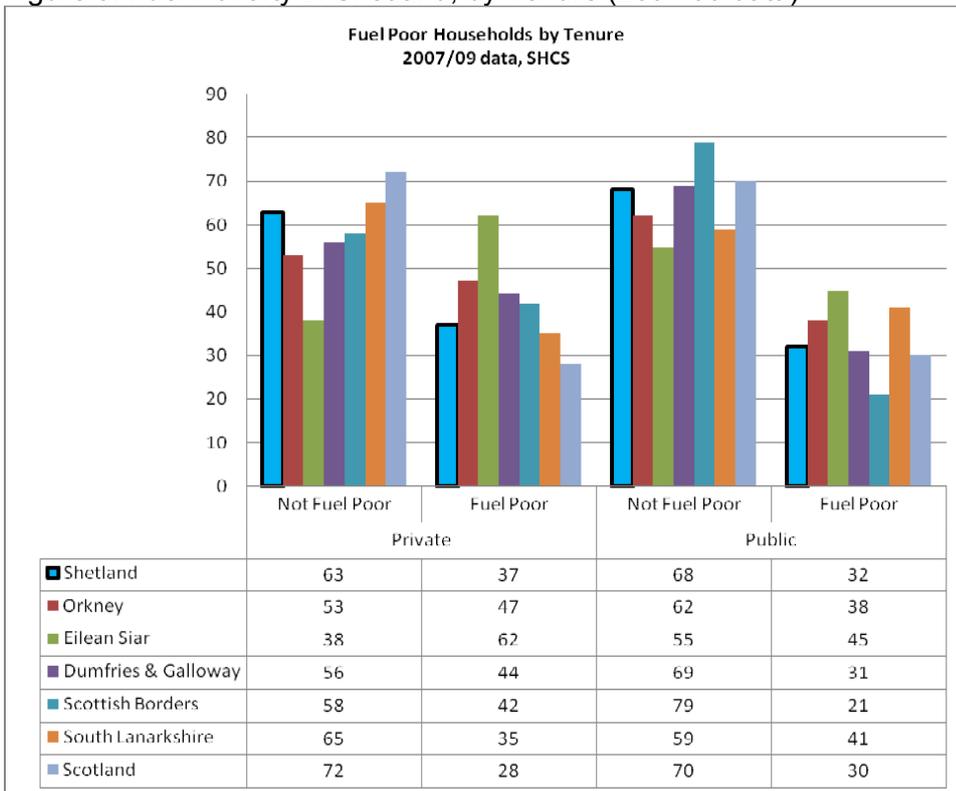
Figure 2: Fuel Poverty in Shetland Compared with Other Authorities (2007/09 data)



Source: Scottish House Condition Survey – Local Authority Report 2007/09

The same data source shows that Shetland has lower levels of Fuel Poverty than Orkney (40%) and the Western Isles (58%). Fuel Poverty levels in some mainland areas of Scotland (Dumfries & Galloway, Scottish Borders and South Lanarkshire) are also higher than those reported for Shetland. Lower average incomes and energy efficiency levels of the home are likely to be a significant factor for mainland Scotland, where households will often have access to mains gas as a cheaper option for household fuel.

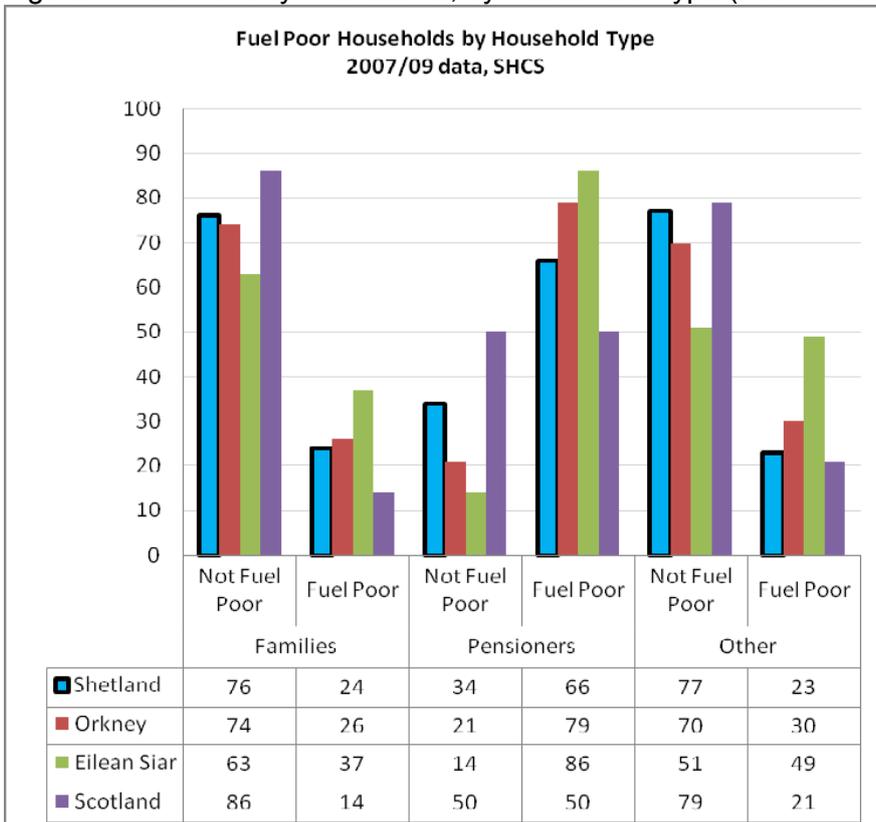
Figure 3: Fuel Poverty in Shetland, by Tenure (2007/09 data)



Source: Scottish House Condition Survey – Local Authority Report 2007/09

Figure 3 shows that 32% of households living in public, or social housing, are in Fuel Poverty in Shetland, compared to 37% of households living in private housing. Around 80% of homes in Shetland are private sector, and 20% public. This compares with 38% of households in social housing in Orkney and 45% in Eilean Siar, and 47% and 62% of households in private housing, respectively.

Figure 4: Fuel Poverty in Shetland, by Household Type (2007/09 data)



Source: Scottish House Condition Survey – Local Authority Report 2007/09

Figure 4 shows that 66% of pensioner households in Shetland are in Fuel Poverty (2007/09 data), compared to 24% of families. 23% of other households (single adults, couples or individuals sharing) are considered to be in Fuel Poverty. All households other than pensioners who rely on benefits (households claiming disability benefits) are highly likely to be in fuel poverty.

Figure 5 demonstrates that households in the more remote areas of Shetland are more at risk of Fuel Poverty. However, it also shows a high risk in Lerwick, particularly North Lerwick. The reasons for this will include under-occupancy in large properties and lower household incomes.

This distribution is mirrored by the distribution of current approved grants for the Council's existing Fuel Poverty Scheme:

Table 1: Distribution of Approved Fuel Poverty Grants (Six Months, June-November, 2010)

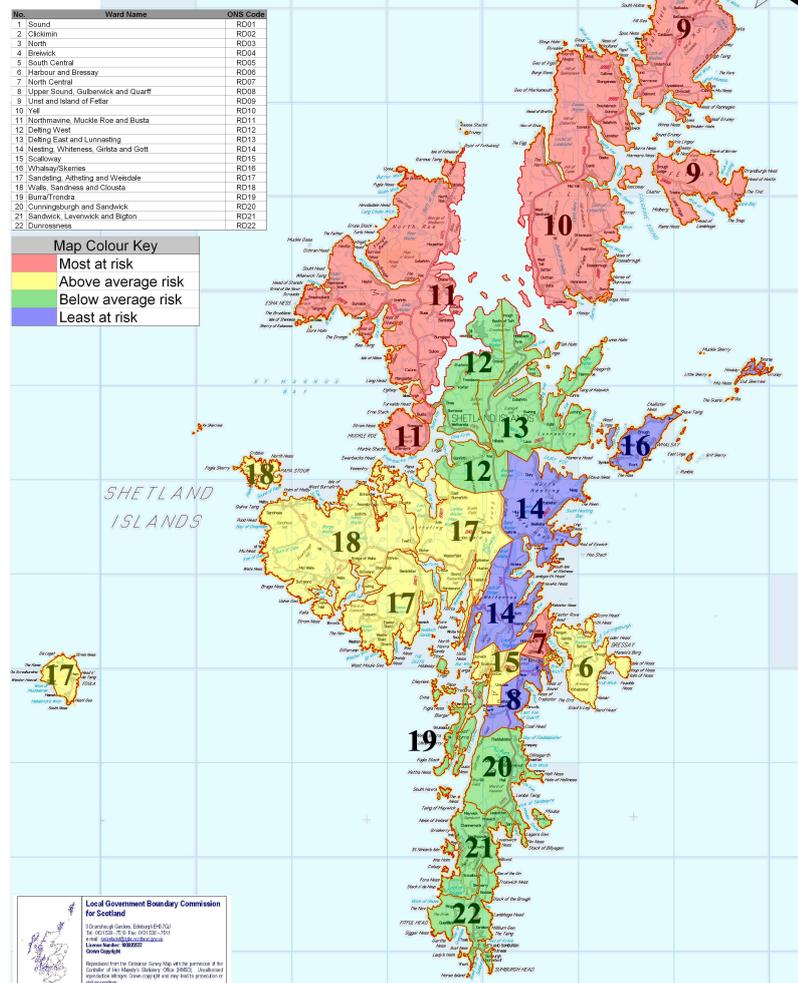
Location	Number
Lerwick	11
Isles	11
West	11
Central	4
North	2
South	2

Source: Environmental Health Service, SIC

Figure 5: Shetland Fuel Poverty Indicator Map, 2005

Scottish Fuel Poverty Indicator Map 2005

Based upon Shetland Islands Council Electoral Ward Map



Source: Communities Scotland

In 2009 an analysis of Fuel Poverty in Unst was undertaken². This research aimed to provide an accurate representation of the level of fuel poverty currently experienced in Unst. The return rate, of 30%, showed that 49% of Unst households were experiencing fuel poverty. An average of 11% of annual household income was spent on household fuel. The highest figure, at 34%, was from a single pensioner household earning less than £5,000 annually. However, the research also showed that one household only spent 2% of income on fuel.

Age Concern in Shetland assists a number of pensioner households with finding ways to heat their home. Their assessment is that it is particularly difficult for those on a basic pension, especially single-pensioner households. It is more common for households living in older properties in rural areas of Shetland³. Age Concern is aware of a number of households who are struggling to pay for their energy costs, yet fail, due to other circumstances, to meet the criteria to be able to access national or local assistance with energy efficiency measures.

The types of private tenure households visited by the Council's Energy Assistant as part of the Council's Fuel Poverty Grants tend to be those with adults on a low income and pensioner households, with the most vulnerable being single-occupancy households⁴. A large number of enquiries for assistance under this scheme (currently between 70-80%) are fuel poor due to under-occupancy. This is often pensioner households living in 4-5 bedroom properties⁵. There is also seen to be a relatively high number of households in private-rented accommodation⁶.

3.0 Other Local Challenges

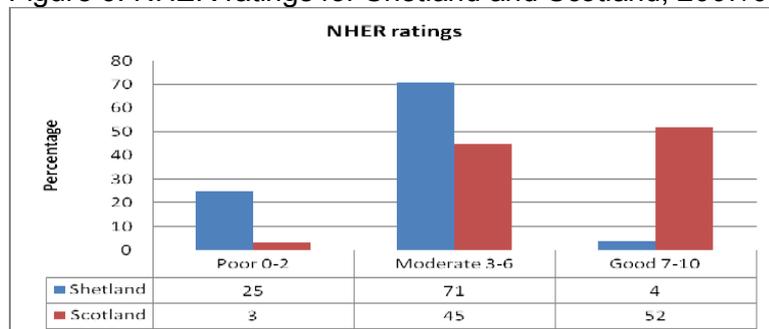
SUMMARY

- Compared to Scotland, energy efficiency in Shetland is poor, with 94% of homes in the poor or moderate rating category. In addition to the high number of old croft-style housing, properties built from the 1970s-1990s tend to have poor levels of insulation and are lacking in other energy efficiency measures.
- Shetland has one of the worst climates in the UK, making it more costly and challenging to heat homes, with some form of heating often required throughout the year.
- Shetland homes are restricted in their choice of heating source, and, due primarily to freight costs, can be higher than elsewhere.
- There are also challenges around under-occupancy of households, and a shortage of 1-2 bedroom properties.

3.1 Energy Efficiency

National Home Energy Rating (NHER)⁷ figures for Shetland and Scotland⁸ show the energy efficiency rating of homes. The difference between Shetland and Scotland across all ratings is marked. Ninety four percent of homes in Shetland are either in the Poor or Moderate rating category, compared to only 48% of homes across Scotland.

Figure 6: NHER ratings for Shetland and Scotland, 2007/09



Source: Scottish House Condition Survey 2007/09

² Maculay, B (2009) Analysing Fuel Poverty in Unst, Community Powerdown Project, Unst Partnership

³ Age Concern, Shetland, phone conversation

⁴ SIC, Energy Assistant, email

⁵ HHA One-Stop-Shop

⁶ SIC, Environmental Health Manager

⁷ National Home Energy Rating scale for assessing the energy efficiency of new and existing homes. The higher the rating, the more energy efficient the home.

⁸ Scottish House Condition Survey 2007/09

3.2 Stock Condition

The Scottish Housing Quality Standard (SHQS) outlines five areas of housing quality that all social rented homes must comply with by 2015. The five areas are:

- Compliant with tolerable standard.
- Free from serious disrepair.
- Energy efficient.
- Provided with modern facilities and services.
- Healthy, safe and secure.

The Scottish House Condition Survey 2007-2009 reports progress locally towards meeting all five elements of the 2015 SHQS target as:

Table 2: Scottish Housing Quality Standard Fail Rate, by Tenure, 2005-08

HOUSING SECTOR	FAIL RATE
Public Sector Housing	17%
Private Sector Housing	61%

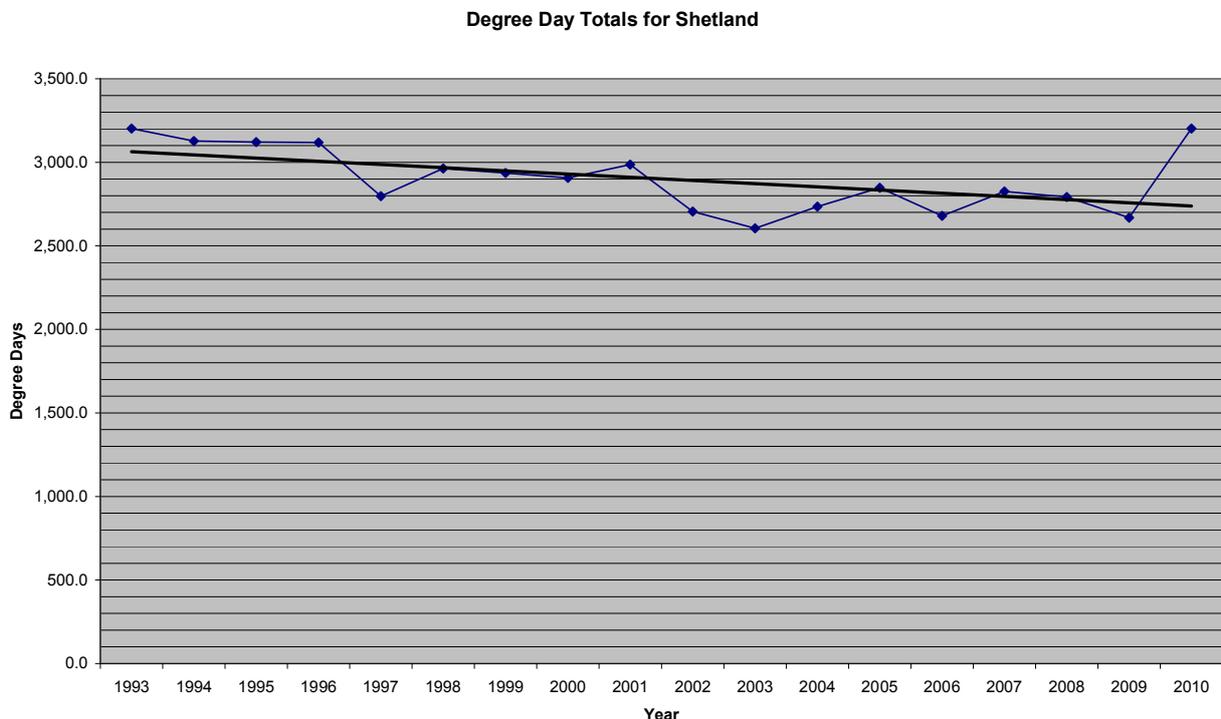
Source: Scottish House Condition Survey 2007-2009, Local Authority Report Table 4.13

The SIC's own records⁹ show an overall rate of compliance in SIC Housing stock of 84% at April 2009, with overall compliance at April 2010 estimated to have increased to 84.5%.

3.3 Climate

Shetland has a windier climate than any other location in the UK, and, due to the Gulf Stream, the temperature does not vary considerably around the year.

Figure 7: Degree Day Totals for Shetland, 1993 to 2010



Source: Energy Unit, SIC

Figure 7 shows the Degree Day Totals for Shetland from 1993 to 2010. A Degree Day is every day where the temperature falls below 15.4 °C. Therefore, the more Degree Days in a year, then

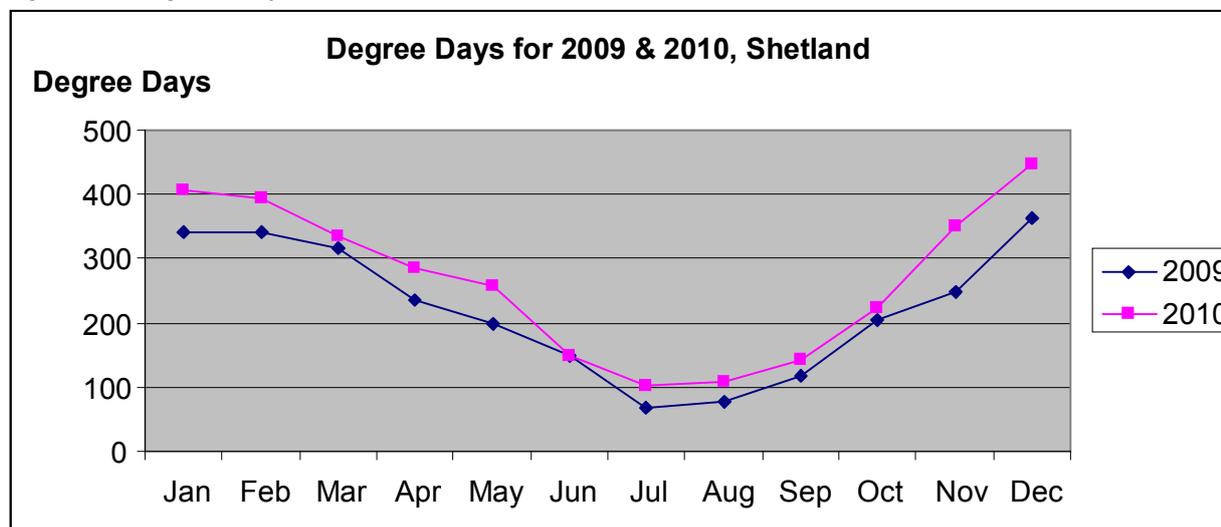
⁹ SIC data for SHQS Performance Indicators at April 2009 and 2010.

the colder it is. The graph shows an improvement in temperature from 1993, but a sharp increase for 2010.

In the UK, it is common to assume that if the average outside temperature on a given day is below the baseline temperature of 15.5 °C, then heating will be required; and the heat requirement that day will be in proportion to the temperature deficit in degrees. The daily temperature deficits over a month provide the cumulative degree-days for that month, as shown in Figure 8. These cumulative degree days are, by definition, proportional to cumulative heat requirements over the same period. For example, a month in which 380 degree-days are clocked-up in 'twice as cold' as one with a total of 180 degree days. As would be expected, Degree Days each month are less in the summer months, but there is still a deficit in Shetland. For example, in East Anglia, the total Degree Days for the four months, June-September 2010 was 179, compared to 501.3 in Shetland, and 289 in Eastern Scotland. For the whole of 2010, the total Degree Days in East Anglia was 2626, compared to 3201.5 in Shetland. Therefore, households in Shetland will, on average, heat their homes on more days of the year than elsewhere.

Degree Day Totals do not take into account the impact of Wind Chill on temperatures.

Figure 8: Degree Day Totals for Shetland, 2010



Source: Energy Unit, SIC

3.4 Cost and Type of Fuel

Shetland is restricted in the type of fuel that is available to heat homes. The main sources of heating are heating oil, solid fuel and electricity, in particular through storage heaters. Figure 9 shows how the cost of heating oil has risen from 18p / litre in 2004 to more than 46p / litre in 2010¹⁰. The Department of Trade and Industry believe that it costs, on average, 1.5p / litre more in Shetland, than the average UK price for heating oil.

Solid fuel and electricity heating sources have also been increasing rapidly in recent years. There are a wide range of electricity tariffs available from all suppliers. Total Heating Total Control, from the Hydro, is currently 13.57p / unit (day rate) and 6.04p / unit (night rate) with a £59.81 standing charge.

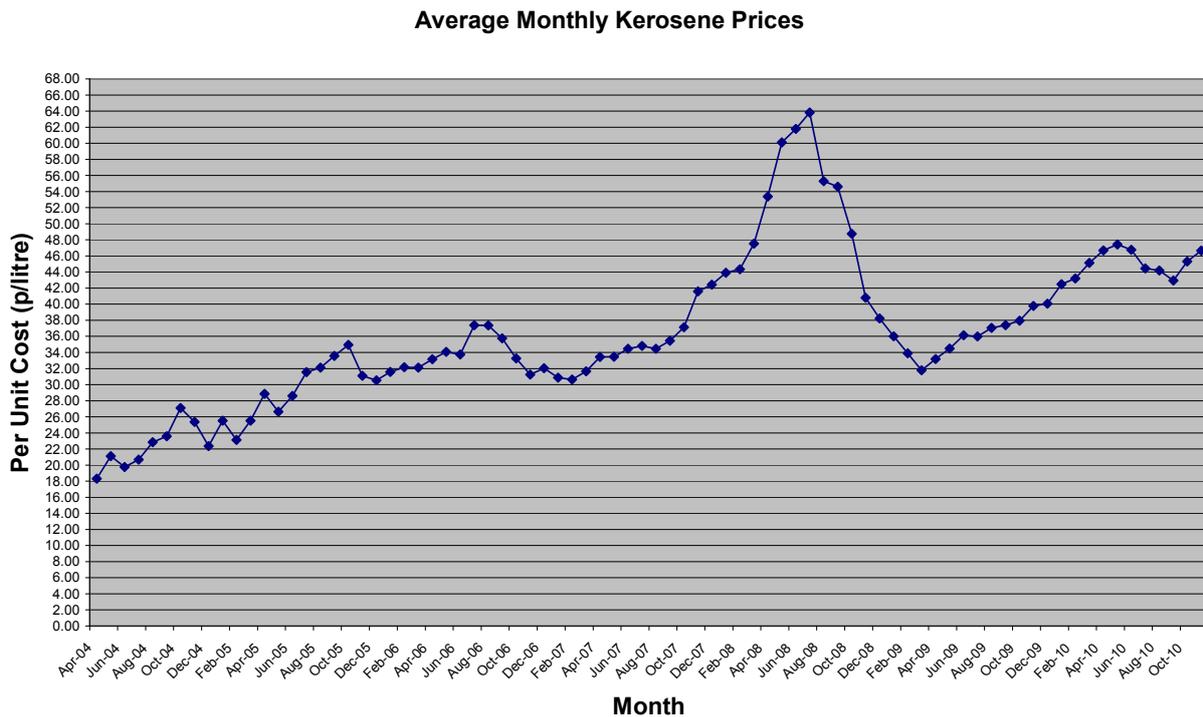
Low income households are not always able to take advantage of cheaper rates, such as direct debit, because they do not have bank accounts, or because of the worry of going into debt. Paying by electricity meter is the highest rate per unit, which also includes a cost for the meter.

These costs compare to the cost of heating through the District Heating Scheme of 5p / unit, and a £100 / annum standing charge.

¹⁰ These are national prices; local prices would be slightly higher because of transport costs.

There is no mains gas supply in Shetland, which is a much cheaper household energy source.

Figure 9: Average Kerosene Prices / Litre (Heating Oil), 2004-2010



Source: Energy Unit, SIC (from Scottish Fuels, weekly price)

3.5 Under-Occupancy

70-80% of those households applying for the SIC Fuel Poverty Grants are fuel poor due to under occupancy. These tend to be single older people living in 4-5 bedroom properties. Whilst improving the insulation and heating systems can reduce the household expenditure on fuel costs, and income can be maximised by claiming all relevant benefits, these households tend to stay Fuel Poor even after completion of works as their income levels cannot cover the cost of heating a larger property. For these individuals moving to a smaller property would be the most beneficial long term solution to address their fuel poverty, however there is a lack of accommodation of 1-2 bedroom properties to move into.

3.6 Lack of Recognition of Levels of Fuel Poverty

Although Fuel Poverty is recognised at a Scottish level, it does not receive the same levels of interest and attention as other forms of poverty. This is because it is a predominantly a rural issue, and rural poverty is still not fully recognised by Government or local authorities with substantial levels of urban poverty. National policy in this area therefore tends to focus on addressing climate change, by reducing carbon emissions, than on reducing fuel poverty, per se.

4.0 Identification of Individuals / Families Experiencing Fuel Poverty

In order to most effectively reduce fuel poverty in Shetland, interventions need to target low income households, particularly those in single occupation. These are working age (single, couples or with children, particularly single parents) and pensioner households. A number of these, particularly pensioners, are fuel poor because they are living in large homes.

Households can be in any household tenure: private (particularly private-rented) or social housing. And most commonly live in houses with a poor energy rating, either old-style rural housing or relatively recently built modern homes.

5.0 Current Mechanisms to Address Fuel Poverty in Shetland

There are a considerable number of initiatives in place, at a national and local level, designed to reduce levels of Fuel Poverty. This section provides a summary, and, in so doing highlights that an issue is the complexity of support available and therefore the confusion that individual households can be faced with.

5.1 National Initiatives

5.1.1 Winter Fuel Payments: yearly tax free payment to help people pay for their heating in the winter. For the winter of 2010/11 those eligible are:

- those born on or before 5 July 1950 (60 years of age and over).

The amount payable is from £125 to £400 a year, dependent on circumstances, such as whether living alone or whether in receipt of Pension Credit.

5.1.2 Cold Weather Payments: money towards extra heating costs during a week of very cold weather in the area where a person lives. Every postcode is linked to one of a network of 85 specified Meteorological Office weather stations. A payment is made when the average temperature has been recorded as, or is forecast to be, zero degrees Celsius or below for over seven consecutive days at the weather station linked to the eligible customer's postcode. This is for the period from 1 November to 31 March. For example, in Shetland this was the case between the three weeks from 1st December.

For each week of very cold weather, those eligible receive £25 per week, automatically and in addition to any other benefit payment.

In the winter of 2010/11 those eligible are customers on a low income and in receipt of relevant qualifying benefits:

- those in receipt of Pension Credit
- those in receipt of Income Support or Income-based Jobseeker's Allowance, and also have any of following:
 - o a disability or pensioner premium
 - o a child who is disabled
 - o Child Tax Credit that includes a disability or severe disability element
 - o a child under five living with you
- those in receipt of Income-related ESA, and also have any of the following:
 - o the support or work-related component of ESA
 - o a severe or enhanced disability premium
 - o a pensioner premium
 - o a child who is disabled
 - o Child Tax Credit that includes a disability or severe disability element
 - o a child under five living in the household.

5.1.3 Social Tariff: all energy providers are required to offer social tariffs to help their most vulnerable customers cope with the high costs of gas and electricity. Those eligible are entitled to a number of benefits, depending on the supplier. These could include free low-energy light-bulbs, energy advice or a reduction in payment. Some supplier assess eligibility based on what a household spends on electricity, rather than what they should spend, if they were to properly heat their home.

5.1.4 Energy Assistance Package: this provides different levels of free advice and support and is open to anyone in Scotland.

At the first stage Energy Advice is provided over the phone, to anyone, suggesting practical changes and improvements relevant to that house. Home Energy Scotland Hotline is on 0800 512 012.

The second stage is a benefit and tax credit check and access to the lowest-cost energy rates (social tariffs).

The third stage is for homeowners or private-sector tenants in receipt of benefits or is 70 or over will receive loft and cavity wall insulation.

The final stage is for homeowners or private-sector tenants, who have been living in their home for at least one year, and are either pregnant, have a child under 16 or are 60 or over, and therefore may be eligible for heating systems and insulation.

5.1.5 Home Insulation Scheme

This is a Scottish Government Scheme, currently being implemented in a number of Local Authority areas, including Shetland. All households in Shetland are receiving a visit from a Home Energy Assessor who is providing a full energy check and help in saving energy, including information on the type of insulation suitable for the home and any offers and discounts available. This includes interest free loans.

Private tenants and homeowners who get certain allowances are eligible to receive home insulation free of charge.

5.1.6 Council Tax Rebate Insulation Scheme

This scheme is to begin implementation in April 2011. Any household in a Local Authority area is able to ask for their home to be surveyed, by a scheme administrator, and then to pay for installation of insulation. There is a cost to installation, but any household taking up the scheme will receive a one-off £50 rebate on their Council Tax.

5.1.7 Loan Scheme for Home Insulation

Late in 2010 the Scottish Government announced a new scheme whereby householders are able to access interest free loans of £500-£10,000 to improve insulation, replace inefficient boilers or install small scale renewables. Loans have to be repaid over a maximum of eight years.

5.1.8 Scottish Boiler Scrappage Scheme

This scheme was announced in late January and provides £400 to owner-occupiers in Scotland, and assistance to social landlords for insulation, draught-proofing and lagging for pipes.

5.2 Shetland Initiatives

5.2.1 Citizen's Advice Bureau: given the complexity of advice and initiatives currently available, CAB have developed expertise in assisting people, locally, through the various processes. CAB is able to provide benefit checks and sign-post people to the help available, such as the Hjaltland Housing Association (HHA) One-Stop-Shop, Heatwise and to obtaining Social Tariffs.

5.2.2 SIC's Fuel Poverty Grant, for Private Tenure

This scheme is administered by Hjaltland Housing Association's One-Stop-Shop, and if eligible households receive what is felt to be required to make the property as energy efficient and cheap to heat as possible. This can include insulation, triple-glazing and new heating systems. Enquiries and referrals are made, and basic information on actual fuel costs and income level is obtained in order to make an initial assessment. If a household is thought to be in fuel poverty, CAB will undertake a benefit check.

A full NHER (National Home Energy Rating) and SAP (Standard Assessment Procedure) is carried out on the house. This is a technical survey and uses the size/type/structure of the property, any existing insulation measures and heating method(s) to calculate the cost of heating a property to an adequate temperature. There is an increased temperature used for elderly and disabled persons. This visit, by the Council's Energy Assistant includes advice on other grants, ways to save energy, advice on fuel costs etc.

5.2.3 SIC and HHA Social Housing Improvements

All social housing is required to meet the Scottish Housing Quality Standard, which includes energy efficiency. Therefore, both HHA and the SIC have ongoing work programmes in place to meet this. Both agencies are well above the national average in meeting energy efficiency requirements.

5.2.4 Shetland Heatwise

This is non-profit distributing business operating throughout Shetland for almost 20 years. It provides a range of practical and energy saving services. These include free heating and insulation advice; free insulation surveys; loft, cavity wall and under-floor insulation, draught proofing etc.; and drawing down EU funded grants from energy suppliers also working on the Government EAP scheme. The SIC Housing Service provides core-funding, as well as a small amount from the Reserve Fund to be used as a "Hardship" top-up for national schemes that do not cover 100% of installation costs. It plays a large part in the SIC achieving its HECA targets and contributes to reducing the carbon footprint of Shetland's existing housing.

5.2.5 SMART Grid

This project has recently received the necessary funding to proceed. One element of the project is to install upgraded water cylinders and storage heating into social housing, in rural areas. The heaters, being developed by Dimplex, will retain stored heat better and will also be fitted with time/temperature control to allow householders to programme the heaters to provide the heat when required. Added to this is intelligent control that will allow Scottish and Southern to 'dump' electricity into domestic heating and hot water systems giving better load management control, thereby allowing the connection of more renewables to the Shetland grid. How householders will benefit from the load management aspect of the project is yet to be developed. The new storage heaters estimate a 16% saving on running costs and improves the SAP rating.

5.2.6 Lerwick District Heating Scheme

Shetland's Waste to Energy plant (WTE) provides heat and electricity to 800 + Lerwick homes, as well as businesses, services and amenities. The cost of heating homes for all those on the Scheme is 5p / unit, with £100 standing charge, which is substantially cheaper than other forms of heating.

The scheme is to expand later this year, with the potential to connect to a further 300 homes and businesses.

5.2.7 Subsidy for Heating and Electricity for Sheltered Tenants

In 2010/11 the Council's General Fund was required to subsidise this service, which is currently funded by the SCT. The service is currently being reviewed by the Housing Service, and this will include consideration of Shetland's fuel poverty issues.

6.0 **Issues with Current Mechanisms**

6.1 **National Schemes tend to lack flexibility and are often not appropriate to Shetland's climate and circumstances.** For example:

- There are limits placed on the amount of roof insulation available, based on floor area. Houses in Shetland tend to have a larger floor area, often single storey, and national schemes are restricted to a certain house size. The grants also do not cover sloping roofs, which penalises against one and a half storey houses;
- Insulation schemes do not include floor insulation, which can have a significant impact on energy efficiency in Shetland, due to the windy climate;
- Use of electricity to heat homes is seen as the easiest solution. The installation of storage heaters is usually cheaper than installing other forms of heating, but the ongoing running costs to the householder are more expensive. The result is that opportunities to reduce fuel poverty are not maximised;
- There is a maximum limit for the cost of eligible works. For hard to treat homes without cavity walls the installation of internal or external wall insulation exceeds the maximum funding available for the household. This limits the measures that are available to households. Schemes can also require households to clear lofts and prepare for works, which can be a barrier to some people taking up the assistance.

In conclusion, addressing Climate Change is the primary driver for national schemes. Therefore schemes are not targeted at those who are fuel poor. The complexity of schemes makes them complicated to access, particularly for vulnerable households. The approach appears to be one of a quick-fix to meet targets, rather than assessing each house and dealing with it appropriately to minimise heat loss. This makes it particularly difficult in Shetland where we have a complex number of building styles, often in one building, and a vernacular which is different from Scottish urban areas.

6.2 Households tend not to want the hassle, possible disruption, and time involved to access schemes and interventions. This has been found to particularly be the case with the Council's Fuel Poverty Grant, when people do not want to go ahead with the works that can be offered, such as relining a wall so it can be insulated. This is usually due to the disruption caused and the redecoration costs, which currently are not covered by the grant.

6.3 In many cases all the available support is provided at a local level, to maximise income, through benefit checks, and to take advantage of home-improvement grants to carry out all practicable works, yet the household remains fuel poor. Unfortunately with the predicted ongoing rise in energy costs, the situation will become worse for households.

7.0 Conclusions and Recommendations

As stated in the Introduction, Fuel Poverty can be addressed by interventions to address three key areas:

- Increase household income levels;
- Reduce household fuel costs; and
- Improve levels of energy efficiency of housing.

The final section of this report provides options or recommendations for intervention that can assist in each of these areas, which can be summarised as:

- Lobby National Government on Fuel Poverty issues;
- Ensure national and local schemes maximise opportunities to reduce Fuel Poverty; and
- Local measure to increase household income.

7.1 Lobby National Government on Fuel Poverty Issues

Evidence suggests that, in the main, the Scottish Government do not have sufficient understanding of Fuel Poverty in Shetland. This includes consideration of Shetland's climate, cost of heating and building style. If understanding was improved at a national level it is hoped the following would be considered, and implemented:

- 7.1.1 Wind-chill is taken into account as part of the temperature calculations for Cold Weather Payments;
- 7.1.2 The Social Tariff, which all electricity companies are required to have in place, is included for Heating Oil and Bottled Gas;
- 7.1.3 A reduction in the cost of Pre-Payment Meters and Electricity Cards: these are the most expensive form of electrical heating, yet many of those in Shetland who are in Fuel Poverty, have no other option for paying for fuel, as they have no bank account, and are concerned about going into debt; and
- 7.1.4 Ensure that national policies and schemes designed to improve energy efficiency and reduce fuel poverty, are flexible enough to take into account the different house styles and issues faced in Shetland.

7.2 Ensure National and Local Schemes Maximise Opportunities to Reduce Fuel Poverty

7.2.1 If increased flexibility of national schemes can be achieved, existing local schemes, such as the Council's Fuel Poverty scheme could then be used to enhance the level of assistance for each home. This would have the greatest long-term impact.

Progress has recently been made. For example, the Energy Assistance Package (EAP) will shortly be able to be topped up by the Council's existing scheme, and the Home Insulation Scheme is resulting in an increase in the number of referrals to the One-Stop-Shop. Uptake is also expected to increase if the Council agreed to changes to the scheme.

The eligibility for assistance from the Council's Fuel Poverty scheme is currently for households in Fuel Poverty, and it is recommended that this should remain. At the current time, some of this funding has been offered up as a saving for 2011/12 onwards, due to the difficulty in attracting people to take up assistance. Efforts to improve uptake may result in the scheme being over-subscribed. If this is the case the Council would need to consider reinstating current levels of funding and / or prioritising those eligible.

There are a large number of national and local initiatives, which makes it complex and confusing for individual households. CAB and the One-Stop-Shop are providing a high quality support service for individuals, and this should continue. Promotion of the assistance available locally has been undertaken with a number of front-line staff groupings, such as District Nurses and Housing Outreach Workers, and, again this will continue.

Recent processes, such as 'With You, For You' and 'Getting it Right for Every Child', will also be used to improve access to Fuel Poverty assistance, with the Key Worker for an individual or household ensuring the appropriate support is provided for those in Fuel Poverty. Community Development Companies, particularly in remote areas could also be asked to identify and encourage enquiries.

If there is likely to be a substantial increase in the uptake of assistance, consideration will need to be given to whether there are sufficient qualified people in Shetland to install measures.

7.2.2 This report has shown that under-occupation is a fuel poverty issue. An option, under the Council's Fuel Poverty Grant Scheme could be to offer individuals incentives for moving to or building a smaller property with a lower SAP rating. In addition to assisting with Fuel Poverty, this may also assist with improving availability of housing in Shetland. The Council offers a financial incentive to tenants in high demand areas, such as Lerwick and Scalloway, to move to smaller properties. However there is a lack of one or two bedroom properties.

7.3 Local measure to increase household income

The Council can decide to provide a sum of money to eligible households as a monthly payment, or on an annual basis. This would need to be administered as a grant to individuals / households, to ensure it has no effect on any other income and / or benefit being received. There can be no guarantee the grant would be used to fund fuel costs. In addition, for those claimants earning over a certain amount, tax will be payable.

An assessment of a number of eligibility criteria has been made, to ensure:

- best fit with those who are fuel poor in Shetland; and
- potential implementability of the scheme.

As a result it is recommended that the basic eligibility criteria used, if the Council decide to provide a grant, should be those in receipt of Council Tax Benefit and/or Housing Benefit.

The Housing Benefit and Council Tax Benefit schemes are means tested, income related schemes. Eligibility for these benefits is determined by:

- money coming in, including earnings, some benefits and tax credits and things like occupational pensions;
- savings (there is a reduction in benefit received if there are savings above £6,000; anyone with savings over £16,000 is not eligible); and
- circumstances: for example age, family size and ages, disability, and if anyone else living in the property could help with the rent.

All those people living in their own homes, and on a low income, will be in receipt of Council Tax Benefit. All those people living in rented accommodation (social or private), and on a low income, will be in receipt of Housing Benefit.

As of September 2010, there were 10,621 dwellings in Shetland, on the Council Tax register. Of these, 769 are either long-term empty or second-homes, making a total of 9,852 occupied dwellings. Over the last 18 months between 1430 and 1470 households have been in receipt of Council Tax and / or Housing Benefit per month (the number changes month on month due to change of circumstance). There are also a small number of people who are exempt from Council Tax and who own their own property, for example those who are mentally impaired. **Therefore, on average, approximately 1,500 people could be eligible for a grant to assist with fuel poverty.** Uptake of both benefits is considered to be high, due to local administration. If some people were currently not claiming, and were eligible, then it may encourage increased uptake of these benefits.

Household Council Tax Band does not tend to be linked to income. For example, most croft houses are Band A, even if they have been substantially renovated.

Although approximately 3,500 people in Shetland live on their own, and Fuel Poverty is more prevalent amongst this group of people, these people already receive a 25% reduction in their Council Tax bill. To further assist this group, by a financial grant, could provide an incentive to single-occupancy, increasing existing housing demand pressures.

Of the 1500 households who would be eligible, approximately 57% are pensioners and 43% are working age.

Option 1a: The Council may wish to provide each household with a grant of £40 / month for each of the five winter months (November through to March) they are in receipt of either of these benefits. For households consistently on benefits, this would be a grant of £200/ year, costing the Council approximately £300,000 / year.

Option 1b: Some of these recipients will also be in receipt of the Christmas Bonus from Shetland Charitable Trust (SCT). For information on SCT Christmas Bonus, see Appendix A. The Council may wish to only include those households eligible under the above scheme, who are not eligible for the Christmas Bonus. As of mid-January 2011, 645 households would be eligible, costing the Council approximately £130,000 / year.

If the Council decided to proceed with one of these options, it could be implemented by all those eligible applying for the grant, and by providing their bank details, or requesting an alternative payment arrangements, if they do not hold a current bank account.

Should the Council decide to proceed with any of the above options, it is important to note the National Benefit system will shortly be going through substantial changes, therefore the criteria and implementation may need to be reviewed after the first year. For example, it is likely that less people will be eligible for Housing Benefit, and these people will remain in Fuel Poverty.

7.4 Additional Options and Recommendations

7.4.1 Much of the current Shetland housing is not up to sufficient standard, and it is only in recent years, as national building requirements have improved, that new housing is of a sufficient energy efficiency standard for Shetland's climate. National building standards continue to increase requirements, with new regulations coming into force in May 2011.

The Council could require further housing standard regulations, as part of the Local Development Plan, bringing them more in line with Scandinavian building standards.

7.4.2 In the future, with the possibility of renewable developments in Shetland, consideration could be given to ensuring Fuel Poverty interventions are delivered as part of any Community

Benefits of such schemes, such as energy efficiency measures and / or a reduction in energy prices, particularly for those on a low income.

Appendix 1: Shetland Charitable Trust Christmas Bonus

The following individuals, who have been residing in Shetland for a year or over, are eligible for the grant of £300/year.

Pensioners / Disabled Persons

- aged 60 or over and in receipt of one of following:
 - o Pension Credit
 - o Housing Benefit
 - o Council Benefit
- disabled adult aged 16 years or over and under state pension age, in receipt of one of following:
 - o Incapacity Benefit at the Long Term Rate
 - o Employment & Support Allowance with limited capability for work
 - o Disability Living Allowance High Rate Care
 - o Disability Living Allowance Middle Rate Care and High Rate Mobility
 - o National Insurance Credits or Incapacity Benefit Credits
 - o Severe Disablement Allowance
 - o Income Support and Disability Premium
 - o Industrial Injuries Pension (physically or mentally handicapped adults below pensionable age, who are not in paid employment)
 - o Registered Blind on the Local Authority Blind and Partially Sighted Register

Disabled Children:

- aged under 15 or under, disabled / long-term sick, with DWP regulations
- receive one of following benefits:
 - o Disability Living Allowance Middle Rate Care and High Rate Mobility
 - o Disability Living Allowance High Rate Care Component
 - o Registered Blind on the Local Authority Blind and Partially Sighted Register



REPORT

To: Shetland Islands Council

16th February 2011

From: Emergency Planning & Resilience Officer

Business Continuity Management

Report No. LA-11-F

1. Introduction

- 1.1 This report seeks Council approval to negotiate directly with a single service provider, as required under section H13 (b) of the Councils Standing Orders to continue to deliver Business Continuity Management (BCM) across the Council.
- 1.2 A progress report on BCM was presented to the Audit & Scrutiny Committee on 17th January 2011 where its contents were noted (Minute Reference 3/11).
- 1.3 A report was presented to the Risk Management Board on 8th February 2011 which outlined the enclosed proposal and the content of the report was noted.

2. Background

- 2.1 The Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 place a statutory duty on Local Authorities to have BCM plans in place.
- 2.2 The Council embarked on a BCM programme in 2008 to create BCM plans for Services across the Council along the same lines as Service Plans. The contract was tendered and awarded to Plan B Consulting Ltd. That contract is now complete.

3. Links to Corporate Priorities

- 3.1 Business Continuity underpins every area of the Council's Corporate Plan, it builds in resilience in all the services provided by the Council.

4. Risk

4.1 The BCM Programme identified a comprehensive list of internal and external risks across Council Departments which could have a significant negative impact on both the Council and the community if the BCM Programme is not effectively delivered and monitored, for example:

- An internal risk could be the loss of a Council building resulting in the requirement to find accommodation for a large number of staff while still trying to deliver that service, which could produce a range of risks within categories such as financial, physical, technological, and reputational.
- An external risk might be supply chain, i.e., salt delivery to Shetland during the winter season. This can result in major disruption to the public and could have, in some cases, possibly severe consequential effects and could produce a range of risks within the financial, physical, reputational, legislative and political categories.

4.2 Whilst the Council works hard at reducing the likelihood and severity of a wide range of risks on occasion, despite the best of efforts, a risk will still occur. It is vital that BCM plans are both in place and current, in order that a speedy recovery is achieved in such circumstances, thereby reducing the cost of loss and minimising service disruption.

5. Proposal

5.1 Two short workshops were held on 18th and 19th January 2011 and views from the participants (27 mainly at Service Manager level) were sought on how best to maintain the momentum of BCM across the Council. The workshops were well received and their value applauded by the participants. They requested:

- One days training per year for new Service Managers / senior staff involved in writing and maintaining BCM plans;
- Two short workshops per year to update current plans, check legislation and have a learning element; and
- A Departmental BCM exercise each year on a three year rolling programme.

5.2 The BCM Project Management Board met on 28th January 2011 and agreed the proposals in 5.1.

5.3 It is proposed to retain the services of Plan B Consulting to deliver a three year programme of work. There are a number of reasons for this: (a) they have successfully completed the original contract to a very high standard; (b) as a result of the work undertaken they have extensive knowledge of how the Council works; and (c) they bring experience and best practice from working with other Local Authorities.

6. Financial Implications

- 6.1 The original contract was for the fixed sum of £41,921. This was delivered on budget and was funded from Safety and Risk budgets.
- 6.2 To maintain the desired level of BCM preparedness across the Council as outlined in 5.1 above, Plan B Consulting have stated that they will provide this for a sum of £9,000 per annum for a period of three years. Expenses are not included in the above figure but full use of discount air fares in advance will be utilised.
- 6.3 Funding for this programme will be shared between the Safety and Risk, and Emergency Planning & Resilience Services. This will be funded through existing budgets: Safety & Risk will fund the fees and Emergency Planning & Resilience will fund the expenses.

7. Policy and Delegated Authority

- 7.1 Standing Order H13 (b) states:

“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.”

The remit for corporate Business Continuity has not been delegated to any committee, and therefore a decision of the Council is required.

8. Conclusions

- 8.1 BCM is a statutory duty and must be undertaken by the Council. The proposal in 5.1 and the funding given in 6.0 will allow the Council to maintain the current level of BCM across the Council and also meet its statutory obligations.
- 8.2 Progress has been reported to the Audit & Scrutiny Committee and the current proposals have been noted by the Risk Management Board.

9. Recommendations

- 9.1 I recommend that the Council approve the proposal to maintain the delivery of BCM across the Council and delegates authority to the Head of Legal and Administration or his nominee to enter into negotiation with Plan B Consulting as outlined in sections 5 and 6 of this report.

Our Ref: E40 ISG

8th February 2011



REPORT

To:

Services Committee
Shetland Islands Council
Employees JCC
Shetland College JCC
Local Negotiating Committee for Teachers

3rd February 2011
16th February 2011
1 March 2011
20 January 2011
TBC

From:

Chief Social Work Officer
Human Resources Manager

PROTECTING VULNERABLE GROUPS SCHEME

Report No: CE 003-F

1. Introduction

- 1.1 This report seeks to advise members of new vetting membership scheme that is due to come into effect from February 2011 and the implications of the Protection of Vulnerable Groups (Scotland) Act 2007, particularly in relation to this Protection of Vulnerable Groups Scheme.
- 1.2 This report seeks approval to continue to meet the cost of vetting by meeting the cost of Scheme membership.
- 1.3 The link to the Scottish Government Guidance on the PVG Scheme has been circulated separately to all members of the Shetland Islands Council.

2. Links to Corporate Priorities

- 2.1 The Council is committed to:
 - Ensuring all individuals have the right to feel safe in their communities
 - Reducing harm
 - To support and protect the most vulnerable members of the Community
 - Safer recruitment
- 2.2 The Protection of Children remains one of the Councils principle priorities.

3. Risks

- 3.1 In some circumstances, where the Council has not taken appropriate action to keep children and vulnerable individuals safe, it may be open to legal actions for a breach of duty of care.
- 3.2 The Council is required to meet standards set by external agencies and professional bodies such as the Care Commission. Failure to apply rigour in our recruitment practices will fail to meet those standards and risk damaging the Council's reputation as a good employer who is committed to protecting children and vulnerable adults.

4. Background

- 4.1 The Protection of Vulnerable Groups (Scotland) Act 2007 was passed by the Scottish Parliament on 8th March 2007 and received Royal Assent on 18th April 2007.
- 4.2 The Act follows an extensive review of Child Protection Procedures in England and Wales carried out by Sir Michael Bichard in the wake of his enquiry into the murder of two schoolgirls in Soham in 2002. It replaces enhanced disclosure for individuals working with vulnerable groups and introduces a new concept of "regulated work".
- 4.3 The current Disclosure procedure to check on an individual's criminal history, is carried out as part of the recruitment procedure for posts which require working with children and vulnerable adults. This involves obtaining an Enhanced Disclosure check from Disclosure Scotland.

5. What is the PVG Scheme

- 5.1 The Act provides for the protection of two vulnerable groups:
- Children – defined as an individual aged under 18 years
 - Protected adults – defined as an individual aged 16 and over who is provided with (and receives) a type of care, support or welfare services
- (There are 4 categories of services which makes an individual a protected adult)
- Registered Care Services
 - Health Services
 - Community Care Services
 - Welfare Services
- 5.2 The Act also introduces the concept of "regulated work" the definition of which is based on:
- The activities that a person does
 - The establishments which a person works
 - The position they hold; or
 - The people for whom they have day to day Supervision or Management Responsibility

There are 2 types of regulated work:

- Regulated work with children
- Regulated work with protected adults

This supersedes the definition of childcare positions in the Protection of Children (Scotland) Act 2003.

- 5.3 The Act establishes the Protecting Vulnerable Groups Scheme (PVG Scheme) which is intended to ensure that people who are unsuitable do not gain access to children or protected adults through work, either paid or unpaid, and that those who become unsuitable are detected early and prevented from continuing to work.
- 5.4 It will continue to be delivered and managed by Disclosure Scotland as an Executive Agency of the Scottish Government.
- 5.5 Any individual who does or is planning to carry out “regulated work” with children or protected adults must apply to the PVG Scheme, to become a member.
- 5.6 Disclosure Scotland will also be required to maintain lists of individuals who are unsuitable to work with children and protected adults. Where an individual is deemed unsuitable, as a Scheme member Disclosure Scotland will list them on the Children or Protected Adult barred list. Listing can be to one or both of these lists and being on a list means that the individual will be barred from doing regulated work.
- 5.7 It is an offence for any individual placed on one or either of the lists to undertake regulated work for the group for which they are listed.

6. Summary of the improvements with the new PVG Scheme

- 6.1 The PVG Scheme offers the following improvements on the current system:-
 - **Effective Barring** – Disclosure Scotland does not just collect vetting information; it also assesses it so that individuals who are considered unsuitable on the basis of vetting information are prevented from entering the workforce.
 - **The Adults’ List** – a new list of individuals who are unsuitable to work with protected adults.
 - **Continuous Updating** – continuing to collect vetting information about an individual after the initial Disclosure check has been made so that new information indicating that they might be unsuitable can be acted upon.
 - **Streamlined Disclosure Processes** – recognising that some people may have several roles (e.g. a supply teacher in several different locations and a scout leader in their spare time) and that people move and change jobs over time; and

- **Access to Disclosure for Personal Employers** – they can check that the person they are seeking to employ is not unsuitable, e.g. a parent employing a sports coach for their child or someone buying care services directly.

7. How will the PVG Scheme work?

7.1 After 30 November 2010, when an individual is recruited to a post in regulated work, a Scheme record will be requested. When the application is received by Disclosure Scotland they will check for criminal history and whether the person is either barred from working with children and/or protected adults. If the person is not barred a Scheme Record will be issued to both the individual and the organisation.

7.2 An employer will request a Scheme Record Update where an existing Scheme member is applying for another job with the Council or as a new employee. The purpose of the Record Update is to enable the employer to check quickly, easily and more cost effectively that the employee or potential employee is a scheme member. As over 90% of enhanced disclosures currently show no relevant information, there is only a small minority of checks that would require further consideration i.e. to obtain a full PVG Scheme record to enable a decision to be made on the suitability of the prospective applicant.

7.3 The Scheme Record Update provides the following information:-

- Specify the date of the last PVG Scheme record
- State whether any existing vetting information is included in the member's Scheme Record
- Indicate whether any new vetting information has been added to the member's scheme record and the date it was added
- Indicate whether any vetting information

Where information has been added or removed, the substance of the information will not be detailed.

7.4 The Scottish Government intend to phase in membership over the next 4 years and from 30 November 2010, the scheme will be available to those joining the protected workforce for the first time or those moving jobs or employers. The subsequent 3 years, November 2011 – 2014 will see a requirement for us to process membership for the remainder of our employees in regulated work. Discussions must take place with Disclosure Scotland on how best this can be managed with the council and also to ensure the associated costs can be managed.

8. Financial Implications

- 8.1 Recruiting paid or non-paid individuals in to regulated work from 30 November 2010 will require individuals to be a member of the PVG Scheme. It will cost £50 to become a member and an employee only needs to join the Scheme once. Scheme Record updates will cost £18. In a small number of cases there might be the need to upgrade a Scheme Record Update to a Scheme Record which costs £41, provided the request is submitted within 30 days of the Update being issued.
- 8.2 The Council carried out 1630 Enhanced Disclosures at £23 per check during the financial year 2009/10, a total cost of £37,490. Of these, there were 306 checks for new appointments, and the remaining 1324 were renewals. This includes all relevant employees, volunteers, foster carers and Elected Members.
- 8.3 The costs under the new Scheme based on those same numbers would be £15,300 for 306 new memberships and £18,536 for renewals. A total cost of £33,836, which is slightly less than current costs.
- 8.4 Enhanced Disclosures are currently renewed every 3 years in accordance with the Care Commission guidelines and there is no indication that this is likely to change following introduction of the new Act. However, as only a minority of checks will need any further vetting information, there will be a reduction in the cost of vetting once the current workforce in regulated work becomes scheme members, i.e by 2014. These costs will also be reduced where there is a reduction in the number of posts within regulated work and any future reduction in employment.

9. Policy and Delegated Authority – Shetland Islands Council

- 9.1 All Social Work matters stand deferred to the Services Committee. The Committee has delegated authority to make decisions on matters within its remit and for which overall objectives have been approved by the Council, in addition to appropriate budget provision, in accordance with Section 13 of the Councils' scheme of delegation.
- 9.2 However, as the proposals set out in this report refers to all Services within Shetland Islands Council, and requires variation of existing Council HR policies a decision of the Council is required.

10. Conclusions

- 10.1 The Protecting Vulnerable Groups (Scotland) Act 2007, introduces a new vetting Scheme Membership that replaces Enhanced Disclosures and provides for the protection of children and protected adults. It follows an extensive review of Child Protection procedures and introduces the concept of "regulated work" that supersedes the definition of child care positions in the Protection of Children (Scotland) Act 2003.

- 10.2 The new Scheme provides an organisation with a means of satisfying itself that those doing paid or unpaid regulated work for it are not barred from doing so. It's main intention is to ensure that people who are unsuitable do not gain access to children or protected adults through work, paid or unpaid, and that those who become unsuitable are detected early and prevented from continuing to work.
- 10.3 The initial cost of Scheme membership at £50 will exceed the £23 paid currently (soon to be increased to £25). The need to obtain a new Enhanced Disclosure at £23 every 3 years will be replaced by the requirement to obtain a Scheme Record Update at £18.

11. Recommendations

- 11.1 I recommended that the Services Committee recommends that the Council:
- a). delegates authority to the Human Resources Manager to amend recruitment and other procedures accordingly, in order to replace the Disclosure Scotland procedure with the new PVG Scheme, and
 - b). agrees to continue to meet the cost of vetting employees and meet the cost of membership to the PVG Scheme.

Our ref: AW/DB_PVG Scheme
Report No: CE 003-F

6th January 2011

QUICK GUIDE TO DISCLOSURE TYPES

Type of PVG Scheme Disclosure	Context/Use	Cost	Existing Disclosures
PVG Scheme Record	When a person joins the PVG Scheme for the first time to work for an organisational employer or when a employer requires disclosure of the full PVG Scheme Record.	£59 or £41 if requested after a PVG Scheme Record Update has indicated that new vetting information is available.	£23 for each enhanced disclosure application
PVG Scheme Record Update	For any subsequent updates for organisational employers on an existing PVG Scheme member.	£18 every 3 years (requirement of Care Commission)	£23 for a new enhanced disclosure application renewed every 3 years (requirement of Care Commission)



REPORT

To: **Shetland Islands Council**

16 February 2011

From: **Assistant Chief Executive**

CE-006-F

Scottish Veterans Charter

1 Introduction

- 1.1 The purpose of this report is to highlight the work of the Scottish Parliamentary Cross Party Group on Supporting Veterans who have been campaigning to secure Scottish Government and local public bodies to formally adopt a Veterans Charter for Scotland.
- 1.2 All public bodies in Scotland, including Local Authorities, are being asked to consider supporting the adoption of the Charter.
- 1.2 A copy of the Veterans Charter is attached at Appendix 1.

2 Link to Corporate Priorities

- 2.1 There are no specific links to local corporate priorities.

3. Risk

- 3.1 There are no risks to the Council in adopting this Charter.

4. Background

- 4.1 The principles of the Veterans Charter “recognises that the men and women of the Scottish Veterans Community have served our nation and our nation’s interests through dedicated service. They may have been called on to serve in circumstances that has led to physical and mental damage. As such this Charter establishes the principles upon which public bodies in Scotland recognise the unique characteristics of service in delivering public services and which affords all members of the Veterans Community, and their family the dignity, respect and level of service that corresponds to their needs”.

- 4.2 The Charter will support Veterans, widows, widowers, families, dependants and carers of Veterans in ensuring that they are appropriately supported in relation to services, such as, housing, health and social care, training etc.
- 4.3 The Charter also commits to ensuring that Veterans receive quality services, and puts in place standards that will be required of public bodies providing such services. Veterans' rights and responsibilities are also set out in the proposed Charter.

5. Financial Implications

- 5.1 There will be financial implications relating to this Charter in terms of service provision, although this is unquantifiable given that the number of Veterans currently receiving services, or who may receive services in future, is unknown.

6. Policy and Delegated Authority

- 6.1 Approval of this report will not impact on existing community care needs assessment, the housing allocation policy and similar service need based policies.
- 6.2 The matter has not been delegated to any Committee or Officer, therefore a decision of the Council is required.

7. Conclusion

- 7.1 The Veterans Charter was presented in the Scottish Parliament in November 2010 where it received wide cross party support.

8. Recommendations

- 8.1 It is recommended that the Council support the adoption of the Scottish Veterans Charter.

26 January 2011

CE- 006-F



SCOTTISH VETERANS CHARTER

THE PRINCIPLES OF THE CHARTER

This Charter recognises that the men and women of the Scottish Veterans Community have served our nation and our nation's interests through dedicated service. They may have been called on to serve in circumstances that has led to physical and mental damage. As such this Charter establishes the principles upon which public bodies in Scotland should recognise the unique characteristics of service in delivering public services and which affords all members of the Veterans Community, and their family the dignity, respect and level of service that corresponds to their needs.

WHO THIS CHARTER APPLIES TO

This Charter applies to all publicly funded bodies in Scotland and all bodies delivering services paid by the public purse. The Charter supports all Veterans, war widows and widowers; families and dependents of Veterans and carers of Veterans.

WAYS IN WHICH VETERANS ARE SUPPORTED

Providing housing advice and support, recognising particular circumstances where housing needs are unique.

Providing health and social care services, recognising that those veterans that have received physical or mental affects from their service should receive priority treatment.

Providing training, education and skills support, recognising that veterans may need additional support to find sustainable employment after service.

THE COMMITMENT ON PROVIDING SERVICES TO A VETERAN

The commitment by public bodies in Scotland is to provide quality service and it will:

- ensure that it incorporates all relevant legislation and best practice guidance on support Veterans into its procedures, policies and practices;
- be courteous, considerate and respectful;
- listen to the needs of Veterans, their families and carers;
- respect privacy;
- outline the benefits, services and priority support entitled to by Veterans clearly and in plain language;
- be fair and ethical in its dealings with Veterans;
- deliver services in an efficient, timely and prompt manner;
- inform Veterans of any delays in delivering any services;
- resolve any concerns, problems, enquiries and complaints quickly;
- provide accurate, clear and consistent information relating to Veterans' needs;
- keep Veterans fully informed of their rights and entitlements including how to complain if they are not satisfied with the service;
- recognise that Veterans have varying and changing needs;
- train and equip public service staff so they can provide Veterans with quality service; and
- increase awareness within the public services of the wider needs and unique nature of support for Veterans, their families and carers.

THE STANDARDS THE PUBLIC BODY SHOULD MEET

If you are a Veteran, family member or carer of a Veteran the public body should:

- respond appropriately if you inform them of your status when you first make contact;
- make sure you are aware of the rights and support available to you when you first make contact;
- ensure that you receive advice and support from someone who has been trained or can access trained support;
- maintain information recognising your status if you wish them to do so, and pass that to other bodies automatically if you wish them to do so;
- respond timeously and appropriately after you make initial contact with clear information about how they will process the issue; and
- answer your query or concern within a time frame outlined to you.

YOUR RIGHTS IN DEALING WITH A PUBLIC BODY IN SCOTLAND

If you are a Veteran, family member or carer of a Veteran and are dealing with a public body, you have a right to:

- expect they are aware of all relevant legislation and guidance that affords you rights or priority treatments;
- fair and unbiased assistance and decision-making;
- be treated with courtesy, consideration and respect;
- a clear explanation of the reasons for the decisions that have been made;
- nominate someone to act on your behalf;
- use an advocate to represent you when dealing with public bodies;
- lodge a complaint; and
- have decisions reviewed or reconsidered.

YOUR RIGHT TO HAVE AN ISSUE REVIEWED

Depending on the type of decision you want reviewed, you can:

- contact the decision-maker to discuss the reason(s) for the decision;
- contact your representative or advocate and ask them to make representations on your behalf; or
- receive information from the public body information to complain to the appropriate independent body, such as the Public Services Ombudsman

YOUR RESPONSIBILITIES IN DEALING WITH A PUBLIC BODY

You can assist the public service in Scotland by:

- providing accurate, comprehensive and current information when you make contact;
- notifying the body promptly of any significant changes in your circumstances, e.g. change of address, marital status etc or other information relevant to the support you are receiving;
- if dealing through an advocate, keeping the advocate informed of any changes in your circumstances,
- responding to requests for information in a timely manner and letting the body know if you are unable to reply on time;
- treating staff with courtesy and respect; and
- understanding that our decisions are made within the legislation and guidelines that are relevant at the time.



REPORT

To: Shetland Islands Council

16 February 2011

From: Service Manager - Administration

Schedule of Meetings: April – May 2011

Report No. LA-19-F

1.0 Introduction

- 1.1 The purpose of this report is to seek Members' approval as to the diary of meetings for the third cycle of meetings in 2011. Dates beyond that have not been set due to anticipated changes in the Committee structure.

2.0 Link Corporate Priorities

- 2.1 The terms of this report do not directly support the Council's Corporate priorities, but may indirectly contribute towards the Council's Priorities and the Single Outcome Agreement by ensuring improvement in operational efficiency and by reducing bureaucracy.

3.0 Proposals

- 3.1 The proposed scheduling of Council, Committee, Sub-Committee and Board meetings for the third cycle is attached as Appendix 1.

- 3.2 Members are asked to note the following:

- All morning meetings commence at 10 a.m., and all afternoon meetings commence at 2 p.m.

4.0 Policy and Delegated Authority

- 4.1 Approval of the Council's diary of meetings requires a decision of the Council, as required by Section 8.0 of the Council's Scheme of Delegations.

5.0 Financial Implications

- 5.1 There are no financial implications associated with the recommendation in this report.

6.0 Recommendations

- 6.1 I recommend that the Council approve the schedule of meetings for the third cycle of 2011, attached as Appendix 1.

February 2011
AC

2011	Date	Monday	Tuesday	Wednesday	Thursday	Friday		
Week beginning Monday	Week ending Friday							
4 April	8 April a.m.	<i>School holidays</i>						
	p.m.							
11 April	15 April a.m.						THIRD CYCLE	
	p.m.							
18 April	22 April a.m.	Audit and Scrutiny	<i>Planning Board Site Visits</i>	Planning Board	Inter Island Ferries Board	Licensing Sub-Committee		
	p.m.			Shetland College / TS Board of Management				
25 April	29 April a.m.	<i>Public Holiday – Easter Monday</i>	Employees JCC	Harbour Board	Development Committee			
	p.m.							
2 May	6 May a.m.		Infrastructure Committee		Services Committee			
	p.m.							
9 May	13 May a.m.				SCT			
	p.m.							
16 May	20 May a.m.			SIC				
	p.m.							
23 May	27 May a.m.		<i>Planning Board Site Visits</i>	Planning Board				
	p.m.							



REPORT

To: Shetland Islands Council

16 February 2011

**From: Human Resources Manager
Executive Services**

Report No: CE 016

Royal Wedding and Tall Ships Race

1. Introduction

- 1.1 This report seeks a decision of Shetland Islands Council on how it will respond to the announcement by the Scottish Government that an additional public holiday will take place on 29 April 2011. The report sets out the background, information and options available to the Council in order to be able to make a decision
- 1.2 . As well as providing information on the Royal Wedding, the report also makes reference to the Tall Ships Event and seeks the Councils' view on whether time off will be awarded to staff working whilst that event takes place.

2. Background

- 2.1 The wedding of Prince William and Kate Middleton is to take place on Friday, 29 April 2011. The UK Government and Scottish Government have announced that an additional public holiday will take place on that day.
- 2.2 COSLA have issued a Circular to all local authorities (Appendix 1) which provides a summary of the legal position and key issues for us to consider. COSLA take the view that Councils are likely to want to find a way to ensure that employees benefit from the extra holiday and will wish to celebrate the event. However, it is a matter for individual Councils to determine whether they wish to award the additional public holiday, unless there are contractual reasons, which compel them to do so.
- 2.3 The Queen's Jubilee celebrations take place in May 2012, and it is likely that this day will also be declared a public holiday.
- 2.4 The Tall Ships Race takes place from 21-24 July 2011, which is a significant local event. When the Race last visited Shetland in 1999 there

was no additional leave granted but managers were encouraged to grant leave requests for that time wherever possible

- 2.5 The Council's budget position was set out clearly last week with a commitment to minimise the impact of savings on the community and staff. The cost of awarding an additional days' leave would need to be met from within existing budgets which are already under considerable pressure.

3. Links to Corporate Plans and Priorities

- 3.1 This report seeks to ensure we are treating our employees equally and fairly by ensuring that the decision taken by Shetland Islands Council will apply to all Council employees.
- 3.2 It also links to the Council's priorities in relation to prioritising and planning to ensure that it can sustain its levels of service delivery within the money available.

4. Risk Management

- 4.1 The Council needs to take a decision on this matter in order to ensure that the public and employees of the Council are clear about whether or not Council Services will be delivered as normal on 29 April 2011.
- 4.2 The risks associated with this report are two fold, financial and employee relations. There are a number of options available to the Council, each with different associated costs. If the Council choose not to recognise this day in any way, there is a risk that employee relations within the Council are damaged.

5. Legal Position Regarding Public Holidays

- 5.1 There is no statutory right to take public holidays and the announcement by the Scottish Government places no obligation on the Council to recognise it as such. Whether or not a worker is entitled to be off work on a public holiday is a matter determined by the contract between the employer and the worker.
- 5.2 The Council's employment contracts specify the number of days' holiday entitlement and also the number of public holidays. This means that there is no contractual entitlement for Council employees to be awarded the additional public holiday.
- 5.3 The Council therefore, has to consider whether they wish to grant an additional holiday on the date of the Royal Wedding. If they choose to do so, they may either wish to designate it as a public holiday and amend the existing public holiday dates, or award an additional day of annual leave to allow for the holiday.

6. Research/Consultation

- 6.1 Researching the approach taken by other Scottish local authorities has identified that of the 12 authorities where information has been provided, 10 have agreed to award an additional annual leave day which staff are compelled to take on 29 April, where the service allows. Staff unable to take that leave day are able to take their leave as time off in lieu (TOIL) at another time. No premium rates are paid for staff working on that day.
- 6.2 Only one authority so far, Glasgow City Council, has indicated that they will award the day as an additional public holiday. Only one authority so far, North Ayrshire, has agreed not to recognise the day. The remaining authorities are yet to decide.
- 6.3 In terms of the private sector in Shetland, BP, North link, Tesco and the Co-op have all indicated that it will be business as usual for them on 29 April.
- 6.4 Shetland Recreation Trust will consider their position following the Council's decision. Shetland Museum and Archives are likely to be open.
- 6.5 Informal consultation with Trade Union officials indicates that staff would be unhappy if an additional annual leave day was not awarded.

7. Options

7.1 There are a number of options available to the Council in how they respond to this announcement, which are set out below:-

7.1.1 Designate 29 April as an additional public holiday which means that the Council shuts down for all non-essential services and all employees who are required to work on that day are recompensed in line with existing Council policy. This means that employees will be paid treble time (time plus double time) for all hours worked or, upon request, double time (time plus time) and take equivalent time at a later date. This arrangement could also be put in place for the Tall Ships Event but as it takes place during school holidays, the additional public holiday would need to be accommodated at a later date for the Schools Service. It should also be noted that 29 April is the second day of the Shetland Folk Festival with a full commitment from the Islesburgh Community Centre.

7.1.1.1 It is estimated that the approximate corporate cost of each days annual leave day is around £375k, in terms of lost productivity. Awarding an additional public holiday costs the Council a further £93k for those essential staff required to work on that public holiday, such as Social Care Workers and Ferry staff.

7.1.2 Designate 29 April an additional annual leave day. This means that employees who are unable to take leave on this day will have an additional day (or pro rata equivalent) added to their

annual leave entitlement to take at a later date. The costs are detailed in 7.1.1.1 above. This arrangement could be put in place for one of the Tall Ships Event days on July 21st or 22nd 2011.

7.1.3 Award an additional annual leave day in recognition of two significant events, one local one national, to be taken at the employee's request. This will simply increase the annual leave entitlement for all employees either by one day or pro- rata for part time employees. Employees can then use this day for a time of their choosing during the year. The costs are detailed in 7.1.1.1 above.

7.1.4 Do not grant any additional leave for the Royal Wedding or Tall Ships Race. The Council has a generous annual leave entitlement amongst Scottish Local authorities. There is also a Flexible Working policy, which allows employees in some areas to accrue and take TOIL in addition to annual leave. In recognition of the fact that some employees may want to watch the wedding and/or attend the Tall Ships Event, encourage managers to allow staff to take annual leave on 29 April and 21 or 22 July where their service allows.

8. School Issues

8.1 The Scottish Government has issued a letter informing Council's that they will approve applications for exceptional school closures on 29 April. IN taking that decision they have taken in to account the potential implications for loss of a day's schooling but are confident that schools and teachers can plan ahead to minimise any loss or disruption to education.

8.2 The Head of Schools has confirmed that at a recent Head Teachers meeting, the majority of Head Teachers indicated that if a decision was taken to award an additional leave day, they would prefer for all schools to be closed on the same day.

9. Financial Implications

9.1 Each annual leave day costs the Council approximately £375k, calculated by dividing the total wage bill by the number of working days (250). There are a number of essential staff that will be required to work if a decision is taken to designate an additional Council Public Holiday. The Council's terms and conditions of service result in an additional £93k on the pay bill for those employees.

10. Policy and Delegated Authority

10.1 The determination of new or variation of existing policy has not been delegated, and therefore remains a decision of the Council, in terms of Section 8.0 of the current Scheme of Delegations.

11. Conclusion

- 11.1 The wedding of Prince William and Kate Middleton is to take place on Friday, 29th April 2011. The UK Government and Scottish Government have announced that an additional public holiday will take place on that day.
- 11.2 It is a matter for individual's Councils to determine whether they wish to award the additional public holiday, unless there are contractual reasons, which compel them to do so. There are no such contractual reasons for Shetland Islands Council.
- 11.3 There are a number of different options available to the Council which are set out in section 7, most of which have a financial implication for the Council at a time when the focus of recent attention has been on making savings, and reducing costs.
- 11.4 The costs of awarding an additional annual leave day would have to be found from within existing service budgets, which are already under considerable pressure.
- 11.5 The Council has a generous annual leave entitlement for its employees and has a Flexible Working policy, which allow employees in some service areas to take TOIL in addition to annual leave.

12. Recommendations

- 12.1 It is recommended that the Council make a decision from one of the following options, bearing in mind that these options could also replace or also apply to either 21/22 July 2011:-
 - 12.1.1 Designate 29 April 2011 as an additional Council Public Holiday or
 - 12.1.2 Designate 29 April 2011 as an additional annual leave day or
 - 12.1.3 In recognition of two significant events during 2011, award an additional annual leave day (or pro rata) to be taken at a time of the employees' choice.
 - 12.1.4 Submit an application to the Scottish Government to close all schools in Shetland if a decision is taken to award additional leave for staff on 29 April 2011.
 - 12.1.5 Do not award any additional leave and encourage managers to support requests wherever possible for annual leave or flexi time on 29 April and during the Tall Ships Event.

64 St. Olaf Street
Lerwick

14 February 2011

Our Ref: DB

Report No: CE -016-F



PERSONNEL SERVICES CIRCULAR

5 January 2011

HUMAN RESOURCE ADVICE 1/11

ROYAL WEDDING HOLIDAY

Introduction

1. The wedding of Prince William and Miss Catherine Middleton is to take place on Friday 29 April 2011. The UK Government and Scottish Government have announced that an additional public holiday will take place on that day.
2. Councils will wish to plan for the event to consider issues associated with implementing this holiday in their workplace. This Human Resources Advice Circular outlines these issues and provides some general advice as to how councils may wish to deal with the event.
3. Councils are likely to want to find a way to ensure that their employees benefit from this extra holiday to celebrate the event and given the adverse implications for morale if they fail to do so. However, it will be a matter for individual councils to determine whether they wish to award the additional public holiday, unless there are contractual reasons which compel them to do so.

Legal Position

4. Holiday entitlement in the UK is regulated by the Working Time Regulations 1998 which entitle all workers to 5.6 weeks of paid annual leave, capped at a maximum of 28 days.
5. There is no statutory right to take public holidays and whether or not a worker is entitled to be off work on a public holiday is a matter determined by the contract between the employer and the worker. Single Status has established different contract provision in each council, and it will therefore be for each council to assess its own contract provision in relation to public holidays.
6. If the contract entitles the worker to a specified number of days' holiday inclusive of bank and public holidays, then the additional public holiday will have no effect on the overall contractual entitlement. If the contract entitles the worker to a specified number of days' holiday plus bank and public holidays, they will be contractually entitled to the additional day.
7. If there is no contractual entitlement, then councils will wish to consider whether they wish to grant an additional holiday on the date of the Royal Wedding. If they choose to do so, they may either wish to designate it as a public holiday and amend the existing public holiday dates, or award an additional day of leave to

allow for the holiday (using the consultation and approval arrangements which the Council would normally apply in such situations).

8. Where there is a contractual entitlement to public holidays, or where the council decides to award the public holiday anyway, whether or not an individual is entitled to be absent from work on Friday 29 April 2011 itself, is entitled to additional payments, or can take time off in lieu at another time, will depend on each council's usual arrangements for absence on public holidays. Councils may wish to note that Part 2, Para 7.1 of the Red Book states that general and public holidays recognised by the council for its employees will be granted as holidays with pay and that by local agreement some of these may be added to annual leave.

Treatment of Part Time Workers

9. Part-time employees are entitled not to be treated less favourably than full-time employees on a pro-rata basis. As such, if full-time staff are to be entitled to an additional public holiday on 29 April 2011 (either under their contract or because an additional holiday is being granted by the Council), part-time employees must be entitled to this extra leave on a pro-rata basis. In most cases this will mean that, for 2011, the pro-rata calculations of holiday for part-timers should be based on an annual total of 9 rather than 8, public holidays. Part-time employees who do not work on Fridays should be entitled to take their pro-rated leave at another time to ensure that they are not treated less favourably than full-time employees.

Treatment of Staff who are absent or Ill on the day of the holiday

10. The situation will be different depending on whether the absence is due to sick leave or maternity leave. In either case, entitlement to the extra public holiday will depend, in the first instance, on whether the individual is contractually entitled to public holidays (see above).
11. Where there is a contractual entitlement:

Sickness Absence

- For a sick employee, the position will then depend on what the contract says about holiday accrual during sickness absence. Where contracts state that only statutory Working Time Regulations annual leave accrues during sick leave, an employee on sick leave would not be entitled to the additional public holiday. Where contracts do not specify what happens to holiday during sickness absence, the employee will be entitled to the additional holiday;
- If the employer decides to grant the public holiday regardless of whether the employees are contractually entitled to it, then not granting it to employees on sickness absence could potentially risk a disability discrimination claim if the employee's sickness absence is due to a disability.

Maternity Leave

- Employees on maternity leave are entitled to accrue holidays in the same way as employees at work, including public holidays, although a woman cannot take holidays during her maternity leave.

- If the employees are not contractually entitled to the holiday but the employer decides to grant it anyway, employees on maternity leave should also be given the additional holiday otherwise there is a risk of discrimination claims.

School Issues

12. Councils will wish to ensure that any decision regarding the holiday is consistently applied across the workforce. In line with previous royal celebrations, the Scottish Government is expected to issue a letter imminently giving authority for an exceptional closure of local authority schools, whilst recognising that the holiday is not prescriptive and it is up to individual councils to consider how they will celebrate the occasion.

Other Issues

13. Many employees will assume that they are entitled to take the additional public holiday (or to have time off in lieu if they have to work that day). Councils would be advised to notify employees about the arrangements for 29 April 2011 as soon as possible to avoid disputes arising.
14. If employees are entitled to the additional public holiday, or the employer decides to grant it anyway, there is likely to be significant demand to take annual leave between the two four day weekends in April, and employers may wish to consider putting in place specific arrangements for the allocation of annual leave during this period, particularly as in some areas it will also be a school holiday.

Conclusion

15. Councils should consider the nature of their contracts to establish whether or not there is an entitlement to an additional public holiday on 29 April 2011 for the Royal Wedding. Having due regard to this, councils should decide:
 - Whether employees are contractually entitled to the holiday;
 - If there is no contractual entitlement, whether they wish to designate the date of the Royal Wedding as a holiday and amend the existing public holiday dates accordingly or whether they wish to award an additional day's leave to allow for the holiday (using the consultation and approval arrangements which the Council would normally apply in such situations);
 - Whether the Council does not wish to grant a public holiday on this date;
 - Where there is contractual entitlement, or where a council decides to designate a public holiday anyway or award an additional day's leave, that appropriate arrangements are in place to ensure that employees are fairly treated and that those required to work on that day are recompensed in accordance with each council's usual arrangements.

**To: Chief Executives
Directors of Personnel**