



REPORT

**To: Special Harbour Board
Shetland Islands Council**

**9 February 2011
10 February 2011**

**From: Service Manager Management Accountancy
Executive Services Department**

**HARBOUR DUES 2011/12
REPORT NO: F-003-F**

1.0 Introduction

- 1.1 On 19 August 2009 (min ref: 107/09), the Shetland Islands Council approved the budget strategy to be adopted for the Harbour Account until 2016.
- 1.2 Members agreed that the Harbour Account should continue to pursue efficiency savings and appropriate charging levels to at least maintain the level of profitability on the Harbour Account at £4 million per annum.
- 1.3 The 2011/12 revenue estimates along with the Harbour Dues proposed by the Head of Ports & Harbours Operations will be presented today. It is necessary to set the Dues at this meeting to give the customary six weeks notice of any changes.
- 1.4 The charges in the Appendices to this report were considered and agreed by the Harbour User Panels on 18 January 2011.

2.0 Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to prioritising and planning so we can sustain the services we want to provide and help develop our economy, in particular, to keep revenue budgets within sustainable limits.

3.0 Risk Assessment

- 3.1 The profitability of the Port of Sullom Voe and other Harbours are very important to the Reserve Fund, and the forecast for the Council's Reserves assumes that the current projected level of profitability is maintained through to 2016. If the £4m targeted income for 2011/12 is not achieved, cuts in spending elsewhere will be required to compensate for income shortfall.

4.0 Review of Charging Structure

- 4.1 The proposed charging system is to be levied from 1 April 2011. Sullom Voe charges are presented as Appendix A (this also incorporates charges for all services not just Harbour Dues). Appendix B sets out the charges for all Ports and Harbours facilities. It is proposed to adjust the charges for non-oil related traffic and for goods dues by 5% except for those items detailed in paragraph 4.4 below.
- 4.2 A consolidated Sullom Voe Port charge, which includes harbour, mooring, pilotage and boarding and landing elements, has now been established. In addition to its usefulness as a tool for comparing the Council's charges with that of our major competitors, it has also simplified the charging process within the Ports and Harbours Service. It is recommended that the Council increase the charge for 2011/12 by 5% to meet the increased cost of supplies and the viability of the Port. The consolidated charge for a segregated ballast tanker visiting the harbour in 2011/12 is proposed to be £0.91 per gross tonne (GT).
- 4.3 Legally the Council is required to stipulate separate charges for each of the chargeable elements and proposals are set out in the Table of Dues (attached as Appendix A). A separate agreement is in place concerning shipping dues paid by the vessel importing Schiehallion cargo.
- 4.4 Some charges have remained at the same rate as last year:-
- a) Consolidated Charge - there is no increase for mooring or boarding and landing;
 - b) Scale A - Passenger vessels/Accommodation Barges – the Long Term Rate;
 - c) Scale D - the ad valorem charge for fish and shellfish;
 - d) Scale F – all Ship-to-Ship transfer of oil charges,
 - e) Schedule of Mooring Rates – the rate at the oil loading jetties (Sullom Voe),
 - f) Schedule of Pilotage Charges – the rate for liquid petroleum gas (LPG)/other;
 - g) Schedule of Boarding and Landing – the rate for all tankers.

5.0 Conclusions

- 5.1 In summary, this report sets out the proposed Harbour Charges for 2011/12 as put forward by the Head of Ports & Harbours Operations in consultation with the Harbour Users Panels.
- 5.2 A review of charges at Sullom Voe has been undertaken and the proposals are detailed in Appendix A. The charges proposed for all the Council's harbours (including Sullom Voe) are detailed in Appendix B.
- 5.3 A consolidated charge has been established which includes a charge for ship dues, mooring, pilotage and boarding and landing. This charge is

£0.91 per GT for segregated ballast tankers and £1.09 for non-segregated. This does not include towage charges. All charges except those set out in paragraph 4.4 above have been increased by 5%.

- 5.4 The Charge Equalisation Reserves which were set up to enable the phased closure of the Port (then expected around 2000/01) without distorting charge levels unreasonably, was eliminated in 2005/06. The Port now requires, as a minimum, to operate without drawing on any Reserves. Charge setting in the future will predominantly be influenced by the volumes of oil passing through the Terminal in the absence of a mechanism to cushion the impact of a continued volume decline.

6.0 Policy and Delegated Authority

- 6.1 In terms of Section 16 of the Council's Scheme of Delegation, the Harbour Board will consider all proposals for the setting of dues and recommend accordingly to the Council.

7.0 Recommendations

I recommend that the Harbour Board considers and agrees:

- 7.1 the Tables of Dues contained in Appendices A and B; and
- 7.2 subject to the above, recommend that the Council agrees the harbour charges at the final budget-setting meeting on the 10 February 2011.

Date: 28 January 2011

Report No: F-003-F

APPENDIX A

SHETLAND ISLANDS COUNCIL TABLE OF DUES TO BE LEVIED AT SULLOM VOE FROM 1ST APRIL 2011 (Harbours Act 1964)

DEFINITION

1. Segregated Ballast Tanker

- 1.1 A tanker holding an International Oil Pollution Certificate showing the ship to have segregated ballast tanks in full compliance with Regulation 13 of MARPOL. In addition the ship must be operated in this manner.

CONSOLIDATED CHARGE

2. Consolidated Charge

- 2.1 The consolidated charge for segregated ballast tankers entering the Port of Sullom Voe will be £0.91 for segregated ballast tankers and £1.09 for LPG/Other vessels. This charge is made up of the following elements, ship dues, pilotage, mooring and boarding and landing.

Example - Consolidated Charge for segregated ballast tankers is made up of the following:

Shipping Dues	applied per vist	£0.75
Mooring Charge	applied per visit	£0.03
Pilotage Charge	applied (£0.045 x 2)	£0.09
B & L Charge	applied (£0.02 x 2)	£0.04
Total Consolidated Charge		<u>£0.91</u>

RATES AND CONDITIONS OF TOWAGE – SULLOM VOE AREA

3. Cost per arrival/departure

Gross Tonnage	Per Visit - Tanker	
	Arrival	Departure
0 up to but not including 10,000	£16,930	£8,465
10,000 up to but not including 65,000	£20,723	£10,361
65,000 up to but not including 100,000	£31,231	£15,616
over 100,000	£43,827	£32,870

Gross Tonnage	Per Visit - LPG/Other	
	Arrival	Departure
0 up to but not including 10,000	£8,465	£8,465
10,000 up to but not including 65,000	£10,361	£10,361
65,000 up to but not including 100,000	£31,231	£15,616
over 100,000	£43,827	£32,870

4. Tariff

4.1 Cancellation

A charge of 10 per cent of the above rates will apply if tugs depart the tug jetty and are cancelled before making fast to vessel.

4.2 Aborted Berthings or Sailings

A charge of 50 per cent of the above rates will apply if a movement is unable to be completed after a tug or tugs have been made fast, or have commenced assistance.

4.3 Push Up

A charge of £685 per tug per hour or part thereof will be levied if a tug or tugs are required to push-up on a vessel during periods of extreme weather conditions.

4.4 Escorting Charges

Minimum charge of £2100 for 3 hours and £685 per hour per tug thereafter.

4.5 Standby Charge

A charge of £685 per tug per hour or part thereof will be levied if tugs are not used within an hour of order time.

4.6 Firefighting and Oil Dispersal Duties

Within the Terminal and approaches will be charged at a minimum of £2100 per 3 hours and £685 per hour per tug thereafter plus cost of firefighting foam and oil dispersant liquids.

4.7 Late Order Charges

A surcharge of 15 per cent may be charged if less than 12 hours notice is given in writing.

4.8 Bunker Charges

A bunker surcharge will be charged per tug movement, dependent on fuel costs (rates available on application).

4.9 Other

Charges for towage operations not listed above are charged on a case by case basis. Rates available on application at time of hire.

**ALL TOWAGE UNDERTAKEN SUBJECT TO UNITED KINGDOM STANDARD
CONDITIONS FOR TOWAGE AND OTHER SERVICES (REVISED 1986)
COPIES OF WHICH ARE AVAILABLE ON REQUEST**

SHIPS DUES

Conditions

1. Ship Dues shall apply to all vessels entering the limits of any of the Council's harbours except in circumstances mentioned at (2) and (3) below. These rates shall also be charged by way of berth rents where a Council pier is used in any location outside the Council's harbour areas. Vessels will be allowed to overstay the four-day period in port without additional charge if the harbour is closed, or if cargo/unberthing is suspended due to adverse weather conditions, or if the vessel is permitted to wait alongside until a second crude oil type becomes available. For the avoidance of doubt, if for operational reasons, the Terminal requires the berth to be vacated, then the above will NOT apply.
2. Ship Dues will not be levied on any vessel, which enters a harbour area in order to enable a pilot to board in difficult weather conditions, and subsequently has to depart as a result of the pilot not being able to board. Pilotage and Boarding and Landing charges will however apply in accordance with section 2 (ii) of the schedule of Pilotage Charges.
3. If a vessel is required to leave the harbour by the Harbourmaster for any reason unconnected with defects in the vessel, or the vessel's operation, no ship dues will be levied on the subsequent re-entry. Please note this concession does not apply to pilotage, boarding and landing or mooring boats.
4. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
5. In calculating charges a fraction of a gross ton shall be reckoned as one gross ton.
6. Craft based at Sullom Voe and operated by the Oil Industry for the sole purpose of pollution control shall be exempted from Harbour Dues provided they occupy berths designated by the Harbourmaster. When berthed other than at a berth designated for the purpose by the Harbourmaster the full Harbour Dues will be payable.
7. With reference to the four-day period in section 1 above, the following times will be subtracted from the overall time in port:
 - (a) Tankers that for operational reasons, are called to the pilot station in advance of bad weather conditions, a fixed period of 12 hours.

- (b) Tankers that are required to move berth for two or more types of crude oil, a fixed period of three hours per move.

8. Ships dues are inclusive of a fee for garbage waste disposal.

SCALE A - VESSELS PER ENTRY AND STAY PER FOUR-DAY PERIOD OR PART THEREOF

VESSELS ENGAGED IN THE PROVISION OF SERVICES, SUPPLY OF MATERIALS OR EXPORT OF PRODUCTS FROM THE SULLOM VOE OIL TERMINAL AND THE GAS PROCESSING PLANT

Per gross ton	Segregated ballast tankers	£0.75
	LPG	£0.90
	Other	£0.79

ANY OTHER VESSEL CALLING AT A COUNCIL PIER OR HARBOUR

Per gross ton	£0.45
Barges - Gross Tonnage by calculation or certificate	£0.45
Passenger vessels/Accommodation Barges – Long Term	£0.07
Rate (minimum 1 month stay – per GT per day)	
Passengers disembarking per person - (tourist traffic/passenger liners only)	£2.25

Live Fish Carriers

Vessels carrying live fish can apply for an annual composite rate charge equivalent to 40 trips x gt rate.

Fish Feed Ships

Vessels regularly involved in the transport of salmon feed using SIC pier and harbours can apply for an annual composite rate charge equivalent to 40 trips x gt rate.

For vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands below:-

Up to 15 gt	£187.96
16 gt to 100 gt	£375.93
101 gt to 150 gt	£1,879.65
151 gt to 200 gt	£2,626.68
201 gt to 300 gt	£3,759.28
301 gt to 400 gt	£5,012.39
401 gt to 500 gt	£6,265.48

SALMON CAGES LAUNCHED AND FLOATING IN HARBOUR per 4 day period

Up to 70 Metre Cage	£37.67
70 Metre Cage	£38.62
80 Metre Cage	£44.14
90 Metre Cage	£49.68
100 Metre Cage and over	£55.20
MINIMUM CHARGE PER ENTRY AND STAY	£7.53

SCALE B - COMPOUNDED ADVANCE ANNUAL CHARGES COVERING USE OF ALL COUNCIL PIERS AND HARBOURS

A seasonal compound annual fee, payable in advance, will be charged for each pleasure craft berthed within a Harbour area, but not within an established Marina.

The following seasonal fee covers 1 April to 30 September, inclusive: -

a) Exceeding 15m overall length	£102.74
b) Exceeding 10m and up to 15m	£75.37
c) Up to 10m	£47.93

Charge per calendar month between 1 October and 31 March inclusive, in addition to section 1 above: -

a) Exceeding 15m overall length	£25.70
b) Exceeding 10m and up to 15m	£18.85
c) Up to 10m	£12.00

For registered fishing vessels and salmon farm tenders

(a) Up to and including 8m overall length	£30.30
(b) In excess of 8m overall length, per metre or part of overall length	£21.39

Vessels regularly providing services within a Council harbour (over 8 metres overall length) - per gross ton	£33.93
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The compounded charge herein referred to shall cease to be applicable to any vessel continuously occupying a berth at a pier for a period in excess of 3 calendar months. Such vessels will then be liable for period dues as per Scale A.

GOODS DUES

Conditions:

9. (i) Goods dues shall apply to all goods discharged or loaded over one of the Council's piers or handled in the fish market, or to any transfer of goods from craft to craft, craft to shore and from shore to craft which takes place within the limits of a Council harbour but which does not involve the use of a pier except as in (ii) below. Goods dues SHALL NOT apply to goods carried on scheduled ferry services operated or subsidised by the

Council. Goods dues SHALL NOT apply in respect of oil or gas loaded into tankers over the oil jetties in Sullom Voe.

- (ii) Salmon Farmers and Shellfish Farmers operating within or serviced from a harbour area but not making use of a Council pier or landing place are required to pay a due of £153.43 annually. Where a Council pier or landing place is used, the full tariff is applicable.

SCALE C - RATES ON FISHING GEAR

Vessels storing nets on any pier, outwith designated net mending areas - per net per day £36.16

However, where nets are stored in bins as provided by the Council the following bin rates apply: -

Per Glass Fibre Bin per annum	£131.16
Per Small Metal Bin (1.925m x 1.925m) per annum	£286.32
Per Large Metal Bin (1.925m x 2.60m) per annum	£324.24

The above rates are inclusive of insurance and shall be applied to pro rata on a daily basis as appropriate.

Where insufficient bins are available to meet demand, charges are abated for nets left in the designated storage areas to those applicable to a large metal storage bin during the period until a bin is available.

Charge for the use of designated net mending area where not paying compounded dues or landing dues on that visit - £77.09 per net for the first seven days, thereafter the rates for use of hard standing areas will apply.

Where excessive waste net materials are left behind after use of the net mending area vessels will be charged for collection and disposal of the materials.

Minimum Charge per hour £33.25

SCALE D - RATES ON GOODS

Fresh fish and shellfish - per £1.00 value ad valorem	£0.025
Farmed Fish - per tonne	£7.88
Farmed Shellfish – per tonne	£3.94
Any fish or shellfish landed outwith a Council pier and stored in the Fish market – per £1.00 value ad valorem	£0.025

Fishing vessels less than 15gt engaged in inshore fishing will be required to purchase a Landing Disc for 6 or 12 months as below:-

6 month disc	£66.37
12 month disc	£121.08

Vessels as above who land mackerel through Scalloway Fish Market will be eligible to apply for a 6 or 12 month disc as above.

NB This exemption will not apply to fish/shellfish being landed through the Fish Market other than as stated above.

Fishermen, vessel owners and agents are advised that if the value of fish consigned through a Shetland Islands Council port is not declared within 1 calendar month of landing, a charge of £3.02 per box will be levied in lieu of the published dues.

Tractors, lorries, machinery and motor cars, (any goods which they might be carrying will be charged separately in accordance with the table of dues) - per tonne	£7.07
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Bulk Materials

Aggregates both coarse and fine, fertilisers, boulders and cement/sand - per tonne (bulk includes carriage in flexible intermediate bulk containers - FIBC's)	£0.18
Salmon Feed - per tonne	£1.38
Salmon Nets (from/to cages) per net	£21.09
Ice – per tonne	£1.75
Water - per tonne	£1.81
Fuel/Gas Oil/Diesel	£1.75
Live Animals	£0.37
Any other goods not specified above, per tonne	£1.81
Minimum charge on any one item	£7.32

Water/Power Bollards

Electricity - when electricity is supplied from the power bollards a minimum charge of £6.03 will apply over a seven day period.

Where staff are required outwith normal working hours an additional charge will apply. Rates available on application.

Water - when water is supplied from the water bollards a minimum charge of £6.03 will apply over a seven day period.

Where staff are required outwith normal working hours an additional charge will apply. Rates available on application.

Gangways - where available and supplied - per day	£31.50
per week	£94.50
Personnel access control barriers - where available - per day. Long Term Rates available on request.	£3.15

SCALE E - RATES FOR USE OF HARD STANDING AREA

Outdoor Storage

Short Term - per square metre per day	£0.18
Long Term (min 120 days) - per square metre per day	£0.07

(NB: Long Term Storage rates only apply on receipt of a

written request)

Warehouse – Indoor Storage, Scalloway

Short Term – per square meter per day £0.25

Long Term (min 120 days) - per square metre per day £0.08

(NB: Long Term Storage rates for Warehouse will only apply on receipt of a written request)

Trailers/Containers parked on harbour property not engaged in loading/discharging of goods unless a written request for long term storage is received shall be liable for the following charge

Per day £4.22

Minimum charge £6.03

However, to avoid any delay to the ship when bulk cargo is being handled e.g. sand, aggregate, limestone etc., the consignee/shipper shall be assigned an area of the quay for stock piling purposes at the rate of 400m² per 1000 tonnes. The shipper shall be responsible for clearing up the designated area after the total cargo has been shipped. One week (7 days) per cargo will be allowed free of hard standing storage fees. Any cargo remaining after one week will attract hard standing storage dues at the above rate.

Salmon Cages under Construction

Storage of parts before construction commences – as hard standing rate above.

Whilst construction takes place - £66.50 per day plus hard standing charge for parts.

Charges for building aquaculture cages in harbour waters will be based on the area times an assumed GROSS TONNAGE. Therefore charges will be levied as per Scale A plus hard standing charge for parts.

CHARGES FOR HARBOUR CRAFT AND PLANT

10. A daily hire rate for any of the following plant can be negotiated at time of hire.

Hire of the Sullom Spindrift/ Sullom Shoormal/ Sullom	
Spray per hour or part thereof	£327.00
Hire of the Sullom 'A', 'B' or 'C' per hour or part thereof	£115.93
Hire of Sullom Shearwater per hour or part thereof	£148.47
(Subject to availability)	

Hire of the Marine Travel Lift per hour or part thereof	£127.81
Hire of Fork Lift Truck per hour or part thereof	£37.91

SCALE F – SHIP TO SHIP TRANSFER OF OIL

1. Ship-to-ship transfers of oil at a Sullom Voe Terminal jetty, excluding bunker transfers:-

(a) Import vessel(s) per gross cargo tonne	£0.38
(b) Export vessel	Free of Charge

The above includes Ship Dues/Pilotage/Boarding and Landing/Mooring/Normal Towage. Any other services will be charged as detailed in the Table of Dues.

For each STS operation up to three hires of the Harbour Launch will be allowed free of charge, thereafter the full hourly/part thereof hire charge for Harbour Craft will apply.

2. Where an export tanker loads crude ex shore tankage before or after a ship-to-ship transfer:-

(a) Import vessel(s) per gross cargo tonne	£0.38
(b) Export vessel will be berthed and moved once	Free of Charge

Thereafter the export vessel will attract Ship Dues/Pilotage/Boarding and Landing/departure towage, as published, and any other harbour charges as detailed in the Table of Dues.

3. Hire of craft to transfer hoses and fenders to/from vessels involved in Ship to Ship operations:

- (a) Deployment of materials £1000 (includes hire of vessel up to 3 hours). Hourly rate of hire thereafter £300.
- (b) Retrieval of materials £650 (includes hire of vessel up to 2 hours). Hourly rate of hire thereafter £300.

Note: Above figures do not include hire of any shore cranes.

SULLOM VOE HARBOUR AREA SCHEDULE OF MOORING RATES Effective from 1st April 2011

1. At any one of the oil loading jetties, per mooring operation:

segregated ballast tankers	£0.03
LPG/Other	£0.05

A 'mooring operation' shall be any occasion on which the services of one or more mooring boats are required for the purposes of mooring. Where a vessel is required to shift from one jetty to another the above rates will apply for each separate mooring.

At any other jetty - per mooring boat per hour or part thereof	£115.93
At any jetty but not requiring a mooring boat - per hour or part thereof	£53.58

**SULLOM VOE HARBOUR AREA
SCHEDULE OF PILOTAGE CHARGES
(PILOTAGE ACT 1987)
Effective from 1st April 2011**

1. The following charge is payable for piloting a vessel inwards or outwards in the Harbour Area and for each piloted movement within the harbour: -

Segregated ballast tankers - per gross ton	£0.045
LPG/Other - per gross ton	£0.05
Minimum charge per act of pilotage	£109.40
2. A charge of £67.14 per hour or part thereof shall be applicable in the following cases: -
 - (i) when a pilot is requested for the departure, moving or arrival of a vessel and the vessel fails to move or arrive within one hour of the stated time of departure, move or arrival;
 - (ii) when a pilot is requested and the requirement is cancelled after the pilot has set out to undertake pilotage;
 - (iii) for detention aboard ship of a pilot by request of the Master, Owner or Agent and no pilotage service is being rendered, and
 - (iv) when a pilot is in attendance on board a vessel berthed alongside during periods of severe weather.
3. Vessels, which are being towed, by a vessel under pilotage and any vessel being led within the Harbour Area by a vessel which is under pilotage shall pay pilotage dues as if the pilot were on board.
4. Marine Officers of the Shetland Islands Council undergoing training may from time to time accompany the pilot but such trainees shall not be considered to be assistants to the pilot and no extra charge shall accrue to any vessel in respect of such trainees.
5. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
6. In calculating pilotage charges a fraction of a gross ton shall be reckoned as one gross ton.

SULLOM VOE HARBOUR AREA
SCHEDULE OF BOARDING AND LANDING CHARGES
(PILOTAGE ACT 1987)
Effective from 1 April 2011

1. For each act of pilotage undertaken every vessel shall pay a boarding fee or a landing fee of: -

Segregated ballast tankers - per gross ton	£0.02
LPG/Other - per gross ton	£0.02

Minimum charge per act of pilotage	£109.40
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2. If the pilot launch is detained under any of the circumstances as mentioned in paragraph two of the scale of charges for pilotage a charge shall apply as follows: -

For each hour or part thereof	£327.00
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3. When a helicopter is used to board or land the Pilot all charges incurred in respect of aircraft usage, including abortive missions, will be charged to the ship's account. In addition, as a launch is required for safety cover, the normal boarding and landing fee will be charged.
4. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
5. In calculating charges a fraction of a gross ton shall be reckoned as one gross ton.
6. Vessels which cannot provide regulation boarding equipment and in particular those with forward leading accommodation ladders, may receive or land their pilots by helicopter, if a helicopter is available. In such cases all charges incurred in respect of aircraft usage, including abortive missions will be charged to the ships account.
7. Special rates are applicable for the performance of duties outside those normally associated with pilotage and these are available on request from the Head of Service/Harbourmaster – Ports and Harbours Operations.

The Shetland Islands Council reserve the right to apply discretionary rates to any charge in the Table of Dues on application.

**SHETLAND ISLANDS COUNCIL
TABLE OF DUES TO BE LEVIED AT ALL PIERS AND HARBOURS
FROM 1ST APRIL 2011
(Harbours Act 1964)**

DEFINITION

SHIPS DUES

Conditions

1. Ship Dues shall apply to all vessels entering the limits of any of the Council's harbours except in circumstances mentioned at (2) and (3) below. These rates shall also be charged by way of berth rents where a Council pier is used in any location outside the Council's harbour areas. Vessels will be allowed to overstay the four-day period in port without additional charge if the harbour is closed, or if cargo/unberthing is suspended due to adverse weather conditions.
2. Ship Dues will not be levied on any vessel, which enters a harbour area in order to enable a pilot to board in difficult weather conditions, and subsequently has to depart as a result of the pilot not being able to board. Pilotage and Boarding and Landing charges will however apply in accordance with section 2 (ii) of the schedule of Pilotage Charges.
3. If a vessel is required to leave the harbour by the Harbourmaster for any reason unconnected with defects in the vessel, or the vessel's operation, no ship dues will be levied on the subsequent re-entry. Please note this concession does not apply to pilotage, boarding and landing or mooring boats.
4. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
5. In calculating charges a fraction of a gross ton shall be reckoned as one gross ton.
6. Ships dues are inclusive of a fee for garbage waste disposal.

SCALE A - VESSELS PER ENTRY AND STAY PER FOUR-DAY PERIOD OR PART THEREOF

VESSELS CALLING AT SCALLOWAY HARBOUR IN EXCESS OF 300 GROSS TONNAGE (INCLUSIVE OF PILOTAGE)

Per gross ton	£0.57
Passengers disembarking per person - (tourist traffic/passenger liners only)	£2.25

ANY OTHER VESSEL CALLING AT A COUNCIL PIER OR HARBOUR

Per gross ton	£0.45
Barges – GrossTonnage by calculation or certificate	£0.45
Passengers disembarking per person - (tourist traffic/passenger liners only)	£2.25

Live Fish Carriers

Vessels carrying live fish can apply for an annual composite rate charge equivalent to 40 trips x gt rate

Fish Feed Ships

Vessels regularly involved in the transport of salmon feed using SIC pier and harbours can apply for an annual composite rate charge equivalent to 40 trips x gt rate.

For vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands below:-

Up to 15 gt	£187.96
16 gt to 100 gt	£375.93
101 gt to 150 gt	£1879.65
151 gt to 200 gt	£2626.68
201 gt to 300 gt	£3759.28
301 gt to 400 gt	£5012.39
401 gt to 500 gt	£6265.48

SALMON CAGES LAUNCHED AND FLOATING IN HARBOUR

Per 4 day period

Up to 70 Metre Cage	£37.67
70 Metre Cage	£38.62
80 Metre Cage	£44.14
90 Metre Cage	£49.68
100 Metre Cage and over	£55.20
MINIMUM CHARGE PER ENTRY AND STAY	£7.53

SCALE B - COMPOUNDED ADVANCE ANNUAL CHARGES COVERING USE OF ALL COUNCIL PIERS AND HARBOURS

A seasonal compound annual fee, payable in advance, will be charged for each pleasure craft berthed within a Harbour area, but not within an established Marina.

The following seasonal fee covers 1 April to 30 September, inclusive: -

(a) Exceeding 15m overall length	£102.74
(b) Exceeding 10m and up to 15m	£75.37
(c) Up to 10m	£47.93

Charge per calendar month between 1 October and 31 March inclusive, in addition to section 1 above: -

(a) Exceeding 15m overall length	£25.70
(b) Exceeding 10m and up to 15m	£18.85
(c) Up to 10m	£12.00

For registered fishing vessels and salmon farm tenders:-

(a) Up to and including 8m overall length	£30.30
(b) In excess of 8m overall length, per metre or part of overall length	£21.37

Vessels regularly providing services within a Council harbour (over 8 metres overall length) - per gross ton	£33.93
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The compounded charge herein referred to shall cease to be applicable to any vessel continuously occupying a berth at a pier for a period in excess of 3 calendar months. Such vessels will then be liable for period dues as per Scale A.

GOODS DUES

Conditions:

7. (i) Goods dues shall apply to all goods discharged or loaded over one of the Council's piers or handled in the fish market, or to any transfer of goods from craft to craft, craft to shore and from shore to craft which takes place within the limits of a Council harbour but which does not involve the use of a pier except as in (ii) below. Goods dues SHALL NOT apply to goods carried on scheduled ferry services operated or subsidised by the Council. Goods dues SHALL NOT apply in respect of oil or gas loaded into tankers over the oil jetties in Sullom Voe.
- (ii) Salmon Farmers and Shellfish Farmers operating within or serviced from a harbour area but not making use of a Council pier or landing place are required to pay a due of £153.43 annually. Where a Council pier or landing place is used, the full tariff is applicable.

SCALE C - RATES ON FISHING GEAR

Vessels storing nets on any pier, outwith designated net mending areas:-

Per net per day	£36.16
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However, where nets are stored in bins as provided by the Council the following bin rates apply: -

Per Glass Fibre Bin per annum	£131.16
Per Small Metal Bin (1.925m x 1.925m) per annum	£286.32
Per Large Metal Bin (1.925m x 2.60m) per annum	£324.24

The above rates are inclusive of insurance and shall be applied to pro rata on a daily basis as appropriate.

Where insufficient bins are available to meet demand, charges are abated for nets left in the designated storage areas to those applicable to a large metal storage bin during the period until a bin is available.

Charge for the use of designated net mending area where not paying compounded dues or landing dues on that visit - £77.09 per net for the first seven days, thereafter the rates for use of hard standing areas will apply.

Where excessive waste net materials are left behind after use of the net mending area vessels will be charged for collection and disposal of the materials.

Minimum charge per hour	£33.25
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SCALE D - RATES ON GOODS

Fresh fish and shellfish - per £1.00 value ad valorem	£0.025
Farmed Fish - per tonne	£7.88
Farmed Shellfish - per tonne	£3.94
Any fish or shellfish landed outwith a Council pier and stored in the Fish Market - per £1.00 value ad valorem	£0.025

Fishing vessels less than 15gt engaged in inshore fishing will be required to purchase a Landing Disc for 6 or 12 months as below:-

6 month disc	£66.37
12 month disc	£121.08

Vessels as above who land mackerel through Scalloway Fish Market will be eligible to apply for a 6 or 12 month disc as above.

NB This exemption will not apply to fish/shellfish being landed through the Fish Market other than as stated above.

Fishermen, vessel owners and agents are advised that if the value of fish consigned through a Shetland Islands Council port is not declared within 1 calendar month of landing, a charge of £3.02 per box will be levied in lieu of the published dues.

Tractors, lorries, machinery and motor cars, (any goods which they might be carrying will be charged separately in accordance with the Table of Dues) - per tonne	£7.07
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Bulk Materials

Aggregates both coarse and fine, fertilisers, boulders and cement/sand - per tonne (bulk includes carriage in flexible intermediate bulk containers - FIBC's)	£0.18
Salmon Feed - per tonne	£1.38
Salmon Nets (from/to cages) per net	£21.09
Ice – per tonne	£1.75

Water - per tonne	£1.81
Fuel/Gas Oil/Diesel	£1.75
Live Animals	£0.37
Any other goods not specified above, per tonne	£1.81
Minimum charge on any one item	£7.32

Water/Power Bollards

Electricity - when electricity is supplied from the power bollards a minimum charge of £6.03 will apply over a seven day period.

Where staff are required outwith normal working hours an additional charge will apply.
Rates available on application

Water - when water is supplied from the water bollards a minimum charge of £6.03 will apply over a seven day period.

Where staff are required outwith normal working hours an additional charge will apply.
Rates available on application.

SCALE E - RATES FOR USE OF HARD STANDING AREA

Outdoor Storage

Short Term - per square metre per day	£0.18
Long Term (min 120 days) - per square metre per day (NB: Long term storage rates only apply on receipt of a written request)	£0.07

Warehouse – Indoor Storage, Scalloway

Short Term - per square metre per day	£0.25
Long Term (min 120 days) - per square metre per day (NB: Long term storage rates for Warehouse will only apply on receipt of a written request)	£0.08

Trailers/Containers parked on harbour property not engaged in loading/discharging of goods unless a written request for long term storage is received shall be liable for the following charge:

Per day	£4.22
Minimum charge	£6.03

However, to avoid any delay to the ship when bulk cargo is being handled e.g. sand, aggregate, limestone etc., the consignee/shipper shall be assigned an area of the quay for stock piling purposes at the rate of 400m² per 1000 tonnes. The shipper shall be responsible for clearing up the designated area after the total cargo has been shipped. One week (7 days) per cargo will be allowed free of hard standing storage fees. Any cargo remaining after one week will attract hard standing storage dues at the above rate.

SALMON CAGES UNDER CONSTRUCTION

Storage of parts before construction commences – as hard standing rate above.

Whilst construction takes place - £66.50 per day plus hard standing charge for parts.

Charges for building aquaculture cages in harbour waters will be based on the area times an assumed GROSS TONNAGE. Therefore charges will be levied as per Scale A plus hard standing charge for parts.

CHARGES FOR HARBOUR CRAFT AND PLANT (BASED AT SCALLOWAY HARBOUR)

8. A daily hire rate for any of the following plant can be negotiated at time of hire.

Hire of the Scalloway Harbour Launch per hour or part thereof	£80.99
Hire of the Scalloway Harbour Launch to assist berthing per hour or part thereof	£105.00
Hire of Fork Lift Truck per hour or part thereof	£37.91
Hire of power washers per hour or part thereof	£17.35

SCALLOWAY HARBOUR AREA SCHEDULE OF PILOTAGE CHARGES (PILOTAGE ACT 1987) Effective from 1 April 2011

1. The following charge is payable for piloting a vessel less than 300 Gross Tonnage inwards or outwards in the Pilotage District to or from either an anchorage, buoy or berth and for each piloted movement within the harbour: -

Per act of pilotage	£33.57
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2. Vessels in excess of 300 Gross Tonnage entering Scalloway Harbour shall pay the following charge, which is a proportion of a composite harbour charge levied on all such vessels: -

Per gross ton	£0.12
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3. A charge of £30.81 per hour or part thereof shall be applicable in the following cases: -

- (i) When a pilot is requested for the departure, shifting or arrival of a vessel and the vessel fails to move or arrive within one hour of the stated time of departure, shift or arrival;
- (ii) when a pilot is requested and the request is cancelled after the pilot has set out to undertake pilotage, and
- (iii) for detention aboard ship of a pilot by request of the Master, Owner or Agent and no pilotage service is being rendered.

4. Vessels that are being towed by a vessel under pilotage and any vessel being led within the Pilotage District by a vessel, which is under pilotage, shall pay pilotage dues as if the pilot were on board.

5. Marine Officers of the Shetland Islands Council undergoing training may from time to time accompany the licensed pilot but such trainees shall not be considered to be assistants to the pilot and no extra charge shall accrue to any vessel in respect of such trainees.
6. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
7. In calculating charges a fraction of a gross ton shall be reckoned as one gross ton.
8. Special rates are applicable for the performance of duties outside those normally associated with pilotage and these are available on request from the Head of Service/Harbourmaster – Ports and Harbours Operations.

**SCALLOWAY HARBOUR AREA
SCHEDULE OF BOARDING AND LANDING CHARGES
(PILOTAGE ACT 1987)
Effective from 1 April 2011**

1. For each act of pilotage undertaken every vessel shall pay a boarding fee or a landing fee of: -

£80.99 per hour or part thereof for use of the pilot cutter plus, outside normal working hours, there shall be an additional charge for labour involved. Rates available on application.
2. If the pilot launch is detained by virtue of any of the circumstances in paragraph three of the scale of charges for pilotage a charge shall apply as follows: -

For each hour or part thereof	£80.99
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3. An International Tonnage Certificate (1969) shall be produced to the Harbourmaster.
4. In calculating charges a fraction of a gross ton shall be reckoned as one gross ton.

The Shetland Islands Council reserves the right to apply discretionary rates to any charge in the Table of Dues on application.



REPORT

To: **Special Harbour Board
Shetland Islands Council**

**9 February 2011
10 February 2011**

From: **Service Manager Management Accountancy
Executive Services Department**

**HARBOUR ESTIMATES - 2011/12
REPORT NUMBER: F-002-F**

1.0 Introduction

- 1.1 On 19 August 2009 (min ref: 107/09), the Shetland Islands Council approved the budget strategy to be adopted for the Harbour Account through to 2016.
- 1.2 Members agreed that the Harbour Account should continue to pursue efficiency savings and appropriate charging levels to at least maintain the level of profitability on the Harbour Account at £4m per annum.

2.0 Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to prioritising and planning so we can sustain the services we want to provide and help develop our economy, in particular, to keep revenue budgets within sustainable limits.

3.0 Risk Assessment

- 3.1 The profitability of the Port of Sullom Voe and other harbours is very important to the Reserve Fund, and the forecast for the Council's Reserves assumes that the current projected level of profitability is maintained through to 2016. If the £4m targeted income for 2011/12 is not achieved, cuts in spending elsewhere will be required to compensate for income shortfall.
- 3.2 The Head of Ports & Harbours Operations has intimated that the level of risk on the main projected income is summarised as follows:

Ports for Future Project - low to medium
Ship to Ship Transfers - medium
Oil Production - medium

4.0 2011/12 Estimates Compared to No Growth Projection

4.1 Support and Recharged Ledgers

4.1.1 Appendix A(i) compares the 2011/12 Support Ledger estimates put forward by the Head of Ports and Harbours Operations against the no growth projection set by the Council. The position is summarised in the following table:

Table 1 Ports & Harbours Support Ledger	2011/12 No Growth Projection £000	2011/12 Budget £000	2011/12 Variance £000
Income	(23)	(23)	1
Employee Costs	961	968	(6)
Operating Costs	232	241	(8)
Net Controllable Expenditure	1,171	1,185	(14)
Financing Costs	16	17	(1)
Net Recharges	(1,187)	(1,202)	15
Total Net Expenditure	0	0	0

4.1.2 Table 1 shows that there is an adverse variance in net controllable departmental expenditure on the Support Ledger of £14k. This increase is due mainly to increased superannuation rates and energy costs for electricity and fuel oil for the Port Administration building.

4.1.3 Appendix A(ii) compares the 2011/12 Recharged Ledger estimates put forward by the Head of Ports & Harbours Operations against the no growth projection set by the Council. The position is summarised in Table 2 below:

Table 2 Ports & Harbours Recharged Ledger	2011/12 No Growth Projection £000	2011/12 Budget £000	2011/12 Variance £000
Income	(46)	(46)	0
Employee Costs	633	532	100
Operating Costs	4,064	4,116	(52)
Net Controllable Expenditure	4,650	4,602	48
Financing Costs	0	0	0
Net Recharges	(4,650)	(4,602)	(48)
Total Net Expenditure	0	0	0

4.1.4 The overall net departmental controllable expenditure is lower than the no growth projection for 2011/12 by £48k. This is due to reduced employee costs (£100k) resulting from the Ports for the Future project offset by increased electricity costs.

4.2 Harbour Account

4.2.1 Appendix A(iii) compares the 2011/12 Harbour estimates put forward by the Head of Ports & Harbours Operations against the no growth projection set by the Council. The position is summarised in the following Table 3:

Table 3 Ports & Harbours Harbour Ledger	2011/12 No Growth Projection £000	2011/12 Budget £000	2011/12 Variance £000
Income	(17,863)	(16,226)	(1,636)
Employee Costs	5,814	5,948	(134)
Operating Costs	979	997	(17)
Transfer Payments	81	106	(25)
Net Controllable Expenditure	(10,989)	(9,175)	(1,813)
Financing Costs	1,250	1,485	(234)
Net Recharges	5,739	5,747	(8)
Total Net (Income)/Expenditure	(4,000)	(1,944)	(2,056)

4.2.2 Table 3 shows the estimates achieve an income of £1.944m against a target of £4m for 2011/12. To achieve the target return on the Harbour Account, it will require harbour/towage charges to be increased this year by 22% or a reduction in expenditure of

14%. Harbour charges included under income have been increased by 5%. Members need to determine if they wish to go further in pursuit of the target of £4m return on the Harbour Account.

- 4.2.3 Appendices B(i), B(ii) and B(iii) compare the 2011/12 estimates to the no growth projection by cost centre for the Ports & Harbours Operations.

4.3 Review of Charges

- 4.3.1 A separate report on the Table of Dues is being presented to the Harbour Board today and as such does not form part of this report. However it should be noted that Sullom Voe Harbour charges are proposed to increase by 5% and income arising from that level of charging is included in these estimates. As stated in paragraph 4.2.2 Members are requested to determine if this is sufficient.

5.0 Financial Implications

- 5.1 Ports & Harbours' Support Ledger is over the no growth projection by £14k and Recharged Services is under by £48k. The Harbour estimates show a net income expected to be £1.944m against a £4m target, some £2.056m under that target. Not achieving this target will have a detrimental impact for the Council's reserves and will affect the sustainability of the Council's financial strategy.
- 5.2 The Head of Ports & Harbours Operations has intimated that savings in relation to the Ports for the Future project have not been included in this estimates exercise and therefore further significant savings can be made on implementation of the Ports for the Future project.

6.0 Policy and Delegated Authority

- 6.1 In terms of Section 16 of the Council's Scheme of Delegation, the Harbour Board will be responsible for monitoring current budgets and approving future budgets for submission to the Council for approval.

7.0 Conclusions

- 7.1 In summary, this report sets out the proposed Harbour estimates for the 2011/12 financial year, as proposed by the Head of Ports & Harbours Operations, detailed in Appendices A(i), A(ii), A(iii), B(i), B(ii) and B(iii). These estimates have been compared against the no growth projections set by the Council's budget strategy and explanations of any major variances from this have been given.

- 7.2 The budgets submitted by the Head of Ports & Harbours Operations on the Support Ledger are over no growth projection by £14k and on the Recharged Ledger are under by £48k. The Harbour Account is budgeted to generate £1.944m of income, which is £2.056m less than the target of £4m.
- 7.3 It should be highlighted that the proposed return from the Harbour Account has decreased to less than half of the return expected in the Council's current financial strategy position of £4m, in comparison to the actual return of £3.2m in 2008/09, £2.5m in 2009/10 and budgeted return of £3.9m in 2010/11. This loss in revenue will impact on the Council's reserves and future financial strategy.
- 7.4 A review of charges is discussed in a separate report titled "Harbour Dues 2011/12". Members are asked to consider if a 5% rise in harbour charges are sufficient. It should be noted that any change to the proposed increase in charges would require further consultation with the Harbour User Panels.
- 7.5 Members are advised that the Head of Ports & Harbours Operations has intimated that projected savings in relation to the Ports for the Future project have not been included in these estimates and further significant savings can be made on implementation of the Ports for the Future project.

8.0 Recommendations

I recommend that the Harbour Board considers and agrees to either:

- 8.1 agree to the 5% rise in charges and therefore the 2011/12 estimates contained in Appendices A(i), A(ii), A(iii) and B(i), B(ii) and B(iii); or
- 8.2 agree to increase harbour charges by more than 5%, subject to further consultation, and revise the 2011/12 estimates contained in Appendices A(i), A(ii), A(iii) and B(i), B(ii) and B(iii) accordingly; and
- 8.3 subject to the above, recommend that the Council considers the estimates at the final budget-setting meeting on the 10 February 2011.

Date: 28 January 2011

Report No: F-002-F

PORTS & HARBOURS - SUPPORT LEDGER

	NO GROWTH PROJECTION 2011/12 £	BUDGET 2011/12 £	FAV/(ADVERSE) VARIANCE £
INCOME			
Client Receipts	(150)	(158)	8
Financing	(22,486)	(23,059)	573
Grants	-	-	-
Reimbursements	(35)	(20)	(15)
Rents	-	-	-
TOTAL INCOME	(22,671)	(23,237)	566
EXPENDITURE			
Employee Costs			
Allowances	42,758	43,822	(1,064)
Basic Pay	675,615	676,671	(1,056)
National Insurance	58,475	58,808	(333)
Other	19,438	19,279	159
Overtime	22,753	22,750	3
Pension Contributions	142,387	146,502	(4,115)
Sub-Total (Employee Costs)	961,426	967,832	(6,406)
Operating Costs			
Administration	31,530	32,730	(1,200)
Agency Payments	4,000	4,000	-
Property and Fixed Plant	93,656	101,281	(7,625)
Supplies and Services	62,140	63,030	(890)
Transport & Mobile Plant	40,988	39,500	1,488
Sub-Total (Operating Costs)	232,314	240,541	(8,227)
Transfer Payments	-	-	-
TOTAL EXPENDITURE	1,193,740	1,208,373	(14,633)
NET CONTROLLABLE EXPENDITURE	1,171,069	1,185,136	(14,067)
Financing Costs	15,767	16,778	(1,011)
Recharges In/Out	(1,186,836)	(1,201,914)	15,078
TOTAL SUPPORT	-	-	-

Appendix A (ii)

PORTS & HARBOURS - RECHARGED LEDGER

	BUDGET 2011/12 £	BUDGET 2011/12 £	FAV/(ADVERSE) VARIANCE £
INCOME			
Client Receipts	(23,500)	(23,575)	75
Financing	(22,823)	(22,828)	5
Grants	-	-	-
Reimbursements	-	-	-
Rents	-	-	-
TOTAL INCOME	(46,323)	(46,403)	80
EXPENDITURE			
Employee Costs			
Allowances	42,346	33,268	9,078
Basic Pay	386,359	310,873	75,486
National Insurance	36,835	31,820	5,015
Other	1,823	1,643	180
Overtime	93,524	93,524	-
Pension Contributions	71,787	61,354	10,433
Sub-Total (Employee Costs)	632,674	532,482	100,192
Operating Costs			
Administration	29,740	43,300	(13,560)
Agency Payments	100,000	100,000	-
Property and Fixed Plant	723,587	798,675	(75,088)
Supplies and Services	1,491,306	1,503,347	(12,041)
Transport & Mobile Plant	1,718,902	1,670,387	48,515
Sub-Total (Operating Costs)	4,063,535	4,115,709	(52,174)
Transfer Payments	-	-	-
TOTAL EXPENDITURE	4,696,209	4,648,191	48,018
NET CONTROLLABLE EXPENDITURE	4,649,886	4,601,788	48,098
Financing Costs	-	-	-
Recharges In/Out	(4,649,886)	(4,601,788)	(48,098)
TOTAL RECHARGED	-	-	-

Appendix A (iii)

PORTS & HARBOURS - HARBOUR ACCOUNT

	BUDGET 2011/12 £	BUDGET 2011/12 £	FAV/(ADVERSE) VARIANCE £
INCOME			
Client Receipts	(3,094,957)	(1,750,833)	(1,344,124)
Financing	(804,209)	(810,057)	5,848
Harbour Charges	(13,957,894)	(13,655,561)	(302,333)
Reimbursements	-	-	-
Rents	(6,000)	(10,000)	4,000
TOTAL INCOME	(17,863,060)	(16,226,451)	(1,636,609)
EXPENDITURE			
Employee Costs			
Allowances	448,714	450,295	(1,581)
Basic Pay	3,906,591	3,969,279	(62,688)
National Insurance	395,917	401,529	(5,612)
Other	16,412	16,033	379
Overtime	275,676	275,573	103
Pension Contributions	770,988	835,652	(64,664)
Sub-Total (Employee Costs)	5,814,298	5,948,361	(134,063)
Operating Costs			
Administration	172,369	184,529	(12,160)
Agency Payments	11,500	11,500	-
Property and Fixed Plant	329,831	324,250	5,581
Supplies and Services	347,136	351,174	(4,038)
Transport & Mobile Plant	118,393	125,209	(6,816)
Sub-Total (Operating Costs)	979,229	996,662	(17,433)
Transfer Payments	80,580	106,000	(25,420)
TOTAL EXPENDITURE	6,874,107	7,051,023	(176,916)
NET CONTROLLABLE EXPENDITURE	(10,988,953)	(9,175,428)	(1,813,525)
Financing Costs	1,250,103	1,484,512	(234,409)
Recharges In/Out	5,738,850	5,746,908	(8,058)
TOTAL HARBOUR ACCOUNT	(4,000,000)	(1,944,008)	(2,055,992)

SUPPORT LEDGER : COST CENTRE SUMMARY (excluding recharges out)

		NO GROWTH PROJECTION 2011/12 £	BUDGET 2011/12 £	FAV/(ADVERSE) VARIANCE 2011/12 £
SRM0001	Recruitment Expenses	17,000	17,000	-
SRM0100	Support Services	256,794	260,648	(3,854)
SRM2000	Operations Management	1,312,661	1,300,375	12,286
SRM2001	Towage Management	40,087	40,449	(362)
SRM3050	Port Admin Building	136,024	143,395	(7,371)
TOTAL RECHARGED		1,762,566	1,761,867	699

HARBOUR ACCOUNT : COST CENTRE SUMMARY
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		NO GROWTH PROJECTION	BUDGET	FAV/(ADVERSE) VARIANCE
		2011/12	2011/12	2011/12
		£	£	£
PRM0150	Canteen Service	27,233	25,397	1,836
PRM2002	Transfer to Funds	(1,328,360)	(1,354,816)	26,456
PRM2100	Sullom Voe	(7,820,817)	(5,812,584)	(2,008,233)
PRM2101	B & L Sullom Voe	(254,696)	(281,763)	27,067
PRM2102	Pilotage Sullom Voe	(684,402)	(719,095)	34,693
PRM2103	Mooring Sullom Voe	(287,197)	(309,294)	22,097
PRM2104	Ship to Ship	(300,000)	(267,491)	(32,509)
PRM2110	Marine Officers	937,323	940,936	(3,613)
PRM2111	Launch Crews	1,261,882	1,321,057	(59,175)
PRM2112	Towage Crews	(1,701,651)	(1,956,950)	255,299
PRM2113	VTS Operators	234,357	294,896	(60,539)
PRM2116	Pollution Control	53,591	66,019	(12,428)
PRM2120	SOTEAG	7,374	9,903	(2,529)
PRM2121	SVA	80,580	106,000	(25,420)
PRM2122	SVOSAG	6,574	9,103	(2,529)
PRM2140	Nav Aids/Comms - SV	225,288	229,992	(4,704)
PRM2141	Buildings - SV	188,115	211,753	(23,638)
PRM2142	Pilot Boats - SV	423,059	390,658	32,401
PRM2143	Mooring Boats - SV	67,889	69,791	(1,902)
PRM2144	Workboats - SV	64,817	51,199	13,618
PRM2145	Vehicles - SV	131,332	111,472	19,860
PRM2146	Plant - SV	77,707	89,628	(11,921)
PRM2147	Sellaness Tug Jetty	97,416	309,894	(212,478)
PRM2148	Tug Boats - SV	3,308,471	3,368,833	(60,362)
PRM2150	Jetties/Spur Booms - SV*	101,230	166,907	(65,677)
PRM2200	Blacksness	251,159	239,842	11,317
PRM2201	B & L Scalloway	(5,000)	(7,000)	2,000
PRM2202	Pilotage Scalloway	500	(9,500)	10,000
PRM2205	Nav Aids Scalloway	136,002	45,388	90,614
PRM2206	Pilot Boat Scalloway	7,434	7,362	72
PRM2207	Workboat Scalloway	32,347	34,013	(1,666)
PRM2208	Vehicles Scalloway	4,698	9,178	(4,480)
PRM2300	Baltasound	31,447	28,574	2,873
PRM2301	Collafirth	31,473	36,982	(5,509)
PRM2302	Toft	3,741	4,200	(459)
PRM2303	Garth & Graven Pier	9,710	10,855	(1,145)
PRM2310	Billister	2,114	4,916	(2,802)
PRM2312	Cullivoe	40,177	20,794	19,383
PRM2313	Easterdale	2,966	6,023	(3,057)
PRM2314	Fair Isle	48,810	33,479	15,331
PRM2315	Hamnavoe	4,554	5,104	(550)
PRM2316	Melby Pier	248	249	(1)
PRM2317	Mid Yell	39,313	59,332	(20,019)
PRM2318	Out Skerries	88,065	31,449	56,616
PRM2319	Symbister	238,931	216,807	22,124
PRM2320	Toogs	3,750	6,811	(3,061)
PRM2321	Uyeasound	65,476	150,095	(84,619)
PRM2322	Vaila/Grutness	18,807	22,909	(4,102)
PRM2323	West Burrafirth	26,096	26,618	(522)
PRM2324	Humber Inflatable	32	32	-
PRM2325	Orkney Spinner	10	10	-
PRM2326	Avon Searider	25	25	-
TOTAL		(4,000,000)	(1,944,008)	(2,055,992)

* Note: Jetties/Spur Booms wholly funded by Sullom Voe Terminal Operators (only depreciation rer

RECHARGED LEDGER : COST CENTRE SUMMARY

		BUDGET	BUDGET	FAV/(ADVERSE)
		2011/12	2011/12	VARIANCE
		£	£	£
VRM3200	Port Engineering Services	661,978	556,673	105,305
VRM3205	Nav Aids Sullom Voe	41,921	42,222	(301)
VRM3206	Radar Sullom Voe	15,803	15,856	(53)
VRM3207	VHF Radio Sullom Voe	10,500	10,500	-
VRM3210	Maintenance Workshop	67,948	75,409	(7,461)
VRM3211	Helicopter Hangar	3,960	4,569	(609)
VRM3212	Meteorological Office	2,344	2,627	(283)
VRM3213	Long Term Store	2,562	2,832	(270)
VRM3214	Crew Accommodation	6,700	7,570	(870)
VRM3215	Pollution Store	17,202	20,667	(3,465)
VRM3221	Sullom Shoormal	38,355	41,779	(3,424)
VRM3222	Sullom Spindrift	36,796	39,929	(3,133)
VRM3223	Sullom Spray	36,794	37,427	(633)
VRM3225	Dunter	491,343	438,887	52,456
VRM3226	Shalder	266,446	168,289	98,157
VRM3227	Stanechakker	229,931	-	229,931
VRM3228	Tirrick	218,067	189,115	28,952
VRM3229	Tystie	481,322	413,868	67,454
VRM3230	Sullom A	7,214	7,249	(35)
VRM3231	Sullom B	7,214	22,249	(15,035)
VRM3232	Sullom C	7,214	7,249	(35)
VRM3235	Vehicles Sullom Voe	32,250	32,730	(480)
VRM3236	Boat Hoist	(1,013)	(1,010)	(3)
VRM3237	Small Plant	4,750	4,810	(60)
VRM3239	Sullom Shearwater	13,591	13,649	(58)
VRM3240	Tug Jetty	62,994	63,467	(473)
VRM3241	Solan	172,452	421,442	(248,990)
VRM3242	Bonxie	172,452	421,442	(248,990)
VRM3250	Jetty 1*	7,504	7,504	-
VRM3251	Jetty 2*	7,504	7,504	-
VRM3252	Jetty 3*	7,504	7,504	-
VRM3253	Jetty 4*	7,510	7,510	-
VRM3254	Construction Jetty*	32,100	32,130	(30)
VRM3255	Spur Booms*	12,510	12,510	-
VRM3256	Jetties Diving*	50,000	50,000	-
VRM3257	Jetties Maintenance Contract*	950,000	950,000	-
VRM3259	Jetties Cathodic Protection*	50,000	50,000	-
VRM3261	Nav Aids Scalloway	12,025	12,025	-
VRM3262	Offices & Stores Scalloway	29,639	30,824	(1,185)
VRM3263	Fish Market	16,360	25,259	(8,899)
VRM3264	Piers Scalloway	81,028	87,447	(6,419)
VRM3266	Vehicles Scalloway	4,300	4,600	(300)
VRM3267	Lyrie	13,256	13,252	4
VRM3270	Baltasound Pier Maintenance	26,789	27,132	(343)
VRM3271	Collafirth Pier Maintenance	28,519	28,574	(55)
VRM3272	Toft Pier Maintenance	3,706	3,733	(27)
VRM3273	Garth Pier Maintenance	9,710	9,742	(32)
VRM3280	Billister Pier Maintenance	2,114	2,132	(18)
VRM3282	Cullivoe Pier Maintenance	42,613	33,233	9,380
VRM3283	Easterdale Pier Maintenance	2,966	5,466	(2,500)
VRM3284	Fair Isle Pier Maintenance	33,030	18,264	14,766
VRM3285	Hamnavoe Pier Maintenance	4,329	4,358	(29)
VRM3286	Melby Pier Maintenance	98	101	(3)
VRM3287	Mid Yell Pier Maintenance	7,868	27,913	(20,045)
VRM3288	Out Skerries Pier Maintenance	7,605	8,276	(671)
VRM3289	Symbister Pier Maintenance	52,052	32,321	19,731
VRM3290	Toogs Pier Maintenance	3,750	6,254	(2,504)
VRM3291	Uyeasound Pier Maintenance	10,976	11,163	(187)
VRM3292	Vaila/Gruting Pier Maintenance	11,298	11,357	(59)
VRM3293	West Burrafirth Pier Maintenance	12,133	12,204	(71)
TOTAL RECHARGED		4,649,886	4,601,788	48,098



REPORT

To: SHETLAND ISLANDS COUNCIL

10 February 2011

From: Head of Finance

HOUSING REVENUE ACCOUNT (HRA) ESTIMATES AND CHARGE SETTING – 2011/12 Report No: F-001-F

1.0 Introduction

1.1 On 19 August 2009 (min ref: 107/09), the Shetland Islands Council approved the budget strategy to be adopted for the Housing Revenue Account for the 2010/11 revenue estimates process and this is being continued into 2011/12.

1.2 Members agreed the following strategy: -

“To constrain revenue expenditure to the fullest possible extent, in order to liberate resources for the key priority of acquiring and constructing new housing units to help tackle the waiting list problem.

More work needs to be done on the scale of this problem and the scope to respond to it, but it is provisionally assumed that a programme of £20 million over the next five years should be fundable, and projects should be developed with that figure in mind. Once the financial modelling exercise is concluded that figure can be revisited and revised as appropriate.”

1.3 As there is no imminent prospect of the HRA debt being paid off, the 2011/12 budget has been prepared on the basis that the outstanding debt requires to be serviced.

2.0 Links to Corporate Priorities

2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to prioritising and planning so we can sustain the services we want to provide and help develop our economy, in particular, to keep revenue budgets within sustainable limits.

3.0 Risk Assessment

- 3.1 If the HRA income is insufficient to meet HRA expenditure and has to rely on the Housing Repairs & Renewal Fund this will result in less funding available to support new house building. The recommendations of this report do not rely on the Housing Repairs & Renewal Fund to support expenditure.

4.0 2011/12 Estimates

- 4.1 The Council is required to set a balanced budget for the HRA. Table 1 below shows the position on the HRA when the yield is held steady from rents, which results in an average rent increase of 4%, which is slightly lower than the annual inflation rate at the end of December 2010. The increase in average rents by 4% will result in a contribution to the Housing Repairs and Renewals Fund to balance the Housing Revenue Account. This will contribute to building reserves to meet the challenge of financing the programme of new houses.

Table 1	2011/12 Proposed Budget £
<u>Expenditure:</u>	
Supervision & Management	704,236
Repair & Maintenance	2,415,344
Void Rents & Charges	190,632
Garages	29,770
Capital Charges - Dwellings	3,197,378
	6,537,360
<u>Income:</u>	
HSG - General	(991,693)
Interest on Revenue Balances	(18,509)
Rents - Dwellings	(5,618,000)
Rents - Other	(114,420)
Contribution to Housing R & R Fund	205,262
	(6,537,360)
Balanced HRA	0

- 4.2 From Table 1 it can be seen that the proposed rent increase results in a contribution to the Housing Repairs & Renewals Fund of £0.205m. It is prudent to contribute to the Housing R&R Fund in the current climate of reducing central support, building programmes and the possibility of increased interest rates. It should be noted that a 1% rise in interest rates equates to approximately £0.450m. As you can see the contribution to the Housing Repairs & Renewals fund would only offset a 0.5% increase in the interest rate.
- 4.3 Appendix A shows a Cost Centre summary of the proposed 2011/12 budgets for information. Appendix B shows the increase on rent levels.

5.0 Housing Repair and Renewals Fund

- 5.1 The projected fund balance on the Housing Repair and Renewals Fund is shown in Table 2 below: -

Table 2	
	£000
Projected Balance at 1 April 2011	(11,510)
Projected Investment Income 2011/12	(576)
Projected Contribution 2011/12	(205)
Projected Balance at 31 March 2012	(12,291)

- 5.2 The above table shows that the estimated closing position of the Housing Repairs and Renewals fund at the end of 2011/12 is predicted to be above the projected opening balance as at 1 April 2011. This is due to both the contribution from the HRA and the budgeted investment income in 2011/12.
- 5.3 There is a need for this fund to be self-sustaining, to ensure that there are not significant increases in rents in the future due to the proposed new house building.

6.0 Review of Charges/Payments

- 6.1 It is proposed that Members consider increasing average rent by 4%, an increase in average rent from £58.69 to £61.04. The effect of this increase on rents is shown in more detail in Appendix B.
- 6.2 Appendix C sets out the Housing Revenue Account charges and Appendix D sets out the decant compensation payments to tenants for 2011/12.
- 6.3 In order to fulfil the requirements of the Housing (Scotland) Act 2001 and the provisions of the Council's Tenant Participation Strategy, all tenants and the Shetland Tenants Forum should be consulted on the proposed rent increases.
- 6.4 Due to a combination of delays in the budget process, the pre-Xmas weather and the very late announcement on the Housing Support Grant we were unable to issue a full postal survey to all tenants to consult on the proposed rent increase. The Shetland Tenants Forum has been consulted and their response is set out in paragraph 6.5. It is disappointing that we have not been able to fulfil this obligation to tenants.
- 6.5 The conclusion of the Shetland Tenants Forum representatives following detailed consultation is that the committee unanimously wish to see rent increases being kept to a minimum and existing

service levels retained. An increase of 4% is proposed when RPI inflation is at 5% and CPI at 4%.

7.0 Financial Implications

- 7.1 The increase in average rents by 4% will result in a contribution to the Housing Repairs and Renewals Fund to balance the Housing Revenue Account. This will contribute to building reserves to meet the challenge of financing the programme of new houses and meeting any increases in the interest rate.

8.0 Policy and Delegated Authority

- 8.1 Approval of the revenue estimates and level of rents and charges require a decision of the Council, in terms of Section 8.0 of the Council's Scheme of Delegations.

9.0 Conclusions

- 9.1 In summary this report sets out the proposed 2011/12 estimates for the Housing Revenue Account. These are detailed in Appendix A.
- 9.2 The Council is statutorily obliged to set a balanced budget for the HRA. This has been achieved by increasing average rents by 4% and a contribution to the Housing Repairs and Renewals Fund of £0.205m.
- 9.3 A review of rents, charges and decant compensation payments has been undertaken and the proposals are detailed in Appendices B, C and D respectively.

10.0 Recommendations

- 10.1 I recommend that the Council:
- 10.1.1 consider and agree the 2011/12 estimates contained in paragraph 4.1 and detailed in Appendix A;
 - 10.1.2 consider and agree the proposed increase to average rent as detailed in Appendix B, and approve the contribution £0.205m to the Housing Repairs & Renewals fund;
 - 10.1.3 consider and agree charges as detailed in Appendix C;
 - 10.1.4 consider and agree the decant compensation payments as detailed in Appendix D;

Date: 3 February 2011
Our Ref: HKT/E/1/2011

Report No: F-001-F

2011/12 REVENUE ESTIMATES**COST CENTRE DETAIL - HOUSING REVENUE ACCOUNT**

	2011/12 Budget £
Housing Support Grant	(991,693)
Debt Charges	3,197,378
Waiting List Allocation	328,062
Rents General Needs	(4,595,788)
Rents Sheltered Housing	(723,755)
Supervision and Management	22,247
Customer Services	238,026
Garages	29,770
Repairs & Maintenance - Responsive	1,015,812
Repairs & Maintenance - Planned	1,161,506
Corporate & Democratic Core	113,698
Grazing Lets	(525)
Contribution to Housing R&R Fund	205,262
Total HRA	0

2011/12 REVENUE ESTIMATES

PROPOSED RENT LEVELS - HOUSING REVENUE ACCOUNT

Apt. Size	Area	Category	2010/11 Rent Per Week £	2011/12 Rent Per Week £	Weekly Increase £
8 Apartment	Lerwick	Base	103.62	108.76	5.14
8 Apartment	Lerwick	Central Heating	113.88	119.54	5.66
8 Apartment	Lerwick	Double Glazing	108.91	114.31	5.40
8 Apartment	Lerwick	Both	119.17	125.09	5.92
7 Apartment	Lerwick	Base	93.35	97.98	4.63
7 Apartment	Lerwick	Central Heating	102.68	107.78	5.10
7 Apartment	Lerwick	Double Glazing	98.02	102.88	4.86
7 Apartment	Lerwick	Both	107.35	112.68	5.33
6 Apartment	Lerwick	Base	83.08	87.20	4.12
6 Apartment	Lerwick	Central Heating	91.48	96.02	4.54
6 Apartment	Lerwick	Double Glazing	87.13	91.45	4.32
6 Apartment	Lerwick	Both	95.53	100.27	4.74
5 Apartment	Lerwick	Base	72.50	76.10	3.60
5 Apartment	Lerwick	Central Heating	79.66	83.61	3.95
5 Apartment	Lerwick	Double Glazing	76.23	80.02	3.79
5 Apartment	Lerwick	Both	83.39	87.53	4.14
4 Apartment	Lerwick	Base	62.23	65.32	3.09
4 Apartment	Lerwick	Central Heating	68.46	71.85	3.39
4 Apartment	Lerwick	Double Glazing	65.34	68.59	3.25
4 Apartment	Lerwick	Both	71.57	75.12	3.55
3 Apartment	Lerwick	Base	51.96	54.54	2.58
3 Apartment	Lerwick	Central Heating	56.94	59.77	2.83
3 Apartment	Lerwick	Double Glazing	54.45	57.16	2.71
3 Apartment	Lerwick	Both	59.43	62.38	2.95
2 Apartment	Lerwick	Base	41.38	43.44	2.06
2 Apartment	Lerwick	Central Heating	45.74	48.01	2.27
2 Apartment	Lerwick	Double Glazing	43.56	45.72	2.16
2 Apartment	Lerwick	Both	47.92	50.30	2.38
1 Apartment	Lerwick	Base	31.12	32.66	1.54
1 Apartment	Lerwick	Central Heating	34.23	35.93	1.70
1 Apartment	Lerwick	Double Glazing	32.67	34.29	1.62
1 Apartment	Lerwick	Both	35.78	37.56	1.78
8 Apartment	Non Lerwick	Base	98.44	103.32	4.88
8 Apartment	Non Lerwick	Central Heating	108.19	113.56	5.37
8 Apartment	Non Lerwick	Double Glazing	103.46	108.60	5.14
8 Apartment	Non Lerwick	Both	113.22	118.83	5.61
7 Apartment	Non Lerwick	Base	88.68	93.08	4.40
7 Apartment	Non Lerwick	Central Heating	97.55	102.39	4.84
7 Apartment	Non Lerwick	Double Glazing	93.11	97.74	4.63
7 Apartment	Non Lerwick	Both	101.98	107.04	5.06
6 Apartment	Non Lerwick	Base	78.93	82.84	3.91
6 Apartment	Non Lerwick	Central Heating	86.91	91.22	4.31
6 Apartment	Non Lerwick	Double Glazing	82.77	86.88	4.11
6 Apartment	Non Lerwick	Both	90.75	95.25	4.50
5 Apartment	Non Lerwick	Base	68.88	72.29	3.41
5 Apartment	Non Lerwick	Central Heating	75.67	79.43	3.76
5 Apartment	Non Lerwick	Double Glazing	72.42	76.02	3.60
5 Apartment	Non Lerwick	Both	79.22	83.15	3.93
4 Apartment	Non Lerwick	Base	59.12	62.05	2.93
4 Apartment	Non Lerwick	Central Heating	65.03	68.26	3.23
4 Apartment	Non Lerwick	Double Glazing	62.08	65.16	3.08
4 Apartment	Non Lerwick	Both	67.99	71.36	3.37
3 Apartment	Non Lerwick	Base	49.37	51.82	2.45
3 Apartment	Non Lerwick	Central Heating	54.10	56.78	2.68
3 Apartment	Non Lerwick	Double Glazing	51.73	54.30	2.57
3 Apartment	Non Lerwick	Both	56.46	59.26	2.80
2 Apartment	Non Lerwick	Base	39.32	41.27	1.95
2 Apartment	Non Lerwick	Central Heating	43.45	45.61	2.16
2 Apartment	Non Lerwick	Double Glazing	41.38	43.44	2.06
2 Apartment	Non Lerwick	Both	45.52	47.78	2.26
1 Apartment	Non Lerwick	Base	29.56	31.03	1.47
1 Apartment	Non Lerwick	Central Heating	32.52	34.13	1.61
1 Apartment	Non Lerwick	Double Glazing	31.04	32.58	1.54
1 Apartment	Non Lerwick	Both	33.99	35.68	1.69

AVERAGE RENT	58.69	61.04	2.35
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Notes:

- a) Central Heating is base + 10%
- b) Double Glazing is base + 5%
- c) Both is base + 15%
- d) Non-Lerwick properties have a 95% rent differential

2011/12 REVENUE ESTIMATES

REVIEW OF CHARGES - HOUSING REVENUE ACCOUNT

TYPE OF CHARGE	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %
GARAGES:			
Garage Rents (no electricity)	5.90	6.15	4.24
Garage Rents (electricity)	8.75	9.10	4.00
Double Garage (electricity)	13.10	13.65	4.20
Garage Site Rent	1.30	1.35	3.85
SHEDS:			
Soldian Court and Voderview, Lerwick	0.80	0.85	6.25

2011/12 REVENUE ESTIMATES

DECANT COMPENSATION PAYMENTS			
Payment Description	2010/11 £	2011/12 £	% Increase
Disturbance Allowance	250	250	-
Special Disturbance Addition***	500	500	-
Per Room Allowance	130	135	3.85
Flooring Allowance *	90	94	4.44
Carpet Allowance **	255	265	3.92

* Flooring Allowance only paid when the kitchen and bathrooms have been altered

** Carpet Allowance one-off payment when size of room is increased,

*** Special Disturbance Addition only where property is demolished and rebuilt



Shetland Islands Council

REPORT

To: **Shetland Islands Council**

10 February 2011

From: **Head of Finance and Chief Executive**

GENERAL FUND REVENUE ESTIMATES & COUNCIL TAX SETTING – 2011/12

Report No: F-004-F

1.0 Introduction

- 1.1 The Council, at its meeting on 19 August 2009 (min ref: 107/09), adopted a Budget Strategy for the 2011/12 estimates process. Members resolved to pursue a policy for 2011/12 which: -
 - a) reaffirmed the existing £250 million Reserve Floor policy (i.e. that Council discretionary Reserves will be maintained at or above that level);
 - b) established a single overall limit for drawings on Reserves in 2011/12 of £24 million (based on the current limits of £1 million of General Fund revenue support, £15 million General Fund Capital Programme support, £8 million Reserve Fund Programme support);
- 1.2 The Council's current financial policy framework, initially set in 2005 with the primary objective of stabilising the Council Reserves at no less than £250 million, will have largely run its course once the budget is set for 2011/12. Once that is done (and that is the primary purpose of this report) the Council should quickly move on to the consideration of a new medium and long term financial strategy to meet the current and emerging financial challenges. These range from the technical (including a substantial revision of our distinction between capital and revenue) to the national (the prospects for a cash freeze, or worse, in support from the Scottish Government over the next few years) to the long term strategic (Reserves policy, service delivery priorities, economic development prospects, future income streams, and so on).
- 1.3 This report provides Members with the information required to set the various charges and make the necessary resolutions for 2011/12.

2.0 Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to prioritising and planning so we can sustain the services we want to provide and help develop our economy and, in particular, to keep revenue budgets within sustainable limits.

3.0 Risk Management

- 3.1 The setting of a budget in accordance with the Council's financial policy framework is one of the most important components of corporate planning, management and governance. A combination of circumstances such as spending pressures and cuts in Government support is making the current budget setting exercise more challenging than ever before. It is also the case that the Council is under exceptional external scrutiny, notably from Audit Scotland, at the present time, and can expect its conduct of the current budget exercise to be the subject of external review and commentary. The Council has recognised these difficulties and the Financial Resources Member/Officer Working Group (FRMOWG) has been working towards meeting the challenges.

4.0 Background

- 4.1 Report ESCD-23 to Council on 30 June 2010 identified an initial overall problem on the 2011/12 budget exercise of £15-17 million and identified on top of this growth proposals of £3.7 million. The FRMOWG have met regularly on the budgetary issues in December 2010 and January 2011 (with all Councillors invited and with a very high level of attendance). Officers of the Council were asked to produce 15% budget reductions for the FRMOWG to consider. Proposals put forward mainly impact upon 2011/12. However, a number will require work to begin in 2011/12 but will not reduce budgets until 2012/13 and beyond. The FRMOWG agreed in this process that at least a 7% reduction of budgets would be required in 2011/12 as a start to make progress on reducing reliance on reserves. There was a strong consensus that it would not be feasible, and would be economically very damaging to Shetland as a whole, to make cuts in the order of £15-17 million in one year, and that a 7% (or £8.4 million) target represented a judicious balance between making progress while not severely disrupting the Shetland economy. It follows from this soundly based approach that there will be a remaining deficit which, insofar as it will not be met by revenue budget cuts, will require to be met either from capital programme cuts or by temporary extra drawings from Reserves (which may be justified in current policy terms by the lower than planned drawings in recent years). This major issue is addressed further in the rest of this report.
- 4.2 So far, the group has recommended £8.0 million of budget reductions to the Council for approval and a further £1.7 million they wish to be further debated. These items are set out in Appendix E.
- 4.3 None of the budget reductions or changes to charging set out in Appendix E is reflected in the tables of this report (other than Table 6, which specifically deals with the reduction proposals) or in the other Appendices as these are suggested reductions on which the Council has yet to take a decision.

5.0 2011/12 Estimates

5.1 Support and Recharged Services

5.1.1 The Support Services ledger comprises the headquarters costs of all Departments of the Council, which are ultimately recharged out to particular services and funds, leaving a zero balance on the Support Services Ledger.

5.1.2 Table 1 below compares the 2011/12 Support Services budgets put forward by the Chief Executive, the Executive Directors and Heads of Service against the 2011/12 no growth projection.

Table 1	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
Support Services			
Employee Costs	21,603	21,693	(89)
Operating Costs	7,014	7,019	(6)
Transfer Payments	(19)	(19)	0
Income	(495)	(494)	(1)
Net Dept Expenditure	28,103	28,199	(96)
Net Recharges	(29,428)	(28,990)	(438)
Capital Financing Costs	1,325	791	534
Total Net Expenditure	0	0	0

5.1.3 The table above shows an increase in the overall net departmental controllable expenditure of £0.096 million. This is mainly on employee costs where there are minor increases and decreases across a number of services.

5.1.4 Table 2 below compares the 2011/12 Recharged budgets put forward by the Executive Directors and Heads of Service against the 2011/12 no growth projection. This covers internal services provided to Ferries, Ports and Schools (cleaning/catering).

Table 2	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
Recharged Services			
Employee Costs	4,495	4,307	188
Operating Costs	9,685	10,490	(805)
Transfer Payments	0	0	0
Income	(1,390)	(1,358)	(32)
Net Dept Expenditure	12,790	13,439	(649)
Net Recharges	(12,790)	(13,439)	649
Capital Financing Costs	0	0	0
Total Net Expenditure	(0)	0	(0)

5.1.5 The overall net departmental controllable expenditure is £0.649 million higher than the no growth projection for 2010/11. This growth is increased fuel costs of £0.638 million plus additional ferry dry-docking

and maintenance costs of £0.176 million. This growth has been offset with reduced employee costs in Port Engineering services flowing from the Ports of the Future project and reduced catering and cleaning staff in line with service requirements.

5.2 General Fund

5.2.1 The table below compares the finalised 2011/12 General Fund budgets put forward by the Chief Executive, Executive Directors and Heads of Service against the 2011/12 no growth projection.

Table 3	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
General Fund			
Employee Costs	68,977	71,355	(2,378)
Operating Costs	34,658	36,637	(1,979)
Transfer Payments	10,599	10,459	139
Income	(19,235)	(19,693)	459
Net Dept Expenditure	94,999	98,758	(3,759)
Net Recharges	26,421	26,884	(463)
Over-Budgeting Adjustment	0	(3,700)	3,700
Late Adjustments (see Table 4)	0	(2,002)	2,002
Capital Financing Costs	6	6	0
Total Net Expenditure	121,426	119,946	1,479
Financed by:			0
Scottish Government Support	(95,020)	(91,594)	(3,426)
Council Tax	(8,036)	(8,036)	0
Trading Contribution	(688)	(827)	139
Council Reserves	(1,000)	(1,000)	0
Total (Surplus)/Deficit	16,682	18,489	(1,807)

5.2.2 It can be seen from Table 3 that the General Fund deficit is £18.5 million if, as is proposed, provision is made to eliminate assumed over-budgeting of the sort which has been a long-standing feature of Council budgets (£3.7 million), and if the late adjustments in budgets of £2.0 million are taken out for separate consideration in Table 4 below. Late adjustments are always a feature of the budget exercise and this year has been further exacerbated with officers working on service reviews and budget cuts as well as producing estimates. The majority of growth is increasing service demands and cost increases. Others are external to the Council and are always the last figures to be finalised, such as the Valuation Joint Board and the Police & Fire requisitions. This deficit figure of £18.5 million was the starting point for the FRMOWG's deliberations.

5.2.3 Part of the deficit relates to the reduced settlement from the Scottish Government where the Scottish Government Revenue Support was £3.4 million less than that budgeted for in 2010/11. However, there was a partial compensatory increase in capital grant of £2.1 million (which will be considered in the necessary further review of the Capital Programme).

To meet the budget deficit will require a combination of increased revenue budget reductions, capital programme reductions or an increase in use of Reserves to balance the budget.

Table 4 Late Adjustments on General Fund (excluded from Table 3)	£000
Executive Services	344
Valuation Joint Board (agreed on 24th January 2011)	313
Income correction	13
Association of Council Community Councils administration grant	18
Education & Social Care Services	1,061
SIC contribution to SRT for Sports and Leisure Provision	200
Probationer teachers	65
Re-opening Papa Stour	87
Class re-sizing requiring teachers and increased operating costs	132
Other educational posts implementation officer/global learning co-ordinator/LSA	47
Additional Support Needs auxiliaries and allowances	40
Pay award of £250 for staff earning less than £21,000	192
Library repair and maintenance	13
Reduced value of Community Care agreement with SCT	59
Social Work mental health officer and administrative posts	65
New Craigielea social care worker	32
Increase in residential and community care hours in various locations	79
Other minor items	50
Infrastructure Services	597
Bus Contracts indexation/fuel increases and increased service demand	337
End of Lease costs for Westside Buses	25
Police & Fire Requisitions	57
Carbon Tax	146
Other minor items	32
TOTAL	2,002

- 5.2.4 The Council will need to consider whether it wishes to approve the late budget proposals of £2.0 million contained in Table 4. These have emerged throughout the deliberations of FRMOWG. Approval of any of these items will obviously worsen the overall budget deficit position.
- 5.2.5 In respect of the Valuation Joint Board (£0.313m) and the Police and Fire Requisitions (£0.057m) the amounts have been accepted by the relevant Joint Boards so there is little that can be done about them at this stage. The other items will need to be debated by the Council with advice from the relevant Budget Responsible Officers as Members see fit.
- 5.2.6 Table 5 below shows the Net Departmental Expenditure in Table 3 analysed by Service Area.

Table 5 General Fund	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
Chief Executive	368	390	(21)
Organisational Development	505	412	93
Legal & Admininstration	219	178	42
Finance	312	463	(151)
Capital Progamme Svs	(19)	(9)	(10)
Economic Development Unit	0	137	(137)
Educ & Social Care Directorate	3,223	3,472	(249)
Community Care	22,297	24,049	(1,752)
Schools	37,100	37,447	(347)
Children's Services	6,411	6,706	(296)
Housing	809	890	(81)
Criminal Justice	23	(6)	29
Train Shetland & Adult Services	505	628	(123)
Environment	8,469	8,628	(159)
Planning	(372)	(413)	41
Roads	5,549	5,596	(48)
Transport	9,600	10,190	(589)
Total Net Dept Expenditure	94,999	98,758	(3,759)

5.2.7 The challenge of absorbing the extra costs of spending pressures (energy cost inflation, service demands, externally imposed burdens, Council spending decisions and reduced Scottish Government income) has not been met by Budget Responsible Officers. In particular, even before the additional late adjustments in Table 4, it can be seen that there is substantial budget growth in Community Care (£1.752 million), Transport (£0.589 million), Schools (£0.347 million) and Children's services (£0.296 million), with a further £0.775 million across other services.

5.2.8 In view of the fact that the Budget Responsible Officers could not meet the target within the budget strategy framework there is a clear political dimension to solving the problem. The FRMOWG developed a set of further budget cut proposals, in conjunction with the Corporate Management Team and Budget Responsible Officers, in order to provide the Council with political direction in tackling the General Fund budget deficit. Those proposals are set out in Appendix E and summarised in Table 6.

Table 6 Proposed Reductions from FRMOWG (Detail in Appendix E)	£000
Recommended to Council For Approval	7,853
Executive	2,686
Education & Social Care	3,262
Infrastructure	1,905
Recommended to Council for Debate	1,687
Executive	12
Education & Social Care	1,146
Infrastructure	528
TOTAL	9,540

- 5.2.9 As far as possible proposals have been put forward which have minimised impacts for users, but to achieve the 7% (£8.4 million) savings target proposed by FRMOWG there can be no doubt that there will be some adverse effect on services, service users, employees and the wider Shetland economy. The scale of the problem makes it impossible to maintain the Council's sustainable financial policy framework without having these adverse effects to some degree.
- 5.2.10 It should also be emphasised that all of the measures identified in Appendix E are budget reductions which will have to be pursued in detail after the setting of the budget. They represent an ongoing programme of work which will be very challenging to implement in some cases. This will require resolve and close collaboration between Councillors and corporate managers to achieve this.
- 5.2.11 It should be noted that the proposals in Appendix E are only part of a solution to set a budget in line with the Council's financial policy framework, so any financial losses from amending these proposals, or accepting any of the late adjustments in Table 4, will have to be met by alternative proposals leading to a financial gain somewhere else. Insofar as that cannot be achieved on General Fund revenue then the Council should look to making reductions on the General Fund capital programme, with any deficit remaining after that to be met by temporary additional drawings on Reserves.
- 5.2.12 The Head of Capital Programming has completed an initial review of the General Fund capital programme for 2011/12 to see what potential there is for making compensatory spending reductions there. His initial review, on which he still needs to confer in detail with the project officers concerned, has identified £10.4 million of potential reductions. It is proposed that after reviewing these with project officers they should be considered by FRMOWG in a process similar to that already conducted for considering revenue budget reductions. This should then be reported to Council in the March 2011 cycle of meetings.
- 5.2.13 The position may therefore be illustrated as follows, with the outcome depending on the mix of proposals the Council finally decides upon:

GENERAL FUND 2011/12	£million
Original Budget Deficit (Table 2)	18.5
Late Adjustments, if all approved (Table 4)	2.0
Recommended Cuts, if all approved (Table 6)	(7.9)
Debated Cuts, if all approved (Table 6)	(1.7)

Remaining Revenue Deficit	10.9
Extra General Capital Grant (5.2.3)	(2.1)
Capital Programme Cuts, if 50% approved (5.2.12)	(5.2)

Additional Draw on Reserves	3.6

5.2.14 To put this into some context, an additional draw of £3.6 million from Reserves in 2011/12 represents 1.4% of the target level of Reserves, and is considerably less than the Council's reductions in drawings in 2009/10 and prospective reductions in drawings in 2010/11. Members may conclude that an outcome of this order represents a sensible balance between the pursuit of necessary budget reductions, the need to avoid destabilising the Shetland economy, and the need to preserve the central plank of the financial policy framework, namely the long term preservation of the Council's Reserves.

5.2.15 The priority for today is to set a Revenue budget for 2011/12, with the decisions on the proposed reductions in Table 6 and the late adjustments in Table 4 being the critical factors. The consequent need to cut the capital programme will be considered in detail in March, as will the detailed consequences of the resultant additional drawing upon Reserves. At the same time, a further report will be presented to review the financial policy framework and to address the technical requirement to reclassify some of what has been treated as capital expenditure as revenue expenditure. Realistically, the remaining local challenges, and the prospect for even tighter financial settlements from Holyrood for 2012/13 and beyond, will mean that strategic financial matters will remain very high on the Council agenda for the foreseeable future.

5.2.16 As part of the Scottish Government settlement, the Government have agreed a Concordat with local government, part of which requires the Council Tax to remain at the same level as in 2007/08. The Convener, in order to meet the date for confirmation, agreed to continue the freeze in Council Tax on behalf of the Council, in line with official advice and all other local authorities in Scotland. Otherwise a more severe financial penalty (amounting to £4.3 million) than the cuts already received would have been incurred.

5.2.17 Due to Scottish Parliamentary elections in May and the uncertain financial future, the Scottish Government has only given a one-year settlement as compared to a more normal 3-year settlement.

5.3 Reserve Fund

- 5.3.1 Table 7 below compares the 2011/12 Reserve Fund budgets put forward by the Chief Executive, Executive Directors and Heads of Service against the 2011/12 no growth projection.

Table 7	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
Reserve Fund			
Employee Costs	877	740	137
Operating Costs	1,810	1,886	(75)
Transfer Payments	5,303	6,155	(852)
Income	(1,056)	(1,122)	66
Net Dept Expenditure	6,935	7,659	(724)
Net Recharges	1,403	1,198	205
Capital Financing Costs	0	3	(3)
Total Net Expenditure	8,338	8,860	(523)

- 5.3.2 The Reserve Fund estimates for 2011/12 are over the no growth projection by £0.523 million. This is due to the inclusion of a one-off budget commitment for the Tall Ships of £0.841 million.

- 5.3.3 It should be recognised that these budgets do not include Reserve Fund loans in 2011/12. These loans are not expenditure as such, but will be recycled via the schedule of loan repayments. This issue has only come into focus as a consequence of the merger of the Council's Economic Development Unit and the Shetland Development Trust. The proposal is that the loan book should be fully excluded from consideration of both the capital and revenue budget processes (in which case there will need to be a separate policy framework developed for the loan book). The only impacts upon the Reserve Fund budgeting process should be the inclusion of loan interest as income and the charging of any loan write offs against the expenditure budget in the year concerned. This framework provides sufficient incentives to lend prudently and to charge appropriate interest rates. The only further issue is for the Council to establish a prudent lending limit for the year, and the proposal on that (based on past lending patterns and predicted demand in 2011/12) is that the 2011/12 lending limit should be set at £2.895 million.

- 5.3.4 Table 8 below sets out the expenditure budgets for 2011/12 by Service in comparison to the no growth projection.

Table 8	2011/12 No Growth Projection £000	2011/12 Budget £000	Variance (Adverse)/ Favourable £000
Reserve Fund			
Organisational Development	341	217	124
Finance	(1,020)	(1,037)	17
Capital Programme Svs	1,007	1,015	(8)
Dir Education & Social Care	2	2	0
Housing	157	157	0
Train Shetland & Adult Services	405	404	1
Environment	250	250	0
Planning	365	310	55
Economic Development	6,831	7,543	(712)
Total Reserve Fund	8,338	8,860	(523)

5.4 2011/12 Charges

5.4.1 The detailed review of charges is contained in Appendix B, and built into the estimates shown in Tables 1, 2 and 3.

5.4.2 Non Domestic Rates

5.4.2.1 The Scottish Government sets this charge and, although it is collected locally, the proceeds are nationally pooled and redistributed on a population basis using the Aggregate External Finance mechanism.

5.4.2.2 Subject to Scottish Parliamentary approval, the indications are that for 2011/12 the rate poundage will be 42.6p (up from the current poundage of 40.7p) with a large business supplement remaining at 0.7p for all subjects with a rateable value above £35,000.

5.4.2.3 The Small Business Bonus Scheme was introduced by the Scottish Government from 1 April 2008. The thresholds increased at the time of the 2010 revaluation and are detailed in Table 9 below.

Table 9	
Thresholds by rateable value (rv) (£)	2011/12 Threshold
100% relief	£10,000
50% relief	£12,000
25% relief	£18,000
Upper limit for cumulative (rv)*	£25,000

***This will allow a business with 2 or more properties with a cumulative rateable value of under £25,000 to qualify for relief at 25%.**

5.4.3 Council Tax

5.4.3.1 The Council agreed to a freeze on Council Tax for 2008/09, 2009/10 and 2010/11 and was compensated with £0.256 million of additional grant support per annum. For 2011/12, the Scottish Government again has requested that Councils freeze the Council Tax and will be compensated by £0.248 million in additional grant support.

5.4.3.2 The Convener, on behalf of the Council, agreed to freeze the Council Tax. Band D Council Tax for 2011/12 will remain at £1,053. This will produce a yield of £8,035,869 to the General Fund, assuming a 95.5% collection rate.

5.4.3.3 Table 10 below shows the 2011/12 Council Tax charges.

Table 10: General Fund - Council Tax in Accordance with Scottish Government Funding 2011/12	
Property Band	Council Tax 2011/12 £
A (0-£27,000) Disabled	585
A (0-£27,000)	702
B (£27,000-£35,000)	819
C (£35,000-£45,000)	936
D (£45,000-£58,000)	1,053
E (£58,000-£80,000)	1,287
F (£80,000-£106,000)	1,521
G (£106,000-£212,000)	1,755
H (£212,000 and over)	2,106

6.0 3 Year Budgets: 2012/13 and 2013/14

- 6.1 Table 11 below summarises the overall position on the General Fund for 2012/13 and 2013/14. This is required by the Scottish Government's nominal three-year budgeting regime.
- 6.2 This has been done by extrapolating figures from the 2011/12 budget exercise.

Table 11 General Fund 2012/13 and 2013/14 Estimates	2012/13 Estimate £000	2013/14 Estimate £000
Employee Costs	71,355	72,069
Operating Costs	36,637	37,003
Transfer Payments	10,459	10,564
Savings to be found	(25,191)	(26,448)
Income	(19,693)	(19,890)
Net Expenditure	73,567	73,298
Net Recharges	26,884	27,153
Net Capital Financing Costs	6	6
General Fund Financing Required	100,457	100,457
Funding Income:		
General Revenue Support	(91,594)	(91,594)
Council Tax	(8,036)	(8,036)
Trading Contribution	(827)	(827)
General Fund Reserves	0	0
BALANCED BUDGET	0	(0)

- 6.3 Table 11 gives an early assessment of the level of spending required to continue to adhere to the Council's current long-term policy on Reserves. No inflation has been applied for 2012/13 and 1% for 2013/14 on expenditure and income budgets. This results in savings required in 2012/13 of £25.1 million and £26.4 million in 2013/14 to meet the policy on use of Reserves. Cuts made in 2011/12, if repeated in future years, will reduce the scale of this enormous challenge. And other proposals under consideration, but which will only start to produce savings in these years, will also have a beneficial effect. Nevertheless, the current service growth trends will have to be addressed. The gap between income and expenditure has to be reduced and ultimately eliminated. The use of Reserves to breach the gap will ultimately jeopardise

the Council's ability to maintain financial policies and fund future capital programmes.

- 6.4 The Chief Executive has already stated that the budget process for 2012/13 will be started as soon as the budget for 2011/12 is agreed. The case for doing so is clear.
- 6.5 It should be emphasised that the financial settlements from the Scottish Government in each of these years may be worse than the no-growth assumptions in Table 11 (the indications are that 3% real cuts may occur in each year, equating to reductions of about £3 million per annum). Given the scale of the problems currently being faced, consideration of that challenge will need to be addressed in the long term financial planning and future budget strategy. Unfortunately this year only a one-year budget was set due to the May Parliamentary elections which provides no real indicator of what settlements are likely in the near future.

7.0 Virements and Contracts

- 7.1 An exemption to section 7.11 of the Council's Financial Regulations is being sought by the Executive Director of Infrastructure Services. As in previous years, the Executive Director of Infrastructure Services seeks the authority to undertake virements greater than the 'de minimis' level on two services. The first exemption requested is to undertake virements between the budgets listed in Appendix C within the limits of the minimum and maximum figures, given there. This is to provide operational flexibility in carrying out road maintenance, and in particular to allow virements between general roads maintenance and winter maintenance cost centres on the basis that the work in these two areas is to some extent mutually exclusive. The second is between the bus contracts within the global figure as set out in Appendix D, in connection with the administration of the contracts by the Council on behalf of the Zetland Transport Partnership.

8.0 Policy and Delegated Authority

- 8.1 There are no delegated powers for the Chief Executive, the Executive Director Infrastructure, the Executive Director Education & Social Care or Heads of Service to determine the level of revenue resources required to provide Council's services. The ultimate decision on approving the revenue estimates lies with the Council.
- 8.2 The decision on setting the Council Tax lies with the Council.
- 8.3 The authority for setting pricing and charging arrangements lies with the Council.
- 8.4 The Council can approve that authority be delegated to the Executive Director of Infrastructure Services to carry out the virements detailed in paragraph 7.1.

9.0 Conclusions

- 9.1 In summary this report sets out the proposed Support Services, Recharged Services, General Fund and Reserve Fund budgets for the Council for the 2011/12 financial year.

- 9.2 A review of charges has also been undertaken and the proposals are detailed in Appendix B.
- 9.3 In considering the budget proposals for 2011/12 members should pay special attention to the further measures necessary to arrive at a budget in line with the Council's financial policy framework. In particular the Council will need to consider the savings proposals agreed at the Financial Resources Member Officer Working Group on 24 January 2011 (see Appendix E and Table 6) for consideration by the Council.
- 9.4 The Support Services budgets for 2011/12 are £0.096 million over the no growth projection.
- 9.5 The Recharged Ledger budgets for 2011/12 are over the budget strategy by £0.649 million, due mainly to fuel cost pressures. These costs fall upon the General Fund and should be tackled in the context of the circumstances of those funds.
- 9.6 The Reserve Fund budgets for 2011/12 are £0.523 million over the no growth projection due to the inclusion of the commitment to fund Tall Ships.
- 9.7 The central finding of this report is that in order to tackle the prospective General Fund revenue budget deficit for 2011/12 (£18.5 million, Table 3) it will require the Council to critically review the late budget adjustments (£2.0 million, Table 4), approve a large proportion of the reduction proposals (£9.5 million, Table 6 and Appendix E), plus reduce the capital programme and/or increase the use of reserves (5.2.12 to 5.2.14). The implementation of this demanding package of measures will require vigilance from both Councillors and Officers throughout the Council. It will also require an initial report to the March cycle of meetings to review the consequences of today's decisions for the capital programme and the financial strategy and policy framework.

10.0 Recommendations

10.1 I recommend that Council:-

- a) Consider and approve the 2011/12 estimates as detailed in Tables 1, 2, 3 and 7, subject to approval of the late adjustments (£2.0 million, Table 4) and subject to approval of the packages of budget reductions (£9.5 million, Table 6 and Appendix E) and agree the balancing of the General Fund budget by applying a mix of capital programme reductions and additional contributions from Reserves (to be agreed in detail at the March 2011 Council meeting);
- b) instruct the Corporate Management Team to monitor budgets versus actuals and the implementation of the budget cuts proposals to ensure that the Council's key financial objectives are achieved;
- c) consider and agree the review of charges contained in Appendix B (subject to the approval of the charging options chosen from Appendix E);
- d) note the Non-Domestic Rates as indicated by the Scottish Government in paragraph 5.4.2;

- e) agree to freeze the Council Tax charges in line with the Concordat between the Council and the Scottish Government at the 2007/08 level as set out in Table 10;
- f) consider and note the 2012/13 and 2013/14 summary financial projections set out in Table 11;
- g) confirm the continued delegation to the Executive Director of Infrastructure Services the authority to undertake virements greater than the “de minimis” level within the limits of the minimum and maximum values given in Appendix C;
- h) consider and agree the bus contract estimates contained in Appendix D, and the letting of any of the individual contracts as shown, within that global figure, in connection with the administration of the contracts by the Council on behalf of the Zetland Transport Partnership;
- i) subject to consideration of the above recommendations the Formal Resolutions set out in Appendix A should be adopted and agreed;

Date: 3 February 2011

Report No: F-004-F

Shetland Islands Council – Revenue Estimates 2011/12**The Formal Resolutions Required****Recommendation**

It is recommended that to provide for the expenses foreseen in the Revenue Estimates for 2011/12, the Council RESOLVE THAT:-

- 1 they IMPOSE and LEVY the following assessments for the period from 1 April 2011 to 31 March 2012.
 - (i) **RATES**
 - (a) **THE SHETLAND ISLANDS COUNCIL DO DECERN AND ORDAIN** the whole occupiers in Shetland Islands liable for the aforesaid assessments, to make payment thereof to the Head of Finance, either by ten instalments, as near equal amounts as practicable, the first on or before 1 May 2011 and at monthly intervals thereafter, or in a single payment on or before 30 September 2011.
 - (ii) **COUNCIL TAX**
 - (a) **Council Tax:** Council Tax of £1,053.00 – Band D equivalent, on all chargeable dwellings in Shetland and to be paid by the persons liable therefor under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994.
 - (b) **THE SHETLAND ISLANDS COUNCIL DO DECERN AND ORDAIN** the persons liable as described in the Local Government Finance Act 1992, in respect of chargeable dwellings referred to in paragraph (ii) (a) for the aforesaid assessments to make payment thereof to the Head of Finance, either by 10 monthly instalments, as near equal in amount as practicable, the first on or before 1 April 2011 and at intervals thereafter, or in a single payment before 1 June 2011.
- 2
 - (a) The Council adopt the following regulations with regard to the lodging and hearing of appeals against rates, in terms of Section 283 of the Local Government (Scotland) Act 1947, viz:
 - (b) persons complaining that they have been improperly charged, must lodge their appeals with the Head of Finance not later than 28 days after receipt of a rates demand note and these appeals will be heard by Council on a date to be notified to appellants. Appellants may appeal personally in support of their appeals or be represented by an agent.
 - (c) no appeal against the valuation entered in the valuation roll is competent.
- 3 The de minimis sum (used to establish whether expenditure of a capital nature should be charged to capital or revenue) for the year commencing 1 April 2011 should be set equal to £10,000.
- 4 To provide the necessary financing supplementary income from taxes, charges and grants, the Head of Finance be authorised to ask the Bank of Scotland, Lerwick Branch to advance by way of overdraft, if and when necessary, a sum not exceeding £800,000.

REVIEW OF CHARGES - CORPORATE CHARGES FOR ALL DEPARTMENTS

TOWN HALL CHARGES	2010/11 Charge £	2011/12 Charge £	Variance %	Vatable (Y/N)
Photocopying:				
Black & White (Single Sided)	n/a	0.10	n/a	Y
Black & White (Double Sided)	n/a	0.12	n/a	Y
Colour (Single Sided)	n/a	0.15	n/a	Y
Colour (Double Sided)	n/a	0.20	n/a	Y

REVIEW OF CHARGES - EXECUTIVE OFFICE

TOWN HALL CHARGES	2010/11 Charge £	2011/12 Charge £	Variance %	Vatable (Y/N)
Weddings	34.50	40.00	15.94	N
Miscellaneous Functions (to 5pm)	15.50	18.00	16.13	N
Miscellaneous Functions (after 5pm)	22.00	25.00	13.64	N
Time after 1am	64.50	70.00	8.53	N
Preparation after 5pm	21.00	24.00	14.29	N

REVIEW OF CHARGES - LEGAL & ADMIN SERVICES

	2010/11 Charge £	2011/12 Charge £	Variance %	Vatable (Y/N)
PROPERTY ENQUIRY CERTIFICATES	95.00	100.00	5.3	N
CIVIL MARRIAGES - LERWICK REGISTRATION OFFICE				
Approved Places – Licensing Scheme				
Application for 3 year licence	190.00	195.00	2.6	N
Application for 1 day licence	190.00	195.00	2.6	N
Marriage Room, County Buildings (Maximum no. 25)				
<i>4 to 25 guests - Monday to Friday – 10 a.m. to 4 p.m.</i>				
Accommodation and Booking Fee	29.00	30.00	3.4	N
<i>up to 25 guests - Outwith Normal Office Hours</i>				
Accommodation and Booking Fee	56.00	58.00	3.6	N
Registration Office – All Districts, except Lerwick - 4+ guests				
Accommodation and Booking Fee	29.00	30.00	3.4	N
Approved Places - All Districts				
Administration and Booking Fee	112.00	115.00	2.7	N
<i>All booking fees include a £10 non-refundable fee</i>				
LICENSING (Scotland) Act 2005 (New)				
(Charges below are determined by Fees Regulations or the Licensing Board)				
Application Type				
Initial Premises Application Fee				
Category 1	200.00	200.00	0	N
Category 2	800.00	800.00	0	N
Category 3	1,100.00	1,100.00	0	N
Category 4	1,300.00	1,300.00	0	N
Category 5	1,700.00	1,700.00	0	N
Category 6	2,000.00	2,000.00	0	N
Annual Premises Licence Fee				
Category 1	180.00	180.00	0	N
Category 2	220.00	220.00	0	N
Category 3	280.00	280.00	0	N
Category 4	500.00	500.00	0	N
Category 5	700.00	700.00	0	N
Category 6	900.00	900.00	0	N
Vary Premises Licence 29(1) Substitution of manager	31.00	31.00	0	N
Vary Premises Licence 29(1) minor	20.00	20.00	0	N
Vary Premises Licence 29(1) other	50.00	50.00	0	N
Xfr by Licence Holder 33(1) with variation	75.00	75.00	0	N
Xfr by Licence Holder 33(1) with no variation	50.00	50.00	0	N
Xfr by another person 34(1) with variation	75.00	75.00	0	N
Xfr by another person 34(1) with no variation	50.00	50.00	0	N
Temporary Premises Licence 47(2)	75.00	75.00	0	N
Occasional Licence 56(1)	10.00	10.00	0	N
Extended Hours 68(1)	10.00	10.00	0	N
Personal Licence 72(1)	50.00	50.00	0	N
Replacement Personal Licence 92(1)	10.00	10.00	0	N

REVIEW OF CHARGES - COMMUNITY CARE SERVICES

	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
Social Work Establishments				
Permanent Residents - All Establishments				
- single room per week (i)(ii)	984	1082	10.0	N
Temporary Residents - All Establishments				
- single room per week (iii)	205	218	6.3	N
Financial Assessment for Temporary Residential Care				
Disregarded Home Commitments Allowances:				
- Person Living Alone	34	35	3.2	N
- Person Sharing a Home	22	23	3.2	N
- Sheltered Housing Tenant Living Alone	22	23	3.2	N
- Sheltered Housing Tenant Sharing a Home	17	18	3.5	N
Stocketgaet and Sea View Living Expenses (iv)				
- Stocketgaet	68.11	71.34	4.7	N
- Seaview	91.42	90.49	-1.0	N
Independent Living Project				
Charges for Communal Facilities per week				
- Rudda Park	15	15	0.0	N
- Arheim	15	15	0.0	N
Transition Experience Flat per night	11	11	0.0	N
Day Care Meal Charges per meal				
- Breakfast	1.60	1.70	6.3	N
- Main meal	2.70	2.85	5.6	N
- Tea / Light Meal	1.30	1.40	7.7	N
- Supper/Snack	1.30	1.40	7.7	N
Meals on Wheels - per meal	2.70	2.85	5.6	EXEMPT
Social Work Premises				
Hourly room hire rate	8.00	8.50	6.3	N
There will be an additional charge for tea/coffee/biscuits.				

Notes:

- (i) Residential Charges are subject to legislation and the method of calculation is based on the full economic cost including capital charges. The Council's Equalisation of Charges policy and the subsidy from Shetland Charitable Trust to support the Rural Care Model in Shetland means that the full charge for a care place in any of the Council run care homes will be £1,082 per week and that anyone assessed as able to pay the full charge will be entitled to the national Free Personal Care payment of £159 per week so the net charge would be £923 per week.
- (ii) From 11 April 2011, those residents in permanent care with savings/assets of over £23,000 (estimated) are responsible for meeting the full weekly cost of their care.
- (iii) The temporary residents' charge is based on the maximum income available from DWP benefits
- (iv) Stocketgaet and Sea View living expenses are charged to the tenants. The Social Work Service then pays the bills in accordance with the principles outlined in Part 4 of the Adults with Incapacity (Scotland) Act 2000 due to the disabilities of the tenants. (Note that Part 4 does not, at present, apply to those in Supported Accommodation, but we are using it as a guide to best practice).

REVIEW OF CHARGES - COMMUNITY CARE SERVICES

2011/12 PRICING ARRANGEMENTS FOR INDEPENDENT SECTOR PROVIDERS

Crossreach	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
Negotiated price inclusive of enhancements for all client groups	795	818	2.9	N

Mainland Placements	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
Negotiated price will be on an individual basis in line with COSLA's benchmark figures.	Negotiable	Negotiable	n/a	N

DIRECT PAYMENT RATES - COMMUNITY CARE SERVICES

SERVICE	2010/11 Direct Payments Rate Payable £	2011/12 Direct Payments Rate Payable £	VARIANCE %	Vatable (Y/N)
Personal Care per hour	16	16	0.4	N
Domestic Tasks per hour (including Laundry and Meal preparation)	11	11	0.7	N
Day Care per day – All age groups	57	57	0.0	N
Residential Short Breaks per week	503	503	0.0	N
Short Breaks at Home per hour (e.g. Crossroads)	10	10	0.0	N

Notes:

1. All figures are gross and amounts payable would be net of any charges that apply. If a service user opts for Direct Payments and subsequently purchases the service from the Local Authority the charge would be equal to the Direct Payment rate.
2. Calculation of Direct Payment rates for other services would be done as required to meet the agreed care plan following an individual assessment of need.
3. An additional payment would be agreed on an individual basis with service users to cover training needs e.g. moving and handling for Personal Care Assistants. Training would also be made available through Social Work.

REVIEW OF CHARGES - HOUSING SERVICES

Type of Charge - Per Week	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>Homeless Persons</u>				
99 St Olaf Street:				
- Room 1 - Occupancy Charge	41.00	42.65	4.01	N
- Room 2 - Occupancy Charge	41.00	42.65	4.01	N
- Room 3 - Occupancy Charge	41.00	42.65	4.01	N
- Furniture Charge	6.32	6.55	3.57	N
- Electricity Charge	13.97	15.15	8.42	N
- Service Charge	n/a	13.30	n/a	N
Total Charge	61.30	77.65	26.67	
101 St Olaf Street:				
- Flat 1 (2 Apt) - Occupancy Charge	54.93	57.10	3.96	N
- Flat 2 (2 Apt) - Occupancy Charge	54.93	57.10	3.96	N
- Furniture Charge	10.25	10.65	3.89	N
- Electricity Charge	13.97	n/a	-100.00	N
- Service Charge	n/a	6.65	n/a	N
Total Charge	79.15	74.40	-6.00	
101 St Olaf Street:				
- Flat 3, Room 1 - Occupancy Charge	81.91	42.65	-47.93	N
- Flat 3, Room 2 - Occupancy Charge	n/a	42.65	n/a	N
- Furniture Charge	17.90	6.55	-63.41	N
- Electricity Charge	17.90	15.15	-15.37	N
- Service Charge	n/a	6.65	n/a	N
Total Charge	117.71	113.65	-3.45	
89 St Olaf Street				
- Room 5 - Occupancy Charge	n/a	57.00	n/a	N
- Furniture Charge	n/a	10.65	n/a	N
- Electricity Charge	n/a	15.15	n/a	N
- Service Charge	n/a	13.30	n/a	N
Total Charge		96.10		
Burgh Road:				
- Rooms 1 to 8 - Occupancy Charge	41.00	42.65	4.01	N
- Furniture Charge	6.32	6.55	3.57	N
- Electricity Charge	13.97	15.15	8.42	N
- Service Charge	12.39	13.30	7.32	N
Total Charge	73.70	77.65	5.37	
12a North Road				
-Flats 1 to 8 - Occupancy Charge	18.55	19.30	4.12	N
-Furniture Charge	6.30	6.55	5.65	N
-Service Charge	13.30	13.30	1.92	N
-Electricity in communal areas	3.90	4.25	11.84	N
Total Charge	42.05	43.40	23.52	
Shared Properties				
- 3 Apt / 2 units - Occupancy Charge	n/a	34.70	n/a	N
- Furniture Charge	n/a	6.55	n/a	N
- Electricity Charge	n/a	15.15	n/a	N
Total Charge		56.40		
Shared Properties				
- 4 Apt / 2 units - Occupancy Charge	n/a	42.65	n/a	N
- Furniture Charge	n/a	6.55	n/a	N
- Electricity Charge	n/a	15.15	n/a	N
Total Charge		64.35		
Shared Properties				
- 4 Apt / 3 units - Occupancy Charge	n/a	27.85	n/a	N
- Furniture Charge	n/a	6.55	n/a	N
- Electricity Charge	n/a	15.15	n/a	N
Total Charge		49.55		
Shared Properties Service Charge if applicable	n/a	13.30	n/a	N
Communal Electricity charge if applicable	n/a	4.25	n/a	N

REVIEW OF CHARGES - HOUSING SERVICES

Type of Charge - Per Week	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
General Needs Stock Used for Homeless Persons:				
- 1 Apt - Occupancy Charge	41.00	42.65	4.01	N
- 2 Apt - Occupancy Charge	54.90	57.10	4.01	N
- 3 Apt - Occupancy Charge	68.10	70.85	4.04	N
- 4 Apt - Occupancy Charge	81.90	85.20	4.03	N
Lerwick Chalets - Homeless Lets:				
- 2 Apt - Occupancy Charge	26.65	27.20	2.06	N
- 3 Apt - Occupancy Charge	34.05	35.40	3.96	N
Landward Chalets - Homeless Lets:				
- 2 Apt - Occupancy Charge	23.15	24.05	3.87	N
- 3 Apt - Occupancy Charge	29.70	30.90	4.04	N
- 4 Apt - Occupancy Charge	36.25	37.70	4.00	N
- 5 Apt - Occupancy Charge	41.35	43.00	3.99	N
Homeless Persons - General Needs Stock & Chalets:				
- Carpets and curtains (per bedroom)	2.00	2.10	5.00	N
- Fully furnished - sole occupancy				
2 Apt	4.55	4.75	4.40	N
3 Apt	6.30	6.55	3.97	N
4 Apt	8.30	8.65	4.22	N
- Fully furnished - shared units/1 Apt	2.55	2.65	3.92	N
- Part furnished - 2 Apt	2.00	n/a	-100.00	N
3 Apt	3.85	n/a	-100.00	N
4 Apt	5.70	n/a	-100.00	N
- White goods - sole occupancy	3.95	4.10	3.80	N
- White goods - shared units/1 Apt	2.00	2.10	5.00	N
- Additional Special Furnishings Charges	6.00	6.25	4.17	N
-B&B Accommodation				
- Adult aged 16 or over	81.50	84.75	3.99	N
- Child under 16	45.50	47.30	3.96	N
Storage Charges - per week (storage of prperty in Gremista store)	n/a	5.00	n/a	N
In the event that larger properties are utilised as temporary accommodation, then the same formula as that used to calculate the rent levels will be used to calculate the charge applicable.				

REVIEW OF CHARGES - HOUSING SERVICES

Type of Charge - Per Week	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>Caravan Site/Pitch Rents</u>				
Per Week				
-Hoofields (for private lets and homeless persons)	10.65	11.10	4.23	N
-Other (for private lets and homeless persons)	7.05	7.35	4.26	N
<u>Sheltered Housing Heating</u>				
Per Week				
-1 Apt	10.46	10.90	4.21	N
-2 Apt	13.85	14.45	4.33	N
-3 Apt	16.65	17.35	4.20	N
-4 Apt	19.30	20.10	4.15	N
<u>Oil Heating Charge for General Needs Tenants</u>				
<u>Non Trad let in Sheltered OPD Block</u>				
Per Week				
-1 Apt	15.30	15.90	3.92	N
-2 Apt	21.60	22.45	3.94	N
-3 Apt	24.75	25.75	4.04	N
<u>Economic Rents</u> Such houses and shops are on leases with fixed rental subject to review by the District Valuer/ Estates Management section at regular intervals <u>Mainland Recruited SIC Staff Properties</u> Such houses are subject to normal HRA General Needs rents with a 25% addition				

REVIEW OF CHARGES - SPORTS & LEISURE SERVICES
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			2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>GRJ3107 - Parks General - Jubilee Flower Park</u>						
<u>Tennis</u>	Hire of Court (per hour per player)	Juveniles/OAP's	1.35	1.45	7.4	Y
		Adults	2.40	2.55	6.2	Y
	Hire of Tennis Racquets (per hour)	Juveniles/OAP's	1.35	1.45	7.4	Y
		Adults	2.40	2.55	6.2	Y
	Hire of Three Tennis Balls (per hour)	Juveniles/OAP's	1.20	1.30	8.3	Y
		Adults	1.20	1.30	8.3	Y
	Court Hire to Clubs per hour	Juveniles/OAP's	6.75	7.25	7.4	Y
		Adults	14.25	15.50	8.8	Y
<u>Putting</u>	Charge for 18 Holes	Juveniles/OAP's	1.30	1.40	7.7	Y
		Adults	1.65	1.80	9.1	Y
<u>Draughts</u>	Draughts per hour	Juveniles/OAP's	1.20	1.30	8.3	Y
		Adults	1.55	1.70	9.7	Y
<u>Bowling</u>	Charge per Rink per Player per hour	Juveniles/OAP's	1.55	1.70	9.7	Y
		Adults	2.35	2.60	10.6	Y
	Hire of Bowls per hour	Juveniles/OAP's	1.20	1.35	12.5	Y
		Adults	1.55	1.75	12.9	Y
	Hire of Shoes per hour	Juveniles/OAP's	1.20	1.35	12.5	Y
		Adults	1.20	1.35	12.5	Y
	Seasonal Hire of Green to Bowling Club (Excluding use of bowls and Shoes) Per Member	Under 16 Yrs	9.25	11.00	18.9	Y
		Adults	17.20	20.00	16.3	Y
	Hire of Kitchen and Viewing Area	Juveniles	3.45	3.70	7.2	EXEMPT
		Adults	3.45	4.50	30.4	EXEMPT
<u>GRJ3107 - Parks General - Gilbertson Park Games Hall</u>						
	Hire of Gilbertson Park (For Sporting Use)	Juveniles/OAP's	8.22	9.00	9.5	Y
		Adults	16.44	18.00	9.5	Y
	Hire of Gilbertson Park (For General Use)	Juveniles/OAP's	6.85	7.50	9.5	N
		Adults	13.70	15.00	9.5	N
	Hire of Gilbertson Park - Block Booking (10 or more)	Juveniles/OAP's	6.85	7.50	9.5	EXEMPT
		Adults	13.70	15.00	9.5	EXEMPT
	Hire of Kitchen Facilities (Per Hour)	Juveniles	2.40	3.00	25.0	EXEMPT
		Adults	4.20	4.50	7.1	EXEMPT
<u>GRJ3130 - Sandwick JHS Games Hall - Hire of Games Hall and Courts</u>		Proposed prices are the same as Shetland Recreational Trust facilities for 2011/12			Y	
<u>GRJ3131 - Scalloway JHS Games Hall - Hire of Games Hall and Courts</u>		Proposed prices are the same as Shetland Recreational Trust facilities for 2011/12			Y	
<u>Misc</u>	Minibus Hire Charge per Mile		0.85	0.90	5.9	Y
	Mileage Subsidy (we reimburse groups for their mileage)		-	0.30	n/a	N

GRJ 3101 - ISLESBURGH		2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	INCLUSIVE OF VAT
Room Hire Charges for Islesburgh Complex					
Voluntary Organisations	Meetings and Activities - Session	12.85	13.50	5.1	EXEMPT
	Meetings and Activities - Extra hours after 11pm	4.75	5.00	5.3	EXEMPT
	Social Functions - Session	30.50	32.00	4.9	EXEMPT
	Social Functions - Extra hours after 11pm	12.85	13.50	5.1	EXEMPT
	Room 16 Meetings and Activities - Session	30.50	32.00	4.9	EXEMPT
	Room 16 Meetings and Activities - Extra hours after 11pm	12.85	13.50	5.1	EXEMPT
	Room 16 Social Functions - Session	64.25	68.00	5.8	EXEMPT
	Room 16 Social Functions - Extra hours after 11pm	23.50	25.00	6.4	EXEMPT
	Radio Room and Room 13 (2 hours) - Session	6.50	7.00	7.7	EXEMPT
	Radio Room and Room 13 (2 hours) - Extra hours after 11pm	4.75	5.00	5.3	EXEMPT
Family Use	Children Parties - Session	25.75	27.00	4.9	EXEMPT
	Social Function - Session	25.75	27.00	4.9	EXEMPT
	Social Function - Extra hours after 11pm	12.85	13.50	5.1	EXEMPT
	Room 16 Children's Parties - Session	37.50	40.00	6.7	EXEMPT
	Room 16 Social Function - Session	70.50	74.00	5.0	EXEMPT
	Room 16 Social Function - Extra hours after 11pm	29.50	31.00	5.1	EXEMPT
	Radio Room and Room 13 (2 hours)	12.95	13.50	4.2	EXEMPT
	Radio Room and Room 13- Extra hours after 11pm	12.85	13.50	5.1	EXEMPT
Public Sector Organisations	Meetings and Activities - Session	32.20	34.00	5.6	EXEMPT
	Meetings and Activities - Extra hours after 11pm	12.90	13.50	4.7	EXEMPT
	Social Functions - Session	64.10	67.00	4.5	EXEMPT
	Social Functions - Extra hours after 11pm	32.10	34.00	5.9	EXEMPT
	Room 16 Meetings and Activities - Session	52.50	55.00	4.8	EXEMPT
	Room 16 Meetings and Activities - Extra hours after 11pm	34.75	36.50	5.0	EXEMPT
	Room 16 Social Functions - Session	117.00	123.00	5.1	EXEMPT
	Room 16 Social Functions - Extra hours after 11pm	41.00	43.00	4.9	EXEMPT
	Radio Room and Room 13 (2 hours) - Session	16.10	17.00	5.6	EXEMPT
	Radio Room and Room 13 (2 hours) - Extra hours after 11pm	12.90	13.50	4.7	EXEMPT
Commercial Sector Bookings	Meetings and Activities - Session	40.00	42.00	5.0	EXEMPT
	Meetings and Activities - Extra hours after 11pm	18.25	19.25	5.5	EXEMPT
	Social Functions - Session	74.00	78.00	5.4	EXEMPT
	Social Functions - Extra hours after 11pm	37.30	39.50	5.9	EXEMPT
	Room 16 Meetings and Activities - Session	92.50	98.00	5.9	EXEMPT
	Room 16 Meetings and Activities - Extra hours after 11pm	36.25	38.00	4.8	EXEMPT
	Room 16 Social Functions - Session	126.50	134.00	5.9	EXEMPT
	Room 16 Social Functions - Extra hours after 11pm	42.00	44.00	4.8	EXEMPT
	Radio Room and Room 13 (2 hours) - Session	20.00	21.00	5.0	EXEMPT
	Radio Room and Room 13 (2 hours) - Extra hours after 11pm	18.15	19.25	6.1	EXEMPT
Room Hire Notes					
1. Sessions last for a period of up to 4 hours e.g.: Morning 9.00 a.m. – 1.00 p.m., Afternoon 2.00 p.m. – 6.00 p.m., Evening 6.30 p.m. – 10.30p.m. 2. The Radio Room and Room 13 can be booked on a two hourly basis for meetings. These times are set as follows:- 9am—11am, 11am—1pm, 2-4pm, 4-6pm, 6.30-8.30pm, 8.30-10.30pm. If either of these rooms are required outside the hours printed above the charge will revert to a normal four hour session rate. 3. A 10% discount is available for block bookings of 10 room hires or more. 4. A 20% discount is available for large scale events which exclusively occupy the first floor or more of Islesburgh Community Centre. 5. A 50% concession in charges is available to Senior Citizens Groups, Under 18 Groups, and Additional Support Needs Groups. 6. Eligibility to receive 50% concession is based on an organisation's purpose and/or their target membership falling within one of the above categories. 7. These reductions apply to voluntary sector room bookings only, not catering or equipment hire. 8. Voluntary sector groups in receipt of the 50% reduction on room hires will not be eligible for an additional 10%/20% reduction. 9. Organisations wishing to make block bookings for a specific room must submit their application by 30th June each year for bookings during the period 1st January – 31st December the following year. 10. Block bookings will be confirmed by 31st July for booking during the period 1st January – 31st December the following year. 11. Bookings for large scale events can be made at any time up to 2 years in advance of the start of the year. 12. Room bookings for one-off meetings or activities can be made at any time up to one year in advance. 13. Bookings requiring a set-up period will be charged the applicable room hire rate for this period. 14. Cancellations of room bookings must be confirmed at least five days in advance or the full charge is payable. 15. Cancellation of large scale events must be confirmed at least one month in advance or 25% of the full charge is payable. 16. All late night functions ending at midnight or later will incur an additional hours charge for guest departure and clearing up.					
Shetland Box Office	Cost per ticket sold through the Shetland Box Office (new category)	0.10	2% or 0.10		

<u>Video Edit Facility</u>	<p>People using the video edit suites are required to have completed the training course, for which the fee is £16.00 *.</p> <p>Individual - per session* or for 3 sessions booked at one time* Commercial Users - per session* Other, Non -Commercial Users - per session*</p>	<p>9.50 24.75 158.00 82.00</p>	<p>10.00 26.00 165.00 86.00</p>	<p>5.3 5.1 4.4 4.9</p>	<p>Y Y Y Y</p>																																																
<u>Catering</u>	<p>Use of kitchen and associated facilities for activities/functions within the Centre/House will be charged according to number catered for.</p> <p>Additional to room booking - Under 50 people Additional to room booking - 51-100 people Additional to room booking - over 100 people Kitchen hire only - Under 50 people Kitchen hire only - 51-100 people Kitchen hire only - over 100 people</p>	<p>19.00 24.75 38.00 - - -</p>	<p>20.00 26.00 40.00 24.00 31.20 48.00</p>	<p>5.3 5.1 5.3 n/a n/a n/a</p>	<p>EXEMPT EXEMPT EXEMPT Y Y Y</p>																																																
HOSTEL ACCOMMODATION		2011/12 CHARGE £	2012/13 CHARGE £	VARIANCE %	INCLUSIVE OF VAT																																																
<p>Islesburgh House operates as Lerwick Youth Hostel from 1st April to 30th September each year and is affiliated to the Scottish Youth Hostel Association.</p> <p><u>Overnight Charges</u></p> <table> <tr> <td>Junior (5-15 yrs)</td> <td>Per Night</td> <td>13.75</td> <td>£ 14.00</td> <td>1.8</td> <td>Y</td> </tr> <tr> <td>Young Adult (16 to 17 yrs)</td> <td>Per Night</td> <td>16.80</td> <td>£ 17.00</td> <td>1.2</td> <td>Y</td> </tr> <tr> <td>Senior (18 yrs & over)</td> <td>Per Night</td> <td>16.80</td> <td>£ 17.00</td> <td>1.2</td> <td>Y</td> </tr> <tr> <td>Exclusive Use Room (2 bed)</td> <td>Per Night</td> <td>33.00</td> <td>£ 34.00</td> <td>3.0</td> <td>Y</td> </tr> <tr> <td>Exclusive Use Room (4 bed)</td> <td>Per Night</td> <td>50.00</td> <td>£ 52.00</td> <td>4.0</td> <td>Y</td> </tr> <tr> <td>Exclusive Use Family Room (4 bed)</td> <td>Per Night</td> <td>50.00</td> <td>£ 52.00</td> <td>4.0</td> <td>Y</td> </tr> <tr> <td>Exclusive Room (6 bed)</td> <td>Per Night</td> <td>75.00</td> <td>£ 78.00</td> <td>4.0</td> <td>Y</td> </tr> <tr> <td>Exclusive Use Family Room (6 bed)</td> <td>Per Night</td> <td>75.00</td> <td>£ 78.00</td> <td>4.0</td> <td>Y</td> </tr> </table> <p>Please note that charges for the Hostel are set a year in advance so that prices can be advertised for the year ahead, and early bookings taken.</p> <p><u>Winter Use</u></p> <p>Over the winter, Islesburgh House provides residential accommodation to Youth, Community and school groups. Minimum charge is 10 bednights including the leader. The Hostel is not available between 20th December and 10 January each year.</p> <p><u>Accommodation</u></p> <p>Lerwick Youth Hostel provides self-catering accommodation. Dormitories vary in size from 2 to 12 beds. Exclusive/Family rooms are available. The Hostel is non-smoking and open to Hostel residents from 0700-2345 daily.</p>					Junior (5-15 yrs)	Per Night	13.75	£ 14.00	1.8	Y	Young Adult (16 to 17 yrs)	Per Night	16.80	£ 17.00	1.2	Y	Senior (18 yrs & over)	Per Night	16.80	£ 17.00	1.2	Y	Exclusive Use Room (2 bed)	Per Night	33.00	£ 34.00	3.0	Y	Exclusive Use Room (4 bed)	Per Night	50.00	£ 52.00	4.0	Y	Exclusive Use Family Room (4 bed)	Per Night	50.00	£ 52.00	4.0	Y	Exclusive Room (6 bed)	Per Night	75.00	£ 78.00	4.0	Y	Exclusive Use Family Room (6 bed)	Per Night	75.00	£ 78.00	4.0	Y	
Junior (5-15 yrs)	Per Night	13.75	£ 14.00	1.8	Y																																																
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REVIEW OF CHARGES - LIFE LONG LEARNING SERVICES
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		2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>Evening Classes</u>					
<u>Misc</u>	Certificate - Under 18 (40 hours)	40.00	44.00	10	N
	Certificate - Over 18 (40 hours)	80.00	88.00	10	N
	Certificate - Over 60 (40 hours)	40.00	44.00	10	N
	Non-Certificate - Under 18 (20 hours)	20.00	22.00	10	N
	Non-Certificate - Under 18 (40 hours)	40.00	44.00	10	N
	Non-Certificate - Over 60 (20 hours)	20.00	22.00	10	N
	Non-Certificate - Over 60 (40 hours)	40.00	44.00	10	N
	Non-Certificate - Over 18 (20 hours)	40.00	44.00	10	N
	Non-Certificate - Over 18 (40 hours)	80.00	88.00	10	N

Notes

Persons on benefits may be eligible for a fee waiver.

REVIEW OF CHARGES - SCHOOLS SERVICES

	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>School Meals</u>				
Per Meal				
- primary pupils (increase effective from 1 August 2011)	1.80	1.90	5.6	EXEMPT
- secondary pupils (increase effective from 1 August 2011)	1.90	2.00	5.3	EXEMPT
- visitors	3.50	3.70	5.7	Y
<u>School Milk</u>				
Per Week				
- pupil	0.50	0.75	50.0	N
<u>Nursery</u>				
Bells Brae Additional Session	4.00	4.00	0.0	N
Mossbank per hour	2.00	2.20	10.0	N
<u>Instrumental Instruction</u>				
Per Annum	140.00	140.00	0.0	EXEMPT
<u>School Lettings</u>				
Per Hour				
- classroom	12.00	15.00	25.0	EXEMPT
- large meeting (e.g. school hall/gym hall)	20.00	25.00	25.0	EXEMPT
- dramatic performance	35.00	40.00	14.3	EXEMPT
Per Function				
- school hall	180.00	200.00	11.1	EXEMPT
- school hall plus large* school kitchen	240.00	250.00	4.2	EXEMPT
- school hall plus small** school kitchen	210.00	220.00	4.8	EXEMPT
- Up Helly Aa (including kitchen)	360.00	400.00	11.1	EXEMPT
Tea/Coffee Facilities (e.g. for meetings)				
- large school kitchen	60.00	70.00	16.7	Y
- small school kitchen	30.00	40.00	33.3	Y
<u>Sporting Activities Only</u>				
Anderson High School				
- Games Hall Over 18s	20.10	22.50	11.9	Y
- Games Hall Under 18s	10.05	11.25	11.9	Y
- 1 Court Gym Hall Over 18s	6.70	7.50	11.9	Y
- 1 Court Gym Hall Under 18s	3.35	3.75	11.9	Y
- Multipurpose Sports Area Over 18s	13.00	17.55	35.0	Y
- Multipurpose Sports Area Under 18s	6.50	8.80	35.4	Y
All other schools				
- Whole Games Hall Over 18s (eg Football, Netball, Volleyball)	20.10	22.50	11.9	Y
- Whole Games Hall Under 18s (eg Football, Netball, Volleyball)	10.05	11.25	11.9	Y
- Hire per Court in Games Hall Over 18s (eg Badminton, Table Tennis, Short Tennis)	6.70	7.50	11.9	Y
- Hire per Court in Games Hall Under 18s (eg Badminton, Table Tennis, Short Tennis)	3.35	3.75	11.9	Y
- 1 Court Gym Hall Over 18s	6.70	7.50	11.9	Y
- 1 Court Gym Hall Under 18s	3.35	3.75	11.9	Y
- Multipurpose Sports Area Over 18s	13.00	17.55	35.0	Y
- Multipurpose Sports Area Under 18s	6.50	8.80	35.4	Y
All schools				
- Multicourt Area	12.00	14.00	16.7	Y
Equipment				
- Trampoline ***	15.45	16.40	6.1	Y
- 2 Trampolines (on 1 court) ***	23.15	24.55	6.0	Y
Additional Charges				
- Use of car parks (eg. Car boot sales)	21.50	25.00	16.3	EXEMPT
- TV and/or video (per hour)	5.00	7.50	50.0	Y
- Projector (per hour)	5.00	7.50	50.0	Y
- Charge for room or area not returned to original state	10.00	15.00	50.0	Y
- Charge for cleaning after function	50.00	60.00	20.0	EXEMPT
Court' refers to badminton court				
* Large schools are all secondaries plus Bell's Brae Primary and Sound Primary				
** Small schools include all primaries, excluding Bell's Brae Primary and Sound Primary				
*** In addition to to charge for hire of space				
<u>Hall of Residence Board & Accommodation Charges</u>				
<u>- Placing Request Pupils</u>				
Full board				
- per week	160.00	170.00	6.3	EXEMPT
- per day	30.00	35.00	16.7	EXEMPT
<u>- Adults (Holiday periods only)</u>				
Per Day				
- dinner, bed and breakfast	46.53	54.00	16.1	Y
- bed and breakfast	29.38	36.00	22.6	Y
Hire of Conference Room - 1/2 Day	25.00	30.00	20.0	EXEMPT
Hire of Conference Room - Full Day	35.00	50.00	42.9	EXEMPT
Tea, Coffee and Biscuits (per head)	2.00	2.50	25.0	Y
Soup and Sandwiches (per head)	3.50	4.00	14.3	Y

REVIEW OF CHARGES - CHILDREN'S SERVICES
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	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
Blydehaven Nursery				
Working Parents/Carers				
Per Session (9am to 1pm or 1.15pm to 5pm)	16.00	16.80	5.0	N
Per Session (9am to 1pm or 1.15pm to 5pm) with commissioned place	10.00	10.50	5.0	N
Per Day (9am to 5pm)	26.50	28.00	5.7	N
Per Day (9am to 5pm) with commissioned place	20.50	22.00	7.3	N
Per Week	105.00	110.00	4.8	N
Per Week with commissioned place	85.00	89.00	4.7	N
Students				
Per Session (9am to 1pm or 1.15pm to 5pm)	8.50	9.00	5.9	N
Per Session (9am to 1pm or 1.15pm to 5pm) with commissioned place	6.00	6.30	5.0	N
Per Day (9am to 5pm)	13.50	14.00	3.7	N
Per Day (9am to 5pm) with commissioned place	10.50	11.00	4.8	N
Per Week	53.00	56.00	5.7	N
Per Week with commissioned place	37.00	39.00	5.4	N
Islesburgh Pre-School Group				
Charge per hour outside funded place (i.e for hours from 8.45 am - 9.30 am and 12 noon - 1pm)	2.60	2.80	7.7	N
Funded Place - 9.30 am - 12 noon				
Snack per session	0.20	0.30	50.0	N
Out of School Clubs				
Islesburgh Out of School Club (per session)	7.70	8.10	5.2	N
Islesburgh Breakfast Club	3.30	3.50	6.1	N
Islesburgh Holiday Programme:				
- Full Day (trips additional)	14.20	15.00	5.6	N
- Half Day (trips additional)	7.70	8.10	5.2	N
Ness Out of School Club*				
- Per Hour	2.80	3.00	7.1	N
- Per Session	5.40	5.70	5.6	N
Ness Holiday Programme*				
- Full Day	12.60	13.20	4.8	N
- Half Day	7.50	7.90	5.3	N
Kidzone (Mossbank) Out of School Club* (per hour)	2.30	2.40	4.3	N
Kidzone Holiday Programme*				
- Full Day	12.60	13.20	4.8	N
- Half Day (per hour)	2.30	2.50	8.7	N
Notes:				
Snack is provided at all clubs at no additional cost.				
* Where transport is required for trips there may be an additional charge.				

REVIEW OF CHARGES - INFRASTRUCTURE SERVICES - ENVIRONMENT & BUILDING SERVICES

	2010/11 CHARGE (ex VAT) £	2011/12 CHARGE (ex VAT) £	VARIANCE %	Vatable (Y/N)
<u>Health Certificates</u>				
<5000Kg (5 Tonnes)	27.00	28.35	5.0	N
>5000Kg (5 Tonnes)	43.00	45.15	5.0	N
Issue copies of Certificates	3.00	3.00	0.0	N
Charges in respect of Fishery products entering Preparation/Processing establishments	1 euro per tonne	1 euro per tonne	0.0	N
Hygiene inspection charges in respect of General Landings of Fishery Products	1 euro per tonne	1 euro per tonne	0.0	N
Voluntary Surrenders of Food	150.00	150.00	0.0	N
<u>Abandoned Vehicles</u>				
Uplift and disposal charge (set by Statute)	300.00	300.00	0.0	N
<u>Civic Government Licences</u>				
3 year licence - fixed charge	118.00	120.00	1.7	N
Variation/Single event	43.00	45.00	4.7	N
In accordance with the provisions of the Civic Government (Scotland) Act 1982, the scale of licence fees must be sufficient to cover the expenses incurred by the licensing authority in implementing the licensing scheme. The above adjustments take into account the revenue lost as a result of the decision to no longer require public halls to be licensed.				
Issue of Statement of Facts	36.00	50.00	38.9	N
<u>Burial Charges</u>				
Adult	110.00	115.00	4.5	N
Children	60.00	63.00	5.0	N
Ashes	60.00	63.00	5.0	N
B Ground Reservation	110.00	115.00	4.5	N
Animal Health Licences (including Pet Shops, Animal Boarding Establishments, Dog Breeding Establishments, Riding Establishments)	74.00	75.00	1.4	N
Dangerous Wild Animals Act	190.00	190.00	0.0	N
<u>Port Health</u>				
SHIP INSPECTION CHARGES (set by the Association of Port Health Authorities)				
Gross Tonnage				
Up to 1,000 (new charge for 2011/12)	n/a	70.00	New	N
1,001 to 3,000	100.00	105.00	5.0	N
3,001 - 10,000	150.00	160.00	6.7	N
10,001 - 20,000	200.00	210.00	5.0	N
20,001 - 30,000	230.00	265.00	15.2	N
Over 30,000	300.00	320.00	6.7	N
With the exception of:				
Vessels with the capacity to carry between 50 and 1000 persons	300.00	320.00	6.7	N
Vessels with the capacity to carry more than 1000 persons	500.00	550.00	10.0	N
Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hours visits and samples taken.				
<u>Waste Disposal Charges Gremista</u>				
Minimum Charges for load < than 200kg	7.08	7.43	5.0	Y
<u>Standard Charges per tonne</u>				
Landfill (excluding landfill tax and handling charge).	35.38	37.15	5.0	Y
<u>Landfill Tax</u> will be charged in addition to above (Landfill Tax (set by Legislation)				
Non - Inert	48.00	56.00	16.7	Y
Inert	2.50	2.50	0.0	Y
<u>Waste Disposal Charges Gremista sorting shed</u>				
Minimum charge for load less than 200kg	12.60	13.40	6.3	Y
Standard charge per tonne	63.00	67.00	6.3	Y
Charge for paper bales (per tonne)	n/a	40.00	n/a	Y
Waste under contract or for which recycling, reuse and recovery markets can be found may be charged at a lower rate at the discretion of the Waste Services Manager. Such materials and good quality top soil - free or negotiated charge depending on operational requirements and difficulties in handling particular waste.				
Commercial Fridge/Freezers per unit	100.00	100.00	0.0	Y
<u>Waste to Energy</u>				
Standard charge per tonne	31.52	32.29	2.4	Y
Minimum Charge (up to 200 Kg)	6.30	6.45	2.3	Y
Hooklift Hire - per week		7.56	NEW	Y
Hooklift Hire Vehicle		38.50	NEW	Y
Pest Control (free of charge for users on means tested benefits)	50.00	50.00	0.0	Y
<u>Compost Units</u>				
Standard unit (sizes vary and charge may be varied to reflect the purchase cost)	10.00	10.00	0.0	Y

<u>Refuse Collection Service</u>				
<u>Refuse Storage</u>				
Household Refuse Sacks (Box of 100)	12.77	13.75	7.7	Y
Refuse Container - 370 litres	96.17	100.98	5.0	Y
Wheeled Bin - 120 litres - For Sale to Householders	19.57	20.83	6.4	Y
Wheeled Bin - 240 litres - For Sale to Householders	19.57	20.83	6.4	Y
Wheeled Bin - 360 litres - For Sale to Householders	35.74	37.92	6.1	Y
<u>Commercial Refuse Collections</u>				
<u>Commercial Refuse Containers - Annual Standing Charge (To recover bin cost over 3 years)</u>				
Wheeled Bin - 120 litres	6.32	6.63	N/A	Y
Wheeled Bin - 240 litres	6.32	6.63	N/A	Y
Wheeled Bin - 360 litres	11.83	12.43	5.0	Y
Wheeled Bin - 660 litres	57.67	60.55	5.0	Y
Wheeled Bin - 1100 litres	59.47	62.44	5.0	Y
<u>Commercial Refuse Containers - Collection/Disposal Charge per Uplift</u>				
Commercial Refuse Sack - approx 70 litres (per sack)	0.62	0.67	7.3	Y
Commercial Refuse Sticker - equivalent to approx 70 litres (per sticker)	0.62	0.67	N/A	Y
Wheeled Bin - 120 litres	1.04	1.09	N/A	Y
Wheeled Bin - 240 litres	1.57	1.65	N/A	Y
Wheeled Bin - 360 litres	2.34	2.46	5.1	Y
Wheeled Bin - 660 litres	4.27	4.48	5.0	Y
Wheeled Bin - 1100 litres	6.96	7.31	5.0	Y
Commercial Premises Glass Recycling Subsidy	100%	100%	N/A	Y
Clinical Waste Collection - per premise per week	4.75	4.99	5.1	Y
Cooking Oil Collection - per premise per week	4.75	4.99	5.1	Y
Refuse Vehicle - per hour	10.68	11.21	5.0	Y
Refuse Driver - per hour	16.29	17.10	5.0	Y
Refuse Loader - per hour	15.25	16.01	5.0	Y
Pick-Up Vehicle - per hour	9.36	9.83	5.0	Y
Pick-Up Driver - per hour	14.73	15.47	5.0	Y
Pick-Up Loader - per hour	14.73	15.47	5.0	Y
<u>Refuse Skips</u>				
Skip Hire - per day	0.96	1.01	5.2	Y
Skip Hire - per week	6.70	7.04	5.1	Y
Skip Vehicle - per hour	10.50	11.03	5.0	Y
Skip Driver - per hour	15.77	16.56	5.0	Y
<u>Street Cleansing Service</u>				
Power Washer - per hour	2.32	2.44	5.2	Y
Street Orderly - per hour	14.73	15.47	5.0	Y
Schmidt Vehicle - per hour	10.75	11.29	5.0	Y
Schmidt Driver - per hour	15.77	16.56	5.0	Y
<u>Esplanade Toilets</u>				
Cleaners Van - per hour	4.75	4.99	5.1	Y
Cleaner / Van Driver - per hour	17.73	18.62	5.0	Y
Cleaner	14.73	15.47	5.0	Y
Shower, Towel, Soap	2.21	2.50	13.1	Y
Shower	1.11	1.25	12.6	Y
<u>Portaloo Hire</u>				
Per Hire	149.51	156.99	5.0	Y
Damages	141.89	148.98	5.0	Y
<u>Calibration or verification of weighing and measuring equipment (in line with LACORS recommendations)</u>				
HOURLY RATE				
Hourly rate for any equipment not specified in the following list (travel time will also be charged)	47.64	50.02	5.0	Y
WEIGHTS				
Weight	6.81	7.15	5.0	Y
Adjustment and cleaning of weights - per hour	35.36	37.13	5.0	Y
NON-AUTOMATIC WEIGHING MACHINES				
Range not exceeding 6 kg	26.65	27.98	5.0	Y
Range exceeding 6 kg but not exceeding 100 kg	37.90	39.80	5.0	Y
Range exceeding 100 kg but not exceeding 250 kg	47.64	50.02	5.0	Y
Range exceeding 250 kg but not exceeding 1 tonne	95.28	100.04	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	155.28	163.04	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	195.28	205.04	5.0	Y
Range exceeding 10 tonnes (forklift provided on site)	388.20	407.61	5.0	Y
Range exceeding 10 tonnes (forklift not provided on site)	638.20	670.11	5.0	Y

NON-AUTOMATIC WEIGHING INSTRUMENTS				
Range not exceeding 6 kg	39.98	41.98	5.0	Y
Range exceeding 6 kg but not exceeding 100 kg	56.85	59.69	5.0	Y
Range exceeding 100 kg but not exceeding 250 kg	71.46	75.03	5.0	Y
Range exceeding 250 kg but not exceeding 1 tonne	142.92	150.07	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	232.92	244.57	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	292.92	307.57	5.0	Y
Range exceeding 10 tonnes (forklift provided on site)	683.48	717.65	5.0	Y
Range exceeding 10 tonnes (forklift not provided on site)	1033.48	1085.15	5.0	Y
NON-AUTOMATIC WEIGHING EQUIPMENT (UKAS PROCEDURE - INCLUDING DETERMINATION OF UNCERTAINTY BUDGETS)				
Range not exceeding 6 kg	39.98	41.98	5.0	Y
Range exceeding 6 kg but not exceeding 100 kg	56.85	59.69	5.0	Y
Range exceeding 100 kg but not exceeding 250 kg	71.46	75.03	5.0	Y
Range exceeding 250 kg but not exceeding 1 tonne	142.92	150.07	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)	232.92	244.57	5.0	Y
Range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)	292.92	307.57	5.0	Y
Range exceeding 10 tonnes (forklift provided on site)	683.48	717.65	5.0	Y
Range exceeding 10 tonnes (forklift not provided on site)	1033.48	1085.15	5.0	Y
MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS (10% surcharge applicable to initial assessment of conformity under MID)				
Single/multi-outlets (nozzles) - first nozzle tested (per site)	95.28	100.04	5.0	Y
Single/multi-outlets (nozzles) - each additional nozzle tested	47.64	50.02	5.0	Y
ROAD TANKER FUEL MEASURING EQUIPMENT (ABOVE 100 LITRES)				
Meter measuring systems - per hour (reference meter provided by submitter)	47.64	50.02	5.0	Y
Replacement dipstick (including examination of compartment)	38.11	40.02	5.0	Y
Spare dipstick	17.28	18.14	5.0	Y
CALIBRATION CERTIFICATES				
Basic calibration certificate	23.82	25.01	5.0	Y
Detailed results in calibration certificate	23.82	25.01	5.0	Y
<u>Hire of test weights</u>				
Weight Hire - per individual weight hired	4.50	4.73	5.0	Y
Delivery and collection of hired weights - per officer hour (plus transport costs)	35.36	37.13	5.0	Y
<u>Manufacture and Storage of Explosives Regulations 2005</u>				
License to store explosives (one year's duration)	178.00	Not yet known (set annually by regulations for use from 1 April)		N
Renewal of a licence to store explosives (one year's duration)	83.00			N
Registration in relation to the storage of explosives (one year's duration)	105.00			N
Renewal of a registration in relation to the storage of explosives (one year's duration)	52.00			N
Varying name of licensee or address of site	35.00			N
Any other kind of variation	35.00			N
Transfer of Licence or registration	35.00			N
Replacement of licence or registration if lost	35.00		N	
<u>Petroleum (Consolidation) Act 1928</u>				
Licence to keep petroleum spirit (not exceeding 2 500 litres)	42.00	Not yet known (set annually by regulations for use from 1 April)		N
Licence to keep petroleum spirit (exceeding 2 500 litres but not exceeding 50 000 litres)	58.00			N
Licence to keep petroleum spirit (exceeding 50 000 litres)	120.00			N
<u>Petroleum (Transfer of Licences Act 1936)</u>				
Transfer of petroleum spirit licence	8.00	Not yet known (set annually by regulations for use from 1 April)		N

REVIEW OF CHARGES - PLANNING SERVICES
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	2010/11 CHARGE £	2011/12 CHARGE £	VARIANCE %	Vatable (Y/N)
SEARCH OF RECORDS First 15 minutes free, charge thereafter per hour or part thereof	70.50	78.00	10.64	Y
LETTER OF COMFORT Issued in respect of no appropriate documentation being available	199.75	228.00	14.14	Y
SITE VISIT To confirm compliance, etc, the following charge will be applicable in addition to the above (per visit)	141.00	156.00	10.64	Y
PLANNING ADVERTS Charge	117.50	132.00	12.34	Y
NOTES Planning Fees and Building Warrant Fees are currently set by Central Government and not therefore subject to this review. Map Extract Scheme Fees are set by Ordnance Survey and a reasonable Administration Charge will be added to recover costs.				

REVIEW OF CHARGES - FERRY SERVICES

FARES TABLE WITH EFFECT FROM 1 APRIL 2011	Mainland to Bressay Mainland to Whalsay Mainland to Yell* Return Fare		Mainland to Fair Isle Mainland to Foula Fair Isle to Mainland Foula to Mainland Single Fare		Mainland to Skerries Mainland to Papa Stour Skerries to Mainland Papa Stour to Mainland Single Fare		Vatable (Y/N)
	2010/11 £	2011/12 £	2010/11 £	2011/12 £	2010/11 £	2011/12 £	
Passengers:							
Adults - Single	3.60	3.80	3.40	3.60	3.40	3.60	N
Adults - 10 Journey Ticket	17.00	18.00					
Adults - 20 Journey Ticket			34.00	36.00	34.00	36.00	N
Children - up to 16 years - Single	0.40	0.40	0.40	0.40	0.40	0.40	N
Children - 10 Journey Ticket	3.10	3.30					
Children - 20 Journey Ticket			3.10	3.30	3.10	3.30	N
Concessionary Pass Holders with valid SIC Pass	Free	Free	Free	Free	Free	Free	N
Cars & Other Vehicles not exceeding 5.5m in length:							
Cars & Other Vehicles & Driver - Single	8.40	8.80	15.80	16.60	4.20	4.40	N
Cars & Other Vehicles & Driver - 10 Journey	66.80	70.00			66.80	70.00	N
Motorcycle & Driver - Single	6.50	6.80	8.60	9.00	3.30	3.50	N
Commercial Vehicles & Driver:							
5.01m - 8.00 m	21.00	22.00			10.50	11.00	N
8.01m - 12.00 m	40.60	42.60			20.30	21.30	N
12.01m - 18.00 m	56.60	59.60			28.30	29.80	N
18.00m plus - prior arrangement only - not less than	165.40	173.80			82.70	86.90	N
Tankers:							
up to 7.50m	38.00	40.00			19.00	20.00	N
7.51m - 10.00m	69.00	72.40			34.50	36.20	N
10.01m - 16.00 m	90.20	94.80			45.10	47.40	N
Plant:							
up to 7.50m	54.00	56.60			27.00	28.30	N
7.51m - 10.00m	96.00	101.20			48.00	50.60	N
10.01m - 16.00m	131.80	138.40			65.90	69.20	N

BRESSAY SEASON TICKETS	Monthly		Annual		Vatable (Y/N)
	2010/11 £	2011/12 £	2010/11 £	2011/12 £	
Unlimited foot travel	37.00	39.00	404.00	424.00	N
Up to 15 foot passenger journeys and 10 car journeys per month	79.00	83.00	866.00	909.00	N
Unlimited foot travel and up to 20 car journeys per month	105.00	110.00	1155.00	1213.00	N

FREIGHT/FERRY HIRE/PARCELS	2010/11 £	2011/12 £	Vatable (Y/N)
Loose Freight Ro-Ro Services			
Carton/Mail Bag (per item) - Large	1.33	1.40	Y
Carton/Mail Bag (per item) - Small	0.66	0.70	Y
Freight Services - Skerries, Papa Stour, Fair Isle & Foula			
Bulk Cargo per Tonne (arrangement only)	10.52	10.80	Y
Carton/Mail Bag (per item) - Large	1.33	1.40	Y
Carton/Mail Bag (per item) - Small	0.66	0.70	Y
Freight Services - Papa Stour, Fair Isle & Foula			
Carton/Parcel (per item)	0.61	0.63	Y
Gas bottle (per item)	0.68	0.70	Y
Feeding (per item)	0.39	0.40	Y
Coal (per bag)	0.68	0.70	Y
Livestock exc. Lambs & Foals (each)	0.68	0.70	Y
Freight rates for other items on request.			
Parcel rates for island shops (per annum)	n/a	171.00	Y
Open to island based retailers, restaurants or cafes on islands served by inter-island ro-ro ferries - to cover the cost of all small parcels placed on the ferry by supplier and picked up at the island end of the journey by the island business. This scheme applies only to parcels that are placed on the vessel by suppliers in a defined storage area and picked up at the island end by the business without incurring handling by Ferry Services staff.			

Non Bulk Cargo Rate Guide - April 2011

Papa Stour, Foula, Fair Isle and Skerries

Charging for items not listed: Match as near as possible to an item below, (taking size, weight and care/time required when handling into account.)

So far as is possible, similar rates should be applied by all crews/agents

Crew Req: This is an indication of the number of crew that may be required to carry/stow an item, and may be of assistance when pricing items not listed.

Charging Band	Description/Example of Rate	Type	ex-VAT	inc-VAT	Crew Req
2	Bale of Hay (not round bale)	Agricultural	£0.33	£0.40	1
2	Animal Feed - All Bags up to 50Kg	Agricultural	£0.33	£0.40	1
2	Straining Post/Stay	Agricultural	£0.33	£0.40	2
2	2" by 2" timber/rhone pipes - 4.8m lengths	Construction	£0.33	£0.40	1
2	Roll of Insulation	Construction	£0.33	£0.40	1
2	Corrugated Iron/Profile Sheet	Construction	£0.33	£0.40	2
2	Foal	Livestock	£0.33	£0.40	n/a
2	Lamb	Livestock	£0.33	£0.40	n/a
2	Car Tyre	Miscellaneous	£0.33	£0.40	1
2	Small/Medium Carton/Parcel (up to a scurt full)	Miscellaneous	£0.33	£0.40	1
3	Coil of Fencing Wire	Agricultural	£0.59	£0.71	1
3	Bag of Wool (100Kg)	Agricultural	£0.59	£0.71	2
3	Bag of Fertilizer	Agricultural	£0.59	£0.71	1
3	4" by 2" timber - 4.8m lengths	Construction	£0.59	£0.71	2
3	6" by 2" timber - 4.8m lengths	Construction	£0.59	£0.71	2
3	Plywood/Plasterboard (per sheet)	Construction	£0.59	£0.71	2
3	Roll of Roofing Felt	Construction	£0.59	£0.71	1
3	Bag of Cement	Construction	£0.59	£0.71	1
3	Roll of Carpet/Lino	Household	£0.59	£0.71	2
3	Ewe/Ram/Hug/Grice etc	Livestock	£0.59	£0.71	n/a
3	Empty Pallet/Crate	Miscellaneous	£0.59	£0.71	1
3	Fish Carton (per bundle)	Miscellaneous	£0.59	£0.71	1
3	Five Gallon Drum	Miscellaneous	£0.59	£0.71	1
3	Large Carton/Tea Box (a good scurt full)	Miscellaneous	£0.59	£0.71	1
3	Small Gas Bottle (25kg size)	Miscellaneous	£0.59	£0.71	1
3	Medium/Large Heavy Parcel	Miscellaneous	£0.59	£0.71	2
3	Bag of Coal	Miscellaneous	£0.59	£0.71	1
4	Per 10 Fencing Posts	Agricultural	£1.69	£2.03	1
4	Per 10 Bales of Hay	Agricultural	£1.69	£2.03	2
4	Small Cultivators	Agricultural	£1.69	£2.03	2
4	Per 10 Concrete Blocks (100 or 150mm)	Construction	£1.69	£2.03	2
4	Wash Hand Basin/Sink	Construction	£1.69	£2.03	1
4	WC	Construction	£1.69	£2.03	1
4	Radiator	Construction	£1.69	£2.03	2
4	Shower Tray	Construction	£1.69	£2.03	2
4	Small/Medium Window	Construction	£1.69	£2.03	2
4	Small Generators/Pumps	Miscellaneous	£1.69	£2.03	2
4	Push Bike	Miscellaneous	£1.69	£2.03	1
5	10' Gate	Agricultural	£2.88	£3.46	2
5	Tractor Tyre (Rear)	Agricultural	£2.88	£3.46	2
5	Large Hay/Silage Bales (black bales)	Agricultural	£2.88	£3.46	3
5	Bath	Construction	£2.88	£3.46	2
5	Door	Construction	£2.88	£3.46	2
5	Large Window	Construction	£2.88	£3.46	2
5	Bed (Single)	Household	£2.88	£3.46	2
5	Chair (Large)	Household	£2.88	£3.46	2
5	Table	Household	£2.88	£3.46	2
5	TV/Hi-Fi/Computer etc	Household	£2.88	£3.46	2
5	Calf	Livestock	£2.88	£3.46	n/a

5	Pony	Livestock	£2.88	£3.46	n/a
5	Wheelbarrow	Miscellaneous	£2.88	£3.46	1
5	40G/200L Fuel Barrel (Return Rate)	Miscellaneous	£2.88	£3.46	2
5	Large Gas Bottles	Miscellaneous	£2.88	£3.46	2
6	Per 50 Fencing Posts	Agricultural	£7.14	£8.57	2
6	Quad	Agricultural	£7.14	£8.57	3
6	Per 'Lift' of Concrete Blocks: 32 - 6" or 44 - 4"	Construction	£7.14	£8.57	2
6	Hot Water Tank	Construction	£7.14	£8.57	2
6	650 Gallon Tank (empty)	Construction	£7.14	£8.57	3
6	Garage Door	Construction	£7.14	£8.57	3
6	Cooker	Household	£7.14	£8.57	2
6	Fridge or Freezer (small)	Household	£7.14	£8.57	2
6	Three Piece Suite or Similar	Household	£7.14	£8.57	2
6	Washing Machine	Household	£7.14	£8.57	2
6	Double Bed	Household	£7.14	£8.57	2
6	Cow/Bull/Ostrich/Alpaca	Livestock	£7.14	£8.57	n/a
6	Assorted Palleted Goods	Miscellaneous	£7.14	£8.57	3
6	Small Trailer	Miscellaneous	£7.14	£8.57	3
7	Rayburn Cooker	Construction	£13.10	£15.72	4
7	Skip	Miscellaneous	£13.10	£15.72	3
7	Car - non ro-ro	Miscellaneous	£13.10	£15.72	4
7	Small Rowing Boat	Miscellaneous	£13.10	£15.72	4
Scrap	Scrap Cars, based 1.15 tonne/car	Miscellaneous	£10.40	£12.48	4
Mail	Mail Bag - Large	Mail	£1.12	£1.34	1

Commercial, Community Council and Private Charter Hire Rates 2011/2012

Effective 1st April 2011

SIC FERRY SERVICES

Commercial and private charter rates are not subject to VAT, unless the charter is for carriage of cargo only.
Prices correct at time of publication. **Rates subject to change without prior notification.**
All commercial and private charterers (chartering any vessel after 1st April 2008) shall have to sign and comply with the terms of the Council's Charter Party Agreement (example published online).
All rates are for the period specified and are deemed as part hour/block thereof.

Vessel	Route/Notes	Community Council & Private Hire Rate	Commercial Charter Rates												
			NOTE: All Charter Rates EXCLUDE Fuel Costs. Fuel shall be charged at cost (Estimates available prior to signing Charter Party Agreement)												
			Per 3-hour block	First 3-hour block	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.	Hour no.
					4	5	6	7	8	9	10	11	12	13	14
		or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof	or part thereof
Good Shepherd	Crew working within salary	Fuel Cost Only	£168.00	£224.00	£280.00	£336.00	£392.00	£448.00	£504.00	£560.00	£616.00	£672.00	£728.00	£784.00	£840.00
Good Shepherd	Crew working at straight time 4-Crew	£200.00	£363.00	£484.00	£605.00	£726.00	£847.00	£968.00	£1,089.00	£1,210.00	£1,331.00	£1,452.00	£1,573.00	£1,694.00	£1,815.00
Snolda		£200.00	£363.00	£484.00	£605.00	£726.00	£847.00	£968.00	£1,089.00	£1,210.00	£1,331.00	£1,452.00	£1,573.00	£1,694.00	£1,815.00
Thora		£290.00	£411.00	£548.00	£685.00	£822.00	£959.00	£1,096.00	£1,233.00	£1,370.00	£1,507.00	£1,644.00	£1,781.00	£1,918.00	£2,055.00
Snolda	4-Crew	£290.00	£465.00	£620.00	£775.00	£930.00	£1,085.00	£1,240.00	£1,395.00	£1,550.00	£1,705.00	£1,860.00	£2,015.00	£2,170.00	£2,325.00
Snolda	To Fair Isle	£350.00	£528.00	£704.00	£880.00	£1,056.00	£1,232.00	£1,408.00	£1,584.00	£1,760.00	£1,936.00	£2,112.00	£2,288.00	£2,464.00	£2,640.00
Bigga	4-Crew	£290.00	£354.00	£472.00	£590.00	£708.00	£826.00	£944.00	£1,062.00	£1,180.00	£1,298.00	£1,416.00	£1,534.00	£1,652.00	£1,770.00
Fivla	4-Crew	£290.00	£354.00	£472.00	£590.00	£708.00	£826.00	£944.00	£1,062.00	£1,180.00	£1,298.00	£1,416.00	£1,534.00	£1,652.00	£1,770.00
Leirna		£350.00	£420.00	£560.00	£700.00	£840.00	£980.00	£1,120.00	£1,260.00	£1,400.00	£1,540.00	£1,680.00	£1,820.00	£1,960.00	£2,100.00
Hendra		£350.00	£420.00	£560.00	£700.00	£840.00	£980.00	£1,120.00	£1,260.00	£1,400.00	£1,540.00	£1,680.00	£1,820.00	£1,960.00	£2,100.00
Geira	4-Crew	£290.00	£354.00	£472.00	£590.00	£708.00	£826.00	£944.00	£1,062.00	£1,180.00	£1,298.00	£1,416.00	£1,534.00	£1,652.00	£1,770.00
Linga		£350.00	£474.00	£632.00	£790.00	£948.00	£1,106.00	£1,264.00	£1,422.00	£1,580.00	£1,738.00	£1,896.00	£2,054.00	£2,212.00	£2,370.00
Daggri		£350.00	£474.00	£632.00	£790.00	£948.00	£1,106.00	£1,264.00	£1,422.00	£1,580.00	£1,738.00	£1,896.00	£2,054.00	£2,212.00	£2,370.00
Dagalien		£350.00	£474.00	£632.00	£790.00	£948.00	£1,106.00	£1,264.00	£1,422.00	£1,580.00	£1,738.00	£1,896.00	£2,054.00	£2,212.00	£2,370.00
Daggri/Dagalien Outside Yell Sound and/or +95 pax		£420.00	£561.00	£748.00	£935.00	£1,122.00	£1,309.00	£1,496.00	£1,683.00	£1,870.00	£2,057.00	£2,244.00	£2,431.00	£2,618.00	£2,805.00
Filla		£350.00	£606.00	£808.00	£1,010.00	£1,212.00	£1,414.00	£1,616.00	£1,818.00	£2,020.00	£2,222.00	£2,424.00	£2,626.00	£2,828.00	£3,030.00
Filla	To Fair Isle	£420.00	£675.00	£900.00	£1,125.00	£1,350.00	£1,575.00	£1,800.00	£2,025.00	£2,250.00	£2,475.00	£2,700.00	£2,925.00	£3,150.00	£3,375.00

Other:		NOTE: All Community Council, Private Hire and Commercial Charter Rates EXCLUDES fuel costs. Fuel shall be charged at cost – Estimates available on request.													
Use of Daggri/Dagalien Galley	inc galley prep & use of refrigerator	£265.00	£265.00	per Hire	Charters will only take place if weather permits. The vessel's Master has full authority throughout the charter, to commence, deviate, alter or cancel the charter depending of the circumstances of the case and with due regard for the safety of the vessel under his command. Limited liability										
Use of Daggri/Dagalien Galley	SIC vending machines off	£330.00	£330.00	per Hire											

In all cases the Council's liability is limited.
All charters are subject to the terms and conditions, as described in the Charter Party Agreement and Council's Terms and Conditions of Carriage, as amended.
Rates for 4-Crew vessels shall be higher if these vessels require 5-Crew – check at time of chartering.
For charters beyond 15 hours, or for further information and detailed quotes, please contact Kevin Main on 01806 244262, or kevin.main@shetland.gov.uk

REVIEW OF CHARGES - ROADS SERVICES

	2010/11 CHARGE (ex-VAT) £	2011/12 CHARGE (ex-VAT) £	Variance %	Vatable (Y/N)
<u>Traffic Orders & Notices</u>				
<u>Road Traffic Regulation Act 1984 Section 14</u>				
Temporary Traffic Order or Notice to close a Road or impose any other traffic restriction made under Section 14 of the Road Traffic Regulation Act 1984.				
Temporary notice (in an emergency, not exceeding 5 days)	165.00	170.00	3.0	N
Temporary Traffic Order (up to 18 months)	270.00	280.00	3.7	N
Extension of a Temporary Traffic Order	200.00	200.00	0.0	N
Inspection charge per week or part thereof	60.00	60.00	0.0	N
Note 1 - plus cost of necessary newspaper adverts				
Note 2 - charges are levied using powers in the New Roads and Street Works Act and apply only to Utilities and similar.				
<u>Permit System and Charges</u>				
<u>New Roads and Street Works Act 1991, Section 109</u>				
Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee)	93.00	96.00	3.2	N
Private Apparatus Record Fee (to be applied to private apparatus installed in a public road that will not be adopted by a recognised statutory undertaker)	100.00	100.00	0.0	N
<u>Roads (Scotland) Act 1984, Section 56</u>				
Permission for minor road works consent to construct a new access, vehicular crossing or make an opening within the public road. (3 x Inspection Fee)	93.00	96.00	3.2	N
<u>Roads (Scotland) Act 1984, Section 58(1) and 58(2)</u>				
Permission to temporarily occupy a portion of the public road in connection with building operations and/or to erect staging and scaffolding:-				
- up to one week	10.00	10.50	5.0	N
- up to 3 months	52.00	55.00	5.8	N
- up to 6 months	95.00	100.00	5.3	N
<u>Roads (Scotland) Act 1984, Section 85(1) and 85(2)</u>				
Permission to place a builders skip within the public road:-				
- up to one week	10.00	10.50	5.0	N
- up to 1 month	30.00	31.50	5.0	N
- up to 3 months	90.00	95.00	5.6	N
<u>NR&SWA Inspection Fees</u>				
The inspection fees we as a Roads Authority can charge Utilities when they excavate in a public Road is given in the Road Works (Inspection Fees) (Scotland) Amendment Regulations. For information, the fee from 1 April 2011 will be £32.	31.00	32.00	3.2	N
<u>Gritting Fees</u>				
Gritting fee, per occasion a gritter treats a private road, access or car park:-				
- Blacksness Pier, Scottish Water accesses, large car park	50.00	50.00	0.0	Y
- Small private roads / accesses, small car park	20.00	20.00	0.0	Y
Other private gritting not covered above will be charged at a rate based on the above list, or a charge will be calculated taking account of the scope of the work involved.				
<u>Scord Quarry Products</u>				
The price of Scord Quarry products are set separately under delegated authority to the Executive Director - Infrastructure or his nominee, and reported to Council. Prices were last increased with effect from 1 August 2010, reported to the Infrastructure Committee on 31 August 2010, Minute Ref 73/10.				
<u>Charge for Laboratory Testing of Construction Materials</u>				
1 CLASSIFICATION TESTS - SOILS				
1/1 Liquid Limit per test	26.00	27.00	3.8	Y

(BS 1377 : Part 2 : 1990 . Method 4.3)					
1/2	Plastic Limit (BS 1377 : Part 2 : 1990 . Method 5.3)	per test	13.00	13.50	3.8 Y
1/3	Plasticity & Liquidity Index (BS 1377 : Part 2 : 1990 . Method 5.4)	per test	10.50	11.00	4.8 Y
1/4	Specific Gravity (Density Bottle) (BS 1377 : Part 2 : 1990 . Method 8.3)	per test	21.00	22.00	4.8 Y
1/5	Particle Size Distribution (Washed Analysis) (BS 1377 : Part 2 : 1990 . Method 9.2)	per test	31.00	32.50	4.8 Y
2 COMPACTION TESTS - SOILS					
2/1	2.5kg Rammer (for Soils to Medium Gravel Size) (BS 1377 : Part 4 : 1990 . Method 3.3)	per set	67.00	70.00	4.5 Y
2/2	2.5kg Rammer (for Soils to Coarse Gravel Size) (BS 1377 : Part 4 : 1990 . Method 3.4)	per set	67.00	70.00	4.5 Y
2/3	4.5kg Rammer (for Soils to Medium Gravel Size) (BS 1377 : Part 4 : 1990 . Method 3.5)	per set	77.00	80.00	3.9 Y
2/4	4.5kg Rammer (for Soils to Coarse Gravel Size) (BS 1377 : Part 4 : 1990 . Method 3.6)	per set	77.00	80.00	3.9 Y
2/5	Vibrating Hammer (BS 1377 : Part 4 : 1990 . Method 3.7)	per set	92.00	96.00	4.3 Y
2/6	Moisture Condition Value (BS 1377 : Part 4 : 1990 . Method 5)	per set	25.50	27.00	5.9 Y
2/7	California Bearing Ratio (BS 1377 : Part 4 : 1990 . Method 7)	per set	36.00	38.00	5.6 Y
3 AGGREGATE TESTING					
3/1	Relative Density & Water Absorption (BS EN 1097 :part 6 : 2000)	per test	25.50	27.00	5.9 Y
3/2	Compacted Bulk Density of Received Material (BS 812 : Part 2 : 1975)	per test	25.50	27.00	5.9 Y
3/3	Bulk Density of Received Material (BS EN 1097 : Part3 : 1998)	per test	15.50	16.50	6.5 Y
3/4	Grading of Sub-base (BS EN 933 : Part 1 : 1997)	per test	31.00	45.00	45.2 Y
3/4	Grading of Capping Layer (BS EN 933 : Part 1 : 1997)	per test	31.00	60.00	93.5 Y
3/5	Grading of Concrete Aggregates (BS EN 933 : Part 1 : 1997)	per test	31.00	32.50	4.8 Y
3/6	Flakiness Index (BS EN 933 : Part 3 : 1997)	per test	13.00	14.00	7.7 Y
3/7	Elongation Index (BS 812 : Part 105.2 : 1985)	per test	13.00	14.00	7.7 Y
3/8	Aggregate Crushing Value (BS EN 1097 : Part2 : 1998)	per test	51.00	53.00	3.9 Y
3/9	Ten Per Cent Fines Value (BS EN 1097 : Part2 : 1998)	per test	51.00	53.00	3.9 Y
3/10	Aggregate Impact Value (BS EN 1097 : Part2 : 1998)	per test	20.50	21.50	4.9 Y
4 CONCRETE TESTING					
4/1	Compressive Strength of Concrete Cubes (BS EN 12390 : Part 3 : 2002)(from certified cube moulds)	per cube	6.50	6.50	0.0 Y
4/2	Compressive Strength of Concrete Cubes	per cube	8.00	8.00	0.0 Y

(BS EN 12390 : Part 3 : 2002)(from cube moulds that are not certified)						
4/3	Compressive Strength of Concrete Cores (BS EN 12504 : Part 1 : 2000)	per core	42.00	44.00	4.8	Y
4/4	Compressive Strength of Concrete Blocks (Fibre Board) (BS 1052 : Part1 : 1999)	per block	10.50	10.50	0.0	Y
5 BITUMINOUS TESTING						
5/1	Binder Content & Grading (By Difference) (BS EN 12697 : Part 2 : 2002)	per test	42.00	44.00	4.8	Y
5/2	Percentage Refusal Density (BS 598 : Part 104 : 1989)	per set	185.00	195.00	5.4	Y
6 FIELD TESTING - SOILS						
6/1	In-Situ Density Test (Nuclear Density Gauge) (BS 1377 : Part 9 : 1990 . Method 2.5)	per hr.	33.00	34.50	4.5	Y
6/2	CBR by Clegg Impact Hammer (In-house Method)	per hr.	33.00	34.50	4.5	Y
7 FIELD TESTING - CONCRETE						
7/1	Cube Making (Including Workability Test) (BS EN 12390 : Part 2 : 2000)	per hr.	33.00	34.50	4.5	Y
7/2	Determination of Air Content (BS EN 12390 : Part 8 : 2000)	per test	13.00	14.00	7.7	Y
7/3	Density of Compacted Fresh Concrete (BS EN : 12350 : Part 6 : 2000)	per test	15.50	16.00	3.2	Y
7/4	Cover Meter Survey (BS 1881 : Part 201 : 1986)	per hr.	33.00	34.50	4.5	Y
7/5	Schmidt Hammer Tests (BS EN 12504 : Part 2 : 2001)	per hr.	33.00	34.50	4.5	Y
7/6	Core Cutting	per hr.	33.00	34.50	4.5	Y
8 FIELD TESTING - BLACKTOP						
8/1	On-site Sampling of Blacktop (BS EN 12697 : Part 27 : 2001)	per hr.	33.00	34.50	4.5	Y
8/2	Determination of Texture Depth (BS 598 : Part 3 : 1985 . Method 7)	per test	13.00	14.00	7.7	Y
8/3	Core Cutting for PRD & Pavement Examination	per hr.	33.00	34.50	4.5	Y
8/4	Rolling Straight Edge (Spec. for Highway Works : Cl. 702)	per hr.	33.00	34.50	4.5	Y
8/5	Skid Resistance Meter (TRRL)	per hr.	33.00	34.50	4.5	Y
9 TIME BASED CHARGES						
9/1	Work done on a time basis will be charged per hour; as well as labour, the charge will cover the use of a vehicle, normal tools and equipment.		34.00	35.00	2.94	Y
9/2	Mileage to site will be charged at Standard Council rates.					
10 OTHER TESTS						
10/1	Any other tests required will either be charged at a rate based on a comparable test listed above, or a charge will be calculated taking account of equipment required and time normally taken to carry out the test. If not appropriate charges will be on a time basis.					

REVIEW OF CHARGES - TRANSPORT SERVICES

	2010/11 CHARGE (ex VAT) £	2011/12 CHARGE (ex VAT) £	VARIANCE %	Vatable (Y/N)
Inter-Island Air Services				
Lerwick - Foula Single fare	34.00	35.00	3.0	N
Lerwick - Foula Island Resident Return fare	38.00	40.00	2.7	N
Lerwick - Skerries Single fare	29.00	30.50	5.2	N
Lerwick - Skerries Island Resident Return fare	26.00	27.00	4.0	N
Lerwick - Papa Stour Single fare	29.00	30.50	5.2	N
Lerwick - Papa Stour - Island Resident Return fare	26.00	27.00	4.0	N
Lerwick - Fair Isle Single fare	34.00	35.50	4.4	N
Lerwick - Fair Isle - Island Resident Return fare	38.00	39.50	2.7	N
Note, Discounted Island resident fares are unchanged				
Tingwall Airport - Landing Charges				
Over 3 tonnes but less than 200 tonnes - per tonne or part thereof	17.02	18.00	5.8	Y
Less than 3 tonnes - per tonne or part thereof	0.00	15.00	100.0	Y
Annual Consolidated Landing fee - 3 tonnes and over	0.00	324.00	100.0	Y
Annual Consolidated Landing fee - less than 3 tonnes	0.00	270.00	100.0	Y
Training Circuits (per session max 10 circuits or part thereof per sessions)	0.00	18.00	100.0	Y
Landing Supplements (per passenger)				
Charter Flights	3.00	3.15	5.0	N
Islander Aircraft on Inter-island contract flights	0.00	0.00	0.0	N
Parking Charges				
For each 24 hours or part thereof	5.11	5.37	5.1	Y
Taxi Licensing Charges				
In accordance with the provision of the Civic Government (Scotland) Act 1982, the scale of fees requires to be sufficient to meet the expenses incurred by the licensing authority in carrying out their function in terms of the above Act and are reviewed each year as part of the department's budgetary process.				
Taxi or Private Hire Car Drivers Licence	48.00	50.00	4.2	N
Taxi or Private Hire Car Licence (grant)	390.00	410.00	5.1	N
Taxi or Private Hire Car Licence (renewal)	84.00	88.00	4.8	N
Deposit on Taxi/PHC Licence Plates	30.00	32.00	6.7	N
Vehicle Inspection	33.00	35.00	6.1	Y
Re - Test	10.00	11.00	10.0	Y
Installation of meter	33.00	35.00	6.1	Y
Check and Calibrate meter	16.00	17.00	6.3	Y
Replacement drivers I.D. Badge	5.00	5.25	5.0	N
Replacement Licence (Driver or Car)	5.00	5.25	5.0	N
Bus Services To:				
Sumburgh Airport	2.90	3.00	3.4	N
Sumburgh	2.50	2.60	4.0	N
Sandwick	1.90	2.00	5.3	N
Cunningsburgh	1.90	2.00	5.3	N
Walls/Skeld/Aith	2.80	2.90	3.6	N
Bixter	2.00	2.10	5.0	N
Weisdale	1.80	1.90	5.6	N
Hillswick/Mossbank/Toft	2.80	2.90	3.6	N
Brae	2.50	2.60	4.0	N
Scalloway	1.80	1.90	5.6	N
Lerwick Town Service	0.60	0.65	8.3	N
North Isles Integrated Service	4.40	4.60	4.5	N
Note, Discounted multi travel tickets are available offering 20% reduction on fares				
The National Concessionary Travel Scheme provides Scotland-wide free bus travel for elderly and disabled persons.				
Also Young Persons 16 to 18 years receive one third off full adult fare on all Scotland-wide bus services				
Half fares are payable by children aged between 5 and 16 years old				
Hire of Council buses (Whalsay)	£1.20 per mile plus £8.00 per hour	£1.30 per mile plus £8.40 per hour		N
Hire of Council buses (Lerwick)	£16.00 after midnight £14.00 - £23.00 per hour	£17.00 after midnight £14.70 - £24.15 per hour		N

2011/12 REVENUE ESTIMATES**Appendix C****Operating costs identified under ledger codes GRY6501 to GRY6761 (Operation sub-codes)**

Breakdown of Road Revenue Codes for year 2011/12 (Operating costs sub-codes):-

		Minimum	Budget	Maximum
Code		Expenditure £k	Provision £k	Expenditure £k
GRY6501	Grass Cutting - Verges	30	44	80
GRY6511	Drainage Maintenance	200	292	500
GRY6521	Traffic Signs	40	72	120
GRY6531	Road Markings & Cats Eyes	100	225	300
GRY6541	Roads Sweeping	20	61	75
GRY6551	Street Lighting - Maintenance	100	369	450
GRY6552	Christmas Lighting & Trees	4	13	20
GRY6555	Routine Maintenance General	0	0	20
GRY6601	Localised Reconstruction	150	300	450
GRY6605	Patching	100	325	550
GRY6611	Resurfacing	600	1,139	1,400
GRY6615	Footpath Maintenance	80	125	250
GRY6625	Surface Dressing	250	498	850
GRY6635	Road Drainage Improvements	180	236	500
GRY6645	Verge Maintenance	80	149	250
GRY6655	Crash Barriers and Railings	20	40	200
GRY6665	Minor Improvements	20	40	150
GRY6675	Streetlighting (Renewals)	5	43	80
GRY6681	Sea Defences	0	18	80
GRY6685	Structures (Retaining Walls)	0	18	80
GRY6691	Structures (Bridges & Culverts)	10	54	150
GRY6692	Cattlegrids	60	86	160
GRY6695	Structural Maintenance General	5	13	50
GRY6701	Road Authority Functions	5	8	60
GRY6711	Surveys & Inspections	30	56	100
GRY6721	Winter Service	800	1,312	1,500
GRY6731	NRSWA Functions	0	3	20
GRY6741	Road Safety	0	2	20
GRY6761	Roads Asset Management	10	57	80
Total SIC Budget Provision (All Operation sub-codes)			5,598	

Bus Routes - Estimated Expenditure 2011/12

Individual Bus Routes	
GRY7235	Belmont - Saxa Vord
GRY7236	Lerwick Town Service
GRY7237	Lerwick - Hillswick
GRY7238	Lerwick - Laxo
GRY7239	Lerwick - Mossbank
GRY7241	Lerwick - Scalloway - Burra
GRY7242	Lerwick - Sumburgh
GRY7244	Westside Mainline
GRY7245	Ulsta - Gutcher - Cullivoe
GRY7246	Ulsta - Mid Yell - West Sandwick
GRY7247	Westside Feeders
Overall Maximum figure	£1,088,214

No.	Department	Service Area	Proposal Detail	Timing of Savings			Y1 Savings	
				Y1 £	Y2 £	Y3 £	Recommend to Council	Recommend to Council to Debate
1	Executive	Capital Prog	Vacant Posts in Capital Projects with small reduction in operating costs.	120,000	120,000	120,000	120,000	
2	Executive	Capital Prog/ Corporate	Procurement Savings	1,000,000	1,000,000	1,000,000	1,000,000	
3	Executive	EDU	Reduction of revenue supported costs from reorganisation of service (15%)	150,461	150,461	150,461	150,461	
4	Executive	EDU	Reduction of reserve fund budgets ie grants and direct support to businesses and third party organisations (15%).	0	332,285	664,570	0	
5	Executive	Finance/ Corporate	Review Mileage/Essential Car User Payments to Staff	397,603	397,603	397,603	397,603	
6	Executive	Finance/ Corporate	Introduce Policy to review and prioritise provision of Telephone/Blackberry/Broadband Payments	71,500	71,500	71,500	71,500	
7	Executive	Finance/ Corporate	Review all income charges across the Council being mindful of the need to not expand poverty & deprivation difficulties for individuals and families.	65,000	65,000	65,000	65,000	
8	Executive	Finance/ Corporate	Review of devolved/centralised financial administration	160,000	320,000	480,000	160,000	
9	Executive	Finance	Remove Bad Debt Provision	150,000	150,000	150,000	150,000	
10	Executive	Finance	Increase in Income from Total	100,000	100,000	100,000	100,000	
11	Executive	Finance	Reduction in Training/Subs/Travel	15,000	15,000	15,000	15,000	
12	Executive	Legal & Admin	Reduction in general operating costs in Legal & Adminstration	26,365	26,365	26,365	26,365	
13	Executive	Legal & Admin	Increase in insurance deductables reflected by a reduction in premiums.	100,000	100,000	100,000	100,000	
14	Executive	Legal & Admin	Increase in insurance deductables reflected by a reduction in premiums.	146,000	146,000	146,000	146,000	
15	Executive	Legal & Admin	Reduction in overtime budgets	5,843	5,843	5,843	5,843	
16	Executive	Legal & Admin	Reduce number of registrar posts	0	26,658	26,658	0	
17	Executive	Legal & Admin	Self Insurance Review	0	400,000	400,000	0	
18	Executive	Legal & Admin	Increase in licencing income expected to be generated (not increase in rates)	4,000	4,000	4,000	4,000	
19	Executive	Members	Operational efficiencies in Member's Expenses	3,250	6,500	9,750	3,250	
20	Executive	Org Dev/ Corporate	Electronic workflow to reduce administration and enable remote and flexible working.	0	200,000	400,000	0	
21	Executive	Org Dev/ Corporate	Increase remote working to reduce accommodation costs.	To be quantified	30,000	90,000	To be quantified	
22	Executive	Org Dev	Vacate Offices	30,000	60,000	90,000	30,000	
23	Executive	Org Dev	Reduce Transfer Payments	90,000	127,000	157,000	90,000	

24	Executive	Org Dev	Reduce General Operating Budgets	11,000	22,000	33,000	11,000	
25	Executive	Org Dev	Reduce Large Operating Budgets	40,000	80,000	120,000	40,000	
26	Executive	Org Dev	Reduction in Graduate Placements	12,000	24,000	36,000		12,000
SUB-TOTAL OF EXECUTIVE DEPARTMENT PROPOSALS				2,698,022	3,980,215	4,858,750	2,686,022	12,000
27	ED&SC	Adult Learning	Adult Learning operational efficiencies	10,650	10,650	10,650	10,650	
28	ED&SC	Adult Learning	Charge for Services only if External	3,000	3,000	3,000	3,000	
29	ED&SC	Adult Learning	Reduce Evening Class Programme by 1/3	33,315	33,315	33,315	33,315	
30	ED&SC	Adult Learning	English for Speakers of Other Languages reduce programme/inc charges	4,519	4,519	4,519		4,519
31	ED&SC	Childrens	Operational efficiencies in Children's Services	190,702	190,702	190,702	190,702	
32	ED&SC	Childrens	Service efficiencies in Children's Services	189,542	189,542	189,542	189,542	
33	ED&SC	Childrens	Reduce Operational Budgets (training, subsistence, learning materials and equipment)	8,000	8,000	8,000	8,000	
34	ED&SC	Childrens	Review of current arrangements for the Fostering and Adoption Service.	4,633	9,266	13,899	4,633	
35	ED&SC	Childrens	Review of current arrangements for the pre-school and out of school clubs held at Islesburgh.	To be quantified	0	0		To be quantified
36	ED&SC	Childrens	Review of current arrangements for children and adolescent mental health services.	25,000	25,000	25,000		25,000
37	ED&SC	Childrens	Remove external consultants budget. This tends to be used for specific pieces of work, often for children's hearing or Court proceedings.	20,000	20,000	20,000		20,000
38	ED&SC	Childrens	Review of current arrangements for family centre service.	0	11,125	11,125		0
39	ED&SC	Childrens	Review of current arrangements for inclusion services by ensuring all services provided to children have an "inclusive" ethos.	0	30,431	30,431		0
40	ED&SC	Childrens	Stop part funding Family Mediation. Small service with no guarantee of core funding from the Scottish Government. Ours is a small contribution that would go no where near maintaining a service.	8,160	8,160	8,160		8,160
41	ED&SC	Childrens	Delete 4 Social Care Worker Posts. These post are vacant but removal will mean no further development of the service. Once new build is completed we would need to recruit in order to deliver against assessed need.	108,567	108,567	108,567		108,567
42	ED&SC	College	Shetland College Property Costs reduce to a minimum	0	0	50,000	0	
43	ED&SC	Com Care	Close Kantersted kitchen and use Taing/ET house kitchens for Lerwick meals on wheels and Eric Gray.	50,000	50,000	50,000	50,000	
44	ED&SC	Com Care	Link corridor between ET House & Taing (spend to save capital £125k)	0	50,000	50,000	0	

45	ED&SC	Com Care	Create 8 additional residential care places at ET House by linking 2 wings and make savings by reducing number of residential care places elsewhere (spend to save capital £1.125m)	0	0	250,000	0	
46	ED&SC	Com Care	Reduction in management and administration commensurate with service cuts.	0	200,000	200,000	0	
47	ED&SC	Com Care	Off-island placements (two possible cases identified so no actual decisions as yet). Contingency	200,000	200,000	200,000		200,000
48	ED&SC	Com Care	Care at Home packages including personal care and domestic tasks, to address identified needs through Single Shared Assessment/With You For You. Rationing of services based on eligibility and risk assessment.	450,000	450,000	450,000		450,000
49	ED&SC	Com Care	Increase in Day Care Provision in two units to include Fridays and Saturdays and extended hours. Preventative work to enable people to remain in their home for longer. Rationing of service based on eligibility and risk assessment.	250,000	250,000	250,000		250,000
50	ED&SC	Com Care	Review Freefield, propose transfer to voluntary sector.	20,000	20,000	20,000		20,000
51	ED&SC	Com Work	Community Work amalgamate management arrangements	57,317	57,317	57,317	57,317	
52	ED&SC	ED&SC Dir	Review Service Level Agreement with the Museum and Archives. Work to be undertaken with Shetland Amenity Trust for future years' budget reductions.	8,000	8,000	181,000	8,000	
53	ED&SC	Housing	Remove grass cutting as already agreed by the Council (implemented)	53,000	53,000	53,000	53,000	
54	ED&SC	Housing	Remove supporting people funding.	20,000	20,000	20,000	20,000	
55	ED&SC	Housing	Operational Efficiencies	10,000	10,000	10,000	10,000	
56	ED&SC	Housing	Deletion of outreach post	20,000	20,000	20,000	20,000	
57	ED&SC	Housing	Reduce the level of funding associated with furnishings for homeless accommodation.	12,000	12,000	12,000	12,000	
58	ED&SC	Housing	Increase charges on general fund services by more than inflation.	5,000	5,000	5,000	5,000	
59	ED&SC	Housing	Review of provision of housing support workers.	To be quantified	To be quantified	To be quantified	To be quantified	
60	ED&SC	Housing	Introduce charges for the provision of housing support workers.	26,000	26,000	26,000		26,000
61	ED&SC	Resources	Reduction in recruitment advertising	30,000	30,000	30,000	30,000	
62	ED&SC	Resources	Reduction in relocation allowance	40,000	40,000	40,000	40,000	
63	ED&SC	Resources	Reduction in interview expenses	20,000	20,000	20,000	20,000	
64	ED&SC	Resources	Operational efficiencies	35,000	35,000	35,000	35,000	
65	ED&SC	Resources	Remove external consultants budget	5,000	5,000	5,000	5,000	
66	ED&SC	Resources	1 fte post	0	48,000	48,000	0	
67	ED&SC	Resources	Remove 1 FTE Trainee Post / 1 FTE Reception Post / Student Budget	34,000	34,000	34,000		34,000
68	ED&SC	Schools	Primary National Staffing Levels (implemented)	100,000	100,000	100,000	100,000	
70	ED&SC	Schools	Rationalisation of Cleaning Support Staff	213,000	213,000	213,000	213,000	
71	ED&SC	Schools	Primary National Staffing Levels (planned)	353,000	353,000	353,000	353,000	

72	ED&SC	Schools	Reduction in Central Management	0	70,000	70,000	0	
73	ED&SC	Schools	Schools rationalisation - Skerries and Scalloway Secondary Departments	706,541	706,541	706,541	706,541	
74	ED&SC	Schools	Schools rationalisation - 4 Primary Schools (Uyeasound, Burravoe, North Roe and Sandness)	839,500	839,500	839,500	839,500	
75	ED&SC	Schools	Schools rationalisation - 1 Primary School (Olnafirth)	0	249,000	249,000	0	
76	ED&SC	Schools	Reduction in Support Staff (Cleaning, Janitors, Supervisory Assts, Classroom Assts, Clerical)	0	735,000	735,000	0	
77	ED&SC	Schools	Secondary Staff/Hub Schools staffing levels	0	0	1,500,000	0	
78	ED&SC	Sport&Leisure	Service efficiencies in Sports & Leisure services	139,199	139,199	139,199	139,199	
79	ED&SC	Sport&Leisure	Islesburgh reduce pt cleaner posts	17,779	17,779	17,779	17,779	
80	ED&SC	Sport&Leisure	Summer holiday Sport Coaching delete 2 temporary PT posts	5,860	5,860	5,860	5,860	
81	ED&SC	Sport&Leisure	Parks and Playing Fields delete one seasonal Gardener post	11,652	11,652	11,652	11,652	
82	ED&SC	Sport&Leisure	Reduce Grant Aid Schemes by 15%	47,799	47,799	47,799	47,799	
83	ED&SC	Sport&Leisure	Arlanda Store spend to save ie build new store & terminate existing lease	0	10,000	10,000		0
84	ED&SC	Train Shetland	Train Shetland (Short Courses) operational efficiencies	8,596	8,596	8,596	8,596	
85	ED&SC	Train Shetland	Train Shetland (Vocational Training) operational efficiencies	14,276	14,276	14,276	14,276	
SUB-TOTAL OF EDUCATION & SOCIAL CARE DEPARTMENT PROPOSALS				4,408,607	5,816,796	7,794,429	3,262,361	1,146,246
86	Infrastructure	Infrastructure Directorate	Reduce overtime and temporary staff cover for holiday period. Implementation 2011/12 - permanent saving.	3,000	3,000	3,000	3,000	
87	Infrastructure	Infrastructure Directorate	Reduce recruitment expenses budget - saving on advertising costs through using Recruitment Portal and reduced requirement for relocation expenses. Implementation 2011/12 - permanent saving.	45,500	45,500	45,500	45,500	
88	Infrastructure	Infrastructure Directorate	Reduction in various supplies and services budgets - consultants, equipment, stationery. Implementation 2011/12 - permanent saving.	14,000	14,000	14,000	14,000	
89	Infrastructure	Infrastructure Directorate	Investment of Temporary HR Officer employee costs to further Service Reviews as part of Spend to Save scheme. Savings to be identified as part of each Service Review - currently working on Ports for the Future Project. Implementation 2011/12 dependent	39,000	39,000	39,000	39,000	
90	Infrastructure	Environment	Minor reductions across general operating costs	10,456	10,456	10,456	10,456	
91	Infrastructure	Environment	Reductions in budgets for travel, subsistence, training and conferences. Implementation immediate - permanent effect.	5,407	5,407	5,407	5,407	
92	Infrastructure	Environment	Environmental Health minor savings across service. Implementation 2011/12 - permanent saving.	3,935	3,935	3,935	3,935	
93	Infrastructure	Environment	Tender contracts for haulage, analysis and engineering works, better use of Scotland Excel - Implementation 2011/12 - permanent saving.	10,000	10,000	10,000	10,000	

94	Infrastructure	Environment	Restructure staffing at Landfill by not replacing retired staff. One member of staff has recently retired another is due to leave in March, it is proposed to cover these duties by expanding the role of existing staff - Implementation 2011/12 - permanent s	68,000	68,000	68,000	68,000	
95	Infrastructure	Environment	Reduce number of hours Esplanade Toilet Attendants are on duty so toilet is open but unattended for quiet periods during the day. Implementation 2011/12 - permanent saving.	20,000	20,000	20,000	20,000	
96	Infrastructure	Environment	Increase charge for hire of mobile Portaloos unit for public events and private functions to breakeven charge. Current charge £150, average breakeven charge £250. Implementation 2011/12 - permanent saving.	1,200	1,200	1,200	1,200	
97	Infrastructure	Environment	Increase Pest Control Charges to cover Survey (£30) and treatment (£75) and revisits after third visit (£15). Free for those on means tested benefits. Implementation 2011/12 - permanent saving.	2,677	2,677	2,677	2,677	
98	Infrastructure	Environment	Increase Hygiene Certificate Charges to fish processing premises. Implementation 2011/12 - permanent saving.	5,000	5,000	5,000	5,000	
99	Infrastructure	Environment	Burial Interment and Reservation charges- Current Charge £150, proposed charge £250, Scottish average charge for interment and reservation is £400, we have the lowest charges in Scotland by a significant margin, the new charge will still leave us with the	22,000	22,000	22,000	22,000	
100	Infrastructure	Environment	Service Redesign. Not fill 1 expected cleansing vacancy due to natural wastage in next 3 months and so reduce cleansing FTE. Make existing post working chargehand. Implementation 2011/12 - permanent saving.	20,000	20,000	20,000	20,000	
101	Infrastructure	Environment	Stop provision of recycling and compost bins. We have provided subsidised compost bins through Zero Waste Fund income which is no longer ring fenced. It is proposed that we will no longer provide subsidised compost and domestic stacking recycling bins. We	20,000	20,000	20,000	20,000	
102	Infrastructure	Environment	Gremista Landfill - reduce opening hours to reduce overtime - Implementation 2011/12 - permanent saving. Close Weighbridge opening hours from 4.30pm to 4.00pm and direct tipping to landfill from 4.00pm to 3.00pm Monday to Friday and close direct tippin	36,000	36,000	36,000	36,000	
103	Infrastructure	Environment	Close Esplanade Toilets at 10pm rather than midnight on Sunday, Monday, Tuesday, Wednesday and Thursday nights (quiet nights). Keep open to midnight on Friday and Saturday nights. Reduce overtime by 25%. Implementation 2011/12 - permanent saving.	1,750	1,750	1,750	1,750	

104	Infrastructure	Environment	Reduce cleansing staff overtime on Saturday and Sunday mornings - by 25%. Re-organise refuse service using wheeled bins to provide alternative Fridays and Mondays collections and reduce sweeping staff. Implementation 2011/12 - permanent saving.	5,000	5,000	5,000	5,000	
105	Infrastructure	Environment	Reduce free refuse sack provision (from 100 to 52 bags per year) by approximately 50%. May result in more litter unless more use of wheeled bins is encouraged as a replacement. Implementation 2011/12 - permanent saving.	21,536	21,536	21,536	21,536	
106	Infrastructure	Environment	Centralise burial ground record keeping -would require redundancy of 30 retained burial ground officers and centralisation of all future burial and reservation arrangements. Implementation 2012/13 - permanent saving.	0	10,000	10,000	0	
107	Infrastructure	Environment	Reduce other Operating costs on building maintenance, Street Lighting, Stores and Management to provide a further 1% saving on the Building Maintenance Budgets Implementation 2011/12 - permanent saving.	31,400	31,400	31,400	31,400	
108	Infrastructure	Environment	Energy savings - Spend to Save Scheme. Require investment of £450,000 spread over 4 year period to deliver efficiency savings in energy consumption. It is expected to yield £100,000 savings per annum once projects are complete. Partial savings for first	5,000	25,000	65,000	5,000	
109	Infrastructure	Environment	Increase charge for commercial refuse collections from shops and offices by another 5% (on top of existing increase of 5%). Increase charge for skip commercial refuse collections from businesses by 5% (on top of existing increase of 5%). Implementation	11,820	11,820	11,820	11,820	
110	Infrastructure	Environment	Cut Health Improvement Officer post by 0.25 FTE Implementation - permanent saving	6,807	6,807	6,807	6,807	
111	Infrastructure	Environment	Reduce overtime working on building maintenance, Street Lighting, Stores and Management by 30% (overall) to provide a 3% saving on the Building Maintenance Budgets Implementation 2011/12 - permanent saving.	90,000	90,000	90,000	90,000	
112	Infrastructure	Environment	Close Grantfield and Clickimin toilets in Lerwick as facilities are not well used now due to alternative toilets being available nearby (Toll Clock and Clickimin Centre respectively). £5,000 each. Implementation 2011/12 - permanent saving.	10,000	10,000	10,000	10,000	
113	Infrastructure	Environment	Building Maintenance & Stores Review	0	200,000	200,000	0	
114	Infrastructure	Environment	Stop free twice yearly bulky uplifts in Lerwick. Replace with bookable, chargeable bulky uplift £10 per lift. Estimated booking time 1 month. Exemptions from charge for disabled, elderly and infirm. Implementation 2011/12 permanent savings.	1000	1,000	1,000	1000	

115	Infrastructure	Environment	Reduce Grounds Maintenance Contract price by 10% by reducing frequency of grass cutting of open spaces throughout community. Could be reduced further by an additional 15% which would give savings of £30,000. Grassed areas throughout Shetland will look le	20,000	20,000	20,000	20,000	
116	Infrastructure	Environment	Reduce Fuel Poverty Grant and change policy to address under occupation. Needs revision of policy to target those in greatest needs. Implementation 2011/12 - permanent saving.	105,000	105,000	105,000	105,000	
117	Infrastructure	Environment	Reduce PSHG to reduce budget for repair and improvement of poor quality homes. Uptake of scheme low due to repayment requirement - previously a grant scheme.Implementation 2011/12 - permanent saving.	135,000	135,000	135,000	135,000	
118	Infrastructure	Environment	Remove Lerwick Toilet Attendant van so Esplanade Toilet Attendants walk to other Lerwick toilets to clean them. Implementation 2011/12 - permanent saving	3,401	3,401	3,401		3,401
119	Infrastructure	Environment	Reduce the standard of grass cutting in burial grounds. Do not cut areas of yards that are not in use e.g. large areas of Tingwall and Sandwick and so reduce overtime costs associated with cutting grass. Implementation 2011/12 - permanent saving.	8,000	8,000	8,000		8,000
120	Infrastructure	Environment	Reduce Beach clean ups, which remove dolphins, seals, whales and other contamination such as tar balls Implementation 2011/12 - permanent saving.	4,180	4,180	4,180		4,180
121	Infrastructure	Environment	Reduce Antisocial Behaviour budget, reduce grants to voluntary sector, reduce early intervention and preventative spend. Implementation 2011/12 - permanent saving.	8,777	8,777	8,777		8,777
122	Infrastructure	Environment	Stop providing free dog bags Implementation 2011/12 - permanent saving.	1,000	1,000	1,000		1,000
123	Infrastructure	Environment	Stop repairing memorial stones. Would require us to remove or lay flat unsafe memorials rather than repairing. Memorials remain the property of the families but the Council is responsible for safety in the yards.- Implementation 2011/12 - permanent saving	60,000	60,000	60,000		60,000
124	Infrastructure	Planning	Delete existing part-time Building Standards Surveyor post. Statutory changes in Building Standards and Planning require more early intervention in site and increased site inspections which is better fulfilled by other posts in the Planning Service. Incr	15,572	15,572	15,572	15,572	
125	Infrastructure	Planning	Increased income from projected planning application and building warrant fees for 2011/12 which are ring fenced for processing planning applications and building warrants. Implementation 2011/12 - permanent saving.	40,500	40,500	40,500	40,500	
126	Infrastructure	Roads	Reduction in office administration costs. Implementation 2011/12 - permanent saving.	1,600	1,600	1,600	1,600	

127	Infrastructure	Roads	Roads Network and Design - generate additional income by increasing amount of design work done for other services of the Council and externally e.g. for the Charitable Trust. Implementation 2011/12 - permanent saving.	50,000	50,000	50,000	50,000	
128	Infrastructure	Roads	Reduce ad hoc replacement of individual streetlights. The aim is to keep individual streetlights serviceable (or remove them if unsafe) and to better co-ordinate replacements as schemes under the Streetlighting Capital Rolling Programme. However, deterioration	20,000	20,000	0	20,000	
129	Infrastructure	Roads	Reduce ad hoc replacement of sections of crash barrier until a whole section requires replacement at which time it will be done under a Capital Rolling Programme. Also pursue more vigorously vehicle owners that damage barrier in order to reclaim costs of	20,000	20,000	20,000	20,000	
130	Infrastructure	Roads	Reduce budget for sea defences and other structures (e.g. retaining walls), as work required in these areas varies significantly from year to year and has recently been lower than budget. Suggest review after 2 years. Implementation 2011/12 - Short term s	11,000	11,000	-	11,000	
131	Infrastructure	Roads	Stop carrying out Minor Improvements which in the past have been undertaken as opportunities arose when other maintenance work was being carried out in an area. Implementation 2011/12 - permanent saving.	40,000	40,000	40,000	40,000	
132	Infrastructure	Roads	Reduce drainage improvement works carried out. Examples include new ditches & drains, new cross drains, new gullies. Implementation 2011/12 - permanent saving.	30,000	30,000	30,000	30,000	
133	Infrastructure	Roads	Reduce budget for cattle grid repairs and maintenance as now up to a fairly good standard. Reducing the level of maintenance will allow them to drop to a poorer but acceptable condition. Slight deterioration of the asset, but this level of reduction could	23,000	23,000	23,000	23,000	
134	Infrastructure	Roads	Reduce budget for the maintenance of traffic signs. Reducing the level of maintenance will allow them to drop to a poorer but acceptable condition. Examples, worn or faded sign faces are retained for longer. Don't provide new signs unless there is a compe	20,000	20,000	20,000	20,000	

135	Infrastructure	Roads	Reduce the effort made to remove noxious weeds from roadside verges. In particular, to reduce the amount of ragwort pulled up by hand. Also to seek to exclude sections of verge with minimal grass growth from the annual cut of roadside verges. To become pe	3,600	3,600	3,600	3,600	
136	Infrastructure	Roads	Reduce footpath maintenance as now up to a fairly good standard. Reducing the level of maintenance will allow them to drop to a somewhat poorer condition. Deterioration of the asset, therefore suggest a review after 2 years. Implementation 2011/12 - shor	50,000	50,000	0	50,000	
137	Infrastructure	Roads	Reduce work done to maintain road verges. Likely to result in eroded and uneven sections of verge remaining longer. Initiatives, like providing a contrasting colour of verge, would be further curtailed, with potential minor safety implications. Suggest a	45,000	45,000	0	45,000	
138	Infrastructure	Roads	To reduce amount of resurfacing with hot bitmac of roads throughout Shetland. Present resurfacing rate of approximately 1.8% per year implies that an average road will be resurfaced once every 55 years. A reduction in line with this option and the one bel	150,000	150,000	0	150,000	
139	Infrastructure	Roads	Reduce overtime of office based staff. Overtime for office staff includes Roads Inspectors responding to police callouts or assisting traffic management out with office hours; also other staff managing work required outwith normal office hours; checking W	3,000	3,000	3,000	3,000	

140	Infrastructure	Roads	Amend delivery and scope of the Winter Service along the lines suggested by the report recently submitted to the Member Officer Working Group Roads. Details of likely changes and their implications are still to be worked out. Main options being considered are a partial move to single manning of gritters, which is likely to result in some small sections of the network no longer being treated; reduction in treatment done each day: reduction in number of gritters. The consultation required for such a change to take place is likely to mean that all suggested savings may not be found acceptable and achieved, and this could only be implemented over a period of time, say two years. Implementation over two year period starting in 2011/12 - permanent saving.	32,800	98,400	0	32,800	
141	Infrastructure	Roads	Review of current arrangements within the Roads service.	45,000	45,000	0	45,000	
142	Infrastructure	Roads	More extensive reduction of overtime by office based staff, as described at option 3 above. Similar but more severe effects. Suggest temporary trial only if this has to be implemented. Implementation 2011/12 - short term saving.	7,000	7,000	0	7,000	
143	Infrastructure	Roads	More severe reduction of drainage improvement works. Examples include new ditches & drains, new cross drains, new gullies. Reduction is likely to affect the asset, and if implemented should be reviewed, say after 2 years. Implementation 2011/12 - short t	40,000	40,000	0		40,000
144	Infrastructure	Roads	Further reduce budget for cattle grid repairs and maintenance. Such a further reduction in the level of maintenance will cause some concern, but may still remain acceptable for a few years. Can be implemented now, but this level of reduction is likely to	20,000	20,000	0		20,000
145	Infrastructure	Roads	As above, but reduce further the amount of resurfacing with hot bitmac of roads in Shetland. Implementation 2011/12 - short term savings.	187,000	187,000	0		187,000
146	Infrastructure	Transport	Reduction in travel and consultants budgets - use technology such as video conferencing and Webex. Implementation 2011/12 - permanent saving.	5,000	10,000	15,000	5,000	
147	Infrastructure	Transport	Procure fuel more cheaply. Each 1 pence per litre reduction reduces fuel bill by £45,000 at current service levels. If we can find fuel at 2 pence per litre less (CGCoPE framework agreement) then £90k saved. Implementation 2011/12 - permanent saving.	90,000	90,000	90,000	90,000	
148	Infrastructure	Transport	Reduce price of Foula Ferry Contract through negotiating a different specification and delivery method. Implementation 2011/12 - permanent saving.	115,000	115,000	115,000	115,000	

149	Infrastructure	Transport	Carry out more maintenance of aircraft in Shetland - requires approx £10k investment in equipment at Tingwall - Spend to Save scheme. Implementation 2011/12 - permanent saving dependent on availability of Spend to Save funding.	7,000	7,000	7,000	7,000	
150	Infrastructure	Transport	Reduce the use of hired and contracted services. Implementation 2011/12 - permanent saving.	17,000	17,000	17,000	17,000	
151	Infrastructure	Transport	Investment of Acting Ferry Services Manager employee costs to further Service Reviews as part of Spend to Save scheme. Savings to be identified as part of each Service Review - currently working on Ports for the Future Project. Implementation 2011/12 de	56,000	56,000	56,000	56,000	
152	Infrastructure	Transport	Ticket machine maintenance. Replace existing machines with products from different supplier resulting in reduction in annual servicing costs. This is a spend to save measure requiring capital investment. Implementation 2011/12 dependent on availability	45,000	45,000	45,000	45,000	
153	Infrastructure	Transport	Increase income through selling advertising space on variable message signs and on ferries. Implementation 2011/12 - permanent saving.	10,000	10,000	10,000	10,000	
154	Infrastructure	Transport	Increase air fares for non-island residents - conservative estimate at this stage - more work required. Implementation 2011/12 - permanent saving.	20,000	20,000	20,000	20,000	
155	Infrastructure	Transport	Increase charges to external customers for mots, servicing and checks. Implementation 2011/12 - permanent saving.	10,000	10,000	10,000	10,000	
156	Infrastructure	Transport	No out of hours service at Gremista Garage - reduced overtime. Implementation 2011/12 - permanent saving.	8,000	8,000	8,000	8,000	
157	Infrastructure	Transport	Merge all booking services for ferries into one location - one less staff member required. Implementation 2011/12 - permanent saving.	25,000	25,000	25,000	25,000	
158	Infrastructure	Transport	Rationalisation of use of staff to cover operations at Tingwall Airport, Gremista Garage and Viking Bus Station (dependent on adjustment of operating hours at airport), Whalsay Garage. Implementation 2011/12 - permanent saving.	100,000	100,000	100,000	100,000	
159	Infrastructure	Transport	Removal of Fair Isle - Sumburgh rotation on Saturdays - savings in contract costs and shorter opening hours at Tingwall. Implementation 2011/12 - permanent saving.	18,000	18,000	18,000	18,000	
160	Infrastructure	Transport	Transport Service Review	0	0	1,130,000	0	
161	Infrastructure	Transport	Whalsay Service - make Hendra the shift boat and Linga the day boat with resulting saving in fuel - Note this will require changes in terms and conditions for staff and will require appropriate time and resources to resolve. Implementation during 2011/12	50,000	50,000	50,000		50,000

162	Infrastructure	Transport	Increase fares by 5% over the 5% already agreed for 2011/12. Implementation 2011/12 - permanent saving.	73,000	73,000	73,000		73,000
163	Infrastructure	Transport	Introduce a fuel surcharge of 5% on fares - if fuel prices come down again then the fuel surcharge can be removed. Implementation 2011/12 - permanent saving to offset fuel price increases.	73,000	73,000	73,000		73,000
SUB-TOTAL OF INFRASTRUCTURE DEPARTMENT PROPOSALS				2,432,918	2,733,518	3,235,118	1,904,560	528,358
TOTAL OF ALL SAVINGS PROPOSALS				9,539,547	12,530,529	15,888,297	7,852,943	1,686,604

Note: Achievement of the proposed savings would, where appropriate, be subject to consultation and other decision-making processes.