

# MINUTE

‘B’

## Services Committee

Council Chamber, Town Hall, Lerwick

Thursday 10 March 2011 at 10 a.m.

### Present:

E L Fullerton	L Angus
J Budge	A J Cluness
A T J Cooper	A G L Duncan
F B Grains	I J Hawkins
J H Henry	A J Hughson
W H Manson	C H J Miller
J G Simpson	C L Smith
A S Wishart	

### Apologies:

L F Baisley	A T Doull
R S Henderson	R C Nickerson
G Robinson	

### In Attendance:

H Sutherland, Executive Director of Education and Social Care  
H Budge, Head of Schools  
C Ferguson, Head of Community Care  
A Jamieson, Head of Housing  
S Morgan, Head of Children's Services  
R Sinclair, Head of Capital Programming  
A Williamson, Chief Social Work Officer  
B Crook, Community Work Manager  
N Watt, Sport and Leisure Services Manager  
H Leslie, Children and Families Services Manager  
J Porter, Community Learning & Development Officer  
M Duncan, Grants Co-ordinator  
J Thomason, Management Accountant  
L Geddes, Committee Officer  
L Gair, Committee Officer

### Also

P Garnier, Citizen's Advice Bureau  
D Ford, Corporate Parenting Officer, Who Cares? Scotland

### Chairperson

Mrs E L Fullerton, Chairperson of the Committee, presided.

### Circular

The circular calling the meeting was held as read.

The Chairperson ruled that due to special circumstances, namely the timescales concerned, the following item would be considered at this meeting as a matter of urgency in terms of subsection 4 of Section 50B of the Local Government (Scotland) Act 1973: Corporate Parenting Presentation. She advised that this presentation would be heard as item 1 on the agenda.

### **Declarations of Interest**

Mr J Budge declared an interest in agenda item 1, "Community Alcohol and Drugs Support Services – Service Level Agreement", as a board member of CADSS.

### **Minutes**

The minute of the meeting held on 3 February 2011 having been circulated, was confirmed.

### **Members Attendance at External Meetings**

Mr A G L Duncan                      CoSLA Community Well-Bing and Safety Executive Group –  
Edinburgh – 23 February 2011.

A J Hughson                      University of Highlands and Islands Reception and  
Apprenticeships and Training Summit 2011 – Edinburgh –  
24 February 2011

Scotland's Colleges Governance Development Programme  
Workshop – Stirling – 4 March 2011

#### 16/11      **Corporate Parenting Presentation**

The Committee noted a report by the Executive Director – Education and Social Care (Appendix 1, and were provided with a presentation from Mr Denny Ford, Corporate Parenting Officer with Who Cares? Scotland (slides attached as Appendix 1A).

*(Mr L Angus left the Chamber during the presentation)*

The presentation provided a summary of the Training Session held on 9 March 2011, for the benefit of the Members who were unable to attend.

*(Mr W H Manson attended the meeting)*

*(Mr L Angus returned to the Chamber)*

Members thanked Mr Ford for his presentation and Mr A J Cluness said that the Council took its responsibility as Corporate Parent very seriously. Mrs C H J Miller said that she had attended the training and found it mind opening and it was important to get corporate parenting right.

The Chairperson noted Mr Ford's comments regarding the innovative practice in Shetland whereby a shared care system is used with families involved. She said that Mr Ford intended to take this concept away and share it with other local authorities and agencies. The Chairperson thanked staff for their dedication and commitment to their work.

#### 17/11      **Community Alcohol and Drugs Support Service – Service Level Agreement**

The Committee considered a report by the Head of Community Care (Appendix 2).

In moving that the Committee approve the recommendations in the report, Mr C L Smith said that the current economic situation may mean that there was a need to look at this in more detail, and that he would like to see more emphasis on prevention work. Mrs C H J Miller seconded.

The Head of Community Care confirmed to Members that the NHS was committed, through the partnership to work closely to prioritise funding appropriately. She said she was confident that the funding indicated in the report would come through.

Decision:

The Committee **RESOLVED** to:

1. approve the proposals as detailed in paragraphs 6.1 and 6.2 of the report.
2. approve funding of £318,000 to CADSS for financial year 2011/12 as detailed in paragraph 7.3 of the report; and
3. note that funding from NHS Shetland will be confirmed once the allocation from the Scottish Government has been confirmed.

18/11

**COPE Ltd – New Funding Model**

The Committee considered a report by the Head of Community Care (Appendix 3).

The Head of Community Care introduced the main terms of the report.

*(Mr W H Manson declared an interest as the Chairperson for the Shetland Charitable Trust, but said that his declaration did not stop him from taking part)*

Mr W H Manson said that it was important to give careful consideration to what was being funded in this case and said that there was a need have a long term funding mechanism.

*(Mr J H Henry declared an interest as a Trustee of the Shetland Charitable Trust)*

Mr L Angus moved that the Committee approve the recommendation in the report, and Mr C L Smith seconded.

In response Mr A S Wishart's concern that the review may have an impact on private businesses, the Head of Community Care advised that officers were working closely with the Economic Development Unit and would look at every aspect during this process. Members agreed that it was important for local businesses to provide opportunities rather than the Council undermine their position.

Decision:

The Committee **RESOLVED** to:

1. approve the proposals set out in Section 6 of the report.

19/11

**Participatory Budgeting Project**

The Committee considered a report by the Community Work Manager, Community Work Service, and the Service Manager – Environmental Health (Appendix 4).

The Community Care Manager introduced the main terms of the report.

Mr J H Henry moved that the Committee approve the recommendation in the report, and Mr A S Wishart seconded.

Members commented on the success of the project and complimented the staff involved for their commitment to this project.

Decision:

The Committee **RESOLVED** to:

1. approve the proposal to roll out Participatory Budgeting as a mechanism for engaging with communities – starting with a follow up project in North Staney Hill area of Lerwick, and a new project in the Sound area of Lerwick; and
2. note that follow up reports will be presented for information.

20/11

**Proposed New Capital Grant Aid Scheme for Community Facilities in Shetland**

The Committee considered a report by the Sport and Leisure Services Manager (Appendix 5) and approved the recommendations contained there in on the motion of Mr A T J Cooper, seconded by Mrs C H J Miller.

Decision:

The Committee **AGREED TO RECOMMEND** to the Council that it approves:

1. the establishment of the 2 year pilot project – C.E.E.P Grant Aid Scheme;
2. approve the scheme guidelines attached as appendix A to the report;
3. approve the provision of a budget of up to £100,000 in financial years 2011/12 and 2012/13 to match the funding being requested from the EU LEADER programme i.e. £200,000 in total;
4. agree that a follow up report at the end of the pilot should be prepared to assess the impact of the scheme, based on a formal evaluation of the objectives set out in paragraph 5.8 of the report; and
5. delegate authority to the Executive Director of Education and Social Care, or her nominee to approve applications within the guidelines of this scheme.

21/11

**Review of Revenue Grant Aid Schemes to Groups in Shetland**

The Committee considered a report by the Sport and Leisure Services Manager (Appendix 6).

The Sport and Leisure Services Manager introduced the main terms of the report.

In response to a query from Mrs I J Hawkins and comments from Mr A T J Cooper, the Chairperson advised that the Head of Schools would provide a briefing note to Mrs Hawkins, on the position regarding Youth Centres.

Mr L Angus moved that the Committee approve the recommendation in the report, and Mr C Smith seconded.

*(Mr A J Cluness left the meeting)*

Decision:

The Committee **AGREED TO RECOMMEND** that the Council:

1. adopt the proposals in Section 6 of the report;

22/11

**NatWest Island Games – Isle of Wight 2011**

The Committee considered a report by the Sport and Leisure Services Manager (Appendix 7), and approved the recommendations contained therein on the motion of Mrs C Miller, seconded by Mr J G Simpson.

Decision:

The Committee **RESOLVED** to:

1. approve a grant of up to £19,600 to Shetland Islands Games Association for the purposes outlined in the report; and
2. agree that any offer of grant be subject to the standard conditions applying to the Grants to Voluntary Organisations General Scheme.

23/11

**Whalsay Golf Club – Support Grant**

The Committee considered a report by the Sport and Leisure Services Manager (Appendix 8).

In referring to the privately run Asta Golf course and commenting on how golf courses are run in Orkney and the Western Isles, Mr A G L Duncan moved that the Committee refuse the application for a grant, submitted by the Whalsay Golf Club. However his motion did not receive a seconder.

Mr J G Simpson advised Members on the history of the Whalsay golf course and the benefit it brings to both residents and visitors and said it was important to provide facilities for young people. Mr Simpson moved that the Committee approve the recommendations in the report. In seconding Mrs C H J Miller commented specifically on the health benefits of playing golf and said that this was a facility for all ages.

Decision:

The Committee **RESOLVED** to:

1. grant up to £10,000 to Whalsay Golf Club for the purposes outlined in the report; and

2. that any offer of grant be subject to the standard conditions applying to the Grant to Voluntary Organisation – General Scheme.

24/11 **CHCP Agreement 2011 – 2014**

The Committee considered a report by the Head of Community Care (Appendix 9), and approved the recommendation contained therein on the motion of Mr C Smith, seconded by Mr A Duncan.

During discussions, the Head of Community Care confirmed that Local Service Delivery Groups (LSDGs) are reviewed on an ongoing basis and work with Community Council will be done to see how they fit in their area. She also explained that public participation was part of the process and adverts would be placed in the paper and she welcomed Members to attend the public meetings that would be arranged.

During further discussion, Members agreed the need for a clear remit for LSDGs. The Head of Community Care explained that the CHCP Agreement underpins all activities and said she hoped that Member had seen the considerable progress made with regard to joint working.

Decision:

The Committee **RESOLVED** to:

1. approve the CHCP Agreement 2011-2014 including the service development priorities set out in section 5 of the report.

25/11 **Allocation Policy Annual Review**

The Committee considered a report by the Service Manager – Housing and Property (Appendix 10).

The Head of Housing introduced the main terms of the report and in response to a query advised that the Officer Working Group that had been established would meet in April but it would take a few months to work on detail before reporting back to Members.

At the request of Mrs I J Hawkins, the Head of Housing said that she would review how information, previously provided through the housing allocations working group, might be provided within the new governance arrangements.

On the motion of Mr L Angus, seconded by Mrs I J Hawkins, the Committee approved the recommendations in the report.

Decision:

The Committee **AGREED TO RECOMMEND** to the Council that:

1. the allocations quota targets are set as detailed in 3.14 of the report; and
2. the Janitor's House, Sound School is deleted for the lettings profile list.

*(Mr J Henry declared an interest in the following item)*

26/11      **Shared Equity Schemes**

The Committee considered a report by the Head of Housing (Appendix 11) and approved the recommendations contained therein on the motion of Mr A Duncan, seconded by Mr A Cooper.

Decision:

The Committee **RESOLVED** to:

1. note that the Government funded scheme, Open Market Shared Equity Scheme (OMSE), is being taken forward for Shetland in partnership with Hjaltsland Housing Association; and
2. note that the bid for capital funding currently in the gateway process is withdrawn.

27/11      **Shetland Museum and Archives Service Plan 2011/12**

The Committee considered a report by the Executive Director – Education and Social Care Department (Appendix 12).

On the motion of Mr J G Simpson, seconded by Mr C L Smith, the Committee approved the recommendations contained in the report.

Mr A T J Cooper queried whether the Council could invoke its budgetary constraints on the contract for the year 2011/12. The Executive Director of Education and Social Care explained that this was a 25-year contract agreement that consisted of a mix of services, which were both legally required and discretionary. With regard to the discretionary services the Council has the freedom to decide upon the level and quality of service it wants. This would be taken forward by the Finance Resources Member Officer Working Group in order that Officers are guided by Members on this.

Decision:

The Committee **RESOLVED** to:

1. approve the Service Plan for the provision of museum and archive services for 2011/12, subject to approval by the Shetland Amenity Trust; and
2. agree to disburse the funding of £1,138,214 in two equal instalments during financial year 2011/12.

28/11      **School Holiday Dates 2013/14**

The Committee considered a report by the Head of Schools (Appendix 13), and on the motion of Mr W H Manson, seconded by Mrs I J Hawkins, approved the recommendation contained therein.

Decision:

The Committee **RESOLVED** to:

1. approve the School holiday dates for 2013/14, and the occasional holidays and in service days for 2011/12 through to 2013/14 as detailed in Appendix A to the report.

29/11 **Music Instruction Review – Scope and Terms of Reference**

The Committee considered a report by the Executive Director of Education and Social Care (Appendix 14).

On the motion of Mr C L Smith, seconded by Mr W H Manson, the Committee approved the recommendation in the report.

Decision:

The Committee **RESOLVED** to:

1. approve the scope and terms of reference for the Music Instruction Review, at Appendix 1 of the report.

30/11 **Education and Social Care Revenue Management Accounts for the Period 1 April 2010 to 31 January 2011 – General Ledger, Reserve Fund and Housing Revenue Account**

The Committee **NOTED** a report by the Head of Finance (Appendix 15), which provided Members with an overview of the financial position on the Education and Social Care Services accounts.

31/11 **Capital Projects Update – Services Committee Projects**

The Committee **NOTED** a report by the Capital Programme Service Manager (Appendix 16).

Members discussed the Viewforth replacement in relation to new extra care housing development in Lerwick, as well as the area of land across from Islesburgh Community Centre. Members were informed that the Council's Asset Strategy would consider land and building in Shetland. They were also advised that this piece of work and the Draft Implementation Plan would be reported to Members by the end of December 2011.

**In order to avoid the disclosure of exempt information, Mrs E L Fullerton moved, Mr C L Smith seconded, and the Committee RESOLVED to exclude the public in terms of the relevant legislation during consideration of the following items of business.**

*(Members of the Public and Media left the Chamber)*

32/11 **Shetland College/Train Shetland Board of Management – (a) 20 January 2011; and (b) 24 February 2011**

The Committee **NOTED** the above.

33/11 **Provision of Care Services – Potential Development Site**



The Committee considered a report by the Head of Capital Programming.

On the motion of Mrs I J Hawkins, seconded by Mr A J Hughson, the Committee agreed to recommend to the Council that it defer a decision on the recommendations in the report for one cycle, and in response to a suggestion from Mr C L Smith, Mrs Hawkins agreed to include in her motion that the Member/Officer Working Group continue to meet in order to take this forward. This received the consent of her seconder.

34/11 **Proposal to Allocate Craigielea for Childcare Services: Update and Way Forward**

The Committee considered a report by the Executive Director of Education and Social Care.

Mr W H Manson moved that the Committee approve the recommendations contained in the report, seconded by Mr A S Wishart.

35/11 **Temporary Extension of Post of Adult Protection Co-ordinator**

The Committee considered a report by the Chief Social Work Officer and approved the recommendations contained therein on the motion of Mr C L Smith, seconded by Mr A T J Cooper.

The meeting concluded at 11.50am

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E L Fullerton  
Chairperson