

MINUTE

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Special Development Committee
Council Chamber, Town Hall, Lerwick
Friday 30 August 2013 at 10 a.m.

Present:

A Cooper	T Smith
S Coutts	B Fox
A Manson	F Robertson
M Stout	

Apologies

G Robinson

In Attendance (Officers):

N Grant, Director of Development Services
D Irvine, Executive Manager - Economic Development
J Riise, Executive Manager – Governance and Law
S Keith, Project Manager
K Marshall, Solicitor
L Gair, Committee Officer

Chair:

Mr A Cooper, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest

Mr Robertson advised that he had a registered interest as a Trustee of the Shetland Amenity Trust.

40/13 **Future Mechanism for Economic Development Commercial Investments**

The Committee considered a report by the Project Manager – Economic Development (DV031-F), which sought approval to proceed, and commit budget, for the project to identify the most appropriate mechanisms for future economic development commercial investment.

The Project Manager (S Keith) introduced the report and responded to Member's questions.

Mr Robertson moved that the Committee approve the recommendations contained in the report, seconded by Mr Smith.

Decision:

The Development Committee **RESOLVED** to approve the progression of the Project Initiation Document (PID), and commit the following budgets:

Shetland Development Trust £30,000
Shetland Islands Council £22,500

In order to avoid the disclosure of exempt information, Mr Cooper moved, Mr Smith seconded, and the Committee agreed to exclude the public in terms of the relevant legislation during consideration of the following items of business.

(Mr Robertson left the Chamber)

41/13 **Promote Shetland Contract 2014-2017 – Tendering Process**

The Committee considered a report by the Executive Manager – Economic Development, which sought to obtain agreement to proceed with the tendering of the Promote Shetland Contract for the period 1 April 2014 to 31 March 2017.

The Executive Manager – Economic Development introduced the main terms of the report.

Officers responded to Members questions and following lengthy debate, the Committee unanimously agreed to approve the recommendations with the following amendments:

- that the contract would be approved for a period of 3 years which an option to extend for a one 12 month period.
- That the current Promote Shetland Steering Group will cease from today's date.
- That the new Promote Shetland Steering Group will run for the term of the new contract.
- That the Group will comprise, the Chair of Development Committee, and nominated Members namely: Mr Fox, Mr Coutts and Mr T Smith.

Decision:

The Development Committee **RESOLVED** to:

- Approve the draft Outline Service Requirements for the Promote Shetland Service, attached as Appendix 1, with amendments highlighted by the Promote Shetland Steering Group, and the removal of the words “or periods” at paragraph 2.1, page 17 of the Invitation to Tender;
- Delegate authority to Executive Manager Economic Development to progress the procurement of the Promote Shetland Service for a period of three years commencing on 1 April 2014, as specified in the draft Invitation to Tender, with an option to extend for one further period of up to twelve months;
- Approve the cessation of the existing Promote Shetland Steering Group, as at today's date;
- Establish a new Promote Shetland Steering Group, specified in Appendix 2 that will commence on the date of the new contract and continue throughout the duration of that contract: and
- Appoint the Chair of Development Committee and three members of the Committee to serve on the Promote Shetland Steering Group, namely, Billy Fox, Steven Coutts and Theo Smith.

(Mr Robertson returned to the Chamber)

42/13

Shetland Farm Dairies Bottling Plant

The Committee considered a report by the Executive Manager – Economic Development, which sought approval to provide a Hire Purchase facility for Shetland Farm Dairies to invest in a new bottling plant, noting an error in the figures in the previous report.

The Executive Manager – Economic Development introduced the report.

Ms Manson moved that the Committee approve the recommendation in the report.
Mr Cooper seconded.

Decision:

The Development Committee **RESOLVED** to set aside the previous decision made on 29 May 2013 and approved the provision of a Hire Purchase facility totalling £142,900 for Shetland Farm Dairies to invest in a new bottling plant.

The meeting concluded at 11.10am.

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Chair