

MINUTE

AB - Public

Environment and Transport Committee
Council Chamber, Town Hall, Lerwick
Monday 26 May 2014 at 3.30 pm

Present:

M Bell	S Coutts
R Henderson	D Ratter
G Robinson	D Sandison
G Smith	T Smith
M Stout	

Apologies:

J Wills

In Attendance (Officers):

M Sandison, Director - Infrastructure Services
J Gray, Executive Manager – Finance
J Riise, Executive Manager – Governance and Law
M Craigie, Executive Manager – Transport Planning
J Jamieson, Risk Management Officer
L Adamson, Committee Officer

Also Present (Members)

G Cleaver

Chair:

Mr M Stout, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

The Chair advised on a change to the order of the agenda for Items 2 and 3. The Committee concurred.

Declarations of Interests

None.

18/14 Management Accounts for Environment and Transport Committee: 2013/14 – Draft Outturn Quarter 4

The Committee considered a report by the Executive Manager – Finance (F-020-F), which enabled review of the financial performance of services within its remit.

(Mr T Smith attended the meeting).

In introducing the report, the Executive Manager – Finance advised on the revenue underspend of £1.360k, the underspend of £521k on capital, and that approval is being sought from Council for £495k carry forwards into 2014/15. He referred Members to the Table on Page 5, and advised on the main variances against budget for each of the services. He informed on the £128 underspend on the Trading Account, from an £18k reduction in surplus on Building Services and £146k additional surplus on the Roads Services. He advised on the year end position on

Infrastructure Services' capital projects being an underspend of £500k, and that slippage on projects will be part of the carry forward request to Council on Wednesday.

During the discussion, the Director advised on the two main projects which will utilise the carry forward allocation into 2014/15, being streetlighting maintenance which had been delayed to due adverse weather and the requirement for a CAA Inspection at Tingwall Airport.

In response to questions, the Director advised that the new ticketing machines are being trialled on the ferries, however with recent changes in security legislation changes are still to be made to the system by the supplier to fully meet the Council's requirements, before payment is made. In regard to the under spend on the Leirna Ferry Life Extension works, she informed on the thorough process being followed before the works commence. She advised on the planned programme for ferry terminal maintenance, which will be delivered through contractors due to the staff shortages.

On the motion of Mr Sandison, seconded by Mr Robinson, the Committee approved the recommendation in the report.

Decision:

The Environment and Transport Committee **RESOLVED** to:

- Note the Management Accounts showing the draft outturn position; and
- Note the proposed budget carry forwards which will be included in the overall Draft Outturn Report to be presented to Policy and Resources Committee on 28 May 2014.

19/14

12 Month Performance Overview – Infrastructure Services Department

The Committee considered a report by the Director of Infrastructure Services (ISD-10-14-F), which summarised the activity and performance of the Infrastructure Services Department for the final quarter of 2013/14, giving the full year overview for the department's activities in achieving its stated aims.

In introducing the report, the Director of Infrastructure Services informed on the projects that have been completed during the year, which included the Viking Bus Station, the Tingwall Airport Service review, the review and implementation of public toilets and the bulky uplift scheme.

The Director provided a summary to Members on each of the performance indicators. In reporting on the Waste indicators, she advised that this was an area where consideration has to be given to the longer term consequences of the additional waste being generated from an increasing population and the implications to landfill and the energy plant. In referring to the indicator on Noise Complaints a suggestion was made to change to month my month reporting, rather than a running total. The Director questioned whether the increase in ASB Complaints could be due to a change in reporting following the centralisation of Police Scotland, and advised that this was an area for review.

The Director advised on the reduction of 60 FTE from Infrastructure Services since November 2012, and that a substantial review of the management structures

resulted in £353k savings, with management staff taking on additional work. Long-term sickness has increased, while short-term sickness is generally improving compared to this time last year, however she assured Members that the Maximising Attendance procedures are being followed. She also reported on the downward trend in the number of hours of overtime worked across the Service and that mileage is generally a trend downwards.

In response to a question regarding the impacts on the Service following the planned reduction in staff, the Director advised on particular service areas where staff have moved to the private sector, on the aging workforce, and the need to plan to replace staff, which will all be addressed as part of the Workforce Strategy planned for next year.

In response to a question, the Director undertook to provide figures to Members on the fuel consumption at the Energy Recovery Plant.

During the discussion, some Members advised on their concern at the delay on progress being made on the programme of fixed links. A Member advised on the opportunity for external finance towards fixed links and suggested that an invitation be made to the company to visit Shetland and give a presentation to Members. The Director advised that the suggestions made would be explored as part of the ongoing work to progress the programme of fixed links, and said that she appreciated the sense of urgency to progress this project. The Director advised on other areas of work that is progressing which will inform the fixed links project, and that the external funding will be explored to support the development of fixed links, if found appropriate. The Executive Manager – Finance advised that from a finance point of view, it is important to have clarity on the comparisons to be made and consequences to the islands to inform funding options. The Leader advised of his concern at the delay with the project, however he advised on the need to ensure due diligence is followed and that the processes in taking the project forward do not circumvent the Council's normal procurement guidelines. The Director said that she acknowledged Members' concerns for the project to move forward, and advised that a Members' Seminar would be arranged in the near future.

(Mr Robinson left the meeting).

Mr Henderson moved that the Committee approve the recommendation in the report. Mr Stout seconded.

Decision:

The Environment and Transport Committee **RESOLVED** to discuss the contents of the report and made relevant comments on progress against priorities identified in the Directorate Plan.

20/14

Infrastructure Services Department Directorate Plan 2014/15

The Committee considered a report by the Director of Infrastructure Services (ISD-13-14-F), which presented the final edit of the Infrastructure Services Department Directorate Plan for 2014/15 aligned with the Council's Corporate Plan.

The Director of Infrastructure Services introduced the report, and advised Members on the key actions to be completed which include the re-engine of the m.v. 'Bigga', the ferry fares review, implementation of the ticketing system and improvements to revenue security of ferry fares, two bridge replacements, the Asset Investment Plan

and the Workforce strategy for Infrastructure Services to address the loss of key skills and the aging workforce. She advised on the funding from the Scottish Government to deliver energy efficiency packages to households in Shetland and on the action to develop a waste strategy for Shetland.

In referring to the earlier reporting on the Services' performance indicators, a Member enquired on lessons learned during the past year. The Director advised on the reducing trend in carbon management, and that this is an area where further work is required. The Director made reference to the number of large reviews undertaken last year which she advised resulted in changes to how services are delivered. She said that the performance indicators for the coming year have focused more on what the public want and what matters in the community.

In response to a question, the Director confirmed the gateway process has been approved for the Laxaburn Bridge replacement project.

Reference was made to the list of Objectives for 2014/15, where a Member enquired on the involvement of staff in service planning. The Director advised that the Directorate Plan is developed following discussion with Executive Managers and Team Leaders, and team briefs are issued to all staff which include updates on the Directorate Plan where feedback is encouraged from staff to ensure the work they are doing is recognised.

In response to a question, the Director advised that the draft development plan for Scalloway Harbour was ready for presentation to Harbour Board, and that work is progressing on the development plan for Sullom Voe.

In response to a comment from a Member, the Director undertook to look at the operational processes of the online ferry booking facility to see whether further improvements are required.

In response to a request for the Seminar on Fixed Links to be built into the Directorate Plan, the Director confirmed that fixed link activity is included within the Plan and that she will take forward the action for the Seminar to be arranged.

In response to a question, the Director advised on the target date of August 2014 for reporting on the Asset Investment Plan.

On the motion of Mr Henderson, seconded by Mr Stout, the Committee approved the recommendation in the report.

Decision:

The Environment and Transport Committee **RESOLVED** that this version of the Plan be shared with partners, staff and the community.

21/14

Committee Business Programme 2014/15

The Committee considered a report by the Team Leader – Administration (GL-07-14-F), which informed of the planned business to be presented to Committee over the remaining quarters of the current financial year to 31 March 2015, allowing for discussion with Officers regarding any changes or additions required to that Programme.

The Executive Manager – Governance and Law summarised the main terms of the report.

During the discussion, there was a suggestion made for the Fixed Links Working Group to be re-established. The Director of Infrastructure Services advised on proposals for the Seminar on Fixed Links to be arranged in August with reporting to Committee in October, where at that stage consideration could be given to reconstitute the Working Group.

Decision:

The Environment and Transport Committee noted its business planned for the remaining quarters of the current financial year up to 31 March 2015.

The meeting concluded at 4.45pm.

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Chair