



MINUTES

B - PUBLIC

Policy and Resources Committee
Council Chamber, Town Hall, Lerwick
Monday 23 June 2014 at 2pm

Present:

| | |
|------------|-----------|
| G Robinson | G Cleaver |
| A Cooper | S Coutts |
| B Fox | C Smith |
| G Smith | T Smith |
| M Stout | V Wishart |

Apologies:

None

In Attendance:

S Bokor-Ingram, Director – Community Health and Social Care
C Ferguson, Director – Corporate Services
N Grant, Director – Development Services
D Bell, Executive Manager – Human Resources
J Gray, Executive Manager – Finance
C Horrix, Executive Manager – Early Years and Additional Support Needs
I Peterson, Acting Principal – Shetland College
P Peterson, Executive Manager – Executive Services
J Riise, Executive Manager – Governance and Law
C Scott, Executive Manager – Adult Services
R Sinclair, Executive Manager – Capital Programme
C Russell, Team Leader – Eric Gray Resource Centre
J MacLeod, Improvement and Performance Adviser
B Hall, Partnership Officer
B Kerr, Communications Officer
E Skinley, Road Safety Officer
L Adamson, Committee Officer

Also in Attendance:

R Henderson, SIC

Chairperson

The Leader, Mr Robinson, as Chair of the Committee, presided

Circular

The circular calling the meeting was held as read.

The Chair ruled that due to special circumstances, namely that due to the timescales involved, the following item of business is to be considered at this meeting as a matter of urgency in terms of paragraph 3.2.2 of the Council's Standing Orders for Meetings: Item 1a – Zetland Educational Trust: Annual Report and Financial Statements to 31 March 2014.

Declarations of Interest

Mr T Smith declared an interest in Item 12, "Clerical Staffing Review – Staffing Implications", and advised that he would leave the Chamber.

Minutes

The minutes of Executive Committee held on 5 May 2014 were confirmed on the motion Mr C Smith, seconded by Mr Stout.

The minutes of Policy and Resources Committee held on 28 May 2014 were confirmed on the motion of Mr G Smith, seconded by Ms Wishart.

09/14

Shetland Islands Council Medium Term Financial Plan

The Committee considered a report by the Executive Manager – Finance [F-030-F], which set out the roadmap for Shetland Islands Council to achieve financial sustainability over the term of this Council and to align resources in accordance with the priorities of Members.

In introducing the report, the Executive Manager – Finance said that the Medium Term Financial Plan (MTFP) as presented is fundamentally unchanged in its principles from earlier years, with the overall principles being for the Council to seek to become financially sustainable and to live within its means. In referring Members to the MTFP at Appendix 1, the Executive Manager – Finance advised on the further reductions in funding from the Scottish Government in future years, with significant reductions forecast for 2016/17 and 2017/18. He outlined the three options available to the Council in regard to the reserves strategy up to 2030, and on the proposal to adopt Option 2, to maintain the capital value of reserves in real terms into the future. He referred Members to Section 6, and advised on the proposals to tighten up on the existing Capital Expenditure Policy and to introduce a Capital Funding Policy. He informed on the main cost pressures on the Council in future years, and on the need to introduce the concept of annual 2% efficiency savings from Services to pay for inflationary costs. The Executive Manager – Finance referred Members to Section 14 of the MTFP, and advised on the consultation that will take place with the Shetland community, which will take the form of participative budgeting.

In response to a question, the Executive Manager – Finance advised that the intention for including the list of recommendations in the 'Decision Required' Section of the report, is to highlight to Members the main elements that require a decision from the weighty MTFP document.

In response to questions, the Executive Manager – Finance advised that the arrangements for the public meetings to facilitate participatory budgeting were being organised through the Communications Team. He said that this exercise is to provide the opportunity for the public of Shetland to gain a better understanding of the Council's spend and cost pressures, where individuals will be encouraged to participate and build their own Council budget. The Executive Manager – Finance confirmed that the information gathered from the public meetings will be captured and fed into the process for the budget setting.

A Member noted that the MTFP did not include provision for potential costs pertaining to any legal action against the Council. The Executive Manager – Finance reported that contingent liability has been recognised in the MTFP as a narrative, but as liability is not expected it has not been provided for. However he

added that any such costs would be recognised in future MTFPs. In response to a further question, the Chief Executive advised that for a one-off unexpected disastrous event, which at this stage is an unquantifiable liability, the reserves could be used.

In response to a question, the Executive Manager – Finance said that although it is expected that interest rates will increase, in the medium-term it is not anticipated that this would result in a situation whereby the cost of borrowing will exceed the return. However, this is an area that is monitored regularly. During the discussion, the Executive Manager – Finance advised that target operating budgets are essential to the process, as Directors know they have to meet their targets and are mindful to deal with their own Directorates rather than rely on others.

Mr Robinson moved that the Committee approve the recommendations contained in the report. Mr C Smith seconded.

Decision:

The Committee **RECOMMENDED** that the Council resolve to adopt the Medium Term Financial Plan by:

- Approving the principles of the plan and the assumptions underlying the plan set out in Section 2.1 to 2.12 of Appendix 1;
- Approving the continuation of the budget carry forward scheme as set out in section 2.13 to 2.18 of Appendix 1;
- Approving the continuation of the policy of external funding as set out in section 2.19 to 2.21 of Appendix 1;
- Approving the continuation of the principle of making spend to save funding available to assist with the budget savings work as set out in section 2.22 to 2.24 of Appendix 1;
- Approving the continuation of the Economic Development loans scheme as set out in section 2.25 of Appendix 1;
- Approving the proposed reserves policy as set out in section 5.12 to 5.13 which is to maintain the capital value of the reserves in real terms into the future;
- Approving to make no adjustment in 2013-14 to the value of the Reserves Equalisation Fund as set out at section 5.15 to 5.18 of Appendix 1;
- Approving the proposed capital expenditure policy and capital funding policy as set out at section 6.5 of Appendix 1;
- Approving the Housing Revenue Account Financial Policy as set out at section 7.6 of Appendix 1;
- Approving the budget model as set out at section 11.1 of Appendix 1 which limits net general fund expenditure at £109.147m in 2015-16, and anticipates a limit of £111.186m in 2016-17, £111.742m in 2017-18, £111.258m in 2018-19 and £107.963m in 2019-20;

- Approving the Target Operating Budgets for each directorate for 2015-16 to 2019-20 inclusive, as set out at Section 12.11 of Appendix 1;
- Approving the principle of seeking to maximise income from fees and charges as set out at section 12.15 to 12.18 of Appendix 1;
- Approving to continue the freeze on Council Tax in 2015-16 and in principle for the medium term;
- Approving the proposal to grant delegated authority to the Chief Executive to invoke contingencies measures if required, as set out in section 13.4 of Appendix 1; and
- Approving the policy around consultation as set out in section 14 of Appendix 1.

10/14

Zetland Educational Trust: Annual Report and Financial Statements to 31 March 2014

The Committee considered a report by the Executive Manager – Finance [F-033-F], which presented for approval the Annual Report and Financial Statements to 31 March 2014 for the Zetland Educational Trust.

After hearing the Executive Manager – Finance introduce the report, Mr C Smith moved that the Committee approve the recommendation contained therein. Mr Cooper seconded.

Decision:

The Committee **RESOLVED** to approve the Annual Report and Financial Statements for the Zetland Educational Trust for 2013/14.

11/14

Single Outcome Agreement 2014/15

The Committee considered a report by the Executive Manager – Community Planning and Development [DV025-F], which presented the updated Single Outcome Agreement, taking account of progress on actions, emerging issues and new targets.

The Director of Development Services summarised the main terms of the report. He highlighted a typographical error on page 24 of the SOA document, whereby the target date for the Tertiary Education Review should read July 2014.

In referring to page 2, a Member advised of his surprise to read that the target date for GIRFEC to be fully implemented throughout Shetland was not until March 2015. The Partnership Officer advised that he would follow up on this matter to the Working Group with responsibility for the actions in Outcome A, and provide Members with a response.

Reference was made to page 28 of the SOA, where it was noted that three indicators (total population who are income deprived, households in fuel poverty and children in income deprived families) have the same unchallenging targets for Year 1, Year 3 and Year 10. The Partnership Officer advised how these targets had been set in light of potential austerity in the public sector and welfare reform. He confirmed however that these targets will continue to be challenged. The Partnership Officer advised that fuel poverty is also being addressed through the

environment partnership which focuses on energy efficiency. In referring to the national target to eradicate fuel poverty by 2016, the Partnership Officer suggested some specific lobbying from Shetland to potentially challenge the target. During the discussion, concern was again raised in regard to what would appear to be a relaxed attitude on the targets for fuel poverty, and that this was an area where the aspiration should be for improvements to be made. It was suggested that a briefing paper be prepared to provide Members with an update on fuel poverty.

Following comments in regard to the commitment and endorsement to the SOA from the other partner organisations, it was advised that the Thematic Groups report to the Performance Group on a quarterly basis where any areas where satisfactory progress is not being made to meet the target would be addressed. During the discussion, reference was made to Section 3.7 of the report, where it was suggested that the quarterly SOA reporting to Policy and Resources Committee should include information on who has responsibility to deliver the projects/outcomes. It was suggested that the Council's newly formed Policy Forum would be an ideal vehicle for the Thematic Groups to present on their outcomes in more detail to Members.

In referring to the targets relating to broadband coverage in Shetland by 2016 on page 21 of the SOA, Mr Cooper questioned whether the Council should be signing up to the SOA when the Council's targets in this regard is greater. He suggested therefore that approval of the SOA should be on the basis that the Council's aspirations in some cases are greater than what is contained in the SOA document.

Mr Stout made reference to the Outcome in the SOA, "Keep people safe on our roads", and said that with the different approach being taken by Police Scotland in regard to safety at a local level there is a need for all areas of road safety work to be taken forward in a more cohesive way. He also suggested that Members would benefit from a Seminar to ensure a greater understanding of all the outcomes in the SOA.

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

Decision:

The Committee **RECOMMENDED** that the Council resolve to adopt and commit to support the delivery of the Single Outcome Agreement 2014 as a partner organisation of the Shetland Partnership.

12/14

Assurance and Improvement Plan Update 2014-2017

The Committee considered a report by the Executive Manager – Improvement and Performance [IP-11-14-F], which enabled the Council's External Auditors to present the "Shetland Islands Council – Assurance and Improvement Plan (AIP) Update 2014-17".

The Director of Corporate Services referred Members to the coloured version of Appendix 2 (tabled at the meeting), which illustrated the progress on the AIP since 2010, and advised on the progress being made on the five areas remaining as 'Amber' in 2014.

In referring to Appendix 2, a Member enquired whether there were any specific reasons for the Council's ranking on "Community Engagement" to change from

'green' back to 'amber'. The Director of Corporate Services drew Members' attention to pages 14 and 15 of the AIP, which she advised sets out the ongoing initiatives in regard to Community Engagement and Empowerment. She said that Members will note that the Council has not been criticised for doing anything wrong in regard to community engagement, but Audit Scotland have acknowledged that this is a challenging period of change for the Council and community engagement is an area where more focus has to be given. The Director of Corporate Services said that the format of the participatory budgeting public meetings is to encourage participation by the community, and it is hoped there will be good attendance and feedback from the events. The Leader advised on the proposals to achieve a good spread of participation across Shetland with the public meetings, and to build on the event each year as part of the budget setting exercise. Following some discussion, it was suggested that the Executive Manager – Community Planning and Development could provide further explanation to Members on why the status of "Community Engagement" has moved from 'green' back to 'amber'.

In response to a question, the Director of Corporate Services advised on the improvements made in the Council in regard to procurement. She said that the concerns highlighted had related more to one service area where improvements have now been made and lessons learned, and therefore it is expected that procurement is an area where the ranking will improve next year.

A Member made reference to page 29 of the AIP, and enquired on the actions proposed for the Council to improve on their public performance reporting (PPR) obligations. The Director of Corporate Services highlighted to Members that this is an area where Audit Scotland concluded no specific scrutiny activity is required. The Performance and Improvement Adviser added that the Council's ranking does not reflect its current arrangements and therefore an improved scoring is anticipated in future years.

Decision:

The Committee RESOLVED to note the report.

13/14

Health and Social Care Integration Options Appraisal

The Committee considered a report by the Director of Corporate Services [CRP-08-14-F], which presented up to date information regarding the Health and Social Care Integration Project commissioned by Shetland's CHP Committee.

The Director of Corporate Service summarised the main terms of the report, advising on the lengthy process to get to this stage and on the support for the Body Corporate model for health and social care integration in Shetland from staff representative groups, the Social Services Committee and CHP Committee.

Mr C Smith moved that that the Committee approve the recommendations in the report. Mr Cooper seconded.

Decision:

The Committee NOTED AND CONSIDERED the information presented in the report and **RECOMMENDED** respectively that Shetland NHS Board (the Health Board) and Shetland Islands Council (the Council):-

- RESOLVE TO ADOPT the Body Corporate as the preferred model for Health

and Social Care Integration in Shetland under the terms of the Public Bodies (Joint Working) (Scotland) Act 2014;

- AGREE that the detailed governance arrangements (the “Integration Scheme”) be presented to the Council and Health Board for approval by the end of December 2014, in order to meet the timescale of April 2015 for approval by the Scottish Government;
- COMMENT on the draft list of service areas and functions set out in paragraphs 3.18 through to 3.30 for inclusion in the integrated health and social care model for Shetland SUBJECT TO the provisions of the Regulations that are currently published in draft and FINAL CONFIRMATION in Shetland’s Integration Scheme;
- APPROVE proposals for an interim combined Community Health and Social Care Committee for Shetland as set out in paragraphs 3.71 through to 3.76 with a view to implementation in August 2014;
- NOTE that further detail regarding the work required to meet the requirements of the Act is set out in Shetland’s Joint Commissioning Strategy and Integration Plan for Community Health and Social Care (the “Partnership Agreement”) 2014/15 which is also on the agenda for this meeting for approval, and that the Strategy and Integration Plan for future years will be informed by the outcome of the final approved Integration Scheme;
- NOTE that a Transition Programme led by the Council’s Director of Corporate Services on behalf of both organisations has been established to co-ordinate and link a number of projects and work streams to ensure the successful implementation of Shetland’s chosen model for health and social care integration to meet the deadlines set by the Scottish Government. The programme uses PRINCE2 methodologies with the programme manager reporting directly to the Chief Executives of the Council and the Health Board; and
- APPROVE proposals for the Health and Social Care Integration Project Board to become the senior stakeholder group for the programme with additional membership to be determined by partner organisations in line with PRINCE2 standards.

14/14

Vehicle Fleet Review – Use of Council Vehicles

The Committee considered a report by the Performance and Improvement Adviser [IP-12-14-F], which sought approval for a Use of Council Vehicles Policy.

In introducing the report, the Performance and Improvement Adviser advised Members on the replacement paragraph to 4.1.3 of the Policy, which will be changed to read, “Where Driver Development Training is being provided by the Council, arrange for authorised drivers to complete the training as soon as is reasonably practicable but in any event within a year of receiving authorisation to drive Council vehicles by the Insurance Section”. He advised on the effective date for implementation of the Policy, being 1 September 2014, which is to allow for vehicle take-home calculations to be undertaken and approved. The Performance and Improvement Adviser reported that the Guidance on page 6 of the document

highlights that it can be more cost effective for drivers of Council vehicles to take their vehicle home each night.

Mr Stout advised that the Use of Council Vehicles policy had been discussed at some length by the Employees JCC, and that he considered the proposals to be a good combined approach. He added that it would appear that the Policy has been developed partly as a result of some misconceptions in previous discussions in regard to the use of Council vehicles. Mr Stout moved that the Committee approve the recommendation in the report.

In response to a question, the Performance and Improvement Adviser advised that the next stage of the review will include a study of different vehicle tracking devices which can record fuel efficiency and driver behaviour.

Mr Robinson seconded.

Decision:

The Committee **RESOLVED** to approve the Use of Council Vehicles Policy.

15/14

Shetland College Fees 2014/15

The Committee considered a report by the Acting Principal – Shetland College [SCB067-F], which set out the proposed course fees for academic session 2014/15.

In introducing the report, the Acting Principal explained how the College has some jurisdiction on the fees set for part-time courses however it has no influence on the fees set for full-time courses, which are dictated by the Scottish Funding Council (SFC) and the University of the Highlands and Islands (UHI). She advised that the College is proposing a 10% increase on fees in 2014/15, which has been set to help the College meet its operating costs, while being mindful that the increase should not be detrimental to students to enrol onto the programmes.

During the discussion, the Acting Principal advised that from recent monitoring of applications received for full-time courses at the College for 2014/15 it would appear that the numbers have increased to that of possibly 2-3 years ago, however the actual figures will depend on how many of the applications become firm enrolments. She added that there has been a significant reduction in part-time enrolments in recent years and the challenge is to encourage more enrolments in this area.

In response to a question, the Acting Principal acknowledged that an area where improvements can be made is in the promotion of information to potential students on avenues to access bursaries and grants.

Mr Robinson moved that the Committee approve the recommendation in the report. Mr Cleaver seconded.

Decision:

The Committee **RECOMMENDED** that the Council resolve to approve the course fees for academic session 2014/15.

16/14

Scottish Local Government Living Wage - Update

The Committee considered a report by the Executive Manager – Human Resources [HR-03-14-F], which provided an update following work done during May 2014 with the assistance of a specialist adviser on pay and equalities matters, which concluded that the living wage should continue to be paid as a supplement to the hourly rate, rather than be incorporated in pay scales.

After hearing the Executive Manager – Human Resources introduce the report, Ms Wishart moved that the Committee approve the recommendation contained therein. Mr T Smith seconded.

Decision:

The Committee **RESOLVED** that the Scottish Local Government Living Wage is applied to Shetland Islands Council employees paid in the form of a supplement to an employee's hourly rate, until otherwise agreed.

17/14

Travel and Subsistence Policy

The Committee considered a report by the Executive Manager – Executive Services [CE-03-14-F], which presented a new policy and procedures regarding travel and subsistence, for formal agreement.

The Executive Manager – Executive Services summarised the main terms of the report, and advised that the updated Policy has been presented to the Employees JCC where it received broad support. The Executive Manager – Executive Services added that the new Policy has still to be presented to the College Lecturers JCC and the LNCT, where should any significant changes be proposed, these will be reported to Committee.

In referring to the maximum rate of £110 for overnight accommodation outwith London, a Member questioned whether this was a realistic rate for bed and breakfast hotel accommodation in any of the main Scottish cities. The Executive Manager – Executive Services advised that the maximum overnight rates for Elected Members are set by the Scottish Government, and the same standards have been applied in the Council's Policy. He advised however that the intention is to explore an initiative to buy into a national contract whereby benefits would be achieved through a bulk discount scheme.

In response to a question, the Executive Manager – Executive Services advised that he would discuss with ICT on technical solutions to ensure travel request forms can to be completed on all devices.

A Member enquired whether the procedures to claim for reimbursement of expenses could be transacted online, rather than the current system whereby paper receipts and original travel tickets have to be presented with the completed forms to the Finance Service. The Executive Manager – Finance advised that the requirement for paper receipts is placed on Councils by the HMRC to demonstrate an audit trail, however he agreed to follow up with HMRC on their criteria for online/paper receipts.

Mr Robinson moved that the Committee approve the recommendation contained in the report. Mr Cleaver seconded.

Decision:

The Committee **RESOLVED** to agree the Travel and Subsistence policy and procedures for introduction across all Council services, subject to discussion with the LNCT and College Lecturers' JCC.

18/14

Clickimin Path Upgrade

The Committee considered a report by the Road Safety Officer [SR-11-14-F], which set out the Clickimin Path upgrade project, whereby the paths surrounding the Clickimin Loch and proposed new Anderson High School (AHS) would be upgraded partly using funding granted by Sustrans.

The Executive Manager – Governance and Law introduced the report. In response to questions, the Road Safety Officer explained that the opportunity had been taken to extend the path upgrade element of the new Anderson High School project through an additional funding bid to Sustrans, which will include upgrade of the paths from Westerloch to the Leisure Centre and from the Tesco Roundabout to the Leisure Centre.

During the discussion, some Members advised on their concern at the three metre width of the updated paths, as it was suggested that this could encourage joy riders. The Road Safety Officer advised that Sustrans guidelines are for cycle paths to be a minimum three metres wide, but that she would expect some bollards to be erected along the paths.

During the discussion, the Road Safety Officer was congratulated on her initiative to progress the project, which it was noted requires no funding directly from the Council. The Leader referred back to the Council's discussions on the siting for the new AHS, where it was concluded that should the AHS remain at the Knab site 90% of children would have to be bussed to school, but should the school be built at the lower Staney Hill 90% of children could either walk or cycle to school year round. He commented therefore that the upgrade project fits in very well with the agreed location for the new AHS.

Mr Cleaver moved that the Committee approve the recommendation contained in the report. Mr Fox seconded.

Decision:

The Committee **RECOMMENDED** that the Council resolve to accept the Sustrans funding on offer for this project and approve the project implementation.

19/14

Review of the Plans for Day Service Provision for Adults with Learning Disabilities, Autistic Spectrum Disorders and Complex Needs

The Committee considered a report by the Director of Community Health and Social Care [CC-19-14-F], which presented additional information regarding the review of the plans for day service provision for adults with learning disabilities, autistic spectrum disorders and complex needs and sought a decision on the way forward.

The Chair made reference to Appendix 2 to the report, which he confirmed contained exempt information. However he proposed that the discussion could be held in public unless there is any indication of debate on Appendix 2, when he advised that the meeting would have to move into private.

The Director of Community Health and Social Care introduced the report, and provided detail to Members on the four options being considered to provide longer-term care for the service users.

Mr C Smith said it is essential that the Council recognise its statutory responsibility to provide consistent care to the care group, and he made reference to the earlier plans for new premises that had fallen through. In referring to the decision at Social Services Committee earlier today, Mr Smith said that he recognised that the financial element of the option put forward will be challenging and will require close scrutiny, as he would expect for a project of this nature.

Mr C Smith moved that the Committee recommend to Council to:

- note the information presented in the options appraisal for the future provision of day services for adults with learning disabilities, autistic spectrum disorders and complex needs
- note the immediate pressures on the services for this care group and that work to find a solution is ongoing
- approve the preferred option for the longer term - Option 3: New Build on the old hockey pitch site - for inclusion in the Council's Asset Investment Plan and;
- approve the preferred solution for funding: that the Council borrow the money required to fund such a new building, but that all avenues be explored in an attempt to gain external funding to assist with the new build.
- agree that work continues to develop this project on a rigorous timescale, and that updated progress reports come before the Social Services Committee every second cycle.

Mr Cleaver seconded.

Mr Cooper advised that he supported the recommendation however he referred again to the issue he had raised at Social Services Committee earlier today, in that £0.5m funding required for the new build is not factored into the Medium Term Financial Plan (MTFP) and will therefore have to be found from savings elsewhere. The Executive Manager – Finance advised that the assumption in the MTFP is that each Directorate will absorb its own cost pressures against the service, however the decision on the funding implications for this project will be made by the Council.

During the discussion, some questions were raised on the difference in numbers for service projections for future years as provided in Table 2 in the report, and in the exempt Appendix 2. The Executive Manager – Adult Services advised on the different level of detail had been provided in each of the tables. However she confirmed that the information on service provision up to 2019 was fairly robust, but after that time there is less certainty on a number of contributory factors and diagnosis. Following some discussion, it was agreed that further explanation in regard to the indicative figures for future day service provision for this care group would be included in the report to Social Services Committee next cycle. It was also suggested that Members could meet with officers outwith this meeting to seek clarity on any aspects of the information in Appendix 2.

In response to a question, it was advised that there has not been a shift towards direct payments support, and that the day services provided for this care group would appear to be recognised by family members and care users as a very important service.

The Leader suggested that the Executive Manager – Finance provide more detail on potential funding options ahead of the Council meeting on 2 July 2014. The Executive Manager – Finance undertook to look at different options for the new build, however he advised Members that external funding for this project is unlikely due to the predictions that it will be 25 years before the facility is at capacity.

Decision:

The Committee **RECOMMEND** to Council to:

- APPROVE the preferred option for the longer term - Option 3: New Build on the old hockey pitch site - for inclusion in the Council's Asset Investment Plan and;
- APPROVE the preferred solution for funding: that the Council borrow the money required to fund such a new building, but that all avenues be explored in an attempt to gain external funding to assist with the new build.
- AGREE that work continues to develop this project on a rigorous timescale, and that updated progress reports come before the Social Services Committee every second cycle.

Mr Robinson moved that in order to avoid the disclosure of exempt information, the Committee resolve to exclude the public in terms of the relevant legislation during consideration of the following items of business. Mr Coutts seconded.

(Mr T Smith and Mr Cleaver left the meeting).

20/14

Review of Corporate Services Management Arrangements

The Committee considered a report by the Director of Corporate Services, which presented proposals for the reorganisation of Corporate Services.

The Director of Corporate Services introduced the report, and explained to Members the main proposals for reorganisation of the Service.

Mr C Smith moved that the Committee approve the recommendations contained in the report. Mr Fox seconded.

Decision:

The Committee:

- RESOLVED to consider the information presented;
- RESOLVED to advise of their views on the proposals;
- RESOLVED to note the temporary arrangements that have been put in place to address the need to provide additional resources to support the Development Directorate with the major change projects set out in the Development Directorate Plan; and

- RECOMMENDED that the Council agree that the proposals should be developed further and the Director of Corporate Services be authorised to take forward such of the proposals, as appropriate through the Council's Organisational Review Policy and Procedures.

(Mr Stout left the meeting).

21/14 **Clerical Staffing Review –Staffing Implications**

The Committee considered a report by the Executive Manager – Early Years and Additional Support Needs, which provided detail on the need for change and described the rationale for determining revised clerical staffing requirements for Schools across Shetland.

The Executive Manager – Early Years and Additional Support Needs (ASN) summarised the main terms of the report,

Mr Robinson moved that the Committee approve the recommendation contained in the report. Ms Wishart seconded.

Decision:

The Committee **RESOLVED** to approve the proposals explained in the report, and as set out in Appendix 1.

The meeting concluded at 5.15pm.

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Chair