



MINUTES

B - PUBLIC

Policy and Resources Committee
Council Chamber, Town Hall, Lerwick
Monday 9 February 2015 at 10am

Present:

G Robinson	G Cleaver
S Coutts	B Fox
C Smith	G Smith
T Smith	M Stout

Apologies:

A Cooper	V Wishart
----------	-----------

In Attendance:

M Boden, Chief Executive
C Ferguson, Director of Corporate Services
N Grant, Director of Development Services
M Sandison, Director of Infrastructure Services
J Belford, Executive Manager – Finance
D Bell, Executive Manager – Human Resources
A Jamieson, Executive Manager – Housing
I McDiarmid, Executive Manager - Planning
S Morgan, Interim Executive Manager – Adult Social Work
J Riise, Executive Manager – Governance and Law
R Sinclair, Executive Manager – Capital Programme
K Adam, Solicitor
S Shearer, Planning Officer
L Saunders, CHCP Projects Manager
D Evans, Human Resources Adviser
J Watt, Human Resources Senior Adviser
B Kerr, Communications Officer
L Adamson, Committee Officer

Also in Attendance

R Henderson, SIC
A Wishart, SIC

Chairperson

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

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The minutes of the meeting held on 19 November 2014 were approved on the motion of Mr C Smith, seconded by Mr G Smith.

The minutes of the meeting held on 26 November 2014 were approved on the motion of Mr Stout, seconded by Mr Cleaver.

Min Ref: 44/14 – Review of Community Grants

In response to a question from a Member, the Director of Development Services gave assurance that the further report on Community Grants will be presented to the Council before the end of financial year 2015/16.

Min Ref: 45/14 – 2015/16 Budget and Charging Proposals

A Member stated that following the previous Committee meeting, he received a response to a question on the value of training accessed through Train Shetland, for 2014/15 and was advised that it was anticipated that 24.3% of the Council's overall training budget would relate to training accessed at Train Shetland/Shetland College. At the request of the Member, the Executive Manager – Human Resources agreed to circulate the information she had provided to all other Members of the Committee. The Member went on to question whether analysis could be undertaken on the training budget to ascertain whether more training could be carried out at Train Shetland, Shetland College and the NAFC Marine Centre, which would support Shetland's receipt of funding from the Scottish Funding Council for further and higher education.

The minutes of the meeting held on 8 December 2014 were approved on the motion of Mr C Smith, seconded by Mr Fox.

01/15 Chair's Report – Social Services Committee – 29 January 2015 **Health and Social Care Integration – Update Report**

The Committee considered a report by the Chair of Social Services Committee [P&R-0209-CRP02], which presented information regarding the development of the Integration Scheme and the Strategic (Commissioning) Plan 2015-2018 as part of the Health and Social Care Integration Transition Programme established to implement the Public Bodies (Joint Working) (Scotland) Act 2014 in Shetland.

In introducing the report, Mr C Smith outlined to Members the recommendation from Social Services Committee. He advised that subsequent to Social Services Committee additional background papers have been circulated to inform Members on consultation responses received on the draft Integration Scheme.

The Director of Corporate Services, in referring to the additional paper that had been circulated "Health and Social Care Partnership – Integration Scheme 1 April 2015 – Consultation Responses – V2", provided Members with a summary of the consultation responses received and an explanation on the proposed changes to the document.

Mr C Smith moved the recommendation from the Social Services Committee. In line with that recommendation in regard to the further consultation responses received, he moved that the Policy and Resources Committee recommends the following additions and changes to the Integration Scheme to the Council for approval:

1. That one staff representative of the Council and one staff representative of the Health Board are added to the list of co-opted non-voting members on the Integrated Joint Board (IJB).
2. That the first Chair of the IJB will be from the Council and the Vice-Chair will be from the Health Board; that the initial term of office for the Chair and Vice-Chair will be from the establishment of the IJB up to 31 March 2017; and, that the Chair and Vice-Chair roles will rotate every 3 years thereafter.
3. That the detail including job titles is removed from the section on Support for Strategic Planning and Corporate Services Support and that the detail is included in the Supplementary Documentation to the Integration Scheme.
4. That the revised wording agreed by the NHS Clinical Governance Committee with regard to Clinical and Care Governance should be included in the Integration Scheme and that the detail of these arrangements will be in the Supplementary Documentation.
5. That subject to any subsequent change to the budget allocation from Scottish Government, the budget allocation for the IJB will be agreed by the Parties by the end of the calendar year prior to each new financial year due to start the following April; and
6. That the entry regarding Allied Health Professionals should be changed to include the list of services specified by the Executive Manager – Occupational Therapy.

Mr Cleaver seconded.

Decision:

The Committee **RESOLVED** to approve the recommendation from the Social Services Committee, namely to consider the detail in the Integration Scheme and Strategic Plan and the results of the consultation with stakeholder and the public. In line with the recommendation of Social Services Committee in regard to the further consultation responses received, the Policy and Resources Committee **RECOMMEND** the following additions and changes to the Integration scheme to the Council for approval:

- That one staff representative of the Council and one staff representative of the Health Board are added to the list of co-opted non-voting members on the Integrated Joint Board (IJB).
- That the first Chair of the IJB will be from the Council and the Vice-Chair will be from the Health Board; that the initial term of office for the Chair and Vice-Chair will be from the establishment of the IJB up to 31 March 2017; and, that the Chair and Vice-Chair roles will rotate every 3 years thereafter.
- That the detail including job titles is removed from the section on Support for Strategic Planning and Corporate Services Support and that the detail is included in the Supplementary Documentation to the Integration Scheme.
- That the revised wording agreed by the NHS Clinical Governance Committee with regard to Clinical and Care Governance should be included in the

Integration Scheme and that the detail of these arrangements will be in the Supplementary Documentation.

- That subject to any subsequent change to the budget allocation from Scottish Government, the budget allocation for the IJB will be agreed by the Parties by the end of the calendar year prior to each new financial year due to start the following April; and
- That the entry regarding Allied Health Professionals should be changed to include the list of services specified by the Executive Manager – Occupational Therapy.

02/15

Chair's Report – Social Services Committee – 29 January 2015

Shetland Islands Health and Social Care Partnership: Chief Financial Officer

The Committee considered a report by the Chair of Social Services Committee [P&R-0902-CRP01], which presented proposals to include the role of Chief Financial Officer of the body corporate in an existing post within the Health Board.

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

Decision:

The Committee **RESOLVED** to approve the recommendation from the Social Services Committee, namely to support the proposals in the report.

The Committee **RECOMMENDED** that the Council resolve to approve the proposals.

03/15

Chair's Report – Social Services Committee – 29 January 2015

SDS Implementation Update

The Committee considered a report by the Chair of Social Services Committee [P&R-0902-CC02], which provided information in relation to progress since implementation of the Social Care (Self-Directed Support) (Scotland) Act 2013, and sought approval of a Self-Directed Support (SDS) Policy.

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

In response to a question, the Interim Manager – Adult Social Work advised that SDS applies to certain young people, through the Getting it Right for Every Child (GIRFEC) initiative.

Decision:

The Committee **RECOMMENDED** that the Council resolve to approve the Self-Directed Support Policy.

04/15

First Aid Policy

The Committee considered a report by the Executive Manager – Human Resources [HR-11-14-F], which sought approval for a First Aid Policy, written to ensure the consistency and adequacy of first aid provision and to enable compliance with the Health and Safety (First Aid) Regulations 1981 as amended.

The Executive Manager – Human Resources introduced the report, and informed that the Policy, as presented, mirrors a common approach taken by a number of other Scottish Local Authorities. She referred Members to the updated Policy as had been circulated following submission of the agenda, which she advised included changes agreed by the Employees JCC. She advised that further supplementary guidance on school trips is to be developed by the Schools Service.

The Executive Manager – Human Resources advised that the meeting of the College Lecturers' JCC had not taken place on 2 February, due to the inability to achieve a quorum. However, she reported that representation has been received from the Lecturers on the draft First Aid Policy, where a request has been made for employees who complete the Emergency First Aid at Work (EFAW) certificate to receive an allowance equivalent to 50% of the First Aid at Work (FAW) certificate. The Executive Manager – Human Resources advised Members that their request did not form part of the recommendation in the report, nor did it mirror Policy across other Local Authorities in Scotland, and therefore it was not being recommended at this time.

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

Decision:

The Committee **RESOLVED** to approve the First Aid Policy, made under the Health, Safety and Welfare Policy.

05/15

Next Generation Broadband – Update

The Committee considered a report by the Director of Development Services [DV-05-15-F], which provided an update on the rollout of the Digital Scotland Superfast Broadband (DSSB) project in Shetland by HIE and BT, and progress with public sector networks involving the Council's ICT and Shetland Telecom project.

The Director of Development Services summarised the main terms of the report, where he provided a summary of the key achievements and progress on projects. He informed on the resources required in moving forward with projects, and on proposals for partnership working where the Council's ICT Service will be fully integrated into the approach. The Director of Development Services advised Members on the ongoing work to develop a business case for Shetland Telecom, which would be presented to Development Committee in April, and to the May meeting of Policy and Resources Committee.

In response to questions regarding Pathfinder replacement, the Director of Development Services advised that the project is fit for purpose at this time, however there was scope to replace low capacity links and develop new connections for future developments.

In response to questions, the Director of Development Services advised on the membership of the local Telecoms Working Group, and he undertook to circulate details to Members of the Committee.

A Member enquired on the information that will form the business case for the Shetland Telecom project. The Director of Development Services advised that the remit will include the financial resources, outcomes from the Corporate Plan and

recognition of business opportunities that can be levered into Shetland through operating Shetland Telecom.

The Committee noted the report.

Decision:

The Committee **RESOLVED** to note that a business case for the Shetland Telecoms project will be presented to the Development Committee on 22 April 2015 and Policy and Resources Committee on 4 May 2015.

06/15

Community Benefit Draft Policy for Consultation

The Committee considered a report by the Director of Development Services [HS-04-14-F], which presented a draft Community Benefit Policy and sought approval to undertake consultation through the Shetland Partnership Board.

The Director of Development Services introduced the report. He advised on the importance to have a Community Benefit framework in place, to ensure Shetland will benefit from developments in wind energy, as well as marine renewable energy, oil and gas, decommissioning and aquaculture, in a fair and consistent way.

In response to questions, the earlier work undertaken by the Shetland Community Benefit Company Ltd to develop a Community Benefit framework was acknowledged, and it was confirmed that the company will be involved during the consultation on this draft Policy. The Executive Manager – Planning advised on the proposal that the consultation process will be carried out through the Shetland Partnership Board, where the objective will be to reach as wide participation as possible. In that regard, he sought any suggestions from Members as to any groups or individuals to include during the consultation process. During the discussion, it was suggested that a web-based questionnaire could encourage additional participation in the consultation.

In response to a comment from a Member, the Executive Manager – Planning dismissed any suggestion that the Planning Service would favour planning applications for developments which would provide community benefit, where he assured Members that the decision-making process is both open and accountable. He went on to confirm that there will be an obvious division between the planning permission process and contributions through the Community Benefit Policy.

During the discussion, concerns were raised at the uncertainty as to the process for engagement with the general public who are neither part of an organisation or involved through the community planning partners, to ensure meaningful consultation with the whole of Shetland. The Leader commented that the details of how the consultation on the Community Benefit Policy would progress was still to be established by the Shetland Partnership Board, however he acknowledged that this was an area the Council was continually striving to improve.

During the debate, it was acknowledged that there is no obligation on developers to contribute financially towards the community benefit fund and there was some discussion in regard to the most appropriate vehicle to manage the Fund.

The Leader made reference to the earlier comments on the need for an extensive consultation process to ensure feedback from the wider population of Shetland, which he said would be taken forward by the Shetland Partnership Board with the

support from the Council. Mr Robinson moved that the Committee approve the recommendation in the report. Mr Stout seconded.

Decision:

The Committee **RESOLVED** to approve the Community Benefit Policy for Consultation.

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 Fox seconded.

07/15 **Chair's Report – Social Services Committee – 29 January 2015**
Housing Support Service Restructure Proposal

The Committee considered a report by the Chair of Social Services Committee which presented a proposal to align the structure of the Housing Support Shetland Service to deliver more efficient and person centred housing support to customers.

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

Decision:

The Committee **RESOLVED** to redesign the Housing Support Service in Shetland, in accordance with the Council Policy for Organisational Restructure, as outlined in the report.

08/15 **Asset Strategy – Disposal of Surplus Property – Quarff School**

The Committee considered a report by the Executive Manager – Capital Programme, which presented the work done so far in relation to the disposal of the former Quarff School and Schoolhouse.

In introducing the report, the Executive Manager – Capital Programme outlined to Members the two options as detailed in the report, for the future of the Quarff School and School House.

Following discussion, Mr C Smith moved that the Committee approve recommendation 3.16.1 in the report, to agree a two year lease with SCCSP, on terms to be agreed with Asset and Properties Service, but broadly as described in Paragraph 3.14 of the report. He added that should the Council not be content with the proposals from the SCCSP following the 2 year period, the property would go on the open market at that time. Mr Cleaver seconded.

Decision:

The Committee **RESOLVED** to:

- Consider the options set out in paragraph 3.16 of the report; and
- Instruct the Executive Manager – Capital Programme to proceed to implement Option 3.16.1.

09/15 **Asset Strategy – Disposal of Surplus Property – Mid Yell School**

The Committee considered a report by the Executive Manager – Capital Programme, which presented options for the disposal of the property as set out in Section 2.1.

In introducing the report, the Executive Manager – Capital Programme advised on the two offers that have been received for the future use of the property, as detailed in Appendices A and B, and on the terms for disposal of the property.

Following discussion, Mr Robinson moved that the Committee conditionally accept Option A, but that within a period of 6 months the developer is to present a fully costed and workable business plan and evidence of submission of the planning application for the development. Should these conditions not be met within the timescale, detailed costs for demolition of the property are to be presented to Committee. Mr Cleaver seconded.

Decision:

The Committee **RESOLVED** to instruct the Executive Manager – Capital Programme to:

- Accept Offer A as summarised in Section 3.7 of the report and attached as Appendix A, on condition that the developer presents a fully costed and workable business plan and evidence of submission of the planning application for the development within a period of 6 months. Should these conditions not be met by the developer, detailed costs for demolition of the site are to be presented to Committee.

10/15 **Proposed Land Transfer**

The Committee considered a report by the Executive Manager – Capital Programme, which informed of a request received from the Scalloway Youth Centre Trust (SYCT).

The Executive Manager – Capital Programme introduced the report.

Mr T Smith moved that the Committee approve the recommendation in the report. Mr C Smith seconded.

Decision:

The Committee **RESOLVED** to instruct the Executive Manager – Capital Programme to transfer the area of land shown in Appendix A to the SYCT free of charge.

11/15 **ACAS Proposal – Job Evaluation of Mates Posts**

The Committee considered a report by the Director of Infrastructure Services.

The Director of Infrastructure Services summarised the main terms of the report.

Following discussion, Mr Robinson moved that the Committee approve the recommendation in the report. Mr Stout seconded.

Decision:

The Committee **RESOLVED** to approve the recommendation in the report.

The meeting concluded at 12.05pm.

.....
Chair