

# MINUTE

## B – Public

**Development Committee**  
**Council Chamber, Town Hall, Lerwick**  
**Monday 25 May 2015 at 2.00pm**

**Present:**

A Cooper	M Burgess
B Fox	R Henderson
A Manson	F Robertson
G Robinson	T Smith
M Stout	A Westlake

**Apologies**

None

**In Attendance (Officers):**

N Grant, Director of Development Services  
J Belford, Executive Manager - Finance  
I McDiarmid, Executive Manager – Planning  
W Grant, Project Manager  
K Marshall, Solicitor  
M Mullay, Performance and Improvement Officer  
B Kerr, Communications Officer  
L Adamson, Committee Officer

**Also in Attendance:**

G Smith

**Chair:**

Mr A Cooper, Chair of the Committee, presided.

**Circular:**

The circular calling the meeting was held as read.

**Declarations of Interest**

Mr Burgess declared a financial interest in Item 2 “Development Services Directorate Performance Report: 12 month/4<sup>th</sup> Quarter 2014/15”, as a supplier of services to the Shetland College, where he would leave the Chamber should there be any discussion of a financial nature. Also in Item 2, Mr Burgess declared a non-financial interest as a Board Member of the Shetland Fisheries Training Centre Trust.

21/15      **Management Accounts for Development Committee: 2014/15 – Draft Outturn at Quarter 4**

The Committee considered a report by the Executive Manager – Finance (F-028-F), which enabled noting of the financial performance of the services within its remit.

The Executive Manager – Finance summarised the main terms of the report, where he informed on the revenue and capital outturn position and the budget carry forward proposals at Quarter 4.

In response to a question, the Director of Development Services advised that the overspend on the STERT review relates to cost of consultants that had not been budgeted for as part of the project.

On the motion of Mr T Smith, seconded by Mr Robertson, the Committee approved the recommendation in the report.

**Decision:**

The Development 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 for approval at Policy and Resources Committee on 27 May 2015.

22/15

**Development Services Directorate Performance Report:  
12 Month/4<sup>th</sup> Quarter 2014/15**

The Committee considered a report by the Director of Development Services (DV-15-15-F), which summarised the activity and performance of the Development Services Directorate for the reporting period above.

The Director of Development Services summarised the main terms of the report. In reporting on the action highlighted as Red, he advised on the conclusion following the lack of appetite locally, not to pursue a Chamber of Commerce in Shetland at this time. On the performance indicators, the Director of Development Services drew Members' attention to the significant improvement on the time taken to obtain a building warrant, where he confirmed that the Service is now fully staffed.

In response to questions, the Director of Development Services advised that he had recently met with a representative of the Shetland Community Benefit Fund Company (SCBFC) and confirmed that the SCBFC would be a consultee on the draft Community Benefit Policy. In response to a comment in regard to representation of the SCBFC on the Shetland Partnership Board (SPB), the Director of Development Services indicated that any appointment would be a decision for the SPB.

A Member made comment that the concept of transport poverty is very much a reality in Shetland and an issue that requires to be addressed in similar terms as fuel poverty. Following a brief discussion, the Director of Development Services undertook to provide clarity to Members on how matters relating to transport poverty will be taken forward.

In response to a question relating to Performance Indicator CPD3, the Director of Development Services undertook to provide information to Members in regard to the various sources of the external funding received by Community Groups.

Reference was made to the number of significant projects to be progressed by the Development Directorate as listed on page 3 of the Risk Register, where comments were made on the importance for each project to be properly planned and resourced. During the discussion, the Director of Development Services made comment on the difficulties experienced recently to recruit in some service areas where projects have slipped. He advised on the Spend to Save element earmarked

for the Change Programme, where a suggestion was made that the terms and conditions of the Spend to Save Scheme be reviewed to ensure the budget is being used effectively. Following discussion, it was agreed that a report to be presented to a future meeting of the Committee to inform on how each project will be resourced and on any requirement for use of the Change Fund.

In response to comments from Members, the Executive Manager – Finance advised that reporting to distinguish on recurring and non-recurring savings will be discussed with CMT to enable reporting from Quarter 1 onwards. He also advised on the intention for improved correlation between other performance reports and financial reporting while recognising the place of performance indicators to better inform on the position within the Services and their comparisons with others.

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

**Decision:**

The Development Committee noted the contents of the report.

23/15

**Shetland Development Trust Annual Accounts 2014/15**

The Committee considered a report by the Project Manager (DV-32-15-F), which presented and sought approval for the final annual accounts of the Shetland Development Trust (SDT) for the period ended 28 February 2015.

After hearing the Project Manager introduce the report, Ms Manson moved, and Mr Robinson seconded, that the Committee approve the recommendation contained therein. The Chair advised that he would authorise the accounts following today's meeting.

**Decision:**

The Development Committee **RESOLVED** to approve the final accounts of the Shetland Development Trust for the period ended 28 February 2015, the dissolution date of the SDT.

24/15

**Development Committee Business Programme 2015/16**

The Committee considered a report by the Team Leader – Administration (GL-15-15-F), which informed of the planned business to be presented to Committee for the financial year to 31 March 2016 and sought discussion with Officers regarding any changes or additions required to that programme.

On the motion of Mr Robinson, seconded by Mr Stout, the Committee approved the Business Programme, as presented.

**Decision:**

The Development Committee considered its planned business for the financial year to 31 March 2016 and **RESOLVED** to approve the Business Programme.

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

25/15

**Shetland Telecom Resources**

The Committee considered a report by the Director of Development Services, which had been prepared following a request from the Development Committee that the Director of Development Services present a report to Committee to confirm that resilience and staffing issues of Shetland Telecom are being addressed.

The Director of Development Services summarised the main terms of the report, and responded to questions from Members.

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

**Decision:**

The Development Committee **RESOLVED** to:

- Note that arrangements are being put in place with immediate effect to provide 24/7 call out.
- Note that arrangements are being put in place to provide administrative and clerical support.

26/15

**Shetland Investment Portfolio Update**

The Committee considered a report by the Executive Manager – Economic Development, which provided an update on the portfolio, giving information on specific investments by exception.

The Project Manager introduced the report, and welcomed questions from Members on any of the investments.

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

**Decision**

The Development Committee **RESOLVED** to approve the recommendations in the report.

The meeting concluded at 3.20pm.

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Chair