



Education and Families Committee
Social Services Committee
Development Committee
Environment and Transport Committee
Policy and Resources Committee
Shetland College Board

17 August 2015
17 August 2015
17 August 2015
17 August 2015
19 August 2015
8 September 2015

Development Services Directorate Performance Report 3 Month / 1st Quarter 2015/16

Report No: DV-43-15-F

Director of Development Services

Development Services Department

1.0 Summary

- 1.1 This report summarises the activity and performance of the Development Services Directorate for the reporting period above.

2.0 Decisions Required

- 2.1 The Committee should discuss the contents of this report as appropriate to their remit and make any relevant comments on progress against priorities to inform further activity within the remainder of this year, and the planning process for next and future years.

3.0 Detail

- 3.1 Highlights of progress against Council priorities from the Council's Corporate Plan by the Development Services Directorate are set out in Appendix 1. Further detail on Actions, Indicators and Risks are contained in appendices to this report.
- 3.2 The Committee is invited to comment on any issues which they see as significant to sustaining and improving service delivery.

4.0 Implications

Strategic

- 4.1 Delivery on Corporate Priorities – The Council's Corporate Priorities are set out in "Our Corporate Plan". This report reviews progress against these.

- 4.2 Community/Stakeholder Issues – Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public.
- 4.3 Policy and/or Delegated Authority –
- The Council's Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;
- “Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –
- (a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.
- (b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.”
- 4.4 Risk Management – Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to further negative external scrutiny.
- 4.5 Equalities, Health and Human Rights – The Council is required to make sure our systems are monitored and assessed for any implications in this regard.
- 4.6 Environmental – NONE.

Resources

- 4.7 Financial – The actions, measures and risk management described in this report have been delivered within existing approved budgets. The service performance has contributed to an overall projected underspend, which is detailed in the Quarter 1 Management Accounts for Development Committee, appearing on this agenda.
- 4.8 Legal – There are a number of projects and key actions within the Performance Report that have legal implications. Legal advice will be sought as matters progress to ensure that Shetland Islands Council complies with all statutory requirements.
- 4.9 Human Resources - NONE.

4.10 Assets and Property – NONE.

5.0 Conclusions

- 5.1 This report demonstrates good progress against the priorities identified in the Council's Corporate Plan and the Development Services Directorate Plan 2015/16.

For further information please contact:

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Date Cleared: 07 August 2015

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Appendix 1 – Action Plan

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Appendix 3 – Risk Management

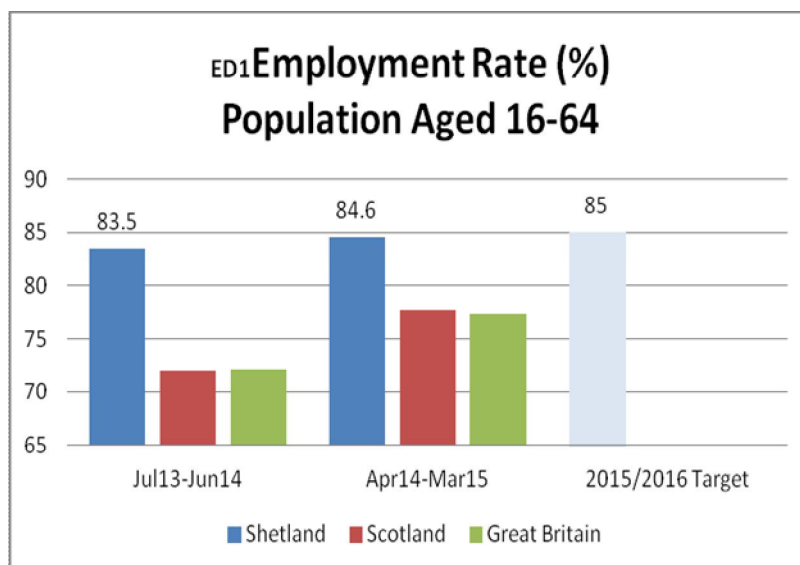
Links to Background Documents

Development Directorate Plan

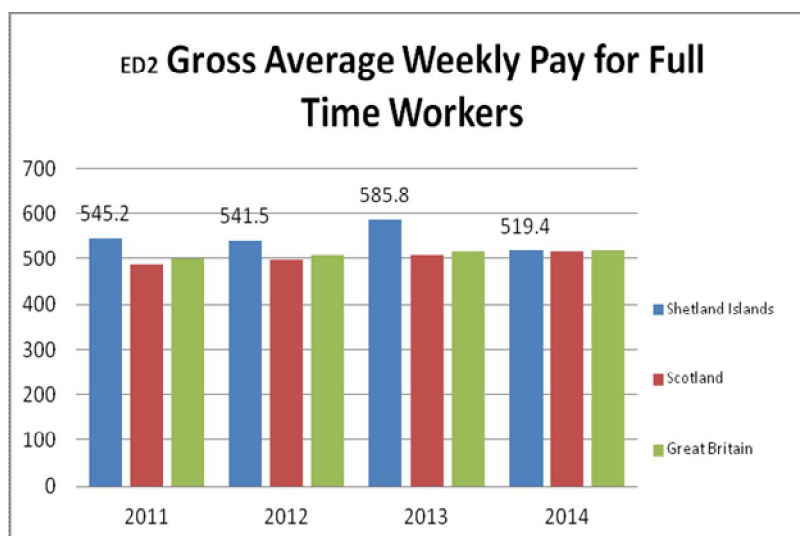
Our Corporate Plan – 2014 Update

Theme	Dev Ref	Dir/Service	Action Description	Expected Outcome (Dir Plan)	Q1 update - Mar-Jun15	Q1 RAG	Committee	Start date/ Comments (Dir Plan)	Covalent Code
Healthy economy	11	Directorate	Review the Economic Development service in the context of a currently strong local economy and preparing for the future	Service proposal	Project Board Established, Activity Mapping and Discussion Paper presented to Members Seminar. Report proposals to Committee in November Cycle. This project requires decisions to be taken on Investment Portfolio, Fund and Lending Mechanism which are being progressed as a priority	A	Development	Mar-15	DP058
Healthy economy	17	Economic Development	Evaluate current resources for Shetland Telecom	Maximising potential	Development of Business Case for SIC involvement in Broadband Development. Report to committee on 5 Oct and 16 Nov 2015 , with Strategic Business case, Preferred Option, and Investment Decision, respectively.	A	Development, P&R	Mar-15	DP081
Strong Communities	4	Housing	Continue to develop extra care options	Redesigned housing support service integrated into locality model of service	Housing Support redesign complete and due to be implemented on 1 st August.	G	Development, P&R	Apr-14	DP051
Working with partners	15	Planning	Main Issues report for next Local Development Plan	Progress towards next Local Development Plan	We have lost 3 of 3.5 team members and will need to review our ability to meet our commitments	A	Development	Mar-15	DP062
Working with partners	3	Directorate	Progress Shetland Tertiary Education Research and Training Project to implementation stage	Agreed plan for sustainable Tertiary Education model, and implement.	Integration Plan for Tertiary Education, Research and Training Organisations, is now in a Due Diligence Phase, supported by UHI and Scottish Funding Council. A Partnership Board has been formed to undertake the Due Diligence and is planned to report in October.	A	Development	Mar-13	DP050

Service Area – Economic Development

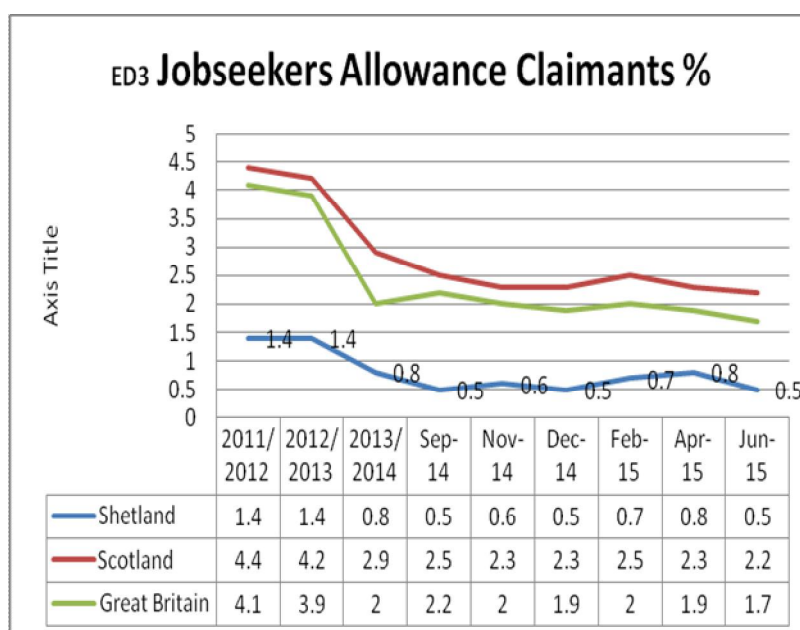


Trend Comment: Shetland's employment rate continues to be significantly higher than the Scottish or UK average, and has been relatively stable, with only minor fluctuations in the measured rate since Jan 2013, which reflects the high degree of private sector activity in the local economy. Employment rate is likely to be impacted by the Gas Plant construction phase run down later this year. Source: Office for National Statistics
Information Gathered: Annually



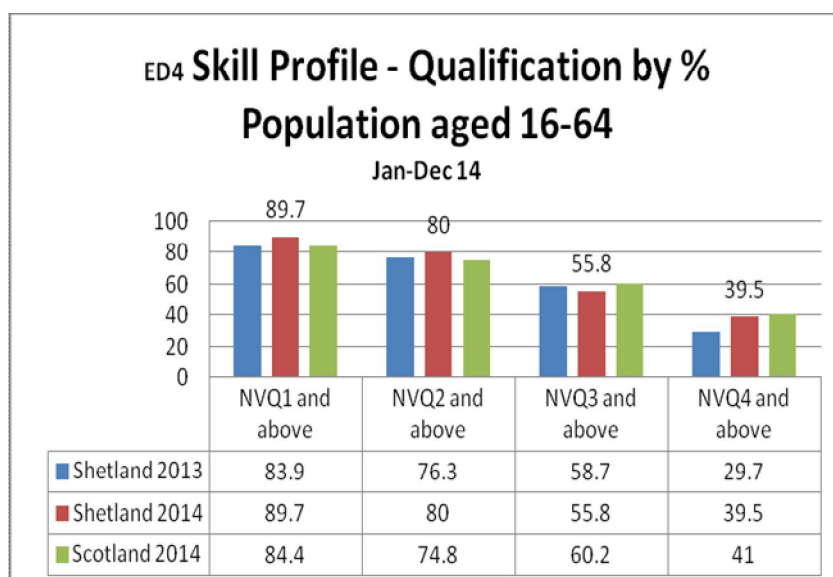
Trend Comment: The latest figures show a significant decline in gross average pay. It is possible that the apparent regression in these figures is due to inflated figures from 2013 due to sharp increases in demand in certain areas of the private sector. It is also possible that the survey has picked up an unrepresentative sample of workers' earnings.

Source: Office for National Statistics
Information Gathered: Annually



Trend Comment: The claimant count remains very low and has been stable at this level for the last 12 months (at or around 0.5%) and this remains to be the lowest in Scotland. This reflects the current strong performance of the private sector, and suggests that previous fluctuations in the JSA count caused by seasonal or temporary employment are not currently being experienced. See comments above re Gas Plant construction phase run down.

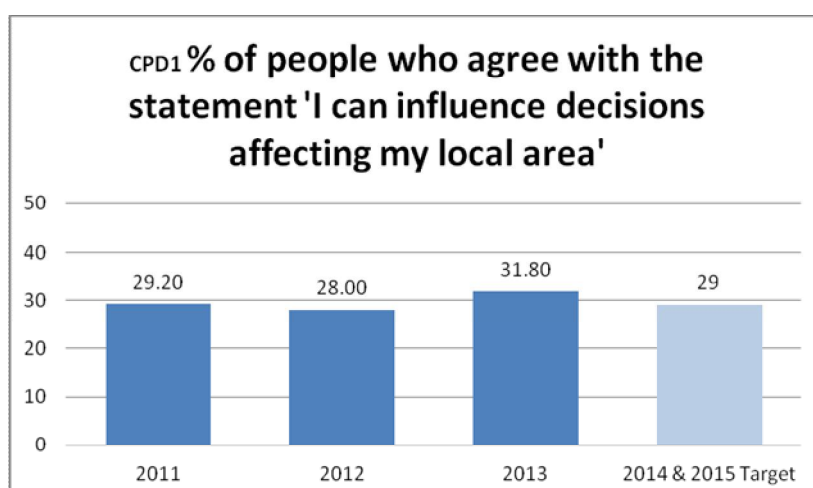
Source: Office for National Statistics
Information Gathered: Monthly




Trend Comment: The local skills profile continues to show a degree of attainment at NVQ1 level which is higher than the Scottish average (89.7% in Shetland against 84.4% nationally), but which is significantly lower at NVQ4 level (39.5% in Shetland against 41% nationally). It can be inferred from these figures that Shetland continues to have high educational attainment but the structure of the local economy provides limited opportunities for graduates to return or relocate.

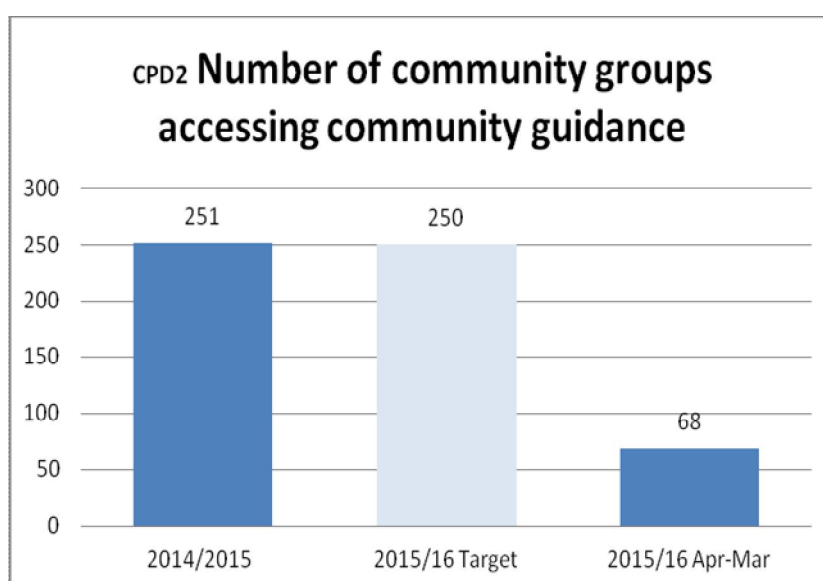
Source: Office for National Statistics
Information Gathered: Annually

Service Area – Community Planning & Development



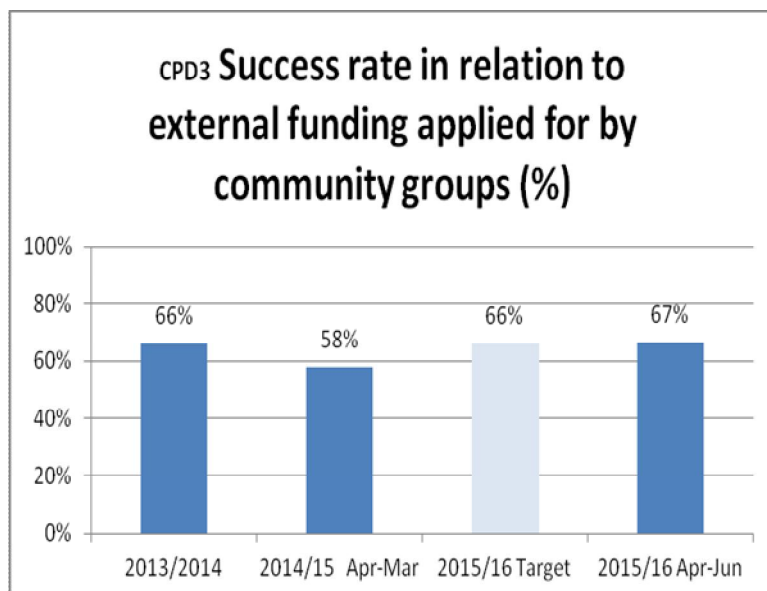
 Trend Comment: Slightly above target showing a positive improvement in trend. We are well above the national average of 22%.


Source: Scottish Household Survey
Information Gathered: Annual



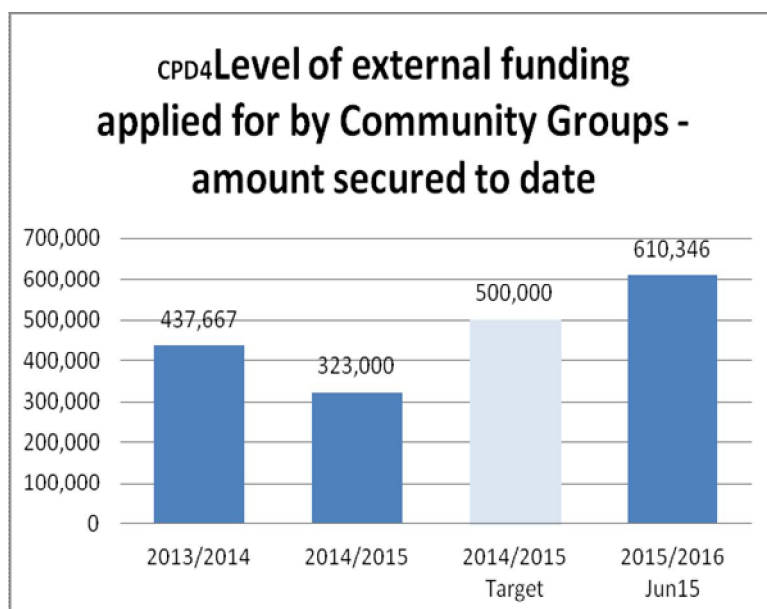
 Trend Comment: Above target, providing an indication of a possible upward trend in relation to the number of community groups seeking advice and support from Community Development.


Source: Community Planning & Development
Information Gathered: Quarterly



 Trend Comment: Above target, showing a slight positive improvement in trend.

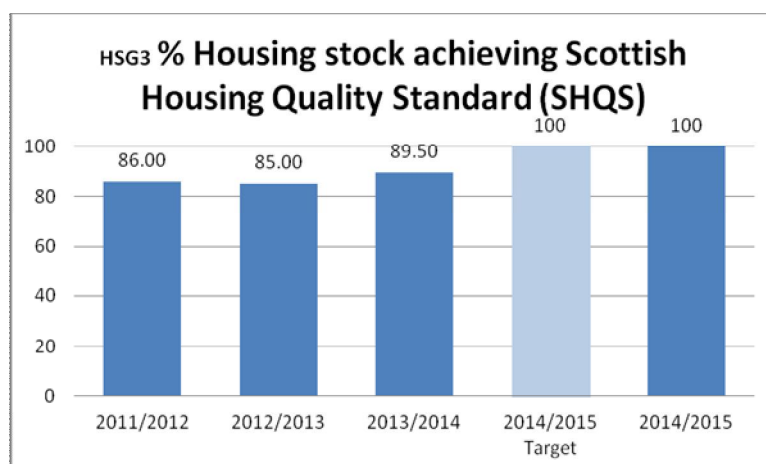
Source: Community Planning & Development
Information Gathered: Quarterly




 Trend Comment: The level of external funding secured is well above annual target in first quarter. This is mainly due to the allocation of EU Employability Funding, which has not yet been awarded due to late changes in the process. A total of £826k has been applied for in the first quarter, which is well above target. Awaiting decisions on £153k.

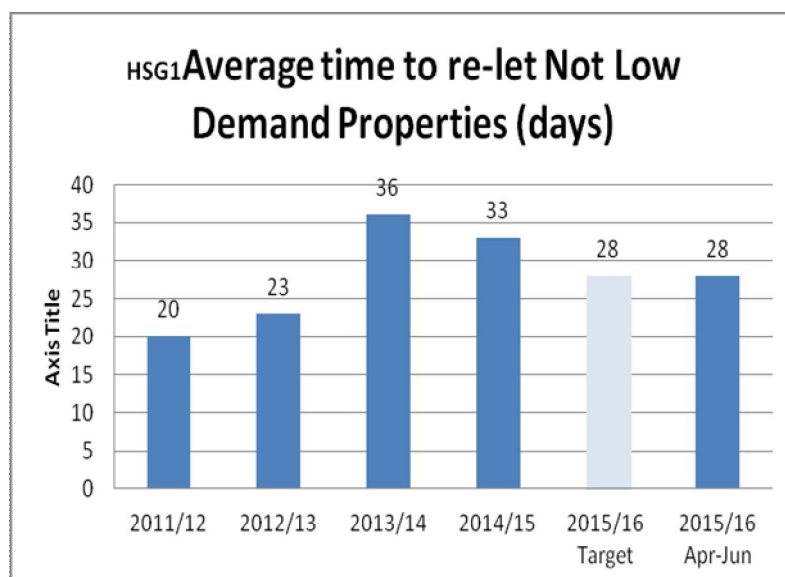
Source: Community Planning & Development
Information Gathered: Quarterly

Service Area – Housing Service



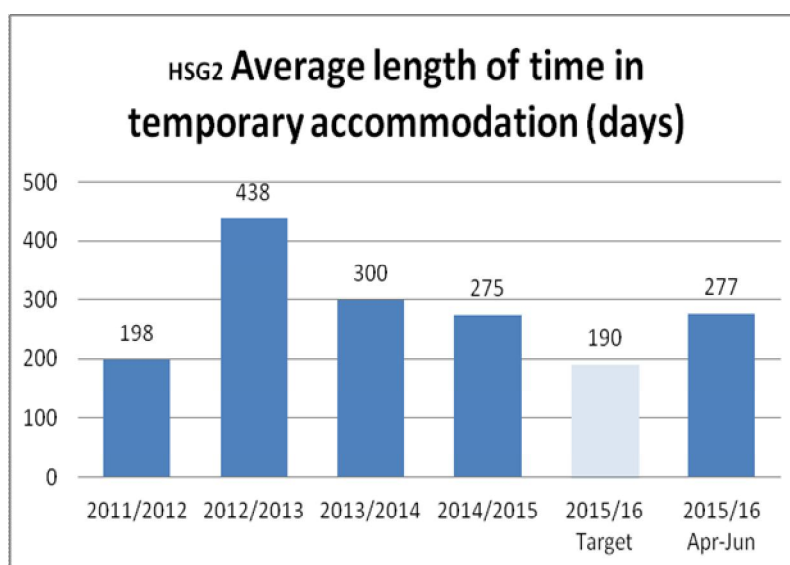
 Trend Comment: At April 2015 the housing stock met the housing quality standard, with exemptions applying to 194 properties. These were under the energy efficiency category and further work is planned under the new EESSH standard to be achieved by 2020.

Source: Housing Service
Information Gathered: Quarterly



Trend Comment: Housing void policy review, together with continuing demand, has led to some improvement in time taken to re-let properties. The target for 2015/16 has been met in the first quarter.

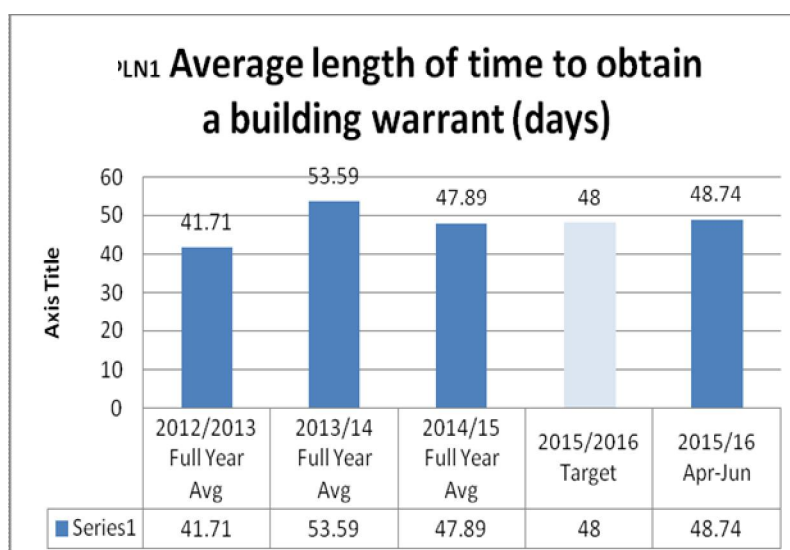
Source: Housing Service
Information Gathered: Quarterly



Trend Comment: Still well above target due to pressure on housing stock/supply. The trend is going down year on year from 2012/2013.

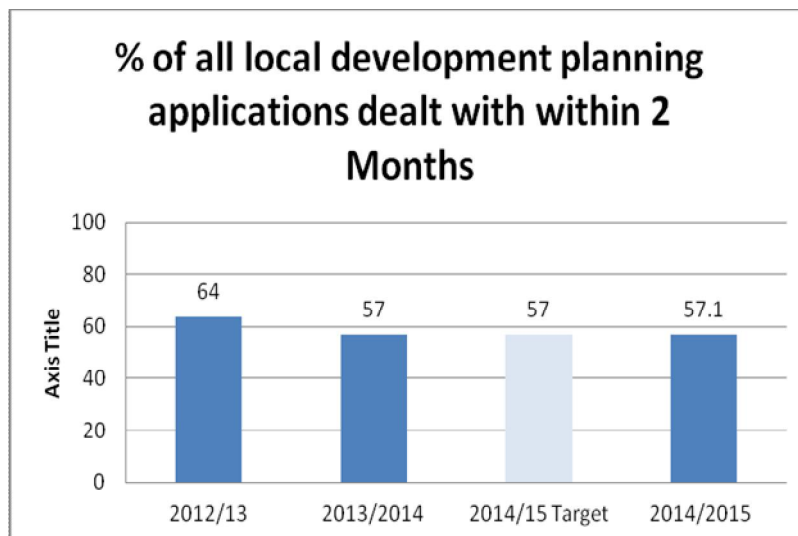
Source: Housing Service
Information Gathered: Quarterly

Service Area – Planning



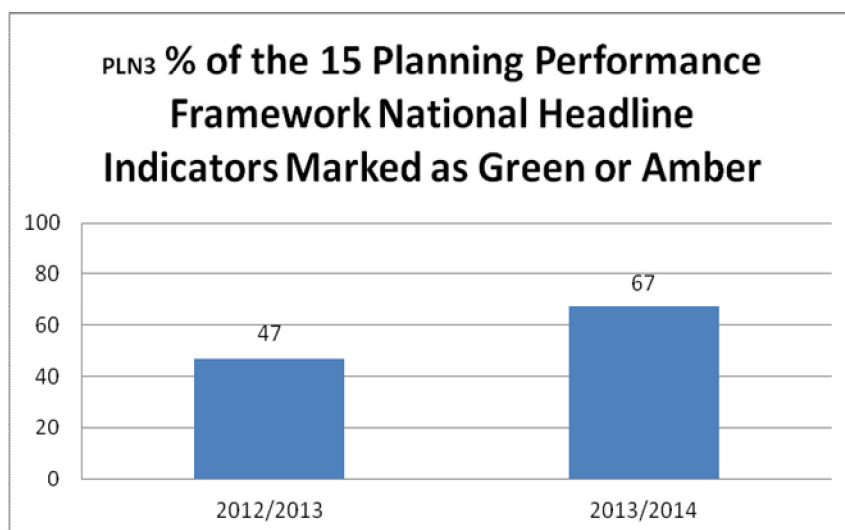
Trend Comment: The value included is a combined measure of the time taken by both the Council and the applicant or their agent to process an application through to approval. Separation of these times is not yet available but when this is available, we will be able to report on the SIC performance only. Evidence gleaned from recent inspections shows that more emphasis needs to be given this year to inspection of works under construction.

Source: Planning Service
Information Gathered: Quarterly



Trend Comment: The target set for 2014/2015 was met. Ongoing staffing issues impacting on service delivery.

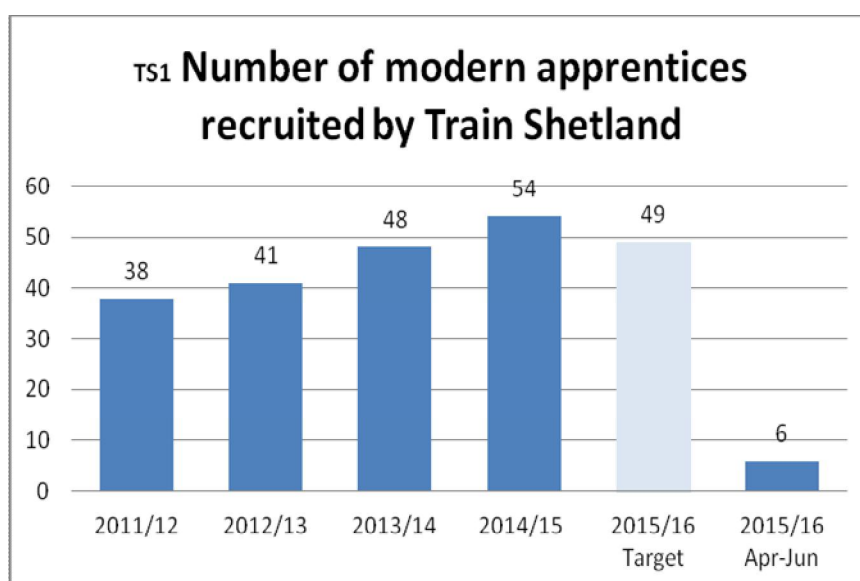
Source: Planning Service
Information Gathered: Quarterly



Trend Comment: Improvement made in the national framework. The update for 2014/2015 will be available later in 2015.

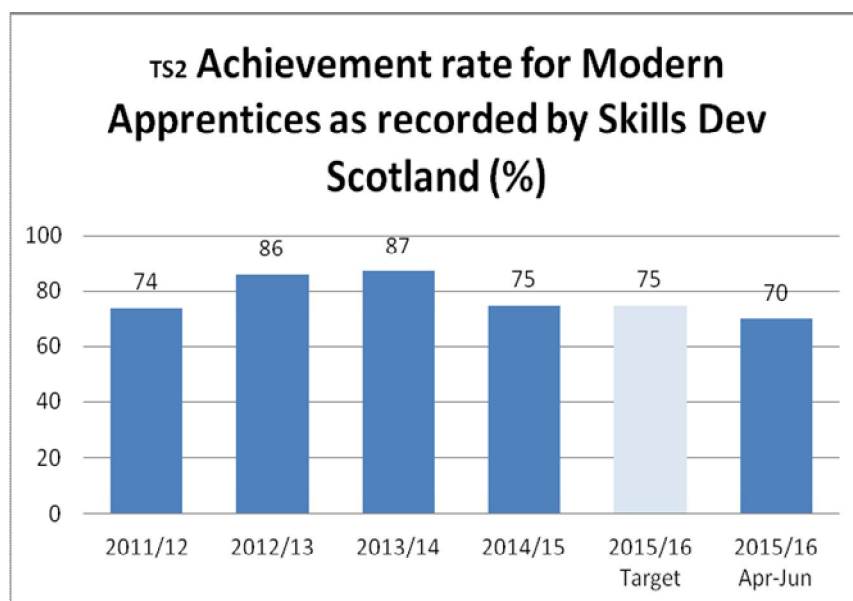
Source: Planning Service
Information Gathered: Annually

Service Area – Train Shetland



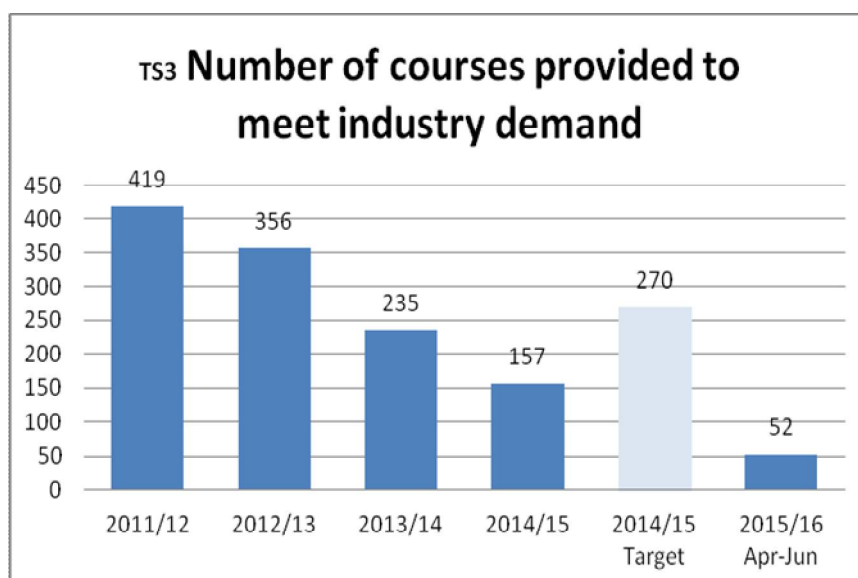
Trend Comment: Q1 figures are as expected and match the pattern of previous years. The majority of apprentices start in August/September and this pattern is profiled by Skills Development Scotland on our contract this year.

Source: Train Shetland
Information Gathered: Quarterly



The achievement rate % is what would be expected for Q1.

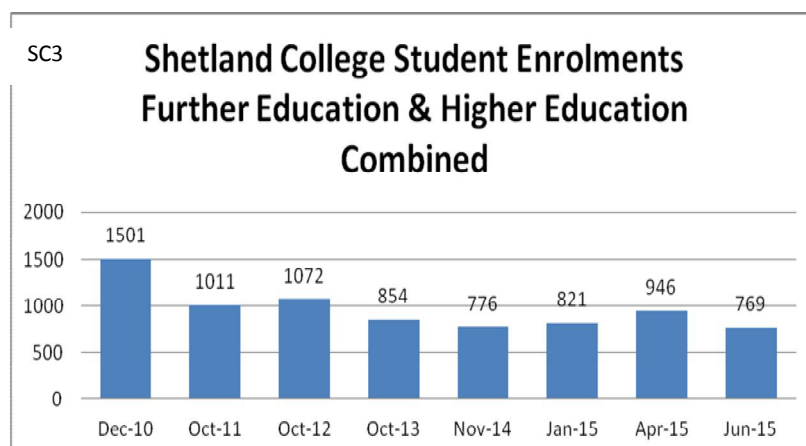
Source: Train Shetland
Information Gathered: Quarterly



This does not include courses provided for SIC Workforce Development. Q1 for 2015/16 mirrors the 2014/2015 Q1 figure.

Source: Train Shetland
Information Gathered: Quarterly

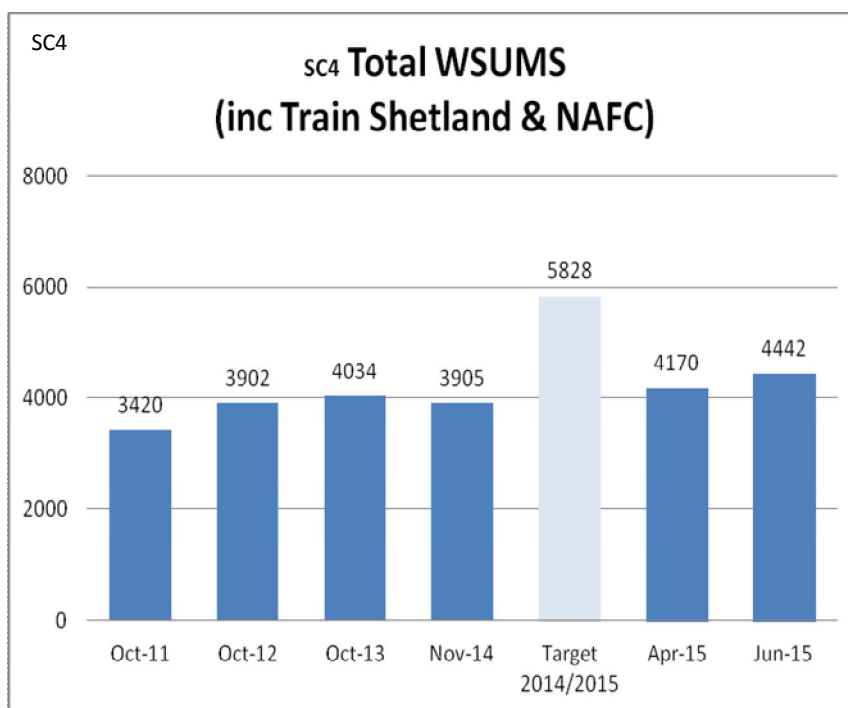
Service Area – Shetland College



Trend Comment:

Figures are shown as combined head counts for full-time and part-time further and higher education students.

Source: Shetland College
Information Gathered: Quarterly

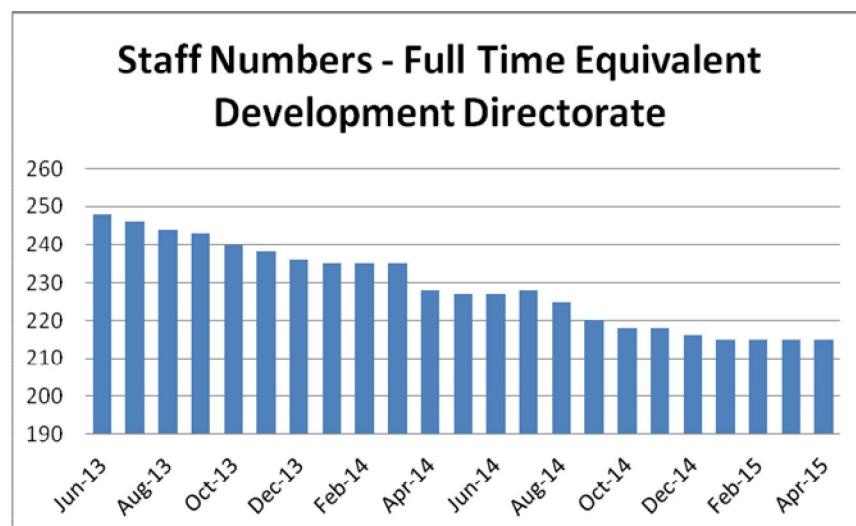


Trend Comment: WSUMs (Weighted Student Units of Measurement) is the funding term used by the Scottish Funding Council for further education. The funding carries different weightings for individual subject areas. For every notional 40 hours of study, a further education student generates a WSUM which translates into funding.

The structure of the funding is changing in the 15/16 academic year where credits will be awarded rather than sums. The credit value being allocated to Shetland College and the target set for 2015/16 are yet to be set.

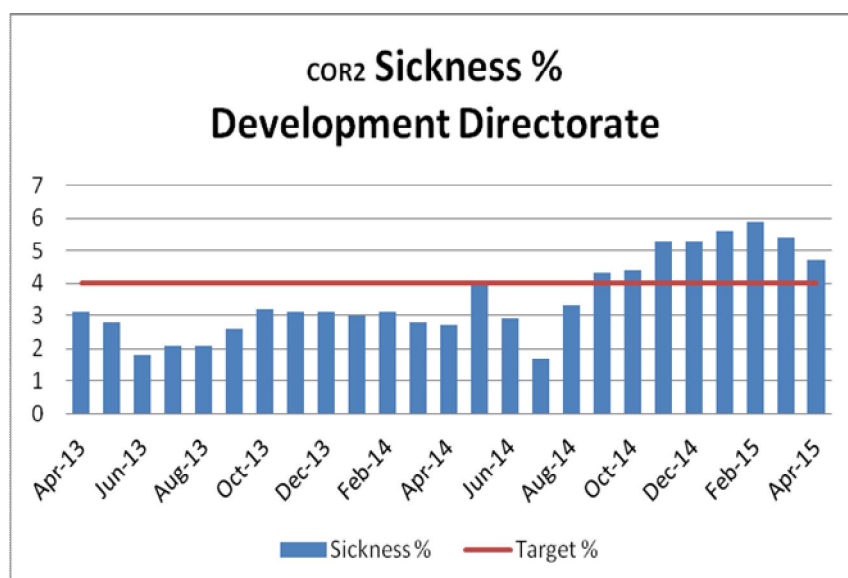
Source: Shetland College
Information Gathered: Quarterly

Development Dept - Corporate Indicators

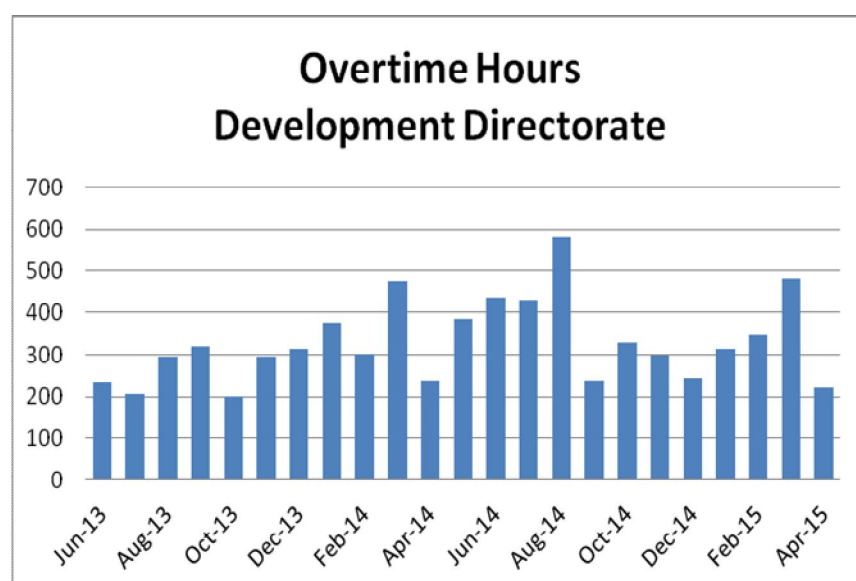


Trend Comment: The staffing number continues to decrease. As at April 2015, these figures include 24.6 FTE staff on Temporary Contracts.

Source: SIC
Information Gathered: Monthly



Trend Comment: Long Term sickness in Shetland College, and Transport Planning are improving but issues with long term absence in Housing service are persisting but being addressed. There has been a further significant reduction in June 2015.



Trend Comment:

Overtime hours in the Development Directorate covers housing repairs callouts but currently additional overtime has been required in Transport Planning. Staffing resources in Transport Planning are currently being addressed.

Source: SIC
Information Gathered: Monthly

Shetland Islands Council									Date:	, 24 July, 2015				Performance Report 2015/16 Q1			
Risk Assessment for Development Directorate													Appendix 3				
			Current						Target								
	Risk & Details		Frequency		Severity	Risk Profile		Current and Planned Control Measures		Severity		Frequency		Risk Profile	Assigned To		
	Level		Directorate														
	Corporate Plan		03. The transport services we need most														
	C0027 - Central Govt Funding Issues - Central		Unlikely	2	Minor	2	Low	4			Insignificant	1	Possible	3	Low	3	Neil Grant
	Corporate Plan		04. Healthy economy														
	C0017 - Key staff - loss of - Service reviews are taking place with some still outstanding		Likely	4	Significant	3	High	12	• Corporate wide Staff Survey (Viewpoint) • Five year plan to attract people to live and work in Shetland • Some reviews complete, restructure ER/VR implemented.		Significant	3	Possible	3	Medium	9	Neil Grant
	C0018 - Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc - Development Service operates within a complex legislative environment and is expected to be an exemplar.		Likely	4	Significant	3	High	12	• Train staff and adhere to standing orders, ongoing staff training on employment practices, H & S, ensure risk assessments are completed.		Minor	2	Unlikely	2	Low	4	Neil Grant
	Corporate Plan		06. Working with partners														
	C0026 - Economic climate - One or more communities fail to be sustainable		Possible	3	Significant	3	Medium	9	• Impact of connectivity from broadband and transport links, working with communities to develop sustainable plans		Significant	3	Unlikely	2	Medium	6	Neil Grant
	Corporate Plan		09. Dealing with challenges effectively														
	C0019 - Strategic priorities wrong - Development Directorate is managing a number of significant projects of strategic importance, including Colleges Review; Internal and External Ferries; Outer Isles Transport; Economic Development Service, Commercial Lending; Participatory Budgeting; Strengthening Community Involvement; High Speed Broadband; Local Housing Strategy; Local Development Plan; Transport Strategy; Economic Development Strategy; Energy Strategy; SOA (Outcome Improvement Plan) 2016-2020		Possible	3	Major	4	High	12	• Ensure projects are a priority activity in achieving the Outcomes identified in the new Corporate Plan • Appropriate governance and decision-making processes followed, PRINCE2 project management in place		Significant	3	Unlikely	2	Medium	6	Neil Grant
	C0021 - Economic / Financial - Other - Development Service delivers a service with reducing resources and constraints including the MTFP		Likely	4	Significant	3	High	12	• Restructure implemented		Significant	3	Possible	3	Medium	9	Neil Grant
	C0022 - Communications poor - Development Service works in a number of areas and necessarily publishes information on its activities		Unlikely	2	Major	4	Medium	8	• Adhere to corporate communications policy, use Communications Section		Significant	3	Rare	1	Low	3	Neil Grant
	C0023 - Legal / Compliance - Other - Development Directorate has complex governance arrangements which can impact on decision making		Possible	3	Significant	3	Medium	9	• Appropriate governance arrangements • Planning and performance management framework, governance		Significant	3	Possible	3	Medium	9	Neil Grant

**Development Committee****17 August 2015**

Management Accounts for Development Committee: 2015/16 – Projected Outturn at Quarter 1	
F-039-F	
Report Presented by Executive Manager - Finance	Corporate Services

1. Summary

- 1.1 The purpose of this report is to enable the Development Committee to monitor the financial performance of services within its remit to ensure that Members are aware of the forecast income and expenditure and the impact that this will have with regard to delivering the approved budget. This report shows the projected financial consequence of the service performance detailed in the Development Directorate Performance Reports, and allows the Committee the opportunity to provide early instruction to officers to address any forecast overspends in order that the budget is delivered by the year-end.
- 1.2 This report describes the projected outturn position for the 2015/16 year as at the end of the first quarter for revenue and capital. The forecasts have been determined by Finance Services after consultation with the relevant Budget Responsible Officers for the services in this Committee area.
- 1.3 The projected outturn position for the services in this Committee area is an underspend of £434k on revenue and on target to deliver the budget on capital.

2. Decision Required

- 2.1 That the Development Committee RESOLVE to review the Management Accounts showing the projected outturn position at Quarter 1.

3. Detail

- 3.1 On 3 December 2014 (SIC Min Ref: 96/14) the Council approved the 2015/16 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account and Spend to Save) requiring a draw from reserves of £7.646m. It is vital to the economic wellbeing of the organisation that the financial resources are managed effectively and expenditure and income is delivered in line with the budget, as any overspends will result in a further draw on reserves, and would be evidence that the Council is living beyond its means.
- 3.2 This report forms a part of the financial governance and stewardship framework that ensures that the financial position of the organisation is identified, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Committee that resources are being managed effectively and allows corrective action to be taken where necessary.
- 3.3 Since the approval of the 2015/16 budget, revisions to the budget have been processed that take account of the carry forward scheme that is in place for the Council. Therefore the appendices to this report refer to the revised budget that is now in place for the relevant services.

Revenue

- 3.4 The projected revenue outturn position for Development Committee is an underspend of £434k (8.6%) which means the services in this Committee area are collectively on course to spend less than their Council approved budget. At the moment, there have been no savings identified as reoccurring in this Committee.

Capital

- 3.5 The projected outturn position on Development capital project expenditure is breakeven. The services in this Committee area are collectively on course to meet their Council approved budget.

4. Implications

Strategic

4.1 Delivery On Corporate Priorities

There is a specific objective within the Corporate Plan to ensure that the Council is “living within our means” and the Council continues to pursue a range of measures which will enable the Council to manage its finances effectively and successfully now and over the medium to long term. This involves the Council aligning the allocation of its resources with its priorities and expected outcomes and maintaining a strong and resilient balance sheet.

The Medium Term Financial Plan also includes a stated objective to achieve financial sustainability over the lifetime of the Council.

4.2 Community /Stakeholder Issues – None.

4.3 Policy And/Or Delegated Authority

Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Committee may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2015/16 financial year. This report provides information to enable the Committee to ensure that the services within its remit are operating within the approved budgets.

4.4 Risk Management

There are numerous risks involved in the delivery of services and from a financial perspective risks are an integral part of planning for the future, as assumptions are made, internal and external factors and demand and supply all have an impact throughout the financial year, while unplanned or unexpected costs may arise without warning.

This report is part of the framework that provides assurance or provides the opportunity to correct any deviation from the budget that may be placing the Council in a financially challenging position.

The awareness of risks is critical to successful financial management and the Council makes provision within its budget for items that may or may not arise as cost pressures and in doing so ensures that funding at the corporate centre is available should it be necessary. This provides additional confidence that having taken account of the ever changing operating environment that the Council can continue to live within its means.

A strong balance sheet and the availability of usable reserves ensures that the Council is prepared for significant unforeseen events should they arise.

If the Council were to have to draw reserves in any one year that are beyond what has been deemed sustainable (£10m) then this would have an adverse impact on the value of Council long-term investments. This would have to be addressed to recover the position in future years. Drawing reserves of less than this value should enable the Council to build its investment value over the long term.

4.5 Equalities, Health and Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial

The 2015/16 Council budget was set as a budget that reflects the fact that the Council can live within its means, as it does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year.

For every £1m of reserves spent (in excess of a sustainable level) it will mean that the Council will have to make additional savings of £50k each year in the future as a result of not being able to invest that £1m with fund managers to make a return.

It is therefore vital that the Council delivers its 2015/16 budget, and based on the information contained within this report the Development Committee services are projecting to achieve this.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

5. Conclusions

5.1 The projected outturn position for the services under the remit of the Development Committee is an underspend of £434k on revenue and on target to meet the budget for capital projects.

For further information please contact:

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List of Appendices

Appendix 1 – Projected Revenue Outturn Position 2015/16

Appendix 2 – Projected Capital Outturn Position 2015/16

Background documents:

SIC Budget Book 2015-16, SIC 3 December 2014

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=16958>

Development Committee**1.0 - Projected Revenue Outturn Position 2015/16**

Description	Annual Budget 2015/16 £000	Projected Outturn 2015/16 £000	Budget v Proj. Outturn Variance (Adv)/ Pos £000
Director of Development	899	922	(23)
Economic Development	2,921	2,520	401
Planning	1,240	1,184	56
Total Controllable Costs	5,060	4,626	434

An explanation for the main variances by service is set out below.

1.1 - Directorate – projected outturn overspend £23k (2.6%)

This service is projecting an overspend of £23k mainly in relation to the service bearing 25% of a post which had not been budgeted for (£28k), offset by the expected saving on the NAFC's maintenance (£3k) and an underestimation of NAFC's operating lease income (£3k).

1.2 – Economic Development - projected outturn underspend £401k (13.7%)

This service is projecting an underspend of £401k mainly in relation to delays in Scottish Government related grant schemes requiring local match funding and a slowdown in the demand for support from local businesses in the current buoyant economy (£88k); a higher than budgeted income stream from Shetland Telecom (£180k), greater than expected interest on commercial loans (£100k) and salary cost efficiencies in Administration and Business Technical Support (£43k). This is offset by under budgeted unfunded pension in Business Tech Support (£10k) and slight overspend in basic salary costs for Economic Development (£5k).

1.3 – Planning - projected outturn underspend £56k (4.5%)

This service is projecting an underspend of £56k due to staffing vacancies and recruitment difficulties (£81k), This is offset by under budgeting in management salary costs (£8k) and unforeseen equipment costs (15k).

Development Committee

1.0 - Projected Capital Outturn Position 2015/16

Description	Budget 2015/16 £000	Outturn 2015/16 £000	Proj. Outturn Variance (Adv)/ Pos £000
Economic Development	66	66	-
Total Costs	66	66	-

An explanation for the main variances, if any, by service is set out below.

1.1 Economic Development – projected On Target.

**Development Committee****17 August 2015**

Development Committee Business Programme – 2015/16	
GL-29-15-F	
Team Leader – Administration	Governance and Law Corporate Services

1.0 Summary

- 1.1 The purpose of this report is to inform the Committee of the planned business to be presented to Committee for the financial year to 31 March 2016 and discuss with Officers any changes or additions required to that programme.

2.0 Decision Required

- 2.1 That the Development Committee considers its business planned for the financial year to 31 March 2016 and RESOLVES to approve any changes or additions to the Business Programme.

3.0 Detail

- 3.1 The Council approved the Council's Meeting Dates and Business Programme 2015/16 at its meeting on 17 December 2014 (Min Ref: 108/14).
- 3.2 It was agreed that the Business Programme would be presented by Committee Services to the Council and each Committee, on a quarterly basis, for discussion and approval.
- 3.3 The manner in which meetings have been scheduled is described below:
- Ordinary meetings have been scheduled, although some have no scheduled business at this stage. Where there is still no scheduled business within 2 weeks of the meeting, the meeting will be cancelled;

- Special meetings may be called on specific dates for some items – other agenda items can be added, if time permits;
 - PPMF = Planning and Performance Management Framework meetings have been called for all Committees and Council once per quarter. These meetings are time restricted, with a specific focus on PPMF only, and therefore no other business will be permitted on those agendas;
 - Budget = Budget setting meetings – other agenda items can be added, if time permits, or if required as part of the budget setting process; and
 - In consultation with the Chair and relevant Members and Officers, and if required according to the circumstances, the time, date, venue and location of any meeting may be changed, or special meetings added.
- 3.4 The Business Programme for 2015/16 will be presented by Committee Services to the Council and each Committee, on a quarterly basis, for discussion and approval, particularly in relation to the remaining projects and reports which are listed at the end of the business programme page for each Committee, as still to be scheduled.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – The recommendation in this report is consistent with the following corporate priorities:

Our Corporate Plan 2013-17

- To be able to provide high quality and cost effective services to people in Shetland, our organisation has to be run properly.
 - Fully align the timetables, time spans and approaches for financial planning relating to the medium term yearly budgeting with Council, directorate and service planning.
- 4.2 Community /Stakeholder Issues – The Business Plan provides the community and other stakeholders with important information, along with the Council's Corporate and Directorate Plans, as to the planned business for the coming year.
- 4.3 Policy And/Or Delegated Authority – Maintaining a Business Programme ensures the effectiveness of the Council's planning and performance management framework. The Business Programme supports each Committees' role, as set out in paragraph 2.3 of the Council's Scheme of Administration and Delegations, in monitoring and reviewing achievements of key outcomes within its functional areas, whilst ensuring best value in the use of resources is met to achieve these outcomes within a performance culture of continuous improvement and customer focus.

4.4 Risk Management – The risks associated with setting the Business Programme are around the challenges for officers meeting the timescales required, and any part of the business programme slipping and causing reputational damage to the Council. Equally, not applying the Business Programme would result in decision making being unplanned and haphazard and aligning the Council's Business Programme with the objectives and actions contained in its corporate plans could mitigate against those risks.

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial – There are no direct financial implications in this report, but indirect costs may be avoided by optimising Member and officer time.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

5.0 Conclusions

5.1 The presentation of the Business Programme 2015/16 on a quarterly basis provides a focussed approach to the business of the Committee, and allows senior Officers an opportunity to update the Committee on changes and/or additions required to the Business Programme in a planned and measured way.

For further information please contact:

Anne Cogle

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10 August 2015

List of Appendices

Appendix 1 – Development Committee Meeting Dates and Business Programme 2015/16

Background documents:

Report GL-20-F: SIC Business Programme and Diary of Meetings 2015/16

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4382>



**Development Committee - Meeting Dates and Business Programme 2015/16
as at Monday, 10 August 2015**

Development Committee			
<i>D= Delegated R=Referred</i>			
Quarter 1 1 April 2015 to 30 June 2015	Date of Meeting	Business	
	Ordinary 22 April 2015 10 a.m.	Local Visitor Information Service	D
		Shetland Shellfish Management Organisation – Core Funding	D
		Shetland Refreshments Ltd – Redemption of Shares	D
		Shetland Seafood Quality Control – Core Funding	D
		Business Gateway Shetland – Proposed Delivery of Enhanced Support to Growth Businesses	D
		Scoping Document – Review of Opportunities for Hydrogen Projects in Shetland	D
		Local Nature Conservation Sites	R SIC 27 May
		Transport Planning Service Restructuring Proposal	R P&R 4 May
		Shetland's Broadband Provision: Business Case	D
	PPMF 25 May 2015 2 p.m.	Management Accounts – Development Committee Quarter 4	D
		Development Services Directorate – Performance Overview – Quarter 4	D
		Shetland Investment Portfolio Update	D
		SDT Annual Accounts 2014-15	D
		Shetland Telecom Resources	R SIC 27 May
		Committee Business Programme 2015/16	D
	Ordinary 15 June 2015 10 a.m.	Local Development Plan Update	D
		Onshore Wind Energy Supplementary Guidance	R SIC 30 June
		Flood Risk Management Plan – Progress and Proposals	D
		Audit Scotland – Superfast Broadband for Scotland – A Progress Report	D
		Programme and Timetable for Business Case for Broadband in Shetland	D
	PPMF 17 August 2015 2 p.m.	Management Accounts – Quarter 1	D
		Development Services Directorate – Performance Overview – Quarter 1	D
		Shetland Investment Portfolio Update	D
		Committee Business Programme 2015/16	D



**Development Committee - Meeting Dates and Business Programme 2015/16
as at Monday, 10 August 2015**

Development Committee -Continued

D= Delegated R=Referred

Quarter 3 1 October 2015 to 31 December 2015	Date of Meeting	Business	
	Ordinary 5 October 2015 10 a.m.	Proposal to Sell Council Fishing Licences	D
		Establishment of Shetland Investment Portfolio, Fund and Lending Service for the Economic Development Service	R SIC 4 Nov
		Two potential Loan Applications	D
		Overview of Hydrogen Projects and Opportunities within Shetland	D
		Fisheries Research Projects	D
		Economic Development Service Review	R P&R 26 Oct
	PPMF 16 November 2015 2 p.m.	Development Services Directorate – Performance Overview – Quarter 2	D
		Shetland Investment Portfolio Update	D
		Committee Business Programme 2015/16	D
	Budget 23 November 2015 2 p.m.	Development Services Directorate Plan 2016-17	D
		Management Accounts – Quarter 2	D
		2016-17 Budget and Charging Proposals	R P&R 25 Nov SIC 2 Dec
Quarter 4 1 January 2016 to 31 March 2016	Date of Meeting	Business	
	Ordinary 20 January 2016 10 a.m.	TBC	
	PPMF 29 February 2016 2 p.m.	Management Accounts – Quarter 3	D
		Development Services Directorate - Performance Overview Q3	D
		Shetland Investment Portfolio Update	D
		Committee Business Programme 2016/17	D



**Development Committee - Meeting Dates and Business Programme 2015/16
as at Monday, 10 August 2015**

Planned Committee business still to be scheduled - as at Monday, 10 August 2015

- Investments policy
- Options for Housing in the Central Mainland
- Brief on Renewable Energy Review of Opportunities

tbc = to be confirmed

PPMF = Planning and Performance Management Framework meetings – no other business to be added

Budget = Budget setting meetings – other items can be added if time permits

Ordinary = Ordinary meetings – other items can be added

Special = Special meetings arranged for particular item(s) – other items can be added if time permits

END OF BUSINESS PROGRAMME as at Monday, 10 August 2015