

MINUTE

B- Public

Development Committee
Council Chamber, Town Hall, Lerwick
Monday 29 August 2016 at 11.30am

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
D Irvine, Executive Manager – Economic Development
S Brunton, Team Leader - Legal
W Grant, Project Manager
S Keith, Project Manager
L Adamson, Committee Officer

Also in Attendance

G Smith, SIC
V Wishart, SIC

Chair:

Mr A Cooper, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest

None

34/16 **Management Accounts for Development Committee: 2016/17 – Projected Outturn at Quarter 1**

The Committee considered a report by the Executive Manager – Finance (F-049-F), which enabled monitoring of the financial performance 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.

The Executive Manager – Finance introduced the report. He said that while the forecast is sound at this time, it has to be acknowledged that much can change in the year ahead. He referred to the reduced flexibility that exists in the various budgets, but said that contingency and cost pressure budgets are available to address matters later in the year. In referring to the Appendices, the Executive Manager – Finance highlighted the main variances in terms of Revenue, the

projections on budget for Capital, and on the £89k expected contribution to the Housing Repairs and Renewals Fund.

In response to a question regarding the projected underspend of £131k relating to staffing in Economic Development, the Director of Development Services advised on the intention to fill vacant posts, and to look to achieve budget savings from four priority areas that have already been identified.

Reference was made to the relatively small projected underspend relating to the Planning Service, where an update was sought in terms of staff resourcing. The Director of Development Services reported on the improvement in staffing to the Service following a recent internal recruitment exercise, however this process has created some further vacancies which still need to be filled.

In response to a question, the Executive Manager – Finance advised on the forecast as at Quarter 1 in terms of the cost pressure budget for Development Services of £15k.

Decision:

The Development Committee **RESOLVED** to review the Management Accounts showing the projected outturn position at Quarter 1.

35/16

Development Services Directorate Performance Report: 3 Month/1st Quarter 2016/17

The Committee considered a report by the Director of Development Services (DV-40-16-F), which summarised the activity and performance of the Development Services Directorate for the reporting period above.

The Director of Development Services introduced the report. In referring to Appendix A, he provided updates on progress on a number of the projects and actions.

During the discussion that followed, the Director of Development Services undertook to report in the next quarter on the potential impacts on Shetland from Brexit, consider potential scenarios, and to provide an analysis of funding received from the various European funding streams.

Reference was made to the earlier discussion at Education and Families Committee in terms of progress made on 'telepresence' of education in the Western Isles, and to the significant funding the project has received from the Scottish Government, and it was noted that the Committee had requested a report next cycle to update on the Council's perception of similar initiatives locally. In that regard, comments were made on the need for 'telepresence' to fit into the bitter digital picture for Shetland, for the Digital Strategy to be receptive to changing circumstances and be up to date, and to take account of the ongoing requirements of both NHS and the Council. The Director of Development Services outlined to Members the challenges with the uncertainty at both a central and national level, however he confirmed that the Digital Strategy will address the medium to long-term requirements. In response to a question, he confirmed that discussion would take place with the Schools Service on any areas of overlap.

In response to questions regarding the Local Development Plan 2, the Director of Development Services advised that there will be a call for sites later this year, where developers and landowners can submit sites to be considered for inclusion in the next LDP. He confirmed that a further update on progress with the LDP2 will be reported to the Committee in October.

During the discussion, the Director of Development Services advised on the work involved to develop the costed plan to deliver fibre network to Unst and Yell, and on the dialogue that is taking place with Scottish and Southern Energy in terms of partnership working. In response to a question, the Director of Development Services confirmed that the report "Fibre Network to Unst and Yell" would be presented to Committee in October.

Reference was made to Performance Indicator GP-01, reporting on the average days taken to obtain a building warrant, where it was noted that the figures would be skewed due to the inclusion of agent/applicant response times. In response for a request for more accurate reporting, the Director of Development Services undertook to provide this information to Members by way of a Briefing Note, from a sample set of data where the time that the agent/applicant takes to respond would not be taken into account.

(Mr Robertson left the meeting).

In response to a request for further detail on Performance Indicator GD-02, informing on the success rate of external funding applied for by community groups, the Director of Development Services undertook to advise Members by e-mail in terms of the anticipated funding levels associated with the three applications where decisions are pending, and on the overall value of external funding anticipated for 2016/17.

During the discussion, Members commented on the need for performance reports to provide additional analytical information, to allow a better understanding of potential impacts going forward. Performance Indicator "GD-03 - External funding secured by Community Groups" was highlighted as an example of where further analytical information was required. In response to questions, the Director of Development Services undertook to present a report to Development Committee in October providing further analysis of performance indicator GD-03, including a breakdown of the £812k received in 2015/16 in terms of revenue/capital spend, the success rate of applications, the types of applications and support provided to groups to make applications. The Chair advised on the work undertaken within Community Planning and Development to assist local community groups engage in funding streams, and he commended officers in that regard.

Reference was made to Appendix C, where a request was made for further information in terms of the complaints reported. The Director of Development Services advised that the majority of the complaints relate to the Planning Services. In referring to the significant number of days that have elapsed since the majority of the complaints were received, the Director confirmed that the responsibility to resolve these complaints rests within his remit, and that these need to be addressed.

In referring to the Risk Register at Appendix 2, comments were made on the low risk ratings pertaining to Risk C0027 in terms of the ferry service. The Director of Development Services advised that the close dialogue and strong commitment from

the Scottish Government has been taken into account in setting the ratings, but this was an area he would continue to monitor.

In terms of Risk C0028, "One or more communities fail to be sustainable" comments were made that solutions for communities may not be met as they have been in the past, but that communities have to be made aware that the Council is taking this issue seriously. The Director of Development Services advised on the recent work undertaken to develop a plan for engagement with communities, and he undertook to update the risk ratings as progress is made.

In response to questions from the Chair, the Director of Development Services undertook to circulate the draft Lobbying Strategy to Members of Development Committee this week.

Decision:

The Committee discussed the contents of the report and made 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.

36/16 **Development Committee Business Programme 2016/17**

The Committee considered a report by the Team Leader – Administration (GL-35-16-F) which informed of the planned business to be presented to Committee for the financial year 1 April 2016 to 31 March 2017.

In response to a question from the Chair, the Project Manager (S Keith) confirmed that the report "Shetland Seafood Auction – Sale of Shares" would be presented to Committee in October.

Decision:

The Committee considered its planned business for the remaining quarters of the financial year 1 April 2016 to 31 March 2017 and **RESOLVED** to approve the addition to the Business Programme.

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

(Representatives of the media left the meeting).

(Ms Manson left the meeting).

37/16 **Shetland Investment Portfolio Update**

The Committee considered a report by the Project Manager which provided information on the Council's portfolio of local investments and noteworthy updates on specific investments.

The Project Manager introduced the report, and responded to questions from Members.

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

Decision:

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

The meeting concluded at 1.05pm.

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Chair