

## **Minutes**

The minutes of the meeting held on 24 October 2016 were approved on the motion of Ms Wishart seconded by Mr Stout.

The minutes of the meeting held on 7 December 2016 were approved on the motion of Mr G Smith, seconded by Ms Wishart.

### **01/17      Executive and Corporate Services Directorate Plan 2017-2020**

The Committee considered a report by the Director of Corporate Services (CRP-03-17-F) which presented the Directorate Plan setting out the strategic actions to be taken between 2017-2020 to deliver both the Council's Corporate Plan and strategic priorities.

In introducing the report, the Director of Corporate Services advised on the new format of the directorate plans, however more work would be done on the key Performance Indicators to focus on outcomes.

In referring to the final bullet point in Section 2.1 of the report, the Director of Corporate Services informed on the action to lead the Business Transformation Programme (BTP) which will underpin service redesign. The Director of Corporate Services then provided an update on a number of the actions and projects set out from the Directorate Plan, at Appendix 1.

*(Mr Burgess attended the meeting).*

In commenting on the improvements in the format of reporting, the Leader suggested that the covering reports would benefit from the report title being in bold.

In response to questions, the Executive Manager – Finance advised on the intention to report on medium term and long term asset planning to the March cycle of meetings, with a further update and overview before the end of this Council.

In response to a suggestion relating to DP037 "Council's Constitutional Reform project and OIOF campaign", it was agreed on the change of wording to the first sentence of the Desired Outcome statement, namely, "We shall ensure Shetland's voice is heard....".

During the discussion, comments were made on Action DP157 "Paperless Council", in terms of the magnitude of agendas for this cycle of meetings, however it was noted that the volume of papers this cycle had been exceptional.

In response to a question, the Director of Corporate Services advised that "Customer First" was the first strand of the BTP, which will take account of the needs, views and aspirations of communities, and to work with communities. In that regard, she advised that Community Planning Partners will have a key role, and outcomes will be focused and linked to all the key priorities of the Council. There is however the issue of funding and to ensure best value in line with the Council's priorities and outcomes. The Executive Manager – Finance advised on the match funding to take forward community engagement, through the Community Choices project, which is a key strand of working with communities to define decisions within existing resources. He advised also that work is ongoing to capture the challenges of working with communities to ensure consistent and meaningful dialogue.

In response to a question, the Director of Corporate Services advised on the differences between the SOFIE reviews and the new BTP, where the BTP will completely change the way the Council works with a radical overhaul of all systems in tandem with services.

During the discussion clarity was provided on Performance Indicator SP103 "Gender Pay Gap". It was agreed that the Performance/Improvement statement should be amended to better reflect the indicator.

Reference was made to project "DP035 "Future use of existing AHS site at Knab" where it was noted the progress statement did not appear to reflect the current status of the project. The Director of Corporate Services undertook to provide Members with an up to date report on the project.

In response to questions, the Director of Corporate Services advised that the Development Plans, the Strategic Plan, the LOIP, and the Community Empowerment Act will all inform the new Council in terms of its priorities going forward.

During debate, reference was made to the ambition for a paperless Council, where it was suggested that reports could be more concise, and on the need to ensure that text size and layout is a readable format. Comment was also made that a paperless Council should not require a huge step change, and that small changes in attitudes, confidence and abilities would facilitate the aim to go paperless.

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

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**Decision:**

The Committee reviewed, discussed and endorsed the Directorate Plan, recognising that the Director of Corporate Services will make any adjustments required to ensure it is fully aligned with the final version of the Council's Corporate Plan approved by Council.

02/17

**2017/18 Budget and Charging Proposals – Policy and Resources Committee**

The Committee considered a report by the Executive Manager – Finance (F05-17-F) which enabled the Committee to consider the budget proposals for the services within the Committee's remit.

The Executive Manager – Finance summarised the main terms of the report.

In response to a question regarding the statement in paragraph 4.2.1 of the report, the Executive Manager – Finance advised on the retrograde step taken in terms of the reintroduction of timesheets for care staff due to the discontinuation of Webroster, where the proposed system had not been fit for purpose.

In response to questions, the Executive Manager – Finance undertook to provide clarity to Councillor Coutts in terms of the increase in staff in Benefits administration, Finance, while the KPIs (Item 1) reports a small decrease in cost of providing the service.

In response to a question regarding the statement in paragraph 4.3.1, the Executive Manager – Finance offered to provide Members with detail of the income charges/rentals specific to Policy and Resources Committee.

During the discussion, reference was made to the Business Transformation Programme in terms of service redesign, where a comment was made that in looking to centralise Council services there is a need to ensure savings are actually achieved.

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

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**Decision:**

The Committee **RECOMMENDED** that the Council resolve to approve the budget proposals for 2017/18 included in the report and set out in detail in the Budget Proposals by Activity and Schedule of Charges.

*(Mr Campbell left the meeting).*

03/17

**Shetland Islands Health and Social Care Partnership:  
Joint Strategic Commissioning Plan, excluding the Financial Plan and Service  
Delivery Plans**

The Committee considered a report by the Head of Planning and Modernisation, NHS Shetland (CC-06-27) which presented the Joint Strategic Commissioning Plan.

The Director of Community Health and Social Care introduced the report, and he commended the Plan to the Council. The Head of Planning and Modernisation outlined the key elements of the Plan and highlighted the local priorities for the period 2017-2020. She advised on the support received during the thorough consultation process of a wide range of staff groups to progress the Plan. She added that a report to inform on the funding gap will be presented to Council in March.

In response to questions, the Director of Community Health and Social Care gave examples of pragmatic short-term solutions, as referred to in paragraph 2.7 of the report. He said however that a number of different options will be needed to create sustainability in the long-term and to continually look at all areas to be more efficient. A Member commented on his concern at the impacts of the pragmatic solutions.

In response to a question relating to the Section in the Plan “Reliance on Other Services, it was advised that while sufficient engagement has taken place on areas of housing, third sector, broadband and infrastructure requirements, some elements were more statements of fact, but these would be addressed in taking the Plan forward.

In response to questions, it was confirmed that there was no contingent liability on the Council now or in the future pertaining to the £2.6m funding gap in respect of NHS funded services delegated to the IJB.

Reference was made to Appendix 1, where in terms of using the information from localities to inform best practice, it was advised that Practices are obliged to put together Action Plans on how improvements will be made and these are reported to the IJB. It was also reported that differentials on localities are being developed to get a good set of data through working with community planning partners, which will be an interesting process moving forward.

In response to questions, the Director of Community Health and Social Care advised that on the various care in the community funding streams, and on the need to work in partnership to deliver an improved model of care.

In referring the Schedule of Integrated Services at Appendix 3, the report that there are 2034 unpaid carers was noted to be a significant proportion of the population.

On the motion of Mr Robinson, seconded by Mr G Smith, the Committee approved the recommendations in the report.

**Decision:**

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The Committee **RESOLVED** to:

- APPROVE the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan, excluding the Financial Plan and Service Delivery Plans; and
- NOTE that the budget proposals for 2017-18 involve the current service model being fully funded for SIC funded services delegated to the IJB;
- NOTE that the gap between the cost of the current service models and available funding is in the region of £2.6m in respect of NHS funded services delegated to the IJB; and
- NOTE that a further version with updated Financial Plan and Service delivery plans will be developed by the end of March 2017.

04/17     **2017/18 Budget and Charging Proposals – Community Health and Social Care Directorate**

The Committee considered a report by the Executive Manager – Finance (F-007-F), which presented controllable budget proposals for services within the Community Health and Social Care Directorate.

The Executive Manager – Finance summarised the main terms of the report.

*(Mr Coutts left the meeting).*

In response to a question regarding the Schedule of Changes at Appendix 3, the Executive Manager – Finance advised that Cross Reach services are negotiated on an annual basis, and that discussion will take place to establish the fee for 2017/18.

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

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**Decision:**

The Committee **RECOMMENDED** that the Council resolve to:

- Approve of the budget proposals for 2017/18 for Community Health and Social Care Directorate included in the report and set out in detail in the Budget Activity Sheet and Charging Sheet and
- Approve of a payment for 2017/18 to the Community Health & Social Care Partnership Integration Joint Board of £19.231m.

05/17 **Housing Revenue Account (HRA) Business Plan 2017-2022**

The Committee considered a report by the Executive Manager – Housing (DV-16-17-F), which presented the Business Plan that draws together the financial, property and customer aspects of the Housing Service to demonstrate a sustainable and affordable service to tenants.

After hearing the Executive Manager – Housing summarise the main terms of the report, Mr Robinson moved, and Mr Cooper seconded, that the Committee approve the recommendation contained therein.

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**Decision:**

The Committee **RECOMMENDED** that having taken account of any comments from Development Committee, that the Council resolve to approve the Housing Revenue Account (HRA) Business Plan 2017-2022, as part of the Council's Policy Framework, to be managed by the Development Committee.

06/17 **5 Year Asset Investment Plan 2017-22**

The Committee considered a report by the Executive Manager – Capital Programme (F-014-F), which set out the proposed sustainable capital budget for the Council over a five year period from 2017-2022 in line with the capital Investment Planning Policy set out in the Medium Term Financial Plan.

The Executive Manager – Finance summarised the main terms of the report.

During the discussion, concern was expressed that a business case has still not been developed for the Toft Pier; the pier has had to be closed as it is structurally unsafe, and action is needed on this project. The Executive Manager – Finance confirmed that demolition works would not be a capital item, and he proposed that the costs associated with demolition of the pier could be afforded from the Revenue Budget Harbour Account.

In response to comments, the Executive Manager – Finance advised on the Council's Policy to consider borrowing to fund projects, rather than to draw on reserves. He advised that a substantial commitment is proposed for the Scalloway Fishmarket from borrowing.

While the importance to keep the capital programme tight was acknowledged, a Member questioned the route whereby aspirational projects from communities can be taken forward into the capital programme. During the discussion, comments were made that while Business Cases was the right way to proceed, there was a need for more dialogue and a better understanding between Officers and Members on what can be achieved, and this is an area that will require further discussion in

the next Council. On the motion of Mr Robertson, seconded by Mr Stout, the Committee approved there recommendation in the report.

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**Decision:**

The Committee **RECOMMENDED** that the Council resolves to:

- approve the capital budget proposals for 2017/18 included in this report, and set out in detail in Appendix 1; and
- adopt Appendix 1 as the Council's 5 Year Asset Investment Plan 2017-22, subject to any requirements of the Council's Gateway Process for the Management of Capital Projects.

10/17 **Fibre Optic Asset Development Project 2017**

The Committee considered a report by the Executive Manager –Economic Development (DV-06-17-F), which presented the Project Initiation Document and proposed Critical Success Factors for the Project.

The Executive Manager – Economic Development summarised the main terms of the report.

Mr Cooper advised on his frustration at the lack of progress in terms of high speed broadband during the term of this Council, and on the need for direction for the Shetland Telecom project and staff. He advised on the huge community interest in terms of high speed telecoms throughout Shetland, and on his aspiration that the Fibre Optic Asset Development Project would progress early in the new Council. Mr Cooper moved that the Committee approve the recommendations in the report. In seconding, Mr Stout referred to the delayed approach at both a national and local level, but said that there are huge prizes to be won in digital transformation. In that regard, he made a plea for partnership working, and commended this project as part of the Council's Business Transformation Programme.

*(Mr Burgess attended the meeting).*

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**Decision:**

The Committee **RECOMMENDED** that the Policy and Resources Committee resolves to:

- Agree the terms of the Project Initiation Document (PID).
- Approve the Critical Success Factors.
- Note that the PID may require further development under the direction of the Director of Development and such changes will be signed off by the Chief Executive.

11/17 **Community Alarm Response Service**

The Committee considered a report by the Executive Manager –Allied Health Professional (CC-03-17-F), which presented the proposals on the provision of a Community Alarm Response Service.

The Executive Manager – Governance and Law summarised the main terms of the report.

The Committee noted the report.

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**Decision:**

The Committee resolved to NOTE:

- the extension of the current Community Alarm Response Service contract with Hanover Housing Ltd, 31 August 2017
- the intention to tender the Community Alarm Response Service in accordance with EU procurement regulations.

12/17

**Community Asset Transfer Policy**

The Committee considered a report by the Partnership Officer (DV-14-17-F), which presented the Community Asset Transfer Policy under the Community Empowerment (Scotland) Act 2015.

In introducing the report, the Director of Corporate Services commended the Partnership Officer and his colleagues who have been involved in developing the Policy. She reported that the Policy is very much about community empowerment, and for community groups to add value to the outcomes that Shetland as a community wish to achieve. She reported on the clear and transparent decision making process, and advised that any issues will be reported to Committee in the quarterly management reports. Reviews will also be presented to Committee.

In referring to Sections 2.4 and 2.5 in the report, and to Appendix A, the Partnership Officer outlined the process that will be followed in dealing with enquires from community groups and in progressing requests for Asset Transfer.

In response to a question, the Partnership Officer advised that the pre-application check-list has been shared with community groups, and feedback from community groups would form part of the review of the Policy. In response to a question regarding the envisaged timescale to process Asset Transfer requests, the Partnership Officer said that each request will be different, and timescales to complete will depend on the readiness of the application and the availability of funding. It was reported however that the pre-application process should expedite applications. In that regard, comment was made on the importance for community groups to be encouraged to engage in the pre-application process, and for the pre-application stage to be as comprehensive as possible. The Director of Corporate Services advised that a programme is being developed to raise awareness of the Policy, which will include a comprehensive training programme. In response to a question, the Director of Corporate Services advised on the uncertainty in terms of resources required to process Asset Transfer applications as demand is unknown at this time. It was noted however that although the majority of the process will involve staff from within Community Planning and Development, there could also be a significant call on services from other areas of the Council.

In response to a question, the Executive Manager – Governance and Law informed on the appeals process, which is similar to the existing Planning system.

Reference was made to a discrepancy between the statements in Section 17.3 and the final bullet point of 18.2 of the Policy. Following a brief discussion, it was agreed that the final bullet point of Section 18.2 would be amended to read "...This must be *no later* than six months from the date of the decision notice."

During debate, comment was made on the support for the Policy, which will encourage community involvement and decision making. The Policy will be of mutual benefit, and will ensure appropriate safeguarding for community organisations and the Council. Mr G Smith moved that the Committee approve the recommendation in the report. Mr Robinson seconded.

In response to a comment on the need for Members to be kept informed, it was agreed that all decisions on the Asset Transfer Policy would be reported quarterly in the performance monitoring reports.

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**Decision:**

The Committee **RECOMMENDED** that the Council resolves to adopt the Community Asset Transfer Policy.

13/17 **Review of Substance Misuse Policy**

The Committee considered a report by the Executive Manager – Human Resources (HR-03-17-F), which presented an updated Substance Misuse Policy and Procedure.

The Team Leader – Policy and Employment Support introduced the report, and outlined to Committee the changes to the Policy as proposed during the consultation process.

In response to questions, the Team Leader – Policy and Employment Support advised that work was still ongoing on how to make referrals and on information sharing to support individuals, where she advised that the maximising attendance policy encourages managers to have sensitive discussions. She advised on the framework in place to work with partners to deliver training and through the healthy working lives initiatives. She referred to the responsibility on managers to be accountable, and confirmed the framework in place for improved communications between managers and employees.

On the motion of Mr Robinson, seconded by Mr Stout, the Committee approved the updated policy, subject to the changes agreed during the formal consultation process.

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**Decision**

The Committee **RESOLVED** to approve the updated Substance Misuse Policy, as amended.

14/17 **No Smoking Policy (incorporating Tobacco Free Premises)**

The Committee considered a report by the Executive Manager – Human Resources (HR-04-17-F), which presented a revised No Smoking Policy (incorporating Tobacco Free Premises).



The Team Leader – Policy and Employment Support summarised the main terms of the report, and she advised on the changes to the Policy as proposed during the consultation.

On the motion of Mr Robinson, seconded by Mr Cooper, the Committee approved the revised policy, subject to the changes agreed during the formal consultation process.

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### **Decision**

The Committee **RESOLVED** to adopt the revised No Smoking Policy (incorporating Tobacco Free Premises), as amended.

#### **15/17 Lone Worker Policy**

The Committee considered a report by the Executive Manager – Human Resources (HR-05-17-F), which presented a revised Lone Working Policy.

The Team Leader – Policy and Employment Support introduced the report. She outlined the list of changes identified during the consultation process.

Mr G Smith advised that there was the broad support for the Policy at the recent Employees JCC and College Lecturers JCC meetings.

In referring to Section 8.5 of the Policy, to the list of checks before starting any journey, a suggestion was made on the need for an additional bullet point, namely “sufficient charge for electric vehicles”. Mr Robinson moved that the Committee approve the revised Policy, subject to the changes as agreed during the formal consultation and the addition to Section 8.5. Mr G Smith seconded.

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### **Decision**

The Committee **RESOLVED** to approve the revised Lone Working Policy, as amended.

**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 Stout seconded.**

#### **16/17 Proposed Land Transfer**

The Committee considered a report by the Executive Manager – Capital Programme.

The Team Leader – Asset and Properties summarised the main terms of the report.

It was noted in Sections 2.1 and 4.1 of the report, that the Islands Games were held in 2005, rather than 2006, as stated in the report.

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

**Decision:**

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

17/17 **Energy Recovery Plant and District Heating Scheme - Update**

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

The Director of Infrastructure Services summarised the main terms of the report, and Mr Stout advised from the discussion at Environment and Transport Committee.

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

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**Decision:**

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

18/17 **Property Matter**

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

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

During the discussion, the Director of Development Services responded to questions from Members.

Mr G Smith moved that the Committee approve recommendation 1.1(a) and 1.1(b) (ii) in the report. However, this did not receive a seconder.

Mr Robinson moved that the Committee approve recommendation 1.1(a), and 1.1(b) (i), namely, to refuse the proposals. Mr Stout seconded.

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**Decision:**

The Committee **NOTED** the report and **RESOLVED** to refuse the proposals as presented.

The meeting concluded 3.15 pm.

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Chair

09/17 **Shetland Investment Fund Policies**

The Committee considered a report by the Executive Manager –Economic Development (DV-17-17-F), which sought approval of the Fund's Interest Rate Policy and the Lending Policy and Guidelines.

After hearing the Executive Manager – Economic Development introduce the report, Mr Cooper moved that the Committee approve the recommendation contained therein. Mr G Robinson seconded.

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**Decision:**

The Committee **RESOLVED** to:

- Approve the Shetland Investment Fund Interest Rate Policy,
- Approve the Shetland Investment Fund Lending Policy & Guidelines.

## **MINUTES**

## **B - PUBLIC**

### **Policy and Resources Committee**

**Auditorium, Shetland Museum and Archives, Hay's Dock, Lerwick**

**Monday 13 February 2017 at 10am**

**Present:**

G Robinson	A Cooper
S Coutts	G Smith
T Smith	M Stout
V Wishart	

**Apologies:**

C Smith

**In Attendance:**

M Boden, Chief Executive  
S Bokor-Ingram, Director of Community Health and Social Care  
H Budge, Director of Children's Services  
C Ferguson, Director of Corporate Services  
N Grant, Director of Development Services  
M Sandison, Director of Infrastructure Services  
J Belford, Executive Manager – Finance  
D Irvine, Executive Manager – Economic Development  
A Jamieson, Executive Manager – Housing  
J Riise, Executive Manager – Governance and Law  
K Allan, Team Leader – Asset and Properties  
M Gordon, Team Leader – HR Policy and Employment Support  
H Tait, Team Leader - Accountancy  
W Grant, Project Officer  
S Duncan, Management Accountant  
J Thomason, Management Accountant  
M Johnson, Senior Assistant Accountant  
B Hall, Partnership Officer  
P Sutherland, Solicitor  
B Kerr, Communications Officer  
L Adamson, Committee Officer

**Also in Attendance:**

M Burgess  
P Campbell

**Chairperson**

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

**Circular**

The circular calling the meeting was held as read.

07/17     **Shetland Islands Council Budget Book 2017/18**

The Committee considered a report by the Executive Manager –Finance (F-013-F) which presented the 2017/18 Budget Book, setting out the spending plans for the Council in the next financial year. A paper was tabled at the meeting setting out the decisions from the Service Committees/Boards (Annex 1).

In introducing his report, the Executive Manager – Finance gave a slide presentation (Slides attached as Annex 2), which provided the Committee with information on the context of the Budget Setting, on funding from the Scottish Government, the importance of Council resources, the proposal to increase the Council tax, and updates on the revenue and capital budgets and the Housing Revenue Account.

In response to a question, the Executive Manager – Finance advised on the proposed generation of over £0.25m from the proposal in 2017/18 to increase the Council Tax by 3%. The Leader commented on his disappointment that the Scottish Government had not used its tax varying powers in terms of the Council Tax, and on the expectation that Local Authorities can raise Council tax by a maximum amount which had been taken into account when the settlements were calculated. He acknowledged however that good quality services have to be paid for, and he referred to the recognition that our community puts a high value on a wide range of services.

In response to a question, the Executive Manager – Finance undertook to provide detail on savings achieved by each Department/ Committee over the lifetime of this Council, to the Council meeting on 15 February 2017.

During debate, Members advised on their concern that the Scottish Government had fought for new tax varying powers, and then decided not to use them, and that the burden had been passed to Councils to deal with along with the reduction in funding going forward. It was also noted that the bulk of the increase in Council tax will fall on households in Bands A to D.

Mr Robinson moved that the Committee approve the recommendation in the report, with the exception of the recommendation from Harbour Board. In referring to the Decision Notes from the Committees/Boards that had been tabled at the meeting, Mr Robinson noted the request at Development Committee for a separate report on fees for planning applications. Mr Cooper seconded.

In response to a comment on the critical stage on funding for the internal ferry service, which required urgent dialogue, the Leader advised that he had sought an urgent meeting with Transport Scotland.

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**Decision:**

The Committee approved the 2017/18 Budget recommendations made by the Committees/Boards and **RECOMMEND** that the Council RESOLVE to approve the 2017/18 Budget by:

- Approving the Council Budget Book 2017/18, with the exception of the recommendation from the Harbour Board, relating to the two new charges for Fresh Shellfish, which will be considered in a further report to the Harbour Board on 6 March 2017;
- Adopting the Formal Resolutions :
- Agreeing to increase the Council Tax by 3%; and
- Accepting the package of funding and conditions that was contained in the Scottish Government funding settlement for 2017/18.

*The Committee adjourned at 12.35pm and reconvened at 1.20pm.*

#### **Declarations of Interest**

None

#### **Present:**

G Robinson	A Cooper
G Smith	T Smith
M Stout	V Wishart

#### **In Attendance (Officers):**

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 Irvine, Executive Manager – Economic Development  
J Riise, Executive Manager – Governance and Law  
K Allan, Team Leader – Asset and Properties  
M Gordon, Team Leader – HR Policy and Employment Support  
W Grant, Project Officer  
B Hall, Partnership Officer  
P Sutherland, Solicitor  
B Kerr, Communications Officer  
L Adamson, Committee Officer

#### **Also in Attendance:**

M Burgess

#### **Chairperson**

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

08/17      **Chair's Report – Development Committee – 13 December 2016**

### **Shetland Investment Fund – Decision Making and Conditions**

The Committee considered a report by the Chair of Development Committee (P&R-0213-DV-60) which presented the decision making process for the Fund, with an additional condition requiring borrowers, who are employers, to pay no less than the living wage.

Mr Cooper introduced the report, and moved that the Committee approve the recommendation contained therein. Mr T Smith seconded.

Reference was made to Appendix 1 of the report, which illustrated the decision making process for applications to the Fund, and a suggestion made for an additional level of assessment of applications by Members or the Audit Committee. During the discussion, reassurance was given that decisions will be made in line with Council Policy and on the strong set of criteria for the Lending Policy. In response to a suggestion from Mr Cooper, it was agreed that all decisions on applications for Shetland Investment Fund funding would be reported quarterly to Committee.

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#### **Decision:**

The Committee **RESOLVED** to:

- Approve the decision making process for the Shetland Investment Fund.
- Instruct the Executive Manager – Economic Development to establish a Shetland Investment Board.
- Delegate authority to the Executive Manager – Economic Development to make decisions on lending activity within the Shetland Investment Fund.
- Approve the addition of a condition to the Shetland Investment Fund Lending Policy requiring borrowers who are employers to pay no less than the Living Wage.
- Approve the Deed of Conditions for Shetland Investment Fund loans.
- Approve the Conditions for Shetland Investment Fund Hire Agreements with the Option to Purchase.