

**Development Committee**

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

**Monday 12 June 2017 at 2pm**

**Present:**

A Cooper	M Burgess
P Campbell	A Duncan
J Fraser	S Leask
A Manson	A Priest
C Smith	T Smith

**Apologies**

None

**In Attendance (Officers):**

N Grant, Director of Development Services  
J Belford, Executive Manager – Finance  
A Jamieson, Executive Manager – Housing  
I McDiarmid, Executive Manager – Planning  
J Riise, Executive Manager – Governance and Law  
A Kerr, Team Leader – Building Standards  
S Brunton, Team Leader – Legal  
C Black, Procurement Manager  
P Wishart, Solicitor  
L Coutts, Project Manager  
J Thomason, Management Accountant  
J Macleod, Performance and Improvement Adviser  
C Anderson, Senior Communications Officer  
L Adamson, Committee Officer

**Also in Attendance**

Ms E Macdonald  
Mr G Smith  
Mr R Thomason

**Chair:**

Mr A Cooper, Chair of the Committee, presided.

**Circular:**

The circular calling the meeting was held as read.

The Chair ruled that due to special circumstances, namely due to the timescales involved, the following items of business would be considered at this meeting as a matter of urgency in terms of paragraph 3.2.2 of the Council's Standing Orders for Meetings:

Item 4: EU Engagement and Brexit Sounding Board

Item 5: Proposed Living Lerwick Business Improvement District (BID) Ballot

Item 6: Promote Shetland Service Contract – Update

## Declarations of Interest

None.

## Minutes

The Committee approved the minutes of the meeting held on 6 March 2017 on the motion of Mr T Smith, seconded by Ms Manson.

### 22/17 **Development Services Directorate Performance Report – 2016/17**

The Committee considered a report by the Director of Development Services (DV-32-17-F), which presented achievements of the Directorate during 2016/17, and progress against priorities set out in the Directorate Plan and contribute to the planning process for future years. Appendix A, an Infographic, which provided the Committee with a range of statistics on the activities, outputs and achievements of the Directorate over the last year, was tabled at the meeting.

In introducing the report, the Director of Development Services provided further detail on the Directorate achievements as listed at Section 4.4 of the report which he said had mainly been outcome focused. He also highlighted the issues and challenges the Directorate faces at outlined in Section 4.7.

In response to a question, the Director of Development Services advised the Committee on the ongoing work streams and challenges in taking forward the project, “DP134 “Improve High Speed Broadband and Mobile Connections”.

In responding to comments on the Quarter 4 reporting at Performance Indicators GD-01 “Number of Community Groups Accessing Community Guidance, GD-02 “Success rate – external funding applied for by community groups”, and “GD-03 External Funding secured by Community Groups”, the Director of Development Services said that while there had been a reduction in resources within Community Planning and Development some years ago, the Service has continued to do a good job to provide links and assistance to community groups.

### **Decision:**

The Development Committee noted the report.

### 23/17 **Management Accounts for Development Committee: 2016/17 – Draft Outturn at Quarter 4**

The Committee considered a report by the Executive Manager – Finance (F-046-F), which enabled monitoring of the financial performance of services within its remit for the 2016/17 financial year.

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

*(Mr C Smith attended the meeting).*

In referring to the underspend on Economic Development grant schemes, the Director of Development Services advised on the assumptions made in terms of commitments and when the grants will be drawn down. In that regard, he reported on the need for the grant schemes to be more focused, and to look how best to support and engage with local businesses.

The Chair said that the underspend reported as a result of the delay in progressing the tertiary education review was concerning. In stressing the importance that quality education is provided to enable young people to achieve their goals and aspirations in business and the private sector, he stated that there was a need to bring the tertiary review to a conclusion. In that regard, he sought a detailed report to Committee, at the next performance monitoring cycle, to provide greater detail on the situation with tertiary education, which he said would be particularly beneficial to the new Members on the Committee.

**Decision:**

The Committee **NOTED** the Management Accounts showing the draft outturn position at Quarter 4; and 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 19 June 2017.

24/17

**Allocation Policy Annual Performance**

The Committee considered a report by the Executive Manager –Housing (DV-35-17-F), which detailed the annual performance review information on the housing allocation quota targets contained in the Council's Allocation Policy for the year 2016/17 and recommendations for the year 2017/18.

In introducing the report, the Executive Manager – Housing highlighted the proposal at Section 4.14 that the quota targets remain unchanged for the 2017/18 reporting year, and the amendments to the Allocation Policy relating to designated school houses.

In response to questions, the Executive Manager – Housing advised on the collaborative working between the Housing Service and Hjaltland Housing Association to house homeless and general needs applicants. She confirmed that regular reviews are undertaken of temporary tenancies to look to move people into permanent accommodation when these meet their needs; however the majority of demand continues to be for one-bed properties.

During the discussion, the Executive Manager – Housing advised on the 6 monthly reviews of the Housing Register to ensure the information is up to date, and said that in terms of the length of time on the waiting list would depend on people's circumstances and their areas of choice.

In response to questions, the Team Leader – Legal updated the Committee on outstanding right to buy applications, where she anticipated that all house sales would be completed before the end of the year. In terms of the number of applications pending, the Team Leader – Legal undertook to provide the information in a Briefing Note to Members.

On the motion of Mr C Smith, seconded by Mr Fraser, the Committee approved the recommendations in the report.

**Decision:**

The Committee **RESOLVED** to approve the allocation performance reporting and targets for 2017/18 as detailed in 4.09 – 4.14 of the report, and the amendment to the allocation policy, as detailed in 4.19.

In referring to the three reports included in the addendum, tabled at the start of the meeting, the Chair suggested a short recess for Members to read the reports. Following a brief discussion, Mr C Smith moved that the meeting adjourn for 15 minutes. Mr Cooper seconded.

*The meeting adjourned at 2.40pm.*

*The meeting resumed at 2.55pm.*

25/17 **EU Engagement and Brexit Sounding Board**

The Committee considered a report by the Director of Development Services (DV-36-17-F), which presented proposals to establish an EU Engagement and Brexit Sounding Board.

The Director of Development Services introduced the report.

During the discussion, Members advised that they welcomed the report and for the Sounding Board to be set up, and a suggestion was made on the need to widen the Councillor membership on the Sounding Board beyond solely Members from Development Committee. In responding, the Chair acknowledged that the implications from Brexit could impact on other areas of the Council, however he proposed that the Sounding Board progress with the current remit and membership, which he said could be adapted and expanded to take onboard further expertise as needed from the public and private sector. In that regard, the Chair proposed an additional recommendation to the report, namely, that the remit and membership of the Sounding Board will develop as Brexit progresses.

In response to a question, the Director of Development Services confirmed that meetings of the the Sounding Board would to held in addition to the existing quarterly meetings with industry sectors.

During debate, reference was made to the support that the Economic Development Service has provided over the years to the agricultural and fisheries sectors in Shetland, where the establishment of the Sounding Board will ensure close working with industry sectors in this time of uncertainties in Europe and will be critical to look after Shetland's interests into the future. Comment was also made on the potential comparisons with this Sounding Board and the Constitutional Reform Project, which has achieved substantial outcomes for the Council, and in moving forward to use Our Islands Our Future to strengthen Shetland's case going forward.

On the motion of Ms Manson, seconded Mr C Smith the Committee approved the recommendations in the report, with an additional recommendation that the remit and membership of the Sounding Board will develop as Brexit progresses. Following nominations, three Members of Development Committee were appointed to the Sounding Board, namely Mr M Burgess, Mr A Duncan and Ms A Manson, being in addition to the Chair and Vice-Chair of Development Committee.

**Decision:**

The Committee **RESOLVED:-**

- to approve the Terms of Reference for the EU Engagement and Brexit Sounding Board, as detailed in Appendix 1 to the report;

- to appoint three Members from Development Committee to the Sounding Board, in addition to the Chair and Vice Chair, namely Mr M Burgess, Mr A Duncan and Ms A Manson, and
- that the remit and membership of the Sounding Board will develop as Brexit progresses.

*(Mr T Smith declared an interest in the following item, advising that his son-in-law is a Director of Living Lerwick. Mr Smith left the meeting).*

26/17

### **Proposed Living Lerwick Business Improvement District (BID) Ballot**

The Committee considered a report by the Director of Development Services (DV-38-17-F) which presented the Living Lerwick BID proposals and informed on the Council's power of veto over the BID.

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

In response to questions, the Director of Development Services acknowledged that the BID going forward will be less resourced than in previous years, unless other income streams can be found.

*(Mr Duncan left the meeting).*

He advised that the BID framework is legislative and therefore the Council is unable to influence how the levy is collected; the Council however was tasked to collect the levy, where in the current bid all levies have not been paid, and action will be required to chase up on the non-payments. The Executive Manager – Finance advised on the Council's objective to collect as much outstanding levy as possible, which he said will follow the debt recovery process and progress in line with the legal framework of the BID proposals.

During debate, the Chair commented that the majority of businesses within Lerwick BID area are keen for the BID to continue, however not all the businesses support the proposals.

On the motion of Ms Manson the Committee resolved not to exercise the Council's right to veto the BID proposals, and to grant delegated authority to the Director of Development Services (or his nominee) to cast the Council's vote. Mr C Smith seconded.

### **Decision:**

The Committee **RESOLVED** to:

- decide not to exercise the Council's right to veto the BID proposals;
- grant delegated authority to the Director of Development Services (or his nominee) to cast the Council's vote.

*(Mr T Smith and Mr Duncan returned to the meeting).*

27/17

### **Promote Shetland Service Contract - Update**

The Committee considered a report by the Director of Development Services (DV-39-17-F) which informed on the outcome of the procurement exercise for the Promote Shetland Service and sought direction on whether to retender the Promote Shetland Service contract or to consider alternative options.

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

The Chair reminded Members that for the meeting to continue to be held in public, to avoid any discussion on the ongoing tendering exercise.

In response to questions, the Director of Development Services advised from his discussion, that Shetland Amenity Trust is not in a position to extend the current contract. He also advised that the Tender Evaluation Panel were made up of officers, and there was no participation by any Members.

During the discussion, the Director of Development Services advised on the proposed timescales for a retendering exercise, which would follow any changes to be made to the specification documents.

In response to questions, the Director of Development Services undertook to provide a Briefing Note to all Council Members to inform on the timescale to be adhered to for the retendering exercise for the Promote Shetland Service, on the interim arrangements in place for the critical services to continue into the future.

Mr C Smith moved that the Committee instruct the Director of Development (or his nominee) to retender the Promote Shetland Service contract, bearing in mind the workload of officers dealing with their day to day duties and to adhere to a set timescale. Mr Cooper seconded.

**Decision:**

The Committee **RESOLVED** to instruct the Director of Development (or his nominee) to retender the Promote Shetland Service contract, bearing in mind the workload of officers dealing with their day to day duties and to adhere to a set timescale.

The meeting concluded at 3.40pm

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Chair