

# MINUTE

# B Public

**Development Committee**  
**Council Chamber, Town Hall, Lerwick**  
**Tuesday 3 October 2017 at 10am**

## **Present:**

A Cooper	J Fraser
S Leask	A Manson
C Smith	T Smith

## **Apologies**

M Burgess	P Campbell
A Duncan	A Priest

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

N Grant, Director of Development Services  
D Irvine, Executive Manager – Economic Development  
J Smith, Acting Executive Manager – Ports and Harbours  
T Coutts, Project Manager  
M Duncan, External Funding Officer  
B Hall, Partnership Officer  
A Tait, Solicitor  
G Smith, Project Manager, Shetland Telecom  
M Smith, Project Manager, Shetland Telecom  
J Thomason, Management Accountant  
B Kerr, Communications Officer  
L Adamson, Committee Officer

## **Also in Attendance**

R Thomson, SIC  
Chief Inspector L Tulloch

## **Chair:**

Mr A Cooper, Chair of the Committee, presided.

## **Declarations of Interest**

Mr Cooper declared an interest in Item 6 “Future Support to Association of Shetland Community Councils”. Mr Cooper advised that he was the Chair of Delting Community Council, which is not part of the Association, and therefore he considered it inappropriate to take part in the discussion. Mr Cooper confirmed that he would leave the meeting during that item, and Mr Leask would take the Chair.

Mr Fraser declared an interest in Item 6 “Future Support to Association of Shetland Community Councils”, being a full voting Member of the Lerwick Community Council. He would leave the meeting during the discussion.

## **Minutes**

The Committee approved the minutes of the meeting held on 28 August 2017 on the motion of Mr C Smith, seconded by Mr Leask.

31/17 **Financial Support for Childminders Scheme**

The Committee considered a report by the Project Manager (DV-45-17-F), which sought approval of budget for the Financial Support for Childminders Scheme.

The Project Manager summarised the main terms of the report.

In responding to questions, the Project Manager advised that there are currently 15 registered childminders in Shetland. The purpose of the Scheme is to encourage more childminders through providing stability while they build up their business and contacts.

During debate, the Leader advised on the importance to support childminders to start up in business. The Chair said that he was very supportive of the scheme, being an initiative to facilitate people to return to employment in areas where childcare provision can be limited, and particularly in the more outlying areas of Shetland.

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

**Decision:**

The Committee RESOLVED to approve an annual budget of £12,500 for the Financial Support for Childminders Scheme, delegated authority for which will be granted to the Executive Manager – Economic Development to support an annual target of three new childminder starts.

32/17 **Shetland Input/Output Study/Regional Accounts 2017/18**

The Committee considered a report by the Project Manager (DV-47-17-F), which presented proposals to commission the Shetland Input-Output Study/Regional Accounts 2017/18.

The Project Manager summarised the main terms of the report.

During the discussion, comment was made on the benefit of having up to date input/output data, and on the importance for the further study to be undertaken in advance of Brexit.

In response to a question, the Project Manager advised on the timeline for the production of the Study, with the expectation that the report will be finalised early in 2019.

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

**Decision:**

The Committee RESOLVED to give delegated authority to the Director of Development Services, or his nominee, to commission the Shetland Input-Output Study/Regional Accounts 2017/18

33/17 **Ports & Harbours Overview**

The Committee considered a report by the Acting Executive Manager – Ports and Harbours (PH-13-17-F) which detailed proposals for the forthcoming Ports and Harbours work programme.

In introducing the report, the Acting Executive Manager – Ports and Harbours advised that the Strategic Overview document presents the overall position of the activity being undertaken around Ports and Harbours. The position is also being presented at this stage to Environment and Transport Committee and Harbour Board to develop clarity on the objectives to consider project development.

In response to a comment regarding the Council's insurance cover with public use of the smaller piers, the Acting Executive Manager – Ports and Harbours acknowledged the challenge with most of the smaller piers and harbours being unmanned. He advised however on the responsibility of the harbour operator to ensure appropriate safety arrangements and deployment of safety equipment at piers, and that inspections are undertaken at least on an annual basis to ensure necessary repairs are undertaken. He reported also on an upgrade of signage at Council owned piers that is currently being worked on at this time. The Acting Executive Manager – Ports and Harbours advised on the issue that the Council continues to own piers where there is no income or obvious economic benefit, and on the need to balance that with the risks. In such instances, consideration would need to be given to transfer ownership to the community, and should there be no Council or community use identified to ultimately remove the pier.

During debate, the Chair commented on the reduced funds available to assist industry and in that regard he advised that when considering new infrastructure or maintenance of projects to recognise the socio benefit to the community. He advised also on the importance for economic development and transport implications to be taken onboard in progressing the project. In moving that the Committee approve the recommendation in the report, the Chair referred to the recognition of the role of economic development and the Committee in Ports and Harbours going forward. Mr C Smith seconded.

**Decision:**

The Committee NOTED the proposed actions of the Ports & Harbours service in partnership with other Council services, and recognition of the role of economic development and the Committee as progress is made over the coming period.

34/17

**Scalloway Fishmarket – Full Business Case**

The Committee considered a report by the Acting Executive Manager – Ports and Harbours (PH-17-17-F) which presented a draft "Full Business Case" for the redevelopment of Scalloway Fishmarket.

The Acting Executive Manager – Ports and Harbours summarised the main terms of the report. He confirmed that the Full Business Case will continue to be updated and the final version will be submitted through the Asset Investment Group to Policy and Resources Committee.

In response to concerns regarding capacity requirements into the future, the Acting Executive Manager – Ports and Harbours outlined the options available, namely to extend the proposed fishmarket building, to seek to acquire an existing building or build the fishmarket in a different development area. He added that a further

business case and a wider set of options would be required should significant changes be identified.

In terms of timescales, the Acting Executive Manager – Ports and Harbours advised that the target date for completion of the new fishmarket was the end of 2019.

In response to questions, the Acting Executive Manager – Ports and Harbours referred to the submission of the planning application for the fishmarket, which he confirmed addresses parking and transport flow to a one way system.

During the discussion, comment was made on the need for flexibility in moving forward with the project, and for the design of the fishmarket to allow for extension should the need arise in future. In referring to the uncertainty ahead with Brexit, and on the expectation of additional quota next year, the Acting Executive Manager – Ports and Harbours advised that expertise to inform the project would be sought at the Fisheries and Aquaculture Support Group. He advised also that strategic planning will be undertaken to inform decision making in planning ahead.

Mr Cooper moved that the Committee approve the recommendation in the report, with the addition of the wording to recommendation (b) “recognising the possible need for expansion”. Mr C Smith seconded.

**Decision:**

The Committee:

- a) CONSIDERED the proposal for the redevelopment of Scalloway Fishmarket and provided their views and comments on the strategic fit of this development for infrastructure support to a whitefish industry that contributes to the sustainability of the Shetland Economy; and,
- b) RECOMMENDED that the Asset Investment Group considers this proposal, recognising the possible need for expansion, with a view to presenting it to Policy and Resources Committee which in turn makes recommendations to the Council as to the proposals to be included in the Councils Asset Investment Plan.

35/17

**Participation Requests Policy**

The Committee considered a report by the Partnership Officer, Community Planning and Development (DV-49-17) which presented the Participation Requests Policy developed in line with the Council’s obligations under Part 3 of the Community Empowerment (Scotland) Act 2015 (the Act) – Participation Requests.

In introducing the report, the Director of Development Services provided background to the Participation Requests Policy.

The Partnership Officer outlined the requirements of the Policy in terms of legislation and on the basis for the Policy. He also gave examples, based on examples provided by the Government, of the outcome improvement process in terms of dialogue and service change.

In responding to a question, the Partnership Officer advised on the duty and proposals to promote Participation Requests to the wider community, to be undertaken through the Council’s Community Planning and Development Service.

In that regard, he said that details on the promotion of the Policy would form part of reporting to Council on 1 November 2017.

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

**Decision:**

The Committee RECOMMENDED that the Policy and Resources Committee approve the Participation Requests Policy.

*(Mr Cooper left the meeting during consideration of the following item. Mr Leask, Vice-Chair, took the Chair).*

*(Mr Fraser left the meeting).*

36/17

**Future Support to Association of Community Councils**

The Committee considered a report by the Director of Development Services (DV-51-17) that provided an overview of current working arrangements in relation to the Council's support to the ASCC, and recommendations regarding future support.

In introducing the report, the Director of Development Services advised on the role of the Community Council Liaison Officer (CCLO), and said that all other Local Authorities have a CCLO in-house. He advised on the consultation exercise undertaken, and on the proposal for the CCLO role to be undertaken by the Council's External Funding Officer, which would include administration to the Association of Shetland Community Councils and Joint Liaison Group meetings.

Ms Manson reported that the consultation had included all the Community Councils, with the majority in favour of the proposals as presented, and in that regard she supported the recommendations in the report.

In response to a question, the External Funding Officer advised that since budget and responsibility for Community Councils was transferred to the Community Planning and Development Service, liaison with Community Councils has increased in terms of support, advice, funding and training provided, and therefore there has clearly been overlap and duplication with the support provided by VAS.

During the discussion, reassurance was sought on the need for a smooth transition process. The Director of Development Services said that while a recommendation from Committee will still require consideration by Policy and Resources Committee, the outcome in terms of changes in support to Community Councils would be carefully informed going forward.

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

**Decision:**

The Committee RECOMMENDED that the Policy & Resources Committee RESOLVE to:

- Approve that administration support to Association of Shetland Community Councils (ASCC) be provided by Shetland Islands Council's Community Planning and Development Service (CP&D) from October 2017.

- Approve that the Council designate the External Funding Officer, CP&D, as the Community Council Liaison Officer (CCLO).

*(Mr Cooper returned to the meeting and resumed the Chair).*

*(Mr Fraser returned to the meeting).*

*(Chief Inspector L Tulloch attended the meeting).*

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

**37/17      Lerwick Town Centre CCTV System**

A report by the Executive Manager - Community Planning & Development presented details of a recent survey of the existing Lerwick Town Centre CCTV system and for consideration to be given for a replacement system.

The Director of Development Services introduced the report, which informed on the existing CCTV system, and proposals to take forward a project to replace the system. The Director of Development Services invited Chief Inspector Tulloch to provide further detail to Committee.

Chief Inspector Tulloch advised on the background to the existing system, which was installed in 2010. He reported that instances of violent crime in the town centre have decreased since that time, which can be attributed to the CCTV system. He said that CCTV has been a primary means, and a vital tool to monitor and keep people safe in the town centre, with the quality of footage credible to be used in Court. Chief Inspector Tulloch offered to provide fuller analysis of crime figures, including crimes where convictions can be attributed to the CCTV system, to inform the business case for replacement of the current system.

In response to a question relating to the robustness of a new system going forward, the Director of Development Services confirmed that a full range of options would be considered.

In response to questions, Chief Inspector Tulloch said that there was no evidence to support the suggestion that instances of crime have increased outwith the town centre since the installation of the CCTV system.

In responding to questions, Chief Inspector Tulloch advised that while the current system was 7 years old, he considered the original investment to be effective and good use of public money. He advised on the procedures followed by the Police to monitor the CCTV footage, and reported on the associated savings whereby Police officers can be deployed to respond to other incidents and priorities.

During the discussion, the Chair referred to the reduced costs on the NHS as a consequence of the reduction in instances of violent crime within the town centre, and advised on the need for all Community Planning Partners to be involved in discussions on a CCTV system going forward. In referring to the proposed expenditure required for a replacement CCTV system to facilitate a safe environment in Shetland, the Chair proposed that an outline business case and full business case be undertaken in early course. He added that a more robust

document will help justify the spend to the community. A comment was made on the need for the business cases to reflect engagement with the Police to ensure a replacement system that is fit for purpose.

During debate, the Leader referred to the Council's duty in terms of safety of the public and to assist the Police with detections. He added that while he supported the proposal for a full business case, it was important the process is undertaken as fast as possible. On the motion of Mr C Smith, seconded by Mr Cooper, the Committee approved the recommendation in the report, but that the second bullet point be amended to read, "Delegate authority to the Director of Development Services, or his nominee, to carry out an outline business case and a full business case on the replacement of the CCTV system, in early course"

**Decision:**

The Committee RECOMMENDED that the Policy and Resources Committee RESOLVE to:

- Note the content and recommendations of the Lerwick Town Centre CCTV system survey; and
- Delegate authority to the Director of Development Services, or his nominee, to carry out an outline business case and a full business case on the replacement of the CCTV system, in early course.

38/17

**Fibre Optic Asset Management Project – Outline Business Case**

The Committee considered a report by the Executive Manager – Economic Development, which presented the Outline Business Case analysis of the shortlisted options to manage the Council's fibre optic assets, and sought approval of Option 1, as the preferred option.

In introducing the report, the Executive Manager – Economic Development advised that from the 6 options analysed the preferred Option is Option 1 – the Internal Team, which he said provides best value and more flexibility, if required. He said that should the Outline Business Case be approved, the preferred Option would be worked up to a Full Business Case.

In response to questions, the Executive Manager – Economic Development advised that the Full Business Case would reflect achievements to date, timescales, the way forward with other telecoms providers, and the delegated authority required at each level of service network development.

During the discussion, reference was made to the discussion at the Members Seminar in September in terms of preferred Option 1, in that a full team will be in place to deal with maintenance, and the work will include promotion of services.

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

**Decision:**

That the Committee RECOMMENDED that the Policy and Resources Committee resolves to approve Option 1 - Internal Team, as the preferred option for managing the Council's fibre optic assets, as determined in the Outline Business Case (OBC), attached as Appendix 1.

The meeting concluded at 11.40am.

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Chair