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If calling please ask for
Louise Adamson
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Date: 14 February 2018

Dear Sir/Madam

You are invited to the following meeting:

Shetland Islands Council
Council Chamber, Town Hall, Lerwick
Wednesday 21 February 2018 at 10.00am

Apologies for absence should be notified to Louise Adamson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Convener: M Bell
Depute Convener: B Wishart

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
- (d) Confirm the minutes of the meetings held on (i) 13 December 2017 and (ii) 17 January 2018 (enclosed).

1.	Chair's Report Policy and Resources Committee – 12 February 2018 Anti-fraud, Bribery and Corruption Policy <i>SIC-0221-F-098</i>
2.	Joint Chairs' Report Education and Families Committee – 5 February 2018 Policy and Resources Committee – 12 February 2018 Children's Services, Quality Improvement Framework – Common Timetable Structure <i>SIC-0221-CS-02</i>
3.	Joint Chairs' Report Harbour Board – 7 February 2018 Policy and Resources Committee – 12 February 2018 Ports & Harbours – Update to Sullom Voe Harbour Area General Directions and Pilotage Direction <i>SIC-0221-PH-02</i>
4.	Chair's Report Policy and Resources Committee – 12 February 2018 Asset Investment Plan – Business Cases <i>SIC-0221-CPS-01</i>
5.	Appointments to the Policy and Resources Committee and the Pension Board <i>GL-05</i>
6.	Shetland Athlete Travel Award Scheme <i>CS-09-18</i>



Shetland Islands Council

Agenda Item

1

Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Chair's Report – Policy and Resources Committee – 12 February 2018 Anti-Fraud, Bribery and Corruption Policy	
Reference No:	SIC-0221-F-098	

1.0 Decisions / Action required:

- 1.1 That the Council RESOLVES to approve the revised Anti-Fraud, Bribery and Corruption Policy.

2.0 Report

- 2.1 The purpose of this report is to consider a recommendation from the Chair of Policy and Resources Committee in relation to a report requiring a Council decision.
- 2.2 The Committee considered a report which presented the revised Anti-Fraud, Bribery and Corruption Policy.
- 2.3 The current strategy was last revised in January 2012 however recent developments in the area have made it necessary to review and update the Strategy to take account for these changes.
- 2.4 The updated Policy includes references to recent developments, such as the National Fraud Initiative (NFI) and contains sections which outlines cultural elements of tackling fraud, bribery and corruption within the Council, steps to be taken in relation to fraud prevention and an expanded breakdown of the responsibilities of officers and groups in relation to fraud prevention.
- 2.5 The report was presented to Employees Joint Consultative Committee on 22 January 2018. Other than minor inconsistencies noted in the Policy, in terms of the narrative to be written in the third person, there was support for the Policy.
- 2.6 The Chair will present any further information to the Council as to the debate or issues that the Committee considered.

3.0 Implications

- 3.1 Detailed information concerning the proposals was contained within the report, which includes the strategic and resources implications for the Council.

- 3.2 Copies of the report can also be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.3 There are no additional implications to be considered by the Council.

4.0 Previously Considered by:	Policy and Resources Committee	12 February 2018
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For further information please contact:

Mr C Smith, Chair of Policy and Resources Committee
13 February 2018

Background documents:

Report to Policy and Resources Committee – 12 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5425>

END



Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Joint Chairs' Report – Education and Families Committee – 5 February 2018 Policy and Resources Committee – 12 February 2018 Children's Services, Quality Improvement Framework – Common Timetable Structure	
Reference No:	SIC-0221-CS-02	

1.0 Decisions / Action required:

- 1.1 That the Council RESOLVES to agree to Children's Services continuing to proceed towards implementation of the common timetable structure in May 2018, taking into account the school transport costs and future secondary teaching staffing efficiencies related to the move to the timetable structure.

2.0 Report

- 2.1 The purpose of this report is to consider recommendations from the Chairs of Education and Families Committee and Policy and Resources Committee in relation to a report requiring a Council decision.
- 2.2 The Committees considered the report which informed on progress towards the implementation of the new secondary education asymmetric common timetable structure, which is due to be in operation from the next Shetland wide secondary school timetable change on Tuesday 29 May 2018.
- 2.3 Given the transport cost implications of the new timetable structure, formal approval was sought from the Education and Families Committee, the Policy and Resources Committee and Shetland Islands Council to confirm implementation of the asymmetric week in May 2018.
- 2.4 The Chairs will present any further information to the Council as to the debate or issues that the Committees considered.

3.0 Implications

- 3.1 Detailed information concerning the proposals was contained within the report, which includes the strategic and resources implications for the Council.
- 3.2 Copies of the report can also be accessed via the Council's website at the link shown below, or by contacting Committee Services.

3.3 There are no additional implications to be considered by the Council.

**4.0 Previously
Considered by:**

Education and Families Committee
Policy and Resources Committee

5 February 2018
12 February 2018

For further information please contact:

Mr G Smith, Chair of Education and Families Committee
Mr C Smith, Chair of Policy and Resources Committee
13 February 2018

Background documents:

Report to Education and Families Committee – 5 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5431>

Report to Policy and Resources Committee – 12 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5425>

END



Shetland Islands Council

Agenda Item

3

Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Joint Chairs' Report – Harbour Board – 7 February 2018 Policy and Resources Committee – 12 February 2018 Ports and Harbours – Update to Sullom Voe Harbour Area General Directions and Pilotage Directions	
Reference No:	SIC-0221-PH-02	

1.0 Decisions / Action required:

- 1.1 That the Council RESOLVES to approve the changes to the Sullom Voe Harbour Area General Directions and Pilotage Direction.

2.0 Report

- 2.1 The purpose of this report is to consider recommendations from the Chairs of Harbour Board and Policy and Resources Committee in relation to a report requiring a Council decision.
- 2.2 Harbour Board and Policy and Resources Committee considered the report which presented the main areas for update, following the review of the existing Sullom Voe Harbour Area General Directions and Pilotage Direction.
- 2.3 The Chairs will present any further information to the Council as to the debate or issues that the Board/Committee considered.

3.0 Implications

- 3.1 Detailed information concerning the proposals was contained within the report, which includes the strategic and resources implications for the Council.
- 3.2 Copies of the report can also be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.3 There are no additional implications to be considered by the Council.

4.0 Previously Considered by:	Harbour Board Policy and Resources Committee	7 February 2018 12 February 2018
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For further information please contact:

Ms A Manson, Chair of Harbour Board
Mr C Smith, Chair of Policy and Resources Committee
13 February 2018

Background documents:

Report to Harbour Board – 7 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5526>

Report to Policy and Resources Committee – 12 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5425>

END



Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Chair's Report – Policy and Resources Committee – 12 February 2018 Asset Investment Plan – Business Cases	
Reference No:	SIC-0221-CPS-01	

1.0 Decisions / Action required:

1.1 That the Council RESOLVES to:

- 1.1.1 Approve the proposals as described in Section 2.3 of this report;
- 1.1.2 Agree that the project described at 2.3.1 is incorporated into the 2018-23 Asset Investment Plan subject to confirmation of the funding package that is expected from the Scottish Government;
- 1.1.3 Agree that the project described at 2.3.2 proceed to Full Business Case stage of the Council's Gateway Process for the Management of Capital Projects; and
- 1.1.4 Agree that the project described in 2.3.3 proceed to full design and tendering conducted as necessary to allow a full application to be submitted to the European Maritime and Fisheries Fund (EMFF); and agree the results of both the tendering exercise and application to the EMFF are used to inform the Full Business Case prior to a final decision to proceed being taken on the project.

2.0 Report

- 2.1 The purpose of this report is to consider a recommendation from the Chair of Policy and Resources Committee in relation to a report requiring a Council decision.
- 2.2 The report presented three asset investment proposals for approval, which have been considered by the Council's Asset Investment Group (AIG) based on the submission of business case documentation. One is a Business Justification Case, one is a Strategic Outline Case and the other is an Outline Business Case. The AIG has assessed the submissions for completeness and confirmed that a sound business case has been made in each instance.

2.3 A summary of the business case documents are set out below, along with recommendations from the AIG:

2.3.1 Business Justification Case – Expansion of Early Learning and Childcare (ELC) Entitlement – Refurbishment of Settings

- Upgrades, alterations and extensions to school estate to enable delivery of increased entitlement to early learning and childcare;
- Building costs estimated at £1.146m in 2018/19 and £1.626m in 2019/20;
- Works to be funded by ring-fenced Scottish Government grant but proposals seek to avoid increasing overall floor area;
- Should expected level of Scottish Government funding not be granted, proposals will be revisited;
- AIG recommended approval.

2.3.2 Strategic Outline Case – LED Upgrade of Shetland's Streetlighting Network

- Replacement of failed lighting columns and all non-LED lanterns;
- Would incorporate dimming of streetlights between midnight and 6.00 a.m.;
- Total project cost estimated at £2.8 million;
- 3-year implementation programme;
- £890k in 2018/19, £1.068m in 2019/20 and £843k in 2020/21;
- Although the initial financial appraisal included an element of borrowing in the Strategic Outline Case, it is anticipated, in the 5 Year Asset Investment Plan 2018-23, that the project will be fully funded by the General Capital Grant and the Spend to Save reserve, which will be updated in the Full Business Case.
- AIG recommended approval and that a Full Business Case be prepared.

2.3.3 Outline Business Case – Toft Pier

- Preferred option is to rebuild and extend pier;
- Full Business Case would include further analysis of costs and technical designs. Potential usage and income would be investigated in more detail;
- Total capital cost of the project is estimated at £2.4m with the possibility that up to £1.2m of this cost will be funded externally from Marine Scotland European Maritime and Fisheries Fund (EMFF);
- Council contribution would be funded from borrowing, adding to the Council's external debt;
- AIG recommended approval and that a Full Business Case be prepared;
- Recognising that due to the special circumstances that Brexit brings to the uncertainty of future grant funding for projects of this nature there is a specific urgency to make an application for funding that is currently available from the EMFF;
- AIG therefore also recommend that on the strength of the Outline Business Case this project should proceed to full design and that the necessary procurement processes are undertaken to generate the required tenders for an application to be made to the EMFF;
- Only after the results of the tendering exercise and a determination of funding by the EMFF will a decision be sought on whether or not to proceed to implementation be considered by the Council.

- 2.4 These proposals are provisionally funded within the Council's draft Asset Investment Plan (AIP) 2018-23, presented to the Council for approval on 14 February 2018.
- 2.5 The Chair will present any further information to the Council as to the debate or issues that the Committee considered.

3.0 Implications

- 3.1 Detailed information concerning the proposals was contained within the report, which includes the strategic and resources implications for the Council.
- 3.2 Copies of the report can also be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.3 The Business Cases were provided as Appendices to the report:- Expansion of Early Learning and Childcare (ELC) Entitlement – Refurbishment of Settings (Appendix A), LED Upgrade of Shetland's Streetlighting Network (Appendix B), and Toft Pier (Appendix C).
- 3.4 There are no additional implications to be considered by the Council.

4.0 Previously Considered by:

Policy and Resources Committee

12 February 2018

For further information please contact:

Mr C Smith, Chair of Policy and Resources Committee
13 February 2018

Background documents:

Report to Policy and Resources Committee – 12 February 2018

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=5425>

END



Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Appointments to the Policy and Resources Committee and the Pension Board	
Reference Number:	GL-05	
Author / Job Title:	Executive Manager – Governance and Law	

1.0 Decisions / Action required:

- 1.1 That the Council appoints one Member from the Shetland Central Ward to the Policy and Resources Committee;
- 1.2 That the Council appoints one Member to the Pension Board; and
- 1.3 In relation to 1.1 and 1.2 above, that the Council make those appointments by the method set out in Section 4, and RESOLVES, in the event of a vote, to elect by secret ballot.

2.0 High Level Summary:

- 2.1 At its meeting on 17 January 2018, in consideration of a report concerning the resignation of Councillor Burgess from the Integration Joint Board (IJB), the Council appointed Councillor Macdonald to the Policy and Resources Committee, being the only remaining current voting Member of the IJB eligible to be a Member on Policy and Resources Committee.
- 2.2 In view of this appointment, the Council's Policy and Resources Committee now consists of 10 Councillors, being Leader, the Depute Leader, the three Committee Chairs and the three Committee Vice-Chairs, the Councillor appointed Chair or Vice-Chair of the Integration Joint Board, and one other Councillor appointed member of the Integration Joint Board. As none of these positions are currently held by a Councillor from Shetland Central Ward, the constituents of that Ward have, at present, no directly elected representative on the Policy and Resource Committee. The appointment of additional Council members to Policy and Resources Committee is permitted by the Council's constitution, but limited to the number required in order to achieve representation of all Council wards. The Council agreed to defer that appointment to the Policy and Resources Committee to the next ordinary meeting, to allow time for the Shetland Central Ward members to consider their nomination.
- 2.3 By virtue of Councillor Macdonald's appointments to the Policy and Resources Committee and the Pension Fund Committee, there is now a vacancy on the Pension Board. The Council also agreed to defer the appointment to that vacancy to the next ordinary meeting, to allow for the remit of the Board to be presented [Appendix 1].

3.0 Corporate Priorities and Joint Working:

- 3.1 The recommendations in this report are not linked directly to any of the Corporate Priorities, but will support the Council's responsibilities in terms of ensuring good governance, accountability and partnership working.

4.0 Key Issues:

Policy and Resources Committee

- 4.1 The Council is asked to consider the appointment of a Shetland Central Ward member to the Policy and Resources Committee. There is no guidance provided on a selection process, and therefore it is a matter for the Ward members to decide who to nominate for appointment, or to put the matter to a vote if there is more than one nomination.

Pension Board

- 4.2 Each Local Government Pension Scheme Manager in Scotland is required to establish a Board separate from the Committee that acts as the Scheme Manager, in our case the Pension Fund Committee. The Shetland Islands Council Pension Fund Pension Board is established under the provisions of The Local Government Pension Scheme (Scotland) Regulations 2014. The Pension Board is the body responsible for assisting the Scheme Manager in relation to compliance with scheme regulations and the requirements of the Pensions Regulator.
- 4.3 Appendix 1 sets out the terms of reference of the Pension Board. Members eligible for appointment are:

M Burgess	A Priest
P Campbell	D Sandison
J Fraser	D Simpson
C Hughson	A Westlake
A Manson	B Wishart

- 4.4 It is important to note that Members of the Pension Board, and also the Pension Fund Committee, are required to undertake any relevant training. Regular training events are organised in Shetland as a means of ensuring that members of the Board are familiar with the activities and administration of the Pension Fund, and relevant Codes of Practice published by the Pensions Regulator.

Method of Election/Voting

- 4.5 Section 10 of the Council's Standing Orders sets out the method of appointment of office bearers. When Councillors are to be appointed to any positions to be filled by the Council, and where the number of candidates nominated exceeds the number of vacancies, the Councillors to be appointed will be determined by a vote or votes in each of which Members will be entitled to vote for as many candidates as there are vacancies; but they may not cast more than one vote for any candidate.

4.6	The vote will normally be taken by a show of hands, unless the Council resolves in the case of any particular appointment to take the vote by secret ballot. It has been custom and practice for the Council to undertake such voting by secret ballot.
4.7	The name of the candidate having fewest votes will be deleted from the list and a fresh vote, or votes, will be taken. This process of elimination will be continued until the number of candidates equals the number of vacancies.
4.8	Where only one vacancy requires to be filled, and any candidate has an absolute majority of the votes, the candidate will be declared appointed. Otherwise, the name of the candidate having fewest votes will be deleted from the list. This process of elimination will be continued until one candidate has a majority of the votes.
4.9	In the case of an equality of votes, nominees shall be elected by lot as between those who received equal votes and proceed on the basis that the person to whom the lot falls upon had received an additional vote.
5.0 Exempt and/or confidential information:	
5.1	None.
6.0 Implications:	
6.1 Service Users, Patients and Communities:	There are no implications for service users arising directly from this report.
6.2 Human Resources and Organisational Development:	There are no implications for staff arising directly from this report.
6.3 Equality, Diversity and Human Rights:	There are no equality implications arising directly from this report.
6.4 Legal:	The legal framework for this report is supported by the Council's Constitution, including the Scheme of Administration and the Standing Orders.
6.5 Finance:	As an approved duty, any appointed elected Members will be entitled to claim expenses for attendance at meetings. This will result in expenditure in relation to the Members' Expenses budget.
6.6 Assets and Property:	There are no implications for assets and property arising directly from this report.
6.7	There are no implications for ICT and ICT systems arising directly from this report.

ICT and new technologies:		
6.8 Environmental:	There are no environmental implications arising directly from this report.	
6.9 Risk Management:	The main risk associated with this report is the ‘do nothing’ option, which would result in a failure to support the Council’s Constitution and make provision for adequate democratic accountability for Shetland Central Ward constituents by the appointment of one of their Ward representatives onto a leading Committee of the Council, namely Policy and Resources Committee. . This could have impacts on the credibility or reputation of Councillors, or the Council as an organisation.	
6.10 Policy and Delegated Authority:	In terms of Section 2.1.3 of the Council’s Scheme of Administration and Delegations, matters reserved to the Council include the appointment of Councillors to any body which is part of the political management framework. A decision of the Council is therefore required.	
6.11 Previously considered by:	Shetland Islands Council – deferred decision to next ordinary meeting of the Council.	17 January 2018

Contact Details:

Jan Riise, Executive Manager - Governance and Law jan.riise@shetland.gov.uk
12 February 2018

Appendices:

Appendix 1 – Pension Board remit.

Background Documents: None

END

PENSION BOARD – TERMS OF REFERENCE

1. Introduction

- 1.1. Each Local Government Pension Scheme Manager in Scotland is required to establish a Board separate from the Committee that acts as the Scheme Manager.
- 1.2. The Shetland Islands Council Pension Fund Pension Board is established under the provisions of The Local Government Pension Scheme (Scotland) Regulations 2014.

2. Objectives

- 2.1 The Pension Board is the body responsible for assisting the Scheme Manager in relation to compliance with scheme regulations and the requirements of the Pensions Regulator.
- 2.2 The Pension Board will determine the areas they wish to consider including, amongst others:
 - Reports produced for the pensions committee;
 - Seek reports from the Scheme Manager on any aspect of the Pension Fund;
 - Monitor investments and the investment principles/strategy/guidance;
 - The Pension Fund annual report;
 - External voting and engagement provisions;
 - Pension Fund administrative performance;
 - Actuarial reports and valuations;
 - Pension Fund funding policy; and
 - Any other matters that the Pension Board deems appropriate.

3. Membership

- 3.1 Membership of the Pension Board will consist of equal numbers of trade union representatives and employer representatives, drawn from Shetland Islands Council and scheduled or admitted bodies in membership of the Pension Fund. Pension Board representatives must not also participate in or act as members of the Pension Committee. Local Authority employer representatives will be Elected Members of the Council.
- 3.2 The Scheme Manager will appoint a senior officer as Joint Secretary. The trade unions will appoint their own Joint Secretary. The Joint Secretary's role is to liaise with Pension Board members and other colleagues to support the smooth operation of Pension Board meetings and to assist in the resolution of any issues arising within normal Pension Board meetings or processes.

- 3.3 The term of appointment to the Pension Board will be concurrent with the Council election cycle. Pension Board members may be reappointed to serve further terms.
- 3.4 There will be four trade union representatives appointed from amongst the Council's recognised trade unions as follows:

GMB
Nautilus International
UCATT
UNISON
Unite

- 3.5 Trade unions will arrange their own selection process. The Scheme Manager will confirm the appointments once satisfied that the persons to be appointed do not have a conflict of interest.
- 3.6 There will be four employer representatives appointed by the respective employer organisations as follows:

Shetland Islands Council	3
Scheduled/Admitted bodies	1

- 3.7 The Shetland Islands Council representatives will be Councillors appointed by the Council. On ceasing to be a Councillor the Council representatives will also cease to be a member of the Pension Board.
- 3.8 The Scheduled and Admitted Bodies will be invited to nominate representatives who will be chosen by the drawing of lots at a meeting of the Pension Board.
- 3.9 Pension Board representatives will serve for a period concurrent with the Council election cycle and may be reappointed to serve further terms. Timescales for organisations to notify the Pension Board of their representatives shall be determined locally. Employer bodies and organisations retain the right to withdraw representatives and identify replacements on occasion. Pension Board representatives are required to adhere to the Model Code of Conduct as specified by Scottish Government (details can be found at the link <http://www.scotland.gov.uk/Topics/Government/localgovernment/governance/ethical-standards/codes>)
- 3.10 Appointing bodies can appoint a named substitute for their representative. Such substitutes must undertake the same training as set out in section 6 below.
- 3.11 Advisors may attend meetings of the Pension Board in a non-voting capacity.
- 3.12 No person may be appointed to the Pension Board who has a significant conflict of interest. A conflict of interest is defined as a financial or other

interest which is likely to prejudice a person's exercise of functions as a member of the Pension Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the scheme or any connected scheme for which the Pension Board is established. The Pension Board will adopt policies and protocols for handling any conflicts that are unanticipated and might arise during membership.

- 3.13 Ordinarily all items, including exempt items, will be open to the Pension Board. Exceptionally, the Pension Committee may reserve the right to consider items in the Pension Board's absence.

4. Meetings

- 4.1 The Chair of the Pension Board will be rotated on an annual basis between the trade union and employer sides of the Pension Board.
- 4.2 Pensions Board meetings will be administered by Shetland Islands Council as agreed with the Joint Secretaries appointed by the trade union and the employers' sides of the Pension Board. All reasonable administration costs shall be met by the Pension Fund.
- 4.3 The Pension Board will meet at least quarterly. A majority of either side may requisition a special meeting of the Pension Board in exceptional circumstances.
- 4.4 The Pension Board may establish sub-committees.
- 4.5 While the statutory roles and function of the Pension Committee and Pension Board are separate, the normal practice will be that both bodies will meet at the same time to consider the same agenda, with the Chair of the Pension Committee chairing the concurrent meeting. The Council's Standing Orders will apply at concurrent meetings. The aim is to engender a positive and proactive partnership culture where in practice the two bodies act as one.

5. Dispute resolution

- 5.1 If the Pension Committee and Pension Board cannot reach joint agreement on any matter the process for resolving any differences between the two bodies will be as follows. Whilst this process is undertaken the decision of the Pension Committee is still competent.
- 5.2 In the first instance, if at least half of the members of the Pension Board agree, then the Pension Board can refer back a decision of the Pension Committee for further consideration if any of the following grounds are met:
- That there is evidence or information which it is considered needs re-evaluating or new evidence or data which the Pension Committee did not access or was not aware of at the point of

decision making and which is considered material to the decision taken;

- That the decision of the Pension Committee could be considered illegal or contrary to regulations;
- That the decision of the Pension Committee is contrary to a relevant Code of Practice published by the Pensions Regulator; or
- That the decision is not in the interest of the continued financial viability of the Scheme or is against the principles of proper and responsible administration of the Scheme

5.3 If there is no agreement after the matter has been referred back to the Pension Committee, then the difference in view between the Pension Board and the Pension Committee will be published in the form of a joint secretarial report on the Pension Fund website and included in the Pension Fund annual report.

5.4 The Scottish LGPS Scheme Advisory Board may also consider and take a view on the matter and, if considered appropriate, provide advice to the Scheme Manager or the Pension Board in relation to the matter.

6. Training

6.1 All members (and named substitutes) of the Pension Board must undertake a training programme in accordance with any guidance issued by the pensions regulator and complying with best practice training requirements of the Pension Committee.

6.2 The Pension Board shall agree policies and arrangements for the acquisition and retention of knowledge and understanding for Pension Board members.

6.3 The Scheme Manager will keep an updated list of the documents with which they consider Pension Board members need to be conversant to effectively carry out their role and make sure that both the list and the documents are accessible.

7. Access to Information

7.1 The Scheme Manager and the Pension Board will together ensure that information is published about the activities of the Pension Board including:

- the full terms of reference for the Pension Board, including details of how it will operate;
- the Pension Board appointment process;
- who each individual Pension Board member represents; and
- any specific roles and responsibilities of individual Pension Board members.

- 7.2 The minutes of the Pension Board will be published on the Pension Fund website. The Pension Board may undertake such communications and stakeholder engagement as it deems appropriate to perform its functions.

END



Meeting(s):	Shetland Islands Council	21 February 2018
Report Title:	Shetland Athlete Travel Award Scheme	
Reference Number:	CS-09-18-F	
Author / Job Title:	Executive Manager – Sport and Leisure	

1.0 Decisions / Action required:

That Shetland Islands Council RESOLVES to:

- 1.1 Approve the implementation of the Shetland Athlete Travel Award Scheme in accordance with the Scheme guidance produced by **sportscotland**;
- 1.2 Approve the match funding budget requirement of £2,000 for this scheme in financial years 2017/18, 2018/19 and 2019/20; and
- 1.3 Grant delegated authority to the Director of Children's Services (or her nominee) to administer the Scheme, including the production of guidance notes and application form.

2.0 High Level Summary:

- 2.1 Over the last few years Shetland Islands Council and other Island Authorities, supported by Shetland's MSP, have been making representations to the Scottish Government and COSLA about the high costs of travel, accommodation and subsistence and time away from home for Islands athletes to compete in national and regional sporting events.
- 2.2 The outcome of this action is that the Scottish Government, through **sportscotland**, the national agency for sport, has recently launched a new three year pilot Islands Athlete Travel Award Scheme to financially support talented athletes from Shetland, Orkney and the Western Isles.
- 2.3 Therefore the purpose of this report is to seek approval from Shetland Islands Council for the budget commitment of up to £2,000 per year over the three year pilot period to augment the £10,000 budget commitment from **sportscotland** over the same period.
- 2.4 In addition, the Council is also being asked to commit up to £3,000 per year of in-kind officer support to locally administer and co-ordinate the scheme. This report

therefore seeks delegated authority for the Director of Childrens Services (or her nominee) to implement the scheme in Shetland as soon as possible.

3.0 Corporate Priorities and Joint Working:

3.1 Shetland Islands Council's Corporate Plan 2016-2020 makes support for **Young People** and the development of **Community Strength** priorities for the work of the Council. The main priorities supported by the introduction of this scheme are:

- More children will be taking part in physical and cultural activities – developing healthy lifestyles to help them play a full and active part in Shetland community life.
- People will be supported to look after and improve their own health and well-being, helping them to live in good health for longer.
- The strengths of individuals and communities will be built on, with increased levels of volunteering across Shetland where possible.
- People in Shetland will be feeling more empowered, listened to and supported to take decisions on things that affect them, and to make positive changes in their lives and their communities.
- People who use our services will experience excellent standards of customer care.

3.2. In order to consider the applications for this scheme a local assessment panel including Officers from Shetland Recreational Trust and **sportscotland**, along with Council Officers will be established. This joint working will ensure there is a broad spectrum of people and views available to assess applications.

4.0 Key Issues:

4.1 Over the last few years Elected Members and Officers from Shetland Islands Council and other authorities, supported by Shetland's MSP have been providing evidence to COSLA and the Scottish Government about the high costs of travel accommodation and subsistence and time away from home for islands athletes to compete in national and regional sporting events.

4.2 This action has led to the recent launch of the Island Athlete Travel Award Scheme in Shetland by Aileen Campbell, the Minister for Public Health and Sport on Friday 02 February 2018.

4.3 The purpose of this scheme is to complement the existing support mechanisms for talented athletes on the islands, such as the Performance Development Programme but with additional financial support provided to partially mitigate against the additional costs of having to travel from an Island location.

4.4 This scheme is based on a partnership between the Scottish Government, **sportscotland** and the 3 Island authorities with **sportscotland** contributing a sum of £10,000 per year per Island authority, to be augmented by £2,000 of cash and £3,000 of in-kind Officer support from each of the 3 authorities per year. The

administration and monitoring of this scheme is to be undertaken locally by each of the Island authorities but with information on the scheme being supplied to **sportscotland** on a quarterly basis.

- 4.5 The guidance for the scheme indicates that grants of up to £1,500 can be paid to successful applicants, or their parents/guardians, for their travel requirements to attend eligible events off Island. Therefore, on the basis of an annual budget of £12,000 per year, at least 8 athletes from Shetland can be supported in each of the 3 years of the pilot scheme i.e. up to 24 people.
- 4.6 The overarching aim of this scheme is to improve opportunities for Shetland athletes to participate, progress and achieve in sport by:
 - 4.6.1 Helping to prepare Scotland's best athletes from Shetland to perform on the national and international stage;
 - 4.6.2 Providing financial support for Shetland athletes to access high performance expertise in sport;
 - 4.6.3 Helping Shetland athletes to consistently achieve selection to national age grade, national GB programmes and ultimately winning on the world stage.
- 4.7 The outcomes that will be monitored by this scheme are:
 - 4.7.1 Athletes from Shetland gaining National representation (age group / open) in accordance with Scottish Governing Body pathways;
 - 4.7.2 Athletes from Shetland gaining representation at the Commonwealth Games;
 - 4.7.3 Athletes from Shetland gaining selection to GB World Class (Podium, Podium Potential) funded programmes in Olympic / Paralympic sports.
 - 4.7.4 Athletes from Shetland winning medals at the NatWest Island Games;
- 4.8 In order to be eligible for the scheme, applicants will have to meet the following criteria:
 - 4.8.1 Be aged 12 or over;
 - 4.8.2 Have been a permanent resident of Shetland for over 12 months or were a permanent resident of Shetland but has moved away temporarily to undertake a programme of study or to specialist sports training that is not available in Shetland; and
 - 4.8.3 Is an athlete who is currently competing at a national or international level with the potential for competing as a professional athlete or is part of a regional squad in a team sport; and
 - 4.8.4 Is committed to their own development expressed through goals, aspirations, mind-set and dedication;
 - 4.8.5 Is part of a national training squad, working with experts in organisations such as **sportscotland** and UKsport; or

4.8.6 Is recommended by the relevant Sport's Governing Body.	
4.9	When this scheme is launched in Shetland a deadline date for receipt of applications will be set, which will ensure that all applications can be assessed at the same time by an assessment panel of 5 people representing Shetland Islands Council, Shetland Recreational Trust and sportscotland .
4.10	In the event that there are more application for funding than money available, the assessment panel will consider:
4.10.1	The applicants potential to meet the outcome of the scheme;
4.10.2	The applicants commitment to their competition and training programme;
4.10.3	The diversity of applications received.
5.0 Exempt and/or Confidential Information	
5.1	There are no issues concerning exempt or confidential information in this report.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	The introduction of the Shetland Athlete Travel Award Scheme will provide significant financial support for talented athletes from across Shetland to compete in regional and national events off Island. This will support individuals to reach their full potential in sport and contribute towards overall community wellbeing.
6.2 Human Resources and Organisational Development:	<p>The introduction and monitoring of the Shetland Athlete Travel Award Scheme will not require any additional staffing but will add to the workload of staff within the Sport and Leisure Service to implement and monitor this scheme.</p> <p>It is estimated that approximately 120 hours of staff time will be required on an annual basis to manage the scheme. This will include promoting the scheme, assessing applications, undertaking correspondence and monitoring and reviewing the successful applicants. These tasks will be shared by a number of staff, which means that it will not have a detrimental effect on other areas of service.</p>
6.3 Equality, Diversity and Human Rights:	<p>One of the main aims that this scheme is seeking to address is an underlying inequality and unfairness that many athlete from Shetland experience because of the additional costs that they have to meet on travelling off island and the additional time required to be off work or school to travel out with Shetland. Therefore, this scheme will certainly have a positive impact on the Councils obligations for equalities, diversity and human rights.</p> <p>An equalities impact assessment has been completed on this scheme and no detrimental impacts have been identified.</p>

6.4 Legal:	The management of the Shetland Athlete Travel Award Scheme will involve the processing of personal data and a Privacy Impact Assessment will be completed to ensure compliance with the Data Protection Act 1998.
6.5 Finance:	The introduction of the Shetland Athlete Travel Award Scheme will have financial implications for the Council as a budget of £2,000 is required in each of the financial year's 2017-18, 2018-19 and 2019-20 to augment the £10,000 contribution from sportscotland in each of these financial years. The Council's contribution towards this scheme will come from the Sport and Leisure Services unspent Active Schools budgets in 2017-18 and from the Sports Development budget in 2018-19 and from the same budget for 2019-20 subject to approval of the budget for that year.
6.6 Assets and Property:	There are no assets or property implications regarding this report.
6.7 ICT and new technologies:	There are no ICT implications regarding this report.
6.8 Environmental:	There are no environmental implications regarding this report, and an environmental impact assessment is not required.
6.9 Risk Management:	As there has already been a public launch of the Island Athlete Travel Award Scheme in Shetland by the Minister of Public Health and Sport and a commitment of funding to Shetland, then if the Council fails to approve this scheme, there is a risk of damaging the Council's positive relationships with the Scottish Government and sportscotland and creating reputation damage for the Council.
6.10 Policy and Delegated Authority:	<p>The Council's Financial Regulations (2.2.9) requires a Council decision to agree match funding of external funding, and the Scheme has not previously been approved as part of the revenue budget.</p> <p>In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, all matters relating to leisure and sport come under the remit of the Education and Families Committee.</p> <p>In addition, the Policy and Resources Committee has delegated authority for the financial affairs of the Council.</p> <p>However, given the timescales involved, and with the agreement of the relevant Chairs, the matter has been submitted directly to the Council for a decision. Any future matters concerning implementation of the Scheme will be reported to the relevant Committees.</p>
6.11 Previously considered by:	None

For further information please contact:

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List of Appendices

None

Background Documents:

None

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