



MINUTES

B - PUBLIC

Policy and Resources Committee
Council Chamber, Town Hall, Lerwick
Wednesday 6 December 2017 at 2.30pm

Present:

C Smith	A Cooper
S Coutts	A Duncan
S Leask	R McGregor
G Smith	T Smith
R Thomson	

Apologies:

M Burgess

In Attendance:

M Boden, Chief Executive
J Belford, Executive Manager – Finance
D Bell, Executive Manager – Human Resources
A Edwards, Executive Manager – Quality Improvement
D Irvine, Executive Manager – Economic Development
J Riise, Executive Manager – Governance and Law
R Sinclair, Executive Manager – Capital Programme
P Dinsdale, Team Leader – Environmental Health
M Smith, Project Manager
K Adam, Solicitor
K Johnston, Solicitor
J Jamieson, Senior Risk Management Officer
J Macleod, Performance and Improvement Adviser
C Anderson, Senior Communications Officer
L Adamson, Committee Officer

Also in Attendance:

K Williamson, Finance Officer, NHS

Chairperson

Mr C Smith, Leader, as Chair of the Committee presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None.

Minutes

The minutes of the meeting held on 23 October 2017 were approved on the motion of Mr Thomson, seconded by Mr G Smith.

76/17 **Executive and Corporate Services Department Performance Overview Report 2nd Quarter 2017/18**

The Committee considered a report by the Director of Corporate Services (*CRP-17-17*) which summarised the activity and performance of the Executive and Corporate Services Department for the 2nd Quarter of 2017/18.

In introducing the report, the Executive Manager – Finance provided updates on a number of the key work activities as outlined in Section 4.1.

During the discussion, reference was made to the update on the AHS project, where appreciation was expressed to the staff involved in ensuring the project met its opening target. Comment was made on the variety and importance of the work streams as set out in Section 4 of the report, which demonstrates the breadth of work being undertaken in Corporate and Executive Services.

In response to questions regarding the update provided on Council house sales, the Executive Manager – Governance and Law suggested a report could be presented to Committee following completion of the final Council houses sales as part of the Right to Buy Scheme. The report would address the question of the total sales completed and the overall impact this has had on the number of houses how forming part of the Council's housing stock. It may be that this report would be a joint report or prepared by the Executive Manager – Housing.

On behalf of the Committee, the Chair commended staff in Corporate Services on their work to ensure completion of the AHS on target.

Decision:

The Committee NOTED the report.

77/17 **Management Accounts for Community Health and Social Care 2017/18 Projected Outturn at Quarter 2**

A report by the Executive Manager - Finance (*F-086-17*) enabled the Committee to note the financial performance of services within the Community Health and Social Care Directorate.

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

In response to a question, the Executive Manager – Finance advised that instances whereby contracted care workers have non-client hours is an area being managed by the Chief Officer, IJB.

It was reported that the Eric Gray Centre new build was currently on time and in budget.

Decision:

The Committee NOTED the report.

**Management Accounts for Policy and Resources Committee 2017/18
Projected Outturn at Quarter 2**

A report by the Executive Manager - Finance (F-088-17) enabled the Committee to monitor the financial performance of services within its remit to ensure that Members are aware of the forecast income and expenditure and the impact that this will have with regard to delivering the approved budget.

In introducing the report and appendices, the Executive Manager – Finance advised on the position very much on budget, with no significant variances at this time. He reported on the small reduction in Fund Manager fees, which he said has been very much welcomed.

During discussion, reference was made to Appendix 1, where the information provided on variances at a number of the Service areas had been reported as, “There is no significant variances in this service area”, and a suggestion was made for more relevant narrative and explanation of changes in terms of scrutiny. The Executive Manager – Finance undertook to review reporting to provide more relevance in that regard.

In response to a question, the Executive Manager – Finance acknowledged the need to review the budget figure for the Lerwick Library redevelopment project, as reported in Appendix 2.

During a brief discussion comment was made in terms of Members’ scrutiny role. A suggestion was made for a review of the Member’s self-evaluation check list to ensure good practice.

Decision:

The Committee NOTED the report.

SIC Overall Management Accounts 2017/18 Projected Outturn at Quarter 2

The Committee considered a report by the Executive Manager – Finance (F-083-17-F), which set out the overall Council projected financial position as at Quarter 2.

In introducing the report, the Executive Manager – Finance summarised the position on capital and revenue, and in terms of the Housing Revenue Account and Harbour Account, with detail set out in the appendices. He highlighted the projected draw on reserves at £13.8m, instead of £17m. He also provided an overview of the revised prudential indicators, at Appendix 5.

In response to a question regarding the capital position going forward, the Executive Manager – Finance advised that compared to previous years, the budget is very much on target, and projects to be re-profiled into 2018/19 will come with their funding as part of the carry forwards.

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

Decision:

The Committee reviewed the Management Accounts showing the overall projected outturn position at quarter 2, and noted the actions proposed as set out in the report.

The Committee RESOLVED to approve the revised prudential indicators set out in Appendix 5.

80/17 **Council Investments - 2017/18 Mid-Year Performance Review Report**

The Committee considered a report by the Executive Manager – Finance (*F-096-17-F*), which informed on the investment position and performance of the Council's long term external investments, managed on its behalf by fund managers.

The Executive Manager – Finance summarised the main terms of the report. In referring to the Appendix, he highlighted that the Council's investments at the end of October 2017 have risen by £10m, to £354m.

In response to a comment, the Executive Manager – Finance referred to the similar discussion at today's Pension Fund Committee/Board and undertook to provide a briefing note to Members on benchmarking.

Decision:

The Committee NOTED the report.

81/17 **Business Transformation Programme Update Quarters 1 and 2 2017/18**

The Committee considered a report by the Director of Corporate Services (*CRP-12-17-F*), which presented an update on progress on the Business Transformation Programme (BTP) for the first two Quarters of 2017/18.

In introducing the report, the Executive Manager – Governance and Law advised on the progress highlighted in paragraphs 4.1 to 4.8. He also drew specific attention to a number of the Information Management work streams at 4.6 and reported on the Council's obligations to meet the General Data Protection Regulation (GDPR).

During the discussion, reference was made to the difficulties being experienced in some Service areas of the Council at this time to recruit to particular posts, for example, social workers, electricians and teachers. It was advised that recruitment was an area of focus by the Shetland Partnership, which will be supported through the Council's Workforce Strategy. The Executive Manager – Human Resources advised on the work being done to look at other options to develop posts and grow our own staff, which is part of the overall Strategy. She added that part of workforce development is to encourage services to look ahead in terms of skills that may be required in the future.

In response to a question as to whether the Workforce Strategy includes a process for recruitment, the Executive Manager – Human Resources advised that while the Strategy does not deal specifically with recruitment and selection, it does refer to the need to remove barriers for people to apply for posts. She advised also on the fast track recruitment process that can be applied, and in terms of speeding up the recruitment process for internal posts there is now only a requirement for one reference, rather than two. During the discussion, a suggestion was made for candidates to be informed on the recruitment process and timescales.

In response to a question, the Executive Manager – Human Resources undertook to circulate to Mr Coutts the membership of the Project Board for the Workforce Strategy. Mr Coutts said it would be helpful for Members to know who was on each of the BTP Project Boards.

In response to a question, the Executive Manager – Finance advised on the savings to be achieved from the BTP. He confirmed that while there will be further savings these are difficult to quantify at this time.

Decision:

The Committee NOTED the report.

82/17

Regulation of Investigatory Powers (Scotland) Act 2000

The Committee considered a report by the Solicitor (GL-50-17-F), which presented the Council's updated Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) Policies and training plan.

After hearing the Executive Manager – Governance and Law introduce the report, the Committee approved the recommendations contained therein, on the motion of Mr T Smith, seconded by Mr C Smith.

Decision:

The Committee RECOMMEND that the Council:

- NOTE the content of the Office of Surveillance Commissioners Inspection Report 2016;
- APPROVE the amended Policy and Procedure for Authorisation of Directed Surveillance and the Policy and Procedure for Authorisation of Covert Human Intelligence Sources (the RIPSA policies), including the Shetland Islands Council Surveillance and Social Media Guidance;
- APPROVE the Shetland Islands Council Regulation of Investigatory Powers Scotland Act 2000 Training Plan 2016-2021.

83/17

Asset Investment Plan - Progress Report

The Committee considered a report by the Executive Manager – Capital Programme (CPS-07-17-F), advising on the progress of the projects contained within its Asset Investment Plan which are currently underway or to be started in 2017/18.

After hearing the Executive Manager – Capital Programme introduce the report, the Committee approved the recommendation contained therein, on the motion of Mr C Smith, seconded by Mr Cooper.

Decision:

The Committee RECOMMENDED that the Council notes the progress of the projects within the Asset Investment Plan

84/17 **Environmental Service Enforcement Policy**

The Committee considered a report by the Team Leader – Environmental Health (*ES-04-F*), which informed on an updated and amended enforcement policy for Environmental Health.

The Team Leader – Environmental Health introduced the report.

Mr Thomson reported that the Environment and Transport Committee supported the proposals in the report, and accordingly moved the recommendation contained therein. Mr C Smith seconded.

Decision:

The Committee RESOLVED to approve the updated Enforcement Policy.

85/17 **Corporate Risk Register Update**

The Committee considered a report by the Director of Corporate Services (*CRP-15-17-F*), presenting the Corporate Risk Register which lists high-level risks to the Shetland Islands Council and its activities.

In introducing the report, the Executive Manager – Finance advised that a recent meeting of the Risk Board had proposed a number of changes be made to the Risk Register. Due to timings however, those changes will be reflected in future reports.

Reference was made to the update on Risk No. ORG0018, at Section 4.2(c) of the report, in terms of the relocation expenses budget being projected to be 100% over budget with the increasing need to recruit teachers from outwith Shetland, which it was stated highlights the importance of the Workforce Strategy.

Decision:

The Committee NOTED the report.

Mr C Smith 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 Coutts seconded.

86/17 **Remote School Allowance - Ending of Conservation**

The Committee considered a report by the Executive Manager, Quality Improvement concerning the payment of Remote School Allowances to teaching staff.

After hearing the Executive Manager, Quality Improvement summarise the main terms of the report, the Committee approved the recommendation contained therein, on the motion of Mr C Smith, seconded by Mr G Smith.

Decision:

The Committee RESOLVED to approve that:

The payment of cash conserved Remote School Allowance to affected teachers ceases from 01 April 2018.

(Mr G Smith declared an interest in the following item, as a relative is in receipt of Essential Car User allowance. Mr Smith advised that he would take part in the discussion).

87/17 **Travel at Work - Introduction of HMRC Mileage Rates**

The Committee had received a report by the Executive Manager – Human Resources, proposing that, with effect from 1 April 2018, Shetland Islands Council stops applying the Essential Car User lump sum allowance and mileage rates and Casual Car User mileage rates. In place of the current arrangements it had been recommended that HMRC approved mileage rates be introduced for all business mileage claimed by employees.

However, the Executive Manager – Governance and Law reported on the outcome of discussions at the Employees Joint Consultative Committee on 30 November, that despite considerable debate, the Union side had been unable to reach a confirmed position. A similar position was reached at the College Lecturers Joint Consultative Committee on 5 December. He advised that the Union side have agreed to confirm their position prior to the Council meeting on 13 December. He suggested therefore that the report today be for noting only, and the report will be submitted for decision by the Council on 13 December.

The Leader advised of his support for the Committee to merely note the report at this time, and for the further information from the Unions to be presented to Council on 13 December.

Decision:

The Committee NOTED the report.

88/17 **Faroese Telecom**

The Committee considered a report by the Project Manager.

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

Mr Cooper advised from the discussion at Development Committee, in terms of support for the proposals in the report, and accordingly approved the recommendation contained therein. Mr Leask seconded.

Decision:

The Committee RESOLVED to approve the recommendation in the report.

89/17 **Confidential Corporate Risk Register Update**

The Committee considered a report by the Director of Corporate Services, which presented risk information where the content is confidential, commercially sensitive or otherwise exempt from publication.

The Executive Manager – Governance and Law introduced the report.

Decision:

The Committee NOTED the report.

90/17

Chief Executive Recruitment and Selection

The Committee considered a report by the Executive Manager – Human Resources, regarding the process and indicative costs involved in the appointment of a new Chief Executive.

The Executive Manager – Human Resources summarised the main terms of the report and outlined the proposed timetable for recruitment. In reporting on the interim arrangements, she advised on the statutory requirement for the Council to appoint an officer to act as the Head of Paid Service, which is delegated to the Chief Executive.

The Leader moved that the Committee approve the recommendations in the report, and proposed a Panel of 9 Members, with the following Members being appointed to the Appointment Panel: M Bell, A Cooper, S Coutts, A Duncan, A Manson, C Smith, G Smith, R Thomson and B Wishart.

Mr Coutts seconded.

Decision:

The Committee:

- NOTED the process and associated indicative costs involved in the appointment of a new Chief Executive.
- RESOLVED to establish an Appointment Panel of 9 Council Members, including the Leader of the Council who will act as Chair of the Panel.
- RESOLVED to appoint the following Members to the Appointment Panel, namely, M Bell, A Cooper, S Coutts, A Duncan, A Manson, C Smith, G Smith, R Thomson and B Wishart.

The meeting concluded at 4.15pm.

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Chair