

# MINUTES

# B - PUBLIC

**Special Shetland Islands Council  
Council Chamber, Town Hall, Lerwick  
Wednesday 30 August 2017 at 2.00pm**

## **Present:**

M Bell	P Campbell
S Coutts	A Duncan
J Fraser	C Hughson
S Leask	E Macdonald
A Manson	R McGregor
A Priest	D Sandison
I Scott	D Simpson
C Smith	G Smith
T Smith	R Thomson
A Westlake	B Wishart

## **Apologies:**

M Burgess  
A Cooper

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

M Boden, Chief Executive  
H Budge, Director of Children's Services  
J Belford, Executive Manager – Finance  
J Riise, Executive Manager – Governance and Law  
R Sinclair, Executive Manager – Capital Programme  
J Smith, Acting Executive Manager – Ports and Harbours  
S Brunton, Team Leader – Legal  
C Anderson, Senior Communications Officer  
S Thomason, MSYP (Member of the Scottish Youth Parliament)  
M Robertson, Committee Assistant  
L Malcolmson, Committee Officer

## **Chairperson**

Mr Bell, Convener of the Council, presided.

## **Circular:**

The circular calling the meeting was held as read.

## **Declarations of Interest**

None.

## **Minutes**

The minutes of the meeting held on 28 June 2017 were approved on the motion of Mr C Smith, seconded by Mr Campbell.

### **58/17 SIC Overall Management Accounts 2017/18 Projected Outturn at Quarter 1**

The Committee considered a report by the Executive Manager – Finance (F-070-F), which set out the overall Council projected financial position as at Quarter 1.

The Executive Manager – Finance introduced the main terms of the report and in response to questions in regard to the government grant and how it is split between services he explained that it was not possible to provide a breakdown but agreed to re-circulate presentation and slides as a reminder of statistics previously provided on the government grant allocation. It was also agreed that comparison figures would be provided, to show the percentage split or spend per head, against other local authorities

Attention was drawn to the last line of paragraph 2.2 and it was suggested that this would related to living beyond the allocated budget rather than the Council living beyond its means. The Executive Manager – Finance said that the Council was not looking to spend more than it had budgeted and in the medium to long term it was about how the Council's reserves are sustained over the longer period. He confirmed that the Council could afford the additional £836k more than expected. During further discussion on this point the Chief Executive advised that the Council was in the fortunate position that it can deal with one off expenses. He said that the Council can also afford to deal with bigger medium term issues slowly explaining that the last Council spread a suitable budget over 4 years. The Chief Executive said that to spend more than the income received will lead to a long term and had that happened in the last council there would be much less reserves.

The Leader advised that the report had also been presented to the Policy and Resources Committee and he moved that the Council approve the recommendations contained in the report. Mr Coutts seconded.

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**Decision:**

The Council:

- Reviewed the Management Accounts showing the projected outturn position at quarter 1; and
- Noted to the actions proposed set out in the report.

59/17 **Corporate Parenting Strategy**

The Committee considered a report by the Executive Manager – Children's Resources (CS-13-17-F), which presented the Corporate Parenting Strategy and sought appointments to the Corporate Parenting Board.

The Director of Children's Services introduced the report and advised on the nominations made at the Education and Families Committee and Policy and Resources Committee, in respect of the Corporate Parenting Board.

There being no questions the meeting moved into debate. The Chair of Education and Families Committee advised that the strategy received unanimous approval and the work involved in its delivery was recognised. He said that it was important to ensure that the most vulnerable children were supported.

Mr C Smith moved that the Council approve the recommendations contained in the report. Mr Coutts seconded.

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**Decision:**

The Council:

- APPROVED the adoption of the Corporate Parenting Strategy, and agreed that it replaces the Looked After Children's Strategy with Part A of the Council's Constitution and Policy Framework, to be managed by the Education and Families Committee; and
- APPOINTED the Chair of the Education and Families Committee as Chair of the Corporate Parenting Board, and Mr J Fraser and Mr T Smith, as nominated by the Education and Families Committee, as Members on the Corporate Parenting Board.

60/17 **Shetland College Board - Appointments**

The Committee considered a report by the Executive Manager – Governance and Law (GL-40-17-F) that presented Shetland College Board Appointments for approval.

The Executive Manager – Governance and Law introduced the report.

Mr C Smith moved the recommendations contained in the report, seconded by Mr McGregor.

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**Decision:**

The Council:

- Appointed Mr Logan Spence as the nominated student representative on the Shetland College Board, with full voting rights, with his term of appointment being the duration of the time that he remains a student of Shetland College;
- NOTED that no applications were received for the appointment of two additional non-councillor members as voting members of the Shetland College Board, and agreed that the vacancies continue for the time being, but that these be re-advertised at a future date to be agreed in consultation with the Chairs of Shetland College Board and the Education and Families Committee; and
- Appointed 3 Members of the Shetland College Board to the Colleges Integration Liaison Group, namely Mr P Campbell - Chair, Mr T Smith -Vice-Chair and appointed as substitutes, Mr G Smith; and that Mr A Priest, Ms E Macdonald and Ms B Wishart.

61/17 **Appointments to External Organisations**

The Committee considered a report by the Executive Manager – Governance and Law (GL-39-17-F) that sought appointments to External Organisations as set out in the appendices.

The Executive Manager – Governance and Law introduced the report and advised on the current position in relation to the Highland Reserve Forces and Cadet Association that would be reported again following the conclusion of correspondence with the organisation.

A suggestion was made that the Highland Reserve Forces and Cadet Association appointment be made, subject to the matter being resolved. The Council agreed.

The following nominations were therefore duly made.

Scottish Council's Committee on Radioactive Substances

Ms Manson was nominated but declined the nomination.

Mr Bell was nominated on the motion of Ms Manson, seconded by Mr J Fraser. Mr Bell accepted.

Dounreay Stakeholders Group

Mr Bell was nominated on the motion of Mr Coutts, seconded by Ms Manson. Mr Bell accepted.

Highland Reserves Forces and Cadets Association, pending the conclusion of correspondence with the HRFCA

Mr Duncan was nominated on the motion of Mr G Smith, seconded by Mr Campbell.

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**Decision:**

The Council made the necessary elected Member appointments as outlined in Section 4 of this report, namely:

- Scottish Councils Committee on Radioactive Substances:  
Mr M Bell
- Dounreay Stakeholders Group:  
Mr M Bell
- Highland Reserves Forces and Cadets Association, pending the conclusion of correspondence with the HRFCA:  
Mr A Duncan

62/17 **Asset Investment Plan – Progress Report**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-03-17-F), which informed the Council on the progress of projects contained within its Asset Investment Plan which are currently underway or to be started in 2017/18.

The Executive Manager – Capital Programme introduced the report and in responding to questions he advised that the majority of the £28.1m external funding would have been associated with the new high school but a breakdown would be circulated including how much is from the EU. A further question related to the Estate Operations overspend of £300k and it was agreed that a breakdown of this would also be provided after the meeting.

On the motion of Mr C Smith, seconded by Mr Coutts, the Council noted the report.

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**Decision:**

The Council NOTED the progress of the projects within the Asset Investment Plan.

63/17 **Asset Investment Plan – Business Justification Cases**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-04-17-F), which presented two business cases for approval.

The Executive Manager – Capital Programme introduced the report and advised that the Policy and Resources deferred discussion on the purchase of the Multratug 29 and noted that the Asset Investment Plan 2017-22 was updated with the Aith Junior High School Solar PV Project.

There being no questions the Council moved to debate where Mr C Smith moved that the Council approve the recommendation at 1.2 of the report. Mr Bell seconded.

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**Decision:**

The Council NOTED that the Asset Investment Plan 2017-22 was updated with the Aith Junior High School Solar PV Project. The Director of Infrastructure having used her delegated authority to approve the project as urgent, following assessment of the proposal by the Asset Investment Group and funding being confirmed by the Executive Manager – Finance.

64/17 **Corporate Risk Register – quarterly update**

The Committee noted a report by the Director of Corporate Services (IA-16-17-F), which presented the current Corporate Risk Register as part of the organisations Performance Monitoring arrangements.

The Chief Executive introduced the report and Mr C Smith advised that the Policy and Resources Committee noted the report.

There being no questions the Council unanimously noted the content of the report.

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**Decision:**

The Council NOTED the changes to the Corporate Risk Register and the key risks facing the Council at this time and the action taken to mitigate those risks.

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

65/17 **Confidential Corporate Risk Register – quarterly update**

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

The Chief Executive introduced the report. There being no questions the Council unanimously noted the content of the report.

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**Decision:**

The Council NOTED the risks presented and the measures being taken to mitigate those risks.

The meeting adjourned for a short break at 2.45pm  
The meeting reconvened at 3pm.

**Present:**

M Bell	P Campbell
S Coutts	A Duncan
J Fraser	C Hughson
S Leask	E Macdonald
A Manson	R McGregor
A Priest	D Sandison
I Scott	D Simpson
C Smith	G Smith
T Smith	R Thomson
A Westlake	B Wishart

**Apologies:**

M Burgess  
A Cooper

**In Attendance (Officers):**

M Boden, Chief Executive  
J Belford, Executive Manager – Finance  
J Riise, Executive Manager – Governance and Law  
S Brunton, Team Leader – Legal  
S Semple, Insurance Officer  
L Leslie, Assistant Insurance Officer  
C Thomson, Assistant Insurance Officer  
J Jamieson, Senior Risk Management Officer  
C Christie, Risk Management Officer  
C Anderson, Senior Communications Officer  
L Malcolmson, Committee Officer

66/17 **Procurement and Commissioning of Insurance Services for Shetland Islands Council**

The Committee considered a report by the Team Leader - Legal which presented proposals on the procurement and commissioning of Insurance Services for Shetland Islands Council, for consideration.

The Executive Manager – Governance and Law introduced the main terms of the report and highlighted the opportunity for potential savings should the Council approve the recommendations presented.

Following a slide presentation and a lengthy discussion where officers answered a number of questions, Mr C Smith moved that the Council approve recommendations 1.1 and 1.3 of the report. Mr Leask seconded.

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**Decision:**

The Council:

- APPROVED the adoption of the Optimal Programme designed by the Actuary for this Council for its insurances; and

- Delegated to the Director of Corporate Services or her nominee authority to take the steps necessary to implement the Council's decision.

The meeting concluded at 3.45pm.

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Convener