

# MINUTES

# A&B - PUBLIC

**Shetland Islands Council  
Council Chamber, Town Hall, Lerwick  
Wednesday 21 February 2018 at 10am**

## **Present:**

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

## **Apologies:**

P Campbell	A Priest
D Sandison	

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

N Grant, Acting Chief Executive  
J Riise, Executive Manager – Governance and Law  
R Sinclair, Executive Manager – Capital Programme  
S Thompson, Executive Manager – Schools  
N Watt, Executive Manager – Sport and Leisure  
H Tait, Team Leader - Accountancy  
R Calder, Quality Improvement Officer  
B Kerr, Communications Officer  
L Adamson, Committee Officer

## **Chairperson**

Mr Bell, Convener of the Council, presided.

## **Circular:**

The circular calling the meeting was held as read.

The Convener ruled, in accordance with Section 43(2) of the Local Government in Scotland Act 2003, the attendance of Councillor Amanda Westlake and Councillor Mark Burgess during the proceedings be permitted by telephone link.

## **Declarations of Interest**

None

## **Minutes**

The minutes of the meeting held on 13 December 2017 were approved on the motion of Mr C Smith, seconded by Ms Wishart.

The minutes of the meeting held on 17 January 2018 were approved on the motion of Mr Leask, seconded by Mr Thomson.

06/18 **Chair's Report - Policy and Resources Committee – 12 February 2018**

**Anti-fraud, Bribery and Corruption Policy**

The Council considered a report by the Chair of Policy and Resources Committee (SIC-0221-F-098) which presented the revised Anti-Fraud, Bribery and Corruption Policy.

In introducing the report, Mr C Smith advised from the discussion at Policy and Resources Committee, and he moved the recommendation contained therein. Mr Coutts seconded.

---

**Decision:**

The Council RESOLVED to approve the revised Anti-Fraud, Bribery and Corruption Policy.

07/18 **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**

The Council considered a report by the Chairs of Education and Families Committee and Policy and Resources Committee (SIC-0221-CS-02) which presented proposals to implement 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.

In introducing the report, Mr G Smith advised from discussions at the Committee meetings. He reported on the assurance given that further discussions would be held with parents, particularly around the early close on Friday, the transport costs could be afforded, and that in time, there will be further savings from ongoing efficiencies and effective use of staff. Mr G Smith moved that the Council approve the recommendation in the report. Mr T Smith seconded.

In response to a question, Mr G Smith advised that part of the discussions going forward will address afterschool activities. In that regard, he added that while activities with Active Schools would be at no charge, there would be a charge for activities organised by the Shetland Recreational Trust.

In response to a question, the Quality Improvement Officer confirmed that the new timetable structure supports and strengthens the ongoing development of the Skills for Work Programme.

---

**Decision:**

The Council RESOLVED 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.

08/18 **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**

The Council considered a report by the Chair of Harbour Board and Chair of Policy and Resources Committee (SIC-0221-PH-02), which sought approval of the changes to the Sullom Voe Harbour Area General Directions and Pilotage Directions.

Ms Manson moved that the Council approve the recommendation in the report. Mr Simpson seconded.

Reference was made to the comment made at Harbour Board, in commending the Harbourmaster and staff for the work undertaken to refresh the Directions.

---

**Decision:**

The Council RESOLVED to approve the changes to the Sullom Voe Harbour Area General Directions and Pilotage Direction.

09/18 **Chair's Report - Policy and Resources Committee – 12 February 2018**  
**Asset Investment Plan - Business Cases**

The Council considered a report by the Chair of Policy and Resources Committee (SIC-0221-CPS-01) that 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.

Mr C Smith introduced the report, and moved that the Council approve the recommendation contained therein. Mr Coutts seconded.

In response to a question, the Executive Manager – Capital Programme confirmed that a robust and thorough assessment of procurement processes had been undertaken on the business cases. He added that any exceptions were included in the Chair's report to Council.

---

**Decision:**

The Council RESOLVED to:

- Approve the proposals as described in Section 2.3 of this report;
- 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;
- 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
- 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

10/18 **Appointments to the Policy and Resources Committee and the Pension Board**

The Council considered a report by the Executive Manager – Governance and Law (GL-05) concerning the appointment of a Shetland Central Ward Member to the Policy and Resources Committee, and a Member to the Pension Board.

The Executive Manager – Governance and Law introduced the report.

After hearing from the two Central Ward Members present at the meeting regarding appointment to the Committee, the Convener sought nominations to appoint a Member of the Central Ward to the Policy and Resources Committee.

Mr Scott was nominated on the motion of Mr Fraser, seconded by Mr Thomson.

There were no further nominations. Mr Scott confirmed his acceptance, and was duly appointed to the Policy and Resources Committee.

The Executive Manager – Governance and Law advised that by virtue of Mr Scott's appointment to Policy and Resources Committee, there were now two vacancies on the Pension Board. In that regard, he highlighted Section 4.3 of the report, which confirmed the Members eligible for appointment to the Pension Board.

Nominations were then sought for two Members to the Pension Board.

Ms Westlake was nominated on the motion of Mr Coutts, seconded by Mr Fraser.

Mr Fraser was nominated on the motion of Ms Manson, seconded by Ms Macdonald.

There were no further nominations. Ms Westlake and Mr Fraser indicated their acceptance and were duly appointed to the Pension Board.

---

**Decision:**

The Council appointed one Member from the Shetland Central Ward to the Policy and Resources Committee, namely Mr Ian Scott.

The Council appointed two Members to the Pension Board, namely Mr John Fraser and Ms Amanda Westlake.

11/18 **Shetland Athlete Travel Award Scheme**

The Council considered a report by the Executive Manager – Sport and Leisure (CS-09-18-F) which sought consideration of implementation and match funding of a Shetland Athlete Travel Award Scheme in accordance with the Scheme guidance produced by sportscotland.

The Executive Manager – Sport and Leisure introduced the report.

In response to a suggestion, the Executive Manager – Governance and Law advised on the conflict that Member participation on the Assessment Panel would have in terms of governance, and that it was appropriate for the decisions on the applications submitted to be delegated at officer level. In responding to a question, Mr G Smith, Chair of Education and Families Committee, confirmed the appropriate reporting to this

Committee. He added that more importantly, was for the Scheme to be in place for the benefit of athletes in Shetland.

During the discussion, the Executive Manager – Sport and Leisure responded to questions, and Members noted the following:

- The types of sport that would be eligible for consideration for funding through the Scheme would be those as listed by **sportscotland** as recognised sports.
- The Scheme would be focused on athletes at regional squad or Scottish National Squad level, and athletes who make multiple trips away from Shetland to participate at events.
- With the funding limitation of £12k per year, the proposal would be to support 8 athletes in a year. The maximum funding an athlete can receive in any one year would be £1,500.
- Until such time as the Scheme is launched it is difficult to determine how many applications will be received.
- While there will be some officer time contribution from Shetland Recreational Trust, predominantly the contribution in-kind will be from the Council in officer time to administer the scheme, support to the athletes from a Sports Development Officer, and in quarterly monitoring that goals are being achieved.
- Part of the in-kind contribution from Shetland Recreational Trust includes free access for the athletes to the strength and conditioning facilities at Clickimin Centre.

In responding to a question, the Executive Manager – Sport and Leisure confirmed that he would provide Members with information on the number of applications received.

During debate, Mr G Smith referred to the dialogue which had commenced during the last Council to pursue funding for Shetland athletes to attend events on the mainland and he welcomed the recognition from the Scottish Government on the need for such a Scheme. Mr G Smith moved that the Council approve the recommendations in the report. Mr Duncan seconded.

During the discussion that followed, Members advised on their support for the Scheme, and appreciation was relayed to the individuals involved in the scheme being developed. A call was made for the monitoring of the scheme and the application process to be as straightforward as possible for both officers and applicants. Comments were also made on the need to consider a major supporting event in Shetland for young people to participate locally, and for a future Island Games to be held in Shetland.

---

#### **Decision:**

The Council RESOLVED to:

- Approve the implementation of the Shetland Athlete Travel Award Scheme in accordance with the Scheme guidance produced by **sportscotland**;

- Approve the match funding budget requirement of £2,000 for this scheme in financial years 2017/18, 2018/19 and 2019/20; and
- 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.

The meeting concluded at 10.40am.

.....  
Convener