

# MINUTES

# B - PUBLIC

**Policy and Resources Committee**  
**Council Chamber, Town Hall, Lerwick**  
**Wednesday 19 December 2018 at 10.00am**

## **Present:**

A Cooper	S Coutts
A Duncan	S Leask
E Macdonald	R McGregor
I Scott	C Smith
G Smith	T Smith
R Thomson	

## **Apologies:**

None

## **In Attendance:**

S Bokor-Ingram, Director of Community Health and Social Care  
C Ferguson, Director of Corporate Services  
J Smith, Director of Infrastructure Services  
D Bell, Executive Manager – Human Resources  
J Manson, Executive Manager - Finance  
S Msalila, Executive Manager – ICT  
J Riise, Executive Manager – Governance and Law  
R Sinclair, Executive Manager – Capital Programme  
J Sutherland, Executive Manager - Children's Resources  
C Symons, Executive Manager – Environmental Services  
N Watt, Executive Manager – Sports and Leisure  
C Bain, Treasury Accountant  
M Gordon, Team Leader – Human Resources  
C Anderson, Senior Communications Officer  
L Adamson, Committee Officer

## **Chairperson**

Mr Coutts, Leader of the Council, presided.

## **Circular**

The circular calling the meeting was held as read.

## **Declarations of Interest**

Mr T Smith declared an interest in Item 14 “Asset Investment Plan – Business Case – Residential Childcare” as a Board Member of Hjaltsland Housing Association. Mr Smith advised that he would leave the Chamber during that discussion.

Mr Thomson advised on a possible interest in Item 14, “Asset Investment Plan – Business Case – Residential Childcare” and indicated that he would leave the Chamber during the discussion.

## **Minutes**

The minutes of the meeting held on 8 October 2018 were approved on the motion of Mr Leask, seconded by Mr T Smith.

88/18      **Corporate and Executive Services Directorate Performance Report - 6  
Month/2nd Quarter 2018/19**

The Committee considered a report by the Director of Corporate Services (CRP-27-18-F) summarising the activity and performance of Corporate and Executive Services for Q2 2018/19.

In introducing the report, the Director of Corporate Services referred to Section 4.9 which set out the key projects that are progressing at this time.

There were no questions from Members.

During debate, comment was made that the projects listed in Section 4.9 highlight the value of the work undertaken by Corporate and Executive Services and the support provided to other areas of the Council.

**Decision:**

The Committee NOTED the content of the report.

89/18      **Chair's Report - Environment and Transport Committee  
Management Accounts for Environment & Transport Committee:  
2018/19 - Projected Outturn at Quarter 2**

The Committee considered a report by the Chair of Environment and Transport Committee (P&R&SIC-1219-F081) that enabled the Committee to consider the recommendation from Environment and Transport Committee. The report required decisions by Policy and Resources Committee and the Council.

The Chair of Environment and Transport Committee introduced the report.

In referring to the questions raised at Environment and Transport Committee, the Director of Infrastructure Services provided Members with further detail on the proposals for the disposal of fish waste through the Waste Recycling Plant. In responding to questions, the Director of Infrastructure Services undertook to advise Councillor G Smith on the anticipated tonnage of fish waste through the Waste Recycling Plant. He also confirmed his intention to advise producers on the limitations on the tonnage of fish waste through the Plant.

In response to a question, the Director of Infrastructure Services undertook to provide Councillor Leask with information on recycling proposals for the disposal of plastic waste from farms and crofts.

Mr Thomson moved that the Committee approve the recommendation in the report. Mr McGregor seconded.

**Decision:**

The Committee RECOMMENDED that the Council APPROVE the proposed new waste disposal charges set out in detail in Appendix 1, with effect from 20 December 2018.

**Management Accounts for Community Health and Social Care Directorate 2018/19 - Projected Outturn at Quarter 2**

The Committee considered a report by the Executive Manager – Finance (F-078-F) which provided information on the Management Accounts for the Community Health and Social Care (CH&SC) Directorate showing the projected outturn position at Quarter 2.

In introducing the report, the Executive Manager – Finance highlighted the decision required relating to the transfer of £130K from the Council's contingency budget to the Directorate.

There were no questions from Members.

In referring to the projected underspend on capital as reported at Appendix 2, the Leader commented that he welcomed the update provided relating to the Eric Gray Replacement build, that the project was on schedule, with the overall project to be delivered on budget.

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

**Decision:**

The Committee reviewed the Management Accounts for the Community Health and Social Care Directorate showing the projected outturn position at Quarter 2; and RESOLVED to:

- RECOMMEND to the Council that it approves an increase in the payment for 2018/19 to the Community Health and Social Care Partnership Integration Joint Board of £130k, recognising the transfer of Cost Pressure and Contingency budget held by the Council and miscellaneous budget changes, as detailed at 4.2 below. This will increase the payment for 2018/19 to £20.955m; and
- AGREE the actions set out by the Director of Community Health and Social care in paragraph 4.5 to mitigate the projected overspend.

**Management Accounts for Policy and Resources Committee: 2018/19 - Projected Outturn at Quarter 2**

The Committee considered a report by the Executive Manager – Finance (F-090-18-F) which presented the projected outturn position for 2018/19 as at the end of the second quarter for revenue and capital.

In introducing the report, the Executive Manager – Finance referred to the £16k projected overspend on revenue, and confirmed the need to minimise expenditure going forward. In terms of capital, he advised that while there were no significant variances there was a requirement for slippage on the Lerwick Library project and Knab Site Redevelopment into 2019/20.

In responding to questions, the Executive Manager – Finance provided further detail on the main variances on revenue as reported in Section 1.1. The Executive Manager – Capital Programme undertook to provide more detail to all Members on

the lease arrangements at 6 North Ness which had resulted in the additional cost to the Council.

In responding to a question as to whether cost pressure and contingency budgets were available to all departments, the Director of Corporate Services confirmed that there was no restriction regarding who could apply for funding to support change projects. Requests would also be considered that would see funds go to Community Planning Partners and the Third Sector where projects meet the criteria and deliver against the Council's objectives and outcomes targets.

**Decision:**

The Committee NOTED the Management Accounts showing the projected outturn position at Quarter 2.

92/18

**SIC Overall Management Accounts 2018/19 - Projected Outturn at Quarter 2**

The Committee considered a report by the Executive Manager – Finance (F-076-F) which set out the overall Council projected financial position as at Quarter 2.

In introducing the report, the Executive Manager – Finance reported that actions were required to mitigate the projected overspend of £613k by the end of the financial year. He also advised that at the end of Quarter 2 there is an expectation to draw down £3.6m less from reserves than had been projected.

During debate, the Leader acknowledged the work undertaken to achieve savings this year, but advised on the overarching aspect being the ongoing challenging financial situation and the uncertainty on the funding from Scottish Government. Further comment was made to the over budget reporting at the functional Committees this cycle, where it is evident that it is becoming more challenging for Directorates to realise efficiencies and savings. The reality being that unless there is a move towards a fairer settlement from Scottish Government, it will become more difficult to maintain the level of services that the Shetland community expect and deserve.

Mr Coutts moved that the Committee approve the recommendation in the report. Ms Macdonald seconded.

**Decision:**

The Committee RECOMMENDED that the Council RESOLVES:

- To review the Management Accounts showing the overall projected outturn position at Quarter 2.
- To note that each Director will continue to monitor spend and take actions to mitigate any projected overspends as set out in the service committee reports.

93/18

**Council Investments - 2018/19 Mid-Year Performance Review Report**

The Committee considered a report by the Executive Manager – Finance (F-086-F) which enabled the Committee to review the 2018/19 mid-year investment position and performance of the Council's long term external investments, managed on its behalf by Fund Managers.

In introducing the report, the Executive Manager – Finance advised on the overall value of investments at the end of September 2018 being £354m, with the overall Council investment return for the 6-month period at 7.6%, being 0.1% above the benchmark return. He also reported on the volatility in the equity markets since September, which has resulted in the investment value falling to £338m. In referring to the new Investment Strategy, he advised on the work being undertaken to move from passive equities towards direct lending and diversified alternatives, and in that regard Members would be invited to presentations from Fund Managers on their investment mandates early next year.

In responding to questions, the Executive Manager – Finance acknowledged that there will always be uncertainty and fluctuating returns from investing. He reported however on the Council's strategy to take a long-term view to smooth out volatility, where the Council has a diversified portfolio for Fund Managers to invest, and with a sustainable draw on reserves for the medium-term a prudent plan and model is in place to meet the long-term objectives.

During debate, the Leader commented on the importance to invest for the long-term, and to continue to use reserve sustainably for the benefit of the community.

**Decision:**

The Committee NOTED the outcome of the Mid-Year Review.

94/18

**Business Transformation Programme - Update Report**

The Committee considered a report by the Director of Corporate Services (CRP-19-18-F) that provided an update on the Business Transformation Programme Phase 2.

In introducing the report, the Director of Corporate Services highlighted the progress made on the Digital First Work Stream, including the implementation of the Council's new website. In reporting on Work Stream 9, "Performance Management and Reporting" she referred Members to the Project Initiation Document (PID) at Appendix D, where she outlined the project deliverables and proposed method of delivery. She also highlighted the membership of the Project Sounding Board, advising on the proposal to include a Chair of a Council Functional Committee to promote the Council's performance reporting and support the work of the Shetland Partnership to realise their priorities, and advised that nominations would be sought in that regard.

During the discussion, reference was made to Page 6 of the PID and to the proposed involvement in the Performance Management and Reporting project by Community Planning Partners, where comment was made that while local organisations would embrace the principles for change, there could be less enthusiasm from the national organisations. The Director of Corporate Services advised however that the initial focus and key priority would be with the NHS, where the proposal would be for discussions to take place with other partners during the preparation of the Shetland Planning Partnership's Delivery Plans.

In responding to questions, the Executive Manager – ICT reported on the concerns with the Scottish Government's R100 programme in terms of funding and timescales, where the delivery of the proposals will be reliant on other solutions.

She gave an update on the roll out of 4G, where she advised on the issue on the lack of information being provided. She added that while no mobile operator would appear to have the long-term solution, the Council would continue to explore opportunities going forward. In referring to the roll out of 5G in Orkney, Mr Cooper advised on the need for Shetland to be part of the Government pilot for digital connectivity across Scotland. He stressed the need to press for better connectivity throughout Shetland and to seek local solutions particularly for the difficult to reach areas. Comment was also made on the need to continue to lobby to ensure technology is fit for purpose.

In response to comments relating to the Accommodation Rationalisation Work Stream reported in the BTP Phase 2 Programme Structure at Appendix 1, the Director of Corporate Services apologised for the omission where she confirmed that the acquisition of SLAP and the Asset Investment Strategy should have been included. In response to a question regarding a plan for properties that will soon become vacant, e.g. Montfield offices, the Director of Corporate Services advised on the work progressing on the new Asset Investment Strategy, which she said would be discussed with Members at an informal session and reported to Council during the summer.

In referring to the Performance Management and Reporting Work Stream, Mr G Smith commented on his support for the progress being made, and advised on the importance for the project structure to meet all requirements, working together with the Shetland Planning partners.

The Leader then referred to the vacancy for a Chair of a Council Functional Committee on the Performance Monitoring and Reporting Project Sounding Board. Councillor G Smith was nominated on the motion of Mr Coutts, seconded by Mr Thomson. There were no further nominations, and Mr G Smith confirmed his acceptance.

### **Decision:**

The Committee

- NOTED and CONSIDERED the information set out in the report and the Appendices;
- ADVISED the Director of Corporate Services of their views on the draft Project Initiation Document (PID) for Work Stream 9 – Performance Management and Reporting; and
- APPROVED nominations for the Sounding Board as set out in the PID.

95/18

### **Service Redesign Programme - Update Report**

The Committee considered a report by the Director of Corporate Services (CRP-20-18-F) that provided information regarding the Council's Service Redesign Programme (SRP).

In introducing the report, the Director of Corporate Services referred to the priority projects in the current financial year as detailed in Section 4.1. In that regard, she reported on the key milestone with decisions recently taken on the tertiary

education review, the significant work on transport projects and in Health and Social Care.

In responding to questions, the Director of Infrastructure Services referred to the reporting last cycle on gritting where the focus had been on arrangements over the festive period. He advised that a wider review of gritting would be reported during the first half of next year, which would consider school transport requirements. In that regard, it was suggested that contact be made with the head teachers of schools, and that the Review also take cognisance of the care workers who with a real sense of duty, travel to their clients during horrendous weather conditions.

In response to questions, it was advised that the delayed reporting on the Inter-Island Air Service Outline Business Case is to allow the proposals to consider Scatsta airport, and in terms of any implications following the purchase of SLAP. During the discussion, Mr Thomson advised on his disappointment at the delayed reporting on the Outline Business Case to allow decisions to be made. Regarding the reporting on the Licensing of Island Airports, it was reported that the main focus is work around the Foula airstrip, including operational arrangements and the safety management system. In responding to a question, the Director of Infrastructure Services confirmed that Foula had a full fire response complement at this time.

In response to a request for an update on the project to review mental health services, the Director of Community Health and Social Care reported that the focus has been on assessing individual clients to ensure all requirements are in place before any decisions can be made on efficiencies within the service. He advised on the need to look at all service areas for efficiencies to be identified to address the £200k savings to be realised. During the discussion, comment was made on reassurance given that it may not be necessary to reduce the level of mental health care in Shetland. Reference was also made to the national issues around mental health, and in particular those of young people, where the Scottish Government's recent initiatives in mental health were to be commended. In that regard, comment was made on the importance to continue focus on mental health in Shetland, and for there to be no reductions in the service locally.

In responding to a question, it was confirmed the transport operators have recently been informed on the decision to extend the existing bus contracts by one year, from August 2019 to August 2020. Mr Thomson advised that the extension is to ensure there is sufficient time to allow for a full review and a sustainable bus service for Shetland.

During the discussion, comment was made on the positive feedback received by the CAA Inspectorate on Tingwall Airport, and the staff involved were congratulated in that regard.

During debate, a Member questioned the need for three airports in Shetland, making reference to the ongoing cost pressures and to the savings to be achieved within the Council over the next 5 years. Comments were made that the information sought on the cost to the Council to run Tingwall Airport was still awaited, and that the airport could not be justified in terms of emergency landings, as helicopters can land at the landing site at Clickimin, near to the hospital. Reference was also made to the comparison between Shetland and Orkney, where Orkney has only the one airport.

Reference was made to the nature of the SRP in terms of the decisions to be made to agree the priorities to be taken forward. In that regard, a plea was made for sufficient resources into projects to allow officers to timeously present detailed information, while bearing in mind other pressures of work. The Leader made reference to the Tertiary Education Review where the Council resourced a dedicated project team to develop the business case, and decisions have been made that meet the needs of the community. In terms of prioritisation of projects within the SRP, the Leader acknowledged a difficulty as Members have different opinions in terms of the priority areas. The Leader acknowledged the work officers have undertaken in taking forward projects within the SRP, where he said that Members had to be mindful that progress on some other areas of work may be impacted.

**Decision:**

The Committee NOTED the information presented in the report and its appendices.

96/18

**External Audit Annual Report 2017/18 - Update on Recommendations**

The Committee considered a report by the Director of Corporate Services (CRP-21-18-F) that provided an update on the progress made to address recommendations highlighted within the External Audit Annual Report 2017/18.

The Director of Corporate Services introduced the report, and referred to the updates to the Annual Audit Action Plan as presented at Appendix 2. She advised on the areas of discussion when the report had recently been presented to Audit Committee, which had included the valuation of property assets, property sales and leases, participatory budgeting, community choices and the Graduate Placement Scheme.

During the discussion, it was questioned whether there was the confidence in the Council to challenge opinion of the external auditor, where particular reference was made to their opinion on best value in the community. In responding, the Director of Corporate Services said that from an officers point of view, the best response in reacting to any challenge would be to demonstrate outcomes and produce evidence. She also advised on the proposals going forward to share more information with the external auditors and improve dialogue and engagement in terms of the Business Transformation Programme, Service Resign and on Best Value. The Leader acknowledged the importance to challenge opinion, but advised also on the need to be confident as a Council to take an outcomes focus to demonstrate best value for the Council. He referred to the financial challenges on the Council from the reduced grant from Scottish Government, and on the expectation to do more with competing priorities. He advised also that engagement with the external auditors was a two way process, with the aim to achieve the best for our communities.

Reference was then made to the proposals put forward within the Action Plan, for changes to the committee structure and meetings calendar, where clarity was sought on the points raised. The Director of Corporate Services outlined the two recommendations made by Deloitte in that regard, which she advised had been formulated based on feedback from some Members. The Leader commented that a number of the recommendations from external auditors would appear to be consistent across local authorities, and therefore he questioned how specific some were to this Council.



In reporting from his recent attendance at the CoSLA Community Wellbeing Board, Mr Cooper advised that a number of authorities are going well beyond the 1% target to be subject to participatory budgeting, with some local authorities directing up to 6% of their budget. He explained that rather than decisions being made on the distribution of funds to community organisations, discussions are taking place with communities on how particular services should be delivered. Mr Cooper also advised on the software CoSLA is promoting in participatory budgeting, which has been successfully trialled in a number of areas. Mr Cooper offered to provide further information to Members from the Community Wellbeing Board on the initiatives in other local authorities.

During the discussion, a Member questioned why there could not be a greater draw on reserves for the essential services within the community. In responding, the Leader advised on his confidence that boundaries were being pushed in that regard, and on need for the Council to go forward positively, face challenges and make the most of every opportunity and to remain prudent to ensure the Council can continue to provide services.

**Decision:**

The Committee

- CONSIDERED the information presented in this report, in the appendices and the views of the Council's Audit Committee in this regard; and
- ADVISED the Council accordingly

97/18

**Risk Assessment Update**

The Committee considered a report by the Executive Manager - Human Resources (HR-20-18-F) that provided an update on Risk Assessments, which included Fire Risk Assessments across the Council.

The Executive Manager - Human Resources introduced the report. In providing an update from when the report had recently been discussed at Audit Committee, she advised that Members had welcomed the report and were clear on the assurances provided on the formal arrangements in place for health and safety management. In referring to Section 4.10 of the report, which informed on the Fire Risk Assessments and arrangements in place at the Rural Care Homes, she said that while Members of Audit Committee had been assured on the arrangements in place at residential properties, the findings of the Audit Committee were to ask that Policy and Resources Committee consider commissioning an investigation into the benefits of installing sprinkler systems.

In response to a question, the Executive Manager – Human Resources gave assurance on the fire safety measures in place at the rural care homes. In that regard, she referred to the Fire Risk Assessments completed by trained and competent persons, the annual reviews undertaken by the Fire and Rescue Service in addition to reviews and checks carried out by Council officers.

In referring to the lengthy discussion at Audit Committee, Mr Duncan confirmed that he had accepted the assurances in the report on the risk assessments and fire risk assessments at Care Homes and that all are fully implemented and complied with.

He said however that he believed there should be additional fire safety measures, and that sprinkler systems should be installed at rural care homes to protect the vulnerable clientele who can be physically frail, and in some cases staff can be dealing with palliative care. He advised on his concern in relation to the ratio of clients to staff at care homes, while he accepted that the Council complies with Care Inspectorate requirements in that regard. He advised on his further concern should there ever be a fire at a care home that should the local fire response be unavailable, there would be a further delay in back up response attending. He added that should there be an exceptionally bad incident the cost in time and money to the Council could be substantial.

In referring to the recommendation from Audit Committee to Policy and Resources Committee, Mr Duncan moved that an independent adviser be commissioned to investigate and carry out a full risk assessment to be presented to the Policy and Resources Committee of our Care Homes with respect to fire control measures, to assure us, or recommend further preventative measures. This report should include our one local independent provider, with their agreement. Mr McGregor seconded.

During the discussion, some Members spoke in support of the motion, for an investigation to be carried out at this stage, which would ensure that the best fire safety measures are in place to protect the vulnerable people in the care homes.

However, some Members questioned whether there was a need for such an investigation, when assurance has been given by professionals and those trained in risk assessments that all properties are safe in terms of fire. Reference was also made to the expertise in the Council and in the Fire Service on the health and safety arrangements and fire regulations in place, who are satisfied on the arrangements, and that staff in the care homes are trained in fire safety.

During the further discussion, it was questioned whether sprinkler systems were the modern means to go forward, and that misting systems could be more effective and cause less damage to the building. It was also reported that due to the construction of the rural care homes it could be technically challenging to install sprinkler or misting systems into the buildings.

In response to a concern regarding the cost to undertake the independent review when a business case has not been carried out to establish additional fire safety measures are required at care homes, Mr Duncan advised for the business case to be undertaken and then there could be dialogue with Shetland Charitable Trust, who own the care centres, and also with the independent care provider.

### **Decision:**

The Committee:

- NOTED the information set out in this report and the appendices;
- ADVISED the Director of Corporate Services of any additional information required in order for the Committee to be able to provide assurance to the Council regarding the issues covered in the report; and
- ADVISED the Council of the Committees views in this regard, and that given the recommendation from the Audit Committee, for an independent adviser to be commissioned to investigate and carry out a full risk assessment to be presented

to the Policy and Resources Committee of our Care Homes with respect to fire control measures, to assure us, or recommend further preventative measures. This report should include our one local independent provider, with their agreement.

98/18

**Active Shetland Strategy**

The Committee considered a report by the Executive Manager – Sport and Leisure (CS-44-18-F) that presented information on the Active Shetland Strategy 2018-2023.

The Executive Manager – Sport and Leisure introduced the report and the Active Shetland Strategy. He highlighted a number of typographical changes that would be made to the Strategy document, and advised on the support for the Strategy at Education and Families Committee.

Mr G Smith confirmed the unanimous support for the Active Shetland Strategy at yesterday's Education and Families Committee, referring to the evidence that more activity can reduce costs in terms of ongoing health issues. He also referred to the partnership working and contribution towards the Shetland Partnership Plan. Mr G Smith moved that the Committee approve the recommendation in the report. Mr Leask seconded.

**Decision:**

The Committee RECOMMENDED that the Council approve the proposed Active Shetland Strategy 2018-2023, and agrees that it replaces the Sports and Physical Activity Strategy within Part A of the Council's Constitution and Policy Framework, to be managed by the Education and Families Committee.

99/18

**Asset Investment Plan - Progress Report**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-10-18-F) providing information on the progress of the projects contained within the Asset Investment Plan which are currently underway in 2018/19.

In introducing the report, the Executive Manager – Capital Programme advised on the requirement to re-profile the Vehicle and Plant Replacement Programme budget as set out in Section 4.5.

During the discussion, while reference was made to the delay to progress the new Toft Pier project due to the uncertainty on external funding, it was however confirmed that proposals for business development at the Pier would be included in the business case when presented to Council.

In response to a comment on the delay with the Ferry Replacement Programme, the Leader advised on a forthcoming meeting with the Minister for Energy, Connectivity and the Islands where the replacement programme would be discussed. The Leader advised that he would update Members following that meeting.

In response to a question, the Executive Manager – Capital Programme advised that he would liaise with the Roads Service for an update to be provided to Members on any proposals for major road improvement projects.

During debate, Mr T Smith commented that he was pleased to note that the works had been undertaken to the Tingwall Airport Hangar door and the project completed under budget.

On the motion of Mr Coutts, seconded by Mr Leask, the Committee approved the recommendation in the report.

**Decision:**

The Committee RECOMMENDED that the Council notes the progress and budget re-profiling of projects within the Asset Investment Plan.

100/18 **Asset Investment Plan - Business Case: ICT Virtual Infrastructure**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-12-18-F) that provided information on a Business Justification Case in relation to ICT Virtual Infrastructure.

After hearing the Executive Manager – Capital Programme introduced the report, and provide a summary of the business justification case, Mr Coutts moved that the Committee approve the recommendation in the report. Mr Cooper seconded.

**Decision:**

The Committee RECOMMENDED that the Council RESOLVES to approve the proposal described in Section 4.3 of the report.

*(Mr T Smith and Mr Thomson left the Chamber)*

101/18 **Asset Investment Plan - Business Case:  
Children's Resources, Residential Childcare for Looked After Children**

The Committee considered a report by the Executive Manager – Capital Programme (CPS-11-18-F) that presented information on the Strategic Outline Case in relation to Residential Childcare for Looked After Children.

The Executive Manager – Capital Programme introduced the report. In providing a summary of the Strategic Outline Case, he advised on the spend to save proposal and that there was a proposed site available with planning consent. In that regard, he advised on the proposal to progress the project to a full business case.

During the discussion, reference was made to the discussion at Education and Families Committee where it had been confirmed that the Full Business Case would consider alternative sites to ensure the best long term solution. The Executive Manager – Capital Programme provided an indicative timescale for the project, advising on the intention to be on-site in September 2019 followed by the construction period of approximately one year.

During debate, Mr G Smith advised that the proposals set out in the report will improve the outcomes for young people in care. He advised on the support for the preferred option for a new build residential childcare service, noting that there is a preferred location but that other locations will be considered as part of the business case. Mr G Smith moved that the Committee approve the recommendation in the report. Mr Duncan seconded.

**Decision:**

The Committee considered the recommendation from Education and Families Committee; and RECOMMENDED that the Council RESOLVES to instruct the Director of Children's Services to develop a Full Business Case in relation to Residential Childcare for Looked After Children, as described in Appendix A to the report for consideration at the next available committee cycle.

*(Mr T Smith and Mr Thomson returned to the meeting).*

102/18 **Policy and Resources Business Programme 2018/19**

The Committee considered a report by the Director of Corporate Services (CRP-25-18-F) that enabled the Committee to consider its business planned for the remaining quarter of the current financial year.

The Director of Corporate Services introduced the report.

During a brief discussion, reference was made to a special meeting of the Council to be arranged for 16 January 2019 where detail would be provided on the provisional settlement from the Scottish Government.

**Decision:**

The Committee NOTED business planned for the remaining quarter of the current financial year.

103/18 **Corporate Risk Register**

The Committee considered a report by the Director of Corporate Services (CRP-24-18-F) that highlighted recent changes and presented the current Corporate Risk Register.

The Director of Corporate Services introduced the report.

There were no questions, and the Committee noted the report.

**Decision:**

The Committee NOTED the content of the report.

**Mr Coutts 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. Ms Macdonald seconded.**

*(The media left the meeting).*

*(Mr G Smith left the meeting).*

*(Mr Coutts left the meeting. Ms Macdonald, Vice-Chair of the Committee, took the Chair).*

104/18 **Confidential Corporate Risk Register**

The Committee considered a report by the Director of Corporate Services that presented the current Confidential Corporate Risk Register and which complements the Corporate Risk Register report, as presented earlier on this meeting's agenda.

The Director of Corporate Services introduced the report, and gave an update on Risk R00007.

**Decision:**

The Committee NOTED the content of the report.

105/18

**Asset Investment Plan - Business Case - Staff Travel (Care at Home Service)**

The Committee considered a report by the Executive Manager – Capital Programme, that presented information in relation to a Business Justification Case for a Staff Travel Project for the Care at Home Service.

The Executive Manager – Capital Programme introduced the report, and provided a summary of the Business Justification Case.

In responding to questions from Members, the Executive Manager – Environmental Services advised on the make and model of vehicle proposed, which he said had been decided following consultation with Care at Home staff. He reported that the small cars proposed are very efficient and would be fitted with modern safety electronics and tyres appropriate for the Shetland roads. Each driver will be allocated a PIN number to monitor driver safety, receive instruction in terms of familiarisation on the car and systems, and would be insured through the Council's insurance. In responding to a further question, he advised on the proposal to start roll out of the vehicles from April 2019, and to stagger implementation on a Care Home basis.

During debate, reference was made to the Case Study, where the Isleshavn care at home team who had trialled a Council provided vehicle had reported as feeling more valued, safer due to the vehicle tracking and less vulnerable to vehicle breakdown.

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

**Decision:**

The Committee RECOMMENDED that the Council RESOLVES to approve the recommendation in the report.

The meeting concluded at 1.30pm.

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Chair