

MINUTES

B – PUBLIC

Policy and Resources Committee
Council Chamber, Town Hall, Lerwick
Monday 11 February 2019 at 10am

Present:

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

Apologies:

A Duncan	R McGregor
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In Attendance:

C Ferguson, Director of Corporate Services
D Bell, Executive Manager – Human Resources
M Craigie, Executive Manager – Transport Planning
J Manson, Executive Manager - Finance
J Riise, Executive Manager – Governance and Law
R Sinclair, Executive Manager – Capital Programme
H Sutherland, Head of Planning and Modernisation, NHS
J Sutherland, Deputy Executive Manager - Children's Social Work
F Johnson, Health and Safety Manager
K Adam, Solicitor
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 Thomson declared an interest in the report "Taxi Tariff Review", as he is a taxi licence holder. Mr Thomson advised that he would leave the Chamber during that item.

Minutes

The minutes of the meeting held on 11 December 2018 were approved on the motion of Mr Leask, seconded by Ms Macdonald.

The minutes of the meeting held on 19 December 2018 were approved on the motion of Mr Scott, seconded by Ms Macdonald.

1/19

Management of Occupational Road Risk Policy

The Committee considered a report by the Executive Manager – Human Resources (HR-01-19-F) that presented the new Management of Occupational Road Risk Policy.

In introducing the report, the Executive Manager – Human Resources advised on the aims of the Policy. She confirmed that the Policy would be accompanied by two Drivers Handbooks, namely the Fleet Drivers Handbook that was currently in place, and the “Grey Fleet” Handbook, that applies to employee owned vehicles, and was currently being drawn up. She reported on the good engagement and discussion when the report had been presented to the earlier meetings, and she outlined a number of proposed changes which would provide clarification on certain areas within the Policy. The Executive Manager – Human Resources added that some further work would be required to finalise the Policy and the Grey Fleet Handbook, and in that regard she suggested delaying the launch of the Policy to 1 April 2019.

The Executive Manager – Human Resources advised on the importance for all staff to be aware of the insurance requirements for driving their vehicle at work, and she confirmed that there would be a ‘hard’ launch of the Policy to ensure all staff within the Council are fully informed.

In responding to questions, the Executive Manager – Human Resources advised from the Council’s Lone Working Policy, the requirement for good communication between each lone worker and their Line Manager. Regarding staff who have any concerns to drive as part of their work during extreme weather conditions, she referred Members to the bullet points in Section 7.4 of the Policy, that care at home staff should highlight any vulnerable clients to their Line Manager, where it would be the Line Manager’s responsibility for that client to receive care.

During discussion, reference was made to historical reports from drivers of Council vehicles, on the delays from reporting the need for repairs to be undertaken to Council owned vehicle until the repairs were carried out, and it was questioned whether any statistics was held in that regard. The Executive Manager – Human Resources advised that she was not aware of any such issues, referring to the Council’s duty of care, for all vehicles, machinery and equipment used as part of work to be safe. Reassurance was also given on the robust process in place within Fleet Management that all fleet vehicles have a weekly documented check to identify any defects and for any repairs to be carried out.

During debate, comment was made that the report and Policy was welcomed, and in terms of the further work to finalise the Handbooks, it was considered appropriate to delay the launch of the Policy until 1 April 2019. In that regard, Mr G Smith moved that the Committee approve the recommendation in the report, with the addition that the launch of the Policy is delayed to 1 April 2019. Mr Coutts seconded.

Reference was then made to the discussion at the College Lecturers Joint Consultative Committee, on the need for clarification to be provided to all staff on insurance requirements for driving their vehicle at work, and that concern had been raised at the additional workload on Line Manager to check documentation. In commenting that the meeting had moved into debate, the Leader said that points raised during consultation would be taken into account when finalising the Policy and Driver Handbook.

Decision:

The Committee RESOLVED to approve the new Policy on the Management of Occupational Road Risk, from 1 April 2019.

(The Chair advised on the need to change the order of Agenda items, and that the Taxi Tariff Review report would be taken next).

(Mr Thomson left the Chamber).

2/19

Taxi Tariff Review

The Committee considered a report by the Transport Policy and Projects Officer (DV-03-19-F) that sought approval for a table of tariffs to be used as the basis for statutory consultation and reporting.

In introducing the report, the Executive Manager – Transport Planning provided an overview of the proposed changes to the tariffs, and advised on the introduction of a new tariff to provide clarity to tourists on the cost of taxi excursions. He added that following statutory consultation, a report on implementation of the new charges would be presented in June 2019.

During the discussion, it was questioned whether there were any proposals to monitor the quality of the taxi tours to ensure a good quality experience for tourists. The Executive Manager – Transport Planning reported that consideration is being given to incorporating conditions in the granting of taxi licences where operators should undertake training in areas such as customer service, as part of the Licensing process, and that the Service will work with the Shetland Taxi Owners Association (STOA) to promote safety and quality standards for the taxi tours. In that regard, the Executive Manager – Transport Planning suggested that an update report could be prepared in due course.

During the discussion a suggestion was made for tourist operators to be informed on the excursion rates for taxi tours of Shetland, so that cruise passengers can be made aware of the service and the costs.

During debate, an overview was provided from the discussion at Environment and Transport Committee. Mr G Smith moved that the Committee approve the recommendation in the report. Mr Coutts seconded.

Decision:

The Committee RESOLVED to approve the table of tariffs given in Appendix 1 as the basis for statutory consultation and reporting as set out in Appendix 2

3/19

Domestic Abuse and Sexual Violence Strategy 2018-2023

The Committee considered a report by the Consultant in Public Health Medicine, NHS Shetland (CC-08-19-F) that sought approval for a revised Domestic Abuse and Sexual Violence Strategy, on behalf of the Shetland Domestic Abuse Partnership.

The Executive Manager – Governance and Law referred to the Council's Standing Orders for meeting in terms of a Council official to be present to advise on any policy decisions, and he undertook to follow up to ensure a Council officer is in attendance for any similar reporting to Council.

The Head of Planning and Modernisation, NHS, summarised the main terms of the report, and advised on the robust Action Plan that has been drawn up with the aim to address and prevent Domestic Abuse and Sexual Violence in Shetland. In

referring to earlier reporting, she confirmed that the IJB had approved the formal Direction taking an outcomes based approach, and the Education and Families Committee had approved the Strategy.

During the discussion, Members advised of their concern at the withdrawal of funding from the Multi-Agency Risk Assessment Conference (MARAC), which it was advised was an area that would require dedicated and additional resources going forward. It was also noted that a number of organisations that form part of the Shetland Domestic Abuse Partnership are currently stretched financially in terms of reduced funding.

In responding to a question, the Head of Planning and Modernisation undertook to confirm to Mr Leask whether there was representation from the LGBT community during the development of the Strategy.

(Mr Thomson returned to the meeting).

During debate, Mr G Smith advised from reporting to Education and Families Committee on the importance to recognise children and young people are affected by domestic abuse and sexual violence, and on the need for recognition within the community that the issues do not only affect adults. The issues affecting children and young people need to be addressed, and the outcomes in the Strategy will help improve the lives of those children. Comment was also made that the Strategy was welcomed in terms of the multi-agency approach, however concern was expressed on the resources to deliver on the outcomes, where funding constraints remain a constant challenge. In that regard, a plea was made for decisions on funding to organisations to recognise the impact on the individuals. There also has to be recognition for domestic abuse and sexual violence to be regarded as an acute service, in supporting the most vulnerable adults in crises. Further comment was made on the importance to address coercive and controlling behaviour and for perpetrators to be supported to manage their behaviour. Reference was made to the multi-agency approach to deliver on the Strategy, and on the potential for increased reporting from Community Planning Partners going forward, where comment was made on the need for a mechanism to be put in place to allow that to happen in early course.

Ms Macdonald echoed the importance for reporting the Strategy to the Education and Families Committee, but added that the main activity in terms of delivery would be with the IJB. Ms Macdonald moved that the Committee approve the recommendation in the report. Mr Cooper seconded.

Decision:

The Committee COMMENTED and REVIEWED issues which they saw as significant to meeting the objectives of the Shetland Islands Health and Social Care Partnership's Strategic Commissioning Plan 2017-2020 with regard to Domestic Abuse and Sexual Violence; and APPROVED the Shetland Domestic Abuse and Sexual Violence Strategy 2018-2023, included as Appendix 1.

Asset Investment Plan – Business Case – Residential Childcare

The Committee considered a report by the Executive Manager – Capital Programme (CPS-01-19-F) presenting the Full Business Case for Residential Childcare for Looked After Children.

In introducing the report, the Executive Manager – Capital Programme reported that the Full Business Case assessment had included further detail in terms of the financial, management and commercial cases, and had considered alternative sites and comparisons between the Council procuring the facility, rather than in partnership with the HHA. He confirmed the Education and Families Committee had supported the recommendation for the Council to proceed to procure the facility in partnership with Hjaltland Housing Association.

In responding to questions, the Executive Manager – Capital Programme clarified that the more detailed financial assessment undertaken comparing the Council procuring the facility, against procuring the facility in partnership with HHA, related only to Option 3. The Deputy Executive Manager - Children's Social Work advised on the domestic style building at Option 3, that would best support independent living skills and young people leaving care. It was also confirmed that alternative sites in Lerwick had been explored at an early stage in the project. The Executive Manager – Capital Programme advised that the proposed location for the facility outwith Lerwick would be part of a scheme currently being developed by HHA. During the discussion, Members were advised on the benefits of a location outwith Lerwick, providing young people the opportunity to settle into a smaller community and into a new housing development. The location was also only a short distance away from Lerwick. In that regard, the Deputy Executive Manager – Children's Social Work advised that the Service has use of a dedicated vehicle to transport service users, and that the older children and young adults would be encouraged to use public transport. Children and young people who use the facility would also be encouraged to continue to maintain links in the community they came from, at any location through Shetland.

In responding to questions, the Deputy Executive Manager – Children's Social Work advised that there has been no consultation to date with the local community in terms of proposals for the facility being built in their area. He added however, that consultation would form part of the Planning application process.

During debate, comment was made that this was a good example of a project that will best meet the outcomes of the Service, which will bring savings to the Council and reduce the number of off-island placements. The facility will ensure better outcomes for young people in the care, and provide them with a new homely environment, as part of a wider project with HHA. Reference was also made to the obligations on the Council, as Corporate Parents, to improve life chances of young people and ensure children in care get the best possible start.

Comment was also made on the need to ensure continued support to young people as they leave the care settings to make the transition to live on their own. It was stressed that successful transitions will benefit the individuals and also in terms of costs and resources on the Council and other service providers.

On the motion of Mr G Smith, seconded by Mr Coutts, the Committee approved the recommendation at 1.2 of the report.

Decision:

The Committee APPROVED the recommendation from the Education and Families Committee, namely to:

- RECOMMEND that the Council adopt the preferred Option 3;
- procure the facility in partnership with HHA; and
- approve an associated budget in the Council's 5-year Asset Investment Plan

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 item of business. Ms Macdonald seconded.

5/19 Infrastructure Services Department – Executive Management Restructure

The Committee considered a report by the Director of Infrastructure Services, that presented proposals to restructure the Executive Management of the Infrastructure Services Department.

The Executive Manager – Human Resources summarised the main terms of the report, advising on the existing vacancies within the Service, the temporary arrangements in place, and the proposals going forward.

On the motion of Mr Thomson, seconded by Mr Coutts, the Committee approved Section 1.3 of the report.

Decision:

The Committee RESOLVED to approve the recommendation at 1.3 of the report.

The meeting concluded at 11.15am.

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Chair