



Shetland Islands Council

MINUTE

A

Executive Scrutiny Committee
Council Chamber, Town Hall, Lerwick
Wednesday 21 June 2006 at 2.15 p.m.

Present:

J P Nicolson	B Cheyne
L G Groat	R G Feather
F A Robertson	T W Stove

Apologies

F B Grains	I J Hawkins
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In attendance (Officers):

J R Smith, Head of Organisational Development
P Peterson, Performance Management Co-ordinator
A Cogle, Service Manager – Administration

Circular

The circular calling the meeting was held as read.

Minute

The minute of meeting held on 8 May 2006, was confirmed.

Min. Ref.	Subject	Action/ Info
11/06	Checklist and Terms of Reference for Investigation into Gender	
1	Balance in the SIC	
2	The Committee considered the terms of investigation (Appendix 1), and agreed that the topic met the majority of the criteria and qualified for inclusion in the Committee's Work Programme.	
3	The Head of Organisational Development confirmed that work had already begun on collecting information for comparative analysis. Further information would be sought from local authorities with regard to their method of reporting, and pay scales. After discussion, the Committee agreed that a report on the analysis be brought to a meeting in August, with a view to structuring the form of	

	interviews with staff at a following meeting.	
12/06	<u>Checklist and Terms of Reference for Investigation into Housing Voids</u>	
1	The Committee considered the terms of investigation (Appendix 2) and agreed that the topic met the majority of the criteria and qualified for inclusion in the Committee's Work Programme.	
2	The Committee noted that the Head of Housing and Capital Projects, and his staff, were happy to provide as much information as possible to the Committee. It was noted that this was assisted by the level of monitoring already apparent within the Housing Service, but that further analysis of the information would be required, as well as discussion with the Hjalmland Housing Association.	
3	It was agreed that advice and discussion with Members would take place as the programme progressed, and that the investigation interview on Housing Voids would be planned for the end of August.	
13/06	<u>Focus Sessions and Timetable</u>	
1	The Committee considered the list of service areas which would be eligible for focus sessions (Appendix 3).	
2	After discussion, the Committee agreed that priority sessions would be held with Building Services and Environmental Services, and depending on progress, would be planned for the end of August.	
14/06	<u>Service Recognition Awards</u>	
1	The Committee discussed the possibility of commencing Service Recognition Awards, similar to those carried out in other authorities and by CoSLA.	
2	The Performance Management Co-Ordinator agreed to circulate the criteria and guidelines used by CoSLA to Members, as the basis for further discussion.	
<p>The meeting concluded at 2.35 p.m.</p> <p>J P Nicolson CHAIRPERSON</p>		

Scrutiny Committee
21 June 2006 Public Minutes