

Head of Service: Jan-Robert Riise
Chief Executive: Morgan H Goodlad

Legal and Administration
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If calling please ask for
Anne Cogle
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Date: 6 September 2007

Dear Sir/Madam

You are invited to the following meeting:

**Shetland Islands Council
Council Chamber, Town Hall, LERWICK, Shetland Isles
Wednesday 12 September 2007 at 10:00am**

Apologies for absence should be notified to Anne Cogle at the above number, or to Mrs Margaret Clark, Members Secretary, on Lerwick 744514.

Yours faithfully

Head of Legal and Administration

Member: Allan Wishart

- (a) Hold circular calling meeting as read.**
- (b) Apologies for absence, if any.**
- (c) Confirm minutes of meeting held on 4 July 2007 (previously circulated).**
- (d) Members' attendance at external meetings - update.**
- (e) Petitions, if any.**
- (f) Minutes of Committees**
- (g) Minutes of Sub-Committees and Boards**
- 1. Scheme of Members' Approved Duties, Expenses and Allowances to End**
- 2. Representation to Convention of Scottish Local Authorities (CoSLA) Executive Groups to End**
- 3. Appointments to External Organisations to End**

4. **Schedule of Meetings 2008 to End**
5. **Changes to Harbour Board to End**
6. **NAFC Marine Centre - Strategic Review to End**
7. **Viking Energy Ltd - Community Ownership and Company Structure to End**
8. **Shetland Animal Health Scheme to End**
9. **Management Accountancy Service - Restructuring Report to End**
10. **Fund Manager Review 2006/2007 to End**
11. **Single Status Update to End**
12. **Leave Policy - Part 1 to End**
13. **Policy on the Management of Hand Arm Vibration Syndrome to End**
14. **Corporate Killing to End**
15. **Tamil Nadu Shetland Exchange to End**
16. **Corporate Improvement Plan Development to End**
17. **Capital Programme - Capital Programme Review Team (CPRT) August 2007 to End**
18. **External and Internal Works to Town Hall and Stonework Repairs to Lystina House to End**

THE FOLLOWING ITEMS CONTAIN EXEMPT INFORMATION.

19. **Anderson High School - Selection of Works Contractor to End**
20. **For Information - Employees JCC - 7 August 2007 to End**