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Date: 25 August 2020

Dear Sir/Madam

You are invited to the following meeting:

Environment and Transport Committee
Remote Link via Teams
Tuesday 1 September 2020 at 2pm

In terms of Section 50A(3A) of the Local Government (Scotland) Act 1973, as introduced by Schedule 6, Paragraph 13 of the Coronavirus (Scotland) Act 2020, the public are excluded from attendance at this meeting.

Please note that this meeting will be recorded and published online for public access after the meeting.

Apologies for absence should be notified to Leisel Malcolmson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: Mr R Thomson
Vice-Chair: Mr R McGregor

AGENDA

- (a) Hold circular calling meeting as read.
- (b) Apologies for absence, if any.

- (c) Declarations of Interest – Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
- (d) Confirm minutes of meeting held on i) 21 January 2020 and ii) 9 March 2020 (enclosed).

ITEM

- 1. Environment & Transport Performance Report - Q1 2020/21 – Infrastructure Directorate
ISD-10
- 2. Environment and Transport Committee Business Programme – 2020/21
ISD-11



Shetland Islands Council

MINUTE

A&B - PUBLIC

**Environment and Transport Committee
Council Chamber, Town Hall, Lerwick
Tuesday 21 January 2020 at 10.00am**

Present:

P Campbell	S Coutts
C Hughson	S Leask
A Manson	R McGregor
A Priest	D Sandison
G Smith	R Thomson

Apologies:

A Manson (for lateness)

In Attendance (Officers):

J Smith, Director of Infrastructure Services
D Coupe, Executive Manager – Roads
M Craigie, Executive Manager – Transport Planning
J Manson, Executive Manager - Finance
C Symons, Executive Manager – Environmental Services and Estate Operations
C Bragg, Team Leader – Waste Management
N Hutcheson, Team Leader – Roads
M Lisk, Team Leader – Carbon Management
P Wishart, Solicitor
Y Scott, Burial Services Officer
B Kerr, Communications Officer
L Malcolmson, Committee Officer

Also in Attendance

Mr Scott
Mr T Smith

Chair:

Mr Thomson, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interests

None

Minutes

The Committee approved the minutes of the meeting held on 20 November 2019 on the motion of Mrs Hughson, seconded by Mr Priest.

Petition – Speed Limit, Tresta

The Chair drew attention to the terms of the petition at agenda Item E and read the following response from the Team Leader – Asset and Network:

“There have been a number of requests in recent years for a reduced speed limit on the A971 at Tresta. This petition, in common with the majority of these requests, cites excessive vehicle speeds witnessed on the road as the main reason that a reduced limit is required. To date these requests have been refused as this length of road does not meet the criteria for a 50 mph given in the national guidance for the setting of local speed limits. However, the Roads Service have recently provided a bus layby at the Sandsound Junction to improve the safety of both bus and road users. Improved warning signage, road markings and verge markers are also to be installed in the near future”

Mr Thomson moved that a further report be presented to Committee in two meeting cycles of this Committee. Mr McGregor seconded.

During comments it was noted that the national guidance does not reflect the views of the local communities. It was requested therefore that the report to be presented consider the views of the residents in the area.

(Ms Manson attended the meeting)

The Convener said that he was content with the approach taken but acknowledged that drivers in the area have a responsibility to drive considerately.

Decision:

The Committee instructed officers to provide a report to Committee within two meeting cycles.

01/20 **Infrastructure Directorate Performance Report
Environment & Transport Committee Performance Report;
Quarter 2 and Quarter 3 to 31 December 2019**

The Committee considered a report by the Director of Infrastructure Services (ISD-05-20-F) that summarised the activity and performance of the Infrastructure Directorate for Quarter 2 and Quarter 3 to December 2019.

The Director of Infrastructure Services introduced the main terms of the report, and advised that the service had received an award for the most improved performance from the Association for Public Service Excellence (APSE) and the Committee viewed the award.

The Director of Infrastructure Services advised that a report would be brought to Committee to explain how close to capacity the Council is in maintaining existing services with the current fleet.

The Director of Infrastructure Services also advised that there would be a review and adjustments to be made in terms of Climate Change including any consequences.

The Chair congratulated the Fleet Management team on winning this National award and for their achievements over the last year and said that he looked forward to seeing that commitment continue into the future.

In responding to questions, the Director of Infrastructure Services advised that the upgrade to the furnace noted at paragraph 4.2.5 would mean that the replacement would burn the waste hotter and cleaner and although it would not make a huge difference to emission it would ensure compliance with the Council's emissions obligations.

In terms of LED lanterns noted at paragraph 4.2.2, the Executive Manager – Roads anticipated a completion of the plan by March 2021.

Reference was made to paragraph 4.4.1 and an update was sought on the Scottish Government Fair Funding and what the Committee could do in terms of lobbying. The Leader advised that this was a recurring theme and in terms of corrective action there needs to be action in terms of unfairness Shetland suffers. He explained that all information in terms of revenue costs of continuing the service had been submitted in July 2019 which highlighted a revenue shortfall of £9.49m as the cost of running the service. The Leader said that full funding from the Government, in line with the Islands Plan, was expected and he could see no other option but full funding coming to Shetland. The Leader went on to advise that a priority was the Fair Isle ferry and information on the business case had been shared with the Government and that funding for the Fair Isle ferry is expected to be part of the funding solution. The Leader said that the issue of fair funding was ongoing and there were no unanswered questions from the Scottish Government, other than whether or not to treat Shetland fairly. The Vice-chair spoke in support of the Leader's comments and said that it was important that fair funding for ferries is received from the Scottish Government who are required to look after remote areas.

In response to a question raised from paragraph 4.6.1, the Director of Infrastructure Services advised that the Linkspan repair and life extension programme would be circulated, together with an update, to Members following the meeting.

Comment was made in regard to the road to the recycling point and the school in Fair Isle. The Director of Infrastructure Services advised that the Road Condition Inspection from July 2019 would be reviewed and discussions would also be undertaken with the Fair Isle Community to see what could be done in regard to any specific issues.

Comment was made in regard to paragraph 4.7, in terms of the delay in completing the recycling shed resulting in no income. In that regard, the Director of Infrastructure Services was asked what lessons had been learned. He advised that overall planning should have been done earlier and officers had not anticipated the time it would take to organise the complementary activities. He said that key projects tended to progress well where others took longer but the whole exercise for the recycling shed had taken longer than anticipated. The Director of Infrastructure Services said

there needed to be more effective partnership working to avoid delays. He added that there had been complexities with the contractor that would have been avoided had the project started earlier.

In responding to a question in regard to paragraph 4.7, and the lower than budgeted income from Scord Quarry, the Executive Manager – Roads advised that the income depended upon the private sector and on activity in the construction industry. He said that it was expected that this position would recover next year.

During debate, staff were congratulated for the progress reported at paragraph 4.4.2 in regard to the LED street lighting programme. Reference was also made in regard to the level of work carried out on the Cullivoe Road, however it was noted that Members were keen to see progress on other projects and a further request was made that the report requested in November, on the Strategic Roads network priority list, would be brought to the next meeting on 10 March 2020.

Comment was made in regard to the positive developments that contribute to the Council becoming ever more efficient but despite progress the Infrastructure Department's targets on climate change continue to be hindered by the issue of ferries which is not likely to be resolved quickly. The Chair said that the statistics were clear and that the ferry fleet contributed to half of the Council's emissions and although there was excellent work going forward on climate change Shetland remained an Island community that depended on the lifeline ferries. The Chair remarked that fixed links would be one solution.

The Leader said that what was clearly needed was the acknowledgement from the Government for full and fair funding, adding that the problem could go away in a hurry with the necessary funding from the Government.

The Leader and the Chair were commended on their handling of the fair funding for ferries matter. The approach with the Government had been done in a practical manner having identified costs agreed by Transport Scotland. There had been no antagonism and Officers and the Leader had worked well together with Transport Scotland and Ministers gaining mutual trust. Comment was made that the wider community of Shetland need to understand that this had been the approach of the Council should there be any indication by the Government Ministers not to fund.

Decision:

The Committee **NOTED** the;

- plans and progress in 2019/20 and
- proposals for 2020/21 activity and priorities

02/20 **Grounds Maintenance Provision - Burial Grounds & Amenity Areas**

The Committee considered a report by the Executive Manager – Environmental Services and Estate Operations (EO-01-20-F) that presented

an overview of the current provision and standards of grounds maintenance across Shetland's burial grounds and amenity grass areas.

The Executive Manager – Environmental Services and Estate Operations introduced the report referring to the detail provided in Section 4. The Executive Manager – Environmental Services and Estate Operations responded to a number of technical questions regarding the impact of the weather conditions last year on the growth of the grass and how increased cuts this year should improve mulching. He advised however that he would report next year on the matter of grass collection.

Reference was made in regard to the cutting of some amenity areas such as Wormadale view point and the Executive Manager – Environmental Services and Estate Operations agreed to consider if there are amenity areas that do not require to be cut if they are not the Council's responsibility.

In terms of safety implications, it had previously been agreed that safety implications would not have an impact on current service levels, the Executive Manager – Environmental Services and Estate Operations agreed to advise Members on what impact safety implications are having and why.

It was acknowledged that the Grounds Maintenance Provision was reducing from five to one contract and concern was expressed that there may be some issues geographically. The Executive Manager – Environmental Services and Estate Operations explained that the contracts had been tendered separately in the past but had been won by one contractor.

Further reassurance was given to the Committee that the report set out that all graveyards, used and unused would be included within the grass cutting programme.

Comment was made that the visual appearance of amenity areas was very important and that the Council was setting standards and conditions in that regard. It was suggested that there should be an expectation that Council housing scheme amenity areas should also meet the standards set out in paragraph 4.8 category 4 and the Executive Manager - Environmental Services and Estate Operations was asked what resources could be put to that. The Executive Manager - Environmental Services and Estate Operations commented on the cost implications but said he was happy to take a recommendation but additional costs would require an increase in budget or the costs would have to be balanced out across the other services.

Following further discussion and debate, the Chair moved that the Committee approve the recommendations contained in the report. Mr Sandison seconded.

Decision:

The Committee **RESOLVED** to approve:

- That the cutting frequency of Burial Grounds grassed areas is harmonised with Amenity Areas and classified as Category 2 across all

yards. This means that grass shall be mown to maintain a mean height between a maximum growth height of 15 cm and a minimum mower setting of 7.5 cm. Any shortfall in resource will be contracted out on a flexible basis;

- That the current area based contracts for grounds maintenance to Amenity Areas is merged into one Shetland-wide contract to maximise the economies of scale, thus easing contract management and administration; and
- That the collection of mown grass be reviewed by Committee after this year's growing season for both Burial Grounds and Amenity Areas. This will allow evaluation on the impact of more frequent cuts across Burial Grounds on the basis that it will result in better and less visually obtrusive mulching, thus offsetting the need to collect grass at considerable expense; and

RECOMMENDED that the Policy and Resources Committee and Shetland Islands Council approve the budget increase, to implement the measures described in 1.1, of approximately £41,453.

03/20 **Winter Maintenance Review 2020**

The Committee considered a report by the Team Leader – Asset and Network (RD-01-20-F) that provided information on the Winter Maintenance Review 2020.

The Executive Manager – Roads introduced the report.

During questions, comment was made that the report had taken into account the concerns raised. It was noted that 50km of roads were not treated prior to schools starting and pupils would be travelling on untreated roads. The Executive Manager – Roads advised that since writing the report the untreated roads had been reduced to 35km. He agreed to provide the detail on the 35km not covered in the measures set out in the report. He went on to explain that this this would only be an issue on a small number of days and that Officers would continue to reassess any given situation on a permanent basis. Members were reassured that the information sought was in order to be better informed and that it was acknowledged that on some days some people would be concerned that pupils would be travelling to school on certain sections of untreated road.

In response to a question on the salt/grit use, the Executive Manager – Roads drew attention to section 4.4 which looks at when the use of salt will be required. He also explained the salt/grit mix ratios and advised that there was clear guidance on what should be used. During further discussion the consequences of using more of one or the other was highlighted and that the more use of grit there is the more there is to clean up to avoid drainage blockages. The Executive Manager – Roads advised that the national guidance used had included highland areas where there is more snowfall and where winter maintenance crews are well experienced.

There followed some discussion in regard to employers responsibility for essential staff travel but it was noted that individuals were responsible for their personal safety and welfare. Members welcomed the formalised measures that addressed concerns raised last year by staff and the Chair commented on the flexibility within the budget set and said that it was important to work together with services to achieve the best outcomes.

Mr Thomson moved that the Committee approve the recommendations in the report, Mr G Smith seconded.

Decision:

The Committee **APPROVED** the:

- measures detailed in section 4.1.3 of this report that are intended to address concerns raised in previous winter service seasons and to improve the efficiency of winter service operations;
- the measures detailed in section 4.4 intended to incorporate the relevant aspects of the new national guidance into the Council's winter service; and
- **RECOMMENDED** that the Policy and Resources Committee and the Council approves:
 - the allocation of an additional £103,000 to the "Winter Service" revenue budget to meet the estimated cost of implementing these measures, as set out in paragraph 6.5 of this report.

04/20 **Climate Change - Strategic Outline Programme**

The Committee considered a report by the Director Infrastructure Services (ISD-01-20-F) that provided an overview of the Climate Change Strategic Outline programme and sought approval of a funding requirement from the Council's Change Fund.

The Director Infrastructure Services introduced the report, and in responding to questions he advised on the level of activity required across the Council and partner organisations. He explained that the first stage would be to gather information but that a concerted effort would be needed across Shetland to emphasise the need to effectively move together on this matter. He said that the basic willingness to help understanding was a starting point.

Reference was made to the shipping of fish farm waste for processing and the Director of Infrastructure Services was asked if consideration had been given to an anaerobic digestion processing plant that would produce fertiliser and biodiesel to pump into the waste to energy plant. There was also concern that wood could be better recycled rather than wood being dumped in skips. The Director of Infrastructure Services said that both of these matters were being considered and that in terms of the anaerobic digestion plant this required further consideration and that it may be a matter better progressed through a partnership approach. He said that it was important to find the right people to progress this but there was also consideration needed

as to the commercial aspects and whether there would be funding available. It was noted that the processing of fish waste had been discussed for many years but that it was only dead fish that makes such a process viable. It was suggested the answer was not quite clear at this time, but that the correct business case methodology would help.

(Mr G Smith left the meeting).

There followed some discussion on the ZetTrans Transport Strategy and the need to ensure that electric charging points infrastructure is in place to encourage a transition to electric vehicles. It was suggested that there needed to be a plan in place. I was acknowledged that the technology was still under development and that more clarity was needed in regard to electricity networks in Shetland as Sullom Voe and Lerwick Power Stations “drop off” and the Shetland distribution grid needs to be overhauled. The Committee were further informed that using electric vehicles still uses hydrocarbons produced by power stations therefore the 2025 target had been transferred to 2040. The point was made however that the Council still has to enable the community to contribute therefore the opportunities have to be put in place to achieve that. In that regard, the further discussion covered biodegradable waste, landfill, waste to energy, inter island flights, the use of broadband, penalties, peatland restoration, forestry and planting trees, marine activities, land management and agriculture and many other challenges.

The Director of Infrastructure Services said it was important for the Committee to move forward to the next level of detail and advised that an action plan would be developed.

The Chair thanked the Committee for their contributions on this very important topic and moved that the Committee approve the recommendations contained in the report. Mr Macgregor seconded.

Decision:

The Committee **RECOMMENDS** that Shetland Islands Council:

- **NOTES** the actions taken to date in respect of Shetland Islands Council’s response to Climate Change, through the existing Carbon Management Plan, and associated activity.
- **CONSIDERS** the information provided in the Climate Change, Strategic Outline Programme (Appendix 1) and the Climate Change Programme Initiation Documentation (Appendix 2) and **COMMENTS** on any aspects of these documents.
- **ENDORSES** the objectives and Critical Success Factors set out in the Strategic Outline Programme (Appendix 1) and Programme Initiation Documentation (Appendix 2), and in particular confirm:

- The need for shared action across all levels of government, businesses, communities and individuals to address the risks presented by Climate Change;
- That Shetland Islands Council will adopt a proactive and collaborative approach to Climate Change, emphasising planned partnership action, with the Council providing leadership on behalf of the Shetland community;
- The critical need for all plans and actions to recognise current inequalities, which result in Shetland residents experiencing some of the highest levels of fuel poverty and transport costs in the United Kingdom; and to ensure Just Transition solutions address these energy affordability problems, as well as reducing emissions;
- The significant number of jobs in Shetland involved in the energy sector; and the importance that Just Transition solutions also recognise the need for employment transition in communities such as ours, as well as reducing emissions;
- **ENDORSES** the initial governance arrangements set out in that Strategic Outline Programme (Appendix 1) and Programme Initiation Document (Appendix 2); through the Chief Executive, the Council's Corporate Management Team and the Council's senior political office bearers.
- **ENDORSES** that the continuing work of the Carbon Management Plan should be built upon through:
 - the continuation, and where possible, the acceleration of current energy efficiency, energy conversion, waste reduction and waste reuse initiatives, internally within the Council, and across the Shetland community;
 - the review and analysis of key Council and Partnership Plans and strategies for recommended critical path Climate Change actions;
 - the further development of an integrated Shetland Climate Change Action Plan which co-ordinates activity; and
 - the reporting of recommendations from the Shetland Climate Change Action Plan to Shetland Islands Council in line with the Scottish Government's Climate Change Plan which is anticipated in March / April 2020, and periodically thereafter.
- **ENDORSES** a review of guidance for the Environmental Implications section of committee reports to clarify the need to report Climate Change implications clearly.
- **APPROVES** the funding requirement at paragraph 6.5 from the Council's Change Fund and **ENDORSES** a review of the arrangements

for the Council's Change Fund to understand how the Change Fund can best be utilised to support this matter.

- **THANKS** Shetland Climate Action for their petition lodged with the Council on 3 October 2019 (pages 1 – 4 attached as Appendix 3 - full petition listing all signatories is available to Members upon request.). The Council has also had informal representations on this issue, particularly from young people and environmental groups, but also from individual constituents and community councils. The content of the petition, and other representations, align with much of the Climate Change work that the Council has embarked on, and the further actions recommended in this Strategic Outline Programme (Appendix 1). Further information on that alignment is set out in 4.12 – 4.17 of this report.
- **NOTES** that local emission reduction targets, for the Council estate and services, and for Shetland as a whole, will be evaluated as an early activity within the Programme, and be reported to Shetland Islands Council. This review and establishment.

05/20

Infrastructure Services Business Programme - 2019/20

The Committee considered a report by the Director of Infrastructure Services (ISD-03-20-F) that provided information on the Business Programme of the Committee for the financial year 1 April 2019 to 31 March 2020.

The Director of Infrastructure Services introduced the report. The Committee noted the addition of the Tresta Speed Limit Review to be added to 2020/21 business programme for 5 May 2020, and the Road Network Prioritisation List report to be added the next meeting.

Decision:

The Committee **NOTED** the report.

The meeting concluded at 12.20pm.

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Chair



Shetland Islands Council

MINUTE

A&B - PUBLIC

**Environment and Transport Committee
Council Chamber, Town Hall, Lerwick
Monday 9 March 2020 at 10.00am**

Present:

S Coutts	C Hughson
S Leask	R McGregor
A Priest	D Sandison
G Smith	R Thomson

Apologies:

P Campbell A Manson

In Attendance (Officers):

J Smith, Director of Infrastructure Services
D Coupe, Executive Manager – Roads
M Craigie, Executive Manager – Transport Planning
J Manson, Executive Manager - Finance
N Hutcheson, Team Leader – Roads Asset and Network
P Wishart, Solicitor
B Kerr, Communications Officer
L Malcolmson, Committee Officer

Chair:

Mr Thomson, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interests

Mr G Smith declared an interest in item 4 “Reinstatement of Removed Streetlighting”, as a resident in an area considered in the report. He advised he would leave the Chamber during consideration of the item.

Minutes

The Committee approved the minutes of the meeting held on 20 November 2019 on the motion of Mr Leask, seconded by Mrs Hughson.

06/20 **Infrastructure Directorate Performance Report
Environment & Transport Committee Performance Report;
Quarter 3 to 31 December 2019 and Quarter 4 to 31 January 2020**

The Committee considered a report by the Director of Infrastructure Services (ISD-06-20-F) that summarised the activity and performance of the Infrastructure Directorate for Quarter 3 and Quarter 4 to 31 January 2020.

The Director of Infrastructure Services introduced the main terms of the report and there followed discussion on the following:

- Climate Change – Partnership Working, Scottish Government Update, reporting, next steps, local and national issues.
- Fuel Pricing – staff will monitor fuel prices before entering into an 18 month fixed offer.

Decision:

The Committee **NOTED** the;

- plans and progress in 2019/20 and
- proposals for 2020/21 activity and priorities.

07/20 **2020/21 Budget and Charging Proposals - Environment & Transport Committee**

The Committee considered a report by the Executive Manager – Finance (F-017-F) that presented the budget and charging proposals for 2020/21.

The Executive Manager – Finance summarised the main terms of the report.

Reference was made to the fair funding for ferries deficit which now showed as an increase. The Executive Manager – Finance explained that a review of ferry costs had been submitted to the Scottish Government, and in doing so, additional factors such as maintenance, better presentation of revenue costs and lifespan and linkspan expansion were included in the figure provided. He explained that some of the costs had previously been held in the Capital Programme but that needed to be included in the overall cost review.

In responding to a question, the Director of Infrastructure Services advised that the increased services to the North Isles related to essential links, therefore here confirmed there would be no change to service levels on other routes.

The Director of Infrastructure Services also confirmed that the recent announcements relating to Scatsta Airport would not impact on the Tingwall Airport as there is no connection between the two airports.

It was noted that some charges had increased more than others and in responding to a question, the Director of Infrastructure Services advised that these increases would bring services in line with the cost of delivery. He confirmed that this had not been the case in previous years.

During debate, the Chair thanked staff across service areas for their work in reaching the current position. He said that the budget would look better if it was not for the lower ferry funding grant income received for the ferry service running costs. He noted that the ferry service was substantially the largest cost for this Council. The Chair made no apology for assuming that the Scottish Government would live up to its obligations but it was now important for Government Ministers to come forward and explain to the Shetland public why their obligations would not be fulfilled. He referred to the Government's statement that fairness was at the heart of the Government's budget, but he

said that was not the case for Shetland. The Chair referred to the Council meeting later in the week, where he said difficult decisions would need to be made in terms of the Government settlement that could see a significant reduction to ferry services or across other services unless the Government fulfils its obligations.

Members expressed their disappointment at the Scottish Government's decision not to provide full and fair funding for Shetland's internal ferry service. It was noted that Shetland now had the biggest funding gap in Scotland, where other Island areas had received full funding for their ferry services. Member agreed that Shetland had been treated unfairly. The Chair said that Officers and Members could not have done more to demonstrate Shetland's position and this had been done clearly, concisely in the evidence provided to the Scottish Government. He added that the next step was to continue to engage, in good faith, with Government Ministers who he again urged to explain to the Shetland public why they had not fulfilled their obligations.

During further discussion Members acknowledged that the Council would be asked to approve a further, unsustainable, draw on reserves to cover the cost of the ferry service.

The Chair, the Leader and Officers were praised for their efforts in the last year and they were thanked for conducting their business in a proper manner when trying to secure fair funding. A request was made however that the Medium Term Financial Plan (MTFP) set out two scenarios going forward, one with no full funding, and the other with full funding, to demonstrate the problems faced by the Council. A further call was made for the new Finance Minister to explain the decision not to provide full and fair funding.

Mrs Hughson moved that the Committee approve the recommendations contained in the report. Mr G Smith seconded.

Decision:

The Committee **RECOMMENDED** to Policy and Resources Committee and the Council to approve the budget proposals for 2020/21 included in this report and set out in detail in the Budget Activity Summary (Appendix 2) and Schedule of Charges (Appendix 3) to be included in the Overall SIC Budget Book.

08/20 **Strategic Outline Case: B9082 Cullivoe Road Update & Strategic Outline Programme Methodology**

The Committee considered a report by the Executive Manager – Roads and Team Leader – Roads Asset and Network (RD-02-20-F) that provided an update on the Cullivoe Road improvements, and sought approval for the ranking process and timeline in relation to the Strategic Outline Programme.

The Executive Manager – Roads introduced the report.

In responding to questions, the Executive Manager – Roads advised that the timelines set for the Cullivoe Road improvements and the other projects listed could not be reduced by much. He explained the process from outline design to construction and explained that the Compulsory Purchase Order for land

could not be progressed until the design had been approved. He said that it may be possible to gain time on some sections of a project but that would not be significant.

In terms of staff resources, the Executive Manager – Roads explained that there was currently a shortage of design staff but those in place would look at a number of options for Cullivoe in terms of outline design. In responding to a question regarding Levenwick he confirmed that the outline design work had been done and that had saved some time for that project.

The Executive Manager – Roads was asked if there was sufficient resilience on the Cullivoe Road to reach the 2027 timeline. The Executive Manager – Roads said that the existing road would continue to be closely monitored and repaired as necessary. He said that the repairs would be carried out at whatever level was necessary to keep the road open.

During debate, Members welcomed the prioritisation list and agreed that the programme would help to manage expectations in the wider community. It was also noted that capital programme funding was being reduced and that the progression of projects listed would depend on funding being available. The importance of the design work was acknowledged in order to progress a project when funding becomes available.

Mr Priest moved that the Committee approve the recommendations contained in the report. Mr Sandison seconded.

Decision:

The Committee

- **NOTED** that the Strategic Outline Case (SOC) for the Cullivoe Road has been prepared and was submitted to Assets, Commissioning and Procurement earlier in February and that the Asset Investment Group (AIG) recommendations will be reported to the Policy and Resources Committee; and
- **RECOMMENDED** that the Policy and Resources Committee **RECOMMENDS** that the Council **APPROVES** the ranking process and timeline, as detailed in the report for taking forward the remainder of the strategic road network improvements that are listed in the Strategic Roads Network Outline Programme (“the Programme”); and the inclusion in the 5 Year Asset Investment Plan of a new capital budget of £100k per year to enable advanced design of the schemes in the Programme.

(Mr G Smith left the Chamber)

09/20 **Reinstatement of Removed Streetlighting**

The Committee considered a report by the Executive Manager – Roads and Team Leader – Roads Asset and Network (RD-03-20-F) that sought approval for recommendations to reinstate street lighting, as requested by residents, at

Cameron Way, Sandwick; Gutter Street, Baltasound; East Road, Uyeasound; Swinister Cul-de-sac, Sandwick and the Swinister Housing Estate, Sandwick.

The Executive Manager – Roads introduced the report, and advised of amendments required to table 1 of paragraph 4.5, under “Sent” Cameron way should read “8”, Swinister Cul-de-sac” should read “8” and “Swinister Housing Estate should read “6”. In referring to the comments received in Appendix 1, the Executive Manager – Roads advised that a further comment had been received and should be considered by the Committee. The letter was circulated to Members who were given five minutes to read its content (Annex 1). The Executive Manager – Roads advised that the additional comment did not change the detail presented in the report.

In responding to questions, the Executive Manager – Roads confirmed that this report covered all schemes within the Reduction Policy. He also confirmed that the lighting units use LED down lighters which reduces light pollution and uses only 40% of a normal bulb’s energy. In terms of reducing the number of lighting units, the Executive Manager – Roads explained that this would leave dark areas and that there was clear guidance available that had to be followed.

The Chair noted this report followed a request from a Member that streetlighting should be reinstated if that was the overall wish in the community. He said that the Council had sought responses from the public and the results had been presented in this report.

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

Decision:

The Committee RESOLVED to approve the recommendations, in Section 4.6, that the street lighting at Cameron Way, Sandwick; Gutter Street, Baltasound; East Road, Uyeasound; Swinister Cul-de-sac, Sandwick and the Swinister Housing Estate, Sandwick be reinstated as requested by residents.

The meeting concluded at 11.05am.

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Chair



Meeting(s):	Environment and Transport Committee	01 September 2020
Report Title:	Environment & Transport Performance Report - Q1 2020/21 – Infrastructure Directorate	
Reference Number:	ISD-10-20-F	
Author / Job Title:	John R Smith - Director of Infrastructure Services	

1.0 Decisions / Action required:

- 1.1 That the Committee **NOTE** the updates on activity in Quarter 1, 2020/21 and **DISCUSS and COMMENT ON** forward plans and priorities to help inform the prioritisation of activity and associated Business Programming.

2.0 High Level Summary:

- 2.1 This report summarises the activity and performance of the Infrastructure Directorate most relevant to the Environment & Transport Committee. It is intended to help the Council analyse performance against its key objectives and responsibilities and against Corporate Plan and Shetland Partnership Plan outcomes.
- 2.2 Member discussion and comment on this report is also intended to help plan future work programming in the Directorate, through the benefits of regular systematic input and direction from the Committee.

3.0 Corporate Priorities and Joint Working:

- 3.1 Effective Planning and Performance Management are key aspects of Best Value and features of “Our Plan”, the Council’s Corporate Plan 2016-2020.

4.0 Key Issues:

Progress on Key Objectives and Outcomes

- 4.1 The following highlights key Infrastructure activity and issues during Q1, 2020/21

4.2 Waste Management

- 4.2.1 Domestic and commercial waste collection, including collections for recycling, was maintained during COVID-19 restrictions. The increased volume of domestic waste while many people are more at home may require minor adjustments to some collection arrangements, especially as 1 + 1 refuse cart staffing continues for physical distancing reasons. It is not thought likely that any policy change will be required; however if that becomes necessary then any proposals will be reported to the Committee.

- 4.2.2 The Zero Waste Shetland Partnership – a community based approach to waste awareness and prevention activities – will now be taken forward under the Shetland Climate Change Programme, with actions developed as part of the Shetland Climate Change Plan. That will included a programme of communication activity to encourage further home and domestic recycling although ongoing restrictions will inevitably complicate community engagement around that.
- 4.2.3 The Gremista household waste recycling centre was closed during most of Q1 in line with Government guidance, but it has since re-opened under COVID-19 safe risk assessment and has experienced good uptake and positive user feedback.
- 4.2.4 The recycling shed at Gremista was completed and commissioned. The planned public launch events around its opening had to be curtailed due to COVID-19 but the shed has been functioning throughout the crisis and remains an important component of the Zero Waste Shetland programme.
- 4.2.5 Approaches were received from a few community Councils and some individuals during lockdown about whether any further local recycling could be considered. That matter is under review by management and the Committee is invited to indicate when that review should be reported on through the Environment & Transport Business Programme.
- 4.2.6 Actions to develop better integrated operating arrangements between Shetland Heat Energy and Power (SHEAP) and the Councils Energy Recovery Plan (ERP) continue to be progressed. These arrangements and initiatives will also feature in the Council's Climate Change programme and may have a role in the Energy Hub developments and the Islands Deal. Both organisations use significant amounts of diesel in certain circumstances, and opportunities to displace this with lower carbon alternatives are being investigated. The works to extend the life of the ERP furnace have also been progressed although full engagement with suppliers has been delayed due to COVID-19 restrictions. The main upgrade work will now take place next year.

4.3 Carbon Management and Climate Change

- 4.3.1 Work continues to engage across the Council and with agency, community and business partners to develop a draft Shetland Climate Change Plan. This plan will provide a local dimension to the Scottish Government Climate Change Plan for Scotland. It will focus on the Councils obligations and duties as a public body to address climate change for its estate and services; and will investigate with the Shetland Partnership the overall Shetland response to this issue.
- 4.3.2 The Shetland Climate Change plan will be developed and brought forward once it is possible to conduct extensive consultation to ensure that it is developed collaboratively. An integrated response with all partners remains essential if sustainable progress is to be made on this matter.

- 4.3.3 Because of COVID-19 and the delayed publication of the Climate Change Plan for Scotland – 2020 this timetable has slipped. A new target for bringing a draft plan to the Committee will be considered as part of the Environment & Transport Business Programme.
- 4.3.4 A Shetland Energy Sources survey has been conducted on the Council’s behalf and will be another important building block for this plan as will the “Net Zero Islands” activity within the Islands Deal and the recent developments around the Shetland Energy Hub, Interconnector and onshore and offshore wind.
- 4.3.5 The Team Leader – Carbon Management retired at the end of last financial year. It will be a priority for the succeeding appointee to play a key role in taking forward the very significant Climate Change and Carbon Reduction activity required from the Council, and contribute to that overall activity in Shetland and beyond.

4.4 Estates and Building Services

- 4.4.1 In common with most of the construction sector Estates and Building Services trades people, electricians, joiners, plumbers etc. were very restricted by guidance in the activities they could undertake. However, a full emergency and urgent support service was maintained throughout. A wider range of services are being provided as restrictions have eased and COVID-19 safe risk assessments have been developed, notably significant support for Social Care adaptations and return to School.

4.5 Burial Services and Graveyards

- 4.5.1 Burial Services have been maintained within guidance to support internment and access to graveyards in a safe and dignified manner. However, progress with implementing the works identified as necessary by lair holders during the memorial safety reviews have been delayed as memorial masons and construction works in general were restricted.
- 4.5.2 As part of COVID-19 contingency planning extended mortuary facilities were put in place. This required the urgent procurement of two 12 person units, associated mobilisation works and the further provision of 48 additional spaces at Gremista to meet guidance on worst case scenarios. This capability remains available.
- 4.5.2 Works at the Easting graveyard in Unst have been commissioned to ensure that existing lair holders can be interred, these should be completed during the Autumn.
- 4.5.3 The reservation of new lairs at the Laxobiggin cemetery in Graven has been suspended as that cemetery is now nearing capacity. A review of the options for any extension of that cemetery, or its permanent closure for additional internments, will be undertaken and reported to Committee with timescales established through the Business Programme.

4.6 Fleet Management

- 4.6.1 Fleet management services and the Council garage were similarly affected by restrictions. They also continued to provide an emergency response and urgent support service and are now extending those back more towards normal.
- 4.6.2 Some vehicles which would normally have been released as part of the Fleet Management Plan have been retained at the moment to allow services additional flexibility as the use of shared vehicles has become more problematical. Any ongoing requirement and associated implications will be considered through the upcoming budget preparation exercise and reported to Committee.

4.7 Environmental Health and Trading Standards

- 4.7.1 Both Services have been operating remotely with home based working throughout restrictions and have maintained essential services necessary to maintain public health and safety. Their future roles and responsibilities around remaining restrictions are being assessed as guidance emerges. Implications of Brexit are also being actively considered.

4.8 Roads

- 4.8.1 Like other construction areas, Roads activity apart from urgent and emergency repairs were suspended with lockdown. As construction restrictions have eased, a return to planned maintenance has been possible, including a modified surface dressing programme. Part completed schemes have also now been restarted, but new major works have largely had to be slipped to next year. The implications of this, both in terms of new completion targets and financial consequences, will be reported to the Committee in coming cycles.
- 4.8.2 The Council approved a Strategic Outline Programme for the Cullivoe road and the proposals for the programming of other aspects of the Strategic Roads Network at its meeting on 11 March 2020 (Min Ref 25/20). The Strategic Outline Case for the Cullivoe Road was approved by Council on 22 July 2020 (Min Ref 54/20), establishing a short list of alternatives for more detailed evaluation.
- 4.8.3 Roads Staff are now preparing the Outline Business Case to provide the information needed for appraisal of the short list established. OBC reporting will be through the Asset Investment Group to Policy and Resources as part of the Asset Investment Plan. Roads staff are working to support reporting this meeting cycle.
- 4.8.4 There have been signs that peoples preferred methods of travel may have changed during the COVID-19 phase, for example potential increases in walking and cycling. Roads service staff will continue to work with Transport Planning colleagues to provide information and options to the Committee on how these active travel choices could be well understood and supported where possible. Active travel is clearly an area targeted by national funding streams for both

health and environmental benefits. It is also the focus of significant local community engagement through the Shetland Active Travel Strategy. The learning and any opportunities from those exercises will be reported to Committee when available.

4.9 Ferry Operations

- 4.9.1 Restricted Ferry timetables to provide for essential travel were brought in alongside lockdown. They have now returned largely to normal however further risk assessments are being conducted regarding passengers on the Fair Isle ferry and fare collection.
- 4.9.2 The nature of the Good Shepherd and the passage between Fair Isle and the Shetland Mainland pose particular challenges for any COVID-19 safe arrangements within guidelines. At this time, it has not been possible to identify a COVID-19 safe way for passengers to return to the Good Shepherd; it may be difficult to find that under current guidance.
- 4.9.3 Fare collection arrangements also remain under interim arrangements to meet the requirements of COVID-19 safe risk assessment and are likely to remain so to the point where contactless payment is implemented. That is being taken forward between Ferry Operations and Transport Planning and is anticipated to be rolled out from September 2020 through to November 2020. The options and opportunities that contactless payments create will be included in the fare review activity associated with the budget setting process and recommendations will be reported to the Committee as they emerge.
- 4.9.4 The Ferry Dry Docking programme was partially interrupted by COVID-19 but was able to proceed to a reasonable extent due to its importance in maintaining essential lifeline services. The programme is now working its way back towards schedule and it is hoped that will avoid any issues that interrupt services, it is however a very tight programme at the best of times and unexpected breakdown remains an ongoing risk.
- 4.9.5 Work on the Linkspan life extension programme has been delayed, however the Skerries works have now commenced and an updated timetable will be developed and brought back to Committee on a timetable agreed through the Environment & Transport Business Programme.
- 4.9.6 Funding asks for Fair Ferries Revenue and Capital funding has been provided to Scottish Government and Transport Scotland. Matters are also being progressed through Inter-island Transport Group meetings with SG, TS, SIC, OIC, HiTrans and ZetTrans. Outline Business Cases are being progressed for (i) Revenue costs (ii) Fair isle route (iii) Whalsay route.

4.10 Airports

- 4.10.1 Business cases for resurfacing of Tingwall Airstrip and consideration of any other capital investment requirements are now being investigated for future reporting to the committee and Council. New timescales for that reporting will be set through the E&T Business programme.
- 4.10.2 A business case for the licensing of Foula Airstrip, is also being progressed and will also have new time targets set in the Business Programme.

4.11 Risks and Service Challenges

- 4.11.1 There continue to be increasing **risks in operating ferry services with aging vessels and terminals**; both in terms of escalating costs and service interruptions. This creates an ongoing budget pressure on the service and directorate budgets.
- **Mitigation-** A comprehensive link span repair and life extension programme is being finalised and the Council is pursuing capital funding for a vessel replacement programme and/or fixed links from the Scottish Government.
 - **Mitigation-** Options for accessing additional vessel capacity to manage dry-docking and breakdown cover for the Councils Inter-Island ferry fleet continue to be investigated.
- 4.11.2 **Climate change and carbon management** targets have been adopted by UK and Scottish Governments. The Council will need to consider Shetland's response in this area.
- **Mitigation** – A Climate Change Strategic Programme has been approved by Council. A Shetland Climate Change Plan” is now being developed with partners and active project development is proceeding through the Carbon Management Plan, Islands Deal and Shetland Energy Hub.
- 4.11.3 **COVID-19** - The timescales and targets for progressing these actions, which are long-term and complex, will have risks of slippage or re-planning if there is any return to COVID-19 restrictions. More fundamentally the availability of the investment and expenditure needed to resolve some of these matters may be challenged by the general costs and consequences of COVID-19 on the UK economy and Government finances.
- **Mitigation** – The highest possible levels of COVID-19 safe risk assessment, and sustained attention to those requirements, will help reduce the likelihood of issues within Council services control. A combination of pragmatic and realistic time lines, perhaps even some “pessimism bias”, will help expectation and delivery remain aligned. It may however also be necessary to take more substantial interim actions to sustain current arrangements as delivering long term investment led solutions become even more challenging.
- 4.11.4 **Brexit** - While Brexit does not necessarily present explicitly direct risks to the services managed by the Committee, some of the underlying impacts which could emerge may be similar to COVID-19. Shetland is at the end of a very long supply chain for almost everything we use. We rely heavily on regional, national and international connections for many goods and services, particularly those sourced through off island procurement. Any general disruption to the arrangements and networks that underpin those complex chains could have a very damaging knock on effect in fringe areas like Shetland. There are also clear background risks that Brexit could also affect the availability of the investment and expenditure capacity needed to fundamentally address some of our key issues, particularly internal transport investment.

- **Mitigation** – There are some specifics where we can foresee new demands or risks and take some precautionary action around. Additional environmental health checks around fish that would now be leaving the single market is being evaluated and additional resource requirements identified. A review of supply chain connections for key components is being conducted, but that can only predict urgent breakdown needs to a limited extent. It may be unavoidable that we have to be realistic that some disruption is inevitable and attempt to increase our general resilience and contingency planning in a similar way we will have to be prepared for some future COVID-19 disruption. Both will need careful monitoring, dynamic forward planning and agile responses. Developments which could increase capacity to meet essential repair and maintenance needs through accessing local capability will merit careful consideration.

4.12 **Financial Performance – Q1 – 2020/21**

The following describes firstly the budgets and actuals which have been directly affected by the COVID-19 pandemic, then the revenue and capital positions once the COVID-19 related budgets and actuals have been set aside, to enable focused monitoring of the approved budgeted activity going forward.

4.12.1 COVID-19 Implications

Additional Costs

At the end of quarter 1 there was additional revenue spend of £29k and additional capital spend of £46k to address immediate COVID-19 requirements.

Reduced Expenditure

It is projected that there will be reduced revenue expenditure of £1.5m in relation to the COVID-19 closedown period mainly due to:

- reduced activity for building and roads maintenance;
- reduction in office energy usage across the Council;
- reduced ferry fuel requirement for reduced ferry timetable; and
- no activity in relation to Private Sector Housing resulting in no grants being awarded.

There will be capital expenditure slippage of £1.6m on the following two capital projects to 2021/22 due to COVID-19:

- ERP Furnace Upgrade contracted works unable to be undertaken this year due to the Danish contractors unable to travel; and
- Burra Bridge Painting contract postponed due to uncertainty regarding COVID-19.

Loss of Income

The projected revenue underspend will be offset by loss of external income of £826k mainly consisting of:

- ferry fare income for reduced usage; and
- external roads maintenance contracts and sale of Scord Quarry products.

The overall position is therefore a projected net revenue underspend of £647k, additional capital spend of £46k and capital slippage of £1.575m directly relating to the COVID-19 pandemic lockdown period.

4.12.2 Revenue (excluding COVID-19 related above)

The projected outturn is spend of £27.366m which is an underspend against budget of £198k. The underspend mainly relates to:

- vacant posts in the Ferry Engineering Service following unsuccessful recruitment exercises, which is now under further review with regard to market forces; and
- vacant posts in Building and Fleet Maintenance.

4.12.3 Capital (excluding COVID-19 related above)

The projected outturn is spend on capital projects of £10.260m which is an underspend against budget of £63k, which relates to slippage on the Clickimin Access Road project awaiting construction and tie in to the Staney Hill development access roads, and some flood damage works.

4.13 Rest of 2020/21 Look Ahead

4.13.1 A number of Infrastructure Services key projects and actions will continue through the remainder of this year, and into future years, as they require sustained activity to deliver their objectives. Most significantly among those are:

- Co-ordinate Climate Change mitigation and adaption plans and partnerships scoping across the Council, agency partners, business, communities and individuals.
- Progress the Climate Change actions, with partners as appropriate, which can be taken forward most effectively in the short term with existing technologies and infrastructure; energy efficiency, waste minimisation and recycling, active travel and local carbon sequestration, e.g. peatland restoration.
- Ferry terminal redevelopment and vessel replacement within the Ferry Service Review.
- Ferry linkspan life extension programme and Ferry terminal waiting room / toilet programme including Foula, Skerries and Ulsta facilities.
- Roads network strategy.
- Scottish Transport Infrastructure Review and any connections to future Fixed Links considerations.

4.13.2 These projects will continue to report to relevant Council Committees for decisions as required and feature in the upcoming financial planning and budgeting activity for 2020/21, which the Council is currently undertaking.

4.13.3 Key financial issues for the Infrastructure Services Directorate during 2020/21 will be the position on Fair Ferry Funding and Ferry replacement projects and the Climate Change initiatives. Further discussion and reporting on these matters will be part of the Councils 2020/21 budget planning activity.

4.13.4 Clearly the Infrastructure department and its services have been significantly affected by COVID-19 in common with everyone else. It is of considerable credit to Infrastructure staff that a wide range of core services were sustained safely throughout this period, this includes;

- road gritting when required during the early weeks,
- refuse collection and disposal throughout, including continued recycling
- safe ferry and internal air services for essential travel and business activity
- the management of cash handling on ferries to promote customer and staff safety,
- continued provision of burial services in a sympathetic and dignified manner
- emergency and urgent response for building repairs across the Councils estate,
- environmental health and trading services to maintain general public safety, and;
- emergency and urgent vehicle maintenance and repairs to keep essential staff moving and the flexible deployment of additional fleet assets to support social care staff in particular, and

4.13.5 Adjusting and reinstating our full range of services, and helping get other Council services back towards renewal, will be an ongoing task for the rest of the year. We expect that challenge to be met effectively and safely, and look forward to contributing to significant recovery and renewal.

5.0 Exempt and/or confidential information:

5.1 None

6.0 Implications :

6.1 Service Users, Patients and Communities:

Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public. The Directorate uses customer feedback and complaint analysis to drive service change and service improvement.

6.2 Human Resources and Organisational Development:

There are a number of actions with potential staffing implications. Care is taken to ensure that staff are involved and informed about changes that might affect them, that HR are closely involved and that relevant Council policies are followed.

Ensuring staff feel valued and supported especially through periods of challenge and change is a key consideration for the Directorate Management team. Any changes that have an impact on Council employees will be carried out in line with Council policies and procedures that will include staff and trade union consultation.

6.3 Equality, Diversity and Human Rights:

The Directorate uses Equalities Impact Assessment (EIA) to ensure its services are supporting those most in need and not making inequalities worse. This report relates to performance monitoring and so does not, in itself, require an EIA.

6.4 Legal:	<p>The Directorate delivers statutory services, monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties in delivering Services.</p>
6.5 Finance:	<p>The projected outturn position for 2020/21 at the end of quarter 1 is an underspend of £846k on revenue and an underspend on capital projects of £1.638m for slippage to future years.</p>
6.6 Assets and Property:	<p>A number of the actions relate to maintenance and replacement of Infrastructure and Council assets to maintain delivery of services to the people of Shetland. The aging infrastructure, skills shortage and pressure on capacity in the private sector are creating challenges to maintain service delivery within budget.</p>
6.7 ICT and new technologies:	<p>Telematics are a key enabler for fleet management and remote sensing and control equipment will be key for energy efficiency and carbon management.</p>
6.8 Environmental:	<p>The Directorate leads the delivery of the Council's Carbon Management Plan and delivers a programme of works to reduce energy usage across the Council's assets and services.</p>
6.9 Risk Management:	<p>Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to negative external scrutiny.</p> <p>Risk management is a key component of the performance cycle and the Directorate Plan actions are determined to be priorities to manage the Directorate risks.</p> <p>It is recognised that the working arrangements for many staff have been significantly different during the pandemic and there is a risk that failing to recognise the impact on managers and staff and planning for longer term changes to may lead to poor performance and increased absence.</p> <p>It is also recognised that there remains much uncertainty about what future impacts COVID-19, and then Brexit, may have locally, nationally and internationally. Understanding as well as possible what future impacts might be and continuing to develop and implement mitigations will remain important.</p>
6.10 Policy and Delegated Authority:	<p>The Council's Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;</p> <p>“Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –</p>

	<p>(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.</p> <p>(b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.”</p>	
6.11 Previously considered by:	<i>None</i>	

Contact Details:

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Appendices:

None

Background Documents:

- Our Plan 2016-2020
- Council Medium Term Financial Strategy
- Climate Change Strategic Outline Programme



Meeting(s):	Environment & Transport Committee	01 September 2020
Report Title:	Environment and Transport Committee Business Programme – 2020/21	
Reference Number:	ISD-11-20-F	
Author / Job Title:	John R Smith, Director of Infrastructure Services	

1.0 Decisions / Action required:
<p>That the Environment & Transport Committee:</p> <p>1.1 CONSIDERS the business planned for Environment & Transport Committee for the remainder of the financial year 2020/21;</p> <p>1.2 ADVISES the Director of Infrastructure Services of any changes required and new items to be included on the Business Programme.</p>
2.0 High Level Summary:
<p>2.1 The purpose of this report is to facilitate discussion of the Business Programme of the Committee for the financial year 1 April 2019 to 31 March 2020 including items where the date is still to be determined.</p> <p>2.2 The Business Programme is presented to Environment and Transport Committee at least quarterly to ensure that it is kept up to date incorporating new items as work programmes across the Council are taken forward.</p>
3.0 Corporate Priorities and Joint Working:
<p>3.1 Our Plan 2016, in its 20 by 20 states that:-</p> <p><i>“High standards of governance, that is, the rules on how we are governed, will mean that the Council is operating effectively and the decisions we take are based on evidence and supported by effective assessments of options and potential effects”.</i></p> <p>Maintaining a Business Programme for each Committee/Board of the Council contributes to an effective governance framework for the Council.</p>
4.0 Key Issues:
<p>4.1 A range of business scheduled or to be scheduled over the coming year in consultation with the Committee.</p>

- 4.2 Quarterly Performance Reports and Business Programme reporting will be brought to the Committee periodically so that the Committees oversight role can be effectively discharged. Suggested dates for these are proposed on Appendix 1, as are the Financial reports for the Budget Setting meeting in February 2021.
- 4.3 Other reports needing Committee consideration, recommendation or decision will be scheduled as required in consultation with the Chair and input from committee. These are likely to be a combination of periodic or annual reporting in areas such as Road Condition, use of Traffic Regulating Orders and Carbon Emissions and progresses reporting with potential recommendation or decisions in key strategic areas within the Committees remit including; transport strategy, ferry and linkspan life extension and replacement, active travel, airport and airstrip developments, climate change and carbon management, recycling and waste management and graveyards. It is also likely that a follow up review of the changes made to managerial structures last year will be reported in November 2020.
- 4.4 Members are also asked to consider any other particular items of business that should be added to the programme.

5.0 Exempt and/or confidential information:

5.1 None

6.0 Implications :

6.1 Service Users, Patients and Communities:	<p>The Business Programme provides the community and other stakeholders with important information regarding the planned business for the coming year.</p> <p>The Business Programme complements the Council's Corporate and Directorate Plans and the Shetland Partnership Plan.</p>
6.2 Human Resources and Organisational Development:	<p>None arising directly from this report. Any implications for staff arising from individual reports in the Business Programme will be addressed through the work on those reports.</p>
6.3 Equality, Diversity and Human Rights:	<p>None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.</p>
6.4 Legal:	<p>The Business Programme supports the governance framework of the Council which is underpinned by statute.</p>
6.5 Finance:	<p>None arising directly from this report. Any financial implications arising from individual reports in the Business Programme will be addressed through the work on those reports.</p>
6.6 Assets and Property:	<p>None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.</p>

6.7 ICT and new technologies:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.	
6.8 Environmental:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.	
6.9 Risk Management:	The risks associated with setting the Business Programme are around the challenges for officers meeting the timescales required, and any part of the business programme slipping and causing reputational damage to the Council. Equally, not applying the Business Programme would result in decision making being unplanned and haphazard; aligning the Council's Business Programmes with the objectives and actions contained in its corporate plans could mitigate against those risks.	
6.10 Policy and Delegated Authority:	<p>Maintaining a Business Programme ensures the effectiveness of the Council's Planning and Performance Management Framework.</p> <p>The Business Programme supports each Committee's role, as set out in paragraph 2.3 of the Council's Scheme of Administration and Delegations.</p>	
Previously considered by:	N/A	

Contact Details:

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Appendices:

Appendix 1 – Environment & Transport Committee Business Programme 2020/21

Background Documents:

None



**Environment & Transport Committee - Meeting Dates and Business Programme 2020/21
as at Friday, 21 August 2020**

Date / Type of Meeting	Agenda Item	Referred/Delegated
05 May 2020 2pm Ordinary		
30 June 2020 10am Ordinary		
01 September 2020 2pm Ordinary		
	Environment & Transport Performance Report – Q1 2020/21 – Infrastructure Directorate	D
	Environment & Transport Committee Business Programme – 2020/21	D
17 November 2020 2pm Ordinary		
	Q2 Performance Reports	D
	Business Programme Update	D
19 January 2021 10am Ordinary		
	Business Programme Update	D
	10 February 2021 Ordinary and Budget Setting	Development Services Budget Proposals
Infrastructure Services Budget Proposals		R
09 March 2021 2pm Ordinary		
	Q3 Performance Reports	R
	Business Programme Update	D



**Environment & Transport Committee - Meeting Dates and Business Programme 2020/21
as at Friday, 21 August 2020**

Date / Type of Meeting	Agenda Item	Referred/Delegated
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Identified items still to be scheduled;

Current Target November 2020

- Shetland Climate Change Plan / Progress Update
- Zero Waste Shetland Plan / Progress Update
- Carbon Management Reporting
- Tingwall Airport Business Cases (P&R) (Zettrans)
- Linkspan Like Extension Programme Progress Report (P&R) (Zettrans)
- Shetland Transport Strategy – Main Issues Report (Zettrans)
- Active Travel Review and Proposals (Zettrans)
- Traffic regulating orders annual review
- Carriageway condition annual report
- Management structures and resourcing review

Current Target January / March 2021

- Ferry Replacement Programme – Outline Business Cases (P&R)
- Graveyard Review
- Cullivoe Road Full Business Case (P&R)
- Taxi Fares Review (Zettrans)
- Bus Fares Review (Zettrans)
- Ferry Fares Review (Zettrans)
- Strategic Road network update report
- Foula Airstrip Business Case (P&R) (Zettrans)
- Community Recycling Review

..... END OF BUSINESS PROGRAMME