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Date: 20 November 2023

Dear Sir/Madam

You are invited to the following meeting:

Environment and Transport Committee
Council Chamber, Lower Hillhead, Lerwick
Monday 27 November 2023 at 10am

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

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

Yours faithfully

Executive Manager – Governance and Law

Chair: Moraig Lyall
Vice-Chair: Robbie 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 declaration of interest should be sufficient for those at the meeting to understand why you consider you have a clear and substantial interest. If you are in any doubt about

whether you have a declarable interest that would prevent you from participating in discussion or a decision, you should seek the advice of the Monitoring Officer, or the Council's legal officers on his behalf, in advance of the meeting.

- (d) Confirm minutes of previous meetings held on 11 September 2023, enclosed.

ITEM

1. Infrastructure Performance Report – Q2 2023/24 - Environment & Transport Committee Remit
ISD-16
2. Development Directorate Performance Report Q2 2023/24
DV-41
3. Proposed amendment to the Shetland Islands Council Sheep Scab Regulations (2003)
ES-02
4. The Energy Company Obligation – ECO4 Flex
EO-03
5. Setting of Local Speed Limits
RD-06
6. Strategic Roads Network Programme Update
RD-07
7. Environment and Transport Committee Business Programme – 2023/24
ISD-17



MINUTE

A&B - PUBLIC

**Environment and Transport Committee
Council Chamber, Lower Hillhead, Lerwick
Monday 11 September 2023 at 10am**

Present:

A Armitage	C Hughson
D Leask	M Lyall
E Macdonald	R McGregor
M Robinson	R W Thomson
A Wenger	

Apologies:

D Anderson A Manson

In Attendance (Officers):

N Grant, Director of Development Services
J Smith, Director of Infrastructure Services
M Craigie, Executive Manager – Transport Planning
P Fraser, Executive Manager – Finance
N Hutcheson, Executive Manager - Roads
A Inkster, Executive Manager – Ferry and Air Operations and
Port Infrastructure
C Symons, Executive Manager – Environment and Estate Operations
S MacLean, Climate Change Officer
P Wishart, Solicitor
B Kerr, Communications Officer
L Geddes, Committee Officer
L Malcolmson, Committee Officer

Also in Attendance:

L Peterson

Chair:

Mrs Lyall, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interests

None

Minutes

The minutes of the meeting held on 29 May 2023 were confirmed on the motion of Mr McGregor, seconded by Dr Armitage.

17/23 Infrastructure Performance Report – Q1 2023/24 - Environment & Transport Committee Remit

The Committee considered a report by the Director of Infrastructure Services (ISD-12-23-F) that summarised the performance of the Infrastructure Directorate for areas in the remit of the Environment and Transport Committee for Q1 2023/24.

The Director of Infrastructure Services introduced the report and in addition to the information and challenges highlighted in the report, he commented on the number of campervans on ferries and the number of tourists using public transport and other facilities during the busy summer season. He advised that these matters were being discussed with Transport Planning and Development Services Officers.

In responding to questions, the Director of Infrastructure Services advised that the tourism challenges were not associated with cruise ships in isolation but from other tourist travel, spread across the Islands. He also commented on the pressures for toilet facilities due to the large number of buses at certain times. The Director of Infrastructure Services advised that these matters were not just faced by the Council but also for community operated/private facilities. He advised that Officers were in discussions with the tourism industry and it was acknowledged that, during the summer season, there are specific locations and popular visitor spots affected.

During further questions, concern was expressed in regard to the delay of road surfacing and the cost comparison of micro surfacing compared to inlay resurfacing carried out by the Council's in-house services. It was also suggested that this may have a detrimental effect in the long-term on the condition of the roads. The Executive Manager – Roads provided advice on the steps that would be taken going forward on surface dressing and resurfacing in some areas.

Reference was made to the Active Travel Transformation Fund and in responding to a specific question relating to timescales for the creation of cycle paths in Shetland, the Director of Infrastructure Services advised that work was ongoing between colleagues in Transport Planning and Roads Services and an update may be provided under the next agenda item. He said however that the detail of the next tranche of funding would be reported at the next cycle of meetings. He added that there would be opportunities to come forward from the settlement audits across multiple years.

The Major Works team recruitment was raised and whether external contractors would be brought into the process. The Executive Manager - Environment and Estate Operations provided an update on the recruitment process which had been unsuccessful, and advised that work was being done to convert the role to a career graded post to open up opportunities for in-house staff. The Director of Infrastructure Services added that should the next step be unsuccessful it

may be necessary to consider changing the role to a contract rather than a Council post.

At the request of the Chair, the Executive Manager - Environment and Estate Operations also provided an update on the proposals for a car club where he advised that a two year trial would be undertaken with 8-10 vehicles. He explained the concept in more detail, and advised that data would be gathered with a view to considering further roll out in the future.

There followed discussion on criticisms received in regard to the mowing of verges. The Executive Manager – Roads explained that there is a policy in place for one cut per year for safety reasons and visibility splays, to be done later in the year, or as and when required. He advised that meetings had been held with the Biodiversity Group which included the Amenity Trust and Nature Scot where discussion had been held on verges, bio diversity and insects. He said that work was being done to identify sensitive verges to be avoided, where possible, and he awaited the outcome of those discussions.

Vehicle Charging Tariffs were discussed and the drop in charging point utilisation. It was acknowledged that the incentive by providing free charging was to encourage the take up of electric vehicles and those schemes had been overtaken by the need to avoid providing a subsidy, allowing commercial alternatives to emerge. Members were advised that in addition to the initial schemes coming to an end people were now able to charge at home. Public charging points would continue to be available but there needed to be charge set to cover costs in the long-term.

Reference was made to the Net Zero target and data presented at a recent Highlands and Islands Regional Economic Partnership (HIREP) meeting and it was questioned whether there was difficulties in feeding Shetland's data relating to degraded peatland, which had not been taken into account. The Director of Infrastructure Services advised that Shetland had put effort into understanding its situation. He said that in terms of comparisons with peatland there are few places in the same situation therefore there is no focus nationally on that kind of analysis. He advised that the Team Leader – Climate Change is part of the national forums and will continue to give assistance where she can.

In responding to questions around the Cullivoe Road project, Members were advised that Officers were working through the statutory consents and the scoping report for the Environmental Impact Assessment was out for consultation with mitigating measures being considered. It was noted that the next update by Asset, Commissioning and Procurement on the Capital Programme would be presented to Policy and Resources Committee next week. The Director of Infrastructure Services described the steps to be followed thereafter and advised that as soon as additional information was available in regard to timescales and funding an update would be provided in the form of a Member's briefing and information would continue to be shared with the Community as matters develop.

Reassurance was sought that the Environmental Impact Assessments would not hold up the previously indicated start for the project of Spring 2024. The Director of Infrastructure Services said that there was a possibility of risk in that

regard and he set out the steps to be undertaken in order to get to the point that the best set of options can be presented to the Council for investment decisions. Officers responded to a query regarding the overspend on electricity and following an overview of the electricity use of the Council the offer of a briefing note with more detail was declined.

During debate, disappointment was expressed in regard to the progress on the Cullivoe Road and the restrictions that remained in place.

Comment was made on the additional cost incurred for electricity and the savings that could be made if the Council were to produce its own electricity. In addition to producing its own electricity it was suggested that an opportunity was being missed in regard to synthetic fuel and production of green hydrogen instead of solely focussing on electric hydrocarbon fuel. It was attested that Shetland has the potential to be fuel self-sufficient. Following further discussion, the Leader said and the Director of Infrastructure Services had confirmed he was working on providing a report on affordable energy and a Shetland Tariff and other initiatives that would be presented to the Council meeting on 27 September 2023. Members were advised that the Shetland Energy Strategy may also include a seminar.

Members also spoke in support of the car club pilot in terms of tackling inequalities and providing a low cost option for the public, which was seen as a positive way forward.

Decision

The Committee NOTED the updates on activity in Quarter 1, 2023/24 described in this report and appendices and DISCUSSED and COMMENTED on forward plans and priorities to help inform activity and associated Business Programming.

18/23 Development Directorate Performance Report – Q1 2023/24

The Committee considered a report by the Director of Development Services (DV-29-23-F) that summarised the activity and performance of the Development Directorate, as it relates to the remit of the Environment and Transport Committee, for Q1 2023/24.

The Director of Development Services introduced the report.

Reference was made to the previous minute and in responding to a query the Director of Development Services provided his view on the need for an external project manager for the Inter Island Transport Connectivity project and the need for agility within the role of a project manager across projects, and across the Council. Comment was made in regard to a recent project that had been set back months due to staff illness and it was stated that there needs to be the correct resources in place to avoid similar situations arising.

In terms of funding opportunities being missed, the Director of Development Services explained that the Council is good at identifying projects but there are occasions when funding opportunities are missed. He commented on the

challenges going forward in terms of focusing the resources in place and there was an opportunity to align people and projects.

Reference was made to the rural bus service at the south mainland and the demand for an additional run at 7pm and it was questioned whether that could be part of the negotiations for future contracts. Members were advised of the work that would be undertaken during the next financial year on the next contracts and information would be gathered and considered as part of the next network review. The Executive Manager – Transport Planning advised that consideration would be given to making adjustments where possible in terms of time of day or day of week. It was acknowledged that there continued to be challenges for contractors in regard to the availability and retention of bus driver, which was a feature nationally as well as locally, and that could cause difficulty in the expansion of contracts as well as the cost of contracts. It was noted that on the mainland the bigger bus companies have advertising campaigns to recruit. It was also noted that it is possible for Councils and Regional Transport Partnerships to set up their own bus companies and that could form part of the next review.

During further consideration, it was highlighted that there are a number of people in Shetland that hold bus driver licences but that the shortage was in drivers who would work full time. An issue was highlighted in regard to the size of buses being used on the narrow Kergord and South Whiteness Roads and the Executive Manager – Transport Planning said that he would look into that further.

During debate, comment was again made on the shortage of bus drivers, the challenges they face as front line service providers and the networks capacity. Comment was also made in regard to the Inter Island Connectivity Project and officers were urged to appoint the second project manager as per the original decision made.

The Chair endorsed the comments made, adding her comment to the two high profile projects, namely, the Fair Isle Ferry funding Project and Inter Islands Connectivity Project, which she noted had seen the Project Board being set up and Project Manager being recruited. There however remained some frustration on the level of progress made but all Members should continue to make representations in regard to the priority of these projects.

Decision

The Committee NOTED the updates on activity in Quarter 1, 2023/24 and DISCUSSED and COMMENTED on forward plans and priorities to help inform the prioritisation of activity and associated Business Programming.

19/23 Exceptions from Contract Standing Orders – 1. MV Linga – Mitsubishi Engine Replacement; and 2. MV Linga, MV Daggri, MV Dagalien - Marine Evacuation System (MES) Annual Servicing.

The Committee considered a report by the Executive Manager - Ferry & Airport Operations and Port Infrastructure (FO-01-23-F) that provided notification of two exceptions to the Council's Contract Standing Orders.

The Executive Manager - Ferry & Airport Operations and Port Infrastructure introduced the report.

There being no questions, or debate, the Committee noted the report.

Decision

The Committee NOTED two exceptions to Shetland Islands Council Standing Orders.

20/23 Carriageway Condition of Shetland's Roads

The Committee considered a report by the Executive Manager – Roads (RD-05-23-F) that presented the Road Condition Indicators for 2021-23.

The Executive Manager – Roads introduced the report.

Reference was made to a comment within the introduction of the report regarding the possibility of significant maintenance needed and, in response to a query, the Executive Manager – Roads explained what maintenance may be needed in the future. He explained how the construction of the network in the late 1970's and 1980's had been done in a hurry but explained, in more detail, the three layered design of the A Class road surface. He commented on the low volumes of traffic in Shetland and said that the investment when constructed had proven to be worthwhile. He said that he was confident in the road network and that there was no indication that there would be any catastrophic failure.

During debate, Members spoke in support of the proposals in the report and the ranking achieved with the lower classed roads being improved. However comment was made that some of the side roads are in very poor condition and it was encouraging to see that the budget had been restored for 2023/34 as the effect of no maintenance for 4-5 years would become an issue. Comment was also made that Shetland roads were much improved compared to other Local Authority areas in Scotland.

Decision

The Committee NOTED the contents of the report including the improvement in the overall Road Condition Indicator (RCI) figure shown in the 2021-23 results, the benchmarking of Shetland's roads against the other Scottish local authorities and the predicted impact of budgetary decisions on the future condition of our carriageways.

21/23 Environment and Transport Committee Business Programme – 2023/24

The Committee considered a report by the Director of Infrastructure Services (ISD-13-23-F) that presented the Environment and Transport Committee Business Programme for the financial year 1 April 2023 to 31 March 2024.

The Director of Infrastructure Services introduced the report and advised that Officers continue to work with the Chair and Vice Chair on business to be planned with the addition of a report on speed limits.

The Chair commented that she had received a number of representations on speed limits in other areas and suggested that it would be useful to have a report on speed limits across the network including the need for existing limits further reduced. She said that reduced speed limits feeds into the condition of the roads as well as the active travel agenda.

There would also be an additional report added to the business programme relating to affordable energy and the Shetland Tariff.

Decision

The Committee:

- CONSIDERED the business planned for Environment & Transport Committee for 2023/24; and
- ADVISED the Director of Infrastructure Services of any changes required and new items to be included on the Business Programme.

The meeting concluded at 11.25am.

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Chair



Meeting(s):	Environment & Transport Committee	28 November 2023
Report Title:	Infrastructure Performance Report – Q2 2023/24 Environment & Transport Committee Remit	
Reference Number:	ISD-16-23-F	
Author / Job Title:	John R Smith - Director of Infrastructure Services	

1.0 Decisions / Action required:

- 1.1 That the Environment and Transport Committee **NOTE** the updates on activity in Quarter 2, 2023/24 described in this report and appendices and **DISCUSS and COMMENT** on forward plans and priorities to help inform activity and associated Business Programming.

2.0 High Level Summary:

- 2.1 This report summarises the performance of the Infrastructure Directorate for areas in the remit of the Environment and Transport Committee.
- 2.2 An overview of activity in support of “Our Ambition”, and relevant performance information is set-out in Appendix 1.
- 2.3 Highlights of other activity by Infrastructure Services is described in Appendix 2.
- 2.4 Appendix 3 sets out the current Infrastructure Directorate Risk Register.
- 2.5 Infrastructure actions within the remit of the Development Committee are presented to that Committee in a separate report.

3.0 Corporate Priorities and Joint Working:

- 3.1 Planning and Performance Management are key aspects of Best Value and features of the Councils Corporate Plan, “Our Ambition – 2021 – 2026”. Further information on “Our Ambition” is available in previous Performance Reports.

4.0 Key Issues:

Progress on Key Objectives and Outcomes

- 4.1 Across the Department return to post Covid operations continues, as do efforts to catch up with any backlog while sustaining and adjusting the workforce to meet new challenges.

- 4.2 Significant cost pressures, labour shortages and supply issues continue to hamper some areas of service provision.
- 4.3 Information provided in previous Performance reports on core activities continues to be relevant.
- 4.4 Performance information of key actions and performance indicators related to “Our Ambition” delivery are set out in Appendix 1. Highlights of other actions are described in Appendix 2a and 2b.

4.5 Risks and Service Challenges

There continue to be;

- Risks in operating ferry services with aging vessels and terminals
- All Infrastructure operational services are experiencing retention and recruitment issue,
- Cost of energy, materials, supplies and services continues to be high

The mitigations described in previous Performance Reports continue to apply.

Further information on Departmental Risks is provided in Appendix 3.

4.6 Financial Performance – Quarter 2 – 2023/24

4.6.1 Projected Revenue Outturn

The overall projected revenue outturn position for Infrastructure Services at Quarter 2 is net expenditure of £39.103m, which is a projected underspend of £225k against approved budget.

The projected underspend comprises:

Description	£000
Vacancy Savings	317
1% Savings	(54)
Savings Reviews:	
Refuse Collection	(25)
Grounds Maintenance	(13)
Total	225

- 4.6.2 The following are the main budget challenges and resulting variances across the Directorate at Quarter 2 within the service areas.

4.6.3 Employee Costs

There are a significant number of vacant posts across the Directorate due to delays getting posts reconfigured and reviewed to meet current requirements, and difficulties recruiting to Environmental Health, Maintenance, Engineering, Ferry and Roadworker posts.

At the end of Quarter 2 the number of full-time equivalent vacant posts were:

Service Area	Budgeted Posts - FTEs	Vacant Posts at Q2 - FTE	% of Total Budgeted FTEs
Environment & Estate Operations	167	20	12%
Air Operations	13	0	0%
Ferry Operations – Sea Based Staff	160	24	15%
Ferry Operations – Land Based Staff		7	4%
Roads Service	80	12	15%
Total	420	63	15%

By projecting the estimated time required to recruit to posts, reconfigure existing posts, and known shortages in certain job types, the resulting projected underspend on employee costs across the Directorate to the end of the year is estimated at £2.232m.

This is offset by the approved vacancy savings budget of £967k, and additional agency ferry staff costs for essential posts of £450k, resulting in an estimated projected underspend of £815k to the end of the year on employee costs.

4.6.4 Operating Costs

The main budget variances across the Directorate on operating costs by service area can be summarised as:

- Environment & Estate Operations:
additional income from waste to Landfill due to the AHS demolition work £75k;
- Ferry Services:
underspending on ferry fuel which is budgeted at 85p per litre with an average to date of 59p per litre resulting in an underspend of £1.035m; and MV Geira maintenance and repairs delayed to next year £335k; offset by additional agency staff costs to cover vacancies which are difficult to fill (£450k); and
- Roads Service:
additional income from Scord Quarry sales to contractors, for work at Sullom Voe, and private surface dressing works £215k.

4.6.8 Projected Capital Outturn

The overall projected capital outturn position for Infrastructure Services at Quarter 2 is net expenditure of £10.217m, which is a projected overspend of £65k against approved budget.

The projected overspend relates to Roads projects as follows:

- St Olaf Street Retaining Wall project - tender higher than budgeted (£78k);
- Pelican Crossing Replacement Programme - additional crossing required this year (£21k); **offset by**
- Bridge Replacement Programme - underspend as no projects are planned for the current year £25k; and
- Hillhead Railing Replacement project - this will be completed this year under budget £10k.

All other capital projects across the Directorate are projected to be on budget.

4.7 Look ahead to future years

- Many Infrastructure Services key projects and actions will continue throughout 2023/24, and into future years, as they require sustained activity to deliver their objectives.
- The Infrastructure Directorate Plan for 2023/24, and years forward, was approved by Council March 2023 and will be the basis of 2023/24 performance reporting.
- Services plans for each of the service areas within Infrastructure are available on the Councils Intranet.

4.8 Updates on Savings / Reviews

4.8.1 Update on increased income from refuse collection for higher levels of Commercial Recycling No immediate increases are possible but in the medium to long term such increases are inevitable. This is linked to the ongoing development of the business case for the landfill extension. To support the financial case there's a distinct possibility that there will be a requirement to significantly increase gate fees to part or fully fund the capital cost of extending the facility, which overall remains the most cost effective solution.

4.8.2 Update on the review of maintenance of Green Spaces – No savings have been realised thus far, and any reduction in the grass cutting standards to burial grounds or amenity areas would need member approval. A report in Q4 23/24 could outline the scale of savings needed and what that means to cutting standards and frequencies.

The "SIC Grass Cutting Reduction Project", which is being led by the Climate Change Strategy Team, is ongoing and discussions are taking place on the Council's Land Strategy which needs to be in place prior to any moves to re-wild areas. Options being investigated are tree planting; rewilding and biodiversity enhancement and continued grass cutting.

4.8.3 Update on the review options to move to 3 or 4 weekly Refuse Collection The overall direction of travel for waste is subsumed into the Net Zero Routemaps but resource shortages have effectively stalled progress. However, the impending implementation of DRS and its subsequent delay has confused the issue, while ongoing works to present a business case for a landfill extension are also key considerations.

4.8.4 Update on the review of Burials Following the January seminar, a round of consultations with Community Councils has now concluded and we are due to present a report in March 2024 which looks at options for the Shetland Islands Council burial grounds strategy.

4.9 External Grant Funding

4.9.1 Although not strictly speaking a grant, arrangements for the Council to facilitate access to additional energy efficiency support are described in the ECO4 Flex scheme, also on this agenda.

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:	Any workforce implications from proposed changes will be considered in line with existing council process, policies and procedures. They have also been discussed and will be reflected in the actions contained within Council's Workforce Plan.
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, so does not, in itself, require an EIA.
6.4 Legal:	The Directorate delivers statutory services, monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties in delivering Services.
6.5 Finance:	<p>The projected revenue and capital outturn position for Infrastructure Services on the General Fund is net expenditure of £49.319m, which is an underspend of £161k against approved budget.</p> <p>This underspend forms part of the projected capital and revenue outturn of the Council overall on the General Fund which is projecting an overspend of £1.881m against approved budget.</p>
6.6 Assets and Property:	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, materials inflation and pressure on capacity in the private sector are creating challenges to maintain service delivery within budget.

6.7 ICT and new technologies:	Telematics are a key enabler for fleet management and remote sensing and control equipment will be key for energy efficiency and carbon management.	
6.8 Environmental:	The Directorate leads the delivery of the Council's Climate Change Strategy and Carbon Management Plan and delivers a programme of works to reduce energy usage across the Council's assets and services and transition to Net Zero.	
6.9 Risk Management:	<p>Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity.</p> <p>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>Key risks and challenges are outlined in section 4.5 above and appendix 3.</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, to monitor the relevant Planning and Performance Management Framework, including risk management.</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> <p>The approval of plans which are part of the Council's Planning and Performance Management Framework, are reserved to the Council (Paragraph 2.1.3(4) of the SIC Scheme of Administration and Delegations – Part C).</p>	
6.11 Previously considered by:	None	

Contact Details:

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or jrsmith@shetland.gov.uk

Appendices:

Appendix 1 – Infrastructure Performance Information – Actions and PI's – E&T

Appendix 2a – Infrastructure Performance Narrative – E&T

Appendix 2b – Infrastructure Performance Narrative – Climate Change Programme
Update

Appendix 3 – Infrastructure Departmental Risk Register – Whole Directorate

Background Documents:

- Our Ambition 2021-2026
- Council Medium Term Financial Strategy
- Infrastructure Department – Service Plans

Appendix A - Projects and Actions for PPMF reports - Infrastructure Directorate to E&T



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OUR AMBITION

1.01 Shetland's Population Balance	Our shared aim is for more young people to remain in, or relocate to, Shetland to live, work, study and raise families, while our older people live active, independent and healthy lives for as long as possible.
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1 Shetland Partnership's 10 Year Development Plan	We will support and promote the Shetland Partnership's 10 Year Development Plan to attract people to live, work, study and invest in Shetland and regularly refresh the actions to match what the evidence tells us.
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Code & Title	Description	Dates		Progress	Progress Statement
OA240 Major Works Team	Create a Major Works team, including upskilling to include fitting/maintaining renewables in private & Council housing.	Planned Start	01-May-2022		Funding for Team Leader post provisionally put in place for 24/25. Recruitment exercise likely in Q2 of 2024/25.
		Actual Start	19-May-2022	<div><div>25%</div></div>	
		Original Due Date	31-Dec-2022	Expected success	
		Due Date	31-Mar-2025		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Environment and Estate Operations					
Carl Symons					

1.04 Climate Change	Our Climate Change Strategic Outline Programme commits to a proactive approach to tackling climate change in Shetland and proposes a range of immediate actions and priority areas. It emphasises that it is essential to act in partnership with agencies, industries and communities to be successful.
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1 Shetland Net-Zero Strategy	Prepare and implement a council Net-Zero Plan and lead the preparation of a Shetland Net-Zero Strategy involving Community Planning partners and a range of energy-focused businesses and organisations.
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Decarbonise Council Vehicles	Meet Government targets for phasing out petrol and diesel road vehicles
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Code & Title	Description	Dates		Progress	Progress Statement
OA011 Greening the Fleet Programme	Transition from Fossil Fuels to Electric Operation	Planned Start	01-Apr-2022		The "Greening the Fleet" business case and overall programme has been re-submitted. The BJC has been revised into a flexible rolling programme of upgrades scheduled over 6 years for cars & small van replacements and 7 years for charge point infrastructure. The programme sees the precursor rollout of charge points followed by vehicle procurements. Configured to make best use opportunities and to track market conditions and new technologies. The outcome will also be influenced by A01 Shetland Wide Car Club & Car Sharing Scheme.
		Actual Start	12-May-2022	<div><div>11%</div></div>	
Lead		Original Due Date	31-Mar-2023	Expected success	
Environment and Estate Operations		Due Date	31-Dec-2030		
Carl Symons		Completed Date		Experiencing issues, risk of failure to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA012 Hydrogen fuel vehicles	Consider the recommendations of the draft report Review of Decarbonising Existing Fleet Using Hydrogen Fuel Alternatives.	Planned Start	01-Apr-2021		New vehicles have arrived and are to be put to work. Discussions ongoing to source local hydrogen. Discussion on a naming competition also ongoing.
		Actual Start	03-Nov-2021	<div><div>50%</div></div>	
Lead		Original Due Date	31-Mar-2026	Expected success	
Environment and Estate Operations		Due Date	31-Dec-2027		
Carl Symons		Completed Date		Likely to meet target	


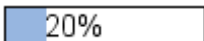

Net-Zero Carbon

Code & Title	Description	Dates		Progress	Progress Statement
HA01 Shetland Wide Car Club & Car Sharing Scheme	Following research, stakeholder engagement and consultation, approvals are now in place to implement a trial of a Shetland Car Club. The overarching aim of the trial is to put in place a 'proof of concept' car-club scheme. This will initially run for two years and will consist of 10Nr vehicles located across Shetland which SIC, NHS, 3rd Sector staff, and potentially the general public, can use to gain hourly access to a fleet of vehicles. The trial will identify the financial implications and potential savings for SIC, including utilisation of a car club to replace traditional 'grey fleet' operation.	Planned Start	01-Apr-2024		Project approvals in place. Proceeding with a 10 vehicle trial across Shetland, locations being determined. Expect vehicles on the ground commencing April 2024.
		Actual Start	16-Aug-2023	<div><div>15%</div></div>	
Lead		Original Due Date	28-Feb-2026	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2026		
Carl Symons		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA009 Climate Change Action Plan	Develop Shetland's Climate Change Action Plan.	Planned Start	01-Apr-2022		The SIC Climate Change Strategy and Action Plan is now complete and will be presented to Full Council on the 13th December 2023.
		Actual Start	01-Apr-2022		
Lead		Original Due Date	31-Mar-2026	Expected success	
Environment and Estate Operations		Due Date	13-Dec-2023		
Carl Symons		Completed Date		Likely to meet target	



2 Energy efficiency and waste reduction



Continue and, where possible, accelerate current **energy efficiency, energy conversion, waste reduction and reuse initiatives**, internally within the council and across the community.

Code & Title	Description	Dates		Progress	Progress Statement
DP111 Zero Waste Strategy & Recycling Collection	Zero Waste Strategy - Develop and put in place the necessary actions, programmes and projects as part of an overarching Zero Waste strategy relative to waste management activities. Implement recycling collection across Shetland and redesign the waste service to prepare for further legislative changes. Update: Subsumed under the Council's Net Zero Route maps with an initial strategy and action plan meeting to take place March 23.	Planned Start	01-Apr-2015		Not prioritised given other concurrent projects (water cooled wear zones, landfill capping) with associated resource shortfalls and the imminent outputs of the Net Zero Route maps.
		Actual Start	14-Nov-2016		
Lead		Original Due Date	31-Mar-2016	Expected success	
Environment and Estate Operations		Due Date	01-Jul-2025		
Carl Symons		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
HC02 Concluding Shetland Energy Strategy	Complete Energy Strategy for Public Consultation and Council Approval	Planned Start	01-Apr-2023		Draft strategy to be issued for public consultation prior to reporting to Council in Q4.
		Actual Start	01-Apr-2023		
Lead		Original Due Date	31-Aug-2023	Expected success	
Future Energy		Due Date	31-Mar-2024		
Douglas Irvine		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
HC04 Coordinating at Shetland Holistic Power System	Work with energy developers to identify optimal solutions for energy transmission routes in Shetland	Planned Start	01-Apr-2023		Design work date for Yell wind farm transmission links has been extended to c 31 March 2024.
		Actual Start	01-Apr-2023	<div><div>10%</div></div>	
		Original Due Date	30-Sep-2023	Expected success	
		Due Date	31-Mar-2024		
Lead		Completed Date		Likely to meet target	
Future Energy					
Douglas Irvine					

Code & Title	Description	Dates		Progress	Progress Statement
OA014 Electric Vehicle Charge Points		Planned Start	01-Apr-2021		Developed Electric Vehicle Charging Infrastructure Expansion Strategy through collaboration agreement with HITRANS. This will assist in developing actions and targets to better develop reporting of progress. This work is still ongoing. 26 Council owned public charge points installed. Charging tariff introduced, impact on utilisation of charge points to be monitored on an ongoing basis. Been a definite drop-off in utilisation.
		Actual Start	03-Nov-2021	<div><div>55%</div></div>	
		Original Due Date	31-Mar-2022	Expected success	
		Due Date	31-Mar-2025		
Lead	Provide additional Electric Vehicle Charge Points	Completed Date		Likely to meet target	20 Council fleet points installed. 2 fleet points to be installed in 23/24 from accrued 22/23 funding. Planning permission submitted for a rapid charge point at Gremista. Further funding received from Transport Scotland for 23/24. Planning applications submitted for charge points at Northaven and Wastview.
Environment and Estate Operations					
John Simpson; Carl Symons					

Code & Title	Description	Dates		Progress	Progress Statement
OA015 Home Energy Efficiency Programme		Planned Start	01-Apr-2021		The 2022/23 ABS programme was completed at the end of June 2023. The final grant spend was £1,050,857.56.
		Actual Start	03-Nov-2021	<div><div>100%</div></div>	
		Original Due Date	31-Mar-2022	Expected success	
		Due Date	30-Jun-2022		
Lead	Support the Home Energy Efficiency Programme for Scotland in Shetland. Scheme is now called Energy Efficient Scotland	Completed Date	30-Aug-2022	Complete	We intend to change the format to providing statistics on number of surveys and jobs carried out to provide better information on the work being done.
Environment and Estate Operations					
John Simpson; Carl Symons					We will also provide statistics for number of surveys completed under the Warmer Homes Scotland programme (Warm Works have been successful in tendering for the new contract which begins in October).
					Hence we have reported updates in the current form as complete.

Code & Title	Description	Dates		Progress	Progress Statement
OA016 Recycling in Shetland	Further promote recycling in Shetland.	Planned Start	01-Apr-2022		Due to be scheduled when resource becomes available following the impending decision on the SIC Climate Change Strategy.
		Actual Start	12-May-2022	<div><div>10%</div></div>	
Lead		Original Due Date	31-Mar-2026	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2026		
Brydon Gray; Carl Symons		Completed Date		Experiencing issues, risk of failure to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA018 Energy Recovery Plant - Improvements	Energy Recovery Plant - Plant upgrade and renewal programme, ensuring that the plant continues to operate 24/7 while meeting all statutory and regulatory requirements for the production of heat, safety and emissions.	Planned Start	01-Apr-2021		ERP Analysers on order and due for installation early 2024. Minor works to grab crane imminent.
		Actual Start	03-Nov-2021	<div><div>90%</div></div>	
Lead		Original Due Date	31-Mar-2022	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2025		
Carl Symons		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA248 Gremista Landfill Operations	Landfill capping is carried out every 2 – 4 years depending on how much waste has been received on site. The capping involves laying a hard density plastic liner on top of the covered waste to reduce the amount of water entering the landfill which in turn reduces the amount of leachate we need treat.	Planned Start	01-Apr-2023		Revised BJC for landfill extension submitted to AIP for consideration and approved at Committee. Design work to commence with site work scheduled for 24/25 (OA248B).
		Actual Start	06-Dec-2021	<div><div>57%</div></div>	
Lead		Original Due Date	31-Mar-2025	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2025		
Carl Symons		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
SP654 Streetlighting - LED replacement	Replacement of conventional lantern with LED lanterns for our entire streetlighting network.	Planned Start	01-Apr-2017		Works are progressing but shortage of resources due to large scale developments underway in Shetland resulted in completion being delayed into this financial year. To date a total of 4,700 lanterns have been replaced leaving 200 to be replaced in 2023/24
		Actual Start	19-Oct-2017	<div><div>98%</div></div>	
Lead		Original Due Date	31-Mar-2018	Expected success	
Roads		Due Date	29-Mar-2024		
Neil Hutcheson		Completed Date		Likely to meet target	

4 Shetland green electricity generation and distribution grid

Support the identification and delivery of a robust, green Shetland electricity generation and distribution grid, which reaches across all of Shetland, and enables further public, community and commercial 'greening'.

Code & Title	Description	Dates		Progress	Progress Statement
HC03 Starting the Hydrogen Economy	Identify Hydrogen Developer capable of starting commercial hydrogen production in Shetland	Planned Start	01-Apr-2023		Several potential Shetland hydrogen developers have applied to the UK Government's Net Zero Hydrogen Fund for the round to be announced in September 2023. Successful applicants are most likely to develop the hydrogen economy in Shetland.
		Actual Start	01-Apr-2023	<div><div>20%</div></div>	
Lead		Original Due Date	31-Oct-2023	Expected success	
Future Energy		Due Date	31-Mar-2024		
Douglas Irvine		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
HC06 Researching Clean Energy Options	Complete the two net zero technology projects that are in progress and start 3 additional phases and successfully apply for funding for two new projects	Planned Start	01-Apr-2023		Liquid Organic Hydrogen Carrier research phase 2 concluded. European Hydrogen Backbone research phase 1 concluded. Energy Hub research phase 1 almost complete.
		Actual Start	01-Apr-2023	<div><div>60%</div></div>	
Lead		Original Due Date	31-Mar-2024	Expected success	
Future Energy		Due Date	31-Mar-2024		
Douglas Irvine		Completed Date		Likely to meet target	

1.05 Sustaining current jobs and creating new ones

"Meeting user needs and promoting further economic activity around our coastline"

4 Scalloway Fish Market, Toft Pier and Cullivoe Harbour Infrastructure

Our significant investments in new infrastructure at **Scalloway Fish Market, Toft Pier** and addressing the constraints affecting **Cullivoe Harbour**, will provide essential onshore facilities for fishing and aquaculture, meeting user needs and promoting further economic activity around our coastline.

Code & Title	Description	Dates		Progress	Progress Statement
OA253 Toft Ferry Terminal Painting	Structure comprises a structural steel framework with a reinforced concrete deck. This project will focus on blast cleaning and painting the structural steel elements above water.	Planned Start	01-Apr-2023		Project largely complete, with final items and demobilisation being attended to. Project completed on time and within budget.
		Actual Start	19-Jun-2023	<div><div>90%</div></div>	
Lead		Original Due Date	31-Mar-2024	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Mar-2024		
Andrew Inkster		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA254 Ulsta Ferry Terminal Painting	Structure comprises a structural steel framework with a reinforced concrete deck. This project will focus on blast cleaning and painting the structural steel elements above water.	Planned Start	01-May-2024	<div><div></div></div>	This project is currently scheduled to take place during the Spring/Summer of 2024. An appropriate Business Justification Case will be submitted in good time to ensure the project is included on AIP for that financial year.
		Actual Start		<div><div>0%</div></div>	
Lead		Original Due Date	31-Mar-2025	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Mar-2025	<div><div></div></div>	
Andrew Inkster		Completed Date		Likely to meet target	

7 Build the principles of community wealth building

We will **build the principles of community wealth building** into the way we support the local community.

Code & Title	Description	Dates		Progress	Progress Statement
OA242 Community based handyperson	Establish a network of community based handypersons to assist communities in maintenance projects/issues	Planned Start	01-Apr-2022		Expansion of the Fetlar role being investigated, including the need for PVG checks for post holder. This will allow them to assist with wider community care support.
		Actual Start	19-May-2022	<div><div>35%</div></div>	
Lead		Original Due Date	31-Mar-2023	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2025		
Carl Symons		Completed Date		Experiencing issues, risk of failure to meet target	

1.10 Transport

We will engage in the development of a new Shetland Transport Strategy that sets a clear strategic and policy framework in response to the drivers for change.

3 Support air services to Foula and Fair Isle

We will **continue to support air services to Foula and Fair Isle**, including consideration of alternative fuels and technologies in the provision.

Code & Title	Description	Dates		Progress	Progress Statement
OA174 Resurfacing of Tingwall Airstrip	Business cases for resurfacing of Tingwall Airstrip and consideration of any other capital investment requirements are now being finalised for future reporting to the Committee and Council. New timescales for that reporting will be set through the Environment and Transport Committee Business programme.	Planned Start	01-Apr-2023		Project is currently being considered for inclusion in AIP. New scoring process will examine the Business Case and rank accordingly
		Actual Start	09-May-2023	<div>10%</div>	
Lead		Original Due Date	31-Mar-2024	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Mar-2024		
Andrew Inkster		Completed Date		Significant issues, likely failure to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA175 Licensing of Foula Airstrip	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	Planned Start	01-Apr-2022		Runway extension completed and approved by Air Transport Provider AirTask. They must now complete paperwork with CAA, but threat to flights in winter conditions appears to have been removed. Discussions on formal licensing will now recommence with CAA.
		Actual Start	19-May-2022	<div><div>60%</div></div>	
Lead		Original Due Date	31-Mar-2024	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Dec-2024		
Andrew Inkster		Completed Date		Likely to meet target	

4 Support delivery of an affordable and sustainable system of public transport

We will **continue to support delivery of an affordable and sustainable system of public transport services** to meet the needs of Shetland. We will support the development of alternative solutions such as active travel and mobility as a service that encourage positive travel choices. These will evolve with the availability of alternative fuels and technologies and will complement other transport modes to form part of an integrated transport network. The network will support our community outcomes of achieving climate change targets, reducing inequality, improving public health and enabling access to essential goods and services, employment, education and health care, as well as other opportunities to ensure inclusive economic growth and healthy communities.

Code & Title	Description	Dates		Progress	Progress Statement
HB08 2023 Ferry Dry Docking Programme	Annual docking and refit programme for inter-island ferries.	Planned Start	01-Jan-2023		Fivla docking will be complete w/c 30/10 with Good Shepherd also due to go into dock during that week. 2023 docking campaign on target for completion as planned with Geira due to go into dock on 20/11 and completion programmed for 17/12.
		Actual Start	09-May-2023	<div><div>85%</div></div>	
Lead		Original Due Date	31-Dec-2023	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Dec-2023		
Andrew Inkster		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA105 Ferry Terminal Waiting Room Improvement Programme	Progress the Inter-Island Ferry Terminal Waiting Room Improvement Programme (Foula, Skerries and Ulsta).	Planned Start	01-Apr-2021		Planning permission for Foula Waiting room has been granted. Work continues to prepare drawings for Building Warrant and Tender processes.
		Actual Start	03-Nov-2021	<div><div>60%</div></div>	
Lead		Original Due Date	31-Mar-2026	Expected success	
Ferry, Airport & Port Engineering		Due Date	31-Mar-2026		
Andrew Inkster		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA106 Linkspan repair and lifecycle extension	Finalise the comprehensive linkspan repair and lifecycle extension programme for the inter-island ferry service.	Planned Start	01-Apr-2021		Work continues on this project, with recent upgrade works to control huts on the Bressay and Fetlar service routes.
		Actual Start	03-Nov-2021	<div><div>60%</div></div>	
		Original Due Date	31-Mar-2026	Expected success	
		Due Date	31-Mar-2026		
		Completed Date		Likely to meet target	
Lead					
Infrastructure Services Directorate					
John Smith					

5 Invest in the maintenance of our roads network

We will **invest in the maintenance of our roads network** to ensure it continues to support our economy and communities. In addition, we will invest in road improvements and upgrades where they are necessary to support the sustainability of communities and businesses and/or support new economic opportunities in the islands.

Code & Title	Description	Dates		Progress	Progress Statement
OA111 Cullivoe Road replacement.	Improve the B9082 to address safety concerns and support the sustainability of the local community and businesses and support new economic opportunities in the area and address the constraints affecting Cullivoe Harbour thereby providing essential onshore facilities for fishing and aquaculture, meeting user needs and promoting further economic activity.	Planned Start	01-Apr-2021		The land acquisition is progressing with letters seeking updates sent to the solicitors representing the land owners. The biodiversity surveys are complete. Borrowing to fund the EIA was approved by Council in September 2023.
		Actual Start	02-Nov-2021	<div><div>10%</div></div>	
		Original Due Date	31-Mar-2026	Expected success	
		Due Date	31-Mar-2026		
		Completed Date		Likely to meet target	
Lead					
Roads					
Neil Hutcheson					

Code & Title	Description	Dates		Progress	Progress Statement
OA112 Levenwick Road replacement.	Improve the A970 to address safety concerns and support the sustainability of the local community.	Planned Start	01-Apr-2021		Detail design changes have been made to the design layout following the meeting with landowners.
		Actual Start	02-Nov-2021	<div><div>5%</div></div>	
		Original Due Date	31-Mar-2026	Expected success	
		Due Date	31-Mar-2029		
		Completed Date		Likely to meet target	
Lead					
Roads					
Neil Hutcheson					

Code & Title	Description	Dates		Progress	Progress Statement
OA235 Microsurfacing of rural car parks	Microsurfacing (surface dressing) of rural car parks to extend life of base & wearing course.	Planned Start	01-Apr-2023		The micro-surfacing programme has, for the immediate future, been cancelled as part of the measures to manage growth of the Council's budgets in 2023/24. In the meantime the works listed on the programme will, where suitable, be resurfaced or surface dressed with costs met from relevant existing budgets.
		Actual Start		<div><div>0%</div></div>	
		Original Due Date	31-Aug-2023	Expected success	
		Due Date	31-Aug-2023		
		Completed Date		Cancelled	
Lead					
Roads					
Neil Hutcheson					

Code & Title	Description	Dates		Progress	Progress Statement
OA246 Burra Bridge Painting	Maintenance painting of the bridge to ensure its long term life and maintain road access to Burra.	Planned Start	01-Apr-2022		Works were completed in the first week of July 2023.
		Actual Start	23-May-2022	<div><div>100%</div></div>	
Lead		Original Due Date	31-Mar-2023	Expected success	
Roads		Due Date	31-Mar-2023		
Neil Hutcheson		Completed Date	27-Jul-2023	Complete	

2.02 Our Organisational values and culture

"As a council, we are ambitious for our community and are demanding of ourselves as an organisation. We have an unwavering focus on ensuring Shetland and its people thrive. The council's Values and Behaviours Statement underpins everything we do."

02 Deliver excellent services to the public.

We will maintain a clear focus on delivering excellent services to the public.

Code & Title	Description	Dates		Progress	Progress Statement
OA173 Burial Grounds Capacity	A report scheduled for autumn/winter 2022 to consider a strategy for burial grounds approaching capacity; and the options available to the Council in addressing that.	Planned Start	30-Sep-2022		Report and associated policy due at Committee this cycle.
		Actual Start	19-May-2022	<div><div>90%</div></div>	
Lead		Original Due Date	31-Mar-2023	Expected success	
Environment and Estate Operations		Due Date	29-Mar-2024		
		Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA176 Develop Action Plan for managing Memorial Repairs	Develop an Action Plan to lay out the processes and works required to manage memorial repairs	Planned Start	01-Apr-2022		Report on burial grounds due before Committee which is seeking additional resources to fully implement the necessary works programmes. This also includes a review of fees and charges applicable to Shetland burial grounds.
		Actual Start	11-Aug-2022	<div><div>55%</div></div>	
Lead		Original Due Date	31-Mar-2024	Expected success	
Environment and Estate Operations		Due Date	31-Mar-2024		
Carl Symons		Completed Date		Experiencing issues, risk of failure to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
OA177 Roll out Action Plan for managing Memorial Repairs	To lay out the processes and works required to manage memorial repairs	Planned Start	01-Apr-2022		Report on burial grounds due before Committee which is seeking additional resources to fully implement the necessary works programmes. This also includes a review of fees and charges applicable to Shetland burial grounds.
		Actual Start	11-Aug-2022	<div><div>20%</div></div>	
		Original Due Date	31-Mar-2024	Expected success	
		Due Date	31-Mar-2026		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Environment and Estate Operations					
Carl Symons					


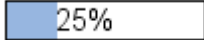

Code & Title	Description	Dates		Progress	Progress Statement
OA178 Burial Grounds Safety Works	To ensure burial grounds are safe for members of the public.	Planned Start	01-Apr-2022		Report on burial grounds due before Committee which is seeking additional resources to fully implement the necessary works programmes. This also includes a review of fees and charges applicable to Shetland burial grounds.
		Actual Start	11-Aug-2022	<div><div>20%</div></div>	
		Original Due Date	31-Mar-2024	Expected success	
		Due Date	31-Mar-2026		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Environment and Estate Operations					
Carl Symons					


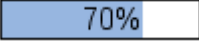

Outstanding Audit Recommendations

20/21 Fleet Management



Code & Title	Description	Dates		Progress	Progress Statement
IA1804 20/21 Fleet Management - Recommendation 2	Management should implement a process to ensure that a regular reconciliation is undertaken between the active drivers recorded on the Telematics system and those that have a valid driving licence and SIC insurance application. Any driver without a valid licence and SIC insurance application must not be permitted to drive a Council vehicle until valid documents are completed/provided.	Planned Start			Update requested from the H&S team regarding likely implementation date of the module.
		Actual Start	31-Aug-2023	<div><div>80%</div></div>	
		Original Due Date	31-Oct-2021	Expected success	
		Due Date	31-Mar-2024		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Environment and Estate Operations; Infrastructure Services Directorate					
Carl Symons	Managers should also be reminded to advise the Fleet Management Unit of leavers that should be removed from the list of approved drivers.				




22/23 Inter-Island Ferry Service: Asset Management Arrangements




Code & Title	Description	Dates		Progress	Progress Statement
IA2460 22/23 Inter-Island Ferry Service: Asset Management Arrangements - Recommendation 4	Management should undertake a formal review of the fleet to ensure that the highest risk assets can be identified and incorporated into the AMS and AMP accordingly. Once completed, the review should be subject to ongoing monitoring and update to ensure any significant vessel risk changes are identified and captured within the AMS and AMP.	Planned Start			Work on site inspecting vessel condition etc. has been completed. However, delivery of the report is taking longer than expected. Options to improve this situation are being investigated.
		Actual Start	29-Oct-2023		
		Original Due Date	31-Mar-2023	Expected success	
		Due Date	31-Dec-2023		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Ferry, Airport & Port Engineering; Infrastructure Services Directorate					
Andrew Inkster					





Code & Title	Description	Dates		Progress	Progress Statement
IA2465 22/23 Inter-Island Ferry Service: Asset Management Arrangements - Recommendation 7	Management should ensure that: . The BCP is reviewed and updated to adequately reflect the arrangements to be followed if the fleet and/or staffing is unexpectedly reduced. . Once updated, the BCP is made available to all relevant staff within the ferry service, providing training where necessary. . The BCP is subject to regular review and periodic testing. . The workforce and succession planning review is completed as soon as possible, and the key risks identified through this are actively managed and captured within the BCP arrangements.	Planned Start			Work continues to finalise BCP action cards. Progress hampered by operational crewing shortages which is taking management resource away from the office. IA have been updated.
		Actual Start	24-Aug-2023		
		Original Due Date	31-Mar-2023	Expected success	
		Due Date	31-Jul-2023		
		Completed Date		Experiencing issues, risk of failure to meet target	
Lead					
Ferry, Airport & Port Engineering; Infrastructure Services Directorate					
Andrew Inkster					

22/23 Ports and Harbours Finance Processes

Code & Title	Description	Dates		Progress	Progress Statement
IA2505 22/23 Ports and Harbours Finance Processes - Recommendation 2	Management should ensure that a full review of the financial administration and stock management arrangements for Ports & Harbours is conducted to ensure they remain fit-for-purpose.	Planned Start			Initial meetings have taken place to agree the outline of process guides and a clearly defined relationship between Sella Ness based staff and staff in 8 North Ness to support month end closure processes.
		Actual Start	01-Sep-2023		
		Original Due Date	31-Mar-2023	Expected success	
	Process Guides should be updated to reflect any changes made and these should cover all required areas. Once complete, these should then be subject to approval at the appropriate and communicated to all relevant parties.	Due Date	31-Dec-2023		
	Paul Fraser	Completed Date		Likely to meet target	

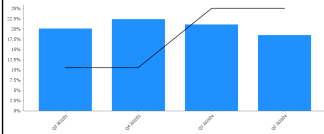
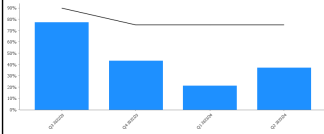
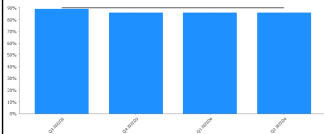

Code & Title	Description	Dates		Progress	Progress Statement
IA2506 22/23 Ports and Harbours Finance Processes - Recommendation 4	On completion of the procedural review outlined at recommendation 2, management should remind all relevant officers of the importance of adhering to the invoicing procedures and their requirements, including retention of supporting documentation. Management should also address the errors identified during this audit review.	Planned Start			Initial meetings have taken place to agree the outline of process guides and a clearly defined relationship between Sella Ness based staff and staff in 8 North Ness to support month end closure processes.
		Actual Start	01-Sep-2023		
		Original Due Date	31-Mar-2023	Expected success	
	Management should also ensure that a clear segregation of duties is in place to prevent a credit being applied to a customer account without the required approval. This should be formally recorded for audit trail purposes.	Due Date	31-Dec-2023		
	Paul Fraser	Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
IA2507 22/23 Ports and Harbours Finance Processes - Recommendation 1	Senior Management should ensure that a policy, which outlines the eligibility criteria for Account Card holders is developed.	Planned Start			The Interim Ferry Fare and Ticketing Review (ISD-03-22-F) was presented to Environment & Transport Committee and Policy and Resources Committee on 14 March. The use of account cards for non-business/commercial users ceased on 1 April 2023 and this change was communicated to customers and stakeholders. A proposal to write-off de minimis invoices was presented to Policy and Resources Committee on 5 June 2023.
		Actual Start	01-Sep-2023		
		Original Due Date	31-Mar-2023	Expected success	
	This should then be subject to approval at the appropriate level. Once approved the policy should be communicated to all relevant parties and thereafter subject to ongoing review, monitoring, and scrutiny.	Due Date	31-Mar-2024		
	Action should also be taken in respect of current Account Card holders and a review undertaken to determine if they are still eligible.	Completed Date		Likely to meet target	

Code & Title	Description	Dates		Progress	Progress Statement
IA2508 22/23 Ports and Harbours Finance Processes - Recommendation 5	Senior Management should review the current arrangements and determine whether the financial administration team based at Sella Ness, or some of their key tasks should be incorporated into the central finance team, to allow for a more consistent, efficient, and effective approach between all parties involved.	Planned Start			Initial meetings have taken place to agree the outline of process guides and a clearly defined relationship between Sella Ness based staff and staff in 8 North Ness to support month end closure processes.
		Actual Start	01-Sep-2023	<div><div>50%</div></div>	
		Original Due Date	31-Mar-2023	Expected success	
		Due Date	31-Dec-2023		
		Completed Date		Likely to meet target	
Lead					
Finance; Infrastructure Services Directorate					
Paul Fraser					
Code & Title	Description	Dates		Progress	Progress Statement
IA2509 22/23 Ports and Harbours Finance Processes - Recommendation 3	Management should put in place appropriate financial monitoring and stock control arrangements and update process guides to reflect these.	Planned Start			Initial meetings have taken place to agree the outline of process guides and a clearly defined relationship between Sella Ness based staff and staff in 8 North Ness to support month end closure processes.
		Actual Start	01-Sep-2023	<div><div>40%</div></div>	
		Original Due Date	31-Mar-2023	Expected success	
		Due Date	31-Dec-2023		
		Completed Date		Likely to meet target	
Lead	Management should put in place appropriate checks (e.g., by selecting a regular sample of cases) to ensure that processes are followed and invoices which are produced are accurate. Evidence of the checks undertaken should be retained.				
Finance; Infrastructure Services Directorate					
Paul Fraser					

Appendix B Performance Indicators (Non-seasonal - Quarterly)- Infrastructure Services Directorate

Generated on: 20 November 2023

Code & Short Name	Previous Years		Quarters				Graphs	Past performance & future improvement Statements
	2021/22	2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24		
	Value	Value	Value	Value	Value	Value		
ENV06 Percentage of household Waste recycled	16.6%	19.75%	20%	22.3%	21%	18.4%	25%	 <p>Past Performance: While still below the national average, our recycling figures have taken a sharp increase since the introduction of the kerbside recycling scheme.</p> <p>Future Improvement: The recycling rate has shown a good increase since 2020/21. The Deposit Return Scheme was due to roll out in August of this year but this has now been pushed back to 2025.</p>
HN02 Food Law Inspection Programme Completed	84%	43%	77%	43%	21%	37%	75%	 <p>We are still having difficulty recruiting staff to fill vacancies which is impacting our the ability to complete the food law inspection programme. This has been a busy period for Civic Government Licensing and other service demands has impacted on the amount of inspections being carried out.</p>
HN03 Premises achieving PASS Standard in Food Hygiene Information Scheme	89%	89%	89%	86%	86%	86%	90%	 <p>The PASS standard figure in Q4 was maintained at 90% which is around average for Scotland as a whole.</p>
SP-HS-022 Tonnes of CO2 from council operations	21,552	15,286	5,533					 <p>This data is being superseded by Council Net Zero Route Map which incorporates a wider range of emissions sources. The ongoing assessment/calculation and reporting of this data is nearing completion and this will include how the data is reported as part of this process.</p>

Appendix B Performance Indicators (Seasonal - Quarterly)- Infrastructure Services Directorate



Generated on: 20 November 2023

	Previous Years			2 years ago	1 year ago	This Year			
Code & Short Name	2020/21	2021/22	2022/23	Q2 2021/22	Q2 2022/23	Q2 2023/24		Graphs	Past performance & future improvement Statements
	Value	Value	Value	Value	Value	Value	Target		
HH02 Council Energy Consumption (MWh)	82,905	89,882	64,716	20,142	19,979				This data is being superceded by Council Net Zero Route Map which incorporates a wider range of emissions sources. The ongoing assessment/calculation and reporting of this data is nearing completion and this will include how the data is reported as part of this process.
HN04 Amount of household waste collected (tonnes)	9,079	9,671	9,236	2,743	2,648	2,436	2,648		Operated throughout lockdown. There was an increase in the amount of waste collected.

Appendix B (cont) - Sickness Absences - All Directorates (for comparison)

NOTE: Sickness absences are seasonal, therefore quarters are compared to the same quarters in previous years

Generated on: 20 November 2023

Short Name	Years			2 years ago	Last year	This year
	2020/21	2021/22	2022/23	Q2 2021/22	Q2 2022/23	Q2 2023/24
	Value	Value	Value	Value	Value	Value
Sickness Percentage - Whole Council	3.2%	4.3%	4.9%	3.2%	3.9%	4.3%
Sick %age - Chief Executive's "Directorate"	0.6%	1.1%	2.1%	0.3%	3.1%	1.3%
Sick %age - Children's Services Directorate	2.5%	4.0%	4.4%	2.4%	3.1%	3.3%
Sick %age - Community Health & Social Care Directorate	6.0%	6.9%	7.5%	5.8%	6.3%	7.2%
Sick %age - Corporate Services Directorate	1.1%	1.3%	3.0%	0.7%	2.3%	2.2%
Sick %age - Development Directorate	1.7%	3.2%	5.1%	2.7%	3.7%	4.8%
Sick %age - Infrastructure Directorate	2.9%	4.0%	4.0%	3.3%	3.8%	3.7%

Appendix C - Complaints - Infrastructure Directorate

This shows all complaints that were open during the Quarter.
Frontline complaints should be closed within 5 working days
Investigations should be closed within 20 working days

Generated on: 20 November 2023

Failure to provide a service

ID	Stage Title	Received Date	Status	Closed Date	Service /Directorate	Days Elapsed	Complaint Upheld?
COM-23/24-1841	Frontline	28-Jul-2023	Closed	01-Aug-2023	Ferry, Airports & Ports	3	Partially Upheld
COM-23/24-1842	Frontline	29-Jul-2023	Closed	01-Aug-2023	Ferry, Airports & Ports	2	Partially Upheld
COM-23/24-1856	Frontline	03-Aug-2023	Closed	25-Aug-2023	Environmental Services (old - do not use)	17	Upheld
COM-23/24-1871	Frontline	30-Aug-2023	Closed	20-Sep-2023	Environmental Services (old - do not use)	16	Upheld

Standard of service received

ID	Stage Title	Received Date	Status	Closed Date	Service /Directorate	Days Elapsed	Complaint Upheld?
COM-23/24-1857	Frontline	28-Aug-2023	Closed	31-Aug-2023	Environmental Services (old - do not use)	4	Upheld
COM-23/24-1860	Frontline	24-Aug-2023	Closed	29-Aug-2023	Ferry, Airports & Ports	4	Not Upheld
COM-23/24-1861	Frontline	31-Aug-2023	Closed	06-Sep-2023	Environmental Services (old - do not use)	5	Upheld

Behaviour/Attitude of staff

ID	Stage Title	Received Date	Status	Closed Date	Service /Directorate	Days Elapsed	Complaint Upheld?
COM-23/24-1812	Investigation	21-Jun-2023	Closed	17-Jul-2023	Ferry, Airports & Ports	19	Partially Upheld
COM-23/24-1830	Frontline	11-Jul-2023	Closed	17-Jul-2023	Estate Operations (old - do not use)	5	Upheld
COM-23/24-1873	Investigation	08-Sep-2023	Closed	10-Oct-2023	Ferry, Airports & Ports	23	Partially Upheld

Environment and Estate Operations

1. **Building Services** – The Building Services team have been shortlisted as a “Best Performer” finalist in the Association of Public Service Excellence (APSE) performance network awards. The annual performance networks seminar (including the award ceremony) will be held on Thursday 7 and Friday 8 December 2023 in Blackpool.

Work has been ongoing across the estate and we expect to fully spend our capital maintenance allocation following the summer and October works programme windows.

2. **Burial Services** – This cycle will see the output report and policy which was shaped by the members seminar held in January and the subsequent round of community council consultations.

The rolling programme of memorial testing is well underway but a shortfall in resources is still hampering remedial works programmes.

3. **Environmental Health** – Staff shortages continue to impact upon the team’s ability to respond to all service demands as quickly as we would like to. The SIC Sheep Scab Regulations 2003 are being reviewed, and proposed amendments are to be presented to Committee in this cycle.
4. **Fleet** – The Fleet team have been shortlisted for two categories, a “Best Performer” finalist and also a “Most Improved Performer” finalist in the Association of Public Service Excellence (APSE) performance network awards.

A revised business case for “greening the fleet” has been submitted to the Asset Investment Group. The original BJC Greening the Fleet looked at the scheduled replacement of vehicles based upon their “end of life” disposal date and in accordance with Scottish Government targets.

The original approach reflected the current procurement practice of like-for-like replacements for the fleet at a variety of operating locations. However, with the benefit of hindsight (afforded by the project’s deferment in funding) combined with the ongoing energy crisis, we took the opportunity to review the best way to deliver this major transitional change in a more measured, sustainable and cost effective manner.

It was recognised that the most efficient way to achieve this was to transition the fleet on a location-by-location basis which would form part of an overall rolling programme, run in tandem with the existing fleet replacement programme and the precursor rollout of charging infrastructure. We would still replace vehicles according to their scheduled replacement date, but would swap out existing ICE vehicles (for the remainder of their service life) at any given location which is scheduled for electrification.

Our procurement of replacement vans continues to suffer delays.

- 5. Trading Standards** - We continued to promote the availability of free call-blockers, and in this reporting period we secured a further 96 units and installed 37 in people's homes (making a running total for the project so far of 174 units secured and 88 installed) – where they are now working quietly and almost unnoticed in the background to protect everyone in those households from scam and nuisance callers, thereby helping to safeguard their money and improve their well-being and general quality of life. This national project, which is still accepting applications for call-blockers, has been a great success for us – success achieved through the hard work of our small Trading Standards team, aided significantly by good partnership working with a variety of other council services and a number of external agencies.

We submitted Shetland's Local Standards of weight and measure for their five-yearly (weights) and ten-yearly (capacity and length measures) reverification by the Office for Product Safety and Standards. The verifier found everything to be in order, and our standards were duly recertificated as meeting the requirements for traceability through the UK system to the international standards. The verifier also commented favourably on the sensible and practical design and layout of our calibration laboratory in Market Street, and on the high standard of maintenance of the facility.

6. Waste Management Operations

A business case for the design works of the next landfill cell construction was presented to Committee at the end of September which was approved. An engineering consultant will now begin assessing what works are required for the construction. A further business case will be presented for the construction of the cell, which is roughly estimated to be in the region of £2m but this will only be properly determined once the design works are complete.

The Cleansing team recently took delivery of 4 brand new essay kerts to replace the older ones in our fleet. These new kerts are a good evolution of the previous ones, and the crews are very happy with them and the new operational features. The kerts are also "hydrogen-ready" as they have been designed to accommodate a hydrogen tank, which can be fitted at a later date. We aim to run a local naming competition with Schools.

The Energy Recovery Plant recently placed an order for 2 new analysers which measure the emissions from the stack. These new analysers will be installed next year and will ensure that we will comply with upcoming changes in regulation at the end of this year, which we have a derogation for until the analysers are in operation. The new analysers will also be able to monitor different types of emissions that we couldn't monitor before, so this will give us better information that can inform future projects such as carbon capture.

It's hoped that a business case will be presented to Committee shortly which will address the need to replace the control systems at the ERP. The current system is now obsolete and is running on very old software, so the reliability and maintenance is coming to be quite difficult at times. The control systems

are also used by Shetland Heat Energy and Power, who would be part funding the upgrade if it were to be approved by Committee.

7. Ferry Operations

During Q2 M.V. Snolda and M.V. Bigga completed dockings broadly in line with planned dates, with M.V. Fivla commencing docking works in late September. Delays to materials and contractor resources continue to make this a challenging scope of work, but staff are working extremely hard to ensure that vessels are maintained to expected standards within agreed timescales.

The Linkspan Life extension project continues, and during Q2, works continued to focus on the fabrication of a new linkspan for Hamars Ness in Fetlar. In addition to this, the ongoing replacement of associated control huts continued. Communications with Communities and stakeholders such as the Emergency Services were maintained at all times to minimise disruption.

The recruitment and retention of staff remains difficult in some areas of the operation, and the use of agency staff to fill essential roles remains. During Q2, there were six agency staff employed within the fleet, covering Officer of the Watch (OOW) positions on the Unst, Fetlar and Bressay services.

A management/Union working group continues to investigate options to improve recruitment and retention rates. Good progress is being made in certain areas and some of the areas being investigated include:

- **Victualling** – Unions have raised recent changes in marine legislation which indicate that the payment of victualling may now apply to almost the entire fleet. This matter is currently under discussion with colleagues within Human Resources and it is hoped that an agreement on this matter can be quickly reached.
- **Market Forces** – A joint study is underway to identify significant differences in terms and conditions for Shetland Islands Council sea-farers, against other similar employers.
- **Terms & Conditions** – Work continues on identifying changes which can be made to existing shift patterns to make posts more desirable. Considerable success in this area was achieved in parts of the Whalsay/Skerries service, but changes to existing terms are very much dependant on crew agreement.

8. Tingwall Airport

The three members of staff who successfully completed their Aerodrome Flight Information Service Officer (AFISO) examinations continue to build the required experience to allow signing off by the CAA. Excellent progress is being made, and it is hoped that some individuals will have completed this by late 2023, with the others gaining full certification by early 2024.

9. Roads Service

Cullivoe update. The project timetable has seen the date of reporting the Final Business Case move back from March to September 2024. This will allow preparation of the Environmental Impact Assessment required as part of the planning consent submission. Biodiversity surveys are complete and the landscape and visual site assessments are to be done in mid-November.

A land acquisition update from Legal Services', dated 12th October 2023, shows that progress is being made. There are a total of eight plots with the "bargain" concluded for two. Formal offers have been issued for three plots with one accepted. The remaining three plots are still at the draft offer stage.

Discussions are ongoing with SEPA regarding the burn crossings. Licence applications for these have been submitted and the Design Section are now considering the use of burn crossings using prefabricated arch structures rather than culverts.

The latest cost estimate has been increased to £9,900K, in part to account for 28% construction inflation over the past two years. Improvements to the pier road, to facilitate HGV's and future developments, have also increased the estimate as have measures for mitigating environmental impacts.

A restriction on new developments serviced from the B9082 Cullivoe Road was considered necessary to ensure that its deterioration was not accelerated through the delivery of materials and plant to these sites. However, the Roads Service is now satisfied that it has an effective method of maintaining the road that avoids the need for temporary road closures. Hence, the restriction has been lifted in order to allow the developments currently planned for the Cullivoe Business Park to proceed.

A "Strategic Road Network Programme Update" is also presented on this agenda. It gives more detail on the above including an updated project timetable.

Levenwick update. The detailed design is complete. Planning has been consulted regarding permitted development rights which the Roads Service think would apply due to the proposed alignment being contiguous with the existing road. Planning are due to respond with this opinion on this by late November.

Recent developments in safety barrier design mean that barriers can now be safely installed in verge along the east side of the A970 at Levenwick. This verge is too narrow for previous models of barrier but design work has shown that the verge has sufficient width to accommodate the new barriers. The option of a roadside safety barrier, together with an improvement to the blind summit, was discounted during the business case process but should perhaps be reconsidered. This would be less costly than the current preferred option and the existing capital budget for "Road Safety Barrier Replacement" could

be used for a phased installation of the barrier. The vertical re-alignment of the blind summit would remain as a “named” scheme in the AIP.

The “Strategic Road Network Programme Update” presented on this agenda also gives more detail on this project.

Resurfacing works since September this year include the A970 between the Wadbister Bend and the Laxfirth junction.

The Reconstruction programme has to date seen the completion of works at the Quendale Brig and at Market Street, Lerwick. The majority of the budget for this financial year has been allocated to the B9071 Garderhouse Phase II. A tender for these works was awarded to Tulloch Developments Ltd who are progressing well and are nearing the stage where the carriageway can be surfaced.

The Surface Dressing programme had a larger budget this year to compensate for last financial year when there was no programme due to bitumen binder being unavailable. This larger programme was completed in August.

The intention was to undertake the reflagging of an area of Commercial Street between Nos 143 and 155 in late May early June 2023. This would have required a closure of the street. During consultation with Living Lerwick they requested that these works be postponed until September due to the busy cruise ship season and build up to the Tall Ships event. This was agreed with the proviso that the Roads Service will continue with the repair of smaller areas that do not require a road closure. A small area at the frontage of Anderson & Company was reflagged in early November. The Roads Service will be seeking a meeting with Living Lerwick to discuss a programme of repairs for future years.

Markon Ltd, our contractor for machine applied road markings, was in Shetland in early November for their second visit this year. During this visit edge and centre lines were marked on the A968 between Tagon and Collafirth; the A970 between Levenwick and Skelberry; the A970 between Tagon and Parkgate; the A971 at Pinhoulland; the B9071 from Aith to Gonfirth; the B9122 from Skelberry to Spiggie; the B9122 at Teevliks; the B9076 between Firth and SVT and the East Isle, Burra. Existing budgets have been reallocated to allow this second visit following concerns expressed by the Association of Shetland Community Council’s regarding the condition of the lines in some areas. This strategy will be continued with funds provided from the “Accident Investigation and Prevention” revenue budget where possible.

.....ends

Climate Change Programme Update

1. SIC Climate Change Strategy and Action Plan

The draft SIC Climate Change Strategy and Action Plan are now complete. The Action Plan has been developed using a Logic Model process to ensure that all actions are outcomes focussed. Responsibility, timeline and Key Performance Indicators have been detailed on all actions within the Action Plan. The draft strategy and action plan is due to be presented to Full Committee on the 13th December 2023. Once approved all actions will be uploaded to Pentana, for monitoring and reporting on progress.

2. Climate Emergency Training

Online workshop sessions were held in August, October and another is planned for November. Going forward we plan to hold a session every second month. We are currently developing Climate Change Toolbox Talks, specific to service areas that fit in with working patterns, to make training more accessible across the council.

3. Climate Festival

The 2024 Climate Festival has been provisionally booked to take place at Clickimin on the 15th/16th June.

4. Pathfinder Places Project

The Net Zero Living Pathfinder Places - Shetland Rural Transport and Energy Hub Phase 1 project was completed in July. The project generated a wide ranging feasibility study which investigates the non-technical systemic barriers to decarbonisation in Shetland, with the aim to overcome these by creating a network of rural transport and energy hubs. The study identified key locations for hubs, and suggested the village of Brae as a prime location for a pilot.

Our phase 1 project was completed in partnership with Orkney based consultant Aquatera and Community Energy Scotland, who were also involved in a similar project for Orkney. A decision was made nearing the end of phase 1 that the Orkney and Shetland projects had enough synergies to make a joint bid for phase 2 funding from Innovate UK. The aim will be to take key learnings from both projects and look to pilot these across the two Islands with a continued focus on Community wealth building, replicability and economic sustainability.

The Phase 2 funding application, for up to £5million, was submitted in August. It looks at implementing a rural energy/transport hub in Brae, with the Youth Centre as the preferred location, following engagement with local community groups. The Phase 2 application includes, energy efficiency upgrades to the building, a retrofit to include co-working space and comfortable meeting/waiting space, rapid charging facilities, renewable energy generation, car club location, e-bike and storage location, connectivity and use plan of hub in relation to North Mainland, transport analysis of the North Mainland, 12

month trial of an electric bus, concept design for district heating scheme in Brae. We have been shortlisted for an interview, which took place in October 2023. We will receive notification of whether we have been successful by the 30th November 2023.

5. Electric Vehicle Charging Infrastructure

Public Network - Work has been ongoing on the Electric Vehicle Infrastructure Expansion Strategy for public charge points.

3-year collaboration agreement was entered into with HITRANS (lead) which includes partner rural and island Local Authorities.

Island's combined Strategy and Expansion Plan has been forwarded to Scottish Future's Trust (SFT) for appraisal. This is a working document for the duration of the programme. Once it has been reviewed by SFT, HITRANS will be able to apply for grant funding, as lead of the collaboration group.

Part of the collaboration works is individual Council area network review to be to look at various sites across Shetland for potential small charging hubs.

Fleet Network - Funding has been received in this financial year to install further charge points at Council sites. Currently looking at Care Homes with a view to supporting Care at Home staff. Planning applications have been submitted for Northaven and Westview.

Accrued funding from 22/23 also to be spent with planning application submitted for Gremista Base to install a rapid charger.

6. Local Heating and Energy Efficiency Strategy (LHEES)

Regular update meetings being held between the Council and Changeworks in development of LHEES. Phases 1 to 3 are complete and Changeworks is starting phases 4, 5 and 6. Internal stakeholder event to be organised for the third week of January 2024 to present/discuss the work to date. The Strategy is due to be finalised in March 2024.

7. Area Based Scheme: Options for Change

The Energy Efficiency Review completed by Changeworks was presented to the Council in the May cycle. We are moving forward on the basis of a Management Agent (Sole Contractor) model for delivering Energy Efficient Scotland: Area Based Scheme (EES: ABS) with a timetable for this to be in place at the start of the 2024/25 financial year. Main options are either to produce our own tender documents or use an existing framework. There is an existing management agent framework through Scotland Excel and this is currently being reviewed.

8. Energy Efficiency Grant Schemes

ABS - EES: ABS grant funding of £1,154,710 has been received for the 2023/24 financial year and works are ongoing. Moving to monthly reporting

and grant claims which will allow the Scottish Government to better profile spend. More regular reporting has been requested by the Scottish Government (for all Scottish Local Authorities).

Warmer Homes - The Warmer Homes Scotland 2 contract was launched in October (Warm Works was the successful contractor) and the Council Assessor's will continue to be involved in carrying out surveys under this grant scheme.

ECO-Flex - The Council's Statement of Intent has been completed as required under the ECO-Flex 4 programme and we are working on putting in place the other elements to allow us to take advantage of this further area of grant funding including data protection elements.

9. Energy Efficiency Works

The ban on the purchasing of fluorescent lighting has brought forward programme for replacing remaining fluorescent lighting in public buildings. This work is ongoing with retention of remaining stock of fluorescent tubes for use in areas that

Installation of Building Management System (BMS) was completed in Sound Primary.

Current BMS operating system will become obsolete in the New Year. Project initiated to upgrade BMS to new operating system.

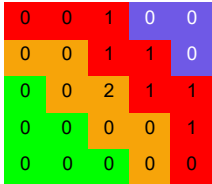
Current electricity supplier has completed installation of first batch of smart/AMR meters in smaller Council buildings. We will be reviewing functionality of these with regards to reduction/eradication of estimated reads.

Directorate Details

Directorate



Total Risks including Unassigned 8

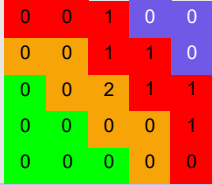


Risk Register - Infrastructure Services

Manager John Smith



Total Risks including Unassigned 8



Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
Department is responsible for a wide range of infrastructure and services across Shetland. Climate change has increased the likelihood of extreme weather events cause flooding, costal erosion, loss of key infrastructure lost sailings, increased snow conditions, additional repairs.	Storm, Flood, other weather related, burst pipes etc	John Smith	F0026	17/05/2023	17/11/2023
Triggers	Consequences	Control Measures	Control Status	Current Risk Rating	Previous Current Rating
Severe weather,	Loss of service, environmental damage/ impact, damage to property, loss of communications, loss of key infrastructure, financial burden for repairs, reputational damage.	• Various - Contingency budget for weather events, insurance, Emergency plans, BC plans services. Climate risk and controls are on SIC Corporate risk register - the impact of this risk is in line with it but one step down in both magnitude and likelihood to reflect the relative scope of responsibility. BC plans to be reviewed and to take account of lessons learned. <i>John Smith</i>	In Progress	High 16 Major Likely	

Review Comments Reviewed with DMT
17/05/2023

Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
Infrastructure Services have a large cohort of staff and a relatively low turnover which reduced the likelihood of service not being able to continue or failing to deliver statutory duties. However, many of the services employ specialist staff so should a vacancy arise, it may be difficult to fill. Several geographically specific/ unique/ single-person roles. There is a pressure is on retention and recruitment	Key staff - loss of	John Smith	F0024	17/05/2023	17/11/2023
Triggers	Consequences	Control Measures	Control Status	Current Risk Rating	Previous Current Rating

Risk Register - Infrastructure Services

Recruitment by other industries, age profile of staff, No workforce planning/ workforce planning ceases, recruitment and retention issues,	Services stop, financial loss at port, impact on community, reputational damage, failure to meet statutory duties, Use of agency staff, cost	<ul style="list-style-type: none"> Workforce planning undertaken, key roles identified and training plans to build resilience. Career grades developed. Working in partnership with HR/ Workforce to address. A higher priority needs to be made of working with HR to review and manage. There may be a need to review terms and conditions. Use of agency staff. <i>John Smith</i>	In Progress	High	15 Significant Almost Certain
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Review Comments Reviewed with DMT
17/05/2023

Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
Budget target is not delivered due to loss of income, uncontrolled spending or failure to deliver savings It is recognised in the SIC Corporate risk register that if SVT cannot secure long term business on a satisfactory commercial basis then there is a risk that the terminal would close in the medium term perhaps around 2025. A significant decline or cessation of Oil & Gas activity at SVT would have very considerable economic, financial and social consequences.	Loss of revenue/income	John Smith	F0025	17/05/2023	17/11/2023

Triggers	Consequences	Control Measures	Control Status	Current Risk Rating	Previous Current Rating
Poor budget management, optimism about savings and change, unexpected demands on budget, loss of income or key customer, Failure to secure long term business at SVT	Financial sustainability of Council impacted, reputational and political damage	<ul style="list-style-type: none"> Corporate contingency is built into budget setting for extraordinary situations. Regular budget monitoring to establish and respond to trends. Management trained and regular communications to finance staff. Systems in place to monitor, consider and mitigate significant financial risks from all strands of services. Specific risk relating to the future of SVT is being project managed and reports biannually on progress. <i>John Smith</i>	In Progress	High 15 Extreme Possible	

Review Comments Reviewed by DMT
17/05/2023

Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
The department manages a wide range of infrastructure and services. It does not carry a contingency budget for in the event of breakdowns.	Policies - effect of	John Smith	F0028	13/11/2023	13/05/2024

Triggers	Consequences	Control Measures	Control Status	Current Risk Rating	Previous Current Rating
Failure to plan for the future investment required in infrastructure replacement, repairs or maintenance. Poor financial planning, failure to reduce estate, Failure to invest in maintenance of roads, transport infrastructure,	Withdrawal of key transport services, closure of roads, communities unable to access work, health, closure of offices and schools Health and safety risk to staff, service users and potentially the wider public, pressure on budgets	<ul style="list-style-type: none"> Developing maintenance programe, long term financial plan, Asset/Investment Plan - contingency budgets for breakdowns. Strategic long term asset investment / long term service development plans. Access to some contingency budgets. <i>John Smith</i>	In Progress	High 12 Significant Likely	

Review Comments Reviewed by Infra DMT
13/11/2023

Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
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Risk Register - Infrastructure Services

Infra delivers front line services across Shetland, employing a large number of staff delivering a range of heavy engineering and transport services, including ferries.			Accidents /Injuries - Staff/Pupils/ Clients/Others	John Smith	F0021	13/11/2023	13/05/2024	
Triggers	Consequences	Control Measures				Control Status	Current Risk Rating	Previous Current Rating
Poorly managed systems, staff error, oversight or actions, poor training of staff, equipment or facilities not maintained, lack of budget for maintenance of assets	injury or death, regulator (e.g. HSE, CAA or MCA) investigation time and costs, legal action, reputational damage fines, prison- corporate manslaughter	• Various systems and controls in place - Service-specific Safety Management Systems include Port Marine Safety Code, Construction industry CSCS cards and gradings, etc. Organisation's Health, Safety and Welfare Policy, Risk Assessments, and staff are trained and competent to deliver duties. Vehicle telematics and changed driver performance/ behaviour contributes to mitigating this risk. Managers trained in Health & Safety. New health and safety system is about to be launched so reporting of incident will become more robust with improved reporting functionality. Interact, the new staff engagement tool, is currently being developed and implemented. Safety culture to flag concerns. <i>John Smith</i>				In Progress	High 12 Major Possible	
Review Comments	Reviewed by Infra DMT 13/11/2023							
Details		Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date		
Infrastructure Services include activities which may lead to at higher risk of a possible pollution incident at Port, Landfill/Waste to Energy Plant/ Airport		Escape of pollutant	John Smith	F0022	17/05/2023	17/11/2023		
Triggers	Consequences	Control Measures				Control Status	Current Risk Rating	Previous Current Rating
Poor staff training and supervision, failure of systems, failure of equipment, poor maintenance of equipment, staff actions,	Legal action, death/injury to plants/animals/humans, Prosecution (HSE, Contaminated Land Regs, etc)	• Management systems in place, regular audit, staff trained and competent, maintenance plans in place. Pollution contingency plans in place for Ports via the Port Marine Safety System. Pollution prevention is a key objective of the Safety management Systems in place within Infrastructure Services. Analysis of emissions at ERP is ongoing in order to ensure performance is within parameters. Some work ongoing to explore pollution controls. <i>John Smith</i>				In Progress	High 10 Extreme Unlikely	
Review Comments	Reviewed with DMT 17/05/2023							
Details		Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date		
Changes in legislation for Fuel, waste, Carbon, emissions levels.		Legislation changes	John Smith	F0030	17/05/2023	17/11/2023		
Triggers	Consequences	Control Measures				Control Status	Current Risk Rating	Previous Current Rating

Risk Register - Infrastructure Services

Government legislation or Significant technological change which alters the best practicable means of managing a risk. Additional costs, services must be changed to comply, new technology or equipment required.	If action isn't taken there is a risk of enforcement action or fines for non-compliance with new legislation.	• Various steps Identification of climate change and carbon management, fuel efficiency, waste management - key service redesign projects in progress A professional, experienced and knowledgeable staff contribute to the monitoring and management of change. Service planning for forward asset plan, upcoming legislative changes, regular dialogue with regulatory bodies to ensure teams are kept abreast of change <i>John Smith</i>	In Progress	Medium 9 Significant Possible	
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Review Comments Reviewed by DMT
17/05/2023

Details	Risk type	Responsible Officer	Risk Ref	Last Review date	Next Review Date
Services must be delivered within a statutory framework.	Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc	John Smith	F0023	17/05/2023	17/11/2023

Triggers	Consequences	Control Measures	Control Status	Current Risk Rating	Previous Current Rating
Poor training, unqualified staff, poor supervision, shortage of staff	Prosecution, contracts fail due to failure to follow relevant legislation, Legal action, Financial costs, failure to meet requirements for external auditors, reputational damage, political embarrassment,	• Policies and procedures applied to ensure compliance. Effective risk assessments with suitable control measures. Staff trained and suitably experienced and competent to fulfil appropriate roles and responsibilities. Staff supporting a current audit of risk control measures, and will actively address any findings and recommendations. New health and safety management system will make a difference to the level of risk. The new staff communication application 'Interact' will improve relevant communications. External audit by statutory bodies includes legislative compliance <i>John Smith</i>	In Progress	Medium 9 Significant Possible	

Review Comments Reviewed with DMT
17/05/2023

0.00 0.00 0.00 0.00

Risk Register - Infrastructure Services

0.00	0.00	0.00		
0.00	0.00	0.00	0.00	0.00

Totals	8	0.00	0.00	0.00	0.00	0.00	0.00
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(Status Flag = "ACTIVE" AND Record Type = 1) and Status Flag=ACTIVE - Business Unit Code=F - ISNULL(Project Code)



Meeting(s):	Environment and Transport Committee	27 November 2023
Report Title:	Development Directorate Performance Report Q2 2023/24	
Reference Number:	DV-41-23-F	
Author / Job Title:	Neil Grant - Director of Development Services	

1.0 Decisions / Action Required:

That the Environment and Transport Committee:

- 1.1 **NOTE** the updates on activity in Quarter 2, 2023/24 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 Development Directorate, as it relates to the remit of the Environment and Transport Committee, for Q2 2023/24, enabling Members to analyse its performance against the Directorate's service objectives and 'Our Ambition' and Shetland's 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 the Council's Corporate Plan "Our Ambition" 2021-2026.

4.0 Key Issues:

Progress on Key Objectives and Outcomes

- 4.1 The Development Services Directorate Plan 2023 - 2026 identifies the priorities for Development Services to deliver on 'Our Ambition' and Shetland's Partnership Plan objectives and outcomes. This progress is recorded against the four priorities of the Shetland Partnership Plan; PARTICIPATION, PEOPLE, PLACE, and MONEY, the main focus of the Development Directorate's activity being in the PLACE priority.
- 4.2 During Q2 2023/24, the Development Directorate achieved the following progress against its priorities.

Achieve Sustainable and Affordable Internal and External Transport Links

- **Fair and Full Funding of Internal Ferry Services:** over the course of Q2 officers undertook a thorough review of the costs of inter-island ferry services and from this prepared a detailed expression of the funding required from Scottish Government to deliver services. This was submitted to Transport Scotland on 29 September 2023.
- **Inter-Island Transport Connectivity, and Fixed Links:** this Programme will deliver a robust Strategic Business Case and Outline Business Case upon which decisions can be taken on the future of inter-island connectivity options to Shetland's islands.

Progress update:

- Programme Manager has been in post since mid-September 2023
 - Programme Board established and is meeting regularly
 - New Partnership Sounding Board has met
 - New Community Stakeholder/User Group has been established and has also met
 - Work is progressing on the procurement strategy and tender documentation, for procurement of consultants to undertake the Strategic and Outline Business cases.
- **Shetland Regional Transport Strategy (RTS):** The Regional Transport Strategy was submitted to Scottish Ministers for approval following approval by ZetTrans on 21 June 2023 (Min Ref 14/33).

It is generally the case that Transport Scotland provides comments on Strategies prior to approval by Ministers. From correspondence with Transport Scotland it is anticipated any comments will be received before the end of November 2023. Any material matters arising from Transport Scotland comments will be reported to ZetTrans and the Council if necessary.

- **Active Travel Strategy and Delivery Plan:** over the course of Q2 officers have been progressing a series of revenue and capital projects funded through Scottish Government funding from a range of sources such as the Active Travel Transformation Fund, Cycling Walking Safer Streets (CWSR) and Smarter Choices Smarter Places (SCSP). A further set of settlement audits are currently underway and a revenue and capital programme will be presented to committee in the first cycle of 2024 setting out proposals for Active Travel delivery projects through 2024/25.
- **Fair Isle Ferry Infrastructure Project:** following a bid to Round 2 of the UK Government's Levelling Up Fund (LUF), it was announced on 18 January 2023 that Shetland Islands Council's bid for the Fair Isle Ferry Infrastructure Project is provisionally successful, with an award of £26,762,313.

Progress is being made as follows:

- Naval Architects have been appointed
- Tender documentation for supply of a vessel was developed with the contract notice published on 12 October 2023
- Pre-Construction engagement with Main Contractor underway

- Planning Consent and Marine License determination for Grutness complete
 - Planning Consent and Marine License for Fair Isle is anticipated soon
 - Ongoing Monthly meeting with Department for Transport (DfT)
 - Quantitative cost and risk analysis near completion
 - Detailed design of Infrastructure due for completion November 2023
 - Full Business Case drafted with the Strategic and Economic dimensions shared with DfT for early review/feedback
- The funding award of £26,762,313 from the UK Government's Levelling Up Fund, is subject to Full Business Case approval. The project team are working towards achieving Full Business Case approval from the Council and the DfT to enable commencement of infrastructure construction and vessel construction in 2024. The overall programme to meet the LUF spending deadlines by March 2026 remains very time critical.

Financial Performance – 2023/24 Quarter 2

4.3 Projected Revenue Outturn

The projected revenue outturn for the Development Services Directorate, as it relates to the remit of the Environment & Transport Committee is £8.508m, this is an overspend of (£0.254m) compared to the Directorate's approved revenue budget of £8.254m.

A key driver of this projected net overspend is increased ZetTrans funding contribution (£0.207m). Shetland Islands Council meets any ZetTrans shortfall in funding and therefore the increased costs of re-tendering of several routes on the public bus contracts place extra pressure on Transport Planning budgets.

In addition the projected overspend comprises savings budgets which are not projected to be met at Quarter 2, as follows:

Description/Service Area	Original Budget £000	Projected Savings £000	Projected Variance £000
Vacancy Savings	0	0	0
1% Savings	(86)	0	(86)
Total:	(86)	0	(86)

There are no projected full-time equivalent (FTE) vacancies:

Service Area	Original Budgeted FTE	Revised Budgeted FTE	Projected Vacancy FTE	% of Total Revised Budgeted FTEs
Transport Planning	17.6	17.6	0.0	0.0%
Total	17.6	17.6	0.0	0.0%

The following actions will be taken to meet the projected (£86k) savings shortfall within the budget for the year:

- Staff within the service are working at a service level and at a departmental level to mitigate this overspend. Taken as a whole the Development Directorate is on target to achieve its savings for 2023/24

4.4 Projected Capital Outturn

At Quarter 2 the Development Directorate is projecting to spend in full its approved capital budget of £4.624m.

4.5 Appendix 1 provides detailed information on the projected Revenue and Capital outturn positions.

Risk and Service Challenges

4.6 Performance monitoring and performance reporting must also consider the areas of risk arising from our operations, the service challenges the directorate faces, actions and projects which have not progressed as planned, and where we do not meet Performance Indicator Benchmarks:

- Risk: Insufficient resources to deliver on priority projects.

Mitigation: Ensure projects are properly structured and resourced, with internal and where appropriate external resources.

- Risk: Costs and availability of labour and supplies in the construction industry is continuing to create issues particularly when tendering works and contracts.

Mitigation: Regular reviews of design and assessment of supply chain risks.

- Risk: High Inflation, cost indices and availability of drivers is creating pressure when procuring and delivering public, school, additional support needs and adult social care transport services.

Mitigation: Ongoing engagement with local industry and development of procurement strategy for future contracts.

Look Ahead to Remainder of 2023/24 and to Future Years

4.7 A number of Development Services key projects and actions will continue in 2023/24, and into future years, as they require sustained activity to deliver their objectives. Most significantly amongst those are:

- Shetland Regional Transport Strategy, Delivery Plan.
- Progress Inter-Island Transport Connectivity Strategic Business Case and Outline Business Case.
- Deliver Fair Isle ferry and infrastructure project.
- Prepare Detailed Transport Net Zero Route Map.
- Active and Sustainable Travel: Implement Active Travel Plan.

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:	<p>There are a number of actions in this service plan with 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.</p> <p>Recruitment continues to be an issue in some services.</p>
6.3 Equality, Diversity and Human Rights:	The Directorate carries out Integrated and Equalities Impact Assessments to ensure its services are supporting those most in need and not making inequalities worse.
6.4 Legal:	The Directorate delivers statutory services. Monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties in delivering Services.
6.5 Finance:	<p>This report demonstrates that the services under the remit of the Environment and Transport Committee, have spent more than their Council approved revenue budget by (£0.254m) with the approved capital budget to breakeven.</p> <p>The projected revenue overspend relates to approved budget savings which have not yet been identified. This overspend, if not addressed, will add to the Council's unsustainable draw on reserves to fund expenditure.</p> <p>The Council's overall projected revenue outturn at Quarter 2 is an overspend of (£3.941m), which includes the (£0.254m) described above, this will increase the budgeted unsustainable draw on Reserves to (£10.823m) if no remedial action is taken.</p>

6.6 Assets and Property:	A number of the actions in the Directorate Plan relate to maintenance and replacement of Development and Council assets to maintain delivery of services to the people of Shetland.	
6.7 ICT and New Technologies:	Limitations of the Shetland wide Broadband and Mobile networks impact on delivery of services which require remote access to digital networks and databases.	
6.8 Environmental:	The Directorate works closely with Infrastructure and other Directorates to reduce energy usage and carbon emissions.	
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>Actions will be taken following the work on recruitment, retention and development to minimise the risks on service delivery due to vacant posts.</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 Directorate Plans within the functional areas noted below by ensuring – (a) appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework, including risk management; and (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> <p>The relevant functional areas under the remit of the Environment and Transport Committee relate to the natural environment, roads, transport and ferry services, planning, building services and environmental services.</p>	
6.11 Previously Considered by:	None.	

Contact Details:

Neil Grant, Director of Development Services,
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Date Cleared: 20 November 2023

Appendices:

Appendix 1 - Development Directorate Revenue and Capital Management Accounts to Quarter 2 (under Environment & Transport Committee remit)

Background Documents:

None

Development Directorate**1. Projected Revenue Outturn Position - 2023/24 Financial Year**

Service	Revised Annual Budget at Quarter 2 £000	Projected Outturn at Quarter 2 £000	Projected Outturn Variance at Quarter 2 Fav/(Adv) £000
Transport Planning	8,340	8,508	(168)
Savings Budget:			
Vacancy Factor	0	0	0
1% Savings	(86)	0	(86)
Environment & Transport Committee:	8,254	8,508	(254)

At Quarter 2, the significant projected revenue outturn variances over £50k are set out below.

1.1 Transport Planning – Projected outturn overspend (£168k), (2.0)%

The projected overspend is mainly due to increased contribution to ZetTrans to meet the projected overspends in Public Bus Service (£207k). The increase in Public Bus Services is due to the increased contract costs following re-tendering of several routes.

2. Projected Capital Outturn Position - 2023/24 Financial Year

Capital Projects	Revised Annual Budget at Quarter 2 £000	Projected Outturn at Quarter 2 £000	Projected Outturn Variance at Quarter 2 Fav/(Adv) £000
Transport Planning:			
Fair Isle Ferry and Infrastructure Replacement	4,624	4,624	0
Environment & Transport Committee:	4,624	4,624	0

At Quarter 2, there are no projected capital outturn variances.



Meeting(s):	Environment & Transport Committee	27 November 2023
Report Title:	Proposed amendment to the Shetland Islands Council Sheep Scab Regulations (2003)	
Reference Number:	ES-02-23-F	
Author / Job Title:	Louise Moar, Team Leader – Environmental Health Hilary Burgess – Veterinary Officer	

1.0 Decisions / Action required:

That the Environment and Transport Committee:

- 1.1 CONSIDERS the changes to the Shetland Islands Council Sheep Scab Regulations (2003) (Appendix 3); and
- 1.2 APPROVES the process moving forward to consultation on these changes (Appendix 4).

2.0 High Level Summary:

- 2.1 The Shetland Islands Council Sheep Scab Regulations 2003 were introduced to prevent the introduction of sheep scab into Shetland. These regulations have been effective until 2021 where a sheep scab outbreak occurred. This is due to a changing national situation where the prevalence of Sheep Scab is increasing. The sheep scab mite is developing resistance to the injectable treatment products currently used under these regulations, the only effective treatment currently available is plunge dipping with an organophosphate dip. An amendment to the regulations is required to ensure effective treatment of sheep scab on all imported sheep as determined by the authorised veterinary surgeon, currently this is plunge dipping.
- 2.2 In addition to this it is proposed that where imported sheep are moving direct to slaughter an exemption from treatment of sheep scab would be permitted. Some other minor amendments are also proposed to the regulations, with a view to modernising and making them more fit for purpose, given it is twenty years since they came into effect.

3.0 Corporate Priorities and Joint Working:

- 3.1 Ensuring a minimal number of sheep require dipping reduces the total greenhouse gas emissions in the agricultural sector. This is in line with the SIC Corporate Plan which aims to “Support partners to plan and deliver energy reduction/transition in key commercial sectors” and the Shetland Partnership Plan which aims to Reduce Carbon Emissions.

- 3.2 The first of the five imperatives laid out in Our Ambition (Corporate Plan 2021-2026) is “a stronger focus on early intervention and prevention.” Through updating the regulations, the aim is to take a proactive approach to preventing Sheep Scab from becoming prevalent in Shetland.
- 3.3 Reducing sheep losses and costs associated with Sheep Scab will strengthen the local agricultural sector and the local economy. Outbreaks from Sheep Scab are estimated to cost £1000-£2400 per outbreak per farmer.
- 3.4 There is opportunity for joint working between the Shetlands Islands Council, Shetland Vets practice and Shetland Livestock Marketing Group (SLMG). The Shetland Vets is the only vets in Shetland, and SLMG are the operators of the community dipping facility which presently is the best option for the treatment of imported sheep. There is also opportunity for joint working between National Farmer Union Shetland and the Scotland’s Rural College particularly for communications directed at the Farming community. There is also future possibility for joint working as the Council would work with these organisations should an alternative method of controlling Sheep Scab be developed.

4.0 Key Issues:

- 4.1 A summary of the Sheep Scab disease is included in Appendix 1.
- 4.2 The rest of the UK faces endemic Sheep Scab. These regulations have ensured all sheep imported to Shetland have been treated for Sheep Scab which has protected Shetland from Sheep Scab infection. This has been very effective and has kept Shetland free from Sheep Scab until import season 2021/2022.
- 4.3 Shetland had a Sheep Scab outbreak which occurred in 2021/2022. The index case was found to be a single ram that had been treated with an injectable product on import. It is likely that this ram was infected by resistant Sheep Scab mites. Due to this case, over 10,000 contact sheep were dipped on a voluntary basis at a difficult time in the shepherd’s year relatively close to lambing. This case demonstrated how rapidly Sheep Scab can spread and how injectable treatments used on imported sheep under the regulations are becoming ineffective in keeping Shetland Sheep Scab free.
- 4.4 The incidence of Sheep Scab in mainland Scotland is increasing which in turn increases the risk of more frequent introductions to Shetland. Maps provided by the Scottish Government detailing reported incidences of Sheep Scab across Scotland are included in Appendix 2. These maps show that while 2021 only had 120 reported cases of Sheep Scab, 2023 had 86 reported cases in the first two quarters. These numbers are low due to under reporting of Sheep Scab in Scotland and it is estimated that the actual numbers are 10 to 20 times the reported numbers. Cases continue to rise in areas that Shetland farmers and crofters tend to import sheep from; Aberdeenshire, Orkney and Caithness. It is likely that at least part of this increase is due to the presence of Sheep Scab mites resistant to injectable products which has now been confirmed in Scotland. Maps provided by the Moredun Institute (Appendix 2) show the spread of mites resistant to injectable products, and their presence in Scotland.
- 4.5 The Shetland Animal Health Scheme obtained funding from Livestock Health Scotland to survey sheep imported during 2022/23 import season. This demonstrated approximately 10% of imported rams had been exposed to Sheep

<p>Scab. This was a higher level than anticipated and confirmed the increasing risk of Sheep Scab entering Shetland.</p>	
4.6	<p>The farming and crofting community have consistently supported the work of the SIC Shetland Animal Health Schemes to keep Shetland Sheep Scab free. This was shown by the number of sheep dipped on a voluntary basis during the 2021/22 Sheep Scab outbreak and also by the industry's subsequent responses. After this outbreak SLMG working with the SAHS, purchased a mobile dipper, trained a dipping crew and set up a community dipping facility at the Staney Hill providing sheep importers with a facility to dip imported sheep. This has now operated on a voluntary basis for 2 years and has had excellent support from the community. The changes to the regulations seek to support this.</p>
4.7	<p>There have been no reported cases of Sheep Scab in Shetland since the 2021/22 outbreak. The vast majority of imported sheep are being plunge dipped on a voluntary basis. However a minority of importers are not doing this which increases the risk of Sheep Scab being introduced to Shetland. Therefore changes in the regulation is required to ensure ALL imported sheep are treated to protect the Shetland flocks.</p>
4.8	<p>Appendix 3 shows the changes proposed to the current version of the Regulations. Such changes are shown as tracked changes to highlight the differences.</p>
4.9	<p>Advice on the process of changing these regulations has been taken from SIC Governance and Law. Informal discussions with the Scottish Government have also been held regarding the proposed updates to the regulations and have been positive. The updated regulations are required to be confirmed by the Scottish Ministers before taking effect. Appendix 4 discusses the process that is proposed to be followed to reach this stage, including a period of consultation with relevant stakeholders on the draft regulations.</p>
5.0 Exempt and/or confidential information:	
5.1	None
6.0 Implications :	
6.1 Service Users, Patients and Communities:	<p>Sheep scab is an extremely distressing disease for sheep and has serious welfare implications as sheep become so itchy they stop eating. It can be fatal if untreated. This is detrimental for the sheep and can also have serious mental health impacts on their owners – particularly if a flock becomes affected with Sheep Scab around lambing time when it is not possible to treat with plunge dipping.</p> <p>Agriculture is a significant contributor to the Shetland economy and local employment. Reduced losses will increase profitability of farming in Shetland which can often be challenging.</p> <p>The Shetland flock has a reputation for being Sheep Scab Free. Without the proposed changes to the regulations and treatment this reputation will be put at risk.</p> <p>As Sheep Scab can also cause sheep to lose their wool, there may be an impact on the Shetland Wool sector.</p>

6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	<p>The Sheep Scab (Shetland Islands) Order 2003 gives Shetland Islands Council the power to make regulations for the purposes of avoiding the introduction to, and of controlling the presence in, the Shetland Islands of sheep scab mites. The 2003 Order sets out what the regulations may cover and require. It is considered that the updates to the regulations, as proposed by this report, remain within the remit of the 2003 Order.</p> <p>The 2003 Order also requires the regulations to be confirmed by the Scottish Ministers before taking effect.</p>
6.5 Finance:	The plunge dipping facility is run by SLMG and the costs of dipping invoiced directly to the farmers and crofters so it is not anticipated that there will be any increased costs to the SIC.
6.6 Assets and Property:	None.
6.7 ICT and new technologies:	None.
6.8 Environmental:	<p>Increased Sheep Scab cases in Shetland would increase greenhouse gas emissions from farming due to increased losses. Compulsory sheep dipping would mitigate this and further reduce greenhouse gas emissions as sheep would be free of other parasites such as sheep lice which helps maintain good condition.</p> <p>Insecticide products can have negative effects on the environment and human health. Dipping fewer sheep at a central dedicated specialist facility with fully trained and equipped staff reduces the need for these chemicals to be used in the wider community and environment.</p>
6.9 Risk Management:	<p>The risk of not undertaking the suggested process to change the legislation is that Sheep Scab will inevitably enter Shetland and once it becomes established in sheep on the common grazing and remote hills it will not be possible for Shetland to become clear of Sheep Scab again.</p> <p>All sheep entering Shetland are examined by a vet and treated for Sheep Scab. Any recommended treatments by the vets will be carried out by contractors who are trained and qualified in the treatment method to ensure minimum risk to the sheep.</p>

6.10 Policy and Delegated Authority:	The decision required falls within the remit of the Environment and Transport Committee, as described in Section 2.3 of the Council's Scheme of Administration and Delegations under its responsibility for the natural environment, roads, transport and ferry services, planning, building services and environmental services.	
6.11 Previously considered by:	None.	

Contact Details:

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Hilary Burgess –Veterinary Advisor - hilary.burgess@shetland.gov.uk

Appendices:

Appendix 1 – Summary of Sheep Scab Disease

Appendix 2 – Moredun and Scottish Government Maps

Appendix 3 – Proposed changes to Shetland Islands Council Sheep Scab Regulations

Appendix 4 – Process of updating the Shetland Sheep Scab Regulations

END

APPENDIX 1

Summary of Sheep Scab Disease

Sheep scab infection is a highly infectious disease caused by the sheep scab mite *psoroptes ovis*. It is spread either by direct contact with infected sheep or the mite can live off the host for up to 19 days and spread via the environment. The mite causes an allergic reaction on the skin of a sheep which causes extreme itchiness. The disease is most commonly seen in the winter months when the sheep are fully fleeced. In the early stages infections are not obvious and it can be up to 50 days before signs are seen – early signs are restlessness, rubbing, head tossing and loose tags of fleece.

As the disease develops there is intense rubbing, foot stamping, clawing at the flanks and biting. There can be open, bleeding wounds and secondary skin infection. If left untreated sheep scab can be fatal as sheep lose body condition and can even have seizures.

Sheep can also carry sheep mites in skin folds without showing any signs. This makes recognising infected animals difficult.

Sheep scab has serious implications for both animal welfare and sheep productivity in a flock and suspicion of disease is notifiable in Scotland.

There are only 2 types of treatment available for sheep scab; plunge dipping with organophosphate or injection with a macrocyclic lactones. Unfortunately there are now sheep scab mites which are resistant to macrocyclic lactone injection in Scotland.

Sheep scab can be confirmed either by the use of an ELISA blood test or by taking skin scrapes from the edge of a lesion and identifying mites.



Early Stages of Sheep Scab

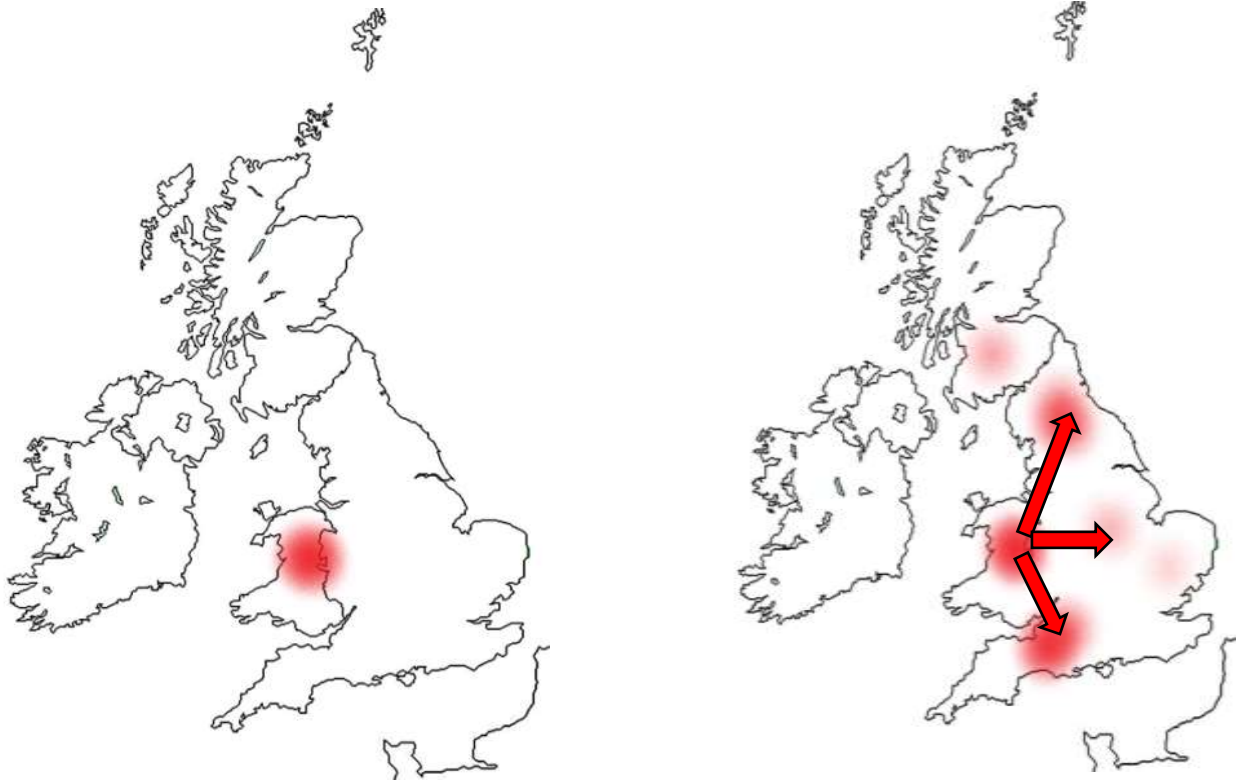


Later Stages of Sheep Scab

APPENDIX 2

Spread of the ML Resistant Sheep Scab Mite in the UK

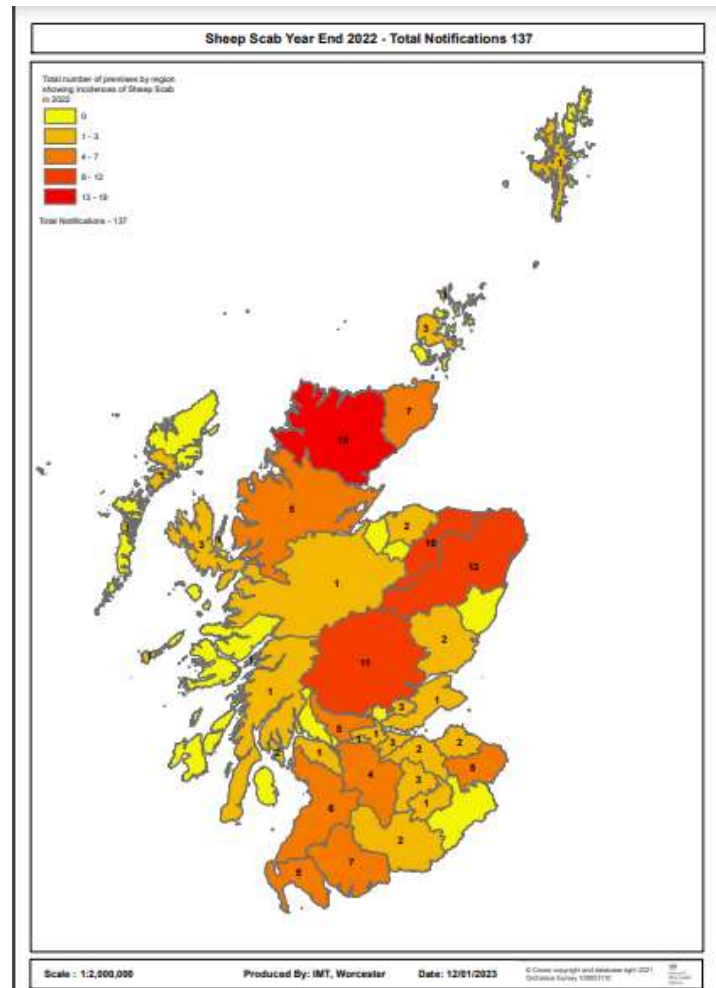
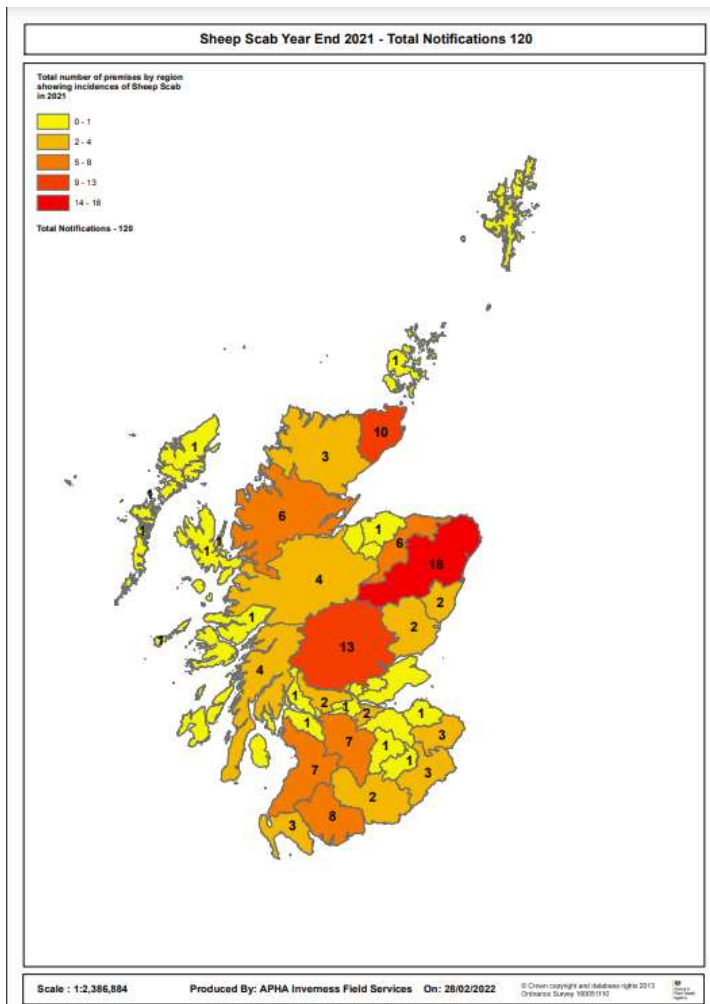
Moredun Institute



ML resistant mites first appeared in Wales. These maps show how the resistant mite spread from Wales. ML resistant mites are now believed to be spread throughout the country

Sheep Scab Notifications in Scotland, For the Years 2021 and 2022

Scottish Government



Maps show notifications of sheep scab in all areas where the majority of sheep coming into Shetland originate from; Aberdeenshire, Caithness, Orkney.

Sheep scab notifications in the rest of Scotland have increased by 17 cases of between 2021 (120) and 2022(137). The risk to Shetland is anticipated to continue to increase with the rest of Scotland having 86 notifications of sheep scab in the first 6 months of 2023.

It is estimated that actual cases of sheep scab are between 10 and 20 times the number of notified cases owing to under reporting.

Scottish Government. (2023) Sheep Scab Notifications. Available at:

<https://www.gov.scot/publications/sheep-scab-notifications/>

APPENDIX 3

SHETLAND ISLANDS COUNCIL

SHEEP SCAB REGULATIONS ~~2003~~2023

Shetland Islands Council, in exercise of the powers conferred on it by The Sheep Scab (Shetland Islands) Order 2003 and of all other powers enabling it in that behalf, hereby makes the following Regulations:

Title and Commencement

1~~-(1).~~ These Regulations may be cited as the Shetland Islands Council Sheep Scab Regulations ~~2003~~2023 and shall come into operation on ~~[the expiration of 28 days from the date of confirmation by the Scottish Ministers]~~, or such earlier date as the Scottish Ministers may fix.

1(2). These Regulations shall replace the Shetland Islands Council Sheep Scab Regulations 2003 as of the date they come into operation.

Application

2. These Regulations shall apply to the Shetland Islands as defined in Regulation ~~2~~ hereof~~3~~.

Interpretation

3. In these Regulations, unless the context otherwise requires, the following words or expressions have the meanings hereby respectively assigned to them:

"the Authority" means the Shetland Islands Council.

"the Shetland Islands" shall be construed as the area of the Shetland Islands Council.

"sheep" means any animal of the ovine species.

"treated" means treated by means of a product or preparation and includes treated by way of vaccination or plunge-dipping, and "treatment" shall be construed accordingly.

"authorised veterinary surgeon" means a Member of the Royal College of Veterinary Surgeons or equivalent and authorised by Shetland Islands Council to carry out the inspection and treatment of sheep.

"sheep scab" means an infestation of *Psoroptes ovis* mites on sheep.

"owner" includes any person for whose benefit the sheep are being brought to Shetland.

"agent of the owner" includes any person engaged by or on behalf of the owner in the transportation of sheep to the Shetland Islands.

"*Environmental Health Service*" means the appropriate department or office of Shetland Islands Council which provides an environmental health service to the Shetland Islands.

"*written notification*" includes ~~facsimile transmission~~ letter and email.

Examination and Treatment of Sheep

4. ~~An(1). The~~ owner of sheep being transported to the Shetland Islands from any other part of the United Kingdom must cause all such sheep to be inspected and treated for sheep scab by an authorised veterinary surgeon immediately on arrival of the sheep in the Shetland Islands, ~~unless the owner can provide adequate evidence to satisfy the authorised veterinary surgeon that the sheep have already been treated for, and are free from sheep scab.~~

4(2). Regulation 4(1) shall not apply where the owner can provide adequate evidence in advance of the sheep being transported to the Shetland Islands to satisfy the authorised veterinary surgeon that the sheep:

(a) have already been appropriately treated for and are free from sheep scab; or

(b) are immediately moving direct to slaughter in the Shetland Islands at a facility and by personnel approved by the authorised veterinary surgeon, provided such sheep are not, and have not been, mixed with any other consignment of sheep being sent to the Shetland Islands or any sheep already on the Shetland Islands before slaughter.

4(3). The method of treatment required under Regulation 4(1) shall be determined by the authorised veterinary surgeon applying their reasonable and professional skill and opinion. If deemed appropriate by an authorised veterinary surgeon, such treatment may be carried out at a facility and by personnel approved by the authorised veterinary surgeon.

Separation of Sheep

5. The owner of any sheep being transported to the Shetland Islands which are subject to the inspection and treatment requirement under Regulation 4 above, must ensure that those sheep are not mixed with any other consignment of sheep being transported to the Shetland Islands or any sheep already on the Shetland Islands until after the expiry of a period of 48 hours following the treatment provided on arrival in accordance with Regulation 4.

Notification

6(1). The owner or the agent of the owner of any sheep referred to in ~~paragraph~~Regulation 4 must provide written notification to the Authority's Environmental Health Service of all intended movements of those sheep to the Shetland Islands from any other part of the United Kingdom.

6(2). The written notification to be provided under Regulation 6(1) above must include the following information:

- (a) name ~~and~~, address and telephone number of the owner;
- (b) date and time of the intended movement and the place from which the sheep are to depart for the Shetland Islands;
- (c) date, estimated arrival time and place of arrival in the Shetland Islands;
- (d) name ~~and~~, address and telephone number of the ~~earner~~carrier transporting the sheep to the Shetland Islands;
- (e) number, breed and individual identifications of the sheep being ~~imported~~transported; and
- (f) place where the sheep are to be kept separate in accordance with ~~regulation~~Regulation 5.

6(3). Such written notification must be in the form substantially corresponding to that in the Schedule to these Regulations.

6(4). Such written notification must be sent so as to be received by the Authority's Environmental Health Service at least 15 hours before the estimated time of arrival of the sheep to the Shetland Islands.

6(5). Such written notification to the Authority's Environmental Health Service must be sent so as to be received between the hours of 09:00 and 17:00 Monday to Thursday and between 09:00 and 16:00 on a Friday and at no other time.

Breach

7. A breach of these Regulations is an offence under Section 73 of the Animal Health Act 1981 (as amended).

NOTIFICATION

TRANSPORTATION OF SHEEP TO THE SHETLAND ISLANDS

In order to comply with the terms of Shetland Islands Council Sheep Scab Regulations ~~2003~~2023, any person arranging to transport sheep to the Shetland Islands should complete this Notification which must be received by Shetland Islands Council's Environmental Health Service at least 15 hours before the estimated time of arrival of sheep in the Shetland Islands.

Notification to Shetland Islands Council's Environmental Health Service must be received between the hours of 9:00 and 17:00 Monday to Thursday and 9:00 and 16:00 on a Friday and at no other time.

NOTIFICATION TO BE RECEIVED BY :-

SHETLAND ISLANDS COUNCIL ENVIRONMENTAL HEALTH SERVICE

.....

 Fax/Telephone Number:

DETAILS TO BE COMPLETED :-

1. OWNERS DETAILS

(the details of the person for whose benefit the sheep are being brought to the Shetland Islands)

Name:
 Address:

 Contact Telephone Number (s):

2. DETAILS OF INTENDED MOVEMENT OF SHEEP

Departing From:
 Date: Time:

3. DETAILS OF ESTIMATED ARRIVAL OF SHEEP IN THE SHETLAND ISLANDS

Place of Arrival:
 Date: Estimated Time:

4. CARRIER'S DETAILS

Name:

Address:
.....

Contact Telephone Number (s):

5. DETAILS OF SHEEP ARRIVING IN THE SHETLAND ISLANDS

Number of Sheep	Breed	Individual Identification (Herd Number and Individual Identifier)

6. DETAILS OF 48HR SEPARATION PERIOD

Location where the sheep are to be kept separate, including Farm Code and address:
.....
.....

Signed:.....

Date:

APPENDIX 4

Process of updating the Shetland Sheep Scab Regulations

1. Officers produce a first draft of the updated Shetland Sheep Scab Regulations (the “Regulations”).
2. The draft Regulations are reported to members for consideration and for members’ consent for the draft Regulations to be consulted on by relevant stakeholders, affected or interested third parties, etc.
3. A consultation exercise is conducted. On completion of the consultation exercise, officers may make further revisions to the draft Regulations in line with consultation feedback received.
4. The results of that consultation, along with a note of any proposed revisions to the draft Regulations, are reported back to members. A final version of the proposed Regulations will be presented for Council approval.
5. If members approve the Regulations, they will be authenticated by being sealed with the Council’s common seal and signed by the Proper Officer of the Council.
6. Officers will then publish a newspaper notice regarding the updated Regulations and advising that the Council intends to apply to the Scottish Ministers for confirmation of the Regulations in one month’s time. The notice will also give details about where copies of the Regulations can be inspected and details about how to object to the Scottish Ministers about the Regulations.
7. On expiry of the one month notice period, officers will submit the Regulations to the Scottish Ministers requesting them to be confirmed. The Scottish Ministers may confirm the Regulations with or without modification, or refuse to confirm them. If the Scottish Ministers confirm the Regulations, they may fix a date on which the Regulations will have effect. If they do not fix a date, the Regulations will have effect 28 days after the date of confirmation.



Meeting(s):	Environment & Transport Committee	27 November 2023
Report Title:	The Energy Company Obligation – ECO4 Flex	
Reference Number:	EO-03-23-F	
Author / Job Title:	John R Smith Director Infrastructure Services Carl Symons, Executive Manager – Environment & Estate Operations	

1.0 Decisions / Action required:

That the Environment and Transport Committee:

- 1.1 **NOTES** the Statement of Intent (Sol) at Appendix 1
- 1.2 **CONSIDERS** the issues surrounding delivery of current energy efficiency grant/loan schemes and the potential opportunities offered by operating a local Energy Company Obligation (ECO4 Flex) scheme

2.0 High Level Summary:

- 2.1 The report provides a reminder of the specific challenges that Shetland Islands Council face in the delivery of energy efficiency measures to domestic properties.
- 2.2 This report presents the background to and an outline of the ECO4 Flex Scheme.
- 2.3 It notes the opportunity through ECO4 Flex to expand the funding options and the use of external contractors. It also notes the potential opportunity for local contractors to become involved in the delivery of energy efficiency works.

3.0 Corporate Priorities and Joint Working:

- 3.1 Actions relevant to Energy Efficiency are embedded in Shetland Islands Council's "Our Ambition" Corporate Plan 2021–26:

Shetland's population balance - We will continue to deliver on the key themes of the Local Housing Strategy, aiming to increase future affordable housing supply across all tenures by making maximum use of funding streams and working with partner agencies to design and deliver energy efficient, modern homes.

The Local Housing Strategy (LHS) and Appendices were approved at the Development Committee on Tuesday 6th September 2022. LHS Priority 2: Improving House Condition, Energy Efficiency & Tackling Poverty has a number of priority actions relevant to fuel poverty and energy efficiency including:

- Develop and deliver a Local Heating and Energy Efficiency Strategy (LHEES) for Shetland to improve energy efficiency across the domestic sector

Climate Change - Continue and, where possible, accelerate current energy efficiency, energy conversion, waste reduction and reuse initiatives, within the council and across the community

Fairer Shetland - We will deliver the Fuel Poverty Action Plan to seek to reduce Shetland's fuel poverty rate.

3.2 The Climate Change Strategic Outline Programme was approved by Council on 22 January 2020 with a further update presented to Council on 25 November 2020. The plan sets out the following relevant undertakings:

- Prepare and implement a council net zero plan and lead the preparation of a Shetland net zero strategy.
- Continue and, where possible, accelerate current energy efficiency, energy conversion, waste reduction and reuse initiatives.
- Campaign at all levels to ensure future developments recognise that energy affordability is already a key issue in Shetland.

3.3 Priorities relevant to energy efficiency in Shetland's Partnership Plan 2018-2028 are:

Place

All areas of Shetland will be benefitting from a more resilient low carbon economy underpinned by a culture of innovation, inclusion and skills development.

Money

Everyone will be able to access the support they need to minimise their outgoings with low income households benefitting from reduced bills

4.0 Key Issues:

4.1 Just Transition – Inequalities and Fuel Poverty

4.1.1 There is a pressing 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.

4.1.2 Current grant and loan schemes aim to remove energy efficiency as a driver of fuel poverty, which affects over half of Shetland's homes. These schemes are as follows:

- Energy Efficient Scotland: Area Based Scheme (EES: ABS)
- Warmer Homes Scotland (WHS)
- Home Energy Scotland (HES) grants and loans

4.1.3 Due to the following challenges, these grant/loan schemes are not currently being delivered at the pace and scale required in Shetland:

- Requirements to comply with accreditation underpinned by PAS2035 regulations has restricted the availability of local installers to undertake energy efficiency works (particularly insulation works).
- The current high level of economic activity in Shetland makes grant works (with the added bureaucracy elements) unattractive to local installers compared with the high level of better paid competing works
- There are also competing demands on the limited number of contractors available. For example, the main insulation contractor completes works under EES: ABS, WHS, HES, Council Housing and Hjaltdland as well as private works.

4.2 Progress, issues and plans for next steps

4.2.1 The Energy Company Obligation (ECO), first introduced in 2013 (by Ofgem), is an energy efficiency scheme for Great Britain that places legal obligations on energy suppliers to deliver energy efficiency measures to domestic premises.

4.2.2 The ECO4 scheme (which runs to 2026) focuses on supporting low income and vulnerable households. The purpose is to improve the least energy efficient homes helping to meet the Government's fuel poverty and net zero commitments.

4.2.3 The flexible approach for Local Authorities (LAs) to identifying fuel poor and vulnerable households who may benefit from heating and energy saving measures is referred to as "ECO4 Flex".

4.2.4 ECO4 Flex requires each Local Authority to:

- Publish a Sol outlining the various eligible routes to funding and other general information
- To oversee and administer the scheme locally including referral process, reviewing evidence, issuing declarations and checking works
- To respond to notification and audit requests by Ofgem.

4.2.5 A published Sol was also a requirement of the Energy Efficient Scotland Area Based Scheme (EES: ABS) grant. Essentially the Scottish Government is looking for Local Authorities to expand the range of funding offerings to domestic households.

4.2.6 Summary of operational points (from Sol):

- Similar to EES: ABS any contract for works will be between the ECO installer and the property owner, and not the Council
- If any contribution is required for works this will also be agreed between the installer and property owner

- On the basis of the correct and current evidence provided, the Council will issue a Declaration of Eligibility to the Installer
- Inclusion in a Declaration of Eligibility issued by the Council will not guarantee installation of measures. The final decision on whether any individual household receives an offer rests with obligated energy suppliers
- The final decision will depend on identification of eligible measures, the supplier's assessment of the cost-effectiveness of installing measures and whether the obligated energy suppliers have achieved their ECO targets.

4.2.7 NHS referrals will be initiated by the NHS and not by the installer. This will avoid an undue burden on the NHS. The correct scheme information provided to the NHS by the Council will allow Doctors to refer patients as part of normal day-to-day appointments.

4.2.8 ECO4 Flex, as a minimum, will look to use companies (based in or out with Shetland) that are accredited under PAS2035. There is also potential that external companies can use local companies under their PAS2035 umbrella. Contractors will still require to have their installer accreditation either as PAS2030:2019 or through the Microgeneration Certification Scheme (MCS) but this will significantly reduce the ongoing bureaucracy involved in full PAS2035 compliance.

4.2.9 The delivery of energy efficiency funding, and within that ECO4 Flex, is an important element with regards fuel poverty and ongoing Strategy work noted in section 3 (Climate Change, Housing and LHEES). The option to introduce an ECO4 Flex offering presents an additional route to funding and increased number of installers involved in energy efficiency work.

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications:

6.1 Service Users, Patients and Communities:	<p>Fuel poverty currently impacts a high proportion of householders/communities in Shetland. Actions to reduce this impact are therefore extremely important which will have a potential positive impact on health also.</p> <p>Significant changes will also have to be made, affecting everybody in Shetland, to mitigate future Climate Change through the reduction of use of energy sources, which emit greenhouse gases. These changes are likely to be substantial and need to be considered, planned and delivered with wide and effective engagement across the islands.</p>
6.2 Human Resources and Organisational Development:	<p>There are no significant staffing implications arising from this report. There have been discussions with affected staff in the development of this work. Should further workforce implications arise, advice will be taken from HR about the need for a further report.</p>
6.3	<p>Climate justice, Just Transition principles, human rights and equalities obligations all feature significantly in the Climate Change (Scotland) bills. Great care will need to be taken to ensure that these rights, and</p>

Equality, Diversity and Human Rights:	<p>the interests of those least able to cope with change, are protected through all activity.</p> <p>Inequalities around fuel poverty is already a serious issue in Shetland, plans and actions need to recognise this and build in improvements rather than make things worse.</p> <p>It is likely that specific considerations of how fuel poverty, and the actions in response to it, could affect Equalities and vulnerable groups will need to be prioritised.</p>
6.4 Legal:	<p>The Council has a duty, in exercising its functions, to act (a) in the way best calculated to contribute to the delivery of targets set out in the Climate Change (Scotland) Act 2009; (b) in a way best calculated to help deliver any climate change programme laid before the Scottish Parliament; and (c) in a way that it considers is most sustainable.</p> <p>In accordance with changes introduced by the Climate Change (Emissions Reduction Targets)(Scotland) Act 2019 the Scottish Ministers must ensure that the net Scottish emissions account for the year:</p> <ul style="list-style-type: none"> (a) 2020 is at least 56% lower than the 1990 baseline, (b) 2030 is at least 75% lower than the baseline, and (c) 2040 is at least 90% lower than the baseline. (d) 2045 is the net zero emissions target year. <p>The Scottish Government's Heat in Buildings Strategy, published on 7 October 2021, outlines a pathway to net-zero emission homes and buildings in Scotland by 2045. The Strategy includes an overarching ambition for all homes to achieve at least EPC Band C by 2033 where feasible and cost effective.</p> <p>The Local Heat and Energy Efficiency Strategies (Scotland) Order 2022 came into force on 21 May 2022. Under the Order the Council has a duty to prepare a LHEES and Delivery Plan.</p>
6.5 Finance:	<p>ECO-Flex will require Council resources in order to oversee the referral process, checking evidence, clerking of installation works and responding to notifications/audits. Staff are currently in place (as part of EES: ABS and WHS delivery) that will cover the above roles.</p> <p>The current work is externally funded as enabling costs under those programmes. It may be possible that Council resources required under ECO-Flex will be externally funded, at least partly. This will be addressed with the ECO-Installer/s once they are in place.</p>
6.6 Assets and Property:	<p>Not directly impacted by ECO4 Flex which focusses on private and private rented domestic properties.</p>

6.7 ICT and new technologies:	N/A	
6.8 Environmental:	Energy efficiency is fundamentally an environmental matter and all installer activity will ultimately help to address environmental issues as well as broader fuel poverty and health benefits.	
6.9 Risk Management:	<p>The main risk to delivery is lack of locally accredited installers and the current high level of economic activity in Shetland where the high level of bureaucracy associated with PAS2035 makes grant works unattractive to local installers compared with competing works.</p> <p>Loss of control over the delivery can be limited by using staff in-house to ensure that quality of evidence and works is monitored and reported, on an ongoing basis.</p>	
6.10 Policy and Delegated Authority:	In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations the Council's Environment and Transport Committee has functional responsibility for the natural environment, transport and ferry services, planning, building services and environmental services.	
6.11 Previously considered by:	None.	

Contact Details:

John R Smith, Director-Infrastructure Services, jrsmith@shetland.gov.uk

Carl Symons, Executive Manager – Environment & Estate Operations, carl.symons@shetland.gov.uk

Appendices:

Appendix 1 – Statement of Intent

Background Documents:

22 January 2020 Council Report - Climate Change

<https://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=24878>

30 June 2021 Council Report - Climate Change - Strategic Outline Programme Update

<http://coins.shetland.gov.uk/submissiondocuments.asp?submissionid=26752>

06 September 2022 Council Report – Local Housing Strategy

http://coins.shetland.gov.uk/submission_history.asp?submissionid=28113

Appendix 1

Statement of Intent for ECO4

Shetland Islands Council ECO4 Flexible Eligibility Statement of Intent

Local Authority name: Shetland Islands Council

Publication Date: 05/07/2023

Version number: V.1

Publication on web site: www.shetland.gov.uk

1. Introduction

This statement sets out Shetland Islands Council's flexible eligibility criteria for the Energy Company Obligation (ECO4) scheme from April 2022 – March 2026.

The ECO4 scheme will focus on supporting low income and vulnerable households. The scheme will improve the least energy efficient homes helping to meet the Government's fuel poverty and net zero commitments.

The flexible approach for Local Authorities (LAs) to identifying fuel poor and vulnerable households who may benefit from heating and energy saving measures is referred to as "ECO4 Flex".

The Council welcomes the introduction of the ECO4 Flex eligibility routes as it helps the Council achieve its plans to improve the homes of those in fuel poverty or vulnerable to the cold.

2. Eligible Routes

The Council is publishing this Statement of Intent (Sol), on the 05/07/2023 to confirm that each of the households declared will adhere to at least one of the four available routes outlined below:

Route 1: This route is open to owner-occupied households (SAP band D-G) and private rented households (SAP band E-G) with a gross income less than £31,000. This cap applies irrespective of the property size, composition, or region.

Route 2: This route is open to owner-occupied and private rented households (SAP bands E-G) that meet a combination of two of the following proxies:

- Proxy 1) Property is in a data zone in the first, second or third decile on the [Scottish Index of Multiple Deprivation 2020 published by the Scottish Government](#)

[Shetland Map, \(SIMD \(Scottish Index of Multiple Deprivation\)\)](#) – Applicable area, Lerwick North - 07

- Proxy 2) Household receiving a Council Tax rebate (rebates based on low income only, excludes single person rebates).
- Proxy 3) Household vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance <https://www.nice.org.uk/guidance/ng6>. Only one from the list can be used, excludes the proxy 'low income'.
 - people with cardiovascular conditions
 - people with respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
 - people with mental health conditions
 - people with disabilities
 - older people (65 and older)
 - households with young children (from new-born to school age)
 - pregnant women
- Proxy 4) A household receiving free school meals due to low-income.
- Proxy 5) A household supported by a LA run scheme, that has been named and described by the LA as supporting low income and vulnerable households for the purposes of NICE Guideline.
- Proxy 6) A household referred to the LA for support by their energy supplier or Citizen's Advice or Citizen's Advice Scotland, because they have been identified as struggling to pay their electricity and gas bills.

* Note proxies 1 and 3 cannot be used together.

Route 3: This route is open to owner-occupied households (SAP band D-G) and private rented households (SAP band E-G) where a person in the household is identified by their Doctor or GP as suffering from a severe and/or long-term health condition that is adversely impacted by living in a cold home. Qualifying health conditions include cardiovascular, respiratory, immunosuppressed, or limited mobility related.

This is because the Council has identified a positive correlation between households who suffer from long-term health conditions and living off a low-income, with living in poorly insulated homes.

Route 4: Bespoke Targeting. This route is open to owner-occupied households (SAP band D-G) and private rented households (SAP band E-G). Suppliers and LAs can submit an application to BEIS where they have identified a low income and vulnerable household, who are not already eligible under the exiting routes.

3. Scheme Delivery

The minimum requirement, to allow full scoring of savings, is to improve homes falling within bands F-G to at least Band D, and to improve homes falling within bands D-E to at least a Band C.

The due diligence required by Ofgem means that the Councils should ensure that appropriate arrangements are in place to manage ECO Flex schemes.

The Scottish Government does not support or approve the use of cold calling techniques, especially of people from vulnerable groups.

Referrals

The Council will only accept requests for a declaration from organisations with which it has partnered to deliver ECO Flex measures. This includes:

- The Council's delivery partners on Energy Efficient Scotland Area Based or Energy Efficient Scotland Schemes (including Warmer Homes Scotland) operating in the Council area
- Home Energy Scotland
- NHS Shetland
- Approved ECO Installers. ECO-Installers is the primary body drawing ECO funding. All sub-contractors used by an approved ECO Installer will be overseen by the ECO Installer and require to comply with the requirements set out in the Appendix.

The Council may not make all of the potential routes to eligibility available through its ECO Flex scheme at any one time and will only use Route 1 and Route 2; proxies 1,2,4 and 6. Declarations involving the NHS will only happen where instigated by the NHS and not through general requests to support ECO-Flex applications. The NHS and Shetland Islands Council may decide to use Route 2, Proxies 3 and 5, or Route 3, or in instances where both organisations agree to use these routes and proxies.

LA declarations will remain valid for a period of one year from the date of signature or until 31 March 2026, whichever is earliest, providing the SOI remains valid and meets the ECO4 requirements.

As households proceed through the ECO Flex process, the Council will be updated by ECO Installers in regular reports on the progress of each household towards receiving measures. Failing to update the council regularly could result in suspension / loss of ECO Flex declaration.

Inclusion in a Declaration of Eligibility issued by the Council will not guarantee installation of measures. The final decision on whether any individual household will receive an offer of funded energy efficiency measures rests with obligated energy suppliers. The final decision will depend on identification of eligible measures, the supplier's assessment of the cost-effectiveness of installing measures and whether the obligated energy suppliers have achieved their Energy Company Obligation targets.

Any contract for works will be between the ECO installer and the property owner and not the Council. If any contribution is required for works this will also be agreed between the installer and property owner.

4. Declaration and evidence check confirmation

For Route 1 and Route 2 (proxies 1,2,4 and 6) all potentially eligible households should apply through Shetland Islands Council or approved ECO installer to ensure that they can either benefit from the scheme or be assessed for eligibility under any other relevant programme.

The officer below will be responsible for checking and verifying declarations and associated evidence submitted on behalf of the local authority:

Name: John Simpson

Job Title: Team Leader, Energy Efficiency

Telephone: 01595 744819

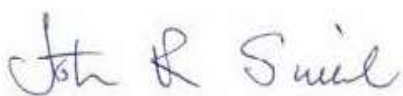
Email: john.simpson@shetland.gov.uk

CEO or dedicated responsible person mandatory signature

The Shetland Islands Council will administer the scheme according to BEIS' ECO4 Order and will identify eligible households via Ofgem's application process. The Executive Manager, Environment and Estate Operations will oversee the process of identifying eligible households under ECO4 Flex.

The eligibility information will be stored securely in line with the Council's data protection policy, Information Commissioner's Office Data Sharing Code, and BEIS guidance.

Signature:



Name: John R Smith

Job Title: Director of Infrastructure Services

Date of signature: 5th July 2023

For any general enquires relating to this Sol, please contact john.simpson@shetland.gov.uk.

Appendix - Approved ECO Installer

Any potential ECO Installer will require to comply with the following conditions and provide the necessary information:

- PAS 2035 accreditation details and process chart outlining different roles
- Insurance details
- GDPR statements and agreements in conjunction with the Council
- Details of project delivery in other Scottish Local Authority areas (in particular rural/island areas) and Local Authority / RSL contact details
- Detail of inclusion on national frameworks for delivery of energy efficiency and low carbon heating and hot water installations
- Proposal for operation of ECO-Flex scheme in Shetland in conjunction with the Council
- Any other supporting evidence that the Council deems necessary.

Prior to any works commencing, the Council will require:

- Information from ECO Installer on the criteria that each household meets to support ECO-Flex Declaration
- A complete and accurate pre-works EPC and evidence that minimum ECO improvement requirements are being met or bettered
- Details of technologies and installer accreditation
- Details of insulation methods and installer accreditation
- Design of the install
- Additional install requirements to comply with regulations e.g. fire/heat alarms
- Funding amounts and any customer contribution amounts
- Customer approval on the contribution (if required)
- Risk assessments/method statements
- Advance notification of date of install
- Details of the team delivering the works including:
 - Installer accreditations
 - Sub-contractor qualifications/accreditations
 - Name of Retrofit co-ordinator
 - Name of clerk of works
- Any other supporting evidence that the Council deems necessary.

Post works the Council will require:

- Notification of completion of works
- Post works meet with installer
- Customer packs including warranty, electrical safety checks, notifications (Distribution Network Operator)

- Customer satisfaction sign off
- Post works EPC
- Snagging and issues process

The use of local competent contractors, working under the PAS2035 umbrella offered by the Approved ECO Installer, is encouraged. This will support the local economy and will also mean an on-island resource and therefore quicker response time to snagging issues should these arise post install.



Meeting(s):	Environment & Transport Committee	27 November 2023
Report Title:	Setting of Local Speed Limits	
Reference Number:	RD-06-23-F2	
Author / Job Title:	Neil Hutcheson, Executive Manager – Roads	

1.0 Decisions / Action required:

- 1.1 That the Environment and Transport Committee NOTE the contents of this report and the conclusions of a review, that the current policy and practice of setting local speed limits in Shetland should continue to follow national guidance.

2.0 High Level Summary:

- 2.1 The purpose of this report is to present the outcome of a review of the policy and practice used for the setting of local speed limits, as requested by the Committee at its meeting on 11 September 2023 (Min. Ref 21/23). These are currently promoted and implemented in accordance with national guidance used throughout the UK. The reasoning for the guidance and how it was developed are considered as well as its effectiveness in contributing to reducing road casualties. Finally a comparison is made with the guidance used by other local authorities and in other countries.
- 2.2 This report concludes that Shetland Islands Council should maintain its current policy and practice, and continue to follow national guidance when setting local speed limits.

3.0 Corporate Priorities and Joint Working:

- 3.1 The outcomes from “Shetland’s Partnership Plan 2018-28” include “Shetland will continue to be a safe and happy place, with more people feeling connected to their communities and benefitting from living in good places and keeping active.” Road safety has a vital part to play if this outcome is to be achieved. The setting of local speed limits has direct implications for road safety.
- 3.2 Road safety and hence speed limits are also important when considering the “keeping active” element of the above outcome. This is because walking and cycling are likely to increase where roads are perceived to be safe.
- 3.3 “Shetland’s Transport Strategy,” developed by ZetTrans, has the following objectives:
- “to underpin Shetland’s economy by enabling residents to access employment, training and leisure, and businesses to access labour markets, customers and suppliers;” and
 - “to support Shetland’s communities by enabling individuals, families and localities to thrive socially, physically and economically.”

- 3.4 These two objectives can best be achieved by ensuring that there is a balance between the efficiency of travelling along a road, which is related to vehicle speed, and the safety of road users.
- 3.5 The objective of “Shetland’s Road Safety Strategy & Action Plan 2023/26” is “A steady reduction in the numbers of those killed and those seriously injured, with the ultimate vision of a future where no-one is killed on Shetland’s roads, and the injury rate is much reduced.” The setting of appropriate local speed limits will play an important part in efforts to meet this goal.

4.0 Key Issues:

The Purpose of Speed Limits

- 4.1 The main purpose of speed limits is to enhance safety by reducing the risks imposed by drivers’ speed choices. **The aim is to reduce disparities in speeds and reduce the potential for vehicle conflicts.** A related function of speed limits is to provide the basis for enforcement.

National Speed Limits

- 4.2 The three default national speed limits, set by the government, are:
- 30 mph on unclassified roads with street lighting (referred to as “Restricted” roads);
 - 60 mph on single carriageway roads; and
 - 70 mph on dual carriageways and motorways.
- 4.3 In addition to these reduced limits are specified for certain vehicle classifications when driving on single carriageway roads. These are as follows:
- 50 mph for vehicles towing a caravan or trailer;
 - 50 mph for motorhomes more than 3.05 tonnes maximum unladen weight;
 - 50 mph for buses, coaches and mini buses;
 - 50 mph for goods vehicles less than 7.5 tonnes maximum laden weight; and
 - 40 mph for goods vehicles more than 7.5 tonnes maximum laden weight.

Local Speed Limits

- 4.4 Section 84 of the “Road Traffic Regulation Act 1984” gives the Council, in its role as Roads Authority, the power to promote and make traffic regulation orders for the setting of speed limits on Shetland’s public roads. The Council must give public notice of their intention to exercise its power under section 84.

National Guidance

- 4.5 The Government has published national guidance to assist roads authorities to set local speed limits which are appropriate and consistent. The guidance was originally developed following the consideration of research undertaken on behalf of various international organisations including the Transport Research Laboratory (TRL) in the UK. The guidance published by the Department of Transport and the then Scottish Executive has evolved over the years. Appendix 1⁽¹⁾ details how the criteria have changed with time.

Proposed National Policy – Urban Speed Limits

- 4.6 The Scottish Government’s policy programme includes their goal that “all appropriate roads in built up areas will have a safer speed limit of 20 mph by 2025.” The aims of

this policy are “to reduce perceptions of road danger, encourage people to walk and wheel, and create more pleasant streets and neighbourhoods by providing a more equitable balance between different road users that will contribute to the implementation of the safe system.” One of the proposed methods of achieving this is to reduce the speed limit on “restricted” roads from the currently stipulated 30 mph, a “restricted” road being an unclassified road with streetlights spaced 185 metres apart. An alternative proposal is to use a “Place Criteria” with 20 mph speed limits being promoted where:

- a road is within 100m walk of any school, college, community centre, church, place of worship, sports facility, any hospital, GP or health centre;
- more than 20 residential and/or retail premises front the road over a continuous road length of between 400-600m;
- a lower speed of 20 mph would improve conditions and facilities for vulnerable road users; and
- the surrounding environment, community and quality of life impact (e.g. severance, noise, or air quality) would be improved.

4.7 The Roads Service has undertaken an assessment, for the Government, of the implications of adopting the “Place Criteria” method. These assessments, produced by all the Scottish local authorities, will inform the Government’s decision on the approach to be adopted prior to the planned implementation of this policy in 2025. The impact on Shetland’s speed limits will vary depending on the chosen approach. There are approximately 30 settlements in Shetland which have 30 mph speed limits despite not being located on “restricted” roads. The limits on these “unrestricted” roads have been introduced by way of traffic regulation order. These settlements would not automatically become 20 mph if the “restricted” roads method was adopted. The alternative “Place Criteria” would result in a number of these roads having a 20 mph limit but there would be others where the residential density criteria would not be met and the 30 mph limit would be retained. However, where the lower limit was considered desirable traffic orders for 20 mph speed limits could be promoted. There are also settlements throughout Shetland where existing 30 and 40 mph limits will need to be extended to accommodate the new 20 mph limits. Bearing this in mind it would seem appropriate to delay the promotion of traffic regulation orders for 20 mph speed limits until nearer 2025 when the Government’s preferred approach should be known.

Use of National Guidance to Date

4.8 The Roads Service considers all of the current guidance documents when setting local speed limits. This is necessary due to the low incidence of injury accidents on our roads making it unlikely that any road length will meet the accident threshold for a reduced limit given in the Speed Assessment Framework⁽²⁾ (see Appendix 1). Therefore, the mean vehicle speed criterion is generally used when setting 40 and 50 mph limits in rural areas. The density criterion is used for urban roads and has allowed 30 mph limits to be introduced in numerous settlements with the result that almost all appropriate roads now have this reduced limit. The Roads Service continues to apply this criterion as houses etc. are built and settlements become more densely developed.

20 MPH Speed Limits

4.8.1 The lowest limit of 20 mph can be introduced in situations where there is a particular risk to vulnerable road users such as pedestrians and cyclists. There are already a number of 20 mph limits throughout Shetland introduced by way of traffic regulation order including Nedersund and Kantersted Roads, Sound;

Norstane Etc. in Lerwick; Moorfield Ring Road in Brae and Hamnavoe in Burra. There are plans to introduce further 20 mph speed limits in Scalloway and in Lerwick's North Crescents but this is in abeyance until the Government's 20 mph proposals are decided.

Shetland Speed Limits 1994 to 2023

- 4.8.2 The application of national guidance has seen the introduction of 107 speed limits throughout Shetland in the 30 year period between 1994 and 2023 (see Appendix 2). This is an average of more than three new speed limits per year. A number of these limits were requested by road users or communities but the majority were introduced as part of Government or Council initiatives to reduce speeds at schools or to reduce speeds in settlements such as Bigton, Veensgarth, Walls, Brae, Vidlin, Symbister, Mid Yell and Baltasound.

Speed Limits Currently Being Promoted

- 4.8.3 A number of traffic orders for speed limits have recently been made. These include orders for 20 mph speed limits at the Toft and Ulsta ferry terminals, at the request of the Council's Ferry Operations, to improve road safety in the marshalling areas. A further traffic order for a 30 mph speed limit on the road through Papil, Burra has also been made following consideration of the density criterion and consultation has begun for a 30 mph limit on the Cumliewick (Broonie's Taing), Sandwick following requests from residents. The extension of the existing 30 mph speed limit on the south approach into Aith is also being promoted after a suggestion from an active travel settlement audit that Michaelswood be included within the limit. Finally a 40 mph limit is soon to be promoted on the Laxfirth road to the north of the Strand Loch. This has been requested by residents on a number of occasions and the mean recorded vehicle speeds on this section of road, as it passes seventeen houses at the roadside, now meet the requirements for the reduced speed limit.

Policy Review

- 4.9 There has been a request for a review of the Council's policy for the setting of speed limits with concerns raised regarding potential accidents in villages and risks to pedestrians, particularly children.

Current Outcomes - Performance

- 4.9.1 Speed limit guidance has played an important part in the overall road safety strategy for the country and Shetland. The national strategy would appear to have been a success with the UK having the fifth lowest road fatality rate compared to other "developed" nations ("Road Safety Annual Report 2022" published by The Organisation for Economic Co-operation and Development and The International Transport Forum), see Appendix 3. Similarly, in 2018 Shetland had the third lowest rate for slight injuries of the 32 Scottish local authority areas ("Reported Road Casualties Scotland 2021" published by Transport Scotland), see Appendix 4.

Current Outcomes - Road Accident Data

- 4.9.2 Speed limits are an important part of a road safety strategy but there are other factors to be considered. The Roads Service targets road safety resources based on Police data and the most commonly occurring types of injury accident. Single vehicle "loss of control" accidents tend to be most common and these are being addressed through route treatments which will improve signage and road markings on various lengths of "A class" road. Accidents at junctions were also relatively common but have been addressed through the provision of

roundabouts and more recently by the revised layout at the B9083 Black Gaet junction. The results of this approach are promising as we are on course to meet the Government's target of reducing fatalities and serious injury accidents by 50% before 2030. Recently released Police accident data also shows that Shetland currently has the least number of injury accidents of any Scottish Council area with only 15 recorded in 2021. The number of pedestrian casualties of all severities has averaged at only one per year since 2014 and the number of child casualties of all severities averaged at only 0.6 per year in the same period.

National Comparisons

- 4.9.3 When considering the national road accident figures only Moray and Aberdeenshire Councils had a lower number of injury accidents. The road safety page on Moray Council's website states that Scottish Government guidance is used when setting their local speed limits. Aberdeenshire also use the Government's guidance but they have made amendments in order to make it clearer and thereby enable more consistent application of speed limits across the county. The amendments are detailed in their speed limit policy and manual which were approved in November 2020.⁽³⁾ Their policy states that there is a "need to avoid unnecessary delays and restrictions to motorists while recognising the road safety and environmental benefits of lower traffic speeds in towns and villages." The slight difference to national guidance is in the consideration of village speed limits. The manual gives additional weighting to public buildings such as shops and schools rated as being equivalent to 3 and 5 houses respectively providing the curtilage of the building has a "frontage onto the road and is visually identifiable to motorists." The development density criterion of 3 per 100 metres of road length still applies but rather than houses or individual building it refers to "house equivalent units." This amendment will increase the density and will make a difference when assessing borderline cases. A study of websites and published Road Safety Plans shows that only thirteen of the other thirty one Councils specify their method for setting local speed limits. Nine of these used national guidance with the remaining four using an amended version similar to that used by Moray Council. It should be noted that Highland and Scottish Borders Councils have recently introduced 20 mph speed limits on "restricted" road lengths in a number of towns and villages. These are not part of a policy but are a trial being undertaken in conjunction with Transport Scotland to gather information prior to a possible nationwide reduction in urban limits from 30 to 20 mph.

International Comparisons

- 4.9.4 When considering the international accident figures only Norway, Sweden, Denmark and Switzerland have lower casualty figures than the UK for fatal road accidents. The criteria used by the Nordic countries when setting local speed limits is detailed in Appendix 5.

Reduced Speed Limits – General Principles

- 4.9.5 There are a number of general principles on which the speed management policies of the leading road safety nations, including the UK, have been based. These include:

- alternative options such as bend, junction and active travel improvements should be considered before proceeding with a new speed limit;

- it is not axiomatic that the lowest limit will produce the lowest actual speed. If the limit is unrealistically low it is likely to be ineffective with drivers choosing to ignore it whilst a higher, but more realistic limit, could affect drivers' choice of speed;
- drivers are likely to expect and respect lower limits, and be influenced when deciding on an appropriate speed, where they can see there are potential hazards, for example schools and residential areas;
- speed limits should provide a consistent message between the road geometry and environment with changes in speed limit reflecting changes in road layout and characteristics that the road runs through; and
- reducing a speed limit must be taken with the full support of the Police as they will be responsible for enforcing the new limit. If the new limit is unrealistic it is likely that Police will be unable to provide the required level of enforcement, this may result in substantial numbers of drivers continuing to travel at unacceptable speeds, thus increasing the risk of accidents and injuries.

4.9.6 In summary, speed limits should be realistic in order to achieve a narrow distribution of speeds where vehicles are travelling as close to the posted limit as possible. The setting of speed limits should be consistent and should reflect the road's function, geometry and environment so that that a driver's assessment of what is a safe speed is reinforced. This consistency will result in "self-explaining" roads with speed limits that encourage self-compliance (i.e. are seen by drivers as the maximum, rather than a target speed).

4.9.7 Alternative Criteria

Alternative criteria would be needed for a speed limit policy which moves away from national guidance. These criteria would provide a basis for the making of decisions. The national and international guidance is derived from peer reviewed research which found that it is not necessarily high speeds that result in road accidents but the disparity in vehicle speeds. This disparity can increase if a speed limit is not set near to the mean vehicle speed recorded on a road. Therefore, moving away from current guidance would mean moving away from setting limits that match what is widely recognised by road safety professionals as being the safest speed for a length of road. Given the very low incidence of accidents in Shetland, including those involving pedestrians and children, there is little scope for improvement and great care would be needed to ensure that any change in policy is not detrimental to road safety. However, we cannot be complacent and any policy change that may improve road safety would be welcome.

Community Requests

4.9.8 There are a number of road lengths where residents and the wider community have requested reduced limits but the roads in question have not met the criteria specified in national guidance. These are the A970 at Cunninsburgh, Quarff, Voe and Brae, and the A971 at Bixter. These all have reduced limits at the moment with the exception of the A970 at Quarff. In order to identify possible alternative criteria the Roads Service has applied the guidance used by Aberdeenshire Council and given additional scoring to public buildings fronting on to these lengths of road. The outcome for each length of road is detailed below:

A970 Cunningsburgh – Currently 50 mph:

Public Hall – 3; Garage/Yard – 3; Church of Scotland – 3; Church – 3; Builders – 3; Industrial Estate – 2 x 3 and Cunningsburgh Primary School - 5
45 Houses

Total = 71 in 2,700 metres of road length or density of 2.6 per 100 metres.
Therefore, does not meet Aberdeenshire's criteria for a 30 mph limit.

A970 Quarff – Currently 60 mph:

No public buildings at the roadside so no reduction in speed limit

A970 Voe – Currently 50 mph:

Tagon Stores – 3

21 Houses

Total = 24 in 1,600 metres road length or density of 1.5 per 100 metres.
Therefore, does not meet Aberdeenshire's criteria for a 30 mph limit.

A970 Brae (Brig o' Brae to Busta Junction) – Currently 40 mph:

Masonic Lodge – 3 and Brae Building Centre – 3

19 Houses

Total = 25 in 850 metres road length or density of 2.9 per 100 metres.
Therefore, does not meet Aberdeenshire's criteria for a 30 mph limit.

A971 Bixter – Currently 40 mph:

Public Hall – 3; Shop/Filling Station – 3; Vets – 3; Garage – 3 and
Health Centre - 5

18 Houses

Total = 35 in 640 metres road length or density of 5.5 per 100 metres.
Therefore, meets Aberdeenshire's criteria for a 30 mph limit.

Application of the Norwegian criteria to these road lengths results in the following outcomes:

A970 Cunningsburgh – Currently 50 mph:

N100 requirements not met as annual average traffic (ADT) volumes exceed 4,000 without segregation for pedestrians and cyclists also horizontal alignment has radii less than 400 metres to suit a lower design speed so default 80 km/h (50 mph) limit would be retained apart from a section at the school, which would be 70 km/h (43 mph) or perhaps 60 km/h (37 mph).

A970 Quarff – Currently 60 mph:

Meets the requirements of "N100: Road and Street Design," apart from the need for active travel to be segregated, so default 80 km/h (50 mph) limit would be retained.

A970 Voe – Currently 50 mph:

N100 requirements not met as the constrained nature of the route means that the horizontal alignment has radii less than 400 metres to suit a lower design speed and a lack of active travel facilities so default 80 km/h (50 mph) limit would be retained. Introduction of a 70 or 60 km/h (43 or 37 mph) limit would be dependent on whether the local municipality considers the function of the road to be "mixed (access/transport)" or largely for "transport."

A970 Brae (Brig o' Brae to Busta Junction) - Currently 40 mph:

N100 requirements not met due to frequent junctions with accesses and lack of active travel facilities so default 80 km/h (50 mph) limit would be retained. Introduction of a 70 or 60 km/h (43 or 37 mph) limit would be dependent on whether the local municipality considers the function of the road to be "mixed (access/transport)" or largely for "transport."

A971 Bixter – Currently 40 mph:

N100 requirements not met due to frequent junctions with accesses and a lack of active travel facilities so default 80 km/h (50 mph) limit would be retained. Introduction of a 70 or 60 km/h (43 or 37 mph) limit would be dependent on whether the local municipality considers the function of the road to be "mixed (access/transport)" or largely for "transport."

4.9.9 Therefore, Aberdeenshire Council's variation of the UK guidance would result in the existing 40 mph limit on the A971 at Bixter being reduced to 30 mph. This is due to the number of public buildings and business premises located within this relatively short length of speed limit.

4.9.10 It would also appear that there would be little change if the Nordic approach to the setting of local speed limits was applied to these five sections of road. However, there is a lack of certainty as the setting of speed limits is dependent on the opinion of the municipality when deciding on the function of the road. The definition of what is considered densely populated plays a part in whether a road is classified to have an "access" or "mixed" function. The guidance indicates that a settlement of 200 inhabitants or more should be considered densely populated. This would suggest that the A970 at Voe and Brae should have either a 70 or 60 km/h limit but the A971 at Bixter would retain the default 80 km/h limit. Perhaps the most significant difference would be a 50 mph limit for Quarff on the grounds that it does not have segregated active travel facilities. Were this criteria to be introduced in Shetland then significant lengths of the "rural" road network would be subject to a 50 mph limit. This would be a major undertaking with wide reaching implications. However, it is our opinion that it would result in poor adherence to the limit due to insufficient pedestrians and cyclists on these roads to give the required visual message to drivers as to why they are being required to reduce their speed. In other words it would be an unrealistic limit which does not follow the widely accepted principles for the setting of speed limits.

Summary

4.10. The vast majority of Scottish local authorities follow national guidance when setting local speed limits. None have stepped completely away from the guidance but a small number have adapted it with regard to the setting of 30 mph limits in villages. These amendments give additional weighting to public buildings, with schools for example being equivalent to five houses, which increases the development density making it more likely that a 30 mph limit is introduced. However, when applied to the five outstanding speed limit requests made by communities only the A971 at Bixter would have its speed limit further reduced to 30 mph.

4.11 The speed limit guidance for the Nordic countries has evolved in a similar manner to this country's guidance. Therefore, it is not surprising that the resultant speed limits are broadly the same whichever nations' guidance is used. A major change in road safety theory in recent years is "Vision Zero" and the accompanying "safe system"

approach. These were developed in Sweden and so the Nordic countries are nearer to their full implementation. This has led to the introduction of an 80 km/h (50 mph) national speed limit for “transport” roads. This lower limit places the onus on road authorities to show that a road is safe before the limit can be raised above this default.

- 4.12 However, the criteria specified in Norway’s design guidance are similar to those specified in the United Kingdom’s DMRB for roads with design speeds of 85 km/h. This was the design speed used when Shetland’s road network was upgraded in the early 1980’s and through the 1990’s. Therefore, our newer two-lane roads meet the Norwegian requirements for a 90 km/h (56 mph) speed limit with the exception of the need for segregated active travel where traffic volume exceeds 4,000 vehicles per day. Were our older two-lane roads and single-track roads located in a Nordic country they would be subject to the 80 km/h (50 mph) limit. The Police accident data shows very few accidents on these roads. In the five years between 2017 and 2021 only four injury accidents were recorded which amounts to only 6% of the injury accidents in Shetland during this period. A reason being the relatively poor alignment of these roads which ensures that mean vehicle speeds are generally kept down toward 40 mph. There would appear to be little if any benefit in a blanket reduction of the speed limit on these roads, in fact this may be counterproductive and result in an increased mean vehicle speed. It would be better to consider older roads on an individual basis as has been done recently for the introduction of a 50 mph speed limit on the A971 at Whiteness. The A970 at Levenwick could also be considered for a 50 mph speed limit, possibly on a temporary basis, until its alignment is improved.

Conclusion

- 4.13 The consideration of the speed limit setting policies of other local authorities and other nations has failed to identify a better method than that already used by Shetland Islands Council. The application of these alternative policies resulted in similar outcomes to those produced when using the UK’s national guidance. The latter’s use has resulted in the introduction of 107 reduced speed limits in Shetland in the past 30 years with the vast majority of settlements now having appropriate limits. In comparison there are currently only five road lengths where communities are seeking reduced limits of which four already have either a 50 or 40 mph limit. These limits have contributed to Shetland having one of the safest road networks in the country. There is a very low incidence of accidents, including those involving pedestrians and children, so there is little scope for improvement. Great care would be needed to ensure that any change in policy does not have a detrimental effect on the effectiveness of speed limits. Unrealistic limits which driver’s may choose to ignore would risk the progress that we are making toward our road safety targets.
- 4.14 It is to be expected that, as with any assessment, there is the potential for debate. The consideration of possible alternative policies has shown that to be the case no matter which criteria are used. For example, in Norway road function is important when setting limits but the guidance does not specify a definitive method of determining a road’s function. Therefore, there is scope for debating which function a road has and in turn for debating which speed limit is most appropriate.
- 4.15 The conclusion reached, based on these findings, is that Shetland Islands Council should continue to follow national guidance when setting local speed limits.
- 4.16 Should Committee decide from the information provided in this report that current policy should be amended, a further report to Committee and Council will be required in order to set out the new policy, and explain fully to Council the legal, technical and safety impacts and risks of any proposed change in policy direction.

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications:

6.1 Service Users, Patients and Communities:	<p>The contribution of the road network to communities is recognised by the Audit Commission in their report Going the Distance, 2011. The report states “Roads play a critical role in public service delivery and economic growth – both through the increased mobility of citizens, goods and services, and through building and maintaining infrastructure.”</p> <p>The appropriate setting of local speed limits has direct implications for the economy and road safety.</p> <p>The Council is committed to developing safer environments for all road users, within a road system which aids wider economic and environmental objectives. Encouraging road users to adopt appropriate speeds on our roads is a major part of this work.</p>
6.2 Human Resources and Organisational Development:	No implications.
6.3 Equality, Diversity and Human Rights:	No implications.
6.4 Legal:	<p>The Council has a statutory duty under the Road Traffic Regulation Act 1984 to exercise the functions conferred on it by the Act, so far as practicable having regard to the matters specified in subsection (2) to “<i>secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off.....the road.</i>”</p> <p>The Council has statutory duty under section 39 of the Roads Traffic Act 1988 to carry out studies into accidents arising out of the use of vehicles on roads or parts of roads within their area and “<i>must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement maintenance or repair of roads for the maintenance of which they are responsible and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads</i>” and “<i>in constructing new roads must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use.</i>”</p>

	The Council as local authority has power under Section 84 of the Road Traffic Regulation Act 1984 to make a speed limit order which <i>“as respects any road may prohibit.....the driving of motor vehicles on that road at a speed exceeding that specified in the order.”</i>
6.5 Finance:	There are no direct cost implications due to this report.
6.7 ICT and new technologies:	None.
6.8 Environmental:	Reduced vehicle speeds would yield a minimal reduction in CO ₂ equivalent emissions.
6.9 Risk Management:	Failure to consider road safety carries a significant risk of the national road casualty reduction targets not being met. This would mean ongoing serious social and economic implications for the public, stakeholders and various organisations including Shetland Islands Council, NHS Shetland and the emergency services.
6.10 Policy and Delegated Authority:	As set out in Section 2.3 of the Council’s Scheme of Delegations and Administration “Subject to the exclusions from and limitations of delegations set out in this scheme, and the terms of reference and authority of the Policy and Resources Committee, the Committee is authorised to discharge the powers and duties of the Council within the functional areas noted below in accordance with the policies of the council, and the relevant provisions in its approved revenue and capital budgets.” The Environment and Transport Committee’s functional areas relate to the natural environment, roads, transport and ferry services, planning, building services and environmental services.
6.11 Previously considered by:	None.

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07 November 2023

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Appendices:

- Appendix 1: Evolution of Guidance for Setting of Local Speed Limits
- Appendix 2: Shetland Speed Limits 1994 to 2023
- Appendix 3: International Road Fatalities per 100,000 Inhabitants 2021
- Appendix 4: Scottish Councils - Slight Casualties per 100 Million Vehicle Kilometres
- Appendix 5: Policies of Nordic Countries on Setting of Speed Limits

Background Documents:

1. "Speed Assessment Framework: Balancing Safety And Mobility Objectives On Rural Single Carriageway Roads"
<https://webarchive.nationalarchives.gov.uk/20120607043200/http://assets.dft.gov.uk/publications/tal2-06/tal2-06.pdf>
2. ETLLD "Circular No. 1/2006: Setting Local Speed Limits"
<http://www.ukroads.org/webfiles/Circular%201-06%20Setting%20Local%20Speed%20Limits%20-%20Scotland.pdf>
3. Aberdeenshire Council Roads Policy Review (Including Speed Limits)
[https://aberdeenshire.moderngov.co.uk/Data/Infrastructure%20Services%20Committee/20201126/Agenda/\(09\)%202020-Nov-26%20ISC%20-%20Roads%20Policy%20Review%20Update.pdf](https://aberdeenshire.moderngov.co.uk/Data/Infrastructure%20Services%20Committee/20201126/Agenda/(09)%202020-Nov-26%20ISC%20-%20Roads%20Policy%20Review%20Update.pdf)

TABLE 1: EVOLUTION OF GUIDANCE FOR SETTING OF LOCAL SPEED LIMITS**APPENDIX 1**

Guidance Document	Criteria	Underlying Principles	Status
<p>“Setting Local Speed Limits” Circular Road 01/1993</p> <p>(30, 40 & 50 mph limits)</p>	<p>“the observed 85th percentile speed (the speed at which 85% of vehicles travel at or below) should be no more than 7 mph or 20% higher than the desired limit”</p>	<p>uses existing vehicle speeds so limits reflect drivers’ behaviour;</p> <p>the likelihood of an accident increases significantly for vehicles travelling in excess of the 85th percentile speed so the safest drivers travel at or below this speed;</p> <p>recognises that the majority of drivers are competent, drive safely and make rational choices and only a minority are considered to be driving at excessive speed; and</p> <p>15% of traffic is considered to be speeding so enforcement is manageable.</p>	Superseded
<p>“Village Speed Limits” Traffic Advisory Leaflet 1/2004</p> <p>(30 mph limits only)</p>	<p>density criteria of 3 frontage developments per 100 metres of road length to determine whether a length of road should have a 30 mph speed limit, minimum speed limit length of 600 metres</p>	<p>that a limit of 30 mph in villages should be the norm;</p> <p>to provide a definition of a village to be applied consistently when determining speed limits; and</p> <p>a certain level of development along a road is needed to indicate to drivers why they are being required to reduce their speed.</p>	Current
<p>“Setting Local Speed Limits: Guidance for Local Authorities” ETLLD Circular 1/2006</p> <p>(40 & 50 mph limits)</p>	<p>recommends that where the recorded mean speed “is no more than the desired limit then the limit may be introduced”</p>	<p>derived from research which found that the greater the difference between a driver’s speed and the mean speed of traffic the greater the likelihood of involvement in a crash;</p> <p>where speed variance is high on a particular road, there will be less predictability, more overtaking manoeuvres and greater potential for vehicle conflicts leading to increased accident risk;</p> <p>it follows that the mean is the speed at which the best balance between travel and accident costs is achieved.</p>	Current

TABLE 1 (Cont.): EVOLUTION OF GUIDANCE FOR SETTING OF LOCAL SPEED LIMITS

APPENDIX 1

Guidance Document	Criteria	Underlying Principles	Status
<p>"Speed Assessment Framework: Balancing Safety and Mobility Objectives on Rural Single Carriageway Roads" Traffic Advisory Leaflet 2/2006</p> <p>(40 & 50 mph limits)</p>	<p>supplemental to Circular 1/2006 above it uses an assessment framework to achieve a consistent application of reduced speed limits. This involves classifying roads into two tiers based on their traffic function (local or through traffic), establishing which limit is most appropriate to minimise overall costs (time & operating cost vs accident costs) and consideration of accident thresholds.</p>	<p>speed limits should achieve "a reasonable balance between risk of an accident, travel efficiency and environmental impact;"</p> <p>"as speeds increase, travel costs decrease but accident costs increase, the mean speed is generally where the total of the accident and travel costs is minimised;"</p> <p>"the aim should be to achieve 'safe' speeds which reflect the function of the road and the impacts on the local community; and"</p> <p>research has found that "mean recorded speeds reflect what the majority of drivers perceive to be an appropriate speed."</p>	Current
<p>"Good Practice Guide On 20 MPH Speed Restrictions" Transport Scotland, June 2016</p> <p>(20 mph limits only)</p>	<p>"recommended that 20 mph limits should be considered where existing mean speeds are no greater than 24 mph;"</p> <p>"where mean speeds are greater than 20 mph consideration should be given to engineering features, variable message signs or traffic calming measures to support the lower limit"</p>	<p>20 mph restrictions can contribute to a healthier, greener and safer nation;</p> <p>can aid "transformation of our towns and cities to ensure people are prioritised over motor vehicles and choose to walk or cycle when they make short journeys;"</p> <p>"risk of fatal injury to pedestrians rises from under 1% at an impact speed of 20 mph to 5.5% at 30 mph;" and</p> <p>"it is right that local authorities should have the power to set appropriate speed limits on local roads in order to meet local circumstances."</p>	Current

Shetland Speed Limits 1994 to 2023

A970 Cunningsburgh	50 MPH	1994
Various Roads, Mid Yell	30 MPH	1995
Various Roads, Symbister	30 MPH	
Firth & Mossbank	40 MPH	
Firth & Mossbank	30 MPH	
A971 Bixter	40 MPH	
Baltasound & Skibhoul	30 MPH	1996
Baltasound & Setters Hill	40 MPH	
A970 Hillswick Rd, Brae	40 MPH	
Gremista, Lerwick	30 MPH	1997
Gremista, Lerwick	40 MPH	
Various Roads, Walls	30 MPH	
South Road, Lerwick	30 MPH	
A968 Tagon, Voe	30 MPH	
Millbrae, Scalloway	40 MPH	
Saxa Vord, Unst	30 MPH	1998
B9074 Etc. Veensgarth	30 MPH	
B9071 Etc. Vidlin	30 MPH	1999
B9081 Etc. Burravoe, Yell	30 MPH	
B9071 Etc. Aith	30 MPH	
B9083 Etc. Cullivoe, Yell	30 MPH	
Various Roads, Gott	30 MPH	
Firth to Mossbank	40 MPH	2000
B9074 Etc., Hamnavoe	30 MPH	2001
A971 Kalliness, Weisdale	50 MPH	
Sandwick, South Mainland	30 & 40 MPH	
A970 South Road, Lerwick	30 MPH	2002
South Commercial St, Lerwick	20 MPH	
B9074 Brig to Hamnavoe	40 MPH	
B9074 East Voe, Scalloway	40 MPH	

Kantersted Etc., Lerwick	20 MPH	2003
Beach Rd, Haroldswick	30 MPH	
Moorfield Brae	20 MPH	2004
A970 Voe, Delting	50 MPH	
Lower Voe, Delting	30 MPH	
A970 & Busta Road, Brae	40 MPH	
Bell's Road, Lerwick	20 MPH	
A971 Whiteness School	20 MPH	
Levenwick	30 MPH	
Gulberwick	30 MPH	2005
Isbister, Whalsay	30 MPH	
Brough, Whalsay	30 MPH	
Urafirth Primary School	Var 20 MPH	2006
Nesting Primary School	Var 20 MPH	
Brae School	Var 20 MPH	
Sound Primary School	Var 20 MPH	
Scalloway School	Var 20 MPH	
Oversund Road, Lerwick	20 MPH	2007
Cunningsburgh School	Var 20 MPH	
Norstane Etc. Lerwick	20 MPH	
Mid Yell JH School	Var 20 MPH	
Sandwick JH School	Var 20 MPH	
Mossbank School	Var 20 MPH	
Baltasound JH School	Var 20 MPH	2008
Ollaberry Primary School	Var 20 MPH	
Bridge End, Burra	30 MPH	
Scatness, Virkie	30 MPH	
Dunrossness Primary School	Var 20 MPH	
Whalsay Schools	Var 20 MPH	2009
Tingwall Primary School	Var 20 MPH	
Happyhansel Primary School	Var 20 MPH	
Castle Road, Scalloway	20 MPH	
A969 Bells Brae School	Var 20 MPH	
Fetlar Primary School	20 MPH	

Olnafirth Primary School	Var 20 MPH	
Sandness Primary School	Var 20 MPH	
Aith JH School	Var 20 MPH	
Sandwick, South Mainland	30 & 40 MPH	
Bressay Primary School	20 MPH	
North Roe Primary School	Var 20 MPH	
Burravoe Primary School	Var 20 MPH	
Cullivoe Primary School	20 MPH	
Hamnavoe, Burra	20 MPH	
Uyeasound Primary School	20 MPH	
Skeld Primary School	20 MPH	
Beach Rd, Haroldswick	30 MPH	
Boddam, Dunrossness	50 MPH	
Bigton, Dunrossness	30 MPH	
Trondra Bridge	40 MPH	2010
A968 Ulsta, Yell	30 MPH	
South End, Lerwick	20 MPH	
Breiwick Road, Lerwick	20 MPH	
A971 Whiteness School	20 MPH	
Sullom Voe Terminal Rd	30 MPH	2011
Lunnasting School Road	20 MPH	
A970 Scalloway	30 MPH	2012
A970 Scord Brae, Scalloway	40 MPH	
A970 Girlsta	50 MPH	2013
A970 South Rd, Lerwick	30 MPH	2016
Various Roads, Mid Yell	30 MPH	
Esplanade 20 MPH Zone		2017
New AHS	20 MPH	
New AHS/Lochside	Var 20 MPH	
B9071 Aith	40 MPH	
A968 Gutcher Ferry Terminal	30 MPH	
Nesbister & Wormadale	30 MPH	2018
Bridge End Burra	30 MPH	

B9074 Burra Bridge	40 MPH	2021
Sundibanks, East Voe	30 MPH	
Symbister	30 MPH	2022
Nesting	30 MPH	
A971 Tresta	50 MPH	2023
A971 Whiteness	50 MPH	
A970 South Rd	30, 40 & 50 MPH	
A968 Toft Ferry Terminal	20 MPH	
A968 Ulsta Ferry Terminal	20 MPH	
Papil Burra	30 MPH	

107 Speed Limits in 30 years.
3.6 per year.

Figure 1: Road Fatalities per 100,000 Inhabitants 2021

APPENDIX 3

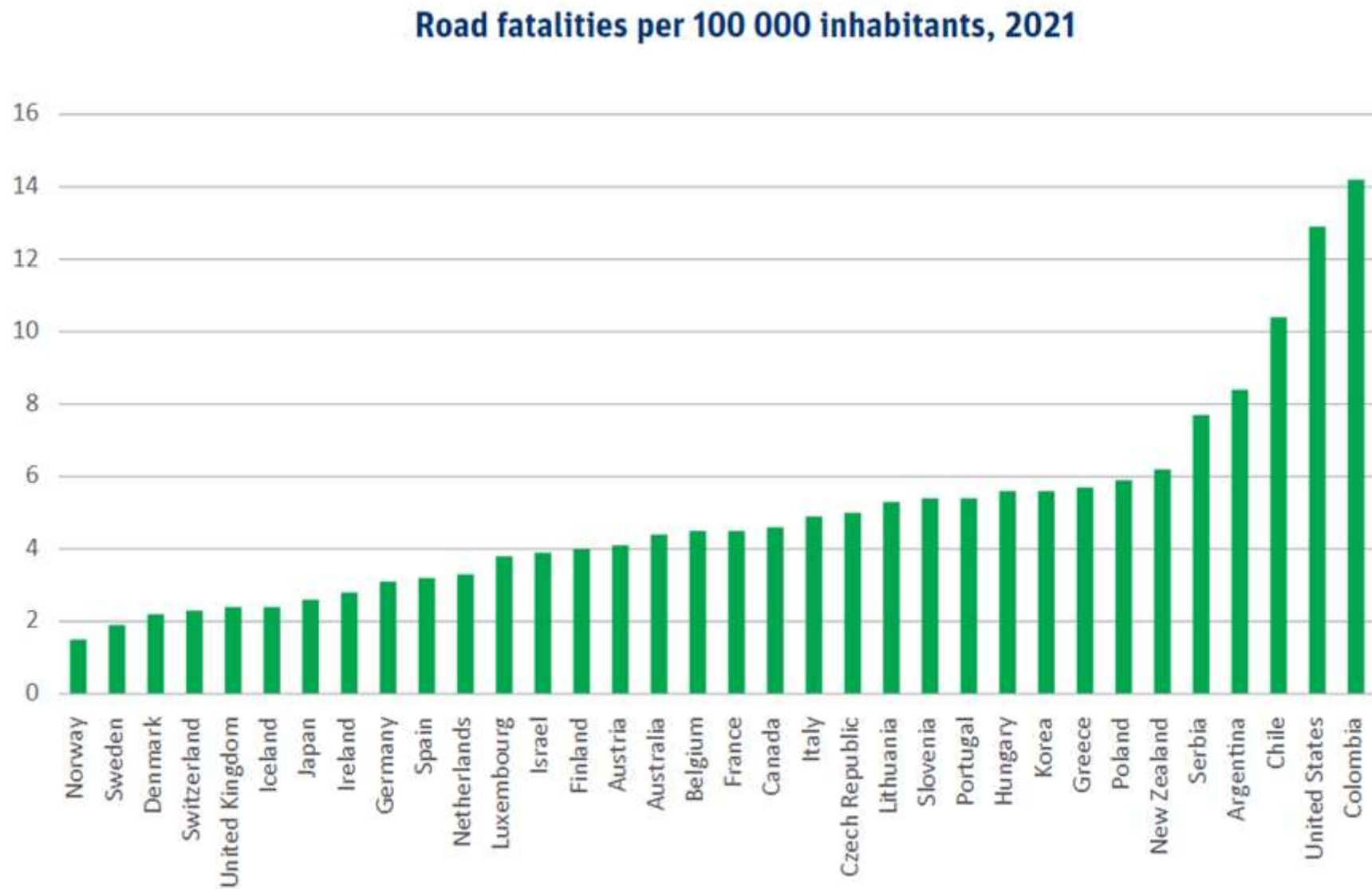
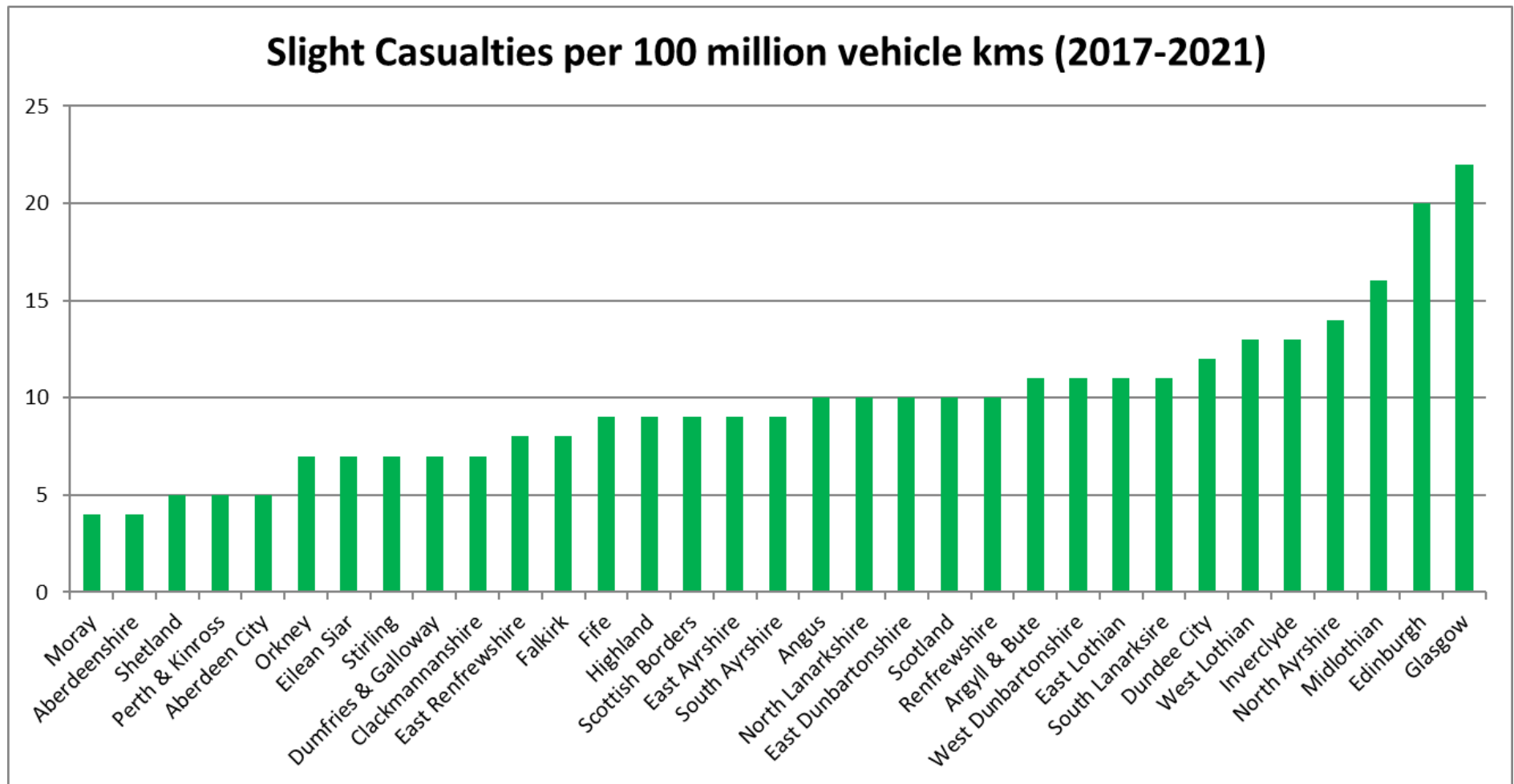


Figure 2: Slight Casual per 100 Million Vehicle Kms (2017-2021)



Nordic Countries Policy for Setting Local Speed Limits

Norway

1.1 Vision Zero

The basis for the setting of speed limits in Norway is their Vision Zero road safety policy which “*rejects the view that road deaths and injuries are an inevitable price that must be paid for a highly motorised mobility*” and recognises that “*a strategy that improves the safety of vehicles and road infrastructure rather than just pursuing the impossible task of eliminating all human error will be more effective in reducing accidents on our roads.*”

Hence the recent reduction in Norway's national speed limits with 50 km/h (30 mph) and 80 km/h (50 mph) now being the default limits. The criteria for the setting of local speed limits is detailed in guidance published by the Public Road Administration in 2018. The guidance is not mandatory but municipalities are recommended to use it as “recognisable, coherent and logical use of speed limits are more likely to achieve our Vision Zero goals.”

Road Function

- 1.2 The road network is divided into three main groups based on the function of the road. These functions are access roads (30, 40 or 50 km/h), roads with mixed function (60, 70 or 80 km/h) and transport roads (90, 100 or 110 km/h).

Varying Default Limits

- 1.3 The local municipality in consultation with the Public Road Administration decide the function of a road which in turn allows the national speed limits to be varied to suit local conditions. Municipalities can either reduce or increase the default limits depending on a range of criteria. For example, in urban areas limits of 30 km/h (19 mph) are considered appropriate at schools and in residential areas without segregated active travel paths. The higher limit of 60 km/h (37 mph) would be used on roads in industrial or business areas which have segregated active travel paths. In rural areas speed limits of 90 km/h (56 mph) and above can be used where the road complies with the “N100: Road and Street Design” national guidance document. The requirements of this document are broadly similar to those of the Design Manual for Roads and Bridges used in this country. The exception being the requirement that “*roads must have separate routes for pedestrians and cyclists*” although “*some pedestrian and bicycle traffic on the roads may be accepted*” where the average traffic volumes are less than 4,000 vehicles per day. Roads which fail to meet the national design standard, generally older roads, must retain the default 80 km/h (50 mph) limit. A reduction of the default to 60 km/h “shall be applied” where there are frequent junctions, or where there is significant pedestrian/cyclist activity but no active travel facilities. A 60 km/h limit can also be used at schools, where junctions have poor visibility and through historically protected areas. The speed limit can be reduced to 70 km/h on roads with a high proportion of heavy vehicles, with high probability of collision with deer and where trees in close proximity to the roadside are a hazard.

Sweden

- 2.1 The guidance used in Sweden also uses the nation's Vision Zero approach to road safety so has broadly similar criteria to that used in Norway. Derived from this approach Sweden's speed limits are based on the design of the road and the human body's tolerance to withstand the forces experienced in vehicle collisions. Vision Zero was developed in Sweden so they are further down the route to its full implementation. The result of this is that the national speed limit in rural areas is 80 km/h unless a road meets a number of geometric design criteria and has a median safety barrier to separate traffic lanes and physically prevent head on vehicle collisions. This is a step further than the criteria for 90 km/h speed limits in Norway as detailed above. The default speed limit in Sweden's urban areas is also 50 km/h (30 mph) with reduced limits, similarly to Norway, deemed appropriate for roads past schools and for roads where active travel is not segregated from motor vehicles.

Denmark

- 3.1 In Denmark the same national limits of 50 km/h (30 mph) and 80 km/h (50 mph) apply in urban and rural areas respectively. These again can be amended by the Police following consultation with stakeholders including the local road authority. In urban or built up areas lower limits of 40 km/h (25 mph) can be set at schools, care homes, on residential roads and where excessive speed has been (or is potentially) a contributory factor to road accidents. The lowest limit of 30 km/h (19 mph) can only be used on residential cul-de-sacs and must be traffic calmed. In rural or less developed areas lower speed limits can be introduced on older roads with poor horizontal and vertical alignments, on roads where active travel is not segregated and where there is a high frequency of junctions. In urban areas higher limits of 60 km/h (37 mph) and 70 km/h (43 mph) can be introduced unless discounted by "the road's design, character of the area and considerations for active travel." In rural areas the limit can be increased to 90 km/h (55 mph) providing the road is of appropriate design and meets a number of safety criteria including having hard shoulders rather than soft verges, segregated active travel, bends of sufficient radii, sufficient stopping sight distance, a limited number of junctions and safety barriers. A speed limit of 100 km/h (62 mph) can only be set on dual carriageways.



Meeting(s):	Environment & Transport Committee	27 November 2023
Report Title:	Strategic Road Network Programme Update	
Reference Number:	RD-07-23-F	
Author / Job Title:	Neil Hutcheson - Executive Manager - Roads	

1.0 Decisions / Action required:

1.1 That the Environment and Transport Committee:

- 1.1.1 NOTE the contents of this report which details the actions taken, and progress being made, in working toward the construction of the improvement schemes listed on the Council's Strategic Outline Programme (SOP) for the strategic road network.

2.0 High Level Summary:

- 2.1 This Strategic Roads Network Programme update is intended to provide the information on current and projected needs, issues and opportunities around large-scale potential projects which might be required to maintain or develop the capability of the core Roads network in Shetland.
- 2.2 It helps inform the identification of issues and options and assists in evidence based planning and decision making so that economic and social needs for roads transport are met efficiently, effectively and economically to support key outcomes for Shetland and its residents.

3.0 Corporate Priorities and Joint Working:

- 3.1 An outcome from Shetland's Partnership Plan is that "Shetland will continue to be a safe and happy place." A number of the issues listed above are safety related.
- 3.2 "Shetland's Road Safety Strategy and Action Plan 2023/28" details the actions the Council and its road safety partners will take to meet the national vision that there will be "A steady reduction in the numbers of those killed and those seriously injured, with the ultimate vision of a future where no-one is killed on Scotland's roads, and the injury rate is much reduced."
- 3.3 A key aim of "Our Ambition," the Council's corporate plan, is to "invest in road improvements and upgrades where they are necessary to support the sustainability of communities and businesses and/or support new economic opportunities in the islands."
- 3.4 The development of a sustainable public road network contributes to the Corporate aim to "have prioritised spending on building and maintaining assets and be clear on the

whole-of-life costs of those activities, to make sure funding is being targeted in the best way to help achieve the outcomes set out in this plan and the community plan.”

3.5 The “Shetland Local Development Plan 2014” states “the Council will support proposals that sustain and develop the economy of Shetland through maintaining an appropriate level of accessibility by road, sea and air.” The policies also support proposals that “undertake selected road improvement, bridge or tunnel building or reconstruction projects where these can be justified by gains in terms of; long term funding, economic growth, safety, environment, accessibility, inclusion and integration.”

3.6 The “Shetland Islands Council Economic Development Strategy” states “a thriving economy depends on strong external and internal transport links.”

3.7 Shetland Islands Council Improvement Plan 12/13

Area 6.5 – To deliver the agreed savings reviews within the timescales agreed by Council.

Area 8.1 – Make sure the Council has a comprehensive view of its asset needs and how they are to be most effectively delivered.

4.0 Key Issues:

4.1 Strategic Road Network Reporting

4.1.1 During debate at Environment and Transport Committee on 2 October 2018 it was suggested that “a report should be presented on a long term strategy for the roads network” (min ref 27/18). This suggestion was made in recognition that there was an increasing number of issues affecting the strategic road network where the Roads Service required political guidance as to the course of action to be taken.

4.1.2 This suggestion was endorsed by Council on 27 November 2019 (min ref 70/19) following a recommendation that “the Roads Service monitor the strategic roads network programme and presents a report, annually, to the Environment and Transport Committee.” This report “would detail the current issues and where required would seek guidance from the Committee as to how these issues are to be addressed. The report would inform the Committee of the progress made as these decisions are actioned.”

4.2 Shetland’s Strategic Road Network

4.2.1 A “Review of the Main Road Improvement Policy” was reported to the Infrastructure Committee on 1 September 2009 (min ref 70/09). This set out the list of Shetland’s strategic or “main roads.” The list was as follows:

- the Principal Roads (A968, A969, A970 and A971) formally established by the Government in the 1960’s;
- the Spine Route Network established by the Council in “Shetland Transport Policies and Programmes (TPP)” documents from the 1970’s until the 1990’s. It was described as “intended to link Lerwick to Sumburgh Airport, the Sullom Voe Oil Terminal, Scalloway, and the main ferry terminals. It also includes branches westwards as far as Bixter, and northwards into Northmaven.”

Therefore, in addition to the Principal Roads it included the B9071 Voe to Laxo, the B9073 Black Gaet and the B9074 Brae (via Graven) to Firth; and

- the highest priority roads in the Council's maintenance hierarchy policy which takes traffic flow, bus routes, heavy vehicle usage etc. into account. This includes the majority of the above roads plus the B9074 Scalloway to Hamnavoe, King Harald Street, Knab Road, Castle Street, Central Sandwick and Gremista Road.

4.2.2 The report went on to recommend that the B9071 Bixter to Aith, B9071 Laxo to Vidlin and B9081 Mid Yell Link roads also be considered "main" roads because they are the only links to Junior High schools or ferry terminals. This and the report's other recommendations were approved by the Committee. The West Burrafirth road was added to the strategic network following the meeting of Council on 27 November 2019. A map of the current strategic road network is attached in Appendix 1.

4.3 Ranking of Proposed Improvement Schemes

4.3.1 A ranking process for the improvements listed in the SOP was developed following a request by Council at its meeting on 27 November 2019 and approved at its meeting on 11 March 2020 (Min. Ref. 22/20) (see Background Documents below for link). The process uses technical criteria plus the specific investment objectives and critical success factors from the SOP to score each improvement scheme.

4.4 Actions and Progress to Date

The improvement schemes proposed for the strategic road network are listed below in the order that they have been ranked. Detailed background information on each scheme was previously given in the SOP (see below for link).

B9082 Cullivoe Road

4.4.1 The preferred option for this improvement, arrived at during the business case process, was the construction of a new 6.8 metre wide two-lane road from Gutcher to Cullivoe Pier on a new alignment in accordance with the Design Manual for Roads and Bridges (DMRB). A recommendation that the preferred option be taken forward was approved by the Council at its meeting on 17th March 2021 (min ref 10/21). Subsequent amendments to the business case process mean that a revised version of the Finals Business Case (FBC), including the tendered sum for the project, is to be presented to Council for decision. The B9082 Cullivoe Road Improvement Scheme is currently listed as a potential unfunded project in the 5 Year Asset Investment Plan 2023-28. Its estimated project budget was listed as £6.263M at that time.

4.4.2 The latest cost estimate has been increased to £9.900M, in part to account for 28% construction inflation over the past two years. Improvements to the pier road, to facilitate HGV's and future developments, have also increased the estimate as have measures for mitigating environmental impacts. These measures include peat reclamation, burn crossings using prefabricated arch structures rather than culverts and sustainable drainage (SuDS) features such as swales and filter drains instead of ditches.

- 4.4.3 The project timetable has seen the date of reporting the FBC move back from March to September 2024. The reason being the initial lack of budget in financial year 2023/24 for the Environmental Impact Assessment required as part of the planning consent submission. The re-profiling of the budget to meet this cost, funded from borrowing, was approved at the meeting of Council on 27 September 2023.
- 4.4.4 Progress is being made with the land acquisitions with missives concluded for two of the eight plots.
- 4.4.5 An updated project timetable is attached in Appendix 2. The development of a scoring and prioritisation method for the unfunded schemes on the Asset Improvement Plan is nearing completion. Should this be approved and implemented it will have implications for the scheduling of the Cullivoe Road Improvements. Therefore, the appended timetable reflects what is achievable but may be subject to change.
- 4.4.6 A restriction on new developments serviced from the B9082 Cullivoe Road was considered necessary to ensure that its deterioration was not accelerated through the delivery of materials and plant to these sites. However, the Roads Service is now satisfied that it has an effective method of maintaining the road that avoids the need for temporary road closures. Hence, the restriction has been lifted in order to allow the developments currently planned for the Cullivoe Business Park to proceed.

A970 Lerwick to Sumburgh Road at Levenwick

- 4.4.7 The preferred option for this improvement, arrived at during the business case process, was a new 6.8 metre wide two-lane road designed in accordance with the DMRB. This would be on approximately the same alignment as the existing road and would have a safety barrier in the east roadside verge. A recommendation that the preferred option be taken forward was approved by the Council at its meeting on 24th November 2021 (min ref 72/21). The A970 Levenwick Road Improvement Scheme is currently listed as a potential unfunded project on the 5 Year Asset Investment Plan 2023-28. Its estimated project budget has been listed as £4.976M.
- 4.4.8 The Roads Services' Design Section has prepared a detailed design of the preferred option following consultation with adjacent residents and land owners. This resulted in agreement being reached on accommodation works and minor amendments to the initial design required to improve access to roadside properties. This finalised design will allow the preparation of land interest plans prior to land acquisition which should be progressed early next financial year. The bill of quantities and tender documents for the project would be prepared concurrently with the land acquisition process. The tendering of the works prior to the presentation of the FBC would allow the tender sum to be presented to Councillors when making their decision.
- 4.4.9 The scheme is considered to be permitted development under Class 31 of the "Town and Country Planning (General Permitted Development) (Scotland) Order 1992" the reason being that the proposed new alignment is "on land outwith but adjoining the boundary of the existing road. The duty Planning Officer has provided "general advice" with their "officer level view" being that "it appears to me that the works would be covered by Class 31 of the General

Permitted Development Order.” This will now have to be formally confirmed through application for a Lawful Development Certificate.

- 4.4.10 The implications of recent developments in safety barrier design and the possibility of using these to “value engineer” this project have recently been considered. The developments have seen a reduction in the working width required behind the safety barrier. This is the width into which the barrier deflects when struck by a vehicle. This reduction means that barriers can be safely installed in narrower roadside verges. The verge on the east side of the Levenwick road is too narrow to accommodate previous working width requirements but design work has shown that the verge has sufficient width to accommodate the new barriers. The option of a roadside safety barrier, together with an improvement to the blind summit, was discounted during the business case process. It should perhaps be reconsidered in more detail. The costs would be significantly less than the current preferred option and the existing capital budget for “Road Safety Barrier Replacement” could be used for a phased installation of the barrier. The vertical re-alignment of the blind summit would remain as a “named” scheme in the AIP.

A971 West Burrafirth to Walls

- 4.4.11 This scheme was previously listed in the Council’s “Action Plan for the Maintenance, Improvement and Use of the Road Network.” In September 2011 the ground investigation had been done and the final design of the scheme was almost complete. However, it was indefinitely postponed in 2012 following the implementation of the Council’s Asset Investment Policy. It is now listed as a potential unfunded project on the 5 Year Asset Investment Plan 2023-28. Its estimated project budget has been listed as £9.464M.
- 4.4.12 In recent years the mussel factory at Whitesness and the new Walls Pier have led to an increase in the number of HGV’s using the road. The landings at these premises equate to over 100 trailer loads, so over 200 articulated truck movements in and out of Walls on the A971. The increase in heavy goods vehicles using the road is reflected in the deterioration of the carriageway, especially the section between the Brig o’ Walls and Walls which was extensively patched in June 2021. Further maintenance in the form of overlay resurfacing was required in August 2023. The combination of this structural deterioration and the poor alignment leads to a conclusion that the road, in its current state, is no longer fit for purpose. A safety check of the existing road undertaken in June 2022 identified a number of issues that would be resolved by an improvement scheme, not least the poor visibility and alignment at the Murraster and Staneypond bends.
- 4.4.13 The SOC was presented to the Policy & Resources Committee and Council in February 2023 (min ref 10/23). Following a vote the Council RESOLVED to approve the project and to proceed to the Outline Business Case stage (OBC). The Sandness and Walls Community Council has recently provided a list of “amenities, organisations and commercial enterprises” that will be used to inform the economy section of the OBC. The intention is that the document will be prepared over the winter with a report presented to the Policy & Resources Committee in March 2024.

A971 Murraster Bend

4.4.14 There is inadequate visibility along the road, where it narrows from two-lane to single-track, to allow for the recommended safe stopping distance. The taper here dates from when the A971 Hulmalees Improvement Scheme was constructed and was only due to be a temporary arrangement as there was an expectation that the A971 West Burrafirth Junction to Walls scheme was to be constructed in the near future. The transition is sub-standard and not fit for purpose on the “main” road linking the West Mainland with the rest of Shetland. An initial design has been done to enable early cost estimates but this would need to be finalised before land acquisition could proceed. However, this scheme has been incorporated into the A971 West Burrafirth to Walls scheme as the Murraster Bend lies within its extents (see above for progress).

B9081 Mid Yell Link Road (to A968)

4.4.15 This is part of the route used to haul salmon from Cullivoe Pier to the processing factory in Mid Yell. The traffic volume here in April 2018 was in the region of 560 vehicles per day including up to 12 articulated truck movements. It has coped reasonably well with the level of traffic loading to which it has been subjected. Certainly better than the B9082 Cullivoe Road which is narrower and founded on materials with a poorer load bearing capacity. However, the recent increase in Heavy Goods Vehicles (HGVs) using this road, mainly travelling to and from the factory, is likely to result in its deterioration over time. The Roads Service has already had to undertake an urgent reconstruction of the Factory/Cemetery road in Mid Yell due to significant damage resulting from this additional loading. There were also a number of defects in the link road attributable to this loading, including a sunken section of carriageway that was repaired following concerns expressed by Yell Community Council.

4.4.16 The B9081 Mid Yell Link Road was previously a named scheme on the capital programme. In October 2003 it was identified by the Member Officer Working Group (Roads) and prioritised for a feasibility study prior to placing within the Capital Programme. A report on the link road was presented to the Infrastructure Committee in May 2005 with a recommendation that the scheme be included in the Capital Programme in “later years” and that funding for design and land acquisition be allocated. These recommendations were approved. However, in November 2005 the Committee approved a recommendation that the scheme be extended to address concerns regarding a bend of narrow width and poor visibility at Hillend. The extension was considered of “much higher priority” so was to be constructed in 2008/9 at a cost of £200K. The original part of the scheme was to remain in “future years” with only sufficient funds meantime to cover preparatory costs. This was still the situation when the “gateway process” was introduced at which point the Mid Yell Link Road scheme was not approved for inclusion in the Asset Investment Plan.

4.4.17 A preliminary design has been done and the SOC was in the process of being drafted. This is not considered a priority at this time but will be progressed when the OBC for the A971 West Burrafirth to Walls scheme has been completed.

A970 Hillswick/Ollaberry Junction

4.4.18 Similarly to Murraster there is inadequate visibility along the road, where it narrows from two-lane to single-track, to allow for the recommended safe stopping distance. The majority of the road between the Hillswick/Ollaberry Junction and Orbister would be considered single-track because much of the carriageway measures only 4.2 metres in width. This is significantly wider than the standard for a single-track road of 3.3 metres but this additional width is a disadvantage rather than a benefit. It is not wide enough for two cars to pass comfortably so in addition to reducing the average vehicle speed it also forces vehicles to take to the verges to pass each other.

4.4.19 The section between the A970 Hillswick/Ollaberry Junction and Urafirth was previously considered for improvement having been reported to a meeting of the Infrastructure Committee in December 2005. A scheme to upgrade this section of the A970 to a two-lane engineered road had proceeded through the Stage 1 Scottish Transport Appraisal Guidance (STAG) process and was due to go through Stage 2 before prioritisation and recommendation to Council. In September 2009 the preliminary design was well advanced, but the scheme was not considered a priority and was not being progressed. This remained the case before the scheme was overtaken by events and the implementation of the current Asset Investment Policy.

4.4.20 The preliminary design was done some time ago but quantities are still to be estimated in order to allow financial workings and estimation of the scheme's costs. The SOC was in the initial stages of being drafted but is not considered a priority at this time. It will be progressed as and when the business cases for the higher ranked schemes are completed.

A971 Haggersta to Cova

4.4.21 The existing A971 between Haggersta and Cova is sub-standard in a number of important respects. It has a very poor horizontal and vertical alignment, especially at the bend near Haggersta, and over the summit to the north. There is limited visibility from several junctions and accesses, including the one at Haggersta. There have been a number of accidents, including a fatality approximately 30 years ago. There is poor carriageway width, and no footpath for those walking between the school, hall, playing fields, and houses at the south end, and the houses and shop in the Kalliness area. Safety concerns regarding this length of the A971 have been repeatedly raised by local members in recent years, primarily relating to the narrow carriageway.

4.4.22 Improvements to this length of road were previously a named scheme on the capital programme, first listed in 1988. The scheme was considered to meet all of the principles of the then Shetland Transport Strategy, particularly those of Accessibility and Inclusion, Compliance, and Environmental Responsibility. The final design of the scheme was completed in 2009. The land acquisition process was eventually concluded following the preparation of compulsory purchase and stopping up orders. However, this delay meant that the scheme was not listed in the approved provisional 5-year capital programme in October 2009, and has not been listed since.

4.4.23 A safety check of this length of the A971 was undertaken in July 2022. This informed the decision to promote and make a traffic order for a 50mph speed limit starting at Stebbigrind and joining the existing limit at Cova. The signs for this limit are due to be installed on site during November which should mitigate

a number of the safety concerns. Drafting of the SOC for this scheme will be done when the business cases for the higher ranked schemes are completed.

Business Case Process

4.4.24 This list may become more extensive as future development aspirations are identified. It should also be noted that for any of these projects to proceed, they would have to have Committee approval, be presented for scrutiny under the “Business Case process” and then be given a slot in the capital programme when budget is available.

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications :

6.1 Service Users, Patients and Communities:	The road network is the largest community asset for which Shetland Islands Council is responsible. It is vital and fundamental to the economic, social and environmental well-being of the community. It helps to shape the character of an area, the quality of life of the local community and makes an important contribution to wider Council priorities including growth, regeneration, education, health and community safety. Roads also make a wider contribution to society, providing access to ferry terminals, ports and airports.
6.2 Human Resources and Organisational Development:	No implications.
6.3 Equality, Diversity and Human Rights:	No implications.
6.4 Legal:	<p>The Council’s statutory duties are defined by Section 1 of the Roads (Scotland) Act 1984 which requires that <i>“a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their “list of public roads”).”</i></p> <p>The Council has a statutory duty under the “Road Traffic Regulation Act 1984” to <i>“secure the expeditious, convenient and safe movement of vehicular and other traffic”</i> and under the “Roads Traffic Act 1984” to <i>“take such measures it deems appropriate to prevent road accidents.”</i></p>
6.5 Finance:	The B9082 Cullivoe Road, A970 Levenwick Road and A971 West Burrafirth to Walls Improvement Schemes are currently listed as potential unfunded projects in the 5 Year Asset Investment Plan 2023-28 awaiting business case approval. The estimated projects budgets are listed as £9.900M, £4.976M and £9.464M respectively.
6.7 ICT and new technologies:	None.

6.8 Environmental:	No direct implications.
6.9 Risk Management:	<p>Failure to manage and maintain the road network and the net ongoing running costs of the Council carries a significant risk of the Council's financial policies not being adhered to and will require a further draw on Reserves.</p> <p>Should there be insufficient investment in managing and maintaining the strategic road network there is a risk of significant negative economic and social impacts that would affect large areas of Shetland. Given the nature of the network the more isolated rural areas are the most vulnerable to this risk.</p>
6.10 Policy and Delegated Authority:	<p>In accordance with Section 2.3.1 of the Council's Scheme of Delegations the Environment and Transport Committee has responsibility for the Roads Service.</p> <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> <ul style="list-style-type: none"> (a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework. (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."
6.11 Previously considered by:	None.

Contact Details:

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08 November 2023

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Appendices:

Appendix 1: Map of Shetland's Strategic Road Network
Appendix 2: B9082 Cullivoe Road - Project Timetable

Background Documents:

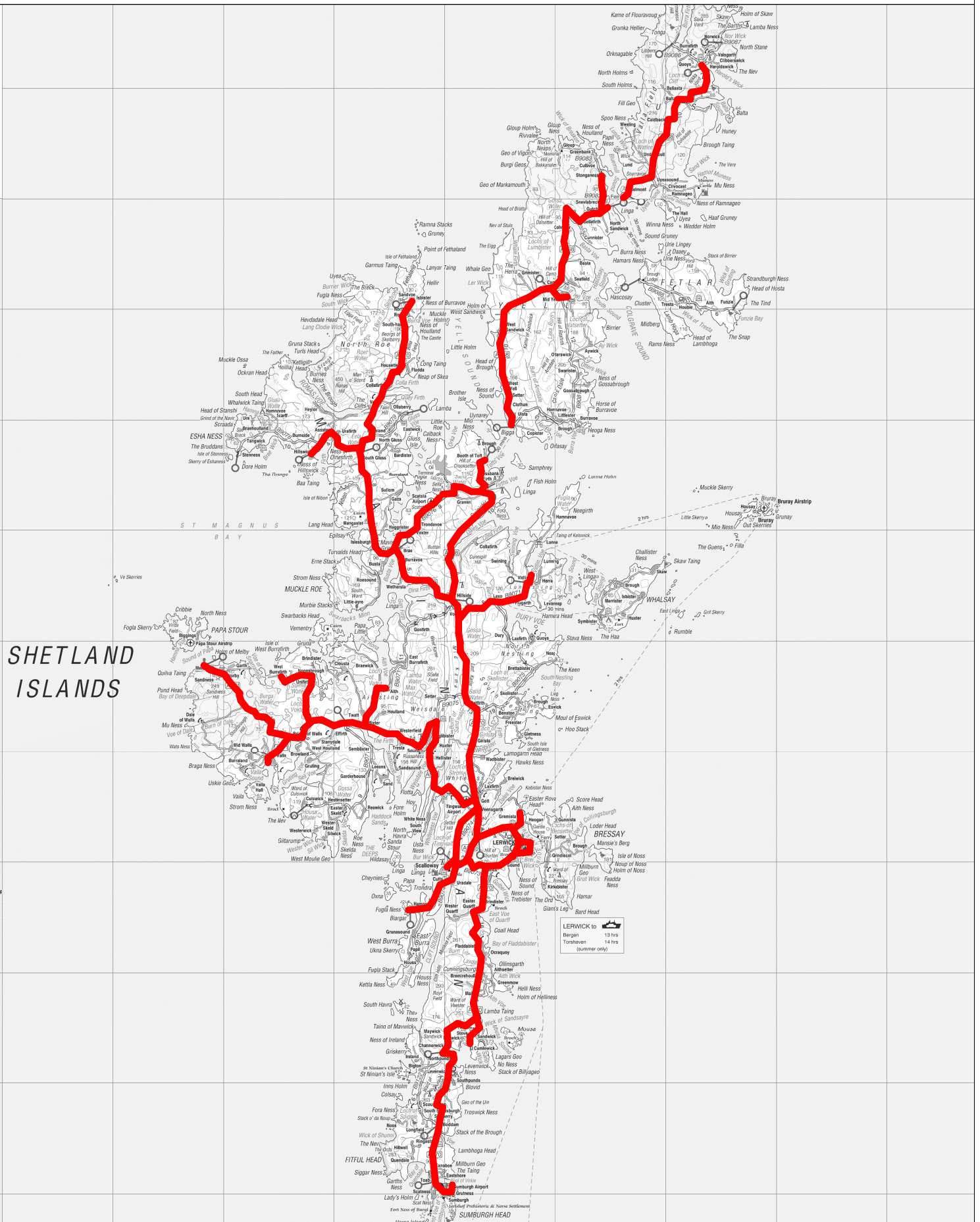
Strategic Roads Network – Strategic Outline Programme, 27 Nov 2019 (RD-06-19-F)
<https://coins.shetland.gov.uk/submissiondocuments.asp?submissionid=24782>

Strategic Outline Programme Methodology, 11 March 2020 (RD-02-20-F)
<https://coins.shetland.gov.uk/submissiondocuments.asp?submissionid=25155>

APPENDIX 1: Map of Shetland's Strategic Road Network, Nov 2019

Map View

15/2/21 10:31



APPENDIX 2**Table 1: Project Timetable – B9082 Cullivoe Road**

Milestone Activity	Dates (from 6th June Briefing)	Revised Dates
Ground Survey	Completed July 2020	
Outline Design Options	Completed October 2020	
Preliminary Site Investigation	Completed October 2020	
Detailed Site Investigation	Completed December 2020	
Detailed Design of Preferred Option	Completed Dec 2020 to Feb 2021	
Consideration of Full Business Case by AIG	Completed February 2021	
Report to Council on Preferred Option	Completed March 2021	
Scoping for Environmental Impact Assessment	Completed to April to Oct 2022	
Meetings with land owners & tenants	Completed Oct 2022 and Feb 2023	
Finalised Design (including accesses, drainage, road markings etc.)	Completed May 2021 to April 2023	
Land Interest Plans to Legal Services	Completed April 2023	
Formal Land Acquisition (Compulsory Purchase not required)	April to September 2023	April 2023 to January 2024
Environmental Impact Assessment Report	June to October 2023	October 2023 to March 2024
Quantities and Tender Documents	July to November 2023	July to November 2023
SEPA Applications for Burn Crossings	August to October 2023	August to November 2023
Planning Consent Application	October to January 2023	April to June 2024
Tendering (Period cut from 6 to 4 weeks)	January to February 2024	July 2024
Final Business Case (FBC) submitted to Council for approval	March 2024	25 September 2024 (first meeting after Summer recess)
Pre-commencement meeting with contractor	March 2024	October 2024
Comms. Discussions for Construction Phase	March 2024	October 2024
Contractors mobilisation	April 2024	October 2024 (or March 2025)
Construction Phase ⁽¹⁾	May 2024 to April 2026	September 2024 to August 2026 (or March 2025 to February 2027)
Notes: 1) A postponement until after winter 2024-25 may be preferable to avoid inclement weather and shorter working days.		



Meeting(s):	Environment & Transport Committee	27 November 2023
Report Title:	Environment and Transport Committee Business Programme – 2023/24	
Reference Number:	ISD-17-23-F	
Author / Job Title:	John R Smith, Director of Infrastructure Services	

1.0 Decisions / Action required:

That the Environment & Transport Committee:

- 1.1 CONSIDERS the business planned for Environment & Transport Committee for 2023/24;
- 1.2 ADVISES the Director of Infrastructure Services of any changes required and new items to be included on the Business Programme.

2.0 High Level Summary:

- 2.1 The purpose of this report is to present the Environment and Transport Committee Business Programme for the financial year 1 April 2023 to 31 March 2024, Appendix 1, including items where the date is still to be determined.
- 2.2 The Business Programme is presented to the 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.

3.0 Corporate Priorities and Joint Working:

- 3.1 Planning and Performance Management are key aspects of Best Value and features of the Councils Corporate Plan, "Our Ambition – 2021 – 2026" .
- 3.2 "Our Ambition" - SECTION 4 - MONITORING AND REPORTING

"We will monitor and report progress on this plan through our Change Programme and Performance Management Framework". Business Planning is part of that framework.

4.0 Key Issues:

- 4.1 A range of business is scheduled or to be scheduled over the coming year in consultation with the Committee.

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.
4.3	Other reports that need 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; service reviews, 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.
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:	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.
6.3 Equality, Diversity and Human Rights:	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.
6.4 Legal:	The Business Programme supports the governance framework of the Council which is underpinned by statute.
6.5 Finance:	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.
6.6 Assets and Property:	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.

6.7 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:

John R Smith, Director of Infrastructure Services

Email: jrsmith@shetland.gov.uk

Appendices:

Appendix 1 – Environment & Transport Committee Business Programme 2023/24

Background Documents:

- Our Ambition 2021-2026
- Council Medium Term Financial Strategy
- Infrastructure Directorate Plan 2023
- Development Directorate Plan 2023



Environment & Transport Committee - Meeting Dates and Business Programme 2023/24 as at Monday, 20 November 2023

Date / Type of Meeting	Agenda Item	Referred/Delegated
29 May 2023 Ordinary	22/23 Q4 - Infrastructure Performance Report – Environment & Transport Committee	D
	22/23 Q4 – Development Performance Report – Environment & Transport Committee	R
	Environment & Transport Business Programme Update	D
	Capital Maintenance and Replacement Programme	D
	Shetland Road Safety Strategy and Action Plan 2023 - 28	D
	The Delivery of Energy Efficiency Scotland: Area Based Schemes Options for Change	R
11 September 2023 Ordinary	23/24 Q1 - Infrastructure Performance Report – Environment & Transport Committee	D
	23/24 Q1 – Development Performance Report – Environment & Transport Committee	R
	Environment & Transport Business Programme Update	D
	Carriageway Condition of Shetland's Roads	D
	Exceptions from Contract Standing Orders	D
27 November 2023 Ordinary	23/24 Q2 - Infrastructure Performance Report – Environment & Transport Committee	D
	23/24 Q2 – Development Performance Report – Environment & Transport Committee	R
	Environment & Transport Business Programme Update	D
	Strategic Roads Network Programme Update	D
	Setting of Local Speed Limits	D
	Proposed amendment to the SIC Sheep Scab Regulations (2003)	D
	The Energy Company Obligation – ECO4 Flex	R
11 March 2024 Ordinary and Budget Setting	2024/25 Budget and Charging Proposals – Environment & Transport Committee	R
	23/24 Q3 - Infrastructure Performance Report – Environment & Transport Committee	D
	23/24 Q3 – Development Performance Report – Environment & Transport Committee	R
	Environment & Transport Business Programme Update	D
	Review of Management of Grass Cutting	R
	Management of Burial Grounds – Burial Ground Management Policy	R
	Shetland Regional Transport Strategy	R



Environment & Transport Committee - Meeting Dates and Business Programme 2023/24 as at Monday, 20 November 2023

Date / Type of Meeting	Agenda Item	Referred/Delegated
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Progress on Infrastructure Reviews as part of Quarterly Performance Reporting

- Review of Winter Gritting
- Review of Roads and Pavements Maintenance
- Review of Waste Collection

Infrastructure Reports for E&T Committee still to be scheduled

- Strategic review of Management of Green Spaces – (Target - May / June 2023)

Infrastructure Reports going to other Committees

- Shetland Climate Change Strategy – (SIC) (Target – December 2023)
- Shetland Energy Strategy – (SIC) (Target – December 2023)
- Greening the Fleet – (P&R) (Target – December 2023)
- Cullivoe Road – Final Investment Decision - (P&R) (Target - March 2023)
- Tingwall Airport Resurfacing Business Case - (P&R) (ZetTrans) (TBA)

Transport Planning Reports going to other Committees

- Public Transport Fares Review (ZetTrans) (SIC) (TBA)
- Fair-isle Ferry Project Updates and Decisions (P&R) (ZetTrans) (TBA)
- Active Travel Delivery Plan (E&T) (ZetTrans) (TBA)

.....ends