

Policy and Resources Committee – 20 March 2024

[Shetland Islands Council Committee Information - Meetings](#)

Item	Subject	Decision
1	Shetland’s British Sign Language (BSL) Plan 2024-2030	The Committee APPROVED Shetland’s British Sign Language (BSL) Plan 2024-2030.
2	Education and Families Committee – Chair’s Report Free School Meals and School Clothing Grant Criteria	<p>The Committee RECOMMENDED that Shetland Islands Council APPROVES:</p> <ul style="list-style-type: none"> • the alignment of Free School Meals and School Clothing Grants criteria • the current School Clothing Grants payment rates • funding to enable the Scottish Government’s Free School Meal Holiday Support to be extended to pupils in receipt of locally extended Free School Meals and pupils eligible for Free School Meals who are attending Early Learning and Childcare settings, including eligible two year olds • aligning Free School Milk Clothing Grants criteria • continuing free breakfast provision in all Secondary Schools • funding these additional costs from the Crown Estate grant for 2024/2025 with funding source considered annually at budget setting • that the above arrangements will commence on 01 April 2024 and continue until a review is requested.
3	Environment and Transport Committee – Chair’s Report Taxi Tariff Review	The Committee RESOLVED to approve the table of tariffs given in Appendix 1 to the report as the basis for statutory consultation and reporting as set out in Appendix 2 to the report.
4	Environment and Transport Committee – Chair’s Report Shetland Sheep Scab Regulations (2024)	The Committee APPROVED the Shetland Sheep Scab Regulations (2024).
5	Development Committee – Chair’s Report	The Committee:

	<p>Tall Ships Races Lerwick 2023 – Impact Assessment and Legacy Funding</p>	<ul style="list-style-type: none"> • NOTED the findings of the Event Impact Assessment of the Tall Ships Races 2023 event in July 2023; and • RECOMMENDED that Shetland Islands Council RESOLVES to APPROVE: <ul style="list-style-type: none"> ○ an annual grant of up to £8,700 to Sail Training Shetland towards costs of sail training provision as described at, and subject to, paragraph 4.8 in the report, commencing 01 April 2024; ○ match funding of up to £18,000 in 2024/25 towards the costs of establishing local training for stewarding and security for public events in Shetland as described at paragraph 4.9 in the report, and to DELEGATE authority to the Director of Development Services, or his nominee, to make arrangements for commitment of this funding, subject to such terms and conditions as the said Director considers reasonable and appropriate, to a suitable grantee; and ○ funding these additional costs from the annual Crown Estate net revenue distributions.
<p>6</p>	<p>SIC Overall Management Accounts 2023/24 - Projected Outturn at Quarter 3</p>	<p>The Committee RECOMMENDED that the Council RESOLVE to:</p> <ul style="list-style-type: none"> • NOTE the Management Accounts showing the overall projected outturn position at Quarter 3 as set out in Appendices 1-8; • NOTE the financial position, including Service Reviews, Vacancy Factor and 1% Savings, details set out in Appendices 1,4 and 5; • APPROVE the virements and re-profiling of budgets in line with the variance analysis set out in Appendix 4 to cover over/underspends as identified and re-profiling of budgets for expenditure due only to occur in future years in line with the process as set out in paragraph 4.15;

		<ul style="list-style-type: none"> • APPROVE the adjustments to the 2023/24 budget to reflect the additional funding offered to the Council, as set out in Appendices 6 and 8; and • APPROVE the increase in payment to the Integrated Joint Board of £3.333m; this will increase the payment for 2023/24 to £32.042m.
7	Corporate Services – Quarter 3 Performance Report 2023-2024	<p>The Committee:</p> <ul style="list-style-type: none"> • DISCUSSED the contents of this report; • COMMENTED on the achievements of Corporate Services during Quarter 3 of 2023-2024; • NOTED the issues facing Corporate Services in terms of competing priorities and the constraints on resources; and • ADVISED managers of their views.
8	2024-25 Budget and Charging Proposals – Corporate & Executive Services	<p>The Committee RECOMMENDED that the Council APPROVE:</p> <ul style="list-style-type: none"> • the budget for 2024/25 included in this report and set out in detail in the Budget Proposals by Activity (Appendix 2) and Schedule of Charges (Appendix 3) to be included in the overall Shetland Islands Council Budget Book.
9	Corporate Services Directorate Plan 2024-27	The Committee RECOMMENDED that Shetland Islands Council APPROVE the Corporate Services Directorate Plan – 2024-27.
10	Community Health and Social Care Planning and Performance Update Q3	The Committee NOTED the Performance report and update.
11	Community Health and Social Care Directorate Plan 2024/27; 2024/25 Update	The Committee RECOMMENDED that Shetland Islands Council APPROVE the Community Health and Social Care Directorate Plan 2024/27.

12	2024-25 Budget and Charging Proposals – Community Health and Social Care Directorate	<p>The Committee RECOMMENDED that the Council RESOLVES to:</p> <ul style="list-style-type: none"> • APPROVE the budget for 2024/25 included in this report and set out in detail in the Budget Proposals by Activity (Appendix 2) and Schedule of Charges (Appendix 3) to be included in the overall Shetland Islands Council Budget Book; and • RECOMMEND to the Council to approve a payment for 2024/25 to the Shetland Islands Health and Social Care Partnership Integration Joint Board (IJB) of £33.63m.
13	Shetland Islands Council Budget Book 2024-25	<p>The Committee RESOLVED to:</p> <ul style="list-style-type: none"> • NOTE the proposed revenue and capital budgets for 2024/25 as contained in the Budget Book (Appendix 1). • CONSIDER feedback provided by the Chairs of Service Committees/Boards in relation to recommendations for 2024/25 budget proposals made by the respective Committee, including any amendments, and as set out in the Budget Book (Appendix 1); and, • RECOMMEND that the Shetland Islands Council APPROVE the revenue and capital budgets contained in the Budget Book for 2024/25.
14	Council Investment Review for Quarter to December 2023	<p>The Committee CONSIDERED the outcome of this quarterly review.</p>
15	Treasury Management Strategy Statement & Annual Investment Strategy 2024/25	<p>The Committee RESOLVED to ENDORSE:</p> <ul style="list-style-type: none"> • the four clauses within the CIPFA Code of Practice as set out in Part A of Appendix 1, • the Treasury Management Policy Statement as set out in Annex 1 of Appendix 1, • the Statement of Treasury Management Practices as set out in Annex 2 of Appendix 1, and

		<ul style="list-style-type: none"> the Borrowing Policy to be followed for the financial year 2024/25, as set out in Annex 5 of Appendix 1. <p>The Committee RECOMMENDED that the Shetland Islands Council APPROVES:</p> <ul style="list-style-type: none"> the Treasury Management Strategy to be followed for the financial year 2024/25, as set out in Part A of Appendix 1. the Annual Investment Strategy Statement to be followed for the financial year 2024/25, as set out in Part B of Appendix 1, the Treasury Management Prudential Indicators for 2023/24 to 2026/27, as set out in Annex 3 of Appendix 1.
16	Non-Domestic Rates Empty Property Relief Policy	<p>The Committee RECOMMENDED that the Council:</p> <ul style="list-style-type: none"> CONSIDER the options regarding a new Non-Domestic Rates Empty Property Relief policy as outlined at paragraphs 4.16. APPROVE officer's recommendations to adopt Option 2 as the new Non-Domestic Rates Empty Property Relief Policy from 1st April 2024 until 31st March 2026.
17	Asset Investment Plan – Prioritisation 2024-29	<p>The Committee RECOMMENDED that the Council RESOLVES to;</p> <ul style="list-style-type: none"> NOTE the work undertaken to assess and prioritise the projects that have so far been unfunded within the Council's Asset Investment Plan (AIP); and, APPROVE the prioritised list set out at Appendix B to this report.
18	Asset Investment Plan – Progress Report	<p>The Committee RECOMMENDED that the Council:</p> <ul style="list-style-type: none"> NOTES the progress of the projects within the Asset Investment Plan; and

		<ul style="list-style-type: none"> • APPROVES the adjustments to capital budgets for updated projected outturn spend in 2023/24, since approval of the 5 Year Asset Investment Plan 2023-28, described at section 4.6.
19	Learning at Work Policy and Procedures	<p>The Committee:</p> <ul style="list-style-type: none"> • RESOLVED to approve the new Learning at Work Policy and Procedures as set out in Appendix 1 and Appendix 2; and • That the Council's Executive Manager – Human Resources be given DELEGATED AUTHORITY to agree updates on the Learning at Work Policy where these are required to give effect to legislative requirements, Council decisions or changes in operational procedure, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers.
20	Participation and Engagement Policy	The Committee RECOMMENDED that the Council APPROVE the Participation and Engagement Policy as attached at Appendix A.
21	Information Security Policy	<p>The Committee RECOMMENDED that the Council RESOLVES to:</p> <ul style="list-style-type: none"> • APPROVE the Information Security Policy; and • DELEGATE authority to the Director of Corporate Services [as the Council's Senior Information Risk Owner] to agree updates to the Information Security Policy where these are required to give effect to legislative requirements, Council decisions or changes in operational and technical procedures, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers.
22	Scottish Household Survey	The Committee DISCUSSED the content of this report and highlighted any Indicators where further attention or explanation is required through Council Committees or by Council management.

23	Shetland Islands Council Risk Register	<p>The Committee:</p> <ul style="list-style-type: none">• CONSIDERED the content of this report and the Shetland Islands Council's Risk Register attached at Appendix 1; and• ADVISED the Chief Executive and Corporate Management Team of their views.
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