

**Policy and Resources Committee – 3 June 2024**  
[Shetland Islands Council Committee Information - Meetings](#)

Item	Subject	Decision
1	Preventing and Managing Exclusions in Shetland Schools Policy	The Committee RECOMMENDED that Shetland Islands Council APPROVES the Preventing and Managing Exclusions in Shetland Schools Policy.
2	Corporate Services – Quarter 4 Performance Report 2023-2024	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• DISCUSSED the contents of this report;</li> <li>• COMMENTED on the achievements of Corporate Services during Quarter 4 of 2023-2024;</li> <li>• NOTED the issues facing Corporate Services in terms of competing priorities and the constraints on resources; and</li> <li>• ADVISED managers of their views.</li> </ul>
3	Local Government Benchmarking Framework	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• NOTED the content of this report and highlight any indicators where further attention or explanation is required through this Committee, other Committees, or directly by Council management; and</li> <li>• NOTED the change to future Local Government Benchmarking Framework (LGBF) reporting arrangements.</li> </ul>
4	Community Health and Social Care Planning and Performance Update Q4	The Committee NOTED the Performance report and update.

5	Shetland Islands Council Our Draft Revenue and Capital Outturn 2023/24	<p>The Committee RECOMMENDED that the Council RESOLVES to:</p> <ul style="list-style-type: none"> <li>• NOTE the 2023/24 draft outturn position;</li> <li>• APPROVE the 2023/24 proposed revenue and capital carry forwards, as detailed in section 6 of Appendix 1; and</li> <li>• APPROVE an increase in payment to the IJB for 2023/24 of £4.264m, increasing the overall budgeted contribution to the IJB to £36.306m.</li> </ul>
6	Irrecoverable Debt 2023/2024	<p>The Committee NOTED:</p> <ul style="list-style-type: none"> <li>• the individual debtors in excess of £5,000 written off during 2023/24;</li> <li>• the summary of bad debts under £5,000 that have been written off during 2023/24.</li> </ul>
7	Asset Investment Plan – Progress Report	<p>The Committee RECOMMENDED that the Council:</p> <ul style="list-style-type: none"> <li>• NOTES the progress of the projects within the Asset Investment Plan; and</li> <li>• APPROVES the adjustments to capital budgets for updated projected outturn spend in 2024/25, since approval of the 5 Year Asset Investment Plan 2024-29, described at section 4.6.</li> </ul>
8	Recruitment of Director of Children’s Services – Appointment of Recruitment Panel	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• NOTED the process and indicative costs involved in the appointment of a Director of Children’s Services as set out in Section 4 of this report, and</li> <li>• RESOLVED to establish an Appointment Panel of 5 Council Members, as follows: <ul style="list-style-type: none"> <li>• Emma Macdonald (Leader) – Chair of Appointment Panel</li> <li>• Davie Sandison (Chair of Education and Families Committee) – Panel Member</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Catherine Hughson (Vice-chair of Education and Families Committee) – Panel Member</li> <li>• Bryan Peterson (Member of Education and Families Committee) – Panel Member</li> <li>• Neil Pearson (Member of Education and Families Committee) – Panel Member</li> </ul>
9	Shetland Islands Council Graduate Development Programme 2024	<p>The Committee RESOLVED to APPROVE the new Graduate Development Programme as set out in this report and Appendix 1, subject to budget and funding approval; and</p> <p>The Committee RECOMMENDED that the Council RESOLVES to:</p> <ul style="list-style-type: none"> <li>• approve a pro rata 24/25 budget for the Programme of up to £175k, and NOTE that future years budget requirements up to £350k will be included in annual budget proposals; and</li> <li>• approve that the Programme is funded from the Council’s allocation of net revenues from the Crown Estate Assets.</li> </ul>
10	Shetland Investment Fund - Review of Policies and Procedures	<p>The Committee RESOLVED to:</p> <ul style="list-style-type: none"> <li>• APPROVE the revised Shetland Investment Fund Lending Policy and Guidelines as detailed in Appendix 1;</li> <li>• APPROVE the revised decision making process for the Shetland Investment Fund as illustrated by the flow chart in Appendix 2;</li> <li>• APPROVE the revised terms of reference for the operation of the Shetland Investment Board as specified in Appendix 3;</li> <li>• APPROVE continued delegated authority to the Executive Manager – Economic Development to make decisions on commercial investments under the terms detailed in Appendix 4;</li> <li>• APPROVE the revised Interest Rate Calculation Guidelines attached as Appendix 5; and</li> </ul>

		<ul style="list-style-type: none"> <li>NOTE the risk associated with lending arising from the introduction of the Subsidy Control Act 2022 as described in Appendix 6; and APPROVE Appendix 6 as a framework document under which the legal risk of challenge will be assessed for each future investment proposal.</li> </ul>
11	Economic Development Grant Scheme	The Committee RECOMMENDED that the Policy and Resources Committee APPROVE revised guidelines to provide financial support for local enterprises through the Economic Development Grant Scheme.
12	Shetland Islands Council - Risk Register	<p>The Committee:</p> <ul style="list-style-type: none"> <li>CONSIDERED the content of this report and the Shetland Islands Council's Risk Register attached at Appendix 1; and</li> <li>ADVISED the Chief Executive and Corporate Management Team of their views.</li> </ul>