

Policy and Resources Committee – 2 December 2024

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

Item	Subject	Decision
1	Chair's Report: Education and Families Committee Promoting and Managing School Attendance Policy and Guidance	<p>The Committee RECOMMENDED that Shetland Islands Council:</p> <ul style="list-style-type: none">• APPROVES the Promoting and Managing School Attendance 2024 Policy• DELEGATES authority to the Director of Children's Services to agree updates to the Promoting and Managing Attendance School Attendance 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.
2	Chair's Report: Environment and Transport Committee Annual Climate Change Report 2023/24 and Priority Actions 2024/25	<p>The Committee RECOMMENDED that the Council:</p> <ul style="list-style-type: none">• RESOLVES to APPROVE the recommended priority actions as detailed in section 4.10, for inclusion in the Shetland Islands Council Climate Change Strategy Action Plan.
3	Corporate Services – Quarter 2 Performance Report 2024-2025	<p>The Committee:</p> <ul style="list-style-type: none">• DISCUSSED the contents of this report; and• COMMENTED on the work of Corporate Services during Quarter 2 of 2024-2025 and priorities for the remainder of 2024/25.
4	Community Health and Social Care Planning and Performance Update Q2	<p>The Committee NOTED the Planning and Performance update at Quarter 2, 2024/25.</p>
5	Chief Social Work Officer Annual Report	<p>The Committee CONSIDERED and NOTED the Annual Report from the Chief Social Work Officer.</p>

6	SIC Overall Management Accounts 2024/25 Projected Outturn at Q2	<p>The Committee RECOMMENDED that the Council RESOLVES to:</p> <ul style="list-style-type: none"> • note the Management Accounts showing the overall projected outturn position at Quarter 2 as set out in Appendices 1-8; • note the financial position details set out in Appendices 1-5; • approve the re-profiling of budgets in line with the variance analysis set out in Appendix 4 to cover over/underspends as identified; and • approve the adjustments to the 2024/25 budget to reflect the additional funding offered to the Council, as set out in Appendices 8.
7	Council Investments – 2024/25 Mid-Year Performance Review Report	The Committee NOTED the outcome of this Mid-Year Performance Review.
8	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 • APPROVES the adjustments to capital budgets for updated anticipated project spend in 2024/25, described at section 4.6.
9	<p>Asset Investment Plan - Business Cases:</p> <ul style="list-style-type: none"> - Pilot Boat and Mooring Boat Life Extension Works - Enhanced Provision Facilities at Aith Junior High School 	<p>The Committee RECOMMENDED that the Council RESOLVES to;</p> <ul style="list-style-type: none"> • Approve the proposal described in Section 4.3.1, and included as Appendix A to this report, and grant retrospective approval of the costs already incurred; and, • Approve the proposal described in Section 4.3.2, and included as Appendix B to this report, for inclusion in the Asset Investment Plan 2025-30 prioritisation process.
10	Knab Redevelopment – Project Update	The Committee RECOMMENDED that the Council RESOLVES to;

		<ul style="list-style-type: none"> • NOTE the progress that has been achieved so far in implementing the Knab redevelopment project; and, • APPROVE the revised timeline and spend profiles set out in this report; and, • APPROVE delegated authority to the Executive Manager – Assets, Commissioning and Procurement to advertise the Bruce Hostel for sale as soon as the Court indicates this may be done.
11	Best Value Thematic Review 2023/24 Workforce Innovation	<p>The Committee:</p> <ul style="list-style-type: none"> • NOTED the findings of the external auditor in the Best Value Thematic Review report attached at Appendix 1 to this report; and • taking account of any views from the Audit Committee, ADVISED Corporate Management Team as to any amendments or additions to the agreed management actions and timings as set out in the Improvement Action Plan, shown in Appendix 1 to the Best Value Thematic Review report; and • seek for digital technology to become a local government benchmarking framework as a measure for projects in the digital world
12	Shetland Islands Council Strategic Workforce Plan 2021-2026 Update	The Committee RESOLVED to APPROVE the Strategic Workforce Plan Update.
13	Revised Disciplinary Policy and Procedures	<p>The Committee:</p> <ul style="list-style-type: none"> • RESOLVED to defer approval of the revised Disciplinary Policy and Disciplinary Procedures as set out as Appendix 1 and Appendix 2, for one cycle until further discussions can be undertaken with LNCT.

14	Revised Annual Leave and Public Holiday Policy	<p>The Committee:</p> <ul style="list-style-type: none"> • RESOLVED to approve the revised Annual Leave and Public Holidays Policy as set out in Appendix 1, with more clarity between statutory leave and other leave; and • That the Council's Executive Manager – Human Resources be given delegated authority to make updates to the revised Annual Leave and Public Holidays Policy where these are required to give effect to legislative requirements, national conditions of service, 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.
15	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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