



COMHAIRLE NAN EILEAN SIAR 16 DECEMBER 2010

COMMITTEE DECISION REPORT

POLICY AND RESOURCES COMMITTEE: 16 DECEMBER 2010

At its meeting on 16 December 2010 the Policy and Resources Committee considered the business referred to below. The committee approved the recommendations detailed for approval by the Comhairle. Where the Committee has exercised delegated power or used the conditional delegation provisions for any item, this is stated.

Items marked with an asterisk* were considered with the press and public excluded from the Meeting.

<i>Item Title</i>	<i>Agenda Number</i>	<i>Committee's Decision</i>
Minute of Meeting of 4 November 2010	1	<p>It was agreed to recommend that the Chief Executive, Director of Development and the Leader be authorised to engage with Government, regulators and any other appropriate parties including SHETL to ensure that SHETL was fully aware of the business case and the clear strategic imperative to proceed with the inter-connector without further delay.</p> <p>The Minute of Meeting of 4 November 2010 was approved.</p> <p>With reference to Item 20 of the Minute it was agreed to recommend that the existing bus leases be extended until the new vehicles were delivered on the basis that the financial provision was in place.</p>
Declaration of Interest	2	There were no declarations of interest.
Minute of Meeting of Outer Hebrides Community Planning Partnership of 21 October 2010	3	The Minute of Meeting of the Outer Hebrides Community Planning Partnership of 21 October 2010 was noted.
Minute of Meeting of Local Government Employees Joint Consultative Committee of 1 November 2010	4	The Minute of Meeting of the Local Government Employees Joint Consultative Committee of 1 November 2010 was approved.
Minute of Meeting of Comataidh Buileachaidh Plana Canan of 9 December 2010	5	The Minute of Meeting of Comataidh Buileachaidh Plana Canan of 9 December 2010 was approved.
Minute of Meeting of Human Resources Sub-Committee of 9 December 2010	6	<p>The Minute of Meeting of the Human Resources Sub-Committee of 9 December 2010 was noted and Items 10, 17, 18, 22, 23 and Items 1 and 2 of the reconvened meeting recommended for approval subject to approval of the concurrent Report in relation to Budget Strategy and to the following amendment:</p> <p>Item 2(14) of the Minute of the Reconvened Meeting being amended to read as follows "The post of employee BB as detailed in the Report be not disestablished."</p>
Minute of Meeting of ICT, Procurement and Asset Management Sub-Committee of 9 December 2010	7	The Minute of Meeting of ICT, Procurement and Asset Management Sub-Committee of 9 December 2010 was approved.
Minute of Meeting of Joint Services Committee of 10 December 2010	8	The Minute of Meeting of the Joint Services Committee of 10 December 2010 was approved.

Report to Members and the Controller of Audit	9	It was agreed to recommend that the Audit Report and the Action Plan be noted.
General Fund Second Quarter Capital Monitoring 2010/11	10	It was agreed to recommend that the Comhairle approve the forecast outturn as the Revised Approved Programme for 2010/11.
General Fund Second Quarter Revenue Monitoring 2010/11	11	It was agreed to recommend that the Comhairle note the Report.
Mainland Placement Panel	12*	It was agreed to recommend that the Comhairle note: <ul style="list-style-type: none"> (1) the decisions taken by the Mainland Placement Panel; and (2) the forecasted combined expenditure of £1.174m in respect of the placements detailed in the Appendix attached to the Report.
Specialist Mainland Placements for Children	13*	It was agreed to recommend that the Comhairle note the forecasted costs for specialist mainland placements, as detailed in the Report and the actions being taken to address this issue.
Technical Services: Building Maintenance STO Progress Update	14(a)*	It was agreed to recommend that the Comhairle note the Report.
Building Maintenance STO	14(b)*	It was agreed to recommend that the Director of Technical Services, in consultation with the Chief Executive and the Director of Finance and Corporate Resources, would bring forward a Report to the February 2011 meeting of the Committee setting out proposals for the future structure and arrangements for the delivery of Property Maintenance.
Half Year Treasury Report 2010/11	15	It was agreed to recommend that the Comhairle note the Report.
Debt Recovery Monitoring Report: Council Tax and Non Domestic Rates	16	It was agreed to recommend that the Comhairle note: <ul style="list-style-type: none"> (1) the collection rates for Council Tax and Non Domestic Rates; and (2) the analysis of amounts written off during the period 1 April 2008 to 1 November 2010.
Creative Industries and Media Centre: VAT Option to Tax	17	It was agreed to recommend that the Director of Finance and Corporate Resources be authorised to opt to tax the Creative Industries and Media Centre at 56 Seaforth Road, Stornoway.
Budget Strategy Update	18	It was agreed to recommend that the Comhairle: <ul style="list-style-type: none"> (1) indicate to the Scottish Government that it intends to accept the terms of the funding package set out in the Joint letter of 17 November 2010 from the Cabinet Secretary for Finance and Sustainable Growth and the President of COSLA; (2) subject to confirmation by Audit Scotland, agree to allocate funding of £786k as detailed in Section 4 of the Report, to implement the recommendation of the Human Resources Sub-Committee of 9 December 2010 in respect of departmental restructuring; and (3) agree that, with the exception of recommendation 3.1(b), the proposals set out in the Report be subject to equality and risk assessments and form the basis for further consultation on the 2011/12 budget.

Arising out of consideration of this item it was agreed to recommend that the Chief Executive submit a Report to the next meeting of the Committee in relation to videoconferencing facilities at Comhairle meetings with reference to the legislative provisions, recording and translation and making recommendations in relation to future provision including any proposed amendments to Standing Orders.

Budget Choices: Education and Children's Services	19(a)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle:</p> <ol style="list-style-type: none"> (1) authorise the Director of Education and Children's Services, in accordance with the Comhairle decision of November 2010, to consult with school and centrally deployed staff on service restructure and redesign; and (2) the Director of Education and Children's Services, in consultation with the Director of Finance and Corporate Resources and the Head of Human Resources, be delegated authority to implement a further Voluntary Early Retirement exercise for Teaching Staff in January 2011.
Budget Choices: Savings Accruing from Changes to the Home to School Travel Policy	19(b)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle note the Report.</p>
Budget Choices: Waste Management	19(c)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle:</p> <ol style="list-style-type: none"> (1) note the comments raised by Members who participated in the breakout sessions at the Waste Aware Members' Seminar held on 4 November 2010, as listed in column B of Appendix 1 to the Report, together with contextual comments and proposed follow up actions; (2) approve the follow up actions indicated in Column D of Appendix 1 and note that further Reports be submitted to the Comhairle as provisionally indicated in the final column of Appendix 1; (3) consider the savings indicated in Appendix 2 and summarised in line 33 to line 42 of Appendix 2; (4) delegate to the Chief Executive, in consultation with the Leader, Chair and Vice-Chair of the Environment and Protective Services Committee, Director of Finance and Corporate Resources and the Director of Technical Services to take all actions as he deems appropriate to progress the design, scope and specification of the next landfill cell at Bennadrove, including the subsequent award of the construction contract; and (5) agree that the group identified under recommendation (4) above oversee the initial development of the Comhairle's Waste Plan in response to the drivers for change set out in the Scottish Government's Zero Waste Plan and associated legislation.
Budget Choices: Environmental Health	19(d)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle agree in principle to a reduction of £33,000 in the overall Consumer and Environmental Services Budgets in 2011/12 as detailed in paragraph 4.4 of the Report.</p>
Budget Choices: Housing Services	19(e)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle agree in principle:</p> <ol style="list-style-type: none"> (1) to approve the proposals to achieve budgetary saving and annual efficiency savings of £164k from 2011/12 within Housing Services as summarised in Section 7.1 to the Report; (2) to approve the draft Private Sector support budgets for 2011/12 as set out in Appendix 2 to the Report; (3) to approve the proposed ACTISH indicative budget framework to 2014, as set out in Section 6.11, Table 2 to the Report; and (4) that a further Report be submitted in June 2011 to consider the future budgetary approach in light of a full year Review of the Comhairle's Scheme of Assistance and related strategic issues as outlined at Section 6.5 to the Report.
Budget Choices: Transportation Services 2011/12	19(f)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle:</p> <ol style="list-style-type: none"> (1) note the potential area for savings which had been identified for the next financial year 2011/12 as shown in the Report appendices; and (2) note that a supplementary Report be provided giving details of the savings in all areas of the Roads and Transport Budget.

Budget Choices: Winter Maintenance	19(g)	The Clerk sought and obtained the Chairman's permission to withdraw this item.
Budget Choices: Library and Leisure Services	19(h)	<p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle agree, in principle, that:</p> <ol style="list-style-type: none"> (1) savings of £46k be made in 2011/12 from 2010/11 Cash Planning Limit of the Sports Facilities Budget by ensuring a balance between reductions in opening hours at facilities across the islands by between 4 and 8 hours per week and growth in the business to attract additional income; and (2) savings of £38k be made in 2011/12 from the 2010/11 Cash Planning Limits of Library facilities by: <ol style="list-style-type: none"> (i) reducing library opening times from 6 days per week to 5 days per week as detailed in the Report and making corresponding reductions in the staffing complement; (ii) a general rationing of evening provision in Libraries to one evening per week; (iii) a reduction in opening times during school holidays, at school based community libraries; and (iv) a reduction in library services to The Nicolson Institute.
Care Units Service Choices	19(i)	<p>It was agreed to recommend that the Comhairle:</p> <ol style="list-style-type: none"> (1) close lochdar Care Unit in April 2011; (2) review the care arrangements of the sole permanent resident in lochdar Care Unit prior to transfer to an alternative care setting in the community; (3) the members of staff employed at lochdar Care Unit be subject to discussions regarding redeployment opportunities within the Home Care or Care Home Service; (4) dispose of lochdar Care Unit according to the terms of the Comhairle's Policy on the Disposal of Assets; (5) do not close Uig and Carloway Care Units; (6) undertake a consultation process regarding the feasibility of closure of Garrabost Care Unit and submit a Report to the March 2011 committee series; and (7) complete the reviews on the four residents in Scalpay (1), Bernera (2) and Gravir (1) Care Units and that tenancy agreements be confirmed based on assessed needs, as appropriate, and put in place by December 2010. <p>It was agreed to recommend that the Comhairle would undertake further public consultations and equality impact assessments and would arrange budget seminars, as required, in respect of the budget choices detailed at 19(a)-(i) and that a further Report would be submitted to Service Committees and Comhairle at the February 2011 series of Meetings.</p>
Winter Maintenance – Policy 2011/12/Winter Maintenance Contracts	20	<p>It was agreed to recommend that the Comhairle:</p> <ol style="list-style-type: none"> (1) agree to terminate current contracts with the required six months notice period; (2) approve the retendering of all current contracts commencing from October 2011 for a four year period, with the annual option to extend for up to two further years; (3) agree to invite tenders for contract areas to be agreed by the Chief Executive, in consultation with the Winter Maintenance Member/Officer Working Group and the Director of Technical Services, on the basis of the principles indicated by the Comhairle, with contractors permitted to submit bids for as many areas as they wish, on the basis that a maximum number of areas to be determined by the Chief Executive, in consultation with the Director of Technical Services, would be awarded to any one Contractor to ensure that business continuity was maintained, on the basis of the most economically advantageous tender prices; (4) agree that tenders would be sought on the basis of both a mileage rate and of an hourly hire rate for a gritter, to enable the alternative delivery option to be considered; and (5) approve the revised priority routes as shown on the plans displayed at the Meeting for inclusion within the tender documents.

Revised Special Leave Policy	21	It was agreed to recommend that the Comhairle approve the Special Leave policies appended as Appendices 2 and 3 to the Report.
Early Dispute Resolution Policy	22	It was agreed to recommend that the Comhairle approve the Early Dispute Resolution Policy and Confidentiality Agreement.
Risk Management Policies	23	It was agreed to recommend that the Comhairle: <ul style="list-style-type: none"> (1) approve the Risk Management Policy attached at Appendix 1 to the Report; (2) approve the Business Continuity Management Policy attached at Appendix 2 to the Report; (3) note the requirement for a strategy for the implementation of both risk management and business continuity management; and (4) include a statement in relation to how risk would be managed in all relevant reports, subject to further guidance being prepared.
Risk in Partnership Policy	24	It was agreed to recommend that the Comhairle: <ul style="list-style-type: none"> (1) approve the Risk in Partnership Policy appended at Appendix 1 to the Report; (2) develop and integrate a partnership in risk assessment model into the Policy; (3) approve the Partnership Register, attached at Appendix 2 to the Report; and (4) establish an evaluation system to record the risk of existing partnership arrangements with the results reported back to the Comhairle.
Flying of Flags at Comhairle Offices	25	It was agreed to recommend that the Comhairle approve the draft Guidelines on the flying of flags at Comhairle offices appended to the Report.
Capital Works: Programme and Progress	26	It was agreed to recommend that the Comhairle note the Report.
Western Isles Schools Project Update	27*	It was agreed to recommend that the Comhairle: <ul style="list-style-type: none"> (1) note the Report; (2) note that a recycling policy, to meet BREEAM criteria, be developed for the WISP schools and that the Director of Education and Children's Services make provision within revenue budgets to fund any additional waste charges that would accrue in the short term; (3) invite tenders for the supply, installation and commissioning of a wireless network system for each of the WISP schools, on such terms and conditions as may be determined by the Chief Executive, on the basis that tenders be evaluated using the scoring matrix as detailed in Appendix 3 to the Report and that the Chief Executive be authorised to award the Contract on that basis; (4) invite tenders for the supply, installation and commissioning of Craft, Design and Technology (CDT) equipment for The Nicolson Institute and Sir E Scott School, on such terms and conditions as may be determined by the Chief Executive; (5) delegate to the Chief Executive to approve the evaluation criteria and scoring matrix in relation to the competitive tendering for the supply, installation and commissioning of the equipment for the CDT departments of The Nicolson Institute and Sir E Scott School and to award the Contract on that basis; (6) delegate to the Chief Executive, in consultation with the Director of Education and Children's Services, to take all action which he may deem appropriate in order to ensure that the Comhairle meet its obligations in relation to the Reviewable Design Data (RDD) process under Schedule Part 9 of the Building Contract; and (7) agree that in future Reports on the Western Isles Schools Project that the building referred to in the Report as Springfield North be referred to as the Pentland Building.

Arising out of consideration of this item it was agreed to recommend that the Director of Education and Children's Services submit a Report to the next meeting of the Education and Children's Services Committee in relation to how the history and art of any school

which was scheduled to be closed would be preserved.

Stornoway Library	28*	It was agreed to recommend that the Comhairle authorise the Chief Executive, in consultation with the Director of Finance and Corporate Resources to enter into discussions with the landlord and report back to the Committee in relation to options for the period after 2018.
Ardveinish Ice Plant Update	29*	It was agreed to recommend that the Comhairle agree to proceed with the Ardveinish Ice Plant project and agree a contribution of £75,648 funded through Prudential Borrowing and authorise the Chief Executive, in consultation with the Director of Development, to enter into any necessary contract arrangements to allow the Comhairle to meet the conditions of award.
Castlebay Business Park Environmental and Safety Improvements	30	It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle agree to release £70,000 of the approved Capital Project CS-SD-EC2 Investment in Existing Economic Development Infrastructure in relation to Building Regulations, Health and Safety and DDA, as detailed in the Project Initiation Document attached as Appendix 1 to the Report.
Coastal Protection Schemes: Progress Report	31	It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle note the Report.
Best Value Review of Street Lighting	32	It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle: (1) note the completion of the Best Value Review of Street Lighting; (2) note the progress following the Best Value Review of Street Lighting; and (3) approve the Street Lighting Improvement Plan.
Best Value Service Review of Mobile Phones	33(a)	It was agreed to recommend that the Comhairle note the completion of the Best Value Review of Mobile Phones.
Best Value Service Review of Mobile Phones: Action Plan	33(b)	It was agreed to recommend that the Comhairle agree the actions set out in Appendix 1 to the Report to implement the findings of the Best Value Report on Mobile Phones.
Strategic Housing Investment Plan 2011-16	34	It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle approve: (1) the Draft Strategic Housing Investment Plan submission for 2011- 2016 as detailed at Appendix 1 to the Report; and (2) that it be delegated to the Director of Development to amend the Strategic Housing Investment Plan 2011- 2016 during final discussions with the Scottish Government.
Outer Hebrides Local Housing Strategy 2011-2016: Development Update	35	It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle: (1) note the outcomes of the Local Housing Strategy consultation exercise; (2) approve the identified potential strategic housing priorities on the basis that they be further considered and refined by the Housing Strategy Member/Officer Working Group; and (3) approve the proposed process and timescale for completion and submission of the Local Housing Strategy 2011-2016 to Scottish Ministers as set out in Section 9 of the Report.
Council Tax Discount 2011/12 for Energy Efficiency Works	36	It was agreed to recommend that the Comhairle agree to proceed with the Scottish Gas proposal to offer a Council Tax Discount Scheme from April 2011 and that a further Report with the details of the proposed Scheme be brought to the March 2011 meeting of the Comhairle.

St Kilda Trademark	37	<p>It was agreed to recommend that the Comhairle</p> <ol style="list-style-type: none"> (1) note the Report; (2) note that the Comhairle had been successful in its application to register the St Kilda Trademark; and (3) authorise the Director of Development to submit a Report to a future Meeting detailing a strategy for utilising the St Kilda Trademark.
Consumer Direct Scotland Update	38*	<p>It was agreed to recommend that the Comhairle note:</p> <ol style="list-style-type: none"> (1) the current position in relation to the future delivery of the Consumer Direct Scotland service; (2) that development of an alternative operational model would be required; and (3) that additional staffing may be required to reflect call volumes.
European Projects Update	39	<p>It was agreed to recommend that the Comhairle note the Report.</p>
Launch of European Union's Fifth Cohesion Report	40	<p>It was agreed to recommend that the Comhairle agree to delegate authority to the Chief Executive, in consultation with the ESF MOWG to respond on behalf of the Comhairle to the 5th Report on EU Economic and Social Cohesion on the basis of the principles described at paragraph 7.1 of the Report.</p>
Strategic Risk Register	41	<p>It was agreed to recommend that the Comhairle:</p> <ol style="list-style-type: none"> (1) note the draft Strategic Risk Register detailed in Appendix 1 to the Report; (2) agree that the identified risks with a score of 8 or more should form the Comhairle's revised Strategic Risk Register; (3) incorporate the actions to address the risks included in the Strategic Risk Register in departmental business plans for 2011/12 by the Chief Executive or Lead Director; and (4) note that an updated register, including mitigation measures would be presented to the Comhairle in 2011.
Service Business Plans 2010/11 – Second Quarter Report	42	<p>It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle note the Report.</p>
Public Performance Reporting 2009/10	43	<p>It was agreed to recommend that the Comhairle note the Public Performance Report 2009/10 and note that it would be published by means of a 2011 calendar, to be publicised as detailed in paragraph 2.3 of the Report.</p>
Reports Outstanding: Progress	44	<p>It was agreed to recommend that the Comhairle note the Report.</p>
Joint Funding Arrangements	45	<p>It was agreed to recommend that the Comhairle agree to the proposals detailed in section 2.3 of the Report and that this be funded through a transfer from capital of £87k via the Capital from Current Revenue (CFCR) budget and that the balance of £31k be funded from the unallocated CFCR budget.</p>
Slàinte Mhath – Price Maintenance 2011	46	<p>It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle note the success of the Slàinte Mhath membership scheme and agree to retain the existing Slàinte Mhath membership prices for 2011.</p>
New School Provision at Daliburgh, South Uist	47*	<p>It was agreed to recommend, in so far as the Committee's interests were concerned, that the Comhairle;</p> <ol style="list-style-type: none"> (1) note the current position regarding the preparation of a financially feasible package to ensure provision of a new Primary School at Daliburgh, South Uist; and (2) delegate the Chief Executive, in consultation with the Leader, Chairman and Vice Chairman of the Education and Children's Services Committee, Director of Education and Children's Services, Director of Technical Services and Director

of Finance and Corporate Resources, to take all necessary actions:

- (i) to ensure, as far as possible, the conclusion of a satisfactory financial package; and
- (ii) conditional on (i) above, to issue the necessary instructions to Sgoiltean Ùra LLP as soon as reasonably possible, in respect of the most appropriate option, all on such terms and conditions as he shall deem appropriate.

Contractual
Matters

48*

It was agreed to recommend that the Comhairle authorise the Chief Executive to take the action detailed in the Report.