



LERWICK COMMUNITY COUNCIL

CHAIRMAN

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CLERK

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27 March 2013

Dear Sir/Madam

You are requested to attend a meeting of Lerwick Community Council to be held in the Town Hall Chamber, Town Hall, Lerwick at **7.00pm** on **Monday 1 April**.

The next meeting Lerwick Community Council will be on Monday 6 May 2013.

Yours faithfully

K Semple

Katrina Semple
Clerk to the Council

LCC Members Literature in Office

No new literature available

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 4 March 2013
4. Business arising from the minutes
5. Review of Registration of Births, Deaths and Marriages Service – Consultation Document
6. COPE Budget Cuts
 - 6.1 Report No DV006-F Shetland Development Trust Surpluses – COPE Ltd
 - 6.2 COPE Ltd Funding Cuts – Mr D Ristori, LCC Member
7. AHS Stakeholder Group - Update
8. Correspondence
 - 8.1 Street Lighting Review Concern – Mr N Hutcheson, Engineer, Roads Service, SIC
 - 8.2 Retaining Wall Blockwork, Clickimin – Mr N Hutcheson, Engineer, Roads Service, SIC
 - 8.3 Caravan & Campsite, Shetland Local Development Plan – Mr A Taylor, Team Leader, Development Plans & Heritage
 - 8.4 Shetland Community Benefit Fund Request - Mr C Bunyan, Chairman, Management Committee for SCBF
 - 8.5 Review of Public Toilets – Mr J Emptage, Team Leader, Cleansing, Grounds & Burial Service
 - 8.6 Town Hall Chambers-Removal of 50% Concessionary Rate – Ms A Arthur, Business Support Officer, Executive Services Dept., SIC
9. Financial Report as at 27 March 2013
 - 9.1 Budget Forecast 2013-2014 & Comparison figures 2012 to 27.3.13
 - 9.2 Annual Grants and Projects 2013-2014 & Comparison Figures 2012-2013
10. Consider arrangements to put ASCC clerical contract out to tender – Requested by Mr A MacDonald, Chairman, Northmaven CC
 - 10.1 Current Job Specification-Administrative Assistant to ASCC (Under Review)
11. Community Council Funding Opportunity – National Lottery Awards for All
12. SIC (Scalloway Road, Lerwick)(Parking Place for Disabled Person's Vehicle) Order 2013
13. Licensing (Scotland) Act 2005-Application for Premises Licence – Bibby Stockholm, Accommodation Barge
14. Planning Applications
 - 14.1 2013/094/PPF – To Construct Hard Standing Area, Behind Decca Station – GB & AM Anderson
15. Lerwick Planning Applications – March 2013
16. Any Other Business

MONDAY 4 MARCH 2013

At a meeting of LERWICK COMMUNITY COUNCIL held in the Town Hall Chamber, Town Hall, Lerwick, at 7.00pm

Members

Mr W Spence	Mr J Anderson
Mr A Johnson	Mr E Knight
Mr D Ristori	Mrs A Simpson
Mr M Peterson	Ms K Fraser
Mr A Henry	Mr S Hay Co-opted Member
Mr L Angus	

Ex-Officio Councillors

Cllr M Bell	Cllr J Wills
Cllr P Campbell left 8.25pm	Cllr A Wishart
Cllr C Smith	Cllr M Stout

In Attendance

Chief Inspector Angus MacInnes
Mrs K Semple, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

03/13/01

Circular

The circular calling the meeting was held as read.

03/13/02

Apologies for Absence

Apologies for absence were received from Mr A Carter, Ms A Westlake and Mrs E Williamson.

03/13/03

Minutes

The minutes of the meeting held on 4 February were approved on the motion of Mr D Ristori and seconded by Mr A Henry.

03/13/04

Business Arising from the Minutes**02/13/09 Item 9.1 Application for Funding - Lerwick Marina Users Association**

Mr E Knight requested the minute be corrected to state that Mr E Knight declared an interest as *Vice Commodore*.

03/13/05

Community Council By-election

The Chairman advised that the candidate who returned unopposed was Mr Arwed Wenger. He added that Mr Wenger's term of office will commence on 28 March 2013.

Mr Wenger was present at the meeting to observe proceedings; the Chairman congratulated Mr Wenger and, with members' agreement, invited him to sit with Lerwick Community Council for the duration of the meeting.

03/13/06

Upcoming Merger of Current Forces into Police Scotland – Chief Inspector Angus MacInnes

The Chairman welcomed Chief Inspector A MacInnes to the meeting.

Chief Inspector A MacInnes advised that as of 1 April, this year, Scotland's eight existing forces will merge to become Police Scotland. There would be no changes to the number of officers in Shetland, but changes would be made as to what the officers would be doing with their time.

By the end of March all telephone calls within Northern Constabulary would be answered by a bank of fifteen operators, depending on the time of day, in Inverness. The calls will be dealt with by the operator, routed to a particular Police Station or, where appropriate, directly to a Police officers radio.

He stated that the system would not be without its problems but they would be working hard to ensure that the process was as smooth as possible.

Chief Inspector A MacInnes informed members that by dialling 101 for non emergencies, callers would be put through to their nearest call handling centre. The benefits were that no matter where in the country they were, callers would not have to know the number of the local Police Station, calls would be dealt with within forty seconds and would cost 15p. 999 would remain the number to call for emergencies and the calls would be dealt with within ten seconds.

He confirmed that the Lerwick Police Station would no longer be open 24 hours a day, 7 days a week as this was not the best use of staffing. As from 1 April, the Police Station's opening hours would be from 8am-8pm, all year round. The move would assist in allowing Police officers, who would still be working 24/7 to spend more time out on duty. He added that there would be two buttons at the Police Station door, one for emergencies and one for non emergencies; if pressed by someone the Police would be alerted and the nearest officer would attend.

An additional benefit of Police Scotland would mean that instead of having to wait for back up from Wick, if necessary, from 1 April assistance would come from the nearest available and most appropriate resource.

Chief Inspector A MacInnes informed members that they were awaiting the arrival of their Community Contact Vehicle, a 4 x 4 mobile office which would be used predominantly in rural areas. It would also be a useful tool to promote Police presence and for visiting schools and clubs.

As part of the change they would be doing away with Police Boards and instead there would be a local engagement framework of seven publicly elected members and partner agencies such as SIC, Coastguard, NHS, Community Safety Board, Risk Management, Voluntary Sector, Ambulance Service and Community Safety Board.

He stated that the Policing Plan priority was to tackle substance abuse and all that went with it, road safety and also communication; he noted that it was vital that a Police presence was noticeable.

Chief A MacInnes informed members that 67% of serious crime had alcohol in the equation and 60% of officers time was spent dealing with drink related crime.

Referring to performance he advised that crime was down by 16% from last year. The figures for February showed a detection rate of 75% for the whole of Shetland, 76% for Lerwick. Vandalism and theft was down by 50% compared to last year.

Ten times as many visits to pubs and clubs in December drove violence down but sadly violence in January increased considerably compared to that of the same time last year.

The Chairman enquired when the local Police Station phone number would no longer be in use and if there would be 'back up' if the Inverness call centre was overloaded.

Chief Inspector A MacInnes replied that the local phone number would be switched off in around 6-9 months time and that calls would be handled by Dingwall if necessary.

Mr L Angus stated that he felt very reassured by the presentation but hoped that the matter of the Traffic Warden had not been forgotten. He added that he could not say he was reassured by the ill considered comments made by Stephen House, the Chief Constable of the new force.

The Inspector replied that there was a Traffic Warden in place but because of internal staffing reasons the Warden was not on the street.

He added that Shetland was the only Police Force in Scotland who employed a Traffic Warden, in other areas it was the local Council.

Cllr A Wishart agreed with the remark that Mr L Angus made regarding Chief Constable House and thought that the Chief Constable came over as very operationally minded.

Chief Inspector A MacInnes responded that Shetland had a more important part to play than size would dictate.

The Chairman enquired what impact the 'Flotels' would have on policing levels.

The Chief Inspector replied that it was about prevention; it was clear that employers were willing to work with the Police to ensure that any issues were dealt with. Employers had a reputation to consider and troublemakers would be sent off the island.

He added that any issues to date could be counted in single figures.

Referring to illegal drugs being brought to the island, Mr D Ristori enquired if spot checks were made on fishing boats in small harbours such as Scalloway, Symbister, Baltasound and Cullivoe.

Chief Inspector A MacInnes stated that he was aware of the concern but there were issues regarding boarding a private vessel without a search warrant.

There being no further questions the Chairman wished a smooth transition for Police Scotland and thanked the Chief Inspector for his time.

The presentation concluded at 7.45pm and Chief Inspector A MacInnes remained for the rest of the meeting.

03/13/07

Viking Bus Station

7.1 CC Letter to Mr M Craigie, Transport Planning, SIC – Mr B Baker, Cunningsburgh
Noted

**7.2 Taxi Association Running Viking Bus Station – Mr C Symons, Acting Chief Executive
Manager, Building & Transport Operations**
Noted

Mr D Ristori advised that a SIC led survey regarding the use of the bus station had commenced that day and would last for one week.

03/13/08

Winter Road Treatment – Letter for Comment

Members offered no additional information for inclusion in the leaflet or commented on the format.

(Action: Clerk of the Council)

03/13/09

Heritage Place Names Map

Mr E Knight noted an interest as a Shetland Amenity Trust Trustee.

Members were pleased with the revised estimate of £1,600 and were happy for the project to proceed.

(Action: Clerk of the Council)

03/13/10

Correspondence

10.1 Clickimin Campsite – Mr R Anderson, Caravan Owner
Noted

10.2 Caravan and Campsite – Ms A Black, Chief Executive, Shetland Charitable Trust
The Chairman informed members that the Clerk of the Council had obtained a copy of SRT's Annual Report for 1985/1985 during which time SRT received a grant for £74,150 from Shetland Islands Council Charitable Trust. However, there was no reference to the grant within the document.

He stated that investigations would continue.

The Chairman thought it fair to request that any monies from the sale of the campsite is ringfenced for future campsite provision.

As at Lerwick Community Council's February meeting (02/13/07 Item 7.5) Mr E Knight again raised concern that SRT had no right to sell the land unless it was for a charitable purpose.

Cllr J Wills suspected that Mr Knight was correct. He was not convinced that the proposed new Anderson High School needed to be built on the campsite and thought that there was adequate land to the north. He added that Seafield was an obvious choice for an alternative campsite.

Cllr A Wishart suggested that legal advice should be sought with regard to SRT's right to sell the campsite land.

Mr L Angus suggested that Lerwick Community Council could assist in the running and management of a campsite along with SIC, SRT and SCT.

The Chairman suggested that it was reasonable to expect that if the size of SRT's estate was reduced, their grant of 2.5 million should be reduced accordingly. He thought that SCT should do the right thing and offset monies from the sale of the site against the following years grant.

10.3 Campsite Area within Shetland Local Development Plan – Mr A Taylor, Team Leader, Development Plans & Heritage

Cllr J Wills thought that the letter was deplorable and insolent.

The Chairman asked the Clerk to question the response as Lerwick Community Council had been led to believe that the Plan was organic and that there would be a call for sites on an annual basis; likewise, land previously put forward for inclusion could be removed.

(Action: Clerk of the Council)

10.4 Variable Muster Modes– Mr J Fergusson, Operations Director, Serco/NorthLink Ferries

Mr L Angus stated that it was only fair to allow Serco/NorthLink the opportunity to see how the new crewing arrangement worked out. He suggested that the concern be reviewed at the September meeting of Lerwick Community Council.

(Clerk of the Council)

10.5 Lighting Issue, AHS Mulit-court – Ms V Nicolson, Head Teacher, AHS

Noted

Work Request Docket – Mr A Leong, Building Services, SIC

Noted

10.6 Name Suggestions, Hoofields Development – Ms A Jamieson, Executive Manager, Housing SIC

Noted

Name Suggestions, Hoofields Development – Ms H Moncrieff, Team Leader, Community Work & Planning, SIC

Noted

10.7 Retaining Wall, Twageos Road – Mr N Hutcheson, Engineer, Roads, SIC

The Chairman asked the Clerk of the Council to email Mr N Hutcheson and request a date for when the repair work would commence.

He also asked the Clerk to notify Mr N Hutcheson that part of the sea wall near the Tesco roundabout was also showing signs of deterioration.

(Action: Clerk of the Council)

10.8 Royal Mail Road Transport Workshop – Mr B Crossan, Island Manager, Royal Mail, Lerwick

Noted

10.9 Festivity Proposal, New Year 2014 – Ms C Irvine, BID Manager, Living Lerwick

Mrs A Simpson asked for the letter to be included for discussion at the October meeting of Lerwick Community Council.

(Action: Clerk of the Council)

10.10 Dog Watch Campaign – Mrs M Sandison, Executive Manager, Environmental Services, SIC

Members raised no objection to Lerwick Community Council being referred to in the body of the Dogwatch letter.

It was suggested that Dogwatch posters could be laminated and attached to lampposts as an additional deterrent.

The Chairman made a plea to the press to highlight the dog fouling issue.

(Action: Clerk of the Council)

10.11 Footballers Urinating Outdoors – Mr A Doull, Secretary, SWLFA

Noted

10.12 Gutter's Gaet and Mitchells Road Signs – Mr C Gair, Engineer, Roads, SIC

It was agreed that it was important for the roads to retain their official names.

The Chairman appealed to the Lerwick South Councillors to find a resolution to the issue; he asked the Clerk of the Council to email a separate copy of Mr C Gair's letter to each of the four Lerwick south Councillors.

(Action: Clerk of the Council)

03/13/11

Financial Report as at 28 February 2013

11.1 Approval to cease funding & organising Lerwick Garden Competition – Average annual cost for reference

Members agreed that due to continuous lack of interest, the Lerwick Garden Competition could cease.

Cllr P Campbell left 8.25pm

11.2 Approval to purchase office equipment – Quote for reference

Members agreed that the required equipment could be purchased

11.3 Approval to renew office carpet tiles – Quote for reference

Members agreed to the renewal of the carpet tiles.

03/13/12

Applications for Financial Assistance

12.1 Shetland Skatepark Association

Mrs A Simpson moved that the full £3,000 should be awarded.

She added that despite setbacks over the years the group had 'Stuck with it' and deserved support.

The motion was seconded by Mrs K Fraser

(Action: Clerk of the Council)

03/13/13

Planning Applications

13.1 2013/035/PPF Convert existing retail and storage, first and second floors to residential, 99 Commercial Street

No objection

(Action: Clerk of the Council)

13.2 2013/036/PPF Construct a concrete skatepark - The Knab, Knab Road, Lerwick

No objection

(Action: Clerk of the Council)

13.3 2013/022/PPF Change of use, residential institution to four flats and one maisonette; outhouse to one bedroom house; Planning permission in principle to erect single dwellinghouse – Craigielea, St Olaf Street, Lerwick

No objection

(Action: Clerk of the Council)

The following applications arrived too late for inclusion in the agenda but were taken to the meeting for discussion.

13.4 2013/061/PPF - Erect dwellinghouse with integral garage and separate chalet, West Hillcrest

No objection

13.5 2013/018/PPF - Import material to reinstate, grade and reseed former peat extraction area, Gremista

No objection

03/13/14 **Lerwick Planning Applications – February 2013**

Noted

03/13/15 **Any Other Business**

LOTDA – Information Boards

Mr D Ristori expressed an interest in the information boards being progressed and suggested that Lerwick Community Council could consider providing funding assistance, if need be.

Mr E Knight advised that he would be attending a meeting of Shetland Amenity Trust the following day and would discuss the issue.

Campsite Land

Mr E Knight reaffirmed his concern that SRT had no right to sell the land unless it was for charitable purposes. He stated that the discussion to sell the land was recorded in their minutes and that the sale had been agreed by the Board.

The Chairman responded that he had recently attended an AHS Stakeholders Group meeting and, at this moment in time, the land still belonged to SRT and had not been sold.

Town Hall Window Restoration Project

Mr L Angus expressed his disappointment that he had missed the February meeting which provided an update regarding to the restoration of the Town Hall Windows.

Cllr M Stout advised that there was not much in terms of an update but figures regarding the cost of the restoration were starting to come in. If the Town Hall's status as a listed building could be upgraded, more grant funding could be accessed.

Proposed New AHS

The Chairman advised that he recently attended a stakeholders meeting regarding the proposed new Anderson High School and that it was hoped that an announcement would be made, this month, as to the winning contractor from the seven who are bidding.

The box style building would have classes on each side leaving central atrium 3-4 storeys high, offering the only bit of flexibility in the plan; suggestions were being sought for how best the space could be used.

Mr L Angus stated that he understood Sport Scotland were happy to finance an extension to the proposed new AHS.

The Chairman advised that it was his understanding that the school would make do with the Clickimin Centre for its sports needs. All that would be required was funding for an artificial pitch; however, a decision was required to be made as to the use of the pitch, football or hockey, it could not be both.

There being no further competent business the meeting concluded at 9.10pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman..... Date.....

Shetland Islands Council



Review of Registration of Births, Deaths and Marriages Service – Consultation Document

Shetland Islands Council is undertaking a number of service reviews across its various departments, to identify potential cost cutting measures to bring its spending down to affordable and sustainable levels.

Following a Council decision in February 2012, the Corporate Services Department is now undertaking several reviews, including a review of the Registration of Births, Deaths and Marriages Service.

The objectives of this review are:

- To review the Registration Service in the context of the Council's Budget Strategy - specifically to consider centralising the Registration Service to Lerwick and to develop proposals that will achieve recurring savings of around £25,000 per annum.
- To ensure that any decision made by the Council can give effect to future changes to service delivery, in common with other local authorities, by meeting the requirements for modernisation, including the introduction of new services.

The principles under which any new arrangements need to operate are:

- Efficient systems and procedures, avoiding duplication and avoidable errors – leading to reduced costs and improved performance.
- A standardised Service for customers throughout Shetland – leading to quality services, delivered right first time.

The business case for the review is set out in Appendix 1, and the main themes of the review are as follows:

- Centralisation of all Shetland registrations in the Lerwick office would remove duplication of work and effort, and lead to a reduction in employee costs and an overall increase in performance standards.
- A centralised service would be better equipped to address new technologies and services into the future, and utilising a mobile appointment process for outlying areas may be a solution for exceptional cases when informants are unable to travel.
- Centralising the services within Lerwick would remove a third of the salaries budget, effecting savings of around £25,000 per annum.
- The review would be expected to demonstrate how changes in the service can meet the future demands and directions at a national level, and produce performance information that compares favourably with the benchmarking information across Scotland.

The preferred option at this stage is to centralise the Service to the Lerwick office, as this is the only option that can meet both the objectives and the principles of the review. Other options are provided for consideration, along with comment as to the impact those options would have for the Service and the customer. Further information is provided regarding the number of registrations carried out in each area, and a comparison of performance and number of offices with other local authorities.

Savings Review Reference SR-R068

The Registration Service is a conscientious and reliable service, and this review is not about any individual Registrar, their performance or their community. It is about providing a basis for a modern and improved Service into the future, whilst achieving best value for the whole community of Shetland.

The options that we would like you to comment on are as follows:

Option 1:**Keep all existing Registration offices**

Lerwick	Whiteness	Northmaven
Bressay	Sandsting	Whalsay
Fair Isle	Sandness	Skerries
Dunrossness	Foula	Unst
Sandwick	Nesting	Mid and South Yell
Burra	Lunnasting	North Yell
Tingwall	Delting	Fetlar

Recommendation: Not recommended for approval. The current status of the Service cannot fully achieve the savings, does not remove duplication of effort, and restricts the ability to make improvements or further develop the Service.

Option 2:**Centralise all registrations to Lerwick**

Lerwick

Recommendation: Recommend for approval as this is the only option that is capable of giving effect to the full savings required, removes duplication of effort, and establishes the basis for future improvements and Service development.

Option 3:**Centralise only mainland registrations to Lerwick leaving all island registrars in place**

Lerwick	Bressay	Unst
	Fair Isle	Mid and South Yell
	Foula	North Yell
	Whalsay	Fetlar
	Skerries	

Recommendation: Not recommended for approval. This option, whilst addressing any possible objections from island communities, would not achieve the full savings required, does not remove duplication of effort, and would restrict the ability to make improvements or further develop the Service.

If this option is agreed, further consideration should be given to the following:

Option 3a**Mid, South and North Yell to Mid Yell**

Lerwick	Whalsay
Bressay	Skerries
Fair Isle	Unst
Foula	Mid Yell
	Fetlar

Option 4**Centralise all registrations to Lerwick except remotest islands**

Lerwick	Fair Isle
	Fetlar
	Foula
	Skerries

Recommendation: Not recommended for approval. This option, whilst addressing any possible objections from the remoter island communities, would not achieve the full savings required, does not remove duplication of effort, and would restrict the ability to make improvements or further develop the Service.

Option 5**Retain 1 Registration office per Ward, except North Isles**

Lerwick	Mid & South Yell
Shetland South	North Yell
Shetland Central	Unst
Shetland West	Fetlar
Shetland North	Whalsay
	Skerries

Recommendation: Not recommended for approval. This option, whilst addressing any possible objections from communities, would not achieve the full savings required, does not remove duplication of effort, and would restrict the ability to make improvements or further develop the Service.

If this option is considered viable, further work would be required on locating appropriate office space.

If this option is agreed, further consideration should be given to the following:

Option 5a**Mid, South and North Yell centralise to 1 office in Yell**

Mid Yell

Option 5b**Yell/Unst/Fetlar: Centralise to one office in Yell**

Mid Yell

Impact of Options

Impacts					
Corporate Priorities	Service Outcomes	Socio-Economic & Jobs / Cumulative	Poverty Early Intervention & Prevention Health	Equality	Other Impacts / Information
Effective and efficient use of resources.	Avoidance of duplication - creation of opportunities for enhanced service provision and income.	Loss of 20 retained posts - approx 1 FTE hours annually / total loss of £25k circulating in the economy. Cumulative loss of services and amenities in rural areas.	Individual household loss does not exceed £1800 per annum – not main household income. The cost of travel for those on low income could be prohibitive. No impact in terms of early intervention and prevention. No health impact.	Negative: Certain Groups would find it difficult to access Lerwick. Positive: Would ensure equal access to level and quality of service. Ensures registration office premises are DDA compliant – eliminates risk of injury and inaccessibility.	No environmental Health Assessment required. Eliminating duplication balanced against loss of 20 retained posts.
<p>An Integrated Impact Assessment was conducted to identify risks of equalities, poverty, health, early intervention and prevention, economic, community and cumulative impacts for each of the activity areas subjected to review as part of the 2013/14 budget process, and cumulatively. The sifting part of this assessment is now complete which has identified the following action in relation to the Review of the Registration Service: Consideration given through Socio-Economic Impact Study.</p> <p>A full copy of the Social-Economic Impact Study is available on request. There is no specific outcome of the impact of this review presented in the report, and the outcome can therefore be considered as part of the wider review decisions made by the Council.</p>					

Performance / Statistics

Number of Registrations	2007	2008	2009	2010	2011	2012	Average
Bressay	7	5	2	1	0	0	3
Burra Isles	17	13	25	17	21	19	19
Delting	21	16	9	18	21	16	17
Dunrossness	8	15	5	12	3	6	8
Fair Isle	1	4	1	1	5	1	2
Fetlar	1	3	1	0	2	4	2
Foula	1	1	2	1	0	0	1
Lerwick	328	374	351	394	372	377	366
Lunnasting	2	5	5	4	3	7	4
Mid and South Yell	12	9	13	10	12	14	12
Nesting	3	4	4	4	1	1	3
North Yell	8	7	5	2	6	4	5
Northmaven	7	20	16	10	15	13	14
Sandness	7	3	3	4	0	5	4
Sandsting and Aithsting	11	23	27	28	27	26	24
Sandwick and Cunningsburgh	21	19	16	15	17	16	17
Tingwall	24	18	17	17	9	14	17
Unst	19	13	7	21	20	12	15
Whalsay	20	16	19	28	26	28	23
Whalsay Skerries	0	1	1	3	3	4	2
Whiteness and Weisdale	11	6	12	10	8	10	10
Totals	529	575	541	600	571	577	566

Number of Registrations	2007	2008	2009	2010	2011	2012
Lerwick	328	374	351	394	372	377
Rural	208	202	190	206	199	200
% of total registered in Lerwick	62%	65%	65%	66%	66%	66%

Registered in Lerwick with usual address outside Lerwick	126 38%	157 42%	178 51%	162 41%	179 48%	168 45%
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Council	%Entries without Errors				
	2007	2008	2009	2010	2011
Shetland Islands	94%	95%	97%	95%	96%
Eilean Siar	86%	91%	91%	90%	90%
Orkney Islands	86%	93%	94%	90%	94%

Error Rates	2007	2008	2009	2010	2011	2012
Lerwick	0.30%	1.34%	1.14%	3.30%	0.54%	0.27%
Rural	7.17%	8.16%	6.84%	6.31%	8.04%	6.00%

Benchmarking

No. of Home Based Registrars	2009	2010	2011	2012
Aberdeenshire	3	3	2	1
Argyll & Bute	7	6	6	5*
Clackmannanshire	0	0	0	0
Dumfries and Galloway	2	2	2	1
Eilean Siar	0	0	0	0
Highland	6	5	5	5
Orkney	11	11	9	9**
Perth & Kinross	4	4	3	1***
Shetland	20	20	20	20
Stirling	1	1	1	0

* 2 closing March 2013 / ** Shapinsay - no Registrar in post / *** Rannoch and Foss - operates from a medical practice

Number of Computerised Sites	2009	2010	2011	Number of Manual Sites	2009	2010	2011
Aberdeenshire	12	12	12	Aberdeenshire	3	3	2
Argyll & Bute	11	10	10	Argyll & Bute	7	6	6
Clackmannanshire	1	1	1	Clackmannanshire	0	0	0
Dumfries and Galloway	18	18	18	Dumfries and Galloway	2	2	2
Eilean Siar	4	4	4	Eilean Siar	0	0	0
Highland	27	27	27	Highland	6	5	5
Orkney	1	1	2	Orkney	11	11	9
Perth & Kinross	6	6	7	Perth & Kinross	4	4	3
Shetland	1	1	1	Shetland	20	20	20
Stirling	5	5	5	Stirling	1	1	1

Integrated Customer Service Offices	2011	Dedicated Registration Offices	2011
Aberdeenshire	12	Aberdeenshire	2
Argyll & Bute	10	Argyll & Bute	6
Clackmannanshire	0	Clackmannanshire	1
Dumfries and Galloway	11	Dumfries and Galloway	9
Eilean Siar	3	Eilean Siar	1
Highland	26	Highland	6
Orkney	1	Orkney	10
Perth & Kinross	5	Perth & Kinross	5
Shetland	0	Shetland	21
Stirling	2	Stirling	4

2011	All Scotland	Shetland%	Orkney%	Eilean Siar%
Computerised Sites	180	0.56%	1.11%	2.22%
Manual Sites	48	41.67%	18.75%	0.00%
Integrated Customer Service Offices	128	0.00%	0.78%	2.34%
Dedicated Registration Offices	103	20.39%	9.71%	0.97%
Net Expenditure per annum	£6,875,488	£85,098	£35,524	£66,864
Net Expenditure % per annum	100%	1.24%	0.52%	0.97%

2011	All Scotland	Shetland	Orkney	Eilean Siar
No. of Registrations	143,591	571	534	713
Net Cost Per Registration	£47	£149	£66	£93

Options Analysis

Retaining all or some rural offices	Strengths	<p>Customer:</p> <ul style="list-style-type: none"> • Access to the service in 21 locations throughout Shetland. • Local people and knowledge. • Feels like a personal service when in someone's home. • Convenience in terms of travel and appointment times. <p>Service:</p> <ul style="list-style-type: none"> • Local knowledge.
	Weaknesses	<p>Customer:</p> <ul style="list-style-type: none"> • Different standards or levels of service. • Not seen as being 'official' if in someone's house instead of an office – too informal and personal. • Inconvenient if appointment is outwith working hours. • Limited opportunities for 'drop in' – appointments always required in rural areas. • Not a modern office setting. <p>Service:</p> <ul style="list-style-type: none"> • Varying performance standards due to the low number of registrations being carried out. • Unable to sustain performance standards without investing in technology and further training. • Assumed local knowledge – not always accurate. • Unable to access previous registration information on computerised records. • Unable to expand the level of service throughout Shetland. • Unable to meet the required savings..
	Opportunities	<p>Customer:</p> <ul style="list-style-type: none"> • None – no opportunities to do anything different for the customer when a service is provided in someone's home. <p>Service:</p> <ul style="list-style-type: none"> • Review method of payment of Registrars with a view to removing retainer payment to achieve savings. • Centralising Shetland's Registration manual records into a modern facility would ensure historical records are maintained.
	Threats	<p>Customer:</p> <ul style="list-style-type: none"> • Cannot guarantee same service provision throughout Shetland. <p>Service:</p> <ul style="list-style-type: none"> • Maintaining 21 offices would require the hours and staffing establishment in the Lerwick office to be reviewed, possibly reducing the current service provision further than intended. • Health and Safety requirements not being addressed.

Centralising all Registrations to Lerwick	Strengths	<p>Customer:</p> <ul style="list-style-type: none"> • Single access point that can be advertised and promoted. • Drop-ins can be accepted as well as appointments. <p>Service:</p> <ul style="list-style-type: none"> • Savings can be effected in terms of salary costs. • Computerised access to all local and Scottish registration records, including digital images. • Training can be focused on development needs.
	Weaknesses	<p>Customer:</p> <ul style="list-style-type: none"> • No local community access point. • May be seen as being ‘too official’ and impersonal. <p>Service:</p> <ul style="list-style-type: none"> • Loss of local knowledge to the service.
	Opportunities	<p>Customer:</p> <ul style="list-style-type: none"> • Service can be developed into the future to provide additional services. <p>Service:</p> <ul style="list-style-type: none"> • Additional income by expanding services.
	Threats	<p>Customer:</p> <ul style="list-style-type: none"> • Perceived loss of local knowledge. • Additional travel time. <p>Service:</p> <ul style="list-style-type: none"> • The opportunity to expand the service in future may require additional staff, and therefore additional costs. However, these would be offset by setting fees to cover the service provided.

Thank you for taking the time to read this consultation paper.

If you would like to make a comment, please respond in writing **before 2 April 2013** to the Executive Manager – Governance and Law, by post or e-mail to the addresses below.

It would be useful in your comments if you would state which option you prefer, and why.

Shetland Islands Council, Office Headquarters, 8 North Ness, Lerwick, ZE1 0LZ

Administrative.services@shetland.gov.uk

If you have used the Registration Service during the past 5 years, your contribution to our survey would also be useful.

<http://www.surveymonkey.com/s/JW6KS3D>

More information about the Registration Service and background documents relating to the review can be accessed on the Council’s Registration Service webpage.

http://www.shetland.gov.uk/about_registrar/

END

Appendix 1

<p>Business Case</p>	<p>At present there is a requirement for all manual entries carried out in rural offices to be input electronically at the Lerwick office where registration entries are checked before being submitted to the national database – this is a requirement of the National Records Office and cannot be changed. Due to the small number of registrations which some Registrars carry out, regular errors do appear and, albeit minor in nature, they must be amended by the Chief Registrar before submission to the central database in the National Records of Scotland in Edinburgh. Not all errors can be rectified by the Lerwick office, so these are then picked up during examination of the records in Edinburgh. Annual performance figures are provided to all Councils in Scotland, by authority and then each authority receives the accuracy rates for each of its offices. The accuracy rate for Shetland in 2010 was 95%, for 2011 it was 96% and for 2012 it was 98%. The Lerwick office achieved 97% in 2010 and 99% in both 2011 and 2012. The national average is 97%. The Chief Registrar and Depute Registrar have both gained professional certification in registration, and undertake a programme of continuous training and development. To improve the overall performance, this training should be provided to the rural Registrars, as the low number of registrations does not ensure enough practice to raise the standard. However, given the small number of registrations carried out in the rural areas, it is debatable whether such training would be of benefit, or best value. Centralisation of all Shetland registrations in the Lerwick office would remove duplication of work and effort, and lead to a reduction in employee costs and an overall increase in performance standards.</p> <p>Transport links have vastly improved in Shetland since the rural offices were established in 1965, and we are now in an era where it is increasingly common for an ever-wider array of transactions to be completed remotely either online or by phone, and this is evidenced by the increasing national drive towards the electronic delivery of the Registration Service in Scotland. The Registration Service in Shetland would be impacted on by these changes in the service in future, regardless of where the service is provided from. For example, proposals relating to partnership working with the National Records Office and Shetland Archives in relation to the storage and access to historical registers and census information are under discussion, as well as the electronic sharing of registration information within, and between, public service organisations. The Council has a commitment to developing a culture that recognises the diverse needs of our community through promoting equality of opportunity and access in everything the Council does. In addition, the Council's policy on remote working would seem to contradict any proposal to centralise the service to Lerwick. It should be recognised that rural Registrars do not rely on their fees as their main income, and are not classed as employees due to nature of their work, but are classed as Relief Workers. Nevertheless, and in addressing these policy matters in relation to the customer service requirements, there is a case to be made for utilising centralised access points, such as community work offices in the outlying areas, and this could be achieved by mobile working by an exception appointment service at such access points, provided the technology could be provided at such locations, without the need to retain a Registrar in the area. Centralising the service would also offer scope for extending the range of services into the future. Although this would require training and funding to progress, and perhaps utilising the services of the more experienced Registrars on occasion, it cannot be sustained across all 21 offices. Given that all manual registrations are entered again in Lerwick, it has been agreed that an increase in registrations undertaken in Lerwick can be accommodated within existing resources. A centralised service would be better equipped to address new technologies and services into the future, and utilising a mobile appointment process for outlying areas may be a solution for exceptional cases when informants are unable to travel.</p>
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All Registrars outwith Lerwick are paid according to a nationally agreed formula [agreed by CoSLA and the Scottish Joint Council for Local Government Employees]. This includes a set fee of £436 which is intended to cover the cost of electricity, heating, etc. and for the Registrars providing a service from their own homes. In addition, the rural Registrars receive a payment of £32 for every registration based on the average number of registrations over a 3 year period. Average payment to a rural Registrar during 2011 was £760. As the actual registrations are then input electronically again in Lerwick, this is a duplication of costs being borne by the Council. The 2013/14 budget for rural registrars basic employee costs is £23,636. Approximately 600 registrations are carried out each year in Shetland, but 17 of the rural Registrars have averaged less than 30 registrations over the last 3 years, with 11 of them being less than 10 over 3 years, 9 of those being less than 5 over 3 years. In total, rural registrations account for around a third of all registrations in Shetland and the costs of this are a third of the total salary budget for the service. Many of the Registrars do not carry out the service as their main income and given the small number of service users compared to other Council services, it cannot be considered best value for the Council nor the Council tax payer to retain the service in its current form. As stated above, there could be a case for utilising the services of the more experienced Registrars on occasion, but that this would need to be resourced through a review of income generation, including increasing fees and introduction of new services. **Centralising the services within Lerwick would remove a third of the salaries budget, effecting savings of around £25,000 per annum.**

The above details the business case generally in relation to the impact of local and internal factors. However, there are other external factors, mainly from a national perspective, that would impact on the service into the future. The modernisation agenda of the National Records of Scotland, recognises the technological advances already available, and developments in this area are expected over the next five years. The National Records of Scotland also provide benchmarking information to all Councils, based not only on the performance figures, but also on number of offices – computerised versus manual – certificate holders, approved places venues and cost of the service. **The review would be expected to demonstrate how changes in the service can meet the future demands and directions at a national level, and can produce performance information that compares favourably with the benchmarking information across Scotland.**

END

**Special Development Committee****08 March 2013****Item 6.1****Shetland Development Trust Surpluses – COPE Ltd****Report No DV006-F****Report Presented by
Executive Manager – Economic
Development****Economic Development
Development Services Department****1.0 Summary**

- 1.1 The purpose of this report is to update the Development Committee on the current position regarding the funding of COPE Ltd.

2.0 Decisions Required

- 2.1 That the Development Committee RESOLVE to approve the proposed distribution of £100,000 from the 2011/12 Shetland Development Trust surplus, to COPE Ltd during the financial year 2013/14.

3.0 Detail

- 3.1 COPE Ltd is a registered charity that provides employment and training opportunities for individuals that really need them. COPE Ltd currently employs 42 people, 8 of whom have disabilities. In addition Cope Ltd provide participant work placements for up to 50 people with disabilities who assist in the enterprise activities as well as gaining important work skills for themselves. Enterprises operated by COPE Ltd include: Shetland Soap Company; COPE Catering; COPE Pet Supplies; Karibuni; COPE Trees & Shrubs; Shetland Scrapstore. The provision of funds from Shetland Development Trust surplus will allow Cope Ltd to continue providing work placements and training through their business enterprises.

- 3.2 The proposed funding breakdown of COPE Ltd for 2013/14 is as follows:

- COPE Ltd £511,463
- Community Care Services (SIC) £102,600
- Shetland Charitable Trust (SCT) £154,967
- Shetland Development Trust £200,000

Shetland Development Trust's contribution of £200,000 towards the funding of COPE Ltd can be achieved by Shetland Development Trust providing a surplus distribution of £100,000 and COPE Ltd claiming tax relief directly from HMRC.

- 3.3 In the previous financial year 2012/13 COPE Ltd saw a reduction of 10% in their core funding from SIC Community Care, Infrastructure Services and Shetland Development Trust.
- 3.4 Members should note that the proposed 2013/14 funding from Shetland Charitable Trust is again a standstill budget, whilst the funding from Community Care is reduced by 10% and Shetland Development Trust surplus by 22.8%. COPE Ltd will not receive funding from Infrastructure Services in 2013/14. In total this is a reduction of £122,600 of external funding on the previous year.
- 3.5 If COPE Ltd cannot secure ongoing funding they will no longer be able to provide the same level of employment and work placements to people with disabilities. This could impact on the statutory services Shetland Islands Council is required to provide for up to 50 individuals with disabilities.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – continues to assist the aim of achieving Sustainable Economy, by supporting enterprise and sustainable economic growth and projects of community enterprise.
- 4.2 Community /Stakeholder Issues – Council officers continue to work closely with COPE Ltd staff to achieve the best value community outcome.
- 4.3 Policy And/Or Delegated Authority – In accordance with section 2.3.1 of the Council's scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit.

The Council's role as sole Trustee of the Shetland Development Trust is deemed to fall within the performance of its development Function.

- 4.4 Risk Management – the report sets out a proposal to reduce funding contribution to COPE Ltd by 22.8%. This report also highlights financial pressures that will be faced by COPE Ltd. There is a risk that with fewer resources COPE will have to reduce service delivery and this could potentially impact on Council Services.
- 4.5 Equalities, Health And Human Rights – COPE Ltd caters for a number of vulnerable people. It is a welcoming and inclusive organisation that provides a range of opportunities and services for people with additional support needs and other issues.

- 4.6 Environmental – COPE Ltd delivers a recycling service via its scrap store project that restores large volumes of furniture and other items for reuse in the community.

Resources

- 4.7 Financial – It is proposed that a distribution of £100,000 be allocated from Shetland Development Trust 2011/12 surplus. However, the surplus sum must be awarded unconditionally to ensure the recipient can claim tax relief on the distribution. The distribution will therefore be subject to a tax relief and be worth £200,000 to COPE Ltd. This represents a 22.8% reduction in the equivalent funding, which COPE Ltd received from disbursement of Shetland Development Trust surplus in 2012/13.

A total of £80,000 has been budgeted under 'Contingencies and Cost Pressures' in 2013/14 council budget to fund COPE for 6 months to enable alternative arrangements to be put in place.

- 4.8 Legal – None.
- 4.9 Human Resources - None.
- 4.10 Assets And Property – None.

5.0 Conclusions

- 5.1 COPE Ltd continues to operate a number of business enterprises that deliver important services in the community by employing and supporting people with additional support needs.

For further information please contact:

Douglas Irvine
Executive Manager Economic Development

Shetland Islands Council
Solarhus
3 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Tel: 01595 744932
Fax: 01595 744961
e-mail: douglas.Irvine@sic.shetland.gov.uk

From: damien.r@live.co.uk
To: jim@filsket.me.uk
Subject: AOCB - April
Date: Mon, 25 Mar 2013 18:17:19 +0000

The recent news about COPE Ltd having to make cuts is quite simply upsetting speaking as an ex employee 2000 to 2007.

Cuts have to be made I know that to well however there is some recent whispers going around that COPE may close down Karibuni Coffee Shop.

Karibuni and the other two street shops including Pet Supplies and Shetland Soap Company have gone from strength to strength. Karibuni is nearly a decade old and it's a much loved establishment. Over the weekend I have been met by many customers who use Karibuni daily & they have voiced their concern that if a busy place like Karibuni is facing closure because of cuts what's the sense of doing so?

Da Street really cannot afford to lose any more good shops that are well used. I would like to request that all interested SIC elected Councillors consider again to give COPE LTD the support they need to keep the three shops open for business.

I would hope fellow LCC members that share an opinion or concern about COPE LTD add their views at Monday's meeting.

Many Thanks
Damien Ristori

To Letter 2013-020/KS

From: neil.hutcheson@shetland.gov.uk

To: clerk@lerwickcc.org.uk

Subject: RE: Street Lighting Review: Lighting reduction Options

Date: 05 March 2013 12:57:03

Katrina,

Thank you for your e-mail regarding the above matter.

In most lighting situations the aim is to directly light objects rather than their backgrounds but with road lighting the opposite is true. The relatively small amount of light available, when compared to daylight, is used to maximum effect by lighting the road surface to reveal cars, pedestrians and other objects in silhouette. The light source in street lit areas is in effect the lantern light reflected from the road surface. This is of a very low strength or luminance. Therefore, the strength of the existing light in the areas being risk assessed is so low that almost any other light source, not diffused by distance or a cover, would cause "blindness" or glare. In other words a light source that would cause glare on removal of the streetlights would have already been causing glare and hopefully we would have already asked for it to be moved or realigned.

Initially a number of the risk assessments were done in darkness during the early evening. However, the vast majority of issues identified were exception criteria, such as steps and traffic calming, and hazards associated with the condition of kerbs, carriageways and footpaths. The general risk assessment for the lighting reduction policy also concluded that the level of risk was acceptable providing the exception criteria were applied and defects were identified during the individual risk assessments. Therefore, there was considered to be little benefit in continuing the evening assessments. Sources of glare were not identified on any of the evening visits but for the reasons explained above glare is not necessarily a hazard that would be associated with lighting reduction.

Sorry to get technical but difficult to explain otherwise. Please phone or e-mail if you have any further queries.

Cheers, Neil.

[Neil Hutcheson, Engineer](#)
[Shetland Islands Council](#)
[Roads Service](#)
[Gremista](#)
[Lerwick](#)

[Tel: 01595 744882](tel:01595744882)

To email re – Blockwork retaining Wall – Clickimin

From: neil.hutcheson@shetland.gov.uk

To: clerk@lerwickcc.org.uk

Subject: RE: Blockwork Retaining Wall - Clickimin

Date: 05 March 2013 13:34:30

Katrina.

Thanks for the e-mail regarding the above matter.

The wall at Clickimin will also be made safe and its future replacement assessed for a future "Capital Programme Service Need Case" (Gateway).

Cheers, Neil

From: austin.taylor@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: 2013-033 SLDP-Campsite Alternative Request
Date: 22 March 2013 16:04:52

Hi Katrina

I refer to your letter of 5 March 2013 and to previous correspondence. I'm sorry the Community Council was disappointed with my reply dated 12 February 2013 but I am sure it will appreciate that we must be consistent in how we deal with representations on the Local Development Plan - not least, to be fair to those parties who submitted their comments by the due time. In fact, in regards to late representations I sought specific legal advice on whether or not we could, or should, take account of any representations received after the deadline and I was told quite emphatically that anything received after that time cannot be given any attention.

I note your observation that the Plan has taken a long time to prepare; I hope you understand it is a complex process that, in the beginning, wanted for official guidance from Scottish Government and that, in order to take as many matters and interests into account up front as are reasonably practical and appropriate, the Council undertook a very extensive consultation process. This is, not least, to ensure its credibility following adoption though, clearly, situations change and new issues arise over time and this is why the legislation intends that the Plan will be reviewed every 5 years, following its adoption. In addition to that, as you have noted, there will be an ongoing process to update the sites with development potential as part of those reviews by means of further calls for sites. Further, in order that the Plan is as realistic and achievable as possible, it does not prescribe where particular developments should take place, it responds to development proposals by others in the context of the spatial strategy and by reference to other plan policies. In that context, I hope that your Council will see that it is not for this Council to allocate sites for particular types of development, nevertheless, I can say that we received no proposals to establish or construct camping grounds in response to the call for sites.

I should stress that it remains open for a developer to submit a planning application to develop a new camp site in Lerwick (or anywhere else) and consideration of any such proposal would take account of the Development Plan and other material considerations. Just because no-one has come forward with such a proposal to date does not preclude them from doing so in the future.

Please let me know if anything remains unclear.

Yours sincerely
Austin

Austin Taylor
Team Leader, Development Plans and Heritage, Shetland Islands Council, Grantfield, Lerwick,
Shetland, ZE1 0NT, UK.

t: +44 (0) 1595 744833 f: +44 (0) 1595 744804

Lower your carbon footprint and turn off electrical equipment when you finish using it

Shetland Community Benefit Fund (SCBF) Ltd

Chairman
Mr Chris Bunyan

Administration Assistant
Kate Massie
14 Market Street, Lerwick
Direct Dial: 01595 743906
kate.massie@shetland.org

25th March 2013

Mrs Katrina Semple
Lerwick Community Council Office
1 Stouts Court
Lerwick

Dear Katrina,

Thank you for your letter.

The SCBF was established by all the Community Councils to operate community benefit schemes from renewable energy projects in the islands. However at present SCBF is concentrating on its negotiations with Viking Energy.

Apart from Viking Energy the only other discussions have been with the Beaw Field developers in south Yell and a very brief discussion with Inazin who are considering a project on the Westside. The Westside project is at a much too early stage for any decisions and in Yell the company is still talking to the local community as far as I know.

SCBF Management Committee has held several discussions about other renewable energy projects and the possible scope of the SCBF's work but the Management Committee has not made any decisions.

The Management Committee discussions have revolved around which renewable energy schemes should be expected to make a community benefit agreement and whether this should be based on the size of a project and/or the ownership. For example, what if a project is completely owned by a local community, with no commercial ownership, or what if a 100% commercial project is only a quarter of a megawatt ?

I have only just taken over as chairman but I am aware that the Management Committee needs to consider these issues and your letter is a timely reminder that this needs to be done. I will put the matter on the agenda for our next meeting.

Yours sincerely



pp Chris Bunyan
Chairman
Management Committee for SCBF



Shetland Islands Council

Director: Phil Crossland

Mrs Katrina Semple
 Clerk, Lerwick Community Council
 Community Council Office
 1 Stouts Court
LERWICK
 Shetland ZE1 0AN

Infrastructure Services Department

Grantfield
 Lerwick
 Shetland
 ZE1 0NT

Telephone: 01595 744800
 Fax: 01595 744804
 infrastructure@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
 Alistair Christie-Henry

Direct Dial: 01595 744216
 Email: a.christie.henry@shetland.gov.uk

Our Ref: AC-H/PH
 Your Ref:

Date: 25 March 2013

Dear Mrs Semple

Review of Public Toilets

As you will be aware, the Council has carried out a Review of the provision of public toilets throughout Shetland and, on 20 February 2013, the following actions were approved with regard to those toilets which are in or near your Community Council's area:-

1. To close and dispose of by sale or demolition:
There are none in your area.
2. To offer in the first instance to transfer to local business or recognised community group to keep open, manage, clean, and maintain. If no transfer achieved report back to committee:
The toilets at The Knab.
3. Cease commitment to contribute towards cleaning and maintaining the toilets attached to commercial or community premises:
There are none in your Community Council area.
4. Keep toilet open, and transfer to another Council Service to manage, clean, and maintain:
There are none in your Community Council area.
5. Keep toilet open:
The toilets at The Esplanade. (In addition, public toilets will remain available at certain times at the Viking Bus Station, King George V Play Park, Jubilee Flower Park, Gilbertson Park, and Seafield Park.)

With regard to the toilet in category 2, at The Knab, I would welcome your assistance as soon as possible in identifying any appropriate local body or organisation who may have an interest in taking over ownership and operation from the Council.

If we are unable to conclude a transfer to an alternative operator, the service will report back to Council in due course and will make further recommendations that might include closing and disposing of the premises.

Yours sincerely

Jonathan Emptage
Team Leader, Cleansing, Grounds, & Burial Services

cc Mr James Anderson, Chair, Lerwick Community Council
Mr Alistair Christie-Henry, Project Manager, Infrastructure & Development Reviews

Chief Executive: Mark J Boden

Katrina Semple
Clerk – Lerwick Community Council

clerk@lerwickcc.org.uk

Executive Services Department
Town Hall
Lerwick
Shetland
ZE1 0HB

Telephone: 01595 744505
Fax: 01595 744509
chief.executive@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Anita Arthur
Direct Dial: 01595 744505
Email: anita.arthur@shetland.gov.uk

Our Ref: AMA
Your Ref:

Date: 8 March 2013

Dear Katrina

Town Hall Booking

I write to confirm your bookings of the Town Hall as follows:

Date:	1 April 2013	2 September 2013
	6 May 2013	7 October 2013
	3 June 2013	4 November 2013
	1 July 2013	2 December 2013

Purpose: Meeting
Cost: £25 per hour
Rooms Required: Council Chamber

Due to the financial challenges the Council is currently facing, we have reviewed our hire charges. The revised charges affect all bookings from 1 April 2013 and can be seen at point 18 on the reverse of this letter. There is no longer a 50% concessionary rate.

Conditions of let, which will be applied to all bookings, are printed on the reverse of this letter. Conditions are subject to the Civic Government (Scotland) Act 1982.

Can you please respond by 29 March 2013 to confirm that you have read, understood and shall observe, comply and ensure compliance with, the terms and conditions of let as specified above and as printed on the reverse side of this letter. Failure to do so will result in cancellation of the booking.

Yours sincerely

Business Support Officer

Conditions of Let of Town Hall - To be applied to all bookings from 1 April 2013

- 1 Lets for private gain are not permitted.
- 2 Admittances to the building must not exceed:
Council Chamber 50
Main Hall:-
Dancing 220
Sitting 180
Adjoining Room 40
Under no circumstances may the above numbers be exceeded
- 3 Hirers of the Town Hall must state a maximum number of people likely to be attending an event.
- 4 The hall layout must be approved by the Town Hall Steward prior to event taking place, to ensure there is a safe distance between tables, chairs etc for easy escape in the event of a fire.
- 5 Alcoholic Refreshments:
 - (a) For the sale of alcoholic refreshments, a valid occasional licence must be presented at the time of booking. Contact Governance & Law to apply for an occasional licence on 01595 744550. Please note that Occasional Licences require to be applied for at least 28 days prior to the event.
 - (b) Where the Council permit the free serving of intoxicants it shall be served from an area acceptable to the steward.
 - (c) Where a licensed bar service is allowed the bar must be located as instructed by the Steward.
- 7 Personal Injury and Loss or Damage to Property: the Council or their officers will accept No liability or responsibility for:
 - (a) personal injury which may be suffered by any member of the public, including the lessee, in attending the function or in connection therewith;
 - (b) the loss of, or damage to, personal property;
 - (c) the loss of, or damage to, goods or articles of any description brought into the building;
 - (d) loss of, or damage to, any articles, goods or property in the custody of the Steward, which will be left entirely at the owner's risk.
- 8 Powers and Duties of Steward:
 - (a) The lessee must co-operate with the Steward, who has full authority to take such action as he considers necessary for the protection of the Council's interests.
 - (b) The Steward will be available at all times to assist and advise the lessee in the application of the regulations.
- 9 Powers of Council
The Council and their officers shall reserve the right to, given significant prior notice, change details of the booking contract before the lessee's occupancy, if the need to do so should arise.
- 10 Footwear: The wearing of pointed heels less than 10mm square or any footwear likely to cause damage to the floor of the Main Hall is expressly prohibited.
- 11 Damage: All damage suffered by the building, furniture or furnishings including damage to the floor as a result of the let, shall be made good at the expense of the lessee.
- 12 Sub-letting: Sub-letting by the lessee is not permitted.
- 13 Access: The Council and their officers shall be entitled at any time during the lessee's occupancy to enter and inspect the accommodation leased by him.

- 14 Entry: Lessees will arrange with the Steward when they wish entry and doors opened.
- 15 Complaints: Any lessees having any complaint or observation to make in respect of any matter relative to hire of the Hall must submit details in writing to the Business Support Officer within 7 days thereafter.
- 16 No person shall give an exhibition, demonstration or performance of hypnotism in the Town Hall without the written permission of the Council.
- 17 Smoking
The Town Hall is a no smoking premises. It is an offence to smoke or knowingly permit smoking on these premises.
- 18 Current Charges: Charges are per hour, unless stated otherwise

Meeting/Talk/Workshop	25.00
Concert	30/00
Coffee Morning/Evening/Teas/Dinner	33.00
Wedding/Dinner Dance	50.00
Christmas Party	42.00
Up Helly Aa	67.50
Cleaning cost for Up Helly Aa (per event)	530.50
Cheese & Wine	38.50
Fair	40.00
Miscellaneous, including Show, Prize Giving, Quiz, Whist	30.00

Bookings requiring a set up period will be charged the applicable hourly rate for this period.

<u>Performing Rights Society Charges:</u>	
Concerts (live music)	17.83
Miscellaneous Events (dinner dance)	20.07
Workshops	2.24
Exhibitions (fair/award ceremony)	30.08
Concerts (live music) entry charged at door	32.00

Please contact us to check the relevant charge depending on event.

If a lessee wishes to use the Town Hall's tablecloths, there will be charges for the hire and laundry. An estimate will be provided of this cost at the time of confirming the hire.

VAT applicable where necessary, i.e. in any room used for the preparation or consumption of meals.

- 19 Cancellations
Cancellations of bookings must be confirmed at least five days before date or the full charge is payable. These bookings will not be transferred to another date.

Cancellation of large scale events must be confirmed at least one month in advance or 25% of the full charge is payable.
- 19 PAT (Portable Appliance Testing)
Any electrical equipment taken into the building must have a valid PAT certificate.
- 20 PEEP (Personal Emergency Evacuation Plan)
Any persons who will require assistance to exit the building in the event of Fire must make themselves known to the stewards.

LERWICK COMMUNITY COUNCIL

Financial Report as at 27 March 2013

	£	£
<u>INCOME</u>		
Balance at as 6 April 2012		7,026.20
SIC Grant - Part Payment 2012-13		14,945.00
SIC Grant - Second Tranche		13,488.00
Refund -Chambers Overcharge SIC		41.54
Sale of TH Guides		41.60
		35,542.34
<u>EXPENDITURE</u>		
Office Costs	4,574.31	
Employment Costs	9,122.40	
Administration	998.98	
Chambers	432.03	
Accountancy	200.00	
Misc.	2,068.79	
Grants/Projects	8,365.06	
		25,761.57
		9,780.77
<u>REPRESENTED BY</u>		
Balance as at 27 March 2013		13,579.65
<u>Indication of Free Funds:</u>		
Main Annual Running Costs Forecast - £15,996.40		
Amended Costs Remaining	168.87	
Annual Grants & Projects - Amended Forecast £3,715.06		
Payments Remaining	0.00	
<u>Committed Funding:</u>		
Royal British Legion Lerwick Pipe Band	500.00	
Benches - Cunningham Way (?)	1,300.00	
Vagar Road Grant - <i>Grant Estimate</i>	300.00	
Heritage Place Names Map - <i>Estimate</i>	1,600.00	
Lerwick Boating Club	1,000.00	
Lerwick Marina Users Association	700.00	
Shetland Skatepark	3,000.00	
Renewal of damaged office floorcoverings	490.00	
		9,058.87
Estimated Free Funds		721.90

LERWICK COMMUNITY COUNCIL - Main Annual Running Costs

Budget 2013-2014	Forecast	Amended	Actual to date	Budget 2012-2013	Forecast	Amended	Actual to date
	£	£	£		£	£	£
SIC-Rent	2,700.00	0.00	0.00		2,700.00	2,700.00	2,700.00
SIC-Office Insurance	55.00	0.00	0.00		53.00	50.87	0.00
Data Protection Registry Renewal	40.00	0.00	0.00		38.00	38.00	0.00
SIC - Chambers	737.50	0.00	0.00		360.00	472.03	432.03
Business Stream	180.00	0.00	0.00		468.00	444.00	444.00
Hydro-Office	700.00	0.00	0.00		800.00	599.11	599.11
Telephone & Broadband	600.00	0.00	0.00		590.00	600.39	600.39
SIC-Refuse Collection	39.19	0.00	0.00		45.00	0.00	0.00
Clerks Salary	9,122.40	0.00	0.00		9,122.40	9,122.40	9,122.40
Postage	25.00	0.00	0.00		180.00	60.00	60.00
Office/Liability Insurance	845.00	0.00	0.00		825.00	831.20	831.20
Accountants Fees	240.00	0.00	0.00		240.00	200.00	200.00
Membership of VAS	185.00	0.00	0.00		185.00	185.00	185.00
Solution X (Xerox)	230.00	0.00	0.00		200.00	227.40	187.40
Office Supplies	100.00	0.00	0.00		190.00	151.19	151.19
Rates-LCC Qualifies for 100% Business Rates Relief	0.00	0.00	0.00		0.00	0.00	0.00
Total	15,799.09	0.00	0.00		15,996.40	15,681.59	15,512.72

Forecast Costs	15,799.09
Actual to Date	<u>0.00</u>
Forecast Costs Remaining	15,799.09

Amended Forecast Costs	15,681.59
Actual to Date	<u>15,512.72</u>
Forecast Costs Remaining	168.87

2013-14 SIC Grant (Subject to Approval)

20,923.00

SIC Grant 2012-13

28,433.00

Forecast Main Annual Running Costs	15,799.09
Forecast Annual Grants & Projects	4,575.00

20,374.09

Estimated Free Funds (Excluding free funds carried over)

548.91

LERWICK COMMUNITY COUNCIL - ANNUAL GRANTS & PROJECTS

Budget 2013-14	Forecast	Amended Forecast	Actual to Date	Budget 2012-13	Forecast	Amended Forecast	Actual to Date
	£	£	£		£	£	£
Lighting at Clickimin Broch	2,500.00	0.00	0.00	Lighting at Clickimin Broch	3,500.00	1,284.17	1,284.17
Lerwick Fireworks Display	2,000.00	0.00	0.00	Lerwick Fireworks Display	2,000.00	2,000.00	2,000.00
Peerie Galley Ground Rent	75.55	0.00	0.00	Peerie Galley Ground rent	75.00	75.55	75.55
				Lerwick Town Centre Flral Baskets	1000.00	0.00	0.00
				LTCA Bunting & Banners	250.00	0.00	0.00
				Lerwick Garden Competition	400.00	355.34	355.34
	4,575.55	0.00	0.00		7,225.00	3,715.06	3,715.06
Forecast	4,575.55			Amended Forecast	3,715.06		
Less Actual to Date	0.00			Less Payments to Date	3,715.06		
Estimated Spend Remaining	4,575.55			Estimated Spend Remaining	0.00		

VOLUNTARY ACTION SHETLAND (VAS)**Association of Shetland Community Councils (ASCC)****Job title:** Administration Assistant**Reporting to:** VAS Executive Officer**Key relationships:** VAS Executive Officer and Development Officer
ASCC Chair
Community Council Clerks and Chairs
SIC Governance & Law
External agencies i.e. NHS and Police**JOB PROFILE**

The Administration Assistant is responsible for the support and administrative services for the ASCC and ASCC/SIC Joint Liaison Group. The Administration Assistant undertakes all development work in relation to the work and services of the ASCC and the Joint Liaison Group.

The Administration Assistant is an employee of VAS and reports to the Executive Officer of VAS. VAS provides management support services to the ASCC on behalf of the Shetland Islands Council under a Service Level Agreement.

This post is part time, working 20 hours per week.

Indicative Job Description

The following gives an indication of the duties and responsibilities of the Administration Assistant. The exact nature of duties and responsibilities can change from time to time and the post holder is expected to work flexibly and carry out any work that is reasonably required and is appropriate to the grade.

Specific tasks of the Administration Assistant (including acting as secretary/treasurer of the Association)

- To organise and service ASCC meetings – normally 2 per annum. Working in close liaison with the ASCC Chairman the Administrator is responsible for compiling the agenda. The Administrator is also responsible for booking the venue and catering, inviting guest speakers, collating and circulating papers. Taking a minute of the meetings and transcribing same, follow up actions from meetings either by letter or email. Sending out a press release if required. Various other admin tasks associated with the meeting.
- To organise and service ASCC/SIC Joint Liaison Group meetings – the Administrator is responsible for liaising with the appropriate SIC Departments regarding the arrangements for all meetings of the Joint Liaison Group and any sub-groups, and preparing for ASCC members a formal written record of each meeting in the form of a minute, a note or a report, as appropriate.

- To Liaise with the Chair of the Association
- To deal with expense claims for ASCC delegates
- To provide the relevant information to VAS Finance Officer in order to raise annual invoices to the Community Councils and prepare information for Finance Officer to settle all accounts for meetings etc
- To ensure a copy of Community Council minutes is received and filed in an appropriate manner
- To update and maintain various filing systems, ensuring the effective retrieval of information from both computerised and manual systems when required
- To deal with all enquiries from Community Councils, SIC and external agencies promptly and efficiently
- To ensure ASCC information is kept up to date
- To undertake development work as required
- To organise training for Community Councillors and Clerks e.g. setting up meetings, minute taking and roles of committee members
- To provide advice and support for Community Councils and their Clerks e.g. codes of practice and agenda management
- To liaise with outside organisations on behalf of Community Councils and ASCC
- To attend meetings on behalf ASCC – e.g. Road Safety Advisory Panel and Shetland External Transport Forum
- To provide relevant information to Community Councils on local and national issues and collating responses when required
- To deal with complaints about Community Councils received from members of the public
- To represent ASCC to the media – writing of press releases after ASCC meetings
- To undertake such other responsibilities as shall be reasonably assigned from time to time.

Community Council - Funding Opportunity

Following a discussion with Michael Duncan the Council's grants co-ordinator after budget meeting I thought I would bring this funding opportunity to your attention.

I thought you would find it useful to know that Community Councils can access funding for projects from the National Lottery's Awards for All (A4A) small grants programme. Grants are available for between £500 - £10,000 and the attached guidelines set out the A4A priorities, criteria and the application process in more detail. You can also access electronic application forms and other handy documents from the web link provided. Please note the Community Work officers and Michael Duncan have plenty of experience of supporting community groups to apply for Awards for All funding should anyone need advice or support with this.

<http://www.awardsforall.org.uk/scotland/apply.html>

Jacqueline
Finance Services

SHETLAND ISLANDS COUNCIL
(Scalloway Road, Lerwick)
(Parking Place for Disabled Person's Vehicle)
Order 2013

NOTICE is hereby given that Shetland Islands Council propose to make the above named Order under Sections 1, 2, 32 and 35 of the Road Traffic Regulation Act 1984, as amended.

- 1 The general effect of the proposed Order is that a parking place in Scalloway Road, Lerwick, at the frontage of Number 3, shall be used exclusively for the causing to remain at rest or the leaving of any vehicle which is being driven by a disabled person or used for the transportation of a disabled person and which displays in the relevant position a disabled persons badge.
- 2 Nothing in Article 1 above shall apply so as to prevent the permitting to stay at rest of any;
 - Police or Emergency Service Vehicle;
 - Vehicle used by Shetland Islands Council in the pursuance or exercise of statutory power or duties.
- 3 A copy of the proposed Order together with a plan showing the area of road affected and a Statement of Reasons for the making of the proposed Order, may be inspected at the Roads Service, Gremista, Lerwick, ZE1 0PX during normal office hours.
- 4 Any person wishing to object to the proposed Order must send an objection in writing specifying the grounds on which the objection is made to the undersigned by 29 March 2013.

Phil Crossland
Director of Infrastructure Services
Proper Officer for Shetland Islands Council
Infrastructure Services Department
Grantfield
Lerwick
ZE1 0NT

27 February 2013



This is the plan referred to in the foregoing
 "Shetland Islands Council
 (Scalloway Road, Lerwick)
 (Parking Place for Disabled Person's
 Vehicle) Order 2013"

.....
 Director of Infrastructure Services

Shetland Islands Council

Roads Service
Department of Infrastructure Services
Gremista, Lerwick, Shetland



Tel: 01595 744866 Fax: 01595 744869

Date: Feb. 2013	Drawn: J.H.J.	Checked:	Scale: 1:1,000
Drg No: P02/2013			Rev:

SHETLAND ISLANDS AREA LICENSING BOARD

Clerk: Jan-Robert Riise
Depute Clerk: Susan Brunton

Governance & Law
Corporate Services Department
Office Headquarters
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Mrs Katrina Semple
Clerk to Lerwick Community Council
Community Council Office
Stouts Court
Lerwick
Shetland
ZE1 0AF

Telephone: (01595) 744550
Fax : (01595) 744585

legal@sic.shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Paul Wishart
Direct Dial: 01595 744090

Your Ref: -
Our Ref: PW/AM

Date: 19 March 2013

Dear Madam

Licensing (Scotland) Act 2005 Application for Premises Licences

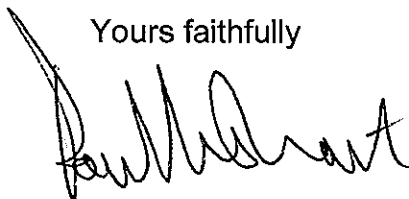
Please note that the Shetland Islands Area Licensing Board has received an application for a premises licence under the above legislation and is obliged to give notice to the relevant community council. The attached notice gives some detail of the application received for a premises in the area of your community council.

Any objections must be lodged with the Clerk to the Licensing Board via this office by Thursday 11 April 2013.

If the community council wishes to make objections or representations, you may access a pro-forma form (preferred) and guidance for your use on the Council's website at www.shetland.gov.uk/licensing.

If you have any queries, please don't hesitate to contact me.

Yours faithfully



Assistant Clerk to the Licensing Board
Enc

LICENSING (SCOTLAND) ACT 2005

THE LICENSING (PROCEDURE) (SCOTLAND) REGULATIONS 2007

NOTICE OF PREMISES LICENCE APPLICATION

Applicant's Name	Name & Address of Person (if any) representing the applicant	Name & Address of Premises to which application relates	Whether for sale of alcohol for consumption on the premises, off the premises, or both	Core Times when Alcohol will be sold for Consumption on the premises, off the premises, or both	Date by which objections or representations may be made to the Board														
Sodexo 5 th Floor The Exchange No. 2 62 Market Street Aberdeen AB11 5PJ		Bibby Stockholm Accommodation Barge Morrison Dock Lerwick Shetland ZE1 0PW	On the Premises	<table border="0"> <tr><td>Mon:</td><td>18.30 - 23.00</td></tr> <tr><td>Tue:</td><td>18.30 - 23.00</td></tr> <tr><td>Wed:</td><td>18.30 - 23.00</td></tr> <tr><td>Thurs:</td><td>18.30 - 23.00</td></tr> <tr><td>Fri:</td><td>18.30 - 24.00</td></tr> <tr><td>Sat:</td><td>18.30 - 24.00</td></tr> <tr><td>Sun:</td><td>18.30 - 23.00</td></tr> </table>	Mon:	18.30 - 23.00	Tue:	18.30 - 23.00	Wed:	18.30 - 23.00	Thurs:	18.30 - 23.00	Fri:	18.30 - 24.00	Sat:	18.30 - 24.00	Sun:	18.30 - 23.00	11 April 2013
Mon:	18.30 - 23.00																		
Tue:	18.30 - 23.00																		
Wed:	18.30 - 23.00																		
Thurs:	18.30 - 23.00																		
Fri:	18.30 - 24.00																		
Sat:	18.30 - 24.00																		
Sun:	18.30 - 23.00																		

Planning Application Summary

2013/094/PPF | To construct hardstanding area | Behind The Decca Apartments Ladies Drive
Lerwick Shetland ZE1 0NA

Reference: 2013/094/PPF

Alternative

Reference:

Application Received: 21 Mar 2013

Address: Behind The Decca Apartments Ladies Drive Lerwick Shetland ZE1
0NA

Proposal: To construct hardstanding area

Status: Pending Consideration

Appeal Status:

Appeal Decision:

There are 0 cases associated with this application.

There is [1 property](#) associated with this application.

Lerwick Planning Applications – March 2013

- [Erect single storey extension to existing house; demolish and replace existing garden shed; create two openings in existing wall by enlarging existing wall recess/window recess to create link into new extension; replace bathroom window and repairs to existing garden wall](#)

4 Hillhead Lerwick Shetland ZE1 0EJ

Ref. No: 2013/085/LBC | Received: Wed 13 Mar 2013 | Validated: Wed 13 Mar 2013 | Status: Pending Consideration

- [Erect single storey extension to existing house and demolish and replace existing garden shed](#)

4 Hillhead Lerwick Shetland ZE1 0EJ

Ref. No: 2013/084/PPF | Received: Wed 13 Mar 2013 | Validated: Wed 13 Mar 2013 | Status: Pending Consideration

- [Erect private domestic workshop](#)

Keldasta 28 West Baila Lerwick Shetland ZE1 0SG

Ref. No: 2013/079/CLUP | Received: Fri 08 Mar 2013 | Validated: Fri 08 Mar 2013 | Status: Pending Consideration

- [Erect sign board](#)

Lerwick Baptist Church Quoys Road Lerwick Shetland ZE1 0WH

Ref. No: 2013/072/ADV | Received: Tue 05 Mar 2013 | Validated: Fri 08 Mar 2013 | Status: Pending Decision

- [Extend dwellinghouse](#)

45 St Olaf Street Lerwick Shetland ZE1 0EN

Ref. No: 2013/070/PPF | Received: Fri 01 Mar 2013 | Validated: Fri 01 Mar 2013 | Status: Pending Consideration

- [To reinstate three windows, replace four windows and two external doors on 1st and 2nd floors and alter metal steps to rear of property](#)

99 Commercial Street Lerwick Shetland ZE1 0BD

Ref. No: 2013/067/LBC | Received: Fri 01 Mar 2013 | Validated: Wed 20 Mar 2013 |