

## REPORT

**To:** Shetland Charitable Trust

**Date:** 11 September 2014

**From:** Chief Executive

**No:** CT1409034

### MANAGEMENT ACCOUNTS – THREE MONTHS ENDED 30 JUNE 2014

#### 1 Introduction and Key Decisions

- 1.1 This report presents the Trust's Management Accounts to the end of June 2014, for noting. These Management Accounts deal with revenue budgets and expenditure.

#### 2 Management Accounts

- 2.1 Table 1 below shows the Summary Budget for the Charitable Trust for 2014/15 and the expenditure in the three months to 30 June 2014.

**Table 1: Summary Management Accounts 2014/15**

Item	Current Budget £m	Spend to June 14 £m
<b>Charitable Expenditure</b>		
Schemes and Organisations	7.8	2.4
Maintenance/Capital Programme	1.8	0.8
Operating Costs	0.5	0.1
<b>Total</b>	<b>10.1</b>	<b>3.3</b>

- 2.2 A more detailed analysis of the expenditure programmes is set out in Appendix 1.
- 2.3 The total budget for Schemes and Organisations is £7.8 million, of which £2.4 million has been spent to date. Where the running costs of projects are greater than £20,000, grant assistance is paid out in 2 stages - the first payment is made in April and the second is subject to a review of the organisation's accounts from the previous year.

- 2.4 The Maintenance Funding Programme includes £1.5 million which is paid to the major Trusts in two instalments with 50% of the budget being paid at the beginning of the year on submission of their maintenance -programme for the year. The second instalment will be paid on receipt of a satisfactory statement of the first six months' expenditure.

### **3 Financial Implications**

- 3.1 No direct financial implications flow from this information report.

### **4 Recommendations**

- 4.1 I recommend that Trustees note the satisfactory financial performance to June 2014, as shown in the Management Accounts in Appendix 1.

Reference: KE/DA5  
Date: 22 August 2014

Report No: CT1409034

**Shetland Charitable Trust  
Management Accounts  
Quarter to 30 June 2014**

	<u>Quarter Actual £</u>	<u>Annual Budget £</u>	<u>Variance £</u>
<u>Income</u>			
Managed fund dividends	476,426	-	476,426
Agricultural loan interest	2,210	-	2,210
Local equity gift aid	-	-	-
Donations	-	-	-
Rental income	-	-	-
Bank interest	1,101	-	1,101
Miscellaneous income	-	-	-
	<u>479,737</u>	<u>-</u>	<u>479,737</u>
<u>Expenditure</u>			
Agricultural loan expenditure	340	-	340
Disbursements	3,226,837	9,531,805	(6,304,968)
Management and administration	67,443	506,860	(439,417)
Fund managers	3,082	-	3,082
	<u>3,297,701</u>	<u>10,038,665</u>	<u>(6,741,304)</u>
<b>Deficit</b>	<b><u>(2,817,964)</u></b>	<b><u>(10,038,665)</u></b>	<b><u>7,221,041</u></b>

**Shetland Charitable Trust**  
**Period to 31 March 2014**  
**Balance Sheet**

	Mar-14	
	£	£
Tangible fixed assets		7,199,351
Investments		<u>211,680,880</u>
		218,880,230
Trade debtors	2,295	
Prepayments and Accrued income	2,512,724	
Other debtors	234,701	
Bank	<u>916,442</u>	
	3,666,162	
Trade creditors	14,874	
Accruals and deferred income	12,364	
Other creditors	<u>7,938</u>	
	35,175	
Net current assets		<u>3,630,987</u>
		222,511,217
Pension liability		(1,795,000)
		<u>220,716,217</u>
Opening reserves		223,534,181
Deficit for period		<u>(2,817,964)</u>
Closing reserves		<u>220,716,217</u>

**Shetland Charitable Trust**  
**Rental Income**  
**Period to 31 March 2014**

	<u>Quarter</u> <u>Actual</u> <u>£</u>	<u>Annual</u> <u>Budget</u> <u>£</u>	<u>Variance</u> <u>£</u>
Sullom Voe Site	-	950,000	(950,000)
District heating	-	20,000	(20,000)
Cunnister, Yell	-	60	(60)
Shetland Golf Course	-	500	(500)
	<u>-</u>	<u>970,560</u>	<u>(970,560)</u>

**Shetland Charitable Trust**  
**Disbursements**  
**Period to 31 March 2014**

	Quarter Actual £	Annual Budget £	Variance £
Shetland Amenity Trust	526,364	1,052,728	(526,364)
Shetland Arts Development Agency	232,012	696,038	(464,026)
Shetland Recreational Trust	1,259,275	2,518,550	(1,259,275)
<b><u>Other Charitable Organisations</u></b>			
Disability Shetland Recreation Club	12,641	12,641	-
The Swan Trust	22,325	44,650	(22,325)
VAS - New Shetlander	670	670	-
Shetland Churches Council Trust	27,028	54,055	(27,028)
Shetland Befriending Scheme	27,209	54,418	(27,209)
Citizens Advice Bureau	66,133	132,265	(66,133)
COPE Limited	77,484	154,967	(77,484)
Couple Counselling Shetland	-	-	-
Shetland Link Up	23,997	47,949	(23,952)
Voluntary Action Shetland	72,184	144,367	(72,184)
VAS - Peer Education Project	-	-	-
Festival Grants	30,000	30,000	-
Local Charitable Organisations	7,552	14,000	(6,448)
Royal Voluntary Service	-	47,622	(47,622)
<b>Sub Total Charitable Organisations</b>	<b>2,384,872</b>	<b>5,004,920</b>	<b>(2,620,048)</b>
<b><u>Schemes</u></b>			
Community Development Grants	-	-	-
Community Support Grants	-	54,241	(54,241)
Arts Grant Scheme	9,897	35,000	(25,103)
Senior Citizens Clubs	9,074	20,000	(10,926)
Support to Rural Care Model	-	2,491,000	(2,491,000)
Social Assistance Grants	-	5,000	(5,000)
Buses for Elderly and Disabled	8,330	49,980	(41,650)
Supported Employment	-	-	-
<b>Sub Total Schemes</b>	<b>27,301</b>	<b>2,655,221</b>	<b>(2,627,920)</b>
<b><u>Direct Schemes</u></b>			
Springfield	-	-	-
Xmas grant Scheme	1,378	100,000	(98,622)
Planned Maintenance	814,271	1,771,664	(957,394)
<b>Sub Total Direct Schemes</b>	<b>815,649</b>	<b>1,871,664</b>	<b>(1,056,015)</b>
Surplus Grants Refunded	(985)	-	(985)
<b>Total</b>	<b>3,226,837</b>	<b>9,531,805</b>	<b>(6,304,968)</b>

\* These budgets have been modified by subsequent decisions of the Trust

**Shetland Charitable Trust**  
**Management and Administration Expenditure**  
**Period to 31 March 2014**

	Quarter Actual £	Annual Budget £	Variance £
Basic Pay and Allowances	32,328	290,000	(257,672)
Professional Membership Fees	-	1,000	(1,000)
Staff recruitment		5,000	
Travel and Subsistence	462	7,000	(6,538)
Training and Staff Development	180	3,000	(2,820)
<b>Sub Total Staffing Costs</b>	<b>32,969</b>	<b>306,000</b>	<b>(273,031)</b>
<b>Operating Costs</b>			
Insurance	-	10,000	(10,000)
Administration	1,063	5,000	(3,937)
Supplies and Services	1,906	7,000	(5,094)
Bank Charges	112	500	(388)
Professional Fees: Other	3,902	20,000	(16,098)
Miscellaneous Items	438	1,000	(562)
External Audit Fees	-	25,000	(25,000)
Trustees Expenses	535	4,000	(3,465)
Operational meeting expenses		700	
Legal Fees	19,390	50,000	(30,610)
Trustee Recruitment Costs		2,000	(2,000)
<b>Sub Total Operating Costs</b>	<b>27,346</b>	<b>125,200</b>	<b>(97,854)</b>
<b>Property Costs</b>			
Energy Costs	594	5,000	(4,406)
Water Rates	-	2,000	(2,000)
Cleaning	53	3,500	(3,447)
<b>Sub Total Property Costs</b>	<b>647</b>	<b>10,500</b>	<b>(9,853)</b>
<b>Bad debt write off</b>	-	-	-
<b>Supplied Service</b>	-	-	-
<b>Bought In Services</b>			
Finance	-	38,500	(38,500)
Committee Services	-	12,000	(12,000)
Computer Services	6,480	8,000	(1,520)
HR Service		3,000	
Messenger Service	-	1,500	(1,500)
Insurance Admin	-	2,160	(2,160)
<b>Sub Total Bought In Services</b>	<b>6,480</b>	<b>65,160</b>	<b>(58,680)</b>
<b>Total</b>	<b>67,443</b>	<b>506,860</b>	<b>(439,417)</b>

**Shetland Charitable Trust**  
**Investment expenses**  
**Period to 31 March 2014**

	<u>Quarter</u> <u>Actual</u> <u>£</u>	<u>Annual</u> <u>Budget</u> <u>£</u>	<u>Variance</u> <u>£</u>
Managed fund interest	-	-	-
Managed fund misc	-	-	-
Fund managers fees	-	-	-
WM Company fees	3,082	-	3,082
Northern trust fees	-	-	-
Insight investment fees	-	-	-
Schroders fees	-	-	-
	<u>3,082</u>	<u>-</u>	<u>3,082</u>





## REPORT

To: Shetland Charitable Trust

11 September 2014

From: Chief Executive

Report number CT1409035

### Service Performance of Funded Organisations – Year Ending 31 March 2014

#### 1. Introduction

1.1 The purpose of this Report is to present Trustees with information regarding the services, which are being provided by the various organisations to which the Trust provides funding. The Report is for noting, following consideration of the information provided.

#### 2. Background

2.1 Trustees may recall that as part of the budgeting process, Service Co-ordinators are required, on behalf of the Trust, to determine:

- the strategic service framework within which any bid for funding from the SCT should be considered;
- an appropriate level and standard of service to be provided and express that in a Service Statement or Service Level Agreement (as appropriate);
- the appropriate cost at which to buy that service with due regard to comparable information and funding from other sources; and
- an appropriate monitoring and evaluation framework to ensure that services are being delivered to the required standard.

2.2 This Report now seeks to measure how successful the organisations are at delivering that given range of services to the community.

#### 3. Present Position

3.1 Appendix A is a brief summary of the detailed service performance reports provided by each organisation in response to our request for service based information. The Grant Offer Letter, which organisations sign up to prior to any money being released, states that, *"the Grantee provides service performance reports as required for the proper monitoring of the grant, the reports to be of a format and frequency to be agreed by the Service Co-ordinator"*.

Depending on the size of the organisation, and other factors, the information can be requested quarterly, six monthly or on an annual basis.

- 3.2 Table 1 below provides a summary of progress and/ or highlights any major variations to the targets set, with explanations as required.

**Table 1: Summary of Key Issues and/or achievements**

<b>Organisation</b>	<b>Comment</b>
Royal Voluntary Service (RVS)	RVS did not successfully recruit for its bus escort which resulted in office staff covering escort duties and temporarily some users could not access the bus service.
Shetland Arts Development Agency (SADA)	SADA has performed well in the year. They have outperformed their participant targets, total participants were 123,898 against a target of 78,148.
The Swan Trust	The Swan Trust have not met their target for Shetland Schools or there passenger analysis this year. In 2012/13 the group had 476 individuals onboard; this is down to 176 for 2013/14. This was mainly due to the cancellation at short notice of some group and school bookings.
Shetland Amenity Trust (SAT)	The SAT successfully held the Viking Congress in August 2013. This was an international event and received international publicity for SAT and Shetland.

#### **4. Financial Implications**

- 4.1 There are no financial implications arising from this Report.

#### **5. Conclusions**

- 5.1 In terms of performance, there are no major issues of concern with regard to service delivery to report to Trustees. The Trust continues to work closely with organisations throughout the year to help ensure maximum benefits to Shetland and its inhabitants.

#### **6. Recommendations**

- 6.1 I recommend that Trustees:
- a) Consider the content of Appendix A;
  - b) Highlight issues or areas where Trustees might wish to receive further information or clarification; and
  - c) Otherwise, note the satisfactory service performance of the organisations that received funding from Shetland Charitable Trust.

## **Appendix A**

### **Purpose**

The Appendices set out the purpose of most of the organisations for which funding was provided from Shetland Charitable Trust for the financial year 2013/14.

It sets out the key targets that were agreed for the funding provided and details a summary of actual service performance over the period as stated.

This Appendix is presented to reflect the following areas:

- Arts and Culture
- Children and Families
- Community Care
- Sport and Leisure
- Development Services

**Shetland Charitable Trust  
Service Performance Monitoring Statement  
April 2013 – March 2014**

**Appendix A**

**Arts & Culture**

**Shetland Arts Development Agency  
2013/14 Grant - £696,038**

Purpose: To encourage, support, inspire, promote, develop and deliver activities in the fields of: dance; drama; theatre; film; literature; music; crafts; and visual arts with a view to the advancement of arts and culture and improving the quality of life for the inhabitants of the Shetland Isles.

Key Targets for 2013/14	Actual service delivery
<b>Craft Development</b>	<p>Shetland Arts Textile Festival was held in Mareel during August 2013. The 3 day festival included a forum, workshops, and exhibitions at Shetland Museum and Bonhoga. There were also bus tours to rural textile producers and contact with local textile and craft businesses.</p> <p>SADA delivered an event as part of Shetland Wool week. Knitting activities based in Mareel and Bonhoga cafes took place during the week and a total of 119 participants took part. The knitting activities led to the ongoing dementia knitting group.</p> <p>The Knitting group continued to hold open public sessions in Mareel. A total of 26 sessions were held with 180 in attendance. Work knitted by the public and the dementia group knitters was installed for Alzheimer's Awareness Week.</p> <p>Mentoring and support was provided to a range of individuals and groups during the year. 488 contacts were received during the year.</p> <p>The Visual Art/Craft Maker Award Scheme was administered in partnership with Creative Scotland and Shetland Islands Council. 9 local craft makers received funding.</p>
<b>Dance Development</b>	<p>Continued to deliver traditional dance workshops throughout Shetland. Workshops were open to all age groups. During the year 117 workshops were delivered with a total of 3,019 participants.</p> <p>SADA held meetings to discuss the creation of a contemporary dance group. Workshop activities planned in 2014/15.</p> <p>Support was provided to dance 5 practitioners. SADA also delivered dance activities to Disability Shetland and an Over 60s club. SADA also started discussions with 2 Visiting Dance Companies with a view to progressing in 2014/15.</p>

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<b>Drama Development</b>	<p>SADA continued the development of Splinters Youth Theatre (SYT). A total of 4 projects were completed and delivered during the year including Sweeney Todd and Make a Scene. This involved over 50 rehearsals, 5 performances and audiences totalling 375. Approximately 20-30 people were involved in each production.</p> <p>SADA mentored senior members of SYT in the provision of workshop activity with younger members. Work took place with 5 groups, resulting in 32 rehearsals and audiences of 498 people enjoyed 4 performances.</p> <p>SADA worked with 11 other organisations on the use of drama in different settings. A number of sessions were held and organisations assisted included such as Westside Players and SWRI groups.</p> <p>In addition to this, there was support provided to individuals on request and sessions delivered at a school and for career guidance. A nightclass was delivered in partnership with Shetland Film Club.</p>
<b>Film &amp; Digital Media</b>	<p>A total of 2,576 screenings to audiences of 82,132 were delivered during 2013/14. Films catered for every interest group.</p> <p>The annual Screenplay Film Festival was successfully completed. 63 screenings were delivered during the Festival and were watched by audiences of 2,346.</p> <p>12 outreach screenings were delivered in partnership with Shetland Film Club. Screenings were provided in care centres and communities including Unst, Fetlar, Foula, Sandwick as well as Overtonlea and Fernlea care centres. 348 people attended.</p> <p>SADA continued to support individual film makers and film making groups. In 2013/14, 3 groups and 6 individuals were supported and they took part in the Screenplay and Snake Pit Screening events. Audiences totalled 305.</p> <p>SADA also provide support and facilities for visiting film and production companies. ITV Studios visited twice as part of the "Shetland" production.</p> <p>No progress made with Shetland College/UHI in relation to establishing the potential for a season of films to support the Nordic Studies course.</p>

**Shetland Charitable Trust**  
**Service Performance Monitoring Statement**  
**April 2013 – March 2014**

**Appendix A**

<b>Literature Development</b>	<p>Support was provided to aspiring and established writers. 48 sessions were held during the year to 26 different individuals.</p> <p>SADA supported work of school, library and youth services. 29 sessions were delivered to 9 organisations. Partnership working with the library and schools to plan events, meetings with partners and contact with organisations such as Scottish Book Trust.</p> <p>SADA continue to work with writers groups and facilitate literature activities with Supported Living &amp; Outreach (ILP) and Annsbrae House. 4 groups took part in 74 sessions during the year. In total there were 37 participants involved.</p> <p>SADA delivered a creative writing residency in Shetland schools in partnership with the schools service (Creative Links). The residency involved 6 primary schools. A total of 128 pupils took part in 12 writing sessions.</p> <p>SADA worked in partnership with Alzheimer Scotland and Viewforth to develop activities in care centres. This was a combination of literature and visual arts activities. 5 workshops attracted 37 participants.</p> <p>The Wordplay Festival was organised, promoted and delivered in September 2013. The annual book festival delivered 36 events to audiences totalling 1,198. The Festival included a variety of workshops and talks by guest speakers along with a number of school visits.</p>
<b>Music Development</b>	<p>Song writing modules were delivered as part of the NC Music Course. 6 students participated in these sessions.</p> <p>SADA provide ongoing support to local groups and local music promoters. 6 groups and 7 promoters were assisted during the year.</p> <p>SADA continued to deliver NC and HNC Music Courses in partnership with Shetland College. Modules covered a wide range of topics including song writing. 2 courses were delivered, 18 students enrolled.</p> <p>SADA also developed and delivered night classes on music and multimedia production in conjunction with Shetland Islands Council's Adult Learning service. 2 courses delivered to 17 students.</p>

**Shetland Charitable Trust  
Service Performance Monitoring Statement  
April 2013 – March 2014**

**Appendix A**

<p><b>Visual Arts Development</b></p>	<p>A programme of Master classes with visiting musicians and industry professionals were organised. 4 master classes were delivered to a total of 59 students.</p> <p>During 2013/14, 6 students were supported with the Applied Music Degree, which is being delivered across the UHI network.</p> <p>Work continued with the Young Promoters Group and the Council's Youth Services to provide a programme of youth related performances and music making initiatives. 5 workshops were delivered with 31 participants, and one performance was hosted by Scalloway Public Hall with an audience of 162.</p> <p>SADA supported the Shetland Nature Festival with the delivery of educational workshops and one performance.</p> <p>SADA organised and delivered its annual fiddle school, Fiddle Frenzy. This attracted many participants from out with Shetland and during the week delivered 8 concerts to audiences totalling 1,648. In addition, 66 workshops were delivered with 102 participants of all ages taking part.</p> <p>The Guitar Festival was not held in 2013 due to lack of match funding. Planning is underway for 2014 Festival.</p> <p>Other Music Development activities included providing Vocational Pathways Sound Engineering Programme which delivered 21 sessions to 10 local students. Advice and support was provided to people exploring a career in the Creative Industries.</p> <p>3 albums were produced by local musicians in Mareel's recording studio. There was also a range of concerts and gigs held during the year on a wide range of music genres.</p> <p>SADA continued to offer support and advice to artists. This included applying for commissions and exhibitions out with Shetland, whilst also developing artist commissions within Shetland. Total participation was 76 for 9 commissions.</p> <p>SADA, in partnership with Creative Links of the Schools service, provided professional development sessions for local artists, schools and other community organisations. 3 sessions were delivered during the year with 14 participants.</p>
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**Shetland Charitable Trust  
Service Performance Monitoring Statement  
April 2013 – March 2014**

**Appendix A**

<b>Bonhoga</b>	<p>SADA again operated the Visual Arts/Craft Maker awards scheme. 9 artists were supported.</p> <p>A workshop was delivered to self employed artists, offering them advice and guidance on marketing and promoting their work. 12 artists attended.</p> <p>Work continued with the Community Mediation Team (CMT), Criminal Justice Service and Children's Reporter in relation to the "space2face arts and restorative justice project." 53 sessions were held with young people.</p> <p>This project has produced some very positive results for persons harmed, and the person responsible. The "space2face" project also included working with the Police and with young care leavers residing in "The Hub". Work included producing a promotional leaflet aimed at helping young people.</p> <p>SADA also carried out work with the CMT to develop this project further to enable it to be rolled out to other agencies and organisations across Scotland. 2 events were delivered with 43 participants. Meetings and presentations were also made to Creative Scotland and Scottish Government about the "space2face" project.</p> <p>Support was also provided to 28 community groups and organisations during the year. This included Alzheimer Scotland, Veer North and Victim Support.</p> <p>SADA provide an exhibition programme in Bonhoga. 21 exhibitions were delivered during the year. Temporary exhibitions were also arranged in Mareel, Fair Isle and on the Yell ferry. SADA also utilised the Bonhoga stairwell gallery as a space to show artists, film and moving images. 4 exhibits delivered during the year.</p> <p>Accompanying exhibitions, SADA has worked to develop appropriate activities and workshops. This has included provision of drawing and painting workshops, a printing workshop and a number of talks by the exhibiting artists. 9 activities delivered in total to 405 participants.</p> <p>SADA continued with its plans to develop visitor experience at Bonhoga, with particular emphasis on trying to encourage children and families to engage with the arts. Total visitor numbers in 2013/14 were 20,076.</p>
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Service Performance Monitoring Statement  
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<b>Garrison</b>	<p>SADA continued to provide activities targeted at young people. Information on exhibitions, Things to See and Do activity sheets and periodic open competitions in the gallery. This involved 2 school visits and 245 young people participated. Over 100 children entered the “Bairns Open competitions” and 130 completed the activity sheets.</p> <p>Bonhoga staff provided support to two community groups. Veer North and Shetland Arts &amp; Craft Association members were regularly supported through exhibition and retail space.</p> <p>Bonhoga’s cafe and shop continues to be a popular venue for locals and visitors.</p> <p>The Garrison was regularly used by local groups for a variety of events and activities. In total 34 productions/events used the Garrison Theatre during the year.</p> <p>Events and productions included an Eric Gray variety concert, Open Door Pantomine, Shetland Youth Theatre, Shetland Community School of Ballet, Islesburgh Drama Group and the Shetland County Drama Festival.</p> <p>As well as hosting concerts and events, the theatre was well used for rehearsals and set up days. It also provided space for “Make a Scene” drama classes.</p> <p>The Garrison also hosted an educational tour of the theatre. This was attended by 15 participants.</p>
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**SADA participant numbers in 2013/14**

Service area	Target	Actual
Craft development	610	3,563
Dance development	2,518	3,032
Drama development	1,477	3,236
Film & Digital Media	48,000	85,131
Literature Development	1,490	1,525
Music Development	2,804	3,673
Visual Arts Development	249	3,662
Bonhoga	21,000	20,076
<b>Total</b>	<b>78,148</b>	<b>123,898</b>

**Shetland Charitable Trust**  
**Service Performance Monitoring Statement**  
**April 2013 – March 2014**

**Appendix A**

**Shetland Accordion and Fiddle Festival**  
**2013/14 Grant - £12,000**

**Purpose:**

To provide opportunities for the performance of accordion and fiddle music at a festival.

To provide the opportunity for visiting musicians to meet and play with local musicians thereby imparting knowledge and styles to each other.

To provide an opportunity for young Shetland musicians to broaden their horizons and perform to large audiences.

Key Targets for 2013/14	Actual service delivery
Maintain and build on the high standard of previous years	<p>2013 Festival was successfully delivered in October. Concerts were held throughout Shetland to enable maximum local audience participation. The Festival showcased a mixture of local and visiting musicians.</p> <p>Shetland Accordion and Fiddle Festival (SAFF) followed its usual format and based its Festival Club in Islesburgh Community Centre. The Festival Club offered a range of facilities and activities including a shop and concerts.</p> <p>Concerts were also held in Aith, Baltasound, Muckle Roe, North Nesting, Sandwick, Bigton, Bressay, Burra, Hillswick and Whiteness.</p>
Encourage as wide a range of traditional music as possible by bringing musicians from Scandinavia, Scotland, England, Ireland and Italy	<p>Visiting musicians this year came from Norway, England, Ireland and the Scottish mainland. There was also an accordionist from Italy.</p> <p>SAFF attracted 72 musicians and 3 visiting comperes which performed along with over 100 local musicians of all ages.</p>
Maintain festival club membership – 600 members	<p>611 full memberships sold. This represents a decrease from 2012 (658) but is still significantly higher than the 2011 Festival (524).</p>
Maintain audience numbers at the various venues – 2,700	<p>Total audience numbers for the 2013 Festival were 2,685.</p>

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<p>Maintain the number of club members from out with Shetland thus boosting off season tourism – 200</p> <p>Carry out satisfaction survey – 100% satisfaction</p>	<p>Over 200 memberships were sold to visitors from out with Shetland, but numbers were down on 270 from the 2012 Festival.</p> <p>It should be noted that SAFF attracts a significant number of visitors and musicians to Shetland in October, providing a welcome boost to local tourism providers.</p> <p>No satisfaction survey was carried out at the SAFF. However feedback from those attending was very positive, with no complaints received. There was also a good spread of local press coverage which gave positive reports on the standard of the Festival concerts.</p> <p>Many of the visitors to the Festival return year after year which helps to demonstrate its popularity and reputation out with Shetland.</p> <p>For the first time, the 2013 Festival organised music sessions aimed at young musicians to give them the opportunity to play along with established musicians. This new feature was very well received and will be incorporated into future Festivals.</p>
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**Shetland Charitable Trust**  
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**Appendix A**

**Shetland Folk Festival Society**  
**2013/14 Grant - £18,000**

**Purpose:**

To assist with the costs of providing artists to perform at the 32nd Shetland Folk Festival and to help cover the costs of providing transport and venues.

Key Targets for 2013/14	Actual service delivery
Festival club - a central meeting place for members and artists available during the festival	The Festival Club continued to be the focal point of the Folk Festival. As well as providing storage space, bar & catering facilities it was also the venue for two concerts and a range of activities including 2 CD launches. In total 6 workshops were held over the weekend in Cuban Drum, Shetland Fiddle, Shetland Dancing, Bodhran, Circus skills and the Penny Whistle.
1 youth event featuring young musicians from throughout Shetland	The youth concert was held in the Festival Club on the Saturday afternoon. Over 45 young performers took to the stage to an audience of over 100.
Concerts – approximately 21 concerts are held throughout Shetland with 5,000+ in attendance	A total of 23 ticketed concerts held with 5,251 in attendance at venues across Shetland.
Outreach Concert – one held in either Unst, Fetlar, Out Skerries or Fair Isle, with up to 100 in attendance	Outreach concert was held in Uyeasound with 80 in attendance.
Additional Support Needs Concert – private concert for adults and children with additional support needs, with up to 100 in attendance	Bells Brae School ASN Unit hosted a private ASN concert to over 100 students, along with their parents/carers. In addition to the visiting band's performance there was a show by Scotty's circus act.
Playgroup Concert – one held annually each year, with up to 300 in attendance.	The Playgroup Concert was held for children aged between 3-5 years in the Clickimin Centre. Organised in partnership with Association of Playgroups, there were approximately 350 in attendance (including parents).
School visit – at least one visit to a primary school for exchange of music and culture	Sound Primary school hosted a visit from Cuban Band "Son Yanbu"
SFFS will provide information on total number of tickets (per venue) and memberships sold	Information on sales was received

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<p>SFFS will provide information on how many tickets/memberships are purchased from visitors to Shetland</p>	<p>Approximately 550 memberships were sold to visitors from out with Shetland. Visitors travelled from England, Ireland, Wales and throughout Scotland. There were also memberships sold to people from Norway, Netherlands, Poland, Germany, France, Australia, Canada and United States.</p>
<p>SFFS will carry out a customer satisfaction survey and report results to SCT. Content to be agreed with Service Co-ordinator</p>	<p>A Visitor Survey was not conducted at the 2013. Press coverage in local media, feedback received from festival goers, and comments from local and visiting artists was very positive. The Visitor Survey to be carried out for 2014 festival.</p>

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**Children and Families**

**Shetland Befriending Scheme  
2013/14 Grant - £54,418**

**Purpose:**

Offering young people between 7-15 years the opportunity to form a trusting relationship with an adult to promote the young person's welfare and personal development.

Key Targets for 2013/14	Actual service delivery
<p>To continue to provide a service Shetland wide. Target: Up to 25 children and young people will receive a service per annum</p>	<p>Shetland Befriending Scheme continues to deliver a befriending service to children and young people all over Shetland.</p>
<p>To continue to support, monitor and review matches to ensure the befriending is benefiting young person. Target: 75% of children and young people will achieve a positive outcome</p>	<p>In 2013/14 a total of 21 young people accessed a service from Shetland Befriending Scheme (24 matches)</p>
<p>To continue to actively promote the service to the Shetland Community and engage in recruitment drives to seek new volunteers. Target: ongoing</p>	<p>From completed matches reviewed, 93% of young people reported an increase in self esteem and confidence, with 79% reporting they were developing positive relationships with others.</p>
<p>To recruit up to 8 volunteers in the next financial year to offer the befriending service to young people. Target: 8 volunteers recruited between April 2013 and March 2014</p>	<p>A variety of methods was used to promote the service and recruit for volunteers. This included using local media, attendance at community events and issuing newsletters.</p>
<p>To have up to 8 newly trained volunteers ready to be matched to a young person. Target: 8 newly trained volunteers matched between April 2013 to March 2014.</p>	<p>A total of 16 new volunteers were recruited by Shetland Befriending Scheme. 7 of these were recruited to the Children &amp; Young People service in 2013/14</p>
	<p>7 new volunteers were trained and ready for matching in the Children &amp; Young Persons Section.</p> <p>6 volunteers were successfully matched to a young person, with 1 more volunteer due to be matched in April 2014.</p>

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**Community Care**

**Shetland Islands Citizens Advice Bureau  
2013/14 Grant - £147,383**

**Purpose:**

Providing an independent advice and information service, which is free, confidential, independent and impartial. The aim is:

1. To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their need effectively and;
2. To exercise a responsible influence on the development of social policies and services, both locally and nationally.

Key Targets for 2013/14	Actual Service delivery
New client contacts (3,500)	3,109
New client issues (6,000)	5,933
Repeat client contacts (6,000)	6,067
Repeat client issues (10,000)	12,542
Employment tribunals (or negotiated settlements including ACAS) - 10	3 completed.
Confirmed employment annual financial gains (£20,000)	£29,745
Confirmed annual financial gains across all subject areas, excluding Welfare Rights (£50,000)	£39,685
Welfare Rights Appeal tribunals (40)	51 completed. The Bureau had successful outcome in 98% of tribunals
Welfare Rights Reviews / Supersessions (50)	52
Welfare Benefit Health Checks (150)	362
Welfare Rights Confirmed annual financial gain (£750,000)	£1,010,032
Total debt managed including money advice project (£3,000,000)	£2,508,949 C/forward debt total is £920,361 New debt total is £1,588,588
Annual survey and case studies	Client satisfaction survey to be conducted in Autumn 2014. Case studies received

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**COPE Ltd  
2013/14 Grant - £154,967**

Purpose:

Providing training, support and employment opportunities to adults with learning or physical disabilities

Key Targets for 2013/14	Actual service delivery
<p>To provide training, support and employment opportunities for people with disabilities in Shetland.</p> <p>To provide a number of short term school placements for young people with disabilities. Placements will be term time in length, unless specified otherwise in advance of placement commencing.</p> <p>To provide a number of Community Service placements within the COPE enterprises.</p> <p>To develop participant's skills and employability within a social enterprise setting and where possible, move participants on to other mainstream employment and meaningful training opportunities.</p> <p>To develop joint working partnerships with other agencies and employers to maximise sustainable employment opportunities and increased independence for participants.</p>	<p>COPE provided 43 supported employment placements during the year.</p> <p>COPE also employed a number of people with a disability</p> <p>School placements were provided throughout 2013/14.</p> <p>Community Service placements were regularly provided throughout the year.</p> <p>COPE's enterprise activities continue to provide employment and skills development opportunities. This includes Shetland Soap Company, COPE Catering, COPE trees &amp; Shrubs, Shetland Scrapstore and the Weisdale Centre.</p> <p>COPE continues to work closely with the Council and other partners to develop the Employability Pipeline system. COPE has participated in a mapping exercise during 2013/14.</p> <p>This should enable services to be developed and improved going forwards that allows participants to achieve their full potential and move into mainstream employment and/or training wherever appropriate.</p>



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**Couple Counselling Shetland  
2013/14 Grant - £12,000**

Purpose:

Providing a counselling service to resolve or reduce relationship problems.

Key Targets for 2013/14	Actual service delivery
Recruit one counsellor to be trained and accredited by Relationships Scotland (2 year programme)	Couple Counselling have two counsellors accredited to Relationships Scotland.
	During 2013/14 delivered 284 counselling sessions to couples and individuals.
General client information demonstrating service throughput and case studies	General client information was received. No case studies received.
Information on outcomes	No information on outcomes received

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**Disability Shetland Recreation Club  
2013/14 Grant - £12,641**

**Purpose:**

To support the running costs of the Recreation Club including hiring venues, transport, volunteer expenses and training;

To contribute to the costs of delivering the Social Activities project at Montfield.

Key Targets for 2013/14	Actual service delivery
Sport Sessions (14)	15 sessions delivered
Swimming Sessions (Lerwick 10)	13 sessions delivered
Swimming Sessions (Unst, 60)	40 sessions delivered
Medals ceremony (Annually)	Medals ceremony held and was very well attended
Yoga sessions (10)	20 sessions delivered.
Bowls Competition (Annually)	Annual Bowls competition held in May 2013 with 23 service users participating.
"Wootton Lass" Trips (20)	23 trips delivered
New trained volunteers (15)	18 new volunteers recruited and trained
Youth Sports Club Sessions (30)	40 sessions delivered
Social Activities Wednesday Club (50)	The "Wednesday Club" met 49 times during 2013/14 and delivered a range of activities and speakers.
Case studies	Case studies received.  Disability Shetland also conducted a survey of its service users and received very positive feedback.

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**Shetland Link Up  
2013/14 Grant - £47,994**

Purpose:

Providing support to people who are affected by mental health problems.

Key Targets for 2013/14	Actual Service Delivery
Attendance at Mixed Group (1,000)	1,170
Total client contacts (1,500)	1,566
Average number of clients actively receiving a service at any one time (22)	22 active clients on average
Number of volunteers (2)	5 volunteers
Total volunteer hours (200)	467 volunteer hours delivered during 2013/14
Information will be provided about number of clients moving on with positive outcomes	Quarterly updates received on service activity
Satisfaction Outcome (75%)	Satisfaction surveys continue to be undertaken each quarter – over 2013/14 97% of service users were satisfied.

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**Voluntary Action Shetland**  
**2013/14 Grant - £144,367**

Purpose:

1. To provide a central point for the voluntary sector, providing office space, storage, administrative support, sign posting, advice and information to the voluntary sector in Shetland.
2. To provide an effective management, financial and administrative service to the Board, staff, volunteers, and service users at Disability Shetland.

Key Targets for 2013/14	Actual service delivery
<p><b>Building the Third Sector relationships with Community Planning</b></p>	<p>VAS represents the Third Sector on a number of local strategic partnerships, inter-agency groups and forums.</p> <p>VAS ensures the interests of the Third Sector are represented. VAS collates views from Third Sector bodies and ensures they can feed into the various strategies, plans, partnerships and inter-agency groups. Over 50 such meetings were attended during 2013/14.</p> <p>VAS continues to support and co-ordinate the Third sector forum. This enables Third Sector groups to engage with community planning processes and help influence policy. It also provides opportunities for the Third Sector to network and communicate with each other, whilst also being able to liaise directly with Council officials. Third Sector Forum meets quarterly and discusses a variety of issues/topics.</p> <p>VAS supports the SOA and Community Plan, including Third Sector input.</p>
<p><b>Supporting and Developing a Strong Third Sector</b></p>	<p>VAS provides accommodation and services for a number of Third Sector organisations within Market House. Services provided by VAS include information, accounts &amp; payroll services, mail, PVG checks, external funding applications, legal structures and governance advice, OSCR legislation, websites, and a range of training opportunities and workshops.</p> <p>VAS regularly attends national meetings of Third Sector representative and share examples of good practise with local organisations wherever applicable.</p>

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<b>Social Enterprise Development</b>	<p>In 2013/14, VAS provided day to day management to Shetland Befriending Scheme, New Shetlander, Parent Link service, Association of Community Councils and Disability Shetland.</p> <p>VAS also mentored a number of organisations with quality assurance programmes such as PQASSO or Keystone.</p> <p>VAS continues to support and administer the Social Enterprise Network (SEN). 2 meetings were held and Social Enterprise Academy Training was delivered to SEN members.</p> <p>Information regularly issued via newsletter and e-bulletins offering support and advice to Social Enterprises.</p> <p>7 Social Enterprises accessed 1-2-1 support around business planning.</p>
<b>Volunteer Development</b>	<p>VAS provides access to volunteering opportunities via a range of outlets including its website and newsletters. VAS took part in Careers Convention and worked with schools to share information about volunteering opportunities and placements.</p> <p>VAS promotes the Saltire Awards, working with the 8 local high schools. Approximately 25% of school roll is registered with Saltire awards scheme. Young people are supported through the different Award stages. Awards ceremony was held in March 2014.</p> <p>78 community groups were given information and/or supported with the Saltire Awards.</p> <p>VAS also involved in the annual Shetland Youth Volunteering Awards and all high schools approached.</p> <p>VAS received over 2,200 volunteer enquiries during 2013/14. 100% of volunteers have 6 week reviews for all newly registered adult volunteers and annual reviews for all adult volunteers.</p>

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**Royal Voluntary Service (RVS)**  
**2013/14 Grant - £47,622**

**Purpose:**

To help people maintain independence and dignity in their own homes and communities, particularly in later life, by delivering practical support and a range of community based services tailored to individual need

Key Targets for 2013/14	Actual service delivery
Achieve 10% growth in the number of users of RVS Community Services by March 2014.	At March 2014 RVS had 232 service users registered. RVS saw a significant increase in service user numbers due to taking on Islesburgh Lunch Club and have received many new referrals for its other community services.
Continue 6 social clubs:- Brae, Burra, Northmavine, Sandwick, Walls and Whalsay	5 Social clubs operated in Burra, Northmavine, Walls and Whalsay. Sandwick reopened as a social club having previously been a lunch club. Brae club currently suspended due to lack of volunteers but recruitment is underway to try and get new volunteers in place.
Continue 1 established lunch club lunch clubs: "Cunningsburgh & Quarff" (increase attendance at club by 10% and increase the range of activities offered).	Attendance at the lunch club was 279 for the year. The average number of people at the club per month is 23. RVS had new service users join the club from Scalloway and Burra and Lerwick.
Manage the operation of Lerwick Lunch club, from 12th August 2013. This includes:	Lerwick Lunch club opened in August 2013 at Islesburgh Community Centre.
The provision of an escort for the bus service funded by SCT, from Monday 6 <sup>th</sup> January 2014; and	Recruitment plans are in place to recruit a permanent escort in 2014/15. The position of escort has been provided by RVS administrator who has received training from SIC on Moving and Handling. A trained volunteer covers the escort service one day a week.
To increase the range of activities offered, developing the social aspects of the club on a minimum of 2 days a week, from Monday 20 <sup>th</sup> January 2014.	No entertainment has been provided however a Christmas party took place and the Jarl squad visited on Up-Helly-Aa day. Plans are in place to address this in 2014/15.
40 people will receive support from our Good Neighbours service in 2013/14.	50 people received support this year which is an increase of 10 (25%) from 2012/2013.
Achieve a 10% growth in the number of passenger journeys by March 2014.	In total 396 passenger journeys took place during 2013/14. RVS had 14 new referrals for this service this year.

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<p>110 people will receive telephone support. Achieve 10% growth in number of telephone contact calls by March 2014.</p> <p>Greater use will be made of volunteers in private cars for transport to clubs.</p> <p>70 people will be registered as active volunteers by March 2014.</p> <p>Complete surveys using tailored questionnaires for each service during 2013/14.</p> <p>Complete volunteer survey during 2013/14.</p> <p>Carry out focus groups to help evaluate services.</p> <p>Produce report on results of service user and volunteer surveys and focus groups carried out in 2013/14</p> <p>Case studies</p>	<p>No telephone calls were made during this year. It has been agreed that for 2014/15 we will no longer provide a telephone support service.</p> <p>In Whalsay RVS has stopped using a mini bus with volunteers now taking service users to the club in their own cars. Northmavine service users are also transported via two volunteer drivers from as far afield as North Roe.</p> <p>RVS have reviewed its volunteer register during 2013/14 and now have 65 active volunteers registered at March 2014. Volunteer recruitment events are being held on a monthly basis.</p> <p>Cunningsburgh &amp; Quarff lunch club attendees completed a survey which was focussed around the closure of the Sandwich lunch club. The aim of the questionnaire was to look at whether or not service users from Sandwich would attend the Cunningsburgh &amp; Quarff lunch club after the decision was taken to close Sandwich lunch club. From this questionnaire it was decided to open a Social Club in Sandwich. The rest of the RVS services will be surveyed in 2014.</p> <p>Volunteers survey to be carried out in 2014</p> <p>No focus groups we held. Plans for 2014 are in place.</p> <p>Customer Survey Report was completed which evaluates results from the survey completed at Cunningsburgh &amp; Quarff lunch club. After the report was compiled a decision was made to open a social club in Sandwich. The club opened in January 2014.</p> <p>Case studies received</p>
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**Sport and Leisure**

**Shetland Recreational Trust**  
**2013/14 Grant - £2,518,550**

**Purpose:**

To provide wide range of leisure and sport activities and facilities at 8 locations throughout Shetland. The facilities are professionally operated, well maintained to a high standard with appropriate opening hours. The facilities are seen as places for whole communities to meet, socialise and play. They are a major attraction for local residents and an important factor in attracting tourists.

Key Targets for 2013/14	Actual service delivery
<p>Achieve a 2% growth in SRT and Rural Subscriptions, based on the baseline figures of 367 members.</p> <p>Target: 375</p>	<p>Actual: 404 SRT &amp; Rural subscriptions</p>
<p>Achieve a 2% growth in Corporate Subscriptions, based on a baseline figure of 490 members.</p> <p>Target: 500</p>	<p>Actual: 511 Corporate subscriptions</p>
<p>Achieve a 2% growth in Learn to Swim Classes and attendances, based on a baseline figure of 323 classes and 3,969 customers.</p> <p>Target: 330 classes Target: 4,049 admissions</p>	<p>Actual: 655 classes Actual: 27,786 admissions</p>
<p>Achieve a 2% growth in sport and exercise classes and attendances, based on a baseline of 343 classes and 5,880 customers.</p> <p>Target: 350 classes Target: 5,998 admissions</p>	<p>Actual: 566 classes Actual: 29,937 admissions</p>
<p>Continue to provide Senior Leisure Clubs for older adults at Aith, Clickimin, Brae, Unst, Whalsay and Yell.</p>	<p>A range of activities were provided for older people throughout SRT facilities.</p>
<p>Achieve a 2% growth in Senior Leisure Club attendances, based on a baseline figure of 255 sessions and 3,332 participants.</p> <p>Target: 260 sessions Target: 3,399 admissions</p>	<p>Actual: 277 sessions Actual: 3,617 admissions</p>



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<p>Achieve a 2% growth in health promoting class attendances, based on the baseline figures below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Neurology</td> <td style="text-align: right;">784</td> </tr> <tr> <td>Exercise after stroke</td> <td style="text-align: right;">196</td> </tr> <tr> <td>Cardiac Rehabilitation Phase IV.</td> <td style="text-align: right;">245</td> </tr> </table> <p>Target:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Neurology</td> <td style="text-align: right;">800</td> </tr> <tr> <td>Exercise after stroke</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Cardiac Rehabilitation Phase IV</td> <td style="text-align: right;">250</td> </tr> </table> <p>Work in partnership with local event organisers to deliver a minimum of 6 large scale community events at Clickimin for the people of Shetland.</p> <p>Ensure that at least 90% of all SRT actions for 2013-14 are completed for the delivery of The Shetland Sports Strategy.</p> <p>Undertake an annual survey to assess customer satisfaction rates with the services and facilities being provided by SRT.</p> <p>Ensure that a consistent charging policy is implemented across all facilities, including standard and 50% concessionary charges for under 18's, people with a disability and older adults 60+. Charges for 2013-14 to be increased by a minimum of 5%.</p> <p>Produce a least 8 case studies which highlight the positive impact of SRT services on the lives of service users.</p>	Neurology	784	Exercise after stroke	196	Cardiac Rehabilitation Phase IV.	245	Neurology	800	Exercise after stroke	200	Cardiac Rehabilitation Phase IV	250	<p>Actual: 1,045 Neurology Actual: 389 Exercise after stroke Actual: 435 Cardiac Rehabilitation</p> <p>In total 13 large scale events were held at Clickimin Centre during 2013/14. Total admissions of 20,128.</p> <p>This included events such as the Rotary Club Motor Show, Shetland Folk Festival, Ideal Homes Exhibition, Shetland Craft &amp; Food Fair and Up Helly Aa.</p> <p>96% of planned actions were completed. The action to support the Shetland Coach Education Conference was not completed as the Conference did not take place.</p> <p>A survey was conducted in February 2014 with 706 people taking part. Results illustrated positive feedback with virtually all respondents being "very satisfied" or "satisfied" with service received and/or facilities used.</p> <p>SRT Trustees approved prices for 2013/14 that had generally been increased by approximately 5% on 2012/13 level of charges.</p> <p>8 case studies have been received. The case studies were a mixture of groups and individuals, from service users throughout Shetland.</p> <p>Each case study highlighted the positive impact that SRT is making to them and their everyday lives.</p>
Neurology	784												
Exercise after stroke	196												
Cardiac Rehabilitation Phase IV.	245												
Neurology	800												
Exercise after stroke	200												
Cardiac Rehabilitation Phase IV	250												

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<p>Work in partnership with Shetland Islands Council to develop the new Anderson High School project and support the delivery of PE across Shetland through the provision of facilities.</p> <p>Produce an annual report for the Trust which highlights the key statistics and achievements of SRT for 2013-14.</p>	<p>Shetland Islands Council and Shetland Recreational Trust have entered into a formal Agreement regarding the development of the New Anderson High School Project. The Agreement was signed in February 2014 and covers a number of elements. It will be progressed throughout the 2014/15 financial year.</p> <p>The annual report due to be published in the autumn 2014.</p>
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**SRT opening hours in 2013/14**

Facility	Actual Opening Hours per Annum	Target Opening Hours per Annum
Clickimin Leisure Complex	5,200	5,228
Unst Leisure Centre	3,650	3,641
Yell Leisure Centre	3,700	3,630
North Mainland Leisure Centre	3,700	3,610
Whalsay Leisure Centre	3,700	3,701
South Mainland Pool	2,400	2,480
Scalloway Pool	2,900	2,988
West Mainland Leisure Centre	3,900	4,208

**SRT admission numbers in 2013/14**

Facility	Baseline	Target	Actual
Clickimin Leisure Complex	406,700	415,000	377,377
Unst Leisure Centre	25,480	26,000	30,279
Yell Leisure Centre	39,200	40,000	39,001
North Mainland Leisure Centre	53,900	55,000	42,182
Whalsay Leisure Centre	49,000	50,000	52,761
South Mainland Pool	26,460	27,000	31,257
Scalloway Pool	29,400	30,000	39,057
West Mainland Leisure Centre	53,900	55,000	44,351
<b>Total</b>	<b>684,040</b>	<b>698,000</b>	<b>656,265</b>

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**The Swan Trust**  
**2013/14 Grant - £44,650**

**Purpose:**

To make the Swan available for viewing, restored in good working order and registered as an approved sail-training vessel.

To encourage young people to sail on the Swan, to appreciate Shetland's sailing and fishing history and experience our wildlife and culture.

Key Targets for 2013/14	Actual service delivery
<p><b>Usage:</b>            Shetland schools (10)            Additional Support Needs (2)            Youth Groups (2)</p> <p><b>Analysis:</b>            School children (300)            Youths under 25 (70)            Adults (50)</p> <p>Percentage of users who were satisfied with the service provided (80%)</p> <p>Percentage of users who would return for another trip (80%)</p> <p>Activity report demonstrating outcomes to service users</p>	<p>7 Shetland schools            2 Additional Support Needs group            2 Youth Groups</p> <p>99 school children            44 youths under 25            33 adults</p> <p>No satisfaction survey carried out. However verbal feedback from service users indicates that the majority of people using the Swan had a positive experience.</p> <p>No data has been gathered. Again informal feedback received indicates that many service users would consider a return trip on the Swan in future</p> <p>Following annual winter maintenance a few short sails took place to allow the new skipper and bosun time to familiarise themselves with the vessel. Several days of volunteer training were also completed.</p> <p>The sailing season started with a number of school charters in and around Shetland. Planned trips to Orkney and Caledonian Canal were cancelled due to low uptake. Other private charters took place during this period.</p> <p>In June, the Swan had a charter trip for Sail Training Shetland who took 10 youth trainees to Norway. This trip took 15 days in total and the main sailing area was from the Hardanger Fjord south to Stavanger.</p> <p>On its return to Shetland there was time for the Swan to carry out some volunteer crew training and minor maintenance work. In late July the Swan headed to the Westeray Regatta for a weekend trip.</p> <p>An advertised charter to Norway took place in early August and this trip included taking in fjords, a visit to Maaloy and sailing as far south as Bergen.</p>

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Case studies	<p>The last “big” charter of the summer was taken by a group of like minded artists and poets who were working on a project in relation to climate change. This trip around Scotland’s most northerly coasts and islands was deemed very successful and may be repeated.</p> <p>The sailing season ended in late September with local charters for Skerries and Fair Isle primary schools plus a booking by North Atlantic Fisheries College as part of its induction for new marine cadets.</p> <p>Preparations were made for the winter maintenance programme. The Swan travelled to MacDuff shipyard early after New Year and had a range of improvements carried out. The main tasks included having its old fuel tanks removed and replaced with new fuel tanks.</p> <p>A new small standby generator was installed as a safety measure and the Swan had its rigging checked and other routine marine safety inspections carried out. In addition to this, the Swan had its hull scraped bare and fully repainted.</p> <p>During this maintenance period, Swan trustees worked on the 2014 programme with a number of advanced bookings received. The Swan also appointed a new skipper and bosun for 2014 sailing season.</p> <p>No case studies received</p>
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**Development Services**

**Shetland Amenity Trust  
2013/14 Grant - £1,052,728**

Shetland Amenity Trust continues to be an active, broad based and successful Trust, running the Shetland Museum and Archives and a range of heritage and culture services, many by means of service level agreement with the Council. The Trust has had numerous successes in the year and below are listed a few highlights.

Key Performance Targets	Actual Service Delivery
<p><b><u>Administration and Management</u></b></p> <p>Support the complex and diverse range of projects/services offered by Trust</p> <p>Ensure Finance Function continues to support the business needs of the organisation</p> <p>Implement a new staff appraisal system</p>	<p>Management continue to support all aspects of Trust activities including the progression of funding opportunities for projects/funding. Funding secured for geology post for next 2 financial years. Negotiations undertaken with Shetland Islands Council regarding future funding for Shetland Museum &amp; Archives, Architectural Heritage and Promote Shetland. Continued focus on the management of the Sumburgh Head project.</p> <p>Concentrated admin support provided to the Viking Congress - 10 day event being held in August 2013 involving over 120 delegates from throughout the Viking world.</p> <p>Concentrated admin support now being given to the launch of Sumburgh Head as a “live” site in Q1 2014/15. This includes planning for the official opening in June 2014.</p> <p>Payroll and key finance processes working effectively. No errors or omissions identified. Year-end procedures completed.</p> <p>2012/13 Financial Statements audited and Consolidated Accounts completed.</p> <p>On-going – staff continually looking to identify savings and increase business efficiency.</p> <p>Draft appraisal system prepared and well received by Union. Minor amendments completed and to be put to Staff Council and Trustees for approval during 2014.</p>

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<p>Continue to review the structure and function of administration within the Trust to ensure that it effectively supports the Senior Management Team, Trustees and the wider organisation.</p>	<p>On-going assessment of performance and needs, reviewed monthly by Admin Manager and Team.</p>
<p><b><u>Interpretation</u></b></p>	
<p>Revise and update the Shetland Interpretive Plan</p>	<p>Owing to a number of recent developments regarding interpretation in Shetland the draft Shetland Interpretive Plan has, of necessity, been redrafted. We would expect that the completed plan would be published early in 2015.</p>
<p>Continue to support the provision of interpretive panels where appropriate</p>	<p>Work on-going.</p>
<p>Continue to support the network of community museums and history groups working in partnership ensuring that investment in this sector is safeguarded for future generations</p>	<p>Network of 19 heritage organisations received annual running cost grants. Reporting forms were issued to recipients.</p>
<p>Working along with Shetland Heritage Association, develop and rationalise a coherent strategy of support for community museums and heritage groups</p>	<p>Work on-going.</p>
<p>Maintain the suite of interpretive leaflets</p>	<p>Funding secured from Shetland Islands Council to maintain the suite of leaflets. 11 have been updated and reprinted.</p>
<p>Maintain the Shetland Heritage and Culture website and online presence for the Heritage Hub</p>	<p>Shetland Heritage Website and SAT website being maintained.</p>
<p>Consider and develop innovative interpretive initiatives of the highest quality, thereby setting new standards for the better interpretation of Shetland</p>	<p>Transnational LEADER Project initiated to develop Geological Interpretation using mobile phone technology. Phone App developed and fully operational for Android and iPhone.</p>

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<p>Continue to develop and publish works under the Trust's Heritage Publications banner</p>	<p>Havera published. Spitfire "Shetlander" published. Shetland Textiles: 800BC to the Present published.</p>
<p><b><u>Natural Heritage</u></b></p>	
<p>Maintain, enhance and develop the present functions of the SBRC database</p>	<p>SBRC continues to collate data and input this into the database. All Planning Applications in the financial year were scanned and relevant bodies notified where there were potential adverse impacts on biodiversity. Contributed to various SIC policy initiatives, most notably the Local Nature Conservation Sites initiative and Environmental Action Team as part of the Community Plan.</p>
<p>Oversee and manage the targets set for the Ranger Service</p>	<p>All targets identified in the Service Level Agreement were met or where this was not the case, discussed with relevant SIC officers.</p>
<p>Continue to progress the interpretive elements of the Sumburgh Head project</p>	<p>Project nearing completion. Additional interpretive information provided as requested.</p>
<p>Manage Geopark Shetland as per the Action Plan agreed by the Shetland Geology Working Group and maintain membership of the Global Geopark Network</p>	<p>Scottish Government funding secured for 2 years until end of March 2015. Geopark Project Officer continues to develop a range of projects with a variety of partners (both within Shetland, nationally and internationally). Geopark successfully revalidated at EGN Conference in southern Italy in September 2013 meaning that Geopark Shetland remains in the Global Geopark Network for a further 4 years. Staff continue to attend relevant EGN and GGN meetings as required.</p>
<p>Ensure that all species of endemic and threatened hawkweeds are in cultivation (working with Woodlands Team)</p>	<p>Seed from the last Shetland endemic plant obtained in June 2013 has successfully germinated and flowered.</p>
<p>Contribute to the organisation and delivery of the annual Shetland Nature Festival.</p>	<p>Shetland Nature Festival 2013 was successfully delivered. Planning for Shetland Nature Festival 2014 nearing completion.</p>
<p><b><u>Archaeology</u></b></p>	
<p>Further develop the SMR online record and facilities</p>	<p>There is now a concrete plan to prepare data area by area in readiness to upload it to "Pastmap" the portal for all the SMRs to put data on line. This will be done through regular uploads. We hope to be ready to</p>

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<p>Develop a successful application for World Heritage Status for “Mousa, Old Scatness and Jarlshof: the Zenith of Iron Age Shetland”</p> <p>Secure funding for the continuation of the Old Scatness project and plan for the final stages</p> <p>Develop Old Scatness Broch as a high quality visitor centre with use of innovative architecture to protect and showcase the site</p> <p>Enhance and develop the use of the SMR database, responding to land management issues and other enquires; developing the marine aspect of the SMR, maintaining and developing the SMR database</p> <p>Continue to work closely with Shetland Islands Council on development control issues</p> <p>Complete Phase 1 of the Viking Unst project and consider further phases</p>	<p>contribute to the November upload.          Developing the Hjaltland Research Network seems to be in abeyance.          Shetland Archaeologist is part of the SMR Forum exploring issues of how best to put SMRs online.</p> <p>Technical Evaluation feedback received. Awaiting further advice as now offered from Historic Scotland.</p> <p>Project Team is meeting regularly.          Discussions with several possible funders initiated.          Funding application to HLF submitted.          HLF monitors came to Shetland for presentations and inspections. This highlighted our strengths and weaknesses for further work.</p> <p>See PIRs above.          Site is open to booked groups and we are exploring options for at least some summer opening.</p> <p>Continuing to respond to land management issues and other enquiries.          Continued involvement in the Marine Spatial Planning Group.          Information supplied to the Sullom Voe Terminal’s Emergency Response Plan.</p> <p>Archaeologically sensitive developments identified and appropriate recommendations made for mitigation through imposition of conditions or predetermination fieldwork.</p> <p>Viking Unst volume published and launched.          Trails pack completed.</p> <p>Viking longhouse completed externally and Skidbladner moved.</p> <p>Project signed off as complete by HLF.</p> <p>Weekend Living History events have commenced and are planned throughout the school holiday period.</p>
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<p>Develop future archaeological projects, such as a second phase of the Viking Unst project or the West Side Prehistory project and identify sources of funding</p> <p>Host the Viking Congress in 2013</p> <p>Complete and publish the Iron Age and Post Medieval volumes of Old Scatness and the Viking Unst volume. Progress other publications, including the Old Scatness Landscape volume</p> <p>Take forward the "Archaeology Alive" programme and continue to develop the Shetland's Past project</p>	<p>The Construction teams underwent axe training for a week, preparing the inside of the longhouse.</p> <p>Landscaping around the site completed and drystone wall constructed at the back.</p> <p>Maintenance of the excavated sites undertaken. Baltasound School have planted Viking crops at Brookpoint.</p> <p>Landscaping and site clearance means that the area is becoming more visitor friendly.</p> <p>Plans for the summer activities are in place.</p> <p>A newsletter for the islands outlining plans for the year is in preparation.</p> <p>Participation of Neolithic Network and exploring the potential of work on the West Side. Visits with D. Cowley (RCAHMS) and K. Edwards (Aberdeen University) to West Side sites with a view to considering a research project there.</p> <p>The Congress was held in August and the Post-Congress tour was a great success. Concentrated planning was held in the run-up to the Congress held in August. We have begun to receive papers from the contributors to the Viking Congress. These are to be peer reviewed and edited by the Shetland Archaeologist, Olwyn Owen from Historic of Scotland and Doreen Waugh, place names and linguistics specialist.</p> <p>Work on Volumes 2, 3 and 4 continues.</p> <p>Continued co-operative working with local archaeology interest groups/individuals.</p>
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<p>Working with local groups, help to develop their needs and aspirations in relation to archaeology in their areas</p> <p><b><u>Place Names</u></b></p> <p>Record place names from oral and archive sources</p> <p>Maintain the Shetland Place Names database and linked digital mapping, and develop a strategy for public access</p> <p>Become the recognised authority on location and recording of Shetland place names</p>	<p>Continued co-operative working with local archaeology interest groups/individuals.</p> <p>Recorded Burra place names working with local History Group and RVS Group.</p> <p>Recorded Sandwick place names working with local History Group.</p> <p>Photographed and scanned large-scale maps and photographs which were lent to the Project.</p> <p>Recorded Waas and Northmavine place names working with local groups.</p> <p>Outreach work with Cunningsburgh RVS and Ollaberry SWRI and several new informants identified.</p> <p>Supplied copy maps and recording sheets to volunteer recorders.</p> <p>Updated database and digital maps with place names recorded by individuals and groups across Shetland.</p> <p>Provided information to a number of individuals and organisations interested in location, spelling and pronunciation of a range of place names.</p> <p>Explored mechanisms of sharing updated place name information with HM Coastguard and Ordnance Survey to enable emergency services to have fuller and more accurate records.</p> <p>Assisted individuals choose names for their new houses.</p> <p>Acted a moderator for the Transcribing ScotlandsPlaces Project, verifying place names and offering support in transcribing documents relating to Shetland.</p> <p>Met with representatives from The British Museum and national press during their fact finding visit to Shetland prior to The British Museum's Viking exhibition.</p>
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<p>Research and publish information on Shetland place names</p> <p>Record information on Shetland's inshore fishing meids</p> <p>Develop links with educational establishments and prepare resources in partnership with other Trust staff</p> <p>Provide accurate visitor information on location, pronunciation and meaning of place names for use in publications and by tour guides and rangers</p> <p>Promote the project at local, national and international events</p> <p>Represent the Trust on Shetland ForWirlds committee and provide support for the promotion and development of the dialect</p>	<p>Researched the meaning of a number of place names in response to enquiries and undertook research prior to publishing articles.</p> <p>Plotted information recorded relating to Dunrossness angling rocks and land features used in meids. Detailed lists of Foula meids received.</p> <p>Prepared introductory information and exercises re Nesting place names and used with P4-7 group at Nesting Primary School.</p> <p>Provided local place name information and maps for Field Studies season of walks.</p> <p>Provided introduction to Shetland place names for Shetland Studies evening class/tour guide training.</p> <p>Continued to assist in the development of project plan for Lerwick Community Council's proposed interpretive panels at Harrison Square.</p> <p>Place Names leaflet handed out at all outreach opportunities.</p> <p>Suggested names and provided text for the new range of Enviroglass pavers, taking inspiration from place names which reflect Shetland's geology and flora.</p> <p>Presented a paper on John Stewart's place name project at the Viking Congress in August, provided place name information on Congress tours, and made useful contacts with delegates for possible future collaborations.</p> <p>Discussed opportunities with members of Scottish Place-Name Society.</p> <p>Attended committee, general, merchandising and education group meetings.</p> <p>Helped launch new products and stage events, including annual variety concert, launch of the Shetland Folk Society's songbook Da Sangs at A'll Sing ta Dee, flower notepads and a new human sized otter mascot – Dratsi.</p> <p>Developed plans for Year o Shetland Dialect 2014, marking the 10th anniversary of Shetland ForWirlds and liaised with colleagues regarding potential Trust initiatives</p>
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<p>Lead the Trust's participation as a partner in the THING (Thing sites International Networking Group) Project 2009-2012</p>	<p>Launched the book Things in the Viking World at an event in June, comprising presentations about the Project, a look at modern politics and what a lawting might discuss today, and an introduction to Nesting Primary School's Ping at Nesting Project.</p> <p>Helped lead-partners finalise all the reports for funders for end of June.</p> <p>Met members of the Norwegian Nybakk family who plan to take their fishing boat M/S Nybakk on a tour of thing sites next year to mark the 200th anniversary celebrations of the adoption of the Norwegian Constitution. Continued planning for this event.</p> <p>Released the first Thing Sites GeoTour trackables into geocaches, provided support to partners re the GeoTour, and updated Facebook page.</p> <p>Discussed use of geocaching as an initiative which could help involve young people in local heritage with representatives of Shetland Heritage Association.</p> <p>Updated Facebook page, co-ordinated maintenance work on geocaches and released further Geotags.</p> <p>Discussed opportunities to extend the THING network.</p>
<p><b><u>Environmental Improvement</u></b></p> <p>Continue and expand core activities such as community recycling of food and drink cans, glass and the salvage of architectural building materials for public renovation projects</p> <p>Engage with the community at all levels to increase awareness and understanding of Shetland's environment and the actions they can take to protect and enhance it</p>	<p>10 tonnes of aluminium recycled. Processed aluminium cans sold in August 2013 and over £6,000 paid to community groups through Trust's cash for cans scheme.</p> <p>On-going work with Architectural Heritage to recycle building materials.</p> <p>Recycling/litter workshops delivered: One to school group, 3 to a Brownie pack, one to youth club. Provided marine litter workshop resources for Smack of Jellyfish exhibition at the Museum and Archives in August 2013. 6 talks delivered to all S1-S3 Anderson high pupils, ~500 pupils, during their assemblies. The talk looked at how choices made about our rubbish can help or harm Shetland, our economy and its wildlife. In conjunction with the schools Eco-Committee, 2 assemblies delivered at Scalloway Primary School, all P1-7 pupils, looking at what happens to our rubbish when it is recycled/ dropped as litter/put in a bin.</p>

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	<p>Undertook food waste audits at the Scalloway Primary School, in partnership with the school Eco-committee, and helped identify ways in which waste could be reduced.</p> <p>Took part in national Transport Litter Week 19th-23rd August, ref Q2 report, and Dog Fouling Fortnight 30th September - 13th October, ref Q3 report.</p> <p>2013 Environmental Awards presented to 11 winners on 13th November.</p> <p>Various initiatives under the Dunna Chuck Bruck banner, including:</p> <ul style="list-style-type: none"> <li>○ Participated in Sheep Dip Event, delivering marine litter workshops in partnership with KIMO to over 90 pupils from 4 local schools over 2 days.</li> <li>○ Participated in two evening sessions for teachers, where members of ShEEP outlined what they already offer for schools and asked the teachers if there were any areas further resources are required.</li> <li>○ Recycling stand/workshops delivered at a RSPB family fun day.</li> <li>○ Recycled crafts drop-in workshop delivered at Sunday Teas which were part of the Shetland Nature Festival, and festive Makkin and Yakkin session in Bressay Heritage Centre.</li> <li>○ Promotional stand at the Cunningsburgh Show.</li> <li>○ Regular updates on the Dunna Chuck Bruck Facebook page.</li> <li>○ Helped promote Aith Junior High School's entry for the Marlisco Video Contest, in which they came second.</li> </ul>
<p>Further develop glass recycling and, in particular, recycled glass pavers and other high quality recycled products</p>	<p>509.26 tonnes of waste glass processed &amp; recycled. Continue to pursue 4 main goals identified through review: Increase efficiency of aggregate production; Semi-automate precast production; Focus on value added product development; Build a strong local market.</p> <p>Goals 1 &amp; 2 – New equipment installed and operational. Goals 3 &amp; 4 - Local product development and promotions continue, including display area in COPE Garden Centre, new website, local adverts and press releases, promotional stands at Cunningsburgh and Ideal Homes shows. Bespoke pieces include a plaque for a new area at Michaelswood, Fire Hearths and 2013 Shetland Environmental Awards.</p>

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<p>Undertake Da Voar Redd Up activities and community involvement environmental improvement and litter prevention initiatives</p>	<p>Enviroglass precast pavers have been approved as a best practice in the transnational Natural Energy Efficiency and Sustainability (NEES) Project. Project representatives visited Shetland in September.</p> <p>Representative of SUSTaim visited in January to gather data for a carbon footprint assessment to PAS2050 he is undertaking on Enviroglass paving.</p> <p>SAT Environmental Improvement officer gave presentations on Enviroglass at NEES Events in November 2013 and March 2014:</p> <p style="padding-left: 40px;">Future Footprints, Lighthouse, Glasgow – a full day event focusing on building products in a resource efficient world.</p> <ul style="list-style-type: none"> <li>○ Cross Party Group on Architecture and the Built Environment, Scottish Parliament, Edinburgh – evening event focused on sustainable job creation and export opportunities in the Scottish Construction Industry.</li> <li>○ Sustainable Building Materials Scotland, Eden Court, Inverness – full day event of presentations and seminars on best practice materials and how to grow markets for these materials.</li> </ul> <p>Factory tours given, including MSP Jean Urquhart, SEPA senior management, SIC and Zero Waste Scotland (ZWS) representatives as well as Eunomia, who are carrying out a review of Shetland’s waste streams for ZWS. 2 tours given to the public during the Cunningsburgh Show day and tours also given to school groups, including Anderson High ASN department.</p> <p>Factory Manager attended a meet the buyer event with Miller Construction regarding the new Anderson High Project.</p> <p>Main Redd Up weekend, 27th &amp; 28th April, 2013. 4,768 volunteers involved with 60.64 tonnes of bruck collected and disposed of to date.</p> <p>Mini Redd Ups supported throughout the year and several skips supplied to the outer isles for removal of Redd Up bruck.</p> <p>Supported Cecilia James to carry out a follow up roadside litter pick along Da Lang Kames, Ref. 30th June report.</p> <p>Took part in several Redd Ups, Ref. 30th June report.</p>
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<p>Continue the valued Muck and Bruck operations throughout Shetland</p> <p>Ensure the Trust remains at Gold Level in the Green Business and Tidy Business Award Schemes and is a contender in national award/recognition schemes in relation to the above projects</p> <p><b><u>Woodlands</u></b></p> <p>Secure a suitable arboretum site and explore funding opportunities</p> <p>Continue to support and promote local tree planting initiatives</p>	<p>Promotion of Voar Redd Up Groups and Cecilia's follow up Redd Up on the Dunna Chuck Bruck Facebook page.</p> <p>New features successfully used for 2013 Redd Up, Ref. 30th June report.</p> <p>2014 Redd Up launched 7th March, planned dates 26th &amp; 27th April.</p> <p>157 end of life vehicles uplifted. 178 requests for uplift of fencing wire, redundant agri-equipment and large electrical goods completed. 36 end of life vehicles depolluted with Certificates of Destruction issued. Several skips supplied to Papa Stour and Fair Isle for the removal of scrap metal, fencing wire and large electrical goods.</p> <p>Green Business Award Scheme assessment carried out in October 2012. Shetland Amenity Trust remains at Gold Level. Next assessment June 2014. Shetland Tidy Business – the local authority no longer runs this scheme.</p> <p>Approach SIC regarding possible use of new AHS grounds to be made, when plans are finalised. Potential plant material being potted on.</p> <p>Discussions with SIC about existing plant material at Clickimin campsite.</p> <p>Input into landscaping proposals for new Anderson High School and proposed Staney Hill housing project.</p> <p>Planting advice and help given to community groups and schools (e.g. installing rabbit netting at Whiteness School).</p> <p>Planting empty areas at East Weisdale, and at Clickimin continued.</p> <p>Discussion with AB Associates regarding Transition Shetland use of Tingwall glasshouse.</p> <p>Planting empty areas at East Weisdale and at Clickimin continued.</p>
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<p>Initiate or support projects which reintroduce native/endemic species in appropriate natural habitats</p>	<p>Advice given to SRDP woodland applicants and other interested people.</p> <p>Monitoring of rare Shetland plant sites in co-operation with SBRC.</p> <p>Oysterplant seedlings over-wintered and transferred outside from glasshouse.</p> <p>Seed collections made of oysterplant, native rowans and dogrose.</p> <p>Aspen shoots initiated in tissue culture.</p> <p>Good germination rates of native juniper from Burn of the Twa Roes.</p> <p>Woodland Team to provide in-kind resources for re-introduction of blanket bog species for Peatland Restoration Project.</p>
<p>Review the Shetland Woodland Strategy</p>	<p>See below, Rebranding &amp; Updating.</p>
<p>Co-operate with the Forestry Commission and other bodies in relation to forestry grants, woodland development, etc.</p>	<p>Attendance of Project Officer at Nordic Arboretum Committee meeting in Gothenburg, and presentation: 'Trees in Maritime Sites'.</p> <p>Fencing and planting being undertaken on two SRDP projects, at Linga in Waas, and at Dales Voe.</p> <p>Establishment of, and participation in, Shetland Mire Conservation Group.</p> <p>Funding application to SNH for Peatland Restoration Officer submitted by SAT on behalf of Shetland Mire Conservation Group.</p> <p>Participation in drawing up Shetland Community Plan continues (Amenity and Access).</p>
<p>Pursue biomass initiatives, e.g. Short Rotation Coppice</p>	<p>Good overwinter survival of trialled varieties at South Whiteness.</p>
<p>Develop propagation programmes at the Staney Hill Horticultural Unit using traditional methods and tissue culture</p>	<p>Climate Challenge Fund application unsuccessful, but will continue with trial.</p> <p>See above under native/endemic species.</p> <p>Tissue culture: UDBG Botanic Garden Native Plant Project: Plants successfully initiated and transferred to 'normal' growing media were collected by the Botanic Garden's curator in May.</p> <p>Edmondston's chickweed still surviving in vitro from</p>



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<p>Bring remaining endemic Shetland hawkweed species into cultivation</p>	<p>seed. Preliminary discussions regarding tissue culture of Scottish aspen clones with a Galloway-based grower. Possibility of new plant material next year from University of Dundee Botanic Garden for tissue culture.</p> <p>New collection made of Hieracium ronasii from two locations, and sown. Some seedlings from one location germinated.</p> <p>Hieracium ronasii: 3 plants now in cultivation at Horticultural Unit, and showing signs of flowering this year.</p>
<p>Maintain an effective advisory service and demonstrative role in Shetland's woodland development</p>	<p>Participation in ShEEP Dip on 28th May at Kergord, demonstrating phases in the life of a tree.</p> <p>Participation in Shetland Nature Festival 'Tree Magic'. Repair and maintenance of paths in community woodlands. Bench installed at Burn of Brae.</p> <p>Thinning and windblow clearance at Kergord and Sullom continued.</p> <p>Repair and maintenance of paths at Loch of Voe Community Woodland, and at Sullom.</p> <p>Advice given to a number of groups and individuals regarding site and tree selection for planting, and tree surgery techniques.</p> <p>Participation in ShEEP 2014 activities and Shetland Nature Festival 2014 plans, John Muir Award projects and contributing to school woodland/wildlife areas.</p>
<p>Rebrand and update existing Tree Planting information notes and expand the series</p>	<p>Preparation of booklet 'Tree Magic' for Shetland Nature Festival. Rebranded leaflets available on woodlands page of SAT website.</p>
<p>Plan an active role in the development of the Open Space Strategy for Shetland</p>	<p>No new areas identified or proposed (but see above PIR re arboretum).</p>
<p>Undertake landscaping works at Trust and other properties, where appropriate</p>	<p>Continued with landscaping at Horticultural Unit. More shelterbelt planting. Maintenance and more planting at SMAA, and other SAT properties. Landscaping at Sumburgh Head commenced, Rosa rugosa uplifted from Tangwick Haa for transplanting.</p>

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**Shetland Churches Council Trust**  
**2013/14- £54,055**

Purpose

The Trust deed states that the Objects of the Trust are

- a) to strive to enable those Christian congregations in Shetland who wish to participate in the Shetland Churches Council to co-operate in using their resources, both human and material, more effectively in working for the extension of Christian knowledge and experience, in playing a corporate part in influencing and changing society and in worship.
- b) For such other purpose or purposes charitable in law as the Trustees shall from time to time determine

Key Performance Targets	Actual service delivery
To hold regular meetings of Trustees, around 6 per year, to consider Grant applications and to receive reports from Trust representatives on various groups that the trust is involved in.	5 meetings held
To continue to assist Christian congregations with the upkeep and repair of their buildings, particularly where they have a wider architectural or community benefit, in order to ensure that these buildings can continue to provide satisfactory places of worship.	4 awards primarily for external works and 1 award for internal works  Geographical spread: Unst, Voe, Lerwick
To ensure, where reasonably practical, that access to church buildings is barrier free so that people with disabilities can use the buildings without restrictions and that other disabilities are mitigated.	0 grants given relating specifically for disabled facilities
To work together to co-ordinate and facilitate services and events for the community	Supported Burra Baptist's football holiday club (80 children took part)  Support for Rebellion, a monthly youth event for teens of all denominations and none.
To help defray some of the costs of travel from Shetland, to enable people, including youth, to participate fully in activities	3 travel grants awarded 1 grant awarded for Lerwick Churches visitors information leaflet reprint
Sit on committees and bodies dealing with issues such as drugs and alcohol, Emergency Forum, etc	Representatives on 4 bodies, namely; Children & Families Committee, Shetland alcohol Drugs Forum, Emergency Planning Forum, Spiritual Care Reference Group.

## REPORT

To: Shetland Charitable Trust

11 September 2014

From: Chief Executive

Report: CT1409036

### FUND MANAGER TRANSACTIONS

#### 1. Introduction

1.1 Shetland Islands Council provides Treasury support to Shetland Charitable Trust under the terms of a Service Level Agreement (SLA).

#### 2. Investment Decisions

2.1 Appendix A lists the investment decisions made by Insight Investment Management Limited in May, June and July 2014.

2.2 Appendix B lists the investment decisions made by BlackRock in May, June and July 2014.

2.3 Appendix C lists the investment decisions made by Schroder Investment Management Limited in May, June and July 2014.

2.4 This appendix lists purchases in order of transaction size and sales in order of the size of the gain or loss made on the transaction.

2.5 The Fund Managers make investment decisions based on the terms of Investment Management Agreements.

#### 3. Movement on Charitable Trust Funds

3.1 The following table shows the movement there has been in the Charitable Trust's funds during the 2014/15 financial year to 31st July 2014:

2014/15	£ million
Mkt Value at 1 Apr 2014	188.9
Market Movement	4.5
Injection/(Withdrawal)	0.0
Mkt Value at 31 May 2014	<u>193.4</u>

(These are unaudited figures and are for information only.)

#### 4. Recommendation

4.1 The Trustees are asked to note this report.

## APPENDIX A)

## INSIGHT INVESTMENT MGMT REPORT - PURCHASES

NAME OF SECURITY	DATE	NUMBER OF UNITS	PURCHASE PRICE (£)
<b>UNITED KINGDOM</b>			
INSIGHT GLOBAL II EX UK BOND S GBP ACC	30/06/2014	75,009.23	1,300,000.00
ILF GBP LIQUIDITY FD	03/07/2014	1,215,000.00	1,215,000.00
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	09/05/2014	501,000.00	542,669.20
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	23/07/2014	443,000.00	478,988.16
UK(GOVT OF) 0.125% I/L GILT 22/3/68 GBP	12/05/2014	352,000.00	404,311.21
UK(GOVT OF) 0.125% IDX/LKD 22/03/58 GBP	29/07/2014	314,400.00	339,114.98
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	27/06/2014	192,000.00	302,068.78
UK(GOVT OF) 0.125% I/L GILT 22/3/68 GBP	07/07/2014	186,000.00	208,696.10
UK(GOVT OF) 0.25% IDX LKD GILT 22/3/52	07/07/2014	177,000.00	205,229.89
UK(GOVT OF) 0.125% IDX LKD GILT DUE 22 MAR 2029 GBP0.01	15/05/2014	162,000.00	180,524.25
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	17/07/2014	138,000.00	176,000.10
UK(GOVT OF) 0.125% IDX LKD GILT DUE 22 MAR 2029 GBP0.01	17/07/2014	130,000.00	144,201.86
UK(GOVT OF) 0.75% I/L STK 22/11/2047	29/07/2014	68,000.00	106,998.34
UK(GOVT OF) 0.125% I/L GILT 22/3/68 GBP	02/06/2014	91,000.00	105,976.15
UK(GOVT OF) 0.125% I/L GILT 22/3/68 GBP	28/05/2014	93,000.00	105,788.60
UK(GOVT OF) 0.25% IDX LKD GILT 22/3/52	02/06/2014	87,000.00	103,420.96
UK(GOVT OF) 0.25% IDX LKD GILT 22/3/52	28/05/2014	88,000.00	102,904.22
ILF GBP LIQUIDITY FD	22/07/2014	85,000.00	85,000.00
ILF GBP LIQUIDITY FD	13/05/2014	75,000.00	75,000.00
ILF GBP LIQUIDITY FD	09/06/2014	70,000.00	70,000.00
UK(GOVT OF) 0.75% I/L STK 22/11/2047	16/07/2014	23,000.00	36,062.46
ILF GBP LIQUIDITY FD	04/06/2014	30,000.00	30,000.00
ILF GBP LIQUIDITY FD	16/07/2014	25,000.00	25,000.00
ILF GBP LIQUIDITY FD	06/06/2014	20,000.00	20,000.00
ILF GBP LIQUIDITY FD	22/05/2014	15,000.00	15,000.00
ILF GBP LIQUIDITY FD	28/07/2014	10,000.00	10,000.00
ILF GBP LIQUIDITY FD	08/07/2014	5,000.00	5,000.00
ILF GBP LIQUIDITY FD	17/07/2014	5,000.00	5,000.00
ILF GBP LIQUIDITY FD	24/07/2014	5,000.00	5,000.00
ILF GBP LIQUIDITY FD	02/06/2014	1,939.99	1,940.08
ILF GBP LIQUIDITY FD	01/05/2014	1,926.34	1,926.50
ILF GBP LIQUIDITY FD	01/07/2014	1,905.47	1,905.47

TOTAL UNITED KINGDOM

6,408,727.31**OVERSEAS**

NO OVERSEAS INVESTMENTS PURCHASED

TOTAL OVERSEAS

0.00

## APPENDIX A)

## INSIGHT INVESTMENT MGMT REPORT - SALES

NAME OF SECURITY	DATE	NUMBER OF UNITS	PURCHASE PRICE (£)	
<b>UNITED KINGDOM</b>				
ILF GBP LIQUIDITY FD	30/07/2014	270,000.00	270,000.00	0.00
ILF GBP LIQUIDITY FD	12/05/2014	305,000.00	305,000.00	0.00
UK(GOVT OF)1.25% I/L STK 22/11/2032	15/05/2014	60,000.00	88,754.66	-630.57
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	29/07/2014	138,000.00	176,858.73	-858.63
UK(GOVT OF)1.25% I/L STK 22/11/2032	17/07/2014	218,000.00	321,348.62	-1,164.43
UK(GOVT OF) 0.125% IDX LKD GIL 3/44 GBP	16/07/2014	35,000.00	38,686.27	-2,190.89
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	15/05/2014	57,000.00	90,227.73	-3,259.38
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	09/05/2014	152,000.00	238,740.50	-6,824.91
MOYLE INTERCONNECT 2.9376% IND LNK 03/33GBP	03/06/2014	14,063.77	23,766.80	-8,288.21
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	23/07/2014	303,000.00	479,192.28	-14,567.90
UK(GOVT OF) 0.375% IDX-LKD GILT 22/3/62	28/05/2014	158,000.00	209,431.12	-16,041.75
UK(GOVT OF) 0.375% IDX-LKD GILT 22/3/62	02/06/2014	156,000.00	210,905.09	-19,963.69
HOSPITAL CO DARTFO 3.003%-IDX LKD 31/10/31 GBP	17/07/2014	36,629.70	62,375.36	-24,911.62
UK(GOVT OF) 0.375% IDX-LKD GILT 22/3/62	07/07/2014	317,000.00	414,965.55	-26,962.83
UK(GOVT OF) 2% I/L STK 26/01/35 GBP0.01	27/06/2014	145,000.00	300,759.00	-36,227.56
UK(GOVT OF) 0.375% IDX-LKD GILT 22/3/62	12/05/2014	357,000.00	477,598.60	-40,636.54
TOTAL UNITED KINGDOM			<u>3,708,610.31</u>	<u>-202,528.90</u>
<b>OVERSEAS</b>				
BUNDESREPUB. DEUTSCHLAN 2.5% BDS 04/07/2044 EUR	30/06/2014	-2,152,000.00	1,850,535.46	125,674.91
TOTAL OVERSEAS			<u>1,850,535.46</u>	<u>125,674.91</u>

**APPENDIX B)****BLACKROCK REPORT - PURCHASES**

<b>NAME OF SECURITY</b>	<b>DATE</b>	<b>NUMBER OF UNITS</b>	<b>PURCHASE PRICE (£)</b>
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**UNITED KINGDOM**

BLACKROCK ADVS(UK) CHARITRAK UK EQTY IDXX INC	29/07/2014	20,343.80	20,506.55
TOTAL UNITED KINGDOM			<u>20,506.55</u>

**OVERSEAS**

NO OVERSEAS INVESTMENTS PURCHASED

TOTAL OVERSEAS			<u>0.00</u>
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**BLACKROCK REPORT - SALES**

<b>NAME OF SECURITY</b>	<b>DATE</b>	<b>NUMBER OF SHARES</b>	<b>SELLING PRICE (£)</b>	<b>PROFIT/ (LOSS) (£)</b>
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**UNITED KINGDOM**

NO UK INVESTMENTS SOLD

TOTAL UNITED KINGDOM			<u>0.00</u>	<u>0.00</u>
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**OVERSEAS**

NO OVERSEAS INVESTMENTS SOLD

TOTAL OVERSEAS			<u>0.00</u>	<u>0.00</u>
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**APPENDIX C)**

**SCHRODERS REPORT - PURCHASES**

NAME OF SECURITY	DATE	NUMBER OF UNITS	PURCHASE PRICE (£)
<b>UNITED KINGDOM</b>			
THREADNEEDLE PROPERTY UNIT TRUST	31/07/2014	1,879.28	500,000.00
THREADNEEDLE PROPERTY UNIT TRUST	14/05/2014	1,947.14	499,999.98
SCHRODER UK PRORTY UK PROPERTY I INC NAV	30/06/2014	7,987.22	300,000.02
TOTAL UNITED KINGDOM			<u><u>1,300,000.00</u></u>

**OVERSEAS**

NO OVERSEAS INVESTMENTS PURCHASED

TOTAL OVERSEAS 0.00

**SCHRODERS REPORT - SALES**

NAME OF SECURITY	DATE	NUMBER OF SHARES	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
<b>UNITED KINGDOM</b>				
STANDARD LIFE UK SHOPPING CENTRE	07/07/2014	222.19	224,059.06	-69,224.18
HENDERSON UK RETAIL WAREHOUSE	18/07/2014	37.00	497,786.90	-95,602.70
TOTAL UNITED KINGDOM			<u><u>721,845.96</u></u>	<u><u>-164,826.88</u></u>

**OVERSEAS**

NO OVERSEAS INVESTMENTS SOLD

TOTAL OVERSEAS 0.00      0.00





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**REPORT**

To: Shetland Charitable Trust

11 September 2014

From: Chief Executive

Report No. CT1409037

**RECOMMENDED DISBURSEMENTS – APPROVALS****1. Background**

- 1.1 On 30 March 2000, Trustees approved a report which authorised the then Director of Education and Community Services to act on behalf of the Trust and approve applications for community support grants to organisations operating within Shetland. (Min. Ref. CT/19/00)
- 1.2 On 8 February 2006, Trustees approved a report which authorised the then Head of Service – Community Development to act on behalf of the Trust and approve applications for community arts grants to organisations and individuals operating within Shetland. (Min. Ref. CT/02/06)
- 1.3 It is a requirement that all approvals are reported to subsequent Trust Meetings.

**2. Community Support Grants - £1,360**

- 2.1 The following community support grants were approved by the Director of Development Services, in consultation with Shetland Arts, in the period 17 May 2014 to 27 August 2014: -

Name of Organisation	Grant Approved (£)
Peerie Breeks	1,360

**3. Community Arts Grants - £9,165**

- 3.1 The following community arts grants were approved by the Director of Development Services, in consultation with Shetland Arts, in the period 17 May 2014 to 27 August 2014: -

<b>Name of Organisation/ Individual</b>	<b>Grant Approved (£)</b>
Mrs Susan Keay (obo Rachel Keay)	220
Mrs Linda Tait (obo Fraser Tait)	220
Mrs Marina Smith (obo Jack Smith)	220
Mr Garrie Moar (obo Sophie Moar)	220
Mrs Charlotte Black (obo Sophie Black)	220
Mrs Karen Hetherington (obo Sophie Hetherington)	220
Mrs Marina Smith (obo Jody Smith)	220
Mrs Fiona Brannan (obo Laura Brannan)	220
Shetland Film Club	859
Mrs Susan Keay (obo Kirsten Keay)	335
Mrs Liz Polson (obo Ryan Polson)	211
Shetland Country Music Club	3,000
Shetland Blues Festival	3,000

#### **4. Recommendation**

- 4.1 Trustees are asked to note the approvals listed in paragraphs 2.1 and 3.1 above.

Our Ref: MJ/DA1  
Date: 27 August 2014

Report Number CT1409037

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## REPORT

To: Shetland Charitable Trust

Date: 11 September 2014

From: Chief Executive

Report: CT1409038

### CAPITAL WORKS BRIDGING LOAN SCHEME

#### 1. Introduction

- 1.1 This report updates Trustees on the Capital Works Bridging Loan Scheme.

#### 2. Background

- 2.1 On 18 March 2010, Trustees agreed to provide short term bridging finance to community organisations undertaking capital projects. The interest free loans are used to alleviate cash flow problems when waiting for funding from EU, Scottish Government, SRDP, LEADER, ERDF and/or lottery grants to come through. (Min. Ref. CT/15/10)
- 2.2 Funding for capital projects is only released once work has been completed and invoices paid. This creates an almost insurmountable cashflow burden for most organisations.
- 2.3 A total of £1 million was set as the maximum available at any one time.

#### 3. Present Position

- 3.1 Appendix A lists each bridging loan made to date. Nineteen organisations have received a bridging loan, sixteen have fully repaid their loans and two have made a part payment. In total £1,698,594 has been repaid. Some £130,381 remains due to be repaid by three organisations as they receive their grants.
- 3.2 Feedback on the scheme from organisations has been very positive.

#### 4. Financial Implications

- 4.1 There are no new implications arising from this report. However, it should be noted that the provision of interest free loans means that the capital involved is not generating investment return.

## **5. Conclusion**

5.1 Nineteen capital projects undertaken by community groups throughout Shetland might not have taken place without the support of the Trust's Scheme.

## **6. Recommendation**

6.1 Trustees are recommended to note this report.

Reference: MJ/DC14  
Date: 27 August 2014

Report Number: CT1409038

Capital Works Bridging Loan Scheme

CT1409038 – Appendix A

PROJECT	BRIDGING LOAN £	REPAID £	DUE TO SCT £	NOTE
Burrae Pier	25,650	25,650		
Ollaberry Hall	110,000	110,000		
Bressay Sports Park	114,537	114,537		
Scalloway Museum	345,000	345,000		
Fair Isle Hall	62,000	62,000		
Sandsayre Pier	170,000	170,000		
Sandness Hall	100,000	100,000		
Northmavine Club	26,640	26,640		
Hillswick Hall	100,000	60,000	40,000	Final claim has been submitted to Leader and currently awaiting final sign off. Repayment expected soon.
Fetlar Electric Minibus	35,600	35,600		
Mareel	276,505	276,505		
Sumburgh Lighthouse	120,000	120,000		
Aith Public Hall	9,900	9,900		
Collafirth Marina	58,320	58,320		
South Nesting P.Hall	88,442	88,442		
Aithsvoe Marina	68,202		68,202	Project is underway. Expected repayment September/October 2014
Geratwatt Centre	10,000	10,000		
Shetland Skatepark Assoc.	62,179	40,000	22,179	Works completed. Part repayment made of £40,000. Remainder will be paid once final leader claim has been approved.
Hoswick Visitor Centre	46,000	46,000		
<b>TOTALS</b>	<b>1,828,975</b>	<b>1,698,594</b>	<b>130,381</b>	

