



COMHAIRLE NAN EILEAN SIAR

POLICY AND RESOURCES COMMITTEE

COMATAIDH POILEASaidH AGUS STÒRAS

NOTICE OF MEETING

FIOS COINNEAMH

There will be a Meeting of the Committee in the principal Council Offices, Stornoway on **Thursday 18 February 2010 at 9.30am**

Bithidh Coinneamh den Chomataidh ann am prìomh Oifisean na Comhairle, Steòrnabhagh, air **Diardaoin 18 Gearran 2010 aig 9.30m**

Malcolm Burr
Chief Executive

Malcolm Burr
Àrd-oifigear

Council Offices
Sandwick Road
STORNOWAY

Oifisean na Comhairle
Rathad Shannabhaig
STEORNABHAGH

4 February 2010

4 Gearran 2010

AGENDA

CLAR OBRACH

It is recommended that, under the terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the public, including the press, be excluded from the meeting during consideration of the following Items on the grounds that exempt information as defined in Part 1 of Schedule 7A of the Act would be disclosed:

Thatar a moladh, fo theirmean Earrann 50A(4) de dh'Achd Ughdarras Ionadail (Alba) 1973, gum bu chòir don phoball, agus luchd nam pàipear-naidheachd a bhith air am bacadh bhon choinneimh rè beachdachadh air na chuspairean seo air sgàth 's gu faodadh fiosrachadh dìomhair mar a tha mìnichte ann an Pàirt I de Chlàr 7A den Achd a bhith air a leigeil ma sgaoil:

Item 7

Paragraph 1 & 8 - Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder or former office holder, or applicant to become an office holder under, the Comhairle and information relating to the amount of any expenditure proposed to be incurred by the Comhairle under any particular contract for the acquisition of property or the supply of goods or services

Cuspair 7

Earrannan 1 & 8 – Fiosrachadh ann an dàimh ri neach-obrach sam bith, neach a bha ag obair, no tagraiche gu bhith na neach-obrach, neach-dreuchd, no neach aig an robh dreuchd, no tagraiche gu bhith na neach-dreuchd aig a' Chomhairle agus fiosrachadh an dàimh ri cùisean ionmhais no gnothachais neach sam bith, a-thuilleadh air a' Chomhairle; Teirmean sam bith tairgste no gu bhith air an tairgse le no ris a' Chomhairle, ann an cùrsa barganachadh airson cunnradh airson ceannachd no reic.

Item 10

Paragraph 3 - Information relating to any particular application for, or recipient or former recipient of, any service provided by the Comhairle.

Cuspair 10

Earrann 3 - Fiosrachadh a' buntainn ri tagradh airson, no bho neach a tha a' faighinn no a' fhuair, seirbheis sam bith air a sholar leis a' Chomhairle.

Appendix to Item 11

Paragraph 5 - Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.

Items 23 & 26

Paragraph 6 - Information relating to the financial or business affairs of any particular person other than the Comhairle.

Item 42

Paragraph 1 - Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder or former office holder, or applicant to become an office holder under, the Comhairle.

Item 45

Paragraph 12 - Any instructions to Counsel and any Opinion of Counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:

- (a) any legal proceedings by or against the Comhairle; or
- (b) the determination of any matter affecting the Comhairle;

(whether, in either case, proceedings have been commenced or are in contemplation)

MINUTES

- 1 Minute of Meeting of 17 December 2009
(Vol 6, p627)
- 2 Declaration of Interest
- 3 Minute of Meeting of Outer Hebrides Community Planning Partnership of 3 December 2009
(to follow)
- 4 Minute of Meeting of Comataidh Buileachaidh Plana Canan of 11 February 2010
(to follow)
- 5 Minute of Meeting of Human Resources Sub-Committee of 11 February 2010
(to follow)
- 6 Minute of Meeting of Joint Services Committee of 12 February 2010
(to follow)

Fa-sgrìobhadh aig Cuspair 11

Earrann 5 - Fiosrachadh a' buntainn ri uchd-mhacachd, cùram, altram no oideachadh leanabh sònraichte sam bith no a' buntainn ri bhith a' cumail sùil air no àite-còmhnaidh leanabh sònraichte sam bith a rèir riatanas stiùiridh a chaidh a dhèanamh a thaobh an leanabh sin fo Achd Obair Sòisealachd (Alba) 1968.

Cuspairean 23 & 26

Earrann 6 - Fiosrachadh an dàimh ri cùisean ionmhais no gnothachais neach sam bith, a-thuilleadh air a' Chomhairle

Cuspair 42

Earrann 1 - Fiosrachadh ann an dàimh ri neach-obrach sam bith, neach a bha ag obair, no tagraiche gu bhith na neach-obrach, neach-dreuchd, no neach aig an robh dreuchd, no tagraiche gu bhith na neach-dreuchd aig a' Chomhairle.

Cuspair 45

Earrann 12 - Òrdugh gu Neach-comhairle no beachd Neach-comhairle (eadar gu bheil seo co-cheangailte ri cùisean laghail no nach eil) no comhairle sam bith a fhuairidh, fiosrachadh a fhuairidh no gnìomh ri ghabhail ann an dàimh ri:

- (a) cùisean laghail le no an aghaidh a' Chomhairle; no
- (b) dearbhadh cuis sam bith a tha ri toirt buaidh air a' Chomhairle;

(eadar, anns gach cùis, gu bheil cùisean laghail air an tòiseachadh no gu bheil a beachdadh air a leithid)

GEÀRR-CHUNNTASAN

- 1 Geàrr chunntas na Coinneimh air 17 Dùbhlachd 2009
(Leabhar 6, td627)
- 2 Clàradh Uidh
- 3 Geàrr-chunntas Compàirteachas Dealbhadh Coimhearsnachd Innse Gall air 3 Dùbhlachd 2009
(ri leantainn)
- 4 Geàrr-chunntas Coinneamh Comataidh Buileachaidh Plana Cànan air 11 Gearran 2010
(ri leantainn)
- 5 Geàrr-chunntas Coinneamh Fo-Chomataidh Sgiobachd air 11 Gearran 2010
(ri leantainn)
- 6 Geàrr-chunntas Coinneamh Co-sheirbheisean air 20 Gearran 2010
(ri leantainn)

FINANCE

- 7 Commercial Operations Unit: Third Quarter Monitoring Report 2009/10
Report by Director of Technical Services (p1-10)*
- 8 Community Care Third Quarter Monitoring Report 2009/10
Report by Director of Social and Community Services (p11-15)
- 9 Integrated Special Needs Transport Overspend
Report by Director of Social and Community Services (p17-18)
- 10 Mainland Placement Panel
Report by Director of Social and Community Services (p19-21)*
- 11 Specialist Mainland Placements for Children 2009/10
Report by Chief Executive (p23-27)*
- 12 Winter Maintenance Budget Supplementary Report
Report by Director of Technical Services (p29)
- 13 General Fund Third Quarter Revenue Monitoring 2009/10
Report by Director of Finance and Corporate Resources (Separately Circulated in the Budget Folder)
- 14 General Fund Third Quarter Capital Monitoring 2009/10 Appendix
Report by Director of Finance and Corporate Resources (Separately Circulated in the Budget Folder)
- 15 Community Care Services: Fees and Charges 2010/2011
Report by Director of Social and Community Services (Separately Circulated in Budget Folder)

IONMHAS

- 7 Aonad Obraichean Malairt: Aithisg Sgrùdaidh an Treas Ràith
Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td1-10)
- 8 Maoin Choitcheann na Comhairle: Aithisg Sgrùdaidh an Treas Ràith 2009/10
Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td11-15)
- 9 Cus cosgais air Comhdhail Feumalachdan Sònraichte Amalaichte
Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td17-18)
- 10 Pannal Suidheachadh air Tir-mòr
Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td19-21)*
- 11 Àiteachan Sònraichte air Tir-mòr do Chlann 2009/10
Aithisg leis an Àrd-oifigear (td23-27)*
- 12 Buidseat Glèidheadh Geamhraidh
Aithisg le Stiùiriche Seirbheisean Teicnigeach (td29)
- 13 Maoin Choitcheann: Sgrùdadh Ionmhais an Treas Ràith 2009/10
Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (mun cuairt air leth ann am Pasgan a' Bhuidseit)
- 14 Maoin Choitcheann: Sgrùdadh Calpa an Treas Ràith 2009/10
Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (mun cuairt air leth ann am Pasgan a' Bhuidseit)
- 15 Seirbheisean Cùram Coimhearsnachd: Cisean agus Cosgaisean 2010/2011
Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (mun cuairt air leth ann am Pasgan a' Bhuidseit)

16	Business Plans and Budget 2010/11	16	Planaichean Gnìomh agus Buidseat 2010/11
	(a) <u>Departmental Business Plans 2010/11</u>		(a) Roinneil Planaichean Gnìomh 2010/11
	Report by Chief Executive (Separately Circulated in Budget Folder)		Aithisg leis an Àrd-oifigear (Mun cuairt air leth ann am Pasgan a' Bhuidseit)
	(b) <u>Draft Budget Book 2010/11</u>		(b) Dreach Leabhar Buidseat 2010/11
	Report by Director of Finance and Corporate Resources (Separately Circulated in Budget Folder)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (Mun cuairt air leth ann am Pasgan a' Bhuidseit)
	(c) <u>Efficiency Savings</u>		(c) Sàbhaladh Èifeachdach
	Report by Director of Finance and Corporate Resources (Separately Circulated in Budget Folder)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (Mun cuairt air leth ann am Pasgan a' Bhuidseit)
	(d) <u>Proposed Service Savings/Reductions</u>		(d) Sàbhaladh/Lùghdachadh Tairgste airson Seirbheis
	Report by Director of Finance and Corporate Resources (Separately Circulated in Budget Folder)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (Mun cuairt air leth ann am Pasgan a' Bhuidseit)
17	<u>Treasury Policy Statement 2010/11</u>	17	Aithris Poileasaidh Ionmhas 2010/11
	Report by Director of Finance and Corporate Resources (p31)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td31)
18	<u>Treasury Management Strategy 2010/11</u>	18	Ro-Innleachd Ionmhais 2010/11
	Report by Director of Finance and Corporate Resources (p33-43)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td33-43)
19	<u>Housing Benefit Audit Action Plan</u>	19	Plana Gnìomh Sgrùdadh Sochair Taigheadais
	Report by Director of Finance and Corporate Resources (p45-53)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td45-53)
20	<u>Energy Efficiency Works: Council Tax</u>	20	Tagraidhean Lùghdachadh Cìs Chomhairle mu choinneimh Obraichean Èifeachdas Cumhachd
	Joint Report by Director of Finance and Corporate Resources and Director of Development (p55)		Co-Aithisg le Stiùiriche Ionmhais agus Stòras Corporra agus Stiùiriche Leasachaidh (td55)
21	<u>Write-Off of Debts Appendix</u>	21	Dubhadh às Fiachan
	Report by Director of Finance and Corporate Resources (p57-59)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td57-59)
22	<u>Cycle to Work Scheme: VAT</u>	22	Sgeama Rach a dh'obair air Baidhseagal: VAT
	Report by Director of Finance and Corporate Resources (p61)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td61)
23	Town Centre Regeneration Fund	23	Ceannachd Togalach Malairteach
	Joint Report by Director of Development and Director of Finance and Corporate Resources (p63)*		Co-Aithisg le Stiùiriche Leasachaidh agus Stiùiriche Ionmhas agus Stòras Chorporra (td63)*
	PRUDENTIAL BORROWING		IASADACHD CHÙRAMACH
24	<u>Procurement of IPT System</u>	24	Cheannach Siostam IPT
	Report by Director of Finance and Corporate Resources (p65)		Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td65)

HOUSING

- 25 Scheme of Assistance: Budget 2010/11
Report by Director of Development
(p67-73)

CAPITAL PROGRAMME

- 26 Procurement of Fleet Maintenance Equipment
Report by Director of Technical Services
(p75-77)*
- 27 Review of Capital Programme 2008-12
Report by Director of Finance and Corporate Resources
(p79)
- 28 Capital Programme: New Care Home, Tarbert (Harris House Replacement)
Appendices
Report by Director of Technical Services
- 29 Roads to Communities Programme 2008-13: A835 Doune Carloway to Kirivik Improvement
Report by Director of Technical Services
(p81-88)

- 30 Hub Enabling Fund
Appendix 1, Appendix 2
Report by Chief Executive
(p89-102)

BUILDINGS

- 31 Capital Works: Programme and Progress
Report by Director of Technical Services
(p103-104)
- 32 Repairs and Maintenance (Revenue) Programme 2009/2010 – Quarterly Expenditure Report to 31 December 2009
Report by Director of Technical Services
(p105-108)
- 33 Western Isles Schools Project Update
Report by Chief Executive
(p109-110)
- 34 Disposal of Comhairle Property
Report by Director of Finance and Corporate Resources
(p111-115)

TAIGHEADAS

- 25 Sgeama Cuideachaidh: Poileasaidhean
Aithisg le Stiùiriche Leasachaidh
(td67-73)

PRÒGRAM CALPA

- 26 Cheannach Uidheam Glèidheadh Charbadan
Aithisg le Stiùiriche Seirbheisean Teicnigeach
(td75-77)*
- 27 Measadh air a' Phrògram Calpa
Aithisg le Stiùiriche Ionmhais agus Stòras Corporra
(td79)
- 28 Prògram Calpa: Taigh Cùram Ùr, an Tairbeart (an àite Taigh na Hearadh)
Aithisg le Stiùiriche Seirbheisean Teicnigeach
- 29 Prògram Rathaidean gu Coimhearsnachdan 2008-13: Leasachadh A835 Dùn Chàrlabhaigh gu Cirbhig
Aithisg le Stiùiriche Seirbheisean Teicnigeach
(td81-88)
- 30 Deòn-Mhaoin Ionad Meadhain
Aithisg leis an Àrd-oifigear
(td89-102)

TOGLAICHEAN

- 31 Obraichean Calpa: Prògram agus Adhartas
Aithisg le Stiùiriche Seirbheisean Teicnigeach
(td103-104)
- 32 Prògram Bhliadhnail Càradh agus Gleidheadh 2008/2009 – Aithisg Cosgais Ràitheil gu 31 Dùbhlachd 2009
Aithisg le Stiùiriche Seirbheisean Teicnigeach
(td105-108)
- 33 Fiosrachadh air Pròiseact Sgoiltean nan Eilean Siar
Aithisg leis an Àrd-oifigear
(td109-110)
- 34 Toirt Seachad Toglaichean na Comhairle
Aithisg le Stiùiriche Ionmhais agus Stòras Corporra
(td111-115)

INFORMATION AND COMMUNICATIONS TECHNOLOGY	AND	COMMUNICATIONS	TEICNEOLAS FIOSRACHAIDH IS CONALTRAIDH
35		<u>Information Security – Staff Guidance</u> Report by Director of Finance and Corporate Resources (p117-118)	35 Dion Fiosrachaidh – Comhairle do Luchd-obrach Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td117-118)
		ECONOMIC DEVELOPMENT	LEASACHADH EACONOMAIGEACH
36		<u>Hebridean Archives Project</u> Report by Director of Social and Community Services (p119-122)	36 Pròiseact Tasglann nan Eilean Siar Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td119-122)
37		<u>Prospective Applications for EU Assistance 2010 Appendix</u> Report by Chief Executive (p123-126)	37 Tairgsean Dòchasach airson Taic Eòrpach 2010 Aithisg leis an Àrd-oifigear (td123-126)
		RISK	CUNNART
38		<u>Shared Risk Assessment Appendix</u> Report by Chief Executive (p127-147)	38 Measadh Cunnart Roinnte Aithisg leis an Àrd-oifigear (td127-147)
		COMMUNITY CARE	CÙRAM COIMHEARSNACHD
39		<u>Supporting Service Users Affected By Cancer And Longterm Conditions In The Western Isles</u> Report by Director of Social and Community Services (p149-152)	39 Taic do Luchd-cleachdaidh Seirbheis a' tighinn fo bhuaidh Aillse agus Suidhichidhean Fad-ùine eile anns na h-Eileanan an Iar Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td149-152)
40		<u>Cap on Community Care Packages</u> Report by Director of Social and Community Services (p153-154)	40 Cuibhreachadh air Pasgan Cùram Coimhearsnachd Aithisg le Stiùiriche Sòisealachd agus Seirbheisean Coimhearsnachd (td153-154)
		HUMAN RESOURCES	STÒRAS DAONNA
41		<u>Respect at Work Policy</u> Report by Chief Executive (p155-165)	41 Poileasaidh Urram san Àite Obrach Aithisg leis an Àrd-oifigear (td155-165)
42		Finance and Corporate Resources Department Report by Director of Finance and Corporate Resources (p167-175)*	42 Sgrùdadh air Roinn Ionmhais agus Stòras Corporra Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td167-175)*
43		<u>Management of the Home Care Workforce</u> Report by Director of Finance and Corporate Resources (p177)	43 Rianadh Luchd-obrach Cùram dachaigh Aithisg le Stiùiriche Ionmhais agus Stòras Corporra (td177)

LEGISLATION

44 Electronic Publication of Public Information Notices

Report by Chief Executive

(p179-193)

RELATED MATTERS

45 Legal Action against Comhairle nan Eilean Siar

Report by Chief Executive

(to be circulated at the meeting)*

PERFORMANCE REVIEW

46 Reports Outstanding: Progress

Report by Chief Executive

(p195-196)

NOTE: The next scheduled meeting of the Committee will be on **Thursday 18 February 2010 at 4.00pm**

REACHDAS

44 Foillseachadh Eleactronaigeach de dh'Fhiosan Phoblach

Aithisg leis an Àrd-oifigear

(td179-193)

CUSPAIREAN EILE

45 Gnìomh Laghail an aghaidh Comhairle nan Eilean Siar

Aithisg leis an Àrd-oifigear

(Ri chuirteachadh aig a' choinneamh)

ATH-SGRÙDADH DHEANADAIS

46 Aithisgean Fhathast ri Thighinn: Adhartas

Aithisg leis an Àrd-oifigear

(td195-196)

FIOSRACHADH: Bithidh an ath Choinneamh den Chomataidh air **Diardaoin 18 Gearran 2010 aig 4.00f**