



COMHAIRLE NAN EILEAN SIAR

HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in
Committee Room 1, Council
Offices, Stornoway, on
Thursday 14 June 2007 at
2.00pm.

PRESENT

Mr Norman A MacDonald (Chair)
Mr Angus Campbell
Mr Peter Carlin
Mr Martin Taylor
Mr Norman M Macleod
Mrs Annie Macdonald
Mr Roddie Mackay

MINUTES

Minute of Meeting of 22 March 2007 1 The Minute of Meeting of 22 March 2007 was **approved**.

Declaration of Interest 2 There were no declarations of interest.

ESTABLISHMENT OF POSTS/CONDITIONS OF SERVICE

Establishment of Posts: Consumer Advisers 3 The Director for Sustainable Communities submitted a Report seeking approval for the establishment of the post of Consumer Adviser at Consumer Direct Scotland at grade GS1, and the recruitment of seven full-time equivalent Consumer Advisers on fixed term contracts to 31 March 2010.

The Report stated that the posts would transfer to the Comhairle under TUPE and there would be no financial implications as any increase in salaries under the implementation of Single Status would be costed against the revenue generated by Consumer Direct and not against Single Status.

It was further indicated that in order for the service to operate effectively under these new arrangements a revised staffing structure had been agreed in principle by the Comhairle in December and was appended to the Report. This staffing structure proposed two new management posts of Contact Centre Manager and Quality Officer and it was considered that these posts were crucial for ensuring that the service met key performance targets required by the OFT and the staffing structure would bring the contact centre in line with other Consumer Direct centres across the United Kingdom. The costs of the posts had been incorporated in the financial projections for the project previously reported to the Comhairle.

It was agreed to approve

- (a) **the establishment of the post of Consumer Adviser at Consumer Direct Scotland at grade GS1; and**
- (b) **the recruitment of seven full-time equivalent Consumer Advisers on fixed term contracts to 31 March 2010.**

Establishment of Post: New-Start Co-ordinator	4	<p>The Director for Sustainable Communities submitted a Report seeking approval for the establishment of a post of a part time New Start Co-ordinator, grade AP2 for a fixed term period up to 31 March 2009.</p> <p>The Report stated that the post would be attached to the Community Education Service in Lewis and Harris and would work closely with colleagues in the Social Work Department, Education Department and Department for Sustainable Communities.</p> <p>The Report further stated that the costs associated with the post were funded through the Duke of Edinburgh's Award New Start programme to deliver youth work to young people at risk, excluded or taking part in anti social behaviour.</p> <p>It was agreed to approve the establishment of a part time (15 hours per week) post of New Start Co-ordinator for a fixed term period up to 31 March 2009 at a grade of AP2.</p>
Establishment of Post: Clerk/Typist	5	<p>The Director of Education submitted a Report seeking approval of the establishment of the post of Clerk/Typist, grade GS1/2 for 17.5 hours per week at the Nicolson Institute.</p> <p>The Report indicated that, in light of the McCrone Agreement implementation, the findings of a management audit exercise with regard to support staff had made recommendations for the establishment of an additional clerical post within the school and financial provision had been made within the Revenue Estimates exercise for 2007/2008 for the post.</p> <p>It was agreed to approve the establishment of the post of Clerk/Typist, grade GS1/2 for 17.5 hours per week at the Nicolson Institute.</p> <p>It was agreed that the public including the press be excluded from the meeting during consideration of the following item 6 on the grounds that exempt information as defined in Paragraph 1 of Schedule 7A to the Local Government (Scotland) Act 1973 as amended namely 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 officer holder under, the Comhairle.</p>
Establishment of Posts: Play Leader, Two Play Assistants and Cleaner (Sgoil Araich Loch a Tuath)	6	<p>The Director of Education submitted a Report relating to the Comhairle taking over direct management of a playgroup, Sgoil Araich, Loch a Tuath, under the Integrated Early Years Strategy and seeking approval for the establishment of four posts: Play Leader, Two Play Assistants and a Cleaner on a permanent basis.</p> <p>The financial implications were detailed in Section 5 of the Report and it was anticipated that an additional £5,900 per annum would be required over and above the grant funding. This was considered to be an acceptable deficit for this type of service.</p> <p>It was agreed to approve the establishment of the following posts on a permanent basis</p> <p>(a) Play Leader, Spinal Point 6-14 (17 hours per week, 39 weeks per year in term time) and that the existing post holder (AB) be matched to this post; and</p> <p>(b) Two Play Assistants, GS1/2 (17 hours per week, 39 weeks per year in term time) and that the existing post holders (CD and EF) be matched to these posts; and</p> <p>(c) Cleaner, MW1 (2.5 hours per week, 39 weeks of the year in term time) and that the existing Play Assistant be matched to this post (GH).</p>

Establishment of Post Itinerant Kitchen Assistant (Lewis Schools)	7	<p>The Director of Education submitted a Report seeking approval for the permanent establishment of the post of part-time Itinerant Kitchen Assistant for Lewis schools, grade MWI, 20 hours per week during term time only.</p> <p>The Report stated that the post would address the problems experienced in recruiting catering staff to permanent and temporary posts in school kitchens. It would also address the serious shortage of available personnel and the inadequacies in relation to the availability of relief staff. It was noted that a similar post had been established for Uist Schools two years ago and had been very successful.</p> <p>The financial implications of the post were £5,800 in wages per school year, plus Authorised Casual Car Users Allowances, which would be funded from the Schools Catering Employees Budget.</p> <p>It was agreed to approve the permanent establishment of the post of part-time Itinerant Kitchen Assistant for Lewis schools, grade MWI, 20 hours per week during term time only.</p> <p>It was agreed that the public including the press be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 1, of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely 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.</p>
Contract Extension Classroom Assistant Posts	8	<p>The Director of Education submitted a Report seeking approval to extend the contracts of the Classroom Assistant (Gaelic Medium) (25 hours per week) and the Classroom Assistant (13.75 hours per week) at Lionel School for a further year to 27 June 2008.</p> <p>The Report stated that continuation of the posts had been subject to annual review in terms of projected school rolls and analysis of Gaelic Medium staffing requirements for session 2007/08 which indicated that, subject to the projected increase in Gaelic Medium pupils for next session both posts were required. Funding was available from within the 2007/08 Specific Grants for Gaelic budget.</p> <p>It was agreed to extend the contracts of employee AB, Classroom Assistant (Gaelic Medium) (25 hours per week) and employee CD, Classroom Assistant (13.75 hours per week) for a further year to 27 June 2008.</p> <p>It was agreed that the public including the press be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 1, of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely 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.</p> <p>Mr Malcolm Burr was not present during the consideration of the following item.</p>
Contract Extension Principal Officer Operations (Children and Families and Youth Justice Service)	9	<p>The Director of Social Work submitted a Report seeking approval to the extension, for a further six month period, of the temporary post of Principal Officer Operations (Children and Families and Youth Justice Services), grade PO10, and that the wife of the Chief Executive continue to be employed in the post.</p> <p>It was agreed to approve the extension, for a further six month period, of the temporary post of Principal Officer Operations (Children and Families and Youth Justice Services), grade PO10, and that the spouse of the Chief Executive continue to be employed in the post.</p>

It was agreed that the public including the press be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 1, of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely 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.

Continuity of Service 10

The Chief Executive submitted a report requesting that Members assess whether exceptional circumstances existed to grant continuity of service for annual leave purposes to three employees.

The Report stated that the staff concerned had been employed by bodies who did not come within the terms of the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 which was used to determine dates of service as quoted in the Contracts of Employment. This rule had applied consistently to all new employees since 1999.

It was agreed not to grant Continuity of Service to the three employees concerned.

Reports Outstanding Action/Progress Sheet 11

The Chief Executive submitted an Outstanding/Action Progress Sheet in relation to any outstanding action/progress on decisions that had been taken by the Sub-Committee since the meeting of 11 May 2004 and detailed the timescale for reports back to the Sub-Committee.

It was agreed to note the Outstanding Action/Progress Sheet.

ADDITIONAL ITEM

The Chairman ruled, that in accordance with the provision of Section 50(B)4 of the Local Government (Scotland) Act 1973, as amended, that the following two items be considered as a matter of urgency in order to allow the Comhairle to take a view on the matter.

It was agreed that the public including the press be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 1, of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely 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.

Appointment of Quality Officer, Consumer Direct Scotland 12

The Chief Executive submitted a Report seeking confirmation of the appointment of Elizabeth Miller, Quality Officer, Consumer Direct Scotland.

The Report stated that the appointment of close relatives of Comhairle Members and Senior Officers was referred to the Sub-Committee for confirmation. Elizabeth Miller was interviewed for the post on 31 May 2007 and was subsequently appointed to the post, subject to confirmation by the Sub-Committee.

It was agreed to confirm the appointment of Elizabeth Miller to the post of Quality Officer, Consumer Direct Scotland.

It was agreed that the public including the press be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 1, of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely 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.

Application for Unpaid Special Leave 13

The Chief Executive submitted a Report seeking approval to grant unpaid special leave to employee AB to support her son while recovering from illness in a mainland hospital.

To date, employee AB had been granted two week's paid special leave from 15 May 2007 under delegation. Therefore, approval was sought from the Sub-Committee to grant extended unpaid special leave to 30 August 2007.

It was agreed that employee AB be granted unpaid special leave to 30 August 2007.