

CLASS 1: ABOUT THE COMHAIRLE	
<p>Class description:</p> <p>Information about the Comhairle, who we are, where to find us, how to contact us, how we are managed and our external r</p>	
The information we publish under this class	How to access the information
Authority name, address and contact details for headquarters and principle offices,	<p>Customer Care and General Enquiries Contact Us Comhairle nan Eilean Siar</p> <p>Complaint Procedures Complaints Comhairle nan Eilean Siar</p>
Organisational structures, roles and responsibilities of senior officers	<p>A to Z Directory Services A to Z of Services Comhairle nan Eilean Siar</p>
Business opening hours	<p>Customer Services Customer Services Comhairle nan Eilean Siar</p> <p>Libraries home Western Isles Libraries</p> <p>Sport and Leisure Leisure, Sport and Culture Comhairle nan Eilean Siar</p> <p>Museums Outer Hebrides Heritage Services Outer Hebrides Heritage Service Outer Hebrides Heritage Services Museum nan Eilean Outer Hebrides Heritage Services Museum & Tasglann nan Eilean</p> <p>Tasglann Nan Eilean Siar (Hebridean Archives) Tasglann nan Eilean (Archives) - Outer Hebrides Heritage Services</p>
Customer coders or charters	<p>Customer Care Standards Customer Care Standards Comhairle nan Eilean Siar</p> <p>Customer Service strategy Customer Service Strategy Comhairle nan Eilean Siar</p> <p>Customer Satisfaction Survey Customer Satisfaction Survey Comhairle nan Eilean Siar</p>
Freedom of Information (Scotland) Act 2002 and Single Model Publication Scheme	<p>Freedom of Information (Scotland) Act 2002 Freedom of Information Comhairle nan Eilean Siar</p> <p>Press releases News Comhairle nan Eilean Siar</p>

<p>Constitution Legal Framework for the authority including constitution articles of association or charter</p>	<p>Constitutional Documents</p> <ol style="list-style-type: none"> 1. Approved Conferences: Timetable of Meetings Comhairle nan Eilean Siar 2. Contract Regulations: Contract-Regulations 3. Councillors Code of Conduct Code of Conduct for Councillors 4. Financial Regulations: Finance-Regulations 5. National Code of Local Government Conduct: THE NATIONAL CODE OF LOCAL GOVERNMENT CONDUCT 6. Proper Officers: Proper-Officers-and-Statutory-Designations 7. Restricted Sensitive Posts: Politically-Restricted-Posts 8. Scheme of Administration: Scheme of Administration 9. Scheme of Appointments: Scheme-of-Appointments 10. Scheme of Delegation: SoD 11. Standing Orders: Draft Standing Orders 2022 12. Working Group Procedures: Member-Officer-Working-Groups-Procedures <p>External Links to Legislation: Local Government (Scotland) Act 1973 http://www.legislation.gov.uk/ukpga/1973/65 Local Government Scotland Act 1994 http://www.legislation.gov.uk/ukpga/1994/39/contents</p>
<p>How the Authority is run Description of governance structure, committees and other decision making structures</p>	<p>Council Members Councillors Comhairle nan Eilean Siar</p> <p>Committee System Committees Comhairle nan Eilean Siar</p> <p>Council Diary Year Planner 2022</p>
<p>Election Office and Election Result Archives</p>	<p>Election Office Election Office Comhairle nan Eilean Siar</p> <p>Election Result Archive Elections Archive Comhairle nan Eilean Siar</p> <p>Local Government Election 4 May 2017 Local Government By Election 2024 Results Comhairle nan Eilean Siar</p>

<p>Corporate Planning Council priorities and commitments</p>	<p>Best Value and Performance Reporting Performance Reporting Best Value Comhairle nan Eilean Siar</p> <p>Comhairle's Mission Statement Corporate Strategy 2022-2027</p> <p>Comhairle's Corporate Strategy Corporate Strategy Comhairle nan Eilean Siar</p> <p>Comhairle's Resilience Strategy Resilience Strategy Comhairle nan Eilean Siar</p> <p>Comhairle Budget Strategy 2025-26 Budget Folder 2025/26 Comhairle nan Eilean Siar</p> <p>Customer Service Strategy Customer Service Strategy Comhairle nan Eilean Siar</p> <p>Equality and Diversity Local Outcomes, Strategic Priorities and Objectives Outcomes, Mainstreaming and Progress Reports Equality and Diversity Comhairle nan Eilean Siar</p> <p>Fairer Scotland Duty and Integrated Impact Assessments Integrated Impact Assessments Equality and Diversity Comhairle nan Eilean Siar</p> <p>Service Business Plans https://www.cne-siar.gov.uk/council-and-committees/strategy-performance-and-research/corporate-strategy/service-business-plans-202526</p>
<p>Corporate Policies</p>	<p>Accessibility Accessibility statement for Comhairle nan Eilean Siar Comhairle nan Eilean Siar</p> <p>Annual Accounts and Reports Annual Accounts Comhairle nan Eilean Siar</p> <p>Code of Conduct Code of Conduct for Councillors</p> <p>Communications https://www.cne-siar.gov.uk/council-and-committees/communications-office-and-media-enquiries</p> <p>Communication Strategy 2024 https://www.cne-siar.gov.uk/sites/default/files/2025-05/communications-strategy.pdf</p> <p>Council Tax Council Tax Comhairle nan Eilean Siar</p> <p>Food Safety Service Food Safety Comhairle nan Eilean Siar</p> <p>Outer Hebrides Local Housing Strategy 2024-2029 https://www.cne-siar.gov.uk/council-and-committees/have-your-say/consultations/outer-hebrides-local-housing-strategy-2024-2029-housing-survey</p> <p>Poileasaidh Gàidhlig (Gaelic Policy) Gaelic Language Plan Comhairle nan Eilean Siar</p> <p>Equality and Diversity Equality and Diversity Comhairle nan Eilean Siar</p> <p>Outer Hebrides Local Development Plan (LDP) OHLDP 2018</p>

	<p>Freedom Of Information (Scotland) Act 2002 About The Act And The Council's Responsibilities Freedom of Information Comhairle nan Eilean Siar</p> <p>Winter Maintenance Policy Winter Maintenance Comhairle nan Eilean Siar</p>
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<p>Licensing various licences, permits and permissions issued by the Comhairle</p>	<p>Building Warrants Apply for a Building Warrant Comhairle nan Eilean Siar</p> <p>Food Premises Registration Form ANNEX 2: Model Application Form for the Registration of a Food Business Establishment</p> <p>Occasional Licence Licensing (Scotland) Act 2005 [Insert name and address of relevant Licensing Board]</p> <p>Planning Planning and Building Standards – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Premises Licence APPLICATION FOR PREMISES LICENCE/PROVISIONAL PREMISES LICENCE*</p> <p>Public Entertainment Licence mmil 1 131</p> <p>Taxi Driver Licence TAXI DRIVERS</p> <p>Weights and Measures Weights and Measures Trading Standards Comhairle nan Eilean Siar</p>
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<p>Strategic Planning Processes</p>	<p>Development Planning The Current Development Plan Comhairle nan Eilean Siar</p> <p>Local Development Plan OHLDP 2018</p>
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External Relations Accountability relationships, including reports to regulators	<p>Links to external websites:</p> <p>Scottish Information Commissioner Homepage Scottish Information Commissioner (foi.scot)</p> <p>UK Information Commissioner's Office Information Commissioner's Office (ICO)</p> <p>Audit Scotland https://www.audit-scotland.gov.uk/</p> <p>Scottish Public Services Ombudsman https://www.spsso.org.uk/</p> <p>Care Inspectorate (SCSWIS) https://www.careinspectorate.com/</p> <p>Education Scotland https://education.gov.scot/</p> <p>Convention of Scottish Local Authorities - COSLA https://www.cosla.gov.uk/</p>
Internal and External Audit arrangements	<p>Internal Audit Reports: Audit and Scrutiny Committee Comhairle nan Eilean Siar</p>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description

Information about our work, our strategy and policies for delivering functions and services and information for our service u

The information we
publish under this class

How to access the information

Functions Description of functions, including statutory basis for them where applicable	<p>Main Functions:</p> <p>Births, Marriages and Deaths Registration services Births, Marriages and Deaths Comhairle nan Eilean Siar</p> <p>Business Support and Advice Business Comhairle nan Eilean Siar</p> <p>Business Gateway Business Gateway Comhairle nan Eilean Siar</p> <p>Caravan and Camping Sites Caravan Sites Mobile Homes Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p> <p>Care and Carers Adult Health and Social Care Comhairle nan Eilean Siar</p> <p>Childcare and Family Care Support for Children and Families Comhairle nan Eilean Siar</p> <p>Children and Families Social Work Children and Families Social Work Comhairle nan Eilean Siar</p>
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	<p>Coast and Harbours Ports, Piers and Harbours Comhairle nan Eilean Siar</p> <p>Community Care and Adult Social Work Social Work Contacts Comhairle nan Eilean Siar</p> <p>Community Learning and Development Community Learning and Development Comhairle nan Eilean Siar</p> <p>Contracts and Tenders Procurement Comhairle nan Eilean Siar</p> <p>Council Tax Council Tax Comhairle nan Eilean Siar</p> <p>Empty Homes Project Empty Homes Project Comhairle nan Eilean Siar</p> <p>Environmental Standards Environmental Health and Trading Standards Comhairle nan Eilean Siar</p> <p>Grants to Voluntary Organisations Grants to Voluntary Organisations Comhairle nan Eilean Siar</p> <p>Housing Services and Advise Housing Services Comhairle nan Eilean Siar</p> <p>Jobs at the Council Apply For Job Vacancies Comhairle nan Eilean Siar</p> <p>Justice Social Work Justice Social Work Social Work Contacts Comhairle nan Eilean Siar</p> <p>Leisure Facilities Sport and Health Comhairle nan Eilean Siar</p> <p>Marine Resources Marine Planning Comhairle nan Eilean Siar</p> <p>Museums and Libraries Cultural Working Group Leisure, Sport and Culture Comhairle nan Eilean Siar</p> <p>Parking, Roads and Transport Roads and Travel Comhairle nan Eilean Siar</p> <p>Planning and Building Standards Planning and Building Standards – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Public Transport Bus Services Comhairle nan Eilean Siar</p> <p>Refuse Collection Bins and Recycling – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Regeneration Regeneration Comhairle nan Eilean Siar</p> <p>Schools Schools Comhairle nan Eilean Siar</p> <p>Scottish Welfare Fund Scottish Welfare Fund Winter Campaign - Cost of Living Crisis Comhairle nan Eilean Siar</p> <p>Street Care and Cleaning Street Sweeper Hire Fees and Charges - Cleansing Comhairle nan Eilean Siar</p>
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	<p>Tourism Tourism Comhairle nan Eilean Siar</p> <p>Trading Standards Trading Standards Comhairle nan Eilean Siar</p> <p>Waste Management Bins and Recycling Comhairle nan Eilean Siar</p> <p>Welfare Benefit and Council Tax Reduction Housing Benefit Comhairle nan Eilean Siar</p> <p>Winter Maintenance and gritting Winter Maintenance Comhairle nan Eilean Siar</p>
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Strategies, policies and internal staff procedures for performing statutory functions	Some of this information may be available on request.
How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	<p>Animal Related Licences and Registrations Animal Related Licences and Registrations Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p> <p>Building Warrants Apply for a Building Warrant Comhairle nan Eilean Siar</p> <p>Caravan Sites Fees and Charges – Licensing and Miscellaneous https://www.cne-siar.gov.uk/business/fees-and-charges/fees-and-charges-licensing-and-miscellaneous/caravan-sites-mobile-homes</p> <p>Caravan Site Register https://www.cne-siar.gov.uk/sites/default/files/2024-10/Caravan-site-register.pdf</p> <p>Blue Badges Blue Badge Comhairle nan Eilean Siar</p> <p>Dangerous Wild Animals Fees and Charges – Licensing and Miscellaneous Dogs Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p> <p>Dog Breeding Fees and Charges – Licensing and Miscellaneous Animal Related Licences and Registrations Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p> <p>Houses in Multiple Occupation (HMO) Fees and Charges – Licensing and Miscellaneous https://www.cne-siar.gov.uk/business/fees-and-charges/fees-and-charges-licensing-and-miscellaneous/houses-multiple-occupation-licences-hmos</p> <p>Late Hours Catering Fees and Charges – Licensing and Miscellaneous https://www.cne-siar.gov.uk/business/fees-and-charges/fees-and-charges-licensing-and-miscellaneous/civic-government-licensing</p> <p>Licences, Permits and Permissions Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p>

	<p>Occasional Licence Application https://www.cne-siar.gov.uk/sites/default/files/2024-10/Application-form-for-Occasional-Licence.pdf</p> <p>Planning Application Forms and Guidance Planning Applications Comhairle nan Eilean Siar</p> <p>Potholes and Road Defects Street Maintenance - MyCnES</p> <p>Private Landlord Registration Fees and Charges – Licensing and Miscellaneous https://www.cne-siar.gov.uk/business/fees-and-charges/fees-and-charges-licensing-and-miscellaneous/private-landlord-registration</p> <p>School meals and clothing grants Forms Comhairle nan Eilean Siar</p> <p>Short-term Lets information and applications Short-term Lets Comhairle nan Eilean Siar</p> <p>Venison Dealers Licences Fees and Charges – Licensing and Miscellaneous https://www.cne-siar.gov.uk/business/fees-and-charges/fees-and-charges-licensing-and-miscellaneous/miscellaneous-licences</p>
How to report a concern to the authority	<p>Complaints Complaints Comhairle nan Eilean Siar</p> <p>Street Lighting and Street Fault Reporting Street Maintenance - MyCnES</p>
Fees and Charges for a function discharged by the Comhairle	<p>Planning Application Forms and Guidance Planning Policy and Guidance Comhairle nan Eilean Siar</p> <p>Building Standards Fees Building Warrant Fees Guidance Comhairle nan Eilean Siar</p> <p>Licensing Fees Fees and Charges - Licensing and Miscellaneous Comhairle nan Eilean Siar</p>

Service charges	fees and	<p>Bulky Uplifts of Household Waste Special and Bulky Household Waste Fees and Charges - Cleansing Comhairle nan Eilean Siar</p> <p>Waste Charges from Commercial and Charitable Premises Waste Disposal (Commercial Industrial Waste) Fees and Charges - Cleansing Comhairle nan Eilean Siar</p> <p>Fees and Charges - Cleansing Fees and Charges - Cleansing Comhairle nan Eilean Siar</p>
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CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class

How to access the information

Decision making
Decisions taken by the authority: agendas, reports and papers provided for consideration and minutes of Board meetings (or equivalent)

Agendas, Committee Reports and Minutes
[Council and Committees | Comhairle nan Eilean Siar](#)

Public consultation and engagement strategies

Current Consultation Activity
[Consultations | Comhairle nan Eilean Siar](#)

Reports of regulatory inspections, audits and investigations carried out by the authority

Internal Audit Report and action plans are regularly reported to the Audit and Scrutiny Committee [Audit and Scrutiny Committee | Comhairle nan Eilean Siar](#)

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class

How to access the information

Financial Statements, including annual accounts and regular statements eg quarterly budget statements	Annual Accounts Annual Accounts Comhairle nan Eilean Siar
Financial statements required by statute eg sections 31 and 33 of the Public Service Reform Scotland Act 2010, if applicable to the authority	Financial Regulations and Codes Finance-Regulations
Financial policies and procedures for budget allocation	Financial Regulations and Codes Finance-Regulations
Budget allocation to key policy /function/service areas	
Purchasing plans and capital funding plans	Annual Accounts Annual Accounts Comhairle nan Eilean Siar
Financial administration manual/internal financial regulations	
Expenses policies and Procedures	Scheme for Administration Scheme of Administration
Senior staff/Member expenses at category level eg travel, subsistence and accommodation	Members Allowances and Expenses 2018 - 2019 Training and Expenses Comhairle nan Eilean Siar
Senior staff remuneration	Annual Accounts (inc CMT remuneration) Annual Accounts Comhairle nan Eilean Siar

Investments, summary information about endowments, investments and authority pension fund	Annual Accounts Budgets and Finance Comhairle nan Eilean Siar Annual Accounts Comhairle nan Eilean Siar
Funding awards available from the authority, how to apply for them and funding awards made by the authority	Business Gateway Grants and Loans Financial Support and Grants Comhairle nan Eilean Siar Grants to Voluntary Organisations Grants to Voluntary Organisations Comhairle nan Eilean Siar Approved Funding in 2024 Approved Funding in 2024 Approved Funding Comhairle nan Eilean Siar Scottish Welfare Fund Scottish Welfare Fund Comhairle nan Eilean Siar Funding for local clubs, sports and initiatives Funding Comhairle nan Eilean Siar School Clothing Grants and Free School Meals Forms Comhairle nan Eilean Siar

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the Comhairle

The information we publish under this class	How to access the information
Human Resources Strategy and Management of Human Resources	Workforce Strategy This information may be available upon request.
Staffing structures	
Human Resources Policies, procedures and guidelines including recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Human Resources Sub Committee – agenda and resources Human Resources Sub Committee Comhairle nan Eilean Siar Human Resources contact information Apply For Job Vacancies Comhairle nan Eilean Siar Jobs Job Vacancies Comhairle nan Eilean Siar Employee related policies and procedures may be available upon request.
Employee structures and agreements reached with recognised Unions, Trade Professional and organisations	This information may be available upon request.
Physical resources Management of the authority's land and property assets	This information may be available on request
Information resources Records management policy, including records retention schedule	Data Protection officer details Data Protection Officer Privacy and Data Protection Comhairle nan Eilean Siar
Information Governance/asset management policies and procedures	Privacy and Data Protection Information Privacy and Data Protection Comhairle nan Eilean Siar Why we use your personal data Privacy and Data Protection Comhairle nan Eilean Siar How we obtain and share your personal data Privacy and Data Protection Comhairle nan Eilean Siar Retention, consent and your rights Privacy and Data Protection Comhairle nan Eilean Siar How we monitor our website and use cookies Privacy and Data Protection Comhairle nan Eilean Siar

Knowledge management policies and procedures	No information published.
List of statistical information published by the authority	No information published.
Freedom of Information policies and procedures	Freedom of Information - information Freedom of Information Comhairle nan Eilean Siar

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class

How to access the information

Procurement policies and Procedures

Procurement Strategy
[Procurement Strategy | Comhairle nan Eilean Siar](#)

List of Contracts which have gone through formal tendering including name of the supplier, period of contract and value

Contract Lists
[Contracts with the Comhairle | Comhairle nan Eilean Siar](#)

Supplier and Contractor Information
[Supplier and Contractor Information | Comhairle nan Eilean Siar](#)

Contract Regulations
[Contract-Regulations](#)

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish under this class

How to access the information

Performance Indicators and performance against them

Council Performance
[Performance Reporting | Best Value | Comhairle nan Eilean Siar](#)

External Reports e.g. report performance state required by statute (e.g. 32 of the Public Service R (Scotland) Act 2010 if applicable.

Annual Accounts [Annual Accounts | Comhairle nan Eilean Siar](#)

Corporate Complaints
[Complaints | Comhairle nan Eilean Siar](#)

Audit Scotland [Home | Audit Scotland](#)

Audit information [Auditing Best Value | Best Value | Comhairle nan Eilean Siar](#)

Improvement Service Benchmarking Report
<https://www.improvementservice.org.uk/benchmarking/>

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class

How to access the information

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class

How to access the information

Based on Google Analytics, the following list represents the top 40 most frequently accessed web pages over the past year: (all links are accessed from <http://www.cnesiar.gov.uk> except those beginning 'PublicAccess' which are accessed from <http://planning.cnesiar.gov.uk>)

Information may be available upon request.

CnES Communications Strategy Plan

Information may be available upon request.