



## COMHAIRLE NAN EILEAN SIAR

### HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in Committee Room 1, Council Offices, Stornoway and through Microsoft Teams on Monday 17 June 2024 at 10.30am.

PRESENT

Mr Duncan MacInnes MBE (Chair)  
Mr Uisdean Robertson  
Mr Iain M Macleod  
Mr Kenneth Macleod  
Mr Norman Macdonald

APOLOGIES

Mr Paul Steele  
Dr Frances Murray

OFFICERS IN ATTENDANCE

Mr Malcolm Burr  
Mr Derek Mackay  
Mrs Norma Skinner  
Mrs Carmen Macdonald

The Chair ruled item 22 & 23 as Urgent to allow the matter to be considered prior to the next scheduled meeting of the Sub-Committee.

#### MINUTES

Minute of Meeting of 3 June 2024	1	The Minute of Meeting of 3 June 2024 was <b>approved</b> .
Declarations of Interest	2	There were no declarations of interest.

#### HUMAN RESOURCES

Human Resources Performance Outcome Report 2023/24	3	With reference to item 17 of the Minute of Meeting of 13 June 2023, the Chief Executive submitted a Report detailing the outcome of the annual performance review 2023/24 of performance appraisals, exit interview rates and special leave undertaken in May 2024.
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The Report stated that the Employee Self-Appraisal Form (ESAR) ensured that all employees had the opportunity to reflect on progress, review objectives and identify development and wellbeing needs as and when required. From 2022/23, 100% of employees had an annual reminder on their payslip asking them to complete an ESAR. Additional information on the performance appraisal process was provided in the main body of the Report at section 6.

**It was agreed to note the 2023/24 Human Resources Performance Outcome Report 2023/24**

Recruitment Analysis 4 The Chief Executive submitted a Report providing analysis of the recruitment information for calendar year 2023. The Report stated that analysis of recruitment data for 2023 had continued to provide insights into the challenges with recruitment. The Report detailed that new analysis for the calendar year 2023 showed that the number of posts advertised had increased again to 1070 posts, but applications had decreased to 2004. With 503 posts not appointed to on initial advert, 171 were readvertisements of unfilled posts.

The Report stated that with falling applications and increased work in supporting multiple recruitment drives, it was important that communication initiatives were explored, and that CMT focus on developing roles within teams and plan ahead for recruitment needs. It was highlighted that it was also important to focus funding on skills development within teams and on apprenticeships.

**It is recommended that the Sub-Committee notes:**

- (1) the recruitment analysis data provided;**
- (2) the central funding held by Corporate Workforce Panel for workforce planning; and**
- (3) the requirement for further analysis to identify best practice interventions.**

Sickness Absence Annual Report 5 The Chief Executive submitted a Report providing an annual overview of sickness absence statistics for 2023/24. The Report stated that the unverified sickness absence data for 2023/24 showed a decrease in Teacher's absence at 8.2 days per FTE (9.1 days per FTE in 2022/23) and an increase in non-teaching staff absence at 15.1 days per FTE (14.4 days per FTE in 2022/23). This data excludes covid related absence.

The Report indicated that overall employee absence including Teachers increased from 12.5 days per employee in 2022/23 to 13.8 days per employee in 2023/24. The main reasons for absence continued to be musculoskeletal, stress related absence, surgery/post op and mental health. The Report further indicated that the cost of Statutory Sick Pay was £2.21 million.

**It was agreed to note the Report.**

#### **ESTABLISHMENT OF POST/ CONDITIONS OF SERVICE**

It was agreed that the public, including the press, be excluded from the Meeting during consideration of items 6 to 23 on the grounds that exempt information as defined in Paragraph 1 of Schedule 7A to the Local Government (Scotland) Act 1973 namely information relating to a particular employee, former employee or applicant to become an employee, or a particular officer holder or former officer holder, or applicant to become an office holder under, the Comhairle would be disclosed.

Bus na Comhairle  
Trading Operation  
– Appointment of  
Full-Time and Part-  
Time Staff

- 6 \* The Head of Municipal Services submitted a Report seeking approval to revise current temporary staffing arrangements within Bus na Comhairle to secure staff on a full-time basis.

**It was agreed:**

- (1) that the post of Chargehand be released on a full time, permanent basis (Grade E) and the current postholder (Employee AB) be matched to the post on a permanent basis;
- (2) to increase the hours of Bus Driver post 2316 (Employee CD) and Bus Driver post 3442 (Employee EF) from 21 hours to 37 hours on a permanent basis;
- (3) In the event that the post of Bus Driver is not accepted by current holder of post 1932 (Employee GH) as a redeployment opportunity that the post be released and advertised externally, the post will be funded by the removal on the relief budget; and
- (4) approve an application to Appoint Temporary Staff for the post of Bus Driver, 37 hours per week, fixed term for three months and that the post be advertised externally.

Social Work  
Services Manager

- 7 \* The Depute Chief Officer, Health and Social Care submitted a Report seeking approval to make permanent the Social Work Services Manager role following the implementation of the Chief Officer structure for health and social care.

The Report stated that the Social Work Services Manager post had been operating on an interim basis for two years to address the Departmental requirements for social work services. This arrangement was also required to facilitate business continuity pending conclusion of the corporate restructuring. The Report indicated that as this had been concluded and the Depute Chief Officer function had been made permanent, the Social Work Services Manager post similarly was required to be made permanent to sustain the professional and operations integrity of the Departmental Structure.

**It was agreed to approve the post of Social Work Services Manager, IJB, be made permanent, and the current incumbent be matched into the post.**

Disestablishment  
of Posts –  
Peripatetic Social  
Care Assistant x2 –  
St Brendan's Care  
Home  
Establishment of  
Post – Social Care  
Assistant 28.5  
Hours – St  
Brendan's Care  
Home

- 8 \* The Integrated Social Care Manager submitted a Report seeking approval to disestablish two Peripatetic Social Care Assistant posts and to replace them with the establishment of one 28.5-hour Social Care Assistant post in St Brendan's Care Home. The Report stated that increasing the total compliment of Social Care Assistant hours on the floor would ease the pressure on the Senior Social Care Workers by allowing them an increased amount of time to undertake their administrative duties.

The Report indicated that Barra Social Care team was a fully integrated team thus allowing resilience throughout all 3 areas. An increase in the Social Care Assistant cover in St Brendan's would ensure there was cover for the other areas of social care should it be required. It would also provide continuity within the wider team.

**It was agreed to approve:**

- (1) the disestablishment of post ID 4769: Social Care Assistant (16hours) at St Brendan's;
- (2) the disestablishment of post ID 3032: Social Care Assistant (16 hours) at St Brendan's; and
- (3) the establishment of one Social Care Assistant post (28.5 hours) at St Brendan's.

E-Sgoil: Project and Administrative Assistant – Extension of Post      9      \*      The Chief Officer Education and Children’s Services submitted a Report seeking approval to extend the full-time, fixed-term e-Sgoil post of Project and Admin Assistant. The Report stated that the post was essential to deliver the various programmes comprising National e-Learning Offer (NeLO) and was fully funded from the Scottish Government grant awarded annually for NeLO.

**It was agreed to approve the extension of the Project and Administrative Assistant contract up until 31 March 2025, subject to confirmation of funding from Education Scotland.**

Gaelic Education Manager and Multimedia Manager      10      \*      With reference to item 5 of the Minute of Meeting of 22 March 2023, the Chief Officer Education and Children’s Services submitted a Report seeking approval for the extension of a secondment of the post of Gaelic Education Manager for a further six months to 30 September 2024 and the associated extension of the secondment of a Multimedia Manager to backfill the substantive post of the secondee.

**It was agreed to approve:**

- (1) the extension of the secondment for the post of Gaelic Media Manager for a period of six months to 30 September 2024 (25.7hrs at Grade K) subject to confirmation of continuing Gaelic Specific Grant funding for the post. Should that not be received, the secondment will end and the postholder will return to their substantive post.**
- (2) the extension of the secondment for the post of Multimedia Manager for six months to 30 September 2024 (37hrs at Grade I) subject to confirmation of continuing Gaelic Specific Grant funding for the Gaelic Media Manager post. Should that not be received, the secondment will end and the postholder will return to their substantive post.**

Request for Extension of Fixed Term Contract: Gaelic Support Officer      11      \*      With reference to item 11 of the Minute of Meeting of 5 February 2024, the Chief Officer Education and Children’s Services submitted a Report seeking approval of the extension of the post of Gaelic Support Officer (0.2 FTE) on a fixed term basis to 30 September 2024 pending a review of Gaelic development posts across the Comhairle.

**It was agreed to approve that of the post of Gaelic Support Officer be extended to 30 September 2024. This is an additionality of 7hrs to the current post within the Chief Executives Department, currently at 0.8FTE.**

Request for Extension of Fixed Term Contract: Gaelic Early Years Co-ordinators      12      \*      The Chief Officer Education and Children’s Services submitted a Report seeking approval to extend the posts of Gaelic Early Years Coordinator (Lewis, 0.4FTE and Uist 0.6 FTE) from 31 March 2024 to 30 September 2024, subject to confirmation of Gaelic Specific Grant funding for 2024-25 and pending a review of all Gaelic development posts, to be completed by 30 September 2024.

**It was agreed to approve:**

- (1) the extension of the post of Gaelic Early Years Co-ordinator (0.4 FTE - Lewis) from 18 April 2024 until 30 September 2024, subject to confirmation of Gaelic Specific Grant funding being confirmed for 2024-25; and**
- (2) the extension of the post of Gaelic Early Years Co-ordinator (0.6FTE - Uist) from 1 April 2024 until 30 September 2024, subject to confirmation of Gaelic Specific Grant funding being confirmed for 2024-25.**

Contract Extension: DHT (Gaelic) e-Sgoil 13 \* With reference to item 3 of the Minute of Meeting of 13 September 2023, the Chief Officer Education and Children's Services submitted a Report seeking approval to extend the e-Sgoil post of DHT (Gaelic), e-Sgoil.

**It was agreed to approve the extension of the DHT (Gaelic) contract until 31 March 2025.**

Temporary Contract Extensions 14 \* The Chief Officer, Education and Children's Services submitted a Report seeking approval for the extension of a temporary contract due to 30 June 2024 to 31 December 2024. The Report stated that this post supported a significant respite package that required 2:1 staffing due to the medical needs of the young person.

**It was agreed to approve that the temporary contract of Employee IJ is extended to 31 December 2024.**

Senior Administrative Assistant, Resources 15 \* The Chief Officer Education and Children's Services submitted a Report seeking approval for 0.2 FTE to be added to post (3180) Senior Administrative Assistant (Finance/Risk) in the Resources Section to increase the post to 4 days instead of 3 and match the current postholder to this post on a permanent basis. This report also sought to disestablish the substantive 4-day Administrative Assistant post (3555) as part of this process.

**It was agreed to approve:**

- (1) the establishment of an additional 7.1 hours per week for the post of Senior Administrative Assistant, Resources;**
- (2) the permanent appointment of Employee KL to the post of Senior Administrative Assistant, Resources at (29.60 hours); and**
- (3) the disestablishment of post 3555 Administrative Assistant (29.60 hours).**

Gaelic Policy Officer 16 \* With reference to item 16 of the Minute of Meeting of 13 September 2023 the Deputy Chief Executive submitted a Report seeking approval to extend the post of the Gaelic Policy Officer (0.4 FTE), working in Sgioba na Gàidhlig and as part of the Heritage and Culture Unit, for a three-month period until 30 September 2024 with the possibility of a further three-year extension, should additional external funding be secured from Bòrd na Gàidhlig.

**It is recommended that the Sub-Committee:**

- (1) approve the extension of post of Gaelic Policy Officer to 30 September 2024; and**
- (2) approve the possible three-year extension of the post, subject to the outcome of the bid to Bòrd na Gàidhlig's Strategic Fund.**

Islands Growth Deal – Extension of Posts 17 \* The Depute Chief Executive submitted a Report seeking approval for the extension of posts in respect of the Islands Growth Deal to 31 March 2026.

**It was agreed, subject to confirmation on budget availability, to:**

**(1) extend the post of Islands Deal Project Officer, Grade G, to 31 March 2026; and**

**(2) extend the 14.8 hours per week post of a Senior Accountant, Grade I, to 31 March 2026.**

Mechanical Apprentice, Training Garage 18 \* With reference to item 18 of the Minute of Meeting of 13 September 2023, the Chief Executive submitted a Report seeking approval to extend the Mechanical Apprenticeship post to August 2025.

**It was agreed to approve the extension of the Mechanical Apprentice post to August 2025.**

Strategy Officer 19 \* The Chief Executive submitted a Report seeking an extension to the fixed term contract for the Strategy Officer post which was scheduled to conclude on 30 June 2024.

**It was agreed to approve that the 0.8FTE, Grade I, Strategy Officer post, due to end on 30 June 2024, be extended to 31 July 2024.**

Waste Disposal Operations Officer 20 \* The head of Municipal Services submitted a Report seeking approval to extend the 18.5 hr/wk Waste Disposal Operations Officer contract at Bennadrove Landfill Site to a 29.6 hr/week contract from 1 April 2024 until 31 March 2025.

**It was agreed to extend the 18.5 hr/wk Waste Disposal Operations Officer (Grade G) contract at Bennadrove Landfill Site to a 29.6 hr/week contract from 1 April 2024 until 31 March 2025.**

#### **PERFORMANCE MONITORING**

Reports Outstanding 21 \* The Chief Executive submitted details of those Reports Outstanding in relation to decisions that had been made by the Sub-Committee.

**It was agreed to note the Report.**

#### **URGENT ITEMS**

Increase in Hours: Software Analyst 22 \* The Chief Officer, Assets and Infrastructure submitted a Report seeking approval to increase the hours for the vacant Software Analyst post from 22.2 hours to 37 hours per week.

**It was agreed to approve the increase in hours for the vacant Software Analyst post from 22.2 hours to 37 hours per week.**

Activities Facilitator  
– Uist Care Homes

- 23 \* With reference to item 6 of the Minute of Meeting of 30 November 2023, the Head of Partnership and Community Services submitted a Report providing an update on previous reports, December 2022 and July 2023 which sought approval to establish 2 PTE Activities Facilitator posts at Trianaid and Taigh a Chridhe Uile Naomh (TACUN) for a trial period of 1 year. These posts were in place of and funded by the Peripatetic Senior Social Care Worker post.

**It was agreed to approve the release of the PTE Activity Facilitator post at TACUN for the period of 1 year.**