



COMHAIRLE NAN EILEAN SIAR

HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in Committee Room 1,
Council Offices, Stornoway and through
Microsoft Teams on Thursday 2 May 2024 at
9.30am.

PRESENT

Mr Duncan MacInnes MBE (Chair)
Mr Uisdean Robertson
Mr Paul Steele
Mr Kenneth Macleod

Dr Frances Murray
Mr Norman Macdonald

APOLOGIES

Mr Iain M Macleod

OFFICERS IN ATTENDANCE

Mr Malcolm Burr
Ms Norma Skinner
Mrs Yvonne Maciver

Mrs Carmen Macdonald
Mr Derek Mackay

The Chair ruled item 24 as Urgent to allow the matter to be considered prior to the next scheduled meeting of the Sub-Committee.

MINUTES

Minute of Meeting of 5 February 2024 1

The Minute of Meeting of 5 February 2024 was **approved**.

Declaration of Interest 2

There were no declarations of interest.

ESTABLISHMENT OF POST/ CONDITIONS OF SERVICE

It was agreed that the public, including the press, be excluded from the Meeting during consideration of items 3 to 24 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.

Contract Extensions – E-sgoil Teachers

3 *

With reference to item 17 of the Minute of Meeting of 22 March 2023, the Chief Officer for Education and Children's Services submitted a Report seeking approval to extend the fixed-term contracts of e-Sgoil supply teachers who were engaged in delivering the National e-Learning Offer. The Report stated that since August 2020, e-Sgoil had been funded by Education Scotland to develop and deliver a National e-Learning Offer (NeLO) to support schools and learners across Scotland. The Report indicated that the funding had enabled teaching staff to be engaged from the e-Sgoil supply bank to deliver the various strands of the programme, with great success. The fixed-term, mostly part-time, contracts were due to end on 31 March 2024, in line with the current funding award.

It was agreed:

- (1) to approve the extension of the teacher contracts up until 31 May 2024 for Study Support contracts and 31 March 2025 for other NeLO provision, provided confirmation of funding from Education Scotland is received by the date of the meeting; and**
- (2) if funding was not confirmed by the date of the meeting, approve extensions of the contracts up until 31 May 2024 for Study Support contracts and 27 June 2024 for other NeLO provision and on receipt of confirmation of funding to 31 March 2025.**

Contract Extension
– Principal Teacher
STEM

4 *

With reference to item 5 of the Minute of Meeting of 25 April 2023, the Chief Officer for Education and Children's Services submitted a Report which sought approval to extend the e-Sgoil post of Principal Teacher STEM on a 0.6 FTE basis. The Report stated that e-Sgoil appointed a Principal Teacher (PT) of STEM, on a fixed term basis, in August 2019. Funding was secured from Education Scotland and Scottish Government to cover all costs.

The Report highlighted that the PT had coordinated and delivered an extensive programme of Gaelic and English medium STEM inputs to early years settings and primary schools, both locally and nationally, prior to, during and after lockdown. Feedback from pupils and schools had been very positive.

It was agreed:

- (1) to approve the extension of the Principal Teacher STEM contract up until 31 March 2025, provided confirmation of funding from Education Scotland was received by the date of the meeting; and**
- (2) if funding was not confirmed by the date of the meeting, approve extensions of the PT STEM contract up until 27 June 2024 and on receipt of confirmation to 31 March 2025.**

Temporary
Increase in Hours –
Resources Section
Administrative
Staff

5 *

The Chief Officer for Education and Children's Services submitted a Report seeking approval to increase the hours of two part-time members of staff in the Resources Section to four days per week for a period of 6 months. These staff were contracted to work five days per fortnight. It was highlighted that both members of staff had consented to this increase in their hours for the proposed period. The Report stated that the Resources Section of the Education and Children's Services Department had been dealing with the disruption brought about by the cyberattack and the loss of corporate systems for purchasing and creditors, debtors for raising invoices and the ledger system.

It was agreed to:

- (1) approve the additional 11.5 hours for two part-time staff within the Education Resources Section for 6 months; and**
- (2) approve the additional hours for these posts beyond 6 months subject to the Chief Officer for Education and Children's Services identifying an alternative funding source.**

Extension of Post –
ICT Support Officer
Digital Services

6 *

The Chief Officer for Education and Children's Services submitted a Report which sought approval to extend the post of ICT Support Officer Digital Services for a further 12 months to support the management and the rollout of digital devices to Primary Schools in addition to the continuing task of issuing, maintaining, repairing, and re-issuing of secondary laptops to the new intake in August. This Report also sought approval to

match the currently seconded officer to the post and to continue the backfill arrangements for the substantive post of the seconded member of staff.

It was agreed to:

- (1) approve the extension of the post of ICT Support Officer Digital Services for a further 12 months; and**
- (2) approve the matching of the current seconded postholder into the post and approve the continuation of the backfill arrangement for the seconded postholder's substantive post.**

Fitness Instructor 7 *
(Healthy Weight) –
Extension of
Contract

The Chief Officer for Education and Children's Services submitted a Report seeking approval to extend the contract of the Fitness Instructor (Healthy Weight) to 31 March 2025 subject to a funding package being secured. The Report stated that NHS Western Isles had provided funding for one of Sport and Health's qualified Fitness Instructors to provide support for the Healthy Weight programme, supporting members of the community identified as needing help to lose weight.

The Report indicated that while the service had some funding available to maintain the post short term through existing budgets and income generation, the continuation of the post was dependent on the NHS Western Isles funding.

It was agreed:

- (1) to extend the contract of Employee AB to 31 March 2025 subject to securing full funding from NHS Western Isles; or**
- (2) to extend the contract to 31 May 2024 utilising existing budgets and income generation and extend for a further year subject to securing full funding from NHS Western Isles; or**
- (3) in the event that no funding was secured then the contract is to be terminated on 31 May 2024.**

Move More 8 *
Programme –
Extension of
Contracts

With reference to item 20 of the Minute of Meeting of 5 February 2024, the Chief Officer for Education and Children's Services submitted a Report seeking approval to temporarily extend the contracts of the Move More Programme to 31 May 2024 to allow continuation of discussions on funding with NHS Western Isles with a view to extending contracts to 31 March 2026.

It was agreed:

- (1) to initially extend the contracts to 31 May 2024 utilising residual funding and existing budgets and extend contracts until 31 March 2026 subject to securing full funding from NHS Western Isles;**
- (2) in the event that funding was not secured, the contracts for Employee CD, Employee EF and Employee GH be terminated on 31 May 2024, in line with Comhairle procedures; and**
- (3) to note that the Chief Executive would discuss the funding of Sport and Health Programmes to support those with long term conditions with the Chief Executive and Chair of NHS Western Isles.**

Childcare Manager 9 *
– Tarbert

The Chief Officer for Education and Children's Services submitted a Report seeking approval for the establishment of a Gaelic essential Childcare Manager post in Sgoil

Araich Tairbeart. The Report stated that the introduction of a Childcare Manager in Sgoil Araich Tairbeart would be beneficial to the enhancement of the current service provision.

It was agreed to approve the establishment of a 35 hour a week Gaelic essential Childcare Manager post in Sgoil Araich Tairbeart.

Establishment of Post – Senior Admin, Catering and Cleaning Section – Uist and Barra	10 *	The Trading Operations Manager submitted a Report seeking approval to establish the post of Senior Administrative Assistant, Catering and Cleaning in Uist & Barra, 40 weeks per year (Term Time), 37 hours a week. The Report stated that it was proposed that the post of Senior Administrative Assistant be moved and based in the Lionacleit Education Centre, to assist with the overall service requirements of the Schools Catering and Building Cleaning Service for Uist and Barra.
--	------	--

It was agreed to:

(1) approve the change to the post from Assistant Operations Manager to Senior Administrative Assistant to be based in the Lionacleit Education Centre for the Schools Catering and Building Cleaning Section; and

(2) disestablish the post of Assistant Trading Operations Manager, Uist and Barra.

Child Protection Officer – Establishment of Post	11 *	The Head of Children’s Services/Chief Social Work Officer submitted a Report seeking approval for the creation of a second Child Protection Coordinator post in order to support the development of the Outer Hebrides Bairns Hoose. The Report stated that the Outer Hebrides had been selected as one of the six pathfinder locations to develop a Bairns Hoose. It was highlighted that this was a major project requiring significant staffing input. The existing Child Protection Coordinator would not have the capacity to support the Bairns Hoose development without it having a significant impact on other areas of the child protection agenda.
--	------	---

It was agreed to approve the recruitment of a second Child Protection Coordinator post for a fixed period until 31 March 2025 on a full-time basis.

Request for Extension of Fixed Term Contract and Temporary Increase in Hours – Cultural Co-ordinator	12 *	The Gaelic Education Manager submitted a Report which sought approval of the extension of the post of Cultural Coordinator on a fixed term basis to 28 June 2024 and a temporary increase in hours (0.6FTE to 1.0FTE) from Monday 15 April until 28 June 2024.
--	------	--

The Report stated that in October 2022, Employee IJ was appointed to oversee the coordination of the Dileab: Emigration project. It was highlighted that this was highly successful and engaged with over 1300 pupils across the Western Isles. The Report indicated that building and developing on the success of the project, the team were currently working on the delivery of Dileab 2024: Leverhulme. The Report highlighted that the Dileab project continued to gain good press coverage for the Comhairle and extremely positive feedback had been received by the team from schools who were taking part. The Report indicated that there remained external grant funding to enable Employee IJ to continue in post until 28 June 2024.

It was agreed to:

(1) approve the extension of contract of Cultural Coordinator until 28 June 2024; and

(2) approve the temporary increase in hours from 0.6FTE to 1.0FTE from 15 April until 28 June 2024.

Management Structure – Harris House	13	*	<p>The Service Manager, Residential Services and Integrated Services submitted a Report seeking to approve and secure a permanent management solution for Harris House. The Report stated that a full-time registered manager supported by one full-time and one part-time senior social care worker was the preferred management model for Harris House and was affordable within the delegated budget.</p>
-------------------------------------	----	---	--

It was agreed to approve;

- (1) disestablishment of one full-time senior social care worker (Grade G) at Harris House;**
- (2) establishment of one full-time registered manager, Harris House (Grade I) and matching of Employee KL to this post;**
- (3) establishment of a 19 hour part-time senior social care worker post (Grade G) at Harris House; and**
- (4) commencement of the recruitment process for the part-time senior social care worker post at Harris House.**

Adult Services Workforce Consultation	14	*	<p>The Head of Partnership Services and Community Care submitted a Report seeking approval to consult with the Adult Services workforce associated with the Ardseileach Residential and Housing Support Service and Comhairle Day Care Services in Lewis and Uist. The focus of the consultation was to review rotas and seek views on potential alternative shift patterns. The intended outcome was to provide improved access to management and leadership support and to maximise the efficiency of staffing to enable optimum service capacity.</p>
---------------------------------------	----	---	--

It was agreed to authorise the Head of Partnership Services and Community Care to undertake a staff consultation process in relation to the workforce rotas and scheduling of services for Ardseileach Care Home and Housing Support Services and Comhairle Day Care Services in Lewis and Uist.

Disestablishment of Posts – Social Care Assistant x2PTE – Harris House Establishment of Post – Social Care Worker x1 FTE – Harris House	15	*	<p>The Head of Partnership Services and Community Care submitted a Report seeking approval to disestablish two part-time Social Care Assistant posts and to replace them with the establishment of one full-time Social Care Worker post in Harris House Care Home. The Report stated that this would enhance the Social Care Worker provision, support distribution of key working responsibilities and ensure there were sufficient numbers with appropriate skill mix for day and night cover.</p>
--	----	---	---

It was agreed to approve;

- (1) the disestablishment of the post of Social Care Assistant (29 hours) at Harris House;**
- (2) the disestablishment of the post of Social Care Assistant (19 hours) at Harris House; and**
- (3) the establishment of one FTE Social Care Worker post at Harris House.**

Establishment of Post – Senior Social Care Worker	16	*	<p>The Head of Partnership Services and Community Care submitted a Report seeking approval to establish 1 full time Senior Social Care Worker Post to support Ardseileach Care Home and Housing Support Services. The Report indicated that it was proposed that recruitment for the post was from the existing Social Care Worker team and the successful applicants substantive post at Grade E would be disestablished. The additional</p>
---	----	---	---

funding for the post would be met from existing budgets through savings from reduced hours in other posts.

It was agreed to approve the establishment of a Senior Social Care Worker post to support Ardseillich Care Home and Housing Support Service.

Settlement Officer (Uist) – Extension of Post	17	*	With reference to item 8 of the Minute of Meeting of 25 April 2023, the Depute Chief Executive submitted a Report seeking approval to extend the post of Settlement Officer to 31 March 2025. The Report stated that the postholder had been involved in the delivery of the Uist Repopulation Zone Action Plan, actively supporting development and delivery of the 'Uist Beo' platform - supporting the development of childcare provision, advising enquirers on relocating to Uist, involved in community consultations, developing projects, meeting with partners including the third sector and raising the profile of the project in the media. They also presented their findings to the CoHI meeting in March 2023 and spoke at the Rural Housing Scotland Conference in February 2024.
---	----	---	---

It was agreed to approve to extend the post of Settlement Officer (Uist) to 31 March 2025.

Training Kitchen – Contract Extension	18	*	The Chief Executive submitted a Report seeking approval to extend the current 37 hour Cook Post and 37-hour Training Officer Post within the Training Kitchen, funded through Cafeteria profit and Scottish Government Employability Grant Funding to 31 May 2025. The Report stated that since its transition to a training cafeteria in March 2020, the facility had supported those further away from the employment market gain work experience and skills in a protected environment, preparing them through work experience and sectoral specific accreditation.
---------------------------------------	----	---	--

It was agreed to approve:

- (1) the extension of the 37-hour Training Officer post Grade F, to 31 May 2025; and**
- (2) the extension of the 37-hour Cook post Grade D, to 31 May 2025.**

Training Officer Contract Extension	19	*	The Chief Executive submitted a Report seeking approval to extend the United Kingdom Shared Prosperity Funded post within the Accredited Training Section of the Chief Executive Department. The Report stated that since 2014, Structural funding had provided valuable workforce development activity to Comhairle staff along with those participating on Comhairle Apprenticeship and Employability programmes. The Report highlighted that Training Officer support had been instrumental in the Employability Pipeline and ongoing successful certification for those undertaking SVQ accreditation upskilling or retraining to enter the world of work or comply with sectoral specific registration.
-------------------------------------	----	---	--

It was agreed to approve the extension of the full-time post of Training Officer – Employability Grade F, to 31 March 2025.

Extension of Training Officer, IT Post	20	*	The Chief Executive submitted a Report seeking approval to extend the Foundation Apprenticeship Training Officer Post in IT. The Report stated that to ensure an apprenticeship pathway into the IT sector was developed, maintained and increased, the Training Officer post holder would continue to support the targets and milestones set within the criteria of Skills Development Scotland Foundation and Modern Apprenticeship Contracts.
--	----	---	--

It was agreed to approve that the post of Training Officer full time, grade F, covering IT be extended to 30 June 2025.

Extension of Training Officer Post	21	*	The Chief Executive submitted a Report seeking approval to extend the Foundation Apprenticeship Training Officer Post. The Report stated that to ensure an apprenticeship pathway into Social Service and ChildCare was developed, maintained, and increased, the Training Officer post holder would continue to support the targets and milestones set within the criteria of Skills Development Scotland Foundation and Modern Apprenticeship Contracts.
------------------------------------	----	---	--

It was agreed to approve that the post of Training Officer, Term Time 30 hours, Grade F, covering Social Services Children and Young People, be extended to 30 June 2025.

TRAINING

Departmental Training Plans	22	*	The Chief Executive submitted a Report seeking approval for the 2024-25 service Training Plans for the Comhairle. The Report stated that Training needs identified through Performance Appraisals had been incorporated into a training plan for 2024/25. The Report indicated that to ensure continuous improvement across departments, ongoing support would be provided to managers to focus on the succession planning needs of the Comhairle. All training identified would directly link to the workforce development requirements and the Strategic Objectives of the Comhairle.
-----------------------------	----	---	---

The Report stated that to support upcoming managers and staff development, Accredited Training staff would work on the implementation of progression pathways and sectoral specific training. This would take the form of workshops, self-directed learning, and accredited pathways.

It was agreed to:

- (1) approve the Training Plan for 2024-25;**
- (2) implement supported Employability placements and an apprenticeship programme linked to workforce development using identified Employability Funding.**
- (3) through a Work Experience programme, support and inform school pupils on the public sector career pathways; and**
- (4) note the employability programmes in place support the development of individuals furthest away from the job market and equip them with the accreditation, sectorial specialist skills and confidence to move into employment.**

PERFORMANCE MONITORING

Reports Outstanding	23	*	The Chief Executive submitted details of those Reports Outstanding in relation to decisions that had been made by the Sub-Committee and detailed the timescale for reporting back.
---------------------	----	---	--

It was agreed to note the Report.

URGENT ITEM

Establishment of Post – Handyperson	24	*	The Head of Partnership Services and Community Care submitted a Report seeking approval to establish 1 full time Handyperson Post to support Ardseilleach Care Home and Housing Support Services and both Grianan and Carloway Day Centres. The Report stated that having a Handyperson to support the Learning disability services was essential
-------------------------------------	----	---	---

to ensure continuity of essential monitoring, recording and reporting, completion of tasks and ultimately maximising the safety of residents and service users.

It was agreed to approve the establishment of a Handyperson post to support Ardseilleach Care Home and Housing Support Service/ Grianan Day Service / Carloway Day Service.