



COMHAIRLE NAN EILEAN SIAR

HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in Committee Room 1,
Council Offices, Stornoway on Monday 5
February 2024 at 3.30pm.

PRESENT

Mr Duncan MacInnes MBE (Chair)

Mr Uisdean Robertson

Mr Paul Steele

Mr Iain M Macleod

Mr Kenneth Macleod

Dr Frances Murray

Mr Norman Macdonald

OFFICERS IN ATTENDANCE

Mr Malcolm Burr

Ms Norma Skinner

Ms Carmen Macdonald

Mr Derek Mackay

The Chair ruled that items 20, 21, 22, 23 and 24 as Urgent to allow the matters to be considered prior to the next scheduled meeting of the Sub-Committee.

MINUTES

Minute of Meeting
of 23 November
2023

1

The Minute of Meeting of 23 November 2023 was **approved**.

Declaration of
Interest

2

Mr Uisdean Robertson declared an interest and left the meeting during consideration of Item 3 and 4 as a family member worked within the Service.

Mr Duncan MacInnes declared a non-pecuniary interest in 6 as member of the Outer Hebrides Community-Led Local Development (CLLD) in a private capacity.

Mr Paul Steele declared an interest and left the meeting during consideration of Item 20 as a family member worked within the Service.

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 19 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.

Home Care and
Reablement
Recruitment

3

* The Service Manager Home Care and Reablement submitted a Report seeking approval to reframe the Care at Home vacancies in Lewis, Harris and Uist to offer FTE contracts, with relocation expenses and ensuring the profiling of the key worker housing status associated with the posts was explicit in a refreshed advertising campaign. The Report detailed that this enhanced offer complemented the restructuring of the service as implemented in July 2023 and afforded the opportunity to attract new individuals and families into the communities and services.

It was agreed to homologate the decision:

- (1) to reframe the vacancies within Care at Home and Reablement services to offer an attractive recruitment package including relocation expenses and alignment with the key worker housing policy; and**
- (2) that an update Report after the first two rounds of advertising would be submitted to the Sub-Committee to evaluate the impact.**

Home Care and
Reablement –
Overtime Payment

- 4 * The Service Manager Home Care and Reablement submitted a Report to advise the Sub-Committee of the issues identified regarding Care at Home overtime and sought a view of the appropriate actions to address the over and under payment issue as well as the need to realign the reference period for overtime working with the 8-week rolling rota period.

It was agreed to:

- (1) pay outstanding overtime payments to staff over the 2-year period which has been calculated, and to write off the overpayments made to staff; and**
- (2) commence consultation with trades unions with regard to advising on the need to revisit the approach to overtime calculations, the proposed actions to address over/under payments and the need to revisit the reference period for overtime payment calculations.**

Extension of Care
and Support
Supervisor post for
1 Year

- 5 * The Service Manager Home Care and Reablement submitted a Report seeking permission to extend the post of temporary Care and Support Supervisor (37 hours) for a further year. The Report stated that an application to appoint 2 temporary Care and Support Supervisors for the Home Care service was approved in October 2022. The Report indicated that the service was successful in recruiting to one temporary post, with the post holder commencing in the post in March 2023. The Report stated that the temporary appointment would come to an end on 8 March 2024. The Report detailed that the reason for the proposal of the additional posts was to provide support to the team of Care and Support Supervisors in bringing all their statutory requirements up to date as well as other outstanding work, giving the service time to look at other options in ensuring there is sufficient staff capacity for the safe and efficient running of the service.

It was agreed to extend the temporary Care and Support Supervisor 37-hour post for an additional year effective from 9 March 2024.

Outer Hebrides
Community-Led
Local Development
(CLLD) Coordinator:
Extension of Post

- 6 * With reference to item 7 of the Minute of Meeting of 25 April 2023 the Depute Chief Executive submitted a Report seeking approval to extend the post of Outer Hebrides Community-Led Local Development (CLLD) Coordinator to 31 March 2025. The Report stated that an extension to the post of Outer Hebrides CLLD Co-ordinator would support the CLLD Local Action Group to manage and deliver its Community Led Vision in 2024-25.

It was agreed to extend the post of Outer Hebrides CLLD Coordinator, at Grade-I until 31 March 2025, conditional on budget availability being confirmed.

Heritage Trails
Development
Officer

- 7 * With reference to item 8 of the Minute of Meeting of 14 February 2023, the Team Leader, Heritage and Culture submitted a Report seeking approval to extend the post of Heritage Trails Development Officer working to the Heritage and Culture Unit, alongside the Outer Hebrides Heritage Forum, for a one-year period until 31 March 2025.

The Report stated that the Heritage Trails Development Officer was responsible for developing proposals for themed and branded self-guided heritage trails from Barra to

the Butt of Lewis – linked to identified economic drivers and existing CDIG venues and facilities that celebrate the unique heritage assets of the local areas, supporting a sustainable flow of visitors and spreading the economic benefits across local communities. The Report further indicated that the Heritage Trail Development Officer was also responsible for assisting with coordinating the effective delivery of the Great Place Strategy.

It was agreed to extend the post of Heritage Trails Development Officer for a one-year period until 31 March 2025 and that the current postholder continue in post.

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| Community Key Project Support Officer/ UK Shared Prosperity Fund | 8 | * | The Team Leader, Community Engagement Unit, submitted a Report seeking approval for 22.2 hours of a Community Key Project Support Officer to support the Communities and Place Intervention strand, funded by the United Kingdom Shared Prosperity Fund (UKSPF). It is proposed to offer the hours to a part-time Regeneration officer. The Report indicated that the Community Key Project Support Officer would ensure crucial elements of pre-capital projects were supported and this would drive strategic projects to capital readiness and provide communities and visitors with facilities that met modern day demands. |
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It was agreed to approve the continuation of the part-time post of Community Key Project Officer (22.2 hours per week) to 31 March 2025 within the Community Engagement Unit and that Employee AB be matched to this post.

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| Contract Extension – Library Assistant, Stornoway Library | 9 | * | This item was withdrawn from the Agenda. |
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| Gaelic Education Manager and Multimedia Manager | 10 | * | This item was withdrawn from the Agenda. |
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| Gaelic Support Officer | 11 | * | The Chief Education Officer submitted a Report seeking to obtain approval of the extension of the post of Gaelic Support Officer (0.2 FTE) on a fixed term basis to 28 June 2024. The Report stated that over the last 5 years, the growth of e-Sgoil had resulted in ever-increasing demands on the small team supporting the service, even before Covid-19. The Report indicated that the events of 2020-22 and the resulting development of a National e-Learning Offer had resulted in an exponential growth in levels of activity, both in English and Gaelic medium. It was highlighted that Employee CD had supported e-Sgoil and the wider Gaelic team within the Education Department. |
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It was agreed to approve that of the post of Gaelic Support Officer (postholder Employee CD) to be extended to 28 June 2024, additionality 0.2 to the current post within the CE's Department of 0.8FTE.

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| Youth Workers, Contract Extensions | 12 | * | With reference to item 13 of the Minute of Meeting of 22 March 2023 and item 8 of the Minute of Meeting of 23 November 2023, the Chief Executive submitted a Report seeking approval to extend the Youth Worker, Young Scot (7hr), Youth Worker, Youth Council (6hr) and two Youth Worker, Pointers (9hr) for a further 12 months to 31 March 2025. The Report indicated that the costs of continuing these posts for a further year were within core CLD Budgets. |
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It was agreed to approve the extension to the four Youth Worker posts to 31 March 2025.

- Training Officer, Construction 13 * With reference to item 10 of the Minute of Meeting of 22 March 2023, the Chief Executive submitted a Report seeking approval to extend the Training Officer, Construction Post to March 2025. The Report stated that to support employability initiatives that would meet the needs of the local economy, the Comhairle as the lead authority, in partnership with Orkney and Shetland Island Council had been successful in securing additional funding from The Construction Industry Training Board (CITB). The Report indicated that the three-year programme would provide support to individuals entering the construction workforce to overcome any initial challenges they may face and to provide ongoing in-work support over the duration of the programme. The Report further indicated that to support the coordination of this project, it was proposed that the one-year fixed term Training Officer Post be extended to March 2025.

It was agreed to approve the extension of the fixed term, Training Officer, Construction, 37 hours, at Grade F to 31 March 2025.

- Extension of Employability Funded Training Officer Posts 14 * With reference to item 11 of the Minute of Meeting of 22 March 2023, the Chief Executive submitted a Report seeking approval to extend the posts of the No-One Left Behind, Parental Employability Support and Young Person Guarantee Training Officer Posts, pending written confirmation of Grant Funding to June 2024. On receipt of Grant Letters that the posts be approved to March 2025.

It was agreed to approve:

- (1) the extension of the full-time post of Training Officer to 30 June 2024 and on approval of funding to March 2025.**
- (2) the extension of the post of the 18.5-hour post of Training Officer to 30 June 2024 and on approval of funding to March 2025**
- (3) the extension of the post of the 18.5-hour post of Training Officer to 30 June 2024 and on approval of funding to March 2025**

- Extension of DYW Co-ordinator Posts 15 * With reference to item 9 of the Minute of Meeting of 22 March 2023 the Chief Executive submitted a Report seeking approval to extend the School Co-ordinator Posts to June 2024 and on receipt of Grant Award to March 2025. The Report stated that the Developing The Young Workforce (DYW) was the Scottish Government's Youth Employment Strategy put in place to better prepare young people for the world of work. The Report indicated that the role of the DYW Schools Co-Ordinator's was to support the Schools and the DYW Outer Hebrides Programme, to develop and implement a programme of employer engagement aimed at enhancing the curriculum as well as the wider Scottish Government Policy objectives such as delivering the Young Person Guarantee.

It was agreed to:

- (1) extend the 4 P/T School Co-Ordinator Posts, currently held by Employee EF, GH, IJ, and KL; and**
- (2) approve the extension of the four posts for the duration of this grant funding until June 2024 and on receipt of the annual Grant Letter to March 2025.**

- Senior Policy Adviser 16 * The Chief Executive submitted a Report seeking approval to continue the post of Senior Policy Adviser post for a further one year period. The Report stated that the Chief Executive and Depute Chief Executive required additional policy support to ensure the Comhairle remained at the forefront of discussion and proposals on Public Sector Reform and proposals related to a Single Island Authority.

It was therefore proposed in March 2023 to establish a temporary Senior Policy Adviser post, initially for a period of one year. The job description was appended to the Report.

It was agreed to approve:

- (1) the extension of the temporary Senior Policy Adviser Post, Grade J, F/T, to 31 March 2025 with Employee MN undertaking the role as a secondment; and**
- (2) continue backfill arrangements with Employee OP in the Communications Officer post, Grade I, F/T to 31 March 2025.**

Developing the
Young Workforce
Training Officer

- 17 * With reference to item 9 of the Minute of Meeting of 25 April 2023, the Chief Executive submitted a Report seeking approval to extend the post of DYW Communication Training Officer to March 2025. The Report stated that the Young Person Guarantee (YPG) was a commitment to bring together, employers, partners and young people. It aimed to connect every 16–24-year-old in Scotland to a positive opportunity whether it be a job, apprenticeship, further or higher education, training, or volunteering.

It was agreed to extend the 37 hour DYW Post, currently held by Employee QR (Grade F), to June 2024 and on receipt of the annual Grant Letter to March 2025.

Human Resources
and Performance
Team

- 18 * The Chief Executive submitted a Report seeking approval to continue with an HR associate post following a period of maternity leave cover and to make some further adjustments to the team.

It was agreed to approve:

- (1) that an HR Associate/ Project Officer post be established at Grade F, 37hrs and that Employee ST be seconded into the post to 30 June 2025 in the first instance;**
- (2) that Employee UV continue to be seconded into the Systems Administration post, Grade E, 37hrs to 30 June 2025 in the first instance;**
- (3) that Employee WX continue to be seconded into the post of Clerical Assistant, Grade C, 35 hrs to 30 June 2025;**
- (4) that Employee YZ continue in the HR Apprenticeship post, 37 hrs to 31 March 2025; and**
- (5) that Employee ZA, continue in the Reprographics Apprenticeship post, 0.8FTE to 31 March 2025.**

PERFORMANCE MONITORING

Reports
Outstanding

- 19 * 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 ITEMS

Move More 20 * With reference to item 4 of the Minute of Meeting of 8 March 2022, the Chief Officer for Education and Children's Services submitted a Report seeking approval to extend the contracts of the Move More Programme staff to 31 March 2026 subject to a funding package being secured.

It was agreed:

- (1) to extend the contracts of Employees ZB, ZC, and ZD to 31 March 2026 subject to securing full funding;**
- (2) to amend and extend the contracts of Employees ZB, ZC and ZD to 31 March 2026 subject to securing partial funding; and**
- (3) in the event that funding is not secured, the contracts for Employees ZB, ZC and ZD be terminated on 31 March 2024.**

Contract Extensions: E-Sgoil ICT Support Officer 21 * With reference to item 16 of the Minute of Meeting of 22 March 2023, the Chief Officer for Education and Children's Services submitted a Report seeking to obtain approval to extend the fixed-term contracts of the e-Sgoil ICT Support Officer, who was 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 through Covid-19 related disruption. The Report indicated that this funding had enabled the creation of some fixed term posts to support the programme and overall increased levels of activity at e-Sgoil, including this dedicated ICT Support Officer. The Report detailed that the current fixed-term contract was due to end on 31 March 2024.

It was agreed:

- (1) to approve the extension of the IT Support Officer contract until 31 March 2025 provided confirmation of funding from Education Scotland was received by the date of the committee meeting.**
- (2) that if funding was not confirmed by the date of the committee meeting, approve extension of the IT Support Officer contract until 27 June 2024.**

Contract Extension – Children and Families Social Worker 22 * With reference to item 18 of the Minute of Meeting of 14 February 2023, the Head of Children's Services/CSWO submitted a Report seeking approval to extend the contract by a further 12 months for Employee WX, Resettlement Officer for Unaccompanied Asylum-Seeking Children (UASC). The Report highlighted that by extending the contract, the UASC would continue to benefit from the supports they had received thus far, allowing them to successfully integrate into the community.

It was agreed to approve the extension of the Resettlement Officer for Unaccompanied Asylum-Seeking Children (UASC) for a further twelve months.

Cleaner Posts – Perceval Square Public Toilets 23 * The Head of Municipal Services submitted a Report which sought approval to establish two 10-hour posts of Cleaner at Perceval Square Public Convenience. The Report noted that to maintain a Public Toilet Facility within the Stornoway Town Centre, managing this directly is currently the only viable option. It is proposed that two 10 hour Cleaner posts (Grade B) be established, split 50:50 over the course of 7 days. The posts will be funded from existing budgets and by maintaining a high level of standard it is hoped that periods of closure are reduced, and that income generated from usage will increase.

It was agreed to approve the establishment of two 10-hour Cleaners Posts (Grade B)

The Head of Municipal Services submitted a Report seeking to establish two 10 hour posts of Cleaner at Perceval Square Public Convenience. The Report stated that in September 2023 the Cleaning Contract for Perceval Square Public Toilet came to an end. The contract was not renewed due to a number of factors. The Report indicated that in order to maintain a Public Toilet Facility within the Stornoway Town Centre, managing this directly was currently the only viable option.

It was agreed to approve the establishment of two 10 hour Cleaners Posts.

Extension of
Temporary Post:
Community
Learning Support
Worker

- 24 * With reference to item 21 of the Minute of Meeting of 22 September 2022, the Chief Officer for Education and Children's Services submitted a Report seeking approval to extend the Community Learning Support Worker (CLSW) post within the Department for Education and Children's Services to 31 March 2025. The Report stated that the CLSW delivered community-based learning in Lewis and Harris. It highlighted that the normal focus had previously been on delivering classes which offered the greatest improvement in employability, however during the pandemic the focus had been on delivering classes online. The Report indicated that the extension of the CLSW post was essential for the continuity of community-based learning and would also allow other opportunities to be developed further.

It was agreed to approve the extension of the temporary post of Community Learning Support Worker, 15 hours per week, Grade C, to 31 March 2025