



COMHAIRLE NAN EILEAN SIAR

POLICY AND RESOURCES COMMITTEE

Minute of Meeting held in Vatersay Hall,
Vatersay, on Wednesday 24 April 2024 at
2.00pm.

PRESENT

Mr Paul Steele (Chair)	Mr Grant Fulton
Mr Duncan MacInnes MBE (Vice-Chair)	Mr Norman Misty Macdonald
Mr Kenneth J Maclean	Mr Kenneth Macleod
Mr Iain M Macleod	Dr Frances Murray
Ms Susan Thomson	Mr Norman Macdonald
Mr Uisdean Robertson	

APOLOGIES

Mr Robert Mackenzie	Mr Donald F Crichton
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MEMBERS IN ATTENDANCE

Mr Iain A MacNeil	Mr Rae Mackenzie
Mr Iain M Macaulay	Mr George Murray
Mr Malcolm K Macdonald	Mr Finlay M Stewart

OFFICERS IN ATTENDANCE

Mr Malcolm Burr	Mr Donald A Macleod
Mr Calum Iain Maciver	Mrs Mary Clare Ferguson
Mr Calum Mackenzie	Mrs Shona Hadwen
Mrs Emma Macsween	Mrs Fiona Maciver
Mr Derek Mackay	Mrs Marina Macaulay
Mr Innes Maciver	Mr Adam Hill

Prayer

The Meeting was preceded in prayer, led by Mr Duncan MacInnes, MBE.

The Chairman ruled items 8, 9, 10 & 14 as urgent to allow the matters to be considered prior to the next meeting of the Committee.

MINUTES

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| Minute of Meeting of Policy and Resources Committee of | 1 | The following Minutes of Meeting of the Policy and Resources Committee were approved : |
| (a) 7 February 2024 | | (a) 7 February 2024; |
| (b) 20 February 2024 at 2.00pm | | (b) 20 February 2024 at 2.00pm; |
| (c) 20 February 2024 at 3.00pm | | (c) 20 February 2024 at 3.00pm |
| Declaration of Interest | 2 | There were no declarations of interest. |
| Minute of Meeting of Budget and Strategy Board of 16 January 2024 | 3 | The Minute of Meeting of the Budget and Strategy Board of 16 January 2024 was noted . |

Service Plans and Operational Risk Registers 2024/25	Business and Risk	4	<p>With reference to item 1b of the Minute of Meeting of 22 February 2023 the Chief Executive submitted a Report which sought approval of the Comhairle's Service Business Plans and Operational Risk Registers 2024/25, which were appended to the Report. The Report stated that the Comhairle had approved the five-year Operational Plan and associated Service Business Plans (SBPs) 2022-2027 in February 2022. The Report further stated that Service Business Plans had been developed, reviewed, and monitored periodically in the Comhairle's electronic performance management system, Interplan. The organisational structure, as detailed in Interplan in March 2024, was detailed at Appendix 1 to the Report. It was indicated in the Report that the Draft Service Business Plans and Operational Risk Registers 2024/25 followed this structure.</p> <p>It was agreed to recommend, insofar as the interests of the Committee were concerned, that the Comhairle approve the Service Business Plans and Operational Risk Registers 2024/25.</p>
Business Continuity Plans		5	<p>With reference to item 1d of the Minute of Meeting of 22 February 2023 the Chief Executive submitted a Report which provided an update on the status of Business Continuity Management across the Comhairle. The Report stated that risks that had resulted in a disruption to service, required continuity strategies in place to allow the service to continue with minimum disruption to service users. Services had been asked to prepare Business Continuity Plans for their most critical activities, that in the event of an incident causing service disruption, the Business Continuity Plans could be immediately actioned.</p> <p>It was agreed to recommend, insofar as the interests of the Committee were concerned, that the Comhairle note the Report.</p>
Islands Deal: Islands Centre for Net Zero (Outer Hebrides) and Energy Update		6	<p>With reference to item 11 of the Minute of Meeting of 29 November 2023 the Chief Executive submitted a Report which provided an update on the first year of the Islands Deal funded project, the Islands Centre for Net Zero and subsequent developments and energy plans in the Outer Hebrides, with a focus on Uist and Barra. The Report stated that the first project which had been approved in April 2023, as part of the Islands Growth Deal portfolio was the Islands Centre for Net Zero which was a pan-island innovation centre that would support Shetland, Orkney and the Outer Hebrides in becoming lighthouse communities in the energy transition by exploring, trialling and accelerating solutions to decarbonisation that have replicability and application worldwide.</p> <p>It was agreed to recommend that the Comhairle note the Report and continue to support the work of the Islands Centre for Net Zero (Outer Hebrides) and its delivery plans, in coordination with the Comhairle's Energy Strategy for Uist and Barra.</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 in terms of Paragraphs 8 & 9 of Schedule 7A to the Local Government (Scotland) Act 1973, namely, the amount of any expenditure proposed to be incurred by the Comhairle under any particular contract for the acquisition of property or the supply of goods or services and any terms proposed or to be proposed by or to the Comhairle in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.</p>
Cyber Update	Incident	7	<p>With reference to item 7 of the Minute of Meeting of 7 February 2024 the Chief Executive submitted a Report which provided an update on progress on the recovery from the cyber attack on the Comhairle's Information Technology systems on 7 November 2023.</p>

The Report stated that work was currently underway to rebuild a number of IT systems impacted by the cyber attack and the complexity of systems and project timelines for rebuild remained challenging and the service recovery process would remain in place for months. The costs associated with the recovery process were still estimated and details of the projected costs were appended to the Report.

It was agreed to recommend that the Comhairle notes the detailed update on recovery from the cyber attack on the Comhairle's systems on 7 November 2023.

Capital Monitoring
Update 2023/4 8

The Chief Financial Officer submitted a Report which provided an update on the progress of the 2023-28 Capital Programme. The Report stated that since the initial programme had been set, a further £13.8m had been awarded to the Comhairle by the Scottish Government and other funders as detailed in the table at paragraph 2.1 of the Report. Projects totalling £28.2m had been carried forward from the 2018-23 Capital Programme. The delivery of these projects was ongoing and was detailed in the Appendix to the Report.

It was agreed to recommend that the Comhairle:

- (1) note the capital expenditure as detailed in the Appendix to the Report; and**
- (2) approve the allocation of the £1.3m additional General Capital Grant received in 2023/24 to roads maintenance projects.**

Revenue
Monitoring Update
2023/24 9

The Chief Financial Officer submitted a Report which detailed the Comhairle's forecast revenue outturn for 2023/24. A summary of the financial performance to the end of January 2024 was provided at Appendix 1 to the Report and showed a net overspend of £1m. The Report further stated that, after adjusting for the £1.1m in relation to Health and Social Care, which would be funded from Integration Joint Board reserves, the Comhairle was expected to outturn on budget. An exception report on budgetary performance was included at Appendix 3 to the Report.

It was agreed to recommend that the Comhairle note the financial performance to date.

Crown Estate
Revenues – Round
5 Distribution 10

The Depute Chief Executive submitted a Report which detailed the criteria for distribution of Round 5 Crown Estate Revenues. Following a Members' Seminar held on 11 April 2024, proposals for Year 5 funding was discussed and, as in previous years, as well as ward allocation, it was proposed to allocate an element of Crown Estate funding to strategic requirement and these strategic priorities were outlined in the Report.

It was agreed to recommend that the Comhairle:

- (1) approve the allocation for Crown Estate Round 5 Ward distribution;**
- (2) approve the allocations for the Comhairle's strategic investment as outlined in paragraph 5.7 of the Report;**
- (3) defer consideration of financial support to community groups seeking schools lets until an Equality Impact Assessment has been completed; and**
- (4) prioritise Levelling Up Partnership towards development activity in Uist and Barra.**

Prudential
Borrowing for
Education Fleet
Replacement 11

With reference to item 19 of the Minute of Meeting of 14 June 2023 the Chief Officer for Education and Children's Services submitted a Report which sought approval for Prudential Borrowing to cover the balance of costs of renewing the Additional Special Needs and School Transport vehicle fleet.

The Report stated that the vehicles had been purchased using elements of revenue funding carried forward from previous financial years with the balance to be financed by Prudential Borrowing.

It was agreed to recommend, insofar as the interests of the Committee were concerned, that the Comhairle approve the required £224k of Prudential Borrowing to renew the ASN and School Transport fleet, funded by an allocation of £44,061 per annum for six years from within Education and Children's Services budgets.

Community Care 12
Services – Fees and
Charges 2024-25

With reference to item 18 of the Minute of Meeting of 20 September 2023 the Head of Partnership Services and Community Care submitted a Report which sought approval for revised charges for Comhairle Community Care Services delegated to the Integration Joint Board (IJB) for the financial year 2024/25. The Report included details of the inclusion of full cost recovery for Comhairle residential care related services.

It was agreed to recommend that the Comhairle approve the fees and charges for 2024/25, as follows:

- (1) the standard weekly charge for Comhairle care homes for the elderly in 2024/25 increase from £1,287 to £1,912 per individual room per week;
- (2) setting the standard weekly charge for Housing with Extra Care (HVEC) at Bremner Court, Goathill , Stornoway at £1,108 per individual flat per week;
- (3) the standard weekly charge for Ardseileach Care Home for 2023/24 be increased from £1,845 to £2,649 per individual room per week;
- (4) the 2024/25 fee for residential assessment and respite (currently £163.45 per week) be increased by the percentage increase in pension credit (8.51%) to £177.35 per week;
- (5) the rates for the independent care homes for 2024/25 are not yet agreed as the tendering process is currently in progress. The 2024/25 rates will be brought to the June 2024 Committee Series for approval;
- (6) the meal provision charges for Day Care and other community-based service users be increased by 5% to £0.87 for tea/coffee and £3.58 per meal for lunch or a cooked meal;
- (7) the room hire and other facilities related charges be increased by 5%; and
- (8) the hourly rate for direct payments be £18.51 for one-to-one personal care, £38.01 and £76.03 for the half-day to full-day rate for Day Care equivalent for adults with learning disabilities depending on assessment. This is in line with the Scottish Government's Adult Social Care Pay Uplift for Personal Assistants.

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 in terms of Paragraph 9 of Schedule 7A to the Local Government (Scotland) Act 1973, namely, information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.

Residential Placements for Children and Young People	13	<p>With reference to item 10 of the Minute of Meeting of 7 February 2024 the Head of Children Services/Chief Social Work Officer submitted a Report which detailed the provision in relation to Specialist Mainland Placements for children and young people and the budgetary implications arising from these placements. The projected under and overspend figures for 2023/24 were highlighted in the Report.</p> <p>It was agreed to recommend, insofar as the interests of the Committee were concerned, that the Comhairle note the financial position for specialist residential provision for 2023/24.</p>
Barra and Vatersay Community Campus -Update	14	<p>With reference to item 20 of the Minute of Meeting of 29 November 2023 the Chief Executive submitted a Report which provided an update on the Barra and Vatersay Community Campus. Following the decision of the then Cabinet Secretary for Health and Social Care in May 2023 that the Hospital element of the BVCC not proceed until the next, i.e. post-2027 Scottish Government/NHS Scotland Capital Programme, a number of key meetings have taken place with Scottish Government, Scottish Futures Trust, hub North Scotland Limited and within the Comhairle to consider the best means possible of delivering the educational and leisure elements of the project.</p> <p>It was agreed to recommend, insofar as the interests of the Committee were concerned, that the Comhairle:</p> <ol style="list-style-type: none"> (1) notes the issues, preparatory work and options set out in the Report regarding delivery of the education and leisure elements of the Barra and Vatersay Community Campus; (2) authorises the Chief Executive, in consultation with the Chief Officers for Education and Children's Services, and Property and Infrastructure, to implement with immediate effect exploration of the options set out at paragraph 7.5, if and as approved by the Comhairle; (3) authorises the Chief Executive to prepare, for consideration at the June 2024 meeting of the Committee the necessary revised structures for project management and delivery; and (4) notes that the Chief Executive will continue to advise and liaise with the Leader, Depute Leader, Chair and Vice- Chair of Education, Sport and Children Services Committee, the Members for Barra and Vatersay, the Castlebay School Parent Council and the Barra and Vatersay Area Forum. <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 in terms of Paragraph 9 of Schedule 7A to the Local Government (Scotland) Act 1973, namely, any terms proposed or to be proposed by or to the Comhairle in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.</p>
Spaceport 1 Project Update	15	<p>With reference to item 11 of the Minute of Meeting of 7 February 2024 the Chief Executive submitted a Report which provided an update on progress with the Spaceport 1 project and sought agreement of funding to allow the project to progress to construction and tender publication.</p> <p>It was agreed to recommend, insofar as the Committee's interests were concerned, that the Comhairle:</p> <ol style="list-style-type: none"> (1) note the update on progress with the Spaceport 1 project; (2) note expenditure to date; and

- (3) agree expenditure of £419,500 to allow the project to progress to construction tender publication.**

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 in terms of 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 of, or a particular office holder or former office holder, or applicant to become an officer holder under, the Comhairle.

Review of Organisational Structures 16

With reference to item 21 of the Minute of Meeting of 20 September 2023 the Chief Executive submitted a Report in relation to the Review of Organisational Structures and detailed proposals for a structure which offered stability given the scheduled retirements and recruitment challenges.

It was agreed to recommend that:

- (1) the post of Chief Officer, Economic and Community Development be established within the Chief Executive's Department and recruitment commence, internally in the first instance;**
- (2) the vacant post of Depute Chief Executive remain on the establishment;**
- (3) the post of Chief Officer, Strategic Finance be disestablished and the post of Chief Financial Officer be made permanent and the current incumbent be matched into the post;**
- (4) the Chief Financial Officer undertake a review of the service structure as part of the on-going workforce planning to enhance professional skills and support within the Service;**
- (5) the Environmental Health and Trading Standards team transfer to the Chief Officer, Assets and Infrastructure;**
- (6) the post of Depute Chief Officer, IJB, be made permanent, and the current incumbent be matched into the post;**
- (7) the post of Head of Children's Services be made permanent, and the current incumbent be matched into the post; and**
- (8) all Chief Officer graded posts are retitled as Chief Officer, replacing Head of Service post titles.**

Reports Outstanding: Progress 17

The Chief Executive submitted a Report which detailed reports outstanding arising from decisions of the Committee.

It was agreed to note the Report.