



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 16 June 2025 at 3.00pm.

PRESENT

Mr Duncan Macinnes MBE (Chair)
Mr Uisdean Robertson
Mr Iain M Macleod
Mr Kenneth Macleod

Mr Paul Steele
Dr Frances Murray
Mr Norman Macdonald

OFFICERS IN ATTENDANCE

Mr Malcolm Burr
Mr Derek Mackay
Mrs Marina Macaulay

Ms Norma Skinner
Mrs Carmen Macdonald

The Chair ruled items 4, 5, 7, 13, 14 and 18 to 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 24 April 2025. 1

The Minute of Meeting of 24 April 2025 was **approved**.

Declaration of Interest 2

Mr Duncan MacInnes MBE (Chair), declared an interest in Item 4 as a family member was employed by the service.

Mr Norman Macdonald declared an interest in item 21 as the postholder referred to in the Report was a close friend.

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 14 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.

Transport Operations Assistant (Fixed Term) and Modern Apprentice 3

- * The Head of Municipal Services submitted a Report which sought approval for Employee AB to continue in the role of Transport Operations Assistant Post until 31 March 2026 on a part time basis at 22.2 hours a week and to appoint a modern apprentice (Grade SLGLW) within the Transport Office at the earliest opportunity.

It was agreed to:

- (1) **continue the appointment of Employee AB in the Transport Operations Assistant Post (Grade E) at 22.2 hours per week on a fixed term basis until 31 March 2026; and**

- (2) **commence the formal recruitment process for a Transport Operations Modern Apprentice (Grade SLGLW) funded from the remaining 40% of the Transport Operations Assistant post no later than November 2025 and earlier if budget becomes available.**

Corporate and
Schools IT
Restructure Update

- 4 * The Chief Officer, Education and Children's Services and Chief Officer, Assets and Infrastructure submitted a Joint Report which provided an update on the Corporate and Schools IT Restructure. The Report stated that in November 2024 it had been agreed to consult on a proposal to amalgamate the Corporate and Schools IT sections.

The Report indicated that the first stage of the consultation process had been completed following a combined staff Question and Answer session and submission of responses to the consultation document. An overview of the individual responses was Appended to the Report. The Report indicated that the next stage was for the lead Chief Officers to incorporate the consultation feedback into a revised structure, together with an amalgamation plan and timeline.

It was agreed to proceed with the development of a revised IT structure and amalgamation plan.

Bus na Comhairle
Trading Operation
– Appointment of
Temporary Staff
and Release of Post

- 5 * The Head of Municipal Services submitted a Report which sought approval to appoint a PCV driver (Grade D) on a fixed term basis until 13 October 2026 to help deal with the backlog of staff annual leave requests. A three-month post was approved by the panel at a recent meeting, but it was proposed that this be extended until the end of the contract.

It was agreed to approve the establishment of a fixed term post of PCV Driver (Grade D), 37 hours per week, until 13 October 2026 and that the post be advertised externally.

Extension to
Temporary
Contracts, School
Management Posts
Update

- 6 * The Chief Officer, Education and Children's Services submitted a Report which sought approval to extend the temporary posts of the Principal Teacher (Job-share) and Executive Headteacher (Uist Schools). The Report stated that a review was currently underway to explore management structures in schools in consideration of efficiencies, current vacancies and operational priorities. Whilst this had been ongoing, additional management posts that had become vacant had been backfilled on a temporary basis until the review could be completed.

The Report indicated that it was anticipated that the review would be completed by the end of May. Unfortunately, due to other pressures (multiple school inspections and other complex and extended HR matters currently being worked through with a staff group) an extension to the September series of meetings was required.

It was agreed that:

- (1) **the post of Principal Teacher, Stornoway Primary (35hrs) Grade PT2, be extended to 30 September 2025; and**
- (2) **the post of Executive Headteacher, Uist (14hrs) be extended to 30 September 2025.**

Establishment of Relief Nurses, Bremner Court 7 * The Head of Partnership and Community Services submitted a Report which sought approval to establish relief nurse posts at Bremner Court. The Report stated that the closure of HC1 Blar Buidhe Care Home had resulted in the transfer to the Comhairle of the staff under TUPE. This included the cohort of registered nurses who had come across to ensure continuity of care for the Blar Buidhe residents and utilise their skills for both existing and new tenants as the Housing with Extra Care service expands and develops.

The Report indicated that the resignation of 2 nurses since transition, both of whom worked 22 hours had highlighted the need to be able to seek relief staff to fill gaps in the rota and build resilience across the service.

It was agreed to approve the establishment of relief nurse posts, Grade G, Bremner Court.

Establishment of Post – Clerical Assistant (Legal Services) 8 * The Head of Law and Governance submitted a Report which sought approval of the establishment of a part-time Clerical Assistant post in Legal Services within the Chief Executive's department. The Report stated that in January 2025, the Comhairle approved a re-structuring of administrative posts in Legal Services. It was reported to the Sub-Committee in January 2025 that, following the re-structure, there would remain budget for a part-time Clerical Assistant post which could cover the corporate travel service. That remains the case, and therefore approval was now sought for the establishment of such a post.

It was agreed to approve the establishment of the post of Clerical Assistant (grade C) at 17 hours per week.

Strategy Officer 9 * The Chief Executive submitted a Report which sought approval to extend a funded Strategy Officer Post. The Report stated that the post was initially established for a period of one year and Employee CD was appointed in September 2024 following internal recruitment. Permission was now sought for the continuation of the post for a further two years. The Report indicated that the post would lead on Community Planning policy work and other key areas of strategy across the Comhairle.

It was agreed to approve the extension of the Strategy Officer post 1FTE, to 30 August 2027.

Human Resources Advisor 10 * The Chief Executive submitted a Report which sought approval for the establishment of a permanent Human Resources Advisor Post. The Report stated that Human Resources and Performance service had seen an increased workload in most sections but particularly within the Human Resources related services. The Report indicated that a newly qualified HR Advisor was recruited to cover maternity leave, and it was proposed that there would be significant benefit to the service in retaining this member of staff.

The Report indicated that if the Human Resources Advisor post was agreed, the Human Resources Advisor job description would be widened to include responsibility for HR training, Trauma Training, scheduling sickness absence reviews, and supporting stress and wellbeing management.

It was agreed to approve:

(1) the establishment of a permanent Human Resources Advisor post, 1 FTE, and that Employee EF be matched into the post; and

(2) the amended Human Resources Advisor Job Description.

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| Digitalisation and Customer Project Manager | 11 | * | The Chief Executive submitted a Report which sought approval for an extension to the Project Manager post, to 31 March 2026, to continue work on digitalisation and the implementation of the Customer Services Strategy with regard to the development of online service delivery. The Report stated that the revised Customer Service Strategy, had a focus on engagement through the new website, online forms package and the telephony system. This involved working with services to assess how they interact with customers and how processes could be adapted to enhance the service for the customer. The Report highlighted that this work aligned closely to the Driving Performance Transformation Project and the Digitalisation and Customer Project Manager was a key member of the project team. |
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It was agreed to approve the extension of the temporary post of Digitalisation and Customer Project Manager, Grade K, F/T to 31 March 2026.

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| Training Officer – Health and Social Care | 12 | * | The Chief Executive submitted a Report which sought approval to establish a permanent Training Officer post within the Social Care team to meet the increasing accreditation demands of the sector. The Report stated that the proposed Training Officer post would ensure ongoing support for the staff seeking SVQ accreditation along with the ongoing support for all employees accessing SVQ accreditation for registration purposes by providing assessment capacity and compliance monitoring. |
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It was agreed to approve the establishment of the post of Training Officer – Health and Social Care Grade F.

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| Mechanical Apprentice, Training Garage | 13 | * | The Chief Executive submitted a Report which sought approval to extend the Mechanical Apprenticeship currently held by Employee GH to August 2026. The Report stated that the extension of this post would support the further learning of Employee GH and meet the targets and milestones set within the criteria of Skills Development Scotland Foundation Apprenticeship Contract along with that of the net zero targets of the local authority. |
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It was proposed that the Mechanical Apprenticeship be extended for a further 3-month period to support the certification of the Learning and Development assessor award that would support his transition to Training Officer.

It was agreed to approve the extension of the apprenticeship post to August 2026.

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| Release of DYW Posts | 14 | * | The Chief Executive submitted a Report which sought approval to release the Developing the Young Workforce (DYW) posts in Sir E Scott School and the School Coordinator/Work Experience Coordinator in the Nicolson Institute. 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. The Report highlighted that this had been evidenced this year with an offer of multi-annual funding which was in place to 31 March 2027. |
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It was agreed to release the full-time post (37 hrs) DYW post in Sir E Scott School previously held by Employee IJ, for the duration of the Grant funding to March 2027.

HUMAN RESOURCES

Respect at Work 15 The Chief Executive submitted a Report to advise the Human Resources Sub Committee of the legislative changes relating to sexual harassment in line with the Worker Protection (Amendment of Equality Act 2010) Act 2023 and sought approval for the refreshed Respect at Work policy. The Report stated that the Worker Protection (Amendment of Equality Act 2010) Act 2023 came into effect on 26 October 2024 and it strengthens the existing provisions of the Equality Act 2010.

It was agreed to:

- (1) note the legislative changes in relation to sexual harassment; and**
- (2) approve the updated Respect at Work policy.**

Neonatal Care Leave and Pay 16 The Chief Executive submitted a Report to advise the Sub-Committee of the legislative changes relating to employees right to Neonatal Care Leave and Pay and sought approval for the introduction of a relating policy. The Report stated that from 6 April 2025, parents who have a baby admitted into neonatal care up to 28 days old and who have a continuous stay in hospital of 7 full days or longer may be eligible for Neonatal Care leave and pay. This would include fathers and partners of birth parents. The right to take neonatal care leave would apply from the first day of work with an employer. These measures would allow eligible parents to take up to 12 weeks of leave, and if eligible, pay, on top of any other leave they may be entitled to, including maternity and paternity leave.

A new Policy, drafted in line with legislative requirements, was appended to the Report.

It was agreed to:

- (1) note the legislative changes in relation to Neonatal Care Leave and Pay; and**
- (2) approve the Neonatal Care Leave Policy.**

Annual HR and Performance Report 17 The Chief Executive submitted a Report which detailed the Comhairle's HR performance in 2024/25. The Report stated that the Human Resources and Performance Service was responsible for a wide range of services across the Comhairle including Human Resources and Occupational Health, Organisational Development and Strategy, Internal Training, Employability and Accredited Training, Health and Safety, Council Officer, Risk and Business Continuity, Business Planning and Performance Management, Equalities, Resettlement and Reprographics.

The Report indicated that the service monitored a range of performance measures on behalf of the Comhairle and reporting on these was detailed within the Report. The Report provided detailed information covering recruitment and retention, employee wellbeing, equality, training and apprenticeships.

It was agreed to note the Annual Human Resources and Performance Report 2024/25.

PERFORMANCE MONITORING

It was agreed that the public, including the press, be excluded from the Meeting during consideration of items 18 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.

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| Reports Outstanding | 18 | * | The Chief Executive submitted details of those Reports Outstanding in relation to decisions that had been made by the Sub-Committee. |
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It was agreed to note the Report.

URGENT ITEMS

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| Contract Extension – Resettlement Worker for Unaccompanied Asylum-Seeking Children (UASC) | 19 | * | The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend for 12 months, the contract of the post of Resettlement worker for Unaccompanied Asylum-Seeking Children (UASC) currently held by Employee KL. The Report indicated that by extending this contract, our UASC would continue to benefit from the supports they had received thus far, allowing them to successfully integrate into the community. |
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It was agreed to approve the extension of the post of Resettlement Worker to 30 June 2026.

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| Contract Extension – Child Protection Co-Ordinator (Bairns’ Hoose) | 20 | * | The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend for 12 months, the contract of the post of Child Protection Co-ordinator within the Bairns’ Hoose Project currently held on a fixed term basis by Employee MN, seconded from their substantive role. The Report highlighted that by extending this contract, it would ensure that the Comhairle provided sufficient staffing to meet the demands of delivery of the Bairns’ Hoose project and to meet routine operational Child Protection casework |
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It was agreed to approve the extension of the post of Child Protection Co-ordinator (Bairns’ Hoose), 0.6FTE at Grade I for 12 months to 31 March 2026.

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| Sports Facilities Services Manager – Contract Amendment | 21 | * | The Chief Officer, Education and Children’s Services submitted a Report which sought approval for a contract extension to the Sports Facilities Services Manager post. The Report indicated that it was proposed that the current Sports Facilities Service Manager post held by Employee OP be extended to 31 October 2025 to allow for consideration of the grade review and wider planned restructure of management, which would be addressed in a future Report to the Sub-Committee. |
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It was agreed that the post of Sports Facilities Services Manager, 37 hours per week, Grade J, (postholder Employee OP) be extended to 31 October 2025.

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| Children’s Services: Fostering, Adoption, Kinship Care and Resources | 22 | * | The Chief Officer, Education and Children’s Services submitted a Report to propose a number of structural changes to the Fostering, Adoption, Kinship Care Service and the Extended Learning Resource to ensure more effective leadership and direction of the service and to build capacity and resilience into these teams. The Report indicated that creating a Team Leader Resources role and an additional social worker within the team would facilitate greater cohesiveness in service delivery and address concerns of service regulators, creating a far more cohesive service. |
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It was agreed that:

- (1) the Team Leader Fostering, Adoption and Resources (Grade J, 1 FTE) be retitled to ‘Team Leader – Resources’ (Grade J, 1 FTE);**
- (2) the post of ELR Co-ordinator (Grade H, 1FTE) is disestablished;**

- (3) a post of Social Worker (Grade I, 1FTE) is established within the Resources Team and that the current Team Leader Fostering and Adoption and Resources, Employee QR, be matched to this post, vacating the retitled post at a); and
- (4) that the retitled post of 'Team Leader – Resources' be released for recruitment, initially internally, and, if unsuccessful, then externally.

Gaelic Specific
Grant Funded Posts
2025-26

- 23 * With reference to item 26 of the Minute of Meeting of 24 April 2025, the Chief Officer, Education and Children's Services submitted a Report to confirm to the Sub-Committee the funding received through Gaelic Specific Grant 2025-26 and sought approval for posts relating to that funding for the duration of the grant period to 31 March 2026.

It was agreed to:

- (1) note the update to the project plan for the Gaelic Specific Grant spend 2025-26; and
- (2) approve the extension of the posts listed below:
 - i) Gaelic Education Manager: held by Employee ST (25.9hrs at Grade K) to 31 March 2026.
 - ii) Gaelic Multimedia Manager: Held by Employee UV (37hrs at Grade I) to 31 March 2026.
 - iii) Gaelic Applications Developer: Held by Employee WX – (37hrs at Grade F) to 31 March 2026.
 - iv) Gaelic Support Officer: Held by Employee YZ (7hrs at Grade G) to 31 March 2026.
 - v) Gaelic Early Years Co-ordinator: Held by Employee ZZ (22.2hrs at Grade D) to 31 March 2026.

Principal Teacher
for Gaelic: Sir E
Scott School

- 24 * With reference to item 10 of the Minute of Meeting of 13 June 2023 the Chief Officer, Education and Children's Services submitted a Report which sought approval to make the post of Principal Teacher of Gaelic at Sir E Scott School permanent and to permit recruitment to it subsequent to the post becoming vacant.

It was agreed that the post of Principal Teacher of Gaelic Medium Education Subjects at Sir E Scott School is made permanent with immediate effect.

