



COMHAIRLE NAN EILEAN SIAR

LOCAL GOVERNMENT EMPLOYEE JOINT CONSULTATIVE COMMITTEE

Minute of Meeting held in Committee Room 1,
Council Offices, Stornoway and through
Microsoft Teams on Tuesday 12 November 2024
at 3.00pm.

PRESENT

Mr Kenneth Macleod (Convener) (Chair)
Mr Matthew Locke (Vice-Chair)
Ms Shona Clark
Ms Fiona Black
Mr Paul Steele
Mr Kenny M Macleod
Dr Frances Murray

APOLOGIES

Ms Christine Mackenzie
Mr Duncan MacInnes, MBE

OFFICERS IN ATTENDANCE

Mrs Shona Hadwen
Ms Norma Skinner
Mrs Jean Macdonald
Mrs Carmen Macdonald
Mrs Fiona Knappe

MINUTES

Minute of Meeting of 20 August 2024 1 The Minute of Meeting of 20 August 2024 was **approved**.

HUMAN RESOURCES

Corporate Workforce Plan – Annual Report 2 The Chief Executive submitted a Report providing a progress update on the Corporate Workforce Plan approved by the Comhairle in September 2023. The Report stated that the Action Plan set out areas where progress had been identified as being strategically important. The Report indicated that the Corporate Workforce Plan was informed by and driven primarily by the Corporate Strategy and the Budget Strategy. In turn, it supported business planning, self-assessment, continuous improvement, employee performance appraisals and training plans.

The Report provided an update on progress against the first year of the plan and provided a draft Action Plan for 2025/26 for consideration.

It was agreed, insofar as its interests were concerned:

(1) to note the Corporate Workforce Annual Report; and

(2) to approve the 2025/26 Action Plan detailed at Appendix 2 to the Report.

Long Service Award Scheme 3

The Chief Executive submitted a Report seeking approval of the revised Long Service Award Scheme. The Report stated that the Long Service Award Scheme was last revised in 2011. Under the current scheme eligibility was based on retiring over the age of 60 with at least 20 years' service or upon completion of 35 years continuous service, regardless of age. The Report indicated that the current State Pension age in the UK was 66 years old for both men and women, however, for those born after 5 April 1960, the state pension age was set to rise to 67 between 2026 and 2028. The Report further indicated that employees could now continue to work past their state pension age, there

was no longer a default retirement age. The earliest age to retire and access the local government pension is 55, unless granted ill health benefits.

The Report stated that to ensure continued compliance with the Equality Act 2010, the Long Service Award Scheme had been updated, as detailed in appendix 1 to the Report, to remove reference to the age of 60. The policy had been formatted and some terminology updated, no other material changes had been made to the policy.

It was agreed, insofar as its interests were concerned, to approve the revised Long Service Award Scheme.

Organisational
Development
Strategy 2024-2030

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The Chief Executive submitted a Report to consider the draft Organisational Development Strategy 2024-2030. The Report stated that the Comhairle's first Organisational Development Strategy was approved on 12 December 2018 and any outstanding actions would be carried forward to the new Strategy. The Report highlighted that the vision of the new Strategy was to create a healthy and sustainable workplace which would promote the achievement of corporate goals and personal development. The draft Organisational Development Strategy 2024-2030 was considered by the Corporate Management Team and updates had been included in the draft Strategy in the Appendix to the Report.

The Report indicated that the draft Strategy would be presented to the Policy and Resources Committee on 27 November 2024 for recommendation for approval to Comhairle in December. Once approved, the Action Plan would be input to Interplan for Responsible Officers to take forward within their business plans, and new actions would be added as the Strategy progresses.

It was agreed, insofar as its interests were concerned, to approve the draft Organisational Development Strategy 2024-2030 appended to the Report.

Policy Reviews

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The Chief Executive submitted a Report to inform the Joint Consultative Committee of the on-going programme of policy reviews. The Report stated that as reported to the committee in August 2023 the Chief Executives Department commenced work to review and update policies and procedures, this work was on-going.

The Report indicated that over coming months a number of further policies were scheduled for review including, but not limited to:-

- Wellbeing Policy
- Sickness Absence Policy
- Workforce Change Policy
- Performance Appraisals

Trade Union representatives were invited to feed into this review process. It was highlighted that comments and recommendations could be discussed directly with the Human Resources Manager. The Report indicated that all relevant policies that were reviewed and material changes made, would be presented to the Joint Consultative Committee for consideration.

It was agreed, insofar as its interests were concerned, to note the on-going review of departmental policies.

TRADE UNIONS

Special Leave Policy
Amendment

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The Trade Union Joint Secretary submitted a Report to propose the addition of the Hebrides Mountain Rescue Team to the list of Lifeline Agencies recognised by the Comhairle in respect to the Special Leave policy. The Report stated that employees who

participate in community emergency services are granted leave of absences with pay to attend emergencies which occur during working hours.

The Report indicated that Hebrides Mountain Rescue Team joined Scottish Mountain Rescue in 2011 officially becoming part of the national rescue services accessed via calling the Emergency services number on 999. It was highlighted that currently other volunteer emergency services are recognised in the policy including Coastguard Rescue and Special Constables.

It was agreed that the Joint Consultative Committee:

- (1) note the change of role of Hebrides Mountain Rescue Team and the value it provides to the community; and**
- (2) recommend the Comhairle consider amending section 2.4 (a) Lifeline Agencies in the Special Leave Policy to include Hebrides Mountain Rescue Team**

RELATED MATTERS

Schedule of Meetings 2025 7

The Chief Executive submitted a Report which sought agreement of the Schedule of Meetings for the Local Government Employee Joint Consultative Committee for 2025.

The Report stated that the Scheme of Administration stated that the Committee was required to meet at least four times a year. The Committee could also meet on an ad-hoc basis when required. The Section of the Scheme detailing the remit of the Employee Joint Consultative Committee was detailed in the Appendix to the Report.

The Employee Joint Consultative Committee approved the proposed schedule of meetings for 2025 as follows:

- **Thursday 20 March 2025 at 3.00pm in Committee Room 1 - (Reports by 5 March 2025)**
- **Thursday 22 May 2025 at 3.00pm in Committee Room 1 - (Reports by 7 May 2025)**
- **Thursday 21 August 2025 at 3.00pm in Committee Room 1 - (Reports by 6 August 2025)**
- **Thursday 6 November 2025 at 3.00pm in Committee Room 1 - (Reports by 22 October 2025)**

HEALTH AND SAFETY MINUTES

Minutes of Meeting of Assets and Infrastructure Health and Safety Committee – 21 February 2024 and 25 June 2024 8

The Minutes of Meeting of Assets and Infrastructure Health and Safety Committee held on 21 February 2024 and 25 June 2024 were **noted**.

Minutes of Meeting of Municipal Services Health and Safety Committee – 20 February 2024, 4 June 2024 and 17 September 2024 9

The Minutes of Meeting of Municipal Services Health and Safety Committee held on 20 February 2024, 4 June 2024 and 17 September 2024 were **noted**.

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Minute of Meeting of Education and Children's Services Health and Safety Committee – 7 March 2024	10	The Minute of Meeting of Education and Children's Services Health and Safety Committee held on 7 March 2024 was noted .
Minute of Meeting of Health and Social Care Health and Safety Committee – 23 August 2023 and 21 May 2024	11	The Minutes of Meeting of Health and Social Care Health and Safety Committee held on 23 August 2023 and 21 May 2024 were noted .
Minute of Meeting of Chief Executives Department Health and Safety Committee – 28 February 2024	12	The Minute of Meeting of Chief Executives Department Health and Safety Committee held on 28 February 2024 was noted .