



# 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 21 November 2024  
at 12noon.

PRESENT	Mr Duncan Macinnes MBE (Chair) Mr Uisdean Roberson Mr Paul Steele	Mr Norrie Macdonald Dr Frances Murray
APOLOGIES	Mr Iain M Macleod	Mr Kenneth Macleod
OFFICERS IN ATTENDANCE	Mr Malcolm Burr Mrs Carmen Macdonald Ms Norma Skinner	Mr Derek Mackay Mrs Yvonne Maciver

### MINUTES

Minute of Meeting of 23 September 2024	1	The Minute of Meeting of 23 September 2024 was <b>approved</b> .
Declarations of Interest	2	Mr Duncan MacInnes declared an interest in Item 9 and left the Meeting during consideration of the Report.

### 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.

Child Protection Co-Ordinator – Reduction in Hours	3	* The Chief Social Work Officer submitted a Report seeking approval to reduce the hours of the Child Protection Coordinator post. It was proposed to reinvest the savings into front-line services given the increasing demand on Social Work services coupled with a constricting budget. The Report indicated that the post of Child Protection Co-Ordinator was currently vacant. The Report stated that the independent Chair of the Child Protection Committee had been involved in the planning behind these changes and agreed that learning and Development aspects of the Child Protection Co-Ordinator post were not a full-time commitment.
--	---	--

**It was agreed to approve the reduction of hours of the Child Protection Co-Ordinator post from 37 hours to 18.5 hours.**

Matching of Trainee Social Worker in Children	4	* The Chief Social Work Officer submitted a Report seeking approval to match Trainee Social Worker, Employee AB into a permanent, full-time Children and Families Social Worker post. The Report stated that by establishing a qualified Social Worker post, Grade I, 37 hours; and matching the trainee Social Worker Employee AB into the post both
---	---	---

Families Social Worker Post			<p>provides additional resilience to the Children and Families Service and furthers the Services ambitions of embedding a ‘grow our own approach’.</p> <p><b>It was agreed to establish a qualified Social Worker post Grade I, 37 hours and match the trainee Social Worker, Employee AB, into the post.</b></p>
PEF Support Posts, Nicolson Institute	5	*	<p>The Chief Officer Education and Children’s Services submitted a Report seeking approval to extend the temporary posts of the PEF PT Raising Attainment, PEF Pupil Mentor and Attendance Worker and PEF Support Teacher to 31 March 2026. The Report stated that the posts were created to address two projects on the School Improvement Plan (SIP): closing the attainment gap and improving attendance. The Report indicated that given the success of the initial work in these areas and to continue to build on the momentum which the project had gathered it was proposed that the posts be extended to 31 March 2026.</p> <p><b>It was agreed to approve:</b></p> <p>(1) <b>the temporary post of PT Raising Attainment, 28 hours, grade PT 3, be extended to 31 March 2026;</b></p> <p>(2) <b>the temporary post of Pupil Mentor and Attendance Worker, 28 hours grade E, be extended to 31 March 2026;</b></p> <p>(3) <b>the temporary post of PEF Support Teacher, Grade CST5, 14 hours be extended to 31 March 2026.</b></p>
Amendment of Post: Senior Admin, Catering & Cleaning Section, Uist & Barra	6	*	<p>The Chief Officer Education and Children’s Services submitted a Report seeking approval to amend the post of Senior Administrative Assistant, Catering and Cleaning in Uist and Barra, 40 weeks per year (Term Time), 37 hours a week to be based in the Western Isles. The Report indicated that it was proposed to advertise externally with the option for this post to be Western Isles based. It was felt that this would attract more applicants given the difficulty in recruiting to this post. Should the successful applicant be based in Lewis there would be a requirement to visit Uist monthly and Barra quarterly.</p> <p><b>It was agreed to approve the change of location for the post of Senior Administrative Assistant for the Schools Catering and Building Cleaning Section to Western Isles based.</b></p>
Establishment of Post: Property Compliance Officer	7	*	<p>The Chief Officer, Assets and Infrastructure submitted a Report seeking approval to establish the post of Property Compliance Officer within the Assets and Infrastructure Section. The Report stated the Property Compliance Officer would carry out compliance inspections of Comhairle properties to ensure compliance with statutory inspection, safety and workplace legislation.</p> <p><b>It was agreed to disestablish the post of Fire Safety Officer (Grade F) and establish the post of Property Compliance Officer (Grade F).</b></p>
Establishment of Post: Roads Supervisor (Lewis, Harris, Uist)	8	*	<p>The Chief Officer, Assets and Infrastructure submitted a Report seeking approval to establish revised supervisory arrangements and provide employment continuity for Apprentices within the Roads Maintenance Team.</p> <p><b>It was agreed to approve the:</b></p> <p>(1) <b>establishment of 3 Roads Supervisor posts, Grade F, to be based within the Roads Maintenance section in Marybank - Lewis, Urgha - Harris and Market Stance – Benbecula;</b></p>

- (2) **matching of current seasonal Supervisors in Lewis and Harris to the Roads Supervisor posts;**
- (3) **establishment of 1 Roadworker post based in Harris, Grade D;**
- (4) **release of the Roadworker posts that will become vacant once Supervisor posts are filled;**
- (5) **matching of the two Harris Apprentices to the vacant and newly established Roadworker posts, dependant on satisfactory completion of their Apprenticeship; and**
- (6) **disestablish the post of Roads Team Leader (Grade G).**

As the Chair declared an interest, Mr Norrie Macdonald chaired the meeting for the following item.

Corporate and Schools IT Restructure	9	*	The Chief Officer, Education and Children’s Services and Chief Officer, Assets and Infrastructure submitted a Report seeking approval to consult on a proposal to amalgamate the Corporate and Schools IT sections. The Report stated that there are synergies between the Corporate IT and Schools IT sections which are worth exploring and developing to the mutual benefit of the teams and to the wider benefit of the Comhairle. There are also advances in software technology including data management and processing which should be explored, including the facilitation of staff training in specific areas.
--------------------------------------	---	---	--

**It was agreed to commence a consultation process on the amalgamation of the Schools and Corporate IT sections, and also to seek views on areas where the Comhairle would benefit from emerging technologies and digitalisation.**

Gaelic Officer	Policy	10	*	The Team Leader, Heritage and Culture submitted a Report seeking approval to extend the post of the Gaelic Policy Officer (0.4 FTE), working in Sgioba na Gàidhlig and as part of the Heritage and Culture Unit, for a three-year period until 30 November 2027 following a successful funding bid to Bòrd na Gàidhlig. The Report highlighted that the Gaelic Policy Officer was responsible for the promotion and development of the Comhairle's relationship with the Scottish Parliament, Scottish Government, Convention of the Highlands and Islands and other outside bodies, particularly those bodies involved in the promotion of the Gaelic language and culture, and when necessary, to represent the Comhairle on these bodies. The Gaelic Policy Officer provides much needed resilience to Sgioba na Gàidhlig and plays a vital part in the Comhairle’s attempts to promote the language and adhere to the Comhairle’s Gaelic Language Plan.
----------------	--------	----	---	---

**It was agreed to extend the post of Gaelic Policy Officer for a three-year period until 28 February 2025 and authorise the Chief Executive to establish the post of Gaelic Communities Officer and match employee CD to this post.**

Events Apprentice	11	*	The Chief Executive submitted a Report seeking approval to extend the post of Events Apprentice, held by Employee EF on a temporary basis until 31 March 2025. The Report stated that the Events Delivery Apprentice supports and assists the delivery of the Developing the Young Workforce (DYW) Program along with the coordination of events run through the Comhairle’s Town Hall. As part of the role of the Apprentice Events Management, the post holder supports the marketing of the DYW programme, along with the development and marketing of activities in the Town Hall.
-------------------	----	---	--

**It was agreed to approve the extension of the Full Time, Events Apprenticeship currently held by Employee EF, to 31 of March 2025.**



Update on 12 \* The Chief Officer Economic and Community Development submitted a Report providing an update on the Homeless Services and Support Officer post established in order to assist in the implementation of Housing First. The Report stated that one of the key aims of the Comhairle's Rapid Rehousing Transition Plan (RRTP) was to ensure that homeless people were supported in their own permanent tenancy. The Report stated that the Comhairle had made good progress with Housing First as a result of these posts and this has had a positive impact on progressing the aims of its RRTP.

**It was agreed to approve:**

- (1) the extension of the temporary contract for Employee GH, Homeless Services and Support Officer, until 31 December 2025; and,**
- (2) the temporary contract for the currently vacant Accommodation Warden post be extended until 31 December 2025 and advertised as such.**

#### PERFORMANCE MONITORING

Reports Outstanding 13 \* The Chief Executive submitted details of those Reports Outstanding in relation to decisions that had been made by the Sub-Committee.

**It was agreed to note the Report.**

#### URGENT ITEMS

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

Training Officer – Health and Social Care 14 \* The Chief Executive submitted a Report seeking approval to release the Training Officer, Health and Social Care post. The Report stated that to ensure a pathway into the Social Services sector was maintained and increased, the Training Officer post would also support the targets and milestones set within the criteria of Skills Development Scotland Foundation and Modern Apprenticeship Contracts.

**It was agreed to approve the release of the 37 hours Training Officer post, Grade F for the duration of the fixed term funding to March 2026.**

Finance Management Structure – 15 \* The Chief Financial Officer submitted a Report to consider a management structure for the Finance function. The Report stated that the Corporate Review of Organisational Structures, approved by the Comhairle in April 2024, included a recommendation that the Chief Financial Officer undertake a review of the service structure.

**It was agreed to approve:**

- (1) the revised management structure and the salary grades for the Finance Manager and Revenue and Benefits Manager posts;**
- (2) the establishment of a Finance Manager post and that recruitment to the post be ringfenced to the two Principal Accountants; and**
- (3) the establishment of 0.6 FTE Senior Accountant post, with the hours being offered to existing part time staff in the first instance.**

Posts Funded by Gaelic Specific Grant 16 \* The Chief Officer, Education and Children's Services submitted a Report to provide members with a full appraisal of the posts funded through the 2024-25 Gaelic Specific Grant, to consider the position of several associated short-term contracts and to consider potential changes and developments in preparation for a new application for funding to Scottish Government in 2025-26.

**It was agreed to:**

- (1) approve the extension of the five posts listed at para 2.8 of the Report that were approved by Scottish Government in the 2024-25 Gaelic Specific Grant to 31 March 2025 to support the delivery of promotion and support for Gaelic Medium Education school and nursery enrolment.**
- (2) support the proposed high-level themes of the 2025-26 Gaelic Specific Grant application insofar as the Sub-Committee's interests are concerned.**

Sport and Health Restructure 17 \* The Chief Officer for Education and Children's Services submitted a Report seeking approval for a revised structure for the Sport and Health Service. The Report stated that the Sport and Health function of Education and Children's Services Department had been delivered through the Sports Facilities Service and the Sports Development Service. The Sports Facilities Manager retired from the service and this provided an opportunity to bring the different aspects of the provision together under a single Service Manager.

The proposed structure was set out at Appendix 5 to the Report.

**It was agreed to approve:**

- (1) the revised structure for the Sport and Health service as set out in Appendix 5 of the Report;**
- (2) the establishment of the post of Service Manager – Sport and Health (37 hours per week) on a permanent basis, on a Grade subject to Job Evaluation, and that Employee KL, Sports Development Services Manager, be matched to the post;**
- (3) the establishment of the post of Senior Active Schools Officer (37 hours per week) on a permanent basis, on a Grade subject to Job Evaluation, with recruitment ringfenced to staff within Sport and Health funded programmes;**
- (4) the establishment of the post of Facilities Operational Manager (37 hours per week) on a permanent basis, on a Grade subject to Job Evaluation, with recruitment ringfenced to Sport and Health Staff in the first instance;**
- (5) the establishment of the post of Executive Manager for Leisure and Learning (37 hours per week) on a fixed-term basis for 12 months, on a Grade subject to Job Evaluation, and that Employee MN, Service Manager Performance and Staffing, be matched to the post;**
- (6) the disestablishment of Sports Facilities Manager post;**
- (7) the disestablishment of Sports Development Services Manager post; and**
- (8) the Chief Officer, Education and Children's Services undertake a consultation on the restructuring of the leadership and management of the Education and Children's Services Department services not currently under the remits of the Chief Officer for Education and the Chief Officer for Children's Services, as detailed in para 7.7 of the Report.**