



# COMHAIRLE NAN EILEAN SIAR

## HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in Committee Room 4, Council Offices, Stornoway and remotely through Microsoft Teams on Thursday 30 January 2025 at 10.30am.

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

The Chair ruled item 8 and 9 as Urgent to allow the matters to be considered prior to the next scheduled meeting of the Sub-Committee.

### MINUTES

Minute of Meeting of 21 November 2024	1	The Minute of Meeting of 21 November 2024 was <b>approved</b> .
Declaration of Interest	2	There were no declarations of interest.

### 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 33 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.

Establishment of a Trainee Social Worker	3	* The Chief Social Work Officer submitted a Report which sought approval to establish a 37-hour, Grade F, Trainee Social Worker post within the Children and Families Service. The Report stated that the recruitment and retention crisis in Social Work was well documented and understood with the greatest pressure being within Children's Services. The Report indicated that there was a general acceptance, which was emphasised in Social Work Scotland's Setting the Bar Report 2022, that the use of traineeships was one critical component to addressing the recruitment crisis in the profession.
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**It was agreed to establish the full-time post of Trainee Social Worker – Children and Families (Grade F).**

Children's Services Support Worker (Throughcare and Aftercare/ Youth Justice and Unaccompanied Asylum-seeking Children) 4 \* The Chief Social Work Officer submitted a Report which sought approval to extend the post of Children's Services Support Worker (Throughcare and Aftercare/Youth Justice/Unaccompanied Asylum-Seeking Children). The Report stated that there were two Children's Services Support Worker posts within the Children and Families Team – Lewis and Harris. The post of Children's Services Support Worker, Throughcare and Aftercare, 37 hours (Grade F) was currently vacant and the post of Children's Services Support Worker, Youth Justice/Unaccompanied Asylum-Seeking Children 37 hours (Grade F) was held by Employee AB.

**It was agreed that the post of Children's Services Support Worker held by Employee AB be extended until 30 June 2026 and that the post focus on supporting the needs of young people with throughcare and after care needs/ young people involved in youth offending behaviors and unaccompanied asylum-seeking children.**

Contract Extension – School Assistant Eoligarry 5 \* The Chief Officer, Education and Children's Services submitted a Report which sought approval for the extension of the School Assistant post at Eoligarry on a fixed term basis up to 30 June 2027. The Report stated that Eoligarry School remained open and there was still a requirement for the School Assistant post.

**It was agreed to approve that the Grade C, 35 hour per week term time, School Assistant Eoligarry post be extended on a fixed term basis to 30 June 2027.**

Children's Services Support Worker – Temporary Contract Extension 6 \* The Chief Officer, Education and Children's Services submitted a Report which sought approval for the extension of the temporary contract for the Children's Services Support Worker post to 31 December 2025. The Report stated that this post supported a significant respite package that required 2:1 staffing due to the medical needs of the young person.

**It was agreed to approve that the post of Children's Services Support Worker be extended to 31 December 2025.**

Temporary Contract Extension – Children's Services Support Worker 7 \* The Chief Officer, Education and Children's Services submitted a Report which sought approval for an extension of post of Children Services Support Worker (prevention of reception into care) for 6 months, fixed term, full time (37 hours per week) at Grade F from August 2024 to 30 June 2025. The Report stated that the post would continue to support the Children's Services Partnership Whole Family Wellbeing Fund Plan and assist Children's Services in their ambition to reduce the number of children requiring to be cared for away from their family.

**It was agreed that the post of Children's Services Support Worker be extended to 30 June 2025.**

Gaelic Specific Grant Funded Posts 2025-26 8 \* The Chief Officer, Education and Children’s Services submitted a Report providing an update to the Sub-Committee about progress with the application for Gaelic Specific Grant 2025-26 and to seek a related short extension to the existing fixed-term posts to 30 April 2025 to permit time to confirm the outcome of the grant application for 2025-26. The Report provided a summary of the outcomes and proposed staffing for the 2025-26 grant application which was included in appendix one to the Report.

**It was agreed to:**

- (1) note the intended projects and actions of the Gaelic Specific Grant application for 2025-26 submitted in December 2024; and**
- (2) approve the extension of the five posts listed at para 2.6 of the Report for a short period to 30 April 2025 to permit the Comhairle to establish the outcome of the grant application and seek approval of the amendments to staffing that the new workstreams will subsequently require.**

Music Instructor YMI: Extension of Fixed Term Contract 9 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend Employee CD’s contract on a fixed term basis to 31 March 2026 to cover the principal postholders secondment.

**It was agreed to approve that the post of YMI Instructor (Employee CD), 11.5 hours, to be extended to 31 March 2026, subject to confirmation of NeLO funding.**

E-Sgoil Welcome Instructor: Extension of Fixed Term Contract 10 \* **This item was withdrawn from the Agenda.**

Contract Extension – Project and Administrative Assistant 11 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend the e-Sgoil post of Project and Administrative Assistant. 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 proposals to fund further development and continuation of e-Sgoil National Programme Activity into financial year 2025/26 were, at the time of writing, with Scottish Government awaiting sign-off. A letter of comfort from Scottish Government for 2025/26 activity was anticipated early in 2025.

**It was agreed:**

- (1) to approve the extension of the Project and Administrative Assistant contract up until 31 March 2026, provided confirmation of funding from Scottish Government is received by the date of the meeting; and**
- (2) that if funding was not confirmed by the date of the meeting, approve an extension of the Project and Administrative Assistant contract up until 27 June 2025 and, on receipt of confirmation of funding, a further extension to 31 March 2026.**

Contract Extension – IT Support Officer (E-Sgoil) 12 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend the e-Sgoil post of ICT Support Officer. The Report stated that the post was based at e-Sgoil and worked alongside Schools IT and Multi Media Unit colleagues to support the design of registration and reporting systems, management of online delivery within Glow, provision of streamed live sessions and recorded content via the e-Sgoil website, management of a new Office365 tenancy, exploring and trialling other digital tools and other IT support tasks. In addition to covering 100% of the IT Support post, NeLO grant funding covered the proportions of core IT staff time allocated to supporting the programme.

The Report indicated that proposals to fund further development and continuation of e-Sgoil National Programme Activity into financial year 2025/26 were, at the time of writing, with Scottish Government awaiting sign-off. A letter of comfort from Scottish Government for 2025/26 activity was anticipated early in 2025.

**It was agreed:**

- (1) to approve the extension of the ICT Support Officer contract up until 31 March 2026, provided confirmation of funding from Scottish Government is received by the date of the meeting; and**
- (2) that if funding is not confirmed by the date of the meeting, approve an extension of the ICT Support Officer contract up until 27 June 2025 and, on receipt of confirmation of funding, a further extension to 31 March 2026.**

Contract Extension DHT (Gaelic) 13 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend the e-Sgoil post of DHT (Gaelic), e-Sgoil. The Report stated that to ensure continuation of national Gaelic programmes being delivered by e-Sgoil, a fixed-term Depute Head Teacher (Gaelic) Post was established with the application to appoint temporary staff approved by Comhairle nan Eilean Siar in May 2023. The Report stated that Employee GH, was identified as having the knowledge, capacity and skill set required to undertake the DHT (Gaelic) role within e-Sgoil.

The Report detailed that proposals to fund further development and continuation of e-Sgoil National Programme Activity into financial year 2025/26 were, at the time of writing, with Scottish Government awaiting sign-off. A letter of comfort from Scottish Government for 2025/26 activity was anticipated early in 2025.

**It was agreed to:**

- (1) approve the extension of the DHT (Gaelic) contract up until 31 March 2026, provided confirmation of funding from Scottish Government is received by the date of the meeting; and**
- (2) that if funding is not confirmed by the date of the meeting, approve an extension of the Depute Head Teacher (Gaelic) contract up until 27 June 2025 and on receipt of confirmation of funding to 31 March 2026.**

- Contract Extensions, E-sgoil Teachers
- 14 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend the fixed-term contracts of e-Sgoil supply teachers who are engaged in delivering the National e-Learning Offer. The Report stated that to continue the NeLO programme, at least through the current academic session, extensions to 49 fixed-term contracts were required beyond the end of March 2025. Proposals to fund further development and continuation of e-Sgoil National Programme Activity into financial year 2025/26 were, at the time of writing, with Scottish Government awaiting sign-off. A letter of comfort from Scottish Government for 25/26 activity was anticipated early in 2025.

**It was agreed:**

- (1) to approve the extension of the teacher contracts up until 31 May 2025 for Study Support contracts and 31 March 2026 for other NeLO provision, provided confirmation of funding from Scottish Government is received by the date of the meeting.**
- (2) that if funding is not confirmed by the date of the meeting, approves extensions of the contracts up until 31 May 2025 for Study Support contracts and 27 June 2025 for other NeLO provision and on receipt of confirmation of funding to 31 March 2026.**

- Library and Information Service Restructure – Update
- 15 \* The Chief Officer, Education and Children’s Services submitted a Report which provided an update on the implementation of the revised structure for the Library Service. The Report stated that the Library and Information Service restructure was approved on 13 September 2023 and the recommendations had been implemented.

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

- Outer Hebrides Community-Led Local Development (CLLD) Coordinator: Extension of Post
- 16 \* The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval to extend the post of Outer Hebrides Community-Led Local Development (CLLD) Coordinator to 31 March 2026. The Report highlighted that this would ensure existing staff resource was retained to enable ongoing delivery of the programme into 25/26.

**It was agreed to extend the post of Outer Hebrides CLLD Coordinator, at Grade-I until 31 March 2026.**

- Settlement Officer (Uist)
- 17 \* The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval to extend the post of Settlement Officer for a further year to 31 March 2026. The Report stated that since being appointed to the post, the postholder had been involved in the delivery of the Uist Repopulation Zone Action Plan, actively supporting development and delivery of the ‘Uist Beo’ platform - supporting the development of childcare provision, advising enquirers on relocating to Uist, involved in community consultations, developing projects, meeting with partners including the third sector and raising the profile of the project in the media. They also presented their findings to the CoHI meeting in March 2023 and spoke at the Rural Housing Scotland Conference in February 2024.

**It was agreed to extend the post of Settlement Officer (Uist) for a period of one year up to 31 March 2026.**

Planning Officer: 18 \* The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval to establish the post of Planning Officer: National and Major Projects. The Report stated that the postholder would provide professional planning services to enable the Comhairle to fulfil statutory planning duties and related services. The Report highlighted that the primary focus of the post would be to manage a caseload in respect of major projects, particularly those related to Renewable Energy developments, energy infrastructure, and related Housing.

**It was agreed to establish the post of Planning Officer: National and Major Projects, at Grade I; and that the post be part funded from the income generated in respect of the renewable energy planning applications, subject to the agreement of the Policy and Resources Committee.**

Heritage Trails 19 \* The Chief Officer, Economic and Community Regeneration submitted a Report which sought 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 further two months from 31 March until 31 May 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.

**It was agreed to extend the post of Heritage Trails Development Officer, Grade F, 37 hours per week, for an additional two months from 31 March 2025 until 31 May 2025.**

Waste Disposal 20 \* The Chief Officer, Assets and Infrastructure submitted a Report which sought approval to extend the 18.5hr Waste Disposal Operations Officer contract at Bennadrove Landfill Site to a 29.6hr contract from 1 April 2024 until 31 March 2026. The Report stated that the post of Waste Disposal Operations Officer was very much a bespoke and specialist post with a requirement for extensive experience when specialist Landfill development or restoration work is to be undertaken.

**It was agreed to extend the 18.5 hr/wk Waste Disposal Operations Officer (Grade G) contract at Bennadrove Landfill Site to a 29.6 hr/week contract from 1 April 2024 until 31 March 2026.**

Extension of 21 \* The Chief Financial Officer submitted a Report which sought approval for the continuation of the posts of the Senior Macmillan Benefits Adviser, the Administrative Assistant and the two Financial Inclusion Officers, based within the Revenues and Benefits Section. The Report stated that The Senior Macmillan Benefits Adviser (0.8 FTE) post was established several years ago, part funded by Macmillan, with match funding from the Comhairle. This funding had been achieved through the earmarking of departmental underspends, with these sums being held in reserve until required and was in recognition of the valuable service being delivered to individuals at a time of crisis.

**It is recommended that the Sub-Committee agree to:**

- (1) extend the post of Employee IJ, Senior Macmillan Benefits Officer (Grade F) to 31 December 2025;**
- (2) extend the post of Employee KL, Macmillan Administrative Assistant (Grade C) to 31 December 2025;**
- (3) extend the post of Employee MN, Financial Inclusion Officer (Lewis and Harris) (Grade E) to 31 March 2026; and**
- (4) extend the post of Employee OP, Financial Inclusion Officer (Uist and Barra) (Grade E) to 31 March 2026.**

- Youth Workers – Contract Extensions 22 \* The Chief Executive submitted a Report which sought 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 stated that the Young Scot and Youth Council posts' sit within the Community Engagement Unit in the Chief Executive Dept. The Report highlighted that the posts had been an integral part of the Comhairle's Youth Work offer for many years to deliver support for Youth Engagement and Young Scot activities.

**It was agreed to approve the extension to the four Youth Worker posts (Grade C) detailed in the Report to 31 March 2026.**

- Communications Officer 23 \* The Chief Executive submitted a Report which sought approval to conduct a matching interview for the permanent Communication's Officer position. The Report stated that on the basis that Employee QR had the relevant qualifications for the post, had worked alongside the Communications Officer as an Assistant from April 2021 until March 2023 and had held the post of Communications Officer on a secondment basis for almost two years, it was proposed that the post be released and a matching or confirmatory interview be undertaken. The Report highlighted that this was in line with the Comhairle's Workforce Planning Policy to promote internal training and recruitment wherever possible.

**It was agreed to approve that a confirmatory interview be undertaken by the Chief Executive and Chief Officer, HR and Performance to determine the suitability of Employee QR for appointment to the post of Communications Officer on a permanent basis.**

- Extension of Training Officer Posts – Foundation and Modern Apprenticeships 24 \* The Chief Executive submitted a Report which sought approval to extend the Foundation and Modern Apprenticeship Training Officer Posts. The Report stated that to ensure an apprenticeship pathway into locally identified sectors was developed, maintained and increased, the Training Officer post holders would continue to support the targets and milestones set within the criteria of Skills Development Scotland Foundation and Modern Apprenticeship Contracts.

The Report indicated that to ensure all the Foundation Apprentices successfully complete the vocational element of the apprenticeship it was proposed they undertake web development requirements of the Local Employability Partnership. It was proposed that the current Training Officer posts be extended to support this activity.

**It was agreed to approve the extension of the following posts:**

- (1) the post of Training Officer F/T (Grade F), currently held by Employee ST, covering Hospitality be extended to 30 June 2025 and on receipt of grant letter to 31 March 2026.**
- (2) the post of Training Officer P/T 20 hours (Grade F), currently held by Employee UV, covering Social Services be extended to 30 June 2025 and on receipt of grant funding to 31 March 2026; and**
- (3) the post of Training Officer P/T 20 hours (Grade F), currently held by Employee WX, covering Business be extended to 30 June 2025 and on receipt of grant funding to 31 March 2026.**

Training Kitchen – Contract Extension 25 \* The Chief Executive submitted a Report which sought approval to extend the current 37 hour Cook Post and 37-hour Training Officer Post within the Training Kitchen, funded through Cafeteria profit and Scottish Government Employability Grant Funding to 31 March 2026. The Report highlighted that since its transition to a training cafeteria in March 2020, the facility had supported those further away from the employment market gain work experience and skills in a protected environment. Preparing them through work experience, and sectoral specific accreditation.

The Report indicated that due to the experience of the Chef, the kitchen had expanded the training opportunities for those undertaking support which had allowed the service to be extended to offer catering options to council departments, partners and external council led events.

**It was agreed to:**

- (1) approve the extension of the 37-hour Training Officer post currently held by Employee YZ, Grade F, on a fixed term contract to 31 March 2026.**
- (2) approve the extension of the 37-hour Chef post currently held by Employee AA, Grade D, on a fixed term contract to 31 March 2026.**

Training Officer – Construction 26 \* The Chief Executive submitted a Report which sought approval to extend the Training Officer Posts to 31 March 2026. The Report stated that the Comhairle was successful in leading a three-year initiative to support employability initiatives that met the needs of the local economy. This three-year programme had provided support to individuals entering the construction workforce to overcome any initial challenges they face and to provide ongoing in-work support over the duration of the programme to improve the quality, longevity and retention of work outcomes for participants.

**It was agreed to approve the extension of the fixed term, Training Officer, Construction, 37 hours, at Grade F to 31 March 2026.**

Extension of DYW Co-Ordinator Posts 27 \* The Chief Executive submitted a Report which sought approval to extend the School Coordinator Posts to June 2025 and on receipt of Grant Award to March 2025. The Report stated 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 approve:**

- (1) to extend the P/T School Co-Ordinator Posts, currently held by Employee BB, Employee CC, Employee DD until 30 June 2025 and on receipt of the Annual Grant Letter to 31 March 2026; and**
- (2) the release of the vacant post in Sir E Scott School until 30 June 2025 and on receipt of the Annual Grant Letter to 31 March 2026.**



Extension of 28 \* The Chief Executive submitted a Report which sought approval to extend the posts of the  
Employability of 28 \* The Chief Executive submitted a Report which sought approval to extend the posts of the  
Funded Training Officer Posts No-One Left Behind and Parental Employability Support 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.

The Report stated that since its implementation in March 2021, the Employability Fund Grant had ensured the Comhairle allocate additional support to those with multiple barriers to employment and are most at risk of living in poverty. The additional key worker support had ensured those in these priority groupings received the support that is necessary to move them into employment and onto positive destinations.

**It was agreed to approve:**

- (1) the extension of the part time, term time (18.5hrs) post of Training Officer (Currently held by Employee EE) to 30 June 2025 and on approval of funding to 31 March 2026.
- (2) the extension of the post of the 18.5-hour post of Training Officer (Currently held by Employee FF, Grade F) to 30 June 2025 and on approval of funding to 31 March 2026
- (3) the extension of the post of the 18.5-hour post of Training Officer (Currently held by Employee GG, Grade F) to 30 June 2025 and on approval of funding to 31 March 2026
- (4) the extension of the post of the 37-hour post of Training Officer (Currently held by Employee HH, Grade F) to 30 June 2025 and on approval of funding to 31 March 2026

Extension of UKSPF 29 \* The Chief Executive submitted a Report which sought approval to extend the United  
Funded Training Officers Kingdom Shared Prosperity Funded posts within the Accredited Training Section of the  
Chief Executive Department, pending written confirmation of Grant Funding to June  
2025. On receipt of Grant Letter that the posts be approved to March 2026. The Report  
highlighted that Training Officer support had been instrumental in the Employability  
Pipeline and ongoing successful certification for those undertaking SVQ accreditation  
upskilling or retraining to enter the world of work or comply with sectoral specific  
registration.

**It was agreed to approve:**

- (1) the extension of the full-time post of Training Officer – Employability (Currently held by Employee II, Grade F) to 31 March 2025 and on approval of funding to March 2026;
- (2) the extension of the part time 22.5-hour post of Training Officer – Social Care (Currently held by Employee JJ, Grade F) to 31 March 2025 and on approval of funding to March 2026;
- (3) the extension of the full-time post of Training Assistant (Currently held by Employee KK, Grade C) to 31 March 2025 and on approval of funding to March 2026;
- (4) the extension of the part time 16-hour post of Adult Literacy Worker (Currently held by Employee LL, Grade E) to 31 March 2025 and on approval of funding to March 2026; and
- (5) the extension of the part time 16-hour post of Adult Literacy Worker (Currently held by Employee MM, Grade E) to 31 March 2025 and on approval of funding to March 2026.

Human Resources and Performance Team 30 \* The Chief Executive submitted a Report which sought approval to continue with a range of secondments to support HR Project work and to cover periods of maternity leave within the Team.

**It was agreed to approve:**

- (1) Internal Recruitment to the post of HR Associate for the period of maternity leave;**
- (2) that Employee NN continue their secondment as HR Associate/ Project Officer to 31 March 2026;**
- (3) that Employee OO continue to be seconded into the Systems Administration post, to 31 March 2026;**
- (4) that Employee PP continue in the HR Apprenticeship post, 1FTE to 31 May 2025 to complete her qualification; and**
- (5) that Employee QQ, continue in the Reprographics Apprenticeship post, 0.8FTE to 31 March 2026.**

Legal Services – Proposed restructure of Administrative Post 31 \* The Head of Law and Governance submitted a Report which sought approval for restructuring of the administrative roles in Legal Services within the Chief Executive’s department.

**It was agreed to:**

- (1) approve the establishment of the post of Legal and Information Governance Assistant, Grade D, 37 hours per week as per the job description and person specification appended to this Report, and agrees that Employee RR be matched to that post;**
- (2) approve the disestablishment of Clerical Assistant post and Executive Assistant post with a view to the future creation of a part-time clerical post based on the identified needs of the service; and**
- (3) approve the amended job description and person specification for the post of Members Support Officer Grade E, 37 Hours per week as appended to the Report, and agrees that Employee SS be matched to that post.**

Workforce Plan 32 \* **This item was withdrawn from the Agenda and would be reported to the April 2025 meeting of the Sub-Committee.**

**PERFORMANCE MONITORING**

Reports Outstanding 33 \* 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.**