



## COMHAIRLE NAN EILEAN SIAR

### HUMAN RESOURCES SUB-COMMITTEE

Minute of Meeting held in Committee Room 1,  
Council Offices, Stornoway and via Microsoft  
Teams on Thursday 18 September 2025 at  
9.30am.

#### PRESENT

Mr Duncan MacInnes MBE (Chair)

Mr Iain M Macleod

Mr Paul Steele

Mr Uisdean Robertson

Mr Kenneth Macleod

Dr Frances Murray

Mr Norman Macdonald

#### OFFICERS IN ATTENDANCE

Tim Langley

Norma Skinner

Yvonne Maciver

Carmen Macdonald

Derek Mackay

The Chair ruled item 26 as Urgent to allow the matter to be considered prior to the next scheduled meeting of the Sub-Committee.

#### MINUTES

Minute of Meeting  
of 16 June 2025

1

The Minute of Meeting of 16 June 2025 was **approved**.

Declarations of  
Interest

2

Mr Uisdean Robertson declared an interest in Item 5 as a family member was employed within the service.

#### 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 26 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.

Extension of  
Contract: Empty  
Homes Officer

3

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With reference to item 3 of the Minute of Meeting of 23 September 2024, the Chief Officer, Economic and Community Regeneration submitted a Report which sought approval for an extension to the Empty Homes Officer post until 31 March 2027. The Report highlighted that the Comhairle's Empty Homes project had proved to be highly successful since the Empty Homes Officer (EHO) took up post on 16 October 2018. It was noted that to date 332 long term empty properties have had, or were in the process of having, action taken to bring them back into meaningful use. The Report highlighted that the Empty Homes Officer's appointment has had a significantly positive impact on the local housing market and had contributed towards the aims and objectives of the Comhairle's Local Housing Strategy and Rapid Rehousing Transition Plan.

**It was agreed to approve the extension of the Empty Homes Officer post, currently held by Employee AB, to 31 March 2027.**

Economic and Community Regeneration: Workforce Plan 2025/26	and	4	*	<p>The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval of the Economic and Community Regeneration Workforce Plan for 2025/26. The Report noted that the Comhairle's Economic and Community Regeneration Service consisted of the following areas:</p>
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- Economic and Community Development
- Gaelic, Heritage and Culture
- Planning & Building Standards
- Housing

The proposed Economic and Community Regeneration Service Workforce Plan 2025-26 was provided at Appendix 1 of the Report.

**It was agreed to approve the Economic and Community Regeneration Service Workforce Plan for 2025/26.**

Economic Development Service Review		5	*	<p>The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval of recommendations arising from a review of the Comhairle's Economic Development service. It was agreed at Human Resources Sub-Committee in April 2025 that a review of the Comhairle's Economic Development Service be carried out to reflect the need to deliver the 2025-2035 Outer Hebrides Economic Strategy, and to respond to areas highlighted through the workforce planning process in respect of resourcing and succession planning.</p>
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**It was agreed to:**

- (1) **dis-establish the post of Development Manager (Sectoral and Project Support) (Grade K) following the retirement of the current postholder (Employee CD) on 19th September 2025.**
- (2) **note that the post of Development Manager (Resources, Infrastructure and Business Support) (Employee EF), has been amended to that of Economic Development Manager, with a revised job description agreed with the postholder.**
- (3) **establish the post of Project Delivery Manager (Grade K), with the Project Manager - Spaceport (Grade K) (Employee GH) being matched to the new post, at which point the post of Project Manager – Spaceport will be disestablished.**
- (4) **establish the post of Economic Development Officer (Grade I), with internal recruitment in the first instance, funded through savings arising from disestablishment of posts.**
- (5) **extend the secondment of Employee IJ into the post of Economic Development Officer (Grade I) to November 2027.**
- (6) **establish the post of Administrative Officer (Grade E), with the Strategy Assistant (Grade D) (Employee KL) being matched to the post.**
- (7) **dis-establish the two posts of Strategy Assistant (Grade D) at 1FTE and 0.5FTE.**
- (8) **increase the hours of the Business Support Officer (Business Gateway) (Grade G) post currently held by Employee MN from 22.2 to 37 hours per week.**
- (9) **dis-establish the post of Administrative Assistant (Business Gateway) (Grade E) at 0.4 FTE.**

- (10) establish the post of Funding Assistant (Grade C) for a two-year period, funded through external funding sources.
- (11) establish the post of Business Support Assistant (Grade C) within Business Gateway, funded from savings arising from disestablishment of posts; and
- (12) note proposals for line management arrangements of the 2.5 FTE Regeneration Officers within the Community Engagement Unit to revert to Economic Development following the proposed retirement of the Community Engagement Unit Team Leader in November 2025.

Project Officer – Islands Centre for Net Zero, Outer Hebrides

- 6 \* The Chief Officer, Economic and Community Regeneration submitted a Report which sought approval to establish the post of Project Officer – Islands Centre for Net Zero Outer Hebrides (ICNZ OH), working to 37 hours, for a fixed period until March 2029. The Report stated that the Project Officer – ICNZ OH would be a new post within the Comhairle and would support the delivery of the ICNZ OH Programme with delivery partners and Comhairle line managers, bringing the capital projects within it to fruition and supporting overall delivery of the ICNZ in the Outer Hebrides.

**It was agreed to homologate the decision to approve the establishment of the post of Project Officer, Islands Centre for Net Zero Outer Hebrides until 31 March 2029.**

Establish a Social Care Worker Post for the Integrated Social Care Service on Barra

- 7 \* The Integrated Social Care Manager submitted a Report seeking approval to establish an additional Social Care Worker, 11.25 hours, grade E, for the Integrated Social Care Service on Barra. The Report stated that an additional Social Care Worker post would allow for greater oversight and experience within the senior management team enhancing care quality, allowing increased staff support and building stronger relationships within the integrated social care team.

The Report indicated that the flexibility and increased support achieved by the addition of a Social Care Worker post would ensure the key elements of an integrated model of care were reached thus allowing people to remain in their own homes for longer, maintaining independence, reducing unnecessary admissions to hospital whilst improving health outcomes and quality of life.

**It was agreed:**

- (1) to reduce the post of Social Care Worker (0927) currently held by Employee OP to 35.5 hours and release externally for advert.
- (2) to disestablish the of post Domestic Assistant (0937) post which is currently vacant at St Brendan's House.
- (3) that using 1.25 hours from the Social Care Worker (0927) post held by Employee OP and the hours from the Domestic Assistant post (0937) which was currently vacant and establish an 11.25-hour social care worker post at grade E
- (4) to match Employee OP into the newly created 11.25-hour post

Trainee Worker Post	Social	8	*	<p>The Team Leader, Assessment and Care Management submitted a Report which sought approval to convert the Uist and Barra Social Worker post (ref. 0756), to a post graduate Trainee Social Worker post, full-time, Scottish Government Living Wage. The Report stated that the appointment to a Trainee Social Worker post would be for a period of two years, with the successful candidate having achieved a qualification at degree level. The Trainee would be based in the Uist and Barra team.</p>
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The Report highlighted that the creation of a Trainee Social Worker post would give the opportunity to 'grow our own' social work team members and enhance capacity in Uist and Barra.

**It was agreed to approve the change of the post of Social Worker (post 0756) to Trainee Social Worker (SLGLW).**

Adult Gaelic Grant	Learning – Specific	9	*	<p>The Chief Officer, Education and Children's Services submitted a Report which sought approval for an increase in hours for the Adult Literacy and Numeracy Support Worker post from 33 hours per week to 37 hours per week and to approve the creation of a 10 hour per week Adult Literacy and Numeracy Support Worker post. The Report stated that Adult Learning had received Gaelic Specific Grant funding to deliver Gaelic language learning support. In the previous year the service has provided online Gaelic Family Learning to families with children in Gaelic Medium Education, and over the year the offer grew to include face to face delivery within the Learning Shop, and Gaelic support to practitioners in the Child Care Centre to allow staff to confidently use Gaelic in the under twos room.</p>
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**It was agreed to approve:**

- (1) the increase of hours for Adult Literacy and Numeracy Support Worker post, Grade E, from 33 hours per week to 37 hours per week, to 31 March 2026; and**
- (2) the creation of a 10-hour per week (Grade E) Adult Literacy and Numeracy Support Worker post to 31 March 2026**

Business Administration Apprentice for Catering/Cleaning		10	*	<p>The Chief Officer, Education and Children's Services submitted a Report seeking the establishment of a post of Business Administration Apprentice for the Catering and Cleaning Trading Organisation as an additional member of the administrative team to free up time for Senior Management. The Report stated that to alleviate the pressure of work on the managers in the service it was proposed, in the first instance, to appoint a Business Administration Apprentice to the team. This would provide capacity for managers to undertake regular premises inspections and visits to monitor and maintain service standards in Comhairle schools and to ensure a consistent service level of cleaning and meal preparation is in place.</p>
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**It was agreed to approve the establishment of a post of Business Administration Modern Apprentice in the Schools Catering and Building Cleaning Section for a period of 30 months.**

Inspection Ordinator Participation Lead	Co- and Lead	11	*	The Chief Officer, Education and Children's Services submitted a Report which sought approval for a temporary redeployment of a staff member to support preparation and support for a Joint Inspection of the Children's Services Partnership between August and December 2025.
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**It was agreed to:**

- (1) approve the redeployment of Employee QR as Inspection Co-ordinator and Participation Lead to 31 December 2025.**
- (2) agree to the funding of the redeployment from Children's Services salary underspends for the period to 31 December 2025; and**
- (3) agree to extend the current contract of Employee QR to 30 October 2026 using the deferred funding from the four-month secondment period, Subject to further review following confirmation of the Scottish Attainment Challenge funding extension for 2026-27.**

Relief Instructor Establishment Post	Fitness – of	12	*	The Chief Officer, Education and Children's Services submitted a Report which sought approval to establish a Relief Fitness Instructor post. The Report stated that the Sport and Health Service provided a range of fitness classes delivered by a qualified fitness instructor. At present the Service does not have any Relief Fitness Instructors that could be used to cover holidays, sickness or any other absence. This had resulted in classes being cancelled, sometimes at short notice.
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The Report indicated that the creation of a Relief Fitness Instructor role would allow the service to continue offering Gym Inductions to members of the public during the Fitness Instructor's period of leave. The Relief Fitness Instructor role would provide an opportunity for the instructor to design their own classes and bring some fresh ideas to the existing class offerings at ISL, providing a more varied service to members.

**It was agreed to approve the establishment of a Relief Fitness Instructor post at Grade F.**

Fitness Instructor (Healthy Weight) – Contract Extension		13	*	The Chief Officer, Education and Children's Services submitted a Report which sought approval to extend the contract of the Fitness Instructor (Healthy Weight) to 31 March 2026. The Report stated that the service had been actively trialling chargeable one to one and group sessions with the Fitness Instructor and early indications suggested that there was an opportunity to develop this further. The Report proposed that the 15 hours per week Grade F Fitness Instructor post, currently held by Employee ST, be extended to 31 March 2026 and that up to 9 hours per week were set aside for chargeable activity or providing relief cover.
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**It was agreed to approve the extension of the contract for the 15 hours per week, Grade F, Fitness Instructor post held by Employee ST to 31 March 2026**

Fiddle Tutor, Barra Schools		14	*	The Chief Officer, Education and Children's Services submitted a Report which sought approval of a permanent contract (4.5 hours per week) for Employee UV, fiddle tutor for Barra schools. The Report highlighted that Employee UV had delivered high-quality fiddle tuition in Barra since January 2023. The Report noted that making Employee UV's hours permanent would secure music provision, protect learner progression, and maintain traditional music as part of the Gaelic ethos within Barra schools.
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**It was agreed to approve that the post, YMI Instructor, teaching fiddle in Barra schools, 4.5 hours per week held by Employee UV, be made permanent with immediate effect.**

Extension to the Promise Support Teacher	15	*	<p>The Chief Officer, Education and Children's Services submitted a Report which sought approval to extend the temporary post of The Promise support teacher at the Nicolson Institute. The Report stated that the Comhairle was successful in receiving funding in 2023, allowing innovative interventions with care experienced children and children on the edge of care to improve their attainment and achievement outcomes.</p> <p>The Report indicated that the Extended Learning Resource (ELR), The Shed and the Nicolson Institute formed a partnership to identify and support pupils from P7 through to S6 who would benefit from additional support. The Report noted that the Promise funding expired on 31 March 2025 and, given how successful the project had been, the Children's Services Partnership had decided to redirect Whole Family Wellbeing Funding towards this project to allow it to continue until the end of this financial year and, if funding was identified, to the end of the academic year beyond the period of the original Promise funding.</p> <p><b>It was agreed to approve that the post of The Promise Support Teacher, Nicolson Institute (21hrs), held by Employee WX, be extended to 31 March 2026 with a view to extending to end of the academic year should funds be identified.</b></p>
Corporate IT – Extension of Temporary Posts	16	*	<p>This Report was withdrawn from the Agenda.</p>
Staffing – Purchase to Pay	17	*	<p>The Chief Financial Officer submitted a Report which sought approval for the appointment of the Purchase to Pay Supervisor and the Purchase to Pay Officer on a permanent basis; and to release the vacant Purchase to Pay assistant post.</p> <p><b>It was agreed to:</b></p> <ol style="list-style-type: none"> <li><b>(1) approve the release of the Purchase to Pay Supervisor post at 37 hours per week at Grade E subject to the evaluation of the post and that Employee YZ be matched to this post on a permanent basis:</b></li> <li><b>(2) approve the release of the Purchase to Pay Officer post at 37 hours per week at Grade D and Employee ZA be matched to this post on a permanent basis; and</b></li> <li><b>(3) note the release of 0.68 FTE (25 hours) Purchase to Pay Assistant post at Grade B.</b></li> </ol>
Resettlement Posts	18	*	<p>The Chief Executive and the Chief Officer, Education and Children's Services submitted a Report which sought approval for a two-year extension for two Resettlement post contracts. The Report stated that the Comhairle was actively involved in the UK Resettlement and Homes for Ukraine Schemes. The Report noted that two posts were directly employed by the Schemes to ensure arrivals to the Outer Hebrides were supported with integration and learning or improving English Language skills.</p> <p><b>It was agreed to:</b></p> <ol style="list-style-type: none"> <li><b>(1) approve a two-year extension of the post of Resettlement Support Worker (Grade F 1FTE) until 31 December 2027; and</b></li> <li><b>(2) approve a two-year extension of the post of ESOL Tutor (Grade F 1FTE) until 31 December 2027.</b></li> </ol>
Payroll and Pensions Officer	19	*	<p>The Chief Executive submitted a Report detailing the outcome of the job evaluation exercise in relation to the Payroll Service. The Report stated that the payroll service consisted of a small team and in order to ensure a consistence level of service it had been</p>

proposed that all Payroll Officers be upskilled to enable the entire team to undertake and respond directly to all payroll and pension matters across the service.

In addition, in order to support the Business Manager, who had a remit wider than payroll, it was proposed that a revised Senior Payroll Officer post be established to manage the team at an operational level.

**It was agreed to:**

- (1) note the outcome of the evaluation and approve the establishment of the posts of Payroll and Pensions Officer, Grade E and the post of Senior Payroll and Pensions Officer Grade G:**
- (2) approve the disestablishment of the Payroll and Pensions Officer posts (4561,8287,) Grade D, the Pensions Assistant post (4752) Grade E and Senior Payroll Officer (9461):**
- (3) approve the matching of Payroll Officers (Employee ZB and Employee ZC) and the Pensions Assistant (Employee ZD) to the newly established Payroll and Pensions Officer Post; and**
- (4) approve the release of the Senior Payroll and Pensions Officer post and that recruitment be ring fenced to the Payroll team.**

Accredited  
Training,  
Apprenticeship and  
Team Leader

- 20 \* The chief Executive submitted a Report which sought approval to make permanent the Apprenticeship Team Leader Post. The Report stated that the Team Leader had the responsibility for the quality assurance and delivery of Scottish Qualifications and Skills Development Funded Programmes for whom the Comhairle were approved to deliver. The Report noted that the Team Leader managed the accreditation and quality assurance of all awards delivered within the Approved Centre and co-ordinate, support, develop, implement, and monitor all training, learning, assessment, and verification in relation to these awards.

**It was agreed to approve that the post of Apprenticeship Team Leader, Grade G (1), 37hrs be made permanent and that Employee ZE be matched into the post.**

Training Officer,  
Childcare

- 21 \* The Chief Executive submitted a Report which sought approval to increase the current post of Training Officer, Childcare held by Employee ZF from term time to an all-year post to support the outcomes of the service on the retirement of Employee ZG who had not been replaced. The Report stated that to ensure that a pathway into the Social Services and Child Care sector was maintained and increased, the Training Officer post would continue to support the targets and milestones set within the criteria of Skills Development Scotland Foundation and Modern Apprenticeship Contracts.

**It was agreed to approve the extension of the post of Training Officer, Childcare, 30 hours, Grade F currently held by Employee ZF from term time to a 52-week contract.**

Appointment of Relative of Senior Officer 22 \* The Chief Officer, Human Resources and Performance submitted a Report to advise of the temporary appointment of Employee ZH as Social Work Adviser. The Report stated that it was the Comhairle's practice for appointments of close relatives of Comhairle Members and Senior Officers to be submitted to the Human Resources Sub-Committee for approval.

The Report indicated that while recruitment to address service provision would continue, it was proposed that Employee ZH provide support to the interim Chief Officer for Children's Services particularly in relation to the outstanding Care Inspectorate requirements. Employee ZH had been identified as a suitably experienced and qualified professional who has undertaken work in the capacity of Social Work Adviser for the Comhairle on previous occasions.

**It was agreed to homologate the decision to confirm the temporary appointment of Employee ZH to the position of Social Work Adviser.**

Extension to Temporary Contracts, School Management Posts Update 23 \* The Chief Officer, Education and Children's Services submitted a Report which sought approval to extend the temporary posts of the teacher, Principal Teacher, Executive Headteacher (Uist Schools); the Principal Teacher (Stornoway Primary); and the Acting Headteacher and teacher post (Lionel School).

**It was agreed to approve:**

- (1) the extension of the post of Principal Teacher, Stornoway Primary (35hrs) Grade PT2, to 28 February 2026:**
- (2) the extension of the post of Executive Headteacher, Uist (14hrs), to 28 February 2026:**
- (3) the extension of the post of Acting Headteacher, Sgoil Uibhist a Tuath, 35 hours, to 28 February 2026:**
- (4) the extension of the post of Teacher, Sgoil Uibhist a Tuath, 35 hours, to 28 February 2026:**
- (5) the extension of the post of Acting Head of School, Lionel, 35 hours, to 28 February 2026; and**
- (6) the extension of the post of Teacher, Lionel, 28 hours, to 28 February 2026.**

ASN Transport – Contract Extension 24 \* The Chief Officer, Education and Children's Services submitted a Report which sought approval to extend the contracts of 2x ASN Drivers, 20 hours at Grade B and an ASN Escort, 10 hours at Grade C. The Report noted that a review of ASN Transport requirements would be undertaken in May 2026 in preparation for the 2026 – 2027 school year.

**It was agreed to approve the extension of the following posts to 14 August 2026.**

- (1) ASN Driver, 20 hours, Grade B – Employee ZJ:**
- (2) ASN Driver, 20 hours, Grade B – Employee ZK; and**
- (3) ASN Escort. 10 hours, Grade C – Employee ZL**



## PERFORMANCE MONITORING

- Reports Outstanding 25 \* 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 ITEM

- Principal Teacher Learning Support – The Nicolson Institute 26 \* The Chief Officer, Education and Children’s Services submitted a Report which sought approval to extend the post of Principal Teacher of Learning Support (PTLS) for the Nicolson Institute. The Report stated that the Additional Support Needs caseload across the Nicolson Institute is large and growing. The Report noted that it now accommodated both very complex high support needs (previously accommodated in its own provision) and all other ASN needs identified through the ASN Audit whether short or long term.

**It is recommended that the post of Principal Teacher Learning Support, PT6, 35 hours, held by Employee ZM, be extended to 30 November 2025 to allow the ASN review to be completed and proposals submitted to the November series of meetings.**