



# 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 23 November 2023 at 9.30am.

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

**The Chair ruled items 7, 12, 15, 16 and 17 as Urgent to allow the matters to be considered prior to the next scheduled meeting of the Sub-Committee.**

### MINUTES

Minute of Meeting of 13 September 2023	1	The Minute of Meeting of 13 September 2023 was approved.
Declaration of Interest	2	Mr Paul Steele declared an interest and left the meeting during consideration of Item 6 as a family member worked 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 12 and 15 to 17 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.

Update on Temporary Homeless Services and Support Officer Post Appointed to Assist in the Implementation of Housing First	3 *	With reference to item 16 of the Minute of Meeting of 1 December 2022, the Depute Chief Executive 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 the Comhairle had made good progress with Housing First for Lewis and Harris as a result of these posts. The Report detailed that it was recommended that the two temporary contracts be extended by one year from 31 December 2023.
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**It was agreed that:**

- (1) the extension of the temporary contract for Employee AB, Homeless Services and Support Officer, until 31 December 2024; and,**
- (2) the extension of the temporary contract for the Accommodation Warden post until 31 December 2024 and that this post be advertised externally.**

Quality Improvement Officer (Attainment) Secondment 4 \* The Chief Officer for Education and Children’s Services submitted a Report seeking approval for the establishment of, and recruitment to, the post of Quality Improvement Officer (QIO) for Attainment on the basis of a 23-month secondment, after such time the duties would revert to the Head of Education and the central team for primary and secondary education.

**It was agreed to:**

- (1) approve the temporary establishment of a Quality Improvement Officer for Attainment, funded from SEF grant on the basis of a 23-month secondment; and**
- (2) approve the interim organisational structure for the Education Business Unit.**

Quality Improvement Officer (Secondary and Digital) 5 \* The Chief Officer for Education and Children’s Services submitted a Report seeking approval for the appointment of a Quality Improvement Officer (QIO) for Secondary and Digital Education on a full-time permanent basis. The Report stated that since the retirement of the Director of Education and Children’s Services in August 2023, there was no senior officer within the central team with a background in secondary education or with the appropriate sectoral experience to lead quality assurance, improvement and innovation or to challenge and support our secondary schools.

**It was agreed to:**

- (1) match the current Head of Education (South) to the post of Head of Education.**
- (2) appoint a Quality Improvement Officer for Secondary and Digital Education on a full-time permanent basis.**

Activities Facilitator – Uist Care Homes 6 \* With reference to item 11 of the Minute of Meeting of 1 December 2022, the Depute Chief Officer submitted a Report providing an update on the establishment of 2 part time Activities Facilitator posts at Trianaid and Sacred Heart House (TACUN) for a trial period of 1 year. These posts were in place of and funded by the Peripatetic Senior Social Care Worker.

**It was agreed to:**

- (1) note the status of the the two Activity Facilitator posts as detailed within the Report; and**
- (2) note that a further Report will be presented to a future series seeking approval to continue the activities facilitator service on a permanent basis or to recommend consideration of an alternative approach.**

Establishment of Post, Clerical Assistant 7 \* The Chief Officer, Assets and Infrastructure submitted a Report seeking approval to establish the post of Clerical Assistant within the Assets and Infrastructure section on a permanent basis. The Report stated that clerical support was currently provided by a Modern Apprentice, who has now completed the apprenticeship and had demonstrated full competence to undertake the duties of this post. The Report detailed that the post provided a link between customer services and the operational activity of the department.

**It was agreed to approve the establishment of 1 FTE Clerical Assistant (Grade C) and that Employee CD be matched to the post.**

Youth Worker, Contract Extension 8 \* The chief Executive submitted a Report seeking approval to extend the Pointers Youth Worker post to 31 March 2024. The Report stated that the Pointers Youth Worker posts sit within the recently formed Community Engagement Unit within the Chief Executive’s Department. The Report detailed that there were two 9-hour posts within the establishment. It was highlighted that the posts had been an integral part of the CNES Youth Work offer for many years and delivered support for young people through a variety of groups such as young mums, young carers after school drop-in sessions and transition support activities.

**It was agreed to approve the extension to the two Youth Worker posts to 31 March 2024.**

Extension of Post – Training Officer (Gaelic) 9 \* The Chief Executive submitted a Report seeking approval to extend the Full Time Training Officer, Gaelic post to 30 June 2024. The Report highlighted that the need for additional apprentices skilled in the gaelic language was essential to meet the language needs of the growing numbers of children entering Gaelic Medium Education. The Report stated that the extension of this post, in line with the funding available, was instrumental to the support offered to apprenticeships working in childcare, throughout the Comhairle or out in the private sector.

**It was agreed to approve the extension of Training Officer (Gaelic) post for the duration of the funding to 30 June 2024.**

Extension of Training Officer (P/T) Post Business 10 \* The Chief Executive submitted a Report seeking approval to extend the part time Business Training Officer supporting the Foundation and Modern Apprenticeship Programme. The Report stated that Foundation Apprenticeships form an offer within the senior phase of secondary education and provide the appropriate underpinning knowledge and experience designed to enable young people to progress to employment, and modern and graduate apprenticeship programmes. The Report highlighted that locally, Foundation Apprenticeships were closing the gap between the classroom and the workplace, with pupils realising the benefits of work-based learning.

The Report stated that it was therefore proposed that the 0.5 Training Officer Posts (Grade F), be extended for a further year and that to meet the growing demand of the programme, that the hours be extended to 21 hrs a week.

**It was agreed to approve that the post of Training Officer, Business (Grade F), be extended to 31 January 2025 and the hours increased to 21 per week.**

Establishment of Post – Training Officer 11 \* The Chief Executive submitted a Report seeking approval to establish one full time time post funded by the People and Skills strand of the United Kingdom Shared Prosperity Fund (UKSPF) within the Accredited Training Section of the Chief Executive Department. The Report stated that the UKSPF programme had been developed by Central Government to support economic growth through local bespoke interventions, designed to improve people’s opportunities within the communities they live. The Report indicated that to support those living in the wider communities who were currently unemployed or under employed, it was recommended that a full-time post be established to offer an outreach service to the community and work in partnership with the NOLB Team. Funding was in place to March 2025.

**It was agreed to approve the establishment of a full time Training Officer Post funded by The People and Skills strand of The United Kingdom Shared Prosperity Fund to 31 March 2025 and that the post be offered to the second highest scoring candidate following a recent recruitment process for a similar Training Officer Post.**

Training Officer – Health and Social Care Extension 12 \* The Chief Executive submitted a Report seeking approval to extend the Training Officer Post, currently held by Employee EF to December 2024. The Report stated that to ensure a pathway into the Social Services and Childcare 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 highlighted that the Training Officer post would continue to support the current and future accreditation needs of the service.

**It was agreed to approve the extension to the post of Training Officer, Childcare, 30 hours, Grade F for a period of 12 months.**

#### HUMAN RESOURCES

Sickness Absence Annual Report 13 With reference to item 3 of the Minute of Meeting of 1 December 2022, the Chief Executive submitted a Report providing an annual overview of sickness absence statistics for 2022/23. The Report stated that the sickness absence data for 2022/23 showed an increase in absence with teachers' absence at 9.1 days per FTE (7.6 days per FTE in 2021/22) and a decrease in absence with non-teaching staff at 14.4 days per FTE (16.5 days per FTE in 2021/22). This data excluded covid related absence. The Report detailed that overall employee absence including Teachers increased from 12.2 days per employee in 2021/22 to 12.5 days per employee in 2022/23. The main reasons for absence continued to be musculoskeletal, stress related absence, surgery/post op and mental health.

The Report indicated that the cost of Statutory Sick Pay was £2.44 million. A Departmental breakdown of sickness absence data was detailed at Section 6 of the Report.

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

#### PERFORMANCE MONITORING

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

Reports Outstanding 14 \* The Chief Executive submitted details of those Reports Outstanding in relation to decisions that had been made by the Sub-Committee and detailed the timescale for reporting back.

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

**URGENT ITEM**

IT Review (Cyber Incident Update) 15 \* The Chief Officer, Assets and Infrastructure submitted a Report providing an update on the ongoing review of the IT Section and sought a sought approval to delegate authority to the Chief Executive to implement an interim structure in relation to the ongoing cyber incident.

**It was agreed to delegate authority to the Chief Executive, in consultation with the Corporate Workforce Panel and Chief Officer, Assets and Infrastructure, to implment structural changes and arrangements within the corporate IT section to enable an appropriate and efficient support to the Corporate Management Team in the recovery from the cyber incident initiated on 7 November 2023.**

Establishment of Post: Area Lighting Co-ordinator 16 \* The Chief Officer, Assets and Infrastructure submitted a Report seeking approval to establish the post of Area Lighting Co-ordinator, Grade H, based in Lewis. The Report stated that the Comhairle street lighting function operated within the broader Road Maintenance Section, responsible for the safe maintenance and operation of street lighting, traffic signals and signs throughout the islands. The Report indicated that the new post would be line managed by the Civil Engineering Manager.

**It was agreed to approve:**

- (1) the establishment of 1 FTE Area Lighting Coordinator post, Grade H, to be based within the Roads Maintenance section in Stornoway and that employee EF be matched to the post; and**
- (2) the disestablishment of the post of Electrician/Technician.**

Community Learning and Development Post – Uist 17 \* The Chief Executive submitted a Report seeking to establish a qualified CLD Post in Uist on a 0.5 basis. The Report stated that Comhairle nan Eilean Siar via the Community Learning and Development Section had a statutory responsibility to create the CLD Partnership Plan every three years, in conjunction with partner organisations. The Report stated that the national agenda for Community Learning and Development was growing and locally there was a need to ensure that CLD trained staff were able to lead in developing initiatives which increases community capacity and develops the youth work agenda in ward areas across the Western Isles.

**It was agreed to establish an 18.5-hour qualified CLD Post in Uist.**