

Following a cyber attack on the Comhairle in November 2023, many of our systems and databases are still in the process of being rebuilt. This document is a temporary publication scheme, some information is currently not accessible on our website and has been left blank. If the information you are looking for is not listed, please refer to the ‘Contact us’ page of our website to direct you to the appropriate department: [Contact – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](https://www.cne-siar.gov.uk)

Please be aware that this document contains links to external websites.

CLASS 1: ABOUT THE COMHAIRLE	
Class description: Information about the Comhairle, who we are, where to find us, how to contact us, how we are managed and our external r	
The information we publish under this class	How to access the information
Authority name, address and contact details for headquarters and principle offices,	Customer care and general enquiries Contact – Comhairle nan Eilean Siar (cne-siar.gov.uk) Complaint procedures Complaints – Comhairle nan Eilean Siar (cne-siar.gov.uk)
Organisational structures, roles and responsibilities of senior officers	
Business opening hours	Customer Services: Opening hours are Monday – Friday 09:00-17:00 Contact us Contact – Comhairle nan Eilean Siar (cne-siar.gov.uk) Libraries home Western Isles Libraries (wilibraries.org.uk) Sport and Leisure Sport and Leisure – Comhairle nan Eilean Siar (cne-siar.gov.uk) Museums Museum Service - Outer Hebrides Heritage Services Tasglann Nan Eilean Siar (Hebridean Archives) Tasglann nan Eilean (Archives) - Outer Hebrides Heritage Services
Customer coders or charters	Customer Service strategy Customer Service Strategy – Comhairle nan Eilean Siar (cne-siar.gov.uk) Customer Satisfaction Survey Customer Satisfaction Survey – Comhairle nan Eilean Siar (cne-siar.gov.uk)

<p>Freedom of Information (Scotland) Act 2002 and Single Model Publication Scheme</p>	<p>Freedom of Information (Scotland) Act 2002 Freedom of Information – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Published FOI requests and responses - Comhairle nan Eilean Siar does not currently publish FOI requests or responses on our website.</p> <p>Press releases News – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>
<p>Constitution Legal Framework for the authority including constitution articles of association or charter</p>	<p>Constitutional documents</p> <ol style="list-style-type: none"> 1. Approved conferences: Timetable of Meetings – Comhairle nan Eilean Siar (cne-siar.gov.uk) 2. Contract regulations: Contract-Regulations (cne-siar.gov.uk) 3. Councillors Code of Conduct - Code of Conduct for Councillors (cne-siar.gov.uk) 4. Financial regulations: Finance-Regulations (cne-siar.gov.uk) 5. Land and Technology: may be available on request. 6. National Code of Local Government Conduct: THE NATIONAL CODE OF LOCAL GOVERNMENT CONDUCT (cne-siar.gov.uk) 7. Proper Officers: Proper-Officers-and-Statutory-Designations (cne-siar.gov.uk) 8. Restricted Sensitive Posts: may be available on request. 9. Scheme of Administration: Sheme of Administration (cne-siar.gov.uk) 10. Scheme of Appointments: Scheme-of-Appointments (cne-siar.gov.uk) 11. Scheme of Delegation: available on request. 12. Standing Orders: Draft Standing Orders 2022 (cne-siar.gov.uk) 13. Working Group Procedures: Member-Officer-Working-Groups-Procedures (cne-siar.gov.uk) <p>External Links to Legislation: Local Government (Scotland) Act 1973 http://www.legislation.gov.uk/ukpga/1973/65</p> <p>Local Government Scotland Act 1994 http://www.legislation.gov.uk/ukpga/1994/39/contents</p>

<p>How the Authority is run Description of governance structure, committees and other decision making structures</p>	<p>Council Members Council Members – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Committee System Committees – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Council Diary Year Planner 2022 (cne-siar.gov.uk)</p>
<p>Election Office and Election Result Archives</p>	<p>Election Office Elections and Voting – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Local Government Election Local Government By-Election – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>

<p>Corporate Planning Council priorities and commitments</p>	<p>Comhairle’s Corporate Strategy Corporate Strategy – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Local Outcomes, Strategic Priorities and Objectives oh-cpp-local-outcomes-improvement-plan-2017-27.pdf (cne-siar.gov.uk)</p> <p>Service Business Plans Service Business Plans – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>
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Corporate Policies	<p>Annual Accounts and Reports Draft-Annual-Accounts-2022-23.pdf (cne-siar.gov.uk)</p> <p>Community Planning Strengthen the Local Economy – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Community Safety Please contact criminaljustice@cne-siar.gov.uk</p> <p>Community Care and Criminal Justice criminaljustice@cne-siar.gov.uk</p> <p>Community Safety Please contact criminaljustice@cne-siar.gov.uk</p> <p>Community Wellbeing Forum Deliver Community Leadership – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Contaminated Land Inspection Strategy Please contact eh@cne-siar.gov.uk</p> <p>Council Tax Council Tax – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Food Safety Service Please contact eh@cne-siar.gov.uk</p> <p>Poileasaidh Gàidhlig (Gaelic Policy) Gaelic Language Plan – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Equality and Diversity Equality and Diversity – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Health and Safety Policy Please contact healthandsafety@cne-siar.gov.uk</p> <p>Outer Hebrides Local Development Plan (LDP) Outer-Hebrides-Local-Development-Plan-2018.pdf (cne-siar.gov.uk)</p> <p>Freedom Of Information (Scotland) Act 2002 About The Act And The Council's Responsibilities Freedom of Information – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Winter Maintenance Policy 2023-2025 Appendix-1- Winter-Maintenance-Policy-and-Operational-Plan -2021-23 (cne-siar.gov.uk)</p>
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Licensing
various licences, permits
and permissions
issued by the Comhairle

Animal Boarding Licence
Please contact eh@cne-siar.gov.uk

Animal Movement
Please contact eh@cne-siar.gov.uk

Building Warrants
[How to make an application for a building warrant – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Busking in Stornoway Town Centre
Please contact civichub@cne-siar.gov.uk

Caravan Site Licence
Please contact eh@cne-siar.gov.uk

Children's Performance Licence
Please contact education-enquiries@cne-siar.gov.uk

Cooling Tower Registration
[Cooling-towers-Public-register.pdf \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Dangerous Wild Animals
Please contact eh@cne-siar.gov.uk

Dog Breeding Licence
Please contact eh@cne-siar.gov.uk

Fireworks and Licence for Firework Dispensation
Please contact eh@cne-siar.gov.uk

Food Premises Registration Form
[ANNEX 2: Model Application Form for the Registration of a Food Business Establishment \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Gambling Act 2005
Please contact ian.smith@cne-siar.gov.uk

Gambling Machines
Please contact ian.smith@cne-siar.gov.uk

Houses in Multiple Occupation (HMO) Licence
Please contact eh@cne-siar.gov.uk

Indoor Sports Licence
Please contact ian.smith@cne-siar.gov.uk

Knife Dealers Licence
Please contact eh@cne-siar.gov.uk

Licensed Premises – Off Sales
Please contact ian.smith@cne-siar.gov.uk

Licence to Store Explosives
Please contact eh@cne-siar.gov.uk

Late Hours Catering Licence
Please contact eh@cne-siar.gov.uk

Lotteries or Lotteries Registration
Please contact ian.smith@cne-siar.gov.uk

<p>Market Operator Licence Please contact eh@cne-siar.gov.uk</p> <p>Western Isles Licensing Board premises with an Alcohol Licence Alcohol-270923-1.pdf (cne-siar.gov.uk)</p> <p>Metal Dealer Licence Itinerant Please contact eh@cne-siar.gov.uk</p> <p>Metal Dealers Licence Please contact eh@cne-siar.gov.uk</p> <p>Public Processions Please contact iain.smith@cne-siar.gov.uk</p> <p>Occasional Licence Application-form-for-Occasional-Licence.doc (live.com)</p> <p>Occasional Licence Licensing (Scotland) Act 2005 http://www.legislation.gov.uk/asp/2005/16/contents</p> <p>Pedlar's Licence Please contact Police Scotland</p> <p>Performing Animals Registration Please contact eh@cne-siar.gov.uk</p> <p>Pet Shop Licence Please contact eh@cne-siar.gov.uk</p> <p>Petroleum Licence Please contact eh@cne-siar.gov.uk</p> <p>Pig Movement Documents Please contact eh@cne-siar.gov.uk</p> <p>Planning Planning and Building Standards – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Premises Licence Application-form-for-Premises-Licence.doc (live.com)</p> <p>Private Landlord Please contact eh@cne-siar.gov.uk</p> <p>Private Hire Cars Please contact iain.smith@cne-siar.gov.uk</p> <p>Public Charitable Collections Please contact iain.smith@cne-siar.gov.uk</p> <p>Public Entertainment Licence Public-Entertainment-Licence-Annual-Application.doc (live.com)</p> <p>Riding Establishment Licence Please contact eh@cne-siar.gov.uk</p> <p>Second Hand Dealers Licence Please contact eh@cne-siar.gov.uk</p> <p>Second Hand Motor Dealer Licence Please contact eh@cne-siar.gov.uk</p>

Shellfish Registration Document
Please contact eh@cne-siar.gov.uk

Skin Piercing / Tattooing Licences
Please contact eh@cne-siar.gov.uk

Short Term Lets
Please contact eh@cne-siar.gov.uk

Sports Ground Safety Certificate
Please contact eh@cne-siar.gov.uk

Skip Permits
Please contact us through general enquiries

Street Trading Licence
Please contact us through general enquiries

Taxi Driver Licence
[Amended-taxi_phc-form.docx \(live.com\)](#)

Theatre Licence
Please contact iain.smith@cne-siar.gov.uk

Variation Of A Premises Licence Licensing (Scotland) Act 2005
Please contact iain.smith@cne-siar.gov.uk

Venison Dealers Licences
Please contact eh@cne-siar.gov.uk

Weapons Licence
Please contact Police Scotland

Weights and Measures
[Weights and Measures – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](#)

Zoo Licence
Please contact eh@cne-siar.gov.uk

Strategic Planning Processes	<p>Development Planning The Development Plan – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Local Development Plan Local Places Plans – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>
External Relations Accountability relationships, including reports to regulators	<p>Links to external websites:</p> <p>Scottish Information Commissioner Homepage Scottish Information Commissioner (foi.scot)</p> <p>UK Information Commissioner’s Office Information Commissioner's Office (ICO)</p> <p>Audit Scotland https://www.audit-scotland.gov.uk/</p> <p>Scottish Public Services Ombudsman https://www.spsso.org.uk/</p> <p>Care Inspectorate (SCSWIS) https://www.careinspectorate.com/</p> <p>Education Scotland https://education.gov.scot/</p> <p>Convention of Scottish Local Authorities (COSLA) https://www.cosla.gov.uk/</p>
Internal and External Audit arrangements	<p>Internal Audit Reports: Audit and Scrutiny – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description

Information about our work, our strategy and policies for delivering functions and services and information for our service users

The information we publish under this class

How to access the information

<p>Functions Description of functions, including statutory basis for them where applicable</p>	<p>Main Functions Business Support and Advice Business – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Business Gateway Business Gateway – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Marine Resources Marine Planning – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Regeneration Regeneration – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Leisure Facilities Sport and Leisure – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Grants to Voluntary Organisations Community Learning and Development Grants – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>The Local Government and Scottish Parliament Voting Systems Elections – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Schools Education – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Activities and Support for Young People Child Wellbeing and Protection in Sport Training – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Community Learning and Development Community Learning and Development Grants – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>
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Welfare Benefit and Council Tax Reduction

[Benefits and Grants – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Scottish Welfare Fund

[Scottish Welfare Fund – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Council Tax

[Council Tax – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Housing Services and Advise

[Housing – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Jobs at the Council

[Job Vacancies – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Births, Marriages and Deaths Registration services

Please contact registrars@cne-siar.gov.uk

Environmental Standards

Please contact eh@cne-siar.gov.uk

Trading Standards

Please contact ts@cne-siar.gov.uk

Planning and Building Standards

[Planning and Building Standards – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Waste Management

[Bins and Recycling – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Environment and Pollution Regulations

Please contact eh@cne-siar.gov.uk

Care and Carers

[Adult Social Care – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Childcare and Family Care

[Children and Families – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Services for Older People

[Health and Social Care – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Community Care and Criminal Justice

Please contact criminaljustice@cne-siar.gov.uk

Children and Families Social Work

[Children and Families – Comhairle nan Eilean Siar \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

Caravan and Camping Sites

[Caravans-270923.pdf \(cne-siar.gov.uk\)](http://cne-siar.gov.uk)

	<p>Public Transport Bus Services – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Parking, Roads and Transport Roads – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Street Care and Cleaning Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Refuse Collection Bins and Recycling – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Coast and Harbours Schedule of Rates and Dues 1 April 2024 - 31 March 2025.xlsx (cne-siar.gov.uk)</p>
<p>Strategies, policies and internal staff procedures for performing statutory functions</p>	<p>Some of this information may be available on request.</p>
<p>How to apply for a licence, warrant, grant, etc. where it is a function of authority to approve</p>	<p>Licences, Permits and Permissions Licensing – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Licensing Application Forms and Guidance Licence Application Forms – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Building Warrants How to make an application for a building warrant – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>School Clothing Grants 2019/2020 Forms (cne-siar.gov.uk)</p> <p>Blue Badges Blue Badge / Direct Payments / Respite Care – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Planning Application Forms and Guidance Development Management (Planning Permission) – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>
<p>How to report a concern to the authority</p>	<p>Complaints Complaints – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Potholes and Road Defects Street Maintenance - Request Details - MyCnES (achieveservice.com)</p> <p>Street lighting fault reporting https://forms.cne- Street Maintenance - Request Details - MyCnES (achieveservice.com)</p>

<p>Fees and Charges for a function discharged by the Comhairle</p>	<p>Planning Application Forms and Guidance Development Management (Planning Permission) – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Building Standards Fees CNES-Building-Warrant-Fees-Guidance-April-24.pdf (cne-siar.gov.uk)</p>
<p>Service fees and charges</p>	<p>Bulky Uplifts of Household Waste Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Bulky Uplifts of Commercial Waste Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>White Goods Uplifts Please contact cleansing@cne-siar.gov.uk</p> <p>Community Skips Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Waste Charges from Commercial and Charitable Premises Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p> <p>Fees and Charges - Cleansing Fees and Charges Cleansing 2024-25 – Comhairle nan Eilean Siar (cne-siar.gov.uk)</p>

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:
Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access the information
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Decision making Decisions taken by the authority: agendas, reports and papers provided for consideration and minutes of Board meetings (or equivalent)	Agendas, Committee Reports and Minutes Committees – Comhairle nan Eilean Siar (cne-siar.gov.uk)
Public consultation and engagement strategies	Current Consultation Activity Consultations – Comhairle nan Eilean Siar (cne-siar.gov.uk)
Reports of regulatory inspections, audits and investigations carried out by the authority	Internal Audit Report and action plans are regularly reported to the Audit and Scrutiny Committee Audit and Scrutiny – Comhairle nan Eilean Siar (cne-siar.gov.uk)

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT	
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to use public money and what has actually been spent.	
The information we publish under this class	How to access the information

Financial Statements, including annual accounts and regular statements eg quarterly budget statements	Annual Accounts cne-siar.gov.uk/wp-content/uploads/2023/12/Draft-Annual-Accounts-2022-23.pdf
Financial statements required by statute eg sections 31 and 33 of the Public Service Reform Scotland Act 2010, if applicable to the authority	Financial Regulations and Codes Finance-Regulations (cne-siar.gov.uk)
Financial policies and procedures for budget allocation	Financial Regulations and Codes Finance-Regulations (cne-siar.gov.uk)
Budget allocation to key policy /function/service areas	
Purchasing plans and capital funding plans	
Financial administration manual/internal financial regulations	Financial Regulations and Codes Finance-Regulations (cne-siar.gov.uk)
Expenses policies and Procedures	Scheme of Administration: Scheme of Administration (cne-siar.gov.uk)
Senior staff/Member expenses at category level eg travel, subsistence and accommodation	
Senior staff remuneration	

Investments, summary information about endowments, investments and authority pension fund	
Funding awards available from the authority, how to apply for them and funding awards made by the authority	
apply for them and funding awards made by the authority	School Clothing Grants 2019/20 Forms (cne-siar.gov.uk)

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the Comhairle

The information we publish under this class	How to access the information
Human Resources Strategy and Management of Human Resources	Workforce Strategy This information may be available upon request.
Staffing structures	
Human Resources Policies, procedures and guidelines including recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Jobs Job Vacancies – Comhairle nan Eilean Siar (cne-siar.gov.uk) Employee related policies and procedures are available upon request.
Employee relations, structures and agreements reached with recognised Trade Unions and Professional organisations	
Physical resources Management of the Authority's land and property assets	
Information resources Records management policy, including records retention schedule	

Information Governance/asset management policies and procedures	
Knowledge management policies and procedures	
List of statistical information published by authority	
Freedom of Information policies and procedures	

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:
Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access the information
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Procurement policies and Procedures	Procurement Strategy Please contact contracts@cne-siar.gov.uk
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List of Contracts which have gone through formal tendering including name of the supplier, period of contract and value	Contract Lists Please contact contracts@cne-siar.gov.uk Supplier and Contractor Information Please contact contracts@cne-siar.gov.uk Contract Regulations Please contact contracts@cne-siar.gov.uk
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CLASS 7: HOW WE ARE PERFORMING

Class description:
Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish Under this class	How to access the information
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Performance Indicators a performance against them	
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External Reports e.g. report performance state required by statute (e.g. 32 of the Public Service R (Scotland) Act 2010 if applicable.	
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CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access the information
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The Comhairle does not hold or publish information under this class.

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class	How to access the information
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Based on Google Analytics, the following list represents the top 40 most frequently accessed web pages over the past year: (all links are accessed from http://www.cnesiar.gov.uk)	
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CnES Communications Strategy Plan	
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