Minute

Human Resources Sub-committee
Thursday, 7 September 2017, 14:15.
Council Chamber, Council Offices, School Place, Kirkwall.

Present
Councillors W Leslie Manson, John T Richards, Gwenda M Shearer, Graham L Sinclair and Duncan A Tullock.

Clerk
• Hazel Flett, Senior Committees Officer.

In Attendance
• Gavin Barr, Executive Director of Development and Infrastructure (for Items 1 to 5).
• Gillian Morrison, Executive Director of Corporate Services.
• Andrew Groundwater, Head of HR and Performance.
• Roddy MacKay, Head of Planning, Development and Regulatory Services (for Items 1 to 3).
• Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation Services.
• Lynda Bradford, Service Manager, Adult Services (for Items 1 and 2).
• Andrew Blake, Ferry Services Manager (for Items 1 to 5).
• Paul Kemp, Strategic Finance Manager.
• Karen Bevilacqua, Solicitor.
• Alister Brown, Development Officer, North Isles Landscape Partnership Scheme (for Items 1 to 3).

Apologies
• Councillor Robin W Crichton.
• Councillor Steven B Heddle.
• Councillor James W Stockan.

Declarations of Interest
• No declarations of interest were intimated.

Chair
• Councillor W Leslie Manson.
1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Items 5 and 6, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Orkney Health and Care

Care at Home Service

After consideration of a report by the Chief Officer/Executive Director, Orkney Health and Care, copies of which had been circulated, and after hearing a report from the Service Manager, Adult Services, the Sub-committee:

Noted:

2.1. That, as part of the budget setting process for financial year 2017 to 2018, a permanent uplift to the Care at Home budget, amounting to £156,000, was granted in recognition of the increasing demand for service being experienced.

2.2. That it was well evidenced within Orkney Health and Care services that advertisement of permanent posts led to a greater likelihood of successful appointments.

2.3. That recruitment within home care services had been challenging in recent times therefore it was important to take an approach that was most likely to lead to success in order to try to continue to meet the demands on the service.

2.4. That a double up care at home team based in Kirkwall had proved efficient in managing the care of service users whose dependency was such that two staff members were required to deliver their care needs.

2.5. That creation of a double up team for the Stromness area would be an efficient use of the new resource, referred to at paragraph 2.1 above, given the increasing numbers of service users requiring two staff for each visit in that locality.

2.6. The proposal to establish three part-time posts of Home Carer to marry up with an existing team for the Stromness area.

The Sub-committee resolved to recommend to the Council:

2.7. That three part-time posts (26 hours per week) of Home Carer (G4) be established on a permanent basis.

3. Development and Infrastructure

Development and Marine Planning – North Isles Landscape Partnership Scheme

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Planning, Development and Regulatory Services, the Sub-committee:
Noted:

3.1. That, in November 2015, the Council, as lead body within the partnership steering group, was successful in a round 1 bid to the Heritage Lottery Fund for delivery of the North Isles Landscape Partnership Scheme, securing an earmarked grant of £2,998,600.

3.2. That, in April 2016, a round 2 development phase for the North Isles Landscape Partnership Scheme commenced, with the application to the Heritage Lottery Fund to be submitted at the end of October 2017.

3.3. That part of the round 2 development phase application included an outline of the proposed posts required to successfully deliver the North Isles Landscape Partnership Scheme during its five year term, with accompanying job descriptions.

3.4. That the Heritage Lottery Fund, as the main funder, required the Council to confirm agreement to employ the team required to ensure successful delivery of the North Isles Landscape Partnership Scheme.

3.5. The proposal to establish a dedicated project team to deliver the North Isles Landscape Partnership Scheme, comprising the following posts:

- Programme Manager.
- Two posts of Project Officer.
- Finance and Administration Officer.

The Sub-committee resolved to **recommend to the Council**:

3.6. That the following posts be established to deliver the North Isles Landscape Partnership Scheme:

- One full-time temporary post of Programme Manager (G10), up to a maximum period of five years.
- Two full-time temporary posts of Project Officer (G8), up to a maximum period of 4.5 years.
- One full-time temporary post of Finance and Administration Officer (G5), up to a maximum period of 4.75 years.

3.7. That establishment of the posts, referred to at paragraph 3.6 above, be subject to:

- The application to the Heritage Lottery Fund, referred to at paragraph 3.2 above, being successful.
- The full funding package in respect of the North Isles Landscape Partnership Scheme being secured.

4. Exclusion of the Public

On the motion of Councillor W Leslie Manson, seconded by Councillor John T Richards, the Sub-committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.
5. Development and Infrastructure

Marine Services

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Ferry Services Manager, the Sub-committee:

Resolved to recommend to the Council what action should be taken with regard to staffing matters within Marine Services.

The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.
6. Housing Services

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1 and 11 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of Housing, Homelessness and Schoolcare Accommodation Services, the Sub-committee:

Resolved to **recommend to the Council** what action should be taken with regard to staffing matters within Housing Services.

The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.
7. Conclusion of Meeting

At 15:15 the Chair declared the meeting concluded

Signed: L Manson.