MINUTE of the MEETING of the HUMAN RESOURCES SUB-COMMITTEE of the POLICY AND RESOURCES COMMITTEE of ORKNEY ISLANDS COUNCIL held in COUNCIL OFFICES, KIRKWALL, on 19 MARCH 2015 at 2.15pm

Present: Councillors James Foubister, Janice Annal, Robin W Crichton, John T Richards and Gwenda M Shearer

Clerk to the Sub-committee: Hazel Flett, Senior Committees Officer

In Attendance: Gavin Barr, Executive Director of Development and Infrastructure (for Items 1 to 3)
Gillian Morrison, Executive Director of Corporate Services
Wilfred Weir, Executive Director of Education, Leisure and Housing
Fraser Bell, Head of Legal Services
Garry Burton, Sport and Leisure Service Manager
Paul Kemp, Strategic Finance Manager
Michael Lucas, Senior Personnel Officer

Apologies: Councillors Stephen G Clackson, Steven B Heddle and William T Stout

Councillor James Foubister, Vice Convener, in the Chair

1 CORPORATE SERVICES
POST OF INFORMATION GOVERNANCE OFFICER

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of Legal Services, with reference to the Minute of the Meeting of the Policy and Resources Committee held on 24 June 2014, paragraph 11, the Sub-committee:-

NOTED:-

1.1. the requirements of the Public Records (Scotland) Act 2011 and other relevant legislation, as detailed in section 5 of the report by the Executive Director of Corporate Services;

1.2. that a post of Information Governance Officer was established, initially on a temporary basis, to assist the Council in meeting the requirements of the legislation, referred to at paragraph 1.1 above; and

1.3. that, on 12 February 2015, the Council approved a baseline growth bid to establish a budget of £40,000 in respect of a permanent post of Information Governance Officer.
The Sub-committee resolved to RECOMMEND to the Council:-

1.4. that a full-time permanent post of Information Governance Officer, grade G9, be established within Corporate Services.

2 DEVELOPMENT AND INFRASTRUCTURE
STRATEGIC DEVELOPMENT AND REGENERATION
PROPOSED EXPANSION OF CAPITAL PROGRAMME TEAM AND ENABLING RESOURCES

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, with reference to the Minute of the Meeting of the Policy and Resources Committee held on 30 September 2014, paragraph 16, the Sub-committee:-

NOTED:-

2.1. that, on 30 September 2014, the Policy and Resources Committee recommended:-

2.1.1. that a Framework for the Governance and Delivery of Capital Programme Activities be approved; and

2.1.2. that the Executive Director of Development and Infrastructure should submit a growth bid, in respect of costs, up to £148,600, associated with additional staffing resources required to drive Capital Programme Management activities, to the budget setting process for 2015/16; and

2.2. that, on 12 February 2015, the Council approved a growth bid to establish a budget of £40,000 in respect of a post of Capital Projects and Programme Management Officer.

The Sub-committee resolved to RECOMMEND to the Council:-

2.3. that a full-time permanent post of Capital Projects and Programme Management Officer, grade G9, be established within the Strategic Development and Regeneration service.

3 EDUCATION, LEISURE AND HOUSING
EARLY LEARNING AND CHILDCARE
EARLY YEARS PRACTITIONERS
PROPOSED INCREASE IN ESTABLISHMENT

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, the Sub-committee:-

NOTED:-

3.1. that, in August 2014, a pilot model for delivery of 600 hours was established in all settings offering Early Learning and Childcare;
3.2. that, in full time settings, namely Dounby, Stromness, Papdale, Glaitness and St Andrews primary schools, a six session model was adopted to offer 600 hours within the school day;

3.3. that, in full time settings, additional Early Years Practitioners were employed on a temporary basis to meet the adult child ratio requirements;

3.4. that, in October 2013, Council approved an Early Learning and Childcare Policy that set out the number of Early Years Practitioners required in all settings to meet the adult child ratio requirements;

3.5. that permanent appointments would ensure continuity for the children and support workforce development; and

3.6. the proposal to increase the permanent establishment of Early Years Practitioners at the full time settings, in accordance with the policy, referred to at paragraph 3.4 above, the costs of which could be met from Scottish Government funding.

The Sub-committee resolved to RECOMMEND to the Council:

3.7. that six permanent posts of Early Years Practitioner, grade G6, be established to support provision of Early Learning and Childcare in full time settings, allocated as follows:

   3.7.1. Papdale Primary School – two posts;
   3.7.2. Dounby Primary School – one post;
   3.7.3. Stromness Primary School – one post;
   3.7.4. Glaitness School – one post; and
   3.7.5. St Andrews Primary School – one post.

4 EDUCATION, LEISURE AND HOUSING
REVIEW OF OUTDOOR EDUCATION SERVICE

RESOLVED, on the motion of the Vice Convener, seconded by Councillor R W Crichton, that, under section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting for this item on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 11 of Part I 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 Sport and Leisure Service Manager, the Sub-committee:-
Resolved to **RECOMMEND to the Council** what action should be taken with regard to staffing requirements within the Outdoor Education Service.

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.

### 5 CONCLUSION OF MEETING

At 2.30pm the Vice Convener declared the meeting concluded.

Signed: J Foubister