

**The Highland Council
Appeals and Disputes Committee**

Minute of Meeting of the **Corporate Resources Committee's Appeals and Disputes Committee** held in Council Headquarters, Inverness on **Friday 31 May 2024 at 10.00 a.m.**

PRESENT

Mr J Bruce

Mr D Louden

Mr M Baird

Mr P Oldham

Mr B Lobban

Officials in Attendance:-

Fiona Grant, Head of Education, Learning & Teaching (Management Side)

The Appellant

Appellant's support

Mrs L McGunnigle, HR Manager (Adviser to the Committee)

Mr A MacInnes, Senior Committee Officer, Performance & Governance (Clerk to the Committee)

Mr M Nixon, Committee Officer, Performance & Governance

BUSINESS

Mr D Louden in the Chair

1. Apologies

Apologies for absence were intimated on behalf of Mr R Gale, Mr D Millar, Mr C Munro, Mr J Finlayson and Mr S Mackie

2. Declarations of Interest/Transparency Statement

There were no declarations of interest.

3. Exclusion of the Public

The Committee **RESOLVED** that under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for this item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 7A of the Act.

4. Appeal Against Dismissal

There had been circulated a written statement of case prepared by the Management side, a written statement of case prepared by the Appellant's side and a copy of the appeals hearing procedure.

The Chair welcomed both parties and detailed the procedure for the Appeal Hearing.

In accordance with the appeals procedure, the management side presented their case. Thereafter, the appellant's side presented their case to the Committee.

Following questioning and after the appellant's side and management side had been offered the opportunity to sum up their case, both parties withdrew to allow the Committee to deliberate in private.

Having given careful consideration to the various issues raised, the Committee **AGREED** that the grounds of the appeal had not been substantiated and the appeal be not upheld. This decision was unanimous.

The Committee determined that given the pattern of behaviour evidenced, the appeal be not upheld.

The meeting ended at 1:30 p.m.

The Highland Council

Minutes of Meeting of the **Central Safety Committee** held in Committee Room 1, Council Headquarters, Glenurquhart Road, Inverness/remotely on Wednesday 12 June, 2024 at 2.00 pm.

Present:

Employer’s Representatives:

Mr R Gale
 Mr D Louden
 Mr C Munro
 Mr P Oldham

Staff Side Representatives:

Mr D Griffiths, GMB
 Mr A Bell, LNCT
 Ms M MacRae, RCN

In attendance:

Ms E Barrie (**EB**), Head of People, Resources & Finance Service
 Mrs A MacPherson (**AMacP**), Education & Learning, Health & Safety Wellbeing Co-ordinator
 Mr T Murdison (**TM**), Service Lead, Corporate Property Management, Housing & Property
 Mr I Kyle, (substitute) Health & Social Care, Health & Safety Wellbeing Co-ordinator
 Ms A Clark (substitute), Communities & Place, Health & Safety Wellbeing Co-ordinator
 Ms D Sutherland, Corporate Health & Safety Wellbeing Co-ordinator
 Ms N Wallace (substitute), Infrastructure & Environment Health & Safety Co-ordinator
 Ms D Ferguson, Ross, Skye & Lochaber Area
 Ms H Ross, Caithness, Sutherland & Easter Ross Area
 Mr R MacDonald, Energy Manager, Climate Change and Energy
 Mr A MacInnes, Senior Committee Officer, Performance & Governance Service

Mr D Louden in the Chair

Item No.	Subject/Decision	Action
1.	Apologies for Absence Apologies for absence were intimated on behalf of Mr B Lobban of the Employer’s Side and Mr I Macleman of the Staff Side.	
2.	Declarations of Interest/Transparency Statement There were no declarations of interest/transparency statements.	
3.	Minutes of Last Meeting There had been circulated for confirmation, Minutes of the last meeting of the Committee held on 27 March 2024, the terms of which were APPROVED .	

<p>4.</p>	<p>Matters Arising from the Minutes</p> <p>i <u>Automatic opening of glass doors, Chamber entrance, HQ</u> – thanks were extended to the Service Lead, Corporate Property Management for correcting the issue with these doors so that people could access and exit the premises in a secure and safe manner.</p> <p>ii <u>Portable Appliance Testing (PAT)</u> – two posts were to be recruited to carry out PAT testing and it was hoped that appointments would be made soon.</p> <p>iii <u>Solar Panels</u> – an update was provided on work to switch all solar panels back on and the project plan being developed around certification and an inspection regime to complete this work. Also, an additional project to provide solar panels to the Storr visitor centre, Isle of Skye was highlighted.</p> <p>In terms of health and safety arrangements associated with solar panels, contractors would require to carry out an assessment on how they would carry out the work safely. Contractors would be monitored to ensure that health and safety considerations were being taken into account.</p> <p>iv <u>EVOLVE</u> – a short-term working group had been established so expertise could be shared and the outcome from this would be shared with the Committee when available. A programme of training was in place for staff using the Evolve system.</p> <p>v <u>Woodwork machinery training</u> – a tender would shortly be issued to appoint a contractor to carry out this training.</p> <p>vi <u>Workplace inspection restart</u> – workplace inspections had been suspended since the start of the Covid pandemic. There was a significant shortage of trade union safety representatives within the Council and attempts were being made to recruit more. Therefore carrying out programmed workplace inspections was difficult at present. The Council were supportive of sending a communication encouraging staff to come forward to be health and safety representatives.</p> <p>vii <u>Balblair Depot</u> – an option appraisal was being developed to discuss with service users as to which option would suit their operational requirements best.</p> <p>viii <u>Reinforced Autoclaved Aerated Concrete (RAAC)</u> – surveys of both buildings with RAAC will continue quarterly until they are replaced. Any remedial works identified as part of the ongoing survey programme will be undertaken to ensure the buildings remain safe and available for use.</p>	<p>AMacP</p> <p>EB</p>
-----------	--	------------------------

	<p>ix <u>Recording of pupil/staff incidents</u> – an update on the number of incidents had been provided to trade unions</p> <p>x <u>Staff using their own power tools</u> – Officers in Housing had communicated to staff that they should not use their own power tools. Working with the procurement team, the service was standardising the tools being used. Where staff identify tool shortages, timescales for jobs to be completed would be adjusted to compensate for this, so that there was no additional pressure on staff.</p> <p>xi <u>RPOs</u> – it was advised that monthly reports were produced to identify sites without RPOs, currently around 30 across the estate. Where there was not an identified RPO, key activities were still being actioned across the majority of these sites. User forums were being established to help take forward RPO functions at some sites. Work on clarifying the RPO role and responsibilities was being undertaken.</p>	
<p>5.</p>	<p>Minutes of Area Health and Safety Groups and Service Trade Union Health and Safety Liaison Groups</p> <p>There had been circulated, for information, the Minutes of:-</p> <p>Area Health and Safety Groups</p> <p>(i) Ross, Skye and Lochaber – 22 May, 2024 (ii) Inverness, Nairn, Badenoch & Strathspey – 22 May, 2024 (iii) Caithness, Sutherland and Easter Ross – 16 May, 2024.</p> <p>Service Trade Union Health and Safety Liaison Groups</p> <p>(iv) Health & Social Care – 21 May, 2024 (v) Communities and Places – 18 April, 2024 (vi) Education – 16 May, 2024 (vii) Infrastructure & Environment – 17 May, 2024 (viii) Performance & Governance, Resources & Finance and Depute Chief Executive Services – 17 April, 2024.</p> <p>The Committee Noted the Area Health and Safety Groups and Service Trade Union Health and Safety Liaison Groups Minutes.</p> <p>Arising from the Minutes the following matters were raised:-</p> <p><u>Ross, Skye and Lochaber</u> – in relation to an issue at Spean Bridge Primary regarding the safety of a pupil with additional support needs, security improvements had been agreed and would be implemented over the summer period.</p> <p><u>Inverness, Nairn, Badenoch & Strathspey</u> – the issue of recording any concerns with employees showing signs of HAVS had been raised. The Occupational Health, Safety and Wellbeing Manager</p>	

<p>was taking this forward.</p> <p>Further, health surveillance was a statutory requirement. Checks on staff were required to ensure they were not getting strains or injuries from undertaking their work. This work was being carried out in conjunction with the new occupational health provider.</p> <p><u>Caithness, Sutherland & Easter Ross</u> – main issues arising from this meeting included the ordering of new velux blinds for Drummie; training on the use of the evacuation chair; and trying to encourage more trade union representatives to attend these meetings.</p> <p>It was noted that a fire alarm activation in the roof void in Pennyland school had not been responded to by the Scottish Fire and Rescue Services despite a 999 call. An explanation was still awaited for this and would be shared with the Committee once received. It was advised that the SFRS had a new policy of not responding to fire alarms in certain properties, unless a fire was confirmed to them. They argued that they received too many false alarms. However, the Committee were of the view that all fire alarm calls in schools should be attended by the SFRS.</p> <p>The Committee agreed that once an explanation had been received about this incident, the Chair would write to the SFRS expressing the Committee's dissatisfaction regarding them not responding to the fire alarm at Pennyland school and ask them to reconsider their policy on not responding to fire alarms in certain properties unless a fire had been confirmed.</p> <p><u>Health & Social Care</u> – the main issues raised at this meeting included the removal of nursing staff from Dochfour Drive huts had still to be completed; the process for violent incident recording had been shared with the staff side and work was ongoing on how best to use the information gathered from this process.</p> <p><u>Communities and Place</u> – It was highlighted that violent incidents in the Service were wide ranging from staff in front facing roles, staff working in the community and in service points. Incidents were recorded by the service with a view to capturing this information in the Assure system.</p> <p><u>Education</u> – It was highlighted that a survey of Head Teachers would be undertaken on the information contained on sharepoint site for risk assessments; all teachers would be responsible for the safety of their pupils if there was a fire or accident with other safety incidents being the responsibility of the Head Teacher; there had been a survey of Head Teachers regarding the reasons for out of hours call outs; the Council was working on the issue of drug and alcohol testing and there was a commitment to work with trade unions to address violence and aggression incidents in schools. The importance of risk assessments in dealing with violence and aggression in schools was highlighted.</p>	<p>TM</p> <p>Chair/TM</p>
---	---

	<p>A point was made that the assets in the Council’s built estate should be maintained to a good standard so that they last longer.</p> <p><u>Infrastructure & Environment</u> – It was highlighted that the Service was involved in a pilot project with the Health and Safety Executive on pothole repairs. The trial of Thermal road repair machine resulted in a significant reduction in HAVS.</p> <p>Further, there had been 2 accidents in the Service resulting from working at height and the Health and Safety team were working with the Service on any improvements that could be made. In terms of Block B, HQ and comfort levels for staff, a guidance note would be issued to staff on how the ventilation system works and actions that can be taken when temperatures in the Block B increase. Also, a user group had been established for Block B.</p>	
<p>6.</p>	<p>Update on Occupational Health, Safety and Wellbeing Issues and activities</p> <p>There had been circulated Report No. CSC/4/24 by the Assistant Chief Executive – Corporate which provided an update on fire, health, safety and wellbeing issues and developments. It reviewed activities arising from Health and Safety Executive interventions, activities of the Occupational, Health, Safety and Wellbeing team as well as proposed changes to strategies or policies.</p> <p>An update was provided on continuing efforts to recruit 2 vacancies for Health and Safety Advisors. Also, it was requested that the names of employees be added to the Occupational Health Safety and Wellbeing team structure and this be circulated to the Committee.</p> <p>The Committee NOTED the updated information on health, safety and wellbeing issues and developments contained in the report.</p>	<p>EB</p>
<p>7.</p>	<p>Update on Occupational Health (OH) and Employee Assistance Programme (EAP) Services</p> <p>There had been circulated Report No. CSC/5/24 by the Assistant Chief Executive - Corporate which provided an update on the occupational health service contract and the Employee Assistance Programme.</p> <p>The staff side were concerned about delays in health surveillance activity and assessing employees for HAVS. An update would be sought from the Occupational Health provider on this.</p> <p>There was work being undertaken on a joint procurement for occupational health services for all Scottish Local Authorities and an update on this would be provided in due course.</p>	<p>EB</p> <p>EB</p>

	<p>The Committee NOTED:-</p> <ul style="list-style-type: none"> i. the updated position in reference to the occupational health contract; and ii. the usage of the Employee Assistance Programme for the period January 2024 to March, 2024. 	
<p>8.</p>	<p>Property Related Health and Safety Issues</p> <p>There had been circulated Report No. CSC/6/24 by the Assistant Chief Executive - Place which provided an update on significant property-related health and safety concerns, any emerging future risks and new policy and procedures introduced.</p> <p>In particular, due to the impact of Avian flu on gull numbers, changes had been made to licensing requirements which meant it would be more challenging to obtain licences to control gulls. This may result in more issues with aggressive gulls at some Council sites.</p> <p>Further, permission had been granted to recruit a team of surveyors to audit the condition of the Councils estate. Also, the property team were liaising with colleagues across Services on proposals for emergency call facilities in public toilets across the estate.</p> <p>The Committee Noted the property related risks arising and overall progress being made in regard to improving and maintaining statutory compliance across the built estate.</p>	

The meeting concluded at 3.35 pm.

The Highland Council Staff Partnership Forum – Elected Members/Staff Side Group

Minutes of Meeting of The Highland Council Staff Partnership Forum held in Council Headquarters, Inverness on Wednesday 19 June 2024 at 3.00 p.m.

Present:

Employer’s Representatives:

Mr R Bremner	Mr D Fraser (remote)
Mr B Lobban (remote)	Mr D Louden
Mr J Finlayson	Mr G MacKenzie

Staff Side Representatives:

Mr J Gibson, UNISON	Ms L A MacAskill, GMB (remote)
Mr I Macleman,(UNITE/UCATT) (remote)	

In attendance:

Mr A Gunn, Assistant Chief Executive – Corporate
Ms K Lackie (**KL**), Assistant Chief Executive – People (remote)
Mr P Nevin, Interim ECO Performance & Governance
Ms E Barrie (**EB**), Head of People, Resources & Finance
Ms C Macklin, Head of Lifelong Learning and Gaelic Services
Mr B Porter, Head of Corporate Finance
Mr A Bell, EIS, Teachers’ Side (remote)
Ms J MacLennan, Joint Democratic Service Manager (remote)

Mr R Bremner in the Chair

SUBJECT/DECISION

ACTION

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr A Christie, Mrs G Campbell-Sinclair from the Employer’s Side, and Ms L Mackay and Ms M MacRae from the Staff Side.

2. Declarations of Interest/Transparency Statement

There were no declarations of interest/transparency statements.

3. Minutes of Last Meeting

There had been circulated the minutes of the last meeting of the Forum held on 8 February 2024, the terms of which were approved.

In relation to the Minutes it was confirmed that the Flexible Work Policy detailed that core hours were 10 am-12 noon and 2 pm-4pm.

4. Matters Arising from Minutes

Arising from the Minutes the following matters were raised:-

- i. Access to corporate systems – the Head of People explained that one meeting had been held with Trade Unions and another, for those who had been unable to attend would be organised, the date of which was to be confirmed. This would hopefully address issues and support staff to log onto My View.

EB

5. Service Trade Union Liaison Meetings

There had been circulated the following Service Trade Union Liaison Minutes of Meetings for information:-

- i. Health, Social Care and Wellbeing - 19 January & 3 May 2024;
- ii. Education – 18 March 2024;
- iii. Communities and Place – 18 April 2024;
- iv. Housing and Property – 28 February 2024;
- v. Infrastructure and Environment – 21 February & 17 May 2024; and
- vi. Performance & Governance/Resources & Finance/Depute CEX Services – 17 April 2024.

Arising from the Service Trade Union Liaison Minutes were as follows:-

- i. Update on Dochfour Huts - Occupational Health and the Welfare Teams were still using the huts but had been offered accommodation in Culduthel. The Health and Safety Care Team were still in situ. The Council was keen to empty these huts so that they could be demolished.
- ii. Aggressive and Violent Incidents in Schools – statistics showed that there had been 2798 physical incidents in school, as well as verbal attacks between January and May. 1600 of these had been on Pupil Support Assistants. There was concern that this figure was growing. It would be useful for an analysis to be carried out of data from other authorities to get a better understanding of the situation. This was a major piece of work being done by the LNCT but it was recognised this was an issue cross-service and there was also pan-Highland aspect. Following an incident, a debrief would take place but not always timeously, giving the impression to staff that nothing was happening. This would be reviewed at the next meeting.

KL/EB

6. Overview of Delivery Plan

The Assistant Chief Executive – Corporate gave a presentation on the Council's Delivery Plan which was hoped would ensure savings of £54.6m and ensure £100m investment over the next 3 years. There were six portfolios in the Delivery Plan to take forward changes to

deliver these savings. The portfolios were divided between the three Assistant Chief Executives, the details of which were outlined. An indication of what success would look like for each portfolio was provided but it was recognised there was a lot of work to be done in a short period of time.

There would be staff opportunities. A range of posts lasting 12-14 months would be created, providing learning opportunities. Some of these posts would be secondments but funding would be in place to backfill were necessary.

The proposals regarding Digital Schools would need careful management at a local level. Investment would be required in order to have more teachers in place. There was little governing this and there were questions such as who would be supervising pupils and if there be different line managers. It was hoped further discussions could take place.

It was explained that this would be an option for teachers to take up, but it could attract teachers for subjects which were not run of the mill – such as media. Face-to-face teaching would always be the preference, but some students might also prefer online. However, the points raised were important and an undertaking was given of a meeting before the next Staff Partnership and that what had been developed so far would be shared with the Trade Union Side.

KL

The meeting was concluded at 4.15 pm.

i Access to corporate systems. A further meeting was to have been arranged with trade union representatives unable to attend first meeting. Due to absences this meeting had still to be arranged. A date for the meeting would be arranged as soon as possible. *Post meeting note: meeting date arranged for 10 September to explain how staff access Myview on their own devices.*

ii Aggressive and Violent incidents in Schools. A meeting had been arranged next week with trade unions on this issue. It was proposed to engage with both teaching and non teaching staff in terms of the support they require. The Council had changed its reporting system to make it easier to report incidents, which would provide a greater understanding of the types of incidents staff were facing. Also, there has been a recent Scottish Government announcement on their approach to promoting positive behaviour in schools and this would be a key part in discussions.

iii Digital Schools – a meeting with trade unions was to be arranged on what had been developed so far. The initiative was intended to address issues with recruiting staff to teach certain subjects, particularly in small rural schools. A Digital school would provide more curriculum choice for pupils and would provide the opportunity for some teachers to increase their hours by teaching in other schools, on a voluntary basis. It was highlighted that the Virtual Academy had been in place for some time to help pupils engage with education, so the principle of virtual learning was an accepted and established approach in Highland.

5. Service Trade Union Liaison Meetings

There was circulated the following Service Trade Union Liaison Minutes of Meetings for information:-

- i. Health, Social Care and Wellbeing – 26 July, 2024
- ii. Education – 17 June, 2024
- iii. Corporate – 20 June, 2024

Arising from the minutes the following matters were raised:-

Health, Social Care and Wellbeing minute

i Single Care Model Pathfinder - This was a Scottish Government initiative aimed at providing activities for both children and adults in the same premises. There was a need for trade unions to be involved and contact would be made with them to join the group.

ii Dochfour Drive huts – priority was to move staff from these premises into Council Headquarters. Accommodation had been identified and would be made fit for purpose before staff were relocated.

6. Workforce for the Future

An update on the workforce for the future initiative was provided. This consisted of two workstreams, Industry engagement and job opportunities, and secondly, career employment pathways and employability support. The first workstream aimed to develop our own workforce within the Council, such as for example in social care, planning, regulatory services where there was an ageing workforce and challenges in recruitment. This would be linked in with schools to ensure the curriculum was in line with where the authority's skills gaps were. There would also be engagement with industry in Highland to understand where their skill gaps were and what they could do, for example, in terms of creating modern apprenticeships. The intention was to encourage businesses to invest and grow their business in Highland.

The second workstream aimed to understand what could be offered in schools for pupils to reach their potential for future employment and positive destinations. The digital school would be part of this. Trade union representatives were invited to be involved in Workforce for the Future workstreams.

It was queried if the workstreams would include the availability of housing given the challenges, for example, in filling vacancies in health and social care and whether the NHS would be involved. It was confirmed that the 3rd sector and public sector career employment pathways would involve the NHS. Whilst housing was outwith the scope of the Portfolio, it had been identified as a key interdependency. There was to be a Highland Housing Challenge conference held later in the year and this would include looking at models of housing opportunities linked to employment. Reference was also made to the Councils housing related policies, such as second homes additional council tax charge, which aimed to bring more houses back onto the market.

The Forum **noted** the update on the workforce for the future.

7. HR, Payroll & Pension Systems (HR, P&P) Project

It was highlighted that the revised Finance system was now operational and the work of the team involved in the project was commended. The HR system had been paused temporarily, pending a review by an independent organisation. This review should be concluded by the end of 2024 and thereafter the outcome would be considered and would inform what would be the best HR system for the Council. There were regular updates on the Finance and HR systems to the Corporate Resources Committee. Work on the new pension, payroll system was also progressing.

The Staff Side noted there had been a proposal to move the pay date for staff currently paid on the middle of the month to the end of the month and an update was sought. It was explained that there had been a proposal to rationalise payrolls, but there had been an issue with universal credit and moving staff to be paid at the end of the month may temporarily impact on staff who are in receipt of universal credit payment. This proposal had therefore been withdrawn.

The Forum **noted** the position on the HR, Payroll & Pensions systems project.

8. National Care Services

An update was provided in relation to the National Care Service Bill that was currently proceeding through the Scottish Parliament and some significant amendments to it had been made by the Scottish Government at Stage 2. The Council would respond to the consultation on these amendments and were keen to engage with trade unions on this. The amendments would mean substantial changes to the Council's model of integration and external expertise had been commissioned to help understand the implications for the Partnership of moving away from the Lead Agency Model, particularly in terms of governance, staffing, and budgets.

The Forum **noted** the position.

9. Migrant Staff and Service Users

In terms of the recent demonstrations and civil unrest against migrants in the south of the UK, the issue of what Councils were doing to support staff who may be confronted in their duties had been considered. There had been no reports of such incidents by Service Managers or the Police. There would be promotion of the training on discrimination for awareness purposes and to remind staff to report incidents.

In response to a query from the Staff Side, it was advised that if there were incidents these would be responded to appropriately through partnership working with Police Scotland.

The Forum **noted** the position.

The meeting was concluded at 2.45 pm.

**The Highland Council
Non-Domestic Rates Appeals Committee**

Minute of Meeting of the **Non-Domestic Rates Appeals Committee** held in Council Headquarters, Inverness on Friday 23 August, 2024 at 10.10 a.m.

Present:

Mr S Kennedy

Mr D Louden

Mr C Munro (remote)

Mr P Oldham (substitute)

Ms T Robertson

In Attendance:

Mr M Whillans, Solicitor (Litigation & Advice), Performance & Governance Service (Adviser to the Committee)

Mr G Munro, Revenues Manager, Resources & Finance (Revenue's Side)

Ms O Khusainova, Solicitor, Resources & Finance (Revenue's Side)

Ms R Wheeler, Principal Revenues Officer, Resources & Finance (Revenue's Side)
The Appellant

Mr A MacInnes, Senior Committee Officer, Performance & Governance (Clerk to the Committee)

Ms G MacPherson, Committee Officer, Performance & Governance

Mr D Louden in the Chair

1. Apologies for Absence

An apology for absence was intimated on behalf of Mr G MacKenzie.

2. Declarations of Interest/Transparency Statement

There were no declarations of interest/transparency statements.

3. Exclusion of the Public

The Committee **RESOLVED** that under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for this item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A of the Act.

4. Non Domestic Rates Appeal – Rating Liability

There had been circulated a written Statement of Case prepared by the Revenue's Side, a written Statement of Case prepared by the Appellant and a copy of the Code of Practice for Non-Domestic Rates Appeals.

The Chairman welcomed both parties to the Hearing.

In accordance with the Code of Practice, the Revenue's Side presented their case to the Committee. Thereafter, the Appellant presented his case, during which 6

witnesses were called and heard.

Following questioning and after the Revenue's Side, and the Appellant, had summed up their respective cases, both parties withdrew to allow the Committee to deliberate in private.

Following consideration, the Committee agreed that the grounds of the appeal had not been substantiated and the appeal be not upheld. The Committee determined that the property was not being used for the purpose as stated on the valuation roll and no attempt had been made for a change in use.

The meeting ended at 4.30pm.

**Highland Council
Corporate Resources Committee**

Minutes of Meeting of the **Employment Release Sub-Committee** held remotely on Tuesday 27 August 2024 at 4.15 p.m.

PRESENT

Mr J Bruce
Mr R Gale
Mr D Louden

Mr P Oldham
Mr D Millar

Officials in attendance

Ms A MacPherson, Head of Resources, People Service
Ms F Smith, Senior HR Officer, Corporate Service
Mr A MacInnes, Senior Committee Officer, Corporate Service

Mr D Louden in the Chair

1. Apologies for Absence

An apology for absence was intimated on behalf of Mr J Finlayson.

2. Declarations of Interest/Transparency Statement

There were no declarations of interest.

3. Exclusion of the Public

The Sub-Committee **RESOLVED** that under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting on the grounds that the matter for discussion involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 7A of the Act.

4. Applications for Employment Release

There had been circulated to Members only:-

- i. Employment Release applications from the Education Service;
- ii. a copy of the Employment Release Scheme; and
- iii. an explanatory note of the calculations involved in determining the financial implications of applications for employment release.

It was highlighted that the service worked closely with HR and the Trade Unions to agree the selection criteria and the redeployment and redundancy process. Consultation meetings had taken place with the applicants and they had been provided with a copy of their redundancy figures and had been advised to seek independent financial advice. Redeployment opportunities had been considered but not successful to date and would remain open until the applicants proposed leaving dates.

Following consideration, the Sub-Committee **AGREED** that the undernoted applications be granted Employment Release on the following grounds: Criteria 1- on the grounds of redundancy; Criteria 2 (iv) – to effect financial savings.

<u>Pension Scheme/Payroll Reference No.</u>	<u>Leaving Date</u>	<u>Criteria</u>
38059660	30/08/24	Categories 1 and 2(iv) of the Employment Release Scheme
58707	30/08/24	Categories 1 and 2(iv) of the Employment Release Scheme

The meeting ended at 4.27 p.m.