

ANGUS COUNCIL

At a MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in The Town and County Hall, Forfar on Wednesday 28 February 1996 at 5.30pm.

Present: Councillors ROB MURRAY, WILLIAM MIDDLETON, GEORGE ALLAN, JOHN GIBB, IAN HUDGHTON, ALEX KING, Mrs RENATE LAMONT, GLENNIS MIDDLETON, BRIAN MILNE, STEWART MOWATT, Mrs KATHLEEN RITCHIE, RICHARD SPEIRS and THOMAS I N YOUNG.

Councillor ROB MURRAY, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of the meeting of this Committee of 22 November 1995 was approved as a correct record and signed by the Convener.

PERSONNEL

2. MATCHING INDIVIDUALS TO POSTS IN THE NEW COUNCILS - APPEALS PROCEDURE

With reference to Article 3 of the minute of the meeting of the Personnel and Property Services Committee of 22 November 1995, there was submitted Report No AC82/96 by the Director of Personnel regarding the Council's arrangements for considering formal appeals against the matching process, and detailing the procedure for appeals which went beyond the level of Angus Council, which was in accordance with Circular 1/96 as issued by the Local Government Staff Commission (Scotland).

The Committee noted the appeal arrangements introduced by the Staff Commission which would be followed should an employee be dissatisfied with the outcome of the Council's appeals machinery and agreed that the Director of Personnel, accompanied by the appropriate Chief Officer, present the Council's case at any appeal hearing.

3. DEPARTMENTAL STRUCTURES

(a) Grades

With reference to Article 4 of the minute of the meeting of Angus Council of 6 December 1995 when staffing structures had been approved for all departments of the Council, there was submitted Report No AC84/96 by the Director of Personnel recommending that proposals be prepared in respect of technical and professional trainee grades. The Report also advised of the principles involved in determining the grades of other APT&C posts within the departments' staffing structures and recommended that these principles continue to apply in the determination of grades within the Council.

The Committee agreed:-

- (1) that the Director of Personnel be instructed to prepare proposals in respect of grades for technical posts and grades for posts of professional trainee; and
- (2) that the principles as outlined in the Appendix to the Report be used in determining the grades of other APT&C posts.

(b) Minor Amendments

With reference to Article 4 of the minute of the meeting of Angus Council of 6 December 1995 when the Council approved staffing structures for all departments of the Council, there was submitted Report No AC87/96 by the Director of Personnel outlining minor amendments to the original staffing establishments of the Education, Property, Recreation Services, Roads, Social Work and Law and Administration Departments.

The Committee noted the terms of the Report and approved the amendments to department establishments as outlined in the Appendix to the Report.

4. LOCAL GOVERNMENT (COMPENSATION FOR REDUCTION OF REMUNERATION ON REORGANISATION) (SCOTLAND) REGULATIONS 1995

There was submitted Report No AC85/96 by the Director of Personnel advising of the terms of the Local Government (Compensation for Reduction of Remuneration on Reorganisation) (Scotland) Regulations 1995 which provided for the payment of "detriment compensation" to eligible employees who suffered a loss of remuneration arising from local government reorganisation.

The Report contained a brief explanation of the Regulations from an Angus Council perspective and concluded that the "Detriment Compensation Regulations" clarified the circumstances under which detriment compensation was payable to employees and where so applicable, gave guidance to the Council on how to calculate the amount of compensation. Application of these regulations would ensure that compensation would be made to those employees who suffered a loss of remuneration arising from the reorganisation of local government.

The Committee noted the terms of the Report for its interest.

5. DISABILITY DISCRIMINATION ACT 1995 - CONSULTATION ON EMPLOYMENT CODE OF PRACTICE AND GUIDANCE ON DEFINITION OF DISABILITY AND RELATED REGULATIONS

There was submitted Report No AC86/96 by the Director of Personnel advising that the Disability Discrimination Act 1995 contained provisions which made discrimination against disabled people unlawful. These provisions covered employment, access to goods, facilities and services and premises, and other provisions related to education and public transport.

The Act was a form of legislative skeleton to be fleshed out where appropriate by codes of practice, guidance and regulations. Such documents in respect of the employment provisions had now been published in draft form and the government was consulting on these draft documents. COSLA was co-ordinating a response on behalf of Scottish Authorities.

The Report gave a general overview of the Act, gave details of the draft employment code of practice, guidance and regulations and incorporated a suggested response on behalf of the Council.

The Committee approved the terms of the Report and agreed:-

- (1) to note the terms of the Disability Discrimination Act 1995;
- (2) to note the terms of the Draft Employment Code of Practice and Draft Guidance on Matters to be Taken into Account in the Definition of Disability and to instruct the Director of Personnel to respond to COSLA on these documents in accordance with the terms outlined in the Report; and
- (3) to instruct the Director of Personnel to respond to COSLA on the proposed related Regulations, in accordance with the terms outlined in the Report.

6. TIME OFF FOR PUBLIC DUTIES

There was submitted Report No AC99/96 by the Director of Personnel summarising the legal requirement to allow employees time off to undertake public duties as defined by the Employment Protection (Consolidation) Act 1978 and the Local Government and Housing Act 1989.

The Committee approved the terms of the Report and agreed:-

- (1) to note the requirement of the Employment Protection (Consolidation) Act 1978 and the Local Government and Housing Act 1989 in respect of time off for public duties; and

- (2) to instruct Chief Officers to grant a reasonable amount of time off for the performance of public duties as defined by legislation, including paid leave of absence to undertake duties as a member of another local authority up to a maximum of 208 hours in any financial year, with a record of authorised leave being maintained within departments.

7. PUBLIC HOLIDAYS

There was submitted Report No AC118/96 by the Director of Personnel advising on the outcome of discussions with the Trade Unions on public holidays to be observed by employees of Angus Council.

Both Angus District Council and Tayside Regional Council had recognised 12 public holidays, and following discussions with the Trade Unions on harmonisation of public holidays to be taken by Angus Council employees, it was proposed that the following dates be set, namely 8 April, 6 May, 30 September, 25/26 December, 1/2 January with the remaining five days to be determined by the Council. The Trade Unions had rejected the proposal to convert the remaining days into annual leave and put forward an alternative proposal which had not been clarified.

Following discussion, the Committee agreed:-

- (1) that the public holiday dates in 1996/97 to be observed by Council employees should be as set out in the Report;
- (2) that the decision on the remaining 5 days, which should be at or around the Christmas holidays, be taken by the Council at a later date; and
- (3) to instruct the Director of Personnel to continue discussions with the Trade Unions on the possibility of fixing the number of public holidays to be observed in future years with the remaining balance to be allocated for defined flexible use.

8. EXCESS TRAVEL EXPENSES

There was submitted Report No AC63/96 by the Director of Personnel outlining proposals to reimburse excess travelling expenses incurred by employees transferring to Angus Council whose place of employment was changed as a result of the transfer. The Report also proposed that these arrangements applied to future restructuring within Angus Council which would result in an employee's place of work being changed by the Council.

The Committee noted and approved the terms of the Report.

9. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved that the public and press be excluded during consideration of the following items so as to avoid the possible disclosure of exempt information, as defined in (a) paragraph 6 and (b) paragraphs 6, 8 and 10 of Part 1 of Schedule 7A to the 1973 Act.

10. PHOTOCOPYING CONTRACT

There was submitted Report No AC83/96 by the Director of Personnel making recommendations arising from a review of the current photocopying contract between Tayside Regional Council and Rank Xerox (UK) Limited.

The Committee noted the extension of the photocopying contract with Rank Xerox (UK) Limited for the period from 1 April 1996 - 30 September 1996 and agreed to the participation in a composite photocopying contract along with Dundee City Council, Perth and Kinross Council and other qualifying bodies such as the Police, Fire Services and Colleges, with Dundee City Council acting as "Co-ordinating Authority" in any negotiations with contractors.

11. ANGUS COUNCIL - OFFICE ACCOMMODATION

There was submitted Report No AC88/96 by the Director of Property Services regarding the interim arrangements in respect of Angus Council office accommodation.

The Committee noted the terms of the Report, and instructed the Director of Property Services to secure the leasing of offices at Station Road, Forfar and 9 Castle Street, Forfar on the best possible terms, for use as decant offices pending the availability of offices at St James House, Forfar and Bruce House, Arbroath, on the basis that the costs be contained within the budget allocation set aside for the occupation of Tayside House by Angus Council after 1 April 1996.