

ANGUS COUNCIL

MINUTE of FIRST MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in The Town and County Hall, Forfar on Wednesday 6 September 1995 at 5.30 pm.

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

Apologies: Apologies for absence were intimated on behalf of Councillors ALEX KING, BRIAN MILNE and Mrs KATHLEEN RITCHIE.

Prior to consideration of the business, the Convener welcomed all those attending this, the first meeting of Angus Council's Personnel and Property Services Committee and introduced the two Heads of Service in the Personnel Department who had recently been appointed.

1. MEMBERSHIP

There was submitted and noted a list of the members of the Personnel and Property Services Committee.

2. PRIORITY PERSONNEL ISSUES TO BE ADDRESSED BY 5 APRIL 1996

There was submitted Report No AC64/95 by the Director of Personnel setting out three major areas in which decisions would be required in the near future or by 1 April 1996.

In relation to the transfer of staff to Angus Council from Angus District Council, Tayside Regional Council and Dundee District Council, it was noted that transfer lists had been received and a decision was required prior to 15 November on whether all those on the transfer list could be accepted into the new authority.

In relation to the different terms and conditions of service of those who would become employees of Angus Council, it was noted that a Working Group had been established to examine, and thereafter make recommendations on issues such as hours of work, flexitime, etc.

The third area was the various personnel policies and procedures which would require to be agreed and a number of the significant ones were listed in the Report.

The Committee noted the various issues which would require to be addressed prior to 1 April 1996 and instructed the Director of Personnel to bring forward proposals for consideration.

3. NATIONAL AGREEMENTS AND RECOGNITION OF TRADE UNIONS

There was submitted Report No AC65/95 by the Director of Personnel on the existence of National Agreements in relation to pay and conditions of service of local government staff. The Report also referred to the circumstances in which Local Agreements supplemented these National Agreements.

The Report also outlined the role of "recognised" trade unions in negotiations and employee relations.

The Committee agreed:-

- (i) that for the purpose of determining the terms and conditions of employment of all categories of its employees, the Council adhere to the terms of the relevant National Agreements, as detailed in the Appendix to the Report, as supplemented, where appropriate, by local negotiations; and
- (ii) that, for the purposes of conducting employee relations, the Council recognise only those trade unions where were signatories to the relevant National Agreement.

4. EQUAL OPPORTUNITIES IN EMPLOYMENT

There was submitted Report No AC66/95 inviting the Committee to adopt an "Equal Opportunities in Employment Statement of Intent", pending a further report outlining a proposed equal opportunities policy.

The Committee agreed:-

- (i) that the following "Equal Opportunities in Employment Statement of Intent" be adopted meantime pending approval of an equal opportunities policy; and

"Angus Council supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability. To this end the Council believes that it should adopt and promote personnel policies which are in the best interests of the community of Angus Council and which:-

- *make the best possible use of our existing and potential workforce;*
- *to avoid unlawful or unfair discrimination;*
- *improve employment practices; and*
- *attract, develop and retain good quality staff".*

- (ii) *that the Director of Personnel submit a report outlining a proposed equal opportunities policy taking into account the issues of sexual orientation, age and religion.*

5. NJC EQUAL OPPORTUNITIES GUIDE

There was submitted Report No AC670/95 by the Director of Personnel setting out three questions proposed in connection with the development, by the National Joint Councils for APT&C and Manual Workers, of an Equal Opportunities Guide for the benefit of local authorities in furthering equal opportunities. A suggested draft response to the three questions was also appended to the Report.

The Committee agreed:-

- (i) that the draft response be approved and forwarded to COSLA as representing Angus Council's views; and
- (ii) that, in due course, consideration be given to assisting disabled people with applications for employment through the use of transcription and recording facilities.

6. LOCAL GOVERNMENT (COMPENSATION FOR REDUNDANCY OR PREMATURE RETIREMENT ON REORGANISATION) (SCOTLAND) REGULATIONS 1995

There was submitted Report No AC68/95 by the Director of Personnel advising the Committee that both Tayside Regional Council and Angus District Council had adopted the above Regulations where an employee was released prior to 31 March 1996 as a direct result of local government reorganisation and suggesting that Angus Council also adopt the Regulation.

In order to provide a similar scheme for the release of a limited number of staff after 1 April 1996, the Committee agreed:-

- (i) to note that it was mandatory under the 1995 Regulations to make the compensation payments (specified in Appendix 1 to the Report) for employees aged 19-49 or aged 50 with less than two years service where an employee was made redundant or released in the interests of the efficient exercise of the authority's functions as a result of local government reorganisation;
- (ii) to pay the higher tariff (Appendix 3 to the Report) (up to a maximum of 66 weeks) for those employees aged 50 years with more than two years service made redundant or

released in the interests of the efficient exercise of the authority's functions as a direct result of local government reorganisation after 1 April 1996; and

- (iii) to allow employees to chose whether they wished to be awarded added years under the 1979 Superannuation Regulations or receive compensation where they were released under the 1995 Regulations.

**7. LOCAL GOVERNMENT REORGANISATION -
PERMANENT APPOINTMENTS BY EXISTING COUNCILS**

There was submitted Report No AC69/95 by the Director of Personnel highlighting that, whilst the majority of staff vacancies in Angus District Council and Tayside Regional Council were now being filled on a temporary basis, in rare instances there was a requirement to appoint on a permanent basis and that in such cases consultation would take place with Angus Council who would inherit such permanent appointed staff.

The Committee agreed that the Chief Executive, Director of Personnel, Director of Finance and the Departmental Director consider requests by an existing Council to appoint on a permanent basis and clear such appointments as appropriate.

**8. LOCAL GOVERNMENT STAFF COMMISSION (SCOTLAND) CIRCULAR 8/95 APPEALS
MACHINERY**

There was submitted and noted the Staff Commission's Circular No 8/95 on the arrangements to be made for resolving grievances and appeals by individual employees arising from the reorganisation of local government in Scotland.