

ANGUS COUNCIL

MINUTE of MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in The Town and County Hall, Forfar on Wednesday 20 March 1996 at 5.30pm.

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

Apologies: Apologies for absence were received from Councillors IAN HUDGHTON and Mrs KATHLEEN RITCHIE.

Councillor ROB MURRAY, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of the meeting of this Committee of 28 February 1996 was submitted and approved as a correct record and signed by the Convener.

2. HEALTH AND SAFETY POLICY

There was submitted Report No AC89/96 by the Director of Personnel on the need for effective health and safety management, the allocation of responsibility for safety and proposing a review of existing safety arrangements. Attached to the Report was a General Statement of Health and Safety Policy which was recommended for adoption by the Council, and which was intended to continue and develop the best of the approaches taken by the predecessor authorities and to take account of advice by COSLA in this regard.

The Committee agreed:-

- (i) to approve the terms of the Report and the adoption by the Council of the General Statement of Health and Safety Policy shown at Appendix I to the Report; and
- (ii) to instruct all Chief Officers to undertake, in consultation with the Director of Personnel, an audit of existing health and safety provision within their Departments to establish the extent to which current practice met the objectives of the policy.

3. RECRUITMENT POLICY

There was submitted Report No AC160/96 by the Director of Personnel outlining a general statement of recruitment policy and principles to underpin the Council's recruitment and selection practices. Attached to the Report was a copy of the personnel practice guides from COSLA relating to appointment and recruitment procedures, and it was noted that a COSLA Code on Staffing Appointments was being prepared.

The Committee noted and approved the terms of the Report and agreed the adoption by the Council of the General Statement of Recruitment Policy contained therein.

4. EMPLOYMENT DISABILITY UNIT

There was submitted Report No AC1616 by the Director of Personnel detailing the work currently carried out by the Employment Disability Unit of Tayside Regional Council and advocating its retention as a Unit following reorganisation through partnership between Angus, Perth and Kinross and Dundee City Councils.

The Committee agreed that:-

- (i) the Employment Disability Unit remain as an entity following reorganisation with staff continuing at their present locations in Arbroath, Perth and Dundee;
- (ii) Angus Council enter into partnership with Dundee City and Perth and Kinross Councils to enable the Unit to maintain its efficient operation;

- (iii) Dundee City Council act as a Lead Authority for the Employment Disability Unit with all permanent staff of the Unit being transferred to and managed by Dundee City Council's Personnel and Management Services Department;
- (iv) the Director of Personnel be authorised to liaise with the Chief Officers from Perth and Kinross and Dundee City Councils to develop "heads of agreement" for finalisation by the legal departments; and
- (v) the sum of £55,000 from the disaggregated budget be allocated to support the central co-ordination of the Unit and the delivery of an effective service to unemployed people with disabilities in Angus.

5. PERSONNEL SUB-COMMITTEES

There was submitted Report No AC1626 by the Director of Personnel proposing the establishment of Sub-Committees of the Personnel and Property Services Committee to undertake personnel business under delegated authority.

The Committee agreed:-

- (i) that the Sub-Committees detailed in (ii) below be established and that authority be delegated to them for the purpose of dealing with personnel matters as defined in the Report; and

- (ii) that the following membership of the Sub-Committees be agreed:-

Appeals - Convener and Vice-Convener of the Personnel and Property Services Committee and one member of an opposition group (or their nominated substitutes)

Sounding Board - Leader of the Administration, Convener and Vice-Convener of the Personnel and Property Services Committee, Convener and Vice-Convener of the Finance and Information Technology Committee and one member of an opposition group (or their nominated substitutes).