

## ANGUS COUNCIL

MINUTE of MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 3 December 2002 at 4.00 pm.

**Present:** Councillors BILL MIDDLETON, RON SCRIMGEOUR, ALEX KING, The Hon R J LESLIE MELVILLE, IAN MACKINTOSH, GLENNIS MIDDLETON, BRIAN MILNE, PETER MURPHY, ROB MURRAY, PETER NIELD, HELEN OSWALD, BILL ROBERTON and DAVID SELFRIDGE.

Councillor BILL MIDDLETON, Convener, in the Chair.

### 1. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2) that the public and press be excluded during consideration of items 2 - 3 below, so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 1, 6, 8 and 9.

### 2. ESTABLISHMENT CHANGES - CURRENT COMMITTEE CYCLE

With reference to Article 5 of the minute of meeting of this Committee of 22 October 2002, there was submitted [Report No 1415/02](#) by the Chief Executive summarising the changes to establishments of the Social Work, Education, Leisure Services, Housing and Chief Executive's departments, as noted by Service Committees during the current Committee cycle and the proposed change in the establishment of the Finance department.

The Committee, for its interest, agreed to approve the changes to the establishments of these departments, as detailed in the Report.

### 3. CHRISTMAS LIGHTING

With reference to Article 10 of the minute of meeting of the Roads Committee of 28 November 2002, there was submitted [Joint Report No 1412/02](#) by the Director of Roads and the Director of Property Services outlining new joint working arrangements between the Property Services and Roads departments for the provision of the Christmas Lighting Service for Angus, and seeking homologation of an urgent property renewal commissioned, under delegated authority, to the Christmas lighting support systems in the various Burghs, financed from supplementary funding from the Property Renewal and Repairs Fund, at a total cost of £30,000.

The Committee, for its interest, agreed to homologate the provision of £30,000 from the Property Renewal and Repairs Fund in the financial year 2002/2003 for the execution of the Christmas Lighting Support system inspection and renewal in the various Burghs, as detailed in the Report.

### 4. MINUTES

#### (a) Previous Meeting

The minute of meeting of this Committee of 22 October 2002 was approved as a correct record and signed by the Convener.

#### (b) Executive Sub-Committee

The [minute of meeting of the Executive Sub-Committee of 12 November 2002](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX 1**).

## 5. 2003/2004 REVENUE BUDGET

There was submitted [Report No 1416/02](#) by the Director of Finance advising the Committee of the latest position with regard to the preparation of the Personnel (including Training Services) and Property Services (including Local Offices) departmental 2003/04 revenue budgets and associated issues. Appended to the Report were summaries of the department provisional base budgets for 2003/04 as submitted to, and subsequently reviewed by, the Director of Finance.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the budget process; and
- (ii) to note that more detailed Reports with specific recommendations would be brought forward later in the budget cycle.

## 6. 2002/2006 FINANCIAL PLAN AND 2003/2004 CAPITAL BUDGET

There was submitted [Report No 1417/02](#) by the Director of Finance advising the Committee of the latest position with regard to the preparation of the 2002/2006 Financial Plan (incorporating the 2003/2004 capital budget) for the Property Services department, together with the departmental Financial Plan submissions for 2002/2006, as returned to the Director of Finance, and subsequently reviewed by the Capital Budget Sub-Group.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the Financial Plan process; and
- (ii) to note that more detailed Reports with specific recommendations would be brought forward later in the Financial Plan cycle.

## 7. HARD ARM VIBRATION SYNDROME

With reference to Article 6 of the minute of meeting of the Contract Services Committee of 19 November 2002, there was submitted [Report No 1344/02](#) by the Contract Services Manager advising members of the on-going progress in assessing and minimising the risk of Hand Arm Vibration Syndrome to Contract Services and Leisure Services employees.

The Committee, for its interest, agreed to note and approve the contents of the Report.

## 8. SICKNESS ABSENCE

### (a) April - June 2002

With reference to Article 11 of the minute of meeting of this Committee of 3 September 2002, there was submitted [Report No 1418/02](#) by the Chief Executive advising the Committee of the level of sickness absence within the Council during the period 1 April to 30 June 2002.

The Report summarised information which had been submitted by departments on a quarterly basis and analysis of the absence data compared favourably with national figures.

The Committee agreed to note the contents of the Report.

### (b) Annual Report 2001-2002

With reference to Article 5(a) of the minute of meeting of this Committee of 16 October 2001, there was submitted [Report No 1419/02](#) by the Chief Executive advising the Committee of the level of sickness absence within the Council during the financial year 2001/2002.

The Report summarised information which had been submitted to the Committee on a quarterly basis and analysed the absence data for the Council in respect of 2001/2002 which showed a slight overall increase in the number of working days lost due to sickness, compared with 2000/2001, but still compared favourably with national figures.

The Report indicated that an analysis of the top five causes of absence within the Council, which accounted for nearly 54% of all absences, were stress related, respiratory/heart problems, colds/flu, back pain and stomach disorders, which was not dissimilar to various national studies.

The Committee agreed to note the contents of the Report.

## **9. DATA PROTECTION ACT 1998 - EMPLOYMENT PRACTICES ISSUES**

There was submitted [Report No 1420/02](#) by the Chief Executive advising members of the measures which required to be taken to ensure that the Council complied with the general implications of the Data Protection Act 1998 for employment practices and in particular with the requirements of the Employment Practices Data Protection Code.

The Report indicated that only a few changes to existing arrangements appeared to be required, as the Council already had a series of well developed policies and procedures.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to designate the Personnel Services Manager as the officer responsible for ensuring employment practices and procedures within the Council complied with the Data Protection Act 1998;
- (iii) to note the changes which required to be made to the Council's Job Application forms as outlined in Section 3 of the Report, to be effective by 31 March 2003, at the latest; and
- (iv) to continue the Council's current practice in respect of obtaining information about an applicant's criminal convictions in respect of jobs for which a Standard or Enhanced Disclosure was not required from Disclosure Scotland.

## **10. EMPLOYEE ATTITUDE SURVEY 2002**

With reference to Article 14 of the minute of meeting of this Committee of 1 September 1998, there was submitted [Report No 1421/02](#) by the Chief Executive outlining the findings of the Employee Attitude Survey undertaken earlier this year and advising of a Corporate Action Plan which had been devised to address issues arising from the survey. Attached to the Report was a comprehensive Report on the whole Council Survey findings which included several positive messages and a few areas requiring attention.

The Committee agreed to note and approve the contents of the Report.

## **11. PERSONNEL SERVICES: TRAINING SERVICES - PROGRESS REPORT**

With reference to Article 15 of the minute of meeting of this Committee of 18 June 2002, there was submitted [Report No 1422/02](#) by the Chief Executive describing the activities of the Training Services Section of Personnel Services during the period 1 April to 30 September 2002.

The Report detailed the training which had been undertaken in respect of:-

- Skillseekers
- New Deal 18-24 - Environment Task Force

- New Deal 25+
- Training for Work
- IT Training
- IT and Customer Service

The Committee agreed to note the contents of the Report.

**12. CHIEF EXECUTIVE'S DEPARTMENT SERVICE PLAN: PERSONNEL SERVICES - PROGRESS REPORT**

With reference to Article 14 of the minute of meeting of this Committee of 18 June 2002, there was submitted [Report No 1423/02](#) by the Chief Executive advising the Committee of progress made by Personnel Services in actioning the Priority Objectives for 2002/2003 as outlined in the Chief Executive's Department Service Plan.

The progress update for each of the priority objectives was appended to the Report in respect of the undernoted areas:-

- Personnel and Employee Relations
- Employee Development
- Safety
- Training Services

The Committee agreed to note the contents of the Report.

**13. PROPERTY SERVICES DEPARTMENT - PROGRESS REPORTS**

**(a) Property Maintenance Progress Report 2002-2003**

With reference to Article 16(a) of the minute of meeting of this Committee of 3 September 2002, there was submitted [Report No 1424/02](#) by the Director of Property Services setting out the current status of expenditure on the maintenance of non-housing properties as at 30 September 2002.

The Committee agreed to note the contents of the Report.

**(b) Energy Budget Progress Report 2002/2003**

With reference to Article 16(b) of the minute of meeting of this Committee of 3 September 2002, there was submitted [Report No 1425/02](#) by the Director of Property Services setting out the current status of expenditure on the individual Council heating fuel and electricity budgets for non-housing properties, as at 30 September 2002.

The Committee agreed to note the contents of the Report.