

## ANGUS COUNCIL

**CONTRACT SERVICES COMMITTEE - 20 JANUARY 1998  
PERSONNEL AND PROPERTY SERVICES COMMITTEE - 3 FEBRUARY 1998**

**REVIEW OF THE CLEANSING ADMINISTRATION SECTION**

**JOINT REPORT BY THE CONTRACT SERVICES MANAGER AND DIRECTOR OF PERSONNEL**

**ABSTRACT**

This report proposes the establishment of a part-time Clerical Assistant post within the Cleansing Section.

**1. RECOMMENDATION**

It is recommended that:

- (i) Contract Services Committee note and approve the terms of this report for its interest;
- (ii) Personnel and Property Services Committee approve the establishment of one post of part-time Clerical Assistant (17.5 hours) grade GS1/2 within the Contract Services Department.

**2. INTRODUCTION**

Reference is made to Article 4 of the Minute of the Meeting of Angus Council held on 6 December 1995 which approved Report AC169/95 setting out the structures of all departments including the Contract Services Department.

The structure of the department, whilst at that time being based on the best available information, was seen as being subject to future review as the department would require to adapt and equip to meet changing contract needs.

**3. PROPOSAL**

Since 1 April 1996 there has been a 50% increase in Building Cleaning work, this has resulted in a substantial increase in the workload of the administrative staff within the Cleansing Section, Arbroath. It is therefore proposed to establish one part-time Clerical Assistant post to provide support to this section.

**4. FINANCIAL IMPLICATIONS**

The cost of the above proposal, £4,619 per annum at present day costs, will be met from the Building Cleaning budget and will not affect the overall targeted surpluses of Contract Services.

**5. CONSULTATION**

The Chief Executive, Director of Finance and Director of Law and Administration have been consulted on the terms of this report. The appropriate Trade Unions have been consulted on the terms of the report.

**6. CONCLUSION**

The establishment of a part-time Clerical Assistant post will improve operational effectiveness within the Cleansing Section, Arbroath, and will assist in maintaining an efficient delivery of service.

**M P Graham**  
**Contract Services Manager**  
**December 1997**

**Janice Torbet**  
**Director of Personnel**  
**December 1997**  
**JMcC**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.