

**ANGUS COUNCIL**

**RESOURCES AND CENTRAL SERVICES COMMITTEE - 6 MAY 2004**

**LAW AND ADMINISTRATION DEPARTMENT ESTABLISHMENT**

**REPORT BY DIRECTOR OF LAW AND ADMINISTRATION**

**ABSTRACT**

This Report recommends the establishment of a post of Committee Assistant within the Committee Services Section of the Department of Law and Administration.

**1. RECOMMENDATIONS**

It is recommended that the Committee:-

- (i) notes the increased pressures on the Committee Services Section; and
- (ii) approves the establishment of the post of Committee Assistant Grade AP3 within the Committee Services Section of the Law and Administration Department.

**2. BACKGROUND**

Members will be aware that one of my current responsibilities is to act as Clerk to the Tayside Joint Police Board. The work involved in clerking the Board has increased considerably since the arrangements were first put in place on local government reorganisation. The main factors which have contributed to this have been the increased number of Sub-Committees, including the need on occasions for legal input, the changes to the Police Pensions Regulations which involve considerable work for the Clerk, and the volume of work required in the administration of the Independent Custody Visiting Scheme. Support is provided by a Committee Officer but this is carried out as only a part of her duties. It is now becoming impossible to maintain the standard of service provided within the current staffing levels of the Department.

**3. PROPOSAL**

It is considered that a cost-effective way to continue to deliver the high-quality service offered to Tayside Police would be to appoint a Committee Assistant. This postholder could carry out much of the administration needed under the Police Pension Regulations and the Independent Custody Visitor Scheme, and, in addition, carry out other tasks within the Committee Services Section, thus enabling a more even spread of work.

The proposal has been discussed with the Force Executive, who have expressed their appreciation of the volume and standard of the work currently delivered and have agreed that this would be a cost-effective way to proceed. They are accordingly prepared to reimburse the Council for the cost of the post. While my appointment as Clerk to Tayside Joint Police Board is theoretically only until the next Council elections, there is nothing to indicate that it would not be thereafter renewed. If it were not renewed then, in terms of the agreement between the three Tayside authorities, I would be appointed as Clerk to one of the other Joint Boards/Committee. It is therefore recommended that the post be established on a permanent basis.

**4. FINANCIAL IMPLICATIONS**

The financial implications will amount to £22,000 in the first year, rising to £24,000 at the top of the scale. The costs, which have been agreed with the Chief Constable of Tayside Police, will be included in the year end recharge to Tayside Police.

**5. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications arising from this Report.

**6. CONSULTATION**

This Report has been the subject of consultation with the Chief Executive, the Director of Finance, Personnel Services Manager and the Chief Constable of Tayside Police.

CATHERINE A COULL  
Director of Law and Administration

**NOTE:** 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.

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