

## ANGUS COUNCIL

## RESOURCES &amp; CENTRAL SERVICES COMMITTEE

6 MAY 2004

## PERSONNEL SERVICES – TRANSFER OF SERVICES

## REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report recommends the transfer of responsibility for mobile phone services and photocopier services from Personnel Services to the Information Technology and Law & Administration Departments respectively.

**1. RECOMMENDATION**

The Committee agree to the transfer of responsibility for the provision of advisory and support services to departments in respect of mobile phones and photocopiers from the remit of Personnel Services to the remits of the Information Technology and Law & Administration Departments respectively.

**2. BACKGROUND**

Prior to local government reorganisation in 1996 the personnel and management services departments of Angus District Council and Tayside Regional Council had responsibility, through their management services sections, for the provision of advisory and support services to departments in respect of photocopiers, fax equipment, pagers and telephones.

At reorganisation responsibility for telecommunication services in Angus Council was remitted to the Information Technology Department.

The council's Personnel Department (now Personnel Services) did not have a management services section unlike the departments in the predecessor authorities but under the transfer scheme inherited two management services officers from the outgoing councils who dealt with photocopiers, pagers and fax equipment.

The officer transferred from the district council took early retirement a few months into the life of the new council and responsibility for the provision of these services since 1996 has fallen on the officer transferred from the regional council.

As that officer also had experience in relation to mobile phones it was agreed with the Director of Information Technology that he would also provide support services in regard to this aspect of telecommunication services.

The officer has indicated that he will retire in June and the Personnel Services Manager has taken this opportunity to consider how best these services can be provided to departments in the future.

**3. PROPOSAL**

The Personnel Services Manager is of the view that these services are not an integral part of the human resource function and do not rest easily with core personnel business.

Moreover it is considered that while it may prove possible to recruit someone who has knowledge in one specific area, it is not considered that it would be likely to recruit someone with a background in mobile phones, photocopiers, faxes and pagers. The existing officer only acquired his current knowledge working in these areas over time.

The Personnel Services Manager has therefore been having discussions with chief officers with a view to transferring these services to more appropriate locations.

As a result of these discussions it is considered that the opportunity should be taken to revert mobile phone services to the Information Technology Department, as originally envisaged in 1996, and to transfer responsibility for photocopiers to the Law & Administration Department, given that department's responsibility for facilities management in headquarter buildings.

Both the Director of Information Technology and the Director of Law and Administration are in agreement with these proposals.

With regard to the remaining services ie purchase of faxes and pagers, it is considered that individual departments could readily subsume this within their current purchasing activities. Given the low numbers involved and the purchasing arrangements already in place this will have little, if any, affect on departments.

#### **4. FINANCIAL IMPLICATIONS**

Adoption of the recommendation outlined in this report will result in the revenue budget allocation for the post of management services adviser within the Personnel Services revenue budget, £33372, being vired on the basis of a 50/50 split to the revenue budgets of the Information Technology and Law & Administration Departments.

#### **5. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications associated with this report.

#### **6. CONSULTATION**

The Director of Information Technology and the Director of Law & Administration are in agreement with the proposals outlined in this report. The Director of Finance has been consulted on the terms of this report.

**A B Watson**  
**Chief Executive**

HR/PerServMan

**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 the above Report.