



Local Government Staff Commission (Scotland)

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Chairman: R G E Peggie CBE
Secretary: E C Davison

CIRCULAR 5/95

Chief Executives of Regional, Islands and District Councils
Chief Executives of new Councils
Chief Executives of new Water and Sewerage Authorities

NORTH LANARKSHIRE COUNCIL RECEIVED		
- 5 JUL 1995		
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copy to Principal Reporter, Scottish Children's Reporter Administration
 Chief Constables
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 Director General, Strathclyde Passenger Transport Executive

30 June 1995

Dear Chief Executive

This circular contains Staff Commission advice on two separate matters, viz—

- a) Selection procedures for secretarial and other support staff to shadow councils (whether or not on secondment from existing authorities) ; and
- b) Further advice, supplementing that in circular 2/94 on appointments to existing authorities during the shadow year

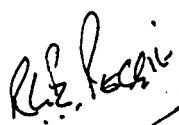
SECRETARIAL AND OTHER SUPPORT STAFF TO NEW COUNCILS

1. The Commission has received some inquiries about the appointment of personal secretaries, personal assistants and other staff who will support the chief executives, chief officers and other senior officers of new councils during the shadow year.
2. The Commission's concern is that selection at this stage should not prejudice fairness in the assignment of staff to posts when the general transfer of staff takes place in April 1996. At that stage the support staff of all the chief executives and other senior officers of the existing authorities will of course be eligible for transfer to the new authorities on the same basis as staff generally; and there will be the same requirement to treat them fairly in their assignments. In some cases there will therefore be competition for specific posts.
3. The Commission's advice is that support staff who are assigned to a new council during the shadow year - preferably on secondment rather than on permanent appointment - should be selected after internal advertisement among staff holding comparable posts in the authorities which will be transferring staff to that council.

APPOINTMENTS TO EXISTING AUTHORITIES DURING THE SHADOW YEAR

4. Circular 2/94 of 25 November 1994 advised authorities that they should put in place central control procedures for vetting all vacancies or proposals for new posts. It also intimated that the advice would be reviewed after the election of the new councils.
5. Authorities should bear in mind the underlying purpose of 2/94, which is primarily to minimise the risk of redundancies arising from reorganisation, and more generally to avoid compounding the management problems which new authorities will face, eg over harmonisation of terms and conditions of employment.
6. The procedures which authorities have adopted in response to circular 2/94 in respect of filling of vacancies should of course continue in operation. **Authorities should now pass details of these procedures to those new councils and other bodies to which they will be transferring staff.**
7. In addition, any **new post** which an authority proposes to create at this stage should be subject to consultation with the new authority to which it would be transferred, **before** an appointment is made.
8. Similarly, any new proposals for **regrading** staff at this stage should be subject to consultation with the relevant new authority.
9. Inquiries about this circular should be addressed to the Secretary of the Commission, Mr E C Davison, at the above address.
10. Recipients of this circular are asked to draw its terms to the attention of all staff.

Yours sincerely,



R G E Pegg