

## Department of Finance and Corporate Support

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To: Councillors Tom Cook (Chair), Willie Coffey (Vice-Chair), John McGhee, Helen Coffey, John Campbell, Alan Brown, Stuart Finlayson, Jimmy Kelly, Eric Ross, Elaine Dinwoodie and Drew Filson.

25 March 2011

Dear Councillor

### **GOVERNANCE AND SCRUTINY COMMITTEE - 1 APRIL 2011**

You are requested to attend the meeting of the **Governance and Scrutiny Committee** to be held on **FRIDAY 1 APRIL 2011** commencing at **1000 HOURS** in the **COUNCIL CHAMBERS, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Alex McPhee  
Executive Director of Finance and Corporate Support  
SN/SR

### **BUSINESS**

#### **INTIMATE APOLOGIES**

1. **PREVIOUS MINUTES (pages 1-8)** - Submit, for approval as a correct record, the Minutes of the meeting held on 11 March 2011 ([copy enclosed](#)).
2. **MATTERS ARISING UPDATE REPORT (pages 9-20)** - Submit report dated 18 March 2011 ([copy enclosed](#)) by the Executive Director of Finance and Corporate Support to provide a consolidated response to information requests made by Members at the last meeting.

#### **AUDIT**

3. **AUDIT PLAN 2011/2012 (pages 21-27)** - Submit report ([copy enclosed](#)) by the Chief Auditor to advise of the Internal Audit Plan for 2011/2012.

COUNCIL HEADQUARTERS  
L O N D O N R O A D  
KILMARNOCK KA3 7BU  
T E L: 0 1 5 6 3 5 7 6 0 0 0  
F A X: 0 1 5 6 3 5 7 6 5 0 0  
Legal Post LP18  
[www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)

4. **ANNUAL AUDIT PLAN 2010/11 (pages 28-50)** - Submit report dated February 2011 ([copy enclosed](#)) by Audit Scotland to provide a summary of findings arising from the 2010/11 audit of the Council and other relevant work carried out by Audit Scotland.

#### **PERFORMANCE**

5. **HEALTH AND SAFETY PERFORMANCE REPORT 2010/11: QUARTER 3 (OCTOBER - DECEMBER 2010) (pages 51-66)** - Submit report dated 9 March 2011 ([copy enclosed](#)) by the Depute Chief Executive/Executive Director of Neighbourhood Services to provide information on Health and Safety performance for Quarter 3: 2010/2011 (October - December 2010).

#### **SCRUTINY**

6. **REVIEW OF HEALTH AND SAFETY (pages 67-111)** - Submit report dated 25 March 2011 ([copy enclosed](#)) by the Depute Chief Executive/Executive Director of Neighbourhood Services to advise of the final report, and recommendations, of the Review of the Council's Health and Safety Arrangements and to outline the steps which have been taken to address the matters identified within the final report.
7. **HEALTH AND SAFETY ROADMAP (pages 112-120)** - Submit report dated 24 March 2011 ([copy enclosed](#)) by the Depute Chief Executive/Executive Director of Neighbourhood Services to set out the vision for health and safety within the Council and the means by which this can be achieved, thereby ensuring a record of workplace health and safety that reflects our position as an exemplar Scottish Local Authority.
8. **OUTWITH PLACEMENTS (pages 121-128)** - Submit report dated February 2011 ([copy enclosed](#)) by the Executive Director of Educational and Social Services to provide a summary of the Department of Educational and Social Services use of outwith placements up to end December 2010.