

## **EAST AYRSHIRE COUNCIL**

### **GOVERNANCE AND SCRUTINY COMMITTEE**

#### **MINUTES OF MEETING HELD ON FRIDAY 27 JUNE 2008 AT 1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Tom Cook, Willie Coffey, John Campbell and Stuart Finlayson.

**ATTENDING:** Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Graham Short, Executive Director of Educational and Social Services; Chris McAleavey, Head of Housing; David Mitchell, Head of Legal, Procurement and Regulatory Services; Martin Rose, Head of Personnel; Julie McGarry, Administration Manager; Michela Costa-Watt, Audit Manager; Alan Wasson, Audit Manager; Joe McLachlan, Corporate Accounting Manager; Robin Baker, Financial Controller; Marlene Harkis, Acting Senior Manager, Social Work Services; and Stuart Nelson, Administrative Officer.

**APOLOGIES:** Councillors Helen Coffey, Maureen McKay, John Knapp, Alan Brown, Barney Menzies, Eric Ross and Drew Filson.

**CHAIR:** Councillor Tom Cook, Chair.

#### **PREVIOUS MINUTES**

1. There were submitted and approved as a correct record, the Minutes of the meeting held on 30 May 2008 (circulated).

#### **1.1 MATTERS ARISING**

As advised by the Chair, it was noted that

- (i) with regard to Item 3(i), the Executive Director of Educational and Social Services had circulated information to Members of the Committee in relation to income received by the Council from the provision of accommodation for outwith placements to other Authorities; and
- (ii) with regard to Item 6, a report on the Work Programme relative to each of the topics selected for review was submitted under Item 8 on the Agenda.

#### **AUDIT**

##### **INTERNAL AUDIT ANNUAL REPORT 2007/08**

2. There was submitted and noted a report dated 13 June 2008 (circulated) by the Chief Auditor which advised of matters of significance which had arisen out of the 2007/08 audit process and offered an opinion on the adequacy and effectiveness of the Council's systems of internal control.

## **SCRUTINY**

### **MULTI-AGENCY INSPECTION OF LEARNING DISABILITY SERVICES**

3. There was submitted a report dated 14 May 2008 (circulated) by the Executive Director of Educational and Social Services which updated Committee in respect of the Delivery Action Plan and its implementation following the Multi-Agency Inspection of Learning Disability Services.

It was agreed:-

- (i) to note the content of the Delivery Action Plan as set out in Appendix I to the report; and
- (ii) otherwise, to note the terms of the report.

### **THE INSPECTION OF EAST AYRSHIRE COUNCIL'S HOUSING AND HOMELESSNESS SERVICE**

4. There was submitted a report dated 10 June 2008 (circulated) by the Executive Director of Neighbourhood Services which advised of the publication by the Scottish Housing Regulator of the final report on the inspection of the Council's Housing and Homelessness Services; and invited Committee to note Cabinet approval of a draft Improvement Plan to address the key recommendations contained within the report in respect of services to homeless people, housing management and asset management and repairs.

It was agreed:-

- (i) to note the generally positive conclusions arising from the Scottish Housing Regulator Inspection of East Ayrshire Council's Housing and Homelessness Services;
- (ii) to note the draft Improvement Plan, as set out in the Appendix to the report, which had been submitted to the Scottish Housing Regulator in accordance with the recent Cabinet decision; and
- (iii) otherwise, to note the terms of the report.

### **PERFORMANCE INSPECTION OF SOCIAL WORK SERVICES IN EAST AYRSHIRE COUNCIL**

5. There was submitted a report dated 1 June 2008 (circulated) by the Executive Director of Educational and Social Services which informed of a programme of preparations for the forthcoming Social Work Inspection Agency (SWIA) Performance Inspection of East Ayrshire Council's Social Work Service.

It was agreed:-

- (i) to note the preparations for the SWIA Performance Inspection as set out in the report;
- (ii) to note that the report had been considered by Cabinet;
- (iii) to note that the report had been considered by the Community Planning Partners;
- (iv) that following completion of the Inspection, the Executive Director of Educational and Social Services provide to Members an indicative cost to the

Council of the process in respect of Officers' time and other resources which might be involved; and

- (v) otherwise, to note the terms of the report.

#### **DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES STANDARDS AND QUALITY REPORT FOR 2007**

6. There was submitted a report dated 18 June 2008 (circulated) by the Executive Director of Educational and Social Services which advised of the online publication of the Standards and Quality Report for the Department of Educational and Social Services for 2007.

It was agreed:-

- (i) to note the positive progress made by the various services within the Department of Educational and Social Services against previous performance;
- (ii) that the Executive Director of Educational and Social Services continue to report to Committee on this matter, on an annual basis; and
- (iii) otherwise, to note the terms of the report.

#### **EMPLOYEE STATISTICS 2007/2008**

7. There was submitted a report dated 19 June 2008 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided key employee statistics for the financial year 2007/2008.

It was agreed:-

- (i) to note the annual statistics for 2007/2008, as detailed in the report subject to, as advised by the Head of Personnel, under "Disciplinary Action", the number of final warnings issued for the Department of Corporate Support being 1, rather than nil, as shown in the report;
- (ii) that the Head of Personnel ensure that future annual reports of this kind include (a) comparator information with other authorities, where available; (b) specific information relating to long-term absences; and (c) information on training undertaken by Elected Members or, otherwise consider an alternative appropriate means of reporting this information to Members; and
- (iii) that the Head of Personnel would report to Committee on a quarterly basis in respect of areas covered by the annual report.

#### **REVIEW TOPICS: WORK PROGRAMMES**

8. There was submitted a report dated 12 June 2008 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented, for consideration, the Work Programmes relative to topics selected for review during 2008/2009.

It was agreed to approve the detailed work programmes for each of the topic reviews as detailed in the Appendix to the report, subject to change which might be required in the light of operational requirements.

## **EXCLUSION**

### **EXCLUSION OF PRESS AND PUBLIC**

9. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 8 of Schedule 7A of the Act.

## **SCRUTINY**

### **REVENUE MONITORING REPORT: DRAFT OUT-TURN TO 31 MARCH 2008**

10. There was submitted and noted a report dated 19 June 2008 (circulated) by the Executive Head of Finance and Asset Management which advised of the out-turn position for Revenue Services for the year ended 31 March 2008, including information provided by Executive Directors.

The meeting terminated at 1058 hrs.