

# Chief Executive's Department

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To: Councillors Knapp (Chair) O'Neill, Young, Reeves, Wilson, Reid, Cree, Weir, McIntyre, Linton, Murray, Finlayson, McDill, Jackson, Smith, Farrell, Menzies, Crawford, Ross, Dinwoodie and Carmichael.

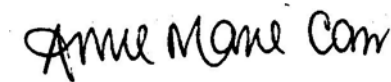
22 March 2007

Dear Councillor

## **CORPORATE GOVERNANCE COMMITTEE - 29 MARCH 2007**

You are requested to attend the next meeting of the **Corporate Governance Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** on **THURSDAY 29 MARCH 2007** at **1000 HOURS** in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support  
GH/SC

## **B U S I N E S S**

### **INTIMATE APOLOGIES**

### **MINUTES**

1. **SUB-COMMITTEE MINUTES** - Submit for approval, both as a correct record and in respect of the recommendations contained therein, the undernoted Minutes (copy enclosed), viz:-

- 1.1 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 21 FEBRUARY 2007 (pages 1-2)**



- 1.2 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 1 AND 22 MARCH 2007 (pages 3-4)**



2. **CHAIR'S MONITORING GROUP (pages 5-10)** - Submit for information and noting Minutes of the meetings of the Chair's Monitoring Group held on 1 and 14 March 2007 (copy enclosed).

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## PERSONNEL ISSUES

3. **POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK (pages 11-32)** - Submit report dated March 2007 (copy enclosed) by the Chief Executive seeking approval of the Council's policy on health, safety and welfare at work, in accordance with the statutory requirements of the Health and Safety at Work Etc Act 1974, Section 2(2).

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4. **CORPORATE HEALTH AND SAFETY ACTION PLAN 2006/2007 AND 2007/2008 (pages 33-36)** - Submit report dated March 2007 (copy enclosed) by the Chief Executive on progress on the corporate Health and Safety Action Plan 2006/07 and proposing a new corporate Health and Safety Action Plan for the period 2007/08.

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5. **CONTRACT FOR OCCUPATIONAL HEALTH PROVISION (pages 37-39)** - Submit report dated March 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the outcome of the joint tendering exercise for occupational health provision; recommending approval of the preferred bidder; seeking agreement for the continuation of Associated Health Specialists as East Ayrshire Council's occupational health provider pending the joint provision taking effect on 14 May 2007; and seeking agreement for changes to charges for the physiotherapy service.

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6. **TACKLING THE STIGMA OF MENTAL ILL HEALTH: THE SEE ME ANTI STIGMA PLEDGE (pages 40-41)** - Submit report dated 6 March 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support recommending that the Council demonstrate its commitment to tackling the stigma experienced by people with mental health problems by signing the "See Me" pledge.

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7. **MATERNITY AND ADOPTION LEAVE (pages 42-45)** - Submit report dated 15 March 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on changes to the Maternity Leave and Adoption provisions.

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8. **CRAFT OPERATIVES - 2006/07 PAY AGREEMENT (page 46)** - Submit report dated 21 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising that agreement has been reached in pay negotiations for craft operatives covering the period 2006/07.



9. **EXCLUSION OF PRESS AND PUBLIC** – Recommend that the Committee pass the following Resolution:- “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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and/or 11 of Schedule 7A of the Act as shown against each item”.

### STAFFING

10. **MODERNISING GOVERNMENT FUND - EXTENSION OF TEMPORARY POST (pages 47-48)** - Submit report dated 21 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for the continuation of the post of Definitive Master Address Co-ordinator, within the Information Technology Service of the Department of Corporate Support for a further period up to June 2008, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **LICENSING STANDARDS OFFICERS (pages 49-50)** - Submit report dated 21 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for amendments to the staffing structure within Administrative and Legal Services (Legal, Procurement and Regulatory Services post April 2007) of the Department of Corporate Support, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **CROSS-CUTTING REVIEW OF REPAIRS SERVICE (pages 51-52)** - Submit report dated 7 March 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for an amendment to the staffing establishment of the Technical Services Division to enable the development and future support of Best Value and Partnership Contracts, subject to consultation with Trade Unions.
13. **RECORDS MANAGEMENT SERVICES (pages 53-55)** - Submit report dated 5 March 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for an amendment to the staffing structure within the Administration Section of the Department of Corporate Support, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

14. **TRAFFIC, SAFETY AND TRANSPORTATION SECTION - EXTENSION OF EXTERNALLY FUNDED POSTS (pages 56-58)** - Submit joint report dated 21 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Acting Executive Director of Development and Property Services seeking approval for the temporary extension of externally funded posts within the Traffic, Safety and Transportation Section of the Department of Development and Property Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **CHANGING CHILDREN'S SERVICES FUND (pages 59-60)** - Submit joint report dated 23 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **ADMINISTRATIVE SUPPORT TO IN-COURT ADVICE PROJECT (pages 61-62)** - Submit joint report dated 23 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for the temporary appointment for a period of two years of an employee in the In-Court Advice Project within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **STAFFING WITHIN ADULT RESIDENTIAL UNITS (pages 63-64)** - Submit joint report dated 23 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **SUPERVISED ATTENDANCE ORDER (pages 65-66)** - Submit joint report dated 26 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **COMMUNITY NETWORKS DAY SERVICES (pages 67-71)** - Submit joint report dated 26 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

20. **BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES (pages 72-73)** - Submit joint report dated 23 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
  
21. **LEISURE SERVICES - AMENDMENTS TO STAFF STRUCTURE (pages 74-76)** - Submit joint report dated 21 February 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval to mainstream temporary funded posts within the Leisure Development and Arts and Museums Section within the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**