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

7 April 2005

Dear Councillor

**CORPORATE GOVERNANCE COMMITTEE - 14 APRIL 2005**

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 14 APRIL 2005** at **1000 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support

GH/SR

**BUSINESS**

**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 (copies enclosed), viz:-
  - 1.1 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 17 FEBRUARY, 16 MARCH AND 1 APRIL 2005 (pages 1-3)**

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2. **CHAIRS' MONITORING GROUP (pages 4-13)** - Submit, for information and noting, Minutes of the Chairs' Monitoring Group of 21 February, 16 March and 6 April 2005 (copies enclosed).



3. **CENTRAL JOINT CONSULTATIVE COMMITTEE (pages 14-15)** - Submit for noting, Minutes of the Central Joint Consultative Committee held on 17 March 2005.



### **GOVERNANCE MATTERS**

4. **OVERVIEW ON THE LOCAL AUTHORITY AUDITS 2005 (pages 16-19)** - Submit report (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising of the findings highlighted in the overview of Local Authority Audits 2004, particularly in relation to those matters of relevance to East Ayrshire Council.



5. **AUDIT PLAN 2005/2006 (pages 20-23)** - Submit report (copy enclosed) by the Chief Auditor advising on the Internal Audit Plan for 2005/2006.



6. **AUDIT OF BEST VALUE AND COMMUNITY PLANNING AUDIT TIMETABLE (pages 24-27)** - Submit report dated 23 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on Audit Scotland's timetable for conducting the audit of Best Value and Community Planning within the Council during 2005/06 and on the preparations currently being made by Officers.



### **OTHER BUSINESS**

7. **EXTENSION OF TEMPORARY CONTRACTS OF EMPLOYMENT (pages 28-29)** - Submit report dated 24 March 2005 (copy enclosed) by the Head of Personnel seeking agreement that, in certain specified circumstances, the Head of Personnel be authorised to extend the contracts of employees in temporary posts.



8. **CRAFT OPERATIVES - 2004/2005 PAY AGREEMENT (pages 30-32)** - Submit report dated 10 March 2005 (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 2004/2005.



9. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following Resolution: "That under Section 50(A)(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".

## STAFFING

10. **MANAGEMENT RESTRUCTURE OF THE OUTDOOR AMENITIES SERVICE ( ) (pages 33-38)** - Submit joint report dated 30 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for a management restructure of the Outdoor Amenities Service within the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **INVESTMENT IN ARTS (pages 39-40)** - Submit joint report dated 21 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for the temporary appointment for a period of two years of Arts Co-ordinators within the Arts and Museums Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **ENFORCEMENT OF LEGISLATION RELATING TO HOUSES IN MULTIPLE OCCUPATION (Item 12, Page 425, 03/07) (pages 41-42)** - Submit joint report dated 18 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for the extension of a temporary contract for a period of one year of a part-time Implementation Officer within the Environmental Health, Licensing and Community Safety Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **RESTORING COMMUNITIES PROGRAMME (Item 14.1, Page 1261, 03/07) (pages 43-46)** - Submit joint report dated 21 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking approval for amendments to the staffing structure within the Planning, Development and Building Standards and Projects Section of the Department of Development and Property Services, subject to consultation with Trade Unions and suitable funding becoming available from the Scottish Executive. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

14. **COMMUNITY PLANNING AND PARTNERSHIP UNIT - EXTENSION OF TEMPORARY CONTRACT (Item 13, Page 821, 03/07) (pages 47-48)** - Submit report dated 21 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval to extend the temporary contract of the Public Health Co-ordinator within the Department of Corporate Support. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **MODERNISING GOVERNMENT FUND - EXTENSION OF TEMPORARY CONTRACT (Item 16, Page 701, 03/07) (pages 49-51)** - Submit report dated 16 March 2005 (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, for a further period of two years, within the Information Technology Service of the Department of Corporate Support. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **DEVELOPMENT OF EAST AYRSHIRE COUNCIL FREEDOM OF INFORMATION AND RECORDS MANAGEMENT SERVICE (Item 8, Page 3240, 03/07) (pages 52-55)** - Submit report dated 31 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for proposals to further develop the Council's Freedom of Information and Records Management Service to ensure continuing improvement in terms of the Freedom of Information (Scotland) Act 2002 and meeting the Council's commitment to have improved records and information management systems as set out in Section 61 of the Act. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **COMMUNITY LEARNING AND DEVELOPMENT BEST VALUE SERVICE REVIEW ( ) (pages 56-59)** - Submit joint report dated 30 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking the Committee's approval for amendments to the staffing structure within the Community Learning and Development 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.**
18. **ADDITIONAL SUPPORT STAFF TO SUPPORT THE IMPROVEMENT OF PUPIL BEHAVIOUR ( ) (pages 60-62)** - Submit joint report dated 22 March 2005 (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 Schools Section 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.**
19. **IMPLICATIONS ARISING FROM THE NURSERY NURSE PAY AND CONDITIONS SETTLEMENT FOR SERVICES DELIVERED IN 52 WEEK ESTABLISHMENTS (Item 3, Page 784, 03/07) (pages 63-64)** - Submit joint

report dated 6 April 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services advising on the implications for Community Nurseries arising from the pay and conditions settlement and seeking Committee approval for recommendations. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**