

Gillian Hamilton: Direct Dial: (01563) 576093
E-mail: gillian.hamilton@east-ayrshire.gov.uk

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.

9 February 2006

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE – 16 FEBRUARY 2006

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 16 FEBRUARY 2006** at **1000 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

GH/DL

B U S I N E S S







INTIMATE APOLOGIES

EMPLOYEE ATTITUDE SURVEY


1. **EMPLOYEE ATTITUDE SURVEY (pages 1-10)** – Submit report dated 7 February 2006(copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing further information on the Employee Attitude Survey which was carried out during June 2005.



MINUTES

2. **SUB-COMMITTEE MINUTES** - Submit for approval, both as a correct record and in respect of the recommendations contained therein, the undernoted Sub Committee Minutes (copy enclosed), viz:-
 - 2.1 **APPEALS SUB COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 23 NOVEMBER 2005 (page 11)**

 - 2.2 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 17 JANUARY 2006 (page 12)**

3. **RISK AND AUDIT SCRUTINY GROUP (pages 13-17)** - Submit for information and noting minutes of the meetings of the Risk and Audit Scrutiny Group held on 16 November and 12 December 2005 (copy enclosed).

4. **PERFORMANCE REVIEW GROUP (pages 18-20)** - Submit for information and noting minutes of the meeting of the Performance Review Group held on 14 December 2005 (copy enclosed).

5. **CHAIRS' MONITORING GROUP (pages 21-25)** - Submit for information and noting minutes of the meeting of the Chairs' Monitoring Group held on 1 February 2006 (copy enclosed).

6. **CENTRAL JOINT CONSULTATIVE COMMITTEE (pages 26-29)** - Submit for information and noting minutes of the meeting of the Central Joint Consultative Committee held on 1 December 2005 (copy enclosed).


GOVERNANCE MATTERS

7. **BEST VALUE SERVICE REVIEW PROGRESS AND CURRENT POSITION (pages 30-37)** - Submit report dated 24 January 2006 (copy enclosed) by the Head of Corporate Development and Communication providing an update on progress in relation to the implementation of Departmental Best Value Review Programmes.


8. **2004/05 STATUTORY PERFORMANCE INDICATORS – COUNCIL PROFILES (pages 38-53)** – Submit report dated 24 January 2006 (copy enclosed) by the Chief Executive providing a summary of the Council's relative position in respect of the 2004/05 Statutory Performance Indicators as reported by Audit Scotland.

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OTHER BUSINESS

9. **LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS REVISED RECRUITMENT AND SELECTION POLICY AND PROCEDURES (pages 54-56)** - Submit report dated 10 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval of proposed changes to the Council's Recruitment and Selection Policy and Procedures, subject to consultation with Trade Unions.

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10. **RACE RELATIONS (AMENDMENT) ACT 2000 COUNCIL WIDE YEAR 3 SUMMARY UPDATE (pages 57-60)** – Submit report dated 6 February 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing a joint summary on the actions undertaken by the Council as a whole as well as the specific departmental actions by the Department of Corporate Support in response to the Race Relations (Amendment) Act 2000 during year 3 of the Council's Race Equality Scheme.

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11. **SMOKING IN THE WORKPLACE POLICY (pages 61-64)** - Submit report dated 17 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval of proposed changes to the Council's Smoking in the Workplace Policy, subject to consultation with Trade Unions.

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12. **COSLA – SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 10 DECEMBER 2005 (pages 65-72)** – Submit report dated 12 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising of the number of employees employed by the Council as at 10 December 2005 reported to CoSLA as required under the Joint Staffing Watch arrangements.

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- 12(i) **POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK (pages 100 – 120)** – Submit report dated February 2006 (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 Acts 1974, Section 2 (2).



- 12 (ii) **CORPORATE HEALTH AND SAFETY ACTION PLAN 2005/2006 AND 2006/2007 (pages 121 – 124)** – Submit report dated 8 February 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support on progress with the Corporate Health and Safety Action Plan 2005/2006 and submitting for approval a new Corporate Health and Safety Action Plan for the period 2006/2007.



13. **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

14. **BUSINESS TECHNOLOGY AND TRAINING CENTRE (pages 73-74)** – Submit joint report dated 19 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking approval to extend the current two posts of Peer Tutor/Administrative Assistant within the Business Technology and Training Centre (BTTC) for a further temporary period from 1 April 2006 to 31 December 2007, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **CHILD PEDESTRIAN TRAINING CO-ORDINATOR (pages 75-77)** – Submit joint report dated 23 January 2006 (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 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.**
16. **SCHOOL TRAVEL CO-ORDINATOR (pages 78-79)** - Submit joint report dated 19 January 2006 (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 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.**

17. **WOODLANDS STRATEGY (pages 80-81)** – Submit joint report dated 18 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking approval to extend the current post of Project Co-ordinator within the Department of Development and Property Services, seconded to the Ayrshire Joint Structure Plan, until 31 March 2007, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **HOMELESSNESS STRATEGY (pages 82-83)** – Submit joint report dated 21 December 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 up to 31 March 2007 of the current post of Housing Education Worker, within the Homeless Section of the Housing Service, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **BUILDING STANDARDS – PPP SCHOOLS (pages 84-86)** – Submit joint report dated 8 February 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking approval to amend the establishment within the Planning, Development and Building Standards Division on a temporary basis, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **SHOPMOBILITY (pages 87-88)** – Submit joint report dated 18 January 2006 (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 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.**
21. **EARLY YEARS SERVICE – TEMPORARY POST OF ADMINISTRATIVE ASSISTANT (pages 89-91)** - Submit joint report dated 12 January 2006 (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 re-grading and re-designation of a temporary post of Clerical Assistant within the Early Years Service within 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.**

- 22. STRENGTHENING CHILDREN AND FAMILIES SERVICES (pages 92-94) –** Submit joint report dated 23 January 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval for an amendment 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.**
- 23. SWIMMING INSTRUCTORS FOR AUCHINLECK AND LOUDOUN SWIMMING POOLS (pages 95-96) –** Submit joint report dated 23 January 2006 (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 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.**
- 24. ENVIRONMENTAL HEALTH SERVICE (pages 97-99) -** Submit joint report dated 8 February 2006 (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 two employees in the Environmental Health 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.**

