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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.

10 February 2005

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 17 FEBRUARY 2005

You are requested to attend the next meeting of the **Corporate Governance Committee** to be held on **THURSDAY 17 FEBRUARY 2005 at 1000 HOURS** in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

GH/SR

B U S I N E S S

INTIMATE APOLOGIES

MINUTES

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

- 1.1 **CHAIR'S MONITORING GROUP OF 10 NOVEMBER 2004 (page 1)**



- 1.2 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 9 AND 15 DECEMBER 2004 (pages 2-3)**



1.3 CHAIRS' MONITORING GROUP OF 3 FEBRUARY 2005 (pages 4-5)



1.4 CENTRAL JOINT CONSULTATIVE COMMITTEE (pages 6-8) -
Submit for noting, Minutes of the Central Joint Consultative Committee held on 16 December 2004 (copy enclosed).



BEST VALUE

2. BEST VALUE POSITION STATEMENT FOR THE DEPARTMENT OF CORPORATE SUPPORT (Item 3, Page 997, 03/07) (pages 9-41) - Submit report dated 17 January 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support presenting the current Best Value Position Statement for the Department of Corporate Support.



3. DEPARTMENT OF CORPORATE SUPPORT BEST VALUE SERVICE REVIEW PROGRAMME (Item 3, page 997, 03/07) (pages 42-44) - Submit report dated 18 January 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking consideration of a proposed programme for the implementation of Best Value Service Review within the Department of Corporate Support.



4. JOINT STAFFING WATCH RETURN – DECEMBER 2004 (pages 45-47) - Submit report dated 10 February 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support on the Joint Staffing Watch statistics submitted to Cosla in respect of the December 2004 reporting period.






5. POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK (Item 3, page 98, 03/07) (pages 48-69) - Submit report dated 10 February 2005 (copy enclosed) by the Chief Executive seeking approval for 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).



6. PROTECTION OF STAFF (pages 70-72) - Submit joint report dated 5 January 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 the adoption of a training policy to assist employees in handling situations where conflict is possible.



7. **EMPLOYEE RECOGNITION EVENT (pages 73-74)** - Submit report dated 3 February 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support recommending that Council hold an annual Employee Recognition Event to recognise achievement by employees.

8. **LOCAL GOVERNMENT EMPLOYEES – 2004-2005 PAY AGREEMENT (pages 75-76)** - Submit report dated 20 December 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising that agreement has been reached in pay negotiations for Local Government employees (formally APT&C staff and manual workers) covering the period 2004-2005.

9. **SESSIONAL STAFF RATES OF PAY (pages 77-78)** - Submit joint report dated 21 January 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval to increase the rates of pay for sessional staff within the Neighbourhood Services Department.

10. **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 11 of Schedule 7A of the Act.

STAFFING

11. **BUSINESS TECHNOLOGY AND TRAINING CENTRE (PARAS 1 & 11) (Item 21, page 558, 03/07) (pages 79-80)** - Submit joint report dated 17 January 2005 (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 posts of Peer Tutor/Administrative Assistant within the Business Technology and Training Centre for a further temporary period from 1 April 2005 to 31 March 2006 subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **SCHOOL CROSSING PATROL SERVICES – AMENDMENT TO STAFFING STRUCTURE (PARAS 1 & 11) (Item , page , 03/07) (pages 81-82)** - Submit joint report dated 25 January 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 a reduction to the establishment of the School Crossing Patrol service within the Department of Development and Property Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

13. **EXTENSION OF TEMPORARY EMPLOYMENT: TECHNICAL SERVICES (QUANTITY SURVEYING SECTION) (PARAS 1 & 11) (Item 18, page 822, 03/07) (pages 83-84)** - Submit joint report dated 17 January 2005 (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 temporary contract of an Assistant Quantity Surveyor's post within the Department of Development and Property Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **AMENDMENT TO STRUCTURE OF PLANNING, DEVELOPMENT AND BUILDING STANDARDS (PARAS 1 & 11) (pages 85-88)** - Submit joint report dated 27 January 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 of the Department of Development and Property Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **ADDITIONAL SUPPORT NEEDS UPDATE (PARAS 1 & 11) (Item 12, page 1089, 03/07) (pages 89-91)** - Submit joint report dated 21 January 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 Psychological Services Section of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **ESTABLISHMENT OF A DEPUTE MANAGER POST IN SHORTLEES NURSERY (PARA 1) (pages 92-93)** - Submit joint report dated 24 January 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 the establishment of a Depute Manager post in Shortlees Nursery. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **CHILD PROTECTION - CHILDREN'S CHANGE FUND (PARA 1) (Item 17, 322, 03/07) (pages 94-95)** - Submit joint report dated 27 October 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval to re-grade the post of Child Protection Co-ordinator within the staffing structure of the Social Work function within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **LEARNING PARTNERSHIPS – STAFFING PROPOSALS (PARA 1) (Item 12, page 685, 03/07) (pages 96-97)** - Submit joint report dated 18 January 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 the establishment of an additional temporary

Social Work Support Assistant post until 31 March 2006. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

19. **MONEY ADVICE PROVISION (PARA 1) (Item , page , 03/07) (pages 98-99)** - Submit joint report dated 18 January 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 an amendment to the staffing structure of the Social Work function within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **PROTECTIVE SERVICES – AMENDMENT TO STAFFING STRUCTURE/EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY FUNDED PROJECTS (PARA 1) (Item 9, page 3240, 03/07) (pages 100-101)** - Submit joint report dated 19 January 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for amendments to the staffing structure within Cleansing Services and an extension of the contracts for staff funded by the Strategic Waste Fund. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **LOCAL AUTHORITY INTERNAL WASTE AUDITS (PARA 1) (Item , page, , 03/07) (pages 102-103)** - Submit joint report dated 20 January 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 one year of two Waste Audit Officers within the Cleansing Services Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **PROTECTIVE SERVICES – EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY FUNDED PROJECTS (PARA 1) (Item , page , 03/07) (pages 104-106)** - Submit joint report dated 19 December 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval to extend the contracts of existing temporary staff, employed by utilising external funds, within the Protective Services Section viz Community Safety and Public Realm Close Circuit Television. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
23. **FUTURE MUSEUM SOUTH WEST (PARA 1) (Item , page , 03/07) (pages 107-108)** - Submit joint report dated 21 January 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 3 years of a Digitisation Assistant within the Arts and Museums Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 24. LEISURE DEVELOPMENT – EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY FUNDED PROJECTS (PARA 1) (Item , page , 03/07) (pages 109-111)** - Submit joint report dated 21 January 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval to extend the contracts of staff employed by externally funded projects, within the Leisure Development Section, viz the Community Health Improvement Partnership (CHIP), the Recreation Partnership Project and the Leisure United Project. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 25. REAL NAPPY CAMPAIGN – WASTE MINIMISATION INITIATIVE (PARA 1) (pages 112-113)** - Submit joint report dated 20 January 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 on a part time basis for a period of one year of an Outreach Advisor for a Real Nappy Campaign within the Cleansing Services Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**