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

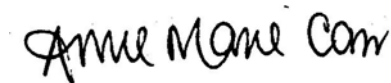
25 May 2004

Dear Councillor

### **CORPORATE GOVERNANCE COMMITTEE - 1 JUNE 2004**

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 **TUESDAY 1 JUNE 2004** at **1000 HOURS**, in order to discuss the undernoted business.

Yours sincerely



David Mitchell  
Acting Executive Director of Corporate Support

GH/SR

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

#### **INTIMATE APOLOGIES**

1. **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:-

- 1.1 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 MARCH 2004 (pages 1-2)**



- 1.2 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE**

- 1.2.1 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 31 MARCH 2004 (page 3)**



**1.2.2 CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 16 APRIL 2004 (page 4)**



**1.3 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE**

**1.3.1 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 22 APRIL 2004 (pages 5-6)**



**1.3.2 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 27 APRIL 2004 (page 7)**



**1.3.3 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 12 MAY 2004 (pages 8-9)**



- 2. LOCAL CODE OF CORPORATE GOVERNANCE (pages 10-33)** - Submit report dated 20 May 2004 (copy enclosed) by the Chief Executive advising of progress in the implementation of the Council's Corporate Governance Action Plan and seeking approval for the adoption of an updated Local Code of Corporate Governance and revised Action Plan.



- 3. BEST VALUE SERVICE REVIEW (pages 34-37)** - Submit report dated 20 May 2004 (copy enclosed) by the Head of Corporate Development and Communication advising of the proposed configuration of Service Units covering all Council services for the purpose of Best Value Service Review.



- 4. INTERNAL AUDIT ANNUAL REPORT TO MEMBERS 2003/04 (pages 38-49)** - Submit report dated 19 May 2004 (copy enclosed) by the Chief Auditor advising that Internal Audit has completed the audit of the Council's internal control framework for the year ended 31 March 2004 and that the Annual Report is primarily designed to direct attention to matters of significance that have arisen out of the 2003/04 audit process, and offer an opinion on the adequacy and effectiveness of the Council's systems of internal control.



5. **HEALTH AND SAFETY ACTION PLAN (pages 50-56)** - Submit report dated May 2004 (copy enclosed) by the Health and Safety Manager reviewing progress against the Corporate (Council Wide) Health and Safety Action Plan 2003/04 and recommending the prioritised Corporate Health and Safety Action Plan for the period 2004/05.

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6. **JOINT STAFFING WATCH RETURN - MARCH 2004 (pages 57-59)** - Submit report dated 20 May 2004 (copy enclosed) by the Chief Executive advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the March 2004 reporting period.

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7. **PRE-RETIREMENT COURSE (pages 60-62)** - Submit report dated 20 May 2004 (copy enclosed) by the Chief Executive providing an update on the Council's arrangements for offering pre-retirement advice to retiring employees.

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8. **ABSENCE MANAGEMENT (QUARTER 1, 2004)**

- 8.1 **DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE (pages 63-65)** - Submit report dated 20 May 2004 (copy enclosed) by the Chief Executive advising of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 March 2004.

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- 8.2 **DEPARTMENT OF FINANCE (pages 66-68)** - Submit report dated 20 May 2004 (copy enclosed) by the Executive Head of Finance advising of absence rates for the Department of Finance for the quarterly period ended 31 March 2004.

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9. **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (pages 69-73)** - Submit for noting, Minutes of the Central Joint Consultative Committee (Local Government Employees and Craftpersons) of 25 March 2004 (copy enclosed).

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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 the Paragraph(s) of Schedule 7A of the Act as shown against each item.

11. **COUNCIL STRUCTURE (PARAS 1 & 11) (pages 74-76)** - Submit report dated 13 May 2004 (copy enclosed) by the Chief Executive providing an update on progress achieved in implementing the revised organisational structure approved by Council in September 2003. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **COMMUNITY PLANNING AND PARTNERSHIP UNIT - OPERATIONAL STAFF REVIEW - PROPOSALS (PARAS 1 & 11) (pages 77-80)** - Submit report dated 17 May 2004 (copy enclosed) by the Head of Corporate Development and Communication seeking approval for minor amendments to the operational staffing structure of the Community Planning and Partnership Unit, in particular to ensure the effective ongoing transition of Social Inclusion to Community Planning, as required by the Scottish Executive, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **FINANCE SERVICE STAFFING STRUCTURE (PARAS 1 & 11) (pages 81-97)** - Submit report dated May 2004 (copy enclosed) by the Chief Executive proposing amendments to the staffing structure of the Finance Service within the new Department of Corporate Support subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **OUTDOOR ACCESS PROJECT (PARA 1) (pages 98-100)** - Submit joint report dated 18 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Neighbourhood Services seeking approval to appoint a Temporary Access Assistant to begin implementation of the East Ayrshire Outdoor Access Strategy and carry out the Local Authority duties within the Land Reform (Scotland) Act 2003 within the Northern Area of East Ayrshire through the creation and upgrade of paths. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **NEIGHBOURHOOD SERVICES - EXTENSION OF STAFF CONTRACT (PARA 1) (pages 101-102)** - Submit joint report dated 10 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Neighbourhood Services seeking approval to extend the contract of a member of staff employed as a Part-time Aerobics and Fitness Co-ordinator. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **LEISURE DEVELOPMENT - EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY FUNDED PROJECTS (PARA 1) (pages 103-105)** - Submit joint report dated 18 May 2004 (copy enclosed) by the Chief Executive 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, the Recreation Partnership Project and the Leisure United Project. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 17. ARCHITECTURAL AND QUANTITY SURVEYING STAFF REQUIREMENTS (PARAS 1 & 11) (pages 106-109)** - Submit joint report dated 21 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Development and Property Services seeking approval for amendments to the staffing structure of the Architectural and Quantity Surveying Sections within 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.**
- 18. EXTENSION OF TEMPORARY EMPLOYMENT: EDUCATIONAL AND SOCIAL SERVICES (COMMUNITY SUPPORT) (pages 110-112)** - Submit joint report dated 19 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Educational and Social Services seeking approval of extensions to employees' temporary contracts in the Community Support Section of the Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 19. MOVING AND HANDLING ADVISOR - SOCIAL WORK (PARAS 1 & 11) (pages 113-115)** - Submit joint report dated 20 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Educational and Social Services seeking approval of the regrading of the post of Moving and Handling Advisor within the Social Work function of the Department of Educational and Social Services, subject to consultation with the Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 20. YOUTH JUSTICE SERVICES (PARAS 1 & 11) (pages 116-117)** - Submit joint report dated 20 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Educational and Social Services advising of additional funds which have been made available to further develop Youth Justice Services in East Ayrshire and seeking approval for an additional Social Worker post, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 21. DEVELOPMENT OF RESIDENTIAL SERVICES FOR ADULTS WITH LEARNING DIFFICULTIES (PARA 1) (pages 118-120)** - Submit joint report dated 12 May 2004 (copy enclosed) by the Chief Executive and the Executive Director of Educational and Social Services recommending an adjustment to the staffing structure within residential services for adults with learning difficulties. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**