

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

2 June 2005

Dear Councillor

**CORPORATE GOVERNANCE COMMITTEE - 9 JUNE 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 9 JUNE 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

**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 11 MAY 2005 (page 1)**



2. **CHAIRS' MONITORING GROUP (pages 2-5)** - Submit, for information, Minutes of the Chairs' Monitoring Group held on 28 April and 26 May 2005 (copy enclosed).



### **GOVERNANCE MATTERS**

3. **TRANSITIONAL AUDIT ACTION PLAN UPDATE (Item 4, Page 998, 03/07) (pages 6-9)** - Submit report dated 18 May 2005 (copy enclosed) by the Head of Corporate Development and Communication advising on progress in the implementation of the Best Value and Community Planning Transitional Audit Action Plan.



4. **REVIEW OF EFQM PATHWAY (Item 9, Page 575, 03/07) (pages 10-13)** - Submit report dated 19 May 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the outcome of the first review of the Council's use of Quality Scotland's Pathway software for EFQM assessments.



5. **LOCAL CODE OF CORPORATE GOVERNANCE (Item 3, Page 819, 03/07) (pages 14-39)** - Submit report dated 9 May 2005 (copy enclosed) by the Chief Executive advising on progress in implementing 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.






6. **ANNUAL REPORT - 2004/05: ON COMPLAINTS AND COMMENTS (Item 10, Page 2608, 99/03) (pages 40-41)** - Submit report dated 26 May 2005 (copy enclosed) by the Chief Executive providing information relating to the formal complaints received and resolved by the Council for the period 1 April 2004 to 31 March 2005 (i.e. those complaints that were not resolved to complainants' satisfaction at the first point of contact).



### **OTHER BUSINESS**

7. **CoSLA - SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 15 MARCH 2005 (pages 42-49)** - Submit report dated 19 April 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising (i) on the number of employees employed by the Council as at 15 March 2005 reported to CoSLA as required under the Joint Staffing Watch arrangements; and (ii) on a proposed revised reporting method to reflect the new Joint Staffing Watch statistical data requested by CoSLA effective from June 2005.



8. **RACE RELATIONS (AMENDMENT) ACT 2000 COUNCIL WIDE YEAR 2 SUMMARY UPDATE (Item 5, Page 553, 03/07) (pages 50-54)** - Submit report dated 16 June 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support 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) 2000 during Year 2 of the Council's Race Equality Scheme.  

9. **EMPLOYEE RECOGNITION EVENT (Item 9, Page 1280, 03/07) (pages 55-56)** - Submit report dated 12 May 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing an update on progress with the employee recognition event and seeking nominations to participate in the judging of entries for the events.  

10. **EMPLOYEE ATTITUDE SURVEY (pages 57-58)** - Submit report dated 23 May 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising that an employee attitude survey will be carried out within the Council during June.  

11. **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".
12. **FINANCE SERVICE BEST VALUE SERVICE REVIEW (Item 9, Page 575, 03/07) (pages 59-66)** - Submit report dated 24 May 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for amendments to the staffing structure within the Finance Service of the Department of Corporate Support, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **EXTERNAL FUNDING (Item 9, Page 838, 03/07) (pages 67-70)** - Submit report (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support presenting for consideration proposals for the future of the Council's External Funding and Sustainability function. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **TRANSFER OF COLLECTING HALL TO NEIGHBOURHOOD SERVICES (pages 71-74)** - Submit joint report dated 17 May 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for the transfer of the management of the Collecting Hall from the Finance Service

within the Department of Corporate Support to the Libraries, Registration and Information Services Section within the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

15. **TRAFFIC SAFETY AND TRANSPORTATION SECTION (Item 14.2, Page 1261, 03/07) (pages 75-77)** - Submit joint report dated 23 May 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 Road Safety Training Officer within the Traffic Safety and Transportation Section of the Department of Development and Property Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **HOUSING BEST VALUE SERVICE REVIEW (Item 8, Page 1333, 03/07) (pages 78-85)** - Submit joint report dated 18 May 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 the Housing Service of the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **JOINT MANAGER - SUBSTANCE MISUSE (pages 86-88)** - Submit joint report dated 17 May 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 temporary appointment for a period of three years of a Joint Manager (Substance Misuse) 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.**
18. **STRENGTHENING FRONTLINE SERVICES (pages 89-93)** - Submit joint report dated 17 May 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 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.**
19. **SERVICES TO VULNERABLE ADULTS (pages 94-96)** - Submit joint report dated 16 May 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 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 AND WORKS REVIEW OF STAFFING STRUCTURE (Item 1, Page 465, 03/07) (pages 97-104)** - Submit joint report dated 16 May 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 of the Building and Works Division of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**