

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, Reid, Cree, Weir, McIntyre, Wilson, Linton, Murray, Finlayson, McDill, Jackson, Smith, Farrell, Menzies, Crawford, Ross, Dinwoodie and Carmichael.

2 June 2006

Dear Councillor

### **CORPORATE GOVERNANCE COMMITTEE - 8 JUNE 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 8 JUNE 2006** 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 **CHAIR'S SUB COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 MARCH 2006 (page 1)**



**1.2 APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 23 MARCH AND 11 AND 18 APRIL 2006 (pages 2-4)**



- 2. CHAIRS' MONITORING GROUP (pages 5-8)** - Submit for information and noting Minutes of the meetings of the Chairs' Monitoring Group held on 20 April and 16 May 2006 (copy enclosed) and 25 May 2006 (copy enclosed).



- 3. RISK AND AUDIT SCRUTINY GROUP (pages 9-10)** - Submit for information and noting Minutes of the meeting of the Risk and Audit Scrutiny Group held on 27 April 2006 (copy enclosed).



- 4. PERFORMANCE REVIEW GROUP (pages 11-12)** - Submit for information and noting Minutes of the meeting of the Performance Review Group held on 10 May 2006 (copy enclosed).



- 5. CENTRAL JOINT CONSULTATIVE COMMITTEE** - Submit for information and noting Minutes of the meeting of the Central Joint Consultative Committee held on 1 June 2006 (copy enclosed).



## **CORPORATE GOVERNANCE**

- 6. LOCAL CODE OF CORPORATE GOVERNANCE (pages 13-48)** - Submit report dated 11 May 2006 (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 for 2006/2007.



- 7. REVIEW OF THE COUNCIL'S STANDING ORDERS RELATING TO CONTRACTS (pages 49-67)** - Submit report dated 23 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support apprising Committee that a review of the terms and provision of the Council's Standing Orders Relating to Contracts has been carried out and submitting for Committee's consideration revised Standing Orders.



8. **ANNUAL REPORT ON COMPLAINTS AND COMMENTS - 2005/2006 (pages 68-71)** - Submit report dated 23 May 2006 (copy enclosed) by the Chief Executive providing information relating to the formal complaints received and resolved by the Council for the period 1 April 2005 - 31 March 2006 (i.e. those complaints that were not resolved to complainants' satisfaction at the first point of contact).

R

#### BEST VALUE

9. **BEST VALUE POSITION STATEMENT FOR THE DEPARTMENT OF CORPORATE SUPPORT (pages 72-106)** - Submit report dated 22 May 2006 (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.

R

10. **REVIEW OF EFQM PATHWAY (pages 107-109)** - Submit report dated 11 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the outcome of the annual review of the Council's use of Quality Scotland's Pathway software for EFQM assessments.

R

#### AUDIT

11. **REVIEW OF SCHEME OF MEMBERS' ALLOWANCES; TRAVEL AND SUBSISTANCE ALLOWANCES (pages 110-112)** - Submit report dated 18 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support presenting for approval a revised Accounting Policy Bulletin 16B: Scheme of Members' Allowances; Travel and Subsistence Allowances, following a review by Internal Audit.

R

#### OTHER BUSINESS

12. **COSLA - SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 11 MARCH 2006 (pages 113-120)** - Submit report dated 13 April 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the number of employees employed by the Council as at 1 March 2006 which has been reported to CoSLA as required under the Joint Staffing Watch arrangements.

R

13. **SKILLSEEKERS TRAINING ALLOWANCE/BONUS PAYMENTS (pages 121-124)** - Submit report dated 21 April 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for proposed changes for 2006/2007 to the current levels of Skillseeker Training Allowances and Achievement Bonus Payments.



14. **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

15. **FINANCIAL MANAGEMENT SUPPORT TO THE BUILDING LEARNING COMMUNITIES PPP PROJECT (pages 125-126)** - Submit report dated 17 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval to extend the current secondment of an Accountant to the Building Learning Communities PPP Project Team, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **SENIOR POLICY ADVISOR (pages 127-128)** - Submit joint report dated 12 May 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 an amendment to the staffing structure of the Economic Development and Property/Planning, Development and Building Standards Section 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.**
17. **EXTENSION OF TEMPORARY EMPLOYMENT - ASSISTANT SENIOR SURVEYOR (pages 129-130)** – Submit joint report dated 8 May 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 temporary post of Assistant Senior Surveyor within the Surveying Section of Economic Development and Property for a further 6 months. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **CONSERVATION AREA REGENERATION SCHEME (pages 131-133)** - Submit joint report dated 11 May 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 the temporary appointment for a period of 3 years of 2 employees in the Conservation Area Regeneration Scheme (CARS) within the Planning, Development and Building Standards Division 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.**

19. **TECHNICAL SERVICES (pages 134-136)** - Submit joint report dated 11 May 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 Quantity Surveying and Site Inspectorate Sections of Technical Services 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.**
20. **PROPOSED SHORTLEES NURSERY AND FAMILY CENTRE (pages 137-139)** - Submit joint report dated 9 May 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 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.**
21. **LEARNING PARTNERSHIPS (pages 140-143)** - Submit joint report dated 9 May 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 structures of the Community Learning and Development Service and Social Work 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. **PROPOSAL TO STRENGTHEN THE MOVING AND HANDLING TRAINING TO SUPPORT FRONTLINE STAFF WITHIN SOCIAL WORK SERVICES (pages 144-147)** - Submit joint report dated 16 May 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 Social Work 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.**
23. **NORTH WEST KILMARNOCK AREA CENTRE (pages 148-152)** - Submit joint report dated 16 May 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 establishment of a post 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.**
24. **FINANCIAL INCLUSION FUNDING (pages 153-155)** - Submit joint report dated 17 May 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 temporary appointment for a period of 2 years of 2 employees 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.**

25. **THE STRATEGIC DIRECTION OF OLDER PEOPLE'S SERVICES IN EAST AYRSHIRE 2006-2011 (pages 156-158)** - Submit joint report dated 15 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services providing initial information on the personnel implications arising from the implementation of the Strategic Direction of Older People's Services in East Ayrshire (2006-2011), subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
26. **SUPPORTED ACCOMMODATION STRATEGY FOR OLDER PEOPLE IN EAST AYRSHIRE (pages 159-161)** - Submit joint report dated 15 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support, Executive Director of Neighbourhood Services and Executive Director of Educational and Social Services advising on initial personnel implications arising from the implementation of Supported Accommodation Strategy for Older People in East Ayrshire, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
27. **DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS (pages 162-164)** - Submit joint report dated 17 May 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 temporary extension of externally funded posts 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.**
28. **DEVELOPMENT OF COMMUNITY CARE INFRASTRUCTURE (pages 165-168)** - Submit joint report dated 17 April 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 Social Work 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.**
29. **DEPARTMENT OF NEIGHBOURHOOD SERVICES BUILDING AND WORKS DIVISION (pages 169-170)** - Submit joint report dated 17 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for an amendment to the staffing structure of the Building and Works Division within the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

30. **ENVIRONMENTAL HEALTH SERVICE (pages 171-172)** - Submit joint report dated 9 May 2006 (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 appointment for a period of 2 years of an employee in the Environmental Health Service within the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
31. **HOUSING SERVICE - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS (pages 173-174)** - Submit joint report dated 15 May 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 extension of externally funded posts 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.**
32. **HOMELESSNESS STRATEGY (pages 175-176)** - Submit joint report dated 11 May 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 extension until March 2007 of externally funded posts within the Homeless Section of 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.**
33. **BIBLIOTHERAPY SCHEME (pages 177-178)** - Submit joint report dated 9 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval to extend the temporary post of Bibliotherapist within the Library, Registration and Information Section of the Department of Neighbourhood Services up to 25 August 2007, subject to confirmation of external funding and consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
34. **CULTURAL MARKETING PROGRAMME (pages 179-180)** – Submit joint report dated 18 May 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 2 years, of an Events Officer within the Arts and Museums Section of the Department of Neighbourhood Services, subject to consultation with Trade Unions and confirmation of funding. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
35. **LEISURE DEVELOPMENT - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS (pages 181-183)** - Submit joint report dated 9 May 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 extension of externally funded posts within the Leisure Development Section of the Department of Neighbourhood

Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

36. **LEISURE DEVELOPMENT - RESTRUCTURE OF ADMINISTRATION, GRANTS AND MARKETING SERVICES (pages 184-186)** - Submit joint report dated 10 May 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for a restructure of the Administration Unit of the Leisure Development Service within the Department of Neighbourhood Services, in response to the recent Best Value Review. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**