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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.

24 March 2004

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 31 MARCH 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 **WEDNESDAY 31 MARCH 2004 at 1000 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources
GH/SR

B U S I N E S S






INTIMATE APOLOGIES

1. **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE (page 1)** - Submit, for approval, both as a correct record and in respect of the recommendations contained therein, the Minutes of the Chair's Sub-Committee of the Corporate Governance Committee held on 18 March 2004 (copy enclosed).

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2. **CHAIRS' MONITORING GROUP (pages 2-11)** - Submit report dated 18 March 2004 (copy enclosed) attaching, for noting, Minutes of the Chairs' Monitoring Group of 18 and 26 February and 18 March 2004; and advising of specific areas of interest arising from the Chairs' Monitoring Group's initial meeting.

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3. **EXTERNAL AUDIT SERVICE PLAN (pages 12-26)** - Submit report dated 24 February 2004 (copy enclosed) by the Director of Finance advising of the External Auditors' Audit Service Plan.

4. **INTERNAL AUDIT PLAN 2004/05 (pages 27-31)** - Submit report (copy enclosed) by the Chief Auditor advising of the 2004/05 Audit Strategy and Annual Audit Plan.

5. **NATIONAL FRAUD INITIATIVE (pages 32-34)** - Submit joint report dated 16 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance informing of a National Fraud Initiative in Scotland and related employee information.

6. **SINGLE STATUS UPDATE (pages 35-37)** - Submit report dated 11 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

7. **SCOTTISH PUBLIC SERVICES OMBUDSMAN ACT 2002 - REPORT BY THE SCOTTISH PUBLIC SERVICES OMBUDSMAN ON AN INVESTIGATION INTO A COMPLAINT AGAINST EAST AYRSHIRE COUNCIL - REF: E.COMM130 (pages 38-44)** - Submit report dated 11 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the outcome of an investigation by the Scottish Public Services Ombudsman into a complaint against East Ayrshire Council in respect of a housing matter.

8. **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.
9. **REVISED STRUCTURE OF THE OUTDOOR AMENITIES SERVICE (PARAS 1 & 11) (pages 45-49)** - Submit joint report dated 23 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval of amendments to the staffing structure within the Outdoor Amenities Section of the Community Services Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

10. **REVIEW OF STAFFING IN PLANNING DIVISION (Item 1.3, Page 458, 03/07) (PARAS 1 & 11) (pages 50-54)** - Submit joint report dated 9 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for amendment to the staffing structure of the Development Promotion Section. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **SCHOOL TRAVEL CO-ORDINATOR (PARAS 1 & 11) (pages 55-59)** - Submit joint report dated 15 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for amendments to the staffing structure within the Road Safety Section of the Department of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **LEARNING PARTNERSHIPS - STAFFING PROPOSALS (PARAS 1 & 11) (pages 60-64)** - Submit joint report dated 16 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of staffing adjustments to the Department of Educational and Social Services' staffing structure in response to the development of Learning Partnerships. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **SCHOOL'S OUT FRAMEWORK FOR THE DEVELOPMENT OF OUT-OF-SCHOOL CARE (PARAS 1 & 11) (pages 65-68)** - Submit joint report dated 16 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommending extending an existing temporary appointment within Education in response to the Council's implementation of its School's Out Initiative. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **SUPPORT TO PROVIDERS OF EARLY EDUCATION AND CHILDCARE SERVICES (Item 12, Page 322, 99/03) (PARAS 1 & 11) (pages 69-71)** - Submit joint report dated 16 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval to implement the findings of a review of the Pre-School Partnership Link Officer post. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **YOUTH JUSTICE (Item 14, Page 2950, 99/03) (PARAS 1 & 11) (pages 72-74)** - Submit joint report dated 15 March 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval to amend the staffing structure within the Social Work Service. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES (Item 2, Page 221, 03/07) (PARAS 1 & 11) (pages 75-80)** - Submit joint report dated 15 March 2004 (copy enclosed) by the Depute Chief Executive/Director of

Corporate Resources and the Director of Homes and Technical Services seeking approval to introduce new arrangements, on a temporary basis until March 2006, to implement a Pilot Community Warden's Scheme and other anti-social behaviour initiatives under the Building Strong, Safe and Attractive Communities Initiatives. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

17. **COMMON HOUSING REGISTER (Item 9, Page 231, 03/07) (PARAS 1 & 11) (pages 81-85)** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services seeking approval for the appointment of a Project Manager within the Department of Homes and Technical Services to develop and implement a Common Housing Register within East Ayrshire. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**