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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.

9 November 2004

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 16 NOVEMBER 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 16 NOVEMBER 2004** commencing at **1000 hours** in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
GH/SM

Please note that a briefing session for Elected Members, for the next Annual Seminar for Community Representatives will be held following the Corporate Governance Committee.

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 SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 5 AND 14 OCTOBER 2004 (pages 1-2)**



- 1.2 **CENTRAL JOINT CONSULTATIVE COMMITTEE (pages 3-6)** - Submit for noting, Minutes of the Central Joint Consultative Committee held on 16 September 2004 (copy enclosed).



GOVERNANCE MATTERS

2. **AUDITED ACCOUNTS 2003/04 (Item 6, Page 864, 03/07) (pages 7-8)** - Submit report dated 2 November 2004 (copy enclosed) by Executive Head of Finance presenting the External Auditor's Report on the Abstract of Accounts for 2003/04.



3. **A JOB WORTH DOING (pages 9-15)** - Submit report dated October 2004 (copy enclosed) by the Chief Auditor providing details of the Audit Scotland follow-up study on Internal Audit services.



4. **RISK MANAGEMENT STRATEGY (pages 16-20)** - Submit report dated 18 October 2004 (copy enclosed) by the Executive Head of Finance proposing a Risk Management Strategy with a view to ensuring that key risks to the achievement of the Council's strategic objectives are identified and minimised.



5. **AUDIT COMMITTEE PRINCIPLES (pages 21-26)** - Submit report dated 18 October 2004 (copy enclosed) by the Executive Head of Finance reviewing procedures in place to ensure that the Council's Audit Committee principles are in line with best practice.



6. **INTERNAL AUDIT PLAN 2004/05 (Item 4, Page 684, 03/07) (pages 27-34)** - Submit mid-year progress report dated November 2004 (copy enclosed) by the Chief Auditor on performance against the Internal Audit Plan for financial year 2004/05.



BEST VALUE

7. **PERFORMANCE REVIEW GROUP (Item 9, Page 576, 03/07) (pages 35-39)** - Submit report dated 19 October 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support on the context to the establishment of a Performance Review Group and seeking approval of proposals for its composition and membership.



8. **STATUTORY PERFORMANCE INDICATORS FOR 2003/04 (Item 7, Page 865, 03/07) (pages 40-41)** - Submit report dated 1 November 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support on the outcome for the 2003/04 Statutory Performance Indicators (SPIs) in respect of those indicators for which the Committee has an interest.

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9. **AUDIT OF BEST VALUE AUDIT - PHASE 2 (Item 4, Page 553, 03/07) (pages 42-43)** - Submit report dated 3 November 2004 (copy enclosed) by the Chief Executive advising of the selection of East Ayrshire Council by Audit Scotland for inclusion in the second phase of Best Value Audits for 2004/05.

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PERSONNEL ISSUES

10. **JOINT STAFFING WATCH RETURN (pages 44-46)** - Submit report (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 September 2004 reporting period.

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11. **SINGLE STATUS UPDATE (Item 6, Page 684, 03/07) (pages 47-48)** - Submit report dated 1 November 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on a revised timetable for the implementation of the Single Status Agreement.

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12. **HEALTH AND SAFETY ACTION PLAN (pages 49-52)** - Submit report dated November 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support revising the timetabling of the Health and Safety Action Planning Process for 2005/06 to permit departmental Health and Safety Action Plans to be submitted timeously in accordance with the financial year.

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OTHER BUSINESS

13. **LOCAL GOVERNMENT MANAGEMENT GAME 2004 (pages 53-54)** - Submit report dated 9 November 2004 (copy enclosed) by Depute Chief Executive/Executive Director of Corporate Support advising of the Council's participation in the Local Government Management Game.

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14. **CHIEF OFFICERS - 2004/05 PAY AGREEMENT (pages 55-56)** - Submit report dated 9 November 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising that agreement has been reached in pay negotiations for the Chief Officers covering the period 2004/05.



15. **SCOTTISH PUBLIC SERVICES OMBUDSMAN ACT 2002 - REPORT BY THE SCOTTISH PUBLIC SERVICES OMBUDSMAN ON AN INVESTIGATION INTO A COMPLAINT AGAINST EAST AYRSHIRE COUNCIL - REFERENCE: E.COMM130 (Item 7, Page 684, 03/07) (pages 57-60)** - Submit update report (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing an update in respect 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.



16. **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

17. **REVIEW OF ADMINISTRATIVE SUPPORT WITHIN DEVELOPMENT AND PROPERTY SERVICES DIRECTORATE (PARAS 1 & 11) (Item 12, Page 821, 03/07) (pages 61-62)** - Submit joint report dated 9 November 2004 (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 subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **REVIEW OF BUILDING STANDARDS SECTION (PARAS 1 & 11) (Item 8, Page 878, 03/07) (pages 63-69)** - Submit joint report dated 1 October 2004 (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 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.**
19. **REVIEW OF STAFFING WITHIN TRANSPORT SERVICES (PARAS 1 & 11) (pages 70-71)** - Submit joint report dated 9 November 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking

approval to amend the staffing structure of the Department of Development and Property Services, Transport Services Section subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

20. **A TEACHING PROFESSION FOR THE 21ST CENTURY - SCHOOL SUPPORT STAFF STRUCTURES (PARAS 1 & 11) () (pages 72-75)** - Submit joint report dated 2 November 2004 (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 Education Section of the Department of Educational and Social Services, subject to ongoing consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **OLDER PEOPLE'S RESIDENTIAL AND DAY CARE SERVICES (PARA 1) () (pages 76-79)** - 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 for amendments 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.**
22. **STRENGTHENING FRONT LINE SERVICES - SERVICE REVIEWS (PARAS 1 & 11) () (pages 80-84)** - 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 for amendments to the staffing structure within the Social Work function of the Department of Educational and Social Services subject to ongoing consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
23. **AYRSHIRE CRIMINAL JUSTICE SOCIAL WORK SERVICE PARTNERSHIP THROUGH CARE PLAN (PARA 1) () (pages 85-87)** - 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 for amendments 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.**