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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.

17 November 2005

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 24 NOVEMBER 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 24 NOVEMBER 2005** at **1000 HRS**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/
Executive Director of Corporate Support
SN/FM

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 (copies enclosed), viz:-
 - 1.1 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 27 SEPTEMBER 2005 (page 1)**

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1.2 CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 31 OCTOBER 2005 (page 2).



- 2. PERFORMANCE REVIEW GROUP (pages 3-4)** - Submit, for information, Minutes of the meeting of the Performance Review Group held on 6 October 2005 (copy enclosed).



- 3. CHAIRS' MONITORING GROUP (page 5)** - Submit, for information, Minutes of the meetings of the Chairs' Monitoring Group held on 1 November 2005 (copy enclosed) and 10 November 2005 (copy to follow).



OTHER BUSINESS

- 4. CoSLA - SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 10 SEPTEMBER 2005 (pages 6-11)** - Submit report dated 12 October 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to advise of the number of employees employed by the Council as at 10 September 2005, which has been reported to CoSLA as required under the Joint Staffing Watch arrangements.



- 5. EMPLOYEE AWARDS CEREMONY (pages 12-14)** - Submit report dated 31 October 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to provide information regarding this year's Employee Awards Ceremony and to seek views on future events.



- 6. EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following Resolution:- "That under Section 50A(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 as shown against each item".

- 7. CAR LEASING SCHEME (PARA 11) (pages 15-22)** - Submit report dated 10 November 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to request the Committee to consider whether or not to continue offering a Car Leasing Scheme to employees following a review of the current process, subject to consultation with the Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

STAFFING

8. **AMENDMENTS TO DEPARTMENTAL ESTABLISHMENTS: NEIGHBOURHOOD SERVICES (HOUSING SERVICE) AND CORPORATE SUPPORT (IT SERVICE) (PARAS 1 AND 11) (pages 23-24)** - Submit joint report dated 3 November 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services inviting the Committee to revisit previous decisions made in respect of amendments made to the staffing structures of the Housing Service and the IT Services function. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
9. **DEVELOPMENT CONTRIBUTIONS OFFICER (PARA 11) (pages 25-26)** - Submit joint report dated 27 October 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services to seek approval for an amendment to the staffing structure of the Planning, Development and Building Standards Service 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.**
10. **MINERALS OFFICER (PARA 11) (pages 27-29)** - Submit joint report dated 31 October 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services to seek approval for an amendment to the staffing structure of the Planning, Development and Building Standards Service 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.**
11. **TRANSPORT SERVICES BUSINESS UNIT (PARAS 1 AND 11) (pages 30-33)** - Submit joint report dated 14 November 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services to seek approval for amendments to the staffing structure of the Transport Services Business Unit 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.**
12. **NEW FARM LOCH LOCAL OFFICE (PARAS 1 AND 11) (pages 34-35)** - Submit joint report dated 2 November 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services to seek approval for amendments to the staffing structure within the Department of Neighbourhood Services arising from the proposed closure of New Farm Loch Local Office to ensure that budget targets for 2005/06 are met. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **SURE START FUNDING (PARA 11) (pages 36-38)** - Submit joint report dated 18 October 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of

Educational and Social Services to seek approval for amendments to the staffing structure within the Early Years Service of the Department of Educational and Social Services arising from additional funding allocated by the Scottish Executive for Sure Start. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

14. **ENHANCEMENT OF OLDER PEOPLE SERVICES (PARA 11) (pages 39-42)**
- Submit joint report dated 30 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services to seek 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.**

15. **A TEACHING PROFESSION FOR THE 21ST CENTURY: SCHOOL ADMINISTRATION SUPPORT STRUCTURES (PARA 1) (pages 43-49)** - Submit joint report dated 8 November 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services to seek approval for the enhancement of administrative and clerical support to schools, in terms of the Scottish Executive's document "A Teaching Profession for the 21st Century" (TP21). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**