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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.

16 November 2006

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE – 23 NOVEMBER 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 23 NOVEMBER 2006** commencing at **1000 HOURS** in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

GH/DL

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 8 SEPTEMBER, 27 SEPTEMBER AND 19 OCTOBER 2006 (pages 1-5)**



1.2 CHAIRS' SUB COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 16 OCTOBER 2006 (page 6)



CORPORATE GOVERNANCE

- 2. RISK MANAGEMENT STRATEGY (pages 7-19)** – Submit report dated 30 October 2006 (copy enclosed) by the Executive Head of Finance presenting for consideration and approval an updated Risk Management Strategy.



OTHER ISSUES

- 3. COSLA – SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 9 SEPTEMBER 2006 (pages 20-28)** - Submit report dated 17 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to advise on the number of employees employed by the Council as at 9 September 2006 which has been reported to Cosla as required under the Joint Staffing Watch arrangements.



- 4. LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS – REVISED SPECIAL LEAVE POLICY (pages 29-34)** - Submit report dated 30 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to seek approval to proposed changes to the Council's Special Leave Policy and Procedure, subject to consultation with Trade Unions.



- 5. LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS – REVISED RELOCATION SCHEME (pages 35-38)**- Submit report dated 23 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to seek approval to proposed changes to the Council's Relocation Scheme, subject to consultation with Trade Unions.



- 6. MANAGING ABSENCE - PILOT PROJECT FOR EMPLOYEE REFERRAL (pages 39-41)** - Submit report dated 30 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to inform about a service relating to the management of absences; and to advise of the development of a pilot project.



7. **SUPPORTED EMPLOYMENT SERVICE (pages 42-44)** - Submit report dated 25 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to seek approval for the development of a Supported Employment Service within East Ayrshire Council.



8. **AWARDING OF CONTRACT (pages 45-46)** – Submit report dated 3 November 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to provide, for information, details of a tender which has been accepted.



STAFFING

9. **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”.
10. **EXTENSION OF TEMPORARY EMPLOYMENT – ASSISTANT SENIOR SURVEYOR (pages 47-48)** - Submit joint report dated 31 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Acting Executive Director of Development and Property Services to seek approval to extend the current temporary post of Assistant Senior Surveyor within the Surveying Section of Economic Development and Property Services within the Department of Development and Property Services for a further 6 months. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **RESTRUCTURE/RECONFIGURATION OF THE COUNTRY PARK AND COUNTRYSIDE SERVICES SECTION (pages 49-53)** - Submit joint report dated 2 November 2006 (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 structure of the Country Park and Countryside Services Section within the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **RESTORING COMMUNITIES PROGRAMME – EXTENSION OF TEMPORARY EMPLOYMENT (pages 54-56)** - Submit joint report dated 6 October 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Acting Executive Director of Development and Property Services to seek approval for the extension of the existing temporary full time Restoring Communities Programme – Project Officer posts 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.**

13. **SENIOR ACCOUNTANT – EDUCATION OUTPOSTED FINANCE TEAM (pages 57-58)** - Submit report dated 1 November 2006 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support to seek approval to amend the staffing structure of the Education Outposted Finance Team 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.**