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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.

14 September 2004

Dear Councillor

### **CORPORATE GOVERNANCE COMMITTEE - 21 SEPTEMBER 2004**

You are requested to attend the next meeting of the **Corporate Governance Committee** to be held on **TUESDAY 21 SEPTEMBER 2004 at 1000 HOURS**, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, 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**

1. **SUB-COMMITTEE MINUTES** - Submit for approval, both as a correct record and in respect of the recommendations contained therein, the undernoted Sub-Committee Minutes (copy enclosed), viz:-
  - 1.1 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 8 APRIL 2004 (page 1)**



**1.2 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE**

**1.2.1 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 10 JUNE 2004 (pages 2-3)**

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**1.2.2 RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 23 JUNE 2004 (pages 4-5)**

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**1.3 APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 JUNE 2004 (pages 6-7)**

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- 2. CHAIR'S MONITORING GROUP (pages 8-10)** - Submit for noting, Minutes of the Chair's Monitoring Group of 21 June and 9 September 2004 (copy enclosed).

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- 3. PROGRAMME FOR BEST VALUE SERVICE REVIEW (pages 11-14)** - Submit report dated 6 September 2004 (copy enclosed) by the Head of Corporate Development and Communication providing a strategic, Council-wide programme for the implementation of Best Value Service Review covering all Council services.

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- 4. AUDIT OF BEST VALUE - EXTERNAL AUDIT FINAL AUDIT REPORT (15-18)** - Submit report dated 6 September 2004 (copy enclosed) by the Head of Corporate Development and Communication advising of the outcome of the Year 1 Transitional Audit of Best Value conducted by the Council's External Auditor.


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- 5. JOINT STAFFING WATCH RETURN - JUNE 2004 (pages 19-21)** - Submit report dated 2 September 2004 (copy enclosed) by the Chief Executive advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2004 reporting period.

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- 6. SINGLE STATUS UPDATE (pages 22-23)** - Submit report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

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7. **NEW DISPUTE RESOLUTION PROCEDURES (pages 24-28)** - Submit report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the new Workplace Dispute Resolution Procedures that will come into effect on 1 October 2004 in respect of Local Government Employees, Chief Officers and Craft employees. Teaching staff have their own policies established in these areas.  

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 Paragraphs 1 and 11 of Schedule 7A of the Act.
9. **SKILLS TRAINING UNIT STAFFING EASY (EAST AYRSHIRE STRATEGY FOR YOUTH) PROJECT (PARAS 1 & 11) (pages 29-30)** - Submit report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking authority for additions to the staffing structure of the Personnel Section (Skills Training Unit). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
10. **REVIEW OF PROCUREMENT SECTION - ADMINISTRATIVE AND LEGAL SERVICES (PARAS 1 & 11) (pages 31-34)** - Submit report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval of amendments to the staffing structure of the Procurement Section within the Department of Corporate Support, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **REVIEW OF CAREER DEVELOPMENT SCHEME FOR TRAINEE ADMINISTRATIVE OFFICERS (PARAS 1 & 11) (pages 35-37)** - Submit report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for a review of the Career Development Scheme for Trainee Administrative Officers resulting in an amendment to the staffing structure of the Administration and Legal Section within the Department of Corporate Support, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **WORKING FOR FAMILIES FUNDS (PARAS 1 & 11) (pages 38-41)** - Submit joint report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services seeking approval of amendments to the staffing structure of the Department of Development and Property Services, subject to ongoing consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

13. **EAST AYRSHIRE ACTIVE SCHOOLS PROGRAMME (PARAS 1 & 11) (pages 42-45)** - Submit joint report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services advising of developments in relation to the East Ayrshire Active Schools Programme and seeking approval for amendments to the staffing structure 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.**
14. **JOINT FUTURE (PARA 1) (pages 46-48)** - Submit joint report dated 6 September 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.**
15. **WOODSTOCK CENTRE - STAFFING (PARA 1) (pages 49-51)** - Submit joint report dated 6 September 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 one temporary appointment for a period initially up to June 2005 with a possible extension to June 2006 within the Woodstock Centre of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **IMPLEMENTATION OF THE MENTAL HEALTH (CARE AND TREATMENT) (SCOTLAND) ACT 2003 (PARA 1) (pages 52-54)** - Submit joint report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval of 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.**
17. **REVISED STRUCTURE/RECONFIGURATION OF THE MUSEUMS, ARTS AND THEATRE SECTION (PARAS 1 & 11) (pages 55-67)** - Submit joint report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services proposing amendments to the structure within the Museums, Arts and Theatre Section. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **FOOD STANDARDS AGENCY FUNDING (PARAS 1 & 11) (pages 68-69)** - Submit joint report dated 6 September 2004 (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 18 months of a Project Worker within the Environmental Health Section of the Department of Neighbourhood Services,

subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 19. HOMELESSNESS STRATEGY (PARA 1) (pages 70-71)** - Submit joint report dated 6 September 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and Executive Director of Neighbourhood Services seeking approval for the continuation of the post of Temporary Senior Clerical Assistant within the Homeless Section of Housing Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**