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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.

23 September 2005

Dear Councillor

**CORPORATE GOVERNANCE COMMITTEE - 29 SEPTEMBER 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 29 SEPTEMBER 2005** at **1000 HRS**, in order to discuss the undernoted business.

Yours sincerely



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

**BUSINESS**

**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 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 9 AND 23 JUNE 2005 (pages 1-2)**



**1.2 APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 JUNE AND 1 JULY 2005 (pages 3-4).**



2. **RISK AND AUDIT SCRUTINY GROUP (pages 5-6)** - Submit, for information, Minutes of the Risk and Audit Scrutiny Group held on 13 June 2005 (copy enclosed).



3. **PERFORMANCE REVIEW GROUP (page 7)** - Submit, for information, Minutes of the Performance Review Group held on 16 June 2005 (copy enclosed)



4. **CHAIRS' MONITORING GROUP (pages 8-12)** - Submit, for information, Minutes of the Chairs' Monitoring Group held on 23 June and 15 September 2005 (copy enclosed).



5. **CENTRAL JOINT CONSULTATIVE COMMITTEE (pages 13-20)** - Submit, for information, Minutes of the Central Joint Consultative Committee held on 2 June and 15 September 2005 (copy enclosed).



**GOVERNANCE MATTERS**

6. **A JOB WORTH DOING - UPDATE REPORT (pages 21-26)** - Submit report dated 22 September 2005 (copy enclosed) by the Chief Auditor providing an update on progress against the action points arising from the Audit Scotland follow-up study on internal audit services, details of which were reported to Corporate Governance Committee on 16 November 2004.



7. **STATUTORY PERFORMANCE INDICATORS FOR 2004/05 (pages 27-28)** - Submit report dated 1 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support presenting the outcome for the 2004/05 Statutory Performance Indicators (SPIs) in respect of those Indicators for which the Committee has an interest.



8. **DEPARTMENT OF CORPORATE SUPPORT BEST VALUE PROGRESS (pages 29-48)** - Submit report dated 21 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on progress made by the Department of Corporate Support in the implementation of the European Foundation for Quality Management Excellence Model (EFQM) and in the Department's programme for Best Value Review.

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#### **OTHER BUSINESS**

9. **CoSLA - SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 11 JUNE 2005 (pages 49-55)** - Submit report dated 19 July 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the number of employees employed by the Council as at 11 June 2005 reported to CoSLA as required under the Joint Staffing Watch arrangements.

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10. **EMPLOYEE ATTITUDE SURVEY (pages 56-65)** - Submit report dated 22 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support advising on the findings of the Employee Attitude Survey which was carried out within the Council during June 2005.

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11. **SALARY SACRIFICE EMPLOYEE BENEFITS SCHEME (pages 66-70)** - Submit report dated 27 July 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support recommending the introduction for all employees within the Council of a Salary Sacrifice Employee Benefits Scheme in relation to the Home Computer Initiative and Child Care vouchers.

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12. **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".

#### **STAFFING**

13. **SINGLE STATUS UPDATE (pages 71-74)** - Submit report dated 20 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support (i) providing an update on progress in implementing the Single Status agreement with particular reference to the Job Evaluation Scheme; and (ii) advising of receipt of a Collective Equal Pay

Grievance Claim from the GMB Trade Union in respect of a number of their members employed in various Departments within East Ayrshire Council. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

14. **COMMUNITY PLANNING AND PARTNERSHIP UNIT - OPERATIONAL STAFF REVIEW (pages 75-80)** - Submit report dated 22 September 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval to update and amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **PROPOSAL TO RESTRUCTURE THE IT SERVICE WITHIN CORPORATE SUPPORT DEPARTMENT (pages 81-86)** - Submit report dated 30 August 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval to implement a limited restructure of the IT Services function within the Department of Corporate Support. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **DEPARTMENT OF CORPORATE SUPPORT - ESTABLISHMENT OF POST OF POLICY OFFICER (EQUALITIES AND DIVERSITY) (pages 87-89)** - Submit report dated 25 July 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for the establishment of a post of Policy Officer (Equalities and Diversity) within Personnel Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **COMMUNITY LEARNING AND DEVELOPMENT (pages 90-93)** - Submit joint report dated 5 September 2005 (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 and to extend the contracts of existing employees on externally funded posts within the Community Learning and Development and Early Years Sections 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.**
18. **IMPLEMENTATION OF BEST VALUE REVIEW ON LOOKED AFTER AND ACCOMMODATED CHILDREN (pages 94-96)** - Submit joint report dated 4 July 2005 (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 Service of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **RESTRUCTURE OF THE COMMUNITY RECREATION SERVICE (pages 97-100)** - Submit report dated 30 August 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for a restructure of the

Community Recreation Service within the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

20. **NEW FARM LOCH LOCAL OFFICE (pages 101-102)** - Submit joint report dated 22 September 2005 (copy enclosed) by the Depute Chief Executive/ Executive Director of Corporate Support and Executive Director of Neighbourhood Services seeking approval for amendments to the staffing structure in 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.**
21. **TREE RISK MANAGEMENT INSPECTIONS (pages 103-105)** - Submit joint report dated 31 August 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for amendments to the staffing structure within the Outdoor Amenities Service of the Department of Neighbourhood Service, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **HOMELESSNESS STRATEGY (pages 106-107)** - Submit joint report dated 7 September 2005 (copy enclosed) by the Depute Chief Executive/ Executive Director of Corporate Support and the Executive Director of Neighbourhood Services seeking approval for the continuation of the temporary posts of Homeless Persons Officer and Senior Clerical Assistant within Housing Services of the Department of Neighbourhood Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**