

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 31 MARCH 2004 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors John Knapp, Jim O'Neill, Stephanie Young, Daniel Coffey, Douglas Reid, Gordon Cree, Drew McIntyre, Stuart Finlayson, Eric Jackson, George Smith, William Menzies, William Crawford, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; David Mitchell, Head of Administrative and Legal Services; Graham Haugh, Head of Personnel; Kay Gilmour, Head of Community Support; Alan Neish, Head of Planning and Building Control; Jackie Donnelly, Head of Social Work; Colin Houston, Chief Auditor; Joe Cassidy, Policy Manager, Homes and Technical Services; Aynsley McCrone, Personnel Officer; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Maureen McKay, Brian Reeves, John Weir, Iain Linton, Robert McDill and Tommy Farrell.

CHAIR: Councillor John Knapp, Chair.

CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

1. There was submitted and approved, both as a correct record and in respect of the recommendations contained therein, the Minutes of the Chair's Sub-Committee of the Corporate Governance Committee held on 18 March 2004 (circulated) as contained within the Appendix to these Minutes.

CHAIRS' MONITORING GROUP

2. There was submitted a report dated 18 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which attached, for noting, Minutes of the Chairs' Monitoring Group of 18 and 26 February and 18 March 2004 and advised of specific areas of interest arising from the Chairs' Monitoring Group's initial meeting.

It was agreed:-

- (i) to note the Minutes of the Chairs' Monitoring Group of 18 and 26 February and 18 March 2004;
- (ii) to approve the actions and recommendations from the Chairs' Monitoring Group in respect of its initial remit and priorities; and
- (iii) otherwise, to note the contents of the report.

EXTERNAL AUDIT SERVICE PLAN

3. There was submitted and noted a report dated 24 February 2004 (circulated) by the Director of Finance which advised of the External Auditors Audit Service Plan.

INTERNAL AUDIT PLAN 2004/05

4. There was submitted and noted a report (circulated) by the Chief Auditor which advised of the 2004/05 Audit Strategy and Annual Audit Plan.

NATIONAL FRAUD INITIATIVE

5. There was submitted a joint report dated 16 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which informed of a National Fraud Initiative in Scotland requiring provision of certain employee information.

It was agreed:-

- (i) to note the National Fraud Initiative and the Council's related employee communications exercise; and
- (ii) otherwise, to note the contents of the report.

SINGLE STATUS UPDATE

6. There was submitted a report dated 11 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on the Council's response to the Scottish Joint Councils' Single Status Agreement.

It was agreed:-

- (i) to note the update on the Council's response to the Single Status Agreement for Local Government Employees;
- (ii) that the Depute Chief Executive/Director of Corporate Resources continue to provide future update reports; and
- (iii) otherwise, to note the contents of the report.

SCOTTISH PUBLIC SERVICES OMBUDSMAN ACT 2002 - REPORT BY THE SCOTTISH PUBLIC SERVICES OMBUDSMAN ON AN INVESTIGATION INTO A COMPLAINT AGAINST EAST AYRSHIRE COUNCIL - REF: E.COMM130

7. There was submitted a report dated 11 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised 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. A copy of the Ombudsman's final report had been placed in the Members' Information Point.

It was agreed:-

- (i) that it be remitted to the Director of Neighbourhood Services to prepare for consideration of the Housing Committee a clear and explicit policy with procedural guidelines to tenants on requests for extended periods of absence and that such policy and procedural guidelines provide specific detailed sanctions for non-compliance;
- (ii) that consideration of all other matters relative to the report be continued, subject to conclusion of further correspondence between East Ayrshire Council and the Scottish Public Services Ombudsman; and
- (iii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

8. The Committee resolved 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 involved the likely disclosure of exempt information as defined in the Paragraphs 1 and 11 of Schedule 7A of the Act.

REVISED STRUCTURE OF THE OUTDOOR AMENITIES SERVICE

9. There was submitted a joint report dated 23 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval of amendments to the staffing structure within the Outdoor Amenities Section of the Community Services Department.

It was agreed:-

- (i) to approve the staffing proposals detailed in Paragraph 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

REVIEW OF STAFFING IN PLANNING DIVISION (Item 1.3, Page 458, 03/07)

10. There was submitted a joint report dated 9 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval for amendment to the staffing structure of the Development Promotion Section.

It was agreed:-

- (i) to approve the staffing proposals contained in Paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

SCHOOL TRAVEL CO-ORDINATOR

11. There was submitted a joint report dated 15 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval for amendments to the staffing structure within the Road Safety Section of the Department of Development Services.

It was agreed:-

- (i) to approve the staffing proposal contained in Paragraph 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

LEARNING PARTNERSHIPS - STAFFING PROPOSALS

12. There was submitted a joint report dated 16 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of staffing adjustments to the Department of Educational and Social Services staffing structure in response to the development of learning partnerships.

It was agreed:-

- (i) to approve the staffing proposals contained in Section 4 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

Councillor Jackson left the meeting following consideration of the above item.

SCHOOLS OUT FRAMEWORK FOR THE DEVELOPMENT OF OUT-OF-SCHOOL CARE

- 13.** There was submitted a joint report dated 16 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which recommended extending an existing temporary appointment within Education in response to the Council's implementation of its Schools Out Initiative.

It was agreed:-

- (i) to approve the staffing proposals detailed in Section 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

SUPPORT TO PROVIDERS OF EARLY EDUCATION AND CHILDCARE SERVICES (Item 12, Page 322, 99/03)

- 14.** There was submitted a joint report dated 16 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval to implement the findings of a review of the Pre-School Partnership Link Officer post.

It was agreed:-

- (i) to approve the staffing recommendations contained in Section 4 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

YOUTH JUSTICE (Item 14, Page 2950, 99/03)

- 15.** There was submitted a joint report dated 15 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval to amend the staffing structure within the Social Work Service.

It was agreed:-

- (i) to approve the amendment to the staffing structure as set out in Paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES
(Item 2, Page 221, 03/07)

16. There was submitted a joint report dated 15 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval to introduce new arrangements, on a temporary basis until March 2006, to implement a Pilot Community Warden Scheme and other Anti-Social Behaviour Initiatives under the Building Strong, Safe and Attractive Communities Programme.

It was agreed:-

- (i) to approve the proposed staffing arrangements outlined in the report, subject to Trade Union consultation; and
- (ii) otherwise, to note the contents of the report.

COMMON HOUSING REGISTER (Item 9, Page 231, 03/07)

17. There was submitted a joint report (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for the appointment of a Project Manager within the Department of Homes and Technical Services to develop and implement a Common Housing Register within East Ayrshire.

It was agreed:-

- (i) to approve the proposed staffing arrangements outlined in the report, subject to Trade Union consultation; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1031 hours.