

**EAST AYRSHIRE COUNCIL**

**CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 14 APRIL 2005 AT 1000 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors John Knapp, Brian Reeves, Gordon Cree, John Weir, Stuart Finlayson, Robert McDill, George Smith, Tommy Farrell, William Menzies, William Crawford, Elaine Dinwoodie and Jimmy Carmichael.

**ATTENDING:** Fiona Lees, Chief Executive; Bill Stafford, Executive Director of Neighbourhood Services; David Mitchell, Head of Administrative and Legal Services; John Clayton, Head of Corporate Development and Communication; Martin Rose, Head of Personnel; Colin Houston, Chief Auditor; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Jim O'Neill, Stephanie Young, Daniel Coffey, Douglas Reid, Drew McIntyre, Iain Linton, Ray Murray, Eric Jackson and Eric Ross.

**CHAIR:** Councillor John Knapp, Chair.

**MINUTES**

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved both as a correct record and in respect of the recommendations contained therein, the undernoted Sub-Committee Minutes (circulated):-
  - 1.1 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 17 FEBRUARY, 16 MARCH AND 1 APRIL 2005 - APPENDICES I TO III**

**CHAIRS' MONITORING GROUP**

2. There were submitted and noted Minutes of the Chairs' Monitoring Group of 21 February, 16 March and 6 April 2005 (circulated).

**CENTRAL JOINT CONSULTATIVE COMMITTEE**

3. There were submitted and noted Minutes of the Central Joint Consultative Committee of 17 March 2005 (circulated).

**GOVERNANCE MATTERS**

**OVERVIEW OF THE LOCAL AUTHORITY AUDITS 2004**

4. There was submitted a report (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the findings highlighted in the Overview of Local Authority Audits 2004, particularly in relation to those matters of relevance to East Ayrshire Council.

It was agreed:-

- (i) to note receipt of the Overview of Local Authority Audits 2004 published by Audit Scotland;

- (ii) to note the issues highlighted within the report which were of particular relevance to East Ayrshire Council and endorse current approaches to the matters raised;
- (iii) to note further that the issues set out in the Overview Report would be addressed by the Auditors in future audit work; and
- (iv) otherwise, to note the contents of the report.

#### **AUDIT PLAN 2005/2006**

5. There was submitted and noted a report (circulated) by the Chief Auditor which advised on the Internal Audit Plan for 2005/2006.

#### **AUDIT OF BEST VALUE AND COMMUNITY PLANNING AUDIT TIMETABLE**

6. There was submitted a report dated 23 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on Audit Scotland's timetable for conducting the audit of Best Value and Community Planning within the Council during 2005/2006 and the preparations currently being made by Officers.

It was agreed:-

- (i) to note the Audit Scotland timetable for undertaking the Council's Best Value and Community Planning Audit as detailed in Paragraph 3.1 of the report;
- (ii) to note the Officer preparations underway and the current progress as highlighted at Paragraph 3.3 of the report;
- (iii) to receive further reports on this important matter; and
- (iv) otherwise, to note the contents of the report.

#### **OTHER BUSINESS**

##### **EXTENSION OF TEMPORARY CONTRACTS OF EMPLOYMENT**

7. There was submitted a report dated 24 March 2005 (circulated) by the Head of Personnel which sought agreement that, in certain specified circumstances, the Head of Personnel be authorised to extend the contracts of employees in temporary posts.

It was agreed:-

- (i) to approve the proposal contained in Paragraph 3.1 of the report; and
- (ii) otherwise, to note the contents of the report.

##### **CRAFT OPERATIVES - 2004/2005 PAY AGREEMENT**

8. There was submitted and noted a report dated 10 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised that agreement had been reached in pay negotiations for Craft Operatives covering the period 2004/2005.

#### **EXCLUSION OF PRESS AND PUBLIC**

9. 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 Paragraphs 1 and/or 11 of Schedule 7A of the Act.

## **STAFFING**

### **MANAGEMENT RESTRUCTURE OF THE OUTDOOR AMENITIES SERVICE (Item 12, Page 1296, 03/07)**

10. There was submitted a joint report dated 30 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for a management restructure of the Outdoor Amenities Service within the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve the staffing proposals contained in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

### **INVESTMENT IN ARTS**

11. There was submitted a joint report dated 21 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the temporary appointment for a period of two years of Arts Co-ordinators within the Arts and Museums Section of the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve the staffing proposal contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **ENFORCEMENT OF LEGISLATION RELATING TO HOUSES IN MULTIPLE OCCUPATION (Item 12, Page 425, 03/07)**

12. There was submitted a joint report dated 18 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the extension of a temporary contract for a period of one year of a part-time Implementation Officer within the Environmental Health, Licensing and Community Safety Section of the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve the extension of temporary contract detailed in Paragraph 3.1 of the report; and
- (ii) otherwise, to note the contents of the report.

### **RESTORING COMMUNITIES PROGRAMME (Item 14.1, Page 1261, 03/07)**

13. There was submitted a joint report dated 21 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval for amendments to the staffing structure within the Planning, Development and Building Standards and Projects Section of the Department of Development and Property Services, subject

to consultation with Trade Unions and suitable funding becoming available from the Scottish Executive.

It was agreed:-

- (i) to approve the staffing proposal contained in Paragraph 3.1 of the report subject to consultation with Trade Unions and suitable funding becoming available from the Scottish Executive; and
- (ii) otherwise, to note the contents of the report.

**COMMUNITY PLANNING AND PARTNERSHIP UNIT - EXTENSION OF  
TEMPORARY CONTRACT (Item 13, Page 821, 03/07)**

- 14.** There was submitted a report dated 21 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to extend the temporary contract of the Public Health Co-ordinator within the Department of Corporate Support.

It was agreed:-

- (i) to approve the staffing proposals contained in Section 3 of the report; and
- (ii) otherwise, to note the contents of the report.

**MODERNISING GOVERNMENT FUND - EXTENSION OF TEMPORARY POST  
(Item 16, Page 701, 03/07)**

- 15.** There was submitted a report dated 16 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for the continuation of the post of Definitive Master Address Co-ordinator, for a further period of two years, within the Information Technology Service of the Department of Corporate Support.

It was agreed:-

- (i) to approve the proposed continuation of temporary post within the Information Technology Service Staffing Structure as detailed in Paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**DEVELOPMENT OF EAST AYRSHIRE COUNCIL FREEDOM OF INFORMATION  
AND RECORDS MANAGEMENT SERVICE (Item 8, Page 3240, 03/07)**

- 16.** There was submitted a report dated 31 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for proposals to further develop the Council's Freedom of Information and Records Management Service to ensure continuing improvement in terms of the Freedom of Information (Scotland) Act 2002 and meeting the Council's commitment to have improved records and information management systems as set out in Section 61 of the Act.

It was agreed:-

- (i) to approve the proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

**COMMUNITY LEARNING AND DEVELOPMENT BEST VALUE SERVICE REVIEW  
(Item 23, Page 1365, 03/07)**

17. There was submitted a joint report dated 30 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Community Learning and Development Service of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

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

**ADDITIONAL SUPPORT STAFF TO SUPPORT THE IMPROVEMENT OF PUPIL  
BEHAVIOUR (Item 5, Page 1360, 03/07)**

18. There was submitted a joint report dated 22 March 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Schools Section of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

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

**IMPLICATIONS ARISING FROM THE NURSERY NURSE PAY AND CONDITIONS  
SETTLEMENT FOR SERVICES DELIVERED IN 52 WEEK ESTABLISHMENTS  
(Item 3, Page 784, 03/07)**

19. There was submitted a joint report dated 6 April 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which advised on the implications for Community Nurseries arising from the pay and conditions settlement and seeking approval for recommendations.

It was agreed:-

- (i) to approve the establishment of an additional eight Early Years Workers posts; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1010 hours.