

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 30 MARCH 2006 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors John Knapp, Brian Reeves, Douglas Reid, Gordon Cree, John Weir, Drew McIntyre, Ray Murray, Stuart Finlayson, Robert McDill, Eric Jackson, George Smith, Tommy Farrell, William Menzies, William Crawford, and James Carmichael.

ATTENDING: Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; David Mitchell, Head of Administrative and Legal Services; Martin Rose, Head of Personnel; Jim Kane, Head of Roads and Transportation; Alan Paterson, Principal Quantity Surveyor and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Jim O'Neill, Stephanie Young, Harry Wilson, Iain Linton, Eric Ross and Elaine Dinwoodie.

CHAIR: Councillor John Knapp, Chair.

CHAIR'S REMARKS – WITHDRAWN ITEM

It was reported by the Chair and noted that Item 15, Financial Inclusion Funding, had been withdrawn from the Agenda.

**MINUTES
SUB-COMMITTEE MINUTES**

1. There were submitted and approved, both as correct records and in respect of the recommendations contained therein, the undernoted Sub-Committee Minutes (circulated), viz:-
 - 1.1 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 14 FEBRUARY 2006 – APPENDIX 1**
 - 1.2 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 1 AND 14 MARCH 2006 – APPENDIX 2**

CHAIRS' MONITORING GROUP

2. There were submitted for information and noted Minutes of the meetings of the Chairs' Monitoring Group held on 2 and 13 March 2006 (circulated).

CENTRAL JOINT CONSULTATIVE COMMITTEE

3. There were submitted for information and noted Minutes of the meeting of the Central Joint Consultative Committee held on 16 March 2006 (circulated).

Councillor McIntyre joined the meeting during consideration of the above item.

OTHER BUSINESS
SINGLE STATUS UPDATE (Item 2, page 1888, 03/07)

4. There was submitted a report dated 20 September 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided an update on progress in implementing the Single Status Agreement with particular reference to equal pay.

It was agreed:-

- (i) to note the verbal update by the Head of Personnel on the number of compensation payments accepted; and
- (ii) otherwise to note the contents of the report.

EMPLOYEE AWARDS CEREMONY (Item 5, page 1831, 03/07)

5. There was submitted a report dated 10 March 2006 (circulated) by the Chief Executive which provided information for consideration as to whether the Employee Awards Ceremony should be held annually.

Councillor Knapp, seconded by Councillor Crawford moved:-

- (i) that the Employee Awards Ceremony be held annually;
- (ii) that the Depute Chief Executive/Executive Director of Corporate Support take the necessary action in respect of the event; and
- (iii) otherwise to note the contents of the report.

Councillor Reid, seconded by Councillor McDill moved as an amendment that a reference to ongoing Trade Union involvement be included in the above motion.

On a division by a show of hands, the motion was carried by 12 votes to 3.

CRAFT OPERATIVES – 2005 – 2006 PAY AGREEMENT

6. There was submitted and noted a report dated 10 March 2006 (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 2005 – 2006.

EXCLUSION OF PRESS AND PUBLIC

7. 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 2 of Schedule 7A of the Act.

STAFFING
COMMUNITY PLANNING AND PARTNERSHIP UNIT OPERATIONAL STAFF
REVIEW (Item 5, page 1720, 03/07)

8. There was submitted a report dated 8 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to update and amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support.

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.

EXTERNAL FUNDING AND SUSTAINABILITY WORKER (Item 15, page 1720, 03/07)

9. There was submitted a report dated 8 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support.

It was agreed:-

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

ROADS CONTRACTS BUSINESS UNIT

10. There was submitted a joint report dated 22 March 2006 (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 of the Roads Contracts Business Unit within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.2 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

ROADS AND TRANSPORTATION DIVISION

11. There was submitted a joint report dated 9 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval for an amendment to the staffing structure of the Roads and Transportation Division within the Department of Development and Property Services, subject to ongoing Trade Union consultation.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraphs 3.1 and 3.2 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**EXTENSION OF TEMPORARY EMPLOYMENT – TECHNICAL SERVICES
(QUANTITY SURVEYING SECTION) (Item 15, page 1281, 03/07)**

12. There was submitted a joint report dated 7 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 to extend the current temporary post of Assistant Quantity Surveyor within the Quantity Surveying Section of Technical Services for a further 12 months, subject to consultation with Trade Unions.

It was agreed:-

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

WORKING FOR FAMILIES (Item 21, page 2031, 03/07)

- 13.** There was submitted a joint report dated 7 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval to extend the current staffing arrangements within the Working for Families Project for a further period from 1 April 2006 until 31 March 2008, subject to consultation with Trade Unions.

It was agreed:-

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

2020 VISION PROJECT

- 14.** There was submitted a joint report dated 23 February 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for the temporary appointment for a period of three years of three employees in the 2020 Vision Project within 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 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

BEST VALUE REVIEW: ONSITE SERVICES

- 15.** There was submitted a joint report dated 14 March 2006 (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 of the Onsite Services Section of the Department of Educational and Social Services as part of the Best Value Review, subject to consultation with Trade Unions.

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.

**PROTECTIVE SERVICES – AMENDMENT TO STAFFING STRUCTURE (Item 22,
page 1283, 03/07)**

16. There was submitted a joint report dated 24 February 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for an amendment to the staffing structure of the Cleansing Services function within the Department of Neighbourhood Services.

It was agreed:-

- (i) to formalise the existing temporary arrangements detailed in paragraph 3.1 of the report; and
- (ii) otherwise, to note the contents of the report.

REGULATION AND ACCREDITATION OF PRIVATE LANDLORDS

17. There was submitted a joint report dated 25 January 2006 (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 one year of two employees in the Housing Service within the Department of Neighbourhood Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to note the verbal update by the Head of Personnel, that funding from the Scottish Executive had been formally approved for the Regulation and Accreditation of Private Landlords Scheme;
- (ii) to approve the staffing proposals contained in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (iii) otherwise, to note the contents of the report.

The meeting terminated at 1040 hours.

APPENDIX I

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 14 FEBRUARY 2006 AT 1425 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS.
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill, Stuart Finlayson and Robert McDill.

ATTENDING: Craig Young, Solicitor; and Julie McGarry, Assistant Administration Manager.

APOLOGY: Councillor Brian Reeves.

CHAIR: Councillor John Knapp, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

GRIEVANCE APPEAL NO G1/06

2. There was submitted a report dated 7 February 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided the background information relating to a collective grievance submitted by Arthur West, Trade Union Convener (APT&C Staff) on behalf of employees affected by the proposed termination of the Car Leasing Scheme and which asked the Sub-Committee to consider the Stage 4 Grievance in accordance with the Council's Grievance Procedure.

Appendix 1 to the report detailed the notification of the Grievance Appeal by Mr Arthur West and detailed the reasons for the grievance and Appendix 2 detailed the report by the Head of Personnel which outlined management response to the grievance.

ADJOURNMENT/RECONVENTION

3. The Sub-Committee adjourned at 1525 hrs and reconvened at 1530 hrs with the same Members and Officials present and in attendance.

OUTCOME OF APPEAL

4. Having heard both parties, the Sub-Committee agreed unanimously that the grounds of the appeal had not been substantiated and the appeal was not held.

The meeting terminated at 1600 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 1 MARCH 2006 AT 1005 HRS
IN MEETING ROOM 1, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Maureen McKay, Douglas Reid, Iain Linton, John Knapp, Eric Jackson and Tommy Farrell.

ATTENDING: Fiona Lees, Chief Executive; Martin Rose, Head of Personnel; Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

**POST OF EXECUTIVE DIRECTOR OF
EDUCATIONAL AND SOCIAL SERVICES (Item 2, Page 2008, 03/07)**

2. There was submitted a report dated 22 February 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented to the Sub-Committee the 19 applications received for the post of Executive Director of Educational and Social Services and which requested the Sub-Committee to consider the applications received and to select a short-list of candidates for interview and to agree the dates and arrangements for the interviews.

It was agreed:

- (i) to invite for interview applicants Nos 2, 8, 10, 11, 17 and 19;
- (ii) that the interviews be held on Tuesday 14 March 2006 in the Council Chambers, Council Offices, Lugar, the Sub-Committee to meet at 0900 hrs with the commencement time for the first interview being 0930 hrs and that all necessary arrangements be remitted to the Chief Executive; and
- (iii) that short-listed candidates meet with the selection panel at an informal session on the evening of Monday 13 March 2006 and that the necessary arrangements for the evening be remitted to the Chief Executive in consultation with the Chair.

The meeting terminated at 1120 hrs.

EAST AYRSHIRE COUNCIL

RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 14 MARCH 2006 AT 0910 HRS IN THE COUNCIL CHAMBERS, LUGAR

PRESENT: Councillors Drew McIntyre, Maureen McKay, Douglas Reid, Iain Linton, John Knapp, Eric Jackson and Tommy Farrell.

ATTENDING: Fiona Lees, Chief Executive; Martin Rose, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

ALSO ATTENDING: John Mulgrew, Executive Director of Educational and Social Services, East Ayrshire Council (Adviser).

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

ADJOURNMENT/RECONVENTION

2. The Sub-Committee adjourned at 0911 hrs and reconvened at 0920 hrs.

Councillors Reid and Linton joined the meeting at this point.

POST OF EXECUTIVE DIRECTOR OF EDUCATIONAL AND SOCIAL SERVICES ()

3. There was submitted a report dated 7 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the six candidates selected for interview with a view to interviewing and making an appointment to the post of Executive Director of Educational and Social Services, together with the following documentation:-
 - (i) synopsis of the interviewees;
 - (ii) copy of the Executive Director of Educational and Social Services recruitment pack which included a copy of the advertisement, job outline and person specification; and
 - (iii) copy of Part B of the applications received.

There were also submitted written submissions received from five of the short-listed candidates (circulated).

It was reported and noted that Stuart Powell and Stanley Bradford had withdrawn their applications for the post.

The Sub-Committee interviewed Graham Short and Andrea Batchelor.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

4. The Sub-Committee adjourned at 1113 hrs and reconvened at 1130 hrs with the same Members and Officers in attendance and interviewed Jackie Donnelly.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

5. The Sub-Committee adjourned at 1230 hrs and reconvened at 1320 hrs with the same Members and Officers in attendance and interviewed Ian Fraser.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

6. The Sub-Committee adjourned at 1415 hrs and reconvened at 1424 hrs with the same Members and Officers in attendance.

After consideration it was agreed:-

- (i) to offer the post of Executive Director of Educational and Social Services to Graham Short;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to Depute Chief Executive/ Executive Director of Corporate Support.

The meeting terminated at 1505 hrs.