

**EAST AYRSHIRE COUNCIL**

**CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 24 NOVEMBER 2005 AT  
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors John Knapp, Brian Reeves, Daniel Coffey, Gordon Cree, John Weir, Drew McIntyre, Ray Murray, Stuart Finlayson, Robert McDill, Eric Jackson, George Smith, Tommy Farrell, William Menzies, William Crawford, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

**ATTENDING:** Fiona Lees, Chief Executive; David Mitchell, Head of Administrative and Legal Services; John Clayton, Head of Corporate Development and Communication; Martin Rose, Head of Personnel; Alan Neish, Head of Planning, Development and Building Standards; Jim Kane, Head of Roads and Transportation; Jacqueline Creighton, Corporate Policy Officer; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Jim O'Neill, Stephanie Young, Douglas Reid and Iain Linton.

**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), viz:-
  - 1.1 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 27 SEPTEMBER 2005 - Appendix I.**
  - 1.2 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 31 OCTOBER 2005 - Appendix II.**

**PERFORMANCE REVIEW GROUP**

2. There were submitted for information, and noted, Minutes of the Meeting of the Performance Review Group held on 6 October 2005 (circulated).

**CHAIRS' MONITORING GROUP**

3. There were submitted for information and noted Minutes of the Meetings of the Chairs' Monitoring Group held on 1 and 10 November 2005 (circulated).

**OTHER BUSINESS**

**CoSLA SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN  
AT 10 SEPTEMBER 2005**

4. There was submitted and noted a report dated 12 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on

the number of employees employed by the Council as at 10 September 2005, reported to CoSLA as required under the Joint Staffing Watch arrangements.

### **EMPLOYEE AWARDS CEREMONY**

5. There was submitted a report dated 31 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided information regarding this year's Employee Awards Ceremony and sought views on future events.

It was agreed:

- (i) to note the success of the inaugural Employee Excellence Awards Ceremony;
- (ii) to offer congratulations to the winners of the various awards and all who were nominated;
- (iii) to give consideration to the event being held annually; and
- (iv) otherwise to note the report.

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

6. 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.

### **CAR LEASING SCHEME**

7. There was submitted a report dated 10 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which requested the Committee to consider whether or not to continue offering a car leasing scheme to employees following a review of current process, subject to consultation with Trade Unions.

It was agreed:

- (i) to approve Option 2 - Termination of the Car Leasing Scheme, as detailed in paragraph 5.3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise to note the report.

### **STAFFING**

#### **AMENDMENTS TO DEPARTMENTAL ESTABLISHMENTS: NEIGHBOURHOOD SERVICES (HOUSING SERVICE) AND CORPORATE SUPPORT (IT SERVICE)**

8. There was submitted a joint report dated 3 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which invited the Committee to revisit previous decisions made in respect of amendments made to the staffing structures of the Housing Service and the IT Services function.

#### **8.1 Reconsideration of Decision**

In accordance with Standing Order 40, it was unanimously agreed to consider the staffing proposals contained in the report.

## **8.2 Consideration of Report**

It was agreed:

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

### **DEVELOPMENT CONTRIBUTIONS OFFICER**

9. There was submitted a joint report dated 27 October 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 an amendment to the staffing structure of the Planning, Development and Building Standards Service within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:

- (i) to approve the staffing proposals contained within the report, subject to consultation with Trade Unions; and
- (ii) otherwise to note the report.

### **MINERALS OFFICER**

10. There was submitted a joint report dated 31 October 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 an amendment to the staffing structure of the Planning, Development and Building Standards Service within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:

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

### **TRANSPORT SERVICES BUSINESS UNIT**

11. There was submitted a joint report dated 14 November 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 of the Transport Services 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 the report; and
- (ii) otherwise to note the report.

### **NEW FARM LOCH LOCAL OFFICE**

12. There was submitted a joint report dated 2 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for amendments to the

staffing structure within the Department of Neighbourhood Services arising from the proposed withdrawal of the New Farm Loch Local Office facility.

Councillor Knapp, seconded by Councillor Crawford, moved approval of the amendments to the staffing structure in the Department of Neighbourhood Services as set out in the report.

Councillor Weir, seconded by Councillor Coffey, moved as an amendment that the staffing proposals should not be approved, and further, that the local office facility be reinstated.

Following a vote by a show of hands, the motion was carried by 14 votes to 3.

### **SURE START FUNDING**

13. There was submitted a joint report dated 18 October 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 Early Years Services of the Department of Educational and Social Services arising from additional funding allocated by the Scottish Executive for Sure Start.

It was agreed:

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

### **ENHANCEMENT OF OLDER PEOPLE'S SERVICES**

14. There was submitted a joint report dated 30 September 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 Social Work 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 the report, subject to consultation with the Trade Unions; and
- (ii) otherwise to note the report.

### **A TEACHING PROFESSION FOR THE 21<sup>ST</sup> CENTURY: SCHOOL ADMINISTRATION SUPPORT STRUCTURES**

15. There was submitted a joint report dated 8 November 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 the enhancement of the administrative and clerical support to schools, in terms of the Scottish Executive document "A Teaching Profession for the 21<sup>st</sup> Century" (TP21).

It was agreed:

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

The meeting terminated at 1041 hrs.

**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 27 SEPTEMBER 2005 AT  
1005 HRS IN THE COUNCIL CHAMBERS, COUNCIL OFFICES, LUGAR**

**PRESENT:** Councillors John Knapp, Daniel Coffey, Stuart Finlayson, William Menzies and Tommy Farrell.

**ATTENDING:** Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; and Anne Marie Carr, Senior Administrative Officer.

**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.

**DISCIPLINARY APPEAL NO D3/05**

2. There was submitted a copy of the Disciplinary Appeals Procedure together with submissions by the Department of the Chief Executive together with productions by the appellant's representative (all circulated).

**ADJOURNMENTS/RECONVENTIONS**

3. The Sub-Committee adjourned at 1208 hrs and reconvened at 1215 hrs with the same Members and Officials present and in attendance.  
The Sub-Committee adjourned at 1220 hrs and reconvened at 1315 hrs with the same Members and Officials present and in attendance.  
The Sub-Committee adjourned at 1430 hrs and reconvened at 1445 hrs with the same Members and Officials present and in attendance.

**OUTCOME OF APPEAL**

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

The meeting terminated at 1550 hrs.

**APPENDIX II**

**EAST AYRSHIRE COUNCIL**

**CHAIR'S SUB-COMMITTEE OF THE  
CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON MONDAY 31 OCTOBER 2005  
AT 0900 HRS IN MEETING ROOM 1, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors John Knapp and William Crawford.

**ATTENDING:** William Stafford, Executive Director of Neighbourhood Services; George Park, Employee Relations Manager; and Gillian Hamilton, Administration Officer.

**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.

**REQUESTS FOR VOLUNTARY SEVERANCE**

2. There was submitted a report dated 25 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which (i) sought approval of a request for early retirement received from two employees within the Department of Neighbourhood Services; and (ii) reported on the number of employee ill-health retirements during the period 1 April to 30 September 2005.

It was agreed:

- (i) to approve the early retirement applications detailed in the report;
- (ii) to note the number of ill-health retirements in the current financial year; and
- (iii) otherwise to note the report.

The meeting terminated at 0904 hrs.