

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 8 JUNE 2006 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill, Stephanie Young, Douglas Reid, Gordon Cree, Harry Wilson, Ray Murray, Stuart Finlayson, Robert McDill, Eric Jackson, George Smith, Tommy Farrell, William Menzies, William Crawford, and Elaine Dinwoodie.

ATTENDING: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Jim Lavery, Executive Director of Development and Property Services; William Stafford, Executive Director of Neighbourhood Services; David Mitchell, Head of Administration and Legal Services; John Clayton, Head of Corporate Development and Communication; Martin Rose, Head of Personnel; Eddie Fraser, Senior Manager Community Care and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Brian Reeves, John Weir, Drew McIntyre, Iain Linton, Eric Ross and Jimmy Carmichael.

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 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 MARCH 2006 – APPENDIX 1**
 - 1.2 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 23 MARCH AND 11 AND 18 APRIL 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 20 April and 16 and 25 May 2006 (circulated).

RISK AND AUDIT SCRUTINY GROUP

3. There were submitted for information and noted Minutes of the meeting of the Risk and Audit Scrutiny Group held on 27 April 2006 (circulated).

PERFORMANCE REVIEW GROUP

4. There were submitted for information and noted Minutes of the meeting of the Performance Review Group held on 10 May 2006 (circulated).

CENTRAL JOINT CONSULTATIVE COMMITTEE

5. There were submitted for information and noted Minutes of the meeting of the Central Joint Consultative Committee held on 1 June 2006 (circulated).

CORPORATE GOVERNANCE

LOCAL CODE OF CORPORATE GOVERNANCE (Item 5, Page 1547, 03/07)

6. There was submitted a report dated 11 May 2006 (circulated) by the Chief Executive which advised on progress in implementing the Council's Corporate Governance Action Plan and sought approval for the adoption of an updated Local Code of Corporate Governance and revised Action Plan for 2006/2007.

It was agreed:-

- (i) to note the process of review for the Council's Corporate Governance arrangements;
- (ii) to note the good progress made in the implementation of the previously agreed Corporate Governance Action Plan;
- (iii) to approve the revised East Ayrshire Local Code of Corporate Governance for 2006/2007, as set out in Appendix 2 of the report;
- (iv) to approve the proposed Corporate Governance Improvement Action Plan for 2006/2007, as set out in Appendix 3 to the report;
- (v) to note that the revised Local Code of Corporate Governance and the Corporate Governance Improvement Action Plan would be published and made available to the general public; and
- (vi) otherwise to note the contents of the report.

REVIEW OF THE COUNCIL'S STANDING ORDERS RELATING TO CONTRACTS (Item 5, Page 1547, 03/07)

7. There was submitted a report dated 23 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which appraised Committee that a review of the terms and provisions of the Council's Standing Orders Relating to Contracts had been carried out and submitted for consideration revised Standing Orders.

It was agreed:-

- (i) to approve and adopt the revised Standing Orders Relating to Contracts appended to the report;
- (ii) to note that the revised Standing Orders Relating to Contracts would take effect from 12 June 2006; and
- (iii) otherwise to note the contents of the report.

ANNUAL REPORT ON COMPLAINTS AND COMMENTS – 2005/2006 (Item 6, Page 1548, 03/07)

8. There was submitted and noted a report dated 23 May 2006 (circulated) by the Chief Executive which provided information relating to the formal complaints received and resolved by the Council for the period 1 April 2005 to 31 March 2006 (ie those

complaints that were not resolved to complainants' satisfaction at the first point of contact).

BEST VALUE

BEST VALUE POSITION STATEMENT FOR THE DEPARTMENT OF CORPORATE SUPPORT (Item 12, Page 1818, 03/07)

9. There was submitted and noted a report dated 22 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented the current Best Value Position Statement for the Department of Corporate Support.

REVIEW OF EFQM PATHWAY (Item 4, Page 1547, 03/07)

10. There was submitted a report dated 11 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the outcome of the annual review of the Council's use of Quality Scotland's Pathway software for EFQM assessments.

It was agreed:-

- (i) to note the progress that continued to be made with EFQM assessments;
- (ii) to approve the continued use of the Pathway software on an annual basis for each of the Council's Service Units;
- (iii) to approve the proposals for minor amendments to the current implementation of the Pathway Software as noted in Section 4 of the report;
- (iv) to approve ongoing monitoring of the use of the Pathway product to ensure it continued to meet the Council's needs; and
- (v) otherwise to note the contents of the report.

AUDIT

REVIEW OF SCHEME OF MEMBERS' ALLOWANCES; TRAVEL AND SUBSISTENCE ALLOWANCES

11. There was submitted a report dated 18 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented for approval a revised Accounting Policy Bulletin 16B: Scheme of Members' Allowances; Travel and Subsistence Allowances, following a review by Internal Audit.

It was agreed:-

- (i) to approve in principle the revised APB 16B: Scheme of Members' Allowances; Travel and Subsistence Allowances document contained in the Appendix to the report, subject to the Depute Chief Executive/Executive Director of Corporate Support arranging a seminar thereon for elected members, and further consideration thereafter at the next meeting of the Corporate Governance Committee; and
- (ii) otherwise to note the report.

OTHER BUSINESS

COSLA – SCOTTISH EXECUTIVE JOINT STAFFING WATCH RETURN AT 11 MARCH 2006 (Item 11, Page 2002, 03/07)

12. There was submitted and noted a report dated 13 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the number of employees employed by the Council as at 1 March 2006, as reported to COSLA as required under the Joint Staffing Watch arrangements.

SKILLSEEKERS TRAINING ALLOWANCE/BONUS PAYMENTS

13. There was submitted a report dated 21 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for proposed changes for 2006/2007 to the current levels of Skillseeker Training Allowances and Achievements Bonus Payments.

It was agreed:-

- (i) to approve the proposed increase to the Skillseekers and Get Ready for Work Training Allowance of £20 per week from 1 April 2006;
- (ii) to terminate the Achievement Bonus Payments made to new Skillseeker recruits from 1 April 2006; and
- (iii) otherwise to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

14. 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

FINANCIAL MANAGEMENT SUPPORT TO THE BUILDING LEARNING COMMUNITIES PPP PROJECT

15. There was submitted a report dated 17 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to extend the current secondment of an Accountant to the Building Learning Communities PPP Project Team, 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.

SENIOR POLICY ADVISOR (Item 1, Page 1861, 03/07)

16. There was submitted a joint report dated 12 May 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 Economic Development and Property/Planning,

Development and Building Standards Section 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 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

EXTENSION OF TEMPORARY EMPLOYMENT – ASSISTANT SENIOR SURVEYOR

17. There was submitted a joint report dated 8 May 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 temporary post of Assistant Senior Surveyor within the Surveying Section of Economic Development and Property for a further 6 months.

It was agreed:-

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

CONSERVATION AREA REGENERATION SCHEME (Item 8, Page 2168, 03/07)

18. There was submitted a joint report dated 11 May 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 the temporary appointment for a period of 3 years of 2 employees in the Conservation Area Regeneration Scheme (CARS) within the Planning, Development and Building Standards Division of the Department of Development and Property 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 report.

TECHNICAL SERVICES (Item 18, Page 822, 03/07)

19. There was submitted a joint report dated 11 May 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 amendment to the staffing structure of the Quantity Surveying and Site Inspectorate Sections of Technical Services 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 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

PROPOSED SHORTLEES NURSERY AND FAMILY CENTRE (Item 16, Page 1233, 03/07)

20. There was submitted a joint report dated 9 May 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 Early Years Service 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 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

LEARNING PARTNERSHIPS (Item 18, Page 1513, 03/07)

21. There was submitted a joint report dated 9 May 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 structures of the Community Learning and Development Service and Social Work Service 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 4 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

PROPOSAL TO STRENGTHEN MOVING AND HANDLING TRAINING TO SUPPORT FRONTLINE STAFF WITHIN SOCIAL WORK SERVICES (Item 20, Page 823, 03/07)

22. There was submitted a joint report dated 16 May 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 Social Work Service 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 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

Councillor Farrell left the meeting during consideration of the above item.

NORTH WEST KILMARNOCK AREA CENTRE (Item 26, Page 1979, 03/07)

23. There was submitted a joint report dated 16 May 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 establishment of a post 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 paragraph 3.1 of the report, subject to consultation with Trade Unions;
- (ii) that further staffing requirements arising from the establishment of the North West Kilmarnock Area Centre be submitted to a future meeting of the Corporate Governance Committee; and
- (iii) otherwise, to note the contents of the report.

FINANCIAL INCLUSION FUNDING (Item 10, Page 1700, 03/07)

24. There was submitted a joint report dated 17 May 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 2 years of 2 employees 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 proposal contained in paragraph 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

THE STRATEGIC DIRECTION OF OLDER PEOPLE'S SERVICES IN EAST AYRSHIRE 2006-2011 (Item 3, Page 2142, 03/07)

25. There was submitted a joint report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which provided initial information on the personnel implications arising from the implementation of the Strategic Direction of Older People's Services in East Ayrshire (2006-2011), subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the management process as detailed in paragraph 3 of the report, subject to consultation with Trade Unions;
- (ii) that a report on the conclusion of the management process be submitted to a future meeting of the Corporate Governance Committee; and
- (iii) otherwise, to note the report.

SUPPORTED ACCOMMODATION STRATEGY FOR OLDER PEOPLE IN EAST AYRSHIRE (Item 2, Page 2141, 03/07)

26. There was submitted a joint report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support, the Executive Director of Neighbourhood Services and the Executive Director of Educational and Social Services which advised on initial personnel implications arising from the implementation of the Supported Accommodation Strategy for Older People in East Ayrshire, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the management process detailed in paragraph 3 of the report, subject to consultation with Trade Unions;
- (ii) that a report on the conclusion of the management process be submitted to a future meeting of the Corporate Governance Committee; and
- (iii) otherwise, to note the report.

**DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES – TEMPORARY
EXTENSION OF EXTERNALLY FUNDED POSTS**

27. There was submitted a joint report dated 17 May 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 extension of externally funded posts 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 of the report; and
- (ii) otherwise, to note the report.

DEVELOPMENT OF COMMUNITY CARE INFRASTRUCTURE

28. There was submitted a joint report dated 17 April 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 Social Work Service 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 5 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**DEPARTMENT OF NEIGHBOURHOOD SERVICES - BUILDING AND WORKS
DIVISION (Item 20, Page 1551, 03/07)**

29. There was submitted a joint report dated 17 May 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 Building and Works Division 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 report.

ENVIRONMENTAL HEALTH SERVICE (Item 8, Page 1242, 03/07)

30. There was submitted a joint report dated 9 May 2006 (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

appointment for a period of 2 years of an employee in the Environmental Health Service within the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report; and
- (ii) otherwise, to note the report.

HOUSING SERVICE – TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS (Item 13, Page 2203, 03/07)

31. There was submitted a joint report dated 15 May 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 extension of externally funded posts within the Housing Service of the Department of Neighbourhood 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 report.

HOMELESSNESS STRATEGY (Item 13, Page 1549, 03/07)

32. There was submitted a joint report dated 11 May 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 extension until March 2007 of externally funded posts within the Homeless Section of the Housing Service of the Department of Neighbourhood 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 report.

BIBLIOTHERAPY SCHEME

33. There was submitted a joint report dated 9 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to extend the temporary post of Bibliotherapist within the Library, Registration and Information Section of the Department of Neighbourhood Services up to 25 August 2007, subject to confirmation of external funding and consultation with Trade Unions.

It was agreed:-

- (i) to approve the proposal contained in paragraph 3 of the report, subject to confirmation of external funding and consultation with Trade Unions; and
- (ii) otherwise, to note the report.

CULTURAL MARKETING PROGRAMME

34. There was submitted a joint report dated 18 May 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 2 years, of an Events Officer within the Arts and Museums Section of the Department of Neighbourhood Services, subject to confirmation of funding and consultation with Trade Unions.

It was agreed:-

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

LEISURE DEVELOPMENT – TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS

35. There was submitted a joint report dated 9 May 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 extension of externally funded posts within the Leisure Development Section of 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 report.

LEISURE DEVELOPMENT – RESTRUCTURE OF ADMINISTRATION, GRANTS AND MARKETING SERVICES

36. There was submitted a joint report dated 10 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for a restructure of the Administration Unit of the Leisure Development Service within the Department of Neighbourhood Services, in response to the recent Best Value Review.

It was agreed:-

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

The meeting terminated at 1035 hours.

APPENDIX I

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 30 MARCH 2006 AT 0930 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS.
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp and William Crawford.

ATTENDING: Martin Rose, Head of Personnel and Gillian Hamilton, 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.

REQUEST FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 24 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which (i) sought approval of a request for early retirement received from an employee within the Department of Development and Property Services; and (ii) reported on the number of employee ill-health retrials during the period 1 April 2005 to 31 March 2006.

It was agreed:-

- (i) to approve the early retirement application detailed in Appendix A of the report;
- (ii) to note the number of ill-health retrials in the current financial year; and
- (iii) otherwise, to note the contents of the report.

The meeting terminated at 0934 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 23 MARCH 2006 AT 1400 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill, Gordon Cree, Ray Murray and Robert McDill.

ATTENDING: George Park, Employee Relations Manager; and Julie McGarry, Assistant Administration Manager.

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 D1/06

2. There was submitted copy of the Disciplinary Appeals procedure together with submissions by the Department and Notification of Appeal form and submissions by the appellant (all circulated).

ADJOURNMENT/RECONVENTION

3. The Sub-Committee adjourned at 1525 hrs and reconvened at 1533 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 been substantiated in part and the appeal was upheld to the extent that the appellant be issued with a final written warning which would last for a period of 12 months from 23 March 2006.

The meeting terminated at 1656 hrs.

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 11 APRIL 2006 AND TUESDAY 18
APRIL 2006 IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill (11 April meeting), Ray Murray and Elaine Dinwoodie.

ATTENDING: David Mitchell, Head of Administrative and Legal Services; Julie McGarry, Assistant Administration Manager (11 April meeting); and Gillian Hamilton, Administrative Officer (18 April meeting).

APOLOGIES: Councillor Reid (11 and 18 April meetings) and Jim O'Neill (18 April meeting).

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 G2/06

2. There was submitted a copy of the Grievance Appeal procedure together with submissions by the appellant and Notification of Appeal form and submissions by the Department of Corporate Support and associated appendices (all circulated).

ADJOURNMENT/RECONVENTION

3. The Sub-Committee adjourned at 1130 hrs and reconvened at 1135 hrs with the same Members and officials present and in attendance.

CIRCULATION OF FURTHER SUBMISSION

4. The Sub-Committee agreed to circulate a further e-mail as part of the appellant's submissions.

ADJOURNMENTS/RECONVENTIONS

5. The Sub-Committee adjourned at 1215 hrs and reconvened at 1250 hrs with the same Members and officials present and in attendance.

The Sub-Committee adjourned at 1410 hrs and reconvened at 1415 hrs with the same Members and officials present and in attendance.

The Sub-Committee adjourned at 1425 hrs on 11 April 2006 and reconvened at 0900 hrs on Tuesday 18 April 2006. Councillor O'Neill was not present and Administrative Officer Gillian Hamilton was present at the meeting in place of Julie McGarry, Assistant Administration Manager.

The Sub-Committee adjourned at 1000 hrs and reconvened at 1010 hrs with the same Members and officials present and in attendance.

OUTCOME OF APPEAL

6. Having heard both parties, the Sub-Committee unanimously agreed that the grounds of the Appeal had not been substantiated and the Appeal was not upheld.

The meeting terminated at 1235 hrs.