

EAST AYRSHIRE COUNCIL**CORPORATE GOVERNANCE COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 17 FEBRUARY 2005 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, John Weir, Ray Murray, Stuart Finlayson, Robert McDill, George Smith, Tommy Farrell, William Menzies, William Crawford and Eric Ross.

ATTENDING: Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; 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; Alan Neish, Head of Planning, Development and Building Standards; Jackie Knotts, Personnel Officer; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Brian Reeves, Daniel Coffey, Drew McIntyre, Iain Linton, Eric Jackson, Elaine Dinwoodie and Jimmy Carmichael.

CHAIR: Councillor John Knapp, Chair.

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 9 AND 15 DECEMBER 2004 - APPENDICES I AND II.**

CHAIRS' MONITORING GROUP

2. There were submitted and noted, Minutes of the Chairs' Monitoring Group of 10 November 2004 and 3 February 2005 (circulated).

CENTRAL JOINT CONSULTATIVE COMMITTEE

3. There were submitted and noted, Minutes of the Central Joint Consultative Committee of 16 December 2004 (circulated).

BEST VALUE**BEST VALUE POSITION STATEMENT FOR THE DEPARTMENT OF CORPORATE SUPPORT (Item 3, Page 997, 03/07)**

4. There was submitted and noted a report dated 17 January 2005 (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.

**DEPARTMENT OF CORPORATE SUPPORT BEST VALUE SERVICE REVIEW
PROGRAMME (Item 3, Page 997, 03/07)**

5. There was submitted a report dated 18 January 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought consideration of a proposed programme for the implementation of Best Value Service Review within the Department of Corporate Support.

It was agreed:-

- (i) to approve the programme for Best Value Service Review for the Department of Corporate Support as detailed in Paragraph 3.2 of the report;
- (ii) to receive further reports on the progress and the implementation of the Best Value Review Programme and proposals for improvement arising from specific reviews at future meetings of the Corporate Governance Committee; and
- (iii) otherwise, to note the contents of the report.

JOINT STAFFING WATCH RETURN - DECEMBER 2004

6. There was submitted and noted a report dated 10 February 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2004 reporting period.

**POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK
(Item 3, Page 98, 03/07)**

7. There was submitted a report dated 10 February 2005 (circulated) by the Chief Executive which sought approval for the Council's Policy on Health, Safety and Welfare at Work in accordance with the requirements of the Health and Safety at Work Etc Act 1974.

It was agreed:-

- (i) to approve the revised Policy on Health, Safety and Welfare at Work;
- (ii) that each Executive Director implement the requirements of the Policy within their own area of responsibility;
- (iii) to review the Policy at regular intervals; and
- (iv) otherwise, to note the contents of the report.

PROTECTION OF STAFF

8. There was submitted a joint report dated 5 January 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 adoption of a training policy to assist employees in handling situations where conflict was possible.

It was agreed:-

- (i) to approve the adoption of the training policy detailed in the report, incorporating "Non Violent Crisis Intervention" as the standard course of Personal Safety Awareness for employees of East Ayrshire Council, subject to consultation with Trade Unions; and

- (ii) otherwise, to note the contents of the report.

EMPLOYEE RECOGNITION EVENT

9. There was submitted a report dated 3 February 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which recommended that Council hold an annual Employee Recognition Event to recognise achievement by employees.

It was agreed:-

- (i) to endorse the proposal to hold an Employee Recognition Event in October 2005;
- (ii) that update reports be submitted to the Corporate Governance Committee as appropriate; and
- (iii) otherwise, to note the contents of the report.

LOCAL GOVERNMENT EMPLOYEES - 2004-2005 PAY AGREEMENT

10. There was submitted and noted a report dated 20 December 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised that agreement had been reached in pay negotiations for Local Government employees (formally APT & C staff and manual workers) covering the period 2004-2005.

SESSIONAL STAFF RATES OF PAY

11. There was submitted a joint report dated 21 January 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to increase the rates of pay for sessional staff within the Neighbourhood Services Department.

It was agreed:-

- (i) to approve the pay rates detailed in the report effective from 1 April 2005; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

12. 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

BUSINESS TECHNOLOGY AND TRAINING CENTRE (Item 21, Page 558, 03/07)

13. There was submitted a joint report dated 17 January 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 posts of Peer Tutor/Administrative Assistant within the Business Technology and

Training Centre for a further temporary period from 1 April 2005 to 31 March 2006, subject to consultation with Trade Unions.

It was agreed:-

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

SCHOOL CROSSING PATROL SERVICES - AMENDMENT TO STAFFING STRUCTURE (Item 2, Page 1183, 03/07)

14. There was submitted a joint report dated 25 January 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 a reduction to the establishment of the School Crossing Patrol Service within the Department of Development and Property Services.

Councillor Knapp, seconded by Councillor Crawford, moved approval of the reduction in the establishment of School Crossing Patrollers as detailed in the report; and otherwise to note the report.

Councillor McDill, seconded by Councillor Weir, moved as an amendment that there be no reduction in the establishment of School Crossing Patrollers.

On a division by a show of hands, the motion was carried by 10 votes to 3.

EXTENSION OF TEMPORARY EMPLOYMENT: TECHNICAL SERVICES (QUANTITY SURVEYING SECTION) (Item 18, Page 822, 03/07)

15. There was submitted a joint report dated 17 January 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 temporary contract of an Assistant Quantity Surveyor's post within the Department of Development and Property Services.

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.

AMENDMENT TO STRUCTURE OF PLANNING, DEVELOPMENT AND BUILDING STANDARDS

16. There was submitted a joint report dated 27 January 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 Department of Development and Property Services.

It was agreed:-

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

ADDITIONAL SUPPORT NEEDS UPDATE (Item 12, Page 1089, 03/07)

17. There was submitted a joint report dated 21 January 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 Psychological Services Section of the Department of Educational and Social Services.

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 contents of the report.

ESTABLISHMENT OF A DEPUTE MANAGER POST IN SHORTLEES NURSERY

18. There was submitted a joint report dated 24 January 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 establishment of a Depute Manager post in Shortlees Nursery.

It was agreed:-

- (i) to approve the establishment of a Depute Manager post in Shortlees Nursery; and
- (ii) otherwise, to note the contents of the report.

**CHILD PROTECTION - CHILDRENS CHANGE FUND
(Item 17, Page 322, 03/07)**

19. There was submitted a joint report dated 27 October 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval to regrade the post of Child Protection Co-ordinator within the Social Services staffing structure.

It was agreed:-

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

**LEARNING PARTNERSHIPS - STAFFING PROPOSALS
(Item 12, Page 685, 03/07)**

20. There was submitted a joint report dated 18 January 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 establishment of an additional temporary Social Work Support Assistant post until 31 March 2006.

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.

MONEY ADVICE PROVISION (Item 9, Page 1215, 03/07)

21. There was submitted a joint report dated 18 January 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 an amendment to the staffing structure of the Social Work function within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve, in principle, the staffing proposal contained in the report, subject to the Chairs' Monitoring Group being satisfied as to the requirement for the proposal, failing which this would be referred back to the Corporate Governance Committee for further consideration; and
- (ii) otherwise, to note the contents of the report.

Councillor Reid joined the meeting at this point.

**PROTECTIVE SERVICES - AMENDMENT TO STAFFING
STRUCTURE/EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY
FUNDED PROJECTS (Item 9, Page 3240, 03/07)**

22. There was submitted a joint report dated 19 January 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 Cleansing Services and an extension of the contracts of staff funded by the Strategic Waste Fund.

It was agreed:-

- (i) to approve, in principle, the staffing proposal contained in the report, subject to the Chairs' Monitoring Group being satisfied as to the requirement for the proposal, failing which this would be referred back to the Corporate Governance Committee for further consideration; and
- (ii) otherwise, to note the contents of the report.

**LOCAL AUTHORITY INTERNAL WASTE AUDITS
(Item 11, Page 1243, 03/07)**

23. There was submitted a joint report dated 20 January 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 one year of two Waste Audit Officers within the Cleansing Services Section of the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve, in principle, the staffing proposal contained in the report, subject to the Chairs' Monitoring Group being satisfied as to the requirement for the proposal, failing which this would be referred back to the Corporate Governance Committee for further consideration; and
- (ii) otherwise, to note the contents of the report.

**PROTECTIVE SERVICES - EXTENSION OF STAFF CONTRACTS FOR
EXTERNALLY FUNDED PROJECTS (Item 9, Page 3240, 03/07)**

24. There was submitted a joint report dated 19 December 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to extend the contracts of existing temporary staff, employed by utilising external funds, within the Protective Services Section viz Community Safety and Public Realm Closed Circuit Television.

It was agreed:-

- (i) to approve, in principle, the staffing proposal contained in the report, subject to the Chairs' Monitoring Group being satisfied as to the requirement for the proposal, failing which this would be referred back to the Corporate Governance Committee for further consideration; and
- (ii) otherwise, to note the contents of the report.

FUTURE MUSEUM SOUTH WEST (Item 10, Page 1243, 03/07)

25. There was submitted a joint report dated 21 January 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 three years of a Digitisation Assistant 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.

**LEISURE DEVELOPMENT - EXTENSION OF STAFF CONTRACTS FOR
EXTERNALLY FUNDED PROJECTS (Item 17, Page 822, 03/07)**

26. There was submitted a joint report dated 21 January 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to extend the contracts of staff employed by externally funded projects, within the Leisure Development Section, viz the Community Health Improvement Partnership (CHIP), the Recreation Partnership Project and the Leisure United Project.

It was agreed:-

- (i) to approve the extension of contracts for the posts detailed in Section 3 of the report until 31 March 2008 for the Community Health Improvement Partnership (CHIP) and the Recreation Partnership Project and until March 2007 for the Leisure United Project (or until September 2005 if the Community Regeneration funding was not approved); and
- (ii) otherwise, to note the contents of the report.

**REAL NAPPY CAMPAIGN - WASTE MINIMISATION INITIATIVE
(Item 12, Page 1243, 03/07)**

27. There was submitted a joint report dated 20 January 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 on a part-time basis for a period of one year of an Outreach Advisor for a Real Nappy Campaign within the Cleansing Services Section of the Department of Neighbourhood Services.

It was agreed:-

- (i) to approve, in principle, the staffing proposal contained in the report, subject to the Chairs' Monitoring Group being satisfied as to the requirement for the proposal, failing which this would be referred back to the Corporate Governance Committee for further consideration; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1022 hours.