

**EAST AYRSHIRE COUNCIL**

**CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 21 SEPTEMBER 2004 AT  
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors John Knapp, Jim O'Neill, Stephanie Young, Brian Reeves, Daniel Coffey, Douglas Reid, Gordon Cree, John Weir, Drew McIntyre, Ray Murray, Stuart Finlayson, George Smith, Tommy Farrell, William Menzies, William Crawford and Jimmy Carmichael.

**ATTENDING:** Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; David Mitchell, Head of Administrative and Legal Services; John Clayton, Head of Corporate Development and Communication; Robert Paton, Head of Economic Development, Martin Rose, Head of Personnel; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Iain Linton, Robert McDill, Eric Jackson, Eric Ross and Elaine Dinwoodie.

**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 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 8 APRIL 2004 - APPENDIX I**
  - 1.2 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 10 JUNE 2004 - APPENDIX II**
  - 1.3 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 23 JUNE 2004 - APPENDIX III**
  - 1.4 **APPEALS SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 JUNE 2004 - APPENDIX IV**

**CHAIR'S MONITORING GROUP**

2. There were submitted and noted Minutes of the Chair's Monitoring Group of 21 June and 9 September 2004 (circulated).

**PROGRAMME FOR BEST VALUE SERVICE REVIEW**

3. There was submitted a report dated 6 September 2004 (circulated) by the Head of Corporate Development and Communication which provided a strategic, Council-wide programme for the implementation of Best Value Service Review covering all Council services

It was agreed:

- (i) to note the requirements of the Local Government in Scotland Act, 2003 in relation to Best Value Service Review;
- (ii) to confirm the Council's commitment to review all Council services over the period 2004/05 to 2006/07;
- (iii) that Executive Directors, in early course, bring detailed proposals for Best Value Service Review within their own services to their respective Service Committees for consideration;
- (iv) that Departments prepare an update on their Best Value Position Statements for consideration by their respective Service Committees by January 2005;
- (v) to receive update reports, as required, on the Council's wider progress in the implementation of Best Value Service Review; and
- (vi) otherwise, to note the contents of the report.

#### **AUDIT OF BEST VALUE - EXTERNAL AUDIT FINAL AUDIT REPORT**

4. There was submitted a report dated 6 September 2004 (circulated) by the Head of Corporate Development and Communication which advised on the outcome of the Year 1 Transitional Audit of Best Value conducted by the Council's External Auditor.

It was agreed:

- (i) to note the positive conclusions in the External Auditor's report in relation to the Transitional Best Value Audit;
- (ii) to note in particular the recommendations of the Auditor and the proposed action to ensure that the terms of these recommendations are met in full;
- (iii) to note the final position in relation to the Auditor's update on the Performance Management and Planning Audit;
- (iv) to receive update reports on these matters as appropriate; and
- (v) otherwise, to note the terms of the report.

#### **JOINT STAFFING WATCH RETURN - JUNE 2004**

5. There was submitted and noted a report dated 2 September 2004 (circulated) by the Chief Executive which advised on the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2004 reporting period.

#### **SINGLE STATUS UPDATE**

6. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided an update on the Council's response to the Scottish Joint Councils Single Status Agreement.

It was agreed:

- (i) that the Depute Chief Executive/Executive Director of Corporate Support continue to provide future update reports; and
- (ii) otherwise to note the contents of the report.

### **NEW DISPUTE RESOLUTION PROCEDURES**

7. There was submitted and noted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the new Workplace Dispute Resolution procedures which would come into effect on 1 October 2004 in respect of Local Government Employees, Chief Officers and Craft Employees. Teaching staff had their own policies established in these areas.

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

8. 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 11 of Schedule 7A of the Act.

### **SKILLS TRAINING UNIT STAFFING - EASY (EAST AYRSHIRE STRATEGY FOR YOUTH) PROJECT (PARAS 1 AND 11)**

9. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought authority for additions to the staffing structure of the Personnel Section (Skills Training Unit).

It was agreed:

- (i) to approve the increase to the staffing structure of the Personnel Services (Skills Training Unit) detailed in the report; and
- (ii) otherwise, to note the report.

### **REVIEW OF PROCUREMENT SECTION - ADMINISTRATIVE AND LEGAL SERVICES (PARAS 1 AND 11)**

10. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for amendments to the staffing structure of the Procurement Section within the Department of Corporate Support, subject to consultation with Trade Unions.

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.

### **REVIEW OF CAREER DEVELOPMENT SCHEME FOR TRAINEE ADMINISTRATIVE OFFICERS (PARAS 1 AND 11)**

11. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for a review of the Career Development Scheme for Trainee Administrative Officers resulting in an amendment to the staffing structure of the Administration and Legal Section within the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:

- (i) to approve the review of the Career Development Scheme for Trainee Administrative Officers;
- (ii) to approve the staffing proposals contained in paragraph 3 of the report, subject to consultation with Trade Unions; and
- (iii) otherwise, to note the report.

**WORKING FOR FAMILIES FUND (Item 18, Page 741, 03/07) (PARAS 1 AND 11)**

12. There was submitted a joint report dated 6 September 2004 (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, subject to ongoing consultation with Trade Unions.

It was agreed:

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

**EAST AYRSHIRE ACTIVE SCHOOLS PROGRAMME  
(Item 3, Page 794, 03/07) (PARAS 1 AND 11)**

13. There was submitted a joint report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which advised of developments in relation to the East Ayrshire Active Schools Programme and sought approval for amendments to the staffing structure 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 the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**JOINT FUTURE (Item 15, Page 959, 03/07) (PARA 1)**

14. There was submitted a joint report dated 6 September 2004 (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 function within the Department of Educational and Social Services.

It was agreed:

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

**WOODSTOCK CENTRE - STAFFING (Item 13, Page 974, 03/07) (PARA 1)**

15. There was submitted a joint report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for one temporary

appointment for a period up to June 2006 subject to the availability of funding, within the Woodstock Centre of the Department of Educational and Social Services.

It was agreed:

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

**IMPLEMENTATION OF THE MENTAL HEALTH (CARE AND TREATMENT)  
(SCOTLAND) ACT 2003 (Item 14, Page 958, 03/07) (PARA 1)**

16. There was submitted a joint report dated 6 September 2004 (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 function within the Department of Educational and Social Services.

It was agreed:

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

**REVISED STRUCTURE/RECONFIGURATION OF THE MUSEUMS, ARTS  
AND THEATRE SECTION (Item 23, Page 558, 03/07) (PARAS 1 AND 11)**

17. There was submitted a joint report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which proposed amendments to the staffing structure within the Museums, Arts and Theatre Section.

It was agreed:

- (i) to approve the staffing proposal contained in the report;
- (ii) to approve the extension of contract of the Drama Development Officer's post as outlined in paragraph 3 of the report; and
- (iii) otherwise, to note the content of the report.

**FOOD STANDARDS AGENCY FUNDING (PARAS 1 AND 11)**

18. There was submitted a joint report dated 6 September 2004 (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 18 months of a Project Worker within the Environmental Health Section of the Department of Neighbourhood 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.

**HOMELESSNESS STRATEGY (PARA 1)**

19. There was submitted a joint report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the continuation of the post of Temporary Senior Clerical Assistant within the Homeless Section of Housing Services.

It was agreed:

- (i) to approve the staffing proposals detailed within paragraph 3.2 of the report; and
- (ii) otherwise, to note the content of the report.

The meeting terminated at 1045 hrs.