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To: Councillors Knapp (Chair), McKay, O'Neill, Young, Reeves, D Coffey, Reid, Cree, Weir, McIntyre, Linton, Finlayson, McDill, Jackson, Smith, Farrell, Menzies, Crawford, Ross, Dinwoodie and Carmichael.

3 February 2004

Dear Councillor

**CORPORATE GOVERNANCE COMMITTEE - 10 FEBRUARY 2004**

You are requested to attend the next meeting of the **Corporate Governance Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, on **TUESDAY 10 FEBRUARY 2004** at **0830 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees  
Depute Chief Executive/Director of Corporate Resources

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**B U S I N E S S**

**INTIMATE APOLOGIES**

**1. BUDGETARY CONTROL SUMMARY STATEMENTS**

- 1.1 POLICY AND RESOURCES (CORPORATE RESOURCES) (pages 1-3)** - Submit joint report dated 20 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance on the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).



- 1.2 POLICY AND RESOURCES (CENTRAL SERVICES) (pages 4-6)** - Submit report dated 20 January 2004 (copy enclosed) by the Director of Finance on the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).



**2. ABSENCE MANAGEMENT REPORTS**

- 2.1 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE (pages 7-9)** - Submit report dated 23 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 December 2003.



- 2.2 DEPARTMENT OF FINANCE (pages 10-12)** - Submit report dated 13 January 2004 (copy enclosed) by the Director of Finance on absence rates for the Department of Finance for the quarterly period ended 31 December 2003.



- 3. STATISTICAL INFORMATION ON REVENUE COLLECTION (pages 13-14)** - Submit report dated 20 January 2004 (copy enclosed) by the Director of Finance providing an update on the position of the Council with regard to billing and collection of local taxes as at 11 January 2004 (Period 10).









- 4. AUDIT OF BEST VALUE - YEAR ONE ( ) (pages 15-18)** - Submit report dated 26 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Accounts Commission's arrangements for the Year One Audit of Best Value and requesting the Committee to note the preparation of departmental Best Value Position Statements in readiness for the forthcoming Transitional Audit Work 2003/2004.



- 5. RACE RELATIONS (AMENDMENT) ACT 2000 ( ) (pages 19-23)** - Submit report dated 21 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing a joint summary on the actions undertaken by the Department of Corporate Resources in response to the Race Relations (Amendment) Act 2000 during year one of the Council's Race Equality Scheme.



6. **EMPLOYMENT EQUALITY REGULATIONS 2003 ( ) (pages 24-28)** - Submit report dated 21 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the impact to the Council of recent equal opportunity employment legislation.  

7. **VEHICLE POLICY (pages 29-31) ( )** - Submit joint report dated 22 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking agreement for changes to the Council's Vehicle Policy.  

8. **PHYSIOTHERAPY SERVICE ( ) (pages 32-33)** - Submit report dated 22 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on a pilot physiotherapy service operated during the financial year 2003/04 (4 March - 30 November 2003) and recommending continued service provision as part of the Council's occupational health provision.  

9. **JOINT STAFFING WATCH RETURN - DECEMBER 2003 (pages 34-36)** - Submit report dated 23 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2003 reporting period.  

10. **EMPLOYEE EXCHANGE PROGRAMMES IN TOWN TWINNING (pages 37-40)** - Submit report dated 22 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval in principle for the participation of East Ayrshire Council employees in any work exchange programmes mutually agreed with one of the five towns the Council currently twins with.  

11. **RECOGNITION OF CONTINUOUS SERVICE - NHS AYRSHIRE AND ARRAN (pages 41-43)** - Submit report dated 21 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for recognition of NHS (Ayrshire and Arran Health Board) service applicable to certain employment conditions within East Ayrshire Council.  

12. **CHIEF OFFICERS, CRAFTPERSONS AND LOCAL GOVERNMENT EMPLOYEES (i) MANAGEMENT OF EARLY RETIREMENT/VOLUNTARY SEVERANCE; AND (ii) POLICY STATEMENT ON EMPLOYERS DISCRETIONS ( ) (pages 44-62)** - Submit joint report dated 2 February

2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance providing an update on (a) the Council's existing Management of Early Retirement/Voluntary Severance Provisions in respect of Chief Officers, Craftpersons and Local Government employees; (b) the proposed revised policy statement on Employers Discretions available under the Local Government Pension Scheme (Scotland) Regulations 1998 as amended and the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 as amended; and (c) current considerations relating to the Local Government Pension Scheme.

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13. **CHIEF OFFICERS' APPRAISAL SCHEME (pages 63-74)** - Submit report dated 5 January 2004 (copy enclosed) by the Chief Executive recommending an Appraisal scheme for Chief Officers.

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14. **CHAIRS' MONITORING GROUP (page 75) ( )** - Submit report dated 2 February 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending the previously established Chairs' Monitoring Group reconvene to monitor implementation of the Council's Conditions of Service and other employment matters.

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15. **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (pages 76-80)** - Submit, for noting, Minutes of the Central Joint Consultative Committee (Local Government Employees and Craftpersons) of 3 December 2003 (copy enclosed).

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16. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following resolution: "That under Section 50(A)(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 involve the likely disclosure of exempt information as defined in the Paragraph(s) of Schedule 7A of the Act as shown against each item.

17. **COUNCIL STRUCTURE (PARAS 1 & 11) (pages 81-84)** - Submit report dated 23 January 2004 (copy enclosed) by the Chief Executive reporting back on progress achieved in implementing the revised organisation structure approved by Committee in September 2003. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

18. **REVIEW OF OPERATIONAL STRUCTURE - LEGAL SERVICES (PARA 1) (pages 85-90)** - Submit report dated 2 February 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of a recent comprehensive review of the current organisational structure and deployment

of resources within Legal Services and presenting for consideration and approval recommended action in accordance with the outcome of that review. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

19. **TRAINING AND DEVELOPMENT STAFFING (CAREER DEVELOPMENT STRUCTURE) (PARAS 1 & 11) (pages 91-92)** - Submit report dated 22 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking authority for an adjustment to the staffing structure of the Personnel Section (Training and Development) including the introduction of a career development grade. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **NEW OPPORTUNITIES FUND OF PE AND SPORT - ACTIVE STEPS (PARAS 1 & 11) (pages 93-95)** - Submit joint report dated 21 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for a change in the staffing arrangements for the NOF PE and Sports Activities Project in the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **REVIEW OF BUSINESS TECHNOLOGY AND TRAINING CENTRE (PARAS 1 & 11) (pages 96-97)** - Submit joint report dated 22 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for amendments to the staffing structure within the Business Technology and Training Centre (BTTC). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - TECHNICAL SERVICES SECTION (PARAS 1 & 11) (pages 98-99)** - Submit joint report dated 20 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services seeking approval for amendments to the staffing structure of the Technical Services Section within the Department of Homes and Technical Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
23. **REVISED STRUCTURE/RECONFIGURATION OF THE MUSEUMS, ARTS AND THEATRE SECTION ( ) (PARAS 1 & 11) (pages 100-104)** - Submit joint report dated 20 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services proposing amendments to the structure within the Museums, Arts and Theatre Section. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
24. **REVISED STRUCTURE OF PROTECTIVE SERVICES ( ) (PARAS 1 & 11) (pages 105-108)** - Submit joint report dated 15 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources

and the Director of Community Services proposing amendments to the structure within the Cleansing DSO and the Environmental Health and Waste Management Service. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

25. **WORKING FOR FAMILIES FUND (PARAS 1 & 11) (pages 109-110)** - Submit joint report dated 14 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for amendments to the staffing structure within the Economic Development Division. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
26. **STRENGTHENING FRONTLINE SOCIAL WORK SERVICES ( ) (PARAS 1 & 11) (pages 111-121)** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services (i) seeking approval for the regrading of a range of key social work staff in light of a national recruitment and retention crisis; (ii) reporting on the review of the Social Work Principal Officer responsibilities and the consequential need to address the gradings as identified in the McIntosh Review; and (iii) seeking consideration of changes to the current structure which will both streamline and strengthen social work services to ensure more robust responses and reporting arrangements, whilst simultaneously creating greater capacity to complete the social work task at the frontline. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
27. **SUPERVISED ATTENDANCE ORDER - PILOT SCHEME THROUGH CARE AND AFTERCARE SERVICES, COMMUNITY SERVICES BY OFFENDERS ( ) (PARAS 1 & 11) (pages 122-124)** - Submit joint report dated 29 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommending adjustments to the staffing structure of the Social Work function within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
28. **IN-COURT ADVICE PILOT PROJECT ( ) (PARAS 1 & 11) (pages 125-127)** - Submit joint report dated 23 January 2004 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for a temporary appointment within the Social Work function of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
29. **SITE AT GATEHEAD ROAD, CROSSHOUSE, KILMARNOCK (PARA 9) (pages 128-130)** - Submit report (copy enclosed) by the Director of Development Services seeking approval to market a vacant site at Gatehead Road, Crosshouse, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

30. **REVIEW OF RENTAL OF INDUSTRIAL PREMISES OCCUPIED BY EAST AYRSHIRE COUNCIL AT UNIT 7, THISTLE BUSINESS PARK, AYR ROAD, CUMNOCK (PARA 9) (pages 131-132)** - Submit report dated 26 January 2004 (copy enclosed) by the Director of Development Services seeking approval in connection with the review of rental in respect of the industrial premises at Unit 7, Thistle Business Park, Ayr Road, Cumnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
31. **PROPOSED DISPOSAL OF LAND AT BROOMFIELD PLAYING FIELDS, AUCHINLECK ROAD, CUMNOCK (PARA 9) (pages 133-136)** - Submit joint report dated 23 January 2004 (copy enclosed) by the Director of Development Services and the Director of Community Services seeking approval to dispose of land at Broomfield Playing Fields, Auchinleck Road, Cumnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
32. **PROPOSED LEASE OF LAND AT NEW MILL ROAD (SCOTT ELLIS PLAYINGFIELDS), KILMARNOCK (PARA 9) (pages 137-140)** - Submit report ( ) by the Director of Development Services seeking approval to lease land at New Mill Road, Scott Ellis Playingfields, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
33. **PROPOSED LEASE OF DUNLOP PARK AND LAND AT KIRKLAND ROAD, DUNLOP (PARA 9) (pages 141-144)** - Submit report dated 27 January 2004 (copy enclosed) by the Director of Development Services seeking approval to lease Dunlop Park and land at Kirkland Road, Dunlop. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**