

Gillian Hamilton: Direct Dial: (01563) 576093

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.

27 May 2003

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 3 JUNE 2003

You are requested to attend a meeting of the **Corporate Governance Committee** to be held on **TUESDAY 3 JUNE 2003** commencing at **1000 HOURS**, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

GH/SR

BUSINESS

INTIMATE APOLOGIES

1. ABSENCE MANAGEMENT REPORTS - QUARTER 1 (2003)

- 1.1 CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE (pages 1-3)** - Submit report dated 20 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 March 2003.

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- 1.2 DEPARTMENT OF FINANCE (pages 4-6)** - Submit report dated 14 May 2003 (copy enclosed) by the Director of Finance advising of absence rates for the Department of Finance for the quarterly period ended 28 March 2003.



- 2. INVESTORS IN PEOPLE (pages 7-9)** - Submit report dated 15 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of Personnel Services achieving Investors in People recognition.



- 3. HEALTH AND SAFETY ACTION PLAN (pages 10-16)** - Submit report dated 15 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending a Council Health and Safety Action Plan for 2003-2004.



- 4. STATISTICAL INFORMATION ON REVENUE COLLECTION (pages 17-18)** - Submit report dated 15 May 2003 (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 31 March 2003.



- 5. FINAL MEASUREMENTS ON CONTRACTS (pages 19-20)** - Submit report dated 19 May 2003 (copy enclosed) by the Director of Development Services informing on final measurements for contracts.



- 6. EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following Resolution:- "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 involve the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item".

- 7. TEMPORARY EMPLOYMENT (PARA 11) (pages 21-25)** - Submit report dated 15 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for proposed changes to the Council's Temporary Employment Policy and Procedure following a review of the current process. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**

- 8. CORPORATE DEVELOPMENT AND COMMUNICATION SECTION (PARAS 1 & 11) (pages 26-44)** - Submit report dated 27 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending changes to the internal processes, staffing structures and administrative arrangements within the Corporate Development and Communication Section

of the Department of Corporate Resources, needed to strengthen corporate capacity for stewardship arrangements for managing externally funded partnership projects, address existing workload demands and respond to significant new legislative obligations. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**

9. **SKILLS TRAINING UNIT - SCOTTISH ENTERPRISE AYRSHIRE CONTRACTS 2003/04 (PARA 1) (pages 45-48)** - Submit report dated 20 May 2003 (copy enclosed) by the Head of Personnel providing details of the SEA (Scottish Enterprise Ayrshire) training contracts for 2003/04. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
10. **ROADS AND TRANSPORTATION DIVISION - ADDITIONAL STAFFING REQUIREMENTS (PARA 1) (pages 49-51)** - Submit joint report dated 13 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval to increase the staffing structure of the Roads and Transportation Division to undertake project design and preparation work essential to deliver programme commitments. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
11. **COMMUNITY CARE - HOME CARE (PARA 1) (pages 52-54)** - Submit joint report dated 13 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for amendments to the staffing structure of the Community Care (Home Care) Section within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
12. **MOVING AND HANDLING (PARAS 1 & 11) (pages 55-57)** - Submit joint report dated 14 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for amendments to the staffing structure of the Community Care Section within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
13. **AYRSHIRE CRIMINAL JUSTICE SOCIAL WORK SERVICES PARTNERSHIP: THROUGH-CARE PROJECT (PARAS 1 & 11) (pages 58-61)** - Submit joint report dated 20 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for amendments to the staffing structure of the Criminal Justice Section within the Department of Educational and Social Services, subject to Trade Union consultation. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**

14. **THE SCHOOLS ESTATE STRATEGY (PARA 1) (pages 62-63)** - Submit report dated 27 May 2003 (copy enclosed) by the Director of Educational and Social Services advising of the resources allocated to East Ayrshire Council for the development of an estate management plan. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
15. **FINANCE DEPARTMENT STAFFING STRUCTURE (PARAS 1 & 11) (pages 64-70)** - Submit joint report dated 14 May 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance proposing amendments to the staffing structure of the Finance Department, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
16. **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - TECHNICAL SERVICES SECTION (PARA 1) (pages 71-73)** - Submit joint report dated 12 May 2003 (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.**
17. **RENT REVIEW - KILMARNOCK BUS STATION (PARA 9) (pages 74-75)** - Submit report dated 19 May 2003 (copy enclosed) by the Director of Development Services seeking approval for revised rentals associated with the lease of office accommodation and stances at Kilmarnock Bus Station. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
18. **PROPOSED DISPOSAL OF LAND ADJOINING MOORFIELD INDUSTRIAL ESTATE, KILMARNOCK (PARA 9) (pages 76-79)** - Submit report dated 19 May 2003 (copy enclosed) by the Director of Development Services seeking approval to dispose of two separate areas of land adjoining Moorfield Industrial Estate, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
19. **PROPOSED LEASE OF LAND AT BROOMFIELD PLAYING FIELDS, AUCHINLECK ROAD, CUMNOCK (PARA 9) (pages 80-83)** - Submit joint report dated 19 May 2003 (copy enclosed) by the Director of Development Services and the Director of Community Services seeking approval to lease land at Broomfield Playingfields, Auchinleck Road, Cumnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
20. **PROPOSED LEASE OF SHOP UNIT AT 24 THE FOREGATE, KILMARNOCK (PARA 9) (pages 84-85)** - Submit report dated 20 May 2003 (copy enclosed) by the Director of Development Services seeking approval to lease the shop unit at 24 The Foregate, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**

21. **PROPOSED LEASE OF LAND AT HIGH STREET, NEWMILNS (PARA 9) (pages 86-89)** - Submit report dated 21 May 2003 (copy enclosed) by the Director of Development Services seeking approval to lease land at High Street, Newmilns. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
22. **PROPOSED LEASE OF NEWMILNS DRY SKI SLOPE AND ADJOINING LAND AT HIGH STREET, NEWMILNS (PARA 9) (pages 90-93)** - Submit report dated 22 May 2003 (copy enclosed) by the Director of Development Services seeking approval to lease the existing Newmilns Dry Ski Slope and adjoining land at High Street, Newmilns. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
23. **PROPOSED DISPOSAL OF FORMER ST CLARE'S PRIMARY SCHOOL, SINCLAIRSTON (PARA 9)** - Submit report (copy to follow) by the Solicitor to the Council advising of the outcome of the recent marketing of the former St Clare's Primary School, by Sinclairston. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**
24. **CHIEF OFFICERS' SALARIES (PARA 1) (pages 94-100)** - Submit report dated 26 May 2003 (copy enclosed) by the Chief Executive providing an update on developments in Chief Officers salaries across Scottish Local Authorities and recommending that the Council now undertake a formal review of its Chief Officers salary structure and organisational arrangements and pending that review, make an interim salary award to its Chief Officers. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**