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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.

11 November 2003

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 18 NOVEMBER 2003

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 18 NOVEMBER 2003 at 1400 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

GH/SR

BUSINESS

INTIMATE APOLOGIES

1. **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE (page 1)** - Submit for approval, both as a correct record and in respect of the recommendations contained therein, the Minutes of the Chair's Sub-Committee of the Corporate Governance Committee of 3 October 2003 (copy enclosed).



2. BUDGETARY CONTROL SUMMARY STATEMENTS

- 2.1 **POLICY AND RESOURCES (CORPORATE RESOURCES) (pages 2-4)** - Submit joint report dated 28 October 2003 (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).



- 2.2 **POLICY AND RESOURCES (CENTRAL SERVICES) (pages 5-7)** - Submit report dated 28 October 2003 (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).



3. ABSENCE MANAGEMENT REPORTS

- 3.1 **DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE (pages 8-10)** - Submit report dated 30 October 2003 (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 30 September 2003.



- 3.2 **DEPARTMENT OF FINANCE (pages 11-13)** - Submit report dated 29 October 2003 (copy enclosed) by the Director of Finance on absence rates for the Department of Finance for the quarterly period ended 26 September 2003.








4. **STATISTICAL INFORMATION ON REVENUE COLLECTION (pages 14-15)** - Submit report dated 30 October 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 19 October 2003 (Period 7).



5. **JOINT STAFFING WATCH RETURN - SEPTEMBER 2003 (pages 16-17)** - Submit report dated 29 October 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the joint staffing watch statistics submitted to CoSLA in respect of the September 2003 reporting period.



6. **ASSET MANAGEMENT (pages 18-22)** - Submit report dated 7 November 2003 (copy enclosed) by the Director of Development Services on significant developments with regard to "Asset Management" and recommending principles and objectives for Asset Management Planning for East Ayrshire Council.

7. **CENTRAL OFFICE ACCOMMODATION STRATEGY (pages 23-28)** - Submit report dated 7 November 2003 (copy enclosed) by the Director of Development Services seeking approval of a long-term central office accommodation strategy.

8. **AWARDING OF CONTRACT (pages 29-31)** - Submit report dated 10 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing, for information, details of a tender which has been accepted.

9. **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (pages 32-36)** - Submit, for noting, Minutes of the Central Joint Consultative Committee (Local Government Employees and Craftpersons) of 24 September 2003 (copy enclosed).
 
10. **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.
11. **ENFORCEMENT OF LEGISLATION RELATING TO HOUSES IN MULTIPLE OCCUPATION (PARA 1) (pages 37-39)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval for the temporary appointment for a period of two years of a Part-time Implementation Officer within the Environmental Health and Waste Management Section of the Department of Community Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

12. **COMMUNITY RECREATION (PARA 1) (pages 40-41)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval for amendments to the staffing structure within the Community Recreation Section of the Department of Community Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **PROPOSED AMENDMENT TO ADMINISTRATION AND LEGAL SERVICES STRUCTURE (MEMBERS' SERVICES SECTION) (Item 10, Page 2949, 99/03) (PARAS 1 & 11) (pages 42-43)** - Submit report dated 5 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of a proposed amendment to the current staffing structure of the Administration and Legal Services (Members' Services Section) in order to meet Members' collective requirements following the Elections in May 2003. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **WOODLANDS STRATEGY (Item , Page ,) (PARAS 1 & 11) (pages 44-46)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for the temporary appointment of a Project Co-ordinator within the Department of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **REVIEW OF ACCESS PANELS (PARAS 1 & 11) (pages 47-49)** - Submit joint report dated 10 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval for an amendment to the staffing structure within the Planning and Building Control Section of the Department of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **TRANSPORT SERVICES BUSINESS UNIT (Item , Page) (PARAS 1 & 11) (pages 50-51)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval to amend the staffing structure within the Transport Services Business Unit of the Department of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **REVIEW OF DAY SUPPORT SERVICES FOR OLDER PEOPLE - STAGE 1 (PARA 1) (pages 52-55)** - Submit joint report dated 10 November 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 above.**

18. **MENTAL HEALTH (CARE AND TREATMENT) (SCOTLAND) ACT 2003 (PARA 1) (pages 56-58)** - Submit joint report dated 10 November 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 above.**
19. **DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - RESOURCE SUPPORT SECTION - STAFFING (Item , Page ,) (PARAS 1 & 11) (pages 59-61)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for two temporary appointments within the Resource Support Section of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **THE SUPPORTING PEOPLE PROGRAMME (Item , Page ,) (PARA 1) (pages 62-63)** - Submit joint report dated 3 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources, Director of Educational and Social Services and the Director of Homes and Technical Services seeking approval for the regrading of a post within the Supporting People Team within the Department of Homes and Technical Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **HOMELESSNESS STRATEGY (Item , Page ,) (PARAS 1 & 11) (pages 64-66)** - Submit joint report dated 10 November 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services seeking approval for additional staffing resources within the Homes Section of the Department of Homes and Technical Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **PROPOSED DISPOSAL OF LAND AT REAR OF MOUNT HOUSE, KILMARNOCK (PARA 9) (pages 67-70)** - Submit report dated 27 October 2003 (copy enclosed) by the Director of Development Services seeking approval to dispose of a site extending to 3.14 hectares (7.76 acres) or thereby at the rear of Mount House, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
23. **PROPOSED ACQUISITION OF LAND AT MOORFIELD NORTH, KILMARNOCK (Item , Page ,) (PARA 9) (pages 71-73)** - Submit report dated 28 October 2003 (copy enclosed) by the Director of Development Services seeking approval to acquire land extending to 12.9 hectares (31.88 acres) or thereby at Moorfield North, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

24. **PROPOSED LEASE OF DUNLOP VILLAGE HALL, 48 MAIN STREET, DUNLOP (PARA 9) (pages 74-77)** - Submit report dated 3 September 2003 (copy enclosed) by the Director of Development Services seeking approval to lease Dunlop Village Hall, 48 Main Street, Dunlop, in accordance with the Council's concessionary rental policy. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

25. **NEW LEASE - PART ANNANHILL GOLF CLUBHOUSE, IRVINE ROAD, KILMARNOCK (PARA 9) (pages 78-81)** - Submit report dated 5 November 2003 (copy enclosed) by the Director of Development Services seeking approval to proceed with a proposed new lease agreement in respect of part Annanhill Golf Clubhouse, Irvine Road, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

26. **FORMER LOCAL OFFICE, 154 MAIN STREET, AUCHINLECK (PARA 9) (pages 82-84)** - Submit report dated 31 October 2003 (copy enclosed) by the Director of Development Services seeking authority to enter into negotiations for the sale of the former Local Office at 154 Main Street, Auchinleck. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**