

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.

16 September 2003

Dear Councillor

CORPORATE GOVERNANCE COMMITTEE - 23 SEPTEMBER 2003

You are requested to attend a meeting of the **Corporate Governance Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** on **TUESDAY 23 SEPTEMBER 2003** commencing 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 24 July 2003 (copy enclosed).



2. BUDGETARY CONTROL SUMMARY STATEMENTS

- 2.1 POLICY AND RESOURCES (CORPORATE RESOURCES) (pages 2-4)** - Submit joint report dated 1 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance advising of 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 2 September 2003 (copy enclosed) by the Director of Finance advising of 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 (QUARTER 2, 2003)

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



- 3.2 DEPARTMENT OF FINANCE (pages 11-13)** - Submit report dated 14 July 2003 (copy enclosed) by the Director of Finance advising of absence rates for the Department of Finance for the quarterly period ended 27 June 2003.



4. HEALTH AND SAFETY

- 4.1 UPDATE ON HEALTH AND SAFETY ISSUES (pages 14-15)** - Submit report dated 16 September 2003 (copy enclosed) by the Head of Personnel providing an information update on recent and developing Health and Safety issues.



4.2 DEPARTMENTAL HEALTH AND SAFETY PLANS

- 4.2.1 DEPARTMENT OF CORPORATE RESOURCES (pages 16-20)** - Submit report dated September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources reviewing progress against the Department of Corporate Resources 2003/03 Health and Safety Action Plan and

recommending a prioritised Departmental Health and Safety Action Plan for the period 2003/04.

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4.2.2 DEPARTMENT OF FINANCE (pages 21-25) - Submit report dated September 2003 (copy enclosed) by the Director of Finance reviewing progress against the Department of Finance's Health and Safety Action Plan 2002/03 and identifying the recommended departmental Health and Safety Action Plan for 2003/04.

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5. TRAINING AND DEVELOPMENT (pages 26-37) () - Submit report dated 16 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources informing of progress and current priorities of the restructured training and development function and seeking approval of the draft Training and Development Policy and the supporting Training and Development Plan.

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6. ASBESTOS POLICY (pages 38-44) () - Submit report dated September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the administrative changes made to the Council's Asbestos Policy to achieve compliance with legislative requirements.

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7. STATISTICAL INFORMATION ON REVENUE COLLECTION (pages 45-46) - Submit report dated 2 September 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 24 August 2003 (Period 5).






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8. DEPARTMENT OF FINANCE - SCOTTISH WATER CONTRACT (pages 47-48) - Submit report dated 2 September 2003 (copy enclosed) by the Director of Finance seeking approval for a contract with Scottish Water to collect Water Services charges.

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9. JOINT STAFFING WATCH RETURN - JUNE 2003 (pages 49-50) - Submit report dated 5 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2003 reporting period.

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10. **STATUTORY PERFORMANCE INDICATORS FOR 2002/03 (pages 51-56) -**
Submit joint report dated 8 September 2003 (copy enclosed) by the Depute Chief Executive/Director Corporate Resources and the Director of Finance informing of the Council's performance in 2002/03 against the Council-wide and Financial Statutory Performance Indicators.

11. **DISABILITY DISCRIMINATION ACT AND COUNCIL PROPERTIES (pages 57-64) -** Submit report dated 11 September 2003 (copy enclosed) by the Director of Development Services informing of action being undertaken to demonstrate the Committee's commitment to compliance with the property access requirements of the Disability Discrimination Act which will come into force in October 2004.

12. **SURPLUS PROPERTY - SKILLS TRAINING UNIT, GLAISNOCK STREET, CUMNOCK (FORMER CUMNOCK CLEANSING DEPOT) (pages 65-67) -**
Submit report dated 9 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting the Committee to declare surplus to requirements the property in Glaisnock Street, Cumnock.

13. **AWARDING OF CONTRACTS (pages 68-71) -** Submit report dated 7 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing, for information, details of tenders which have been accepted. The amounts shown are actual costs of the contracts and are exclusive of professional fees.

14. **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFT PERSONS) (pages 72-76) -**
Submit, for noting, Minutes of the Central Joint Consultative Committee (Local Government Employees and Craft persons) of 18 June 2003 (copy enclosed).

15. **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.
16. **AGE RETIRAL - LOCAL GOVERNMENT EMPLOYEES AND CRAFT PERSONS (pages 77-79) (PARAS 1 AND 11) -** Submit report dated 5 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending changes to the Council's current policy on age retirement for Local Government Employees and Craftpersons, subject

to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

17. **INTRODUCTION OF THREE BIN AND KERBSIDE BOX COLLECTION SYSTEM (pages 80-82) (PARA 1)** - Submit joint report dated 5 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval for the temporary appointment of a Marketing and 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.**
18. **RESEARCH AND INTELLIGENCE IN THE EDUCATION SERVICE (pages 83-85) (PARAS 1 & 11)** - Submit joint report dated 8 September 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 within the Department of Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **COMMUNITY LEARNING AND DEVELOPMENT (pages 86-87) (PARAS 1 & 11)** - Submit joint report dated 16 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for an amendment to the staffing structure within the Community Learning and Development Section of the Department of Educational and Social Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **DAY SUPPORT SERVICE FOR OLDER PEOPLE (pages 88-90) (PARA 1)** - Submit joint report dated 4 September 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 within the Older Peoples Section within the Department of Educational and Social Services, subject to the Social Work Committee approving a related operational paper at its meeting on 11 September 2003. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **FAST TRACK SCHEME FOR GRADUATE TRAINEE SOCIAL WORKERS (pages 91-93) (PARA 1)** - Submit joint report dated 5 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services advising of the Council's participation in the National Fast Track Scheme for Graduate Trainee Social Workers. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - TECHNICAL SERVICES SECTION (pages 94-95) (PARA 1)** - Submit joint report dated 2 September 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 above.**

23. **PROPOSED LEASE OF OFFICE ACCOMMODATION AT COLLEGE WYND, KILMARNOCK (pages 96-99) (PARA 9)** - Submit report dated 3 September 2003 (copy enclosed) by the Director of Development Services seeking approval to proceed with the lease of office accommodation at College Wynd, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
24. **PROPOSED DISPOSAL OF LAND ADJOINING MOORFIELD INDUSTRIAL ESTATE, KILMARNOCK (pages 100-103) (PARA 9)** - Submit report dated 8 September 2003 (copy enclosed) by the Director of Development Services seeking approval to dispose of an area of land extending to 2.96 hectares (7.31 acres) or thereby adjoining Moorfield Industrial Estate, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
25. **RENT REVIEW AT 43-49 JOHN FINNIE STREET, KILMARNOCK (pages 104-105) (PARA 9)** - Submit report dated 1 September 2003 (copy enclosed) by the Director of Development Services advising of the rent review for office premises at 43-49 John Finnie Street, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
26. **DISPOSAL OF UNIT 5A, BONNYTON INDUSTRIAL ESTATE, MUNRO PLACE, KILMARNOCK (pages 106-109) (PARA 9)** - Submit report dated 9 September 2003 (copy enclosed) by the Director of Development Services seeking approval to conclude the disposal of the Council's interests in Unit 5A, Bonnyton Industrial Estate, Munro Place, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
27. **CHIEF OFFICERS' SALARIES (pages 110-129) (PARAS 1 & 11) ()** - Submit report dated 15 September 2003 (copy enclosed) by the Chief Executive reporting back on the findings of an external review of the Council's Chief Officers' salary levels, gradings, conditions of service and related organisational structure and making recommendations accordingly. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**