

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 18 NOVEMBER 2003 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors John Knapp, Maureen McKay, Jim O'Neill, Stephanie Young, Douglas Reid, Gordon Cree, Stuart Finlayson, Robert McDill, Eric Jackson, George Smith, Tommy Farrell, William Menzies, William Crawford and Eric Ross.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Jim Lavery, Director of Homes and Technical Services; David Mitchell, Head of Administrative and Legal Services; Robert Paton, Head of Economic Development; Graham Haugh, Head of Personnel; John Alexander, Principal Officer, Quality and Planning; Angela Graham, Surveyor; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Brian Reeves, Daniel Coffey, John Weir, Drew McIntyre, Iain Linton and Jimmy Carmichael.

CHAIR: Councillor John Knapp, Chair.

CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

1. There was submitted and approved, 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 (circulated) as contained within the Appendix to these Minutes.

BUDGETARY CONTROL SUMMARY STATEMENTS

2.1 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 28 October 2003 (circulated) 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)

There was submitted and noted a report dated 28 October 2003 (circulated) 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).

ABSENCE MANAGEMENT REPORTS

3.1 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE

There was submitted and noted a report dated 30 October 2003 (circulated) 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

There was submitted and noted a report dated 29 October 2003 (circulated) by the Director of Finance on absence rates for the Department of Finance for the quarterly period ended 26 September 2003.

STATISTICAL INFORMATION ON REVENUE COLLECTION

4. There was submitted and noted a report dated 30 October 2003 (circulated) by the Director of Finance which provided an update on the position of the Council with regard to billing and collection of local taxes as at 19 October 2003 (Period 7).

JOINT STAFFING WATCH RETURN - SEPTEMBER 2003

5. There was submitted a report dated 29 October 2003 (circulated) 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.

It was agreed:

- (i) that the Depute Chief Executive/Director of Corporate Resources review the reporting arrangements with a view to providing longer term information; and
- (ii) otherwise, to note the contents of the report.

ASSET MANAGEMENT

6. There was submitted a report dated 7 November 2003 (circulated) by the Director of Development Services on significant developments with regard to "Asset Management" and which recommended principles and objectives for Asset Management Planning for East Ayrshire Council.

It was agreed:-

- (i) to note the progress which had been made in developing an Asset Management Planning Framework for the Council;
- (ii) to approve the principles and objectives for Asset Management Planning set out in Section 3 of the report;
- (iii) to note that a further report setting out an overall framework for Asset Management Planning would be submitted to the Committee in due course; and
- (iv) otherwise, to note the contents of the report.

CENTRAL OFFICE ACCOMMODATION STRATEGY

7. There was submitted a report dated 7 November 2003 (circulated) by the Director of Development Services which sought approval of a long-term Central Office Accommodation Strategy.

It was agreed:-

- (i) to authorise the Director of Development Services to undertake further development of a long-term strategy for upgrading the Council's central office

accommodation based on the “multi-site” option outlined in Paragraph 5.1 of the report; and

- (ii) otherwise, to note the contents of the report.

AWARD OF CONTRACT

8. There was submitted and noted a report dated 10 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of a tender which had been accepted as follows:-

<u>CONTRACT</u>	<u>SUCCESSFUL CONTRACTOR</u>	<u>AMOUNT</u>
Disposal of Surplus IT Equipment	Access North Ayr, Ayr	Schedule of Rates

MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

9. There was submitted and noted Minutes of the Central JCC (Local Government Employees and Craftpersons) meeting held on 24 September 2003 (circulated) as detailed in Appendix II to these Minutes.

RACE RELATIONS (AMENDMENT) ACT 2000

10. There was submitted a report dated 10 November 2003 (circulated) by the Director of Finance on action taken and progress made in implementing the Race Equality Scheme within the Department of Finance.

It was agreed:-

- (i) to approve the Departmental actions detailed within the report;
- (ii) that the Director of Finance provide a future update report on the Department's progress; and
- (iii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

11. 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 the Paragraph(s) of Schedule 7A of the Act as shown against each item.

ENFORCEMENT OF LEGISLATION RELATING TO HOUSES IN MULTIPLE OCCUPATION (PARA 1)

12. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought 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.

It was agreed:-

- (i) to approve the staffing proposal contained within the report; and
- (ii) otherwise, to note the contents of the report.

COMMUNITY RECREATION (PARA 1)

13. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for amendments to the staffing structure within the Community Recreation Section of the Department of Community Services.

It was agreed:-

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

PROPOSED AMENDMENT TO ADMINISTRATION AND LEGAL SERVICES STRUCTURE (MEMBERS' SERVICES SECTION) (Item 10, Page 2949, 99/03) (PARAS 1 & 11)

14. There was submitted a report dated 5 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought 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 Election in May 2003.

It was agreed:-

- (i) to approve the enhancement of the Members' Services Unit by the addition of two GS3 Clerical Assistant posts, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

WOODLANDS STRATEGY (Item 5, Page 2965, 99/03) (PARAS 1 & 11)

15. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval for the temporary appointment initially until 31 March 2006 of a Project Co-ordinator within the Department of Development Services, to be seconded to the Ayrshire Joint Structure Plan, subject to consultation with Trade Unions.

It was agreed:-

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

REVIEW OF ACCESS PANELS (PARAS 1 & 11)

16. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval for an amendment to the staffing structure within the Planning and Building Control Section of the Department of Development Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposal outlined in the report subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**TRANSPORT SERVICES BUSINESS UNIT (Item 17, Page 3139, 03/07)
(PARAS 1 & 11)**

17. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval to amend the staffing structure within the Transport Services Business Unit of the Department of Development Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposal outlined in the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**REVIEW OF DAY SUPPORT SERVICES FOR OLDER PEOPLE - STAGE 1
(PARA 1)**

18. There was submitted a joint report dated 10 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for amendments to the staffing structure of the Community Care Section within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals outlined in the report; and
- (ii) otherwise, to note the contents of the report.

MENTAL HEALTH (CARE AND TREATMENT) (SCOTLAND) ACT 2003 (PARA 1)

19. There was submitted a joint report dated 10 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for amendments to the staffing structure of the Community Care Section within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals outlined in the report; and
- (ii) otherwise, to note the contents of the report.

**DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - RESOURCE
SUPPORT SECTION - STAFFING (Item 14, Page 101, 03/07)
(PARAS 1 & 11)**

20. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for two temporary

appointments for a period up to 31 March 2005 within the Resource Support Section of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

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

THE SUPPORTING PEOPLE PROGRAMME

(Item 17, Page 3122, 03/07) (PARA 1)

21. There was submitted a joint report dated 3 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, Director of Educational and Social Services and the Director of Homes and Technical Services which sought approval for the regrading of a post within the Supporting People Team within the Department of Homes and Technical Services.

It was agreed:-

- (i) to approve the proposal as contained within the report; and
- (ii) otherwise, to note the contents of the report.

HOMELESSNESS STRATEGY (Item 7, Page 230, 03/07) (PARAS 1 & 11)

22. There was submitted a joint report dated 10 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for additional staffing resources within the Homes Section of the Department of Homes and Technical Services, for a temporary period up to 31 March 2006, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposal as contained within the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

PROPOSED DISPOSAL OF LAND AT REAR OF MOUNT HOUSE, KILMARNOCK (PARA 9)

23. There was submitted a report dated 27 October 2003 (circulated) by the Director of Development Services which sought approval to dispose of a site extending to 3.14 hectares (7.76 acres) or thereby at the rear of Mount House, Kilmarnock; and authority for the Director of Development Services and the Solicitor to the Council to agree a variance in the proposed purchase price of 5%.

It was agreed:-

- (i) to dispose of the site extending to 3.14 hectares (7.76 acres) or thereby at the rear of Mount House, Kilmarnock, as detailed in the report, subject to a 5% variance as identified in Paragraph 3.2 of the report and subject to the approval of the valuation by the District Valuer;
- (ii) to authorise the Solicitor to the Council to conclude the transaction; and

- (iii) otherwise, to note the contents of the report.

**PROPOSED ACQUISITION OF LAND AT MOORFIELD NORTH, KILMARNOCK
(Item 15, Page 43, 03/07) (PARA 9)**

- 24.** There was submitted a report dated 28 October 2003 (circulated) by the Director of Development Services which sought approval to acquire land extending to 12.9 hectares (31.88 acres) or thereby at Moorfield North, Kilmarnock.

It was agreed:-

- (i) to authorise the Solicitor to the Council to acquire the land extending to 12.9 hectares (31.88 acres) or thereby as detailed in the report, subject to appropriate terms and conditions in order to safeguard the interests of the Council;
- (ii) to authorise the Solicitor to the Council to conclude the transaction; and
- (iii) otherwise, to note the contents of the report.

**PROPOSED LEASE OF DUNLOP VILLAGE HALL, 48 MAIN STREET, DUNLOP
(PARA 9)**

- 25.** There was submitted a report dated 3 September 2003 (circulated) by the Director of Development Services which sought approval to lease Dunlop Village Hall, 48 Main Street, Dunlop, in accordance with the Council's concessionary rental policy.

It was agreed:-

- (i) to lease Dunlop Village Hall, 48 Main Street, Dunlop, in accordance with the terms and conditions identified within the report;
- (ii) that the Solicitor to the Council conclude matters on behalf of the Council; and
- (iii) otherwise, to note the contents of the report.

**NEW LEASE - PART ANNANHILL GOLF CLUBHOUSE, IRVINE ROAD,
KILMARNOCK (PARA 9)**

- 26.** There was submitted a report dated 5 November 2003 (circulated) by the Director of Development Services which sought approval to proceed with a proposed new lease agreement in respect of part Annanhill Golf Clubhouse, Irvine Road, Kilmarnock at a reduced rental.

It was agreed:-

- (i) to grant Annanhill Golf Club a new lease of part of the Golf Clubhouse at Irvine Road, Kilmarnock, as detailed within the report;
- (ii) that the Solicitor to the Council conclude the transaction on behalf of the Council; and
- (iii) otherwise, to note the contents of the report.

FORMER LOCAL OFFICE, 154 MAIN STREET, AUCHINLECK (PARA 9)

- 27.** There was submitted a report dated 31 October 2003 (circulated) by the Director of Development Services which sought authority to enter into negotiations for the sale of the former Local Office at 154 Main Street, Auchinleck.

It was agreed:-

- (i) that the Director of Development Services enter into negotiations for the sale of the premises at 154 Main Street, Auchinleck, as detailed in the report, with any provisionally agreed terms and conditions being reported in accordance with Council procedures; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1434 hours.