

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 3 JUNE 2003 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors John Knapp, Maureen McKay, Stephanie Young, Daniel Coffey, Douglas Reid, Gordon Cree, John Weir, Iain Linton, Stuart Finlayson, Robert McDill, Eric Jackson, George Smith, Tommy Farrell, William Menzies, William Crawford, Eric Ross and Elaine Dinwoodie.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; John Walker, Head of Building and Works; John Clayton, Head of Corporate Development and Communication; Robert Paton, Head of Economic Development; Euan Couperwhite, Head of Resource Support; John Alexander, Principal Officer (Quality and Planning); Sam McVie, Principal Surveyor; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Jim O'Neill, Brian Reeves, Drew McIntyre and Jimmy Carmichael.

CHAIR: Councillor John Knapp, Chair.

ABSENCE MANAGEMENT REPORTS - QUARTER 1 (2003)

1.1 CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE

There was submitted and noted a report dated 20 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 March 2003.

1.2 DEPARTMENT OF FINANCE

There was submitted and noted a report dated 14 May 2003 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 28 March 2003.

INVESTORS IN PEOPLE

- 2.** There was submitted a report dated 15 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised that Personnel Services had achieved Investors in People recognition.

It was agreed:-

- (i) to note the accreditation of Personnel Services under the Investors in People model;
- (ii) that the Chair of the Corporate Governance Committee receive the IIP award on behalf of the Council; and
- (iii) otherwise to note the contents of the report.

HEALTH AND SAFETY ACTION PLAN

3. There was submitted a report dated 15 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a Council Health and Safety Action Plan for 2003-2004.

It was agreed:-

- (i) to approve the recommended Health and Safety Action Plan 2003-2004 appended to the report;
- (ii) that each Director prepare a Health and Safety Action Plan 2003-2004 for their Service with a view to the Plan being submitted to the Service Committees immediately after the summer recess;
- (iii) that the Head of Personnel provide regular reports to the Committee on the Council's progress against the Action Plan's objectives; and
- (iv) otherwise to note the contents of the report.

STATISTICAL INFORMATION ON REVENUE COLLECTION

4. There was submitted and noted a report dated 15 May 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 31 March 2003.

FINAL MEASUREMENTS ON CONTRACTS

5. There was submitted and noted a report dated 19 May 2003 (circulated) by the Director of Development Services which informed on final measurements for contracts.

EXCLUSION OF PRESS AND PUBLIC

6. 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.

TEMPORARY EMPLOYMENT POLICY AND PROCEDURE - LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS (PARA 11)

7. There was submitted a report dated 15 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for proposed changes to the Council's Temporary Employment Policy and Procedure following a review of the current process.

It was agreed:-

- (i) to approve the proposed changes to the Council's Temporary Employment Policy and Procedure, subject to consultation with the Trade Unions; and
- (ii) otherwise to note the contents of the report.

**DEPARTMENT OF CORPORATE RESOURCES - CORPORATE DEVELOPMENT
AND COMMUNICATION SECTION (PARAS 1 & 11)**

8. There was submitted a report dated 27 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended changes to the internal processes, staffing structures and administrative arrangements within the Corporate Development and Communication Section within 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.

It was agreed:-

- (i) to approve the staffing proposals contained within the report, subject to further consultation with the relevant Trade Unions;
- (ii) that the Depute Chief Executive/Director of Corporate Resources carry out any necessary discussions with relevant funding bodies;
- (iii) that the Depute Chief Executive/Director of Corporate Resources consider possible arrangements for an out posted Public Relations Officer on a trial basis;
- (iv) that the Depute Chief Executive/Director of Corporate Resources monitor and review the implementation of the report's recommendations in line with the Council's employment policies and recommend any further action appropriate to the dynamics of the Community Planning and Best Value statutory requirements;
- (v) that the Depute Chief Executive/Director of Corporate Resources extend Community Planning and Partnership temporary contracts as deemed necessary subject to funding sources being secured;
- (vi) that the Depute Chief Executive/Director of Corporate Resources, in consultation with the Director of Finance, secure the corporate element of the Years 2 and 3 Local Government Finance Settlement Funding Allocation set aside to defray costs arising from implementing Best Value arising from the Local Government (Scotland) Act 2003;
- (vii) that the Depute Chief Executive/Director of Corporate Resources hold further discussions with staff and their Trade Union representatives on the report's implications; and
- (viii) otherwise to note the contents of the report.

**SKILLS TRAINING UNIT - SCOTTISH ENTERPRISE AYRSHIRE CONTRACTS
2003/2004 (PARA 1)**

9. There was submitted a report dated 20 May 2003 (circulated) by the Head of Personnel which provided details of the SEA (Scottish Enterprise Ayrshire) training contracts for 2003/2004.

It was agreed:-

- (i) to note the detailed implications of the Scottish Enterprise Ayrshire training contracts for 2003/2004;

- (ii) that the Depute Chief Executive/Director of Corporate Resources discuss the related matters with representatives from Scottish Enterprise Ayrshire; and
- (iii) otherwise to note the contents of the report.

ROADS AND TRANSPORTATION DIVISION - ADDITIONAL STAFFING REQUIREMENTS (PARA 1)

10. There was submitted a joint report dated 13 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval to increase the staffing structure of the Roads and Transportation Division to undertake project design and preparation work essential to deliver programme commitments.

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.

COMMUNITY CARE - HOME CARE (PARA 1)

11. There was submitted a joint report dated 13 May 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 (Home Care) Section within the Department of Educational and Social Services.

It was agreed:-

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

MOVING AND HANDLING (PARAS 1 & 11)

12. There was submitted a joint report dated 14 May 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 establishment of a post of Moving and Handling Adviser as detailed in the report; and
- (ii) otherwise to note the contents of the report.

AYRSHIRE CRIMINAL JUSTICE SOCIAL WORK SERVICES PARTNERSHIP: THROUGH-CARE PLAN (PARAS 1 & 11)

13. There was submitted a joint report dated 20 May 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 Criminal Justice Section within the Department of Educational and Social Services, subject to Trade Union consultation.

It was agreed:-

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

SCHOOLS ESTATE STRATEGY (PARA 1)

14. There was submitted a report dated 27 May 2003 (circulated) by the Director of Educational and Social Services which advised of the resources allocated to East Ayrshire Council for the development of a schools estate management plan.

It was agreed:-

- (i) to note the allocation of resources for the preparation of the schools estate management plan;
- (ii) to approve the appointment of a Property Officer, initially on a two year secondment; and
- (iii) otherwise to note the contents of the report.

FINANCE DEPARTMENT STAFFING STRUCTURE (PARAS 1 & 11)

15. There was submitted a joint report dated 14 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which proposed amendments to the staffing structure of the Finance Department, subject to consultation with Trade Unions.

It was agreed:-

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

DEPARTMENT OF HOMES AND TECHNICAL SERVICES - TECHNICAL SERVICES SECTION (PARA 1)

16. There was submitted a joint report dated 12 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for amendments to the staffing structure of the Technical Services Section within the Department of Homes and Technical Services.

It was agreed:-

- (i) to approve the staffing proposals contained in Paragraph 4.3 of the report; and
- (ii) otherwise to note the contents of the report.

RENT REVIEW - KILMARNOCK BUS STATION (PARA 9)

17. There was submitted a report dated 19 May 2003 (circulated) by the Director of Development Services which sought approval for revised rentals associated with the lease of office accommodation and stances at Kilmarnock Bus Station.

It was agreed:-

- (i) to approve the provisionally agreed revised rentals for the office accommodation and stances at Kilmarnock Bus Station as detailed within Paragraph 3.1 of 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.

PROPOSED DISPOSAL OF LAND ADJOINING MOORFIELD INDUSTRIAL ESTATE, KILMARNOCK (PARA 9)

- 18.** There was submitted a report dated 19 May 2003 (circulated) by the Director of Development Services which sought approval to dispose of two separate areas of land adjoining Moorfield Industrial Estate, Kilmarnock.

It was agreed:-

- (i) to dispose of 0.31 hectares (0.76 acres) or thereby of land adjacent to Moorfield Industrial Estate, Kilmarnock, as detailed in Paragraph 3.1 of the report;
- (ii) to dispose of 0.098 hectares (0.24 acres) or thereby of land adjacent to Moorfield Industrial Estate, Kilmarnock, as detailed in Paragraph 3.3 of the report;
- (iii) that the Solicitor to the Council conclude the proposed transactions; and
- (iv) otherwise to note the contents of the report.

PROPOSED LEASE OF LAND AT BROOMFIELD PLAYINGFIELDS, AUCHINLECK ROAD, CUMNOCK (PARA 9)

19.1 Declaration of Interest

Councillor Crawford declared a non-pecuniary interest in this item and took no part in consideration or determination of this matter.

19.2 Consideration of Item

There was submitted a joint report dated 19 May 2003 (circulated) by the Director of Development Services and the Director of Community Services which sought approval to lease land at Broomfield Playingfields, Auchinleck Road, Cumnock.

It was agreed:-

- (i) to approve the proposal to lease land at Broomfield Playingfields, Auchinleck Road, Cumnock, 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.

PROPOSED LEASE OF SHOP UNIT AT 24 THE FOREGATE, KILMARNOCK (PARA 9)

20.1 Declaration of Interest

Councillor Menzies declared a non-pecuniary interest in this item and took no part in consideration or determination of this matter.

20.2 Consideration of Item

There was submitted a report dated 20 May 2003 (circulated) by the Director of Development Services which sought approval to lease the shop unit at 24 The Foregate, Kilmarnock.

It was agreed:-

- (i) that the Solicitor to the Council lease the shop unit at 24 The Foregate, Kilmarnock, subject to the conditions contained within Paragraph 6 of the report; and
- (ii) otherwise to note the contents of the report.

PROPOSED LEASE OF LAND AT HIGH STREET, NEWMILNS (PARA 9)

21. There was submitted a report dated 21 May 2003 (circulated) by the Director of Development Services which sought approval to lease land at High Street, Newmilns.

It was agreed:-

- (i) to approve the proposal to lease land at the former Newmilns Secondary School site, High Street, Newmilns 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.

PROPOSED LEASE OF NEWMILNS DRY SKI SLOPE AND ADJOINING LAND AT HIGH STREET, NEWMILNS (PARA 9)

22. There was submitted a report dated 22 May 2003 (circulated) by the Director of Development Services which sought approval to lease the existing Newmilns Dry Ski Slope and adjoining land at High Street, Newmilns.

It was agreed:-

- (i) to approve the proposal to lease the existing Newmilns Dry Ski Slope and adjoining land at High Street, Newmilns, 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.

CHIEF OFFICERS' SALARIES (PARA 1)

23. There was submitted a report dated 26 May 2003 (circulated) by the Chief Executive which provided an update on developments in Chief Officers' salaries across Scottish Local Authorities and recommended 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.

It was agreed:-

- (i) that the Chief Executive commission an external review of the Council's Chief Officers' salary levels, gradings, conditions of service and related organisational structure;

- (ii) to increase the Chief Officers' salaries as detailed in Paragraph 6.3 of the report pending consideration of the outcome of the above external review;
- (iii) that the Chief Executive report back on the findings of the external review to the earliest possible meeting of the Corporate Governance Committee, providing recommendations for the longer term; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 1045 hours.