

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 25 MAY 2004

KILMARNOCK AND LOUDOUN FURNITURE REDISTRIBUTION SCHEME AND

CUMNOCK AND DOON VALLEY GIFT FURNITURE SCHEME

SERVICE LEVEL AGREEMENTS

Report by Executive Director of Educational and Social Services

1. PURPOSE OF REPORT

- 1.1 To advise Committee of the individual schedules for Service Level Agreements produced in conjunction with Kilmarnock and Loudoun Furniture Redistribution Scheme and Cumnock and Doon Valley Gift Furniture Scheme and to recommend funding arrangements for these organisations.

2. BACKGROUND

- 2.1. At the Social Work Committee of 23 May 2002 it was agreed to transfer the funding of Kilmarnock and Loudoun Furniture Redistribution Scheme and Cumnock and Doon Valley Gift Furniture Scheme from Section 10 grant aid to mainline funding supported by the development of a Service Level Agreement. An evaluation of both projects was carried out in 2003 to support the establishment of Service Level Agreements.
- 2.2. Although the responsibility for the supervision and monitoring of both Furniture Schemes has been with the Community Learning and Development Service since 2000, reporting of budgetary matters was through Social Work Committee until November 2003.
- 2.3. Members may recall that service level agreements have been developed in consultation with identified voluntary organisations.
- 2.4. The service level agreement format is in two parts:
- i. The **Core Document** is the framework within which all Service Level Agreements will operate and will not alter from one agreement to another. The document sets out the Council's expectations of the organisation.
 - ii. The **Schedule** is specific to each individual organisation, but based on a common format. It provides fuller details of the project specification, premises, management arrangements, council contribution, duration of agreement and review arrangements.

The schedule requires to be read in conjunction with the core document and together they make up the service level agreement.

- 2.4 These standard documents reflect the principles and guidance as set out within Following the Public Pound.

3. REPORT

- 3.1** Educational and Social Services has been involved in developing individual schedules for the identified organisations. These have now been completed and are awaiting signature.
- 3.2** The Kilmarnock and Loudoun Furniture Redistribution Scheme is based in Kilmarnock and provides recycled furniture and electrical goods to families and individuals in need within the Kilmarnock and Loudoun area. The scheme operates five days a week and is staffed by volunteers. In 2003/2004, the scheme supported 914 families and individuals and 2758 uplifts of donated furniture were made.
- 3.3** Members may recall that an interim payment of £2,000 to the Kilmarnock and Loudoun Furniture Redistribution Scheme was agreed at the Education Committee in March 2004.
- 3.4** Cumnock and Doon Valley Gift Furniture Scheme is based in Dalmellington and provides recycled furniture and household items to families in need within the Cumnock and Doon Valley area. The scheme operates three days a week and is staffed by volunteers. In 2003/2004, the scheme supported 339 families and individuals and 798 uplifts of donated furniture were made.
- 3.5** The Projects have been in receipt of annual funding, which provides for their general running costs in order that they can deliver the service, identified within the service level agreement. In agreeing the detail of the service level agreement the voluntary organisations have committed to regular evaluation which reflects the principles set out in the Council's commitment to the voluntary sector.
- 3.6** As part of the regular evaluation process, the opportunity will be available to consider further project development and to encourage each project to investigate external funding opportunities.

3.7

Project	Grant Awarded 2003/4	Grant Recommended 2004/5
Kilmarnock and Loudoun Furniture Redistribution Scheme	£12,264	£12,582
Cumnock and Doon Gift Furniture Scheme	£8,176*	£8,389

- Cumnock and Doon Valley Gift Furniture Scheme claimed £6,000 of the funding awarded to them in the financial year 2003/4. Officers are satisfied that the project's planned expenditure for 2004/5 will require the grant recommended.

4. POLICY IMPLICATIONS

- 4.1** Support to the voluntary and community sector is compatible with the priorities of the Community Plan, the principles of participation and involvement through Social Inclusion. The Schemes offer capacity building opportunities within local communities.

5. LEGAL IMPLICATIONS

- 5.1** The Service Level Agreement regulates the relationship between the Council and the voluntary/community organisation during the period for which funding is approved.

6. FINANCIAL IMPLICATIONS

- 6.1** The Council has committed itself in principle to three years funding arrangements for these identified voluntary bodies. Funding is available to meet the financial award to both organisations in financial year 2004/5.

Neighbourhood Services will provide an 'in kind' contribution of £1,700 to the Kilmarnock & Loudoun Furniture Redistribution Scheme for the disposal of waste materials which includes land fill tax. This 'in kind' contribution will be reduced each year in line with household waste recycling targets set out in the National Waste Strategy.

Development and Property Services have lease agreements with both Schemes for their accommodation for which they are charged a nominal rent.

7. RECOMMENDATIONS

- 7.1** It is recommended that Members of the Education Committee:

- (i) approve the service level agreements for the Kilmarnock and Loudoun Furniture Redistribution Scheme and the Cumnock and Doon Valley Gift Furniture Scheme for the period 1 April 2004 to 31 March 2007; and
- (ii) agree the recommendations for an annual award with inflation for 2004/5.
- (iii) otherwise, note the content of the report.

John Mulgrew
 Director of Educational and Social Services
 10 May 2004

LIST OF BACKGROUND PAPERS

1. Policy and Resources Report 18 March 1999: Service Level Agreement- Core Document, Report by the Chief Executive; and
2. Policy statements as further appendices to individual schedules.

Members wishing further information should contact Dot Grieve, Assistant Principal Officer, Kay Gilmour, Head of Community Support, Tel: (01563) 576104

Copies of Service Level Agreements are available in the Members Lounge.

IMPLEMENTATION OFFICER:

KAY GILMOUR