

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE : 31 MAY 2005

REGENERATION OUTCOME AGREEMENT AND FUTURE DECISION MAKING ARRANGEMENTS

Report by the Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1 To provide an update to Committee on the Regeneration Outcome Agreement and present for consideration and endorsement, proposals for future decision making in respect of the Community Regeneration Fund and related Community Planning Programmes.

2. BACKGROUND

- 2.1 The requirement on Community Planning Partners to prepare a three-year Regeneration Outcome Agreement (ROA) is part of the Scottish Executive and Communities Scotland's Guidance, issued in August 2003 on the Social Inclusion Partnership (SIP) transition to Community Planning Partnerships (CPPs), first reported to Committee on 2 October 2003.
- 2.2 The Guidance detailed a three-stage integration process for Community Planning Partners, as follows:
- Assessment of Readiness of CPPs (demonstrated by the production of a Statement of Readiness and endorsed by Policy and Resources Committee on 10 June 2004);
 - Resource Allocation (based on the new Deprivation Index issued by the Scottish Executive in June 2004, with the 2005/06 indicative financial allocation from the new Community Regeneration Fund (CRF) reported to Policy and Resources Committee on 30 September 2004); and
 - Regeneration Outcome Agreement (draft by 31 October 2004, submitted by the due date, with an original final submission date for lodging with Communities Scotland of 20 December 2004; and Ministerial 'sign off' by end March 2005).
- 2.3 Communities Scotland subsequently advised the Leader of the Council, as Chair of the Community Planning Partnership, by letter on the 30 November 2004 of a relaxation in the final submission date to early 2005. This was reported to Policy and Resources Committee on 8 February 2005.
- 2.4 The establishment of the new Community Regeneration Fund, which consolidates and replaces existing Social Inclusion Partnership (SIP) and Better

Neighbourhood Services Funding (BNSF) was again reported to Committee on 30 September 2004.

- 2.5 The final draft ROA and associate package of funding was endorsed by Policy and Resources Committee for submission to Communities Scotland on 8 February 2005.

3. PROGRESS REPORT AND CURRENT POSITION

- 3.1 As part of the assessment process, the Scottish Executive and Communities Scotland met with East Ayrshire Officers on 7 March 2005 to provide feedback on the content of the ROA. Formal feedback was provided by the Scottish Executive in a letter to East Ayrshire Council's Head of Corporate Development and Communication dated 20 April 2005, which:

- set out the issues, which require to be addressed to allow Ministerial approval and 'sign off' of the ROA; and
- highlighted some of the development and delivery issues which require to be improved over the lifetime of the ROA.

- 3.2 The letter also set out conditions of approval and identified a number of minor issues which the revised ROA should address as well as some broad areas of work which, although not requiring immediate action to obtain formal approval, require to be developed over time.

- 3.3 In addition, however, the feedback letter re-emphasised that the principal purpose of the CRF is to focus on the 15% most disadvantaged data zones identified in the Scottish Index of Multiple Deprivation (SIMD04) and that East Ayrshire's proposal to extend the targeting to the 15-30% data zones would, in the Executive's view significantly dilute its impact by extending the population covered from 22,664 to 51,841. The Scottish Executive, therefore, considered that East Ayrshire's proposals fundamentally did not meet the requirements of the ROA Guidance and the Community Planning Partners were requested to reconsider this option.

- 3.4 The Partners expressed disappointment at the response of the Executive and Communities Scotland to East Ayrshire's proposals to target outwith the most deprived 15% data zones. Consequently, the Leader of the Council, on behalf of the Community Planning Partners, wrote to the First Minister on 31 March 2005, on the basis of the verbal feedback and in advance of the Scottish Executive letter of 20 April 2005, raising concern about the lack of flexibility adopted by Communities Scotland and the Scottish Executive in respect of the targeting of the ROA within East Ayrshire. The correspondence highlighted the need for localised planning of and decision making in relation to the targeting and prioritisation of the ROA, which would deliver a programme appropriate to the needs of communities in the area. A formal response to this letter dated

7 May 2005 was received from Malcolm Chisholm MSP, emphasising the Executive's ongoing commitment to targeting the CRF to the worst 0-15% data zones, with limited flexibility outwith these areas.

- 3.5 Alastair MacIntosh, the Scottish Executive's Head of Regeneration, Fuel Poverty and Supporting People, was invited to visit East Ayrshire and did so on 25 April 2005, when he met with the Council's Chief Executive, Depute Chief Executive and the Community Planning and Partnership Manager. Officers provided additional information and a short tour of the area to support the ROA extended targeting based on the inclusive approach successfully adopted by the Coalfield Area SIP and endorsed by the Scottish Executive.
- 3.6 A further meeting with representatives from Communities Scotland was convened on 28 April 2005 to further discuss and find an appropriate solution to the targeting issue. Revised proposals have been prepared and presented to the Community Planning Joint Officers' Group on 17 May 2005 and a joint North Social Inclusion Initiative and Coalfield Area Social Inclusion Partnership Board meeting on 18 May 2005 for endorsement.
- 3.7 The main alterations to the programme related to the targeting of the CRF to the most deprived data zones, a breakdown of the proposed new data zones to be targeted is available at Appendix 1. A full copy of the revised ROA is available in the Members' Information Point.
- 3.8 The Terms and Conditions of Grant for the CRF and Community Voices Programme (CVP) have been issued on 4 April 2005 by the Scottish Executive and Communities Scotland and as the Council agreed to 'underwrite the CRF' until the ROA received Ministerial approval, former SIP/Better Neighbourhood Services Fund projects have received one quarter of their 2005/06 CRF allocation.
- 3.9 Communities Scotland has now confirmed funding for 2005/06 for existing projects and has agreed to approve the following new projects, prior to the ROA receiving Ministerial 'sign off':
 - Transport for Netherthird Nursery and Family Centre;
 - Research Officer; and
 - Logan Development.
- 3.10 In all of this, it is worth noting that Communities Scotland has now confirmed and approved the funding for our existing projects (i.e. the former SIP and BNSF projects) and also for some of the new projects. Whilst discussions continue on the wider ROA issues, this recent confirmation effectively removes the requirement for Council 'underwriting' of the CRF as approved Policy and Resources on 8 February 2005.

- 3.11 Assuming that the Partnership agrees to submit its revised ROA to Communities Scotland by early June 2005, then it is anticipated that Ministerial 'sign off' could be received by early July 2005.

4. FUTURE DECISION MAKING ARRANGEMENTS

- 4.1 At the P&R Committee of 8 February 2005, Members agreed that at the request of Community Planning Partners, the Council would act as the grant recipient for the new CRF, with decisions on the future allocation of CRF resources delegated to an appropriate Partnership Board.
- 4.2 Committee also noted the requirement by Community Planning Partners to review the existing arrangements for separate North and Coalfield Social Inclusion Partnership Boards, to ensure an appropriate structure is in place for future decision making, consistent with the new transition arrangements.
- 4.3 As a result of this, a short term working group, comprising community representatives from both the Coalfield Social Inclusion Partnership and North Social Inclusion Initiative Boards, was established to consider future decision making arrangements. The working group concluded that:
- with the onset of the Executive's new CRF Initiative, the existing separate decision making structures of the North Social Inclusion Initiative and East Ayrshire Coalfield Area Social Inclusion Partnership (SIP) are not conducive to strategic discussion or decision making on an East Ayrshire wide basis (the CRF requires to be utilised in the targeted data zones in both the north and the south of the authority).
- 4.4 The working group, therefore, proposed that the North Social Inclusion Initiative and SIP Board be dissolved and one East Ayrshire wide Community Planning Partnership be established in May 2005.

5. NEW COMMUNITY PLANNING PARTNERSHIP

- 5.1 The new East Ayrshire CPP would become an 'unincorporated body' with decision making responsibility for CRF resources and any future funding allocated to the Community Planning Partners. A draft constitution for the proposed CPP is attached at Appendix 2.
- 5.2 The CPP will aim to deliver the Community Planning priorities which have been developed under the following themes:
- Promoting community learning;
 - Improving opportunities;
 - Improving community safety;
 - Improving health;

- Eliminating poverty; and
- Improving the environment.

5.3 In addition, the CPP will aim to deliver the five identified outcomes within the ROA, each of which are underpinned by effective community consultation and engagement, and are as follows:

- **Active Communities**, where people are actively participating in their communities and influencing the democratic process;
- **Skilled Communities**, where people have the skills, capacity and opportunities to access employment, training and community-based learning;
- **Safe Communities**, where crime and the fear of crime are reduced;
- **Healthy Communities**, where everyone can enjoy and have equal access to a healthy life; and
- **Attractive Communities**, where people are proud and happy to live.

5.4 Working within East Ayrshire, the aims of the CPP are to:

- ensure that people have access to lifelong community-based learning opportunities and promote active citizenship;
- reduce unemployment and attract inward investment;
- reduce crime, improve public safety and improve safety in neighbourhoods and homes;
- improve the health and well being of local residents;
- tackle poverty to improve the quality of life for local residents;
- protect and improve the natural and built environment; and
- provide cultural, recreational and leisure opportunities.

5.5 It is proposed that arrangements for accountability of other funding in respect of Community Planning programmes, for example, Anti-social Behaviour and 'Choose Life', which has been allocated to the Community Planning Partners, may be reported to the Community Planning Partnership in the future. Further details on these proposals will be presented to the Committee for consideration.

5.6 The proposed membership of the CPP is detailed within the constitution. As East Ayrshire Council is the nominated grant recipient for the CRF, it is proposed that the Council has 2 nominated representatives on the CPP (1 political and 1 officer), as follows:

- The Chair of Social Inclusion (as Chair of the CPP); and
- The Depute Chief Executive/Executive Director of Corporate Support.

5.7 In addition, the Leader of the Council, as Chair of the Community Planning Core Partners' Group and the Council's Executive Head of Finance, the latter particularly to ensure appropriate financial accountability, become ex-officio members of the Planning Partnership.

- 5.8 In order to further enhance community engagement and involvement in the Community Planning policy direction, one representative from each of the two Federations will be nominated to sit on the Community Planning Core Partners' Group. In addition, it is proposed that the Chair of Social Inclusion also sits on the Core Partners' Group.
- 5.9 A document, setting out clear operating procedures and protocols (including a code of conduct for meetings) requires to be developed indicating how decisions should be reached. It is proposed that this document will be developed by June 2005 and ongoing thereafter as required.
- 5.10 During the transition year, consideration will be given to the appropriateness of the CPP becoming an incorporated body. A future paper will be presented to Committee should the CPP consider it appropriate to progress to incorporation.

6. WORKING TOGETHER LEARNING TOGETHER

- 6.1 To facilitate the process of future partnership working within the proposed new operating structure, it is proposed that that a 'Working Together Learning Together' workshop is arranged for members of the new CPP. The session will provide an opportunity for members to meet in an informal setting, familiarise themselves with the new arrangements and discuss ways in which to further drive forward the regeneration agenda in East Ayrshire.

7. CHALLENGE FUND 2005/06

- 7.1 Over the past 4 years, the Council has allocated £65,000 to the North Social Inclusion Initiative in the form of a challenge fund to address social exclusion issues in the North of the Authority.
- 7.2 Again in 2005/06, £65,000 has been made available to address this cause. As a result of the proposals contained above, it is proposed that the challenge fund be utilised on an East Ayrshire wide basis for the purposes detailed at paragraphs 5.2/5.4 and delegated to the Community Planning Partnership Board to allocate accordingly.

8. FINANCIAL IMPLICATIONS

- 8.1 The Council will act as the grant recipient for the CRF, with the CPP assuming delegated responsibility for the allocation of CRF resources.
- 8.2 The CPP will assume responsibility for the allocation of the £65,000 challenge fund for 2005/06 and beyond.

9. LEGAL IMPLICATIONS

9.1 All legal implications have been considered by the Council's Head of Administrative and Legal Services.

10. POLICY IMPLICATIONS

10.1 The proposals contained within the report are consistent with the priorities contained within the Community Plan.

11. RECOMMENDATIONS

11.1 The Policy and Resources Committee is asked to:

- i) consider and endorse the revised targeting for the Regeneration Outcome Agreement and Community Regeneration Fund; and remit Officers to submit the revised ROA to Communities Scotland and the Scottish Executive for consideration;
- ii) approve the proposals to establish a Community Planning Partnership with delegated responsibility for the new Community Regeneration Fund;
- iii) approve the draft constitution for the Community Planning Partnership and agree to nominate the Chair of Social Inclusion and Depute Chief Executive to sit on the Partnership Board;
- iv) endorse the recommendation that the Chair of Social Inclusion sit on the Community Planning Core Partners' Group;
- v) endorse the proposals to widen the focus of the Challenge Fund and delegate responsibility for decision making in respect of the Fund to the Community Planning Partnership; and
- vi) otherwise, note the content of the report.

Elizabeth Morton

Depute Chief Executive, Executive Director of Corporate Support

13 May 2005

BACKGROUND PAPERS

Statement of Readiness, May 2004

Communities Scotland Letter to the Leader of the Council, dated 30 November 2004

Leader of the Council Letter to the First Minister, dated 31 March 2005

Scottish Executive Letter to the Head of Corporate Development and Communication,
dated 20 April 2005

Any person wishing further information should contact John Clayton, Head of Corporate Development and Communication (Tel: 01563 576165) or Gwen Barker, Community Planning and Partnership Manager (Tel: 01563 554602)

IMPLEMENTATION OFFICER: Head of Corporate Development and Communication

APPENDIX 1

COMMUNITIES IN WORST 0-15% DATA ZONES and DATA ZONES CONTIGUOUS TO WORST 0-15%			
(Listed in order of % population living in 15% worst data zones)			
PRIORITY COMMUNITIES	Data Zones in Top 0-15% (SIMD Rank Nationally) Population italics		CONTIGUOUS COMMUNITIES Data Zones to be targeted in Top 16-30% (SIMD Rank Nationally)
Bellsbank	SO1001271	(196) 802	NONE
	SO1001270	(203) 817	
Auchinleck	SO1001309	(566) 761	
	SO1001308	(695) 999	
	SO1001310	(797) 747	
Catrine	SO1001312	(421) 774	NONE
	SO1001313	(966) 673	
Patna	SO1001274	(666) 734	SO1001277 (1266) 743
	SO1001275	(944) 702	
Muirkirk	SO1001316	(339) 981	SO1001319 (1503) 649
New Cumnock	SO1001279	(509) 987	SO1001280 (1054) 608
	SO1001281	(946) 835	
Lugar & Logan	SO1001306	(764) 701	SO1001301 (1025) 632
Drongan	SO1001287	(810) 901	SO1001290 (1275) 549
			SO1001288 (1561) 922
Kilmarnock North	SO1001388	(38) 917	SO1001376 (1179) 741
	SO1001392	(188) 520	SO1001401 (1589) 699
	SO1001382	(215) 618	
	SO1001397	(281) 827	
	SO1001399	(400) 902	
	SO1001394	(635) 545	
	SO1001400	(897) 927	
	SO1001386	(960) 872	
Kilmarnock South	SO1001324	(125) 946	SO1001327 (1037) 775
	SO1001325	(658) 731	SO1001335 (1291) 985
	SO1001333	(846) 860	SO1001329 (1538) 603
	SO1001328	(925) 823	
Galston	SO1001338	(725) 814	

PRIORITY COMMUNITIES	Data Zones in Top 15%	CONTIGUOUS COMMUNITIES Data Zones to be targeted in Top 16-30%
Netherthird	SO1001292 (895) 948	
COMMUNITIES IN WORST 16-30% DATA ZONES (Listed in alphabetical order)		
'HUB' COMMUNITIES	Data Zones in Top 15%	Data Zones to be targeted in Top 16-30%
Cumnock	NONE	SO1001294 (1096) 769 SO1001296 (1299) 750 SO1001298 (1522) 909
Dalmellington	NONE	SO1001273 (1316) 701
EXIT COMMUNITIES		EXIT COMMUNITIES
Dalrymple	NONE	SO1001284 (1461) 790
TARGETED COMMUNITIES To stop further decline		TARGETED COMMUNITIES To stop further decline
Hurlford	NONE	SO1001341 (1285) 920
Newmilns	NONE	SO1001350 (982) 730
Rankinston and Sinclairston Rural	NONE	SO1001285 (1208) 644
Totals	22,664	14,119
Total Population	36,783	

Data Zone Analysis - Targeting	Population
7 data zones in worst 0-5%	5,447
6 data zones in worst 5-10%	4,950
15 data zones in worst 10-15%	12,267
12 data zones in worst 15-20%	8,846
8 data zones to be targeted in worst 20-30%	5,273
Total data zone population to be targeted	36,783

Source: Scottish Index of Multiple Deprivation 2004

Data zones in bold denote worst 16-20%

EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP

DRAFT CONSTITUTION

1. NAME AND TYPE OF ORGANISATION

- 1.1 The organisation will be called the East Ayrshire Community Planning Partnership, herein referred to as the “Partnership”.
- 1.2 The Partnership will be constituted as an un-incorporated body, operating within the structural and procedural arrangements of East Ayrshire Council, as facilitators of Community Planning.

2. PARTNERSHIP OBJECTIVES

- 2.1 The Partnership will aim to deliver the Community Planning priorities, which have been developed under the following themes:
- Promoting community learning;
 - Improving opportunities;
 - Improving community safety;
 - Improving health;
 - Eliminating poverty; and
 - Improving the environment.
- 2.2 In addition, the Partnership will aim to deliver the five identified outcomes within East Ayrshire’s Regeneration Outcome Agreement, each of which are underpinned by effective community consultation and engagement, and are as follows:
- **Active Communities**, where people are actively participating in their communities and influencing the democratic process;
 - **Skilled Communities**, where people have the skills, capacity and opportunities to access employment, training and community-based learning;
 - **Safe Communities**, where crime and the fear of crime are reduced;
 - **Healthy Communities**, where everyone can enjoy and have equal access to a healthy life; and
 - **Attractive Communities**, where people are proud and happy to live.
- 2.3 Working within the East Ayrshire area, the objectives of the Partnership are to:

- ensure that people have access to lifelong community-based learning opportunities;
- reduce unemployment and attract inward investment;
- reduce crime, improve public safety and improve safety in neighbourhoods and homes;
- improve the health and well being of local residents;
- tackle poverty to improve the health and well being of local residents;
- protect and improve the natural and built environment; and
- provide cultural, recreational and leisure opportunities.

3. MANAGEMENT

3.1 The Partnership will be managed by a Board of Representatives known as the East Ayrshire Community Planning Partnership Board (herein referred to as the “Board”).

3.2 The remit of the Board is to ensure:

- a strategic overview of all community regeneration activity throughout the area;
- delivery of regeneration objectives, which address local need and the national priorities set by the Scottish Executive; including Closing the Opportunity Gap objectives;
- the commitment and participation of all relevant partners;
- the involvement of the local community at the heart of the community planning process; and
- the most effective use of existing resources and maximisation of external funding opportunities.

4. MEMBERSHIP OF THE PARTNERSHIP

4.1 The following organisations shall be core Members of the Partnership:

- Ayr College East;
- Communities Scotland;
- Community Health Partnership;
- Council of Voluntary Organisations (East Ayrshire);
- East Ayrshire Council;
- Jobcentre Plus;
- Kilmarnock College;
- NHS Ayrshire & Arran;
- Scottish Enterprise Ayrshire;
- Strathclyde Fire and Rescue;
- Strathclyde Passenger Transport

- Strathclyde Police; and
- The Community.

4.2 The Board can invite other organisations to join the Partnership, so long as the objectives of the organisation are in line with at least one of the objectives of the Partnership.

4.3 The Board shall consist of representatives of organisations of the community as set out below:

Organisational Sector	Number of Representatives
Coalfield Communities Federation	4
North Communities Federation	4
Representatives drawn from the wider East Ayrshire population (2 from the north and two from the south of the Local Authority area)	4

4.4 Board Structure

- Ayr College East; 1 representative
- Communities Scotland; 1 representative
- Community Health Partnership; 1 representative
- Council of Voluntary Organisations (East Ayrshire); 1 representative
- East Ayrshire Council; 2 representatives
- Jobcentre Plus; 1 representative
- Kilmarnock College; 1 representative
- NHS Ayrshire & Arran; 1 representative
- Scottish Enterprise Ayrshire; 1 representative
- Strathclyde Fire and Rescue; 1 representative
- Strathclyde Passenger Transport 1 representative
- Strathclyde Police; and 1 representative
- The Community. 12 representatives

4.5 Community Representatives shall serve on the Board for a period of two years. At the end of the two year period, Representatives will be eligible for re-appointment. Where a vacancy occurs for the representatives drawn from the wider community, this will be advertised locally and the Community Planning and Partnership Manager will undertake a selection process and make appropriate recommendations for appointment to the Board.

- 4.6 The Leader of the Council and Executive Head of Finance of East Ayrshire Council shall be *ex-officio* Members of the Board (and are not included within the total number of Representatives indicated for East Ayrshire Council).
- 4.7 The Board may review its membership at any time and has the power to invite other appropriate bodies/representatives into membership. The Board may co-opt other persons for such purposes as it deems appropriate.

5. BOARD STRUCTURE

- 5.1 The Chair of the Partnership shall be East Ayrshire Council's current Chair of Social Inclusion. In the absence of the Chair at a Board Meeting, the meeting will be Chaired by one of the two Vice-Chairs either from the nominated Partner Agency or the nominated Community Federation representative.
- 5.2 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus. The Chair shall ensure that all Members are given adequate opportunity to put forward their views. The Chair should ensure that Members of the Board do not use offensive or inappropriate language. Members should treat their fellow Members and any other person present at meetings in a courteous manner. The Chair shall be the sole judge of the consensus of the Board on any item under consideration. Where the Chair cannot identify a clear consensus, then the matter be remitted to the Sub-Group, in consultation with the Chair, to conduct further discussion with Core Members and Representatives to achieve a consensus position.
- 5.3 The Board has the power to establish any Sub-Groups that it deems necessary. Membership of any Sub-Group shall be drawn from membership of the Board or any other individual or organisation that the Board identifies. The Board may assign any powers or executive authority to an 'operational' Sub-Group so long as these powers do not exceed the powers of the Board as a whole.
- 5.4 The Board may establish an 'operational' Sub-Group with the following remit and membership:

Remit

The role of the 'operational' Sub-Group of the East Ayrshire Community Planning Partnership is to take any urgent decisions that are required outwith regular meetings of the Board.

Membership

The membership of the 'operational' Sub-Group shall comprise two Partner Agency representatives, including representation from East Ayrshire Council and two Community Representatives, one from the Coalfield Communities Federation and one from the North Communities Federation.

Meetings of the Sub-Group

All decisions of the 'operational' Sub-Group shall be recorded and any decisions reached or action taken shall be reported to the Board at its meetings. The Sub-Group shall meet as and when required.

6. FINANCE AND RESOURCES

- 6.1 All funds received by the Partnership shall be lodged with the Executive Head of Finance, East Ayrshire Council. All disbursements, including payroll, creditors and any other formal payments will be carried out by the Executive Head of Finance, East Ayrshire Council.
- 6.2 The Executive Head of Finance, East Ayrshire Council, will ensure that appropriate financial accounting arrangements are in place in accordance with the financial regulations of East Ayrshire Council and any other accounting policies that he/she decides necessary.
- 6.3 The Partnership has the power to spend any funds allocated to it, so long as the expenditure helps to secure the overall partnership objectives, and is in compliance with the terms and conditions of award related to any finance.
- 6.4 While the Partnership can accept donations and contributions from other partners or organisations, it does not have the power to borrow money. The Partnership does not have the power to invest money, however, it can take advantage of any investments made on its behalf by East Ayrshire Council. The Partnership may make contributions to other organisations, so long as their aims and objectives are broadly in line with those of the Partnership.
- 6.5 The Partnership does not have the power to own buildings but it does have the general power to own equipment, vehicles and intellectual property.
- 6.6 The Partnership does not have the power to directly employ its own staff but can accept staffing resources seconded to it from a partner or other organisation, provided always, that any contract of employment remains

with the Partner. This does not prevent the Partnership from commissioning staff or other services from a third party.

- 6.7 The Partnership will require to remain within the overall budget allocated to it by the Scottish Executive and Communities Scotland or from block grants or other funding received from partner organisations.
- 6.8 The financial year for the Partnership will run from 1 April in one year to 31 March each successive year.
- 6.9 The Chief Auditor of East Ayrshire Council or the Council's External Auditor have authority to access all necessary records in accordance with the Audit Guidelines of East Ayrshire Council. The External Audit arrangements prescribed by the Accounts Commission will be facilitated by East Ayrshire Council, as appropriate.

7. MEETINGS OF THE BOARD

- 7.1 There will be no fewer than four meetings of the Board in any financial year.
- 7.2 The Board will conduct its meetings in accordance with the procedural guidance that it will, from time to time, agree.
- 7.3 The quorum for Board Meetings will be one quarter of the membership of the Board.
- 7.4 Special Meetings of the Board shall be held at the request of at least 3 Board Members. Requests shall be made in writing to the Community Planning and Partnership Manager and should specify the nature of the business to be transacted at the Special Meeting.
- 7.5 The Board shall determine where it meets and at what time. At least six clear days notice of a meeting and the business to be transacted should be given to all Board Members.
- 7.6 Members are requested to attend a minimum of two meetings in any financial year but where attendance is not possible, members are also required to submit apologies in advance of the meeting to the Community Planning and Partnership Manager. In the event that a Member does not attend the minimum two meetings and does not submit any apologies in advance, then they will be required to stand down from the Board as their term of office will be deemed to have finished.

8. OBLIGATIONS OF BOARD MEMBERS

- 8.1 Members of the Board are required to register all offers of gifts or hospitality, whether accepted or declined, in accordance with the rules agreed from time to time by the Partnership Board.
- 8.2 It is the responsibility of individual Board Members to identify any financial or non-financial interests that they may have in any item of business under consideration by the Board. Where there is a financial interest, the Member should absent themselves from the discussion, other than to answer any points of clarification requested by the Board.
- 8.3 A register of interest for Board Members will be maintained in the Community Planning and Partnership Unit and is the responsibility of the individual members to update their interest in the register.

9. SCHEME OF DELEGATION

- 9.1 The Community Planning and Partnership Manager will have delegated authority to spend up to a maximum of £2,000 on any one item of expenditure from a delegated budget of £20,000 to be utilised to fund small projects linked to the Partnership's broad themes and priorities. The Community Planning and Partnership Manager is also required to report on any decisions taken between meetings to the next available Board Meeting.

10. ALTERATIONS TO CONSTITUTION

- 10.1 The Constitution of the Partnership may be altered with the agreement at least 75% of all Board Members.

11. DISSOLUTION OF THE PARTNERSHIP

- 11.1 The Partnership may be dissolved with the consent of 75% of all Board Members. In such event, all assets and liabilities of the Partnership shall be transferred to East Ayrshire Council.

13 May 2005