

**EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION
PARTNERSHIP BOARD**

**MINUTES OF MEETING HELD ON THURSDAY 15 MARCH 2001 AT 1402 HOURS
IN THE MEETING ROOM, DALSALLOCH CENTRE, AUCHINLECK**

PRESENT: Councillors David Macrae, Elaine Dinwoodie; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Heather Knox, Director of Estates and Facilities and Geraldine O'Donnell, Corporate Services Manager, Ayrshire and Arran Primary Health Care Trust; Chief Inspector Hugh McKnight, Strathclyde Police; Bob Gardiner, Ayr College; Jim Burns, Action Team Manager, Employment Service; Community Representatives: Edward Torrance, Drongan, Rankinston and Stair Community Council; Caroline McBride, McClymont Court Residents' Association; Billy Lees, New Cumnock Age Concern; Billy Crawford, Ian Smith, Ronnie Hamilton, Jack Campbell and John Weir, Coalfield Community Federation.

ATTENDING: Douglas Campbell, Head of Corporate Development and Communication, East Ayrshire Council; Fiona Dickson, Integrated Strategies Officer, Coalfield SIP; Kirsten Nichols, Accountant, East Ayrshire Council; Ann Robertson, Monitoring and Evaluation Officer, Coalfield SIP; and Robert Beaton, Administrative Officer, East Ayrshire Council.

APOLOGIES: Councillor Julie Faulds, East Ayrshire Council; Sheila White, Chief Executive, East Ayrshire Business Partnership; and Tony Foote, Older People's Welfare Group, Rankinston & Drongan.

CHAIR'S REMARKS

1. The Chair welcomed, as observers to the meeting, Suzanne Henderson from the Scottish Executive's Area Regeneration Division and Lynn Wilson, Social Science Student at Caledonian University.

MINUTES OF PREVIOUS MEETING

2. There was submitted (circulated) and agreed as a correct record, the Minutes of the previous meeting of 16 January 2001.

MATTERS ARISING

3. The following matters arising were raised:-

3.1 Community Transport

It was noted that East Ayrshire Council's Policy and Resources Committee on 22 February 2001 had given approval for the transfer of resources to the Coalfield SIP of £20,849 to be used for the purchase of a people carrier for use in Social Inclusion projects and the resources would be committed in 2001/2002. It was further noted that discussion would be held at the Implementation Group to explore the possibility of identifying match funding for the project with the Ayrshire & Arran Health Board.

PROPOSED CONSTITUTION

4. There was submitted (circulated) report dated 9 March 2001 by the Depute Chief Executive/Director of Corporate Resources of East Ayrshire Council that proposed a

draft constitution for adoption, commented on responses received during the consultation period, set out procedural notes for the conduct of meetings and described the remit for the proposed Implementation Group.

Following discussion, the Board agreed:-

- (i) to approve and adopt the constitution for the East Ayrshire Coalfield Area Social Inclusion Partnership and the arrangements for regulating meetings and proceedings of the Partnership, its Board and Sub-groups, subject to minor amendments, as set out in Annex I and II to this Minute; and
- (ii) to confirm its commitment to decision making by consensus.

BUDGETARY CONTROL SUMMARY STATEMENT SOCIAL INCLUSION PARTNERSHIP FUND TO 9 FEBRUARY 2001 (PERIOD 11)

5. There was submitted a report dated 5 March 2001(circulated) by the Director of Finance, East Ayrshire Council that advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of the Coalfield Area Social Inclusion Partnership Board for the period ended 9 February 2001 (Period 11).

Following discussion, the Board agreed:-

- (i) to request the Depute Chief Executive/Director of Corporate Resources to report back, in due course, on the implications for the Coalfield SIP of the Review by East Ayrshire Council of its funding support for community activities; and
- (ii) otherwise, to note the report.

FINANCE REPORT

6. There was submitted a report dated March 2001 (circulated) by the Manager, Social Inclusion that advised on a range of financial issues pertinent to projects supported by the Coalfield Area Social Inclusion Partnership Board funds and recommended a range of proposals for expenditure in the current and future financial years.

Following discussion, the Board agreed:-

- (i) to allocate additional funding (£65,500) from 2000/01 to the undernoted existing projects:-

Project	Allocation
Rankinston Health Unit/Community Centre - environmental improvements project	£10,000
East Ayrshire Carers' Centre - to establish project premises within Cumnock area	£20,500
EASY Project - to purchase additional computers for youth development project	£6,000
Business Technology and Training Centre - furnishings and fittings for new centre in Dalmellington	£5,500
Yipworld.com - refurbishment of kitchen additional costs	£11,000

Internet Café & Older People - to purchase computers	£9,000
<u>Project</u>	<u>Allocation</u>
Purchase of multi-media projector - for use by the SIP and projects to make high quality presentations	£3,500

- (ii) to note that Cumnock Credit Union had been successful in securing approximately £30,000 of funding from the Coalfield Regeneration Trust and, therefore, no additional funding for 2000/01 was required from the Social Inclusion Partnership. It was also noted that the Depute Chief Executive/Director of Corporate Resources of East Ayrshire Council would follow up any funding opportunities announced by the Scottish Executive in respect of Credit Unions;
- (iii) to allocate funding (£85,000) from 2001/02 to the undernoted projects:-

<u>Project</u>	<u>Allocation</u>
Yipworld.com - undertake detached youth work in the Doon Valley	£30,000
Kids Club Network - promotion within local primary schools and community libraries and after school care session clubs.	£30,000
Older People's Day Care Project - to establish two "internet Cafes" to encourage interaction between older and young people.	£15,000
Coalfield Communities Federation - to produce a promotional video for the SIP	£10,000

- (iv) to request the Manager, Social Inclusion to report to the next meeting on the additional funding requirements for the following existing projects: EASY Project and Young Carers' Initiative;
- (v) to allocate funding (£33,100) from 2001/02 in respect of new requests for funding:-

<u>Project</u>	<u>Allocation</u>
Children's Holiday Project*	£3,100 per annum (for a 3 year period)
East Ayrshire Works - to allow the project to operate to March 2002.	£30,000

* to note that a further report would be made on the expansion proposals and any additional funding requirements.

- (vi) to request the Manager, Social Inclusion to report to the next meeting on assessment of the following new projects: Art for Adults with Disabilities, Creative Skills Programme and Business Technology Centre;
- (vii) to note that the post of Funding/Lottery Officer had been filled and that staffing costs of £25,000 required to be met from the 2001/02 budget;

- (viii) to approve the additional funding allocation of £15,000 from the 2001/02 budget to meet the revised operating costs of the Coalfield SIP Team;
- (ix) to remit to the Manager, Social Inclusion to convene a series of workshops to identify future project activity;

At this point representatives of the Coalfield Communities Federation declared a non-pecuniary interest in relation to Paragraph (x).

- (x) to approve the provisional allocation of £853,500 (leaving a balance of £872,500) to projects for 2002/03 as follows:-

<u>Project</u>	<u>Allocation</u>
CONDUIT	£46,500
EASY	£38,000
East Ayrshire Works	Allocation would be subject to consideration after decision on ESF bid.
Business Technology Training Centre	£16,500
Personal Development Fund	£20,000
Health Hit Squad	£41,500
Community Food Initiative	£21,000
Community Learning Opportunity	£60,000
East Ayrshire Woodlands	£85,000
Yipworld.com	£140,000
Kids Club Network	£72,000
Older People's Day Care Users Group	£42,000
Cumnock Credit Union	£13,000
Young Carers' Initiative	£15,000
Alternatives to Addiction	£41,000
Coalfield Community Federation	£11,000
Community Transport Initiative	£26,000
SIP Staff Support Team and associated costs	£165,000

- (xi) otherwise, to note the report.

PROJECT PERFORMANCE REPORT

7. There was submitted report dated 28 February 2001(circulated) by the Manager, Social Inclusion that advised of progress being made by projects in meeting their agreed targets for 2000/01.

Following discussion, the Board agreed:-

- (i) to note the progress made by projects against their set targets;

- (ii) to establish a Working Group on the theme excluded from work;
- (iii) to request the Manager, Social Inclusion to seek representation from Board Members to the Working Group in addition to the nominations received at the meeting from Sheila White, Chief Executive, East Ayrshire Business Partnership and Jim Burns, Team Manager, Action for Jobs;
- (iv) otherwise, to note the report.

Councillor Dinwoodie left the meeting at this point.

SOCIAL INCLUSION PARTNERSHIP STRATEGY

8. There was submitted a report dated 28 February 2001 (circulated) by the Manager, Social Inclusion that provided an overview of the national Social Inclusion Strategic Framework and sought approval to establish a short-term Working Group to update the Coalfield SIP's strategy.

Following discussion the Board agreed:-

- (i) to update the Social Inclusion Partnership's strategic document;
- (ii) to remit to the Manager, Social Inclusion to convene a short-term Working Group to prepare a draft strategy document; and
- (iii) to report back on progress.

MORI COALFIELD SIP RESIDENTS SURVEY 2000

9. The Head of Corporate Development and Communication together with the Monitoring and Evaluation Officer, Coalfield SIP gave a presentation on the Residents survey undertaken between May-June 2000. The principal findings were given and copies of the survey objectives and supporting computer tables were issued at the meeting.

Following discussion, the Board agreed:-

- (i) that the survey results gave a valuable insight into local opinion as at May-June 2000 on a wide range of issues affecting the Coalfield area which future survey work could be assessed against;
- (ii) that the short term Working Group on the Coalfield Area SIP strategy also include, as part of its remit, the preparation of a marketing strategy for the Coalfield SIP;
- (iii) to note that creation of a website for the Coalfield Community Federation and for the Coalfield SIP was being considered and further developments were anticipated; and
- (iv) otherwise, to note the presentation.

TACKLING DRUG MISUSE

10. There was submitted report dated 28 February 2001 (circulated) by the Manager, Social Inclusion that advised of progress made by projects funded from Scottish Executive Tackling Drug Misuse funds.

**SUPPORT FOR COMMUNITY REPRESENTATIVES IN AREA
BASED SIP'S: RESPONSE PAPER**

11. There was submitted report dated 27 February 2001 (circulated) by the Manager, Social Inclusion that advised of key elements in a response to the Scottish Executive on support to Community Representatives within SIP's in general and recommended support to Community Representatives within the Coalfield SIP Board.

Following discussion, the Board agreed:-

- (i) to note the Manager, Social Inclusion would reply to the Scottish Executive in terms of the issues detailed within the report; and
- (ii) to approve the terms of the report and in particular to note that the Implementation Group would shortly discuss with Community Representatives opportunities of increasing their participation in the decision making activity and further support arrangements.

ASPIRATIONAL LEARNING

12. It was agreed to continue this item to the next meeting.

DATE OF NEXT MEETING

13. It was agreed that the meeting commence at the earlier time of 1400 hours on 21 June 2001 within the Meeting Room, Dalsalloch Centre, Auchinleck.

The meeting terminated at 1658 hours.

EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP

CONSTITUTION

1.0 NAME AND TYPE OF ORGANISATION

1.1 The organisation shall be called the East Ayrshire Coalfield Area Social Inclusion Partnership, herein referred to as the 'Partnership'.

1.2 The Partnership will be constituted as an unincorporated association.

2.0 PARTNERSHIP OBJECTIVES

2.1 Working within the East Ayrshire coalfield area, the objectives of the Partnership are:

- to increase employment opportunities for local residents;
- to improve health opportunities for local residents;
- to increase pre-vocational and non-vocational learning and training opportunities for local residents;
- to assist in the creation of attractive and sustainable communities, and
- to improve the opportunities for community participation and positive social interaction.

3.0 MANAGEMENT

3.1 The Partnership will be managed by a board of representatives known as the East Ayrshire Coalfield Area Social Inclusion Partnership Board (herein referred to as the 'Board').

3.2 The remit of the Board is to ensure:

- a strategic overview of all social inclusion activity throughout the coalfield area;
- the commitment and participation of all relevant partners;
- the involvement of the local community at the heart of the social inclusion process;
- the development of a long-term strategy for social inclusion, and
- the most effective use of existing resources and maximisation of external funding opportunities.

4.0 MEMBERSHIP OF THE PARTNERSHIP

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

- Ayrshire and Arran Health Board
- Ayrshire and Arran Primary Care NHS Trust
- Kilmarnock College
- Ayr College East
- Council for Voluntary Organisations (East Ayrshire)
- Coalfield Communities Federation
- East Ayrshire Council
- East Ayrshire Business Partnership
- Employment Service
- NCH Action for Children
- Strathclyde Police
- Scottish Enterprise Ayrshire

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. These additional members should have rights that are equal in all respects to the core members.

5.0 MEMBERSHIP OF THE BOARD

5.1 The Board shall consist of representatives of each partner organisation along with a number of individual members of the Coalfield community as determined by the Board from time to time.

5.2 The number of representatives that each organisations is entitled to have on the Board is set out below:

	No of Representatives
• Ayrshire and Arran Health Board	1
• Ayrshire and Arran Primary Care NHS Trust	2
• Kilmarnock College	1
• Ayr College East	1
• Council for Voluntary Organisations (East Ayrshire)	1
• Coalfield Communities Federation	4
• East Ayrshire Council	4
• East Ayrshire Business Partnership	1
• Employment Service	1
• NCH Action for Children	1
• Strathclyde Police	1
• Scottish Enterprise Ayrshire	1

5.3 In addition, up to four representatives shall be drawn from the general population of the Coalfield area.

5.4 The Director of Finance of East Ayrshire Council shall be an ex-officio member of the Board (and is not included within the total number of representatives indicated for East Ayrshire Council).

- 5.5** The Board may review its membership at any time and has the power to invite other appropriate bodies/representatives into membership. The Board may also co-opt other persons for such purposes as it deems appropriate.

6.0 BOARD STRUCTURE

- 6.1** The Chair of the Partnership shall be East Ayrshire Council's Chair of Social Inclusion. In the absence of the Chair at a Board meeting, the meeting will be Chaired by a representative of the Ayrshire and Arran Primary Health Care NHS Trust, or failing that, a representative of Scottish Enterprise Ayrshire.
- 6.2** The Board has the power to establish any sub-group as 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 the sub-group so long as these powers do not exceed the powers of the Board as a whole.
- 6.3** The Board will establish an Implementation Group with the following remit and membership:

Remit

The Implementation Group is a sub-group of the Board of the East Ayrshire Coalfield Area Social Inclusion Partnership. Its role is to ensure that decisions taken by the Board are fully implemented and to take any urgent decision that are required outwith regular meetings of the Partnership Board.

Membership

The membership of the Implementation Group shall consist of 1 representative each from East Ayrshire Council, Scottish Enterprise Ayrshire, Ayrshire and Arran Health Board, Ayrshire and Arran Primary Care NHS Trust.

Meetings Of The Sub-Group

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

7.0 FINANCE AND RESOURCES

- 7.1** All funds received by the Partnership shall be lodged with the Director of Finance, East Ayrshire Council. All disbursements, including payroll, creditors and any other form of payment will be carried out by the Director of Finance, East Ayrshire Council.
- 7.2** The Director 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.

- 7.3** The Partnership has the power to spend any funds allocated to it, so long as the expenditure helps to secure the overall Partnership objectives.
- 7.4** 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.
- 7.5** The Partnership does not have the power to own buildings, but it does have the general power to own equipment, vehicles and intellectual property.
- 7.6** The Partnership does not have the power to directly employ its own staff but it 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 staffing or other services from a third party.
- 7.7** The Partnership will require to remain within the overall budget allocated to it by the Scottish Executive or from block grants or other funding received from partner organisations.
- 7.8** The financial year of the Partnership will run from 1 April to 31 March.
- 7.9** The Chief Internal Auditor of East Ayrshire Council has the authority to access all necessary records in accordance with the Audit Guidelines of East Ayrshire Council. The External Audit arrangements prescribed by the Scottish Executive will be facilitated by East Ayrshire Council as appropriate.
- 8.0 MEETINGS OF THE BOARD**
- 8.1** There will be no fewer than four meetings of the Board in any financial year.
- 8.2** The Board will conduct its meetings in accordance with the procedural guidance that it will, from time to time, agree.
- 8.3** The quorum for Board meetings will be 1/3 of the core partners.
- 9.0 OBLIGATIONS OF BOARD MEMBERS**
- 9.1** 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 Board.
- 9.2** It is the responsibility of individual Board members to identify any pecuniary or non-pecuniary interest that they may have in any item of business under consideration by the Board. Where there is a pecuniary interest the member should absent themselves from the discussion, other than to answer any points of clarification requested by the Board.

9.3 A register of interests for Board members will be maintained and it is the responsibility of the individual members to update the register.

10.0 ALTERATIONS TO THE CONSTITUTION

10.1 The Constitution of the Partnership may be altered with the agreement of at least 75% of all core members of the Partnership and at least 50% of all community representatives.

11.0 DISSOLUTION OF THE PARTNERSHIP

11.1 The Partnership may be dissolved with the consent of 75% of all core members of the Partnership at least 50% of all community representatives. In such event, all assets and liabilities of the Partnership shall be transferred to East Ayrshire Council.

9 March 2001

**EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP
BOARD**

**ARRANGEMENTS FOR REGULATING MEETINGS AND PROCEEDINGS OF THE
PARTNERSHIP, ITS BOARD, AND SUB-GROUPS**

1.0 Meetings

The Board shall meet on no fewer than four occasions in the financial year.

2.0 Duration of office

Core members of the partnership shall nominate representatives who shall serve on the Board until replaced by the core members.

3.0 Community Representatives

Community representatives shall serve on the Board for a period of two years unless they are replaced earlier by their parent organisation. At the end of the two-year period, the representatives will be eligible for re-appointment.

4.0 Dates of meetings

The Board shall agree the dates of its meeting, provided always that there are no fewer than four meetings in a financial year. Sub-groups of the Board shall agree their own meeting dates.

5.0 Special Meetings

Special meetings of the Board shall be held at the request of at least 50% of the core members or 50% of the community representatives. The request shall be made in writing and should specify the nature of the business to be transacted at the special meeting.

6.0 Place, Time and Notice of Meetings

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 at it should be given to all Board members.

7.0 Chair

The Chair of the Partnership shall chair all Board meetings. In the absence of the Chair, the meeting will be Chaired by a representative of the Ayrshire and Arran Primary Health Care NHS Trust, or failing that, a representative of Scottish Enterprise Ayrshire. It is the duty of the Chair to ensure that decision making is clear, open, transparent and consensual. The Chair shall ensure that all members are given adequate opportunity to put forward their. 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 will be remitted to the Implementation Group, in consultation with the Chair to conduct further discussion with core members and representatives to achieve a consensus position.

8.0 Quorum

No business shall be conducted by the Board unless at least 1/3 of the core members are present.

9.0 Disclosure of Interest

Any member who has any pecuniary interest, direct, or indirect, in any contract, proposed contract or other matter under consideration by the Board shall disclose this interest and shall retire from the meeting of the Partnership while the matter is under consideration. Such retirement or disclosure shall be minuted.

10.0 Public

Meetings of the Board shall be open to the public unless the Board agrees otherwise for any item under consideration.

11.0 Conduct of Meetings of the Board's Sub-Groups

Sub-groups of the Board shall agree their own operating arrangements providing always that:-

- they operate within the remit established for the group,
- they reach decisions by consensus, and
- they report, as appropriate, to the Board.

12.0 Amendments to these procedures

These procedures may be amended at any meeting of the Board.

9 March 2001

AGENDA