

EAST AYRSHIRE NORTH SOCIAL INCLUSION INITIATIVE BOARD

MINUTES OF MEETING HELD ON TUESDAY 24 APRIL 2001 AT 1302 HOURS WITHIN THE PARK SUITE, KILMARNOCK FOOTBALL CLUB, RUGBY PARK, KILMARNOCK

PRESENT: Councillors David Macrae, Jane Darnbrough and Willie Coffey, East Ayrshire Council; Fiona Lees, Depute Chief Executive/Director of Corporate Resources, East Ayrshire Council; Margaret Davison, Scottish Enterprise Ayrshire; Superintendent Alistair McKie, Strathclyde Police; Mick Roebuck, Principal, Kilmarnock College; and Community Representatives Matt Donnelly, Gerard Cassidy, Jimmy Miller and Beryl Graham.

IN ATTENDANCE: Douglas Campbell, Head of Corporate Development and Communication; Gwen Barker, Manager, Social Inclusion; Kirsten Nichols, Accountant, Finance Department; Katie Kelly, Leisure Development Officer; Matthew Lowther, Health Development Manager; and Robert Beaton, Administrative Officer, East Ayrshire Council.

APOLOGIES: Heather Knox, Director of Estates and Facilities; Geraldine O'Donnell, Corporate Services Manager, Ayrshire and Arran Primary Health Care Trust; Mairi McMenamin, Health Promotion Department, Ayrshire Central Hospital; and Jim Burns, Action Team Manager, Kilmarnock Job Centre.

CHAIR: Councillor David Macrae, Chair.

CHAIR'S REMARKS

1. The Chair intimated that Items 4 and 7 shown on the Agenda would be taken together at Item 6.

MINUTES OF PREVIOUS MEETING

2. There was submitted (circulated) and noted the Minutes of the previous meeting held on 25 January 2001 and agreed as a correct record.
- 3.1 **MATTERS ARISING - Page 3, Item 6, Paragraph (iii) and (iv)** - Noted that the Manager, Social Inclusion, would conclude shortly on the possibility of making use of individual learning account funds to part-fund training activities and noted that information on "Learning Direct" had been circulated to Community Representatives with a view to organising a training session for June 2001.

CONSTITUTION

4. There was submitted (circulated) a report dated 17 April 2001 by the Depute Chief Executive/Director of Corporate Resources of East Ayrshire Council which proposed a Constitution for adoption by the Initiative, along with procedural notes for the conduct of meetings, and a remit for a proposed Implementation Group.

Following discussion, the Board agreed:-

- (i) to approve and adopt the Constitution for the East Ayrshire North Social Inclusion Initiative (shown as Annex 1) which was subject to minor amendments as follows:-

- that the role and responsibilities of Community Representatives be clarified and that a meeting be held with Community Representatives to discuss their role and support arrangements available; and communication/consultation with Implementation Group; and
 - to approve that in principle, the Community should be regarded as a core member of the Initiative and to request that the Head of Corporate Development and Communication amend the Constitution to reflect this principle;
- (ii) to confirm its commitment to decision-making by consensus;
 - (iii) to approve and adopt the procedural note for the conduct of meetings as detailed within the report;
 - (iv) to approve the procedures for the appointment of Community Representatives as detailed within the report; and
 - (v) to approve the appointment of Linda Thomson as a Community Representative and to note the resignation of Steve Brown as a Community Representative.

EAST AYRSHIRE HEALTHY LIVING CENTRE AND RECREATION PARTNERSHIP PROJECT

5. The Health Development Manager, East Ayrshire Council, gave a presentation on the East Ayrshire Healthy Living Centre Project which received five year funding and would target 17 areas across East Ayrshire Council (areas within the North Partnership Initiative: Stewarton, Northwest Kilmarnock, New Farm Loch, Shortlees, Riccarton, Hurlford and Newmilns). The main aim of the project is to develop local Health Action Plans encompassing a GP Referral Scheme, food co-ops/healthy eating workshops, health programme for schools, taster sessions, awareness raising/health library/information point/referral point and a long-term aim of establishing community health forums.

Thereafter, the Leisure Development Officer, East Ayrshire Council, gave a presentation on the Recreation Partnership Project which is a three year funded project and will provide outreach support across East Ayrshire Council, particularly the North Area. The Initiative will promote and develop physical activity and healthy eating initiatives within schools and the community adding value to existing work with young people and building on the already successful work of the project focused in the Coalfield Area of East Ayrshire.

Following discussion, the Board agreed:- to welcome the presentation and recognise that the use of a Mobile Healthy Living Centre would assist in targeting a number of areas within the North Board's area and that the Recreation Partnership Project would raise awareness about recreation within schools and communities.

FUNDING AVAILABLE FOR SOCIAL INCLUSION INITIATIVES - CHALLENGE FUND AND SCOTTISH ENTERPRISE AYRSHIRE - SOCIAL INCLUSION FUND

6. There was submitted (circulated) reports dated 10 and 17 April 2001 by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources of East Ayrshire Council which advised of the current commitment position with regard to the Social Inclusion Challenge Fund and Scottish Enterprise Ayrshire funding, in respect

of the North Initiative and requested approval to utilise the main balance of Scottish Enterprise Ayrshire's Social Inclusion Fund for 2000/2001.

Following discussion, it was agreed:-

- (i) to approve the award of £7,500 to the new Community School at Hillhead Primary, Kilmarnock, to assist with the development of an Information Communication Technology Suite; and
- (ii) otherwise, to note the contents of the report.

BETTER NEIGHBOURHOOD SERVICES FUND

7. There was submitted (circulated) a report dated 18 April 2001 by the Depute Chief Executive/Director of Corporate Resources of East Ayrshire Council which updated on the arrangements for expenditure within East Ayrshire from the new Better Neighbourhood Services Fund.

Following discussion, it was agreed to note, the acceptance of Shortlees/Riccarron and North West Kilmarnock as the neighbourhoods for the pathfinders funded from the Better Neighbourhood Services Fund and that proposals were currently being developed by East Ayrshire Council for discussion with its community planning partners, the local communities and the Scottish Executive.

INFORMATION COMMUNICATION TECHNOLOGY DEVELOPMENTS

8. The Board received a presentation from the Head of Corporate Development and Communication on the range of funding available for Information Communication Technology projects in the North Board area.

During discussion, the Head of Corporate Development and Communication answered questions and noted points made by Board Members.

Following discussion, it was agreed:-

- (i) to welcome the new Initiative to establish new Information Communication Technology Projects to improve services to those living in East Ayrshire;
- (ii) to note the additional resources allocated to East Ayrshire Council within the Modernising Government Fund and the Better Neighbourhood Services Fund;
- (iii) to welcome the commitment to consult Community Representatives to identify implementation issues in relation to the types of projects envisaged; and
- (iv) otherwise, to note the presentation.

DATE OF NEXT MEETING

9. Having heard the Chair request that, future Board Meetings be held within the Park Suite, Kilmarnock Football Club, it was agreed to advise the Initiative Board Members of future meeting dates for 2001/2002 in due course.

The meeting terminated at 1625 hours.

EAST AYRSHIRE NORTH SOCIAL INCLUSION INITIATIVE

CONSTITUTION

1.0 NAME AND TYPE OF ORGANISATION

1.1 The organisation shall be called the East Ayrshire North Social Inclusion Initiative, herein referred to as the 'Initiative'.

1.2 The Initiative will be constituted as an unincorporated association.

2.0 INITIATIVE OBJECTIVES

2.1 Working within the East Ayrshire north area, the objectives of the Initiative 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 Initiative will be managed by a board of representatives known as the East Ayrshire North Social Inclusion Initiative 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 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 INITIATIVE

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

- Ayrshire and Arran Health Board
- Ayrshire and Arran Primary Care NHS Trust

- Kilmarnock College
- Ayr College East
- Council for Voluntary Organisations (East Ayrshire)
- East Ayrshire Council
- Employment Service, Kilmarnock
- Strathclyde Police
- Scottish Enterprise Ayrshire

4.2 The Board can invite other organisations to join the Initiative, so long as the objectives of the organisation are in line with at least one of the objectives of the Initiative. 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 core member along with a number of individual members of the 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
• East Ayrshire Council	4
• Employment Service, Kilmarnock	1
• Strathclyde Police	1
• Scottish Enterprise Ayrshire	1

5.3 In addition, up to eight representatives shall be drawn from the general population of the 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 Initiative 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 Care NHS Trust, or failing that, a representative of Scottish Enterprise Ayrshire.
- 6.2** 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 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 North Social Inclusion Initiative. 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 Initiative 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 Implementation 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 Initiative 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 Initiative has the power to spend any funds allocated to it, so long as the expenditure helps to secure the overall Initiative objectives.
- 7.4** While the Initiative can accept donations and contributions from other partners or organisations, it does not have the power to borrow money. The Initiative 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 Initiative

may make contributions to other organisations, so long as their aims and objectives are broadly in line with those of the Initiative.

- 7.5 The Initiative 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 Initiative 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 Initiative will require to remain within the overall budget allocated to it by partner organisations, or from block grants.
- 7.8 The financial year of the Initiative will run from 1 April to 31 March.
- 7.9 The Chief Internal Auditor of East Ayrshire Council or the council's external auditors have the authority to access all necessary records in accordance with the Audit Guidelines of East Ayrshire Council.

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 Initiative may be altered with the agreement of at least 75% of all core members of the Initiative and at least 50% of all community representatives.

11.0 DISSOLUTION OF THE INITIATIVE

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

18 April 2001

EAST AYRSHIRE NORTH SOCIAL INCLUSION INITIATIVE BOARD**ARRANGEMENTS FOR REGULATING MEETINGS AND PROCEEDINGS OF THE INITIATIVE, 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 Initiative shall nominate representatives who shall serve on the Board until replaced by the core member.

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 Initiative 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 view.

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 board 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 Board while the matter is under consideration. Such retiral 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.

18 April 2001

AGENDA