

## **EAST AYRSHIRE COUNCIL**

### **EAST AYRSHIRE COUNCIL LIAISON MEETING WITH THE COUNCIL OF VOLUNTARY ORGANISATIONS (EAST AYRSHIRE)**

#### **MINUTES OF MEETING HELD ON MONDAY 19 JULY 1999 AT 1730 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillor Drew McIntyre (Chair).

**ATTENDING:** Fiona Lees, Depute Chief Executive; Gwen Barker, Manager, Social Inclusion and Anne Fairbairn, Administrative Officer together with representatives from the Council of Voluntary Organisations (East Ayrshire) John Houston; Iain Brown; James Murray; Alexis Dillon; George Nutman and Dawn Gray.

#### **MINUTES OF PREVIOUS MEETING**

1. The minute of the previous meeting was submitted and approved.

#### **MATTERS ARISING**

2. The following matter arose from the minute.

##### **2.1 East Ayrshire Volunteer Policy - Development**

Gwen Barker advised the meeting that work on the Volunteer Policy had been delayed due to the demands placed on Officers in respect of the new Social Inclusion Programme.

This area of activity has now been allocated to Margaret Phelps, Service Officer Development, Social Work Department to progress as a matter of priority.

#### **PREMISES**

3. Fiona Lees advised the meeting that a series of discussions had been held with Representatives of the CVO and Representatives of the Regeneration Group in Muirkirk in an attempt to resolve differences which the Groups have about the former Muirkirk Local Office which has been identified by the Council as a possible office location for the CVO.

To conclude this matter both groups require to meet with representatives of East Ayrshire Council at a mutually convenient time.

It was agreed to ascertain suitable dates for representatives of the CVO at the end of the meeting.

#### **COUNCIL OF VOLUNTARY ORGANISATIONS (EAST AYRSHIRE) JOINT TRAINING EVENTS**

4. The meeting heard that within the partnership agreement a commitment is given by the Council to co-host with the CVOs four training events/seminars. A range of topics have been identified by the CVO;
  - (i) funding -to include such issues as making a funding application, accessing potential sources of funding and submitting joint funding applications;

- (ii) employment law/policies and procedures - this to include general information on good practice monitoring and evaluation; and
- (iii) volunteers -looking at how to attract and recruit volunteers, the preparation of induction packs and the necessity to obtain Scottish Criminal Records Office checks.

In this regard two provisional dates and venues for the training events were intimated as follows:- 7 September 1999 in Cumnock Town Hall between 1800 hours and 1930 hours and on Wednesday 24 November 1999 at Drongan Community Centre between 1900 hours and 2100 hours.

It was agreed:-

- (i) to ensure that no duplication occurs between the CVO training event on funding and community education's courses; and
- (ii) that the Social Work Department identify a support worker to assist the CVO with their training issues.

#### **COUNCIL OF VOLUNTARY ORGANISATIONS (EAST AYRSHIRE) CORE FUNDING**

5. The meeting heard that in July 1997 the CVOs received funding via the Scottish Office Rural Strategic Support Fund which allowed them to employ a part time Development Worker, the funding for this post being available until March 2000.

In this respect the CVO is required to investigate funding options to ensure the organisations survival beyond that date.

It was estimated that in order to remain viable the CVO's requires approximately £25,000 per annum which would enable another Development Worker to be employed thus enabling the needs of the whole of East Ayrshire to be met.

It was agreed:-

- (i) to investigate the possibility of further funding from the Scottish Office;
- (ii) that East Ayrshire Council investigate the possibility of part funding; and
- (iii) to establish a small working group consisting of Officers from Social Work and Education Departments together with the CVOs Information and Advice worker and Treasurer with a remit of exploring funding options for the year 2000/2001.

#### **COUNCIL OF VOLUNTARY ORGANISATIONS (EAST AYRSHIRE) WORK IN PROGRESS - UPDATE**

6. The Information and Advice worker updated the meeting with regard to:-
- (i) the membership drive which had resulted in 23 groups having affiliated at present with a projected target of 50 for the year. In order to promote membership the organisation was being marketed as the only organisation in East Ayrshire to support and represent voluntary groups;
  - (ii) support needs questionnaire.

Conduit has assisted with the questionnaire and a database is being compiled. The results of the survey will be used to identify training needs which will be incorporated into the training events;

(iii) information packs. It was intimated that the timescale for production was expected to be October 1999;

(iv) New Deal and the Voluntary Sector in East Ayrshire Roadshows.

The CVO had been sponsored to hold 3 roadshow's in which the East Ayrshire Employment Initiative would participate; and

(v) Older industrial Areas Infrastructure Project.

It is hoped that ESF money could be used to create and strengthen the infrastructure of the voluntary sector within East Ayrshire with the organisation requested to carry out a short term development plan at a cost of no more than £10,000.

It was agreed:-

(i) that in order to heighten awareness and encourage affiliation a short presentation be held at each Local Committee meeting throughout East Ayrshire;

(ii) to include a reference to affiliation to the Council of Voluntary Organisations on Local Committee grant application forms;

(iii) that the organisation investigate the possibility of forming a block insurance to which all those affiliated would become part;

(iv) that East Ayrshire's A to Z guide could be made available to the organisations for information purposes; and

(v) to facilitate the inclusion of the CVOs on East Ayrshire's Intranet while acknowledging that a meeting had been held with Maureen Walker in this regard.

### **STANDARD FRAMEWORK FOR COUNCIL OF VOLUNTARY SERVICES IN SCOTLAND**

7. There was submitted a report dated 19 July 1999 (tabled) by the Director of Social Work inviting representatives to give consideration to the Standards Framework document, produced by the Scottish Council of Voluntary Organisations, in relation to East Ayrshire Councils partnership agreement with the Council of Voluntary Organisations (CVOs).

It was agreed that the Management Committee review the Standards Framework document and submit this item for consideration at a future meeting.

### **ROLES AND RESPONSIBILITIES**

8. The meeting was advised of the staff support which would be provided to the CVO's by the Social Work Department. This would include identification of a worker to be notified to the organisation by the 23 July 1999 and transfer of the Liaison Officer role from Gwen Barker to Margaret Phelps.

### **DATE OF NEXT MEETING**

- 9.** The next meeting will take place on 25 October 1999 at 1730 hours in the Meeting Room, Council Headquarters, London Road, Kilmarnock.

The meeting terminated at 1835 hours.

**TO RETURN TO PREVIOUS PAGE  
PLEASE PRESS THE BACK BUTTON  
AT THE TOP LEFT OF THE PAGE**