

APPENDIX I**EAST AYRSHIRE ACCIDENT PREVENTION COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 17 DECEMBER 1996 AT 1130 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Gordon Cree, Daniel Coffey, Jimmy Boyd, George Smith, Jim Carmichael and John Smith; Local Committee Community Representatives: Watson Muirhead; Peter Neely; William Pattison; and Edward Torrance; School Board Representatives: Elizabeth Kay (St Xavier's Primary School Board); Tom Ferguson (Shortlees Primary School Board); Susan Fisher (Bellfield Primary School Board); James Keachie (Silverwood Primary School Board); John R Ross (Greenmill Primary School Board); Janice Millar (Kilmarnock Swimming Club); Alan Sloan (Kilmarnock and Loudoun Advanced Motorists); and Elizabeth Hamilton (RoSPA).

ATTENDING: Bill Stafford, Director of Community Services (Secretary); John F Crawford, Head of Protective Services; Inspector George Hamilton, Strathclyde Police (Community Involvement Branch); Inspector John Merrylees, Strathclyde Police; Joseph Cassidy, Principal Officer (Housing); Denis Craig, Principal Officer - Recreation (Community Services); Gerald Cummins, Senior Road Safety Training Officer (Development Services); Charles McBreen, Senior Safety Officer (Personnel); Bob Sawers, Health and Safety Officer (Education); Eleanor Dewar, Environmental Health Officer (Community Services); Tony Kane, Community Fire Fighter, Strathclyde Fire Brigade; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Alan Campbell and David Fulton; School Board Representatives: Drew Kyle (Sorn Primary School Board); and Michael Hilston (Galston Primary School Board) and Joan Wells (WRVS).

INTRODUCTION

1. The Secretary welcomed those present and attending to this the first meeting of East Ayrshire Accident Prevention Committee and following introductions invited the Members to proceed with the business of the meeting.

APPOINTMENT OF CHAIR AND VICE-CHAIR

2. The Secretary invited the Members to appoint a Chair and Vice-Chair, and it was unanimously agreed that Councillor John Smith be appointed Chair and that Mr Edward Torrance be appointed Vice-Chair.

Councillor John Smith then took the Chair.

CONSTITUTION

3. There was submitted the proposed Constitution for East Ayrshire Accident Prevention Committee (circulated).

It was agreed to adopt the Constitution as shown in the Annexation to these Minutes.

MEMBERSHIP

4. There was submitted a report dated 6 December 1996 (circulated) by the Secretary advising the Committee of the nominations requested and received, in accordance with the Constitution, for membership of East Ayrshire Accident Prevention Committee.

It was agreed:-

- (i) to note the membership as detailed in the report; and
- (ii) to request those Local Committees which were not represented to make arrangements for Community Councils in their respective areas to nominate one representative for co-option to this Committee.

SECONDARY SCHOOLS SPEECH MAKING COMPETITION: ANDREW NISBET TROPHY

5. There was submitted a report dated 6 December 1996 (circulated) by the Secretary providing details of the Andrew Nisbet Trophy for secondary schools speechmaking and proposing that the Committee establish a Speech Making Competition for Secondary Schools within East Ayrshire.

It was agreed:-

- (i) in principle, to establish a Speech Making Competition under which all Secondary Schools in East Ayrshire would compete for the Andrew Nisbet Trophy; and
- (ii) that it be remitted to the Secretary, in consultation with the Chair, to liaise with the Director of Education and any other appropriate Officials regarding the preferred format, theme and timing of the competition and that a report on the outcome be submitted to the next meeting of this Committee.

ACTIVITIES

6.1 STRATHCLYDE FIRE BRIGADE

Tony Kane, Community Fire Fighter, explained that the Brigade's Fire Safety Department had overall responsibility for the provision of information and advice in relation to fire safety matters. Within that Department, the Community Fire Fighting Section had been established in response to the large incidence of fires which occur in the home.

The role of the Section was to work within the community, primarily through education and training initiatives eg experiential learning involving the Brigade's "smoke room" at Kilmarnock Fire Station, organising and participating in safety events, publicity campaigns and visits to schools often in conjunction with other organisations. To assist in their activities, the Brigade had available for demonstration purposes a so called "community appliance" which was a former service fire appliance. Mr Kane also circulated statistics on call-outs by fire appliances within East Ayrshire during the period 1 April to 1 November 1996 and on fire fatalities since 1 April 1996.

6.2 EAST AYRSHIRE COUNCIL'S ROAD SAFETY UNIT

Gerald Cummings, Senior Road Safety Training Officer explained that while his remit in relation to the promotion of Road Safety related to education and training the overall approach to road safety also encompassed the Roads Section of the Department of Development Services in respect of road engineering measures and Strathclyde Police in respect of their enforcement role.

In the wider context, endeavours were made to ensure that all organisations which had a direct involvement or concern with road safety come together and at present efforts were being made to prepare a comprehensive road safety plan.

In respect of the education and training function of the Department, Mr Cummings made reference to certain initiatives which were being promoted, where appropriate in conjunction with other organisations/bodies, including the Car Seat Loan Scheme, Children's Traffic Club, visits to Primary Schools on at least one occasion per year, cycle training for Primary School pupils, pre-driving classes for Secondary School pupils, promotion/participation in publicity campaigns either locally or nationally focused.

6.3 EAST AYRSHIRE COUNCIL - DEPARTMENT OF COMMUNITY SERVICES

John Crawford, Head of Protective Services explained that the functions of the Department of Community Services include cultural, leisure, recreation and outdoor services which came within the remit of the Head of Leisure and also registration and licensing, environmental health and waste management and trading standards which fell within the remit of the Head of Protective Services. The Department also had responsibilities in respect of the Council's involvement in the Joint Strathclyde Police and Fire Boards.

He also confirmed that East Ayrshire Council were represented on RoSPA's Road Safety, Water and Leisure Safety and Home Safety Committees which met quarterly and reports on the outcome of the meetings were submitted on a regular basis to the appropriate Service Committees of the Council.

6.4 EAST AYRSHIRE COUNCIL - DEPARTMENT OF HOUSING

Joseph Cassidy, Principal Officer (Housing), explained that the main focus of the Housing Department in relation to Accident Prevention extended mainly to ensuring the safe fabric of the housing stock and a safe housing environment. The Department achieved this through the proper maintenance of the stock particularly in respect of items relating to the gas, water and electricity supplies and in relation specifically to gas installations, the Department as landlord ensured that such appliances were inspected on at least an annual basis. When a house became vacant the property was checked to ensure that all safety requirements were met again particularly with regard to the gas, electricity and water supplies. In addition, all of the Council's housing stock had been provided with smoke alarms and contractors who were engaged in carrying out work on behalf of the Department are required to adhere to specified safety requirements.

6.5 EAST AYRSHIRE COUNCIL - DEPARTMENT OF EDUCATION

Bob Sawers, Health and Safety Officer (Education) explained that the main focus of the Education Department in relation to accident prevention extended to ensuring the safety and security of pupils in schools and the Department was currently progressing a pilot scheme in this connection which involved four schools in the area,

the results of which would be assessed in order to inform the Department's approach to the matter.

6.6 EAST AYRSHIRE COUNCIL - DEPARTMENT OF PERSONNEL

Charles McBreen, Senior Safety Officer (Personnel Services) indicated that the main responsibility of his Department in relation to the Accident Prevention function was the preparation of health and safety standards relating to the conduct of Council employees and the management of Council premises, particularly as these impact upon the public.

6.7 STRATHCLYDE POLICE

Inspector John Merrylees and Inspector George Hamilton highlighted the involvement of the Strathclyde Police in relation to accident prevention, particularly in respect of road safety and also in relation to the more general role of law enforcement, and confirmed the wish of Strathclyde Police to participate fully in, and contribute to, the activities of the Committee.

6.8 ROSPA

Elizabeth Hamilton of RoSPA indicated that she had available a joint RoSPA/SAPC report for circulation to Members of the Committee.

Having noted the reports, it was agreed:-

- (i) to remit to the Secretary to arrange for the joint RoSPA/SAPC report to be circulated to Members of the Committee;
- (i) to remit to the Secretary to arrange for reports on the undernoted matters to be submitted to the next meeting for consideration, namely:-
 - (a) the role of Strathclyde Police in relation to road safety;
 - (b) the "Pavements are for People" campaign being promoted by the National Federation of the Blind; and
 - (c) the dangers of carbon monoxide in the home.

Councillor Gordon Cree left the meeting during discussion of the above item.

ANY OTHER COMPETENT BUSINESS

7.1 AYRSHIRE AND ARRAN HEALTH BOARD ACCIDENT PREVENTION STRATEGY

The Secretary reported that Ayrshire and Arran Health Board would be holding a presentation on their Accident Prevention Strategy at the Dean Castle Country Park Dower House on Thursday 16 January 1997 and indicated that further information on this event could be made available to any Member of the Committee who may be interested in attending.

Noted.

7.2 SAFETY DAYS/EVENTS

It was agreed to remit to the Secretary to arrange for a report to be submitted to the next meeting of this Committee on the possibility of an annual safety event and/or local safety days being held within East Ayrshire.

7.3 PUBLICITY ON ACCIDENT PREVENTION/SAFETY ISSUES

The Committee recognised the importance of appropriate publicity being given to accident prevention and safety issues and agreed to remit to the Secretary, in consultation with the Council's Head of Public Relations and Marketing, to investigate this matter and to submit a report on the outcome to a future meeting.

The meeting terminated at 1225 hours.

ANNEXATION**EAST AYRSHIRE
ACCIDENT PREVENTION COMMITTEE****1. NAME**

The name of the Committee shall be the East Ayrshire Accident Prevention Committee (hereinafter referred to as the Committee). The Committee shall have representation on the Scottish Accident Prevention Council: (which is allied to the Royal Society for the Prevention of Accidents)³ and shall represent the interests of the local authority East Ayrshire Council.

2. AREA

The Committee shall have jurisdiction throughout East Ayrshire.

3. AIMS AND OBJECTIVES

The aims and objects of the Committee shall be to co-ordinate and stimulate the work of accident prevention in conjunction with the local authority.

4. METHOD

The Committee shall achieve its object by:-

- (a) acting as a co-ordinating body to assist the local authority in the establishment of a common policy in the conduct of Local Accident Prevention activities;
- (b) encouraging the education of the public and of children and elderly in particular, in accident prevention and the securing of the maximum of publicity by every possible means;
- (c) continuous stimulation of and assistance to the local authority to ensure that the local campaign represents a maximum effort;
- (d) co-operation with Strathclyde Police, Ayrshire and Arran Health Board NHS Trust and the Education Department etc. in the promotion of schemes for accident prevention, in conformity with the general policy of ROSPA;

- (e) discussing and examining potential dangers accident prevention methods and devices submitted to them which may be conveniently grouped under the heading Research and Investigation; studying accident statistics, and safety devices; and forwarding to the local authority such proposals as they may think fit;

- (f) recommending to the Local Authority awards for outstanding and conspicuous service rendered in the prevention of accidents;
- (g) organising competitions and similar activities;
- (h) encouraging the interest and enthusiasm of voluntary organisations;
- (i) providing a clearing house for ideas suggestions and proposals prior to submission to the appropriate authority;
- (j) encouraging participation in ROSPA's National Safe Driving Award Scheme; and National Cycling Proficiency Scheme.

5. CONSTITUTION

The Committee shall be made up of 35-37 members as follows and 5 shall be the quorum.

- (a) 8 members of East Ayrshire Council.
- (b) 1 representative from the Royal Society for the Prevention of Accidents.
- (c) 1 representative from Women's Royal Voluntary Service.
- (d) A minimum of 8 and a maximum of 11 representatives from school boards to be selected in a manner to be agreed by the Accident Prevention Committee.
- (e) 1 representative from Swimming etc. Clubs.
- (f) 1 representative from each Local Area Committee.
- (h) 1 representative from the Institute of Advanced Motorists.

Appropriate officers from East Ayrshire Council and Ayrshire and Arran Health Board NHS Trust may attend all meetings.

The Committee may also co-opt other persons.

The Director of Community Services or his appointed officer shall be Secretary of the Committee.

6. PRESS

The Press shall be entitled to attend meetings of the Committee and shall be sent the notice calling the meeting.

7. MEETINGS

The Committee shall meet as required, but not less than once a quarter in the months of March, June, September and December to discuss matters pertaining to accident prevention in accordance with the objects of the Committee.

The Committee shall hold an Annual General Meeting in June of each year. At this meeting, a Chairman and Vice-Chairman will be elected who shall hold office for one year.

8. FINANCE

The Committee will be financed by East Ayrshire Council up to a maximum figure decided by the Council each year.

9. REPRESENTATION AT NATIONAL CONGRESS/CONFERENCES/COURSES

The Committee may appoint representatives to the appropriate national activities of the Royal Society for the Prevention of Accidents and Scottish Accident Prevention Council.

10. AMENDMENTS TO THE CONSTITUTION

Notice of amendments to the Constitution must be given in writing three weeks before the Quarterly Meeting prior to the Annual General Meeting. Such notice shall be placed on the Agenda of that Quarterly Meeting and, when proposed and seconded thereat, shall be referred to the Annual General Meeting where it shall be discussed and become effective if carried by not less than two-thirds of those members present and voting.

11. STANDING ORDERS

The Committee shall make Standing Orders as it may from time to time

decide.

APPENDIX II

RESOLUTIONS

- 1.1** That a Banking Account or Accounts be opened/continued and further Accounts opened as may be considered advisable from time to time, in the name of the Council with The Clydesdale Bank ("the Bank") and that the following resolutions shall apply to all accounts of the Council with the Bank now, or in the future.
- 1.2** That the Bank be, and it is hereby instructed and authorised to honour, comply with and debit to the Council's account or accounts, whether in credit or overdrawn in consequence of such debit, all cheques, warrants, or other orders or instructions, bills accepted and promissory notes or negotiable instruments made drawn or given on behalf of the Council at any time provided that any such cheques, warrants, orders, bills, promissory notes, negotiable instruments or instructions are signed by any one of the Director of Finance, Senior Depute Director of Finance or Depute Director of Finance (Accountancy and Budgeting).
- 1.3** That as regards the following matters:
- (a) Instructions to withdraw, deliver, dispose of or deal with any property, documents or securities held on account of the Council and the withdrawal of securities, documents or articles lodged for safe custody on account of the Council;
 - (b) Endorsement of all cheques, orders, bills, promissory notes and negotiable instruments payable to the Council;
 - (c) Any indemnities or counter-indemnities given to the Bank;
 - (d) Instructions for the opening of credits or the issue of guarantees, bonds or indemnities by the Bank;
 - (e) The discounting of inland or foreign bills;
 - (f) Instructions for the opening of any banking account or accounts from time to time in the name of the Council with the Bank.

The Bank or its Nominee be hereby authorised to accept on behalf of the Council instructions signed by any one of:

- (i) Director of Finance
- (ii) Senior Depute Director of Finance
- (iii) Depute Director of Finance (Accountancy & Budgeting)

- 1.4** That the Bank be supplied with a list of the names of the Officials of the Council and advised of any alterations to the list.

- 1.5** That it is the Council's desire and intention to issue Cheques drawn on the Current Accounts kept in the Books of the Bank in our name with the signature of Gordon Clark, Director of Finance lithographed or stamped thereon in facsimile: Therefore we do agree that in honouring such Cheques when presented to the Bank they shall as between the Council and the Bank have the same rights, powers and privileges and be in the same position in all respects as if the facsimile signature on such Cheques was the manuscript signature of the said Gordon Clark and it shall not be competent to the Council to plead or maintain as against the Bank that any such Cheques so presented have been issued without the Council's authority or that the facsimile signature thereon has been adhibited without the Council's authority: And we further agree to hold the Bank indemnified from and against all loss, costs, damage and expense which they may sustain or incur or be liable for, in any manner of way in consequence of the Bank honouring Cheques issued by the Council as aforesaid.
- 1.6** That these Regulations be communicated to the Bank and remain in force until amending Resolutions shall be passed by a Meeting of the Council, and a copy thereof, certified by the Chair shall have been received by the Bank.