

EAST AYRSHIRE NORTH SOCIAL INCLUSION INITIATIVE

BOARD MEETING -24 APRIL 2001

PROPOSED CONSTITUTION

Report by Depute Chief Executive/Director of Corporate Resources. East Ayrshire Council

1.0 PURPOSE OF REPORT

- 1.1 To propose a constitution for adoption by the Initiative, along with procedural notes for the conduct of meetings and a remit for a proposed Implementation Group.

2.0 BACKGROUND

- 2.1 A draft constitution along with associated items that required to be considered by the Initiative were approved at its meeting on 25 January 2001 for consultation.
- 2.2 Comments on a number of these matters were made by Partners at the last Board meeting and others have subsequently been received in writing. These have been straightforward and incorporated within the attached proposed constitution.

3.0 CONSTITUTION

- 3.1 A proposed constitution is attached (Annex 1) for consideration and approval by the Board. This has been amended to take account of matters raised by members.

4.0 PROCEDURAL NOTE FOR THE CONDUCT OF MEETINGS

- 4.1 A draft procedural note for the conduct of meetings is attached (Annex 2) for consideration and approval by the Board. The notes have been prepared on the basis of the Partnership's earlier decisions in support of decision making by consensus.
- 4.2 A remit for the Implementation Group is detailed within the Constitution. A meeting will shortly be convened with community representatives to discuss the most appropriate way of reflecting their views and observations in relation to matters discussed by the Implementation Group.

5.0 COMMUNITY REPRESENTATION ON THE BOARD

- 5.1 The constitution allows for up to eight community representatives to participate on the Board of the Initiative.
- 5.2 Community representation currently stands at seven, due to the recent retiral of Charles Caiman, Piersland and Bentick Community Council, and is made up as follows:

NAME	ORGANISATION
Matt Donnelly	New Farm Loch Community Council
Beryl Graham	North West Community Council
Jimmy Miller	Dunlop and Lugton Community Council
Peggy Shaw	PEACE
Anne McRoberts	Shortlees Community Association
Gerard Cassidy	Newmilns and Greenholm Community Council
Steve Brown	Newmilns and Greenholm Community Council

5.3 The arrangements for regulating meetings determines that community representatives should participate for a period of two years to allow for a continuity of approach, at which point they will be eligible for re-appointment. The current representatives would therefore serve till 31 March 2002.

5.4 Community representation in the future will be drawn from organisations which reflect the strategic priorities of the Initiative, give a geographical spread and will be recruited via a press campaign.

5.5 The Board has the power to co-opt persons for such purposes as it deems appropriate.

6.0 RECOMMENDATIONS

6.1 It is recommended that the Board:

- i. approve and adopt the constitution for the East Ayrshire North Social Inclusion Initiative as set out in annex 1 ;
- ii. approve and adopt the procedural note for the conduct of meeting as detailed within the report and annex 2; and
- iii. approve the procedures for the election of community representatives as set out in section 5.

Fiona Lees

17 April 2001

Depute Chief Executive/Director of Corporate Resources

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