

EAST AYRSHIRE NORTH SOCIAL INCLUSION INITIATIVE BOARD

MINUTES OF MEETING HELD ON THURSDAY 8 NOVEMBER 2001 AT 1400 HOURS IN THE PARK SUITE, KILMARNOCK FOOTBALL CLUB, RUGBY PARK, KILMARNOCK

PRESENT: Councillors David Macrae; Jane Darnbrough, Willie Coffey and Fiona Lees, Depute Chief Executive/Director of Corporate Resources, East Ayrshire Council; Geraldine O'Donnell, Corporate Services Manager, Ayrshire and Arran Primary Health Care Trust; Margaret McWilliam, Ayrshire and Arran Health Board; Superintendent Alistair McKie, Divisional Commander, Strathclyde Police; Dave Wilcock, Kilmarnock College; Ciss McCreadie, East Ayrshire Council for Voluntary Organisations; Cathy Roarty, Public Health Practitioner, East Ayrshire Local Health Co-operative Council; and Community Representatives Gerard Cassidy, Jimmy Miller, Beryl Graham, Linda Thomson, Anne McRoberts and Peggy Shaw.

ATTENDING: Gwen Barker, Manager Social Inclusion; Kirsten Nichols, Accountant, Finance Department and Robert Beaton, Administrative Officer, East Ayrshire Council.

APOLOGIES: Heather Knox, Director of Estates and Facilities, Ayrshire and Arran Primary Health Care Trust; Margaret Davison, Manager, Scottish Enterprise Ayrshire; Jim Burns, Action for Jobs, Team Manager; and Matt Donnelly, Community Representative.

CHAIR: Councillor David Macrae, Chair.

CHAIR'S REMARKS

1. The Chair welcomed Cathy Roarty, Public Health Practitioner with East Ayrshire Local Health Co-operative Council as an observer to the meeting.

MINUTES OF PREVIOUS MEETING

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

2.2 MATTERS ARISING

- 2.2.1 Item 4 (ii), Page 2, Public Information** - Noted the draft public information leaflet had been circulated prior to publication and that Board Members were invited to view the finalised leaflet and to take away copies.
- 2.2.2 Item 5 (ii), Page 2, Community Learning** - Noted that following a meeting with the Community Learning Partnership on 20 September 2001 that a draft document on Community Learning had been forwarded to the Scottish Executive for comment.
- 2.2.3 Item 9, Page 3, Proposed Anti-Poverty Initiatives** - Noted that an information stall had been established within Kwik Save, Kilmarnock and that a benefits awareness week would commence on 26 November 2001.
- 2.2.4 Item 10, Page 3, Employment Report** - Noted that a new leaflet had been launched to advertise the Individual Employment Fund. Copies were available for Board Members to take away. Noted that the East Ayrshire Employment Initiative had recently run a one day surgery in the Irvine Valley. It was agreed to record the personal thanks of the Board to Jim Burns, Action for Jobs, Team Manager and staff

for the immediate response in the Northwest Kilmarnock area to initiating an action plan aimed at removing barriers to work for the unemployed.

Ciss McCreadie arrived at the meeting at this point.

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

3. There was submitted and noted (circulated) a report dated 30 October 2001 by the Director of Finance, East Ayrshire Council advising of the current commitment position with regard to the Social Inclusion Challenge Fund and Scottish Enterprise Ayrshire funding, in respect of the North Initiative.

STRATEGIC APPROACH TO ADDICTION ISSUES

4. There was submitted (circulated) a report dated 29 October 2001 by the Manager Social Inclusion which sought approval of the Board to organise and host a planning event in order to address addiction issues across the North of East Ayrshire.

It was agreed:-

- (i) to endorse the proposal to hold a planning event and remit the Manager Social Inclusion to make the necessary arrangements; and
- (ii) otherwise, note the content of the report.

COMMUNITY PARTICIPATION

5. There was submitted (circulated) report dated 29 October 2001 by the Manager Social Inclusion which proposed the establishment of a North Social Inclusion Federation of Community Groups to ensure effective community participation in the North Social Inclusion Initiative.

It was agreed:-

- (i) to approve the proposals to establish a Federation of Community Groups as detailed within the report subject to clarification that the Federation would have 4 places on the Board;
- (ii) to request Board Members to forward comments on the draft Constitution for the above Group to the Manager Social Inclusion by 30 November 2001;
- (iii) to remit the Manager Social Inclusion to investigate funding opportunities to employ a worker to support the development of the Federation;
- (iv) to remit the Manager Social Inclusion to carry out all necessary actions to ensure the establishment of the Federation; and
- (v) to request the Manager Social Inclusion to investigate the potential for pre-meeting support to Community Representatives being provided by a dedicated Community Worker.

COMMUNITY EMPOWERMENT

6. There was submitted report (circulated) dated 29 October 2001 by the Manager, Social Inclusion which presented to Members for their consideration a draft expenses procedure, for Community Representatives participating on Social Inclusion business.

Following discussion, it was agreed:-

- (i) to endorse the expenses procedures and allowances as undernoted:-

Travel Expenses

- Car Travel: an allowance of 42p per mile to be claimed via the new expenses claim form. If payment is required in advance, car mileage should be estimated and submitted on the claim form. Representatives should share cars where possible;
- Public Transport: fares will be reimbursed by the Social Inclusion Unit by submitting an appropriate claim form;
- Access to Taxi Account: The Social Inclusion Unit will set up a taxi account for representatives who do not have access to their own car. All bookings for taxis required to be made through the Social Inclusion Unit, Tel No (01563) 576514.
- Other travel costs (trains, buses, flights) to Seminars/Conferences etc will be booked and paid for in advance by the Social Inclusion Unit.

Subsistence Allowance

- The following allowances will be made: £2 for tea/coffee during the day, £5 for lunch and £15 for dinner. Claims should be made on the expenses claim form and receipts attached where possible.

Accommodation Costs

- Accommodation costs, where applicable, will be booked and paid for in advance via the Social Inclusion Unit.

Advance Payments

- Community Representatives should not be “out of pocket” due to their participation in Social Inclusion activity, therefore, the provision is made to pay for subsistence and travel costs in advance, where necessary.

Childcare

- The Social Inclusion Unit will provide childcare where appropriate. If childcare cannot be provided, childcare expenses at a rate of up to £5 per hour can be claimed.
- The Childcare Information Service is available for information and sources of assistance. Contact details: Tel 0845 3513000 or www.childcarelink.gov.uk/ayrshire.

Carers' Expenses

- Community Representatives with caring responsibilities, who wish to contribute to Social Inclusion activity, can claim expenses up to a rate of £6 per hour.

Loss of Earnings

- In line with current system in place for Children’s Panel Members, the following rates are proposed to cover loss of earning:

Financial Loss Allowance

<u>Time Period</u>	<u>Amount</u>
(a) Up to 4 hours	£24.29
(b) 4 hours and over but not exceeding 24 hours	£48.57
(c) Over 24 hours	the aggregate of £48.57 plus the total amount as specified in (a) and/or (b) as appropriate

- (ii) to note that East Ayrshire Council would, where possible, allow paid leave for its employees who are Community Representatives on the Social Inclusion Initiative to attend each Initiative Board Meeting and two training events per annum. Additional time-off would require to be negotiated at Departmental level. All paid leave would be subject to the exigencies of the Service;
- (iii) to request that all Partner Agencies give consideration to the introduction of a similar system;
- (iv) to note that all expense claims required to be submitted on a North Social Inclusion Expenses claim form and authorised by the Manager Social Inclusion. Receipts required to be attached to claim forms, where possible;
- (v) that the Social Inclusion Unit could not be held responsible for ensuring the quality of childcare or carers used;
- (vi) to note that it is the responsibility of those receiving expenses to ensure that they declare the income and investigate any implications for tax or benefits purposes;
- (vii) that the system would be reviewed on an annual basis to ensure that it is effective and meets the needs of the Community Representatives participating in the Social Inclusion activity;
- (viii) to authorise £1,000 to operate the above Scheme to the end of the current financial year, which would be met from the balance of the Social Inclusion Challenge Fund; and
- (ix) otherwise, to note the contents of the report.

BETTER NEIGHBOURHOOD SERVICES FUND

7. There was submitted (circulated) report dated 29 October 2001 by the Manager Social Inclusion which advised of the findings of the Better Neighbourhood Services Fund Public Consultation Exercise.

Following discussion it was agreed:-

- (i) to note the outcome of the initial consultation exercise;
- (ii) that the Manager Social Inclusion would arrange a discussion event with Community Representatives in early December to update on progress of the Local Outcome agreement prepared for the Scottish Executive;
- (iii) to request the Manager Social Inclusion to report back further on details of monitoring/feedback of initiatives within the pathfinder areas;

- (iv) to request a report back to a future meeting on any proposed health initiatives for the North area as a result of the new unified Boards; and
- (v) to receive progress reports on the actions taken in respect of Better Neighbourhood Services Funding.

FUNDING REPORT

8. There was submitted (circulated) report dated 29 October 2001 by the Manager Social Inclusion which advised of a range of funding issues pertinent to the North Social Inclusion Initiative and which sought approval for such issues.

Following discussion it was agreed:-

- (i) to the establishment of a Project Assessment Group to review any applications received;
- (ii) that Board Members be requested to forward nominations for representation on this group to the Manager Social Inclusion by 30 November 2001;
- (iii) to approve the programme of projects as detailed below:-

<u>Applicant</u>	<u>Project Title</u>	<u>Amount Requested</u>	<u>Recommendation/ Comment</u>
East Ayrshire Carers Centre	Training for carers	£24,750 of which is (£5,000 capital)	£18,000 (£13,000 from the Challenge Budget) (£5,000 from Scottish Enterprise Ayrshire budget)
Bridge Project/Ayrshire Council on Alcohol	Resource Liaison Worker	£19,100	£5,000 Funding for the future of this project to be discussed with Alcohol and Drugs Action Team.
KULOC Chinese Community Association	Chinese Community Centre	£20,000	£16,000 Funding approved covers refurbishment of premises not core costs.
Educational & Social Services	Older People's Daycare Users Group	£5,000	£5,000
East Ayrshire Carers Centre	Young Carers Initiative	£17,800	£10,000

- (iv) to remit the Manager Social Inclusion to explore the possibility of providing computers for Community Representatives participating on the Social Inclusion Board; and
- (v) otherwise, to note the contents of the report.

DATE OF NEXT MEETING

9. It was agreed to note that the next meetings be held on Thursday 31 January 2002 and 23 May 2002.

The meeting terminated at 1530 hours.

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