



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Cunninghame House,
Irvine.

30 October 2014

North Ayrshire Council

You are requested to attend a Meeting of the above mentioned Committee of North Ayrshire Council to be held in the Council Chambers, Cunninghame House, Irvine on **WEDNESDAY 5 NOVEMBER 2014** at **2.00 p.m.** to consider the undernoted business.

Yours faithfully

Elma Murray

Chief Executive

1. Apologies

The Provost will invite notification of any apologies for absence.

2. Declarations of Interest

Members are requested to give notice of any declarations of interest in respect of items of business on the Agenda.

3. Previous Minutes (Page 7)

The accuracy of the Minutes of (i) the ordinary meeting of the Council held on 23 July 2014; and (ii) the special meeting of the Council held on 24 October 2014 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copy enclosed).

4. Leader's Report

The Leader of the Council will report.

5. Minutes

5.1 Minutes of North Ayrshire Council (16 July to 24 October 2014)

Submit for noting, the minutes of meetings of committees of the Council held in the period 16 July to 24 October 2014 (issued under separate cover).

5.2 North Ayrshire Community Planning Partnership (CPP) Board: Minutes of Meeting held on 4 September 2014 (Page 17)

Submit report by the Chief Executive on the Minutes of the meeting of the North Ayrshire Community Planning Partnership (CPP) Board held on 4 September 2014 (copy enclosed).

6. Questions

In terms of Standing Order No. 12 submit

- (a) a question by Councillor McNicol to the Cabinet Member for Finance, Corporate Support and Housing in the following terms:-

"Will the leader of the Council provide itemised details of all consultancy firms used and monies paid to them by each service of North Ayrshire Council since this administration came into office?"

- (b) a question by Councillor Marshall to the Cabinet Member for Economic Development and Regeneration in the following terms:-

"Can you confirm that the existing Planning Permissions for Hunterston A, Hunterston B and the ILW store at Hunterston are restricted to the storage of intermediate level radioactive waste accumulated on these sites and that any future decision to allow EDF to transfer radioactive waste from other sites to Hunterston could not be effected till Planning Permission had been granted by this Authority?"

- (c) a question by Councillor Marshall to the Cabinet Member for Finance, Corporate Support and Housing in the following terms:-

"Please list the amounts owed to NAC as at April 2014 for:

- (i) Community Charge
- (ii) Council Tax
- (iii) Council House Rents
- (iv) All other sums

- (d) a question by Councillor Marshall to the Cabinet Member for Finance, Corporate Support and Housing in the following terms:-

"How many Council Housing Tenancies were subject to at least one drug search resulting in criminal charges during 2013 and of these how many resulted in convictions? How many resultant convictions lead to evictions?"

- (e) a question by Councillor Montgomerie to the Leader of the Council in the following terms:-

"At the full Council on 11 June there was a motion put forward by Councillor Bruce and seconded by Councillor McMillan concerning the abduction of the Nigerian school girls by the Boko Haram. I put forward an amendment to this motion which was seconded by Councillor McNamara. In my amendment, I asked that the Leader of the Council write to The Secretary of State for Foreign and Commonwealth Affairs to lobby the UK Government to take action on this. My amendment was accepted. I would like to ask the leader if he has done so, and if so, has he had a reply?

7. Motions

- (a) a Motion by Councillor Cullinane, seconded by Councillor McNamara, in the following terms:

"This Council notes with concern the recent End Child Poverty report which showed that, after housing costs, 27% of children in North Ayrshire live in Poverty.

We believe that tackling poverty needs to be a greater priority for all levels of Government and we as a Council are committed to working towards the eradication of child poverty in North Ayrshire.

With Council budgets ever decreasing there is a need for us to develop a poverty strategy that helps us prioritise our spending and allows us to lobby National Governments on key areas that can reduce child poverty in North Ayrshire. The Council therefore resolves to ask officers to bring forward a report to Cabinet on the establishment of a cross party Poverty Taskforce for North Ayrshire to develop that poverty strategy. We ask that officers take into consideration how the membership of this Taskforce can be inclusive to include local groups such as North Ayrshire Foodbank and 1st Alliance who help people in poverty whilst pulling on support from national organisations such as the Poverty Alliance."

8. Ward 8 (North Coast and Cumbraes) By Election

Submit report by the Chief Executive on the outcome of the recent By-Election in the North Coast and Cumbraes (Ward 8) (copy to follow).

9. Appointments to Committees and Outside Bodies (Page 29)

Submit report by the Chief Executive on a number of outstanding appointments to committees and outside bodies (copy enclosed).

10. Standing Orders Relating to Meetings and Proceedings of the Council and Committees (Page 37)

Submit report by the Chief Executive on updated Standing Orders for Meetings (copy enclosed).

- 11. Draft Integration Scheme for North Ayrshire Health & Social Care Partnership (Page 73)**
Submit report by the Chief Executive on the draft Integration Scheme between NHS Ayrshire & Arran and North Ayrshire Council in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014 (copy enclosed).
- 12. Financial Regulations and Codes of Practice (Page 111)**
Submit report by the Executive Director (Finance and Corporate Support) on the updated Financial Regulations and Codes of Financial Practice (copy enclosed).
- 13. Audit Scotland: Annual Reports on the 2013/14 Audit (Page 151)**
Submit report by the Executive Director (Finance and Corporate Support) on the annual audit report for 2013/14 (copy enclosed).
- 14. Disasters Emergency Committee - Gaza Crisis Appeal (Page 157)**
Submit report by the Chief Executive on the Gaza Crisis Appeal (copy enclosed).
- 15. Committee Timetable 2015 (Page 163)**
Submit report by the Chief Executive on a proposed committee timetable for 2015 (copy enclosed).
- 16. Urgent Items**
Any other items which the Provost considers to be urgent.

North Ayrshire Council

Sederunt:

Joan Sturgeon (Provost)
Robert Barr (Depute Provost)
John Bell
Matthew Brown
John Bruce
Marie Burns
Ian Clarkson
Joe Cullinane
Anthea Dickson
John Easdale
John Ferguson
Alex Gallagher
Willie Gibson
Tony Gurney
Jean Highgate
Alan Hill
John Hunter
Elizabeth McLardy
Catherine McMillan
Peter McNamara
Ronnie McNicol
Ruth Maguire
Tom Marshall
Jim Montgomerie
Alan Munro
David O'Neill
Irene Oldfather
Donald Reid
Robert Steel

Attending:

Apologies:

Meeting Ended:

North Ayrshire Council
23 July 2014

IRVINE, 23 July 2014 - At a Meeting of North Ayrshire Council at 2.00 p.m.

Present

Joan Sturgeon, Matthew Brown, John Bruce, Marie Burns, Ian Clarkson, Joe Cullinane, Anthea Dickson, John Easdale, John Ferguson, Alex Gallagher, Willie Gibson, Jean Highgate, Alan Hill, John Hunter, Tom Marshall, Elizabeth McLardy, Alex McLean, Catherine McMillan, Peter McNamara, Ronnie McNicol, Alan Munro, David O'Neill, Irene Oldfather and Robert Steel.

In Attendance

E. Murray, Chief Executive; I. Colvin, Director (North Ayrshire Health and Social Care Partnership); A. Sutton, Head of Community and Culture and S. Quinn, Head of Service Development (Education and Skills); L. Friel, Corporate Director and Y. Baulk, Head of Finance and Property (Finance and Corporate Support); C. Hatton, Corporate Director (Development and Environment); A Fraser, Head of Democratic Services, C. Andrew, Senior Manager (Legal Services) and L. McEwan, Corporate Communications Manager (Chief Executive's Service).

Chair

Provost Sturgeon in the Chair.

Apologies for Absence

Robert Barr, John Bell, Tony Gurney, Ruth Maguire, Jim Montgomerie and Donald Reid.

1. Apologies for Absence

The Provost invited intimation of apologies for absence which were recorded.

2. Declarations of Interest

There were no declarations of interest in terms of Standing Order 16 and Section 5 of the Councillors' Code of Conduct.

3. Previous Minutes

The accuracy of the Minutes of the ordinary meeting of the Council held on 11 June 2014 and the special meeting held on 25 June 2014, was confirmed and the Minutes signed by the Provost in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

4. Leader's Report

The Leader of the Council reported on the following matters:-

- the success of the Queens Baton Relay travelling throughout North Ayrshire, and the hard work and dedication of Council staff and the joint partnership working involving the Council, the community and partner agencies which contributed to the wonderful day;
- the success of the catering team in winning the top UK Local Authority Catering Award for Eglinton Park's Tournament Cafe;
- the award to the Council of the "Healthy Working Lives" Gold Award;
- the achievement of the Dirrans Centre in gaining the Gold Investors in People Award;
- the Scottish Design Awards commendation for the refurbishment of Bridgegate House as well as being runners up in the interior design category;
- St. Beya's Gardens in Millport being nominated in 2 categories of the Scottish Home Awards 2014 (Rural Development of the Year and Senior Living Development of the Year);
- the Council's Revenues & Benefits Team has not only retained their Customer Services Excellence Accreditation, but have improved on their previous year's performance by gaining commendation for their partnership working;
- the COSLA Award Winners lunch which took place at St Andrews, in March, with the Gold winning team from Social Services & Health's and the three Bronze award winners from the Dementia Support Service, Streetscene and Kilwinning Academy;
- the official opening of the new Kilwinning Sports Club by Justice Secretary Kenny Macaskill;
- the attendance at the Rising Stars Awards which recognise the achievements of our local young people in supporting others within the community;
- the success of the second annual Straight Talking Event - Shaping Your Workforce which took place on 17 June in Greenwood Conference Centre;

- the wonderful experience in welcoming the Nigerian and St Helena teams to the Commonwealth village along with Stephanie Thomson, Lisa Lennox, Kate Lennie and Erin McAuley;
- the appointment of Stephen Brown as Head of Children & Families and Criminal Justice Services; David Rowlands as Head of Health & Community Care; John Butcher as Executive Director for Education and Youth Employment; and Karen Yeomans as Executive Director for Economy & Communities; and
- the success of the Irvine & District Pipe Band who received a first at Girvan, Ardrossan and Ayr competitions and a third at Annan.

5. Minutes

5.1 Minutes of North Ayrshire Council (2 June 2014 to 10 July 2014)

Submitted for noting, the minutes of meetings of committees of the Council held in the period 2 June to 10 July 2014.

On a point of information, Councillor Munro sought clarification in relation to item 6 of the Cabinet Minute of 1 July 2014 (Award of Contract - Saltcoats Town Hall Restoration Works) of the circumstances in which the contract was not awarded to the lowest bidder. The Leader advised that a full response in connection with this matter would be provided to all Members.

Noted.

5.2 Minutes of the Shadow Integration Board held on 1 May and 12 June 2014

Submitted for noting, the minutes of the meeting of the Shadow Integration Board held on 1 May 2014 and the draft minutes of the meeting held on 12 June 2014.

Noted.

5.3 North Ayrshire Community Planning Partnership (CPP) Board: Minutes of Meeting held on 12 June 2014

Submitted report by the Chief Executive on the Minutes of the meeting of the North Ayrshire Community Planning Partnership (CPP) Board held on 12 June 2014.

Noted.

6. Questions

In terms of Standing Order No. 12 submit

- (a) a question by Councillor Steel to the Cabinet Member for Environment and Infrastructure in the following terms:

"Is Councillor Gurney confident that he has sufficient accurate information relating to flooding in North Ayrshire to generate the correct priority actions during budgetary negotiations on flooding control?"

Councillor Bruce responded in the following terms:-

"The Council continues to develop its flood plans in line with the requirements of the Flood Risk Management Act and supporting guidelines issued by SEPA, the national lead agency. North Ayrshire falls within Local Plan District 12 which also includes East Ayrshire, South Ayrshire and a small part of East Renfrewshire and as there is minimal impact from flooding to a very small section of East Renfrewshire within this geographical boundary, they have chosen not to participate in this group. The three Ayrshire Councils are working in partnership with SEPA and Scottish Water to deliver a Flood Risk Management Strategy, at both a national and regional level by end of December 2015 and Local Flood Risk Management Plan by June 2016. The regional strategy and the local plan will be subject to a two stage public consultation at a national level between December 2014 to March 2015 and March 2015 to June 2015.

The local plan will identify the local flood mitigation measures and schemes to deliver the national strategy along with funding requirements.

This work and progress has been, and will continue to be, reported to Cabinet at key development stages through to completion and agreement of six year delivery plans."

As a supplementary question, Councillor Steel intimated that the flood map he received included the Bannoch Burn at Corsehill but did not include the River Garnock at Bridgend.

Councillor Bruce responded by advising that the Local Flood Risk Plan would assess all contributory watercourses.

- (b) a question by Councillor Gallagher to the Cabinet Member for Economic Development and Regeneration in the following terms:

"There have been press reports that EDF have plans to move nuclear waste by road between Hunterston and Torness. Can the Cabinet Member tell the Council how this accords with North Ayrshire Council policy?"

Councillor Burns responded in the following terms:-

“I can confirm that the Council has recently received a consultation document from SEPA in respect of an application by EDF for Changes to the Authorisation covering the disposal of Radioactive Wastes from Hunterston B and Torness Power Stations. Officers are currently digesting the information provided and will prepare a draft response for elected members' consideration and approval prior to the closing date for submissions of the 3rd October.”

As a supplementary question, Councillor Gallagher asked if the Cabinet Member found it ironic that her party's policy on nuclear power, in part due to the waste it creates, results in a loss of 800 jobs, loss to the economy and the only use for the site is as a repository for nuclear waste?

Councillor Burns responded by indicating that she did not agree that the only option for that site would be as a repository for nuclear waste.

7. Appointment of Chief Social Work Officer

Submitted report by the Chief Executive on the proposed appointment of the Head of Children, Families and Criminal Justice Services of the North Ayrshire Health and Social Care Partnership as the Chief Social Work Officer from 1 September 2014.

That Council agreed to appoint the Head of Children, Families and Criminal Justice Services of the North Ayrshire Health and Social Care Partnership as the Chief Social Work Officer with effect from 1 September 2014.

8. Local Government Boundary Commission for Scotland - Fifth Review of Electoral Arrangements - Consultation on Councillor Numbers

Submitted report by the Chief Executive on a proposed supplementary response to the Boundary Commission's Consultation on Councillor numbers.

The Boundary Commission, while proposing an overall increase in the number of Councillors in Scotland, had proposed that the number of Councillors in each authority should be determined through formulae reflecting both rurality and deprivation. Applying the relevant formula, North Ayrshire should have 36 members, but it had been proposed that any increase should be capped at 10%, giving 33 members. In its earlier response, North Ayrshire had sought to align ward boundaries with neighbourhood areas. To do so, and to minimise electoral disparity between wards, 35 members had been proposed.

The report recommended that the Council's earlier consultation response to the Boundary Commission be supplemented by the submission of maps showing how the ward boundaries could be aligned to the neighbourhood planning areas if 35 Councillors were to be agreed and showing the reasons why 35 members are required to align with neighbourhood planning areas. In relation to the Irvine wards, further consultation with the Irvine members would be required regarding the

approximate boundary of the Irvine wards. Correspondence has also been received from the Boundary Commission asking for further evidence on the link between deprivation and Councillor numbers.

Members asked questions and received clarification in relation to:-

- discussion with constituents in the Arran area;
- the desire for a formula including deprivation;
- the feasibility of a separate ward for each of the three towns; and
- any potential splitting of polling districts.

Councillor Gibson, seconded by Councillor Hill, moved the terms of the report.

As an amendment, Councillor Marshall, seconded by Council McNicol, moved that it be recommended to the Boundary Commission North Ayrshire remain with 30 members.

On a division and roll call vote, and with Councillors Bruce and Munro abstaining, there voted for the amendment, Councillors Highgate, Hunter, McLardy, McNicol, Marshall and Steel (six), and for the motion Councillors Brown, Burns, Clarkson, Cullinane, Dickson, Easdale, Ferguson, Gallagher, Gibson, Hill, McLean, McMillan, McNamara, O'Neill, Oldfather and Sturgeon (sixteen), and the motion was declared carried.

The Council agreed to submit further information to supplement the Council's previous response to the Commission's Consultation on Councillor Numbers as detailed within the report.

9. Eglinton Trophy

Submitted report by the Chief Executive on lending of the Eglinton Tournament Trophy to (i) form part of an exhibition at the Yale Center for British Art, Connecticut and (ii) thereafter that the Trophy moves with the exhibition to the Tate Britain in London. In response to a question it was confirmed the expected date for the return of the Trophy would be June 2015.

The Council agreed to the request, subject to the borrowers fully indemnifying North Ayrshire Council in respect of the transportation and security of the Trophy.

10. North Ayrshire Charitable Trusts: Unaudited Trustees' Annual Reports 2013/14

Submitted report by the Corporate Director (Finance and Corporate Support) on the unaudited Trustees' Annual Reports for the year to 31 March 2014.

Councillor Easdale raised the matter of Councillors being indemnified and further clarification on this will be provided to Members.

The Council, as trustees of the North Ayrshire Council charitable trusts, approved the annual reports for 2013/14, subject to audit.

The meeting ended at 3.20 pm.

North Ayrshire Council
24 October 2014

IRVINE, 24 October 2014 - At a special Meeting of North Ayrshire Council at 2.00 p.m.

Present

Joan Sturgeon, Robert Barr, Marie Burns, Ian Clarkson, Joe Cullinane, Anthea Dickson, John Easdale, John Ferguson, Alex Gallagher, Willie Gibson, Tony Gurney, Jean Highgate, Alan Hill, John Hunter, Elizabeth McLardy, Catherine McMillan, Peter McNamara, Ronnie McNicol, Ruth Maguire, Tom Marshall, Jim Montgomerie, Alan Munro, David O'Neill, Irene Oldfather and Donald Reid.

In Attendance

E. Murray, Chief Executive; L. Friel, Executive Director (Finance and Corporate Support); C. Hatton, Executive Director (Place); A Fraser, Head of Democratic Services, M. Gilmour, Senior Communications Officer (Media and Internal Communications), M. Sugden, Communications Officer (Media and Internal Communications) and M. Anderson, Acting Committee and Member Services Manager (Chief Executive's Service).

Chair

Provost Sturgeon in the Chair.

Apologies for Absence

John Bell, Matthew Brown, John Bruce and Robert Steel.

1. Apologies for Absence

The Provost invited intimation of apologies for absence which were recorded.

2. Declarations of Interest

There were no declarations of interest in terms of Standing Order 16 and Section 5 of the Councillors' Code of Conduct.

3. Motion

In terms of Standing Order 13, there was submitted:-

- (a) a Motion by Councillor Marshall seconded by Councillor Reid in the following terms:

"We note with regret the interpretation put by officers on the Minute relating to Agenda item 10 of the North Ayrshire Council meeting held on 2 April 2014.

We move that with immediate effect North Ayrshire Council agrees the following policy in relation to campaign materials, and flyposting. The policy shall apply to all elections and referenda.

No campaign materials should be affixed or displayed on any property under the Council's control. For the avoidance of doubt this includes any area adopted by the Council as Roads Authority and any street furniture thereon, whether installed by the Council or other bodies. Campaigning materials on telecommunications or power poles or apparatus or bus shelters situated on road verges or other areas owned or adopted by the Council are not permitted. This resolution also includes parks and Council buildings etc., regardless of whether these are owned, leased or adopted by the Council. However this prohibition does not apply to campaigning materials which Council tenants choose to put up on the windows of homes which they lease from the Council."

As an amendment, Councillor Gibson, seconded by Councillor Dickson, moved the direct negative, that the Council agree not to amend the decision taken by the Council at its meeting held on 2 April 2014, staying with the previously agreed position that posters were allowed on property under Council control.

Members then asked questions of the movers of the motion and the amendment and, thereafter, debated the matter.

The movers of the motion and the amendment then summed up.

On a division and roll call vote, and with Councillors Easdale and Montgomerie abstaining, there voted for the amendment, Councillors Burns, Dickson, Ferguson, Gibson, Gurney, Hill, Maguire, McMillan and Sturgeon (nine), and for the motion Councillors Barr, Clarkson, Cullinane, Gallagher, Highgate, Hunter, Marshall, McLardy, McNamara, McNicol, Munro, Oldfather, O'Neill and Reid (fourteen), and the motion was declared carried.

The meeting ended at 3.05 p.m.

NORTH AYRSHIRE COUNCIL

Agenda Item 5.2

5 November 2014

North Ayrshire Council

Subject: **North Ayrshire Community Planning Partnership (CPP) Board: Minutes of Meeting held on 4th September 2014.**

Purpose: To submit the Minutes of the meeting of the North Ayrshire Community Planning Partnership (CPP) Board held on 4th September 2014.

Recommendation: That the Area Committee notes the Minutes contained in Appendix 1.

1. Introduction

- 1.1 It was previously agreed that the Minutes of the Community Planning Partnership (CPP) Board be submitted to the Area Committee for information. The key matters arising from the Minutes have been highlighted for the attention of the Committee and are detailed in paragraph 2.1.

2. Current Position

- 2.1 The Minutes of the meeting of the CPP Board held on 4th September 2014 are appended. Particular matters for the Area Committee's attention include the following:

Agenda Item 4

Presentation received by Maggie Hughes, Parent Link Volunteer and Marjorie Adams, Programme Manager on Parenting Programme and Capacity Building.

Agenda Item 5

John Binning and Graham Dunn of Strathclyde Passenger Transport gave a presentation on the Transport Outcomes Report and on the development of Community Health and Social Transport.

Karen Yeomans, Executive Director (Economy & Culture) gave a presentation to the Board on the work of the EDRB.

Morna Rae, Community Planning Team Leader submitted a report on Switched on Fleets. It was agreed that CP partners would indicate their interest in participating in this electric vehicle scheme.

Agenda Item 6

Chief Insp. Ross gave a presentation on Prevention First.

Jim McCrae, Senior Manager, Criminal Justice submitted a report which provided an update on the transition of the remit of the Community Justice Authority to Community Planning Partnerships.

Marjorie Adams, Programme Manager submitted a Report on the Domestic Abuse Disclosure Pilot. The Board agreed to receive an evaluation of the pilot at a future meeting.

Agenda Item 7

Marjorie Adams Programme Manager and Dr. John O'Dowd submitted a Joint Report on Improving Childrens Outcomes. The Board agreed to support the surveys and receive a report on the outcomes at a future meeting.

Agenda Item 8

Jim Nichols, Third Sector Interface Manager CVS submitted a report on the Third Sector Interface Community Planning Improvement Programme.

Agenda Item 9

Damien Griffith Partnership Analyst submitted reports on Neighbourhood Planning Governance Framework, Partners Responses to Local Priorities and Resource Mapping. The Board agreed the proposals in relation to taking forward the Neighbourhood Planning approach.

Agenda Item 10

Morna Rae Community Planning Team Leader submitted reports on the Risk Register, CPP Audit Follow Up Visit, and the SOA Annual Report 2013-14. The Board agreed the Risk Register and Annual Report.

Morna Rae Community Planning Team Leader and Fiona Walker Organisation Development Manager submitted a Joint Report on the Organisation Development Plan. The Board approved the Plan.

3. Proposals

- 3.1 That the Area Committee notes the CPP Board Minutes and, and in particular those matters highlighted at 2.1 above.

4. Implications

Financial Implications

- 4.1 There are no financial implications arising from this report.

Human Resource Implications

- 4.2 There are no human resource implications arising from this report.

Legal Implications

- 4.3 There are no legal implications arising from this report.

Equality

Implications

- 4.4 There are no equality implications arising from this report.

5. Consultations

- 5.1 No consultations were required.

6. Conclusion

- 6.1 The Minutes are submitted for information with the matters arising.



ELMA MURRAY
Chief Executive

Reference : MR

For further information please contact Morna Rae, Community Planning
Team Leader on 01294 324177

Background Papers

None

North Ayrshire Community Planning Partnership

CPP Board

Minutes of Meeting held on 4th September 2014



Present

Ayrshire College

Jackie Galbraith, Vice Principal

Jobcentre Plus

Etta Wright, District Manager, West of Scotland

NHS Ayrshire & Arran

John Burns, Chief Executive

Dr. John O'Dowd, Consultant in Public Health Medicine

North Ayrshire Council

Councillor William Gibson (Chair)

Councillor Alex Gallagher

Councillor Robert Steel

Councillor Anthea Dickson

Councillor Ruth Maguire

Elma Murray, Chief Executive

Police Scotland

Divisional Commander Gillian McDonald

Chief Inspector Tim Ross

Scottish Enterprise

Jim Reid, Stakeholders & Networks Director

Scottish Fire and Rescue

Gibby Lamont, Depute Group Manager

Strathclyde Partnership for Transport

John Binning, Senior Transport Policy Officer

Graham Dunn, Transport Development Officer

Third Sector Interface

Jim Nichols, Manager

In Attendance

Stephen Brown Head of Service (Children, Families & Criminal Justice), Karen Yeomans Executive Director (Economy & Communities), Damien Griffith Partnership Analyst, Morna Rae Community Planning Team Leader, Marjorie Adams Programme Manager, Fiona Walker Organisational Development Manager, Jim McCrae Manager Criminal Justice, Councillor John Bruce, Susan McAtee Community Planning Assistant.

Apologies for absence

Hazel Mathieson Skills Development Scotland, Jim Scott Scottish Fire & Rescue, Iona Colvin Director (Health & Social Care Partnership), Stephen Gallagher Scottish Government, Heather Dunk Ayrshire College, Allan Comrie SPT, Patrick Wiggins URC, PS Christine Boyd.

Chair

Councillor Gibson in the Chair.

1. Welcome and Apologies

The Chair welcomed those present to the meeting and a special welcome extended to Dr. John O'Dowd to his first CPP Board meeting

2. Minutes of Previous Meeting

The minutes of meeting held on 12th June were approved.

3. Matters Arising from Minutes

Submitted note of action taken on matters arising from previous meeting on 12th June, 2014.

Noted.

4. Early Intervention & Prevention

Report and presentation submitted by Marjorie Adams, Programme Manager on Capacity Building With Parents undertaken as part of the Early Intervention and Prevention Strategy.

Maggie Hughes, a Parent Link Volunteer spoke of her own experience with the Parent Network Facilitation and how invaluable this had been to her. The Chair and Board Members thanked Maggie for providing insight on the impact of this work.

5. Working North Ayrshire

(a) Transport Outcomes Report – SPT

The Board received a joint report on North Ayrshire Transport Outcomes Report for 2014/15 and presentation on the Development of Community, Health and Social Transport in the West of Scotland.

Discussion followed on

- The possibility of community transport competing with public service/commercial sector and whether there was an overlap. It was agreed that this would not compete with the commercial sector but rather complement it.
- Access to healthcare is a growing challenge - NHS and SPT will meet separately to consider corporate support for integrating services.

Councillor Bruce thanked SPT for their valuable work and welcomed the contents of the report.

(b) Presentation on the Work of the EDRB

Presentation on Creating Economic Growth for Communities received by Karen Yeomans, Executive Director (Economy & Culture)

Discussion followed on:-

- Ayrshire College linking courses to employers' needs
- The impact of meaningful work on health

The Chair thanked Karen Yeomans for her presentation.

(c) Switched on Fleets

Submitted report by Morna Rae Community Planning Team Leader.

Transport Scotland have contacted Community Planning Partnerships with information about Switched on Fleets. This is a new electric vehicle initiative which provides evidence-based analysis of public sector fleets to identify new opportunities for the deployment of electric vehicles as well as grant funding.

Funding allocation across Community Planning Partnerships is on the basis of population data. A total sum of £72,281 is available to North Ayrshire CPP over phase 2 of this project in 2015-16.

This funding can be used by CP partners to:

- Cover the difference in cost between an electric vehicle and its petrol/diesel equivalent; or
- For deals where the electric vehicle is purchased but the battery leased, cover the difference in vehicle costs plus the cost of leasing the battery for a period of 3 years; or
- To cover up to the total cost of leasing an electric vehicle for a period of 3 years.

It was noted that North Ayrshire Council are interested in participating in the scheme. NHS Ayrshire and Arran will confirm their position. The Board agreed

to indicate any further interest in participating in the Switched on Scotland Initiative to the Community Planning Team Leader.

6 Safe and Secure North Ayrshire

(a) Update on Prevention First

Chief Inspector Tim Ross delivered a presentation on Prevention First.

The aims of Prevention First are to

- Enhance partnership approach at an operational level
- Fewer repeat calls
- Fewer victims
- Fewer offenders
- To stay on top of local criminal environment
- Achieve better outcomes for communities.

The Board noted the success of this initiative and the partnership working which had led to this. In the longer term this should have an effective and sustainable impact on low level issues that communities are affected by. The savings generated by this initiative will be beneficial to all partners. It is hoped to engage and consider further input from other partners.

(b) Update on CJA

Submitted report by Jim McCrae, Manager Criminal Justice.

The Board were advised of the main points arising from A Future Model for Community Justice in Scotland and the progress made in transition to the new community justice arrangements and in particular some of the implications of this.

- There are concerns that all relevant partners will not be involved in these new partnerships or the consultation report does not commit the Crown Office Procurator Fiscal Service, the Scottish Court Service and Victim Support. It could be suggested that the lack of appropriate representation could undermine the effectiveness of these new partnerships.
- It is recognised that moving from the current 8 CJAs in Scotland to 32 community justice planning partnerships could be difficult for some organisations to resource and it could create other issues of economies of scale. In Ayrshire the Chief Executives have asked the Strategic Alliance to scope whether there is a possibility of a Pan Ayrshire approach. This scoping exercise is being led by Hugh Carswell, Head of Service Children and Families and Criminal Justice, South Ayrshire Council.
- There will be additional resource implications for CPPs once they assume responsibility for community justice planning and the consultation paper does not address this. Indeed any savings made from disbanding CJAs may be used to fund CJIS and therefore monies which are currently being used to coordinate local services may go to fund the creation of a new central organisation.

The Board agreed to note the contents of the report and further updates on progress will be presented to the Board.

(c) Domestic Abuse Disclosure Pilot

Report submitted by Marjorie Adams, Programme Manager Early Intervention and Prevention. The report advised the Board of a pilot scheme to disclose information to victims of their partner's previous domestic abuse convictions. Ayrshire has been chosen on the basis that it will provide an opportunity to work across boundaries and in recognition of the progressive approach developed across sectors and agencies throughout the Ayrshire local authorities and the strong links with third sector partners.

The Board agreed to note the content of the Report and welcomed an evaluation of the pilot on its conclusion at a future meeting.

7. A Healthier North Ayrshire – Improving Childrens Outcomes

Report submitted by Marjorie Adams, Programme Manager. The Board were advised on the purpose and benefits of the Improving Children's Outcome Project. The Dartington Social Research Unit (SRU) has been working with the Scottish Government in recent years to develop an evidence based approach to improve children's services across Scotland. As a result the "Improving Children's Outcomes" has been established to support work on gathering evidence on the needs of the child population locally and how services meet that need. This includes a community survey, a school-based online survey and a mapping exercise with CPP partners on funding arrangements for childrens' services.

The Board agreed to (a) support the surveys and fund mapping activity and (b) receive a report on the outcome of these exercises at a future meeting.

8. Building Community Capacity

(a) TSI Pilot

Report submitted by Jim Nichols, TSI Manager advising on the TSI Community Planning Improvement Programme supported by the Scottish Government. The programme is focused on improving the impact of Third Sector Interfaces on Community Planning and on better outcomes for local authorities across Scotland. The programme will work initially with five partners TSI's (Aberdeen, North Ayrshire, North Lanarkshire, Orkney and Scottish Borders). Partners were encouraged to support the Programme.

The checklist and timescales for this were noted and agreed by the Board.

9. Tackling Local Inequalities of Outcome

(a) Neighbourhood Planning Governance Framework

Report submitted by Damien Griffith, Partnership Analyst. The Board were advised on the proposals for consultation and development process for establishing new governance arrangements for North Ayrshire's six neighbourhood areas. The first series of community based workshops for the

Neighbourhood Planning Approach were held at the end of 2013/14 and identified a range of priorities for individual neighbourhoods.

Some issues discussed by the members were

- Ensuring clear links with, and avoiding duplication with Health and Social Care engagement
- How the partnerships will be established

The Board were requested to (a) note the current position in relation to the need to establish a suitable governance structure for Neighbourhood Planning; (b) consider the outline process for consultation with stakeholders in terms of developing options and (c) note the proposal to present the Partnership with a range of coherent options in terms of the core remit and functions of the new Neighbourhood Planning bodies.

The Board agreed to note the recommendations.

(b) Partner Response to Local Priorities

Report submitted by Damien Griffith Partnership Analyst providing feedback on partner responses to issues and priorities identified from the first series of community based Neighbourhood Forums.

Approximately 200 delegates including key CPP partners, elected members, community council chairs, representatives of local associations and schools attended the six workshops. This ensured a broad range of community strengths, needs and challenges for individual neighbourhoods were identified, discussed and recorded for the Partnership.

These neighbourhood priorities were categorised and relayed to the appropriate partners who were asked to provide any update or commentary with respect to projects either completed or planned so that a fuller set of responses could be obtained for feedback.

The Board agreed to (a) note the priorities identified by delegates at the recent series of community based workshops on Neighbourhood Planning and (b) considered partners responses to these priorities and the proposals, feed these back to workshop delegates in the first instance via regular CPP bulletin communication.

(c) Resource Mapping

Report submitted by Damien Griffith, Partnership Analyst. The Board were updated on the progress with the resource mapping exercise across the Community Planning Partnership.

The Improvement Plan which formed the Partnership's response to the 2013 Audit Scotland Report on the North Ayrshire CPP included an action on resource mapping. CPP partners took part in a limited pilot exercise to estimate total service expenditure for their respective organisations mapped across the six North Ayrshire neighbourhoods.

The initial exercise allowed partners to gain an understanding of the broad distribution of aggregated spend by the CPP across the six neighbourhoods. However, with further development, the exercise has the potential to be developed into a joint planning tool, allowing partners to focus resources more precisely in areas of greatest need within neighbourhoods.

There was discussion on

- Time spent versus value added
- Availability of a breakdown of DWP expenditure locally
- Communities of interest versus geographic communities

It was agreed that Damien Griffith will engage in further discussions with Ayrshire College and Elma Murray will share information with Jobcentre Plus on a breakdown covering Scottish expenditure.

The Board agreed to (a) note the further request for contextual information from partners in relation to the breakdown of their service expenditure to neighbourhoods and (b) note the proposal to clarify the overall aim of the exercise and its potential application across the CPP and in meeting our SOA commitments.

10 Governance

(a) Risk Register

Report submitted by Morna Rae Community Planning Team Leader. The Board were requested to agree the risks relevant to the Community Planning Risk Register and related controls and actions.

The Board agreed the risks relevant to the Risk Register.

(b) CPP Audit Follow Up Visit

Report submitted by Morna Rae Community Planning Team Leader. The Board were advised on the results of the CPP Audit follow up visit.

Noted.

(c) SOA Annual Report 2013-14

Report submitted by Morna Rae, Community Planning Team Leader.

The Board noted the content of the draft Single Outcome Agreement Annual Report 2013-14 subject to the inclusion of data released in September 2014.

(d) Organisational Development Plan

Joint Report submitted by Morna Rae, Community Planning Team Leader and Fiona Walker Organisational Development Manager. The Board were asked to approve the proposed Organisational Development Plan.

Agreed.

11. Chairs Reports

- (a) Safer North Ayrshire Partnership
- (b) Community Engagement Reference Group
- (c) Economic Development and Regeneration Board
- (d) Health and Social Care Partnership
- (e) Childrens Services Strategic Partnership

Noted.

12. Urgent Items

The Chief Executive advised the Board of a request to provide evidence to the Scottish Government Finance Committee. The Executive Director (Finance & Corporate Support) and the Director of Health and Social Care Partnership will do this supported by the Community Planning Team Leader.

The Chief Executive also advised of a meeting of the Child & Public Protection Chief Officers Group which meets immediately before the CPP Board.

The Chief Executive advised the Board of the Chief Officers annual away day, which will take place on 19th November and will consider vulnerable adults. Any relevant information will be fed back to the Board thereafter.

13. Future Agenda Items

What Works Scotland

14. Date of next meeting

The CPP Board will next meet on 4th December at 10.30am.

NORTH AYRSHIRE COUNCIL

Agenda Item 9

5 November 2014

North Ayrshire Council

Subject: **Appointments to Committees and Outside Bodies**

Purpose: To invite the Council to consider a number of outstanding appointments to committees and outside bodies.

Recommendation: That the Council agrees to (a) note the appointments set out at Sections 2.5, 2.7 and 2.8 of the report; (b) approve the appointments set out at Sections 2.6 and 2.23 of the report; (c) consider any nominations received in respect of Sections 2.4, 2.13, 2.17, 2.19 and 2.21 of the report; (d) homologate the decision to appoint Councillor Gallagher to Cunninghame Housing Association; (e) formally appoint the local Elected Members of Wards 6 and 7, namely Councillors Barr, Bell, Dickson, Highgate, McLardy and McMillan, as members of the Spier's Trust Committee; (f) delegate to the Spier's Trust Committee the power to co-opt of such non-voting members as it deems necessary up to a maximum of four; and (g) set the quorum for meetings of the Spier's Trust Committee at 3 Elected Members; and (h) revise the Scheme of Administration to (i) amend the composition of the Staffing and Recruitment Committee set out at Section 2.11 and (ii) allow named deputies to be appointed for non-voting members of North Ayrshire Shadow Integration Board.

1. Introduction

- 1.1 This report brings the Council up to date with changes to appointments and outside bodies arising since the last ordinary meeting, seeks to regularise the operation of the Spier's Trust Committee, and amends the Scheme of Administration in respect of the Staffing and Recruitment Committee and North Ayrshire Shadow Integration Board.

2. Current Position

- 2.1 There are currently several vacancies both within committees of the Council and in terms of representation on outside bodies, some arising from the recent passing of Councillor Alex McLean. In terms of the Scheme of Administration where a member of a political group resigns from a Committee, any replacement may be nominated by the political group notifying the Chief Executive. At least 10 clear days is required before such a change is implemented. Appointments to external bodies and the Licensing Board still require to be made by Council.

Appointments to Committees

Appeals

- 2.2 Councillor Easdale has resigned from the Appeals Committee. The Labour Group has appointed Councillor Munro to replace Councillor Easdale.

Audit Committee

- 2.3 There is currently one vacancy on the Audit Committee. No nominations have been received to date.
- 2.4 The Council is required to fill the vacancy on the Audit Committee

Licensing Committee and Licensing Board

- 2.5 Councillor Munro has resigned from the Licensing Committee and Licensing Board. The Labour Group has appointed Councillor Easdale to replace Councillor Munro on the Licensing Committee.
- 2.6 The Labour Group has nominated Councillor Easdale to replace Councillor Munro on the Licensing Board. The Council is invited to appoint Councillor Easdale to the Board.

Local Development Plan Committee

- 2.7 In terms of the Scheme of Administration, the Council is invited to note that this vacancy will be filled by the newly elected Ward 8 Elected Member.

North Coast Area Committee

- 2.8 In terms of the Scheme of Administration, the Council is invited to note that this vacancy will be filled by the newly elected Ward 8 Elected Member.

Staffing and Recruitment Committee

- 2.9 In August 2014, three Members of the Staffing and Recruitment Committee (Councillors Barr, Marshall, McNicol) and two named substitutes (Councillors Steel and Hunter) resigned from the committee.
- 2.10 The Scheme of Administration states that the membership of the Staffing and Recruitment Committee shall comprise the Leader of the Council, one Cabinet member nominated by the SNP Group, two members nominated by the Labour Group, one Conservative member and two Members nominated from among the Independents. Each nominee will also have a named substitute
- 2.11 It is proposed that the Scheme of Administration be amended to reduce the number of Members of the Committee to 5, namely 3 from the Administration (Leader and Depute Leader and appropriate Cabinet Member), and 2 from the main Opposition (Group Leader and Depute). The four fixed positions may, as at present, identify Named Substitutes.

Police and Fire and Rescue Committee

- 2.12 Following the appointment of Councillor Burns as Chair of the Police and Fire and Rescue Committee, there is now a vacancy in terms of the committee's Vice Chair.
- 2.13 The Council is required to appoint a Vice Chair from among the membership of the Police and Fire and Rescue Committee.

Appointment to Outside Bodies

Cunninghame Housing Association

- 2.14 During the summer recess, Elected Members were advised of Councillor McNamara's intention to stand down as the Council's representative on Cunninghame Housing Association's Board of Management. Councillor Alex Gallagher has been nominated to replace Councillor McNamara.
- 2.15 In order to allow the Council to be represented at the CHA's AGM in August 2014, Elected Members were asked to endorse Councillor Gallagher's appointment pending formal approval of the nomination by the Council. No comments were received in relation to the appointment and the Council is, therefore, invited to homologate the decision to appoint him.

Hunterston Site Stakeholders Group

- 2.16 There is currently one vacancy in terms of the Council's representation on the Hunterston Site Stakeholders Group. No nominations have been received to date.
- 2.17 The Council is invited to consider any nominations to fill the vacancy on the Group.

Scotland Excel Joint Committee

- 2.18 There is currently one vacancy in terms of the Council's representation on Scotland Excel Joint Committee. No nominations have been received to date.
- 2.19 The Council is required to fill the vacancy on the Committee.

West of Scotland Loan Fund

- 2.20 There is currently one vacancy in terms of the Council's representation on the West of Scotland Loan Fund. No nominations have been received to date.
- 2.21 The Council is required to fill the vacancy on this body.

COSLA's Community Justice Sub-Group

- 2.22 The COSLA Community Well-Being Executive Group recently agreed to establish a group on Community Justice given recent proposals to disestablish CJAs and transfer roles and responsibilities to Community Planning Partnerships. Places at each meeting will be limited to one per local authority, in line with COSLA Executive Group procedures. However, it is up to each local authority to decide on membership and councils may wish to nominate two Elected Members, with the appropriate Member attending based on the focus of the agenda for a particular meeting. The group will not be a decision-making body but will provide a sounding board to inform the deliberations of the COSLA Executive Group and other meetings given the timescales associated with the Community Justice proposals.
- 2.23 Councillors Dickson and McNamara have been nominated to represent the Council on COSLA's Community Justice Sub-Group, as main representative and substitute, respectively.

Spier's Trust Committee

- 2.24 Spier's Trust was founded for the administration of the former Spier's school grounds and for the award of educational grants and bursaries within areas local to Beith, Dalry, Dunlop, Kilbirnie, Lochwinnoch and Neilston.
- 2.25 In terms of Paragraph 7 of the Statutory Instrument relating to the Spier's Trust, "the Council may appoint committees comprising members of the Council or other persons, or both, appoint a convener of each committee, confer on each committee all such powers and give each committee all such instructions as may appear expedient and fix the quorum of each committee". When the Statutory Instruments came into effect, Strathclyde Regional Council had responsibility for administering the Spier's Trust Committee. Since the inception of North Ayrshire Council, the Committee has consisted of Elected Members from Beith, Dalry and Kilbirnie, together with co-opted representatives of Friends of Spier's. However, the Council has not formally appointed the membership of the Committee, or set the quorum for meetings.
- 2.26 In order to regularise the operation of the Committee, the Council is invited to (a) formally appoint the local Elected Members of Wards 6 and 7, namely Councillors Barr, Bell, Dickson, Highgate, McLardy and McMillan, as members of the Spier's Trust Committee; (b) delegate to the Spier's Trust Committee the power to co-opt such non-voting members as it deems necessary up to a maximum of four; and (c) to set the quorum for meetings at 3 Elected Members.

North Ayrshire Shadow Integration Board (SIB)

- 2.27 In terms of the Council's Scheme of Administration, as well as the standing orders of the SIB, the 8 voting members of the SIB appointed by the NHS and Council can appoint named deputies. No similar provision has been made for other non-voting representatives. Non-voting representatives have now been appointed to the SIB and it would be advantageous to allow them to have named deputies as well.
- 2.28 Accordingly it is recommended that the Council's Scheme of Administration and the SIB's Standing Orders are amended to state that named deputies for all members of the SIB may be appointed by the relevant nominating body (rather than just the Council or NHS Board)

3. Proposals

- 3.1 That the Council agrees to (a) note the appointments set out at Sections 2.5, 2.7 and 2.8 of the report; (b) approve the appointments set out at Sections 2.6 and 2.23 of the report; (c) consider any nominations received in respect of Sections 2.4, 2.13, 2.17, 2.19 and 2.21 of the report; (d) homologate the decision to appoint Councillor Gallagher to Cunninghame Housing Association; (e) formally appoint the local Elected Members of Wards 6 and 7, namely Councillors Barr, Bell, Dickson, Highgate, McLardy and McMillan, as members of the Spier's Trust Committee; (f) delegate to the Spier's Trust Committee the power to co-opt of such non-voting members as it deems necessary up to a maximum of four; and (g) set the quorum for meetings of the Spier's Trust Committee at 3 Elected Members; and (h) revise the Scheme of Administration to (i) amend the composition of the Staffing and Recruitment Committee set out at Section 2.11 and (ii) allow named deputies to be appointed for non-voting members of North Ayrshire Shadow Integration Board.

4. Implications

Financial Implications

- 4.1 None arising from this report.

Human Resource Implications

- 4.2 None arising from this report.

Legal Implications

- 4.3 None arising from this report.

Equality Implications

- 4.4 None arising from this report.

Environmental and Sustainability Implications

- 4.5 None arising from this report.

Implications for Key Priorities

- 4.6 None arising from this report.

5. Consultations

- 5.1 Group Leaders and relevant Committee Members have been consulted on the terms of this report.

6. Conclusion

- 6.1 The Council is asked to note the information provided above and make appointments as required.

A handwritten signature in black ink that reads "Elma Murray". The signature is written in a cursive, flowing style.

ELMA MURRAY
Chief Executive

Reference :

For further information please contact Melanie Anderson, Acting Committee and Member Services Manager on telephone number 01924 324131.

Background Papers

Correspondence on appointments.

NORTH AYRSHIRE COUNCIL

Agenda Item 10

5 November 2014

North Ayrshire Council

Subject: **Standing Orders for Meetings**

Purpose: To submit for approval updated Standing Orders for Meetings.

Recommendation: That Council adopt the Standing Orders Relating to Meetings and Proceedings of the Council and Committees contained at Appendix 1, to be effective from the next ordinary Council meeting on 17 December 2014 .

1. Introduction

- 1.1 Standing Orders provide a framework for the business of Council and Committees to be dealt with in an efficient, fair, transparent and legal manner. They should provide clarity as to the steps involved in determining items of business. It is recommended practice to regularly review Standing Orders.

2. Current Position

- 2.1 The present Standing Orders relating to meetings and proceedings of Council and Committees were approved following the Council election in 2012, albeit they largely reflected the Standing Orders which existed prior to that. It subsequently became evident that certain sections of the Standing Orders require clarity. For example it could be unclear when questions were allowed. Sometimes questions could flow into debate in advance of there being a formal motion and amendment to debate.
- 2.2 On 18 December 2003 Council agreed to pilot a step by step guide for dealing with items of business. The intention was to pilot a clear procedure which reflected existing practice and which could be used to inform a subsequent full revision of Standing Orders. A copy of the step by step guide which has been used at Council meetings since 18 December 2013 is attached as Appendix 2.
- 2.3 In due course web casting of Council and Committee meetings will become the norm. In these circumstances it is important that procedures are clear and easily understood. Having clear and up-to-date Standing Orders is an important part of this.

3. Proposals

- 3.1 No issues have arisen in the last 11 months in relation to the pilot of procedures. These procedures have worked well and it is now intended to incorporate them into the new Standing Orders. Other key changes which are suggested are: -
 - 3.1.1 In Standing Order 9 (Order of Business) to require a declaration of whether a party whip has been applied to any item to be disclosed. This reflects a provision in the Councillors Code of Conduct. In addition it is proposed to have a Provost's report in advance of the Leader's report.
 - 3.1.2 Under 9.4 Urgent Items, there has been included a test for urgency. The test is whether the matter could wait to a subsequent meeting.
 - 3.1.3 In Standing Order 10 Declarations of Interest, the circumstances in which a Member should declare an interest have been updated in line with the current provisions contained in the Councillors Code of Conduct.
 - 3.1.4 Questions or Motions contravening legislation - provision has been included to deal with exceptional circumstances where a question or motion might be illegal, defamatory or in breach of data protection principles. In these circumstances the Legal Officer shall submit notice of such a question or motion to the Provost and it shall not be accepted onto the agenda without her sanction.
 - 3.1.5 Standing Order 23 relating to rescinding or revocation of a previous decision has been fully revised to cover the circumstances in which there can be such a decision.
 - 3.1.6 A number of other more minor changes have been made to fully update Standing Orders or to remove any ambiguity.
 - 3.1.7 It is recommended that the new standing orders would take effect from the start of the next ordinary Council meeting on 17 December 2014

4. Implications

Financial Implications

- 4.1 There are no Financial Implications arising from this report.

Human Resource Implications

- 4.2 There are no Human Resource Implications arising from this report.

Legal Implications

- 4.3 In terms of good governance it is important that Standing Orders are regularly reviewed and that they are both clear and followed.

Equality Implications

- 4.4 There are no Equality Implications arising from this report.

Environmental and Sustainability Implications

- 4.5 There are no Environmental and Sustainability Implications arising from this report.

Implications for Key Priorities

- 4.6 Updated Standing Orders support the Council priority of operating more efficiently and effectively.

Community Benefit Implications

- 4.7 There are no Community Benefit Implications arising from this report.

5. Consultations

- 5.1 The procedures for dealing with items of business have been subject to a pilot for the last eleven months. The draft Standing Orders have also been shared with Group Leaders, who have not suggested any further changes.

6. Conclusion

- 6.1 It is recommended that Council agree to adopt the updated Standing Orders relating to meetings and proceedings of the Council and Committee.



ELMA MURRAY
Chief Executive

Reference : AF/cf

For further information please contact Andrew Fraser, Head of Democratic Services on 01294 324125

Background Papers

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**NORTH AYRSHIRE
COUNCIL**

Committee Services

Standing Orders Relating to Meetings and Proceedings of the Council and Committees

Published By Committee Services, North Ayrshire Council, Cunninghame House, Irvine KQA12 8EE

September 2014 v1

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North Ayrshire Council

Standing Orders Relating to Meetings and proceedings of the Council and Committees

Part I Preliminary

1. **These Standing Orders are made under Section 62 and Paragraph 8 of Schedule 7 of the Local Government (Scotland) Act 1973.** With the exception of The Shadow Integration Board the foregoing Standing Orders for meetings shall as far as applicable be the rules and regulations for the proceedings of Committees and Sub-Committees and therefore reference to the term 'Council' in the said Standing Orders should be interpreted accordingly. The Shadow Integration Board has its own Standing Orders for meetings as will the North Ayrshire Integration Joint Board when created. The term 'Provost' shall also be deemed to include the Convener or Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.

Part II Standing Orders

1. First Meeting of the Council after Elections

- 1.1 The first meeting of North Ayrshire Council after an ordinary election of Councillors shall be held within twenty-one days from the date of the election. The Chief Executive will decide the date, time and venue of this first meeting.
- 1.2 At the first meeting of the Council after an ordinary election of Councillors the Council shall deal with the business in accordance with the following order:
 - i. The Returning Officer shall assume the Chair until the Provost is elected;
 - ii. To elect the Provost of the Council;
 - iii. To elect the Depute Provost of the Council;
 - iv. To note the election of Councillors;
 - v. To take the sederunt, noting which Councillors have executed the Declaration of Acceptance of Office;
 - vi. To elect the Leader of the Council;
 - vii. To elect the Depute Leader of the Council;
 - viii. To agree the Scheme of Administration setting out the committee structure of the Council;
 - ix. To appoint Members to any such Committees;
 - x. To appoint Members of the Licensing Board;
 - xi. To appoint representatives to outside bodies;
 - xii. Approval of Constitutional Documents;
 - xiii. Timetable of Meetings;
 - xiv. Members' Remuneration;
 - xv. To deal with any other business specified in the notice calling the first meeting of the Council.

2. Ordinary Meetings of the Council

- 2.1 Unless otherwise agreed to by Council, ordinary meetings of the Council shall be held in the Council Chamber, Cunninghame House, Irvine at 2pm on the Wednesday of the sixth week of each six-weekly cycle determined by the Council.
- 2.2 No sound, film, video tape, digital or photographic recording of the proceedings of any meeting shall be made without the prior written approval of the Council. All phones should be switched off or on silent and Members should not correspond, whether by email, text, social media or any other electronic means with any other Member or other person during a Council meeting. Research through the internet is permitted providing it is done in a manner which respects the authority of the Provost and does not interfere with the business of the meeting.

3. Special Meetings of the Council

- 3.1 Special meetings of Council may be convened under the following circumstances:-
 - (a) A special meeting may be called at any time by decision of the Council
 - (b) Urgent Items
 - (c) By Requisition
- 3.2 The Provost may convene a Special Meeting if it appears to him/her that there are items of urgent business to be considered. Such meetings will be held at a time, date and venue as determined by the Chief Executive. If the office of Provost is vacant, or if the Provost is unable to act for any reason, the Depute-Provost of the Council may at any time call such a meeting. If the Offices of Provost and Depute Provost are both vacant or if neither the Provost nor the Depute Provost are able to act for any reason the Leader of the Council, in consultation with the Leader of the Opposition may call such a meeting
- 3.3 A Special Meeting may be called by the Provost providing he/she has received a written requisition which specifies the purpose of the business proposed to be transacted at the meeting and is signed by at least eight Members of the Council. The date, time and venue of the meeting will be as determined by the Chief Executive but must be within fourteen days of receipt of the requisition.

4. Notice of Meetings

4.1 Public Notification

Public notification of meetings shall be given by posting a notice at the Council Offices and on the Council's website, at least three clear working days before the meeting. The notice of the meeting shall comprise:

- (a) The date, time and place of the meeting; and

- (b) The list of items of business to be transacted. Except in the case of business required by or under this or any other Act to be transacted at a meeting of Council and any other business brought before the meeting as a matter of urgency in accordance with these standing orders, no business shall be transacted at a meeting of the Council other than that specified in the notice of meeting.

Notice to Councillors

- 4.2 Notice of meetings shall be given by the Chief Executive to all Councillors in accordance with the provisions of the 1973 Act as amended, by posting, delivering or sending by electronic means the following:
- (a) The date, time and place of the meeting; and
- (b) The list of items of business to be transacted.
- 4.3 The validity of any meeting of the Council shall not be affected by the failure of any Member to receive notice of a meeting.

5. Provost and Depute Provost

Election and Terms of Office

- 5.1 The Council will elect a Convener and Depute Convener from its Membership, to be known as 'Provost' and 'Depute Provost' respectively.
- 5.2 The terms of office of the Provost and Depute Provost shall be the term of office of the Council, or, in the case of a person appointed to fill a casual vacancy, the remainder of that term.
- 5.3 A person holding the office of Provost or Depute Provost shall be eligible for re-election but shall cease to hold the office upon ceasing to be a Councillor.
- 5.4 On a casual vacancy arising in the offices of Provost or Depute Provost, an election to fill the vacancy shall be held as soon as practicable at a meeting of the Council. The notice for the meeting shall specify the filling of the vacancy as an item of business.

Duties and Powers of Provost/Depute Provost

- 5.5 At a meeting of the Council, the Provost or in his/her absence the Depute Provost, which failing such other Member as the meeting may decide, shall preside.
- 5.6 Respect will at all times be paid to the authority of the Provost or the Depute Provost, or such other Member presiding, when chairing any meeting of the Council.
- 5.7 It shall be the duty of the Provost to:
- Preserve order and ensure fairness in debate;
 - Decide all matters of order, competency and relevancy;
 - Ensure that Standing Orders are observed;

- Determine any questions of procedure for which no express provision has been made in these Standing Orders;
- Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved;
- Adjourn a meeting in the event of disorder arising to a time, which the Provost may then or afterwards, fix (the quitting of the Chair by the Provost shall be the signal that the meeting is adjourned). In the event the Provost quits the Chair without disorder having arisen, the meeting shall not be adjourned and the Depute Provost or in his/her absence another Member of the Council chosen by those Members present shall assume the Chair;
- Decide whether to have a recess during a meeting.

5.8 The decision of the Provost on all matters within his/her powers shall be final and shall not be open to question or discussion.

6. Suspension of Members

In the event of any Member disregarding the authority of the Provost or obstructing the meeting or conducting him/herself offensively and the Provost calling the attention to the same, the Council may, on the motion of any Member, duly seconded and supported by the vote of a majority of the Members present and voting, suspend such Member for the remainder of the sitting. No debate will be allowed on such a motion. The Member concerned shall forthwith leave the Council Chamber or meeting place. The Provost may be entitled to call for such assistance as he/she deems necessary to enforce such a decision to suspend taken in terms of these Standing Orders

7. Removal of Members for Non Attendance

Subject to the provisions of Section 35 of the 1973 Act and Section 19 of the 2000 Act, if a Member fails throughout a period of six consecutive months to attend any meeting of the Council, Committee, Joint Committee or Joint Board to which any function of the Council has been delegated, he/she shall, unless the failure to attend was due to some reason approved by Council cease to be a Member of North Ayrshire Council.

8. Quorum

8.1 Subject to the provisions of the 1973 Act, no business will be transacted at a meeting of the Council unless eight Members are present.

8.2 If at a time ten minutes after the appointed commencement for the meeting a quorum is not present the meeting will stand adjourned. If at any time after a meeting has commenced a quorum of Members is not present the Provost or in his/her absence, the Depute Provost of the Council shall adjourn the meeting and any business not considered will be postponed to and considered at the next meeting.

8.3 The quorum of other Committees and Sub-Committees of the Council will be dealt with in the Scheme of Administration. However, where no specific reference is made to a quorum, it will be one quarter of the membership of the Committee or Sub-Committee, subject to a minimum requirement of two Members.

- 8.4 If the Provost and the Depute Provost are absent from a Council meeting and the Council fail to elect another Member to chair that meeting, the meeting will not be convened and no minutes will be taken of the meeting.

9. Order of Business

- 9.1 At all meetings of the Council other than the meeting held in accordance with Standing Order 1.2 above, the order of business shall be:

- i. The Chair shall be taken in accordance with these Standing Orders;
- ii. The sederunt shall be taken;
- iii. Any apologies shall be tendered;
- iv. Any Declaration of Interest shall be tendered;
- v. Declaration of whether a Party Whip has been applied to any item;
- vi. Approval of the accuracy of Minutes of Council Meetings. There shall be no motions, amendments or debate on items from Committees which are reported for information only;
- vii. Presentations;
- viii. Business expressly required by statute to be done at the meeting;
- ix. Business (if any) remaining from the last meeting;
- x. Any items from the Cabinet referred for determination;
- xi. Any items referred by any of its Committees for determination by the Council;
- xii. Provost's report;
- xiii. Leader's report;
- xiv. Questions;
- xv. Appointment to Committees, Joint Committees, Joint Boards or outside bodies;
- xvi. Any business as per the agenda;
- xvii. Motions.

- 9.2 No item will be removed from the agenda unless with the agreement of all Members present.

- 9.3 The Provost at any meetings of the Council may at his/her discretion and on cause shown alter the order of business to facilitate the conduct of the meeting.

Urgent Items

- 9.4 At all ordinary, special and statutory meetings of the Council, no business other than that on the agenda shall be discussed or adopted in terms of Section 50B of the 1973 Act except where by reason of special circumstances which shall be specified in the Minutes, the Provost is of the opinion that the item should be considered at the meeting as a matter of urgency. The test for urgency is whether the matter could wait to a subsequent meeting. Any request for urgent business must be intimated to the Provost prior to 12 noon on the day of the meeting. The Provost will advise Council of the terms of the request and advise whether the item is to be considered, and if so, at what stage during the meeting

Declaration of Party Whip

- 9.5 When a Party Group represented on the Council has applied the party whip binding party Members to adhere to their decision on an item of business before the Council, a declaration to this effect must be made by the Leader or Depute Leader of that Party, whom failing a Member of that party at the commencement of the meeting.

Provost and Leader's reports

- 9.6 The reports by the Provost and Leader shall be heard by the Council as matters of information and shall not be subject to questions, debate or motions.

10. Declarations of Interest

- 10.1 If any Member of the Council has a financial or non financial interest in any contract or any other matter as defined by section 5 of the Code of Conduct for Councillors and is present at any meeting at which the matter is to be considered, he/she must, as soon as practical, after the meeting starts, disclose that he/she has an interest and the nature of that interest. The Member must leave the meeting unless the interest is covered by one of the exclusions in the Councillors' Code of Conduct, or is so remote or insignificant that a member of the public, knowing all the relevant facts, would reasonably regard the interest as so insignificant that it would be unlikely to prejudice the Councillor's discussion or decision making.
- 10.2 Where a Member declares an interest and leaves the meeting the facts will be recorded in the minutes of the meeting.
- 10.3 All Members of the Council must observe the Code of Conduct for Councillors and any guidance issued by the Standards Commission for Scotland

11. Public Access to Meetings

- 11.1 Every meeting of the Council shall be open to the press and public to the extent that they are not excluded under the provisions of Sections 50A(2) and (4) of the 1973 Act.
- 11.2 The Council may by resolution at any meeting exclude the press and public therefrom during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings that if Members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7(A) of the 1973 Act or it is likely that confidential information would be disclosed in breach of an obligation of confidence. The categories of exemption, which may apply under Schedule 7(A) of the 1973 Act, are set out in Appendix A.
- 11.3 These provisions shall be without prejudice to the Provost's powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting as detailed in paragraph 5.7 hereof.

12. Questions

Questions submitted in advance of a meeting

- 12.1 Any Member may ask a question at any meeting of the Council concerning any relevant and competent business not arising upon the agenda provided the terms of the question have been intimated in writing and delivered, faxed or e-mailed to the Chief Executive not later than 5.00 p.m. on the Wednesday of the week preceding the meeting.
- 12.2 No discussion shall be competent on any questions so intimated, but the Member asking the question will be permitted a maximum 2 minute preamble to set the context of the question. The Provost may at his or her discretion allow a supplementary question arising out of the answer given to the original question.
- 12.3 Such questions may be directed to the Leader of the Council, any Cabinet Member, the Chair of any Committee, the Leader of the Opposition or Council representatives on Outside Bodies. Such questions shall relate to the functions of such officer holder or member. It will be competent for any Member of the Council to move a question of which the requisite notice has been given.
- 12.4 Questions contravening legislation. If notice is given of any question that, in the opinion of the Legal Officer, is likely to be illegal, defamatory or in breach of Data Protection principles the Legal Officer shall immediately submit such notice of question to the Provost and it shall not be accepted and placed on the agenda without his/her sanction. In the event of non-acceptance the Legal Officer shall so inform the Member who submitted the notice of question

Questions relating to items of business on an Agenda

- 12.5 Except when in debate any Member may ask a question at any meeting of the Council concerning any item of business arising upon the agenda. Such questions must be relevant to the item of business under consideration and may be directed to any senior officer seeking clarification of the terms of a report or to the mover of any motion or amendment seeking clarity of their motion or amendment.
- 12.6 Except on a point of order or with the agreement of the Provost it shall not be competent for any Member to ask a question once Council is in debate.

Questions of Order

- 12.7 A Question of Order shall relate only to an alleged breach of a Standing Order. Any Member indicating a desire to raise a question of order shall state at the outset the number or terms of the Standing Order considered to be infringed and the way in which the Member raising it considers that it has been broken. When a question of order is raised, the Member then addressing the meeting will resume his/her seat until the decision of the question. No Member other than the Member who raised the question of order will speak to that question, except with the permission of the Provost.

- 12.8 The decision of the Provost on a question of order will be final. After a question of order is decided, the Member who was addressing the meeting at the time when it was raised will be entitled to proceed with the discussion, giving effect to the Provost's ruling.

13. Motions

Notices of Motion

- 13.1 No member shall be entitled to propose a motion other than one directly arising out of an item of business on the agenda of the meeting unless notice of such motion has been delivered, faxed or e-mailed to the Chief Executive not later than 5.00 p.m., on the Wednesday of the week preceding any meeting of the Council. Every notice of motion shall be in writing signed by the Member of the Council giving the notice and seconded in writing by another Member. It will be competent for any Member of the Council to move a motion of which the requisite notice has been given.
- 13.2 Except as otherwise provided in these standing orders, it shall also be competent for any Member to propose a motion or amendment relating to any item of business on the agenda of a meeting, providing such motion or amendment is relevant to the item under consideration

Motions arising from requests from Outside Bodies

- 13.3 In the event of the Chief Executive or the Leader of the Council receiving a request for support of a motion or resolution passed by another local authority or other public body, the procedure set out in Appendix C to these Standing Orders shall apply. The procedures for Motions as provided for in Standing Order 13.1 shall apply equally in such circumstances.
- 13.4 If notice is given of any motion or amendment that, in the opinion of the Legal Officer is illegal or if agreed is likely to give rise to a contravention by the Council of any enactment or rule of law or of any code of practice made or approved by or under any enactment, the Legal Officer shall immediately submit such notice of motion or amendment to the Provost and it shall not be accepted and placed on the agenda without his/her sanction. In the event of non-acceptance the Legal Officer shall so inform the Member who submitted the notice of motion or amendment

14. Procedure Prior to Debate

- 14.1 In relation to items of business on the agenda, the Provost will ask the Council Administration if they wish to propose a motion (except in relation to 9.1 (xvii) Motions, when the proposer of the motion shall be given the first opportunity to propose the motion, which failing, any Member may propose the motion). If a member of the Council Administration does not propose a motion, any Member may propose a motion. Any such motion must be immediately seconded. Thereafter the Provost will seek any amendments, which should also be seconded. The proposer of any motion

or amendment may speak to their motion or amendment when proposing it, otherwise shall be allowed to speak to it during debate.

- 14.2 All motions and amendments must be directly relevant to the item of business under consideration. The Provost shall have the authority to rule out of order any motion or amendment which he/she may consider irrelevant, or any amendment which is substantially the same as the motion or another amendment.
- 14.3 A Member who has moved an amendment but failed to find a seconder may if he/she so requests have his/her dissent to a decision recorded in the minutes. Such a request may also be made by any Member whether or not he/she has moved a motion or amendment.
- 14.4 The Provost may require that any motion or amendment shall be reduced to writing and a copy thereof circulated to each Member or may require the Chief Executive to read any motion or amendment prior to it being put to the meeting.
- 14.5 A motion or amendment once moved and seconded shall not be altered nor withdrawn without the consent of the mover and seconder. Once in debate the consent of Council will be required to the alteration or withdrawal of any motion or amendment
- 14.6 No Member shall move or second more than one motion or amendment upon a particular issue although a Member who has moved or seconded a motion or amendment shall not be precluded from moving or seconding a fresh amendment if he or she fails to find a seconder for their motion or if the original motion or amendment is withdrawn.
- 14.7 As detailed in paragraph 12.5, prior to debate any Member may ask a question at any meeting of the Council concerning any item of business arising upon the agenda. Such questions must be relevant to the item of business under consideration and may be directed to any senior officer seeking clarification of the terms of a report or to the mover of any motion or amendment seeking clarity of their motion or amendment. A member may also ask the mover and seconder of the motion or amendment if they are prepared to amend or alter their motion or amendment to achieve consensus.

15. Debate

- 15.1 There shall be no debate unless there is a motion and amendment both of which are seconded.
- 15.2 When the Provost is satisfied that there are no more motions, amendments or questions to be raised he or she will state that Council is in debate.
- 15.3 Once in debate, no other motion or amendment will be moved except in the following circumstances: -
- to suspend a Member in terms of Standing Order 6;
 - to adjourn the debate in terms of Standing Order 5.7 or 16.1; or
 - to close the debate in terms of Standing Order 16.2

15.4 Once in debate, no question will be asked except in the following circumstances:

- a question of order in terms of Standing Order 12.7;
- with the agreement of the Provost

15.5 The mover of a motion or an amendment will not speak for more than ten minutes, except with the consent of the Provost. Each succeeding speaker will not speak for more than five minutes. When the Member has spoken for the allotted time he/she will be obliged to finalise speaking, otherwise the Provost will direct the Member to cease speaking and to resume his or her seat.

15.6 Every Member of the Council who speaks at any meeting of the Council will address the Provost and direct his/her speech to any relevant issue as provided for in these Standing Orders.

15.7 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same item of business at any meeting of the Council, except:-

- on a question of order;
- with the permission of the Provost, or

In either of these cases no new matter will be introduced.

15.8 The mover of an amendment and thereafter the mover of the original motion will have a right of reply for a period of not more than 5 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Once these movers have replied, the discussion will be held closed and the Provost will call for the vote to be taken.

15.9 Officers present at the meeting, with the exception of the Chief Executive, the Legal Officer, the Chief Financial Officer and the Chief Social Work Officer will not be allowed to address the Council once the Council is in debate, except:-

- where the Officer has been asked a direct question by the Provost;
- where a question of legal or financial propriety or Best Value requires to be addressed or clarified;
- where the Officer is asked to address an issue for clarification by the Provost; and
- where the Provost decides that the Officer's advice is required.

It should be noted that Officers should be treated in accordance with the Protocol for Member/Officer relations.

16 Procedural Motions

- 16.1 Any Member of the Council may, at the conclusion of any speech move that the Council adjourns and such motion will have precedence over all other motions. Such a motion must be seconded but need not be reduced to writing. It will be moved and seconded without discussion and will immediately be put to the meeting. When an adjourned meeting is resumed, subject to standing order 9 it will commence at the point at which they were broken off at the adjournment.
- 16.2 It will be competent for any Member who has not already spoken in a debate to move the closure of such debate. On such motion being seconded, the vote will be taken, and if a majority of the Members present vote for the motion, the debate will be closed. However, closure is subject to the right of the mover of the motion and of the amendment(s) to reply. Thereafter, a vote will be taken immediately on the subject of the debate.

17. Voting

- 17.1 All business of the Council will be decided by a majority vote of those Members present and voting, except in those circumstances where these Standing Orders specify that a two-thirds majority is required in terms of Standing Order 23.
- 17.2 Where a motion and one amendment only are before the meeting these will be voted on together, but if there are more amendments than one, the amendment first proposed will be put against the motion. The winner will then be put against the second amendment, and so on.
- 17.3 If a Member wishes his/her abstention to be recorded in the minutes, he/she must immediately declare so to the meeting when the vote has been taken.

Casting Vote

- 17.4 In the case of an equality of votes, the Provost or Depute Provost if presiding, or in the absence of the Provost/Depute Provost, such other Member presiding, shall have the casting vote except where the matter which is the subject of the vote relates to the appointment of any particular office or Committee, in which case the decision shall be by lot.

Roll Call Votes

- 17.5 Voting shall normally be by a show of hands but at the Council Meeting if not less than six of the Members present so request, the name of each Member voting or declining to vote shall be recorded in the minute by the Chief Executive by calling the roll of the Members. In relation to Committees, no less than three Members will be required to request a roll call vote.

Voting by Ballot

- 17.6 If the Council so decides voting shall be by ballot, which shall be undertaken by the Chief Executive to ensure the secrecy of the vote. A decision to proceed by ballot shall require a majority of those Members present and voting before the ballot may be undertaken.

18. Voting on Appointment of Members

- 18.1 In the case of an appointment where only one vacancy requires to be filled and there are only two candidates, a vote shall be taken between the candidates and the one receiving the majority of votes shall be declared duly appointed.
- 18.2 Where there are more than two candidates and the first voting does not produce an absolute majority in favour of one candidate the candidate having the least number of votes shall be removed from the list and fresh voting shall take place until one candidate has secured an absolute majority of the Members of the Council present and voting and he/she shall thereupon be declared duly appointed. In the event of a final equality of votes the candidate selected by lot shall be declared duly appointed.
- 18.3 In the case of appointments where more than one vacancy requires to be filled and the number of candidates nominated exceeds the number of vacancies, voting shall take place. Each Member shall be entitled to vote for one candidate for each vacancy and the candidates receiving the highest number of votes shall be appointed to the number of vacancies to be filled, provided that in each case that number exceeds the total votes cast for the remaining candidates.
- 18.4 Where no clear result emerges from the first voting either because one or more of the candidates receiving the highest number of votes has not secured an overall majority or because of an equality of voting for two or more of the candidates, the candidate having the lowest number of votes shall be removed from the list.
- 18.5 Where there is an equality of votes between candidates having the lowest number of votes, further voting shall take place between these candidates until one receives a majority of votes. The voting shall be then repeated until the requisite majority is received for the number of candidates corresponding to the number of vacancies. In the event of a final equality of votes the candidates selected by lot shall be declared duly appointed.

19. Disclosure of Information

- 19.1 Information, whether contained in a document or otherwise, which is confidential information within the meaning of Section 50A of the 1973 Act, shall not be disclosed to any person by any Member or Officer.
- 19.2 The full or any part of a document marked "not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973" shall not be disclosed to any person unless or until the document has been made available to the public or the press under Section 50B of the 1973 Act.

19.3 Any information regarding proceedings of the Council from which the public may have been excluded shall not be disclosed to any person unless or until disclosure has been authorised by the Council or the information has been made available to the press or to the public under Section 50B of the 1973 Act.

19.4 Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Council.

20. Appointment of Chief Officers

20.1 The appointment of the Chief Executive and Chief Officers of the Council shall be undertaken by the Staffing and Recruitment Committee or any other such panel of elected Members. All appointments made below Chief Officer level shall be made by the relevant Chief Officers in consultation with the Chief Executive.

20.2 If there are more than two candidates and the first round of voting does not produce an absolute majority of votes in favour of any candidate, the candidate with the least number of votes shall be struck off the list and a fresh voting take place and so on until an absolute majority of the Members of the Council present and voting shall be obtained in favour of one candidate who shall thereupon be appointed. In the case of a final equality of votes the Chairman shall have a casting vote.

21. Suspension of Standing Orders

21.1 Any one or more of the Standing Orders in any case of urgency as determined by the Provost upon a motion made may be suspended at any meeting provided that two thirds of the Members of the Council present and vote shall so decide. It shall not be competent for the Council to suspend any Standing Order which gives effect to any provision of Schedule 7 to the Local Government (Scotland) Act 1973 or any other statutory provision. (This covers the arrangements for meetings and proceedings of Local Authorities).

21.2 Any Member competently moving the suspension of Standing Orders shall be entitled to speak for a period of not more than five minutes and shall confine his/her remarks to the reasons for the proposed suspension. The seconder of any such motion shall not speak other than formally seconding the motion (no other Member shall be entitled to speak to the motion or to the amendment).

21.3 If any amendment is made against suspension of Standing Orders the mover of any such amendment shall again be entitled to speak for not more than five minutes and shall similarly confine his/her remarks to the reasons against suspension. The seconder of an amendment shall not speak other than formally seconding the amendment.

22. Variation and Revocation of Standing Orders

22.1 It shall not be competent at any meeting of the Council to revoke or vary any of the Standing Orders except:

- (a) Upon a resolution to that effect or a notice given at a previous ordinary Meeting of the Council; or
- (b) Upon the Chief Executive submitting to any meeting of the Council a report on any new Standing Order or alteration of any existing Standing Order which appears to be required in consequence of any decision regarding the conduct of business which has been taken by the Council or which is otherwise required for the good governance of the Council.

22.2 Any motion to revoke or vary these Standing Orders will, when voted on, be approved by a majority of the Members present and voting.

23. Rescinding/Revocation of Previous Decision/Resolution

23.1 Except where required by statute, no decision of the Council may be reconsidered and no item of business reconsidered which is the same or substantially the same as one previously determined by the Council within six months of the date of the making of the previous decision or determination, except where:-

- (i) two thirds of the Members for the time being present and voting agree to suspend Standing Orders in accordance with Standing Order 21 above; or
- (ii) In the opinion of the Legal Officer not doing so would, either result in a decision which is likely to give rise to a contravention by the Council of any enactment or rule of law or of any code of practice made by or approved by or under any enactment.
- (iii) The original Council Decision cannot be implemented due to reasons outwith the control of the Council; or
- (iv) Where, as a matter of urgency, having regard to the potential loss of life, risk of substantial economic loss to the Council or any third party, (including potential loss or material underutilisation of funds or resources not available at the time of the Decision of Council), it is deemed by the Chief Executive that the matter ought to be reconsidered by the Council.

24. Decisions of Cabinet: Call-In Process

24.1 Minutes of the Cabinet will be sent to all Members of the Council by the end of the working day following the meeting. No action will be taken to implement decisions until the expiry of four further clear working days. Decisions can then be acted upon unless they have been called in or referred.

24.2 Members will be entitled to refer or call-in decisions of the Cabinet on a requisition as set out in the Call in Request Form (Appendix D to these Standing Orders) either

signed by three Members and delivered to the Chief Executive, or submitted electronically, via an individual email to the Chief Executive from each of the three elected Members in question, such requisition to be received no later than noon on the fifth clear working day following (and not counting) the day on which the Cabinet met. Such requisition must state the reason for the call in.

- 24.3 The Chief Executive will then immediately refer the matter to the Chairperson of the Scrutiny and Petitions Committee who will be required to call a meeting of the Committee to consider the call-in within five clear working days of receiving notification by the Chief Executive.
- 24.4 The Scrutiny and Petitions Committee shall invite at least one of the Members who has requested the reference or call-in to attend the Committee to explain the request. The Chairperson will also invite a representative from the Cabinet to present their views on the call-in request and invite any senior officer to provide information on the report presented to the Cabinet. If none of the Members who have made the reference attend the Scrutiny and Petitions Committee the Committee may determine not to scrutinise the decision.
- 24.5 No Member of the Scrutiny and Petitions Committee who has signed a call in request may take part in consideration of the call in request.
- 24.6 Where the Scrutiny and Petitions Committee does not agree on a majority vote with the decision of the Cabinet the matter will be referred to the next meeting of the Cabinet. The Scrutiny and Petitions Committee will determine recommendations for alternative action for the Cabinet. The Chairperson or another Member of the Scrutiny and Petitions Committee nominated by the Chairperson will have the right to attend the Cabinet and speak in support of its recommendation on that matter.
- 24.7 The Cabinet will at its next meeting consider the recommendation from the Scrutiny and Petitions Committee and shall either agree to the recommendation or refer the matter to the next meeting of the full Council.
- 24.8 In the event of the matter being referred to the full Council, the decision of the full Council shall be final and binding.

25. Discharge of Functions by Committees and Officers

Scheme of Administration for Committees

- 25.1 The Council may arrange for the discharge of its functions by a Committee or Sub-Committee and will adopt a Scheme of Administration to (a) detail the constitution of the Committees and/or Sub Committees of the Council (including composition, chairmanship, and quorums); and (b) determine the terms of reference of the Committees and Sub Committees and the scope of their powers to exercise functions of the Council.
- 25.2 The Scheme of Administration will establish a Cabinet, Education Committee, Scrutiny and Petitions Committee and an Audit Committee and such other Committees or Sub Committees as the Council may from time to time determine.

25.3 In the event that any group does not appoint to any committee the number of Councillors they are entitled to appoint. Council may appoint any other member to fill such a vacancy or vacancies.

Working Groups

25.3 The Council and its Committees may establish any working group as may be required from time to time but each working group will have a limited time span as may be determined by Council or the parent Committee.

25.4 The membership, chairperson and quorum of working groups will be determined by Council or the parent Committee, which membership will comprise Elected Members and, where appropriate, officers from this Council and/or representatives from community groups/partner agencies.

25.5 A working group is not a committee or sub-committee of the Council and will not have any delegated powers to implement its findings but will prepare a report for consideration by Council Cabinet or the parent Committee.

25.6 Agendas and Reports for consideration at Working Groups will be issued by electronic means to all members no later than two clear days (not including Saturday and Sunday) prior to the start of the meeting.

Scheme of Delegation to Officers

25.7 Subject to Section 50G (2)(b) of the 1973 Act, the Council shall maintain a list specifying those powers of the authority which are exercisable from time to time by officers of the authority under the 1973 Act or any other enactment and this list will state the title of the officer by whom each of the powers so specified is for the time being so exercisable.

26. Proceedings of Committees and Sub-Committees

26.1 The business of Committees or Sub-Committees will be conducted as follows:-

- I. The business of the Committee or Sub-Committee will be conducted in accordance with the provisions of Standing Orders and any statutory or regulatory provisions in respect of such business;
- II. Such business will proceed primarily on the basis of reports submitted by Officers or referrals by Council, other Committees or other relevant bodies.

Notwithstanding the foregoing, Council may, if it considers it appropriate for the proper conduct of the business of the Council, instruct a report on, or consider any matter as it is referred to in the remits of any Committee or Sub-Committee. In relation to functions delegated to North Ayrshire Shadow Integration Board or the Integration Joint Board. Council will not make decisions, but may make recommendations to the Board.

- III. The Ordinary Meetings of Committees (excepting the North Ayrshire Shadow Integration Board) will commence at times as may be determined by the Council and will meet according to a timetable determined by the Council from time to time. Without prejudice to the foregoing, the Convener of a Committee or Sub-Committee will have power where the circular calling the meeting has not been issued to rearrange the date, time and place of a Committee or Sub-Committee in cases of urgency, subject to obtaining the agreement of the Council Leader and the Leader of the Opposition. The commencement time and timetable of Ordinary Meetings of North Ayrshire Shadow Integration Board will be determined by that Sub-Committee.
- IV. A Convener of a Committee or Sub-Committee may at any time give instructions for the calling of a special meeting, but the notice will state the special purpose for which it is called. Such meeting will be held at the time, date and venue as determined by the Chief Executive.

26.2 The exercise of delegated authority by a Committee or Sub-Committee is:

- I. Discretionary and a Committee or Sub-Committee may determine not to exercise its delegated powers.
- II. The consideration of all Committee business which has not been completed before the meeting is brought to an end shall be postponed to the next meeting of the Committee, whether Ordinary or Special.
- III. Committees and Sub-Committees shall appoint their own Conveners or Vice-Conveners if Council has failed to do so. In the absence of the Convener or Vice-Convener the Committee will be required to elect a member from those present to chair the meeting. The Chairperson of any Sub-Committee must be a member of the Parent Committee.
- IV. In the event that an issue arises which falls within the remit of more than one Committee, the Conveners of said Committees will determine which Committee shall deal with the issue.
- V. There will be no temporary substitution of Members of Committees and Sub-Committees unless specific provision is made for the temporary substitution of Members of a particular Committee or Sub-Committee within these Standing Orders or in any relevant Minute of Agreement, Constitution or similar document.

27. Approval and Signing of Minutes

27.1 Minutes of Meetings of Committees with delegated powers shall be submitted to the next meeting of that Committee for approval of their accuracy and thereafter signed by the Convener of that Committee. It should be noted that Officers may implement any decision made within the delegated powers of such Committees immediately after the meeting.

27.2 Minutes of Meetings of Committees, which do not have delegated powers, will be

submitted to Council or Cabinet as appropriate for approval of the decisions contained therein and to the next meeting of that Committee for approval of their accuracy. Following approval of such minutes (excepting Cabinet, the decision of which cannot be implemented until the expiry of the periods mentioned in Standing Order 24) Officers will be able to implement any decisions contained within the Minutes.

- 27.3 Where minutes are submitted for approval of their accuracy, there shall be no discussion of the minutes, except upon their accuracy and any question on their accuracy shall be raised by motion. Members will be entitled to ask the Convener to provide an update on the implementation or progress of any decision taken by a Committee with delegated powers.

28. Petitions and Deputations

- 28.1 Every application for the reception of a deputation or petition to the Scrutiny and Petitions Committee must be in writing, and delivered, faxed or e-mailed to the Chief Executive no later than 5.00 p.m. on the Monday of the week preceding the meeting.
- 28.2 Procedures for receiving petitions and deputations shall be as set down in Appendix B to these Standing Orders. No deputation shall be received by the Committee in relation to any regulatory or quasi-judicial function of the Council where the opportunity of a hearing or deputation has previously been afforded to any person. No late petition or deputation request shall be received except in accordance with Standing Order 9.4.

29 Contract Standing Orders and Financial Regulations

- 29.1 The Council may make Contract Standing Orders and Financial Regulations for the regulation or making by it, or on its behalf of contracts and for the proper planning, execution and control of its financial affairs. Such Standing Orders and Regulations will form part of these Standing Orders and will be read with them along with any Scheme of Delegation to Officers made by the Council.
- 29.2 Contract Standing Orders and Financial Regulations made by the Council in terms of this Standing Order will apply to Committees, Members of the Council, Officers and agents of the Council as appropriate.
- 29.3 The Scheme of Administration, Scheme of Delegation, Financial Regulations and Contract Standing Orders will have the same standing as Standing Orders and can only be amended in the same manner as Standing Orders.

30. Ultimate Power of the Council

- 30.1 Without prejudice to any decision taken by a Committee in exercise of delegated powers, the Council may at any time deal with any matter included in the terms of reference of Committee even if no report from the Committee is before it.

31. Definitions

- (a) In these Standing Orders the following words and phrases will have the following meanings respectively ascribed to them:-
- I. "Provost" or "Convener" will mean the person appointed to Chair the Council, Committee or Sub-Committee;
 - II. "Vice-Provost" or "Vice-Convener" will mean the person appointed to Chair the Council, Committee or Sub-Committee in the absence of the Provost or Convener;
 - III. "Cabinet Portfolio Holder" will mean the member who has been given responsibility for the group of services. The postholder will be a Senior Councillor and will receive appropriate remuneration in terms of the Scheme of Allowances;
 - IV. "Chief Executive" will mean the Head of Paid Service of the Council as defined in terms of the Local Government and Housing Act 1989 s4(1)(a) or such other person as may be nominated by him/her;
 - V. The "Chief Financial Officer" will mean the proper officer so designated by the Council in terms of the Local Government (Scotland) Act 1973 s95 or such other qualified accountant as may be nominated by him/her;
 - VI. The "Council" will mean North Ayrshire Council, being a Local Authority constituted under the Local Government Etc. (Scotland) Act 1994;
 - VII. "Elected Members" and "Member" will mean, except where the expression will otherwise so require, a Councillor of the Council only, as the word "Councillor" is defined by reference to Local Government Etc. (Scotland) Act 1994 s5;
 - VIII. "Legal Officer" will mean the Head of Democratic Services or such other legally qualified person as may be nominated by him/her;
 - IX. A "Decision of Council" will be deemed to have been made where any of the following circumstances occur:-
 - i. A motion or amendment in accordance with the provisions of these Standing Orders, has been passed by the necessary majority;
 - ii. The exercise by the appropriate officer of any power delegated to them either by reason of another Decision of Council or in terms of the Scheme of Delegation.
 - iii. The exercise by the Chief Executive of the discretion available to them.
 - iv. Such Decision of Council will be deemed to include any necessary actions required to give effect to such decision.
 - v. Where a Decision of Council is subsequently found to be incapable because of a defect or a new supervening factor, then subject to the confirmation of the Chief Executive upon advice taken, the Decision of Council may be given effect

to with the removal of such defective element, or its replacement with a suitable and in all respect compatible element, provided always that the likely outcome of the resultant Decision of Council is materially the same or sufficiently similar to the original decision. In such circumstances the Chief Executive will be obliged to report such change to the next appropriate meeting of the Council, and any decision on such report will not require the suspension of Standing Orders.

- X The Interpretation Act 1978 applies to the interpretation of the Standing Orders as it applies to an Act. Any Act or other legislative provision referred to herein will include reference to any amendment, modification or re-enactment of such provision as may from time to time occur.
- XI 'Party' will mean any grouping of two or more Members.
- XII For the purpose of these Standing Orders the term "clear working days" will unless otherwise specified, mean Monday to Saturday inclusive, including public holidays.
- XIII In the event of any dispute or difference as to the interpretation of these Standing Orders and any other document the Standing Orders will prevail.
- XIV The '1973 Act' shall mean the Local Government (Scotland) Act 1973, as amended.
- XV The "2000 Act" shall mean The Ethical Standards in Public Life etc (Scotland) Act 2000.
- (b) Emails from Elected Members to the Chief Executive in respect of Standing Orders 12, 13 and 24 should be submitted using the Council allocated email address i.e. [MemberName]@north-ayrshire.gov.uk. Such emails will be accepted as having been signed by the Elected Member.

Appendix A

Local Government (Scotland) Act 1973

SCHEDULE 7A: DESCRIPTIONS OF EXEMPT INFORMATION

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.
4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.
5. Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.
6. Information relating to the financial or business affairs of any particular person (other than the authority).
7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).
8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.
11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.
12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:-
 - (a) any legal proceedings by or against the authority, or

(b) the determination of any matter affecting the authority,

(Whether, in either case, proceedings have been commenced or are in contemplation).

13. Information which, if disclosed to the public, would reveal that the authority proposes -
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
15. The identity of a protected informant.

Appendix B

NORTH AYRSHIRE COUNCIL

GUIDANCE ON DEPUTATIONS AND PETITIONS

1. Introduction

- 1.1 This guidance sets out the process to be followed by persons wishing to make a deputation or submit a petition to the Scrutiny and Petitions, Planning, or Licensing Committees.

2. Procedure

- 2.1 Every application for the reception of a deputation or petition must be in writing, duly signed and delivered or faxed or e-mailed to the Chief Executive no later than 5.00 p.m. on the Monday of the week preceding the meeting.
- 2.2 The application to address the Committee should give details of the matter to be raised. If you wish to address the meeting on particular issues of concern, then you should be able to demonstrate that you have taken steps to resolve the issues prior to submitting your application. Details of the services or officers approached, together with copies or summaries of the responses received should be submitted along with your application form.
- 2.3 Petitions will only be received if they relate to the delivery of Council services or to services which are provided by the Council in conjunction with other partner organisations, or if they relate to decisions that the Council has taken or is about to take. Your petition must contain a minimum of 10 signatures from different households. The petition should give details of the matter concerned. Again you should be able to demonstrate that you have taken steps to resolve the issue of concern prior to submitting your petition.
- 2.4 A petition will not be competent in the following circumstances:-
- If it relates to a case that is or has been subject to legal or court proceedings, ombudsman complaints, industrial tribunals, appeals procedures;
 - If it requests the Council to do something outwith its powers;
 - If it discloses information which is protected by an interdict or court order;
 - If it reveals commercially sensitive or confidential information;
 - If it would cause personal distress or loss; and
 - If it relates to an individual's circumstances or an individual's grievance. If it relates to any regulatory or quasi-judicial function of the Council where the opportunity of a hearing or deputation has previously been afforded to any person.
- 2.5 If 10 or more letters are received on one specific issue, these will be treated in the same way as petitions. If the individual leading the letter writing campaign can be identified, that person will be treated as the principal petitioner and the same procedures will apply as for petitions generally.

3. Determination

- 3.1 When an application for a deputation/petition is received the Chair of the Scrutiny and Petitions Committee will be advised of the issues raised and will decide whether the matter should be dealt with at the next Committee meeting.
- 3.2 If your request for a deputation or to submit a petition is refused, the reasons for this will be notified to you.
- 3.3 If your application is approved you will be invited to attend the Committee meeting. As many Members of your group as wish may attend the meeting, but the number of persons allowed to address the Committee will be limited to a maximum of 3. You will also be asked to identify the principal spokesperson beforehand.

4. Addressing the Committee

- 4.1 You should remain seated at all times during the meeting, until the spokespersons are invited to speak by the Chair.
- 4.2 You will be limited to ten minutes in total to present your case to the meeting. Once you have addressed the meeting, the Members present will be invited to put questions to you. Appropriate Members or officers of the Committee may also be invited to speak and to receive questions. If the officers are presenting a written report, you will be given a copy, if possible in advance of the meeting.
- 4.3 The Committee will then take a decision on the matter before it, if appropriate, or if it relates to an item elsewhere on the agenda of the meeting may wait until they reach that item before taking a decision. Once you have heard the decision you are free to leave, but are welcome to stay to listen to the rest of the meeting if you so wish.

5. Deputations and Petitions Relating to Planning Applications

- 5.1 The Council has approved separate procedures which apply to requests by objectors to planning applications who are seeking authority for a deputation to address the Planning Committee in support of their objections.

Appendix C

North Ayrshire Council

Procedure on Dealing with Requests to the Council from Outside Bodies to Support Resolutions and Motions

1. Purpose

- 1.1 To advise on the procedure for handling requests to the Council from Outside Bodies to support resolutions or motions.

2. Background


- 2.1 From time to time the Chief Executive, or the Leader of the Council, receives requests from Outside Bodies e.g. other local authorities, to support resolutions or motions passed by those bodies. These may relate to subjects of national or local importance and generally the aim is to mobilise national support for a particular position.

3. Procedure

- 3.1 To ensure that such requests are handled in a consistent manner the following steps will be followed.
- 3.2 On receipt of such requests, Committee Services will take the following action:-
 - (i) Acknowledge the request and advise the Outside Body that it will be circulated to Group Leaders for their attention. The Outside Body will also be advised that in terms of the procedure, no further action will be taken unless a motion **in support** is subsequently considered by the Council.
 - (ii) Circulate the request by email to Group Leaders for their attention. It will be for Group Leaders to decide whether they wish to support the resolution or motion passed by the Outside Body. All other Members of the Council will be copied in to the email for information to allow them to raise the matter with their Group Leader as appropriate.
- 3.3 Any Group Leader wishing to support the terms of the resolution or motion will be requested to submit a formal notice of motion (properly seconded) to the Chief Executive within the usual timescale for the receipt of such notices for the next ordinary meeting of the Council i.e. 5.00 p.m. on the Wednesday of the week preceding the Council meeting.
- 3.4 All motions will require to be seconded in the usual manner.
- 3.5 On receipt of such a motion, Committee Services will arrange for the motion to be added to the agenda for the next ordinary Council meeting in the usual manner.

The outcome of the Council's deliberation will be communicated to the Outside Body thereafter.

Appendix D

 NORTH AYRSHIRE <small>COUNCIL</small>		Call In Request Form	
<p>We request in terms of paragraph 24.2 of the Standing Orders Relating to Meetings and Proceeding of the Council that the decision taken by the Cabinet be called in by the Scrutiny and Petitions Committee.</p>			
Names of Councillors Requesting Call In			
1.			
2.			
3.			
Details of the Decision Taken By The Cabinet (Please specify the Minute reference)			
Reasons for Call In (Please specify your reasons for requesting that the Scrutiny and Petitions Committee call in the decision)			
Desired Outcome (Please specify your desired outcome)			

This form must be received by the Chief Executive's Office not later than midday on the 5th day following the meeting of the Cabinet to which the Call In refers.

	Date	Time
Received by Chief Executive	/ /	
Received by Committee Services	/ /	
Acknowledged	/ /	

Appendix E

NORTH AYRSHIRE COUNCIL

Council Standing Orders for Meetings Guide for Dealing with Items of Business

1. Officer speaks to the terms of the report.
2. Questions by Members to Officers about their report.
3. The Administration move the motion. Provost asks if this is agreed. If it is, we move to the next item of business.
4. All Amendments are then moved.
5. Members can ask questions to the mover of a motion or amendment seeking clarity of the terms of the motion/amendment. This also gives Members the opportunity to ask if a mover of the motion or amendment is prepared to alter this to achieve agreement.
6. When the Provost is satisfied that there are no more amendments or questions (e.g. once the questions stop and the Provost receives a negative response to the question “are there any further amendments”) she will state “we are now in debate”.
7. Debate - At debate stage members are allowed up to 5 minutes each to make submissions, as at present. No new amendments, questions or points of information are allowed once the debate starts.
8. Summing up in reverse order. In other words last amendment sums up finishing up with the motion.
9. Voting – The first vote is for the motion against the first amendment. The winner goes against the second amendment and so on.

16/07/14

Document Control Summary:-		
Location:	I:\Committee Services\Publications\01 Standing Orders Relating to Proceedings of the Council and Committees	
Last Revised:	Revised By	Nature of Revision
Nov 2008	MMCK	Reflect changes agreed by the Council in November.
Sept 2009	MMcK	Correction to contents page.
Nov 2009	MMcK	Revision to SO2 as agreed by Council on 11 Nov 2009
June 2010	ITM	Revisions as agreed by Council on 30 June 2010.
Sept 2010	MMcK	To clarify position re paragraph 12.1 re preambles
May 2011	MMcK	Revision to SO 19.1
May 2012	IMack	Reflect changes in Committee Structure
Sept 2014		

Council Standing Orders for Meetings

Guide for dealing with Items of Business

1. Officer speaks to the terms of the report.
2. Questions by members to officers about their report
3. The Administration move the motion. Provost asks if this is agreed. If it is, we move to the next item of business.
4. All Amendments are then moved.
5. Members can ask questions to the mover of a motion or amendment seeking clarity of the terms of the motion/amendment. This also gives members the opportunity to ask if a mover of the motion or amendment is prepared to alter this to achieve agreement.
6. When the Provost is satisfied that there are no more amendments or questions (e.g. once the questions stop and the Provost receives a negative response to the question “are there any further amendments”) she will state “we are now in debate”.
7. Debate- At debate stage members are allowed up to 5 minutes each to make submissions, as at present. No new amendments, questions or points of information are allowed once the debate starts.
8. Summing up in reverse order. In other words last amendment sums up finishing up with the motion.
7. Voting – The first vote is for the motion against the first amendment. The winner goes against the second amendment and so on.

NORTH AYRSHIRE COUNCIL

Agenda Item 11

5 November 2014

North Ayrshire Council

Subject: **Draft Integration Scheme for North Ayrshire Health & Social Care Partnership**

Purpose: To seek the approval of the Council to consult on the draft Integration Scheme between NHS Ayrshire & Arran and North Ayrshire Council in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014.

Recommendation: That the Council (a) agrees to consult with the prescribed groups in the draft Integration Scheme; (b) notes that the Scheme will be revised to reflect the content of the draft Scottish Statutory Instruments laid before Parliament on 3 October 2014; and (c) notes that the following consultation of the Integration Scheme will be brought to both the Council and the NHS Board for approval in January 2015.

1. Introduction

- 1.1 In June 2013 NHS Ayrshire and Arran and the three Ayrshire Councils agreed to establish Health and Social Care Partnerships using the body corporate model. This involves creating a separate legal entity, the Integration Joint Board. It is through delegation to the Integration Joint Board that services will be planned and delivered on behalf of the NHS Board and North Ayrshire Council.
- 1.2 The Public Bodies (Joint Working) (Scotland) Act 2014 requires that an Integration Scheme is prepared by the NHS Board and the Council in respect of each Integration Authority, the Integration Joint Board. The scheme sets out the formal agreement between the NHS Board and the Council on a range of matters as prescribed in the regulations in support of the Act, including the delegation of functions and services to the partnership.

1.3 The three Ayrshire Councils and NHS Ayrshire and Arran agreed to work together to develop a draft Integration Scheme for the three Ayrshire partnerships. This allows the three schemes to be as consistent as possible, recognising that NHS Ayrshire & Arran has Ayrshire wide responsibilities, whilst having scope to reflect local variation. This approach also supports the three partnerships to meet the agreed target date of 1 April 2015 for the Ayrshire Integration Joint Boards to form.

1.4 The timeframe for the integration scheme activity is:

	Action	Timescales
1	Set up programme workstreams and management arrangements to deliver the requirements of the Integration Schemes	Completed in 2013
2	Workstream leads draft relevant section(s) of Integration Schemes	Completed in August 2014
3	Strategic Alliance Integration Sub-Group considers drafts	Completed in August 2014
4	Legal workstream undertakes analytical review and checks for legal competence	Completed in September 2014
5	Draft Integration Schemes finalised	Completed in September 2014
6	NHS and Council Corporate Management teams review draft Integration Schemes	October 2014
7	Approved by Board of NHS Ayrshire and Arran and North Ayrshire Council to undertake consultation on the draft scheme for North Ayrshire	November 2014
8	Consult on draft Integration Schemes	Mid December 2014
9	Final draft of Integration Schemes completed	Mid January 2015
10	Councils/ Health Board approval of scheme(s) and submission to Scottish Government	January 2015
11	Scottish Government approval of Integration Schemes	End of March 2015

- 1.5 The Integration Scheme must be approved by Scottish Ministers and must be laid before Parliament for 28 days before the Integration Joint Boards may form. Scottish Ministers will restrict their approval to those matters which are prescribed for inclusion in the scheme. Any changes to the scheme will require the scheme to be re-submitted. Matters that are not prescribed but which will provide assurance that the necessary arrangements are in place for the partnerships to function effectively will be included in supporting local protocols and guidance.
- 1.6 The Act sets out that the NHS Board and the Council must consult on the content of the Integration Scheme. The groups to be involved in the consultation are specified in the draft regulations as:
- a) The standard consultees:
 - Health professionals
 - Users of health care
 - Carers of users of health care
 - Commercial providers of health care
 - Non-commercial providers of health care
 - Social care professionals
 - Users of social care
 - Carers of users of social care
 - Commercial providers of social care
 - Non-commercial providers of social housing
 - Third sector bodies carrying out activities related to health or social care
 - b) Staff of the Local Authority likely to be affected by the Integration scheme.
 - c) Staff of the Health Board likely to be affected by the Integration scheme.
 - d) Other local authorities operating within the area of the Health Board preparing the Integration scheme.

2. Current Position

- 2.1 The draft Integration Scheme is based on the Model Integration Scheme that reflects the draft regulations as at 26 September 2014.
- 2.2 The regulations and guidance are not due to be finalised until December 2014. However, the affirmative revised regulations that were laid in Parliament on 3 October 2014 identified additional areas which will require discussion and agreement prior to inclusion in the scheme. These will be outlined to members and further information will be provided as it becomes available.

3. Proposals

- 3.1 The draft Integration Scheme requires to undergo a period consultation. The people and organisations to be consulted are set out in section 1.6 above. It is proposed that the consultation is for a period of four weeks during November and December 2014.
- 3.2 The Council and NHS Ayrshire and Arran will each undertake consultation with its own staff. It is proposed that joint consultation is undertaken with the other prescribed consultees through the Shadow Integration Board/Strategic Planning Group arrangements.
- 3.3 It is proposed that the Council remits officers to make any changes required by the finalised regulations and guidance and as a result of the consultation exercise and instructs officers to bring a report on the completed Integration Scheme to Council for approval in January 2015.
- 3.4 In summary, the Council is invited to (a) agree to consult with the prescribed groups in the draft Integration Scheme; (b) note that the Scheme will be revised to reflect the content of the draft Scottish Statutory Instruments laid before Parliament on 3 October 2014; and (c) note that the following consultation of the Integration Scheme will be brought to both the Council and the NHS Board for approval in January 2015

4. Implications

Financial Implications

- 4.1 The Integration of Health and Social Care will be effected from within existing partnership resources.

Human Resource Implications

- 4.2 The Health and Social Care Partnership will have a small number of staff at Chief Officer level who are jointly appointed by North Ayrshire Council and NHS Ayrshire and Arran. However, there will be no transfer of staff as a result of the formation of the partnership. Staff currently employed by North Ayrshire will continue to be employed by the Council.

Legal Implications

- 4.3 The proposals outlined in this report will ensure that the Council complies with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

Equality Implications

- 4.4 There are no equality implications arising from this report.

Environmental and Sustainability Implications

- 4.5 There are no environmental implications arising from this report.

Implications for Key Priorities

- 4.6 The integration of Health and Social Care will contribute to the delivery of the Healthy and Active North Ayrshire priority in the 2013/2017 Single Outcome Agreement.

Community Benefit Implications

- 4.7 The integration of Health and Social Care is intended to deliver services that better meet the particular needs of localities.

5. Consultations

- 5.1 The Corporate Management Team has been consulted on the content of this report.

6. Conclusion

- 6.1 The preparation of the draft Integration Scheme is a key milestone on the road to integration. The Council and its partners are on target to meet the proposed date for establishment of the Integration Joint Board as a legal entity by 1 April 2015.



ELMA MURRAY
Chief Executive

Reference : LR/JK

For further information please contact Lisbeth Raeside, Programme Manager, Integration on 01294 317737

Background Papers

none

DRAFT INTEGRATION SCHEME

Please note the detail of this document reflects the Draft Regulations and Guidance as at **26 September 2014** and will be subject to review and amendment as required following the publication of the Regulations and Guidance in support of the Public Bodies (Joint Working) (Scotland) Act 2014.

The format of the document is in accordance with the Draft National Model Integration Scheme which sets out the key points to be addressed.

Integration Scheme

Introduction

Aims and Outcomes of the Integration Scheme

The main purpose of integration is to improve the wellbeing of families, our communities and of people who use health and social care services, particularly those whose needs are complex and involve support from health and social care at the same time. The Integration Scheme is intended to achieve the National Health and Wellbeing Outcomes prescribed by the Scottish Ministers in Regulations under section 5(1) of the Public Bodies (Joint Working) (Scotland) Act 2014 (hereinafter referred to as “the Act”) namely:

1. People are able to look after and improve their own health and wellbeing and live in good health for longer.
2. People, including those with disabilities, long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.
3. People who use health and social care services have positive experiences of those services, and have their dignity respected.
4. Health and social care services are centred on helping to maintain or improve the quality of life of service users.
5. Health and social care services contribute to reducing health inequalities.
6. People who provide unpaid care are supported to reduce the potential impact of their caring role on their own health and well-being.
7. People who use health and social care services are safe from harm.
8. People who work in health and social care services are supported to continuously improve the information, support, care and treatment they provide and feel engaged with the work they do.
9. Resources are used effectively in the provision of health and social care services, without waste.

[As referenced in Draft Regulations]

NHS Ayrshire and Arran and North Ayrshire Council have agreed that Children’s and Family Health and Social Work and Criminal Justice Social Work services should be included within functions and services to be delegated to the partnership therefore the specific National Outcomes for Children and Criminal Justice are also included :

National Outcomes for Children are:-

- Our children have the best start in life and are ready to succeed;
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens; and
- We have improved the life chances for children, young people and families at risk

National Outcomes and Standards for Social Work Services in the Criminal Justice System are:-

- Community safety and public protection;
- The reduction of re-offending; and
- Social inclusion to support desistance from offending.

The vision for the integration of health and social care is to produce better outcomes for people through services that are planned and delivered seamlessly from the perspective of the patient, service user or carer. This is supported by the Integration Planning and Delivery Principles detailed in section 4 and section 31 of the Act which set out how services should be planned and delivered to achieve the national outcomes. These outcomes must be at the heart of planning for the population and embed a person centred approach, alongside anticipatory and preventative care planning.

In this context, the vision for the North Health and Social Care Partnership is:

“To improve the lives of North Ayrshire people and develop stronger communities”

Model Integration Scheme

The parties:

North Ayrshire Council, a local authority established under the Local Government etc.(Scotland) Act 1994 and having its principal offices at Cunninghame House, Friars Croft, Irvine KA12 8EE (hereinafter referred to as “the Council”).

And

Ayrshire and Arran Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978(as amended) (operating as “NHS Ayrshire and Arran”) and having its principal office at Eglinton House, Ailsa Hospital, Dalmellington Road, Ayr, KA6 6AB (hereinafter referred to as “NHS Board”) (together referred to as “the Parties”)

WHEREAS in implementation of their obligations under section 2 (3) of the Public Bodies (Joint Working)(Scotland) Act 2014 the Parties are required to jointly prepare an integration scheme for the area of the Local Authority setting out the information required under section 1(3) of the Act and the prescribed information listed in the Public Bodies (Joint Working)(Integration Scheme)(Scotland) Regulations 2014 (SSI number TBA) therefore in implementation of these duties the Parties agree as follows:

In accordance with section 1(2) of the Act, the Parties have agreed that the integration model set out in sections 1(4)(a) of the Act will be put in place for the North Ayrshire Partnership, namely the delegation of functions by the Parties to a body corporate that is to be established by Order under section 9 of the Act. This Scheme comes into effect on the date the Parliamentary Order to establish the Integration Joint Board comes into force.

1. Definitions and Interpretation

“The Act” means the Public Bodies (Joint Working) (Scotland) Act 2014;

“The Parties” means North Ayrshire Council and the NHS Board;

“The Scheme” means this Integration Scheme;

“The Board” means the Integration Joint Board to be established by Order under section 9 of the Act;

“Membership Regulations” means [add name and SSI number of the relevant regulations]

“Integration Joint Board” means Integration Authority.

“Health and Social Care Partnership” is the name given to the Parties’ services whose functions have been delegated to the Integration Joint Board.

“Data Dictionary” means a resource which provides a list of measures and indicators for use within a partnership performance framework

“Chairperson” means the chairperson of the Integration Joint Board

“HEAT” means Health Improvement, Efficiency, Access, Treatment – NHS National Targets and Measures

“Appropriate person” means a member of the Board, but does not include any person who is both a member of the Health Board and a councillor.

“SOA” means Single Outcome Agreement

“Lead Partner” means the Integration Joint Board that manages services on behalf of the other Integration Joint Boards in the NHS Board areas.

“Lead Partnership Services” are services hosted by one Integration Joint Board on behalf of other Integration Joint Boards within the NHS Board area.

“The Chief Officer” means the Chief Officer of the Integration Joint Board and is defined in Part 7 “Chief Officer”;

“Chief Financial Officer” means the officer responsible for the administration of the Integration Joint Board’s financial affairs. This may be the Chief Officer.

Integration Joint Board Financial officer has the same meaning as the Chief Financial officer.

2. Local Governance Arrangements

Remit and Constitution of Integration Joint Board

The remit of the Integration Joint Board is:

- To prepare and implement a Strategic Plan in relation to the provision of health and social care services to adults and children, and criminal justice in the area in accordance with sections 29 to 48 of the Act.
- To oversee the delivery of services delegated by the parties in pursuance of the Strategic Plan; and
- To allocate and manage the delegated budget in accordance with the strategic plan.

The regulation of the Integration Joint Board's procedure, business and meetings and that of any Committee of the Integration Joint Board will follow the Standing Orders which will be agreed and set out by the Integration Joint Board at its first meeting.

In respect of health services the governance arrangements for those functions and services delegated will be through the Integration Joint Board. The Healthcare Governance Committee and NHS Board will place reliance on these arrangements. Matters which have implications wider than the Integration Joint Board's authority require to be referred to the NHS Board's Healthcare Governance Committee by the Integration Joint Board. The Healthcare Governance Committee will oversee healthcare governance arrangements and ensure the relevant information is shared across the health system and provide professional guidance as required.

[Comparable arrangements are being drafted for Councils]

In respect of social care the governance arrangements for those functions and services delegated will be through the Integration Joint Board. The Council will place reliance on these arrangements. Matters which have implications wider than the Integration Joint Board's authority require to be referred to the Chief Executive of the Council by the Integration Joint Board and thereafter the Chief Executive will ensure the matter is considered by the appropriate officer, committee or council. In addition the Council will receive the Chief Social Work Officer's Annual Report and any other report of the Chief Social Work Officer.

In accordance with good practice it is expected that the Integration Joint Board will establish an Audit Committee to support the overall governance and scrutiny arrangements.

Detailed protocols and reporting practices will be developed to facilitate the free exchange of information between the Parties and the Integration Joint Board to support the decision making of each body.

The Integration Joint Board will be a partner in the Community Planning Partnership.

3. Board Governance

Voting membership

The arrangements for appointing the voting membership of the Integration Joint Board are that the Parties must nominate the same number of representatives to sit

on the Integration Joint Board. This will be a minimum of three nominees each, or such number as the Parties agree, or the Council can require that the number of nominees is to be a maximum of 10% of their full council number.

Locally, the Parties will each nominate four voting members or such other number as the Parties agree to the Integration Joint Board.

The Council will nominate councillors to sit on the Integration Joint Board. Where the NHS Board is unable to fill all its places with non-executive Directors it can then nominate other appropriate people, who must be members of the NHS Board to fill their spaces, but the majority must be non-executive members.

Period of office

The period of office of voting members will be three years [subject to confirmation of the Draft regulations]

Suspension

Voting members may be removed if either of the Parties which nominated the member provides one month's notice in writing to the member and the chairperson. If the member has not attended three consecutive meetings of the Integration Joint Board, and the absence was not due to illness or other reasonable cause, the Integration Joint Board may remove the member from office by providing the member with one month's notice in writing. If the member acts in a way which brings the Integration Joint Board into disrepute or in a way which is inconsistent with their membership of the board, the Integration Joint Board may remove the member from office. The Chief Officer, on behalf of the Integration Joint Board, will notify the Parties of the removal of the member.

Disqualification

A person is disqualified from being a member of the Integration Joint Board, if the person has been convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic of any offence in respect of which they have received a custodial sentence of not less than 3 months (without the option of a fine) within the period of 5 years immediately preceding the proposed date of appointment; or has been removed or dismissed, other than by reason of redundancy, from any paid employment or office with a Health Board or Council; or is insolvent; or has been removed from a register maintained by the registrar of a regulatory body, other than where the removal was voluntary. The Chief Officer, on behalf of the Integration Joint Board, will notify the Parties of the disqualification of the member.

Termination of membership

A voting member appointed by the parties ceases to be a voting member of the Integration Joint Board if they cease to be either a Councillor or a non-executive Director of the NHS Board or an appropriate person in terms of paragraph 3(5)(b) of the Public Bodies (Joint Working) (Proceedings, Membership and General Powers of Integration Joint Boards) (Scotland) Order 2014.

Appointment of chair and vice chair

The Chairperson and Vice Chairperson will be drawn from the NHS Board and the Council voting members of the Integration Joint Board. If a Council member is to

serve as Chairperson then the Vice Chairperson will be a member nominated by the NHS Board and vice versa. The first Chairperson of the Integration Joint Board will be a member appointed on the nomination of the Council.

The appointment to Chairperson and Vice Chairperson is time-limited to a period not exceeding three years and carried out on a rotational basis. The term of office of the first Chairperson will be for the period to the local government elections in 2017, thereafter the term of office of the Chairperson will be for a period of two years or such other period not exceeding three years as decided by local agreement.

The Parties acknowledge that the Integration Joint Board will include additional stakeholder, non voting members, to be determined by the Integration Joint Board.

4. Delegation of Functions

The functions that are to be delegated by the NHS Board to the Integration Joint Board are set out in Part 1 of Annex 1. The services to which these functions relate, which are currently provided by the NHS Board and which are to be integrated, are set out in Part 2 of Annex 1.

The functions that are to be delegated by the Council to the Integration Joint Board are set out in Part 1 of Annex 2. The services to which these functions relate, which are currently provided by the Council and which are to be integrated, are set out in Part 2 of Annex 2.

5. Local Operational Delivery Arrangements

Responsibilities of the Integration Joint Board on behalf of the Parties

The Integration Joint Board will provide assurance that systems, procedures and resources are in place to monitor, manage and deliver the functions and services delegated to it. This assurance will be based on regular performance reporting including the annual performance report which will be provided to the Parties, and through the strategic planning process.

Consideration of the Strategic Plan

The consultation process for the Strategic Plan will include other Integration Authorities likely to be affected by the Strategic Plan, and the Parties as consultees. Through this process the Integration Joint Board will assure itself that the Strategic Plan does not have a negative impact on the plans of the other Integration Authorities within the NHS Board area.

Consideration of all the Strategic Plans of the Integration Authorities within the NHS Board area will be by officers of the Parties reviewing the plans to provide assurance to the Parties that they do not prevent them from carrying out their functions appropriately or in a way which complies with the Integration Planning and Delivery Principles, and contributes to achieving the National Health and Wellbeing Outcomes.

Performance targets, improvement measures and reporting arrangements

Making use of an outcome focused approach, the Strategic Plan will provide direction for the performance framework, identifying local priorities and associated local outcomes. Performance targets and improvement measures will be linked to the local outcomes to assess the timeframe for change and the scope of change that is anticipated. These measures may already exist or may be developed to allow assessment at a local level.

A core set of indicators will be identified from publicly accountable and national indicators and targets that the Parties currently report against that relate to services which sit within the Integration Authorities. A Data Dictionary will be created to provide information on the data gathering and reporting requirements for each of these measures and targets. All indicators within the data dictionary will be mapped to the outcomes as detailed on pages 1&2 above in order to demonstrate progress in delivering these.

The Data Dictionary will also describe where responsibility for each measure lies, whether in part or in full. In addition, it will detail where there are common measures to all Integration Joint Boards or where these are unique to one.

For each measure, the Data Dictionary will detail where there is an ongoing requirement, in terms of organisational accountability, to report performance beyond the needs of the Integration Joint Board. For example, accountability for HEAT measures to the NHS Board or SOA reporting.

The Parties have obligations to meet targets for functions which are not delegated to the Integration Joint Board, but which are affected by the performance and funding of integrated functions. Therefore, when preparing performance management information the effect on both integrated and non- integrated functions must be considered and details must be provided of any targets, measures and arrangements for the Integration Joint Board to take into account when preparing the Strategic Plan.

6. Clinical and Care Governance

Arrangements for clinical and care governance

The Parties have delegated strategic and operational decision making in relation to services delegated to the Integration Joint Board.

The Chief Officer is an Officer of, and advisor to the Integration Joint Board.

The Chief Officer manages the services and has overall responsibility, through the Parties' Chief Executives for the professional standards of staff employed in the Health and Social Care Partnership.

The Integration Joint Board will establish a professional governance group which will report to the Chief Officer. It will contain representatives from the Parties including the Senior Management Team, the Associate Medical Director, the Associate Nurse Director, Associate Director Allied Health Professions, and Chief Social Work Officer.

The group may invite other members from other sectors as determined by the group. Its role will be to consider at officer level matters relating to governance, standards, education, learning and continuous improvement. When clinical and care governance issues relating to lead partnership services are being considered the professional governance group for the lead partner will obtain input from the professional advisory groups from the other parties. The Chief Officer will provide advice on the basis of advice from the professional advisory group to the Integration Joint Board.

In addition the Integration Joint Board may take into consideration the professional views of the registered health professionals and Chief Social Work Officer membership.

Further assurance is provided through,

- (a) The ability of the Chief Social Work Officer to report directly to the Council, and the Associate Medical Director, Associate Nurse Director and the Associate Director Allied Health Professions to report directly to the Medical Director and Nurse Director respectively who in return report to the NHS Board on professional matters.

And

- (b) The role of the Healthcare Governance Committee of the NHS Board is to oversee healthcare governance arrangements and ensure that matters which have implications wider than the Integration Joint Board's authority in relation to health, will be shared across the health care system and provide professional guidance as required.

The Chief Officer will take into consideration any decisions of the Council or NHS Board which arise from (a) or (b) above.

The Council or the NHS Board Healthcare Governance Committee may report on issues through the Chief Officer to the Integration Joint Board for consideration.

7. Chief Officer

The arrangements in relation to the Chief Officer agreed by the Parties

The Chief Officer will be appointed by the Integration Joint Board and is employed by one of the Parties on behalf of both. The Chief Officer will be seconded by the employing party to the Integration Joint Board and will be the principal advisor to and officer of the Integration Joint Board.

The Chief Officer will provide a single senior point of overall strategic and operational advice to the Integration Joint Board and be a member of the senior management teams of the Parties.

The Chief Officer will provide a strategic leadership role and be the point of joint accountability for the performance of services to the Integration Joint Board. The Chief Officer is responsible for the delivery of services on behalf of the Parties.

As a senior manager within the Parties, the Chief Officer will have a wider governance role.

Line management of the Chief Officer to ensure accountability.

The Chief Officer will report to the Chief Executives' of both Parties.

The Chief Officer will have regular performance, support and supervision meetings with both Chief Executives. The Chief Executive from the employing Party will take responsibility for contractual matters. In view of the joint accountability, performance review sessions will involve both the Chief Executives and the postholder and these will be arranged on a regular scheduled basis.

8 Workforce

Appointment, supervision and management of jointly appointed posts

The Parties have agreed the process for jointly appointed senior posts, including joint recruitment and interview processes.

Supervision and management of Chief Officer posts is described in part 7.

Any other joint appointments, will report to one line manager for supervision and management.

Should the jointly appointed post holder also hold the post of the Chief Social Work Officer they will be accountable to the Chief Executive of the Council.

Where the joint appointment requires professional leadership, this will be provided by the relevant professional lead or Chief Social Work Officer, as appropriate.

Supervision and management of staff who report to a person employed by another organisation

Apart from the Chief Officer posts, all other appointments/staff will report to a single line manager, either NHS Board or Council, who will be responsible for all aspects of supervision and management of these postholders. A Scheme of Delegation will be in place which will clearly identify the level and type of managers across both parties able to make appropriate decisions relevant to an employee's employment.

Managers will promote best practice, cohesive working and provide guidance and development equitably, regardless of whether they are managing a team of NHS Board staff, Council staff or a combination of both.

Where groups of staff require professional leadership, this will be provided by the relevant health Lead or Chief Social Work Officer as appropriate.

Good people management principles will continue to be maintained in accordance with the organisational standards, policies and procedures of the employing authority.

Development of a joint Workforce Development and Support Plan

The Chief Officer, supported by a group comprising senior Human Resources and Organisational Development professionals, and working collaboratively with trades unions, will undertake further work needed to develop a joint workforce development and support plan.

The joint Workforce Development and Support Plan will form part of and be informed by the Strategic Plan.

Development of an Organisational Development strategy for integrated service teams

A Pan Ayrshire Health and Social Care Organisation Development Strategy ("the Strategy") sets out the approach to the joint provision of Organisational Development. While the Strategy recognises that each of the three Integration Joint Boards has differing needs and priorities in relation to delivery outcomes, the Strategy seeks to support effective partnership working through consistency of approach.

The Chief Officer will receive advice from Human Resources and Organisational Development professionals and they will work together to support the implementation of Integration and provide the necessary expertise and advice as required. They will work collaboratively with staff, managers, staffside representatives and trades unions to ensure a consistent approach which is fair and equitable.

Transfer of staff

Staff who are employed in services whose functions have been delegated to the Integration Joint Board will retain their current employment status with either Local Authority or NHS and continue with the terms and conditions of their current employer.

9. Finance

Resources to be made available to the Integration Joint Board

This section sets out the method of determining

- (a) amounts to be paid by the Parties to the Integration Joint Board in respect of all of the functions delegated by them to the Integration Joint Board (other than those to which sub-paragraph (b) applies).

- (i) Payment in the first year to the Integration Joint Board for delegated functions

- Delegated baseline budgets for 2015/16 will be subject to due diligence and comparison to actual expenditure in previous years together with any planned changes to ensure they are realistic, with an opportunity in the second year of operation to adjust to ensure any base line errors are corrected.

(ii) Payment in subsequent years to the Integration Joint board for delegated functions

In subsequent years, the Chief Officer and the Integration Joint Board financial officer should develop a case for the Integrated Budget based on the Strategic Plan and present it to the Parties for consideration as part of the annual budget setting process. The case should be evidence based with full transparency on its assumptions on the following:

- Individual Party responsibility including;
 - Pay awards
 - Contractual uplift
 - Prescribing – price changes including new drugs
 - Resource transfer
 - Ring fenced funds movements
- Integration Joint Board responsibility
 - On agreed percentage contribution based on net Board budget, by individual client group excluding ring fenced funds e.g. Family Health Services, General Medical Services, Alcohol and Drug funding etc.
 - Demographic shifts
 - Volume changes (including prescribing)

Efficiencies (to be agreed)

(b) amounts to be made available by the NHS Board to the Integration Joint Board in respect of all of the functions delegated by the NHS Board which are:

- (i) carried out in a hospital in the area of the NHS Board and
- (ii) provided for the areas of two or more Councils.

[To follow-under development by The Integrated Resources Advisory Group (IRAG)
[Expected to be available following meeting in October]

In-year variations

The Chief Officer will deliver the outcomes within the total delegated resources and where there is a forecast overspend against an element of the operational budget, the Chief Officer, the Chief Finance Officer of the Integration Joint Board and the appropriate finance officers of the Parties must agree a recovery plan to balance the overspending budget, which recovery plan shall be subject to the approval of the Integration Joint Board. If the recovery plan is not successful the Parties will consider making interim funds available based on the agreed percentage for Board

responsibilities with repayment in future years on the basis of the revised recovery plan agreed by the Parties and Integration Joint Board. If the revised plan cannot be agreed by the Parties; or is not approved by the Integration Joint Board, mediation will require to take place in line with the pre agreed dispute resolution arrangements.

Where an underspend, in an element of the operational budget arises from specific management action, this will be retained by the Integration Joint Board to either fund additional capacity in-year in line with its Strategic Plan or be carried forward to fund capacity in subsequent years of the Strategic Plan subject to the terms of the Integration Joint Board's Reserves Strategy. Any windfall underspend will be returned to Parties in the same proportion as individual Parties contribute to joint pressures.

[To Follow: Process for the management of the variances for the amount set aside in hospital budgets is under development by IRAG]

Neither Party may reduce the payment in-year to the Integration Joint Board to meet exceptional unplanned costs within the Parties without the express consent of the Integration Joint Board and the other Party.

Financial management and financial reporting arrangements

Recording of all financial information in respect of the Integration Joint Board will be in the financial ledger of the Party which is delivering financial services on behalf of the Integration Joint Board.

Any transaction specific to the Integration Joint Board e.g. expenses, will be processed via the Council ledger, with specific funding being allocated by the Integration Joint Board to the Council for this.

Initially, consolidation of information for the Integration Joint Board will take place outwith the core financial ledgers.

The Chief Officer and Chief Finance Officer of the Integration Joint Board will be responsible for the preparation of the annual accounts, financial statement, and financial elements of strategic plan. The Integration Joint Board Chief Finance Officer will provide reports to the Chief Officer on the financial resources used for operational delivery.

Initial draft periodic financial monitoring reports will be issued to the Chief Officer/ budget holders within ten days of the period end.

In advance of each financial year a timetable of reporting will be submitted to the Integration Joint Board for approval. It is anticipated that reports will be submitted for the financial periods ending; July, September, November, January and March (final outturn) of each year.

The schedule of cash payments to be made in settlement of the payment due to the Integration Joint Board are noted below;

Resource Transfer, virement between Parties and the net difference between payments made to the Integration Joint Board and resources delegated by the Integration Joint Board will be transferred between agencies quarterly in arrears, with a final adjustment on closure of the Annual Accounts.

Arrangements for asset management and capital

Capital and assets and the associated running costs will continue to sit with the Parties. The Integration Joint Board will require to develop a business case for any planned investment or change in use of assets for consideration by the Parties.

10. Participation and Engagement

[The proposed approach for consulting on the Integration Scheme is through the Shadow Integration Board which includes, in addition to voting members, non voting stakeholder members. The Strategic Planning Group as a sub-committee of the SIB will be included in this process. Separate arrangements will be put in place to ensure staff of the Parties also have the opportunity to comment – detail to be defined.]

11. Information Sharing and Confidentiality

The Parties agree to be bound by the Information Sharing Protocol set out in Annex 4 and may agree such amendments as are from time to time necessary. [Awaiting final sign off locally.]

12. Complaints

Arrangements for Complaints

The Parties agree the following arrangements in respect of complaints.

Complaints will continue to be made either to the Council or the NHS Board. Complaints to the Council can be made by submitting an online complaint form, by telephoning the relevant department or attending in person, or in writing to Customer Services Customer Complaints Team, North Ayrshire Council, Bridgegate House, Irvine, KA12 8BD. Complaints to the NHS Board are made to the Patient Relations and Complaints Department, NHS Ayrshire and Arran PO Box 13, Eglinton House, Ailsa Hospital, Dalmellington Road, Ayr KA6 6AB in writing, by telephoning 01292 513 620, or by emailing complaintsteam@aapct.scot.nhs.uk.

If the complaint relates to integration functions the complaints team/department of the Parties will forward this immediately to the Chief Officer who will acknowledge the complaint within 3 working days of their receipt of the complaint. Complaints can also be made in writing or by email direct to the Chief Officer. The Chief Officer will put in place a two stage complaints procedure which shall include response times.

If the service user remains dissatisfied with the Chief Officer's decision in relation to Social Work the service user can, subject to the current statutory review, also request that Social Work Complaints Review Committee consider the matter. The request should be made within one month of receiving the Chief Officer's response.

If the service user remains dissatisfied with the way the complaint was handled they may send the matter to the Scottish Public Services Ombudsman to consider.

Details of the complaints procedure will be provided on line, in literature and on posters.

If a service user is unable, or unwilling to make a complaint directly complaints will be accepted from a representative who can be a friend, relative or an advocate. Details of advocates within the Partnership area can be provided by the Scottish Independent Advocacy Alliance.

Going forward the Partnership will work towards an integrated process for feedback and complaints.

13. Claims Handling, Liability & Indemnity

The Parties agree that the Parties will manage and settle claims arising from the exercise of integration functions in accordance with common law and statute.
[Holding response until National work complete]

14. Risk Management

The Integration Joint Board is under a duty to establish a risk management and reporting process including risk monitoring and reporting as will be set out in the framework developed by the Parties and the Integration Joint Board and to maintain the risk information and share strategic risk information with the Parties.

This will require the Parties and the Integration Joint Board to develop a shared risk management strategy that will identify, assess and prioritise risks related to the delivery of services under integration functions and in particular any which are likely to affect the Integration Joint Board's delivery of the Strategic Plan.

In order to prepare this strategy the Parties will:

- Identify the risk sources, providing a basis for systematically examining changing situations over time and focusing on circumstances that impact upon the ability to meet objectives;

- Identify and agree parameters for evaluating, categorising and prioritising risk and thresholds to trigger management activities;

- Demonstrate processes to identify and document risk in a Risk Register;

- Demonstrate the process for monitoring corporate and operational risks including clear lines of accountability and responsibility, reporting lines , governance and frequency;

- Develop a process for recording, management and learning from adverse events;

Develop and agree risk appetite and tolerance linked to corporate objectives;
and

Ensure sufficient resources are in place to meet the above requirements.

The Chief Officer will lead the Risk Management Strategy of the Integration Joint Board with support from the risk management functions of the Parties. The Integration Joint Board will annually approve its Risk Register with in year and exception reporting. This reporting will allow amendment to risks. Any strategic risk will be communicated to the Parties by the Chief Officer. The Integrated Joint Board will also pay due regard to relevant corporate risks of the parties.

A Risk Register is in place for the formation of the Integration Joint Board. The existing Risk Registers of the Parties in relation to delegated functions and services will transfer to the Integration Joint Board Risk Register.

15. Dispute resolution mechanism

Where either of the Parties fails to agree with the other or with the Integration Joint Board on any issue related to this Scheme, then they will follow the undernoted process:

- (a) The Chief Executives of the Parties, will meet to resolve the issue;
- (b) If unresolved, the Parties and the Integration Joint Board will each agree to prepare a written note of their position on the issue and exchange it with the others for their consideration within 10 working days of the date of the decision to proceed to written submissions.
- (c) In the event that the issue remains unresolved following consideration of written submissions, the Chief Executives of the Parties, the Chair of NHS Board and the Leader of the Council will meet to appoint an independent mediator and the matter will proceed to mediation with a view to resolving the issue.

Where the issue remains unresolved after following the processes outlined in (a)-(c) above, the Parties agree the following process to notify Scottish Ministers that agreement cannot be reached: the Chief Executives of the Parties, and the Chief Officer will jointly make a written application to Scottish ministers stating the issues in dispute and requesting that the Scottish Ministers give directions.

Part 1

**Functions delegated by the Health Board to the Integration Joint Board
(Subject to finalisation of Draft Regulations)**

The National Health Service (Scotland) Act 1978

All functions of health boards conferred by, or by virtue of, the National Health Service (Scotland) Act 1978, other than Section 2CB(1) and (2) (provision of a service outside Scotland); Section 17L(1) (power to enter into a general medical services contract); Section 47(1) (duty to make available such facilities as appear reasonably necessary for education and research).

Disabled Persons (Services, Consultation and Representation) Act 1986

Section 7 (making of arrangements for the assessments of the needs of a person who is discharged from hospital).

Community Care and Health (Scotland) Act 2002

All functions of health boards conferred by, or by virtue of, the Community Care and Health (Scotland) Act 2002.

Mental Health (Care and Treatment) (Scotland) Act 2003

All functions of health boards conferred by, or by virtue of, the Mental Health (Care and Treatment) (Scotland) Act 2003 other than Section 22 (requirement to maintain a list of medical practitioners).

Education (Additional Support for Learning) (Scotland) Act 2004

Section 23 (co-operating with education authority).

Civil Contingencies Act 2004

All functions of health boards conferred by, or by virtue of, the Mental Health (Care and Treatment) (Scotland) Act 2003.

National Health Service Reform (Scotland) Act 2004

All functions of health boards conferred by, or by virtue of, the National Health Service Reform (Scotland) Act 2003.

Public Health etc. (Scotland) Act 2008

All functions of health boards conferred by, or by virtue of, the Public Health etc. (Scotland) Act 2008 other than section 3 (designation of competent persons).

Certification of Death (Scotland) Act 2011

All functions of health boards conferred by, or by virtue of, the Certification of Death (Scotland) Act 2011.

Patient Rights (Scotland) Act 2011

All functions of health boards conferred by, or by virtue of, the Patient Rights (Scotland) Act 2011.

Public Services Reform (Scotland) Act 2010

All functions of health boards conferred by, or by virtue of, the Public Services Reform (Scotland) Act 2010.

Part 2

Services currently provided by the Health Board which are to be integrated

(Subject to finalisation of Draft Regulations)

- Unplanned inpatients
(Medical care for the treatment of urgent or emergency conditions that require an unplanned admission to hospital)
- Outpatient accident and emergency services
(services provided within a hospital for the treatment of urgent or emergency conditions)
- Care of older people
(medical care for older people when not covered by unplanned inpatients)
- District nursing
- Health visiting services
- Clinical psychology services
- Services provided by Community Mental Health Teams
(services delivered in the community for those with mental health problems)
- Services provided by Community Learning Difficulties Teams
(services delivered in the community for those with learning difficulties)
- Services for persons with addictions
- Women's health services
(services providing the assessment, diagnosis care, planning and treatment of women's health, sexual health and contraception services)
- Services delivered by allied health professionals
- GP out-of-hours services
- Public Health Dental Service
- Continence services
(Assessment, investigation, diagnosis and treatment of those with continence problems)
- Dialysis services delivered in the home
- Services designed to promote public health

- General Medical Services
- GP pharmaceutical services
(prescribing and dispensing of medicine and therapeutic agents by GPs, nurse prescribers, and prescribing pharmacists working in GP practices.)

Local Addition

- Community Children's services (School Nursing, Health Visiting, Looked after Children's Service) [non medical]

Draft

Part 1

Functions delegated by the Local Authority to the Integration Joint Board
(Subject to finalisation of Draft Regulations)

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
<p>National Assistance Act 1948</p> <p>Section 22 (The fixing of a standard rate to be paid for accommodation provided under Part III of that Act or accommodation regarded as provided under that Part(a), the assessment of a person's ability to pay that rate and the determination of a lower rate to be paid for such accommodation.)</p> <p>Section 26 (The inclusion in arrangements for accommodation of provision for payment in respect of the accommodation, the determination of the rate of payment, and the recovery of amounts from the persons for whom accommodation is provided.)</p> <p>Section 45 (The recovery of expenditure incurred under Part III of that Act where a person has fraudulently or otherwise misrepresented or failed to disclose a material fact.)</p> <p>Section 48 (The protection of property of a person admitted to hospital or accommodation provided under Part III of that Act.)</p>	
<p>The Disabled Persons (Employment) Act 1958</p> <p>Section 3 (The making of arrangements for the provision of facilities for the purposes set out in section 15(1) of the Disabled Persons (Employment) Act 1944.)</p>	

<p>The Social Work (Scotland) Act 1968 Section 1 (The enforcement and execution of the provisions of the Social Work (Scotland) Act1968.)</p>	<p>So far as it is exercisable in relation to another delegated function.</p>
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(a) By virtue of section 87(3) of the Social Work (Scotland) Act 1968, accommodation provided under that Act or under section 25 of the Mental Health (Care and Treatment) (Scotland) Act 2003 is regarded as accommodation provided under

Column A <i>Enactment conferring function</i>	Column B <i>Limitation</i>
Section 4 (The making of arrangements with voluntary organisations or other persons for assistance with the performance of certain functions.)	So far as it is exercisable in relation to another delegated function.
Section 8 (The conducting of, or assisting with research in connection with functions in relation to social welfare and the provision of financial assistance in connection with such research.)	So far as it is exercisable in relation to another delegated function.
Section 10 (The making of contributions by way of grant or loan to voluntary organisations whose sole or primary object is to promote social welfare and making available for use by a voluntary organisation premises, furniture, equipment, vehicles and the services of staff.)	So far as it is exercisable in relation to another delegated function.
Section 12 (The promotion of social welfare and the provision of advice and assistance.)	
Section 12A (The assessment of needs for community care services, the making of decisions as to the provision of such services and the provision of emergency community care services.)	

<p>Section 12AZA (The taking of steps to identify persons who are able to assist a supported person with assessments under section 12A and to involve such persons in such assessments.)</p> <p>Section 12AA (The compliance with a request for an assessment of a carer's ability to provide or to continue to provide care.)</p> <p>Section 12AB (The notification of carers as to their entitlement to make a request for an assessment under section 12AA.)</p> <p>Section 13 (The assistance of persons in need with the disposal of their work.)</p> <p>Section 13ZA (The taking of steps to help an incapable adult to benefit from community care services.)</p> <p>Section 13A (The provision, or making arrangements for the provision, of residential accommodation with nursing.)</p> <p>Section 13B (The making of arrangements for the care or aftercare of persons suffering from illness.)</p> <p>Section 14 (The provision or arranging the provision of domiciliary services and laundry services.)</p> <p>Section 28 (The burial or cremation of deceased persons who were in the care of the local authority immediately before their death and the recovery of the costs of such burial or cremation.)</p> <p>Section 29 (The making of payments to parents or relatives of, or persons connected with,</p>	<p>So far as it is exercisable in relation to another delegated function</p> <p>So far as it is exercisable in relation to another delegated function</p>
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<p>persons in the care of the local authority or receiving assistance from the local authority, in connection with expenses incurred in visiting the person or attending the funeral of the person.)</p> <p>Section 59 (The provision of residential and other establishments.)</p> <p>Section 86 (The recovery of expenditure incurred in the provisions of accommodation, services, facilities or payments for persons ordinarily resident in the area of another local authority from the other local authority.)</p> <p>Section 87 (The recovery of charges for services and accommodation provided by a local authority.)</p>	<p>So far as it is exercisable in relation to another delegated function</p>
<p>The Local Government and Planning (Scotland) Act 1982</p> <p>Section 24 (The provision, or making arrangements for the provision, of gardening assistance and the recovery of charges for such assistance.)</p>	
<p>Health and Social Services and Social Security Adjudications Act 1983</p> <p>Section 21 (The recovery of amounts in respect of accommodation provided under the Social Work (Scotland) Act 1968 or Section 25 of the Mental Health (Care and Treatment)(Scotland) Act 2003.)</p> <p>Section 22 (The creation of a charge over land in England or Wales where a person having a beneficial interest in such land has failed to pay a sum due to be paid in respect of accommodation provided under the Social Work (Scotland) Act 1968 or Section 25 of the Mental Health (Care and Treatment)(Scotland) Act 2003.)</p>	

<p>Section 23 (The creation of a charging order over an interest in land in Scotland where a person having such an interest has failed to pay a sum due to be paid in respect of accommodation provided under the Social Work (Scotland) Act 1968 or Section 25 of the Mental Health (Care and Treatment)(Scotland) Act 2003.)</p>	
<p>Disabled Persons (Services, Consultation and Representation) Act 1986</p> <p>Section 2 (The making of arrangements in relation to an authorised representative of a disabled person and the provision of information in respect of an authorised representative.)</p> <p>Section 3 (The provision of an opportunity for a disabled person or an authorised representative of a disabled person to make representations as to the needs of that person on any occasion where it falls to a local authority to assess the needs of the disabled person for the provision of statutory services by the authority, the provision of a statement specifying the needs of the person and any services which the authority proposes to provide, and related duties.)</p> <p>Section 7 (The making of arrangements for the assessments of the needs of a person who is discharged from hospital.)</p> <p>Section 8 (Having regard, in deciding whether a disabled person's needs call for the provision of services, to the ability of a person providing unpaid care to the disabled person to continue to provide such care.)</p>	<p>In respect of the assessment of need for any services provided under functions contained in welfare enactments within the meaning of section 16 and which have been delegated.</p> <p>In respect of the assessment of need for any services provided under functions contained in welfare enactments within the meaning of section 16 which have been delegated.</p>

<p>The Housing (Scotland) Act 1987 Section 5 (The provision of facilities for obtaining meals and laundry facilities and services in connection with the provision of accommodation by a local authority under section 2 of the Housing (Scotland) Act 1987).)</p>	
<p>The Adults with Incapacity (Scotland) Act 2000 Section 10 (The general functions of a local authority under the Adults with Incapacity (Scotland) Act 2000.)</p> <p>Section 12 (The taking of steps in consequence of an investigation carried out under section 10(1)(c) or (d).)</p> <p>Sections 37, 39 and 41-45 (The management of the affairs, including the finances, of a resident of an establishment managed by a local authority.)</p>	<p>Only in relation to residents of establishments which are managed under delegated functions.</p>
<p>The Housing (Scotland) Act 2001 Section 92 (The promotion of the formation or development of registered social landlords and the provision of assistance to a registered social landlord or any other person concerned with housing matters.)</p>	
<p>The Community Care and Health (Scotland) Act 2002 Section 4 (The functions conferred by Regulation 2 of the Community Care (Additional Payments) (Scotland) Regulations 2002 in relation to the provision, or securing the provision, of relevant accommodation.)</p> <p>Section 5 (The making of arrangements for the provision of residential accommodation outside Scotland.)</p> <p>Section 6 (Entering into deferred payment</p>	

<p>agreements for the costs of residential accommodation.)</p> <p>Section 14 (The making of payments to an NHS body in connection with the performance of the functions of that body.)</p>	
<p>The Mental Health (Care and Treatment) (Scotland) Act 2003</p> <p>Section 17 (The provision of facilities to enable the carrying out of the functions of the Mental Welfare Commission.)</p> <p>Section 25 (The provision of care and support services for persons who have or have had a mental disorder.)</p> <p>Section 26 (The provision of services designed to promote well-being and social development for persons who have or have had a mental disorder.)</p> <p>Section 27 (The provision of assistance with travel for persons who have or have had a mental disorder.)</p> <p>Section 33 (The duty to inquire into a person's case in the circumstances specified in 33(2).)</p> <p>Section 34 (The making of requests for co-operation with inquiries being made under section 33(1) of that Act.)</p> <p>Section 228 (The provision of information in response to requests for assessment of the needs of a person under section 12A(1)(a) of the Social Work(Scotland) Act 1968.)</p> <p>Section 259 (The securing of independent advocacy services for persons who have a mental disorder.)</p>	

<p>The Housing (Scotland) Act 2006 Section 71 (The provision of assistance in connection with the acquisition or sale of property or work on land or in premises for the purposes mentioned in section 71(2).)</p>	
<p>The Adult Support and Protection (Scotland) Act 2007 Section 4 (The making of enquiries about a person's wellbeing, property or financial affairs.)</p> <p>Section 5 (The co-operation with other councils, public bodies and office holders in relation to inquiries made under section 4.)</p> <p>Section 6 (The duty to have regard to the importance of providing advocacy services.)</p> <p>Section 11 (The making of an application for an assessment order.)</p> <p>Section 14 (The making of an application for a removal order.)</p> <p>Section 18 (The taking of steps to prevent loss or damage to property of a person moved in pursuance of a removal order.)</p> <p>Section 22 (The making of an application for a banning order.)</p> <p>Section 40 (The making of an application to the justice of the peace instead of the sheriff in urgent cases.)</p> <p>Section 42 (The establishment of an Adult Protection Committee.)</p>	

<p>Section 43 (The appointment of the convener and members of the Adult Protection Committee.)</p>	
<p>Social Care (Self-directed Support) (Scotland) Act 2013</p> <p>Section 3 (The consideration of an assessment of an adults ability to provide or continue to provide care for another person and the making of a decision as to whether an adult has needs in relation to care that the adult provides for another person, the decision as to whether support should be provided to that adult in relation to those needs, and the provision of that support.)</p> <p>Section 5 (The giving of the opportunity to choose a self-directed support option.)</p> <p>Section 6 (The taking of steps to enable a person to make a choice of self-directed support option.)</p> <p>Section 7 (The giving of the opportunity to choose a self-directed support option.)</p> <p>Section 9 (The provision of information.)</p> <p>Section 11 (Giving effect to the choice of self-directed support option.)</p> <p>Section 12 (Review of the question of whether a person is ineligible to receive direct payments.)</p> <p>Section 13 (Offering another opportunity to choose a self-directed support option.)</p> <p>Section 16 (The recovery of sums where a direct payment has been made to a person and the circumstances set out in section 16(1)(b) apply.)</p>	<p>Only in relation to a choice under section 5 or 7 of the Act.</p>

Section 19 (Promotion of the options for self-directed support.)	
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Draft

Part 2

Services currently provided by the Local Authority which are to be integrated

[Subject to finalisation of Draft Regulations]

The draft Regulations include those functions listed in the Schedule of the Act as they relate to the following services for adults:

- Social work services for adults and older people;
- Services and support for adults with physical disabilities, learning disabilities;
- Mental health services;
- Drug and alcohol services;
- Adult protection and domestic abuse
- Carers support services;
- Community care assessment teams;
- Support services;
- Care home services;
- Adult placement services;
- Health improvement services;
- Housing support services, aids and adaptations;
- Day services;
- Local area co-ordination;
- Respite provision;
- Occupational therapy services;
- Re-ablement services, equipment and telecare.

Local Additions

- Criminal justice social work services
- Children and families social work services

Lead Partnership (Hosted) Services**East Ayrshire Health and Social Care Partnership, on behalf of the North and South Health and Social Care Partnership:**

Health:

- Primary Care (General Medical Services; General Dental Services, General Ophthalmic Services, Community Pharmacy)
- Public Dental Services
- NHS ADOC
- Area Wide Evening Service (Nursing)

Council:

Out of Hours Social Work services

North Ayrshire Health and Social Care Partnership, on behalf of the East and South Health and Social Care Partnership:

Health:

- All Mental Health Inpatients Services Psychiatric Medical Services, Eating Disorders, Forensic, Crisis Resolution and Home Treatment Team, Liaison (Adult, Elderly Learning Disabilities and Alcohol, Advanced Nurse Practitioner Services)
- Learning Disabilities Assessment and Treatment Services – to be confirmed.
- Child and Adolescent Mental Health Services to be confirmed as to whether it is best sited in Mental Health or in Children's Services
- Psychology services – to be confirmed
- Prison Service and Policy Custody services – to be confirmed
- Community Infant Feeding Service
- Family Nurse Partnership
- Child Health Administration Team

South Ayrshire Health and Social Care Partnership, on behalf of the East and North Health and Social Care Partnership:

Health:

- Allied Health Professionals (detailed arrangements to be confirmed)
- Community Continence Team

Keep in View: Services which are under review for inclusion in a partnership, management arrangements to be determined:

- Child Protection and Vulnerable Children's Administration Team and Multi-agency, Public Protection Arrangements (MAPPA)
- Sexual Health
- Rainbow House

NORTH AYRSHIRE COUNCIL

Agenda Item 12

5 November 2014

North Ayrshire Council

Subject:	Financial Regulations and Codes of Financial Practice
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Purpose:	To seek Council approval for the updated Financial Regulations and Codes of Financial Practice.
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Recommendation:	That the Council approves the Financial Regulations, attached at Appendix 1, and the Codes of Financial Practice, which are attached at Appendix 2.
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1. Introduction

- 1.1 The Financial Regulations are a key component of the Council's governance arrangements. They set out the expectations on and the responsibilities of elected members and officers in relation to the proper administration of the Council's finances, as well as authorising the role of Internal Audit and its rights of access across the Council.
- 1.2 The Financial Regulations are supported by Codes of Financial Practice. These provide more detail on the requirements of the Council in relation to specific areas such as revenue and capital finance, treasury management, risk and insurance and asset management.
- 1.3 The Financial Regulations and associated Codes of Financial Practice were last approved by Council on 29th June 2011.

2. Current Position

- 2.1 Since the Financial Regulations and Codes of Financial Practice were last approved, the Council has undergone considerable change, both in its Committee and operational structures and the financial environment in which it operates. It was therefore considered timeous to review and refresh these critical governance documents.
- 2.2 The updated documents are attached at Appendices 1 and 2 respectively.
- 2.3 It is essential that all relevant staff are aware of the requirements of the Financial Regulations and Codes of Financial Practice. This will include staff who have any responsibility for financial resources or other assets, insurance, procurement of goods and services and payment of salaries, wages and expenses.

- 2.4 Section 1 of the Financial Regulations notes that "it shall be the duty of Heads of Service to ensure that all of their staff are familiar with these Regulations and other relevant documents and that they are adhered to". In order to support this requirement, three corporate training courses have been made available, delivered by the Financial Management and Internal Audit sections. These courses cover the Financial Regulations, Budget Management and Cash Handling and are mandatory for staff who have involvement in these areas.

3. Proposals

- 3.1 It is proposed that the Council approves the Financial Regulations, attached at Appendix 1, and the associated Codes of Financial Practice, which are attached at Appendix 2.

4. Implications

Financial Implications

- 4.1 None.

Human Resource Implications

- 4.2 None.

Legal Implications

- 4.3 Approval of the attached documents will ensure the Council continues to comply with the requirements of Section 95 of the Local Government (Scotland) Act 1973, which states that "...every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that the proper officer of the authority has responsibility for the administration of those affairs."

Equality Implications

- 4.4 None.

Environmental and Sustainability Implications

- 4.5 None.

Implications for Key Priorities

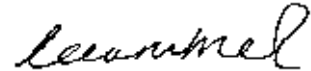
- 4.6 None.

5. Consultations

5.1 Consultation has taken place with the Head of Democratic Services.

6. Conclusion

6.1 The attached Financial Regulations and Codes of Financial Practice have been reviewed and provide the Council with an updated financial framework, within which it can deliver its services.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference :

For further information please contact Laura Friel, Executive Director (Finance and Corporate Support) on 01294-324512.

Background Papers

None.

North Ayrshire Council

Financial Regulations

1. **Scope and Observance**

Section 95 of the Local Government (Scotland) Act 1973 states that:

“....every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that the proper officer of the authority has responsibility for the administration of those affairs.”

These Financial Regulations fulfil this requirement by providing a mandatory framework for the financial administration of North Ayrshire Council and shall apply to every financial transaction and to every member of staff throughout the Council.

It shall be the duty of Heads of Service to ensure that all their staff are familiar with these Regulations and other relevant documents detailed at section 10 below and that they are adhered to.

Failure to observe these financial regulations may be regarded as a breach of trust and may lead to disciplinary action.

2. **Principles of Financial Administration**

2.1 The financial affairs of the Council shall at all times be conducted in accordance with the seven principles of public life as set out by the Nolan Committee on Standards in Public Life:

Selflessness: Employees shall not take decisions which will result in any financial or other benefit to themselves, their family or friends. Decisions shall be based solely on the Council's best interests.

Integrity: Employees shall not place themselves under any financial or other obligation to an individual which might influence them in their work with the Council.

Objectivity: Any decisions which employees make in the course of their work with the Council shall be based solely on merit.

Accountability: Employees shall be accountable to the Council as their employer and, in turn, to the public.

Openness: Employees shall be as open as possible in all the decisions and actions that they take.

Honesty: Employees shall have a duty to declare any private interests which might affect their work with the Council.

Leadership: Management shall promote and support the above principles by leadership and example.

2.2 No financial transactions shall take place unless they fall within the legal powers of the Council. In cases of doubt, Heads of Service must consult with the Head of Democratic Services to obtain clarification as to legality before any liability or expenditure is incurred. Expenditure on new service developments, initial contributions to other organisations and responses to new emergency situations which require expenditure must be clarified as to legality prior to being incurred.

2.3 The Local Government in Scotland Act 2003 places on local authorities the duty to make arrangements that secure 'Best Value'. 'Best Value' is defined in the Act as 'continuous improvement in the performance of the authority's functions'.

3. Role of The Council

The Council shall be responsible for setting the Council's annual budgets, housing rent and Council Tax levels and the level of bad debt provision. The Council shall also be responsible for approving the treasury management strategy of the authority.

4. Role of the Cabinet of North Ayrshire Council

The Cabinet shall be responsible for advising the Council generally on the allocation and control of its financial resources.

5. Role of Audit Committee

The Audit Committee shall ensure that Heads of Service maintain effective controls within the financial procedures operated by their Service.

6. Role of Executive Director (Finance and Corporate Support)

6.1 The Executive Director (Finance and Corporate Support) shall be the proper officer of the Council under Section 95 of the Local Government (Scotland) Act 1973 for the administration of the financial affairs of the Council.

6.2 All accounting procedures and records of the Council shall be determined by the Executive Director (Finance and Corporate Support) and all accounts and accounting records of the Council shall be compiled by or under the direction of the Executive Director (Finance and Corporate Support).

6.3 The Executive Director (Finance and Corporate Support) shall act as financial adviser to the Council, the Cabinet and all its Committees and shall monitor and report on financial performance and position.

6.4 The Executive Director (Finance and Corporate Support) shall be entitled to:

- access to any information and be given such explanations as are considered necessary;
- issue, and require compliance with, any instructions on any aspect of financial administration;
- examine administration and control systems within any Service of the Council and secure any improvements which are considered necessary.

7. Responsibilities of Chief Executive, Executive Directors and Heads of Service

- 7.1 The Chief Executive, Executive Directors and Heads of Service shall be accountable for the financial performance of their Services against the budgets allocated. They shall monitor expenditure and income against approved budgets and provide Financial Management with projections and information on actions being taken to address potential overspends, etc.
- 7.2 They shall ensure at all times that they and their staff endeavour to secure the best value for expenditure incurred by them when pursuing the objective of achieving the policies of the Council.
- 7.3 The Chief Executive, Executive Directors and Heads of Service shall be responsible for the maintenance of effective controls within the financial procedures operated by their Services.

8. Accounting and Internal Control

Internal Control

- 8.1 The following principles shall be observed in the allocation of duties:

- There shall be an effective **separation of duties** so that the different stages of financial transactions are progressed by different people;
- Financial transactions shall be subject to **internal check** to reduce the likelihood of fraud and errors.

Procedures for calculating, checking and recording sums due to or by the Council should be arranged in such a way whereby the work of one person is proven independently or is complementary to the work of another and these operations shall be separated from the duty of collecting or disbursing such sums

- 8.2 There shall be regular **management review** by service managers of financial transactions, other than budget monitoring, to ensure the accuracy and completeness of financial records.

Authorisation

- 8.3 Authorisation of financial transactions shall indicate acceptance of responsibility for them.
- 8.4 Heads of Service shall be responsible for determining the numbers and distribution of authorising officers to meet the needs of their Service.
- 8.5 An officer shall not authorise a transaction in which they have a personal interest.
- 8.6 A register of all authorised signatories shall be maintained by the Head of Finance and kept up-to-date. Entries on this register shall be authorised by Heads of Service and shall detail the following:
- Names, designations and locations of authorised signatories;
 - The financial authorisation limits placed upon individual officers;
 - Sample signatures of authorising officers.

Monthly Budgetary Control

- 8.7 Each Head of Service or nominated senior manager shall monitor expenditure and income against approved budgets and provide Financial Management with projections and information on actions being taken to address potential overspends, etc.

Annual Statement of Accounts

- 8.8 Each Head of Service shall at dates to be specified by the Executive Director (Finance and Corporate Support) submit to the Executive Director (Finance and Corporate Support) such information as is requested in order that the Council's annual accounts can be closed.

9. Internal Audit

- 9.1 Internal Audit, under the control and direction of the Executive Director (Finance and Corporate Support), shall be arranged for the purpose of carrying out independent reviews of financial and other systems of the Council to ensure that the interests of the Council are protected.
- 9.2 The objective of Internal Audit shall be to assist Elected Members and Council officers in the effective discharge of their responsibilities by reviewing and evaluating:
- the completeness, reliability and integrity of financial and other management information;
 - the systems established to ensure compliance with corporate and departmental policies and procedures and legislative requirements;
 - the means of safeguarding assets;
 - the economy, efficiency and effectiveness with which resources are employed;
 - the extent to which operations are being carried out as planned and objectives are being met.
- 9.3 The Senior Manager (Internal Audit, Risk and Performance) shall report directly to the Executive Director (Finance and Corporate Support) in relation to Internal Audit matters. In addition, the Senior Manager shall have the right of access to the Chief Executive and the Chair of the Audit Committee on any audit matter.
- 9.4 In relation to Internal Audit work being carried out, the Senior Manager (Internal Audit, Risk and Performance) and any member of the Internal Audit section has the authority to:
- Enter at all reasonable times and without notice any premises or land of the Council, provided that where such premises or land are leased to a third party the terms of the lease are observed;
 - Have access to, and remove, all records (both paper and electronic), documents and correspondence within the possession or control of any officer of the Council, relating to any transactions of the Council;
 - Be provided with a separate log-in to any computer system within the Council and have full access to any system, network, personal computer or other device in the ownership of the Council;

- Require and receive explanations concerning any matter under examination from any employee, including Chief Officers, and request such explanations from any elected member;
- Require any employee of the Council to produce cash, stores or any other Council assets under their control.

10. Associated Codes of Practice and Procedures

The following is a list of other documents which should be read in conjunction with these financial regulations:

10.1 Codes of Financial Practice

Although not contained within the body of these financial regulations, codes of financial practice shall be issued under their authority and shall have the same status as if they were included therein.

The Codes of Financial Practice are maintained by the Executive Director (Finance and Corporate Support).

10.2 Corporate Procurement Strategy

This document sets out the recommended activities and procedures required when purchasing all externally provided goods, services and works.

The strategy is maintained by the Head of Finance.

10.3 Standing Orders Relating to Contracts

The Standing Orders Relating to Contracts set out how the Council will invite tenders and let contracts for the supply of goods, services and works.

This document is maintained by the Head of Democratic Services.

10.4 Scheme of Delegation to Officers

The Scheme of Delegation to Officers contains details of those functions both statutory and non-statutory which the Council has chosen to delegate to officers.

The Scheme of Delegation is maintained by the Head of Democratic Services.

10.5 Risk Management Strategy

The Risk Management Strategy sets out the Council's approach to dealing with risk and explains how risk management should be integrated throughout the Council. The document also defines the roles and responsibilities of Elected Members and officers in dealing with risk.

The Strategy is maintained by the Head of Finance.

10.6 Code of Corporate Governance

The Council's local Code of Corporate Governance defines the six core principles of good corporate governance and outlines how the Council aims to comply with these.

The Code of Corporate Governance is maintained by the Head of Democratic Services.

10.7 Treasury Management Strategy

The Treasury Management Strategy sets out the Council's strategy for borrowing and managing investments.

The strategy is maintained by the Head of Finance.

10.8 Code of Practice for Funding of External Organisations

This document sets out the way in which financial assistance and assistance in kind is provided to other organisations within North Ayrshire. The code is designed to enable the external organisation and the Council to fulfil their respective responsibilities.

The Code of Practice is maintained by the Head of Democratic Services.

11. Irregularities

11.1 Any evidence or reasonable suspicion of an irregularity relating to any property of the Council shall be reported immediately in accordance with the Council's Defalcation Procedures or "Whistleblowing" Procedure, whichever is appropriate.

11.2 All reported irregularities shall be investigated in accordance with the appropriate procedure and the Council's Counter Fraud and Corruption Strategy.

11.3 Any contact with the police shall be made only by the Chief Executive or by another officer acting with the prior approval of the Chief Executive.

12. Review of Financial Regulations

These Regulations may be varied or revoked subject to a report by the Executive Director (Finance and Corporate Support) on any variations and revocations being approved by the Council.

Laura Friel

Executive Director (Finance and Corporate Support)

October 2014.

NORTH AYRSHIRE COUNCIL

CODES OF FINANCIAL PRACTICE

OCTOBER 2014

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Codes of Financial Practice are issued under the authority of the Council's Financial Regulations. They shall be read in conjunction with, and have the same status as the Financial Regulations.

It shall be the duty of each Head of Service to ensure that the requirements of the Codes of Financial Practice are made known to the appropriate staff within their Service and that they are adhered to.

Failure to comply with Codes of Financial Practice may be regarded as a breach of trust and may lead to disciplinary action.

Code of Financial Practice 1

Capital Finance

Financial Plans and Capital Estimates

Finance shall prepare annually a financial plan for capital expenditure.

The annual Capital Estimates shall correspond to the first year of the financial plan, subject to funds being available, and shall detail the committed capital projects and new capital projects on which the Council intends to incur expenditure.

The detailed form of the financial plan and Capital Estimates shall be determined by the Chief Executive in consultation with the Executive Director (Finance and Corporate Support).

All Executive Directors shall provide such information as may be required by the Chief Executive and Executive Director (Finance and Corporate Support) for the purpose of preparing the financial plan and Capital Estimates.

The financial plan and Capital Estimates, along with reports by the appropriate officers, shall be considered by the Council for approval.

Prior to submission to the Council, all new projects or requests for a change in expenditure profile must be forwarded to the Capital Programme and Assets Group (CPAG) for consideration. CPAG will ensure that accurate costings are agreed and that appropriate option appraisals have been carried out.

The approval of the financial plan by the Council shall permit Heads of Service to:

- incur preliminary expenses and design costs in respect of projects included in years two and three of the Plan, and;
- in conjunction with the Head of Democratic Services, take the necessary steps to acquire land associated with specified projects included in years two and three of the Plan.

The approval of the Capital Estimates by the Council shall permit Heads of Service to proceed with projects within the Capital Estimates unless:

- the actual tender price of the project or the revised estimate of the project exceeds the provision in the Capital Estimates, or
- the nature of the capital project has changed substantially from that envisaged when the Capital Estimates were approved.

In these cases, fresh approval shall be sought from the Cabinet before the project proceeds, which approval shall be given only if the capital expenditure can be contained within the overall capital allocation.

Control of Capital Expenditure

No expenditure shall be incurred without the approval of the Cabinet except as authorised by the Council's Scheme of Delegation to Officers and the Standing Orders Relating to Contracts.

No capital expenditure chargeable to the Capital Account shall be incurred unless the expenditure is provided for in the Capital Estimates and meets the definition of capital expenditure in the CIPFA Code of Practice, which states that "the expenditure results in the acquisition, construction, or enhancement of fixed assets (tangible and intangible) in accordance with proper practices". Scottish Ministers may also issue guidance that it would be proper practice to capitalise specified expenditure. The Capital Programme and Assets Group (CPAG) shall ensure that projects comply with the definition of capital expenditure.

The approval of the Cabinet shall be required before a new capital project outwith the financial plan is introduced into the Capital Estimates or a capital project contained within the financial plan in later years is advanced into the current year. Such approval shall be given only if the expenditure can be contained within the capital allocation for that year.

If it becomes apparent after the start of a capital project that it will be considerably over or under spent, or if the phased expenditure for the current year is likely to vary significantly, it shall be the duty of the appropriate Head of Service to report such variation immediately to the Capital Programme and Assets Group (CPAG). CPAG is responsible for ensuring that the capital programme is delivered on time and for considering where projects may be advanced within the plan. Thereafter, a report on the action taken shall be submitted to the Cabinet.

It shall be the duty of the Executive Director (Finance and Corporate Support) to report regularly and timeously to the Cabinet with statements comparing actual financial performance with the respective Capital Estimates.

It shall be the duty of the appropriate Head of Service to ensure that any required legal or statutory approvals have been obtained before the commencement of a capital project.

Code of Financial Practice 2

Revenue Finance

Revenue Estimates

Finance shall determine the procedure for the preparation of the Revenue Estimates and shall report to the Cabinet on the financial guidelines to be considered for the Revenue Estimates.

Each Head of Service shall, in conjunction with the Executive Director (Finance and Corporate Support), prepare Revenue Estimates in respect of their Service in accordance with the guidelines set by the Cabinet and to a timetable set by the Chief Executive in consultation with the Executive Director (Finance and Corporate Support).

The Revenue Estimates shall be submitted to the Council for approval with a recommendation as to:-

- the proposed expenditure and income for the financial year ahead;
- the Council Tax to be levied and the level of bad debt provision to be applied;
- the council house rent level to be applied.

Control of Revenue Expenditure

No expenditure shall be incurred without the approval of the Cabinet except as authorised by the approved Revenue Estimates, Scheme of Delegation to Officers and the Standing Orders relating to Contracts.

No expenditure chargeable to a revenue account shall be incurred unless it has been included in the Revenue Estimates, except:-

- where a supplementary estimate has been approved by the Cabinet;
- in emergency situations in terms of the Scheme of Delegation to Officers;
- as provided for by the rules on Virement below.

It shall be the duty of the Head of Finance to furnish regularly and timeously to all Heads of Service budgetary control statements on the Revenue Account comparing actual performance with the respective Estimates.

It shall be the duty of the Head of Service concerned to ensure that items of expenditure in the Revenue Estimates of their Service are not overspent and that the income and expenditure of their Service conform to the requirements of this Code of Practice and their delegated powers under the Scheme of Delegation to Officers.

Heads of Service shall also provide the Head of Finance with whatever assistance and information the Head of Finance considers necessary in order to ensure the effectiveness of the budgetary control system.

It shall be the duty of the Executive Director (Finance and Corporate Support) to report quarterly, or more frequently if it is considered appropriate, to the Cabinet on the current financial position of the Council.

Virement

Virement shall be permitted only in the following circumstances:-

- A deficit under those subjective headings of expenditure and income and objective headings as defined in Appendix 1 may be balanced by a transfer from another head of expenditure or income on which there is a surplus where the deficit has arisen due to circumstances which could not have been foreseen and the transfer would not involve a change of policy of the Council. Where a net saving could be achieved by overspending under one head of expenditure without changing the policy of the Council, a transfer may be made from a head of expenditure or income which is in surplus.
- Virement shall not create an additional overall budget liability. One-off savings or additional income should not be used to support recurring expenditure or to create future commitments including full-year effects of decisions made part way through a year.
- All transfers shall be authorised by the Executive Director concerned and the Executive Director (Finance and Corporate Support). Where the amount transferred from a budget heading is over £100,000 (either as a single transfer or the sum of transfers within a financial year) or where the transfer of any amount would affect the execution of existing Council policy the approval of the Cabinet shall be required.

Where it appears that the actual amount of any item of income or expenditure may vary significantly from that appearing in the Revenue Estimates, it shall be the duty of the Executive Director concerned, in conjunction with the Executive Director (Finance and Corporate Support), to report the details of the variance and any remedial action required to the Cabinet as soon as possible after the variance has become apparent.

All reports presented to Committee by Executive Directors must specifically identify the extent of any financial implications, having firstly consulted with the Executive Director (Finance and Corporate Support) on these financial implications. Any such implications must be clearly stated in the reports to Committee, identifying the following:

- costs and income in the current and future financial years;
- the impact on capital and revenue spending;
- the extent of budget provision and, if none, how and from where it is proposed that such financial resources be obtained.

The rules concerning budget virement within those areas of Education and Skills that fall within the Council's Devolved School Management (DSM) scheme (see Appendix 1) are separately defined by the DSM policy.

Code of Financial Practice 3

Control of Income

Determination of Charges

Each Head of Service shall review not less than annually the charges for goods and services provided by their Service and, except where the charge is fixed externally, or unless otherwise provided for in the Scheme of Delegation to Officers, shall submit proposals thereof for the consideration of the Cabinet.

In order to preserve the real value of such income, increases recommended to Cabinet should have regard to the cost of providing the service, the current rate of inflation and the impact of any change in the rate of value added tax.

Accounting Arrangements

The Executive Director (Finance and Corporate Support) shall make adequate financial and accounting arrangements to ensure the proper recording and collection of all monies due to the Council.

All official forms and books for the expenditure and collection of monies shall be in a form approved by the Executive Director (Finance and Corporate Support) and shall be ordered, controlled and issued to Services by the Executive Director (Finance and Corporate Support) or under arrangements approved by the Executive Director (Finance and Corporate Support).

Notification of Income to Finance

Particulars of all charges made for work done, services rendered and goods supplied by the various Services of the Council and of all other amounts due to the Council shall be notified to the Head of Finance.

All debtors' accounts for income due to the Council shall be rendered by, or under arrangements approved by, the Executive Director (Finance and Corporate Support).

Treatment of Monies Collected

All monies received on behalf of the Council in any Service shall be recorded and deposited with the Executive Director (Finance and Corporate Support) or the Council's Bankers in accordance with arrangements made with the Executive Director (Finance and Corporate Support).

Receipts shall be issued for all monies collected and the receipt should indicate the method of payment, i.e. cash, cheque, credit or debit card. All **cash** receipts exceeding £5,000 should be notified to the Senior Manager (Internal Audit, Risk and Performance) in accordance with the Council's policy in relation to money laundering.

Heads of Service shall be responsible for ensuring adequate custody and control of all cash held within their Service. Cash held should not exceed the maximum limits for cash holdings agreed with the Executive Director (Finance and Corporate Support).

Where a service identifies any cash shortage of more than £50 between transactions recorded and physical cash banked, contact must be made with the Internal Audit section in accordance with the Council's Defalcation Procedures.

No deduction shall be made from such monies unless specifically authorised by the Executive Director (Finance and Corporate Support) (e.g. Paris refunds, library refunds). Cash discount shall not be offered to any debtor.

Personal Cheques

Personal cheques shall not be cashed from monies collected on behalf of the Council.

Transfers of Cash, Cheques and other Cash equivalents

All transfers of responsibility for cash, cheques or other cash equivalents from one member of staff to another shall be evidenced in the records of the Services concerned by the signature of the receiving officer.

Where the monetary amount transferred is not physically verified upon transfer, staff must ensure that the reason for non-verification is recorded (e.g. sealed bank bag with serial number noted, locked cash box, signed cheque or bank withdrawal slip).

Write-offs

The debt recovery team within Finance shall provide all services with a list of accounts recommended for write-off on a bi-annual basis. Services shall be required to authorise accounts for write-off, subject to the approvals below.

Sums due to the Council shall not be written off except as follows:

- Sums in excess of £1,000: subject to the approval of the Cabinet.
- Sums greater than £500 but not exceeding £1000: subject to the written approval of the Executive Director (Finance and Corporate Support) after consultation with the Chief Executive.
- Sums not exceeding £500: subject to the written approval of the Executive Director (Finance and Corporate Support).

Sums written-off shall be written back to the service account to which the income was originally credited when the invoice was raised.

Grant Income

The Executive Director (Finance and Corporate Support) shall be advised timeously of all relevant information so that applications for grants due to the Council may be submitted or certified. All applications for grant funding will require to be authorised by the Executive Director (Finance and Corporate Support) prior to submission to the funding body.

All grants received are to be paid directly to the Executive Director (Finance and Corporate Support).

Code of Financial Practice 4a Treasury Management

Treasury Policy Statement and Practices

The Council has adopted the key recommendations of the CIPFA document 'Treasury Management in Public Services: Code of Practice' (the Code) as described in section 4 of that Code. Accordingly, the Council shall create and maintain, as the cornerstones for effective treasury management:

- an annual treasury management strategy statement identifying policies with regard to treasury management and the objective of these, and;
- suitable Treasury Management Practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the strategy statement and TMPs shall follow the recommendations contained in sections 6 and 7 of the Treasury Management Code, subject only to amendment where necessary to reflect the particular circumstances of the Council. Such amendments shall not result in the Council materially deviating from the Code's key recommendations.

The Executive Director (Finance and Corporate Support) shall provide reports on the Council's treasury management policies, practices and activities. This will include, as a minimum, an annual strategy and plan in advance of the year to Council, a mid-year progress report to Cabinet and an annual report to Council, in the form prescribed in the Council's TMPs.

Borrowing and Leasing

All borrowing arrangements of the Council for the purpose of its functions shall be made by the Executive Director (Finance and Corporate Support) and the arrangements made shall be reported regularly to the Cabinet in accordance with the Council's treasury management strategy.

All borrowings on behalf of the Council shall be affected in the name of the Council. The Executive Director (Finance and Corporate Support), or officers authorised by the Executive Director (Finance and Corporate Support), shall sign all loan documents unless statute or other legal requirements provide that other signatures are required.

Registrar of Stocks, Bonds and Mortgages

The Head of Finance shall be the Registrar of Stocks, Bonds and Mortgages and shall maintain records of all borrowing of money by the Council.

Leasing

No leasing of property, equipment or any other capital assets shall be undertaken without the prior approval of the Executive Director (Finance and Corporate Support).

Investments and Trust Funds

North Ayrshire Council funds shall be invested in the name of the Council or in the name of nominees approved by the Cabinet.

Surplus funds shall only be invested in financial institutions listed in the Treasury Management Strategy statement.

All Trust Funds shall, wherever possible, be held in the name of the Council.

All officers acting as trustees by virtue of their official position shall deposit all securities, bank books and documents (other than title deeds to heritable property) and articles of value relating to any trust with the Head of Finance unless the relevant trust deed otherwise provides.

Control of Charitable Funds and Common Good funds

The Head of Finance shall ensure the proper and safe custody and control of all charitable funds held by the Council and that all expenditure is in accordance with the conditions of the Fund.

Code of Financial Practice 4b Banking

Banking Arrangements

The Executive Director (Finance and Corporate Support) is responsible for appointing the Council's Bankers. This should be carried out in accordance with the Council's tendering procedures.

All arrangements with the Council's Bankers concerning the Council's bank accounts, the issue of cheques and all other banking services shall be made by the Executive Director (Finance and Corporate Support).

The Executive Director (Finance and Corporate Support) will be an authorised signatory for all the Council's bank accounts.

Official bank accounts bearing the Council's name shall be opened or closed only by the Executive Director (Finance and Corporate Support).

All monies received shall be paid into the Council's bank accounts daily or at such other intervals as may be approved by the Executive Director (Finance and Corporate Support) and shall be accounted for in accordance with arrangements made with the Executive Director (Finance and Corporate Support) .

All arrangements for the ordering, controlling and signing of cheques on behalf of the Council shall be made by the Executive Director (Finance and Corporate Support).

Code of Financial Practice 5

Imprests

Provision of Imprests

On the recommendation of the Head of Service concerned, the Head of Finance shall provide appropriate imprest accounts for officers of the Council who it is considered may require them for purposes of defraying petty and other minor expenses.

Imprest Bank Accounts

The Executive Director (Finance and Corporate Support) shall open imprest accounts where it is considered appropriate and in no circumstances shall the imprest holder overdraw the account. It shall be a standing instruction to the Council's bankers that an imprest holder's account shall not be overdrawn.

Bank accounts shall not be opened by any officer other than the Executive Director (Finance and Corporate Support).

The Head of Finance shall be an authorised signatory on all imprest bank accounts.

Exclusion of Payments to the Council

No income received on behalf of the Council shall be paid into an imprest account but shall be deposited immediately with the Executive Director (Finance and Corporate Support) or the Council's bankers.

Any bank interest earned on imprest accounts shall be recorded on the claim for reimbursement of imprest expenditure. The amount reimbursed by the Head of Finance shall be reduced by the amount of the interest to ensure that the imprest account returns to the original balance.

Accounting Arrangements

Payments from imprest accounts shall be limited to items of expenditure of no more than £50 and to such items as the Executive Director (Finance and Corporate Support) may approve. Imprests shall not be used to pay major expenses claims or any supplier's invoices.

Each payment shall be supported by a receipt or voucher signed by the recipient detailing the nature and amount of the transaction.

Claims for reimbursement of imprest expenditure shall be submitted regularly to the Head of Finance and when submitting a reimbursement claim, sufficient imprest cash shall be available to cover the period between submission of the claim and receipt of the monies.

Claims must be submitted to 31st March each year within timescales laid down within year-end procedures issued by the Executive Director (Finance and Corporate Support).

Statement of Account

An officer responsible for an imprest account shall, when requested, provide the Executive Director (Finance and Corporate Support) with a certificate as to the balance of that imprest account.

Termination as Imprest Holder

On an officer leaving the employment of the Council or otherwise ceasing to be entitled to hold an imprest account, that officer shall account to the Executive Director (Finance and Corporate Support) for the amount advanced to them. A formal record of this accounting shall be prepared and retained in the Service concerned for inspection.

Guidance

Detailed guidance is given in the “Instructions on the Issue and Use of Imprests” available on Navigate.

Code of Financial Practice 6

Tax Management

The Executive Director (Finance and Corporate Support) will have responsibility for managing all tax matters concerning the Council. This includes Value Added Tax (VAT), income tax and corporation tax. The Executive Director (Finance and Corporate Support) will ensure that tax liabilities and obligations are properly reported and accounted for to avoid any possible losses.

Value Added Tax (VAT)

The Executive Director (Finance and Corporate Support) will ensure that:

- transactions follow the relevant statutory requirements and rules;
- the Council's liability for paying tax is kept as low as possible;
- the rate of 'tax flow' (i.e. the recovery of tax which is due to the Council) is kept as high as possible, and;
- guidance is issued to employees involved in processing tax-related transactions.

Heads of Service must ensure that guidance is sought from the Head of Finance on the tax implications of any new or unusual transactions before committing the Council to expenditure.

Income Tax

The Head of Customer, People and Corporate Support will ensure that income tax is deducted where appropriate from payments to employees and remitted to HM Revenue and Customs timeously.

Returns of income tax deducted will be made to HM Revenue and Customs in accordance with statutory deadlines and employees will be issued with a P60 showing the amount of income tax they have paid by 31st May each year.

Code of Financial Practice 7 Risk Management and Insurance

Responsibility for Risk and Insurance

The Head of Finance shall make appropriate Risk Management and Insurance arrangements for all aspects of the Council's activities and shall arrange the negotiation of all insurance claims by the Authority, in consultation with other officers where necessary. Delegated authority has been granted to the Risk and Insurance Section to negotiate and settle liability claims, after consultation with the Head of Finance.

Executive Directors or Heads of Service must not admit liability or give any indication that the Council may make an offer of settlement.

Risk Management

The Risk Management Strategy contains the framework to be adopted to ensure risk is properly identified and controlled within the authority.

Identification of Risk

The Head of Finance will be responsible for the co-ordination of a Corporate Risk Register. All Executive Directors and Heads of Service will be responsible for ensuring that suitable arrangements for the identification, recording and monitoring of risks are established within their Service.

Executive Directors and Heads of Service shall give prompt notification to the Head of Finance of all new or increased risks, properties or vehicles which should be covered by insurance and of any alteration affecting existing insurances.

Notification of Claims

Executive Directors and Heads of Service shall notify the Team Manager (Risk and Insurance) immediately of any loss, liability or damage or any event likely to lead to an insurance claim. Thereafter the Team Manager (Risk and Insurance) will be responsible for advising the insurance company concerned.

Review of Insurance Portfolio

The Head of Finance will annually review all insurance covers in consultation with other Executive Directors and Heads of Services as appropriate. All Insurance policies will be subject to tendering procedures at least once every 5 years.

Responsibility for Security

Each Executive Director and Head of Service shall be responsible for maintaining proper security, custody and control at all times of all plant, buildings, materials, stores, furniture, equipment and cash etc under their control. Services will notify the Head of Finance immediately of circumstances resulting in financial loss or circumstances likely to result in a claim against the Council's insurance policy.

Limits to Cash Holdings

Executive Directors and Heads of Service will notify the Insurance Section of safes used to hold cash. The Team Manager (Risk and Insurance) will notify Services of the insured cash limits that should not be exceeded. In exceptional circumstances where cash limits are likely to be exceeded guidance should be obtained from the Insurance Section.

Safe Keys

Keys to safes and similar receptacles holding cash or valuable documents will not be left in premises overnight. Safe keys will be carried by the responsible person at all times and the loss of safe keys will be reported immediately to the Head of Finance. Services will maintain a log of all such key holders and transfers of keys in order that a clear audit trail is always available of which member of staff had responsibility for safe keys at any particular time.

Security of Pre-printed and Pre-signed cheques

The Head of Finance will ensure that secure arrangements are made for the preparation and holding of pre-printed / pre-signed cheques, stock certificates, bonds and other financial documents.

Security / Retention of Documentation

Each Executive Director and Head of Service shall be responsible for maintaining proper security, custody and control of all documents within their Directorate. All documents and records shall be retained for the minimum prescribed duration as set out in the Council's Master Retention Schedule.

The retention period for all books, forms and records related to financial matters shall be determined by the Head of Finance in consultation with the Information and Records Manager.

IT Security

Each Executive Director and Head of Service shall be responsible for ensuring that all staff within their Service comply with the Council's Acceptable Computer Usage Policy and associated documents.

Each Executive Director and Head of Service shall also consult the Senior Manager (ICT) in any case where security of IT systems is thought to be defective or where it is considered that special security arrangements may be required.

Code of Financial Practice 8 Salaries and Wages

Information regarding Payroll Amendments

Each Head of Service shall notify the Head of Customer, People and Corporate Support timeously of all matters affecting the payment of emoluments, in particular:

- appointments, resignations, dismissals, suspensions, secondments and transfers;
- changes in remuneration (other than normal increments), agreements of general application and changes in terms and conditions of service;
- absences from duty for sickness or other reason apart from approved paid leave;
- information necessary to maintain records of service for superannuation, income tax and social security purposes.

Arrangements for Payments

The payment of all salaries, wages and other emoluments to all employees of the Council shall be made by the Executive Director (Finance and Corporate Support) or under arrangements approved by the Executive Director (Finance and Corporate Support).

Form and Certification of Records

All pay documents shall be in a form prescribed or approved by the Executive Director (Finance and Corporate Support).

All timesheets shall be completed and signed by the employee themselves confirming the accuracy of the claim except in cases of illiteracy when a supervisor may complete them, suitably endorsing the timesheets to this effect.

All pay documents shall be certified in manuscript by or on behalf of the appropriate Head of Service. Signature stamps shall not be used for this purpose.

The names of officers authorised to certify such documents shall be sent to the Head of Customer, People and Corporate Support by Heads of Service together with specimen signatures and the names shall be amended on the occasion of any change. Where a Service is responsible for its own information processing, the names of officers authorised to certify pay documents shall be provided to the appropriate input staff.

Code of Financial Practice 9 Expenses

Arrangements for Claims

The Executive Director (Finance and Corporate Support) shall be responsible for making arrangements for the regulation, administration and payment of claims for expenses and allowances to members and employees of the Council.

Employees' Claims

All claims for payment of travelling allowances, subsistence allowances, car allowances and incidental expenses, duly certified in manuscript on the appropriate official form provided by the Head of Customer, People and Corporate Support shall be submitted to Employment Services on an ongoing regular monthly basis.

Claims shall not be paid from imprest accounts. All such expenses shall be paid via the Payroll System except in extraordinary circumstances, in which case the approval of the Executive Director (Finance and Corporate Support) will be required for an alternative method of payment.

Claims for travelling and subsistence allowances must be accompanied by the appropriate receipts. Claims for car allowances must be accompanied by a VAT receipt for fuel, dated prior to the first journey.

In signing an expenses claim form, employees are confirming that they have a valid driving licence and appropriate insurance arrangements in place to cover their vehicle for business use. Heads of Service must ensure that driving licences and insurance documents are inspected on an annual basis and details recorded on the Council's integrated HR and payroll database.

Certification of Employees' Claims

The Head of each Service shall arrange for the certification in manuscript by an officer of their Service of all claim forms. The certification by or on behalf of the Head of Service shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenditure was wholly, exclusively and necessarily incurred in the course of the employment of the claimant and that any allowances are properly payable.

The names of officers authorised to certify such claims shall be sent to the Head of Customer, People and Corporate Support by Heads of Service together with specimen signatures and the names shall be amended on the occasion of any change. In addition, an annual review of such authorisations shall be carried out by each Service to ensure that the list of names submitted to the Head of Customer, People and Corporate Support is complete and up-to-date.

No officer authorised to certify such claims shall certify their personal claim. Personal claims must be certified by a separate authorised signatory.

Officers will not normally approve any expenses which are more than 3 months old. Where any exceptions are made this must be noted on the travel and expense claim form and authorised/signed by the Head of Service or Executive Director.

Cash Advances

Cash advances shall only be made in exceptional circumstances when other means of payment is not available.

The Head of each Service shall arrange for the certification in manuscript by an officer of their Service of all cash advances. The certification by or on behalf of the Head of Service shall be taken to mean that the certifying officer is satisfied that the cash advance is necessary in the course of the claimant's employment and that no other means of meeting the anticipated expenses is available.

Officers authorised to certify cash advances shall not certify a cash advance to themselves.

All requests for cash advances, duly certified in manuscript on the appropriate official form provided by the Executive Director (Finance and Corporate Support), shall be submitted to the Head of Finance for payment.

The officer to whom an advance is given shall be fully accountable for the advance.

Immediately after the event for which the cash advance is given the accountable officer, using the appropriate official form, shall prepare a detailed statement of expenses incurred, with supporting receipts and invoices, which reconciles to the amount of the cash advance. The reconciliation, duly certified in manuscript by an officer authorised by the Head of Service to certify claims for expenses and allowances, shall be submitted to the Head of Finance along with the remaining unspent cash balance.

Elected Members' Allowances

Members' Allowances shall be paid in accordance with the Council's approved Scheme of Members' Allowances and national regulations produced by the Scottish Local Authorities Remuneration Committee (SLARC).

Payments to members who are entitled to claim allowances shall be made by the Head of Customer, People and Corporate Support upon receipt of the prescribed form properly completed and certified in manuscript. Claims will be checked by Democratic Services prior to submission for payment.

Claims shall be submitted promptly, and on a regular basis, and in any case claims applicable to a financial year shall be submitted within one month after 31st March in that year.

The Head of Customer, People and Corporate Support shall maintain a record of all allowances paid to Members, showing the name of the recipient and the amount and nature of the payments. This record shall be available for public inspection and will be published on the Council website not later than June 1st each year.

Code of Financial Practice 10

Procurement of Goods and Services and Payment of Accounts

Official Orders

Except for petty cash purchases, supplies of Public Utility services and periodic payments such as rates, all goods, materials and services supplied to or work executed for the Council shall be ordered or confirmed in writing by means of an official order, by written acceptance of a tender or offer, or by an electronic order through the PECOS system.

Each order shall conform to the Council's Standard Commodity List and Procurement Route Workflow which details all the Corporate Contracts and Procurement instructions.

Authorisation of Orders and Acceptances

Orders and acceptances of tenders or offers shall be authorised either electronically or in writing only by officers certified to do so by the Head of Service of the ordering department and in accordance with the Council's Standing Orders Relating to Contracts. Signature stamps shall not be used for this purpose. Each Service shall maintain a current list of officers so authorised.

Limits regarding the level and type of expenditure to which authorising officers can commit the Council shall be formalised and maintained by each Head of Service and shall be recorded on the list of authorised officers, which shall be held by the Head of Finance.

Check on Goods, Materials and Services Received

It shall be the duty of the Head of each Service that places an order to ensure that all goods, materials and services received following the placing of such orders are as ordered in respect of price, quality and quantity.

Where goods have been ordered using the PECOS system, the receipt of goods shall also be recorded against the appropriate order on the system.

Method of Payment

Apart from payments from imprest accounts (petty cash payments) the normal method of payment of money due from the Council shall be by BACS, cheque or other instrument drawn on the Council's bank account(s) by the Executive Director (Finance and Corporate Support) or any person or persons authorised by the Executive Director (Finance and Corporate Support).

The Council's preferred method of payment shall be by BACS.

Certification for Payment

A list of authorised signatories (including their financial limit) for certifying the payment of accounts shall be supplied and certified by all Heads of Service to the Head of Finance. Additions and deletions shall be notified to the Head of Finance as they occur. Heads of Service shall review the lists annually and confirm to the Head of Finance that this has been done.

Heads of Service must ensure that Authorised Signatories only sign invoices within their financial limits. Invoice batches do not require authorisation. It will be the responsibility of the person collating the batch to ensure that invoices attached to the batch have been approved by an authorised signatory within their limit.

Once the invoice has been appropriately certified in accordance with the checks below, the Head of Service or other authorised officer intimated to the Head of Finance shall pass it without delay to the Head of Finance to ensure any offer of cash discount for early payment is received and that financial penalties for late payment are avoided.

Non PECOS Invoices

The Head of each Service which incurs expenditure shall arrange for the certification in manuscript by an authorised signatory of their Service that all accounts and invoices for payment comply with the following:

- the expenditure is on items or services which it is within the Council's legal powers to incur;
- the goods, materials, services or work to which the account relates have been received or carried out and have been examined and approved and are in accordance with the order and the Goods Received Note;
- the prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct;
- the relevant expenditure has been properly incurred and is within the relevant estimate provision;
- appropriate entries have been made in the inventories or stores/stock records as required;
- the appropriate financial ledger code numbers are entered on the document for payment.

Services should obtain from the Corporate Procurement Unit a stamp for invoice checking purposes and Services should not amend the stamp in any way or use any other stamp.

PECOS invoices

The Professional Electronic Commerce Ordering System (PECOS) has controls in place to ensure that only Authorised Officers (as approved by their Head of Service) can approve orders and invoices. The PECOS system will not allow payment to be made unless the goods are recorded as being received and the invoice value agrees with the order or is within a tolerable variance. There is therefore no requirement to use the invoice stamp or manually sign/authorise invoices processed through PECOS.

Government Procurement Cards (GPC)

Government Procurement Cards (GPC) may be used by Services for high volume transactions, one off purchases and/or internet purchases.

All applications for GPCs require to be authorised by the Executive Director (Finance and Corporate Support).

All transactions are required to be approved on the GPC system by an authorised approver. The system is administered by Corporate Procurement. It is the responsibility of all card holders and approvers to ensure transactions are approved promptly.

The Council's monthly statement is processed for payment by Corporate Procurement and all transactions made by individual Services will be journalled against the appropriate finance code.

Duplicate Invoices

Payment shall not be made on duplicate, photocopied or faxed invoices unless the appropriate Head of Service or other authorised officer within the appropriate Service certifies in writing that the amounts have not previously been passed for payment.

Pro-forma Invoices

Payment shall not normally be made on 'pro-forma' invoices that state 'this is not a VAT invoice'. In exceptional circumstances where such payments may be made, it shall not be possible for the Council to recover VAT.

Finance Checks

The Head of Finance will carry out additional checks on invoices as required, in addition to those checks that must be carried out by Services prior to passing invoices for payment.

Amendments to Invoices

No changes will be made to tax invoices which must instead be returned to the creditor for amendment and reissue.

Code of Financial Practice 11

Contracts for Supplies, Services and Works

Contracts Register

The Corporate Procurement Unit (CPU) shall maintain a record of all contracts held over the value of £50,000 (supplies and services) and £100,000 (works) on the Council's Corporate Contract Register. Any Service procuring goods, works and services outwith the CPU must ensure the contract register is updated to reflect this.

Variations to Contracts

All instructions to contractors on project work shall be issued by the responsible officer using the appropriate official variation order procedure or via a formal Architect's Instruction (AI)

If it becomes apparent after the start of a project that it will be considerably over or under spent, or if the phased expenditure for the current year is likely to vary significantly, it shall be the duty of the appropriate Head of Service to report such variation immediately to the Capital Programme and Asset Group (CPAG). Thereafter, a report on the action taken shall be submitted to the Cabinet.

Claims from Contractors

Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Head of Democratic Services for consideration of the Council's liability and to the Executive Director (Finance and Corporate Support) for consideration before a settlement is reached.

Delay of Contract

Where completion of a contract is delayed it shall be the duty of the responsible officer in consultation with the Head of Democratic Services to take appropriate action in respect of any claim for liquidate or other damages.

Interim Payment

Interim payments to contractors shall be certified by the authorised officers responsible for the control and supervision of the work. The Head of Finance shall be provided with specimen signatures of the authorised signatories by the relevant Head of Service.

Reports on Final Measurements

The appropriate technical officer shall make a report on all final measurements to the Executive Director (Finance and Corporate Support).

Procurement Guidance/Procedures

All matters relating to contracts should be conducted in accordance with the following Council Documents and other guidance that may be issued by the Council's Corporate Procurement Unit and Head of Democratic Services.

- Standing Orders Relating to Contracts
- Terms and Conditions for the Provision of a Service
- Terms and Conditions for the Provision of Supplies
- North Ayrshire Council Procurement Manual
- Standard Commodity List and Procurement Route Workflow

Code of Financial Practice 12

Assets

Asset Registers

Detailed registers of the Council's assets shall be maintained as follows:

- Housing properties – Head of Physical Environment
- Other properties – Head of Physical Environment
- Fleet – Head of Commercial Services
- Open spaces - Head of Physical Environment
- Roads - Head of Physical Environment
- ICT – Head of Customer, People and Corporate Support

Title Deeds

The Head of Democratic Services shall have custody of all title deeds under secure arrangements.

Capital Accounting Register

The Head of Finance shall maintain a register of all assets owned by the Council recording for each one the type of asset, asset value, asset life and depreciation policy. The information recorded in the capital accounting registers shall be subject to a de-minimus asset value to be determined from time to time by the Head of Finance. The details contained within the capital accounting register shall be reconciled annually with the asset registers.

Code of Financial Practice 13

Stores and Inventories

Custody of Stores and Stocktaking

Arrangements made by Heads of Service for costing and stock control systems shall be subject to the approval of the Head of Finance.

The care, custody and level of stores and equipment in any Service shall be the responsibility of the appropriate Head of Service who will ensure that:

- stocktaking is carried out at regular intervals as agreed by the Head of Finance.
- all obsolete or excess stock or scrap material is identified and disposed of in accordance with the Standing Orders relating to contracts and the Scheme of Delegated Functions.

All stock write-offs shall be notified to the Head of Finance.

Heads of Service shall supply the Head of Finance with a certificate within timescales laid down that states the financial value of stocks held at the year-end.

Inventories

Each Head of Service shall ensure that such inventories as, in the opinion of the Head of Service concerned and the Head of Finance, are necessary shall be maintained by locations used by their staff in a form approved by the Head of Finance.

Inventories shall be maintained in accordance with the inventory procedures issued by the Head of Finance.

Appendix 1

Definition of Subjective and Objective Expenditure and Income Heads

Subjective Expenditure Heads

Employee Costs
Property Costs
Supplies and Services
Transport and Plant Costs
Administration Costs
Other Agencies, Bodies and Persons
Transfer Payments
Other Expenditure
Capital Financing Costs

Subjective Income Heads

Government Grants
Other Grants
Subsidies
Contributions from Other Authorities
All Other Grants, Reimbursements and Contributions
Sales, Fees and Charges
External Recharges
Internal Recharges
Miscellaneous Income

Objective Expenditure Heads

Democratic Services	Policy and Service Reform
	Legal and Licensing
	Corporate Council
Finance and Corporate Support Services	Director & Heads of Service
	Business Support
	Financial Management
	Procurement
	Revenues & Benefits
	Audit, Risk & Performance
	Human Resources
	ICT
	Customer Services and Registration
Education and Youth Employment	Resource and Infrastructure
	Early Years**
	Private Nursery Provision**
	Primary Education**
	Early Intervention**
	Secondary Education**
	Additional Support Needs**
	Schools Other
	EMA/Activity Agreements
	Outdoor Education**
	Careers
	Other Educational Establishments
	Education Miscellaneous
	Quality Improvement Service
	Psychological Service
Place	Management and Administration
	Building Services
	Property Management & Investment
	Property Maintenance
	Property Costs

	Roads
	Waste Management
	Streetscene
	Facilities Management
	Transport
	Housing
Economy and Communities	Cultural and Community Services
	Leisure Services
	Economic Development
	Building Standards
	Planning Services
	Environmental Health & Trading Standards
Social Services and Health	Management and Support
	Service Strategy and Regulation
	Children and Families
	Criminal Justice
	Older People
	Independent Living
	Learning Disabilities
	Mental Health
	Addictions
	Change Programme
	Changing Children's Services
Corporate Items	Joint Boards
	Pension Costs
	Loan Charges & Capital Charges
	Other Corporate Items

**** Virement within these objective heads in Education and Youth Employment will be subject to the conditions of the Council's approved Scheme of Delegation to Schools.**

NORTH AYRSHIRE COUNCIL

Agenda Item 13

5 November 2014

North Ayrshire Council

Subject: **Audit Scotland : Annual Report on the 2013/14 Audit**

Purpose: The Council is invited to note the annual audit report for 2013/14 and to consider a verbal report by the external auditor.

Recommendation: That the Council (a) notes the findings of the 2013/14 audit as contained in the External Auditor's annual report ; (b) notes the agreed action plan as outlined in Appendix IV of the annual report ; (c) considers a verbal report by the External Auditor and (d) approve the establishment of a Social Business Development Fund as outlined in Appendix B.

1. Introduction

- 1.1 The 2013/14 audit of the Council was conducted by Audit Scotland, concluding the third of a five year cycle as the Council's appointed external auditors.

2. Current Position

- 2.1 As part of their audit work, Audit Scotland assessed the key financial and strategic risks being faced by the Council, as well as auditing the financial statements, reviewing the Council's financial position and aspects of governance, best value, use of resources and performance.
- 2.2 Audit Scotland's annual report, which summarises the findings of their 2013/14 audit, is attached at Appendix A under separate cover for members' information.
- 2.3 Audit Scotland has given an unqualified opinion that the 2013/14 financial statements give a true and fair view of the financial position and expenditure and income of the Council and its group for the year, concluding that the accounts have been properly prepared in accordance with relevant legislation, applicable accounting standards and other reporting requirements.

- 2.4 The auditors have confirmed that the Council's financial management arrangements have operated effectively during the year. The General Fund recorded a net underspend of £5.860m, of which £3.497m was transferred to reserves as approved by Cabinet on 25 June 2014, resulting in a net surplus for of £2.363m. This surplus includes the planned use of reserve funds of £9.784m.
- 2.5 This final position is an improvement of £0.829m from the unaudited accounts and results in a General Fund Balance of £25.155m. This is as a result of a number of presentational and monetary adjustments which were identified during the audit. The majority of which relates to income in relation to the Business Rates Incentives Scheme (BRIS) which was only confirmed after the unaudited accounts were completed. The General Fund Balance consists of earmarked commitments of £18.297m and an unallocated balance of £6.858m, in line with the Council's Reserve Strategy.
- 2.6 Given that the improvement in the General Fund balance is linked to economic activity it is proposed that the £0.829m is used to create a Social Business Development Fund which will engender enterprise and job creation in our communities. Over a four year period this fund will support the creation and growth of:
- Social Enterprise
 - Community Interest Companies
 - Co-operative businesses
- 2.7 Details of how this fund will operate and the criteria for accessing the fund is contained in Appendix B. This will be the subject of a separate report to Cabinet once proposals for the fund are finalised which will define how individual allocations will be made.
- 2.8 A link to the final audited accounts have been issued to all Members for their information.
- 2.9 Audit Scotland notes that overall the council's governance arrangements in 2013/14 were satisfactory. Some of the key messages are noted below :
- the council has effective governance arrangements in place with systems of internal controls which operate effectively
 - financial management is strong with a robust budget setting process in place to deliver services in line with council's priorities
 - the Change Programme is making progress in reshaping services to reflect council priorities and resources
 - a well developed framework is in place for monitoring and reporting performance against strategic priorities
 - in 2013/14 the council reported that it met or exceeded 73 % of its performance targets

- 2.10 The report notes the ongoing challenge of welfare reform and the changing landscape associated with the development of the Health and Social Care Partnership and the good progress which has been made by North Ayrshire Council in planning and managing these challenges.
- 2.11 An action plan which sets out the main risk identified from the annual audit work is contained in Appendix IV to Audit Scotland's report. This risk relates to the wider public sector financial challenge. The Action Plan notes the steps being taken by the Council to address this through its financial planning arrangements.
- 2.12 Representatives from Audit Scotland will be in attendance at Council and will present a verbal report highlighting the main findings of the 2013/14 audit.

3. Proposals

- 3.1 The Council is invited to note the annual audit report for 2013/14 and to consider a verbal report by the external auditor.
- 3.2 The Council is also asked to approve the creation of a Business Development Fund as outlined in Appendix B.

4. Implications

Financial Implications

- 4.1 There are no financial implications arising from this report, however members should note that the General Fund balance is £0.829m higher than the figures contained in the draft financial statements as a result of an adjustment that was identified by the auditors during the annual audit process. The report proposes transferring the additional resources to a Social Business Development Fund.

Human Resource Implications

- 4.2 None.

Legal Implications

- 4.3 None.

Equality Implications

- 4.4 None.

Environmental and Sustainability Implications

- 4.5 None.

Implications for Key Priorities

- 4.6 The external audit report provides reassurance that the Council is operating efficiently and effectively.

Community Benefit Implications

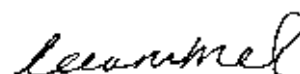
- 4.7 The community benefits of the proposed Social Business Development Fund are far reaching as they can provide a sustainable future for communities who benefit from businesses operating in a community and providing a community and social purpose

5. Consultations

- 5.1 The Chief Executive, Executive Directors and other appropriate officers have been consulted during the audit process. The action plan has been agreed with the Executive Director (Finance and Corporate Services).
- 5.2 Extensive consultations are planned prior to procuring the services for business management and support of the Social Business Development Fund including with:
- Community Groups;
 - Business Groups;
 - Officer Group;
 - Local Members Group; and
 - Young People Group.

6. Conclusion

- 6.1 Audit Scotland has issued an unqualified opinion on the 2013/14 annual financial statements. One action has been identified during the course of the audit and this will be addressed during budget setting.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference :

For further information please contact Laura Friel, Executive Director
Finance and Corporate Support on 01294 324554

Background Papers

Audit Scotland Report to Those Charges With Governance on the 2013/14
Audit - Audit Committee - 23 September 2014
Draft Annual Accounts - North Ayrshire Council - 25 June 2014

Appendix B Proposals for the Creation of a Social Business Development Fund

Introduction

In line with the strategic priorities of the Council to grow our economy, increase employment and regenerate our towns North Ayrshire Council is committed to supporting and developing business creation and growth in order to provide much needed jobs and employment opportunities. This proposal presents the creation and management of a Social Business Development Fund that will engender enterprise and job creation in our communities.

Current Position

Employment data - Claimant unemployment in North Ayrshire is **3,707**; this is equivalent to **4.3%** of the working age population. There was a decrease in the number of claimants from the previous month August 14 of **-488** and a decrease from the previous year of **-1,107**

At 4.3% North Ayrshire has the **highest claimant unemployment** rate out of all Scottish local authorities. 30 local authorities, including North Ayrshire experienced a decrease in unemployment over the month

Youth unemployment for those aged 16-24 decreased to 900, this represents a decrease of -220 from the previous month. **At 6.1%, this is the highest youth unemployment rate in Scotland.**

North Ayrshire had the **highest claimant unemployment rate in Scotland for those aged 25-49** in September 2014 at 4.9%, although this figure has decreased by 1.5 percentage points since September 2013.

This data demonstrates that some progress is being made to overcome youth and adult unemployment, the creation of the Social Business Development Fund will open up new possibilities to tackle long term unemployment through the vehicle of self-employment.

The Social Business Development Fund

The sum of £829,000 will be used over a four year period to support the creation and growth of:

- Social Enterprise
- Community Interest Companies
- Co-operative businesses

The objectives of the fund are:

- To support a business–support mechanism in relation to the above business types/models, delivered locally that will encourage, advise and test the viability of each individual business/community proposal. This aspect of the fund, value £160,000 over 4 years (£40,000 per annum) will be competitively tendered. Expected to become sustainable when grant ends.
- To support work in schools to generate enterprise and an understanding of self-employment as a career option.
- To support individual businesses with a business development grant of up to £20,000 (The fund could support a minimum of 34 businesses at the maximum grant).

- To provide business advice and ongoing support to ensure sustainability of the business.
- To evaluate and test the various business models identified above to gauge which provides the best return in terms of financial viability and social outcomes, to inform future policy development.

The outcomes to be achieved will be:

- Minimum of 34 new business created
- Up to 64 new jobs created
- Up to 17 Modern Apprenticeships
- Up to 10 schools provided with support to develop self-employment

Criteria for accessing the Social Business Development Fund

It is important that the fund be made available within communities, especially in areas of high unemployment and to those businesses proposing to operate within the identified key sectors. Therefore, the proposed criteria are as follows:

- That funding will only be offered to a business capable of becoming financially viable and willing to accept ongoing advice and guidance from Business Gateway or similar, and that can demonstrate sustainability
- That funding will be targeted in areas of greatest deprivation; in sectors like tourism, hospitality and retail, linking to strategic regeneration areas like the Irvine Vison.
- The grants will be payable to companies wishing to start a new business, wishing to convert a community activity into a business or an existing social enterprise wishing to grow or diversify.
- The grant will be up to maximum of £20,000 per business and will be payable, wherever possible, direct to the supplier of the equipment or service.
- The grant will cover such items as needed to make the business work so for example, food preparation equipment, or IT or merchandising. In the event that the business is not successful then any capital equipment would be returned to be reused in the community.
- The fund will be aged restricted to 18-60 years.
- The fund will not cover historic debt, the replacement of items considered serviceable and therefore not integral to the development of the business or any term borrowing or overdraft facilities. Neither will it act as guarantor for future funding.

Financial Implications

The revenue fund of £829,000 will be expended over a four year period commencing January 2015. A sum of £160,000 will be expended on the management and evaluation of the fund. With the expectation that the planned business support model will outlive the fund and be self sustaining. The balance of the fund will be applied to the grants of up to £20,000 per business.

This will be the subject of a separate report to Cabinet once proposals for the fund are finalised which will define how individual allocations will be made.

NORTH AYRSHIRE COUNCIL

Agenda Item 14

5 November 2014

North Ayrshire Council

Subject: **Disasters Emergency Committee - Gaza Crisis Appeal**

Purpose: To advise the Cabinet of the Gaza Crisis Appeal

Recommendation: Cabinet agrees to (i) Support the Gaza Crisis Appeal and (ii) to make a donation of £5,000 to the Disasters Emergency Committee to fund its members' UK based activities in recognition of the considerable strain which the effects of the conflict in Gaza has placed on the resources of a number of UK based charities.

1. Introduction

- 1.1 The Disasters Emergency Committee (DEC) announced on 7 August 2014 that it was launching an appeal with effect from 8 August for people affected by the conflict in Gaza. This DEC has asked the Council to help keep the spotlight on Gaza and to encourage ongoing support to the appeal. The appeal was launched after hundreds of thousands of people fled their homes with many needing not only shelter but food, water, household items and often medical care. At the time of the appeal there were 65,000 people in Gaza whose homes had been severely damaged or destroyed. One and a half million people had no, or very limited access to water or sanitation. While many people are living in terribly overcrowded UN shelters, they still need food and basic household items. Many are in urgent need of medical care, and hospital supplies are almost finished.

2. Current Position

- 2.1 The DEC brings together 14 leading UK aid charities in times of crisis: Action Aid, Age International, British Red Cross, CAFOD, Care International, Christian Aid, Concern Worldwide, Islamic Relief, Merlin, Oxfam, Plan UK, Save the Children, Tearfund and World Vision; all collectively raising money to reach those in need quickly. The DEC only appeals when they know they can help and is satisfied that the scale and urgency of the disaster call for decisive action, its member agencies are in a position to provide effective and swift humanitarian assistance, and the public are likely to support it. If it decides to act, the DEC alerts the Rapid Response Network (RRN) an alliance of the UK's corporate and broadcasting sectors to reach the British people through all channels of the media. A copy of the request for assistance is attached as Appendix 1.

3. Proposals

- 3.1 As the Council is not authorised to provide direct relief to communities abroad, it is proposed that a donation of £5,000 is made to the Disasters Emergencies Committee (DEC) to fund its member charities' UK based activities in recognition of the considerable strain the effects of the conflict in Gaza have placed on the resources of these charities.

4. Implications

Financial Implications

- 4.1 As the Council has no sums set aside for this, £5,000 will be met from the projected underspend in 2014/15.

Human Resource Implications

- 4.2 There are no Human Resource implications arising from this report.

Legal Implications

- 4.3 The Council is not authorised to provide direct relief to communities abroad.

Equality Implications

- 4.4 The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

Environmental and Sustainability Implications

- 4.5 There are no Environmental and Sustainability implications arising from this report.

Implications for Key Priorities

- 4.6 The report links to the Key Priority of Protecting Vulnerable People.

5. Consultations

- 5.1 The Council Leader and the Leader of the Opposition have been consulted.

6. Conclusion

- 6.1 The magnitude of the humanitarian crisis in Gaza is so great that it has triggered the involvement of the Disasters Emergency Committee. Council is asked to support the Gaza Crisis Appeal.



ELMA MURRAY
Chief Executive

Reference : AF/cf

For further information please contact Andrew Fraser, Head of Democratic Services on 01294 324125

Background Papers

0



Cllr. Willie Gibson
Cunninghame House
KA12 8EE

18 August 2014

Dear Cllr. Gibson,

GAZA CRISIS APPEAL

You may be aware that 10 days ago the Disasters Emergency Committee (DEC) launched its Gaza Crisis Appeal. The DEC is an impartial, neutral and non-political coalition of 13 of the UK's leading aid charities. Our current priority is responding to the humanitarian crisis in Gaza.

Following recent conflict, the humanitarian need in Gaza is extensive. There is an urgent need to replenish medical supplies, provide clean water and emergency shelter materials and to reconstruct essential infrastructure destroyed in the conflict, such as power supplies, water and sewage systems.

The Scottish public has been extremely generous in their response to our appeal and has collectively raised over £645,000. Yet the scale of the challenge remains significant. Inevitably, other high profile events in the world will attract media interest. I am therefore contacting council leaders in Scotland to help us to keep the spotlight on Gaza and encourage ongoing support for the appeal.

We are specifically asking for donations so that member agencies can continue to deliver the humanitarian relief necessary to meet the most basic needs of those living in Gaza. Any support the council might be able to provide us in Scotland would therefore be much appreciated. We particularly ask for your support in promoting the appeal amongst your colleagues and constituents.

Donations to the appeal can be made through the DEC website www.dec.org.uk or by cheque through the post and by visiting any high street bank or post office. We also have a dedicated 24 hour hotline 0370 60 60 900. Individuals can also make a £5 donation by texting the word SUPPORT to 70000.

I would like to thank you in advance for any assistance you can offer. If you require any further information please do not hesitate to get in touch.

Yours faithfully

Neil Mathers
Chair of the Disasters Emergency Committee Scotland

NORTH AYRSHIRE COUNCIL

Agenda Item 15

5 November 2014

North Ayrshire Council

Subject: **Committee Timetable 2015**

Purpose: To seek approval of a proposed committee timetable for 2015.

Recommendation: That the Council agrees to approve the committee timetable attached at Appendix 1 to this report.

1. Introduction

- 1.1 At its meeting held on 18 September 2013, the Council considered and approved a Committee timetable covering the period to the end of December 2014.
- 1.2 This report now presents a proposed Committee timetable for 2015.

2. Current Position

- 2.1 The Committee timetable is based around a six week cycle of meetings, with each period ending with an ordinary meeting of the Council. The timetable provides for six meeting cycles in the calendar year. (Dates of CPP Board meetings and the SIB are also included, where available, for information).
- 2.2 Meetings of the Cabinet and the standing committees of the Council are incorporated into the timetable based on the frequency of their meetings as determined by the Council. Some committees e.g. Local Development Plan Committee, Staffing and Recruitment Committee, and Appeals Committee, are scheduled only when there is business to be conducted. Special meetings may also be called as and when required.
- 2.3 It is normal practice for recess periods to be incorporated into the timetable at Easter, July/August, October week and the Christmas/New Year period. Recesses, so far as possible, take account of school holiday periods.

3. Proposals

- 3.1 A proposed Committee Timetable for 2015 is appended to the report.
- 3.2 Members will be aware that UK Parliamentary elections will be held on Thursday 7 May 2015. It is the practice of the Council normally to suspend meetings in the run up to electoral events. Principally this is to ensure that the Council's decisions making processes do not interfere with the electoral event, or vice versa, to allow Members to campaign, and also to recognise the operational impact of events on Council staff and resources.
- 3.3 The proposed Committee Timetable provides for a suspension of Committee meetings around the General Election
- 3.4 The Council is asked to approve the timetable.

4. Implications

Financial Implications

- 4.1 There are no implications arising from this report.

Human Resource Implications

- 4.2 There are no implications arising from this report.

Legal Implications

- 4.3 There are no implications arising from this report.

Equality Implications

- 4.4 There are no implications arising from this report.

Environmental and Sustainability Implications

- 4.5 There are no implications arising from this report.

Implications for Key Priorities

- 4.6 There are no implications arising from this report.

5. Consultations

- 5.1 Group Leaders have been consulted in respect of the proposed timetable.

6. Conclusion

- 6.1 Approval of the committee timetable will allow administrative arrangements to be confirmed and allow Elected Members and Officers to diary meetings



ELMA MURRAY
Chief Executive

Reference : MJA

For further information please contact Melanie Anderson, Acting Committee and Member Services Manager on telephone number 01294 324131.

Background Papers

None.

Committee Timetable January to December 2015

APPENDIX

Meeting Cycle 1

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5 Jan		Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess
12 Jan	1			2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
19 Jan	2	10.00 a.m. Licensing Board	11.00 a.m. Council (Special) (Integration Plan North Ayrshire Health & Social Care Partnership) <i>2.30 p.m. Cabinet Pre Agenda</i>	10.00 a.m. Licensing Committee	<i>10.00 a.m. SIB (TBC)</i> 2.00 p.m. North Coast Area Ctte	
26 Jan	3		2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions Ctte	2.00 p.m. GVWK Area Committee	
2 Feb	4		<i>2.30 p.m. Cabinet Pre Agenda</i>	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	1.00 p.m. Corporate Health & Safety Group 2.00 p.m. 1 st Tier JCC 2.00 p.m. Irvine Area Committee	
9 Feb	5	2.00 p.m. Police and Fire & Rescue Committee	2.30 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	<i>10.00 a.m. SIB (TBC)</i> 2.00 p.m. Kilwinning Area Committee	
16 Feb	6	10.00 a.m. Audit Committee <i>2.00 p.m. Council Pre Meeting</i>	<i>2.30 p.m. Cabinet Pre Agenda</i>	2.00 p.m. Ordinary Council		

Meeting Cycle 2

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
23 Feb	1		2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
2 Mar	2	10.00 a.m. Licensing Board	<i>2.30 p.m. Cabinet Pre Agenda</i>	10.00 a.m. Licensing Committee	2.00 p.m. North Coast Area Ctte	
9 Mar	3		2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions Ctte	10.00 a.m. SIB (TBC) 2.00 p.m. GVWK Area Committee	
16 Mar	4		<i>2.30 p.m. Cabinet Pre Agenda</i>	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	<i>10.30 a.m. CPP Board</i> 2.00 p.m. Irvine Area Committee	
23 Mar	5		2.30 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	2.00 p.m. Kilwinning Area Committee	
30 Mar	6	<i>11.00 a.m. Council Pre Meeting</i>	<i>2.30 p.m. Cabinet Pre Agenda</i>	2.00 p.m. Ordinary Council	2.00 p.m. Spier's Trust Committee	

Meeting Cycle 3

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6 Apr		Public Holiday	Easter Recess	Easter Recess	Easter Recess	Public Holiday
13 Apr		Public Holiday	Easter Recess	Easter Recess	Easter Recess	Easter Recess
20 Apr	1		2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
27 Apr		Election Recess	Election Recess	Election Recess	Election Recess	Election Recess
4 May		Public Holiday	Election Recess	Election Recess	UK Parliamentary Election	Election Recess
11 May		Election Recess	Election Recess	Election Recess	Election Recess	Election Recess
18 May	2	10.00 a.m. Licensing Board	2.30 p.m. Cabinet Pre Agenda	10.00 a.m. Licensing Committee	2.00 p.m. North Coast Area Cttee	
25 May	3	10.00 a.m. Audit Committee 2.00 p.m. Police & Fire & Rescue Cttee	2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions	2.00 p.m. GVWK Area Committee	
1 June	4		2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	1.00 p.m. Corporate Health & Safety Group 2.00 p.m. 1 st Tier JCC 2.00 p.m. Irvine Area Committee	
8 June	5	10.00 a.m. CPP Pre-Board	2.00 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	10.30 a.m. CPP Board 2.00 p.m. Kilwinning Area Committee	
15 June	6	11.00 a.m. (TBC) Council Pre Meeting	2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Ordinary Council		

Meeting Cycle 4

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22 Jun	1	10.00 a.m. Licensing Board	2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
29 Jun		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
6 Jul		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
13 Jul		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
20 Jul		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
27 Jul		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
3 Aug		Summer Recess	Summer Recess	Summer Recess	Summer Recess	Summer Recess
10 Aug	2		2.30 p.m. Cabinet Pre Agenda	10.00 a.m. Licensing Committee	2.00 p.m. North Coast Area Ctte	
17 Aug	3	2.00 p.m. Police and Fire & Rescue Committee	2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions Ctte	2.00 p.m. GVWK Area Committee	
24 Aug	4	10.00 a.m. Audit Committee	2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. Irvine Area Committee	
31 Aug	5	10.00 a.m. CPP Pre-Board	2.30 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	2.00 p.m. Kilwinning Area Committee	
7 Sep	6	11.00 a.m. (TBC) Council Pre Meeting	2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Ordinary Council	10.30 a.m. CPP Board	

Meeting Cycle 5

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14 Sep	1	10.00 a.m. Licensing Board	2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
21 Sep	2	Public Holiday	2.30 p.m. Cabinet Pre Agenda	10.00 a.m. Licensing Committee	2.00 p.m. North Coast Area Ctte	
28 Sep	3	10.00 a.m. Audit Committee (Special)	2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions Ctte	2.00 p.m. GVVK Area Committee	
5 Oct		October Recess	October Recess	October Recess	October Recess	October Recess
12 Oct		October Recess	October Recess	October Recess	October Recess	October Recess
19 Oct	4		2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	1.00 p.m. Corporate Health & Safety Group 2.00 p.m. 1 st Tier JCC 2.00 p.m. Irvine Area Committee	
26 Oct	5		2.30 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	2.00 p.m. Kilwinning Area Committee	
2 Nov	6	11.00 a.m. Council Pre Meeting	2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Ordinary Council	2.00 p.m. Spier's Trust Committee	

Meeting Cycle 6

Wk Begin	Wk	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 Nov	1	10.00 a.m. Licensing Board	2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	2.00 p.m. AASS Area Committee	
16 Nov	2	10.00 a.m. Audit Committee	2.30 p.m. Cabinet Pre Agenda	10.00 a.m. Licensing Committee	2.00 p.m. North Coast Area Ctte	
23 Nov	3	2.00 p.m. Police and Fire & Rescue Committee	2.30 p.m. Cabinet	2.00 p.m. Scrutiny & Petitions Ctte	2.00 p.m. GVWK Area Committee	
30 Nov	4		2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Planning Committee 2.15 p.m. Local Review Body	1.00 p.m. Corporate Health & Safety Group 2.00 p.m. 1 st Tier JCC 2.00 p.m. Irvine Area Committee	
7 Dec	5		2.00 p.m. Cabinet (Education)	10.00 a.m. Licensing Committee	2.00 p.m. Kilwinning Area Committee	
14 Dec	6	11.00 a.m. Council Pre Meeting	2.30 p.m. Cabinet Pre Agenda	2.00 p.m. Ordinary Council		
21 Dec		Winter Recess	Winter Recess	Winter Recess	Winter Recess	Public Holiday
28 Dec		Public Holiday	Winter Recess	Winter Recess	Winter Recess	Public Holiday