

NORTH LANARKSHIRE COUNCIL

REPORT

To: Bellshill Area Committee		Subject: Bellshill Area Safety Initiative Minutes
From: Chief Executive		
Date: 13 March 1998	Ref: CE012/023/004E	

1.0 Purpose

1.1 The purpose of this report is to submit the minutes of Management Committee meetings of Bellshill Area Safety Initiative to the Area Committee.

2.0 Background

2.1 At its meeting on 5 February 1998 Bellshill Area Committee agreed to receive the minutes of Bellshill Area Safety Initiative Management Committee on a regular basis. Accordingly, the minutes of the meetings of 23 January, 3 February and 17 February 1998 are attached as Appendix 1 to this report.

3.0 Recommendation

3.1 Bellshill Area Committee is requested to note the Bellshill Area Safety Initiative minutes.


Chief Executive

NOTE OF MEETING OF BELLSHILL AREA SAFETY INITIATIVE MANAGEMENT COMMITTEE HELD
IN RIGHT TRACK OFFICES, VIEWPARK, ON FRIDAY, 23 JANUARY, 1998 AT 5.30 PM

Present: Councillor Kevin McKeown, Bellshill Area Committee
Robert McKillop, Focus Youth Project
Derek Robertson, Bellshill YMCA
Archie Rutherford, New Stevenston Primary School Board
Sandra Toyer, Motherwell Womens' Aid
Rosemary Fleming, Right Track
William Foy, Bellshill Community Council
Michael Cochrane, Living Waters Christian Centre
Thomas Taylor, Bellshill Victim Support
Bryan Miles, Strathclyde Police
Jennifer Lees, Chief Executive's Department
John Gilmour, Safe Orbiston

Apologies: Stewart Wright, Area Community Education Officer
Brian Emerson, Area Social Work Manager
Gillian Turner, Young Persons Drug and Alcohol Project
Tony McGowan, Lanarkshire Health Board
Frank McQuade, Bellshill Crime Prevention Panel

(1) INTRODUCTION AND WELCOME

Councillor McKeown opened the meeting, welcomed those present and thanked everyone for attending. He invited representatives to introduce themselves.

(2) OUTLINE OF AREA SAFETY INITIATIVE PROPOSALS

Miss Lees circulated copies of the presentation materials used at the Public Meeting held on 20 January, 1998 to describe the Area Safety Initiative. She further explained that the general aims of the Area Safety Initiative were to identify community safety issues experienced by young people and elderly people within Bellshill and the surrounding areas. The Committee recognised that young people often experienced fears associated with travelling alone, visiting areas outwith their own neighbourhoods and the potential dangers linked to drug and alcohol misuse. The Committee also identified that elderly people often experienced fears about walking or travelling alone particularly in the evenings, fears of vulnerability whilst in their own houses and also the perceived threat experienced when encountering groups of young people in the street. Miss Lees further explained that the Area Safety Initiative would employ a part-time Project Worker and sessional staff to work directly with young people and elderly people to identify and address safety fears. The Initiative would culminate in a Community Conference designed to bring young people and elderly people together and also to develop an action plan listing future strategies and objectives to tackle community safety. The Area Safety Initiative would compliment work already being done by the Council, the voluntary sector and other agencies including Strathclyde Police.

(3) STAFFING

Miss Lees explained that the Area Safety Initiative would employ a part-time Project Worker and sessional staff. The staff would be managed by and accountable to the Management Committee. She suggested, however, that an existing voluntary organisation with experience and the current responsibility for employing staff become the employing agency for administration purposes. It was agreed that Bellshill YMCA would be the employing agency.

(4) APPOINTMENT OF OFFICE BEARERS

It was agreed that the undernoted should be appointed as office bearers:-

- (i) Chairperson - Mr. T. Macpherson
- (ii) Vice-Chairperson - Mr. W. Foy
- (iii) Secretary - Ms. R. Fleming
- (iv) Treasurer - Councillor K. McKeown

(5) FUNDING REQUIREMENTS

Copies of the projected budget costs for the Area Safety Initiative were circulated and the Committee noted that the total estimated costs were £11,461.

(6) FUNDING APPLICATIONS TO BELLSHILL AREA COMMITTEE

Councillor McKeown advised the Management Committee that Bellshill Area Committee at its meeting on 11 December, 1997 had agreed, in principle, to support the Area Safety Initiative and award a grant of £9,300 to the project from the area allocation of the Interim Community Grants Scheme budget. The grant required to be considered and awarded in accordance with the terms and conditions of the Interim Community Grants Scheme under which the maximum award to any one organisation for any one purpose is £1,500.

Miss Lees continued by explaining that where a project costs in excess of £1,500 it could be considered for funding through the Interim Community Grants Scheme by a number of organisations coming together and submitting a series of applications for elements or contributions to the total project costs. Miss Lees suggested that those community and voluntary groups represented on the Management Committee consider submitting individual applications to the Area Committee for individual items or a contribution towards the total Area Safety Initiative costs.

Management Committee members spent some time discussing this proposal. There was some concern that organisations submitting funding applications on behalf of the Area Safety Initiative may then be ineligible to apply funding in their own right. Similarly, there was concern that the allocation of funding from the Area Committee to the Area Safety Initiative would limit the Area Committee's capacity to fund other community and voluntary applicants. Miss Lees explained that those organisations submitting funding applications on behalf of the Area Safety Initiative would remain eligible to submit additional individual applications for their own purposes. She further explained that the Area Committee was considering funding the Area Safety Initiative from the area allocation of the Interim Community Grants Scheme budget and the remaining element of the Interim Community Grants Scheme budget was available for applications from other community organisations.

Management Committee members expressed dissatisfaction that the Committee had been convened mainly for the purposes of preparing and submitting funding applications, however, Councillor McKeown assured the Committee that this was not the case and the Area Committee was anxious to establish a partnership with the local community to develop the Area Safety Initiative.

After further consideration, community and voluntary organisations represented on the Committee agreed to submit Interim Community Grants Scheme applications as undernoted.

- | | | |
|---|--------|----------------------------------|
| 1. Project Worker salary costs contribution | £1,500 | Bellshill Community Council |
| 2. Project Worker salary costs contribution | £1,500 | Bellshill Crime Prevention Panel |
| 3. Project Worker salary costs contribution | £171 | |
| 7½% Irregular hours | 237 | |

Employer contributions	317		
Travel and subsistence	<u>600</u>	£1,325	Bellshill Victim Support
4. Part time sessional staff		£1,462	Living Waters Christian Centre
5. Clerical Support	£568		
Stationery and office supplies	500		
Telephone	<u>400</u>	£1,468	Bellshill YMCA
6. Questionnaire/survey	1,000		
Advertising and Publicity	<u>500</u>	£1,500	Focus Youth Project
7. Creche support	£357		
Postages	250		
Hospitality	<u>100</u>	£706	Motherwell Womens' Aid

Miss Lees issued application forms and advised that grant award cheques would be issued payable to "Bellshill Area Safety Initiative"

(7) OTHER FUNDING SOURCES

It was recognised that the Area Safety Initiative could be developed further subject to securing resources from external sources and the projected budget represented the minimum level of funding required. The Committee agreed to defer consideration of potential sources funding from other agencies to its next meeting.

(8) BANK ACCOUNT

It was agreed that the Management Committee should open a bank account in the name of "Bellshill Area Safety Initiative" at the Bank of Scotland. The office bearers will be signatories with the Treasurer, plus one other required to sign all cheques/withdrawals.

(9) TIMETABLE AND VENUE OF FUTURE MEETINGS

It was agreed that the Management Committee should meet on the first Tuesday of the month at 7.00 pm. The venue for meetings is to be confirmed subject to availability.

BELLSHILL AREA SAFETY INITIATIVE

MANAGEMENT COMMITTEE MEETING

3 FEBRUARY 1998, AT BELLSHILL ACADEMY

1. **Attendance:**
- | | |
|------------------|----------------------------------|
| W. Foy | Bellshill Community Council |
| Tom McPherson | Bellshill and Mossend YMCA |
| Bobby McKillop | Focus Youth Project |
| Sandra Toyer | Motherwell / District Womens Aid |
| Rosemary Fleming | Right Track |
| Kevin McKeown | North Lanarkshire Council |
| Brian Emmerson | Social Work Department |
| Tom Taylor | Bellshill Victim Support |
| John Gilmour | Safe Orbiston |
| Frank McQuade | Bellshill Crime Prevention Panel |
| Bryan Miles | Strathclyde Police, Bellshill |
| Stewart Wright | Community Education |

Apologies: Jennifer Lees
Gillian Turner

2. **Minutes of previous Meeting** on 23 January, 1998, were approved.

3. **Matters Arising**

- a) Clarification was sought on the respected roles of the Management Committee and the employing function of the YMCA. It was clarified that the Management Committee will deal with the overall policy and direction of the Initiative but that officially a single organisation had to fulfil the employers function and clarity of immediate line management. Any difficulties rising would of course be shared with the Council's officers and Management Committee.
- b) There was general discussions about the timing of recruitment and the need to attract further funds.

4. **Funds**

Following some discussion about the need to attract further funds for the Initiative, it was agreed that a sub-group would be formed to pursue this matter. The sub-group will write to various organisations and make personal contact were appropriate.

The nominations for the sub-group were Rosemary Fleming, Sandra Toyer, Stewart Wright and a Police representative.

5. Constitution

The meeting considered the need to quickly form an appropriate constitution for the Initiative's organisation. It was agreed that the chair and the vice chair will meet with Jennifer Lees, Chief Executive's Department to bring forward a proposed constitution for the organisation.

6. Bank Account and mandate

It was agreed that when the constitution was established, an account has been identified to be opened for the Initiative and that the office bearers would be the relevant signatories.

7. Communications

There was discussion on the need to properly inform the other local organisations and the wider community about the workings of the Initiative. It was specifically agreed that minutes would be sent to the Council's Area Committee. Also it was agreed that there should be more regular open meetings, the first of which would be a publicity launch scheduled for April. This would be used to give wider publicity about the workings of the Initiative. A press release would be required to be prepared for this.

8. Recruitment

It was agreed that some urgent work was required to prepare details on the job description and proposed advert in order to recruit the Initiative's main worker. It was agreed that Brian Emmerson would link with staff of the YMCA in order to prepare an appropriate job description and advert. It was clarified that the grading and conditions of service etc, would need to relate to the YMCA existing employing practices. Proposals of a job description and advert would be brought to the next special meeting in two weeks time.

9. Corporate Image and Logo

There was a full discussion on the need to have a clear logo and identity for the Initiative and it was agreed that a small group was needed to fairly quickly organise a logo. There was some discussions about the opportunities of both Right Track and some Council Departments having expertise on the necessary computer graphics etc. It was agreed that cost had to be modest for this purpose.

10. There was general discussion about the Management Committee's wish to visit Youth Groups and Older Peoples Groups within the area or to invite them to meet as part of an extended Management Meeting.

11. **Date of Next Meeting**

There is to be an extra meeting of the Management Committee at 7.00 p.m. on Tuesday 17th February, 1998, at Bellshill Academy and there will be existing scheduled meetings on Tuesday 3rd March, 1998, at 7.00 p.m. also at Bellshill Academy.

Brian Emmerson
Social Work Department

Note of Meeting of Bellshill Area Safety Initiative Management Committee

held in Bellshill Academy on Tuesday 17 February 1998 at 7.00 pm

Present:	Thomas Macpherson, Chair	Bellshill YMCA
	Thomas Taylor	Bellshill Victim Support
	William Foy	Bellshill Community Council
	Sandra Toyer	Motherwell Women's Aid
	John Gilmour	Safe Orbiston
	Councillor Kevin McKeown	North Lanarkshire Council
	Bryan Miles	Strathclyde Police
	Michael Cochrane	Living Waters Christian Centre
	Robert McKillop	Focus Youth Project
	Brian Emmerson	Social Work Department
	Gillian Turner	Young Persons Drug and Alcohol Project
	Jennifer Lees	Chief Executive's Department
Apologies:	Rosemary Fleming	Right Track
	Tony McGowan	Lanarkshire Health Board
	Stewart Wright	Community Education Service

1. Approval of Note of Meeting of 3 February 1998

The note of the previous meeting was agreed as a true record.

2. Report from Funding Sub Group

Mr Miles reported that the Funding Sub Group had held an initial meeting and agreed to issue letters to a number of local companies, trusts and external funding agencies. The Sub Group suggested that since the projected costings for the Initiative total some £11,500 and an award of £9,300 has been committed by the Council's Area Committee, external funders may argue that the Initiative has achieved its funding target and there is little justification in allocating additional monies. Committee members spent some time discussing this and it was noted that the projected Initiative costs represented minimum levels and it was the intention to extend the Initiative's activities and areas of operation by securing additional funding. It was suggested and approved that the sum of £22,000 was a more accurate projection of Initiative costs.

It was further agreed that the contact address on funding application letters should be Right Track whilst in the long term Bellshill YMCA would be more appropriate as the contact address.

3. Logo and Publicity

(i) Logo

Miss Lees circulated copies of sample letterhead designs prepared by Mr McGowan from Lanarkshire Health Board. After consideration the Management Committee approved a design and it was agreed that Mr Foy should arrange for a supply of 100 sheets of letterheaded notepaper to be produced at Orbiston Neighbourhood Centre at an estimated cost of £20.00.

(ii) Publicity

Mr Miles agreed to prepare an interim press release for the Bellshill Speaker and Mr Foy advised that an article on the Initiative had been published in the Bellshill West Church magazine distributed to 900 households/parishioners.

(iii) **Publicity Launch**

Further to discussion on proposals for a formal launch at the previous meeting of 3 February 1998 of the Initiative it was agreed that this should be held on Saturday 18 April 1998 in the Main Street adjacent to the Post Office and Safeway between 11.00 am and 12.00 noon. It was further agreed that a leaflet outlining the aims and purposes of the Initiative should be prepared and distributed at the launch.

Committee members spent some time considering further methods to generate awareness and interest in the Initiative and designed to coincide with the launch. Miss Lees agreed to obtain costings for publicity balloons and Mr McKillop volunteered to inquire if any local youth rock bands would be willing to play.

4. Bank Account

Mr Foy advised that the Initiative was required to adopt a constitution and submit a copy of this to the Bank of Scotland prior to opening the bank account. Miss Lees circulated a draft constitution and the Management Committee approved this after consideration and having requested further clarification on a number of points.

5. Initiative Staffing

Ms Turner advised that the staffing sub group had met to prepare a draft job description for the Initiative's Project Worker and also to discuss terms and conditions under which the staff would be employed within Bellshill YMCA.

(i) **Terms and Conditions of Employment**

Copies of the suggested job description and Terms and Conditions of Employment were circulated. The Management Committee, having heard that the YMCA did not have the capacity within its terms and conditions of employment to pay an irregular hours payment of 7½ % agreed that the Project Worker should be paid at Grade APIV (pro rata) in recognition and remuneration of irregular hours.

The Terms and Conditions of Employment were further amended to: (i) note that paid annual leave would not be granted; (ii) require prior approval by the Management Committee for the payment of employees' expenses; and (iii) require Management Committee approval prior to additional hours being undertaken.

(ii) **Management Arrangements**

Mr Macpherson circulated copies of a draft staff management agreement to be considered and adopted between the Safety Initiative Management Committee and YMCA. It was agreed that Mr Macpherson should investigate the level of Management Fee estimated by Bellshill YMCA.

(iii) **Staff Recruitment**

It was approved that details of the Project Worker's post and the job advertisement should be placed in local community centres and job centres and advertised in the Bellshill Speaker, Motherwell Times and the Lanarkshire People.

(iv) **It was agreed that Bellshill YMCA would provide administration services to the Initiative and the identified budget would fund this.**

- (v) Having discussed and considered staffing matters in some detail the Management Committee, in recognition of the requirements to be adhered to, agreed that a further report should be submitted to the next meeting and deferred further decisions on staffing to this date.

6. Distribution of Minutes

The Management Committee approved that copies of previous Initiative Management Committee minutes should be sent to Orbiston Centre Members Committee who had expressed an interest in the project.

It was further agreed that the Bellshill Rotary Club be invited to nominate a representative to serve on the Management Committee and Miss Lees agreed to write a letter of invitation to the Secretary of the Rotary.

7. Date of Next Meeting

Tuesday 3 March 1998 at 7.00 pm in Bellshill Academy.