

20 November 2024

To:- **Councillors Dowey (Chair), Clark, Connolly, Davis, Grant, Hunter, Kilbride, Pollock and Shields.**

Educational Representatives – Mr. McGuire, Pastor Gall, Rev. Gemmell, Mr. Fullard, Mr. Laird, A. Ingram and L. Donnelly.

All other Members for INFORMATION ONLY

Dear Councillor

CABINET

You are requested to participate in a meeting of the Cabinet to be held **on Tuesday, 26th November 2024 at 10.00 a.m.** for the purpose of considering the undernoted business.

This meeting will be held in the County Hall, County Buildings, Ayr on a hybrid basis for Elected Members, will be live-streamed and available to view at <https://south-ayrshire.public-i.tv/>

Yours sincerely

CATRIONA CAVES
Chief Governance Officer

B U S I N E S S

1. Declarations of Interest.
2. Corporate and Strategic.
 - (a) Call-in relating to the Community Councils – Amendments to the Scheme for Establishment of Community Councils – Submit Draft Minute Excerpt from the meeting of the Audit and Governance Panel of 6 November 2024 (copy herewith).

Papers issued for the above Audit and Governance Panel (copy herewith).

3. Minutes of previous meeting of 29 October 2024 (copy herewith).
4. Decision Log -
 - (a) Overdue Actions – for approval;
 - (b) Actions Listed with Revised Dates – for approval; and
 - (c) Recently Completed Actions.(copies herewith).

5. Education.

- (a) Update on Pupil Equity Fund and Scottish Attainment Challenge – Submit report by the Depute Chief Executive and Director of Education (copy herewith).

6. Buildings, Housing and Environment.

- (a) South Ayrshire Council Public Bodies Climate Change Duties Annual Report 2023-24 – Submit report by the Depute Chief Executive and Director of Education (copy herewith).
- (b) Strategic Housing Investment Plan (SHIP) – 2025/26 to 2029/30 – Submit report by the Depute Chief Executive and Director of Education and the Director of Housing, Operations and Development (copy herewith).

7. Finance, HR and ICT/Economic Development.

- (a) Annual Procurement Report 2024 – Submit report by the Chief Financial Officer (copy herewith).

8. Finance, HR and ICT.

- (a) Budget Management – Revenue Budgetary Control 2024/25 – Position at 30 September 2024 – Submit report by the Chief Financial Officer (copy herewith).
- (b) General Services Capital Programme 2025/26: Monitoring Report as at 30 September 2024 – Submit report by the Director of Housing, Operations and Development (copy herewith).

9. Finance, HR and ICT/Buildings, Housing and Environment.

- (a) Housing Capital Programme 2024/25: Monitoring Report as at 30 September 2024 – Submit report by the Director of Housing, Operations and Development (copy herewith).

10. Health and Social Care.

- (a) Chief Social Work Officer Annual Report – Submit report by the Director of Health and Social Care (copy herewith).

<p>For more information on any of the items on this agenda, please telephone Committee Services on at 01292 612724, at Wellington Square, Ayr or e-mail: committee.services@south-ayrshire.gov.uk www.south-ayrshire.gov.uk</p>
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**EXCERPT FROM THE MINUTES OF
THE AUDIT AND GOVERNANCE PANEL
OF 6 NOVEMBER 2024**

Call-in from Cabinet of 29 October 2024 - “Community Councils - Amendments to the Scheme for Establishment of Community Councils”

Reference was made to the Minutes of the Cabinet of 29 October 2024 (Page 2, paragraph 4) where the Cabinet decided

- (1) to update the Scheme for Establishment to reflect administrative changes to the Scheme as highlighted in red in Appendix 1 to the report; and
- (2) to approve the name of Dunure Community Council to be changed to Fisherton and Dunure Community Council following a request from Dunure Community Council.

The Panel was advised that the decision had been the subject of a call-in.

Councillor Cochrane spoke to the call-in and advised that, as the Cabinet was formed by the Administration and was a political forum this opened up the Council to accusations of political bias. He further advised that the call in proposed the substitution of the word “Council” for the word “Cabinet” where it occurred in the Report in relation to dissolution of a Community Council. The Chief Governance Officer advised that the call-in was competent and that it would be a decision for Members as to whether the more appropriate decision making forum was Council rather than the Cabinet. She also stated that the Scheme of Delegation would require to be amended if the motion was approved.

A Member enquired about the process involved in dissolving a Community Council prior to it being heard at the Cabinet; and The Service Lead - Thriving Communities advised that the Scheme of Establishment had been approved in 2020 and requests come direct from Community Councils which were then brought to Cabinet to be approved. He also outlined that all Community Council Chairs and Secretaries had been invited to a meeting the following day to discuss a proposal to review the Scheme in 2025.

Following a query by a Member, about Community Council consultation in relation to proposed changes to the Scheme, the Chief Governance Officer clarified that in this case, the proposed changes in the report were administrative changes to reflect internal governance arrangements within the Council, and as such were matters of fact and could not be changed and as a result, consultation was not appropriate.

A Member requested reassurance that administrative changes would not be applied unduly in the future. The Service Lead - Thriving Communities agreed and advised that there was a positive relationship with the South Ayrshire Community Councils.

A Member queried the decision for Cabinet to be used within the Scheme of Delegations when dealing with Community Councils and if previously it was Council and also enquired about the way such changes would be dealt with going forward. The Service Lead - Democratic Governance responded saying that historically the Public Processes Panel had dealt with Community Council business, however, this no longer existed and that there was a specific Delegation in the Scheme of Delegation at 4.4.3 which was the reasoning for Cabinet.

A Member stated that it was helpful that a clear process for dissolution of a Community Council had been set out, though given the seriousness of the issue, it was anticipated that such a decision would be a matter of last resort.

The Panel

Decided: to approve the recommendation for the report of 29 October 2024 to be brought back to Cabinet and the word "Council" to be substituted for the word "Cabinet" where it occurred in the report in relation to any proposed dissolution of a Community Council; and that corresponding changes to the Council's governance documents reflect this change.

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**Audit and Governance Panel
Call-In Requisition**

We, the undersigned, require that the following decision of the Cabinet be called-in to the next meeting of the Audit and Governance Panel.

Date of Cabinet	29 th October 2024
Item No.	4
Report Title	Community Councils - Amendments to the Scheme for Establishment of Community Councils

Signature

Print Name Ian Cochrane

[Redacted Signature]

(1) **Councillors responsible for call-in**

Cllr Ian Cochrane

[Redacted Name]

(2) **Councillors supp**

(a) **Cllr Duncan Townson**

[Redacted Name]

(b) **Cllr Craig Mackay**

[Redacted Name]

(c) **Cllr Laura Brennan-Whitefield**

[Redacted Name]

Date ...31-10-2024.....

Reason

In order to improve information for Councillors, to assist officers in briefing the Panel and to improve the quality of Scrutiny, we confirm that the item is being called-in for the following reason(s).

Councillors are reminded that the 'reasons' section should be completed with sufficient detail as to allow members of the Audit and Governance Panel and officers to appreciate the cause for concern prompting the call-in. (This may be by reference to a part or parts of the Report or Decision or by describing an issue which may not have been adequately addressed or by requesting the provision of additional information which should be specified). Where a call-in requisition contains any questions, or requests for further or additional information, officers, in consultation with the relevant Portfolio holder, shall, where possible, provide written responses to be intimated to all Councillors in advance of the Panel. Receipt of responses to questions shall not itself preclude further scrutiny of the item called-in for the reason set out in this form.

1. This call-in opposes the position that any proposal to dissolve a Community Council should be heard, in the first instance, by the Cabinet, this leaves Cabinet open to accusation of politically motivated decisions.
2. Community Councils have an important role in local democracy. Any proposal to dissolve an established Community Council is a serious matter and must be conducted in a clearly defined, scrupulously fair process which is beyond reproach and/or potential accusations of political bias. Failure to do so risks the reputation of the Council.
3. This call in proposes the substitution of the word "Council" for the word "Cabinet" where it occurs in the Report in relation to dissolution of a Community Council, specifically at paragraphs 15.10.1, 15.10.2, 15.10.3, 15.10.4 and 15.11 of the Scheme and in the same numbered paragraphs in Appendix 3 of the Report– Specific Changes

The following officers are requested to attend the meeting of Audit & Governance when this item is to be considered.

Jamie Tait – Service Lead for Thriving Communities,
Catriona Caves - Chief Governance Officer of South Ayrshire Council.

Note

Call-ins must be delivered to the Chief Executive no later than 4.00 pm on the day (usually Thursday) two days following the day (usually Tuesday) on which the Cabinet has met.

Time Received...2.59pm..... Date Received ...31/10/24... Received by ...M Newall....

**EXCERPT FROM THE MINUTES OF
THE CABINET
OF 29 OCTOBER 2024**

Corporate and Strategic.

**Community Councils - Amendments to the Scheme for Establishment of
Community Councils.**

There was submitted a report ([issued](#)) of 21 October 2024 by Director of Communities and Transformation seeking approval for officers to make amendments to the Scheme for Establishment of Community Councils.

Following discussion in relation to the consultation process and having heard from the Chief Governance Officer in relation to the Scheme of Establishment, the Cabinet

Decided:

- (1) to update the Scheme for Establishment to reflect administrative changes to the Scheme as highlighted in red in Appendix 1; and
- (2) to approve the name of Dunure Community Council to be changed to Fisherton and Dunure Community Council following a request from Dunure Community Council.

South Ayrshire Council

**Report by Director of Communities and Transformation
to Cabinet
of 29 October 2024**

**Subject: Community Councils - Amendments to the Scheme
for Establishment of Community Councils**

1. Purpose

1.1 The purpose of this report is to seek approval for officers to make amendments to the Scheme for Establishment of Community Councils.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 requests officers to update the Scheme for Establishment to reflect administrative changes to the Scheme as highlighted in red in Appendix 1; and

2.1.2 approves the name of Dunure Community Council to be changed to Fisherton and Dunure Community Council following a request from Dunure Community Council.

3. Background

3.1 The Scheme for Establishment of Community Councils (hereafter the 'Scheme') was approved for implementation by Leadership Panel on Tuesday 15 September 2020.

3.2 The Scheme describes how Community Councils in South Ayrshire Council (SAC) are formed; the conditions under which they operate, and the minimum standards to be met for recognition as a Community Council.

3.3 On 20 June 2023, the Cabinet approved changes to the Scheme and guidance for Community Councils to reflect administrative and Cabinet decisions, including;

- to permit office bearers to be directly related by birth, marriage, civil contract or co-habitation.
- approved the amalgamation of sub-ward Belmont North and Belmont South membership allocations within Kincaidston and Belmont Community Council.

- approved the removal of Community Council sub-ward membership allocations within Alloway, Doonfoot and St Leonards Community Council.
- gave approval for SAC officers to carry out a consultation on the proposed boundary changes between Crosshill, Straiton and Kirkmichael and Maybole Community Council ward area and report the outcome to Cabinet in September 2023.

3.4 On 28 November 2023, the Cabinet approved boundary changes between Crosshill, Straiton and Kirkmichael and Maybole Community Council ward following the consultation between June 2023 – September 2023.

3.5 Officers have identified administrative updates, set out in Appendix 1, (changes are highlighted in red and underlined) that are required to further amend the Scheme in line with changes to Council panels, departments and roles.

3.6 At the Dunure Community Council meeting on 16 January 2024 (Appendix 2), the Community Council unanimously voted to change their name from Dunure Community Council to Fisherton and Dunure Community Council. Following this vote the Community Council contacted Thriving Communities Officers requesting approval to change the name of the Community Council.

4. Proposals

4.1 The Cabinet is asked to:

4.1.1 approve recommended updates to the Scheme for Establishment of Community Councils, as highlighted in red in Appendix 1. A list of the specific updates is also set out in Appendix 3 (changes are highlighted in red and underlined.) Members should note that these include updates and clarification in section 15.1 – 15.20 Suspension and Dissolution; and

4.1.2 approve Dunure Community Council's name change to Fisherton and Dunure Community Council.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 **Risk Implications of Rejecting the Recommendations**

8.2.1 There are no risks associated with rejecting the recommendations.

9. **Equalities**

9.1 The proposals within this report have been assessed through the EQIA scoping process and there are no significant potential positive or negative equality impacts in agreeing the proposals, therefore an EQIA is not required.

10. **Sustainable Development Implications**

10.1 **Considering Strategic Environmental Assessment (SEA)** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. **Options Appraisal**

11.1 An options appraisal has not been included in this report.

12. **Link to Council Plan**

12.1 The above recommendations relate Priority 3 Civic and Community Pride.

13. **Results of Consultation**

13.1 No formal consultation has taken place however the decision to change the community council name in Dunure has been at the request of the community council following a vote.

13.2 Consultation has taken place with Councillor Martin Dowe, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

14. **Next Steps for Decision Tracking Purposes**

14.1 If the recommendations above are approved by Members, the Director of Communities and Transformation will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Update the Scheme for Establishment of Community Councils to reflect updates	November 2024	Service Lead Thriving Communities

Report to Cabinet of 20 June 2023 – [Community Councils – Amendments to Scheme for Establishment](#)

Report to Cabinet of 28 November 2023 – [Community Councils – Amendments to Scheme for Establishment](#)

Person to Contact

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Phone: 01292 612994
Email: George.hunter@south-ayrshire.gov.uk**

Date: 21 October 2024

APPENDIX 1

Scheme for Establishment of Community Councils

Including

Handbook for

Community Councillors

The Scheme for Establishment of Community Councils 20202024

The following is an update of The Scheme for Establishment of Community Councils as approved for implementation by the Leadership Panel of South Ayrshire Council on Tuesday 15 September 2020, providing administrative amendments and to take into account various changes since that date, in the titles of Council Panels, departments and roles.

This Scheme for Establishment of Community Councils **2020** hereafter the 'Scheme') describes how Community Councils in South Ayrshire are formed; the conditions under which they operate, and the minimum standards to be met for recognition as a Community Council.

Any breach of the Scheme under the terms of the Local Government (Scotland) Act 1973 may be reported to South Ayrshire Council, which may in turn advise Community Councils of what action, if any, might be taken.

Review and Amendment of the Scheme

The Council, having regard to changing circumstances and to any representations made to it, shall from time to time review the Scheme and, where it considers that the Scheme ought to be amended, shall proceed in accordance with the procedure specified in Section 53 of the Local Government (Scotland) Act 1973, as amended by the Local Government (Miscellaneous Provisions) (Scotland) Act 1981.

In the event of an emergency resulting in a risk either to public safety or to public health, South Ayrshire Council may suspend or amend the governance requirements for Community Councils In order to facilitate the continued operation of Community Council activities. Scottish Government Guidance will be followed

Service Lead – Thriving Communities

Communities and Transformation People Directorate change to Communities and Transformation

**South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR
0300 123 0900**

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INTRODUCTION

- A** Community Councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, produced the current system of unitary local authorities and made provision for the continuation of Community Councils. Under the legislation, every local community within an identified Community Council boundary area in Scotland is entitled to Petition their local authority to establish a Community Council.
- B** The general purpose of Community Councils established under the Scheme is set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -
- “In addition to any other purpose which a Community Council may pursue, the general purpose of a Community Council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”*
- C** Community Councils are voluntary bodies which exist within a statutory framework and which have been granted statutory rights of consultation. They can complement the role of the local authority but do not form any part of local government.
- D** Recognised Community Councils, unlike other community organisations, are Statutory Consultees, and included in the consultation process for all planning applications. They have the right to receive copies of applications, and will be recognised as competent bodies to make representations regarding applications.
- E** Community Councils are statutory consultees in terms of section 21 of the Licensing (Scotland) Act 2005 and are consulted on all applications for provisional/premises licences and major variations to premises licences. They are also consulted on the development of the Licensing Policy Statement and any supplementary Licensing Policy Statement.
- F** Community Councils may also undertake other functions within the terms of their Constitution. It is the responsibility of a Community Council to satisfy South Ayrshire Council that it has taken positive steps to ascertain the views of the wider community within their area, before making representations on any matter, on behalf of the community, which for the most part is comprised of local residents.
- G** It is essential that these views are shown to be accurately representative of the community i.e. evidenced consultation; agendas and minutes from special meetings; questionnaire responses. The legitimate consultative mechanisms will be recognised by South Ayrshire Council as validation of the wider community’s views and their engagement.
- H** It should be remembered that a Community Council can only act collectively. The law does not permit individual Community Councillors any special place to act independently.
- I** South Ayrshire Council recognises the voluntary status of Community Councils, and respects the individuality of the communities they represent. The active involvement of Community Councils will bring benefits both to South Ayrshire Council and local

communities. Community Councils should support and complement the role of South Ayrshire Elected Members in ensuring that local opinion is taken into account in matters of policy or operation. Community Councillors should develop their relations with South Ayrshire Council into one of partnership.

Rights and Responsibilities

1 A Community Council which conforms fully to the Scheme has rights:

- a. to be consulted, and to make representations about planning (See Guidance Clause 1.4C)
- b. to be recognised as a competent body to comment on licensing applications (See Guidance Clause 1.4D)
- c. to be recognised as an appropriate body to apply for South Ayrshire Council funding subject to availability; and
- d. to seek information and assistance from South Ayrshire Council.

2 A Community Council's responsibilities include:

- a. to conform with the requirements of this Governance, which includes the Appendices;
- b. to be wholly representative of all sectors of the community within their area;
- c. to demonstrate the views expressed to South Ayrshire Council are representative of the community they serve;
- d. to conduct a minimum number of meetings each year i.e. 6 plus the AGM within the Community Council's financial year;
- e. to produce and distribute minutes of every meeting of the Community Council in prominent places within the Community, including provision of a copy to South Ayrshire Council;
- f. to annually prepare and publish an audited financial statement and inventory;
- g. to hold elections for membership to the Community Council in liaison with South Ayrshire Council;
- h. to advertise throughout its area, in advance, all of its meetings;
- i. to identify effective consultation methods which enable effective engagement with the community on issues of significant public interest, and be able to provide evidence of these methods to South Ayrshire Council;
- j. to conduct all meetings and business in accordance with this Governance;
- k. to ensure the practice of equal opportunities can be evidenced if required;
- l. to ensure that every member conforms to their responsibilities as laid down in this Governance including General Data Protection Regulation (GDPR); and
- m. to immediately advise South Ayrshire Council if its membership falls to less than half of its total membership.

3 South Ayrshire Council's obligations

- a. to review the Scheme periodically, including consultation with Community Councils and the public;
- b. to support Community Councils to conform to the requirements of this Scheme;
- c. to provide structured support to Community Councils and their members as outlined in this scheme;
- d. to arrange Inaugural, By and Full elections for new Community Councils;
- e. to provide publicity for common election dates for Community Councils;
- f. to provide such financial and administrative assistance as is possible, subject to the various constraints placed on South Ayrshire Council; and
- g. to consult with and/or notify Community Councils e.g. on planning applications & licensing applications.

ESTABLISHMENT OF COMMUNITY COUNCILS

1. **BOUNDARY AREAS**

- 1.1 South Ayrshire Council has produced a list of Approved Community Council Areas (See Scheme Appendix 1 map for South Ayrshire). The area of the Community Council will be as designated on said map. Maps which outline these boundaries can be requested by contacting South Ayrshire Council on communitycouncils@south-ayrshire.gov.uk
- 1.2 The Community Council formula for membership and administration allowance is developed at the discretion of each Scottish Local Authority. Within South Ayrshire Council our adopted formula reflects the practice of other council areas, by reference to population density and number of electors in the Community Council area. Consequently, new membership numbers of South Ayrshire Community Councils and the formula used can be found within Scheme Appendix One.

2. **MEMBERSHIP**

- 2.1 Each Council shall comprise of Members elected in terms of this Scheme.
- 2.2 Community Councillors are elected and assume office on 1st April following a Full or By-election.
- 2.3 South Ayrshire Council Elected Members, Members of the Scottish Parliament, Members of Parliament, ~~and Scottish Youth Parliament~~ ~~and Members of the European Parliament~~, for the area (or part of the area) covered by a Community Council shall have *ex officio* membership.

3. **ELECTIONS**

- 3.1 Elections shall be held every four years, for all Community Councils.
- 3.2 Where the number of valid nominations received is less than half of the number of vacancies, the Community Council will not be able to be formed.
- 3.3 A Community Council may be formed/reformed by Petition in terms of this Scheme. (See Scheme Clause 3.12 through 3.17)

- 3.4 Community Council elections will be held every four years with by-elections being held in years two, three and four. In the first year South Ayrshire Council will publish in the local press and on its website the Notice of Election. In subsequent years, during by-elections, South Ayrshire Council may choose to advertise only in the locality where the by-election will take place.
- 3.5 Members of a Community Council will represent that Council area as a whole and will be elected by a confidential ballot. For the purposes of the election process, South Ayrshire Council have the ability to remove sub-warding within affected Community Council areas if required. The poll will be an all-postal ballot and will be organised by the Returning Officer and his/her staff. The election timetable will be arranged so that each newly elected Community Councillor will be appointed from 1st April.
- 3.6 The Returning Officer for Community Council elections shall be the Service Lead – Thriving Communities, ~~People Directorate~~ **Communities and Transformation**, South Ayrshire Council. They may appoint Deputies to discharge all or any of their duties.
- 3.7 The decision of the Returning Officer is final and cannot be challenged on election petition.
- 3.8 Forms of nomination will be available at such locations as determined by the Returning Officer and published in the Notice of Election. Completed nomination forms shall be delivered to the place appointed by the Returning Officer and specified on the Nomination Form.

Eligibility of Candidate

- 3.9 To be eligible for nomination to stand for election to a specific Community Council, a candidate must:
- i. reside within the Community Council boundary area; and
 - ii. have reached the minimum age of 16; and
 - iii. be included on the Electoral Register (alternative measures for identification and residency status of candidates may be undertaken in certain circumstances); and
 - iv. not be a person who would be disqualified from being nominated in a Local Government Election in terms Subsections 1(B), (Ba), (C), (2), (3) and (3B) of Section 31 of the Local Government (Scotland) Act 1973 as amended. (These relate to sequestration and bankruptcy and to criminal convictions where a sentence of imprisonment without the option of fine has been passed).
- 3.10 Every candidate must consent to his/her nomination in writing. Consent to nomination will be included in the Nomination Form.

Political Parties

- 3.11 Community Councils are non-political organisations and shall not demonstrate any political allegiance in their duties for Communities. A political party shall neither nominate nor sponsor a candidate in a Community Council election.

New Community Councils - Where No Community Council Exists

- 3.12 The forming of a new Community Council shall be initiated in an approved area on receipt of a Petition bearing the names of not less than 20 local residents (Electors) whose names appear on the Electoral Register, are aged 16 or over and live within the boundaries of the Community Council area. This is in accordance with section 52(7) of the Local Government (Scotland) Act 1973.
- 3.13 South Ayrshire Council shall, within not more than six weeks from the date of receipt of confirmation of a Valid Petition, organise wider consultation and engagement procedures to initiate the election process.
- 3.14 In the first instance, a steering committee and/or appropriate structure may be formed from amongst the 20 local residents, and be supported by a relevant officer to familiarise themselves with the Governance for Community Councils i.e. the Scheme for Establishment of Community Councils.
- 3.15 Each Community Council is required to adopt the Constitution which has been approved by South Ayrshire Council. Following adoption of the Constitution, on behalf of the proposed Community Council, South Ayrshire Council can proceed with the establishment process.
- 3.16 A steering committee and/or appropriate structure which is recognised by South Ayrshire Council may be eligible to be supported by appropriate start-up costs i.e. meeting and venue hire costs incurred during the establishment process for a Community Council. Appropriate start-up costs will be determined and managed by South Ayrshire Council.

Where a Community Council already exists

- 3.17 Where a Petition is received to start a new Community Council in an area where an existing Community Council operates, the proposal will be referred initially to the existing Community Council for comment before South Ayrshire Council determines whether action should be taken in terms of Section 53 of the Local Government (Scotland) Act 1973. (See Guidance Document 7)

4 COMPOSITION AND MEMBERSHIP CRITERIA

Composition

- 4.1 A Community Council shall consist of elected Community Councillors (local residents), Co-optee and Ex-Officio members (Elected Members). A Community Council may also appoint Specialist Co-optees where a need arises for individuals with particular skills, knowledge or experience.
- 4.2 The number of Community Councillors shall be stated in the Community Council Constitution. The core number of Community Councillors is 9 and the maximum number of Community Councillors for an established Community Council is 18 (See Scheme Appendix 1 for the formula).
- 4.3 The absolute minimum number of members for a Community Council to remain established is one half of its stated constituted membership e.g. the quorum. In the event of the membership total being an odd number this will be rounded up to the next whole figure. However, South Ayrshire Council should be advised immediately if the Community Council membership falls to half or less of its voting membership.
- 4.4 The Community Council's Constitution shall also acknowledge the right of, Co-optee members, Ex-Officio and Specialist Co-optee members as designated by this Scheme. Ex-Officio and Specialist Co-optee members are not counted as any part of reaching a quorum or the minimum or maximum numbers for members i.e. only elected Community Councillors and Co-optees are counted.
- I. Co-opted members **do** count for the purpose of the quorum.
 - II. As specialist Co-optees do not require to reside in the area or sub area of the Community Council they **do not** count towards the quorum
- 4.5 To qualify to be nominated and elected to serve on a Community Council, prospective Community Councillors require to meet the criteria stated. (See Scheme Clause 3.9)
- 4.6 Only the above members are included in the constituted membership i.e. the quorum, of the Community Council. All these members have full voting rights, and it is expected that Community Councillors shall be residents from across the whole Community Council area, to ensure widespread representation of all residents.

- 4.7 Any individual who is elected to serve on South Ayrshire Council; the Scottish, Westminster, European or Scottish Youth Parliaments; shall be **ineligible** to stand for election to a Community Council or remain an elected Community Councillor
- 4.8 Any previously eligible elected Community Councillors who move to reside outwith the Community Council boundary area shall become **ineligible** to remain as a member of the Community Council. Under these circumstances the Community Council shall actively seek to fill the vacancy.
- 4.9 Community Councillors have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in the '*Community Councils Code of Conduct*' and this governance document.

Co-opted Community Councillor

- 4.10 A person may be Co-opted onto a Community Council to fill vacancies that arise between Full and By Elections.
- 4.11 Community Councils who do not have their full complement of members should advertise for members of the public to fill these vacancies. Interested individuals should complete appropriate nomination form.
- 4.12 Before advertising any Co-optee vacancies the Community Council must have first agreed and minuted its decision to do so. This decision should then be notified to the Council to enable it to confirm the number of vacancies, the nature by which they arose e.g. resignation, non-attendance at meetings, and the current status of the remaining membership i.e. checking the Community Council Membership Database.
- 4.13 When advertising vacancies Community Councils must make all reasonable efforts to ensure that public notices have been placed in at least three, but ideally more, public venues across the whole Community Council area. In the event of vacancies occurring within three months before the date of the next election a Community Council may leave the vacancy unfilled until that election.
- 4.14 If however, the membership should fall to half or less of the voting membership, then South Ayrshire Council shall be informed immediately, to enable it to provide support and undertake appropriate action to fill the vacancies as a way of ensuring the Community Council is sustained.
- 4.15 If a member of the public completes the appropriate form, it should be passed to South Ayrshire Council for the appropriate checks to be carried out. Thereafter the Community Council will consider the application at the next Community Council meeting. If the Community Council agrees by a majority to invite the person to fill the vacancy the nomination of the person must be proposed, seconded and minuted.

- 4.16 A member of the public filling a vacancy must meet criteria. (See Scheme Clause 3.9)
- 4.17 A Community Councillor being Co-opted in this manner:
- i. may hold office until the next 31 March and then stand for full membership if they so wish.
 - ii. counts towards the quorum.
 - iii. has voting rights.
 - iv. may hold office, except for Chairperson or Treasurer.
 - v. may not serve as a Co-optee for longer than eleven months; and
 - vi. may not be co-opted again to fill a vacancy for the next year.
- 4.18 In the event of there being more nominations than the number of vacancies, a draw by lot must take place. The appointed officer, or in his/her absence someone other than a full member of the Community Council, should place all the names (written on individual papers, each which should be folded up separately) in an open container and draw out names until the number of vacancies existing have all been filled.
- 4.19 Co-optees who fill vacancies should have their names (only) advertised within the community for a period of at least 21 days.
- (See Guidance Clause 2.3)

Specialist Co-optees

- 4.20 Members of the public may be Co-opted onto a Community Council for a specific project. Specialist Co-optees appointments then have to be received and approved by the Community Council, and decisions recorded in the relevant minute. The appointment of a specialist Co-optee must be advertised in the same manner as above.
- 4.21 Specialist Co-optees do not require to reside within the Community Council area. They, therefore do not count towards the calculation of the quorum. They have no voting rights and are not permitted to hold office.
- 4.22 As determined by the Community Council; Specialist Co-optees may serve for a maximum period of the same term of office as the office bearers i.e. 12 months, although all Specialist Co-optees should be reviewed at the AGM. Specialist Co-optee status is similar to that of all other Ex-Officio members, although they may attend meetings of external bodies to observe on the Community Council's behalf and report back, but only following a minuted agreement for them to do so.

Ex-Officio Members

- 4.23 Duly elected members of South Ayrshire Council; Scottish or Westminster or European Parliaments, and constituency members of the Scottish Youth Parliament become Ex-Officio members of Community Councils that fall within their constituencies or regions.
- 4.24 All Ex-Officio members have **no voting rights**; are **not eligible** to take 'office' in the Community Council; **cannot** propose or second any nominations for 'office' positions; or act as a representative on the Community Council's behalf. However, all Ex-Officio views on matters concerning the Community Council should be actively sought.

5 ELECTIONS PROCESS – INAUGURAL FULL & BY-ELECTIONS

- 5.1 Full Community Council membership elections shall be held every four years with the election process taking place **during** **January** to March. South Ayrshire Council shall conduct and administer Community Council elections including Full, Inaugural and By-Elections (by-elections take place on years two, three and four).
- 5.2 Where the number of valid candidates received and verified is less than or equal to the number of advertised vacancies for the Community Council, then no contested election shall be held.
- 5.3 Where the number of valid candidates nominated to be Community Councillors is greater than the number of advertised vacancies, a contested election shall be prepared and held by South Ayrshire Council. Those elected will assume position at the next scheduled meeting.
- 5.4 The minimum return of nominations equalling 50% of the constituted (maximum) membership must be reached for the initial establishment or re-establishment of the Community Council to proceed i.e. anything less than a 50% return rate will not support a Community Council being formed.
- 5.5 When advertising elections, Community Councils must make all reasonable efforts to advertise across their entire boundary area; with the aim of securing both a geographic and demographic spread of members to enhance the Community Council's overall representational membership.

6. TERMS OF OFFICE OF COMMUNITY COUNCILLORS

- 6.1 Each Community Council shall hold 'Full' elections whereby all Community Councillors demit office and stand for re-election across their boundary area every 4 years in January-March. Publicity for these elections will be provided by South Ayrshire Council, supported by the Community Council.
- 6.2 Community Councillors elected during 'Full' elections are eligible to hold their position for the 4 year period until the next 'Full' election; **as se** long as they continue to conform to the requirements of this Scheme. Community Councillors elected during a by-election year (**years 2, 3 & 4 in the cycle**) shall hold their position for 3, 2 & 1 year respectively.
- 6.3 Community Councillors appointed as office bearers shall hold office for a period of 1 year, and at the next AGM they shall be eligible for re-election to hold office.
- 6.4 Where a Community Councillor resigns, they shall not be eligible to stand for re-election to the same Community Council for a minimum period of 6 months from the date of the meeting which minuted the resignation. However, if the date of the Community Council's next 'Full/By' election is shorter than this minimum period of 6 months then they shall be entitled to submit a nomination;
- 6.5 **Notwithstanding paragraph 6.4 above**, they shall qualify to stand for election to another Community Council, subject to eligibility, when it next holds its 'Full/By' election.
- 6.6 An individual can act in only one capacity, **on a Community Council**, as a Community Councillor; a Co-opted member; an Ex-Officio member or a Specialist Co-optee. Members resign one membership upon taking up another.

7. ELIGIBILITY OF ELECTORS (VOTING IN THE CASE OF A CONTESTED ELECTION)

- 7.1 All persons who are resident in the Community Council boundary area; are **16** years of age or over, and whose names appear on South Ayrshire Council's Electoral Register for the same Community Council boundary area shall be entitled to vote for candidates in Community Council elections (alternative measures for identification and residency status of candidates may be undertaken upon request/approval of the individual in certain circumstances).

8. **MEMBERS**

- 8.1 For the duration of your term as a Community Councillor, you must continue to meet the criteria. (See Scheme Clause 3.9)
- 8.2 Disqualification of membership - refer to Censure Information and other reason to cease membership. (See Scheme Clause 16)

Declaration of Members' Interests

- 8.3 All elected Community Councillors, Co-opted members and Ex-Officio members shall declare all interests and/or make it known if their interests have been made available elsewhere and whether these are accessible to the Community Council i.e. do previous declarations and/or registers of interest exist in the public domain.
- 8.4 All members shall declare in advance any financial or any other interest however minor that they may have in relevant matters coming before the Community Council e.g. planning; licensing; financial etc. The member shall withdraw from the meeting during consideration of this item of business and shall take no part in the discussions or decision thereon. All declarations are to be formally minuted.

9 **OPERATIONS OF COMMUNITY COUNCILS**

First meeting after election

- 9.1 The first meeting of each Community Council following the four yearly Full/By-Election shall be convened by a representative of South Ayrshire Council (usually the Appointed Officer) or an Elected Member. Office Bearers will be elected at this meeting.

Ordinary Community Council Meetings

- 9.2 All meetings of Community Councils are open to members of the public and wherever possible should be held in an appropriate South Ayrshire Council community venue (where applicable and be fully accessible) contained within the Community Council boundary area. Each Community Council shall meet at least seven times (6 plus an AGM) during the financial year of the Community Council (i.e. between the 1st of April and the following 31st March). Members of the public may only speak with the consent of the Chairperson. **No more than 2 ordinary meetings in any one year may be held virtually.**
- 9.3 The Secretary should co-ordinate the circulation of an agenda, and the draft minutes from the previous meeting, at least seven days before the date of the next meeting to all members of the Community Council i.e. Community Councillors; Co-opted members; Ex-

Officio members. Only the Agenda should be shared electronically wherever possible e.g. email, websites, social media.

- 9.4 The agenda (and draft minutes), if requested, must be presented to South Ayrshire Council at least seven days before the next meeting. Otherwise, all full and approved copies of minutes and associated papers should be forwarded electronically to South Ayrshire Council within 14 days from the date of the meeting which approved them as a true record.
- 9.5 Community Council Meetings may be affected by National or Local lockdowns. On these occasions Scottish Government Guidelines should be followed. In such circumstances detailed guidance on how to proceed will be sent out to Community Councils.

Quorum at Meetings

- 9.6 Every meeting of the Community Council shall have a quorum of voting members present before the meeting can proceed. The quorum for each meeting shall be 50% of the stated voting membership (rounded up to the next whole number). If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of business will be subject to the same conditions. (See Scheme Clause 9.9 v)

Minutes of Meetings

- 9.7 The Community Council is the originator of the minutes, and the Secretary shall have responsibility for the production of a true and accurate record of the business of every meeting in the form of a minute. The minute should record as a minimum:
- i. the date, time and venue of the meeting;
 - ii. the names and status of those members and other persons attending the meeting;
 - iii. record declarations of interest of Community Council members;
 - iv. the names and status of those members unable to attend but who have submitted apologies;
 - v. approval of the previous minutes including the date of the minute and who proposed and seconded;
 - vi. reports e.g. Ex-Officio; Police; invited guests; planning/licensing; Treasurer; Locality Planning group etc;
 - vii. all decisions taken; actions approved; timescales involved and who has responsibility for the action; and
 - viii. the date, time, and venue of the next meeting.

When circulating minutes the Secretary will:

- ix. send an approved minute within 14 days from the date of the meeting which approved them to South Ayrshire Council as a matter of course, and make same available to the public for inspection via websites (if used); libraries; and any other appropriate public space;

- x. provide copies of all approved minutes to South Ayrshire Council during the year (SAC is simply a recipient of the minutes for monitoring purposes);
- xi. in instances of private discussions being held in whole or in part within a Community Council meeting, Community Councils must take recognition of the limitations within the GDPR regulations and acknowledge that an approved redacted minute may be made accessible to the public if available; South Ayrshire Council reserves the right of access to a full and redacted copy of all minutes;
- xii. provide copies of, or electronic links to, the Community Council's approved minutes and financial accounts to members of the public and/or third parties as or when requested (Community Councils should be the first port of call for requests from the public). It would be reasonable, in the first instance if requested, for a justification/reason to be provided to the Community Council or South Ayrshire Council where such requests are being made. **NOTE:** Certain information may require to be redacted before circulation i.e. personal data.

The Annual General Meeting

- 9.8 Any Office Bearer reports to be presented at the AGM (or any other Community Council meetings), should be delivered by the appropriate and current Office Bearer – whenever possible. If this is not possible then an appropriate alternative should be agreed by the Community Council members e.g. Vice-Chairperson standing in for the Chairperson.
- 9.9 In addition to ordinary meetings of the Community Council; an Annual General Meeting (AGM) shall be held in April/May of each year to:
- i. Record membership attendance and apologies received;
 - ii. Approve the presented minutes of the last Annual General Meeting (AGM);
 - iii. Approve Chairperson's annual report (written or minuted at the AGM);
 - iv. Approve Treasurer's submission of Independently Examined Statement of Accounts;
 - v. *Note implementation/continuation of the Scheme for Establishment of Community Councils;
 - vi. **Note** current office bearers step down;
 - vii. **Note** election of office bearers;
 - viii. *Confirm that the Constitution is signed and dated by the Chairperson and 2 other members of the Community Council;
 - ix. Note appointment of Community Councillors to Outside Bodies e.g. Locality Planning Groups;
 - x. Note the appointment of an Independent Examiner of accounts for the next year;
 - xi. Note the appointment of Specialist Co-optees;
 - xii. Review the Inventory and Additional Resources;
 - xiii. Chairperson to declare that a date in April/May of following year will host the next AGM;
 - xiv. Chairperson closes meeting.
- (*not all of the above items may be necessary to include as agenda items)**

Special Meetings

- 9.10 A Special Meeting, no more than 4 per annum, may be called by a simple majority of the total voting membership present and eligible to vote (any such decision should be clearly minuted) in the following circumstances; although these are not exhaustive:
- i. Community Councils can call a Public Meeting other than the Annual General Meeting, at which members of the public are given the right to speak, and every reasonable opportunity to be heard;

Or
 - ii. In the event of the Chairperson's annual report and/or the Treasurer's independently examined statement of accounts not being approved at the AGM by the Community Council or thereafter by South Ayrshire Council;

Or
 - iii. In the event that a motion of censure or vote of no confidence is raised against the Community Council, or members thereof, by no less than two thirds of constituted members themselves or by at least 20 Community Council electors of the area;

Or
 - iv. Receipt of a Petition by South Ayrshire Council (written request) signed by 20 Community Council electors of the area all signatories will be subject to validation. (See Scheme Clause 3.9) The Petition shall specify the matter and reasons for calling such a meeting;

Or
 - v. If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of business can either be deferred to the next scheduled meeting date; unless items of business are urgent then another Special Meeting could be arranged; or those members in attendance can hear reports as information only and defer any decisions and/or actions until the next quorate meeting (See Scheme Clause 9.6);

Or
 - vi. In cases where the Community Council deems it necessary to hold a meeting, or parts of a meeting, in private (See Constitution Clause 14k);

Or
 - vii. In cases deemed to be an emergency, a Community Council meeting may be held after giving less than the usual seven day notice;

Or
 - viii. In receipt of a request for a private meeting outwith ~~the of~~ scheduled meetings, from South Ayrshire Council.

Note: A formal motion is a proposal, and it is usual practice that the proposal should be followed by a seconder. The wording of the motion should be accurate, agreed and recorded in the minutes, and can be passed unanimously, or be subject to a vote. In the

case of Annual General Meetings (AGM) and Special Meetings, the wording of the motion is set out on the agenda calling the meeting. The results of any vote must be detailed in the minutes and, if they so request, the names of those opposing the motion listed.

Public participation in the work of the Community Council

- 9.11 Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the Community Council, under the guidance of the Chairperson. (See Standing Orders Clauses 4b & c)

Advertising of all Meetings

- 9.12 All meeting notices will indicate the date, time and venue of Community Council meetings and will be published at least seven days prior to the meeting taking place. (except in cases deemed to be an emergency meeting being called under the Special Meetings)
- 9.13 The Community Council as a collective membership should share the responsibility to post and/or circulate public notices, and not hold any individual member solely responsible for this task, unless it has been a previously minuted individual's agreed action.
- 9.14 All meetings will be widely advertised so that all the electorate has the opportunity to be informed of the meeting.
- i. In cases of proposed amendments to the Governance of the Community Council e.g. the Constitution, or Special Meetings called under clause 9.10 of the Scheme, the meeting notice should include the proposed amendment or motion for the agenda calling the meeting.
 - ii. At least three, but ideally more public places, which serve the Community Council's area should be identified where notices will always be placed to advertise meetings.
 - iii. Additional means may include websites, social media and emails
- 9.15 These public places should be notified to South Ayrshire Council upon request.

10 DELEGATION OF AUTHORITY TO SUB-COMMITTEES

- 10.1 The Community Council may from time to time form sub-committees of at least two Community Councillors to consider specific matters e.g. to consider planning applications. It is the responsibility of the Community Council to set a clear remit and to specify the limits of delegation and ensure adequate accountability of any committee.
- 10.2 The details of the remit and delegated powers of any committee should be agreed by a simple majority of Community Councillors and recorded in the Community Council minutes as soon as is practicable. Any Community Councillor claiming to represent the views of a Community Council must be able to demonstrate that they have this authority (i.e. minuted decision by the Community Council's collective membership), and that any committee/individual is acting within the limits of its delegation.

11 FINANCES

Responsibilities and Duties

- 11.1 Although the Treasurer has responsibility for the day-to-day monitoring of finances, each Community Council retains collective responsibility to maintain proper financial records and to expect regular financial reports at scheduled Community Council meetings.
- 11.2 In addition, it is a requirement for Community Councils to submit a satisfactory and independently examined annual statement of accounts for the correct financial year to South Ayrshire Council (i.e. the financial year of the Community Council shall be from 1 April until 31 March of the following year)

Administration Allowance

- 11.3 Each Community Council can be considered eligible to receive an annual Administration Allowance from South Ayrshire Council, which will take account of the population size included in the Community Council's boundary. To ensure eligibility, each Community Council must comply with the terms of this Governance e.g. in relation to membership; meetings; minutes etc.
- 11.4 Administration Allowances shall be for Community Council administration and/or promotion purposes only, and shall not be expended on any other purpose. All decisions in relation to the expenditure of the Administration Allowance should be minuted.
- 11.5 Payment of the allowance will be made in accordance with a procedure determined by South Ayrshire Council. Community Councils should complete the Grant Application Form,

and self-evaluation (RAG Analysis) (See Scheme Appendix 5) and must provide a copy of a recent bank statement to ensure that the Councils records are up to date.

- i. Grant Application Form
- ii. Up to date Bank Statement
- iii. Must have carried out a minimum of 6 Quorate meetings and have supplied to South Ayrshire Council minutes for all meetings held.
- iv. A copy of the Community Councils Independently audited accounts
- v. Completed and returned the self-evaluation (RAG Analysis)

11.6 After an inaugural allowance (at inception of a new Community Council), all subsequent allowances will be made subject to Community Councils continuing to comply with the terms of this Governance.

Other Grants

11.7 Community Councils who identify projects or other purposes consistent with its functions are free to apply for grants from external funding bodies, and other South Ayrshire Council Departments (when funds are available). Any payments from South Ayrshire Council Departments will be made in accordance with the procedure determined by the Council.

Independent Examination

11.8 Each Community Council shall appoint a competent Independent Examiner annually (at the AGM) to examine the Community Council's accounts who may charge a reasonable fee for their services. 'Competent' need not be considered restricted to a qualified accountant and/or bookkeeper, but could be an individual who has the ability to itemise and balance income and expenditure figures accurately. The level of income held by your Community Council would define the qualification required.

11.9 The Independent Examiner of the Community Council's accounts shall not be a relative of a member either by birth or marriage, nor in a relationship with or live in the same address.

11.10 The accounts are required to be forwarded immediately, following their approval at the Community Council's Annual General Meeting in April/May of each year, to be received by South Ayrshire Council no later than 30 September each year. It is the collective responsibility of the Community Councillors to ensure the submission of accounts.

11.11 South Ayrshire Council may, at its discretion and in consultation with the South Ayrshire Council's Chief Internal Auditor, in circumstances of unclear and/or substantial financial transactions, require the Community Council to produce records such as vouchers; receipts; account books for example to undertake a full audit of the accounts.

Inventory and Additional Resources

- 11.12 The Treasurer shall prepare and maintain an inventory of all assets owned by the Community Council. The inventory should include the following detail as a minimum: make, model and serial number; purchase date; perceived value; location; disposal date; reason for disposal. The inventory must also be made available upon request to South Ayrshire Council. All decisions to purchase or dispose of assets should be always be minuted.
- 11.13 Community Councillors should be deemed ineligible to receive payment for any activities or work initiated by, relating to, or which benefits their Community Council. The only payments (with the exception of Honorariums relating to minute taking and secretarial duties) which Community Councillors should be eligible to receive from their Community Council are travel and reasonable out of pocket expenses which have previously been agreed by the collective membership. However, it is acknowledged that Community Councillors, operating as individual citizens, may receive imbursement for particular skills, knowledge or experience which may benefit other Community Councils.

(See Guidance [for Community Council document](#) Appendix 1)

12 OTHER SUPPORT FOR COMMUNITY COUNCILS

- 12.1 South Ayrshire Council will provide each Community Council with a minimum of 13 “lets of premises” per year for the purpose of conducting their meetings. These “lets” will be provided in South Ayrshire Council properties wherever practicable, within the boundary of the Community Council area. Where South Ayrshire Council does not own suitable properties in a Community Council area, reasonable expenses for the hiring of a hall or other meeting place will be re-imbursed to Community Councils by South Ayrshire Council.
- 12.2 South Ayrshire Council will make, where requested, its in-house printing and photocopying facilities available, at Council services internal rates, to all Community Councils.

Insurance

- 12.3 Community Councils are responsible for any loss, injury or damage to property or persons arising from its activities or from any equipment or services it provides.
- 12.4 South Ayrshire Council has therefore agreed to pay the annual premium for core Insurance with respect to Community Councils. This core policy can be altered by the Community Council to include cover for fetes etc – but any additional costs to core cover is at the expense of the CC itself.
- 12.5 This type of cover provides indemnity in respect of incidents arising for activities such as fetes, gala days, firework displays (as long as the Insurance Company is advised and is satisfied with the safety arrangements and any other conditions that it may impose).
- 12.6 Where Community Councils own property or equipment it is advisable that Community Councils have their own appropriate insurance cover.
- 12.7 It is the responsibility of each Community Council to ensure that their contact details are up to date with the Insurance provider. It is also their responsibility to inform the Insurance provider of any activity that may be out with the regular scope of the policy. Community Councils must renew their policy and send proof of payment to South Ayrshire Council for reimbursement of the base expense. Costs above this which relate to additional activities should be met by the individual Community Council.

Other Assistance

- 12.8 South Ayrshire Council will endeavour to provide further assistance through, Training (as identified by South Ayrshire Council and Community Councils), Link Officer Support, Conferences and online information facilities. Further information on this support together with an outline of the revised role of the Link Officer can be found in the Community Council guidance document. (See Guidance [for Community Council document](#) Appendix 12)
- 12.9 South Ayrshire Council shall establish a Forum for Community Councils which may also be used as a reference group on pertinent issues when required.

13 EXCHANGE OF INFORMATION

- 13.1 South Ayrshire Council will continue to liaise with Community Councils and public agencies to promote the exchange of information between these bodies. Furthermore, it is South Ayrshire Council's wish to make available the following measures where it can:

Providing support to Community Councils which may:

- i. circulate information which may be common to Community Councils;

- ii. provide information for Community Councils and members of the public;
- iii. advise external organisations how to contact Community Councils;
- iv. act as sign-post to other South Ayrshire Council Departments & Arm's Length External Organisations (ALEOs);
- v. respond to enquiries from external organisations and Council Departments regarding Community Councils;
- vi. advise on any requests for additional support and resources for Community Councils;
- vii. facilitate advice, assistance, modular training programme and/or capacity building to Community Councils on the duties and responsibilities of office bearers; the role of Community Councils; the functions of South Ayrshire Council and other relevant topics.

13.2 Community Councils, as the representative voice of their communities, should be readily contactable by the general public. All Community Councils should establish a generic email which can be circulated freely in the public domain. In addition, it would be best practice to have more than one means for the general public to contact a Community Council.

Planning & Licensing:

- 13.3 Alongside the above South Ayrshire Council have a statutory duty to consult on Licensing and Planning and any others introduced through legislation from time to time.
- 13.4 South Ayrshire Council will notify Community Councils of all new premises licence applications and applications for variations (all relating to alcohol) made within its area. Applications for occasional licences will only be advertised on the Council's website at www.south-ayrshire.gov.uk/licensing. Some licensing applications are publicised by notice at the site. It is the responsibility of individual members of the public to observe these notices, and raise an objection.
- 13.5 South Ayrshire Council has a statutory obligation to consult with Community Councils regarding planning applications, and to make representations about planning. To facilitate this, a weekly list of planning applications is circulated to Community Councils which is also published on the Council's web-site:
<http://www.south-ayrshire.gov.uk/planning/register.aspx>
- 13.6 The list contains basic information regarding the applicant, agent, site address, and a brief description of the proposed development

Other Public Agencies:

- 13.7 Facilitate, wherever practicable, other public agencies to communicate with Community Councils, before taking decisions which may affect their areas, and with a view to ascertaining the views of the local community.

14 OBLIGATIONS

Review of Community Councils and the Scheme for Establishment

- 14.1 There is no statutory timeframe for the Scheme for Establishment of Community Councils to be subject to review; the Local Government (Scotland) Act 1973 Part IV Community Councils – Section 53 states that “*every local authority shall from time to time review Schemes*”.
- 14.2 There could be a number of factors which may trigger a review e.g. a number of requests from Community Councils and/or members of the public; emerging knowledge of a Scheme requiring improvement following practical experience of implementation; or changes to geographic and/or demographic circumstances; particular regard may be paid to boundaries of individual Community Councils, where the Council observes significant permanent changes to the population.
- 14.3 All, or a combination of, these factors could be viewed as “*changing circumstances*”, as stated in Section 53 of the Local Government (Scotland) Act 1973.
- 14.4 South Ayrshire Council undertakes to oversee the workings of Community Councils, on an ongoing basis, to ensure that they are operating efficiently and in an appropriate manner, and in accordance with the Scheme. The methodology for this to be undertaken is for all Community Councils to complete an Annual Self-Assessment i.e. Red, Amber, Green (RAG) Analysis, at the earliest opportunity following an AGM (to be completed by the last day of June each year). This is a Good Practice Item which Community Councils must submit to South Ayrshire Council to conform to GREEN status on the RAG Analysis.

15 COMPLIANCE

Suspension of a Community Council

- 15.1 Where for any reason, and after due consideration and appropriate notice by a relevant officer from South Ayrshire Council it is deemed that a Community Council is unable to and/or is not conforming to the Scheme, an initial decision on suspending the Community Council can be taken by the relevant officer.

Note: Suspension need not be viewed as punitive action; it is intended as providing a Community Council a period of time to reflect and assess current Governance

arrangements and/or operational circumstances with a view to identifying a way forward to fully conform to the Scheme.

- 15.2 An initial decision on suspension can be appealed in writing to the ~~Head of Legal, HR and Regulatory Services~~ Chief Governance Officer of South Ayrshire Council within 14 days of the decision being notified to the Community Council (the initial notification and any appeal should be in writing, in the form of a dated formal email and/or letter).
- 15.3 Any decision taken on an appeal by the ~~Head of Legal, HR and Regulatory Services~~ Chief Governance Officer should be made available within 28 days of the dated receipt of said appeal. An appeal which is upheld can conclude with the Community Council's previous status being re-instated.
- 15.4 Following an appeal not upheld, or not submitted within the 14 day timeline of an initial decision, the Community Council will revert to the status of a steering committee and/or appropriate structure whose main task will be to consider such matters, and take such action, as is necessary to ensure the Community Council can conform with the Scheme. Appropriate support costs, e.g. meeting venues, may be eligible for consideration of financial assistance from South Ayrshire Council.
- 15.5 Following a steering committee and/or appropriate structure satisfying a relevant officer from South Ayrshire Council the Service Lead – Thriving Communities that the Community Council will in the future be able to conform to the Scheme, then re-instatement to full status may be granted by written notice from the ~~Head of Legal, HR and Regulatory Services to the Council.~~ Chief Governance Officer to the Council.
- 15.6 In the event that a steering committee and/or appropriate structure is unable to, and/or is unlikely to be able to conform with the Scheme within a period of three months from the date of an initial suspension, then the Service Lead – Thriving Communities may request that the ~~Head of Legal, HR and Regulatory Services~~ Chief Governance Officer may wish to consider recommending to the Cabinet of South Ayrshire Council ~~Public Process Panel~~ to formally dissolve the Community Council.
- 15.7 ~~However~~ **Although**, if a steering committee and/or appropriate structure is demonstrating sufficient progress towards conforming with the Scheme, to the satisfaction of relevant officers ~~from~~; then **at the discretion of the Assistant Director, Communities South Ayrshire Council**, the period of suspension may be extended by an additional 3 months **or such further period as deemed appropriate**.

Dissolution of a Community Council

~~15.8 Dissolution of a Community Council will only take place following a formal and final decision by South Ayrshire Council Audit & Governance Panel on the recommendation of the Head of Legal, HR and Regulatory Services. Such a recommendation may be made in the following circumstances:~~

15.8 **Note:** Representations and/or decisions in reference to dissolution of a Community Council should be considered as a last resort and ideally to be avoided. All efforts should be taken in accordance with the Scheme to ensure that all Community Council members are included in exploring options which may avoid a Community Council being dissolved.

~~15.9 Dissolution of a Community Council (except for voluntary dissolution as detailed below) will only can take place following a formal and final decision by South Ayrshire Council Audit & Governance Panel on the recommendation of the Head of Legal, HR and Regulatory Services. Such a recommendation may be made in the following circumstances detailed in clauses 15.10, 15.11 and 15.12.~~

15.10.1 Following a suspension made in terms of Scheme clause 15.1 above, and where after a reasonable time (See Scheme clause 15.6) a Community Council remains unable to conform with the Scheme a recommendation ~~may be made to the Cabinet of South Ayrshire Council~~ to dissolve the Community Council ~~may be made.~~

15.10.2 Prior to such a recommendation being made to ~~the Cabinet of~~ South Ayrshire Council, ~~Audit & Governance Panel~~ the Community Council will be advised in writing, and given 14 days from the date of the notification to make written representation to the Chief Executive of South Ayrshire Council, as to why such a recommendation should not be made.

15.10.3 Where no such representation is received within 14 days, or where having considered such representation, the Chief Executive confirms said recommendation, a report recommending dissolution of the Community Council shall be submitted to ~~the Cabinet of~~ South Ayrshire Council ~~Council Audit & Governance Panel.~~

15.10.4 ~~The Cabinet of~~ South Ayrshire Council ~~Audit & Governance Panel~~ shall consider the above report and may decide to dissolve the Community Council. In the event of such a

decision the Community Council will be deemed to have been dissolved with immediate effect.

- 15.10.5 The dissolution will be intimated by South Ayrshire Council, by giving appropriate public notice including on the South Ayrshire Council Community Council web page.
- 15.11 ~~Alternatively, w~~Where South Ayrshire Council has reasonable grounds to believe that a Community Council has been 'abandoned', and is no longer functioning, then the Service Lead – Thriving Communities will notify the ~~Deputy Chief Executive & Director – People~~ **Director of Communities and Transformation** who in turn may **advise** (depending on the individual circumstances) **report this to the Cabinet of South Ayrshire Council Audit & Governance Panel** and intimate this by appropriate notice.
- 15.12 ~~Furthermore, and w~~Where for any reason, the number of Community Council members falls below the minimum number of members for a Community Council to remain established i.e. less than 50% of the constituted membership. South Ayrshire Council Service Lead – Thriving Communities can suspend the Constitution of the Community Council and may recommend to the ~~Head of Legal, HR and Regulatory Services, Chief Governance Officer~~ **Chief Governance Officer** the subsequent dissolution of the Community Council . **Such a recommendation should be** ~~(following all reasonable efforts by South Ayrshire Council not leading, in the opinion of the Council, to a satisfactory and sustainable increase of membership.)~~
- 15.13 In the event of the dissolution of a Community Council, all of its assets shall transfer to South Ayrshire Council, which shall hold these **in trust** for a period of one year **to ascertain whether in the event that** a future Community Council becomes established in that area. Following this period all assets will be subsumed into South Ayrshire Council.
- 15.14 Transfer and acceptance of all assets will be subject to due process and the approval of South Ayrshire Council ~~Depute Chief Executive & Director – People;~~ **Director of Communities and Transformation** and only after the Council is completely satisfied that there are no outstanding debts or liabilities attached.

Voluntary ~~Basis~~ Dissolution by Resolution of the Community Council

- 15.15 If the Community Council by a two-thirds majority of the constituted membership who are eligible to vote and present at the meeting, resolves at any time that it is necessary or advisable to dissolve the Community Council, it shall agree a date for a Special Meeting to discuss the resolution.
- 15.16 It is a requirement that at least seven days notice is given prior to the date of such a Special Meeting. With public notices located in appropriate local venues and/or websites, or other social media.
- 15.17 If the resolution for dissolution is supported by a two thirds majority of the total voting membership who are present at the Special Meeting, and the decision is subsequently

notified to South Ayrshire Council, the Community Council shall be deemed to be dissolved with immediate effect.

- 15.18 The provisions relating to assets included in Scheme Clause 15.13 and 15.14. above may also apply in this instance.
- 15.19 In the event that the Community Council is dissolved under the above **voluntary** procedure, and twenty or more electors subsequently wish to re-establish a Community Council for the area, these electors shall submit a Petition to South Ayrshire Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973.
- 15.20 On receipt of a Petition, South Ayrshire Council shall arrange for elections to be held in accordance with the Scheme for Establishment of Community Councils (See Scheme Clause 3.12 to 3.15)

16. **CENSURE - TAKE A VOTE OF NO CONFIDENCE**

- 16.1 Clause 16 of the Scheme ~~for Establishment of Community Councils (2020)~~ is for addressing matters of concern and/or complaints ***which may arise internally*** from within individual Community Councils.

All complaints relating to individual Community Councillors should be directed for the attention of the appropriate office bearer/s or member/s of the relevant Community Council in the first instance. Note: Community Councillors should at all times adhere to the principles set out in the Code of Conduct for Community Councillors. (See Scheme Appendix 3)

- 16.2 All Community Councils should keep a clear audit trail of any complaints from within its members to ensure transparency of process whilst retaining the appropriate level of confidentiality e.g. a complaint against another member may be shared with that member only in the first instance, to provide them with time to reflect on the content of the complaint and to prepare an appropriate response, before the complaint is shared with the collective membership for discussion.
- 16.3 All complaints should be made formally in writing (either by surface mail or email), to the Chair, making clear:
- i. the nature of the complaint;
 - ii. the grounds which support it; and
 - iii. including evidence which substantiates the grounds.

~~Following clauses 16.1 through 16.3 being accounted for, any remaining issues can be subsequently dealt with in accordance with the remaining clauses within this section.~~

In the event of the complaint being made about the Chair the letter should be sent to the secretary who will pass it on to the Vice Chair/Next in line, **while complying with GDPR at all times.**

~~While paying cognisance of GDPR compliancy at all times.~~

- 16.4 The Community Council can invoke Scheme Clause 9.10 vi and Constitution Clause 14k which enable a Community Council to hold a meeting, or parts of a meeting, in private where it considers it appropriate to do so e.g. to discuss internal complaints and/or Governance matters.
- 16.5 Furthermore, a Community Council may Censure - take a vote of No Confidence **ef on** Community Councillors should they:
- i. Be unable to demonstrate that they could work with and respect fellow members of the Community Council, and any third party, regardless of their position, in their capacity as a Community Councillor (See Code of Conduct clause 9); or
 - ii. Be proven beyond reasonable doubt to have deliberately contravened the Community Council's Constitution; been in deliberate breach of the Code of Conduct; deliberately caused the Community Council to come into disrepute; deliberately conducting themselves in general breach of this Scheme; or
 - iii. Been disqualified under the Representation of the People Act 1983 (which covers **corrupt or illegal** electoral practices and offences relating to donations). The disqualification for an **illegal** practice begins from the date a person has been reported guilty or convicted and lasts for 3 years. The disqualification for a corrupt practice begins from the date a person has been reported guilty or convicted and lasts for 5 years.
- 16.6 A leave of absence may be granted/requested by individual members should personal matters and/or certain circumstances arise e.g. upon receipt of a complaint. (See Scheme Clause 16.19 to 16.21 & 17.7)
- 16.7 With additional regard to Scheme Clause 16.5 i a majority of no less than two thirds of the constituted membership who are present must be reached before any initial suspension or sanction of censure / vote of no confidence can be proposed and carried by the Community Council.
- 16.8 With further regard to Scheme Clause 16.5 iii; consideration should be given to the source of any disclosures i.e. whether self-declaration or third party; in any event, a majority vote of no confidence of no less than two thirds of the constituted membership who are present must be reached before any sanction of censure of a Community Councillor can be proposed and carried by the Community Council.
- 16.9 All Community Councillors who are present are eligible to cast a vote. All voting can be conducted by secret ballot if a simple majority is reached in the first instance from amongst those present and eligible to vote.

- 16.10 The Secretary of the Community Council shall put in writing to the individual, by special delivery, the outcome from the meeting; to be received by the individual no later than 14 days from the date of the meeting which made the proposal.
- 16.11 The individual can appeal in writing within 14 days of receipt of the special delivery letter to a specially appointed trained Panel of 3 Office Bearers from other Community Councils. The letter of appeal should be sent via the Service Lead – Thriving Communities, **People Directorate** in the first instance to ensure receipt within the 14 day timeline.
- South Ayrshire Council will invite office bearers from across all Community Council areas to delegate a representative who would be willing to sit on the panel. If required, delegates from areas which sit a reasonable distance from the affected Community Council will be approached to stand on the panel as required.
- 16.12 This letter of appeal should state the grounds on which the proposal reached by the Community Council to censure is being challenged; if this stage of appeal is reached, the final decision to uphold the proposal or overturn it rests solely with the specially appointed trained Panel of 3 Office Bearers, and any decision will be notified in writing to the appellant and affected Community Council within 28 days of the Panel meeting to discuss the letter of appeal and making a decision.
- 16.13 Responsibility for inviting, appointing and training the Panel will rest with South Ayrshire Council.
- 16.14 Any period of censure taken against a Community Councillor will last for a maximum of 12 months from the date on the written notice. This period can be shortened at the discretion of the Community Council which raised the original proposal.
- 16.15 After the period of censure / vote of no confidence; if any vacancies remain; and if the previous individual of censure / no confidence wishes to stand for election onto the Community Council; then the process for election as prescribed by South Ayrshire Council can be undertaken.
- 16.16 **Note:** South Ayrshire Council does not censure or vote for Community Council members; and it should be clearly understood that these are matters for the existing membership and/or local community where appropriate, to discuss within an appropriate platform e.g. Special Meeting. Service Lead – Thriving Communities, **People Directorate** can offer guidance in relation to the content of the overall Governance for Community Councils i.e. the Scheme, which describes the standards of conduct and behaviour that Community Council members should display, and that the local community and wider agencies should observe from a Community Council.

Other Reasons to demit office

- 16.17 A Community Councillor's membership of a Community Council will cease if they move to reside outwith of the Community Council boundary area, although they may be invited to continue as a Specialist Co-optee where Community Councillors agree by a simple majority; before any invitation is extended, the 'test' for appointment of a Specialist Co-optee should be invoked. (See Scheme clause 4.20 to 4.22)
- 16.18 A Community Councillor who fails to attend any scheduled Community Council meeting (excluding meetings called under Scheme Clause 9.10 vi - viii), without submitting apologies, throughout a period of 3 consecutive meetings; or
- 16.19 With regard to the above; existing members should be written to, to establish, in the first instance the status of their membership; this letter should include a closing date for response and an outline of the options available for the Community Council to take e.g. following receipt of a response, a Community Council may decide to grant a leave of absence in advance or retrospectively for an individual member.
- 16.20 This leave of absence can extend up to a maximum of 6 months or until the next AGM, whichever period is sooner. However, if no response is received by the closing date, then the Community Council may take an option to undertake a process to fill a vacancy (See Clauses 4.10 through to 4.19).
- 16.21 A leave of absence may also be granted/requested by individual members should personal matters and/or certain circumstances arise.

17 ACTIVITIES OF A PARTY POLITICAL OR POLITICAL NATURE

- 17.1 Community Councillors – at no time during Community Council meeting should have discussions of a party political or political nature.
- 17.2 Candidates for election to Community Councils must ensure that they do not engage in activities that are considered by South Ayrshire Council to be of a party political or political nature at any time during the Community Council election process.
- 17.3 When acting in their role as Community Councillors, Community Council members must ensure that they do not engage in activities that are considered by South Ayrshire Council to be of a party political or political nature at any time during Local; Scottish; or Westminster elections. If reporting the results of such elections through Community Council's media i.e. headed stationary; posters; flyers; and websites equal parity must be afforded to successful candidates.
- 17.4 A Community Council shall be non-political and non-party political in all its activities. It shall therefore not be permissible for Community Councils to engage in activities such as the sponsoring, endorsing or supporting of candidates or Elected Members during Local,

Scottish, or Westminster elections; and pre-election periods (Purdah) of South Ayrshire Council respectively.

- 17.5 **When acting in a private capacity**, it is permissible for individuals to undertake such activities but they must ensure, that in doing so, there is no association with the Community Council of which they are a member.
- 17.6 Political organisations shall not be permitted to request the appointment of an Specialist Co-optee to the Community Council.
- 17.7 Community Council members are free, **when acting in a private capacity**, to undertake political activities. However, to ensure there is no risk of ambiguity and confusion on the part of the general public, Community Council members, who are also prospective political candidates, may wish to consider requesting a leave of absence from the Community Council (See Scheme Clause 16.20 - 16.21).
- 17.8 To be clear, a request for a leave of absence based upon the above circumstances arising, is a suggested course of action for consideration by the Community Council members in the first instance. The formal position is that a Community Councillor who may be standing for election is not obligated to undertake a leave of absence from the Community Council.

Hustings Events

- 17.9 If Community Councils decide to organise and host Hustings events; they should abide by their non-party political status and shall ensure that they are seen by the entire community which they represent, as being non-party political during any such event.
- 17.10 Meetings of Community Councils are open to the public and therefore any prospective political candidates would be able to attend in their capacity as a member of the public. **However, they should not be invited to address the meeting** unless it would be as part of an appropriately organised Hustings event, with all candidates having been invited and given equal opportunity to address the meeting.
- 17.11 To be clear in relation to hosting a Hustings, Community Councils should ensure that they invite **all** prospective political candidates standing in the area, or alternatively do not extend an invitation to any of them i.e. **all or none**.
- 17.12 Additional advice (of particular significance during a local authority election period) is that in order for Community Councils to be seen to maintain their political neutrality, that if they include any electronic links to political parties by email and/or social media, this should be in

the same vein as extending invitations to prospective candidates to attend a Hustings event i.e. include electronic links to **all political parties or none of them**.

18. GENERAL PUBLIC: COMPLAINTS PROCEDURE FOR COMMUNITY COUNCILS

- 18.1 Community Councils should adhere to the Governance, including the Code of Conduct, for Community Councils. However, from time to time, complaints from the general public may be made about Community Councils and individually against Community Councillors.
- 18.2 If you are dissatisfied or have concerns about the standard of service, actions or lack of action provided by your Community Council or one or more of its members, these can be reported through the Complaints Procedure for Community Councils.

19. EQUAL OPPORTUNITIES

- 19.1 It shall be the duty of every Community Council to ensure that its general responsibilities and activities are carried out fully in accordance with current Equalities legislation e.g. in accordance with South Ayrshire Council Policy and Practice. (See Guidance Clause 5.11)

20 DATA PROTECTION - GDPR

- 20.1 South Ayrshire Council handle your information following the GDPR guidelines. A copy of the South Ayrshire Council privacy notice for Community Councils, and an example privacy notice for Community Councils to adopt can be provided.
- 20.2 Community Councils should familiarise themselves with GDPR regulations to ensure that they comply with regulations when handling information regarding members etc.

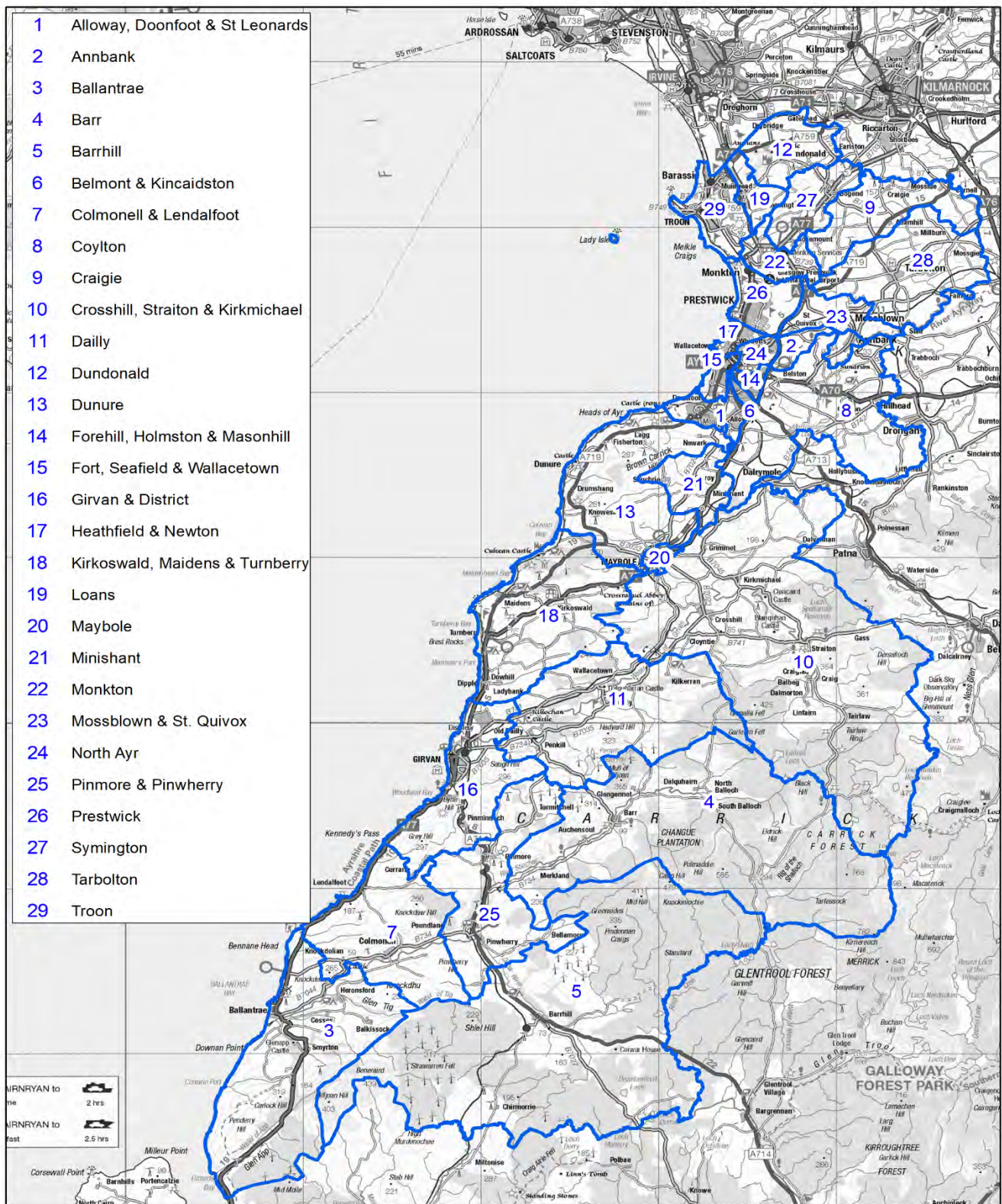
21. GUIDANCE AND INDUCTION

- 21.1 This Scheme can be read in conjunction with the Guidance and Induction for Community Councils which each provide additional information to assist Community Councils with interpretation of the Scheme. The Guidance and Induction documents are subject to ongoing internal review by the Council. Community Councils are issued with hard copies, but they can also be accessed via the South Ayrshire Council Community Council web page www.south-ayrshire.gov.uk/community-councils

22. ALTERATIONS TO THE CONSTITUTION

- 22.1 Any proposal by the Community Council to amend its Constitution must be first considered and minuted at a meeting of the Community Council, before representation is made to South Ayrshire Council.
- 22.2 Any proposal to alter its Constitution must be delivered in writing to the Secretary of the Community Council not less than twenty eight days prior to the date of the meeting at which it is first to be considered. The terms of the proposed resolution to alter the Constitution shall be highlighted and stated on the notice calling the meeting.
- 22.3 If the resolution is supported by two-thirds of the elected membership of the Community Council and is approved (ratified), in writing, by South Ayrshire Council or its appointed officer, the alteration shall be deemed to have been duly authorised.
- 22.4 All proposed or actual alterations will require to conform to the Scheme.
- 22.5 The authorised amendment to the Constitution shall be stated on the 7 day notice calling the next meeting.

APPENDIX 1



Community Councils

Scale 1:285700



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**SOUTH AYRSHIRE COUNCIL
NAME, DESCRIPTION AND MEMBERSHIP OF COMMUNITY COUNCIL**

Name of Community Council	No of Members	South Ayrshire Council Electoral Ward(s)	Number of Electors
Alloway, Doonfoot and St Leonards	16	5	7901
Annbank	9	6	776
Ballantrae	10	8	514
Barr	10	8	245
Barrhill	10	8	254
Belmont and Kincaidston	13	4	4074
Colmonell and Lendalfoot	10	8	300
Coylton	10	7	2929
Craigie	10	6	284
Crosshill, Straiton and Kirkmichael	10	7	1410
Dailly	10	8	897
Dundonald	11	6	2229
Dunure	10	7	714
Forehill, Holmston and Masonhill	14	4	5966
Castlehill/Masonhill/New Holmston	7		
Holmston and Forehill	7		
Fort, Seafield and Wallacetown	15	5	6154
Fort	5		
Seafield	7		
Wallacetown	3		
Girvan and District	14	8	5308
Kirkoswald, Maidens and Turnberry	10	8	963
Loans	9	6	666
Maybole	12	7	3479
Minishant	10	7	439
Monkton	10	6	967
Mossblown & St Quivox	11	6	2060
Newton and Heathfield	14	3	5973
Newton	3		
Heathfield	11		
North Ayr	15	3	6894
Whittlets and Lochside	6		
Dalmilling	5		
Craigie	4		
Pinwherry and Pinmore	10	8	212
Prestwick	18	2	12289

Name of Community Council Sub-Ward	No of Members	South Ayrshire Council Electoral Ward(s)	Number of Electors
Symington	10	6	1336
Tarbolton	10	6	1755
Troon	18	1	12449

Community Council Formula for Membership

Under the Community Council Scheme, membership of a Community Council is:

- Core membership of 9
- One additional member per thousand of electors, up to a maximum of 18 where the population density is over the South Ayrshire average of 92.2/sq km
- Where a population density is under the South Ayrshire average of 92.2/sq km, a Community Council will have one additional member
- Maximum membership of 18

The above formula was agreed under phase one of the review consultation of Community Councils 2019, and ratified at South Ayrshire Council's Leadership Panel on 17th September 2019.



South Ayrshire Council

Constitution for Community Councils

[Name of individual Community Council]

**This Appendix forms part of the core Governance
Arrangements for Community Councils in South Ayrshire**

1. Name

The name of the Community Council shall be [insert name] Community Council, which will subsequently be referred to as “the Community Council” in this Constitution.

2. Area of the Community Council

South Ayrshire Council has produced a list of approved Community Council areas for South Ayrshire, and a map which outlines their boundaries can be requested by contacting South Ayrshire Council at Communitycouncils@south-ayrshire.gov.uk . The area of the Community Council will be as designated on said map.

3. Objectives

The objectives of the Community Council shall be to:

- (a) Seek to develop a Local Vision e.g. a mission statement;
- (b) Gather and articulate the views of the community which it represents;
- (c) Express fairly the views, diversity of opinions and outlooks of the community to South Ayrshire Council; and other public/private organisations;
- (d) Act as a voice for their local area on any matters affecting their community’s lives, welfare and environment;
- (e) Liaise with other community groups within their local area;
- (f) Take any such action in the interests of the community as appears to be practicable;
- (g) Promote the well-being of the community and to foster community spirit.

4. Role and Responsibilities

The role and responsibilities of the Community Council and its membership are governed by South Ayrshire Council’s Scheme for Establishment of Community Councils (2020);

5. Membership

- (a) The stated constituted membership of the Community Council is [*insert #*], and is governed by the Scheme.
- (b) The core number of Community Councillors is 9. The absolute maximum number of Community Councillors for an established Community Council is 18. The following quorums will apply to membership;
 - (i) 9 requires a quorum of 5
 - (ii) 12 requires a quorum of 6
 - (iii) 15 requires a quorum of 8
 - (iv) 18 requires a quorum of 9
- (c) If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of formal business will be deferred to the next scheduled meeting date;

- (d) It should be noted that the minimum number of Community Councillors is 9, and this is the minimum number of vacancies that will be subject to a call for nominations when establishing a Community Council. If 50% of the minimum number is achieved i.e. submission of 5 validated nominations, then South Ayrshire Council may progress initial establishment (or re-establishment) of a Community Council.
- (e) All Ex-Officio members within the boundary area of the Community Council are members of the Community Council and their views on matters concerning the Community Council should be actively sought. However, it should be noted that Ex-Officio members have no voting rights; are not eligible to take 'office' in the Community Council; cannot propose or second any nominations for 'office' positions; or act as a representative on the Community Council's behalf.

6. Equality and Diversity

It shall be the duty of every Community Council to ensure that its general responsibilities and activities are carried out fully in accordance with current Equalities legislation e.g. in accord with South Ayrshire Council policies and practices.

7. GDPR 2018

It is the duty of every Community Council to comply with the General Data Protection Act (GDPR) 2018.

8. Method of Election

Election procedures are governed by Scheme Clause 5.

9. Vacancies on the Community Council

- (a) Where a vacancy arises the Community Councillors can agree to fill the vacancy in accordance with Scheme Clause 4.10 relating to Co-option. South Ayrshire Council requires to be notified if the membership falls below half.
- (b) When advertising vacancies Community Councils must make all reasonable efforts to ensure that public notices have been placed in at least three, but ideally more, public venues across the whole Community Council area. In the event of vacancies occurring within three months before the date of the next election a Community Council may leave the vacancy unfilled until that election
- (c) The ratification of appointments of Co-optee members following appropriate advertisement to fill the vacancy/vacancies rests wholly with the existing constituted membership; although the validation of nomination forms rests with South Ayrshire Council.

10. Co-option and Nomination to the Community Council

- (a) There will be two different categories of Co-optee –
 - (i) those filling a casual vacancy till the next ordinary election or by-election will be **temporary Co-optee**, and,
 - (ii) those co-opted for their specific expertise, for a specific length of time, will be a specialist Co-optee.
- (b) There will be different methods of recruitment and qualification which apply to each type of Co-optee:
 - (i) Temporary Co-optees must be resident within the boundary of the Community Council, or sub-wards, and must be recruited by advertisement in specified locations, and serve only up to the next election or by-election. In any event they may not serve as a temporary Co-optee for longer than eleven months.
 - (ii) Specialist Co-optees do not necessarily have to be resident in the area, but must be recruited for a specific project for a specified length of time. The Community Council will advertise and publicise the recruitment of specialist co-options to residents within its area, stating the reasons and duration of the co-option.

11. Voting Rights of Members of the Community Council

- (a) The right to vote at any meeting of the Community Council or any committee thereof shall be held by all Community Councillors, but not by Ex-Officio members or Specialist Co-optees.
- (b) Although all Community Councillors hold the right to vote; a recommended approach to decision-making is working together to support Community Council's to make decisions based upon reaching a consensus.
- (c) Notwithstanding, and with the exception of instances relating to clauses of this Constitution, all decisions of the Community Council, which may require a vote, will be decided by a simple majority of those present and eligible to vote, with exception to clause (a) above relating to Specialist Co-optees. **There is no provision for proxy votes.**
- (d) In the event of a vote of the Community Councillors that results in a majority not being achieved, the chairperson shall have a casting vote in addition to their deliberative vote, whether or not exercised.

12. Election of Office-Bearers

- (a) In April/May of each year, as part of the Annual General Meeting, the Community Council shall elect a Chairperson, Secretary and Treasurer; and other such office-bearers as it may decide necessary e.g. Vice-chair, Minute Secretary.
- (b) The right to hold office in the Community Council or any committee thereof shall be held by all Community Councillors, but not by Specialist Co-optees or Ex-Officio members.
- (c) All office-bearers shall be elected for a maximum period of one year or until the date of the next Annual General Meeting and/or 'Full/By' election; whichever period of time is completed first.
- (d) Bank account signatories may not be directly related by birth, marriage, civil contract or co-habitation etc.
- (e) Every effort should be made to appoint one person to each position, however, it is permissible for one person to hold more than one office if necessary (e.g. Secretary/Treasurer).
- (f) At the first meeting of the Community Council after elections in the year when Elections are held and at the AGM in the year when elections are not held, Community Councils may appoint a Planning and a Licencing Contact.

13. Sub-Groups of the Community Council

The Community Council may appoint Community Councillors to sub-groups of the Community Council and shall determine their composition, terms of reference, duration, duties and powers.

14. Meetings of the Community Council

- (a) The Community Council shall abide by the Scheme, Code of Conduct and Standing Orders to ensure the proper conduct of its meetings.
- (b) The quorum for Community Council meetings shall be as stated in Clause 5 a) & b) of the Constitution. No more than 2 ordinary meetings in any one year may be held virtually
- (c) In April/May of each year the Community Council shall convene an Annual General Meeting (AGM).
- (d) Including the Annual General Meeting (AGM), the Community Council shall meet not less than 7 times (six Ordinary Meetings and one AGM) throughout the year.
- (e) Dates, times and venues of regular meetings of the Community Council should be identified at the first meeting of the Community Council following the Annual General Meeting (AGM) and/or elections. Meeting arrangements can be subject to review by

the Community Council periodically thereafter but no later than at the following year's AGM.

- (f) South Ayrshire Council has the discretion to call a meeting of the Community Council at any time.
- (g) Copies of all minutes of meetings of the Community Council and of sub-groups thereof shall be approved at the next meeting of the Community Council subject to the special circumstances outlined at Clause 9.6 xi and 9.7 xi of the Scheme.
- (h) A draft minute shall be circulated at least 7 days prior to its next meeting, to all members, and any other appropriate parties as agreed by the Community Council. South Ayrshire Council can receive these upon request. An approved minute will be forwarded to South Ayrshire Council within 14 days of the date of the meeting; all minutes should be provided to South Ayrshire Council.
- (i) Should the Community Council receive a written request (Petition), signed by at least 20 residents within the Community Council area to convene a Special Meeting for a particular matter or matters to be debated, it shall call such a meeting within 4 weeks of receipt of such a request.
- (j) Special Meetings shall require at least 7 days public notice, and the wording of the motion calling the meeting should be set out on the agenda.
- (k) All meetings of the Community Council are open to members of the public. However the Community Council shall retain the right to discuss items of business in private where it considers it appropriate to do so e.g. internal Governance matters, complaints, etc.

15. Public participation in the work of the Community Council

- (a) Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the Community Council, under the guidance of the Chairperson.
- (b) Notices publicising meetings of the Community Council and/or its committees shall be posted within the Community Council area for a minimum period of seven days before the date of any such meeting e.g. public venues; notice boards; websites etc.

16. Information to South Ayrshire Council

- (a) South Ayrshire Council shall be sent, minutes of all meetings; the annual chairperson's report; the Independently Examined Statement of Accounts and any other information, as may reasonably be required by South Ayrshire Council.
- (b) When Special Meetings of the Community Council are to be held, South Ayrshire Council should be advised of the date, time, venue and subject(s) of debate at such meetings 7 days in advance of the meeting date.

- (c) In relation to the Special Meeting at 16 (b) above: South Ayrshire Council may appoint an officer to act as the principal point of contact for matters relating to the Community Council if required.

17. Control of Finance

- (a) Each Community Council is to maintain proper financial records and present regular financial reports at scheduled Community Council meetings. The Treasurer shall keep proper accounts of the finances of the Community Council.
- (b) All monies provided by South Ayrshire Council and other sources or raised by alternative means on behalf of the Community Council shall only be applied to further the objectives and fulfil the responsibilities of the Community Council.
- (c) The monies provided by South Ayrshire Council in the annual Administration Allowance shall be for Community Council administration and/or promotion purposes only, and shall not be expended on any other purpose.
- (d) Monies raised from other sources for non-administration purposes may be used in accordance with the donor's terms so long as they do not conflict with the objectives of the Community Council. In the absence of any such terms, monies used will be to further the objectives and fulfil the responsibilities of the Community Council.
- (e) A minimum number of three authorised signatories should be appointed to authorise financial transactions i.e. signing of cheques, on behalf of the voting members of the Community Council.
- (f) Any two of the three authorised signatories, who need not be office-bearers of the Community Council, may sign cheques on behalf of the Community Council; the Treasurer should assume one of the three authorised signatory roles. Authorised signatories may not be related by birth, marriage, civil contract or co-habitation
- (g) A statement of accounts for the last financial year, examined by a competent independent examiner appointed by the Community Council, shall be submitted to the April/May Annual General Meeting of the Community Council and shall be available for inspection.
- (h) The independent examiner will not be a member of the Community Council. This includes Ex-Officio and Specialist Co-optees.
- (i) The financial year of the Community Council shall be from 1 April in any year until 31 March in the succeeding year.
- (j) An independently examined statement of accounts as received and approved by the Community Council should be submitted to South Ayrshire Council following the Community Council's Annual General Meeting to be received no later than 30 September each year.

18. Assets

An inventory of all assets e.g. equipment and materials, shall be produced and maintained by the Treasurer. Assets belonging to the Community Council shall be vested in the whole membership of the Community Council.

19. Alterations to the Constitution

- (a) Any proposal by the Community Council to amend this Constitution must be first considered and minuted at a meeting of the Community Council, before representation is made to South Ayrshire Council.
- (b) Any proposed amendments may not conflict with the Scheme for Establishment of Community Councils (2020) and the objectives contained within the Constitution.
- (c) Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Community Council not less than twenty eight days prior to the date of the meeting at which it is first to be considered and the terms of the proposed resolution to alter the Constitution shall be stated on the notice calling the meeting which shall be issued not less than fourteen days prior to the meeting. Should an individual require assistance in providing a written proposal, the Community Council is obliged to provide support to the individual to accomplish this. All proposed or actual alterations will require to conform to the Scheme. If the resolution is supported by two-thirds of the elected membership of the Community Council and is approved, in writing, by South Ayrshire Council or its appointed officer, the alteration shall be deemed to have been duly authorised from the date of the letter or such other date as may be agreed.
- (d) The authorised amendment to the Constitution shall be stated on the 7 day notice calling the next meeting.

20. Suspension and Dissolution

- (a) Where for any reason it is deemed by South Ayrshire Council that a Community Council is not conforming to the Scheme, ~~then~~ South Ayrshire Council, **subject to the terms of Clause 15.8 of the Scheme**, can formally suspend the Community Council by giving appropriate notice, **in terms of Clause 15.1 to 15.7 of the Scheme**
- (b) Dissolution may occur **in terms of Clauses 15.10, 15.11 or 15.12 of the Scheme** ~~either on a decision of South Ayrshire Council Audit & Governance Panel~~, or on a voluntary basis by resolution of the Community Council. Such a resolution by the Community Council would require support by two thirds majority of the total voting membership present (See Scheme Clauses ~~15.159~~).

21. Adoption of the Constitution

(a) Constitution adopted and signed on behalf of the Community Council on:

- Date
- Chairperson (*signature*)
- Member (*signature*)
- Member (*signature*)

(b) Confirmed on behalf of South Ayrshire Council (SAC) by:

- SAC Officer (*signature*)
- Print name
- Date



South Ayrshire Council

Code of Conduct for Community Councillors

This Appendix forms part of the core Governance
Arrangements for Community Councils in South Ayrshire

CODE OF CONDUCT FOR COMMUNITY COUNCILLORS

The Code of Conduct for Community Councillors is largely based on the Code of Conduct for South Ayrshire Council councillors and relevant public bodies as provided for in:

- ***The Ethical Standards in Public Life etc. (Scotland) Act 2000***

Community councillors, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct.

The Code of Conduct and its principles, shall apply to all Community Councillors and those agreed and minuted as representing the Community Council. These principles are as follows:

1. ***Service to the Community (Public Service)***
2. ***Selflessness***
3. ***Integrity***
4. ***Objectivity***
5. ***Accountability and Stewardship***
6. ***Openness***
7. ***Honesty***
8. ***Leadership***
9. ***Respect***

1. Service to the Community

As a Community Councillor you have a responsibility to act in the interests of the local community, which you have been elected or nominated to represent.

You also have a responsibility to act in accordance with the remit of South Ayrshire Council's Scheme for Establishment of Community Councils (2020) (the 'Scheme'), as set out by South Ayrshire Council under the terms of the Local Government (Scotland) Act 1973.

You have a responsibility to establish and reflect, through the Community Council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. You should not attend meetings or events in your capacity as a Community Councillor under the influence of any substance which may impair your judgement or conduct.

Various mechanisms to enable the general community to express their views, i.e. suggestion boxes, community surveys, opinion polls should be made available where appropriate.

2. Selflessness

You have a responsibility to take decisions solely in terms of the interests of the community that you represent.

You must not use your position as a Community Councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

3. Integrity

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.

If you have any such private and/or personal interest in a matter to be considered by the Community Council, you have a responsibility to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary and Treasurer of the Community Council.

4. Objectivity

In all your decisions and opinions as a Community Councillor, you must endeavour to represent the overall views of your community, by taking account of information which is provided to you or is publicly available; assessing its merit and gathering information as appropriate; whilst laying aside personal opinions or preferences.

You may be appointed or nominated by your Community Council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.

You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and Community Council and not the interests of a particular political party or other group.

5. Accountability and Stewardship

You are accountable for the decisions and actions that you take on behalf of your community through the Community Council. You must ensure that the Community Council uses its resources prudently and in accordance with the law.

Community Councillors will individually and collectively ensure that the business of the Community Council is conducted according to South Ayrshire Council's Scheme.

Community Councillors will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the Community Council as set out in South Ayrshire Council's Scheme.

Community Councillors must also ensure that all resources are used efficiently, effectively and fairly and are used strictly for the purposes of Community Council business and for no other purpose.

Draft minutes of meetings recording all actions and decisions made should be produced and circulated to all members of the Community Council as soon as possible after each meeting and no later than seven days prior to the next meeting.

6. Openness

You have a responsibility to be open about your decisions, actions and representations, giving reasons for these where appropriate. You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.

If you have dealings with the media, members of the public, or others not directly involved in your Community Council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the Community Council.

7. Honesty

You have a responsibility to act honestly. You also have an obligation to work within the law at all times. You must declare any private interest relating to your Community Council duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the Community Council.

8. Leadership

You have a responsibility to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the Community Council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

You should act to assist the Community Council, as far as possible, in the interest of the whole community that it serves. Where groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the Community Council is aware of them.

9. Respect

You must respect fellow members of your Community Council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, you have dealings with in your capacity as a Community Councillor.

Recognition should be given to the contribution of everyone participating in the work of the Community Council. You must comply with Equal Opportunities legislation and ensure that

equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.



South Ayrshire Council

Standing Orders for Community Councils

This Appendix forms part of the core Governance
Arrangements for Community Councils in South Ayrshire Council

1. **Meetings**

- (a) All meetings of Community Councils are open to members of the public subject to Clause 9.2 of the Scheme.
- (b) The frequency of meetings will be determined by each Community Council, subject to a minimum of one Annual General Meeting (AGM) and 6 ordinary meetings being held each year. (no more than 2 ordinary meetings in any one year can be held virtually)
- (c) Annual General Meetings (AGMs) are held each year in April/May.
- (d) Ordinary meetings of the Community Council should ideally be held on the same day in each of the months where a meeting is scheduled e.g. first Monday; third Wednesday etc.
- (e) The notice of ordinary and Annual General Meetings of the Community Council, featuring the date, time and venue, shall be provided to each Community Council member and South Ayrshire Council by the Secretary of the Community Council, at least 7 days before the date of the meeting.
- (f) Special Meetings may be called at any time under Clause 9.10 of the Scheme for Establishment of Community Councils (2020).
- (g) South Ayrshire Council has the discretion to call a meeting of the Community Council (See Constitution Clause 14 (f)).

2. **Minutes**

Minutes of the proceedings of a meeting of the Community Council shall be drawn up timeously and be distributed in accordance with Clause 9.7 of the Scheme for Establishment of Community Councils (2020) and be submitted for approval to the next meeting of the Community Council.

3. **Order of Business**

(i) Ordinary Meeting

Order of business at Ordinary meetings of the Community Council should include: -

- i. Recording of membership present and apologies received.
- ii. The minutes of the last meeting are submitted for approval.
- iii. Any matters arising are addressed.
- iv. Correspondence.
- v. Reports e.g. Treasurer; Elected Members; Police; Weekly Planning List; Licensing; Locality Partnerships, Link Officer Report etc.
- vi. Consideration of other agreed items of business; as directed by the Chairperson.
- vii. Any other competent business.
- viii. Questions from the floor.
- ix. Chairperson to declare date of next meeting and close meeting.

(Police report can be taken at the top of the meeting to allow early dismissal)

(ii) Annual General Meeting

It will not be uncommon that the Community Council has arranged for an Ordinary meeting of the Community Council to begin at the close of the Annual General Meeting (AGM), to

enable any outstanding reporting on business matters to be heard; and for Community Council members and members of the public to have an opportunity to bring matters to the attention of the Community Council, possibly for inclusion on a future agenda.

The AGM minutes should be presented to the next ordinary meeting of the Community Council following the AGM for the purposes of establishing accuracy and noting their availability to the public. Although they remain in draft form until approved at the following year's AGM.

The order of business at Annual General Meetings (AGM) of the Community Council shall be as follows:

- i. Record membership attendance and apologies received;
- ii. Approve the presented minutes of the last Annual General Meeting (AGM);
- iii. Approve Chairperson's annual report (written or minuted at the AGM);
- iv. Approve Treasurer's submission of Independently Examined Statement of Accounts;
- v. *Note implementation/continuation of the Scheme for Establishment of Community Councils;
- vi. Current office bearers step down;
- vii. Election of office bearers;
- viii. *Confirm that the Constitution is signed and dated by the Chairperson and 2 other members of the Community Council;
- ix. Note appointment of Community Councillors to Outside Bodies e.g. Locality Planning Group;
- x. Note the appointment of an Independent Examiner of accounts for the next year;
- xi. Note the appointment of Specialist Co-optee Members;
- xii. Review the Inventory and Additional Resources (See Constitution Clause 18);
- xiii. Chairperson to declare that a date in April/May of following year will host the next AGM;
- xiv. Chairperson closes meeting.

*(*not all of the above items may be necessary agenda items)*

(iii) Special Meeting

The order of business at Special Meetings of the Community Council shall be as follows: -

- i. Recording of membership present and apologies received.
- ii. The nature of the calling notice for the Special Meeting.
- iii. The business for debate, as described in the calling notice for the Special Meeting.
- iv. Chairperson to close meeting.

4. Order of Debate

- (a) In instances of the Chairperson's absence, the meeting should proceed through the Vice-Chairperson or other interim Chairperson as agreed by the members present.
- (b) The Chairperson shall decide the order of all questions, relevancy and competency arising at meetings of the Community Council and their ruling shall be final and shall not be open to discussion.
- (c) The Chairperson shall also determine the order, relevancy and competency of all questions from the public in attendance at meetings of the Community Council.

- (d) The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the importance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner.
- (e) The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the Community Council meeting to the next scheduled meeting or another fixed time and/or date.
- (f) Every motion or amendment shall be proposed and seconded.
- (g) After a proposer of a motion has been called on by the Chairperson to reply, no other members shall speak to the motion or amendment.
- (h) A motion or amendment once made and seconded shall not be withdrawn without the consent of the proposer and seconder thereof.
- (i) A motion or amendment which is contrary to a previous decision of the Community Council shall not be competent within 6 months of that decision; unless an error or new information becomes available which requires further consideration. Any subsequent decision taken by the Community Council, which is contrary to a previous decision, can be implemented with agreement in writing from South Ayrshire Council.

5. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote i.e. the elected membership of the Community Council.
- (b) An exception can be taken to a show of hands at Community Council meetings; in that voting may be held by confidential ballot e.g. the election of office bearers at the Annual General Meeting (AGM).
- (c) The Chairperson of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.
- (d) In instances of the Chairperson's absence their casting vote is transferred to the Vice-Chairperson or other interim Chairperson, as previously agreed by the members present.

6. Alteration to Standing Orders

- (a) A proposal to alter or add to these Standing Orders may be proposed to South Ayrshire Council at any time by the Community Council, provided that notice of a motion to that effect is given at the meeting of the Community Council previous to that at which the motion is discussed.
- (b) South Ayrshire Council shall have final discretion on any proposed change to these Standing Orders.

7. Sub-Groups

The Community Council may appoint sub-groups as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

8. Suspension of Standing Orders

- (a) These Standing Orders shall not be suspended except at a meeting at which two-thirds of the stated constituted membership number of Community Council members

are present and then only if the proposer states the object of their motion and if two-thirds of the Community Council members present consent to such suspension.

- (b) South Ayrshire Council shall have final discretion on any proposed suspension of these Standing Orders.

South Ayrshire Council

Annual Self-Assessment (RAG Analysis) for Community Councils

CONSIDERED GOVERNANCE STATUS

- **RED** – 1 or more CORE ADMINISTRATION items remain outstanding.
- **AMBER** – All (6) CORE ADMINISTRATION items met; and Any 1 GOOD PRACTICE item being met.
- **GREEN** – All (6) CORE ADMINISTRATION items met; and evidence of 6 GOOD PRACTICE items being met; which must include the Annual Self-Assessment (RAG Analysis).
- RAG Analysis should be completed ~~by last day of September~~ each year. AMBER status is satisfactory; GREEN status Community Councils will be held up as MODELS of GOOD PRACTICE.

~~This Appendix is for Information purposes only and does not form part of the core Governance Arrangements for South Ayrshire Community Councils~~

Name of Community Council

SAC can complete

Year of Self Assessment

SAC can complete

Date of meeting which discussed self assessment

CC to complete

Considered RAG Status

Green

Amber

Red

Completed by

(name - block Capital)

CC to complete

(signature)

(position)

(date self assessment completed)

CORE ADMINISTRATION	MONITORING QUESTION	YES	NO	COMMENTS / EVIDENCE / CONCERNS
1. Constitution	Is there a signed Constitution held on file and by South Ayrshire Council?			SAC can complete
2. Minutes	Are all Community Council minutes from the last 2 years held on file by South Ayrshire Council?			SAC can complete
3. Annual General Meeting	Has an AGM been held in April/May of the most recent year?			SAC can complete
4. Finances	Have the most recently approved accounts been submitted to South Ayrshire Council?			SAC can complete
5. Treasurer Reports	Are regular financial reports presented at scheduled meetings?			SAC can complete
6. Chairperson's Report	Is a Chairperson's Report available from the most recent AGM?			SAC can complete

GOOD PRACTICE	MONITORING QUESTION	YES	NO	COMMENTS / EVIDENCE / CONCERNS
1. Annual Self-Assessment (RAG Analysis)	Has the most recent self-assessment been submitted by the last day of September			
1 Locality Planning Group Reports (LPG)	Do LPG's representative's reports appear as regular/rolling agenda items?			CC to answer
2. Elected Members' Reports	Do Elected Members' reports appear as regular/rolling agenda items?			CC to answer
3. Police Reports	Do Police reports appear as available for each regular/rolling agenda items?			SAC to answer (as per minutes)
4. Planning	Is Planning included or acknowledged as a regular/rolling agenda item?			SAC to answer (as per minutes)
5. Licensing	Is Licensing included or acknowledged as a regular/rolling agenda item?			SAC will populate for those that have one.
6. Email	Does the community council have a generic email?			SAC will populate for those that have one.
7. Website	Does the community council have a website?			SAC will populate for those that have one
8. Facebook	Does the community council have any social media pages a Facebook group, or equivalent?			CC to answer
9. Twitter	does the community council have a Twitter Account, or equivalent?			CC to answer
10. Training & Development Opportunities 9. Information Sessions	Is there uptake of any training information sessions offered?			CC to answer
10. Wider Participation	Does the community council liaise with other community groups?			CC to answer
11. Consultations	Have any consultations been conducted within the previous 12 months?			CC to answer
12. Local Vision	does the community council have a Local Vision or Mission Statement?			SAC will populate once we have the details from each CC

FOR OFFICIAL USE: ~~Performance, Policy and Community Planning (People Directorate)~~ Thriving Communities confirmation of RAG status:

Green Amber Red

Relevant Officer: _____

Date: _____



South Ayrshire Council

General Public: Complaints Procedure for Community Councils

This Appendix is for Information purposes only and does not form part of the core Governance Arrangements for South Ayrshire Community Councils

GENERAL PUBLIC COMPLAINTS PROCEDURE FOR COMMUNITY COUNCILS

NOTE: The importance of transparency of process whilst retaining the appropriate level of confidentiality must be noted and practiced by all Community Council members upon receipt of any complaint e.g. a complaint against the collective membership of a Community Council may be considered appropriate to share with all members simultaneously, whereas a complaint against an individual member may be shared with that member only in the first instance, to provide them with time to reflect on the content of the complaint and to prepare an appropriate response, before the complaint is shared with the collective membership for discussion (See Clauses 9.1 & 9.2 of this Complaints Procedure).

In any event, Community Councils may consider whether it would be appropriate to invoke Constitution Clause 14k when in receipt of a complaint and undertaking an appropriate procedure.

CONTENTS

Quick guide to the General Public Complaints Procedure for Community Councils

1. Introduction
2. What is a complaint?
3. Who can complain?
4. What can I complain about?
5. What can't I complain about?
6. How do I complain?
7. What do I tell the Community Council when complaining?
8. How long do I have to make a complaint?
9. What happens when I have complained?
10. What happens if I'm still unhappy?

Quick guide to the General Public Complaints Procedure for Community Councils

Complaints Procedure

- You can complain in writing or in person to the Secretary of the Community Council or any of its Office Bearers.
- There is a two stage Complaints Procedure – **Resolution** and **Investigation Stages**.
Community Councils should always try to deal with your complaint as quickly as possible, but if it is clear that the matter will require a detailed investigation you will be notified on progress.

Stage 1 – Resolution

- Community Councils should always try to resolve your complaint as soon as possible (within four weeks of their meeting schedule).
- If you are unhappy with a resolution response, you can request in writing that the Community Council considers your complaint as a Stage 2 Investigation.

Stage 2 – Investigation

- A specially appointed trained Panel of Community Councillors may consider investigating your complaint at this stage if you are unhappy with the stage 1 response. Certain types of complaints which are complex or require detailed investigation may progress straight to Stage 2.
- The Panel will acknowledge your request for investigation of your complaint within four weeks of it being established. It will give you its decision within 30 working days, unless particular circumstances do not make this possible.

Further Advice

If, after receiving the specially appointed Panel's response following the Stage 2 Investigation, you are still unhappy with the decision or the way your complaint has been handled; you can ask Performance, Policy and Community Planning, People Directorate for advice.

The General Public Complaints Procedure for Community Councils

1 Introduction

- 1.1 Community Councils should aim to represent all people in the area without prejudice: they are non-party political and non-sectarian. They must call for nominations publicly and hold elections when becoming established and/or filling vacancies.
- 1.2 Any person resident in the Community Council boundary area, aged 16 years or over, and included on the Electoral Register can be nominated to join their local Community Council (Alternative Measures for identification and residency status of candidates may be undertaken in certain circumstances).
- 1.3 Community Councils are regularly consulted by the local authority and public bodies on a wide range of issues which affect their area, such as planning and licensing.
- 1.4 All Community Council meetings are open to the public. See more at: <https://www.south-ayrshire.gov.uk/community-councils/>
- 1.5 Community Councils should adhere to the Code of Conduct included in the Scheme for Establishment of Community Councils (2020). However, from time to time, complaints may be made by the general public about Community Councils and/or individually against Community Councillors.
- 1.6 If you are dissatisfied or have concerns about the standard of service, actions or lack of action provided by your Community Council or one or more of its members, these can be reported through the General Public Complaints Procedure for Community Councils.
- 1.7 Please note that South Ayrshire Council has a separate Complaints Policy to record and manage complaints by members of the public against South Ayrshire Council and Council Officers, and this should not be confused with the General Public Complaints Procedure for Community Councils.

2 What is a Complaint?

- 2.1 A complaint against a Community Council is an expression of dissatisfaction or concern by members of the public. This may be about the conduct; standard of service; actions or lack of action by a Community Council and/or its members.

3 Who can complain?

- 3.1 Any member of the public who may be affected by a Community Council can make a complaint. Sometimes you may be unable or reluctant to make a complaint on your own. Complaints may be brought by third parties as long as evidence of personal consent from the complainant can be provided upon

request. **Anonymous complaints will generally not be accepted**, although legal guidance may be sought depending on the nature of allegations made.

- 3.2 If you are under 16 and wish to complain, you may wish to contact South Ayrshire Council in the first instance or if you would prefer; you can ask a trusted adult such as a parent; older brother or sister, or a guardian to contact us on your behalf.
- 3.3 If you believe yourself to be a vulnerable adult, you may likewise wish to contact South Ayrshire Council directly or if you would prefer, you can ask someone you trust to contact us on your behalf.
- 3.4 An Officer of the South Ayrshire Council can be provided to offer guidance on how you may wish to make your complaint if you would prefer.

4 What can I complain about?

4.1 You can complain about things such as:

- Neglect by or contrary attitude of a Community Councillor when dealing with a Community Council issue which affects the local community;
- Breaches to the Scheme for Establishment of Community Councils (2020) by Community Councils and/or their members;
- Financial irregularities and fraud of public funds held by the Community Council;
- Breaches of confidentiality, including data breaches;
- Misusing social media, email or letters for the purpose of personal, political and/or financial gain;
- Bringing the Community Council into disrepute e.g. misrepresenting the views and interests of the local community.

4.2 This list is not exhaustive and complaints may involve more than one thing.

5 What can't I complain about?

5.1 There are some things that Community Councils can't deal with. These include:

- Any decisions South Ayrshire Council has made;
- A request for compensation on a decision the Community Council has made.

6 How do I complain?

- 6.1 All complaints relating to Community Councils and/or individual Community Councillors should be directed for the attention of the appropriate office bearer/s or member/s of the relevant Community Council in the first instance.
- 6.2 All complaints should be made formally in writing (either by surface mail or email), making clear:
- i. the nature of the complaint;
 - ii. the grounds which support it; and
 - iii. including evidence which substantiates the grounds.
- 6.3 However, it may be appropriate for complaints to be resolved if they are made quickly and directly to the Community Council concerned. You may consider speaking to a member of the Community Council so they can try to resolve any problems on the spot.
- 6.4 If your complaint is about more than one issue or you feel that it is not appropriate for the Community Council to deal with the complaint, you can contact the Community Council Officer at South Ayrshire Council, who can provide advice and guidance, and who may forward your complaint to the relevant Community Council on your behalf.

7 What do I tell the Community Council when complaining?

- 7.1 It may be considered easier for complaints to be resolved more quickly if they are not anonymous, although it is acknowledged that in some cases e.g. fear of reprisals, individuals may not wish to provide and/or share their personal details. Therefore the provision of such details to Community Councils should be considered optional.
- 7.2 However, South Ayrshire Council reserve the right to request personal contact details if contacted to deal with a complaint to enable a transparent dialogue – any personal contact details provided to South Ayrshire Council when a complaint is received will not be shared with any Community Councils and/or third parties.
- Your Name and Address/Telephone Number (and email if available);
 - As much detail about the complaint as possible i.e. making clear the nature of the complaint and the grounds which support it, including any available evidence;
 - Any circumstances leading up to, or surrounding what has gone wrong;
 - How you want the Community Council to address and/or resolve the matter.

8 How long do I have to make a complaint?

- 8.1 You should make your complaint within a reasonable period of time e.g. within four weeks of the event you want to complain about.
- 8.2 You may wish to consider the meeting cycle of the Community Council to ensure the complaint is included as correspondence at the earliest opportunity, i.e. check recess periods for the Community Council, especially during the summer and during December and January.
- 8.3 It is anticipated that most complaints would be submitted immediately or within a matter of days from the date of the incident.
- 8.4 In particular circumstances, a complaint may be accepted by the Community Council or South Ayrshire Council after the suggested period of time. If you feel that the suggested period of time should not apply to your complaint, then this should be included in the formal written complaint.

9 What happens when I have complained?

- 9.1 All Community Councils should keep a clear audit trail of any complaints received to ensure transparency of process whilst retaining the appropriate level of confidentiality e.g. a complaint against the collective membership of a Community Council may be considered appropriate to share with all members simultaneously, whereas a complaint against an individual member may be shared with that member only in the first instance, to provide them with time to reflect on the content of the complaint and to prepare an appropriate response, before the complaint is shared with the collective membership for discussion.
- 9.2 In both examples provided in Clause 9.1 above, the Community Council can invoke Scheme Clause 9.10 vi- viii and Constitution Clause 14 (k) which enable a Community Council to hold a meeting, or parts of a meeting, in private where it considers it appropriate to do so e.g. to discuss complaints and/or Governance matters.
- 9.3 The Complaints Procedure for Community Councils should provide two opportunities to resolve complaints:
- Stage 1 – Resolution
 - Stage 2 – Investigation
- 9.4 ***Stage 1 – Resolution***
- 9.4.1 Most complaints may be able to be resolved quickly by the Community Council without it proceeding to a Stage 1. This could mean providing a written apology and explanation if something has clearly gone wrong i.e. in instances where the grounds and evidence, which substantiates the grounds, are not disputed by the recipient of the complaint. In such

circumstances, appropriate steps should be taken to prevent such a problem re-occurring.

- 9.4.2 In the event that a complaint can't be resolved quickly, a Community Council should give its response to a Stage 1 complaint within two weeks or less of the date of the meeting at which it was discussed, unless there are particular circumstances which may not make this possible. If the latter arises, then the Community Council should notify the complainant that their complaint remains subject to ongoing consideration.
- 9.4.3 If the Community Council can't resolve a complaint at Stage 1, it should be automatically moved to Stage 2 Investigation; by the Community Council reaching a consensus or at least a decision by simple majority. If this is the decision of the Community Council, it should write to you within two weeks or less of the date of the meeting which acknowledged and discussed a complaint to advise the complainant that further investigation of the complaint may be required.
- 9.4.4 In circumstances where a Community Council moves a complaint from Stage 1 Resolution to Stage 2 Investigation then the Community Council will inform South Ayrshire Council within two weeks of the date of the meeting which made the decision. South Ayrshire Council will be provided with all details of the complaint, and may take any action deemed to be appropriate e.g. seek appropriate opinion, guidance or advice.

9.5 ***Stage 2 – Investigation***

- 9.5.1 Stage two deals with two types of complaint:
- Those that have not been resolved at Stage 1 Resolution; and
 - Those that are complex and require detailed investigation from the outset.
- 9.5.2 Stage 2 Investigations may go to a Panel of Community Councillors similar to that outlined in Clauses 16:11 to 16:12 of the Scheme i.e. a specially appointed trained Panel of 3 Office Bearers from Community Councils from Sectors separate to, but bordering, that sector containing the Community Council / Community Councillors subject to a complaint. Scheme Clauses 16.11 and 16.12 also outline the steps for appeal by the recipient of a complaint.
- 9.5.3 A Community Council may consider offering and/or accepting a request for a leave of absence for a member (as recipient of the complaint) at this point until a full investigation has taken place (See Scheme Clause 16.6).
- 9.5.4 Alternatively, South Ayrshire Council may consider suspending a Community Council should a complaint be against the collective membership, and if the grounds and submitted evidence can't be proven beyond reasonable doubt as being unsubstantiated at this point in the process, (suspension of a Community Council will be in accordance with Scheme Clause 15).

9.5.5 It should be clearly understood that a leave of absence or suspension is not an acceptance of the grounds and submitted evidence being upheld; it is an opportunity for all parties to gather materials regarding the circumstances of a complaint in an impartial and fair manner.

9.5.6 When conducting a Stage 2 Investigation, the specially appointed trained Panel, with appropriate support from South Ayrshire Council, will:

- Send an acknowledgement to all parties of the request for further investigation of the complaint within two weeks of it being set up;
- Where appropriate, discuss a complaint with the complainant to understand their dissatisfaction and what outcome they are looking for;
- Give the complainant, and all other relevant parties, a full response to the complaint within 30 working days or sooner, from the date of the Panel meeting which arrives at a conclusion, unless there are particular circumstances which may not make this possible. If the latter arises then the Community Council should notify the complainant that their complaint remains subject to ongoing consideration.

~~10 — What happens if I'm still unhappy?~~

~~10.1 — If, after receiving the specially appointed trained Panel's response following the Stage 2 Investigation, a complainant is still unhappy with the decision or the way their complaint has been handled; they can ask Performance, Policy and Community Planning, People Directorate for advice.~~

~~For clarification — any advice provided does not act as an additional stage to the Complaints Procedure and should not form a review or revision of any conclusion drawn up by the specially appointed trained Panel.~~

10.1 South Ayrshire Council will not normally look at events that happened, or that a potential complainant becomes aware of, from more than a year ago, unless there are exceptional circumstances which may make it necessary (although this will be at the sole discretion of South Ayrshire Council).

Appendix 2

Dunure Community Council 16th January 2024

Kennedy Hall

Present

Greg Paterson	Chair	GP
Tracy Craig	Secretary	TC
Angus Craig	Vice-Chair	AC
Mhairi Eaglesham	Member	ME
Janey McCreath	Member	JM
Calum McCutcheon	Member	CM
Patrick Hill	Member	PH
Irene Collier	Co-optee member	IC
Milissa McCulloch	SAC	MM
Hobson Rankin	Member of the community	HR
Fiona Sinclair	Member of the community	FS
Robert Mackie	Member of the Public (Website designer)	

Apologies

Alison Hood

Adoption of previous minutes

Proposed Janey McCreath, seconded Angus Craig

Matters arising

Railway Bridge (By Fisherton Avenue)– With the vegetation having been cut back, it has exposed a gap which someone could fall through. Greg has sent pictures to Ian. This is still ongoing. GP will chase

Local Biodiversity Plan – Dunure Community Council support this proposal.

“This is being driven by Symington Community Council who are leading a project called Pollinator Friendly, which has instigated a wildflower verge and aims to get gardeners gardening with pollinators. Community Councils need to be a key part of the human networks that aim to restore some of nature’s networks and hold our local authority to account if we think their plan is inadequate.”

JM mentioned that The Hall & Parks committee are hoping to replant the butterfly garden in the park.

Station Road Leaves – The Chair wishes to thank South Ayrshire Council for putting the leaf clearing in their maintenance program and staying on top of the problem.

Parking – GP to chase having the new signage put up.

Dunure Website

Robert has asked the DCC to help with the sourcing of suitable photographs and material to begin building the website. GP has asked Robert to provide a draft structure for the DCC to work from. GP going to contact some known photographers in the village to see if they would be happy to contribute some photographs, it was also suggested that an appeal could be put out to the wider community through FB to collect a library of images relevant to the village.

Planning

None

Licensing

None

Treasurer Report

Balance brought forward from previous statement 04/12/23	£2,664.65
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Expenditure

Wreath	£ 28.99
Youth Club Donation	£ 100.00
Fisherton Church Donation	£ 50.00
Craft Club Donation	£ 50.00
Fisherton School	£ 50.00

Closing Balance	£2,385.66
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Irene wished to point out that we still have £1009 to be spent. This came from NCCBC and was to be put towards the harbour webcam. The Harbour Committee decided they would prefer not to have one. The DCC are going to ask NCCBC if the money could now go towards our new website.

Police Report

None

Councillors Report

None

A.O.C.B

HR asked about creating either a sculpture depicting the fishing families of the village. It was mentioned that NCCBC are hoping to create a local Art Trail with a sculpture in each village in the North Carrick area. It may be an idea to look at this funding to create something to celebrate the local fishing community.

FS wished to point out all the other historical facts regarding the village, from Walter Kennedy to the famed Agates found in the area. GP explained that should we be successful with the bid for the Heritage Centre, then this could all be documented and displayed there.

HR asked about the Kennedy Hall and what the plans were for the future. It was pointed out that should the Heritage Lottery bid fail then the Kennedy Hall would be retained. Should it be successful then it would revert back to the council, and it would be up to them what happens next. HR expressed concern that it would just become more holiday homes.

IC questioned if there was more that could be done to address the dog poo issue in the village. It was pointed out that the DCC has brought this up before with SAC, who sent out a dog warden. GP going to speak to the council again.

MM asked the DCC to vote on whether they wished to support the motion for Dunure Community Council to become Dunure and Fisherton Community Council. The committee voted unanimously to support the change. This has now been minuted.

John Donaldson has asked to step down from being a Co-optee on the Community Council. The Chair wishes to thank him for his support.

Date of next meeting. Tuesday 20th February 7.30pm.

Appendix 3 – Specific Changes

Changes to the document are highlighted in red and underlined. Suggested wording that should be removed have a strikethrough and also highlighted in red.

Page 2

The Scheme of Establishment 2020

The following is an update of The Scheme for Establishment of Community Councils as approved for implementation by the Leadership Panel of South Ayrshire Council on Tuesday 15th September 2020, providing administrative amendments and to take into account various administrative changes since that date, in the titles of Council Panels, departments and roles

Service Lead – Thriving Communities

People Directorate change to Communities and Transformation

South Ayrshire Council

County Buildings

Wellington Square

Ayr

KA7 1DR

0300 123 0900

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3.6 The Returning Officer for Community Council elections shall be the Service Lead – Thriving Communities, People DirectorateCommunities and Transformation, South Ayrshire Council. They may appoint Deputes to discharge all or any of their duties.

Page 15

4.7 Any individual who is elected to serve on South Ayrshire Council; the Scottish, Westminster, European or Scottish Youth Parliaments; shall be **ineligible** to stand for election to a Community Council or remain an elected Community Councillor

Page 17

4.23 Any individual who is elected to serve on South Ayrshire Council; the Scottish, Westminster, European or Scottish Youth Parliaments; shall be **ineligible** to stand for election to a Community Council or remain an elected Community Councillor

5.1 Full Community Council membership elections shall be held every four years with the election process taking place **during** **January** to March. South Ayrshire Council shall conduct and administer Community Council elections including Full, Inaugural and By-Elections (by-elections take place on years two, three and four).

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- 6.2 Community Councillors elected during 'Full' elections are eligible to hold their position for the 4 year period until the next 'Full' election; ~~as so~~ long as they continue to conform to the requirements of this Scheme. Community Councillors elected during a by-election year (**years 2, 3 & 4 in the cycle**) shall hold their position for 3, 2 & 1 year respectively
- 6.5 **Notwithstanding paragraph 6.4 above**, they shall qualify to stand for election to another Community Council, subject to eligibility, when it next holds its 'Full/By' election.
- 6.6 An individual can act in only one capacity, on a Community Council, as a Community Councillor; a Co-opted member; an Ex-Officio member or a Specialist Co-optee. Members resign one membership upon taking up another.

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- 9.9 In addition to ordinary meetings of the Community Council; an Annual General Meeting (AGM) shall be held in April/May of each year to:
- i. Record membership attendance and apologies received;
 - ii. Approve the presented minutes of the last Annual General Meeting (AGM);
 - iii. Approve Chairperson's annual report (written or minuted at the AGM);
 - iv. Approve Treasurer's submission of Independently Examined Statement of Accounts;
 - v. *Note implementation/continuation of the Scheme for Establishment of Community Councils;
 - vi. Note current office bearers step down;
 - vii. Note election of office bearers;

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- 9.10 Viii** In receipt of a request for a private meeting outwith ~~the-of~~ scheduled meetings, from South Ayrshire Council.

Page 27

11.13 Community Councillors should be deemed ineligible to receive payment for any activities or work initiated by, relating to, or which benefits their Community Council. The only payments (with the exception of Honorariums relating to minute taking and secretarial duties) which Community Councillors should be eligible to receive from their Community Council are travel and reasonable out of pocket expenses which have previously been agreed by the collective membership. However, it is acknowledged that Community Councillors, operating as individual citizens, may receive imbursement for particular skills, knowledge or experience which may benefit other Community Councils.

(See Guidance [for Community Council document](#) Appendix 1)

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12.8 South Ayrshire Council will endeavour to provide further assistance through, Training (as identified by South Ayrshire Council and Community Councils), Link Officer Support, Conferences and online information facilities. Further information on this support together with an outline of the revised role of the Link Officer can be found in the Community Council guidance document. (See Guidance [for Community Council document](#) Appendix 12)

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Planning & Licensing:

13.3 Alongside the above South Ayrshire Council have a statutory duty to consult on Licensing and Planning and any others introduced through legislation from time to time.

Page 31

15.2 An initial decision on suspension can be appealed in writing to the [Head of Legal, HR and Regulatory Services Chief Governance Officer of South Ayrshire Council](#) within 14 days of the decision being notified to the Community Council (the initial notification and any appeal should be in writing, in the form of a dated formal email and/or letter).

15.3 Any decision taken on an appeal by the [Head of Legal, HR and Regulatory Services Chief Governance Officer](#) should be made available within 28 days of the dated receipt of said appeal. An appeal which is upheld can conclude with the Community Council's previous status being re-instated.

- 15.5 Following a steering committee and/or appropriate structure satisfying a relevant officer from South Ayrshire Council the Service Lead – Thriving Communities that the Community Council will in the future be able to conform to the Scheme, then re-instatement to full status may be granted by written notice from the Head of Legal, HR and Regulatory Services to the Council.Chief Governance Officer to the Council.
- 15.6 In the event that a steering committee and/or appropriate structure is unable to, and/or is unlikely to be able to conform with the Scheme within a period of three months from the date of an initial suspension, then the Service Lead – Thriving Communities may request that the Head of Legal, HR and Regulatory Services Chief Governance Officer may wish to consider recommending to the Cabinet of South Ayrshire Council Public Process Panel to formally dissolve the Community Council.
- 15.7 However Although, if a steering committee and/or appropriate structure is demonstrating sufficient progress towards conforming with the Scheme, to the satisfaction of relevant officers from; then at the discretion of South Ayrshire Council, the period of suspension may be extended by an additional 3 months.

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- ~~15.8 Dissolution of a Community Council will only take place following a formal and final decision by South Ayrshire Council Audit & Governance Panel on the recommendation of the Head of Legal, HR and Regulatory Services. Such a recommendation may be made in the following circumstances:~~
- 15.8 **Note:** Representations and/or decisions in reference to dissolution of a Community Council should be considered as a last resort and ideally to be avoided. All efforts should be taken in accordance with the Scheme to ensure that all Community Council members are included in exploring options which may avoid a Community Council being dissolved.
- 15.9 Dissolution of a Community Council (except for voluntary dissolution as detailed below) can take place in the following circumstances detailed in clauses 15.10, 15.11 and 15.12.

15.10.1 Following a suspension made in terms of Scheme clause 15.1 above, and where after a reasonable time (See Scheme clause 15.6) a Community Council remains unable to conform with the Scheme a recommendation may be made to the Cabinet of South Ayrshire Council to dissolve the Community Council may be made.

15.10.2 Prior to such a recommendation being made to the Cabinet of South Ayrshire Council ~~Audit & Governance Panel~~ the Community Council will be advised in writing, and given 14 days from the date of the notification to make written representation to the Chief Executive of South Ayrshire Council, as to why such a recommendation should not be made.

15.10.3 Where no such representation is received within 14 days, or where having considered such representation, the Chief Executive confirms said recommendation, a report recommending dissolution of the Community Council shall be submitted to the Cabinet of South Ayrshire ~~Audit & Governance Panel~~.

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15.10.4 The Cabinet of South Ayrshire Council ~~Audit & Governance Panel~~ shall consider the above report and may decide to dissolve the Community Council. In the event of such a decision the Community Council will be deemed to have been dissolved with immediate effect.

15.10.5 The dissolution will be intimated by South Ayrshire Council, by giving appropriate public notice including on the South Ayrshire Council Community Council web page.

15.11 ~~Alternatively, w~~Where South Ayrshire Council has reasonable grounds to believe that a Community Council has been 'abandoned', and is no longer functioning, then the Service Lead – Thriving Communities will notify the ~~Deputy Chief Executive & Director – People Director of Communities and Transformation~~ who in turn may advise (depending on the individual circumstances) report this to the Cabinet of South Ayrshire Council ~~Audit & Governance Panel~~ and intimate this by appropriate notice.

15.12 ~~Furthermore, and w~~Where for any reason, the number of Community Council members falls below the minimum number of members for a Community Council to remain established i.e. less than 50% of the constituted membership. South Ayrshire Council Service Lead – Thriving Communities can suspend the Constitution of the Community Council and may recommend to the ~~Head of Legal, HR and Regulatory Services, Chief Governance Officer~~ the subsequent dissolution of the Community Council . Such a recommendation should be following all reasonable efforts by South Ayrshire Council not leading in the opinion of the Council, to a satisfactory and sustainable increase of membership.

15.13 In the event of the dissolution of a Community Council, all of its assets shall transfer to South Ayrshire Council, which shall hold these in trust for a period of one year to ascertain whether in the event that a future Community Council becomes established in that area. Following this period all assets will be subsumed into South Ayrshire Council.

15.14 Transfer and acceptance of all assets will be subject to due process and the approval of South Ayrshire Council Depute Chief Executive & Director - People; Director of Communities and Transformation and only after the Council is completely satisfied that there are no outstanding debts or liabilities attached.

Voluntary Basis Dissolution by Resolution of the Community Council

15.15 If the Community Council by a two-thirds majority of the constituted membership who are eligible to vote and present at the meeting, resolves at any time that it is necessary or advisable to dissolve the Community Council, it shall agree a date for a Special Meeting to discuss the resolution.

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15.16 It is a requirement that at least seven days notice is given prior to the date of such a Special Meeting. With public notices located in appropriate local venues and/or websites, or other social media.

15.17 If the resolution for dissolution is supported by a two thirds majority of the total voting membership who are present at the Special Meeting, and the decision is subsequently notified to South Ayrshire Council, the Community Council shall be deemed to be dissolved with immediate effect.

15.18 The provisions relating to assets included in Scheme Clause 15. 13 and 15.14. above may also apply in this instance.

15.19 In the event that the Community Council is dissolved under the above voluntary procedure, and twenty or more electors subsequently wish to re-establish a Community Council for the area, these electors shall submit a Petition to South Ayrshire Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973.

15.20 On receipt of a Petition, South Ayrshire Council shall arrange for elections to be held in accordance with the Scheme for Establishment of Community Councils (See Scheme Clause 3.12 to 3.15)

16.1 Clause 16 of the Scheme for Establishment of Community Councils (2020) is for addressing matters of concern and/or complaints **which may arise internally** from within individual Community Councils.

- 16.3 All complaints should be made formally in writing (either by surface mail or email), to the Chair, making clear:
- i. the nature of the complaint;
 - ii. the grounds which support it; and
 - iii. including evidence which substantiates the grounds.

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~~Following clauses 16.1 through 16.3 being accounted for, any remaining issues can be subsequently dealt with in accordance with the remaining clauses within this section.~~

In the event of the complaint being made about the Chair the letter should be sent to the secretary who will pass it on to the Vice Chair/Next in line, while complying with GDPR at all times.

~~While paying cognisance of GDPR compliancy at all times.~~

- 16.5 Furthermore, a Community Council may Censure - take a vote of No Confidence of on Community Councillors should they:

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- 16.11 The individual can appeal in writing within 14 days of receipt of the special delivery letter to a specially appointed trained Panel of 3 Office Bearers from other Community Councils. The letter of appeal should be sent via the Service Lead – Thriving Communities, People Directorate in the first instance to ensure receipt within the 14 day timeline.
- 16.16 **Note:** South Ayrshire Council does not censure or vote for Community Council members; and it should be clearly understood that these are matters for the existing membership and/or local community where appropriate, to discuss within an appropriate platform e.g. Special Meeting. Service Lead – Thriving Communities, People Directorate can offer guidance in relation to the content of the overall Governance for Community Councils i.e. the Scheme, which describes the standards of conduct and behaviour that Community Council members should display, and that the local community and wider agencies should observe from a Community Council.

Page 51 (Constitution for Community Councils)

20. Suspension and Dissolution

- (a) Where for any reason it is deemed by South Ayrshire Council that a Community Council is not conforming to the Scheme, ~~then~~ South Ayrshire Council, subject to the terms of Clause 15.8 of the Scheme,

can formally suspend the Community Council by giving appropriate notice, in terms of Clause 15.1 to 15.7 of the Scheme

- (b) Dissolution may occur in terms of Clauses 15.10, 15.11 or 15.12 of the Scheme either on a decision of South Ayrshire Council Audit & Governance Panel, or on a voluntary basis by resolution of the Community Council. Such a resolution by the Community Council would require support by two thirds majority of the total voting membership present (See Scheme Clauses 15.159).

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CONSIDERED GOVERNANCE STATUS

- **RED** – 1 or more CORE ADMINISTRATION items remain outstanding.
- **AMBER** – All (6) CORE ADMINISTRATION items met; and Any 1 GOOD PRACTICE item being met.
- **GREEN** – All (6) CORE ADMINISTRATION items met; and evidence of 6 GOOD PRACTICE items being met; which must include the Annual Self-Assessment (RAG Analysis).
- RAG Analysis should be completed by ~~last day of September~~ each year. AMBER status is satisfactory; GREEN status Community Councils will be held up as MODELS of GOOD PRACTICE.

~~This Appendix is for information purposes only and does not form part of the core Governance Arrangements for South Ayrshire Community Councils~~

Page 63 to 66

Name of Community Council

SAC can complete

Year of Self Assessment

SAC can complete

Date of meeting which discussed self assessment

CC to complete

Considered RAG Status

Green

Amber

Red

Completed by

(name - block Capital)

CC to complete

(signature)

(position)

(date self assessment completed)

CORE ADMINISTRATION	MONITORING QUESTION	YES	NO	COMMENTS / EVIDENCE / CONCERNS
1. Constitution	Is there a signed Constitution held on file and by South Ayrshire Council?			<u>SAC can complete</u>
2. Minutes	Are all Community Council minutes from the last 2 years held on file by South Ayrshire Council?			<u>SAC can complete</u>
3. Annual General Meeting	Has an AGM been held in April/May of the most recent year?			<u>SAC can complete</u>
4. Finances	Have the most recently approved accounts been submitted to South Ayrshire Council?			<u>SAC can complete</u>
5. Treasurer Reports	Are regular financial reports presented at scheduled meetings?			<u>SAC can complete</u>
6. Chairperson's Report	Is a Chairperson's Report available from the most recent AGM?			<u>SAC can complete</u>

GOOD PRACTICE	MONITORING QUESTION	YES	NO	COMMENTS / EVIDENCE / CONCERNS
1. Annual Self-Assessment (RAG Analysis)	Has the most recent self-assessment been submitted by the last day of September			
1 Locality Planning Group Reports (LPG)	Do LPG's representative's reports appear as regular/rolling agenda items?			<u>CC to answer</u>
2. Elected Members' Reports	Do Elected Members' reports appear as regular/rolling agenda items?			<u>CC to answer</u>
3. Police Reports	Do Police reports <u>available for each appear as regular/rolling agenda items?</u>			<u>SAC to answer (as per minutes)</u>
4. Planning	Is Planning included or acknowledged as a regular/rolling agenda item?			<u>SAC to answer (as per minutes)</u>
5. Licensing	Is Licensing included or acknowledged as a regular/rolling agenda item?			<u>SAC will populate for those that have one.</u>
6. Email	Does the community council have a generic email?			<u>SAC will populate for those that have one.</u>
7. Website	Does the community council have a website?			<u>SAC will populate for those that have one</u>
8. Facebook	Does the community council have any <u>social media pages a Facebook group, or equivalent?</u>			<u>CC to answer</u>
9. Twitter	does the community council have a Twitter Account, or equivalent?			<u>CC to answer</u>
10. Training & Development Opportunities 9. Information Sessions	Is there uptake of any <u>training information sessions</u> offered?			<u>CC to answer</u>
10. Wider Participation	Does the community council liaise with other community groups?			<u>CC to answer</u>
11. Consultations	Have any consultations been conducted within the previous 12 months?			<u>CC to answer</u>
12. Local Vision	does the community council have a Local Vision or Mission Statement?			<u>SAC will populate once we have the details from each CC</u>

FOR OFFICIAL USE: Performance, Policy and Community Planning (People Directorate)

Thriving Communities confirmation of RAG status:

Green Amber Red

~~10 — What happens if I'm still unhappy?~~

~~10.1 — If, after receiving the specially appointed trained Panel's response following the Stage 2 Investigation, a complainant is still unhappy with the decision or the way their complaint has been handled; they can ask Performance, Policy and Community Planning, People Directorate for advice.~~

~~For clarification — any advice provided does not act as an additional stage to the Complaints Procedure and should not form a review or revision of any conclusion drawn up by the specially appointed trained Panel.~~

CABINET

Minutes of a hybrid webcast meeting on 29 October 2024 at 10.00 a.m.

Present

in County Councillors Martin Dowey (Chair), Alec Clark, Brian Connolly, Ian Davis,
Hall: William Grant and Martin Kilbride.

Present

Remotely: Councillor Bob Pollock.

Apologies: Councillors Hugh Hunter and Bob Shields.

Attending M. Newall, Chief Executive; K. Braidwood, Director of Housing, Operations and
in County Development; J. Bradley, Director of Communities and Transformation; C. Caves,
Hall: Chief Governance Officer; G. Hunter, Assistant Director – Communities; L. Reid,
Assistant Director – Transformation; K. Anderson, Assistant Director – Corporate
Policy, Strategy and Performance; M. Inglis, Head of Children’s Health, Care and
Justice Service; S. McCall, Service Lead – Transformation; K. Mullen, Service Lead
– ICT Operations; J. Tait, Service Lead – Thriving Communities; K. Hancox,
Committee Services Officer; and E. Moore, Committee Services Assistant.

Opening Remarks.

The Chair took the sederunt, confirmed to Members the procedures to conduct this meeting and advised that the meeting was being broadcast live; and

1. Declarations of Interest.

There were no declarations of interest by Members of the Cabinet in terms of Council Standing Order No. 17 and the Councillors’ Code of Conduct.

2. Minutes of previous meeting.

The minutes of 25 September 2024 ([issued](#)) were submitted and approved.

3. Decision Log.

Following questions from Members of the Cabinet regarding entries within the Decision Log and having noted an update would be provided by the appropriate officer in relation to Proposed Ward Capital Projects – Update 2023 to 2025; and that Actions with incorrect dates would be resolved, the Cabinet

Decided:

- (1) to approve the [overdue actions](#);
- (2) to approve the actions listed with [revised due dates](#); and
- (3) to note the recently [completed actions](#).

Corporate and Strategic.

CI

4. Community Councils - Amendments to the Scheme for Establishment of Community Councils.

There was submitted a report ([issued](#)) of 21 October 2024 by Director of Communities and Transformation seeking approval for officers to make amendments to the Scheme for Establishment of Community Councils.

Following discussion in relation to the consultation process and having heard from the Chief Governance Officer in relation to the Scheme of Establishment, the Cabinet

Decided:

- (1) to update the Scheme for Establishment to reflect administrative changes to the Scheme as highlighted in red in Appendix 1; and
- (2) to approve the name of Dunure Community Council to be changed to Fisherton and Dunure Community Council following a request from Dunure Community Council.

Corporate and Strategic/Finance, HR and ICT.

5. Shaping Our Future Council Update.

There was submitted a joint report ([issued](#)) of 21 October 2024 by Depute Chief Executive and Director of Education and the Director of Communities and Transformation providing Cabinet with an update on the 'Shaping Our Future Council' actions and; seeking approval to implement the proposed Transformation Reporting and Scrutiny schedule.

The Cabinet

Decided:

- (1) to note the progress and completion of the 'Shaping Our Future Council' actions as outlined in this report;
- (2) to note the establishment of the Transformation Board, the governance in place to support delivery of transformation projects and the ongoing engagement activity with stakeholders;
- (3) to note the 'Shaping Our Future Council' portfolio presented at Appendix 1 and the Transformation Benefits Realisation Plan at Appendix 2; and
- (4) to approve the implementation of the Transformation Reporting and Scrutiny Schedule at Appendix 3 and agree reports, including benefits reporting, be brought back to Cabinet and Service and Partnerships Performance Panel as described in Appendix 3 as required.

Health and Social Care.

6. Unannounced Inspection of Cunningham Place Children's House.

There was submitted a report ([issued](#)) of 21 October 2024 by the Head of Children's Health, Care and Justice informing Cabinet that there had been an unannounced inspection by the Care Inspectorate on Cunningham Place, Children's House on 3 and 4 June 2024. The inspection was carried out by one inspector from the Care Inspectorate with in-person visits taking place and feedback provided on 9 June 2024.

Following discussion on what improvements had been implemented since June, the Cabinet

Decided:

- (1) to acknowledge the Care Inspectorate's unannounced inspection of Cunningham Place Children's House and the grading of being Weak;
- (2) to reflect upon the key messages from the Inspection report, and the requirements and recommendations highlighted; and
- (3) to acknowledge the Health and Social Care Partnership's Improvement plan and the assurance of the ongoing improvement work being undertaken.

7. Exclusion of press and public.

The Cabinet resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded during consideration of the remaining item of business on the grounds that it involved the likely disclosure of exempt information in terms of paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.

Economic Development.

8. Expression of Interest to National Heritage Lottery Fund for The Dunure Helm Heritage and Community Centre.

There was submitted a report (Members only) of 23 October 2024 by Director of Communities and Transformation and the Director of Housing, Operations and Development updating Members on the steps taken by officers to develop an Expression of Interest (EOI) for submission to the National Heritage Lottery Fund (NHLF) in November 2024 to support Dynamic Dunure's vision for the Dunure Community and Heritage Centre; and providing Members with information on the proposal and business case being developed by officers to consider supporting the application with capital funding.

The Cabinet

Decided:

- (1) to note the progress for submitting an Expression of Interest to National Heritage Lottery Fund for the Dunure Heritage Community Centre Project and to approve the submission of the Expression of Interest on or before 21 November 2024;

- (2) to note that the Expression of Interest confirmed a proposal and business case to be developed by officers for the Council to consider the provision of capital funding of up to £2m to support the Dunure Heritage Community Centre Project;
- (3) to note that a request to submit a development application would be advised to the Council within 20 days of the application submission, and officers would present a report to Cabinet with the revised business case to request that the Council considered providing capital funding to support the Dunure Heritage Community Centre Project;
- (4) to note that the business case required to present a sustainable revenue generating model for the Dunure Community Centre Project so that the Council was not required to provide any staffing, operating or maintenance support;
- (5) to note that the full details of the Dunure Community Centre Project were in development and that the business case had yet to be tested against legal requirements including compliance with the subsidy control regime; and
- (6) to note that where Council agreed to provide funding then officers would present an application to the National Heritage Lottery Fund for stage 1 development funding.

Corporate and Strategic/Economic Development.

9. Destination South Ayrshire – Event Space Digital Connectivity.

There was submitted a report (Members only) of 23 October 2024 by Director of Communities and Transformation advising Members on plans to provide an Event Space WiFi service, on the Shorefront and Low Green areas of Ayr, which would enhance digital connectivity and the user experience during major events, and seeking Cabinet approval to carry out a public consultation in respect of the proposed work on the Low Green.

Following discussion regarding the timescale and the 12-week consultation period, the Cabinet

Decided:

- (1) to note the proposal to create an Event Space WiFi service at the shorefront to attract visitors and enhance the digital experience at major events, subject to completion of a public consultation;
- (2) to note that the costs to provide the Event Space WiFi was covered through £0.200m grant funding from the Department of Science, Innovation and Technology (DSIT), as part of the 5G Innovation Regions Programme (5GIR);
- (3) to authorise the Service Lead – Asset Management and Community Asset Transfer to carry out a Common Good consultation under the Community Empowerment (Scotland) Act 2015 section 104 on the proposed works and change of use of areas of the Low Green (see Appendix 1), with the result of the consultation being reported to the Cabinet; and
- (4) to note that a future report would be brought, during the period of grant funding, to review longer term provision of an Event Space WiFi service.

10. **Consideration of Disclosure of the above confidential reports.**

Decided:

- (1) not to authorise the disclosure under Standing Order 32.4 of the following report
 - Expression of Interest to National Heritage Lottery Fund for The Dunure Helm Heritage and Community Centre.
- (2) not to authorise the disclosure under Standing Order 32.4 of the following report
 - Destination South Ayrshire – Event Space Digital Connectivity.

The meeting ended at 11.05 a.m.

DRAFT

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder
CAB	16/01/2024	Pavement Parking Enforcement	["H, O and D"]	Corrie, Jane	Pavement parking enforcement	No	27/10/2024				Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder
CAB	31/01/2025	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	Project Plan •Change Management •Risk Register Update •Risk Transfer	No	31/01/2025	31/01/2025	A paper with the Astac OBC is anticipated in Jan 25		Pollock, Bob
CAB	31/01/2025	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	ASTAC verbal progress report (Portfolio Holder/ ELT/ Cabinet) Also AEPB update	No	30/11/2024	21/01/2025	Not progressed until Cabinet approval for Astac at 21/01/2025 - revised due date amended. PFH notified.	13/11/2024	Pollock, Bob
CAB	29/10/2024	Expression of Interest to National Heritage Lottery Fund for The Dunure Helm Heritage and Community Centre	["SC and C"]	Hunter, George	Feedback on EOI from NHLF	No	26/11/2024	28/02/2025	Feedback anticipated feb 2025		Pollock, Bob
CAB	27/08/2024	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	OBC Reviewed with PMO Team	No	30/11/2024	28/02/2025	Will not be available for PMO review until after Cab approval in Jan 25		Pollock, Bob
CAB	27/08/2024	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	ASTAC Draft OBC to Cabinet	No	31/12/2024	31/01/2025	Paper going to 21/01/2024 Cabinet.	14/11/2024	Pollock, Bob
CAB	27/08/2024	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	Final OBC submitted to Scottish and UK Governments	No	31/12/2024	28/02/2025	Will happen after cab approval in Jan 25		Pollock, Bob
SAC	19/08/2024	Proposed Ward Capital Projects – Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026	["H, O and D"]	Dalrymple, Kenneth;Cox, Chris	Report to Council – Burns Statue Square Public Realm and Traffic Improvements	No	11/10/2024	12/12/2024		11/10/2024	Dowey, Martin;Clark, Alec
CAB	18/06/2024	Girvan Conservation Area Appraisal	["H, O and D"]	Iles, Craig	Seek Cabinet approval of a draft Management Plan	No	30/09/2024	18/03/2025		19/11/2024	Pollock, Bob;Clark, Alec

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
CAB	21/05/2024	Regeneration Build Programme	["H, O and D"]	Burns, Tom	Conclude Heads of Terms for Lease for Facility B	No	21/10/2024	31/03/2025	<p>HoT's to be agreed with Scottish Enterprise. Negotiations are ongoing.</p> <p>At the Cabinet meeting on the 27th August 2024, it was agreed that the current due date of 14/06/2024 be amended to 21/10/2024.</p> <p>This has been put on hold whilst the overall AGD is revisited regarding all existing projects</p>	31/03/2025	Pollock, Bob; Davis, Ian	
CAB	23/04/2024	Ayrshire Shared British Sign Language (BSL) Local Plan 2024-2030	["DEP CH EXEC"]	Anderson, Kevin	Present joint BSL action plan to Service and Partnerships Performance Panel	No	31/10/2024	31/01/2025		12/11/2024	Hunter, Hugh	
CAB	14/02/2024	Galloway Nomination For New National Park Status	["SC and C"]	Hunter, George	Further Cabinet paper detailing any statutory, regulatory and financial implications.	No	01/11/2024	12/12/2024	At the Cabinet meeting on the 27th August 2024, it was agreed that the current due date of 30/06/2024 be amended to 01/11/2024. This is now the subject of a council paper in December	12/11/2024	Clark, Alec	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
SAC	07/12/2023	Review of South Ayrshire Integration Scheme	["HSCP"]	Eltringham, Tim	Revised Draft Integration Scheme presented to Council	No	31/10/2024	28/02/2025	<p>Work to review the Integration Schemes across Ayrshire is continuing in collaboration with the NHS, East Ayrshire Council and North Ayrshire Council.</p> <p>At the Cabinet meeting on the 23 April 2024, it was agreed that the current due date of 30/03/2024 be amended to 31/10/2024.</p> <p>25/7/24 No change and date still as above.</p> <p>10/09/2024 No change and date still as above.</p> <p>14/11/2024 Discussions ongoing.</p>	19/11/2024	Hunter, Hugh; Grant, William	
CAB	29/11/2022	2022-25 Council Workforce Plan	["CEO"]	Wesson, Wendy	Implementation of Phase 2 of the Action Plan	No	31/08/2024	30/06/2025	Responsibility for OD and Workforce Planning transferred to HR in September. A Strategic Workforce Planning Group is being set-up, chaired by the CEX to progress this area of activity.	19/11/2024	Davis, Ian	
CAB	14/06/2022	Services to Gypsy Travellers - Site to Support and Accommodate Gypsy/ Traveller Encampments	["PLA", "H, O and D"]	Burns, Tom; Dalrymple, Kenneth	<p>report back an update to Cabinet (originally in September 2022 - different to rec in report)</p> <p>A officers/member working group has been arranged for 9th December 2025</p>	No	30/11/2024	10/03/2025	16/09/24 Kevin Braidwood appointed as Chair of the MOWG. Report has been deferred to allow the Group to meet	10/03/2025	Kilbride, Martin; Hunter, Hugh	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
LP	23/11/2021	Ayrshire Energy Masterplan	["PLA"]	Burns, Tom	<p>An early draft report has been issued to the Council's Senior Energy Officer and shared with the Officer working group. The report is due by the end of October 2024. East Ayrshire Council have requested a meeting with Senior Officers from South and North Ayrshire with the consultants to ascertain whether the current draft is going in the right direction.</p> <p>A draft was sent for review on 7th November 2024 to all 3 Ayrshire Councils. There is however visuals missing, quality assurance check. This has been returned to the Consultants who are Atkins Realis (formerly Faithfull & Gould). This contract is being managed by East Ayrshire on behalf of South and North. There is no timeline for this work by the consultant to be completed</p>	No	31/10/2024	31/03/2025	<p>The draft report was sent back to the consultant as the stakeholders raised a number of concerns regarding the draft. It has been agreed with the stakeholders that the report should be returned in September and approved by 31st October 2024.</p> <p>At the Cabinet meeting on the 27th August 2024, it was agreed that the current due date of 28/06/2024 be amended to 31/10/2024.</p>	31/03/2025	Kilbride, Martin	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder
CAB	29/10/2024	Community Councils - Amendments to the Scheme for Establishment of Community Councils	["C and T"]	Tait, Jamie	Update the Scheme for Establishment of Community Councils to reflect updates	Yes	30/11/2024		This has been partially complete, the updates were approved at Cabinet but then 'called in' to Audit and Governance. It was agreed that this would be referred back to Cabinet and then the council however the updates to the scheme were approved.		Dowey, Martin
CAB	29/10/2024	Shaping Our Future Council update	["C and T"]	Reid, Louise	Implement the Transformation Reporting and Scrutiny Schedule	Yes	30/11/2024				Dowey, Martin; Davis, Ian
CAB	29/10/2024	Expression of Interest to National Heritage Lottery Fund for The Dunure Helm Heritage and Community Centre	["SC and C"]	Hunter, George	EOI submission	Yes	21/11/2024				Pollock, Bob
CAB	29/10/2024	Destination South Ayrshire – Event Space Digital Connectivity	["SC and C"]	Hunter, George	Carry out a common good consultation under S104 of the Community Empowerment (S) Act 2015	Yes	04/11/2024		Work underway and will run till Jan 25		Pollock, Bob;Dowey, Martin
SAC	10/10/2024	Local Development Plan 3 Governance Arrangements and Planning Liaison Group	["PLA"]	Hall, James	Establish the MOWG	Yes	31/10/2024				Pollock, Bob;Dowey, Martin
CAB	25/09/2024	Community Learning and Development Plan 2024-2027	["SC and C"]	Hunter, George	Develop an action plan for the new CLD Plan 2024 - 2027	Yes	01/11/2024				Grant, William
CAB	25/09/2024	Annual Assurance Statement – Housing	["H, O and D"]	Alexander, Michael	Submit the Annual Assurance Statement to Scottish Housing Regulator	Yes	31/10/2024		Approved Annual Assurance Statement submitted to the Scottish Housing Regulator's Landlord Portal on Friday 27th September 2024.		Kilbride, Martin
CAB	25/09/2024	Annual Assurance Statement – Housing	["H, O and D"]	Alexander, Michael	Publish the approved Annual Assurance Statement on Council website for tenants and other customers	Yes	31/10/2024		Approved Annual Assurance Statement published on SAC website on Monday 30 September 2024.		Kilbride, Martin
CAB	27/08/2024	Ayrshire Growth Deal update	["C and T"]	Hunter, George	Continue discussions with Scottish and UK Governments and provide update on proposals to Cabinet	Yes	31/12/2024		This will be reflected in the update to Council 12/12/2024.		Pollock, Bob;Clark, Alec

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
CAB	27/08/2024	Aerospace and Space Technology Application Centre (ASTAC) Project	["C and T"]	Hunter, George	Appoint Property Surveyor for Property and Valuation Advice	Yes	31/10/2024		Work ongoing in support of ASTAC commercial deal		Pollock, Bob	
CAB	18/06/2024	Strategic Housing Investment Plan: Interim Update	["DEP CH EXEC"]	Carroll, Chris	Refresh of the SHIP 5-year plan to Cabinet for approval	Yes	30/11/2024				Kilbride, Martin	
CAB	23/04/2024	Heritage Proposals Submitted to the Council by Prestwick Civic Pride	["C and T"]	Hunter, George	Commence public consultation on Appendices 1 and 2	Yes	29/10/2024		Consultation was completed by EDR and information passed to development regulatory team for further consideration		Kilbride, Martin	
CAB	12/03/2024	Ayr Town Centre Framework	["SC and C"]	Hunter, George	Development of the Project Plan	Yes	31/12/2024				Pollock, Bob	
SAC	06/03/2024	Shaping Our Future Council	["C and T"]	Reid, Louise	Update report to Cabinet on progress of Shaping Our Future Council	Yes	30/10/2024		Changed from EDUC to C&T		Dowey, Martin	
CAB	14/02/2024	Ayrshire Growth Deal - Programme Review	["SC and C"]	Hunter, George	Develop proposals for utilising any re-prioritised AGD funds	Yes	31/10/2024		At the Cabinet meeting on the 27th August 2024, it was agreed that the current due date of 28/06/2024 be amended to 31/10/2024. A members briefing was held on 6 11 2024 and will be followed by a paper to Council in December	26/04/2024	Pollock, Bob;Dowey, Martin	
CAB	14/02/2024	Ayrshire Growth Deal - Programme Review	["SC and C"]	Hunter, George	AGD change proposals presented to the Ayrshire Economic Joint Committee	Yes	12/12/2024	12/12/2024	At the Cabinet meeting on the 27th August 2024, it was agreed that the current due date of 28/06/2024 be amended to 31/10/2024. A paper is going to Council 12/12/2024 - following which a paper will be presented to AEJC in Feb 2025.	26/04/2024	Pollock, Bob;Dowey, Martin	
CAB	28/11/2023	South Ayrshire Council Public Bodies Climate Change Duties Annual Report 2022-23	["DEP CH EXEC"]	Anderson, Kevin	Prepare annual report for 2023/24	Yes	31/10/2024	31/01/2025		12/11/2024	Hunter, Hugh	
CAB	28/11/2023	Business Support – Refreshed AMBITION Programme	["SC and C"]	Hunter, George	Performance update report to Service and Performance Panel	Yes	19/11/2024		Paper in system for SPPP clearance.		Pollock, Bob	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
CAB	28/11/2023	Regional Economic Strategy - Delivery Plan	["SC and C"]	Hunter, George	Update report on Year 1 implementation, future years of the delivery plan and associated resource pressures to cabinet	Yes	29/11/2024		<p>Work to consider year 2 of the RES is currently ongoing through workshops starting May 2024. Progress to be updated following summer recess.</p> <p>At the Cabinet meeting on the 21 May 2024, it was agreed that the current due date of 20/04/2024 be amended to 30/09/2024. Amended to 19 November 2024 SPPP re panel papers.</p> <p>At the Cabinet meeting on the 29th October 2024, it was agreed that the current due date of 30/09/2024 be amended to 29/11/2024.</p>	03/10/2024	Pollock, Bob	
SAC	12/10/2023	Report on the Public Engagement on Relocation of Troon Early Years	["H, O and D"]	Bradley, Pauline	Refurbishment of Municipal Building	Yes	31/10/2024				Kilbride, Martin;Clark, Alec;Grant, William	
SAC	12/10/2023	Report on the Public Engagement on Relocation of Troon Early Years	["H, O and D"]	Bradley, Pauline	Refurbishment of Troon Library	Yes	31/08/2025				Kilbride, Martin;Clark, Alec;Grant, William	
SAC	15/09/2023	Ayr Station Hotel Update	["SC and C"]	Hunter, George	Provide a report to Cabinet outlining a draft Ayr development strategy as the basis for public consultation	Yes	29/10/2024		Ayr Town Centre Framework now concluded		Dowey, Martin	
CAB	23/05/2023	Joint Inspection of Adult Community Health and Care Services	["HSCP"]	McClellan, Billy	Joint Inspection of Adult Community Health and Care Services	Yes	13/11/2024		<p>At the Cabinet meeting on the 21 May 2024, it was agreed that the current due date of 15/04/2024 be amended to 13/11/2024.</p> <p>20/11/2024 - Paper to follow.</p>	13/05/2024	Hunter, Hugh	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Date Revision agreed with PFH	Portfolio Holder	
CAB	01/11/2022	Proposal to Deliver an Airshow in September 2023, 2024, 2025, 2026 and 2027	["SC and C"]	Bradley, Jane	Deliver an Airshow in September 2024	Yes	30/09/2024				Clark, Alec	

South Ayrshire Council

**Report by Depute Chief Executive and Director of Education
to Cabinet
of 26 November 2024**

Subject: Update on Pupil Equity Fund and Attainment Scotland Fund

1. Purpose

- 1.1 The purpose of this report is to request Cabinet confirm they are content with the current approach to the use of Pupil Equity Fund and Attainment Scotland Funding and to inform Cabinet of the progress made by schools during 2023-24 in improving equity in educational outcomes.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 confirms the current approach taken to the use of Pupil Equity Fund;

2.1.2 confirms the current approach taken in the use of Strategic Equity Funding; and

2.1.3 notes the progress made in achieving equity in educational outcomes during session 2023-24 in relation to South Ayrshire's stretch aims and plans for the future.

3. Background

3.1 As part of the Attainment Scotland Fund, the Scottish Government has allocated additional funding directly to schools, targeted at closing the poverty related attainment gap. The Pupil Equity Fund (PEF) was initially made available from April 2017. Pupil Equity Funding has been confirmed until the end of session 2025-26. In 2023-24, for each P1 – S3 child in a publicly funded primary, secondary or special school who is eligible and registered for free meals, schools were allocated £1,225.

3.2 South Ayrshire schools were allocated £2.615 million in PEF ranging from £2,450 to £232,750. The allocation for South Ayrshire was set in 2022 and remains fixed for the remainder of the Scottish parliamentary term until 2025/26. [Appendix 1](#) provides a summary of the allocation per school.

3.3 Scottish Government confirmed, following the introduction of the refreshed Attainment Challenge programme, that all school level PEF allocations will be fixed for each year until 2025/26. This provides headteachers with greater flexibility to plan over a longer-term period. It should be noted that whilst the fixed allocations

have supported longer term planning on the use of Pupil Equity Funding a number of financial pressures arise as a result of this model. The fixed allocations do not account for increased staffing or resource costs during the 3-year fixed allocation. This is leading to schools altering plans to ensure that they can maximise the time and support within the budget available.

- 3.4 [National guidance](#) has been provided by the Scottish Government to help schools plan how they utilise their PEF allocation. This was published in 2023.
- 3.5 Educational Services have provided additional guidance to support schools in their use and reporting of PEF which is specific to our local circumstances. The advice is set in the context of the existing approaches to self-evaluation, highlighting in this case the poverty related attainment gap and which interventions may be used to address the gap.
- 3.6 Head Teachers were asked to develop PEF plans detailing how resources would be used to provide targeted interventions in literacy, numeracy and health and wellbeing to close the poverty related attainment gap. In developing these plans Head Teachers were asked to set out their rationale for the use of the funding, based on clear contextual analysis which identifies the poverty related attainment gap in their schools and takes account of evidence of what is known to be effective at raising attainment for children affected by poverty. They were also asked to ensure collaboration with pupils, parents and carers, trade union colleagues, community partners and their cluster as they developed their plan and consider how their support can best ensure progress in closing the poverty related attainment gaps identified in their schools.
- 3.7 The Assistant Director of Education, Quality Improvement Managers and the Education Scotland Attainment Advisor have worked alongside schools to provide support and challenge as Head Teachers formulated their PEF plans. These plans sit alongside school improvement plans and evaluation of their impact can be found in school Standards and Quality Reports ([Appendix 2](#)).
- 3.8 A significant change introduced following the Attainment Challenge refresh was the removal of the Attainment Challenge School's Programme and Challenge Authority funding. Instead, the Scottish Government have decided to introduce the Strategic Equity Fund that seeks to provide funding directly to all local authorities to support strategic work to deliver improved outcomes. This funding sees South Ayrshire gradually increase in funding over the next 2 years.
- 3.9 South Ayrshire will receive a Strategic Equity Fund (SEF) allocation of £299,642 in 2022/23, £435,211 in 2023/24, £651,500 in 2024/25 and £867,790 in 2025/26. Strategic planning for the Scottish Attainment Challenge (SAC) funding, used as part of overall SEF funding will be focused on literacy with the development of an Authority approach to reading through a new South Ayrshire Reads initiative. In addition to this work, from 2023/24, funding is also being utilised to support the South Ayrshire Every Learner, Every Day campaign to promote school attendance.
- 3.10 Additional information on the South Ayrshire Reads initiative can be accessed [here](#).
- 3.11 Additional information on the Every Learner, Every Day campaign can be accessed [here](#).
- 3.12 Alongside the funding provided to South Ayrshire in the form of Strategic Equity Funding the Council is required to set stretch aims ([Appendix 3](#)). These aims will

be reported on through the Educational Services Standards and Quality Report each year.

- 3.13 As part of the conditions associated with the grant for Pupil Equity Funding and the Attainment Challenge, the Education Authority is required to produce a report summarising the outcomes and performance at an authority level. To reduce duplication and bureaucracy this is linked to existing reporting requirements as set in the Standards in Scotland's Schools etc. Act 2000. Further detail can be found in [South Ayrshire Educational Services Standards and Quality Report 2023-24](#).
- 3.14 This report sets out a high-level summary of the progress of South Ayrshire schools in improving outcomes through the use of their PEF during 2023-24. Summary performance results are attached in [Appendix 4](#).
- 3.15 Furthermore, Education Scotland published a [5 Year Impact Report](#) on the work undertaken through the Attainment Challenge across Scotland to close the poverty related attainment gap in 2021 and further publications by [Audit Scotland](#) on educational outcomes, the [OECD Review](#) and [Equity Audit](#) have led to the changes introduced through the refresh programme.

4. Proposals

- 4.1 It is recommended that Elected Members confirm the current approaches to achieving equity through the use of PEF and Attainment Challenge funding and note the progress made by schools in improving outcomes through Pupil Equity Funding and the Strategic Equity Fund during 2023-24.

5. Legal and Procurement Implications

- 5.1 There are no legal implications arising from this report.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 This report provides evidence of the progress made as a consequence of additional funding from the Scottish Government, to support schools in closing the poverty related attainment gap. South Ayrshire schools received £3.051 million in 2023-24 from PEF and Strategic Equity funding. Robust monitoring arrangements have been put in place for PEF and Attainment Challenge, which ensure that Educational Services and Head Teachers have regular oversight of school level expenditure. PEF expenditure is separated from core school budgets, ensuring that spending is not subsumed within overall school budgets, and can be easily tracked and monitored.
- 6.2 The 2023-24 actual expenditure, including any carry forward from 2022-23, was £2.662 million. Financial records confirm that 97% of the 2023-24 allocation had been spent by the start of the new school year in August 2024.
- 6.3 School PEF allocations have been confirmed for the years 2022-23 until 2025-26 based on the 2021-22 ([Appendix 1](#)) allocations outlined.
- 6.4 South Ayrshire schools were allocated £2.615 million for 2023-24. [Appendix 1](#) provides details of the individual school allocations. £0.435 million was allocated as Strategic Equity Funding in 2023/24.

6.5 There are no specific financial implications arising from this report.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 There are no risks associated with rejecting the recommendations.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 5](#).

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** – This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Priority Two of the Council Plan: Live, Work, Learn and Outcome One: To provide quality education and lifelong learning.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor William Grant, Portfolio Holder for Education, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Depute Chief Executive and Director of Education will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with

the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Annual update on progress to Cabinet	November 2025	Assistant Director of Education

Background Papers: [Scottish Government: National PEF Operating Guidance 2023](#)

[Scottish Government: Strategic Equity Fund National Guidance 2022](#)

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Date: 18 November 2024

Pupil Equity Fund Allocations 2022-23 – 2025-26

Primary Schools		
School	Allocation	
Alloway Primary School	£ 18,375	
Annbank Primary School	£ 88,200	
Ballantrae Primary School	£ 15,120	
Barassie Primary School	£ 50,225	
Barr Primary School	£ 6,480	
Barrhill Primary School	£ 2,160	
Braehead Primary School	£ 124,950	
Cairn Primary School	£ 51,450	
Colmonell Primary School	£ 3,675	
Coylton Primary School	£ 24,500	
Crosshill Primary School	£ 6,125	
Dailly Primary School	£ 30,625	
Dalmilling Primary School	£ 232,750	
Doonfoot Primary School	£ 31,850	
Dundonald Primary School	£ 37,975	
Fisherton Primary School	£ 14,700	
Forehill Primary School	£ 80,850	
Gardenrose Primary School	£ 36,720	
Girvan Primary School	£ 111,475	
Glenburn Primary School	£ 62,475	
Grammar Primary School	£ 47,775	
Heathfield Primary School	£ 93,100	
Holmston Primary School	£ 52,675	
Kincaidston Primary School	£ 91,875	
Kingcase Primary School	£ 62,475	
Kirkmichael Primary School	£ 9,720	
Maidens Primary School	£ 12,250	
Minishant Primary School	£ 8,575	
Monkton Primary School	£ 19,600	
Muirhead Primary School	£ 29,400	
Newton Primary School	£ 106,575	
Sacred Heart Primary School	£ 44,100	
St Cuthbert's Primary School	£ 2,450	
St John's Primary School	£ 101,675	
St Ninian's Primary School	£ 18,375	
St Patrick's Primary School	£ 18,375	
Straiton Primary School	£ 2,450	
Struthers Primary School	£ 30,240	
Symington Primary School	£ 15,925	
Tarbolton Primary School	£ 68,600	Total
Troon Primary School	£ 34,560	£1,901,450

Special Schools		
School	Allocation	
Invergarven School	£ 20,825	Total
Southcraig Campus	£ 89,425	£110,250

Secondary Schools		
Ayr Academy	£ 121,275	
Belmont Academy	£ 102,900	
Carrick Academy	£ 34,300	
Girvan Academy	£ 67,375	
Kyle Academy	£ 49,000	
Marr College	£ 74,725	
Prestwick Academy	£ 85,870	Total
Queen Margaret Academy	£ 68,600	£604,045

Standards and Quality Reports	
School	Link to Standards and Quality Report
Alloway Primary	Alloway Primary School - Standards and Quality Report
Annbank Primary	Annbank Primary School - Standards and Quality Report
Ayr Academy	Ayr Academy - Standards and Quality Report
Ayr Grammar Primary	Ayr Grammar Primary School - Standards and Quality Report
Ballantrae Primary	Ballantrae Primary School - Standards and Quality Report
Barassie Primary	Barassie Primary School - Standards and Quality Report
Barr Primary	Barr Primary School - Standards and Quality Report
Barrhill Primary	Barrhill Primary School - Standards and Quality Report
Belmont Academy	Belmont Academy - Home Page
Braehead Primary	Braehead Primary School - Standards and Quality Report
Cairn Primary	Cairn Primary School - Standards and Quality Report
Carrick Academy	Carrick Academy - Standards and Quality Report
Colmonell Primary	Colmonell Primary School - Standards and Quality Report
Coylton Primary	Coylton Primary School - Standards and Quality Report
Crosshill Primary	Crosshill Primary School - Standards and Quality Report
Culzean Primary	Culzean Primary School - Standards and Quality Report
Dailly Primary	Dailly Primary School - Standards and Quality Report
Dalmilling Primary	Dalmilling Primary School - Standards and Quality Report
Doonfoot Primary	Doonfoot Primary School - Standards and Quality Report
Dundonald Primary	Dundonald Primary School - Standards and Quality Report
Fisherton Primary	Fisherton Primary School - Standards and Quality Report
Forehill Primary	Forehill Primary School - Standards and Quality Report
Gardenrose Primary	Gardenrose Primary School - Standards and Quality Report
Girvan Academy	Girvan Academy - Standards and Quality Report
Girvan Primary	Girvan Primary School - Standards and Quality Report
Glenburn Primary	Glenburn Primary School - Standards and Quality Report
Heathfield Primary	Heathfield Primary School - Standards and Quality Report
Holmston Primary	Holmston Primary School - Standards and Quality Report
Invergarven School	Invergarven School - Standards and Quality Report
Kincaidston Primary	Kincaidston Primary School - Home Page
Kingcase Primary	Kingcase Primary School - Standards and Quality Report
Kirkmichael Primary	Kirkmichael Primary School - Home Page
Kyle Academy	Kyle Academy - Standards and Quality Report
Maidens Primary	Maidens Primary School - Standards and Quality Report
Marr College	Marr College - Standards and Quality Report
Minishant Primary	Minishant Primary School - Standards and Quality Report
Monkton Primary	Monkton Primary School - Standards and Quality Report
Muirhead Primary	Muirhead Primary School - Standards and Quality Report
Newton Primary	Newton Primary School - Standards and Quality Report
Prestwick Academy	Prestwick Academy - Standards and Quality Report
Queen Margaret Academy	Queen Margaret Academy - Standards and Quality Report
Sacred Heart Primary	Sacred Heart Primary School - Standards and Quality Report
Southcraig School	Southcraig School - Home Page
St Cuthbert's Primary	St. Cuthbert's Primary School - Home Page
St John's Primary	St. John's Primary School - Standards and Quality Report
St Ninian's Primary	St. Ninian's Primary - Standards and Quality Report
St Patrick's Primary	St. Patrick's Primary School - Standards and Quality Report
Straiton Primary	Straiton Primary School - Standards and Quality Report
Struthers Primary	Struthers Primary School - Standards and Quality Report
Symington Primary	Symington Primary School - Standards and Quality Report
Tarbolton Primary	Tarbolton Primary School - Standards and Quality Report
Troon Primary	Troon Primary School - Standards and Quality Report

Standards and Quality Reports	
School	Link to Standards and Quality Report
Cherry Tree Early Years Centre	Cherry Tree Early Years Centre - Standards and Quality Report
Girvan Early Years Centre	Girvan Early Years Centre - Standards and Quality Report
Prestwick North Early Years Centre	Prestwick North Early Years Centre - Standards and Quality Report
Space Place Early Years Centre	Space Place Early Years Centre - Standards and Quality Report
Wallacetown Early Years Centre	Wallacetown Early Years Centre - Standards and Quality Report



South Ayrshire Council Stretch Aims 2023-2026

	ACEL P1,4,7 Literacy				
	Overall Levels	FME	SIMD Quintile 1	SIMD Quintile 5	Gap (Q1-5)
2020-2021	68%	51%	55%	78%	23pp
2021-2022	71%	52%	57%	83%	26pp
Pre-covid average 2017-2019	79%	59%	68%	90%	22pp
National pre-covid average 2017-2019	67%		56%	81%	25pp
South Ayrshire target 22/23	79%	59%	67%	89%	22pp
South Ayrshire 22/23 (UCdata)	77%	59%	68%	87%	19pp
South Ayrshire target 23/24 UC Data	78-80%	59-65%	69-72%	88-90%	16-21pp
	79%	65%	70%	88%	18pp
South Ayrshire target 24/25	80-82%	64-68%	72-75%	90-91%	16-19pp
South Ayrshire target 25/26	83%	69%	76%	92%	16pp

	ACEL P1,4,7 Numeracy				
	Overall Levels	FME	SIMD Quintile 1	SIMD Quintile 5	Gap (Q1-5)
2020-2021	77%	62%	70%	86%	16pp
2021-2022	80%	64%	72%	90%	18pp
Pre-covid average 2017-2019	84%	68%	78%	92%	14pp
National pre-covid average 2017-2019	75%		65%	87%	22pp
South Ayrshire target 22/23	84%	68%	77%	92%	15pp
South Ayrshire 22/23 (UCdata)	83%	66%	76%	92%	16pp
South Ayrshire target 23/24 UC Data	84-86%	68-70%	77-80%	92-93%	12-16pp
	85%	73%	76%	92%	16pp
South Ayrshire target 24/25	85-87%	70-72%	80-82%	92-94%	11-14pp
South Ayrshire target 25/26	88%	73%	83%	94%	11pp

	1@5 leavers				
	Overall Levels	SIMD Quintile 1	SIMD Quintile 5	Gap (Q1-5)	FME
2021/22 data - 1@5 leavers - ALL	92%	82%	97%	15pp	71%
South Ayrshire target 23/24 - 1@5 leavers - ALL	92-94%	82-85%	94-97%	12-15pp	72-74%
South Ayrshire target 24/25 - 1@5 leavers - ALL	93-94%	84-86%	95-98%	11-14pp	74-77%
South Ayrshire target 25/26 - 1@5 leavers - ALL	95%	87%	98%	11pp	78%

	1@6 leavers				
	Overall Levels	SIMD Quintile 1	SIMD Quintile 5	Gap (Q1-5)	FME
2021/22 data - 1@6 leavers - ALL	67%	39%	86%	47pp	38%
South Ayrshire target 23/24 - 1@6 leavers - ALL	68-70%	40-44%	86-88%	42-48pp	38-40%
South Ayrshire target 24/25 - 1@6 leavers - ALL	70-72%	45-48%	88-90%	40-45pp	40-42%
South Ayrshire target 25/26 - 1@6 leavers - ALL	73%	50%	90%	40pp	43%

	Participation 16-19			
	Overall Levels	SIMD Quintile 1	SIMD Quintile 5	Gap (Q1-5)
South Ayrshire target 22/23	94%	90%	96.3%	6.3pp
South Ayrshire 22/23 (UCdata)	93.7%	88.9%	97.5%	8.6pp
South Ayrshire ACTUAL 22/23	96.6%	93.1%	98.9%	5.8pp
South Ayrshire target 23/24 - UC Data	95-96%	92-93%	97-98%	8pp
	98.1%	96.4%	100%	3.6pp
South Ayrshire target 24/25	96-97%	93-95	98-99%	7-8pp
South Ayrshire target 25/26	97.5%	95%	99%	4pp

Primary Attendance				
Annual trajectory	Overall levels	SIMD Q1	SIMD Q5	Gap (Q1 – Q5)
2023-24	92-94%	90-92%	94-95%	2-5pp
2024-25	93-95%	91-93%	94-96%	1-5pp
2025-26 Stretch aim	95%	93%	96%	3pp

Exclusion Incidence per 1,000 Pupils									
Primary	18/19	19/20	20/21	21/22	Stretch Aim 22/23	Actual 22/23	23/24	24/25	25/26
Incidents per 1,000 pupils (actual)	3.4	1.4	1.9	1.8	1.5	0.8	0.7	0.7	0.6
Rate re Quintile 1 - most deprived	7.9	3.9	1.3	4.7	2.0	0.7	0.7	0.6	0.6
Incidents per 1,000 pupils - all looked after	14.5	-	-	-	0	-	0	0	0
Incidents per 1,000 pupils - previously	9.4	-	23.3	31.5	15	-	0	0	0

Exclusion Incidence per 1,000 Pupils									
Secondary	18/19	19/20	20/21	21/22	Stretch Aim 22/23	Actual 22/23	23/24	24/25	25/26
Incidents per 1,000 pupils (actual)	34.7	19.3	30.2	28.2	25	32.5	25	23	22
Rate re Quintile 1 - most deprived	92.3	45.0	53.5	44.5	43	58.2	43	42	41
Incidents per 1,000 pupils - all looked after	164.6	29.0	116.1	18.9	30	25.6	25.6	24	22
Incidents per 1,000 pupils - previously	116.7	104.9	113.9	120.3	100	133.8	100	90	85

Secondary Attendance				
Annual trajectory	Overall levels	SIMD Q1	SIMD Q5	Gap (Q1 – Q5)
2023-24	86-88%	81-84%	90-92%	6-9pp
2024-25	88-90%	83-86%	91-93%	5-10pp
2025-26 Stretch aim	91%	87%	93%	6pp

	Attainment Care Experienced Leavers			
	1@3	1@4	5@3	5@4
Current Level	86%	81%	81%	52%
South Ayrshire target 22/23	100%	90%	90%	60%
South Ayrshire target 23/24	100%	91-92%	90-91%	60-62%
South Ayrshire target 24/25	100%	92-93%	91-92%	62-64%
South Ayrshire target 25/26	100%	94%	92%	65%

	Literacy/Numeracy Care Experienced Leavers			
	Level 4 Literacy	Level 4 Numeracy	Level 5 Literacy	Level 5 Numeracy
Current Level	76%	67%	33%	33%
South Ayrshire target 22/23	80%	75%	40%	40%
South Ayrshire target 23/24	80-82%	75-79%	40-44%	40-44%
South Ayrshire target 24/25	82-84%	79-82%	44-49%	44-49%
South Ayrshire target 25/26	85%	84%	50%	50%

	Attainment - Care Experienced ACEL 1/4/7 Combined Literacy								
	17/18	18/19	19/20	21/22	2023 Stretch Aim	Actual* 22/23	23/24 Stretch Aim	24/25 Stretch Aim	25/26 Stretch Aim
Care Experienced	44%	47%	35%	33%	45% EXCEEDED	56%	56-58	58-60	63
All pupils	78%	80%	68%	71%	79%	77%	78-80	80-82	83
Gap	34pp	33pp	33pp	38pp	34pp EXCEEDED	21pp			20pp

	Attainment - Care Experienced ACEL 1/4/7 Combined Numeracy								
	17/18	18/19	19/20	21/22	2023 Stretch Aim	Actual* 22/23	23/24 Stretch Aim	24/25 Stretch Aim	25/26 Stretch Aim
Care Experienced	56%	53%	42%	49%	56% EXCEEDED	64%	64-66	66-69	70
All pupils	85%	84%	77%	80%	84%	83%	84-86	85-87	88
Gap	29pp	31pp	35pp	31pp	28pp EXCEEDED	19pp			18pp

South Ayrshire Council Additional Analysis – Outcomes and Impact

1. Outcomes and Impact

- 1.1 Where 2023-24 data is not yet published nationally, 2022-23 data will be shared in this report.
- 1.2 The Attainment Challenge guidance issued to schools indicated that Head Teachers should plan to secure improvements for children and young people over a number of years. Current guidance ensures that Head Teachers consider data trends and the use of improvement frameworks to support decision making and continuity of interventions or strategies. At this stage schools have identified improvements and areas for development in a range of outcomes for individuals and groups of children and young people.
- Attendance in both primary and secondary sectors has increased by 1pp and 2pp respectively.
 - Secondary exclusions for the 20% most deprived continue to reduce and are now at the lowest level for 5 years.
 - P1, 4 and 7 combined Curriculum for Excellence attainment in all aspects of literacy is now at the highest level for the past 4 years.
 - Initial school leaver destinations for all leavers remain significantly above the national average whilst a reduction of 0.6pp on last year's performance is noted.
 - The attainment achieved by the 20% most deprived learners in literacy and numeracy at Level 5 is above the virtual comparator. In the past 5 years Level 5 numeracy has remained above the virtual comparator for the 20% most deprived and in 4 of the past 5 years in literacy.
 - Children living in quintile 1 with no developmental concerns at the 27–30-month review has continued to increase. This measure has remained above the national average in each of the previous 5 years.

2. Strategic Equity Funding – Stretch Aims

- 2.1 Strategic Equity Funding, introduced in 2022-23, has provided the local authority with greater flexibility in reducing the poverty related attainment gap. This additional funding was initially focussed on improvements in learning, teaching and assessment with a particular focus on reading skills. Funding has also been utilised to support improvements in school attendance.
- 2.2 Each local authority is required to submit a number of stretch aims associated with accelerating progress in reducing the poverty related attainment gap. These aims are focussed on the progress of children and young people in literacy, numeracy and the senior phase. In addition to this health and wellbeing measures have focussed on attendance, care experienced children's outcomes and exclusions.
- 2.3 South Ayrshire's stretch aims and progress to date can be found in [Appendix 3](#).

3. Reporting

- 3.1 As part of the conditions associated with the grant for PEF, the Education Authority is required to produce a report summarising the outcomes and performance at an authority level. In order to reduce duplication and bureaucracy this is linked to existing

reporting requirements as set in the Standards in Scotland's Schools etc. Act 2000. This report sets out a high-level summary of the progress of South Ayrshire schools in improving outcomes through the use of their PEF during 2023-24.

3.2 In line with the National Improvement Framework (NIF) priorities the Educational Services Plan includes a number of activities which are intended to bring about improvement in the attainment and experiences for all children and young people. For example, improving reading, writing and mathematics throughout the years of the broad general education and improved attainment at the senior phase. The improvements that establishments have made have realised benefits for all children and young people, including those experiencing deprivation.

4. Interventions

4.1 A range of measures were used to provide evidence of success in terms of improving attainment including standardised assessments, Curriculum for Excellence attainment, class and school assessments and data from Scottish National Assessments (SNA). Effective use of data plays a significant role in selecting, monitoring and targeting interventions.

4.2 From analysing the PEF proposals, the bullet points below highlight some of the key messages in relation to how PEF is being utilised by schools across South Ayrshire in session 2024-25:

- Most establishments (84%) are using their PEF allocation in part to implement strategies and supports that aim to raise attainment of targeted groups of young people and/or full cohorts. Where this is the case a range of strategies are being utilised which suit the needs, and PEF allocations, of each establishment. Examples include dedicated promoted posts with a focus on tracking and monitoring the progress and supports in place for specific cohorts, additional School Assistant hours to provide targeted support in literacy and numeracy and Early Years Practitioners (EYPs) being used at Early Level for early intervention and support in improving literacy and numeracy outcomes.
- Most establishments (84%) are using part of their PEF allocation to improve the engagement of young people in their learning experiences. A wide range of strategies are being implemented in relation to this key indicator. These include EYPs to further develop play-based learning approaches in P1-P3, to fund a library assistant to further develop a positive reading culture across the school and purchasing new resources to enhance engagement in literacy and numeracy activities.
- Under half of our establishments (38%) are using part of their PEF allocation to focus on improving attendance. In these cases, strategies being utilised include the use of an Education Welfare Officer to provide targeted support to children and their families to improve attendance, additional School Assistant hours to support the use of a walking bus and the appointment of attendance leads in a secondary school to track and monitor the attendance of specific targeted cohorts.
- A minority (32%) of schools are utilising their PEF allocation to improve participation of children and young people in their education. In such cases a wide range of strategies are being implemented including appointing sports development workers/assistants to enhance the range of physical activity and sport on offer for learners, to subsidise excursions and residential trips for targeted cohorts and to engage with third sector partners to provide a range of alternative activities outside of the classroom environment.

- A minority (32%) of schools have plans to utilise part of their PEF allocation to further develop inclusive practices. Strategies and supports in relation to this key indicator are varied and include additional School Assistant hours to support alternative curriculum opportunities, to staff a sensory room for learners and designated practitioners who have responsibility for further embedding nurturing principles across the wider school.

4.3 Head Teachers continue to engage with local authority and Education Scotland colleagues to support quality assurance arrangements in the use of Pupil Equity Funding and compliance with the national operational guidance.

5. Identification of Good Practice and Areas of Challenge

5.1 The highlights and areas of challenge were noted from the plans submitted and evaluated by Head Teachers:

- A greater number of schools and senior leaders are using a wider range of data to carry out a robust contextual analysis. This is helping schools to identify specific gaps and to support the identification of needs within their own context.
- Evidence is emerging that we are continuing to improve the experiences and outcomes of those children and young people most impacted by poverty. This is evident through the PEF impact visits which are supported by our link attainment advisor from Education Scotland. Continue to build on approaches to involving parents and carers in the development of PEF plans.
- Progress in achieving South Ayrshire’s stretch aims continues to be a significant focus for schools and the local authority. Work to support this is regularly shared at Head Teacher meetings.
- Continue to share the most effective strategies to address challenges in attendance of young people across all schools.

All information extracted from the Educational Services Standards and Quality Report and Education Scotland Attainment Advisor reporting. 2019-20 data is not available in all areas due to changes in reporting resulting from COVID-19 and school closures.

Table 1. Attendance

Primary			Secondary		
Year	South Ayrshire	National	Year	South Ayrshire	National
2019-20	94%	*	2019-20	89%	*
2020-21	95%	94%	2020-21	91%	89%
2021-22	92%	*	2021-22	86%	*
2022-23	92%	92%	2022-23	85%	88%
2023-24	93%	*	2023-24	87%	*

* Published biennially until 2022-23 – denotes non-data year or not yet published

Table 2. Exclusions – Primary and Secondary exclusion incidents per 1,000 pupils by deprivation (SIMD 2020v2 quintile), 2019-20 – 2023-24

Sector	Year	20% Most Deprived	2	3	4	20% Least Deprived
Primary	2019-20	4	2	1	1	0
	2020-21	1	3	2	3	0
	2021-22	5	1	1	3	0
	2022-23	1	2	0	2	0
	2023-24	9	2	2	3	1

Sector	Year	20% Most Deprived	2	3	4	20% Least Deprived
Secondary	2019-20	45	23	14	15	4
	2020-21	53	37	34	14	8
	2021-22	45	39	30	14	8
	2022-23	58	30	37	17	16
	2023-24	42	26	31	12	14

Table 3. Percentage of children with no developmental concerns in any domain at the 27-30-month review (by deprivation)

	Year	Q1	Q2	Q3	Q4	Q5
South Ayrshire	2018/19	72.5	85.0	77.8	87.1	89.4
	2019/20	75.0	85.3	83.1	88.3	80.9
	2020/21	75.3	70.8	75.0	76.2	88.2
	2021/22	67.2	80.2	80.3	78.2	79.5
	2022/23	73.3	76.0	84.2	77.2	87.2
Scotland	2018/19	49.9	62.6	70.3	71.4	67.3
	2019/20	68.3	75.0	78.9	81.1	82.6
	2020/21	67.2	73.4	77.1	80.2	80.8
	2021/22	64.5	71.1	75.7	78.5	78.4
	2022/23	66.4	73.0	75.8	79.7	82.4

Source: <https://www.opendata.nhs.scot/>

Table 4. Primary P1, P4 and P7: Percentage Achievement of Expected Levels by Deprivation (SIMD 2020v2 Quintile)

Deprivation	Session	Organiser				
		Reading	Writing	Listening and Talking	Literacy	Numeracy
Q1	20-21	69	60	77	56	70
	21-22	68	59	78	57	72
	22-23	75	69	83	68	76
	23-24	77	71	86	69	75
Q2	20-21	73	68	80	66	73
	21-22	78	71	84	70	77
	22-23	80	74	87	73	80
	23-24	83	79	90	78	84
Q3	20-21	74	70	81	67	76
	21-22	79	72	86	71	80
	22-23	81	77	89	76	82
	23-24	84	79	92	78	85
Q4	20-21	84	82	90	78	85
	21-22	85	79	93	78	85
	22-23	87	85	92	84	89
	23-24	90	87	95	86	93
Q5	20-21	83	81	91	78	86
	21-22	88	85	92	83	90
	22-23	89	89	94	87	92
	23-24	91	89	95	88	92

Table 5. S3 (Level 3 or better): Percentage Achievement of Expected Levels by Deprivation (SIMD 2020v2 Quintile)

Deprivation	Session	Organiser				
		Reading	Writing	Listening and Talking	Literacy	Numeracy
Q1	18-19	84	83	83	81	82
	21-22	78	76	78	75	71
	22-23	76	76	77	75	83
	23-24	88	87	87	86	91
Q2	18-19	92	91	93	91	89
	21-22	88	86	88	85	84
	22-23	86	85	88	84	88
	23-24	89	89	90	89	91
Q3	18-19	91	92	94	91	88
	21-22	88	87	89	86	85
	22-23	92	92	93	90	91
	23-24	93	92	92	92	94
Q4	18-19	97	97	98	96	96
	21-22	90	89	90	88	90
	22-23	93	92	91	91	92
	23-24	94	94	93	93	98
Q5	18-19	97	97	97	97	96
	21-22	94	93	94	93	92
	22-23	93	93	94	93	95
	23-24	94	94	95	94	97

Secondary CfE data was not collected locally or nationally in 2019-20 or 2020-21 due to COVID-19 school closures.

Table 6. Percentage Gap in Achievement of Expected Levels: SIMD 2020v2 Q1 and Q5

Year Stage	Session	Reading	Writing	Listening and Talking	Literacy	Numeracy
P1,4&7	2020-21	14	21	14	22	16
	2021-22	20	25	14	26	18
	2022-23	15	21	11	20	16
	2023-24	14	19	9	19	17
S3 Level 3 or better	2018-19	13	15	14	16	14
	2021-22	16	17	16	18	21
	2022-23	17	18	17	18	12
	2023-24	6	7	8	8	5
S3 Level 4	2018-19	42	39	37	39	46
	2021-22	38	39	41	38	33
	2022-23	34	34	34	34	41
	2023-24	25	23	23	27	35

Table 7. Percentage Achievement of Level 4 Literacy and Numeracy and Gap in Achievement

	2018-19	2019-20	2020-21	2021-22	2022-23
20% Most Deprived Leavers	82.7	86.9	85.6	83.1	82.0
20% Least Deprived Leavers	94.4	97.5	97.2	97.9	96.5
Attainment Gap	11.7pp	10.6pp	11.7pp	14.8pp	14.5pp

2022-23 data will be available following Insight update in February 2024.

Table 8. Percentage Achievement of Level 5 Literacy and Numeracy and Gap in Achievement

	2018-19	2019-20	2020-21	2021-22	2022-23
20% Most Deprived Leavers	50.0	51.4	61.0	42.0	54.1
20% Least Deprived Leavers	81.0	89.0	88.9	82.1	83.5
Attainment Gap	31pp	37.6pp	28pp	40pp	29.5pp

2022-23 data will be available following Insight update in February 2024.

Table 9. Percentage Achievement of Level 6 Literacy and Numeracy and Gap in Achievement

	2018-19	2019-20	2020-21	2021-22	2022-23
20% Most Deprived Leavers	12.4	14.8	12.8	7.3	5.9
20% Least Deprived Leavers	49.7	51.5	47.0	41.0	39.5
Attainment Gap	37.4pp	36.8pp	34.2pp	33.7pp	33.6pp

2022-23 data will be available following Insight update in February 2024.

Table 10. Percentage Achievement of Literacy and Numeracy Qualifications: 20% Most Deprived Leavers

Qualification	Establishment	2018-19	2019-20	2020-21	2021-22	2022-23
Level 4 Literacy	South Ayrshire	92.6	92.9	90.9	88.6	89.2
	SAC VC	86.6	84.6	88.7	86.5	89.2
Level 5 Literacy	South Ayrshire	66.8	70.0	74.3	62.6	69.8
	SAC VC	63.2	63.4	70.0	64.4	65.3
Level 6 Literacy	South Ayrshire	37.6	38.3	47.6	28.8	30.6
	SAC VC	35.3	36.6	40.8	32.5	34.2
Level 4 Numeracy	South Ayrshire	85.2	88.0	87.7	85.4	83.3
	SAC VC	82.6	82.7	84.7	82.0	84.1
Level 5 Numeracy	South Ayrshire	51.5	56.8	64.2	52.5	60.4
	SAC VC	48.1	52.0	58.3	51.1	53.4
Level 6 Numeracy	South Ayrshire	12.9	15.3	13.9	7.3	7.2
	SAC VC	12.2	15.0	14.5	11.7	12.3
No. Leavers	South Ayrshire	202	183	187	219	222
	SAC VC	2,020	1,830	1,870	2,190	2,220

2022-23 data will be available following Insight update in February 2024.

Table 11. Leaver Initial Destinations - % leavers moving into a positive destination

Quintile	Establishment	2018-19	2019-20	2020-21	2021-22	2022-23
Q1	South Ayrshire	90.1	98.4	97.3	99.1	96.4
	Virtual Comparator	91.3	90.1	92.7	93.2	93.2
	National	92.4	90.0	92.8	93.4	94.0
Q2	South Ayrshire	93.2	98.8	98.3	98.7	96.5
	Virtual Comparator	93.9	90.9	95.0	96.4	95.4
	National	93.3	91.7	94.5	94.9	94.7
Q3	South Ayrshire	95.6	97.4	98.6	98.0	99.3
	Virtual Comparator	95.2	93.5	95.0	96.4	95.7
	National	95.2	94.1	95.9	95.9	96.3
Q4	South Ayrshire	98.5	99.3	99.4	98.4	98.5
	Virtual Comparator	97.3	96.2	97.6	97.5	96.8
	National	96.9	95.2	96.8	97.0	97.0
Q5	South Ayrshire	93.9	98.5	98.0	98.7	100.0
	Virtual Comparator	97.2	97.4	97.9	97.8	97.6
	National	97.8	96.3	97.6	97.8	97.7
All Leavers	South Ayrshire	94.0	98.4	98.3	98.6	98.1
	Virtual Comparator	94.8	93.5	95.7	96.3	95.6
	National	95.1	93.4	95.5	95.7	95.9
No leavers	South Ayrshire	1,059	999	1,123	1,180	1,200

Table 12. Leaver Initial Destinations – % Gap between Quintile 1 and All Leavers

	2018-19	2019-20	2020-21	2021-22	2022-23
20% Most Deprived Leavers	90.1	98.4	97.3	99.1	96.4
All Leavers	94.0	98.4	98.3	98.6	98.1
Leavers Destination Gap	2018-19	2019-20	2020-21	2021-22	2022-23
South Ayrshire	3.8	0.1	0.7	-0.4	3.6
Virtual Comparator	5.9	7.2	5.2	4.7	4.4
National	5.4	6.3	4.8	4.4	3.7

**South Ayrshire Council
Equality Impact Assessment
Scoping Template**

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Update on Pupil Equity Fund and Scottish Attainment Challenge
Lead Officer (Name/Position/Email)	Scott Mulholland, Assistant Director – Education – scott.mulholland@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	x
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – (issues specific to women & men or girls & boys)	-	x

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children’s Rights	-	x

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent’s education, employment and income	-	-

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low impact
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low impact
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES NO
Rationale for decision: The proposals in this report allow scrutiny of performance. The report does not involve proposals for policies, strategies, procedures, processes, financial decisions and activities (including service delivery), both new and at review, that affect the Council's communities and employees, therefore an equality impact assessment is not required.	
Signed : Scott Mulholland Date: 25 October 2024	Assistant Director

South Ayrshire Council

**Report by Depute Chief Executive and Director of Education
to Cabinet
of 26 November 2024**

**Subject: South Ayrshire Council Public Bodies Climate Change
Duties Annual Report 2023-2024**

1. Purpose

1.1 The purpose of this report is to present for approval the Council's statutorily required Public Bodies Climate Change Duties Annual Reporting for 2023-2024

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 approves the annual report for national submission; and

2.1.2 recognises as highlighted in the analysis of the report both the positive results and challenges the Council faces to increase the pace of change to fulfil the Council's duties and targets

3. Background

3.1 In 2009, the Scottish Parliament passed the Climate Change (Scotland) Act. Part 4 of the Act states that a 'public body must, in exercising its functions, act: in the way best calculated to contribute to the delivery of (Scotland's climate change) targets; in the way best calculated to help delivery any (Scottish adaptation programme); and in a way that is considers most sustainable'.

3.2 The Council and many of its Community Planning Partners have had a responsibility to take forward these duties from 1 January 2011 (see government guidance for taking forward these duties available at: [Public bodies climate change duties: putting them into practice, guidance required by part four of the Climate Change \(Scotland\) Act 2009 - gov.scot \(www.gov.scot\)](http://www.gov.scot/publications/public-bodies-climate-change-duties-putting-them-into-practice-guidance-required-by-part-four-of-the-climate-change-scotland-act-2009/pages/1-3.aspx))

3.3 In the intervening period climate change has continued to climb up the national and international agenda. It is the accepted consensus, scientific and political, that the Council now only has a small window for decisive action to prevent the worst effects of climate change and that the Council must also now prepare for those already locked into the climate system.

3.4/

- 3.4 In June 2019 South Ayrshire Council adopted its first Sustainable Development and Climate Change Strategy [Sustainable development and climate change strategy 2019-2024 \(south-ayrshire.gov.uk\)](https://www.south-ayrshire.gov.uk/2019/06/sustainable-development-and-climate-change-strategy-2019-2024/). The second iteration of this strategy is now being prepared to reflect developments both local, national and international which have taken place since the adoption of the first strategy. It should be noted that in October 2020 the Council approved a strengthened policy position agreeing organisational targets of a 75% reduction in emissions by 2030 and net zero by 2045 [Climate Change Policy \(south-ayrshire.gov.uk\)](https://www.south-ayrshire.gov.uk/2020/10/climate-change-policy/). It is important to note that these targets are based on a baseline of 2014/15 which was when a consistent organisational boundary was set, and they relate to emissions within that boundary.
- 3.5 It should be noted that, while Scottish Government has stepped away from its previous 2030 emissions reduction target following a report by the Climate Change Committee stating it was no longer credible, it has retained the national net zero by 2045 target. Scottish Government will introduce new five year carbon budgets along with other measures to ensure the pace and depth of change required to deliver against the 2045 target are being achieved. The Climate Change Committee have agreed that Net Zero for 2045 remains the correct target for Scotland – the pace of change is achievable with concerted effort. South Ayrshire Council's public sector climate change duty in relation to mitigation means the authority is legally required to respond to this through the continued reduction of the emissions which it controls and influences and it requires to continue to increase the depth and pace at which it delivers these reductions alongside adaptation and sustainability duties. Nationally essentially the pace of change has been slower than had been hoped to date, so as the Council moves towards 2045 more of the work remains to be done than had been hoped would be the case at this point in time and it must redouble efforts and accelerate the pace of change to meet the demands of the crisis.
- 3.6 This is the ninth year the current national reporting template for public bodies climate change duties, which is set out in legislation, has been used. While for some time gaps were expected in the data and information public bodies would present as they evolved their response to new duties, it is now the case that all required components are expected to be addressed by all public bodies, and guidance has been updated a number of times to make the minimum expected standards of performance clear. This includes:
- Explanation of the extent of involvement of the Chief Executive in the governance of climate change activities;
 - Evidence of the effectiveness of governance arrangements;
 - Baseline year and historic emissions from at least 2015/16 onwards;
 - Correct assignment of emissions against scope;
 - Historic emissions data consistent year on year; and
 - Data entered for all renewable installations.
- 3.7 Furthermore the reporting guidance also states that 'it is untenable for a public body not to have some form of target set and monitored to determine progress. Ideally a corporate target that applies across the organisation should be established, either as a percentage or absolute reduction or a final endpoint by a fixed date. Targets should also be set with reference to national policy and demonstrate alignment where feasible'.

- 3.8 Recent developments point to increasing requirements for public bodies reporting, particularly local authorities, in order to increase the pace of change in relation to adaptation and mitigation, both organisational and area wide. There will be an expectation that more areas are covered in the reporting, for example following the requirement to calculate home working emissions it is anticipated that this could include commuting, all modes of business travel and scope 3 emissions, and a requirement to set targets in relation to these. Public bodies targets are also increasingly likely to be driven by more stringent legislation, for example the backstop for public sector buildings to have zero heating emissions by 2038 may mean public bodies have to go beyond the targets they have already set in this area, for example net zero by 2045 in the case of South Ayrshire Council.

4. Proposals

- 4.1 It is proposed that the report (Appendix 1) is approved by the Cabinet and submitted by 30 November 2024 to the Sustainable Scotland Network who are collating and analysing the reports on behalf of Scottish Government.
- 4.2 Members are asked to note the analysis of the report findings as set out in Appendix 2, and this will be considered by the Corporate Leadership Team as they progress the work of the council to increase the pace of change on emissions reduction and climate resilience.

5. Legal and Procurement Implications

- 5.1 There are no legal implications arising from this report. The requirement for the Council to complete, approve and submit a version of the appended report template is, however, a legal requirement.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 There are no financial implications arising directly from this report. However, compliance with national legislative requirements and delivery of the pace of change required to meet the Council's targets will have resource requirements, both in terms of how resources are deployed to deliver services, as well as in relation to the balance of the upfront costs in relation to whole life costs where more stringent standards are implemented. Financial implications arising from this will be considered as part of future capital and revenue budgets as well as within future Cabinet reports. As the Council makes savings going forward it will be increasingly important that the choices made set the Council on a low carbon, climate resilient trajectory – where the Council disinvests may prove to be as critical as where it chooses to invest the more limited resources available to local authorities at a time of constrained public finance.

7. Human Resources Implications

- 7.1 There are no human resource implications arising directly from this report. The Council's commitments will be delivered within existing resources with awareness and contribution from all staff.

8/

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 The risks associated with rejecting the recommendations are that the Council will fail to submit a report that is legislatively required to be made public by the Climate Change (Scotland) Act 2009 and the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

9. Equalities

9.1 The proposals in this report allow scrutiny of performance. The report does not involve proposals for policies, strategies, procedures, processes, financial decisions, and activities (including service delivery), both new and at review, that affect the Council's communities and employees, therefore an equality impact assessment is not required.

10. Sustainable Development Implications

10.1 Considering Strategic Environmental Assessment (SEA) - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy, or strategy.

10.2 A key environmental benefit of this proposal will be to increase awareness of climate change and the need for cross cutting action. This can be enhanced/ supported by pursuing the progress points for the year ahead noted in the report. The main environmental cost / challenge of this proposal will be behaviour change and identification of resources for specific action areas going forward. This can be minimised by good communications and forward planning.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report, however many of the areas which contribute to the Council's efforts to tackle climate change have been the subject of option consideration and appraisal.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to all priorities and outcomes of the Council Plan.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Depute Chief Executive and Director of Education will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Completed reporting template nationally to be made publicly available alongside reports of all other public bodies	30 November 2024	Service Lead – Performance, Community Planning and Sustainability
Prepare annual report for 2024/25	31 October 2025	Service Lead – Performance, Community Planning and Sustainability

Background Papers **Report to South Ayrshire Council of 1 October 2020 - [Climate Change Policy](#)**

Report to South Ayrshire Community Planning Board of 26 August 2021 – Net Zero and a Green Recovery for Ayrshire

Report to Cabinet of 28 November 2023 – [South Ayrshire Council Public Bodies Climate Change Duties Annual Report 2022-23](#)

Person to Contact **Kevin Anderson – Assistant Director, Corporate Policy, Strategy and Performance**
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Date: 20 November 2024

Public Bodies Climate Change Duties Compliance Reporting **Financial Year** Template 2023/24

1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions will not be accepted for analysis and may be deemed non-compliant with Public Bodies Duties reporting requirements.

2. Guidance

1. Please **do not delete any cells, rows or columns**. This may corrupt the template/data and compromise analysis. You can hide any extra rows within tables.
2. Please complete the new "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.
3. The "Profile of Body" tab must be completed before proceeding to add any other data.
4. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organisation reports according to the academic year, usually August to July, you must use the Academic Year template.
5. If you need to add more rows in any table please email the file to ccreporting@ed.ac.uk
6. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visible on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.
7. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you have bespoke data/emission factors. Please provide a brief explanation in the comment.
8. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for service supply. If you wish to use UK factors you need to enter manually in an "Other" row.
9. More detailed guidance is available on the SSN website

3. Colour Coding used in the template

	Dropdown box - select from list of options
	Uneditable/fixed entry cell
	Editable cell



Public Bodies Climate Change Duties Compliance Reporting Template 2023/24 FY

Please answer all questions below with respect to the public body's reporting boundary for the reporting period.

The information is intended to improve data coverage and inform analysis, in particular, to help identify data gaps.

There are 3 response options:

YES - where data is available and is reported

NA - where a category is relevant but no data is available

NO - the category is not relevant

Any points of clarification can be added in the comments field for the corresponding emission source(s) in Table 3b on the Emissions tab.

Category		Select from dropdown list
Owned estate	Are any buildings owned by the public body?	Yes
Managed services	Are building services managed on behalf of another public body that shares or leases space?	No
Leased premises -public	Are building services managed and provided by another public body?	No
Leased premises - private	Are building services managed and provided by a private landlord?	Yes
Streetlighting	Are streetlights owned or operated?	Yes
Fleet and equipment	Are any vehicles or fossil-fueled machinery or equipment owned or leased, excludes short-term or infrequent hires?	Yes
Refrigerants/F-gases	Are there any air conditioning or refrigeration systems that require refrigerant gas top-ups?	No
Medical gases	Are medical gases used?	NA
Business travel - private	Do staff undertake business travel by private car?	Yes
Business travel - flights	Do staff undertake any business travel by plane?	Yes
Homeworking	Do staff work from home - including hybrid?	Yes
Supply chain	Are any goods or services purchased?	Yes
Land use	Are more than 10 hectares of land owned or managed for public services provision, including for research or recreation?	Yes
Waste services	Is the public body responsible for collecting household or municipal waste?	Yes

Public Sector Report on Compliance with Climate Change Duties 2024 Template FY

PART 1 Profile of Reporting Body

1a Name of reporting body

Provide the name of the listed body (the "body") which prepared this report.

South Ayrshire Council

1b Type of body

Select from the options below

Local Government

1c Highest number of full-time equivalent staff in the body during the report year

4937.25

1d Metrics used by the body

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
Population size served	population	112799.00	2011 census
Floor area	m2	277258.00	from asset management data
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Other (please specify in comments)	Households	56952.00	from Ayrshire Valuation Board Council Tax Register at 7/10/2024. Excludes commercial premises, garages and domestic storage premises
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			

1e Overall budget of the body

Specify approximate £/annum for the report year.

Budget	Budget Comments
£325,489,000	Includes health and social care funding

1f Report type

Check the report year type is correct. The alternative template must be used for academic year reporting.

Reporting type	Report year comments
Financial/Calendar/Other	2023-2024

1g Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

South Ayrshire Council is a Scottish Local Authority with wide ranging functions all of which have an impact on and are impacted by climate change. South Ayrshire Council's operational area covers 476 square miles with a population of 112,799 (2011 census). The main population centres are Ayr, Prestwick, Troon, Girvan and Maybole, representing approximately 79% of the total. The remaining population is spread across a variety of rural areas ranging from Ballantrae in the south, to Dundonald in the north. Functions include education authority, planning authority, roads authority, social care and housing provider, environmental health, building standards, community development and leading the South Ayrshire Community Planning Partnership. Internal services such as fleet, ICT, procurement and HR are also in place to facilitate the external facing services.

3e Estimated total annual carbon savings from all projects implemented by the body in the report year

If no projects were implemented against an emissions source, enter "0".
 If the body does not have any information for an emissions source, enter "Unknown".
 If the body does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	31	As per projects noted in 3f
Natural gas	237	As per projects noted in 3f
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Road Transport		
Other (please specify in comments)		
Please select from drop down box		
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Please select from drop down box		
Please select from drop down box		
Total	268	

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of CO ₂ e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO ₂ e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Archie Park PS - Lighting Replacement	SALW	2023/24	Estimated	15,545			10 Electricity UK	3	3,084 No		LED lighting and controls upgrade
Dolphin Community Centre - Lighting Replacement	SALW	2023/24	Estimated	9,500			10 Electricity UK	2	1,955 No		LED lighting and controls upgrade
Dolphin House - Lighting Replacement	SALW	2023/24	Estimated	3,385			10 Electricity UK	1	749 No		LED lighting and controls upgrade
Heathfield PS - Lighting Replacement	SALW	2023/24	Estimated	16,800			10 Electricity UK	3	3,571 No		LED lighting and controls upgrade
Girvan Academy - Lighting Replacement	SALW	2023/24	Estimated	17,000			10 Electricity UK	3	3,109 No		LED lighting and controls upgrade
Lochside CC - Lighting Replacement	SALW	2023/24	Estimated	6,800			10 Electricity UK	1	4,472 No		LED lighting and controls upgrade
From Post - BM5 Upgrade	SALW	2023/24	Estimated	49,800			10 Natural gas	24	5,474 No		Trend upgrade including remote access
Building Energy Consumption Management	Capital / Net Zero Fund / SALW	2023/24	Estimated				1 Natural gas		598	138,835 No	Reductions from holiday shut down periods and active monitoring/corrective actions
Internal Recycling in Schools	Zero Waste Scotland	2023/24	Estimated	166,089	0/2		10 Household/Municipal/Domestic waste - Com etc		Unknown	Yes	Re-introduced recycling within schools. Funding used to purchase external and internal bins. The internal bins are transparent and clearly labelled with the correct items that go in each bin. Waste Aware conducted education talks to all schools. Produced videos on each waste stream and what happens to it. The aim is to reduce the general waste and increase recycling including food waste within schools.
Food Waste Project	Zero Waste Scotland	2023/24	Estimated	61,456	0/2	Ongoing	Household/Municipal/Domestic waste - Com etc		Unknown	Yes	The aim of the project was to reduce the amount of food waste being disposed of and to divert this from residual waste stream. These separate interventions were delivered to measure the impact of each intervention in order to identify the best course of action for the Council to meet the target. Monitoring has taken place over a period of 1 year to measure the impact of the project. Early results show the project has been a success and the participation of food waste has increased in the areas.
											Please select from dropdown box
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3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Electric change	232	Increase	Maybole Community Campus opening. Campus bus ASHP for heating / hot water provision. An increase in emissions but this campus replaces several gas heated properties which have closed.
Service provision			Please select from drop down box
Staff numbers			Please select from drop down box
Other (please specify in comments)			Please select from drop down box
Please select from drop down box			Please select from drop down box
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Please select from drop down box			Please select from drop down box
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Please select from drop down box			Please select from drop down box
Please select from drop down box			Please select from drop down box
Total	232		

3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead

If no projects are expected to be implemented against an emissions source, enter "0".
 If the organization does not have any information for an emissions source, enter "Unknown".
 If the organization does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	10	LED lighting projects at Girvan Academy, Dolphin PS, Heathfield PS, St Patrick's PS, Wills Road Family Centre, Whitefords AC, Dalmeil PS, Girvan Library
Natural gas	75	BM5 upgrade projects at Girvan Academy, Coydon PS, Coyhill PS, Riverside House and Prentick pool refurbishment
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Road Transport		
Other (please specify in comments)		
Please select from drop down box		
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Total	85	

3i Estimated decrease or increase in emissions from other sources in the year ahead

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Electric change	262	Decrease	Closure of old Carick Academy, Cairn PS, Gardermore PS, St Cutberts PS, Maybole pool after opening of Maybole Community Campus. Disposal of Dem Park stadium and old Ayr Grammar. Lease of Forresters hall.
Service provision			Please select from drop down box
Staff numbers			Please select from drop down box
Other (please specify in comments)			Please select from drop down box
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Please select from drop down box			Please select from drop down box
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Please select from drop down box			Please select from drop down box
Please select from drop down box			Please select from drop down box
Total	262		

3j) Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint
If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total savings	Total estimated emissions savings (tCO ₂ e)	Comments
Total project savings since baseline year		

Further information

3k) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

South Ayrshire Council was an early adopter of Carbon Management with a very early initial baseline year being established of 2005/6 and a Carbon Management Plan in place by 2008. A lot has been done in the interim period with many projects taking place

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PART 4 Adaptation - please do not include information in this part on measures that solely reduce emissions with no implications for climate adaptation. These are climate mitigation measures which should be reported in the Emissions tab.

Assessing and managing risk

4a Has the body assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

Yes. The potential risk that the Council may fail to deliver its commitments under the public sector climate change duty has been identified. Full information explaining cause, potential effect, risk rating, current mitigations, proposed mitigations (and status on their progress) is contained within the Council's Directorate Risk Register in 2023/24 and has also been elevated to the Council's Strategic Risk Register since 2021. More detailed assessment of adaptation and resilience related risks to different areas of service are still required although in some areas the work has begun, for example in relation to Coastal Change Adaptation Planning.

4b What arrangements does the body have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

Full details of the risk mitigations and the associated procedures, strategies and action plans are contained within the Directorate Risk Register in 2023/24 and the Strategic Risk Register. The Council also maintains Civil Contingency Plans and tests scenarios including severe weather, loss of utilities and pandemic illness. These are routinely reviewed with senior management teams to ensure plans are up to date and staff are familiar with the processes. Council plans and strategies play a role in increasing awareness of the need to adapt. The Local Development Plan 2 has provisions to help adapt to the effects of climate change through the protection of peat land, implementation of SUDS, support for and improvement of green networks. Our Open Space Strategy commits to incorporate adaptation measures where appropriate. The Council's online training and the Provost's School Footprint Challenge also all play a part in raising wider awareness of the need for climate change adaptation. Work has also now begun to develop Coastal Change Adaptation Plans for our coastline and Nature Networks using the AECOM tool which will support resilience for nature.

Taking action

4c What action has the body taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme ("the Programme").

Risk procedures outlined above play an important role in managing and responding to climate related risks for the organisation. Council plans and strategies play a role in increasing awareness of the need to adapt. The Local Development Plan 2 has provisions to help adapt to the effects of climate change through policies such as the protection of peat land, implementation of SUDS, support for and improvement of green networks. Our Open Space Strategy commits to incorporate adaptation measures where appropriate. The Council's online training offer, communications with staff and the Provost's School Footprint Challenge also all play a part in raising wider awareness of the need for climate change adaptation. In the report year the council has continued to harness natural sand dune succession processes to allow natural coastal defences to develop in some shore front locations. The use of local planting in shorefront areas with sand dune species has also been used to reduce erosion, reduce maintenance requirement, and protect assets. The Council has also undertaken focused studies in certain communities with identified challenges, for example Ballantrae coastal adaptation planning case study and Troon flood study.

4d Where applicable, what contribution has the body made to helping deliver the Programme?

Provide any other relevant supporting information

Development of the 2nd cycle Ayrshire Flood Risk Management Plan with South, East and North Ayrshire Councils which identifies actions that we are proposing to take to better understand flood risk from river, coastal and surface water flooding and to develop solutions to mitigate that flood risk. Both SEPA and Scottish Water have their own actions in the plan.

The Prestwick Strategic Drainage Project which we are working in partnership with Scottish Water to implement. That includes the St Ninians Park work and street works to remove surface water from the combined sewer system and installation of storm water tanks to improve the ability of the sewer system to deal with severe weather events. It is at the early stages, but some work has been carried out already and will continue over the next decade.

The Troon Coastal Flood Study considers climate change scenarios when developing the coastal model and will consider possible actions that may be required to mitigate coastal flood risks identified.

The planning process in SAC considers climate change in terms of flood risk and all new developments must comply with the flood risk requirements of National Planning Framework 4 and Local Development Plan 2.

SAC also have an inspection regime for their coastal protection assets and carry out maintenance works on a priority basis.

Review, monitoring and evaluation

4e What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

In 2023-24 Climate Change Risk was managed within both the Directorate Risk Register which is reviewed, updated, and approved at the Directorate Management Team on a six-monthly basis and the Council's Strategic Risk Register which was scrutinised and approved at both the Audit and Governance Panel and Cabinet on a 6 monthly basis. In 2023/24 the risk was owned and managed by the Directors of Strategic Change and Communities and Housing Development and Operations, as well as the Service Leads for Policy, Performance and Community Planning, Neighbourhood Services and Asset Management.

4f What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

All Risk Registers are regularly reviewed and updated on a six monthly basis. The level of risk is assessed and amended as appropriate when mitigation measures have been put in place and the level of risk reduced. It should be noted that the individual plans and projects which make a contribution in relation to adaptation as set out above have a varying monitoring and review processes set out within them, however particularly for wider ranging strategies these are not always focused on their adaptation outcomes. The Council's new Integrated Impact Assessment includes 10 environmental questions picking up both directly and indirectly on adaptation and climate resilience. It is hoped that implementation and monitoring of the IIA reporting and associated mitigation actions will help to deliver both an improvement in awareness and mainstreamed action on adaptation across the organisation as well as a bank of data to support monitoring and evaluation of progress.

Future priorities for adaptation

4g What are the body's top 5 climate change adaptation priorities for the year ahead?

Provide a summary of the areas and activities of focus for the year ahead.

In June 2019 the Council adopted its new Sustainable Development and Climate Change Strategy. The impact of climate change for Scotland and South Ayrshire are discussed in the introduction and relevant actions are contained within the document. Many actions have a part to play in adaptation. These actions, which are for delivery over 5 years, include: - Develop a Food Strategy which will cover food growing as well as wider issues about food sustainability - Risks associated with climate change are given appropriate consideration on corporate and services risk registers - Ensure the Council's climate change risks are assessed and covered appropriately through the service planning process - Use our natural environment and green infrastructure to help adapt to and mitigate the impacts of climate change - Raise awareness and understanding of climate change in primary and secondary schools and the wider community through Earth Hour and the Provost's School Footprint Challenge. - Work in partnership with businesses and communities to ensure infrastructure is resilient to the impacts of climate change - Embed a proactive approach to climate change adaptation in relevant council strategies and partnerships. In taking the strategy forward a key aspect will be considering "Scotland Adapts: A Capability Framework for a Climate Ready Public Sector", which has been released since the development of the strategy. In early 2023 we carried out benchmarking of our progress against the framework and set out steps to progress across all four capabilities in a more targeted way. This will now be used to track our adaptation progress as opposed to the previous five steps approach. The development of the next iteration of the strategy is now underway and will incorporate this action plan to progress against the adaptation framework and SCAP3. We will also be developing a Coastal Change Adaptation Plan for all of the Ayrshire coastline along with North Ayrshire Council and this will include a Decision Makers Toolkit and an Education Pack.

Further information

4h Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

The Council was involved in the development of 'Climate Ready Biosphere' vision and action plan which increased both awareness and action being taken locally in relation to climate change adaptation. South Ayrshire Council continues to work with the South West Scotland Environmental Information Centre following the conclusion of the 'Where's Wildlife in Ayrshire' project. The council has participated in the benchmarking working group in relation to Scotland Adapts. In response to Dynamic Coast 2 the council is currently delivering an ongoing project looking at coastal erosion in Ballantrae and is now beginning the development of an Ayrshire Coastal Change Adaptation Plan together with North Ayrshire Council supported by NatureScot and Scottish Government. The Council is in the process of finalising new Sustainable Design Guidance which when implemented will see improvement in the sustainability of new build and refurbishment projects taken forward by the council, not only reducing their footprint and readying them to function in a low carbon future, but also increasing their resilience to a changing climate in South Ayrshire. The Council has also introduced a new Integrated Impact Assessment procedure for all council decisions which includes 10 environmental questions which address adaptation directly and indirectly, supporting better consideration and decision making in this area.

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PART 5 Procurement

5a How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

South Ayrshire Council's Sustainable Development and Climate Change Strategy sets out a coherent framework for Council projects, policies and initiatives which mitigates climate changing emissions, plans for adapting to the impacts of climate change and promotes sustainable development, including sustainability in procurement. Going forward, the Council's new Integrated Impact Assessment will also support this in relation to all decisions made by the Council. South Ayrshire Council is committed to achieving improved standards of sustainable procurement throughout the Council, in accordance with the duties set out within the Procurement Reform (Scotland Act) 2014.

Minimising the impact on the environment is a consideration for all tender exercises for procuring goods, services and works. In line with the Scottish Government's purpose of increasing sustainable economic growth, EU and UK 'green' procurement legislation, the Council initiates savings in materials, energy and waste, where possible and promotes a sustainable approach to the way we conduct our business.

This approach is in line with the Council's Procurement Strategy Key Objective 4; Development of Collaborative Opportunities and Fulfilment of Sustainable Procurement Duties and ensures that the Council complies with its Sustainable Procurement Duties, which is a mandatory requirement under the Reform Act. South Ayrshire Council continue to follow the Scottish Government's Sustainable Procurement Action Plan, in conjunction with statutory guidance, while updating our progress against sustainability targets using the Flexible Framework self-assessment tool (FFSAT).

5b How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

At the Procurement strategy stage of every procurement exercise Procurement work with Service Leads from any particular area to identify what sustainability outcomes could be delivered via the contract in question. All tendered Procurement projects include SAC's standard clause on Sustainability, see below and all are considered for every tender exercise:

Sustainability Clause

South Ayrshire Council's Sustainable Development and Climate Change Strategy sets out a coherent framework for Council projects, policies and initiatives which mitigates climate changing emissions, plans for adapting to the impacts of climate change and promotes sustainable development, including sustainability in procurement.

Aligned to the objectives of the Scottish Government's Climate Change Plan (2018-2032) and National Performance Framework Sustainable Development goals, the Council aims to ensure delivery and compliance with this policy and practice to the highest level and is pro-actively encouraging organisations it contracts with to adopt similar commitments.

Further information

5c Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

During 2023/24 the Council carried out multiple procurement exercises with sustainable pledges/submissions from suppliers. Some examples from our Minor Works Framework are below:

South Ayrshire's commitment to Sustainability is underlined via our supply chain by the development and maintenance of an Environmental Management System (EMS) which is accredited to ISO 14001:2015. Whilst delivering the Minor Frameworks works for South Ayrshire Council in order to minimise the impact on climate change and reduce carbon footprint, suppliers conduct business in accordance with their Environmental Management System (EMS)

Reuse of the following materials within our Minor Works Framework:

- Cardboard
- Paper
- Plastics
- Treated wood

Public Sector Report on Compliance with Climate Change Duties 2024 Template

PART 6 Validation and Declaration

6a Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Internal validation of gas and electricity data has been undertaken since the ending of CRC validation and this has involved continuous monthly and annual bill checking. This report is submitted for scrutiny and sign off by the Cabinet.

6b Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

Information is confirmed and collated from officers across the council by the sustainability team and is cross checked by the Service Lead - Performance, Policy and Community Planning before submission to Cabinet for further scrutiny and approval. The Council's Internal Audit team are also sighted on the work of the Sustainability Team.

6c External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

A waste data flow audit is undertaken by SEPA. No other external validation is undertaken on this report.

6d No Validation Process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

n/a

6e Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name:	Susan McCardie
Role in the body:	Service Lead Performance, Community Planning and Sustainability
Date:	Date in format (dd/mm/yyyy)

Recommended Reporting: Reporting on Wider Influence

Wider Impact and Influence on GHG Emissions

Q1) Historic Emissions (Local Authorities Only)

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

Please note : territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) are provided, but not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2005 to 2020 publication the statistics covered emissions of carbon dioxide only

(1) UK local and regional CO₂e emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO₂e emissions: **full dataset**:

<https://data.gov.uk/dataset/773c243d-2f1a-4d27-8b61-cdb93e5b10ff/emissions-of-carbon-dioxide-for-local-authority-areas>

Local Authority:(Please State)	South Ayrshire														
DESNZ Dataset:(full or sub-set)	Subset														
Source	Sector	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Units	Comments
DESNZ Sectors	Total Emissions	723.67	742.24	744.58	665.00	663.43	625.97	609.35	580.01	578.10	501.75	567.64	534.02	ktCO ₂ e	
	Industry and Commercial	232.51	242.25	256.16	217.75	216.71	193.32	179.08	159.66	165.76	148.77	178.00	168.45	ktCO ₂ e	
	Domestic	263.37	280.33	273.45	229.95	225.24	205.43	199.82	195.58	192.23	182.08	185.59	155.29	ktCO ₂ e	
	Transport total	227.80	219.67	214.97	217.29	221.48	227.23	230.45	224.77	220.11	170.89	204.05	209.27	ktCO ₂ e	
	Per Capita	6.84	7.05	7.12	6.31	6.35	5.98	5.82	5.51	5.47	4.80	5.40	5.11	ktCO ₂ e	
Other Sectors	Please select from drop down box														Please select from drop down box
	Please select from drop down box														Please select from drop down box
	Please select from drop down box														Please select from drop down box
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	Please select from drop down box														Please select from drop down box
	Please select from drop down box														Please select from drop down box

2a) Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target	Target/End year	Saving in latest year measured	Latest Year Measured	Comments
Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	
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Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	

2b) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

Q3) Policies and Actions to Reduce Emissions

Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets

Factors by Category

Category					
Scope	Level 1	Level 2	Level 3	UOM	GHG Conversion Factor 2023 (kgCO2e/unit)
Scope 1	Bioenergy	Biogas	Biogas	kWh	0.00022
Scope 1	Bioenergy	Biogas	Biogas	tonnes	1.23595
Scope 1	Bioenergy	Biogas	Landfill gas	kWh	0.0002
Scope 1	Bioenergy	Biomass	Wood chips	kWh	0.01074
Scope 1	Bioenergy	Biomass	Wood chips	tonnes	40.58114
Scope 1	Bioenergy	Biomass	Wood pellets	kWh	0.01074
Scope 1	Bioenergy	Biomass	Wood pellets	tonnes	51.56192
Scope 1	Fuels	Liquid fuels	Aviation spirit	kWh	0.24382
Scope 1	Fuels	Liquid fuels	Aviation spirit	litres	2.33116
Scope 1	Fuels	Liquid fuels	Aviation turbine fuel	kWh	0.24758
Scope 1	Fuels	Liquid fuels	Aviation turbine fuel	litres	2.54269
Scope 1	Fuels	Liquid fuels	Burning oil (Kerosene)	kWh	0.24677
Scope 1	Fuels	Liquid fuels	Burning oil (Kerosene)	litres	2.54016
Scope 1	Fuels	Liquid fuels	Burning oil (Kerosene)	tonnes	3165.04181
Scope 1	Fuels	Solid fuels	Coal (industrial)	tonnes	2396.47994
Scope 1	Fuels	Liquid fuels	Diesel (100% mineral diesel)	litres	2.65937
Scope 1	Fuels	Liquid fuels	Diesel (average biofuel blend)	litres	2.51206
Scope 1	Fuels	Liquid fuels	Fuel oil	kWh	0.26813
Scope 1	Fuels	Liquid fuels	Fuel oil	litres	3.17492
Scope 1	Fuels	Liquid fuels	Fuel oil	tonnes	3228.89019
Scope 1	Fuels	Liquid fuels	Gas oil	kWh	0.2565
Scope 1	Fuels	Liquid fuels	Gas oil	litres	2.75541
Scope 1	Fuels	Liquid fuels	Gas oil	tonnes	3226.57859
Scope 1	Fuels	Gaseous fuels	LPG	kWh	0.21450
Scope 1	Fuels	Gaseous fuels	LPG	litres	1.55713
Scope 1	Fuels	Liquid fuels	Marine fuel oil	litres	3.10202
Scope 1	Fuels	Liquid fuels	Marine gas oil	litres	2.77139
Scope 1	Fuels	Gaseous fuels	Natural gas	kWh	0.18293
Scope 1	Fuels	Liquid fuels	Petrol (100% mineral petrol)	litres	2.34503
Scope 1	Fuels	Liquid fuels	Petrol (average biofuel blend)	litres	2.09747
Scope 1	Fuels	Gaseous fuels	Propane	kWh	0.2141
Scope 1	Fuels	Gaseous fuels	Propane	litres	1.54358
Scope 1	Fuels	Liquid fuels	Waste oils	kWh	0.25641
Scope 1	Fuels	Liquid fuels	Waste oils	litres	2.74924
Scope 1	Fuels	Liquid fuels	Waste oils	tonnes	3219.37916
Scope 1	Medical gas (Process)	Other products	Desflurane	kg	2540
Scope 1	Medical gas (Process)	Other products	Sevoflurane	kg	130
Scope 1	Medical gas (Process)	Other products	Isoflurane	kg	510
Scope 1	Medical gas (Process)	Other products	Anaesthetic Nitrous Oxide	kg	298
Scope 1	Refrigerants	Other products	HFC-134a	kg	1300
Scope 1	Refrigerants	Other products	HFC-32	kg	677
Scope 1	Refrigerants	Blends	R404A	kg	3943
Scope 1	Refrigerants	Blends	R407C	kg	1624
Scope 1	Refrigerants	Blends	R410A	kg	1924
Scope 1	Refrigerants	Blends	R422D	kg	2473
Scope 1	Refrigerants	Blends	R422E	kg	2350
Scope 1	Refrigerants	Blends	R423A	kg	2274
Scope 1	Refrigerants	Blends	R424A	kg	2212
Scope 1	Refrigerants	Blends	R425A	kg	1431
Scope 1	Refrigerants	Blends	R426A	kg	1371
Scope 1	Refrigerants	Blends	R427A	kg	2024
Scope 1	Refrigerants	Blends	R428A	kg	3417
Scope 1	Refrigerants	Blends	R429A	kg	13.8
Scope 1	Refrigerants	Blends	R430A	kg	106
Scope 1	Refrigerants	Blends	R431A	kg	40

Scope 1	Refrigerants	Blends	R432A	kg	1.8
Scope 1	Refrigerants	Blends	R433A	kg	0.64
Scope 1	Refrigerants	Blends	R433B	kg	0.16
Scope 1	Refrigerants	Blends	R433C	kg	0.55
Scope 1	Refrigerants	Blends	R434A	kg	3075
Scope 1	Refrigerants	Blends	R435A	kg	28.4
Scope 1	Refrigerants	Blends	R436A	kg	1.35
Scope 1	Refrigerants	Blends	R436B	kg	1.47
Scope 1	Refrigerants	Blends	R437A	kg	1639
Scope 1	Refrigerants	Blends	R438A	kg	2059
Scope 1	Refrigerants	Blends	R439A	kg	1828
Scope 1	Refrigerants	Blends	R440A	kg	156
Scope 1	Refrigerants	Blends	R441A	kg	0
Scope 1	Refrigerants	Blends	R442A	kg	1754
Scope 1	Refrigerants	Blends	R443A	kg	1
Scope 1	Refrigerants	Blends	R444A	kg	89
Scope 1	Refrigerants	Blends	R445A	kg	118
Scope 1	Refrigerants	Blends	R500	kg	7564
Scope 1	Refrigerants	Blends	R501	kg	3870
Scope 1	Refrigerants	Blends	R502	kg	4786
Scope 1	Refrigerants	Blends	R503	kg	13299
Scope 1	Refrigerants	Blends	R504	kg	4299
Scope 1	Refrigerants	Blends	R505	kg	7956
Scope 1	Refrigerants	Blends	R506	kg	3857
Scope 1	Refrigerants	Blends	R507A	kg	3985
Scope 1	Refrigerants	Blends	R508A	kg	11607
Scope 1	Refrigerants	Blends	R508B	kg	11698
Scope 1	Refrigerants	Blends	R509A	kg	5758
Scope 1	Refrigerants	Blends	R510A	kg	1.24
Scope 1	Refrigerants	Blends	R511A	kg	7
Scope 1	Refrigerants	Blends	R512A	kg	196
Scope 1	Refrigerants	Other products	R600 = butane	kg	0.006
Scope 1	Refrigerants	Other products	R600A = isobutane	kg	3
Scope 1	Refrigerants	Other products	R601 = pentane	kg	5
Scope 1	Refrigerants	Other products	R601A = isopentane	kg	5
Scope 2	Heat and steam	Heat and steam	District heat and steam	kWh	0.17965
Scope 2	Heat and steam	Heat and steam	Onsite heat and steam	kWh	0.17965
Scope 2	Electricity	Electricity generated	Electricity: UK	kWh	0.20707
Scope 2	Renewables	Renewable Elec Purchase Direct Supply	Renewable Elec Purchase Direct Supply	kWh	0
Scope 2	Renewables	Renewable Heat Purchase Direct Supply	Renewable Heat Purchase Direct Supply	kWh	0
Scope 2&3	Transport - car	Cars (by size)	Average business travel car - Battery Electric Vehicle	km	0.05480
Scope 2&3	Transport - car	Cars (by size)	Average business travel car - Battery Electric Vehicle	miles	0.08819
Scope 2&3	Transport - car	Cars (by size)	Average business travel car - Plug-in Hybrid Electric Vehicle	km	0.09392
Scope 2&3	Transport - car	Cars (by size)	Average business travel car - Plug-in Hybrid Electric Vehicle	miles	0.15113
Scope 3	Electricity	T&D- UK electricity	Transmission and distribution - Electricity: UK	kWh	0.01792
Scope 3	Heat and steam	Heat and steam	Transmission and distribution - district heat & steam, 5% loss	kWh	0.00945
Scope 3	Homeworking	Homeworking (office equipment)	Homeworking (office equipment + heating)	FTE Working Hours	0.33378
Scope 3	Hotel stay	Hotel stay	Hotel stay - UK	Room per night	10.4
Scope 3	Hotel stay	Hotel stay	Hotel stay - UK (London)	Room per night	11.5
Scope 3	Material use	Construction	Aggregates - Primary material production	tonnes	7.75138
Scope 3	Material use	Construction	Aggregates - Recycled source	tonnes	3.19491
Scope 3	Material use	Construction	Aggregates - Re-used	tonnes	2.21
Scope 3	Material use	Construction	Asphalt - Primary material production	tonnes	39.21249
Scope 3	Material use	Construction	Asphalt - Recycled source	tonnes	28.65491
Scope 3	Material use	Construction	Asphalt - Re-used	tonnes	1.73826
Scope 3	Material use	Construction	Average construction - Primary material production	tonnes	80.21282
Scope 3	Material use	Electrical items	Batteries - Alkaline - Primary material production	tonnes	4633.47826
Scope 3	Material use	Electrical items	Batteries - Li ion - Primary material production	tonnes	6308
Scope 3	Material use	Electrical items	Batteries - NiMh - Primary material production	tonnes	28380
Scope 3	Material use	Construction	Bricks - Primary material production	tonnes	241.75138
Scope 3	Material use	Other	Clothing - Primary material production	tonnes	22310
Scope 3	Material use	Other	Clothing - Re-used	tonnes	152.25
Scope 3	Material use	Organic	Compost derived from food and garden waste - Primary material production	tonnes	114.83405

Scope 3	Material use	Organic	Compost derived from garden waste - Primary material production	tonnes	112.01742
Scope 3	Material use	Construction	Concrete - Primary material production	tonnes	131.75138
Scope 3	Material use	Construction	Concrete - Recycled source	tonnes	3.19491
Scope 3	Material use	Electrical items	Electrical items - fridges and freezers - Primary material production	tonnes	4363.33333
Scope 3	Material use	Electrical items	Electrical items - IT - Primary material production	tonnes	24865.47556
Scope 3	Material use	Electrical items	Electrical items - large - Primary material production	tonnes	3267
Scope 3	Material use	Electrical items	Electrical items - small - Primary material production	tonnes	5647.94563
Scope 3	Material use	Other	Food and drink - Primary material production	tonnes	3701.40359
Scope 3	Material use	Other	Glass - Primary material production	tonnes	1402.76667
Scope 3	Material use	Other	Glass - Recycled source	tonnes	823.18954
Scope 3	Material use	Construction	Insulation - Primary material production	tonnes	1861.75138
Scope 3	Material use	Construction	Insulation - Recycled source	tonnes	1852.08125
Scope 3	Material use	Metal	Metal: aluminium cans and foil (excl. forming) - Primary material production	tonnes	9108.72731
Scope 3	Material use	Metal	Metal: aluminium cans and foil (excl. forming) - Recycled source	tonnes	990.4781
Scope 3	Material use	Metal	Metal: mixed cans - Primary material production	tonnes	5254.64731
Scope 3	Material use	Metal	Metal: mixed cans - Recycled source	tonnes	1461.67759
Scope 3	Material use	Metal	Metal: scrap metal - Primary material production	tonnes	3669.43615
Scope 3	Material use	Metal	Metal: scrap metal - Recycled source	tonnes	1620.27606
Scope 3	Material use	Metal	Metal: steel cans - Primary material production	tonnes	3086.72731
Scope 3	Material use	Metal	Metal: steel cans - Recycled source	tonnes	1726.72731
Scope 3	Material use	Construction	Metals - Primary material production	tonnes	4005.13777
Scope 3	Material use	Construction	Metals - Recycled source	tonnes	1558.94894
Scope 3	Material use	Construction	Mineral oil - Primary material production	tonnes	1401
Scope 3	Material use	Construction	Mineral oil - Recycled source	tonnes	676
Scope 3	Material use	Paper	Paper and board: board - Primary material production	tonnes	801.52177
Scope 3	Material use	Paper	Paper and board: board - Recycled source	tonnes	699.88184
Scope 3	Material use	Paper	Paper and board: mixed - Primary material production	tonnes	868.06994
Scope 3	Material use	Paper	Paper and board: mixed - Recycled source	tonnes	718.56937
Scope 3	Material use	Paper	Paper and board: paper - Primary material production	tonnes	910.4781
Scope 3	Material use	Paper	Paper and board: paper - Recycled source	tonnes	730.4781
Scope 3	Material use	Construction	Plasterboard - Primary material production	tonnes	120.05
Scope 3	Material use	Construction	Plasterboard - Recycled source	tonnes	32.17
Scope 3	Material use	Plastic	Plastics: average plastic film - Primary material production	tonnes	2560.25566
Scope 3	Material use	Plastic	Plastics: average plastic film - Recycled source	tonnes	1890.70135
Scope 3	Material use	Plastic	Plastics: average plastic rigid - Primary material production	tonnes	3263.92202
Scope 3	Material use	Plastic	Plastics: average plastic rigid - Recycled source	tonnes	2744.09248
Scope 3	Material use	Plastic	Plastics: average plastics - Primary material production	tonnes	3102.44851
Scope 3	Material use	Plastic	Plastics: average plastics - Recycled source	tonnes	2322.22425
Scope 3	Material use	Plastic	Plastics: HDPE (incl. forming) - Primary material production	tonnes	3255.9298
Scope 3	Material use	Plastic	Plastics: HDPE (incl. forming) - Recycled source	tonnes	2346.68907
Scope 3	Material use	Plastic	Plastics: LDPE and LLDPE (incl. forming) - Primary material production	tonnes	2586.72731
Scope 3	Material use	Plastic	Plastics: LDPE and LLDPE (incl. forming) - Recycled source	tonnes	1793.29541
Scope 3	Material use	Plastic	Plastics: PET (incl. forming) - Primary material production	tonnes	4018.48341
Scope 3	Material use	Plastic	Plastics: PET (incl. forming) - Recycled source	tonnes	3121.34429
Scope 3	Material use	Plastic	Plastics: PP (incl. forming) - Primary material production	tonnes	3090.8179
Scope 3	Material use	Plastic	Plastics: PP (incl. forming) - Recycled source	tonnes	2537.386
Scope 3	Material use	Plastic	Plastics: PS (incl. forming) - Primary material production	tonnes	3764.03981
Scope 3	Material use	Plastic	Plastics: PS (incl. forming) - Recycled source	tonnes	3187.08199
Scope 3	Material use	Plastic	Plastics: PVC (incl. forming) - Primary material production	tonnes	3399.17507
Scope 3	Material use	Plastic	Plastics: PVC (incl. forming) - Recycled source	tonnes	2485.74317
Scope 3	Material use	Construction	Soils - Recycled source	tonnes	0.98491
Scope 3	Material use	Construction	Tyres - Primary material production	tonnes	3335.5719
Scope 3	Material use	Construction	Tyres - Re-used	tonnes	731.21789
Scope 3	Material use	Construction	Wood - Primary material production	tonnes	312.61178
Scope 3	Material use	Construction	Wood - Recycled source	tonnes	112.96968
Scope 3	Material use	Construction	Wood - Re-used	tonnes	38.54288
Scope 3	Transport - car	Cars (by size)	Average car - Diesel	km	0.16983
Scope 3	Transport - car	Cars (by size)	Average car - Diesel	miles	0.27332
Scope 3	Transport - car	Cars (by size)	Average car - Hybrid	km	0.11898
Scope 3	Transport - car	Cars (by size)	Average car - Hybrid	miles	0.19147
Scope 3	Transport - car	Cars (by size)	Average car - Petrol	km	0.16391
Scope 3	Transport - car	Cars (by size)	Average car - Petrol	miles	0.26379
Scope 3	Transport - car	Cars (by size)	Average car - Unknown	km	0.16664

Scope 3	Transport - car	Cars (by size)	Average car - Unknown	miles	0.26817
Scope 1	Transport - car	Cars (by size)	Average fleet car - Battery Electric Vehicle	km	0
Scope 1	Transport - car	Cars (by size)	Average fleet car - Battery Electric Vehicle	miles	0
Scope 1	Transport - car	Cars (by size)	Average fleet car - Plug-in Hybrid Electric Vehicle	km	0.06588
Scope 1	Transport - car	Cars (by size)	Average fleet car - Plug-in Hybrid Electric Vehicle	miles	0.10601
Scope 2&3	Transport - car	Cars (by size)	Large business travel car - Battery Electric Vehicle	km	0.05797
Scope 2&3	Transport - car	Cars (by size)	Large business travel car - Battery Electric Vehicle	miles	0.09330
Scope 2&3	Transport - car	Cars (by size)	Large business travel car - Plug-in Hybrid Electric Vehicle	km	0.10158
Scope 2&3	Transport - car	Cars (by size)	Large business travel car - Plug-in Hybrid Electric Vehicle	miles	0.16349
Scope 3	Transport - car	Cars (by size)	Large car - Diesel	km	0.20859
Scope 3	Transport - car	Cars (by size)	Large car - Diesel	miles	0.33570
Scope 3	Transport - car	Cars (by size)	Large car - Hybrid	km	0.15244
Scope 3	Transport - car	Cars (by size)	Large car - Hybrid	miles	0.24530
Scope 3	Transport - car	Cars (by size)	Large car - Petrol	km	0.27224
Scope 3	Transport - car	Cars (by size)	Large car - Petrol	miles	0.43812
Scope 3	Transport - car	Cars (by size)	Large car - Unknown	km	0.22612
Scope 3	Transport - car	Cars (by size)	Large car - Unknown	miles	0.36389
Scope 1	Transport - car	Cars (by size)	Large fleet car - Battery Electric Vehicle	km	0
Scope 1	Transport - car	Cars (by size)	Large fleet car - Battery Electric Vehicle	miles	0
Scope 1	Transport - car	Cars (by size)	Large fleet car - Plug-in Hybrid Electric Vehicle	km	0.07082
Scope 1	Transport - car	Cars (by size)	Large fleet car - Plug-in Hybrid Electric Vehicle	miles	0.11397
Scope 2&3	Transport - car	Cars (by size)	Medium business travel car - Battery Electric Vehicle	km	0.05257
Scope 2&3	Transport - car	Cars (by size)	Medium business travel car - Battery Electric Vehicle	miles	0.08458
Scope 2&3	Transport - car	Cars (by size)	Medium business travel car - Plug-in Hybrid Electric Vehicle	km	0.08501
Scope 2&3	Transport - car	Cars (by size)	Medium business travel car - Plug-in Hybrid Electric Vehicle	miles	0.13680
Scope 3	Transport - car	Cars (by size)	Medium car - Diesel	km	0.16716
Scope 3	Transport - car	Cars (by size)	Medium car - Diesel	miles	0.26902
Scope 3	Transport - car	Cars (by size)	Medium car - Hybrid	km	0.10904
Scope 3	Transport - car	Cars (by size)	Medium car - Hybrid	miles	0.17549
Scope 3	Transport - car	Cars (by size)	Medium car - Petrol	km	0.17819
Scope 3	Transport - car	Cars (by size)	Medium car - Petrol	miles	0.28676
Scope 3	Transport - car	Cars (by size)	Medium car - Unknown	km	0.17246
Scope 3	Transport - car	Cars (by size)	Medium car - Unknown	miles	0.27754
Scope 1	Transport - car	Cars (by size)	Medium fleet car - Battery Electric Vehicle	km	0.00000
Scope 1	Transport - car	Cars (by size)	Medium fleet car - Battery Electric Vehicle	miles	0.00000
Scope 1	Transport - car	Cars (by size)	Medium fleet car - Plug-in Hybrid Electric Vehicle	km	0.06144
Scope 1	Transport - car	Cars (by size)	Medium fleet car - Plug-in Hybrid Electric Vehicle	miles	0.09887
Scope 3	Transport - car	Motorbike	Motorbike - Average	km	0.11367
Scope 3	Transport - car	Motorbike	Motorbike - Average	miles	0.18294
Scope 2&3	Transport - car	Cars (by size)	Small business travel car - Battery Electric Vehicle	km	0.04823
Scope 2&3	Transport - car	Cars (by size)	Small business travel car - Battery Electric Vehicle	miles	0.07763
Scope 2&3	Transport - car	Cars (by size)	Small business travel car - Plug-in Hybrid Electric Vehicle	km	0.05402
Scope 2&3	Transport - car	Cars (by size)	Small business travel car - Plug-in Hybrid Electric Vehicle	miles	0.08694
Scope 3	Transport - car	Cars (by size)	Small car - Diesel	km	0.13931
Scope 3	Transport - car	Cars (by size)	Small car - Diesel	miles	0.22420
Scope 3	Transport - car	Cars (by size)	Small car - Hybrid	km	0.10150
Scope 3	Transport - car	Cars (by size)	Small car - Hybrid	miles	0.16336
Scope 3	Transport - car	Cars (by size)	Small car - Petrol	km	0.14080
Scope 3	Transport - car	Cars (by size)	Small car - Petrol	miles	0.22660
Scope 3	Transport - car	Cars (by size)	Small car - Unknown	km	0.14037
Scope 3	Transport - car	Cars (by size)	Small car - Unknown	miles	0.22591
Scope 1	Transport - car	Cars (by size)	Small fleet car - Battery Electric Vehicle	km	0.00000
Scope 1	Transport - car	Cars (by size)	Small fleet car - Battery Electric Vehicle	miles	0.00000
Scope 1	Transport - car	Cars (by size)	Small fleet car - Plug-in Hybrid Electric Vehicle	km	0.02163
Scope 1	Transport - car	Cars (by size)	Small fleet car - Plug-in Hybrid Electric Vehicle	miles	0.03481
Scope 3	Transport - public	Bus	Average local bus	passenger.km	0.10215
Scope 3	Transport - public	Taxis	Black cab	km	0.30604
Scope 3	Transport - public	Taxis	Black cab	passenger.km	0.20402
Scope 3	Transport - public	Bus	Coach	passenger.km	0.02718
Scope 3	Transport - public	Ferry	Ferry - Average (all passenger)	passenger.km	0.11270
Scope 3	Transport - public	Ferry	Ferry - Car passenger	passenger.km	0.12933
Scope 3	Transport - public	Ferry	Ferry - Foot passenger	passenger.km	0.01871
Scope 3	Transport - public	Flights	Flights - Domestic, to/from UK - Average passenger	passenger.km	0.27258

Scope 3	Transport - public	Flights	Flights - International, to/from non-UK - Average passenger	passenger.km	0.17580
Scope 3	Transport - public	Flights	Flights - International, to/from non-UK - Business class	passenger.km	0.39044
Scope 3	Transport - public	Flights	Flights - International, to/from non-UK - Economy class	passenger.km	0.13464
Scope 3	Transport - public	Flights	Flights - International, to/from non-UK - First class	passenger.km	0.53854
Scope 3	Transport - public	Flights	Flights - International, to/from non-UK - Premium economy class	passenger.km	0.21542
Scope 3	Transport - public	Flights	Flights - Long-haul, to/from UK - Average passenger	passenger.km	0.26128
Scope 3	Transport - public	Flights	Flights - Long-haul, to/from UK - Business class	passenger.km	0.58029
Scope 3	Transport - public	Flights	Flights - Long-haul, to/from UK - Economy class	passenger.km	0.20011
Scope 3	Transport - public	Flights	Flights - Long-haul, to/from UK - First class	passenger.km	0.80040
Scope 3	Transport - public	Flights	Flights - Long-haul, to/from UK - Premium economy class	passenger.km	0.32016
Scope 3	Transport - public	Flights	Flights - Short-haul, to/from UK - Average passenger	passenger.km	0.18592
Scope 3	Transport - public	Flights	Flights - Short-haul, to/from UK - Business class	passenger.km	0.27430
Scope 3	Transport - public	Flights	Flights - Short-haul, to/from UK - Economy class	passenger.km	0.18287
Scope 3	Transport - public	Rail	International rail	passenger.km	0.00446
Scope 3	Transport - public	Rail	Light rail and tram	passenger.km	0.02860
Scope 3	Transport - public	Bus	Local bus (not London)	passenger.km	0.11836
Scope 3	Transport - public	Bus	Local London bus	passenger.km	0.07832
Scope 3	Transport - public	Rail	London Underground	passenger.km	0.02780
Scope 3	Transport - public	Rail	National rail	passenger.km	0.03546
Scope 3	Transport - public	Taxis	Regular taxi	km	0.20806
Scope 3	Transport - public	Taxis	Regular taxi	passenger.km	0.14861
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Average (up to 3.5 tonnes) - Battery Electric Vehicle	km	0.07346
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Average (up to 3.5 tonnes) - Battery Electric Vehicle	miles	0.11824
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class I (up to 1.305 tonnes) - Battery Electric Vehicle	km	0.03850
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class I (up to 1.305 tonnes) - Battery Electric Vehicle	miles	0.06197
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class II (1.305 to 1.74 tonnes) - Battery Electric Vehicle	km	0.05932
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class II (1.305 to 1.74 tonnes) - Battery Electric Vehicle	miles	0.09547
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class III (1.74 to 3.5 tonnes) - Battery Electric Vehicle	km	0.08967
Scope 2&3	Transport - van/HGV	Vans	Business Travel Van - Class III (1.74 to 3.5 tonnes) - Battery Electric Vehicle	miles	0.14430
Scope 1	Transport - van/HGV	Vans	Fleet Van - Average (up to 3.5 tonnes) - Battery Electric Vehicle	km	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Average (up to 3.5 tonnes) - Battery Electric Vehicle	miles	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class I (up to 1.305 tonnes) - Battery Electric Vehicle	km	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class I (up to 1.305 tonnes) - Battery Electric Vehicle	miles	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class II (1.305 to 1.74 tonnes) - Battery Electric Vehicle	km	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class II (1.305 to 1.74 tonnes) - Battery Electric Vehicle	miles	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class III (1.74 to 3.5 tonnes) - Battery Electric Vehicle	km	0
Scope 1	Transport - van/HGV	Vans	Fleet Van - Class III (1.74 to 3.5 tonnes) - Battery Electric Vehicle	miles	0
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All artics - Average laden	km	0.90644
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All artics - Average laden	miles	1.45877
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All HGVs - Average laden	km	0.87205
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All HGVs - Average laden	miles	1.40341
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All rigidis - Average laden	km	0.82313
Scope 1	Transport - van/HGV	HGV (all diesel)	HGV (all diesel) - All rigidis - Average laden	miles	1.32470
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All artics - Average laden	km	1.04867
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All artics - Average laden	miles	1.68766
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All HGVs - Average laden	km	1.02098
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All HGVs - Average laden	miles	1.64310
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All rigidis - Average laden	km	0.98025
Scope 1	Transport - van/HGV	HGVs refrigerated (all diesel)	HGVs refrigerated (all diesel) - All rigidis - Average laden	miles	1.57754
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Diesel	km	0.23128
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Diesel	miles	0.37224
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Petrol	km	0.20132
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Petrol	miles	0.32400
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Unknown	km	0.23037
Scope 1	Transport - van/HGV	Vans	Vans - Average (up to 3.5 tonnes) - Unknown	miles	0.37075
Scope 1	Transport - van/HGV	Vans	Vans - Class I (up to 1.305 tonnes) - Diesel	km	0.14212
Scope 1	Transport - van/HGV	Vans	Vans - Class I (up to 1.305 tonnes) - Diesel	miles	0.22875
Scope 1	Transport - van/HGV	Vans	Vans - Class I (up to 1.305 tonnes) - Petrol	km	0.18217
Scope 1	Transport - van/HGV	Vans	Vans - Class I (up to 1.305 tonnes) - Petrol	miles	0.29318
Scope 1	Transport - van/HGV	Vans	Vans - Class II (1.305 to 1.74 tonnes) - Diesel	km	0.17405
Scope 1	Transport - van/HGV	Vans	Vans - Class II (1.305 to 1.74 tonnes) - Diesel	miles	0.28013
Scope 1	Transport - van/HGV	Vans	Vans - Class II (1.305 to 1.74 tonnes) - Petrol	km	0.19594
Scope 1	Transport - van/HGV	Vans	Vans - Class II (1.305 to 1.74 tonnes) - Petrol	miles	0.31534

Scope 1	Transport - van/HGV	Vans	Vans - Class III (1.74 to 3.5 tonnes) - Diesel	km	0.25346
Scope 1	Transport - van/HGV	Vans	Vans - Class III (1.74 to 3.5 tonnes) - Diesel	miles	0.40792
Scope 1	Transport - van/HGV	Vans	Vans - Class III (1.74 to 3.5 tonnes) - Petrol	km	0.31444
Scope 1	Transport - van/HGV	Vans	Vans - Class III (1.74 to 3.5 tonnes) - Petrol	miles	0.50605
Scope 3	Waste	Construction	Aggregates - Landfill	tonnes	1.23401
Scope 3	Waste	Construction	Aggregates - Recycled	tonnes	0.98491
Scope 3	Waste	Construction	Asbestos - Landfill	tonnes	5.91332
Scope 3	Waste	Construction	Asphalt - Landfill	tonnes	1.23401
Scope 3	Waste	Construction	Asphalt - Recycled	tonnes	0.98491
Scope 3	Waste	Construction	Average construction - Combustion	tonnes	21.28081
Scope 3	Waste	Construction	Average construction - Recycled	tonnes	0.98491
Scope 3	Waste	Electrical items	Batteries - Landfill	tonnes	8.88413
Scope 3	Waste	Electrical items	Batteries - Recycled	tonnes	21.28081
Scope 3	Waste	Other	Books - Combustion	tonnes	21.07310
Scope 3	Waste	Other	Books - Landfill	tonnes	1164.09963
Scope 3	Waste	Other	Books - Recycled	tonnes	21.0731
Scope 3	Waste	Construction	Bricks - Landfill	tonnes	1.23401
Scope 3	Waste	Clinical	Clinical Waste - Orange Stream	tonnes	273
Scope 3	Waste	Clinical	Clinical Waste - Other	tonnes	1000
Scope 3	Waste	Clinical	Clinical Waste - Red Stream	tonnes	1000
Scope 3	Waste	Clinical	Clinical Waste - Yellow Stream	tonnes	297
Scope 3	Waste	Other	Clothing - Combustion	tonnes	21.28081
Scope 3	Waste	Other	Clothing - Landfill	tonnes	496.68331
Scope 3	Waste	Other	Clothing - Recycled	tonnes	21.28081
Scope 3	Waste	Refuse	Commercial and industrial waste - Combustion	tonnes	21.28081
Scope 3	Waste	Refuse	Commercial and industrial waste - Landfill	tonnes	520.33474
Scope 3	Waste	Construction	Concrete - Landfill	tonnes	1.23401
Scope 3	Waste	Construction	Concrete - Recycled	tonnes	0.98491
Scope 3	Waste	Other	Glass - Combustion	tonnes	21.28081
Scope 3	Waste	Other	Glass - Landfill	tonnes	8.88413
Scope 3	Waste	Other	Glass - Recycled	tonnes	21.28081
Scope 3	Waste	Refuse	Household/Municipal/Domestic waste - Combustion	tonnes	21.28081
Scope 3	Waste	Refuse	Household/Municipal/Domestic waste - Landfill	tonnes	497.04471
Scope 3	Waste	Refuse	Mixed dry recyclates - Recycled	tonnes	21.28081
Scope 3	Waste	Construction	Insulation - Landfill	tonnes	1.23401
Scope 3	Waste	Construction	Insulation - Recycled	tonnes	0.98491
Scope 3	Waste	Metal	Metal: aluminium cans and foil (excl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Metal	Metal: aluminium cans and foil (excl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Metal	Metal: aluminium cans and foil (excl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Metal	Metal: mixed cans - Combustion	tonnes	21.28081
Scope 3	Waste	Metal	Metal: mixed cans - Landfill	tonnes	8.88413
Scope 3	Waste	Metal	Metal: mixed cans - Recycled	tonnes	21.28081
Scope 3	Waste	Metal	Metal: scrap metal - Combustion	tonnes	21.28081
Scope 3	Waste	Metal	Metal: scrap metal - Landfill	tonnes	8.88413
Scope 3	Waste	Metal	Metal: scrap metal - Recycled	tonnes	21.28081
Scope 3	Waste	Metal	Metal: steel cans - Combustion	tonnes	21.28081
Scope 3	Waste	Metal	Metal: steel cans - Landfill	tonnes	8.88413
Scope 3	Waste	Metal	Metal: steel cans - Recycled	tonnes	21.28081
Scope 3	Waste	Construction	Metals - Landfill	tonnes	1.26435
Scope 3	Waste	Construction	Metals - Recycled	tonnes	0.98491
Scope 3	Waste	Construction	Mineral oil - Combustion	tonnes	21.28081
Scope 3	Waste	Construction	Mineral oil - Recycled	tonnes	21.28081
Scope 3	Waste	Refuse	Organic: food and drink waste - Anaerobic digestion	tonnes	8.91242
Scope 3	Waste	Refuse	Organic: food and drink waste - Combustion	tonnes	21.28081
Scope 3	Waste	Refuse	Organic: food and drink waste - Composting	tonnes	8.91242
Scope 3	Waste	Refuse	Organic: food and drink waste - Landfill	tonnes	700.20988
Scope 3	Waste	Refuse	Organic: garden waste - Anaerobic digestion	tonnes	8.91242
Scope 3	Waste	Refuse	Organic: garden waste - Combustion	tonnes	21.28081
Scope 3	Waste	Refuse	Organic: garden waste - Composting	tonnes	8.91242
Scope 3	Waste	Refuse	Organic: garden waste - Landfill	tonnes	646.60659
Scope 3	Waste	Refuse	Organic: mixed food and garden waste - Anaerobic digestion	tonnes	8.91242
Scope 3	Waste	Refuse	Organic: mixed food and garden waste - Combustion	tonnes	21.28081
Scope 3	Waste	Refuse	Organic: mixed food and garden waste - Composting	tonnes	8.91242

Scope 3	Waste	Refuse	Organic: mixed food and garden waste - Landfill	tonnes	655.98717
Scope 3	Waste	Paper	Paper and board: board - Combustion	tonnes	21.28081
Scope 3	Waste	Paper	Paper and board: board - Composting	tonnes	8.91242
Scope 3	Waste	Paper	Paper and board: board - Landfill	tonnes	1164.39042
Scope 3	Waste	Paper	Paper and board: board - Recycled	tonnes	21.28081
Scope 3	Waste	Paper	Paper and board: mixed - Combustion	tonnes	21.28081
Scope 3	Waste	Paper	Paper and board: mixed - Composting	tonnes	8.91242
Scope 3	Waste	Paper	Paper and board: mixed - Landfill	tonnes	1164.39042
Scope 3	Waste	Paper	Paper and board: mixed - Recycled	tonnes	21.28081
Scope 3	Waste	Paper	Paper and board: paper - Combustion	tonnes	21.28081
Scope 3	Waste	Paper	Paper and board: paper - Composting	tonnes	8.91242
Scope 3	Waste	Paper	Paper and board: paper - Landfill	tonnes	1164.39042
Scope 3	Waste	Paper	Paper and board: paper - Recycled	tonnes	21.28081
Scope 3	Waste	Construction	Plasterboard - Landfill	tonnes	71.95000
Scope 3	Waste	Construction	Plasterboard - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastic film - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastic film - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: average plastic film - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastic rigid - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastic rigid - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: average plastic rigid - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastics - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: average plastics - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: average plastics - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: HDPE (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: HDPE (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: HDPE (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: LDPE and LLDPE (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: LDPE and LLDPE (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: LDPE and LLDPE (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PET (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PET (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: PET (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PP (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PP (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: PP (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PS (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PS (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: PS (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PVC (incl. forming) - Combustion	tonnes	21.28081
Scope 3	Waste	Plastic	Plastics: PVC (incl. forming) - Landfill	tonnes	8.88413
Scope 3	Waste	Plastic	Plastics: PVC (incl. forming) - Recycled	tonnes	21.28081
Scope 3	Waste	Construction	Soils - Landfill	tonnes	19.51734
Scope 3	Waste	Construction	Soils - Recycled	tonnes	0.98491
Scope 3	Waste	Construction	Tyres - Recycled	tonnes	21.28081
Scope 3	Waste	Electrical items	WEEE - fridges and freezers - Landfill	tonnes	8.88413
Scope 3	Waste	Electrical items	WEEE - large - Combustion	tonnes	21.28081
Scope 3	Waste	Electrical items	WEEE - large - Landfill	tonnes	8.88413
Scope 3	Waste	Electrical items	WEEE - mixed - Combustion	tonnes	21.28081
Scope 3	Waste	Electrical items	WEEE - mixed - Recycled	tonnes	21.28081
Scope 3	Waste	Electrical items	WEEE - mixed - Landfill	tonnes	8.88413
Scope 3	Waste	Electrical items	WEEE - small - Combustion	tonnes	21.28081
Scope 3	Waste	Electrical items	WEEE - small - Landfill	tonnes	8.88413
Scope 3	Waste	Construction	Wood - Combustion	tonnes	21.28081
Scope 3	Waste	Construction	Wood - Composting	tonnes	8.91242
Scope 3	Waste	Construction	Wood - Landfill	tonnes	925.2445
Scope 3	Waste	Construction	Wood - Recycled	tonnes	21.28081
Scope 3	Water	Water supply	Water supply	cubic metres	0.1
Scope 3	Water	Water supply	Water supply	million litres	110.0
Scope 3	Water	Water supply	Water treatment	cubic metres	0.19
Scope 3	Water	Water supply	Water treatment	million litres	190

END					
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South Ayrshire Council Public Bodies Climate Change Duties Annual Report 2023-2024

Analysis of Report Findings

1. Analysis

1.1 Our within boundary emissions as a Council have dropped by 6.5% since 2022/23 (the previous financial year), 24.8% since 2019/20 (the pre pandemic year), and 47.1% since 2014/15 (our baseline year from which our target is measured). The Council is committed to making a 75% reduction of these in boundary emissions by 2030. If the reductions achieved in the past calendar year, or indeed since the original baseline year, are sustained in percentage terms over the coming years, the Council will achieve this target. There are however a number of potential risks that need to be addressed if this is to be achieved.

1.2 Our buildings emissions have risen over the past year:

- The Council used 13% more electricity in buildings in 2022/23 than the previous year. This equated to a 20% increase in emissions from electricity used in buildings as the carbon intensity of the grid increased in relation to electricity production in the rest of the UK becoming more carbon intensive.
- While natural gas remains the biggest single emissions source in our emissions inventory by a long way (accounting for 39% of our recorded emissions, the next nearest category being 29% for electricity used in buildings), gas used and gas emissions both reduced by almost 9% in 2023/24 in comparison to the previous year.
- Electricity used in street lighting reduced by only 4% in 2023/24 in comparison to the previous year, and emissions actually rose by 3% in comparison to the previous year. This however followed a significant 15% reduction in energy used in the previous year due to the installation of new technologies, and an overall reduction in emissions due to street lighting and traffic signs of 50% since 2019/20. This was achieved with no reduction in level of service, if anything an increase, and is also delivering an operational saving in the cost of ongoing electricity to power these installations.
- It should be noted that much of our current progress is as a result of decarbonisation of the electricity grid and we have ensured we make the most of this in terms of working towards our emissions reduction targets by moving away from gas which cannot significantly be decarbonised in the same way and sits at a relatively constant emissions factor. In our baseline year the emissions factor for grid electricity was 0.5 kg CO₂e/KWh, where are today this sits at 0.2 kg CO₂e/KWh. We have also been increasingly meeting our own electricity needs with onsite renewable technologies.
- To sustain our emissions reductions in this area next steps involve reduction in the size of the Council estate, investment in improvement in

the energy efficiency of our building stock and the day to day management of our heat and power use in our buildings. To support these needs the Council has an internal Net Zero Board and is working on [Transforming the Estate](#), as well as their being potential for our buildings to be picked up through the recently adopted Local Heat and Energy Efficiency Strategy as potential anchor loads for schemes which would change the way we utilise our estate to deliver wider benefits. The implementation of the Council's own Sustainable Design Guidance currently in development by Professional Design Services must also play a significant part in improving the sustainability of our buildings going forward across many outcome areas, including emissions reduction and as well as other aspects of our climate change duties. As the figures from this year show, implementation of the design guidance for all future projects will be essential if the required pace of change is to be achieved to meet future emissions reduction targets. This guidance will also be shared with our partner organisations as an example of best practice through the Community Planning Partnership and there has already been interest in the guidance from other Scottish Local Authorities, showing South Ayrshire Council has a significant contribution to make in this area.

1.3 Over the past year our emissions from grey fleet have reduced, but our emissions from fleet have increased 9.5% on the previous year.

- In comparison to the previous year we have seen a decrease in the miles driven by grey fleet, otherwise known as mileage, identified through employee expense claims, which is down by 17%.
- In comparison to the previous year we have however seen the diesel used by our fleet through our depots increase by 12% and petrol bought through outside garages increased by 26%.
- Diesel bought through outside garages dropped by 79%, however the overall increase in diesel used by fleet is still 10% when both categories are considered as much less fuel is used from outside garages in comparison to depots.
- As a result overall emissions from fleet are up by 9.5% on the previous year.
- This indicates that our road kms driven have continued to rise contrary to our Council policy in this regard, and that further to that it is not being offset enough to reverse the rise by the current level of transition to electric small vehicles.
- Not only are our combined carbon emissions from travel and transport up on the previous financial year, 2022-23, they currently remain up on our pre pandemic figures from financial year 2019-20 as well, showing that the increase is more than just a post pandemic return to business as usual and needs to urgently be addressed.
- This demonstrates a clear need to ensure (1) our adopted hierarchy of travel is given due regard in all we do as an organisation, (2) that we take steps to reduce our road kms driven in the delivery of our services wherever practical and (3) that we take forward our Ultra Low Emission Vehicle

(ULEV) transition actions as a matter of urgency, ensuring that each vehicle we use as an organisation has the lowest emissions possible for the tasks the vehicle is required for.

- The fleet team last year set out to Members [Item 7 - REP 20230418 SPPP Fleet Strategy.pdf \(south-ayrshire.gov.uk\)](#) some of the cost and resource challenges with regard to (3) transition to ULEV vehicles. However (1) hierarchy of travel and (2) road kms driven both offer cost savings as well as carbon savings through management interventions.
- The Council is reviewing the current car fleet operations. A project was established on the corporate change programme last year which is reviewing alternative delivery models before identifying proposals for a more effective method of managing car fleet. Principle objectives are to reduce external hires and increase the efficiency of existing fleet, while simultaneously reducing fuel use, carbon emissions and fleet costs.

1.4 In summary, our overall buildings emissions have risen by 1 to 2% as an organisation over the past year, but our transport emissions have increased the most, with fleet emissions up 9.5% on the previous year and taking up an increasing share of our overall emissions. This means travel and transport emissions become increasingly fundamental to our ability to deliver on our organisational carbon reduction target for 2030 and our subsequent organisational net zero target. Building energy and transport emissions are the critical areas where we require to make reductions in our emissions if we are to continue to achieve the pace of change required to meet our existing targets for 2030 and 2045.

2. ESS Investigation Outcomes and Next Steps

2.1 ESS (Environmental Standards Scotland) launched an investigation in May 2022 into the effectiveness of the systems in place to support local authorities in their climate change duties. Their final report was laid in Parliament on 6 December 2023 containing 5 recommendations to increase the pace of change which are now translating into new requirements for local authorities.

2.2 A Climate Change Strategy Template is being introduced for local authorities which sets out what it is expected that local authorities will cover as a minimum in their strategy in complying with their duties. Our next Sustainable Development and Climate Change Strategy is in development and will now follow this template. Among other things the template makes clear that there is an expectation on local authorities to have a range of staged and sectoral targets to ensure the pace of change towards net zero by 2045, climate resilience and sustainability. The internal consultation process for our next strategy will work with services to establish these targets and set out associated actions for inclusion and delivery through the new strategy.

2.3 While our measurable targets to date have been focused on our organisational boundary emissions as defined in 2016 using the 2014/15 financial year data, and our reporting has been consistently published for this set of data since then, we are already also required to report on areas outwith this, for example Home Working emissions. In future we will be required to account for more of our emissions and to increase the pace of change in relation to these areas. This will initially involve an Amendment Order to mandate accounting for commuting and business travel in more detail than we currently report, and beyond that standard methodologies are also to be prepared for emissions related to procurement, capital goods, leased

assets and investments. This year we have already included in our annual reporting the emissions from the fuel used by planes during the Councils 2023 Air Show as provided by Air Show partner Sky Lab, which equated to 151 Tonnes CO₂e or just over 1% of our in boundary emissions total for the year. In future we aspire to measure and account for more of the emissions generated by the annual air show event, for example those related to visitor travel and services provided on site, and work to reduce these.

- 2.4 Strategically, the implementation of the Integrated Impact Assessment will help to highlight these areas and others which are necessary for achievement of our climate change duties and targets, both organisationally and area wide going forward. It is the case that to achieve the pace of change required all decisions being taken by the organisation require to take us in the right direction towards the fulfilment of our climate change duties and achievement of our climate change targets as well as taking forward the delivery of other outcomes and priorities. The impact assessment process will help us to do this.
- 2.5 It should be noted that the impact assessment approach includes a wide range of topics relevant to the fulfilment and reporting of our climate change duties. It is hoped accordingly that the implementation of the new assessment process and pursuit of associated mitigations will accelerate the pace of change, not only for emissions reduction but also for other aspects which we have to address in our legal duties and reporting. These include adaptation to a changing climate locally and nationally, tackling the nature emergency, delivery of a just transition to a low carbon economy, sustainable procurement, sustainable place making and our opportunities for leadership and influence in relation our regional area wide emissions.

South Ayrshire Council

**Joint Report by Depute Chief Executive and Director of Education
and Director of Housing, Operations and Development
to Cabinet
of 26 November 2024**

Subject: Strategic Housing Investment Plan (SHIP) – 2025/26 to 2029/30

1. Purpose

- 1.1 The purpose of this report is to seek Cabinet approval for the content of the draft Strategic Housing Investment Plan (SHIP) for submission to the Scottish Government.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 approves the Strategic Housing Investment Plan (SHIP) as detailed in Appendices 1 and 2 for onward submission to the Scottish Government; and**
- 2.1.2 delegates authority to the Depute Chief Exec and Director of Education and Director of Housing, Operations and Development to amend and finalise this document based on feedback received from the Scottish Government.**

3. Background

- 3.1 Each year, the Scottish Government requests that local authorities, in their strategic capacity, outline the new supply of affordable housing requirements for their area. The Strategic Housing Investment Plan (SHIP) sets out the Council's affordable housing investment priorities and outlines how the Government's ambitions will be delivered locally. The current SHIP for South Ayrshire was approved by Cabinet on 31 October 2023.
- 3.2 In August 2023, Cabinet also approved the Council's Local Housing Strategy 2023-2028 (LHS). As part of developing the LHS, and in consultation with partners, a target of 135 new affordable homes per year was agreed. This target is likely to be exceeded this year with a projected 176 new affordable homes being delivered for social rent in South Ayrshire with projects at Mainholm and St Ninians completing.
- 3.3 In May 2024, South Ayrshire received its Resource Planning Assumption which sets out indicative grant funding for the immediate fiscal year and assumed grant for the future years. This was reduced by 24% from previous years allocations and is

assumed at £9.954 million pound per year. This has required Officers to engage with our RSL partners and involved stakeholders to reprofile the S.H.I.P noting the effect reduced funding will have on development opportunities. Despite the reduction from national government, the plan if all developments proposed are delivered, will continue to exceed the targets set within the Local Housing Strategy.

- 3.4 Along with the newly set housing supply target of 135 units per year, a wheelchair housing target was also set. The target for wheelchair accessible homes is a new requirement for the LHS and S.H.I.Ps. Based off data in the Housing Needs and Demand Assessment and along with consultation with relevant stakeholders, the Wheelchair Accessible Target was set at 20 units per year. In the first year of this new target, 5 fully accessible homes have been handed over with more to be completed as the year progresses.
- 3.5 Guidance from the Scottish Government indicates that the SHIP should overestimate the planned housing delivery over the life of the document. This is to ensure that resources can be redistributed within South Ayrshire should there be slippage in the local or national programme. Due to the success of the programme, South Ayrshire has received additional funding in financial years 22/23 and 23/24 due to over delivering against the plan.
- 3.6 In September 2024, the Scottish Government also confirmed that the subsidy rates awarded under the Affordable Housing Supply Programme would be changing. The subsidy would change from £83,584/ £88,260 per unit for local authorities and £91,182/ £97,027 for RSL developments, to £87,763/ 92,673 for local authorities and £95,741/£101,878 for RSLs, a 5% increase on previous rates. Developments will also be eligible to receive enhanced subsidies for meeting additional quality measures, such as installation of net zero heating systems or other property enhancements. Our programme seeks to achieve high standards on the homes we build and maximise as much grant funding opportunities as possible.
- 3.7 Officers have also been undertaking an extensive study into the housing need and demand within our rural communities. This piece of work last conducted in 2019 and whilst not yet concluded has begun to highlight the level, location and type of housing required to meet the current and future needs within our rural communities. As such, Officers are now exploring how we can utilise other funding streams, such as Key Worker funding as well as working with private developments looking to access rural housing grant funding to promote new initiatives. There is also the addition of new proposed developments within rural areas contained within the SHIP and as well as delivery timescales.

4. Proposals

- 4.1 Period 2025/26 to 29/30 will see a total of 742 affordable homes delivered throughout South Ayrshire. The current financial year 2024/25 is also included below for context.

Year	Units on Site
2024/25	258
2025/26	135
2026/27	267

Year	Units on Site
2027/28	202
2028/29	115
2029/30	23

4.2 The Scottish Government requests that Local Authorities plan for unexpected delays or constraints that may emerge. Therefore, we have over-programmed and included a 'Shadow Programme' with a potential of 362 units. The Shadow Programme is shown within the SHIP document.

4.3 It is proposed that the Cabinet approves the draft SHIP for South Ayrshire and associated table attached to this report as Appendix 1. For ease of reading, the tables are available in a more accessible format attached as Appendix 2.

5. Legal and Procurement Implications

5.1 Delivering the SHIP will require the conclusion of Section 75 planning agreements and application of the Council's Affordable Housing Policy for certain sites. This will be done in partnership by the Council's Planning, Legal and Housing teams.

5.2 There are no procurement implications as further reports will require approval from the Cabinet before work on individual sites proceeds.

6. Financial Implications

6.1 This SHIP will determine the local allocation of the Affordable Housing Supply Programme (AHSP) for the period 2025/26 to 2029/30.

6.2 The SHIP projects overspend in South Ayrshire's Affordable Housing Supply Programme funding in, 2025/26, 2026/27, 2027/28, 2028/29, 2029/30. The Scottish Government have indicated that South Ayrshire may be able to attract additional grant funding from underspends in other local authority areas, but this will not be confirmed until later in the financial year. In the event that not enough additional funding is available, the Council and its partners may be required to 'front fund' some projects from borrowing until grant become available. Cabinet will be kept informed through the Housing Capital Programme updates throughout the year.

6.3 The SHIP also outlines the Council's contribution to the affordable housing development programme from a proportion of Council Tax income generated from Second Homes and Commuted Sums.

6.4 The uncommitted funds in these two accounts are £671,527.88 and £0 respectively with a further breakdown available in Appendix 1 under the Investment Programme section. Proposed use of these funds towards individual projects will be presented to Cabinet on a site-by-site basis.

6.5 The SHIP has no direct financial implications for the HRA Business Plan as it is a strategic document. Any proposed Council new build projects will be assessed against the HRA Business Plan to ensure viability prior to presentation to the Cabinet.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 New risk(s) has/ have been identified and assessed in line with the Council's risk management process as follows: an inability to achieve our target could see affordable housing grant being reallocated to other parts of Scotland. These will be managed within existing operational activities and reference to the status of mitigations will be available through the Risk Register.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 Rejecting the recommendations may have financial implications and impact on the reputation of the Council by failing to increase the supply of affordable housing and make best use of available Scottish Government subsidy. This subsidy would be diverted to other Local Authorities if South Ayrshire cannot commit to delivery of the SHIP.

8.2.2 Rejecting the recommendations may result in increased pressure on the availability of affordable housing in the local area.

8.2.3 Rejecting the recommendations may result in the Council failing to make best use of available land to meet local housing need.

9. Integrated Impact Assessment

9.1 An Integrated Impact Assessment (IIA) has been carried out on the proposals contained in this report, which identifies potential positive and negative impacts and any required mitigating actions. The IIA is attached as Appendix 3.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - The Scottish Government Gateway has been contacted regarding this plan, and it has been determined that an SEA will not be pursued and the implications for the environment will not continue to be monitored. This is because the South Ayrshire Local Development Plan has been subject to, and guided by, a substantial SEA process at each stage of its development.

11. Options Appraisal

11.1 An options appraisal has not been conducted in relation to the subject matter of this report. However, sites in preferred locations and those more likely to be developed within the next 5 years have been prioritised within the SHIP.

12/

12. Link to Council Plan

12.1 The matters referred to in this report contribute to key commitments and priorities set out in the Council Plan 2023- 28. With regards to improving our Places and Spaces, ensuring South Ayrshire is a good place to Live, Work and Learn as well as having and achieving a sense of Civic and Community Pride.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report however, public consultation as part of the Local Development Plan process has identified many sites detailed within the SHIP.

13.2 Consultation has taken place with Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, the contents of this report reflect any feedback provided.

13.3 Local members have been consulted on proposed sites in their wards.

13.4 Consultation has taken place with the More Homes Division of the Scottish Government and Registered Social Landlords operating in South Ayrshire. Both the Scottish Government and RSLs are supportive of the SHIP with a view to maximising affordable housing delivery across South Ayrshire.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Depute Chief Executive and Director of Education and Director of Housing, Operations and Development will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Submission of the Strategic Housing Investment Plan (SHIP) in draft format (subject to final clearance) to the Scottish Government	1 December 2024	Service Lead- Housing Strategy and Regeneration

Background Papers **Report to Cabinet of 29 August 2023 - [Local Housing Strategy 2023 to 2028](#)**

Report to Leadership Panel of 26 October 2021 - [Housing Need and Demand Assessment 2021-2026](#)

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Date: 18 November 2024

Strategic Housing Investment Plan

2025/26 – 29/30





**The Strategic Housing Investment Plan (SHIP)
2025/26 – 2029/30 sets out the strategic
investment priorities for affordable housing over
the next five years**

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Introduction

The Strategic Housing Investment Plan (SHIP) 2025/26-2029/30 sets out the strategic investment priorities for affordable housing over the next five years that will achieve outcomes set out in the Local Housing Strategy and HNDA.

The SHIP is based on the Resource Planning Assumption (RPA) confirmed by the Scottish Government in May 2024 as part of the Affordable Housing Supply programme (AHSP) and subsidy rates outlined in October 2024.

The Council has forecast, in consultation with the Scottish Government, that funding for affordable housing development in South Ayrshire will equate to £49.77m between April 25– March 2030. Local Authorities are encouraged to carry-forward limits of guaranteed assumptions for 2025/26 – 2027/28 be set at 80%/60%/40% of the current year RPA.

The Affordable Housing Development projects identified for the RPA period 2025/23 to 2029/30 are detailed in Appendix 1. The nature of development means that unexpected delays or constraints may emerge, therefore we have over-programmed to include additional potential projects in our “shadow programme” to take forward in the event of project slippage.

This “shadow programme” of alternative sites is detailed in appendix 2. Further council approval will be required before any of these projects are taken forward.

All Council led projects that meet the criteria outlined within the SHIP will be formally approved by the Council to determine housing mix and type.



Strategic Priorities

South Ayrshire Council's Local Housing Strategy 2023 - 2028 makes special mention to housing supply and making sure that new build developments meet the local needs as far as possible and that the existing stock in the local authority area – whether public or private- is used as efficiently as possible. This is achieved by:

- Setting the housing supply targets
- Making best use of existing stock
- Rural Housing
- The Private Rented Sector (PRS)
- Build to Rent (BTR)
- Mid-Market Rent (MMR)
- Self-Build/Custom Build

The overarching priority of the Housing Supply theme in the LHS 2023 – 2028 is that “People across South Ayrshire can find a good quality home that they can afford, that meets their needs and is in an area where they feel safe and connected”. In order to achieve this priority, a target of 135 units of affordable housing are built or acquired per year to meet need. The LHS 2023 – 2028 supports the delivery of these 135 units per year with the following actions;

- Consider innovative ways to increase the housing stock and ensure any new approaches/sites are supported and incorporated within the LDP.
- Implementation and annual review of the Strategic Housing Investment Plan (SHIP) in collaboration with key stakeholders.
- Promote South Ayrshire's assets to private housing developers to encourage the progression of new builds sites.
- Work with a range of partners to identify opportunities to progress housing developments on identified brownfield sites which are currently financially unviable.
- Lobby the Scottish Government for a greater level of subsidy to meet valuations in higher demand areas allowing us and to increase our housing stock within areas where we have a higher applicant to let ratio.

The SHIP tables in appendix 1 outline how this overarching priority is met by South Ayrshire Council and its partners.

South Ayrshire Council has developed a Housing Need and Demand Assessment (HNDA) 2022-2027. The key findings within the HNDA informed the Local Housing Strategy of need for wheelchair accommodation, see below for further details. The LHS 2023 – 2028 identified a need for 20 units of affordable wheelchair accommodation per year to be developed along with stakeholder consultation.

The LHS acknowledges that many tenants in social housing are dependent on housing benefits and under pressure from the impact of welfare reform and rising living costs. Therefore, to ensure homes are affordable, rent levels for new build properties will be set on or below the Local Housing Allowance.



New build properties will aim to be cheaper to heat by investing in new heating systems as well as investigating innovative methods to keep homes warmer for longer. Some of these methods currently being explored by the council are outlined overleaf. These methods will help the council meet outcomes set out within the Council's Climate Change and Sustainable Development Strategy.

Partnership Working & Governance

The council is committed to supporting our partners to deliver affordable housing developments within South Ayrshire. The following key stakeholders have influenced the SHIP:



South Ayrshire Council Services (Planning, Asset Management, Housing Operations, Finance and the Health and Social Care Partnership)

Ayrshire and from all tenures.

Liaison meetings have taken place between South Ayrshire Council, RSL partners and the Scottish Government. These meetings discussed investment in the delivery of affordable housing in South Ayrshire over the next five years and agreed approaches for achieving the aims set out in our Local Housing Strategy.

As well as the online survey, meetings were held with our partner organisations to concentrate on different areas split into theme groups that were; Placemaking, Prevention, Provision and Integration and Health Homes and Fuel Poverty. The theme group meetings then informed the LHS, and a final draft was made available for consultation on the Council's website and circulated to partners and publicised on social media platforms.

Informal internal meetings are also regularly held with RSL partners to discuss current individual affordable housing developments and future development opportunities.

HNDA consultation

The development of our recent HNDA took place during the COVID-19 pandemic therefore opportunity to contribute was limited. However South Ayrshire Council sought to take a collaborative approach to developing the HNDA and the following methods were used to seek views on key issues;

The Council adopts a collaborative approach in the preparation of the SHIP not only with its partner RSL's but also the Health and Social Care Partnership. Discussions have taken place to confirm housing demand and location preference to enable support requirements.

- The housing market partnership met regularly throughout the production of the HNDA with representation from relevant services.
- A joint Housing and HSCP workshop was held to provide an opportunity for staff to discuss how we can work together.
- Another joint Housing and HSCP workshop was held for young people with experience of homelessness and complex needs as well as professionals working with this group
- A workshop involving professionals delivering services to minority communities was held
- Wider public consultation took place in July and August 2021 on the consultative draft of the HNDA.

The co-ordinator for Housing Policy & Strategy and Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment have regular meetings in preparation of this SHIP. Consultations on developments have also been carried out with the community where they are to be delivered.

If any project becomes delayed or non-viable, the Council will work with RSL partners and the Scottish Government to ensure that new homes are delivered by accelerating other projects within the SHIP.

LHS

Our LHS was developed through early consultation with an online survey promoted on our social media platforms as well as distributed to our partners. The survey closed on October 2023 and received 177 responses with representation throughout South

Investment Programme

On the 10th September 2024, the Scottish Government wrote to South Ayrshire Council to confirm that the Resource Planning Assumption (RPA) for 2024/25 was £9.954m

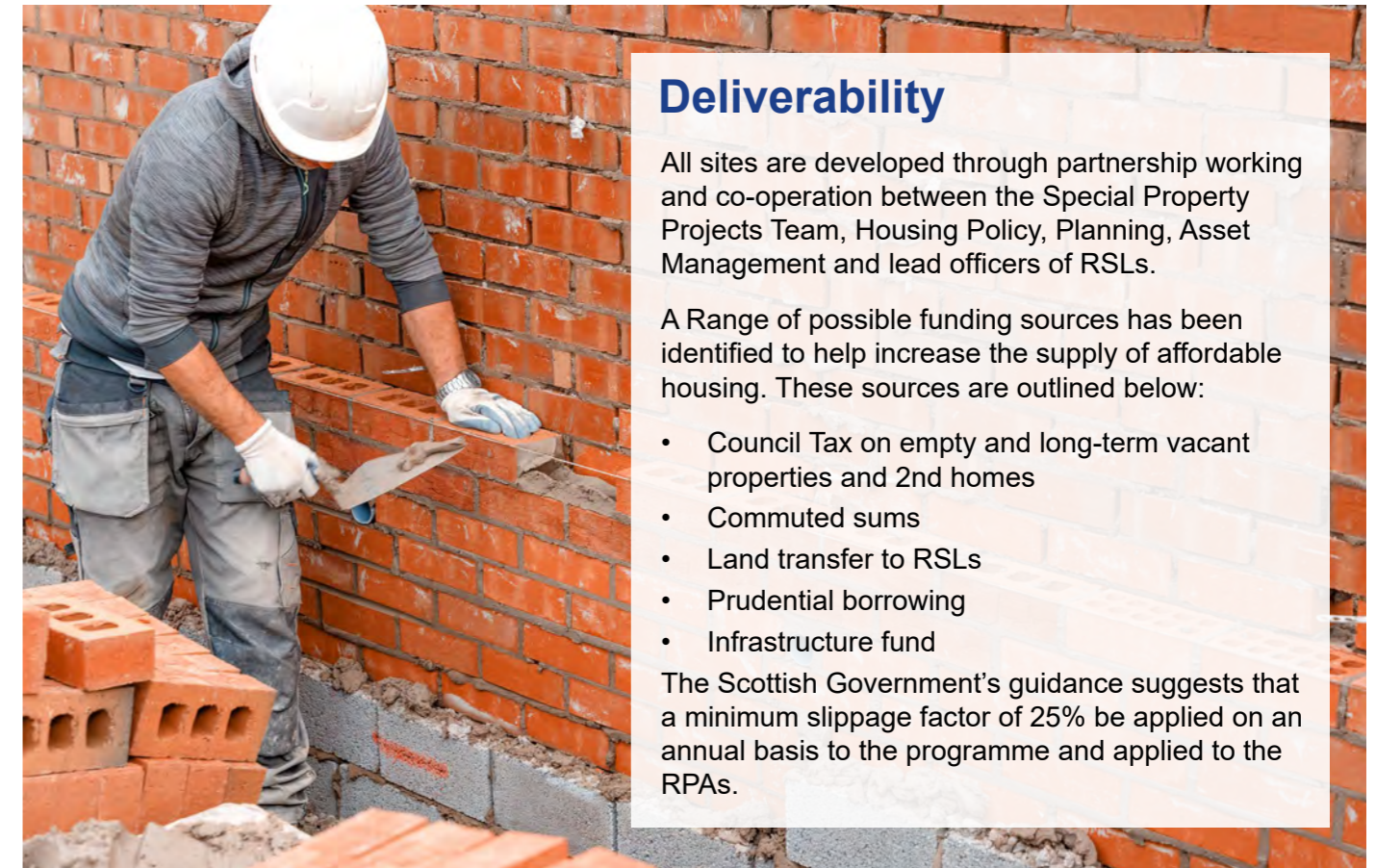
The national resources available for future RPAs will depend on future budget decisions by the Scottish Government. However, South Ayrshire Council have been advised to work on the assumption that the RPA's beyond 2024/25 will be at least1

2025-26	2026-27	2027-28	2028-29	2029-30	Total
£9.954m	£9.954m	£9.954m	£9.954m	£9.954m	£49.77m

This equates to £49.77m over the five-year period.

This funding will be made available on the basis of subsidy rates set by the Scottish Government of £87,763/ £92,673 per unit for local authorities and £95,741/£101,878 for RSL developments

¹<https://www.gov.scot/publications/affordable-housing-resource-planning-assumptions-to-councils-2021-2022-to-2025-2026/>



Deliverability

All sites are developed through partnership working and co-operation between the Special Property Projects Team, Housing Policy, Planning, Asset Management and lead officers of RSLs.

A Range of possible funding sources has been identified to help increase the supply of affordable housing. These sources are outlined below:

- Council Tax on empty and long-term vacant properties and 2nd homes
- Commuted sums
- Land transfer to RSLs
- Prudential borrowing
- Infrastructure fund

The Scottish Government's guidance suggests that a minimum slippage factor of 25% be applied on an annual basis to the programme and applied to the RPAs.

2nd Home Council Tax Fund

There is £672,527.88 currently uncommitted from the second homes council tax fund for 2024/2025. It is proposed that these funds are utilised for an affordable housing development that has been identified in Coylton. This development would provide 13 affordable housing units in an area of high housing demand.

If progression with the affordable housing site at Coylton were not to proceed the uncommitted sums would be held to then be used for a future affordable housing development when identified.

Developer Contributions

In terms of developer contributions, it is the Council’s stated preference within the affordable housing policy that affordable housing contributions should be made on-site, in whole or in part.

This preference meets identified affordable housing needs and supports the development of mixed, sustainable communities across South Ayrshire.



However, where an on-site contribution is not possible there are other flexible alternatives (in no priority order):

- The Delivery of unsubsidised affordable housing units on-site;
- Payment of a commuted-sum in lieu of on-site affordable housing;
- Provision of a plot on off-site land.

Each site will be considered on it’s own merits in line with a range of priorities, including deliverability, housing mix, the needs of partners and priorities identified in the HNDA and LHS.

The balance of Commuted Sums as of 31st March 2024 is £0. In August 2023, a paper was submitted to cabinet to request to utilise the full amount of Commuted Sums from 2023 (£183,687.76) for the new build development Affordable Housing – Riverside Place, Ayr. Following the approval of this paper, the balance of Commuted Sums is £0.

Prudential Borrowing

The Council, in accordance with it’s Housing Revenue Account (HRA) Business Plan, is committed to specific prudential borrowing of:

Financial Year	Borrowing (Millions)
2024/25	£81,361
2025/26	£19,929
2026/27	£22,989
2027/28	£31,621
2028/29	£25,069

As projects reach design conclusion and are approved by elected members, borrowing levels may vary to support new housing delivery.

In the previous financial year 2023-24, 97 units were completed. This current financial year will see 258 units either completed or on site by the end of 2024-25.

Infrastructure Fund

The Scottish Government has introduced an Infrastructure Fund to support projects where the scale and nature of infrastructure costs would prevent it from being supported through the Affordable Housing Supply Programme. The Scottish Government is keen to see development of a number of pipeline sites that are capable of bringing forward housing within the next 5 years. Sites that are applicable have been detailed in Appendix 1 to support completion within the Scottish Government’s timescales. The Council will work with developers and their agents to support any planned application to the Infrastructure Fund.

Progress on Previous SHIP

2023-24 Completions						
Project	Sub area	No. Units	Developer	Specialist Provision	Subsidy Required	Progress
Greenan Phase 4	Ayr	6	RSL – WOSHA		£432,000	Completed end of 2023
Second Hand Market Purchases Phase 9	Throughout South Ayrshire	37	Council	General	£1,665,000	Buy back of ex local authority properties throughout South Ayrshire completed in early 2024
Monkton	Monkton	22	Irvine Housing Association	General		Completed Late 2023
Mainholm	Ayr	35	Council	General		13 units 2nd August 2023, 8 units 30th August 2023, 14 units February 2024
2024-25 Progress						
Project	Sub area	No. Units	Developer	Specialist Provision	Subsidy Required	Progress
Second Hand Market Purchases Phase 10	Throughout South Ayrshire	30	Council		£1,350,000	Ex Local authority properties are sourced regularly on the open market and through private purchase. Phase 10 will complete in March 2024
Mainholm Phase 1	Ayr	69	Council	Amenity Units		Due for completion Late 2024
Mainholm Phase 1	Ayr	91	Council	Amenity Units		Due for completion Early 2025
Riverside Place	Ayr	33	Council	General		On site currently, next handover of units due 2025/26
Ayrshire Housing Open Market Purchasing	Throughout South Ayrshire	10	Ayrshire Housing	General		properties are sourced regularly on the open market and through private purchase. Phase 10 will complete in March 2024
Croft Road	Tarbolton	25	Ayrshire Housing	General		Started on Site Jan 2024 Due for completion November 2024

Investment Priorities

The Local Housing Strategy (LHS) emphasises the importance of establishing investment priorities that will align with the Scottish Governments Affordable Housing Target.

To synchronise the SHIP and LHS priorities we aim to achieve an increased supply of social rented housing in high priority areas that have been identified in the HNDA 2022-2027 which also makes note of plans to address rural developments. The HNDA 2022-2027 has identified a net existing need figure of 1,328 households. Additionally, an increase of the provision of easily adaptable and wheelchair accessible new build housing, and housing for specific needs on site-by-site basis in partnership with the Health and Social care partnership and RSL's.

The Scottish Government published its vision for Scotland's housing over the next 20 years. In this vision, it sets a target of 100,000 affordable homes promised by 2031/32 and makes specific support for development in rural and island communities, helping to stem rural depopulation by examining modern methods of construction and other building that involves new technology to assist challenges in rural areas.

The number of affordable homes delivered in South Ayrshire will be of the size and type to coordinate with the HNDA 2022-2027. Each development identified in the SHIP will be assessed on a case-by-case basis for size and type.

Second Hand Market Purchases – Council Buy Backs

South Ayrshire Council operates a very successful "Buy Back" scheme where the council can purchase ex-local authority properties that meet strategic objectives.

Purchasing ex-local authority properties is an economical and carbon friendly way of increasing council housing stock and ensuring a warm energy efficient and affordable home with a Scottish Secure Tenancy for a household on our waiting list.

The Buy Back scheme also allows the council to progress with retrofitting blocks of flats with energy efficiency measures by increasing the ownership within the block.

The SHIP details the number of properties to be bought back in the next three phases of Second-Hand Market Purchases. Subsidy levels for these have recently changed to a tiered approach to subsidy shown below.

Property Purchase Price	Scottish Government Grant
Up to £80,000	£40,000
£80,001 - £99,999	£45,000
£100,000 or >	£50,000

A breakdown of where properties have been purchased via the buyback scheme shows 121 properties have been brought back into Council ownership from 2019/20 with 5 completed to date in 2024/25.

	Ayr	Prestwick	Troon	Maybole	Girvan	Annbank	Dundonald	Tarbolton	Mossblown	Coylton	Total
2019/2020	14	3	0	1	1	1	1	0	1	0	22
2020/2021	15	2	0	0	0	0	0	0	0	0	17
2021/2022	12	1	0	0	0	0	0	1	0	0	14
2022/2023	17	1	2	1	2	1	0	0	1	1	26
2023/2024	27	1	1	1	4	0	0	1	1	1	37
2024/2025	5	0	0	0	0	0	0	0	0	0	5
Total	90	8	3	3	7	2	1	2	3	2	121

Energy Efficiency and Fuel Poverty

The Scottish Government has set a target of 2045 for Scotland to reach net zero, with interim targets of 75% by 2030 and 90% by 2040. For buildings, this will include the introduction of a 'New Build Zero Emissions from Heat Standard' which will be introduced from 2024. This will require all new builds to have zero emissions heating systems. The new standard will lead to a ban on gas and oil boilers in new builds.

The net zero target requires all buildings across Scotland to reach net zero by 2045. This will include all buildings built before 2024.

In conjunction with the above objectives, the 'Housing to 2040' vision document recently issued by the Scottish Government encourages all social housing to be net zero by 2024.

All projects proposed in the SHIP will help to tackle fuel poverty and ensure that heat is affordable for residents by increasing energy efficiency and reducing the amount of energy required to heat the home and aims to meet outcomes set out within the Councils Climate Change and Sustainable Development Strategy, Outcome 3.1 Homes and Communities are energy efficient, environmentally sustainable and fuel poverty is minimized.

The Council are currently investigating measures that could be taken to reduce carbon missions and progress towards net zero with our new build sites at Mainholm and Riverside. These measures include:

- Enhanced floor and roof insulation
- Enhanced air tightness
- Mechanical Ventilation with Heat Recovery (MVHR)
- Triple glazed windows
- Air Source Heat Pumps (ASHPs) to houses
- Exhaust Air Heat Pumps (EAHPs) to flats
- Underfloor heating
- Enhanced rainwater goods
- Waste Water Heat Recovery (WWHR) to bath/shower water

Each of these measures will be taken under consideration and

applied to new build sites where appropriate.

The Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019 Act establishes a new two-part definition whereby a household is considered fuel poor if:

- after housing costs have been deducted, more than 10% (20% for extreme fuel poverty) of their net income is required to pay for their reasonable fuel needs; and
- after further adjustments are made to deduct childcare costs and any benefits received for a disability or care need, their remaining income is insufficient to maintain an acceptable standard of living, defined as being at least 90% of the UK Minimum Income Standard (MIS).

It is estimated that 35% of all households in South Ayrshire are experiencing fuel poverty. This is approximately 18,000 households. This can impact the health of children, as children in cold homes are twice as likely to suffer from breathing problems as well as influencing their ability to thrive in their education. Health issues may prevent them from attending school and a lack of warm space preventing them from completing homework.



Empty Homes

A long-term empty property can be detrimental to the environment and attract anti-social behaviour. South Ayrshire Council has a specific Empty Homes Strategy for tackling this issue and has a close working relationship with the Scottish Empty Homes Partnership in bringing empty properties back into use to alleviate homelessness and increase the number of affordable homes.

19 properties were brought back into use during 2023/24 with direct involvement from the Empty Homes Officer. The Empty Homes Strategy sets a target of 20% of Long term Empty Properties to be returned to use by the end of the strategy 2023. Since 2017, 107 empty properties have been brought back into use. In April 2023, Council Tax records showed 716 private sector properties were recorded as empty homes. The pandemic slowed progress meaning that to date 15% of empty homes have been brought back into use. The Empty Homes Strategy is due to be approved in 2025 with an ambitious target for bringing back long term empty properties.

The length of time a property has been empty before being brought back into use varies. The majority of properties are empty between 1 and 5 years.

Length of time a property had been empty before being brought back into use 2023-24

Duration as Empty	No. of Properties
Less than a year	7
1-2 Years	6
2-5 Years	6
5-10 Years	0
10+ Years	0

The Empty Homes officer will implement several strategies to bring long term empty properties back into use. This can include; Advice about renting, advice about selling, providing an empty homes loan, issuing a VAT reduction letter, purchasing the property through the council’s buy back scheme or using the matchmaker scheme to find a suitable buyer. Details of the number of properties back into use over the last three years and the methods used are shown in the table below

Properties brought back into use and methods used 2020 – 2023

Financial Year	No. of properties brought back	Methods used							
		Advice about renting	Advice about selling	Empty Homes Loan	Sold via Buy Back Scheme	Sold via Matchmaker scheme	VAT reduction Letter	Motivation	Social Letting Service
2020-21	6		1		5				
2021-22	14	2	2		5	1	3	1	
2022-23	16	1			11	1	2	1	
2023-24	19	4	3		8	1	3	2	1

The Council is due to revise it’s Empty Homes Strategy and will explore further options to bring long term empty properties back into use such as;

- Sweat Equity
- Compulsory Purchase Orders
- Grant Funding

The Empty Homes officer has also recently created strong links with the newly formed Social Letting Service. Moving forward, more properties will be brought back using this method.

Older People and independent Living

South Ayrshire has an ageing population, and it estimates that 27% of households will be over the age of 75 by 2037. Therefore, we will work to address the housing and support need of older people by working in partnership with the Health and Social Care partnership.

Helping older people to remain independent in their own home for as long as possible is a key element in our approach to ‘independent living’. Aids and adaptations are offered to help older people and people with disabilities in South Ayrshire by supporting them to live safely, comfortably, and independently at home.

Provision of housing for older people is a main priority in our new build programme. Specifically built and designed properties are being developed and integrated within developments to provide balanced communities.

Housing Adaptations helping people to remain independent in their own home for as long as possible is a key element in our approach to ‘independent living’ identified in the LHS. This can involve the adaptation of people’s homes to meet their needs, reviewing people’s housing options and exploring specialist accommodation.



Rural Needs

28% of South Ayrshire population live in rural areas or remote small towns. Appropriate housing is key to ensuring our rural communities remain sustainable and residents can meet their current needs as well as their future aspirations.

South Ayrshire Council’s Local Development Plan (LDP) notes that we will give support to “development in rural areas which supports prosperous and sustainable communities while protecting and improving the environment”. Housing development outside existing developments should primarily involve:

- Reusing existing buildings and replacement housing,
- Infill development within existing clusters or groups of housing, and housing to meet rural business requirements.

The Council are currently undertaking an intensive Rural Housing Study with Arneil Johnston to understand the hidden demand in some of our rural areas and what type of housing is required in these

areas. Findings will be presented in late 2024 and will allow us to engage with relevant partners to deliver housing in key rural areas.

While the rural housing study will help to inform the SHIP and help achieve strategic objectives set out in Housing to 2040, the council are keen to engage with any partners in the interim. We are currently in discussions with a private developer who is keen to engage in the rural housing fund and housing enablers to develop amenity type accommodation in Dailly. The development is not formed enough to include in the SHIP at this stage, however the Council will continue to engage with the developer and the Health and Social Care Partnership throughout the development.

The council are also engaging with the Health and Social Care Partnership to utilise the Rural Housing Key worker’s fund. This will allow us to fill vacancies that are difficult to fill due to the lack of accommodation in rural areas. The council will update on this fund through the SHIP in the coming years.

Wheelchair/Specialist Provision

New social housing developments in South Ayrshire have been enhanced by adopting a “lifetime homes” approach to new build properties. Meaning houses are built to achieve Housing for Varying Need standard and incorporate accessibility features from the outset. These properties are designed to be adaptable over time to accommodate an individual or family’s changing needs (which could include the need for a wheelchair). Within our current new build properties at least 12% are suitable for wheelchair users.

In addition, South Ayrshire Council is keen to explore opportunities to develop new-build specialist accommodation that also allows the care needs of older people and people with disabilities to be met on site. One such ‘core and cluster’

development is planned in Fort Street Ayr, and the authority will work with the Health and Social Care Partnership to identify opportunities for development in the years to come. (Info on fort street)

the current HNDA (2022 – 2027) has identified an estimated 1810 wheelchair users in South Ayrshire. The previous HNDA (2016 – 2020) estimated 1,850 wheelchair users in South Ayrshire, which proves a degree of continuity.

The HNDA (2022 – 2027) has provided an estimate of unmet housing need among wheelchair user households in South Ayrshire as 353 households. The table below, shows the unmet housing need of wheelchair user households as discussed in the HNDA.

Household type	Estimated households, 2018, as per Table 3.a	Calculation	Unmet need
Number of households using a wheelchair all the time	314 households	Assume 19% (all of those in EHS requiring adaptations and accommodation unsuitable)	60 households
Number of indoor only user households	154 households	Assume 25.6% (all of those in SHS requiring adaptations and accommodation unsuitable)	39 households
Number of outdoor only user households	1,342 households	Assume 19% (all of those in EHS requiring adaptations and accommodation unsuitable)	254 households
Estimated unmet housing need among wheelchair user households in South Ayrshire in 2018			353 households

Table 2. Estimate of unmet housing need among wheelchair user households in South Ayrshire, 2018

The LHS 2023-2028 set a target of 20 units of affordable wheelchair accessible housing per year. This number is to be annual reviewed through this SHIP as well as an annual review of the contribution that private developers will have in the delivery of wheelchair accessible housing.

In terms of demand for housing, we work closely with the Integrated Joint Board to identify specific needs and through Council and RSL new build seek to address the needs of wheelchair users through the AHSP. In addition, all social housing developed as part of the AHSP meets Housing for Varying Needs, and as such can be adapted to meet the needs of households with disabilities.

If wheelchair accessible housing targets cannot be met from public sector housing developments alone, the council will consider introducing a percentage wheelchair accessible housing policy for private market housing developments in LDP3, based on the findings of the HNDA and the deliberations informing the LHS. The Council have proactively engaged with Health and Social Care Partners to deliver new build developments that help us achieve our strategic aims with respects to specialist provision and wheelchair accessible housing. Below are some examples of recent developments that have been delivered under the Affordable Housing Supply Programme.

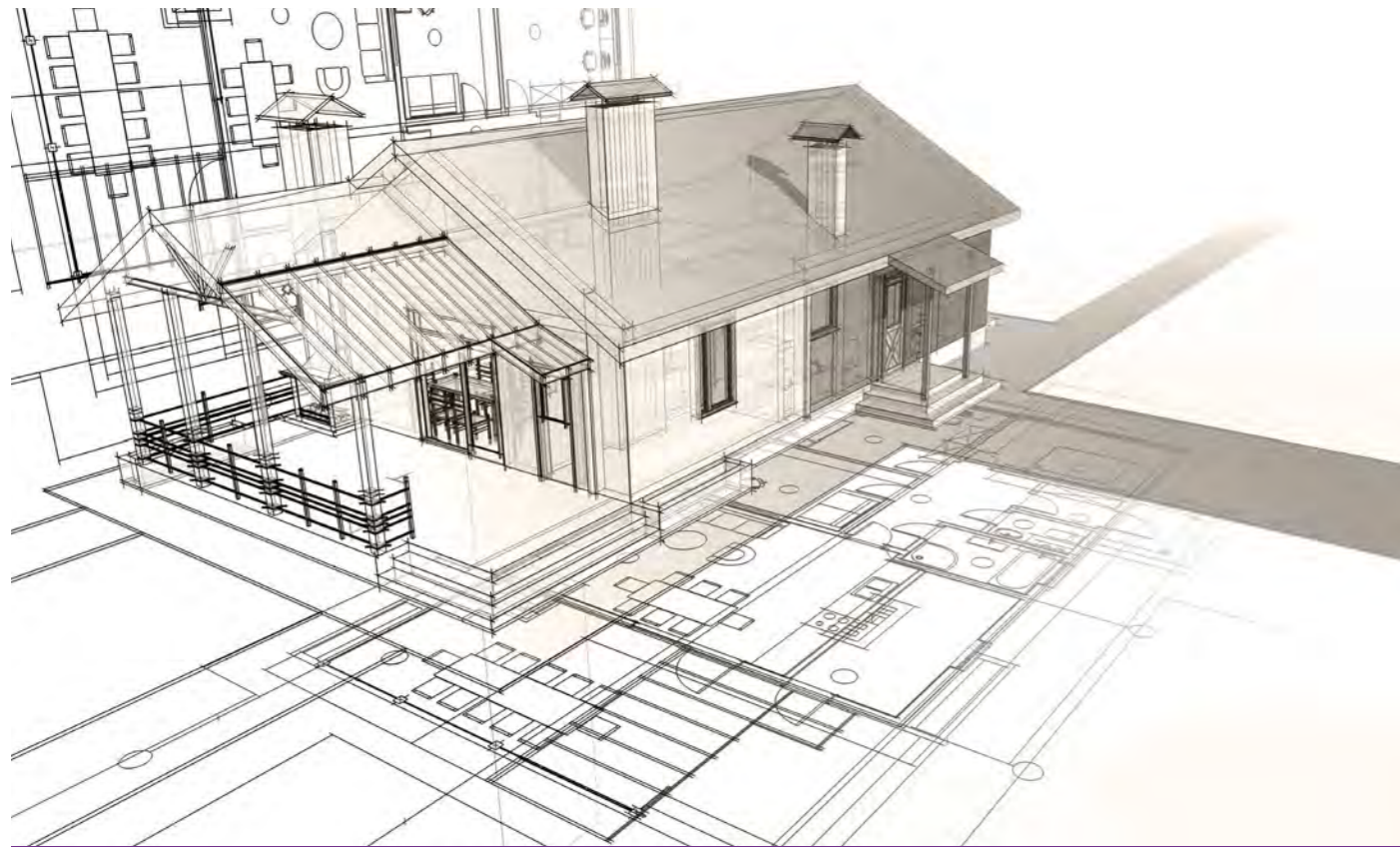


Fort Street

Fort Street Ayr was developed with the Health and Social Care Partnership to deliver 12 1-bedroom units with one unit being utilised by support provider Enable. This allows a staff member to be located in the development to provide support and assistance to residents living within the development with learning difficulties.

Mainholm & Tarbolton

Our recent developments at Mainholm and Tarbolton are examples of where the council are striving to meet wheelchair accessible housing. Mainholm boasts 21 amenity bungalows as well as 4 3- bed fully wheelchair accessible units and 1 2 bed wheelchair units due for completion at the end of the financial year. The development at Tarbolton has 2 3 -bedroom wheelchair accessible units, one of which was allocated to a family who had previously been in unsuitable living conditions.



Housing to 2040

The Scottish Government have recently published their Housing to 2040 strategy that outlines the vision for housing over the next 20 years. The strategy's vision describes what stakeholders wanted their homes and communities to look like in 20 years' time and is deliberately ambitious. The principles outline a guide to policy decisions might be formed in the future to make the vision a reality. The vision and principles have informed the Housing to 2040 route map.

The route map is divided into four main areas:

- Building more homes
- Increasing affordability and choice
- Making homes warmer using greener energy
- Improving the quality of all housing

Within this strategy, there are several key features that may have a significant impact on the council's new build programme and as such have an impact on the SHIP. These include:

- 100,000 more affordable homes by 2031/32, at least 70% of which will be for social rent.
- All new homes built by councils and registered social landlords to emit zero carbon by 2026.
- A housing standard to cover all new and existing homes, including agricultural properties and mobile homes.
- An accessible homes standard for new homes, giving disabled people more options and reducing the need for adaptations as people get older.
- Planning guidance that ensures amenities, including open space, are within easy reach of people's homes.

The council will continue to monitor guidance that comes from the Scottish Government in relation to this strategy and strive to achieve the outcomes set out in the vision, many of which are currently high priority in the current SHIP.

Equalities and Integrated Impact Assessments.

South Ayrshire Council is fully committed to the general principles of fairness and equality and seeks to apply these principles in all that it does as a community leader, service provider, education authority and employer.

In taking these actions forward regarding affordable housing development, our SHIP has been subject to a full Equalities Impact Assessment (EIA) to consider any potential issues with our programme.

Our EIA did not identify any negative impacts in the delivery of our Affordable Housing Development Programme. There were a number of positive impacts that were identified when undertaking the EIA, mainly;

- Affordable housing for those in lower incomes
- More energy efficient properties reducing housing running costs.
- Improving the health and wellbeing of new tenants where particular health related housing needs are met within individual housing development projects.
- Meeting the housing needs of people wishing to live in rural areas within individual rural based housing development projects.
- The SHIP may impact positively on deprivation and issues relating to poverty and social exclusion as it will help to increase the supply of affordable housing across South Ayrshire and therefore help to meet housing need.



Rapid Rehousing Transition Plan

South Ayrshire Council's Rapid Rehousing Transition Plan 2019-2024 (RRTP) recognises the important contribution new build development of affordable housing can play in meeting the needs of homeless households, either directly (being allocated accommodation in a new build property) or indirectly (new build accommodation freeing up other housing within existing stock through lets to transfer applicants). As part of its RRTP, South Ayrshire Council has set a target that 51% of all Council lets should be allocated to homeless households. Figures remain above the target of 51% set out by our RRTP, in 2023/24, 54% of lets were to homeless households.

South Ayrshire Council has recently finalised a review of Section 5 and nomination arrangements with the largest RSL operating in the local authority area. A target of 27% of lets to homeless households has been set and will be subject to regular review. All other RSLs operating in South Ayrshire are working towards an agreed target of 25% of lets to homeless households. RSL's continue to develop new build social housing locally and work with partners continues to achieve the set targets.

The majority of new build allocations made in 2023/24 were made to the Transfer List (72% of lets) with 12% of lets made to homeless households and 15% to those on the Housing List.

As such, the aims of the SHIP are consistent with those of the RRTP.

Child Poverty Action

South Ayrshire has the 12th highest child poverty levels in Scotland with 12.9% of children under 16 classified as living in absolute low-income families after housing costs. This equates to approximately 2,255 children.

Child poverty is most prevalent in the Ayr North and Girvan and South Carrick wards at 17.7% and 16.5% respectively and lowest in Ayr West where it is at 9.3%.

A whole system approach is developing within the Community Planning Partnership and third sector organisations to mitigate the impact of poverty on children’s lives in South Ayrshire, but the most effective long-term options for reducing child poverty sits within national government policies.

The Scottish Government have recently published a new strategy to tackle child poverty - Best Start, Bright Futures: tackling child poverty delivery plan 2022 to 2026 (<https://www.gov.scot/publications/best-start-bright-futures-tackling-child-poverty-delivery-plan-2022-26/>).

In April 2023, the South Ayrshire Community Planning Partnership Board were provided with an update on South Ayrshire’s existing Child Poverty Action Plan. This report detailed progress made by services across the council and its partners in reducing Child Poverty. Housing has played a major role in doing so having been committed to the following actions;

- Deliver 1,000 new affordable homes by 2023
- Development of Team around the Family approach, along with other council services and external partners
- Double Glazing window improvement programme to 500 homes with low energy efficiency ratings
- Energy Efficiency projects to improve Housing quality in Public and Private Sector
- Extension to existing service – Ayr Housing Aid First Home Project
- Housing Support via Seascope & Ayr Housing Aid
- Implement new Pathways for Care Experienced Young People to source suitable housing without having to present as homeless

South Ayrshire Community Planning Partnership is currently in the process of developing a new Child Poverty Strategy to refresh and realign the child poverty action plan to better reflect national and local circumstances.



Shadow Programme

Potential Future Sites		
Project	No. Units	Developer
Barrhill	7	South Ayrshire Council
Daily	8	South Ayrshire Council
Dalrymple Street Girvin	6	South Ayrshire Council
Main Road Ayr	9	TBC
Galloway Avenue Ayr	24	Ayrshire Housing
Orient Cinema	30	Ayrshire Housing
Cairn School Maybole	25	South Ayrshire Council
Troon Lock Ups	15	South Ayrshire Council
Dundonald Modular Build	40	West of Scotland Housing Association
Glenparks	60	Ayrshire Housing Association
Waggon Road	9	Ayrshire Housing
South Harbour Street	40	Ayrshire Housing
New Stables Lane, Maybole	15	Ayrshire Housing
Afton Avenue	25	SAC
Buchan Road, Troon	30	SAC
Dalmilling, Ayr	25	SAC
Dunlop Crescent	10	SAC
Aldersyde Avenue, Troon	20	SAC

Strategic Environmental Assessment (SEA)

As the “Responsible Authority” in the terms of the Environmental Assessment (Scotland) Act 2005, the Council has a duty to determine whether policies will have significant environmental effects and therefore whether a full Strategic Environmental Assessment (SEA) is required.

To that end, applying the relevant criteria as set out in Schedule 2 of the Act, the Council carried out a pre-screening of the SHIP under Section 8(1) of the Act.

This pre-screening process found that the SHIP on its own is unlikely to have significant environmental impact. This assumes that decisions and options surrounding the environmental impact of housing development would be assessed through the Local Development Plan.

A pre-screening notification was submitted to the SEA Gateway on 17th August 2023 and no concerns were raised by the relevant Consultation Authorities.

Appendix A – Strategic Housing Investment Plan timetable

Site Name	Developer	Approval Year	Estimated Site Start Date	Estimated Completion date	Total Units	Site Starts						Site Completions						Housing Types			
						2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	General	Amenity	Supported	Wheelchair
Mainholm, Ayr (Phase 1)	SAC	2022	26 Sep 2022	23 Oct 2024	69							69						59			10
Mainholm, Ayr (Phase 2)	SAC	2022	15 May 2023	10 Feb 2025	91							91						77			14
Riverside Place (Former High Rise)	SAC	2024	1 Dec 2023	15 Aug 2025	75	33							65					64			11
Former St Ninians Primary School	SAC	2023	01 Jan 2024	01 Jun 2025	42								42					36			6
Croft Road Tarbolton	AYRSHIRE HOUSNG	2023	19 Jan 2024	23 Nov 2024	25							25						21			4
Second Hand Market Purchases SAC - ASHP - Phase 10	SAC	2023	01 Apr 2024	31 Mar 2025	30	30						30						30			
Ayrshire Housing Open Market Purchases 2024/25	AYRSHIRE HOUSNG	2023	01 Oct 2024	31 Mar 2025	10	10						10						10			
Manse Road Coylton	SAC	2023	1 Apr 2025	1 Oct 2026	13		13							13				11			2
Green St	AYRSHIRE HOUSNG	2023	01 Apr 2025	1 Aug 2026	32		32							32				30	9		2
Second Hand Market Purchases SAC - ASHP - Phase 11	SAC	2023	01 Apr 2025	31 Mar 2026	30		30							30				30			
Ayrshire Housing Open Market Purchases 2025/26	AYRSHIRE HOUSNG	2023	01 Oct 2025	31 Mar 2026	10		10						10					10			
West Sanghuar Rd	WEST OF SCOTLAND H A LTD	2025	25 Feb 2026	23 Mar 2028	100		50	50								50	50	85			15
Second Hand Market Purchases SAC - ASHP - Phase 12	SAC	2023	01 Apr 2026	31 Mar 2027	30			30							30			30			
Riverside Place (Former High Rise) Phase 2	SAC	2023	01 Apr 2026	31 Oct 2027	25			25							25			22			3
Fenwickland Avenue Ayr	SAC	2024	1-Apr-26	31-Oct-27	5			5							5			5			
Corton (Phase 1)	TBC	2024	30 Jun 2026	20 Dec 2027	50			50							50			43			8
Ayrshire Housing Open Market Purchases 2026/27	AYRSHIRE HOUSNG	2023	01 Oct 2026	31 Mar 2027	10			10							10			10			
Queens Terrace, Maybole	AYRSHIRE HOUSNG	2023	1 Jan 2027	1 Jan 2028	22			22							22			20	10		2
McConnell Square Girvan	SAC	2025	1-Apr-26	31-Mar-27	25			25							25			21			4
Arran Mall Ayr	SAC	2026	20 Mar 2027	20 Oct 2028	95			50	45						50	45		88			7
Second Hand Market Purchases SAC - ASHP - Phase 13	SAC	2023	01 Apr 2027	31 Mar 2028	30			30							30			30			
Girvan North	TBC	2026	1 Apr 2027	1 Oct 2028	35			35							35			30			5
Corton (Phase 2)	TBC	2025	30 Jun 2027	20 Dec 2028	50			50							50			43			8
Ayrshire Housing Open Market Purchases 2027/28	AYRSHIRE HOUSNG	2023	01 Oct 2027	31 Mar 2028	10			10							10			10			
Low St Meddians Troon	Hannover Housing	2026	31-Mar-28	1-Oct-29	32				32								32				5
Second Hand Market Purchases SAC - ASHP - Phase 14	SAC	2023	01 Apr 2028	31 Mar 2029	30				30								30				
Gallowhill Coylton	AYRSHIRE HOUSNG	2027	1-Apr-28	1-Nov-29	25				25								25				4
Corton (Phase 3)	TBC	2026	30 Jun 2028	20 Dec 2029	50				50								50				8
Ayrshire Housing Open Market Purchases 2028/29	AYRSHIRE HOUSNG	2023	01 Oct 2028	31 Mar 2029	10				10							10		10			
Ayrshire Housing Open Market Purchases 2029/30	AYRSHIRE HOUSNG	2023	01 Oct 2029	31 Mar 2030	10						10						10				
Kirkmichael Boilestone Road	AYRSHIRE HOUSNG	2024	1 Apr 2031		13						13						11		5		2
	*Wheelchair target based on 15% planning assumption				Total Units	Total on Site						Total Site Completions						Total House Types			
					1084	73	135	267	202	115	23	156	117	85	142	250	242	907	24	0	108

SG Funding	SG Funding Current Year 24/25	SG Funding Year 1 (£) 25/26	SG Funding Year 2 (£) 26/27	SG Funding Year 3 (£) 27/28	SG Funding Year 4 (£) 28/29	SG Funding Year 5 (£) 29/30	SG Funding Total (£)
£5,767,296.00							
£3,803,072.00	£3,803,072.00						
£6,268,800.00		£2,089,600.00					
£3,510,528.00	£1,755,264.00				£1,755,264.00		
£2,279,550.00	£1,139,775.00	£1,139,775.00					
£1,350,000.00	£1,350,000.00						
£200,000.00	£200,000.00						
£1,147,380.00		£1,147,380.00					
£2,917,824.00				£2,917,824.00			
£1,350,000.00		£1,350,000.00					
£200,000.00		£200,000.00					
£9,118,200.00			£2,279,550.00	£2,279,550.00	£2,279,550.00	£2,279,550.00	
£1,350,000.00				£1,350,000.00			
£2,089,600.00			£2,089,600.00				
£417,920.00			£417,920.00				
£4,179,200.00			£4,179,200.00				
£200,000.00			£200,000.00				
£2,134,594.00				£2,134,594.00			
£1,875,525.00			£1,875,525.00				
£7,940,480.00				£3,970,240.00		£3,970,240.00	
£1,350,000.00					£1,350,000.00		
£3,089,100.00				£3,089,100.00			
£4,179,200.00					£4,179,200.00		
£200,000.00				£200,000.00			
£2,824,320.00					£2,824,320.00		
£1,350,000.00						£1,350,000.00	
£2,425,675.00					£2,425,675.00		
£4,179,200.00						£4,179,200.00	
£200,000.00					£200,000.00		
£200,000.00						£200,000.00	
£1,261,351.00						£1,261,351.00	
Anticipated Spend	£8,248,111.00	£10,599,843.00	£11,041,795.00	£13,023,484.00	£13,258,745.00	£13,240,341.00	£61,164,208.00
Resource Planning Assumption	£9,954,000.00	£9,954,000.00	£9,954,000.00	£9,954,000.00	£9,954,000.00	£9,954,000.00	£49,770,000.00
	£1,705,889	-£645,843.00	-£1,087,795.00	-£3,069,484.00	-£3,304,745.00	-£3,286,341.00	-£11,394,208.00

Slippage 25% £62,212,500.00

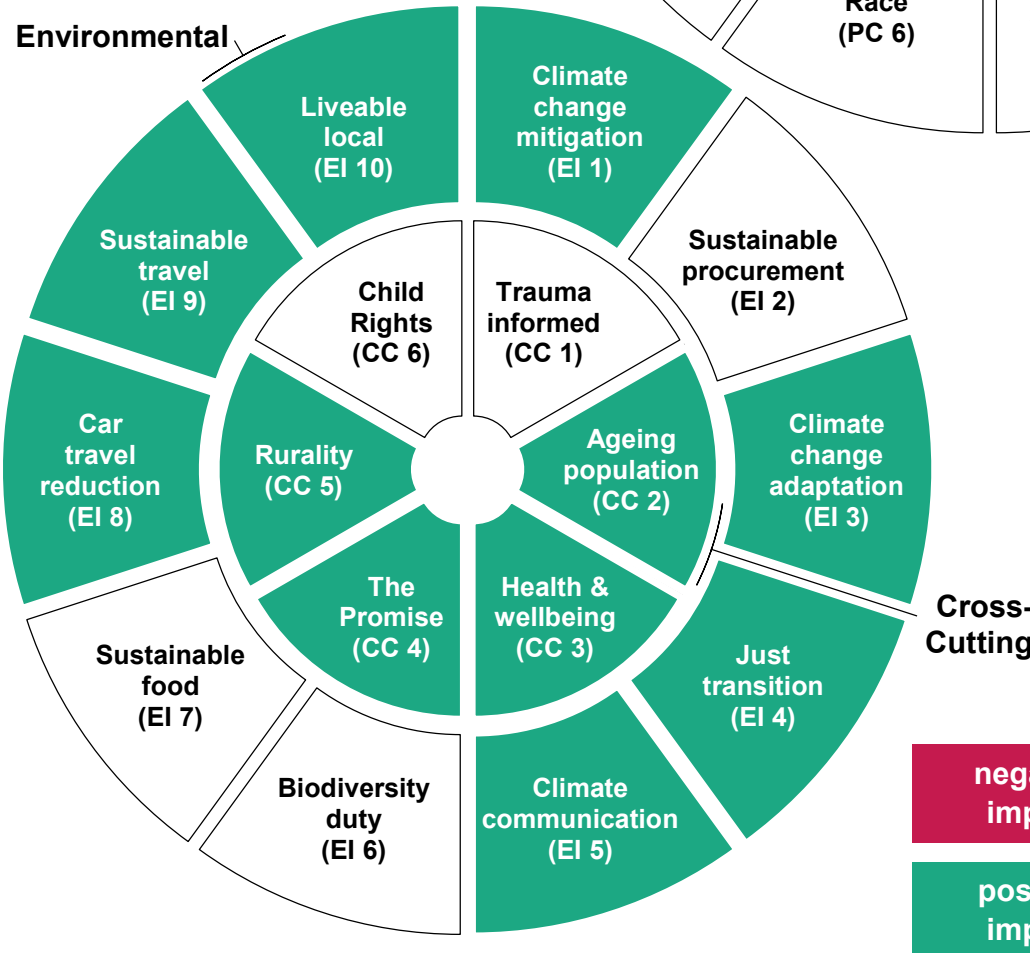
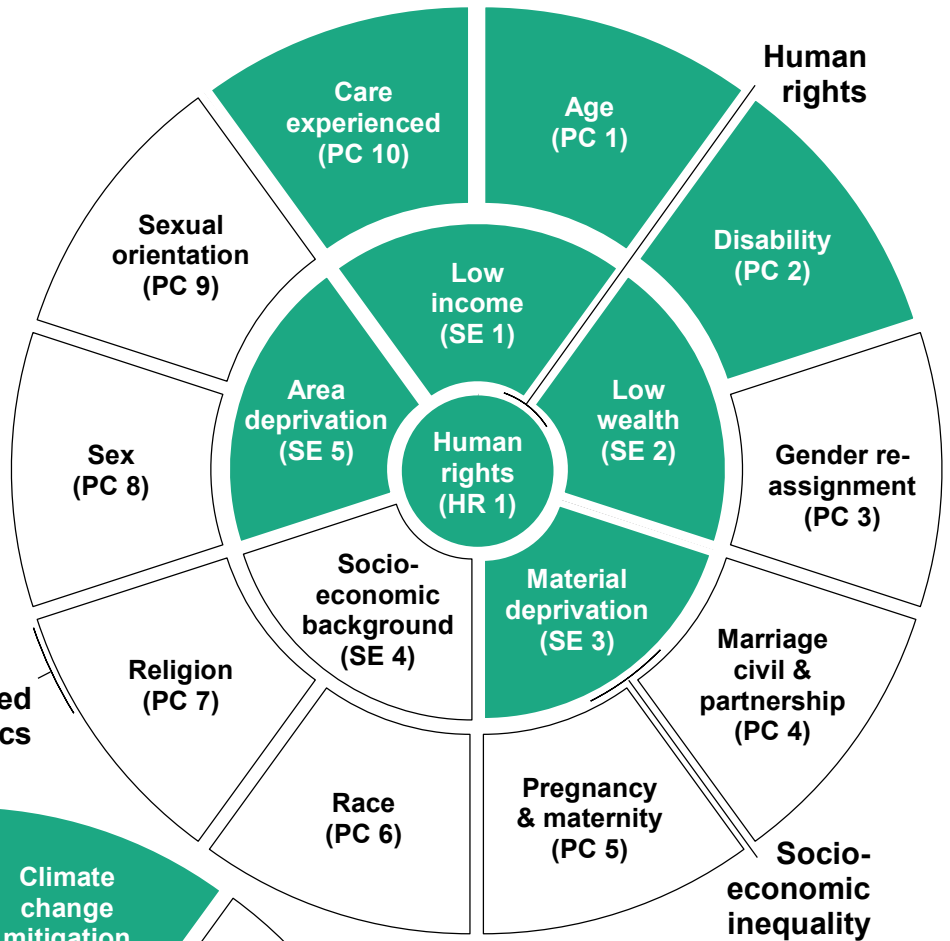
Integrated Impact Assessment Summary Report



The Strategic Housing Investment Plan
2025/26 -2029/30

Completed by:
Chris Carroll,
Service Lead - Housing Strategy
and Regeneration,
Housing Policy and Strategy

Date started: 25.10.2024



To be implemented on:
December 2024
Review date:
30/11/25
Oversight Panel:
Cabinet

negative impact	uncertain / not clear
positive impact	no impact / not applicable

Public sector equality duty

Eliminating unlawful discrimination, harassment, and victimisation?

As part of reporting on progress against the SHIP consideration has to be taken to ensuring that consideration is given to as many groups as possible. For example by ensuring that a wheelchair accessible target is incorporated supporting the provision of fully accessible homes for disabled tenants . Officers will require to report back to Govt on progress against targets set out within the SHIP tables.

Advancing equality of opportunity?

The SHIP aims to promote equality of opportunity in terms of provision of new build social housing which will benefit those most of Housing Need, but also as part of the grant award processes ensuring that contractors and developers are signed up to Fair Work First practices as well as provision of other community benefits

Fostering good relations?

Key to success of the SHIP relies on good positive relations between the various departments, services and developers involved in the delivery of the new build programme as well as ensuring positive relations with the communities we serve.

Consultation declaration

We confirm consultation has been carried out as part of this process.

South Ayrshire Council

**Report by Chief Financial Officer
to Cabinet
of 26 November 2024**

Subject: Annual Procurement Report 2024

1. Purpose

- 1.1 The purpose of this report is to seek approval for the publication of the Council's Annual Procurement Report 2024 which details the Council's procurement activity between 1 April 2023 and 31 March 2024.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 approves the Annual Procurement Report 2024 attached as Appendix 1; and**
- 2.1.2 requests that officers forward this report to the Scottish Government before it is published on the Council's website.**

3. Background

- 3.1 To comply with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#) the Council, is obliged to prepare or revise a procurement strategy in relation to its financial year and must also prepare and publish an annual procurement report on its regulated procurement activities as soon as is reasonably practicable after the end of its financial year. A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million.

3.2 The annual procurement report must include:

- 3.2.1 a summary of the regulated procurements that have been completed during the year covered by the report;
- 3.2.2 a review of whether those procurements complied with the contracting authority's procurement strategy;
- 3.2.3 a summary of any community benefit requirements imposed as part of regulated procurements and any steps taken to facilitate the involvement of supported businesses in regulated procurements; and

3.2.4 a summary of the regulated procurements the authority expects to commence in the next two financial years.

3.3 If approved by the Cabinet and in accordance with the Scottish Government's requirements, the Council's annual procurement report must be sent, by e-mail, to the Scottish Government and then made publicly available, online.

4. Proposals

4.1 The Council's Annual Procurement Report 2024 (Appendix 1) summarises the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2023 and 31 March 2024.

4.2 The Council's Annual Procurement Report 2024 (Appendix 1) includes Performance Indicators based on the figures from 2023/24 financial year. The Council's overall spend with third party suppliers reduced in 2023/24 however some areas to note are highlighted below:

4.2.1 an increase in the percentage of South Ayrshire based suppliers used to 27.69% up from 27.29% in the previous year;

4.2.2 an increase in percentage of new Council contracts awarded to organisations located within South Ayrshire to 18% up from 17%; and

4.2.3 Procurement reviewed 302 of the Council's contracted suppliers and held 8 supplier review meetings in 2023/24. A formal review meeting is held when a suppliers performance drops below a satisfactory level. In the previous year 2022/23 procurement held 24 supplier review meetings. The reduction to only 8 this year supports the fact that the Contract and Supplier Management process is performing well.

4.3 It is proposed that Cabinet approves the Annual Procurement Report 2024 and agree that it is sent to the Scottish Government in November 2024 before being published on the Council's website.

5. Legal and Procurement Implications

5.1 Legal implications arising from this report are that the Council must prepare an annual procurement report that complies with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).

5.2 Procurement Implications arising from this report are that the Council's Procurement Service have prepared the Council's Annual Procurement Report 2024 and are satisfied that the updated annual procurement report meets all of the requirements of Section [18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).

6. Financial Implications

6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 Rejecting the recommendation may impact on the reputation of the Council and/ or may give rise to breach of statute, legal challenge or Council liability.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 2.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to the Council strategic objective of Priority 2 Live, Work Learn, work and economy and Priority 3 Community Engagement of the current Council Plan 2023 – 2028.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Chief Financial Officer will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Publication of Annual Procurement Report 2024	1 December 2024	Service Lead - Procurement

Background Papers None

Person to Contact **David Alexander, Service Lead - Procurement**
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E-mail david.alexander3@south-ayrshire.gov.uk

Date: 18 November 2024

Annual Procurement Report



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Section 2 – Introduction

This Annual Procurement Report summaries the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2023 and 31 March 2024.

The Council's Procurement Strategy covering this period sets out the procurement objectives of the Council for the financial years 2023-2024.

The Procurement Strategy is closely aligned to the [Council Plan 2023-2028](#) which outlines the Council's priorities and objectives over the next five years.

The Procurement Strategy enables the Council to understand how procurement contributes towards the Council's vision and provides focus and direction for procurement activities, ensuring a long-term perspective is in place within a framework of policies, procedures, standards, collaboration and improvement planning.

In order to support delivery of the Council Plan, the Procurement Strategy covering the period included 4 Key Objectives:

1. Procurement Capability Development;
2. Maximising Efficiencies Through Procurement;
3. Development of Collaborative Opportunities; and
4. Fulfilment of Sustainable Procurement Duties.

The delivery of these Key Objectives helps support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources.

The procurement landscape in Scotland also continues to evolve. The current procurement regulations introduced in 2015, coupled with financial and economic pressures, requires the support of a strategic Procurement function to assist Services to achieve Best Value; make new efficiencies within existing contracts; manage suppliers; while also ensuring compliance to the legislation that governs public procurement.

Overall, the period between 1 April 2023 and 31 March 2024 the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- **222** procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of **56** procurements awarded; and;
- **104** procurements are expected to be awarded in the next 2 financial years, not including ad-hoc or reactive requirements.

Section 3 – Summary of Regulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded, and an award notice is published on Public Contracts Scotland web portal.

Table 1 below shows a summary of all Regulated Procurements awarded by the Council between 1 April 2023 and 31 March 2024.

Table 1. Summary of Regulated Procurements

Number of regulated procurements awarded	70
Total estimated value of awarded regulated procurements	£42,552,425.32
Number of light touch contracts let during the period	11
Average number of bids received	1
% of contracts awarded to SMEs during the reporting period	61%
Average processing time for a procurement exercise	87 Days

Further details of the Regulated Procurements awarded by the Council between 1 April 2023 and 31 March 2024 can be found at Annex 1 of this Annual Procurement Report on page 18.

Section 4 – Review of Regulated Procurement Compliance

The Council is committed to ensuring all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. All awarded contracts are published on the monthly updated Contract Register and in addition, lessons learned, or good practice are recorded in each Tender Outcome Report and shared with the wider Procurement Team and relevant service.

This includes compliance with Sustainable Procurement Duties;

Community Benefit Requirements	<p>Fully Complied:</p> <ul style="list-style-type: none"> • All contracts above the Regulated Procurement Threshold contained a community benefit requirement • Community benefits delivered are recorded and published • No challenges or complaints were received regarding publication of Community Benefit clauses
Consulting and Engaging with Stakeholders	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Market research carried out prior to tendering to ensure appropriate consultation with both internal and external stakeholders • Contract strategies developed and approved prior to the publication of contracts • No challenges or complaints were received regarding communications from Procurement
Payment of a Living Wage	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents • No challenges or complaints were received regarding publication of Fair Work Practice clauses • The Council is currently engaged in the process of becoming a Living Wage Employer with Procurement's assistance
Procurement of Fairly and Ethically Traded Goods and Services	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities • No challenges or complaints were received regarding fair and ethical trading
Community Health and Wellbeing and Animal Welfare in the Procurement of Food	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant the nutritional requirements for food, and the welfare of animals were considered • No challenges or complaints were received regarding community health and wellbeing or animal welfare in the procurement of Food

Section 5 – Community Benefits/Sustainable Procurement Summary

The Council is committed to maximising Community Benefits from its procurement activities. The use of Community Benefits clauses contributes to South Ayrshire Council’s Procurement Strategy Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective it is the Council’s ambition to **“embed established methods of evaluation and recording of Community Benefits in the execution of individual contracts.”** In delivering this ambition, the Council will meet the following objectives:

- ✓ To further promote and consider the inclusion of Community Benefits clauses in all relevant procurement activity;
- ✓ Use of a standardised Community Benefit clause and quality (technical) question within tenders;
- ✓ Use of a standardised process to monitor Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Use of a standardised process to report and promote Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Maximise outcomes through the use of Voluntary Community Benefits;
- ✓ Maximise outcomes by developing Supplier knowledge and understanding of Community Benefits.

The table below reports the summary of all Community Benefits included in contracts awarded between 1 April 2023 and 31 March 2024:

Table 2. Summary of all Community Benefits

Total Number of Contracts Awarded	222
Total Number of Regulated Procurements	70
Total Number of Contracts Awarded with Community Benefit Requirements	56
% of Community Benefits Awarded from the Total Number Contracts Awarded	25%

Procurement’s Community Benefits in Contracts process was approved by the Council in March 2018. A Community Benefit Register is used within the procurement process to record information on how community benefits are contributing to local and national outcomes.

Procurement's Community Benefit Register provides information on the numbers of achieved community benefits in the following categories:

- ❖ Improving Education skills
- ❖ Delivering Training & Development
- ❖ Enhancing and Improving Local Community Projects
- ❖ Improving Local Employability
- ❖ Work Experience/ Apprenticeships
- ❖ Sponsorship and Charity Work

In looking to maximise the potential and returns from community benefits the Procurement Service started working with colleagues in Community Engagement in 2018 and, where applicable, embed local requests for Community Benefits in the tenders that are published and contracts that are concluded for the Council's requirements.

The Council's Community Benefits process can be used by community groups and charities to request help and assistance from the Council's suppliers.

Work on the Community Benefits process has continued with assistance from the Community Wealth Building Officers. The Council have developed an online portal to allow community groups to lodge their requests online. This allows any tenderers to see any applicable requests and they can pledge to complete these requests as part of their tender return through the portal.

Some examples of Community Benefits delivered during 2023/24 are:

- Delivery of a programme to support young people with autism which focuses on developing personal skills and confidence towards achieving employment.
- Organisation and attendance of recruitment fayres within South Ayrshire
- Local employment of a school leaver from a local secondary school
- Offer of free work experience to Ayrshire based pupils
- Donations to local school for end of year school show
- Various volunteer services

Table 3. Breakdown of Community Benefits up to 2023/24

SAC Community Benefits	
Total Number of Contracts Awarded within 2023/24 which have a Community Benefit Clause	56
Total Number of Active SAC contracts which have a Community Benefit clause and were monitored in 2023/24	213
Total Number of Active SAC Contract Community Benefit Individual Pledges	1,083
Number of Active SAC Contract Community Benefit Individual Pledges delivered up to the end of 2023/24	384
Individual Pledges Delivered Breakdown:	
Delivering Training and Development	49
Enhancing and Improving Local Community Projects	53
Improving Education and Skills	55
Improving Local Employability - New Jobs	67
Work Experience Placements/Programmes	55
Supported Business Third Sector and Voluntary	25
Other (Sponsorship/Charity Work Etc).	80
Total	384
Community Group Seeking Support Portal (Implemented Process as of 01/08/2023):	
Number of Community Group Seeking Support Requests Submitted in 2023/24	56

Number of Community Group Seeking Support Requests Taken in 2023/24	14
Number of Community Group Seeking Support Requests Fulfilled in 2023/24	1

South Ayrshire Council spend through direct awards and mini competitions via Scotland Excel contracts are reported separately by Scotland Excel themselves. These community benefits are not included in this report.

The contracts awarded without community benefits include various direct awards, and self-directed support packages of care, which would not be suitable for community benefits.

Procurement also completed their return for the Public Sector Report on Compliance with Climate Change Duties 2024. South Ayrshire Council is committed to achieving improved standards of sustainable procurement throughout the Council, in accordance with the duties set out within the Procurement Reform (Scotland Act) 2014.

Minimising the impact on the environment is a consideration for all tender exercises for procuring goods, services and works. In line with the Scottish Government's purpose of increasing sustainable economic growth, EU and UK 'green' procurement legislation, the Council initiates savings in materials, energy and waste, where possible and promotes a sustainable approach to the way we conduct our business.

This approach is in line with the Council's Procurement Strategy (which was updated in 2024) Key Objective 4; Development of Collaborative Opportunities and Fulfilment of Sustainable Procurement Duties and ensures that the Council complies with its Sustainable Procurement Duties, which is a mandatory requirement under the Reform Act. South Ayrshire Council continue to follow the Scottish Government's Sustainable Procurement Action Plan, in conjunction with statutory guidance, while updating our progress against sustainability targets using the Flexible Framework self-assessment tool (FFSAT).

Section 6 – Supported Business

The Council is committed to supporting and improving access to procurement opportunities for local SMEs, Third Sector Bodies and Supported Businesses and this contributes to the Council's Procurement Strategy 2024 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective, the Council's ambition **“to continue to support and improve access to procurement opportunities for SMEs, including local businesses, Third Sector Bodies and Supported Businesses”** has been met by ensuring early consideration, either at contract strategy stage or through our knowledge of forthcoming collaborative opportunities (local or national), on how SMEs, local businesses, Third Sector Bodies and Supported Businesses can be made aware of public procurement activity, while promoting established business support initiatives such as the Supplier Development Programme.

In particular Supported Businesses make an important contribution to the Scottish economy. Not only through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace. A Supported Business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30% of the employees of those businesses should be disabled or disadvantaged.

This is an important element of the sustainable procurement duty and the steps taken by the Council to facilitate the involvement of Supported Businesses in our procurement will therefore be helpful to the organisation in demonstrating compliance with that duty.

Table 4. Summary of spend with supported businesses

Supplier	Spend
Scotland's Bravest Manufacturing Company	£165.00
The Lady Haig's Poppy Factory	£1,346.00
Capture All Limited	£360.00
Hansel Alliance	£911.40
Total	£2782.40

Section 7 - Future Regulated Procurements

The Council's Contracts Register is publicly available on the Council's website and states the start and end date of all contracts. This end date of each individual Council contract has been used to develop a work plan for the next two financial years. A summary of this work plan can be found at Annex 2 of this Annual Procurement Report on page 21.

South Ayrshire Council Procurement webpage: [Tenders and contracts - South Ayrshire Council](#)

Section 8 – Contract and Supplier Management

Managing contracts effectively is required to achieve contractual deliverables and best value. Improved Supplier relationships, realising contract efficiencies and minimising total cost of ownership relies on robust Contract and Supplier Management (CSM) throughout the lifetime of the contract.

Procurement's CSM process was approved by the Council in March 2018 and a cross-Service consistent approach to CSM contributes to the Council's Procurement Strategy 2024 Key Objectives, in particular Key Objective 2: **“Maximising Efficiencies Through Procurement”**

Between 1 April 2023 and 31 March 2024, Procurement reviewed **302** of the Council's contracted suppliers and held 8 meetings with 8 suppliers (see Table 5 below).

Service Users evaluate suppliers using Key Performance Indicators (KPIs) relating to cost, service, quality and sustainability

When completing their online supplier surveys, Evaluators will apply the following scoring mechanism:

- ***Exceeding Expectations (100)***
- ***Meeting Expectations (75)***
- ***Minor Concerns (50)***
- ***Major Concerns (25)***
- ***Not Performing (0)***

Where the Supplier fails to achieve a minimum overall score of 75, the Supplier will be required to attend a formal CSM Review Meeting to discuss Contract performance.

Between 1 April 2023 and 31 March 2024 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

Table 5. Contract and Supplier Management (CSM) Review Meetings Carried out in 2023/24.

Contract Ref	Supplier Name	Contract Description	Date of meeting	Meeting Type
CE-125-19	1 Alba Cabs Ltd	Provision of a Taxi Service Framework	16/06/23 at 11:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-31-18	Arnold Clark	Provision of a Fleet Maintenance Service	09/08/23 at 10:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-207-21	Richardson & Starling (Northern) Limited	Measured Term Contract (MTC) Remedial Works to Damp Houses	18/08/23 at 11:30am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-170-20-MC	Parentpay Limited	Cashless Catering & Online School Payments (OSP): Lot 1 Online School Payments	13/11/23 at 15:00pm	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-193-21	Craigmarloch Nurseries Ltd	Supply and Delivery of Summer and Spring Bedding Plants, Planters, Baskets, and Barrels	17/11/23 at 14:30pm	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-19-20-DA	Civica UK Ltd	Provision of a Fleet Management System	29/11/23 at 11:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-145-20-DA	Life Fitness (UK) Ltd	CE-145-20-DA - Supply, Delivery, Maintenance and Rental of Fitness and Gym Equipment to South Ayrshire Council	14/03/24 at 16:00pm	Balanced Scorecard Meeting, following underperforming scorecard result.

CE-56-23-DA	Selecta UK Limited	Provision of Coffee Vending at the Citadel Leisure Centre	06/03/24 at 15:30pm	Balanced Scorecard Meeting, following underperforming scorecard result.
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Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured through internal Key Performance Indicators alongside Council and Service Plans.

Progress against the actions and performance measures contained within the Council's Directorate/Service Plans is managed and reviewed using the Council's 'Pentana' Performance Management System. This helps to ensure that what the Council has set out to do is delivered in line within the standards and timescales anticipated. Also spend data is collated and analysed from the Scottish Procurement Information Hub. Some of these indicators are shown below for 2023/24.

Table 6. Council's Procurement Performance Indicators

Description of Measure	Score 2023/24
% of Council contracts awarded during the year, actively influenced by procurement professional	73% (down from 83%)
% of Council contracts awarded to organisations located within South Ayrshire	18% (up from 17%)
% of Council procurement spent with local suppliers	27.6% (up from 27.2%)
Total amount spent with third party suppliers	£226,945,145
Total amount spent with South Ayrshire based suppliers	£62,607,936

In 2023/24 the Council continued the work from previous years to encourage more local suppliers to familiarise themselves with the public sector tendering process by facilitating tender training via our partners at the Supplier Development programme. The Council also carried out our own sessions to engage with suppliers. This included a session for local food providers for a multi-supplier Framework Agreement of Local Suppliers with bespoke and high-quality produce to provide a range of food and drink supplies to the Council's leisure locations. The session was held in person and explained the tender process and what is expected of any potential bidders and suppliers. Ten local suppliers were subsequently awarded a place on this framework in 2024 contributing to the percentage of contracts awarded to organisations within South Ayrshire shown above.

Section 10 – Annual Procurement Report Ownership & Contact Details

For further information on procurement, please refer to the Council's website – <https://www.south-ayrshire.gov.uk/procurement/> or contact David Alexander, Service Lead - Procurement; david.alexander3@south-ayrshire.gov.uk

Section 11 – Source of Other Information

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [EU Procurement Thresholds](#)
- [Procurement Journey](#)
- [Procurement and Commercial Improvement Programme \(PCIP\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)
- [Knowledge Hub – Scottish Procurement Information Network](#)
- [Organisation for Economic Co-Operation and Development](#)
- [South Ayrshire Council Procurement Strategy](#)

Annex 1. Completed Regulated Procurements in 2023/24

Information on each individual regulated procurement (70) completed during the reporting period.

Contract Reference	Contract Description	Contract Start Date	Contract End date inc extensions	Confirmed Tendered Amount
CE-02-23-DA	Telecare Software Alarm Receiving Centre (ARC)	15/03/2024	14/03/2028	£ 157,196.96
CE-02-24-B	EVOLVE for Parents Third Sector Paid Work Experience Programme	26/02/2024	24/08/2024	£ 156,000.00
CE-07-24-DA2	webCAPTURE Revenues Forms	30/03/2024	29/03/2028	£ 131,625.00
CE-08-24-DA2	eCAPTURE (Forms and UCDS)	30/03/2024	29/03/2028	£ 123,018.75
ICT-02-24	Geographic Information System (GIS) Technology	13/02/2024	12/02/2027	£ 89,368.00
ICT-03-24	Provision of Commvault Support and Migration Cloud	01/04/2024	31/03/2027	£ 255,739.76
ICT-04-24	NEC Software Solutions Support and Maintenance Renewal	01/04/2024	31/03/2025	£ 67,186.33
CE-21-24-DA	Supply and Delivery of X20 240L Solar Compacting Smart Bins	15/03/2024	14/03/2029	£ 108,000.00
CE-99-23-B5	Provision of a Carer Respite Service	01/10/2023	31/03/2025	£ 554,025.00
CE-111-23-B2	Provision of an Online Comprehension Programme	15/08/2023	14/08/2027	£ 60,726.00
CE-112-23-B2	Provision of an Online Decoding Programme & Vocab Module	15/08/2023	14/08/2027	£ 106,782.00
CE-192-23-DA	Supply of Skip Units for the Operation of HWRC	29/02/2024	One-Off Purchase	£ 95,385.00
CE-218-23-DA	Supply and Delivery of Solar Compacting Smart Bins	19/02/2024	18/02/2029	£ 216,000.00
CE-203-23-DA	Debtors Cloud Migration & Legal Debt Recovery Hosting & Support	29/02/2024	28/02/2029	£ 245,269.00
CE-176-23	Funded Early Learning & Childcare Flexible Framework Agreement	18/08/2024	17/08/2029	£ 12,800,000.00
ICT-01-24	Support & Maintenance Renewal	01/04/2024	31/03/2025	£ 87,397.69
CE-224-23-DA2	Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	01/06/2024	31/05/2026	£ 166,165.11
CE-86-23	Ayrshire Scaffolding	08/12/2023	07/12/2027	£ 1,485,550.00
CE-189-23-DA	Supply & Installation of Timber Fencing	01/12/2023	30/11/2027	£ 107,439.30
CE-49-22	Quantity Surveying Service Framework Agreement	05/12/2023	04/12/2027	£ 200,000.00
CE-223-23-DA	Servitor Annual Maintenance & Support	28/02/2023	27/02/2026	£ 70,864.57
CE-37-23-DA	Provision of a Library Management System	01/09/2023	31/08/2028	£ 309,742.87

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CE-172-23-DA	Fixed Electrical Testing	01/11/2023	31/10/2026	£	100,000.00
CE-187-23-DA	Handheld Fire Fighting Equipment, Servicing & Maintenance	01/11/2023	31/10/2027	£	160,000.00
H24111	Supply and Installation of Electrical Isolator Switches	01/12/2024	30/11/2026	£	200,000.00
CE-157-23-B	Provision of Speech and Language Therapy Services (Equity)	01/04/2023	31/03/2027	£	186,690.00
CE-22-22-B2	Independent Advocacy Service for Adults	01/04/2023	31/03/2026	£	368,064.72
CE-24-23-B	Provision of a Family Support Service - Girvan (Stepping Stones)	01/04/2023	31/03/2024	£	61,381.08
CE-96-23-B3	Provision of a Sustain Project	01/07/2023	31/12/2023	£	81,789.00
G24943	AYR TOWN HALL REPLACEMENT FIRE DETECTION SYSTEM	16/10/2023	15/01/2024	£	130,702.00
CE-97-23-B3	Provision of a Child Centred Family Support Service	01/04/2023	31/03/2025	£	542,429.52
CE-153-23-DA	Supply and Delivery of Recycling Bins	17/10/2023	One-Off Purchase	£	127,479.08
CE-43-23-DA	Supply and Delivery of one (1) Wheelchair Accessible Bus	21/10/2023	One-Off Purchase	£	129,051.00
CE-169-23-DA	Supply and Delivery of X2 Hook Loaders	21/10/2023	One-Off Purchase	£	407,330.00
CE-170-23-DA	Supply and Delivery of X1 Skip Loader	21/10/2023	One-Off Purchase	£	120,160.00
CE-03-23	Framework Agreement for Adult Carer and Young Carer Services	01/10/2023	30/09/2028	£	1,400,000.00
CE-61-22-B4	Provision of Day Centre Meals	01/07/2023	30/06/2026	£	251,160.00
CE-115-23-DA	LHEES Consultant support	01/08/2023	28/02/2024	£	63,070.00
CE-110-22	Gas Boiler Servicing for Non-Domestic Properties	02/08/2023	01/08/2028	£	300,000.00
CE-146-23-DA3	MS Azure Sentinel Operations Security Centre (SOC)	01/08/2023	31/07/2025	£	80,000.00
CE-155-23-DA	Supply and Delivery of Grounds Maintenance Equipment	14/08/2023	One-Off Purchase	£	325,808.46
CE-177-22-MC	Multifunctional Devices (MFDs)	04/07/2023	03/07/2028	£	997,920.00
CE-07-23-MC	Data Network Platform (WAN) Replacement	21/07/2023	20/04/2024	£	3,911,270.00
CE-82-23-DA	Ayr Town Centre - Strategic Delivery Masterplan	28/06/2023	27/03/2024	£	89,698.00
CE-81-23-DA	Annual Inspection and Reactive Maintenance for Domestic Gas Appliances and Annual Inspection of Fire, Smoke, Heat and Carbon Monoxide Detection Equipment	01/08/2023	31/07/2027	£	4,869,940.00
CE-53-23	Hire of a Forestry Team	04/07/2023	03/07/2024	£	150,948.00
CE-100-23-B3	Provision of Speech and Language Therapy Services	01/04/2023	31/03/2027	£	471,714.00
CE-35-23	Supply & Install PVC windows, doors & associated parts	26/06/2023	25/06/2027	£	318,967.84
CE-102-23-DA	Supply of Hybrid Solar System Compaction Units	28/06/2023	One-Off Purchase	£	118,703.00

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CE-60-23-DA	ASTAC Outline Business Case	05/06/2023	04/03/2024	£	66,887.00
CE-09-23-B3	Provision of Child Centred Family Support Services - Girvan	01/04/2023	31/03/2024	£	122,000.00
CE-18-23-B	Provision of an Individual Residential Care Placement (JD)	07/10/2022	06/10/2023	£	227,257.16
CE-19-23-B	Provision of an Individual Residential Care Placement (AH)	13/12/2022	12/12/2023	£	227,257.16
G23217	Doonfoot Primary School - 2 Classroom Extension	01/07/2023	31/12/2023	£	507,731.60
CE-65-23-DA	Ayr Show Security Services	15/05/2023	14/10/2023	£	70,000.00
ICT437	Annual Renewal for support and maintenance as per quote ref 404107	01/04/2023	31/03/2024	£	76,337.78
ICT439	Support & Maintenance Estates Rents Repairs Allocations Customer Services Addis & Addacs (Housing) GUI Property Purchase	01/04/2023	31/03/2024	£	58,684.06
CE-50-23-DA	Supply of Kitchen Cabinets, Worktops & Associated Products	01/04/2023	31/03/2027	£	500,000.00
CE-62-23-DA	Technology Enabled Care Services - Housing	01/01/2022	31/12/2024	£	112,892.42
CE-37-22-MC	Supply, Delivery & Maintenance of Golf Machinery	04/04/2023	03/04/2028	£	1,639,578.13
CE-144-22-B	Advice and Information for people with Acquired Brain Injury	01/04/2022	31/03/2025	£	175,654.53
CE-125-22-MC	24/7 Care Service at Learning Disability Flats at Carrick Street, Ayr	01/06/2023	31/05/2028	£	2,996,760.00
CE-164-22	Lift Servicing & Maintenance	01/05/2023	30/04/2028	£	315,842.79
CE-185-22-DA	Uniform Hosting and Managed Service	01/04/2023	31/03/2028	£	676,406.00
CE-08-23-DA2	Treasury Management Consultancy Services	01/02/2023	31/01/2026	£	57,000.00
CE-176-22	Provision of Office Furniture & Equipment Moves Framework Agreement	24/04/2023	23/04/2027	£	240,884.70
CE-25-23-DA	Supply of Swimming Pool Chemicals	01/04/2023	31/03/2027	£	68,000.00
H23128	MTC New Door Entry System 2023 - 2026	06/04/2023	05/04/2027	£	492,994.95
CE-36-23-DA	3G Pitch Maintenance	01/05/2023	30/04/2026	£	90,025.00
CE-85-21-B3	Community Based Support Service for Individuals on the Autism Spectrum	01/04/2021	31/03/2024	£	272,475.00

Annex 2. Regulated Procurements Expected to Commence in 2024/25 and 2025/26

Information on contracts (104) that are anticipated to be awarded between 2024 - 2026.

Contract Description	Estimated Financial Year which contract will be awarded	Estimated contract value (£)
Provision of a Fully Managed Vending Service	2024/25	£55,194.36
Treasury Management Consultancy Services	2024/25	£57,000.00
ICT Network Access Control Solution	2024/25	£58,139.00
Provision of Traffic Management Services to deliver the International Ayr Show - Festival of Flight	2024/25	£59,460.00
Provision of an Online Comprehension Programme	2024/25	£60,726.00
Measured Term Contract: Tarmac	2024/25	£61,144.00
Provision of a Video Learning Resource Platform	2024/25	£62,943.16
Provision of Insurance Services - Lot 10 - Fidelity Guarantee	2024/25	£63,500.00
NEC Software Solutions Support & Maintenance Renewal - Housing Services	2024/25	£67,189.33
Supply of Swimming Pool Chemicals	2024/25	£68,000.00
Servitor Annual Maintenance & Support	2024/25	£70,864.57
Inter-Data Centre Connectivity	2024/25	£71,250.00
Provision of a Family Wellbeing Service - Carrick	2024/25	£72,381.00
MS Azure Sentinel Operations Security Centre (SOC)	2024/25	£80,000.00
Payment Processing Services	2024/25	£80,000.00
Webcasting and Hybrid meeting solution	2024/25	£80,462.23

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Warden Support Service – Mill St, Ayr	2024/25	£82,095.17
Support & Maintenance Renewal - Revenue & Benefits	2024/25	£87,397.69
Measured Term Contract: Roofing	2024/25	£91,716.00
Debt Recovery and Diligence Service	2024/25	£100,000.00
Fixed Electrical Testing	2025/26	£100,000.00
Delivering a Nectar Network for South Ayrshire's Nature Network	2024/25	£100,000.00
Provision and Service of Mobile Phones	2024/25	£100,009.80
Provision of an Online Decoding Programme & Vocab Module	2024/25	£106,782.00
Supply & Installation of Timber Fencing	2024/25	£107,439.30
Technology Enabled Care Services - Housing	2024/25	£112,892.42
Provision of an Education Management Information System (MIS)	2024/25	£114,379.00
Advocacy Services Wallacetown	2024/25	£116,000.00
Provision of Laboratory Services	2024/25	£117,896.00
Provision of a Befriending Service for Children and Families	2024/25	£120,182.40
Supply, Delivery, Maintenance and Rental of Fitness and Gym Equipment to South Ayrshire Council	2024/25	£131,968.00
Provision of a Fleet Management System	2024/25	£142,800.00
Provision of a Street Spraying Weed Control Service	2024/25	£149,363.00
Measured Term Contract for Servicing and Maintenance of Air Handling and Air Conditioning Units (MTC AHU & ACU)	2024/25	£150,000.00
Hand Held Fire Fighting Equipment, Servicing & Maintenance	2024/25	£160,000.00
MTC Flooring 2023-25	2024/25	£160,050.18
Provision of a Records and Information Management Service	2024/25	£163,870.69
Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	2024/25	£166,165.11
Provision of a Pan-Ayrshire Advice and Information Service for People with Acquired Brain Injury	2024/25	£175,654.53
Provision of Egress Prevent and Defend	2024/25	£180,000.00
Measured Term Contract (MTC) Replacement Suspended Ceilings	2024/25	£180,000.00
Provision of Speech and Language Therapy Services (Equity)	2024/25	£186,690.00
Provision of an Individual Fostering and Continuing Care Placement (KC)	2024/25	£198,054.48
Remedial Damp Works Additional	2024/25	£200,000.00
Quantity Surveying Consultancy Services - Framework Agreement	2024/25	£200,000.00

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Installation of Electrical Isolator Switches in Domestic Properties	2024/25	£200,000.00
Measured Term Contract (MTC) Gas Boiler Servicing & Maintenance of Non-Housing Properties	2024/25	£201,816.83
SysAid (Cloud) Enterprise Education Edition Package	2024/25	£207,022.00
Measured Term Contract: Builder work	2024/25	£207,956.00
Provision of a Functional Family Therapy Service	2024/25	£239,284.08
Provision of Office Furniture & Equipment Moves Framework Agreement	2024/25	£240,884.70
Provision of a Work Experience and Employer Engagement Service to South Ayrshire Council	2024/25	£250,000.00
Service Level Agreement for the Provision of Day Centre Meals	2024/25	£251,160.00
Provision of an Individual Residential Care Placement (PS)	2024/25	£256,221.00
Provision of an Individual Residential Care Placement (MBi)	2024/25	£256,221.00
Measured Term Contract (MTC) for Electrical Services & Planned & Reactive Maintenance to CCTV Systems	2024/25	£300,000.00
Servicing and Maintenance of Stairlifts and Ceiling Track Hoists	2024/25	£300,000.00
Provision of a Library Management Software	2024/25	£309,742.87
Measured Term Contract (MTC) Lift Servicing & Maintenance	2024/25	£315,842.79
Supply & Installation of PVC Windows, Doors & Associated Parts	2024/25	£318,967.84
Provision of Vehicle Telematics System	2024/25	£339,114.00
Supply and Delivery of Summer and Spring Bedding Plants, Planters, Baskets and Barrels	2024/25	£339,281.00
Public Space CCTV Upgrade and Measured Term Contract	2024/25	£344,720.00
Supply and Delivery of 4x 17 Seat Low Floor Accessible Buses	2024/25	£351,960.00
Provision of Removals and Storage Services (Housing)	2024/25	£353,900.00
Measured Term Contract (MTC) for Servicing, Maintenance & Monitoring of Intruder Alarm Systems	2024/25	£360,000.00
Provision of an Independent Advocacy Service for Adults	2024/25	£368,064.72
Digital Services Platform (GOSS) Contract Renewal	2024/25	£368,549.00
Provision of a Housing Support Service, Hamilton Court & Orchard House, Ayr	2024/25	£373,483.00
MTC Servicing & Maintenance of Automatic Doors	2024/25	£400,000.00
Provision of Media Advertising Services to South Ayrshire	2024/25	£400,000.00
Provision of an Individual Residential Care Placement for LF	2024/25	£415,740.00
Provision of Banking Services and Merchant Services to South Ayrshire Council	2024/25	£415,742.00
Provision of a Community Activity and Support Service	2024/25	£445,442.00

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Provision of Speech and Language Therapy Services	2024/25	£471,714.00
Measured Term Contract Door Entry Systems 2023-2026	2024/25	£492,994.95
Provision of a Leisure Management System	2024/25	£496,630.00
Supply of Kitchen Cabinets, Worktops & Associated Products	2024/25	£500,000.00
Provision of a Community Based Support Service for Individuals with Poor and Enduring Mental Ill-Health	2024/25	£527,042.88
Provision of a Child Centred Family Support Service	2024/25	£542,429.52
Provision of a Carer Respite Service	2024/25	£554,025.00
Provision of a Managing Agent to Deliver Scottish Government Energy Efficient Programmes	2024/25	£603,324.00
Civil and Structural Consultancy Services -Framework Agreement	2024/25	£640,000.00
Provision of an Oracle Fusion Support Partner	2024/25	£738,499.00
Pan-Ayrshire Service, Maintenance and Repair of Community Equipment	2024/25	£916,000.00
Measured Term Contract (MTC) Remedial Damp Works	2024/25	£950,000.00
Provision of Cleaning Services Framework Agreement	2024/25	£1,140,000.00
Delivery of a Homelessness Prevention, Advice & Advocacy Service	2024/25	£1,296,680.00
Provision of an Adult and Young Carers Service	2025/26	£1,400,000.00
Supply, Delivery & Installation of Scaffolding to East, North & South Ayrshire Councils	2024/25	£1,485,550.00
Independent Living Community Flexible Care and Support Service, Fort Street, Ayr	2024/25	£1,577,292.00
Provision of Print and Related Services	2024/25	£1,725,000.00
Delivery of a Housing Support Service to people aged over 26 years old	2024/25	£1,917,200.00
Upgrade of existing Oracle eBS licenses to Oracle Fusion ERP	2024/25	£2,959,539.00
Provision of a Learning Disability Care and Support and Housing Support Service at Carrick Street, Ayr	2024/25	£2,996,760.00
Provision of Mainstream School Transport	2024/25	£3,056,354.00
Provision of a Residential Short Breaks and Out of School including School Holiday Activity Service for Children with Disabilities	2024/25	£3,363,760.00
Project Management Consultancy Services Framework Agreement	2024/25	£4,000,000.00
Minor Works Framework Agreement	2024/25	£4,000,000.00
Pan-Ayrshire Framework Agreement for the Supply and Delivery of Community Equipment	2024/25	£4,160,000.00
Annual Inspection and Reactive Maintenance for Domestic Gas Appliances and Annual Inspection of Fire, Smoke, Heat and Carbon Monoxide Detection Equipment	2024/25	£4,869,940.00
Internal Housing Refurbishment Works Framework Agreement	2024/25	£8,000,000.00

Provision of a Taxi Service Framework Agreement	2024/25	£8,331,480.00
Flexible Framework Agreement for the Provision of Care at Home Services	2024/25	£37,004,000.00

Annex A. Annual Procurement Report - Scottish Government Template

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	South Ayrshire Council
b) Period of the annual procurement report	1 April 2023 and 31 March 2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	70
b) Total value of regulated contracts awarded within the report period	£42,552,425.32
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	80
i) how many of these unique suppliers are SMEs	Not Measured
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	70
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	

Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	56
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups <i>(Each contracting authority sets its own priority groups)</i>	Not Measured
e) Number of Apprenticeships Filled by Priority Groups	Not Measured
f) Number of Work Placements for Priority Groups	Not Measured
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Measured
h) Total Value of contracts sub-contracted to SMEs	Not Measured
i) Total Value of contracts sub-contracted to Social Enterprises	Not Measured
j) Total Value of contracts sub-contracted to Supported Businesses	Not Measured
k) Other community benefit(s) fulfilled	46
<u>5. Fair Work and the real Living Wage</u>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	65
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	56
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated	53

contract awarded during the period.	
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Measured
6. Payment performance	
a) Number of valid invoices received during the reporting period.	109,220
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	67.4
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	70
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
7. Supported Businesses Summary	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£2782.40
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£2782.40
8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£226,945,145
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	50.79%
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Measured
d) Percentage of total procurement spend through collaborative contracts.	Not Measured
e) Total targeted cash savings for the period covered by the annual procurement report	£20,000
i) targeted cash savings for Cat A contracts	Not Measured

ii) targeted cash savings for Cat B contracts	Not Measured
iii) targeted cash savings for Cat C contracts	Not Measured
f) Total delivered cash savings for the period covered by the annual procurement report	Not Measured
i) delivered cash savings for Cat A contracts	Not Measured
ii) delivered cash savings for Cat B contracts	Not Measured
iii) delivered cash savings for Cat C contracts	Not Measured
g) Total non-cash savings value for the period covered by the annual procurement report	Not Measured
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	104
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£114,916,988.60

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Annual Procurement Report 2024
Lead Officer (Name/Position/Email)	David Alexander, Service Lead – Procurement – david.alexander3@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	n/a	n/a
Disability	n/a	n/a
Gender Reassignment (Trans/Transgender Identity)	n/a	n/a
Marriage or Civil Partnership	n/a	n/a
Pregnancy and Maternity	n/a	n/a
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	n/a	n/a
Religion or Belief (including lack of belief)	n/a	n/a
Sex – (issues specific to women & men or girls & boys)	n/a	n/a
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	n/a	n/a

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	n/a	n/a

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	n/a	n/a
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	n/a	n/a
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	n/a	n/a
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	n/a	n/a
Socio-economic Background – social class i.e. parent's education, employment and income	n/a	n/a

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low impact
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low impact
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

5. Summary Assessment

Is a full Equality Impact Assessment required?	_____ YES
--	------------------

(A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	NO
<p>Rationale for decision:</p> <p>This report proposes approval of an annual procurement report relating to delivery of the Council's Procurement Strategy. This has no specific equality implications</p>	
<p>Signed : David Alexander</p> <p>Date: October 2024</p>	<p>Service Lead Procurement</p>

South Ayrshire Council

**Report by Chief Financial Officer
to Cabinet
of 26 November 2024**

**Subject: Budget Management – Revenue Budgetary Control
2024/25 – Position at 30 September 2024**

1. Purpose

- 1.1 The purpose of this report is to present Members with a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2024/25 as at 30 September 2024.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the revised Directorate budgets following the budget movements outlined in 3.3 below;
- 2.1.2 approves the budget transfers and requested earmarking of resources to be carried forward to 2025/26 summarised in 4.1.6 and 4.1.7 below;
- 2.1.3 notes the likely financial impact of the transition to IFRS16 in relation to PFI/PPP arrangements from 2024/25 as outlined at 4.1.8:
- 2.1.4 notes the projected in year over-spend of £1.411m after earmarking and inclusion of the impact of the transition to IFRS16; and
- 2.1.5 requires Directors/ Assistant Directors and Heads of Service to take steps to ensure that Directorate/ Services are not overspent against budget by 31 March 2025 as per section 5.3 of the Financial Regulations.

3. Background

- 3.1 The budget management report contains overview information including the impact of Covid-19 for the following:
- 3.1.1 General Services Revenue - Appendix 1a to f (*pages 1 to 18*);
- 3.1.2 Housing Revenue Account - Appendix 1g (*page 19*); and
- 3.1.3 Common Good Funds - Appendix 1h (*page 21*).

- 3.2 As detailed in the Budget Management – Revenue Budgetary Control 2024/25 – Position Statement at 31 July 2024, presented to the Cabinet of 27 August 2024, revisions to the 2024/25 revenue budget were made in terms of corporate allocations, and other transfers actioned in line with Financial Regulations rules on budget transfers, resulting in revised planned net expenditure of £353.229m at period 3.
- 3.3 Directorate planned spending has further been adjusted to incorporate several adjustments, which are:
- 3.3.1 additional notifications of funding from the Scottish Government for:
- (i) £2.445m for the Scottish Governments additional contribution to meet the increased 2024/25 pay uplift for Teachers and increased Teachers pension costs;
 - (ii) £1.653m for the Scottish Governments additional contribution to meet the increased 2024/25 pay uplift for non-teaching staff; and
 - (iii) £0.020m for Scottish School Milk Subsidy scheme
- 3.3.2 other budget transfers between Directorates actioned in line with Financial Regulations rules on budget transfers.
- 3.4 Table 1 below summarises the revised 2024/25 General Services budget at 30 September 2024 inclusive of the budget adjustments outlined in 3.3 above.

Table 1 – Budget movement

<i>Directorate/ Account</i>	<i>Original Budget</i>	<i>Budget adjustment (per 3.3)</i>	<i>Revised</i>
	£m	£m	£m
CEX	17.183	0.835	18.018
Education	143.217	3.093	146.310
Housing, Operations and Development	45.499	1.480	46.979
Communities and Transformation	22.040	(0.417)	21.623
HSC	99.046	0.302	99.348
Misc. Services Account	26.244	(0.727)	25.517
Total Expenditure	353.229	4.566	357.795
General Revenue Grant	(232.311)	(4.118)	(236.429)
NDRI	(46.075)	-	(46.075)
Council Tax	(67.588)	-	(67.588)
Use of reserves b/fwd	(7.255)	(0.448)	7.703
Total Income	(353.229)	(4.566)	(357.795)
Net Expenditure	-	-	-

- 3.5 In relation to the Health and Social Care Partnership (HSCP). Table 1 above shows the adjusted 2024/25 budget delegated from the Council to be overseen by the Integration Joint Board (IJB). In addition to this £99.348m a further £8.300m has been allocated via the NHS to the South Ayrshire HSCP from the Scottish Government for Council specific services and is included within Resource Transfer income in Appendix 1b. Appendix 1b provides an overview statement of the current financial budget and projected out-turn position for the Council element for 2024/25.
- 3.6 As outlined in the draft Annual Accounts 2023/24, the unaudited General Services surplus at 31 March 2024 was £28.591m and of this, £24.147m was set aside or earmarked for specific purposes, leaving an uncommitted balance of £4.444m. Excluding HSCP, which now holds its own reserves. This equated to 1.76% of future planned expenditure.
- 3.7 Members approved the Housing Revenue Account budget for 2024/25 on 17 January 2024, with total planned expenditure of £33.635m being met from rents and other income. Since the approval of the 2024/25 budget various budget transfers have been actioned in accordance with Financial Regulations resulting a revised total planned spend of £36.666m. The unaudited Housing Revenue Account surplus at 31 March 2024 was £2.520m.
- 3.8 Members approved the Common Good revenue and capital budgets for 2024/25 on 29 February 2024. The combined unaudited Common Good revenue surplus as at 31 March 2024 for all Common Good Funds was £0.553m.
- 3.9 As a result of changes to the Cipfa Code of Practice, the Council requires to adopt a new accounting standard IFRS16 on a mandatory basis for leases and PFI/PPP arrangements with effect from the 2024/25 financial year. Council staff have been working alongside Link Asset Services, the Councils Treasury Management consultants in recent months, to establish the implications for the Council. This work will conclude prior to the year-end but draft estimates indicate a positive impact on revenue budgets in 2024/25 and beyond when adopting the standard in relation to PFI/PPP arrangements.

4. Proposals

4.1 *Overview of Directorate/ Accounts' position as at 30 September 2024*

- 4.1.1 Appendix 1a to e to this report provides financial performance information in the form of a report for each Directorate/ account for the period to 30 September 2024. The Council's overall General Services revenue position at Period 6, excluding HSCP, is projected to be an in year over-spend of £2.958m prior to earmarking (£3.199m over-spend after earmarking).
- 4.1.2 Table 2 below provides a summarised position on a Directorate/ account basis and provides the overall projected position before and after requested earmarking.

Table 2 – Projected under/(over) spend

<i>Directorate/ Account</i>	<i>Projected under/ (over) spend £m (i)</i>	<i>Earmarking approved/ requested £m</i>	<i>Revised under/ (over) spend £m (iv)</i>
Chief Executive	0.755	-	0.755
Education	(0.469)	-	(0.469)
Housing, Operations and /Development	(1.527)	-	(1.527)
Communities and Transformation	0.241	(0.241)	-
Miscellaneous Services Account	(1.858)	-	(1.858)
Total Net expenditure	(2.858)	(0.241)	(3.099)
Council Tax income (see 4.1.4 below)	(0.100)	-	(0.100)
Net in year projected surplus	(2.958)	(0.241)	(3.199)

4.1.3 Table 2, above, indicates an overall over-spend for the year (excluding HSCP) of £2.958m prior to approved/requested earmarking of £0.241m. All Directors, Assistant Directors and Heads of Service have been contacted to confirm their duty in terms of Section 5.3 of the Councils Financial Regulations which states, per the extract below:

‘It is the responsibility of the Chief Executive, Directors, Heads of Service and Assistant Directors concerned to ensure that items of expenditure in the revenue estimates of his/ her directorate/ services are not overspent, and that the income and expenditure of his/ her Directorate/ services conform to the requirements of these regulations.’

4.1.4 **Council Tax Income** – A review of the current collection rates indicates they are slightly behind current year targets. It is anticipated that if trends continue, then Council Tax income will be £0.100m below budget expectations.

4.1.5 **Health and Social Care Partnership** – details of the projected out-turn information can be found within the Financial Monitoring report that will be presented to the Integration Joint Board (IJB) meeting in September. Appendix 1b indicates a projected in year overspend of £0.831m for 2024/25.

- 4.1.6 **Budget Transfers** - Members are asked to consider and approve the budget transfer requests for each Directorate as outlined in Appendix 1a to 1f summarised in total in table 3 below (by Directorate).

Table 3 – Budget Transfers

<i>Directorate/ Account</i>	<i>Dr £m</i>	<i>Cr £m</i>	<i>Appendix ref:</i>
Education	0.299	0.299	1c –page 7
HOD	1.130	1.130	1d –page 12
Total	1.429	1.429	

- 4.1.7 **Earmarking** – Members are asked to consider and approve the new earmarking request to be carried forward to 2025/26 for each Directorate as outlined in Appendix 1a to 1e summarised in total in the table below (by Directorate).

Table 4 – New Period 6 Earmarking

Directorate/ Account	Previously approved £m	New £m	Appendix Ref:
Communities & Transformation	0.091	0.150	1e – page 15
	0.091	0.150	

- 4.1.8 **IFRS 16 transition** - As outlined in 3.9 above the Council requires to adopt IFRS 16 on a mandatory basis for leases and PFI/PPP arrangements from 2024/25. Work is ongoing on this matter and a report will be presented to the Audit and Governance Panel in the new year to provide detail on the transition to the new standard and the required accounting changes. Early work, alongside the Councils Treasury Management consultants (Link Asset Services), has determined a revenue benefit in the short to medium term linked to the councils three PPP arrangements. For 2024/25 this benefit is estimated to be a reduced revenue cost of £1.788m, and whilst this figure will be finalised at the year end, it is considered prudent to include the impact of this change on the overall financial status of the council at this stage.

4.2 **General Services – Summary of Current Financial Revenue Position**

- 4.2.1 The unaudited 2023/24 Annual Accounts showed an accumulated surplus at 31 March 2024 of £258.591m and of this, £24.147m was set aside or earmarked for specific purposes leaving an uncommitted balance of £4.444m for General Services. Appendix 2 provides detail of the amounts set aside from the accumulated sum together with the impact of the current year directorate net year-end over-spend projections of £3.199m (after earmarking) outlined in Table 2 at 4.1.2 above. Once the impact of the transition to IFRS16 is included this overspend reduces to £1,411m.

- 4.2.2 Table 5 below indicates that a year-end £3.920m uncommitted general services surplus is currently projected at 31 March 2025. This equates to 1.52 per cent of estimated planned spend (excluding HSCP). This is below the lower end of the 2 to 4 per cent required by Council policy for uncommitted general reserves.

Table 5 – General Services accumulated surplus

	£m
Unaudited opening surplus	28.591
Commitments (per Appendix 2)	(24.147)
Uncommitted surplus brought forward	4.444
Directorate 2024/25 projections (per table 2 above)	(3.199)
IFRS – PPP transition revenue impact 2024/25 (per 4.1.8 above)	1.788
Release of committed reserves (August 2024 Cabinet)	0.887
Projected accumulated surplus	3.920

- 4.2.3 Service managers require to limit spend wherever possible, as per the required action outlined in 4.1.3 in order to improve the in-year position and address the level of projected uncommitted reserves held.

4.3 **Housing Revenue Account Balance**

- 4.3.1 **Summary of Current Financial Position** – as outlined in Appendix 1e the current projected ‘in year’ underspend as at 31 March 2025 is £2.264m. When the in-year overspend is added to the current uncommitted surplus, identified in Table 4 of Appendix 1g, this results in an overall revised projected uncommitted surplus of £1.071m for the HRA.

4.4 **Common Good Funds**

- 4.4.1 **Summary of Current Financial Position** – the current projected accumulated revenue surplus for each individual fund is outlined in Appendix 1h. Overall, at 31 March 2025, a combined projected accumulated revenue surplus of £0.438m is anticipated together with a projected combined capital reserve of £0.298m.

5. **Legal and Procurement Implications**

- 5.1 There are no legal implications arising from this report.
- 5.2 There are no procurement implications arising from this report.

6. **Financial Implications**

- 6.1 An accumulated uncommitted surplus of £3.920m is currently projected for General Services, excluding HSCP.
- 6.2 A £1.071m accumulated uncommitted surplus is projected for the Housing Revenue Account and a combined £0.298m accumulated surplus is currently projected for the Common Good Funds.

7. Human Resources Implications

- 7.1 There are no specific human resource implications arising directly from this report. Any indirect implications are being managed on an operational basis by the Service Directorates.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

- 8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 There are no risks associated with rejecting the recommendations.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. Sustainable Development Implications

- 10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Priority1 of the Council Plan: Efficient and effective enabling services.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking

- 14.1 If the recommendations above are approved by Members, the Chief Financial Officer will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported

to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Action the budget transfers in the financial ledger as outlined in the Directorate financial performance reports at Appendix 1 and summarised in 4.1.6	14 December 2024	Chief Financial Officer

Background Papers **Report to South Ayrshire Council (Special) of 17 January 2024– [Setting of Council House Rents and Other Rents and Charges \(2024/25 – 2026/27\) and Proposed Housing Revenue Account \(HRA\) Revenue Budget 2024/25 and Capital Budget \(2024/25 – 2028/29\)](#)**

Report to South Ayrshire Council of 29 February 2024 - [Revenue Estimates 2024/25, Capital Estimates 2024/25 to 2035/36 and Carbon Budget 2024/25](#)

[Scottish Government Finance Circular 2/2024](#)

Person to Contact **Tim Baulk, Chief Financial Officer**
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Phone 01292 612612
E-mail tim.baulk@south-ayrshire.gov.uk

Date: 18 November 2024

Budget Management Report to 30 September 2024 (Period 6)

Appendix 1

Ref.	Directorate/ Account	Pages
1a	Chief Executive's Strategic Office	1 to 4
1b	Health & Social Care	5
1c	Education	6 to 8
1d	Housing, Operations and Development	9 to 13
1e	Communities and Transformation	14 to 16
1f	Miscellaneous Services Account	17 to 18
1g	Housing Revenue Account	19 to 20
1h	Common Good Funds	21 to 22

This appendix outlines the **key financial issues** for each directorate or account (Tables 1 to 3), together with **other financial information** (Tables 4 to 8).

Chief Executive's Office

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected FY Actual to 31 March £'000	Projected FY Variance Favourable /(Adverse) £'000
225	Chief Executive & Support	553	546	7
	Finance and Procurement Services:			
57	Chief Financial Officer	129	129	0
839	Corporate Finance and Accounting	2,232	2,092	140
2,925	Revenues and Benefits	5,510	5,377	133
315	Strategic Procurement	717	670	47
4,136	Total Finance and Procurement Services	8,588	8,268	320
	Regulatory Services:			
57	Head of Regulatory Services	(6)	(6)	0
75	Civil Contingencies & Business Continuity	59	59	0
1,278	Democratic Governance Services	2,423	2,433	(10)
208	Insurance, Risk & Safety Management	597	524	73
331	Legal & Licensing Services	900	888	12
795	Trading Standards & Environmental Health	1,744	1,720	24
2,744	Total Regulatory Services	5,717	5,618	99
1,079	Human Resources & Payroll	2,834	2,516	318
140	Performance Appraisal & Audit	326	315	11
8,324	Total Chief Executive's Office	18,018	17,263	755

Table 2 - Subjective Analysis

Actual Expenditure to 30 September £'000	Account	Full Year Budget 2024/25 £'000	Projected FY Actual to 31 March £'000	Projected FY Variance Favourable /(Adverse) £'000
6,331	Employee costs	15,531	14,928	603
115	Property costs	186	178	8
551	Supplies and services costs	610	648	(38)
34	Transport costs	94	78	16
700	Administrative costs	625	563	62
342	Third party payments	1,224	1,166	58
12,849	Transfer payments	25,906	25,906	0
14	Financing costs	12	12	0
20,936	Gross expenditure	44,188	43,479	709
(12,612)	Gross income	(26,170)	(26,216)	46
8,324	Net expenditure	18,018	17,263	755

Table 3 - Analysis of Significant Variances

Projected FY Variance favourable /(adverse) £'000	Chief Executive & Support
7	Chief Executive & Support: A projected underspend of £0.007m; Employee Costs - projected underspend of £0.050m due to the current level of vacancies.
7	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Finance, ICT and Procurement Services
0	Chief Financial Officer: projected online.
140	Corporate Finance: A projected underspend of £0.140m; Employee Costs - projected underspend of £0.123m due to the current level of vacancies. Administrative Costs - projected underspend of £0.005m on training costs. Income - projected over recovery of income of £0.012m from charges to other services.
133	Revenues & Benefits: projected underspend of £0.133m; Employee Costs - projected underspend of £0.063m due to the current level of vacancies. Income - projected over recovery of income of £0.070m due to increased income from Scottish Water, and charges to other services.
47	Strategic Procurement: A projected underspend of £0.047m; Administrative Costs - projected underspend of £0.010m on printing costs. Income - projected over recovery of income of £0.037m, due to contract rebates (£0.020m) and charges for work done for other Council services (£0.017m).
320	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Regulatory Services
0	Civil Contingencies: projected online.
(10)	Democratic & Governance Services: A projected overspend of £0.010m; Employee Costs - projected underspend of £0.008m due to the current level of vacancies. Property Costs - projected underspend of £0.007m due to various small underspends. Supplies & Services Costs - projected underspend of £0.005m on equipment and other fees. Transport Costs - projected underspend of £0.012m due to less vehicle hire, fuel and mileage. Administrative Costs - projected underspend of £0.023m on stationery/printing, telecomms, training and other admin costs. Income - projected under recovery of income of £0.065m, mainly due to marriage fee income levels being lower than anticipated.
73	Risk & Safety Management: projected underspend of £0.073m; Employee Costs - projected underspend of £0.075m due to the current level of vacancies. Income - projected under recovery of income of £0.002m due to reduced commission for home contents insurance provided to Council tenants.
12	Legal Services: A projected underspend of £0.012m; Employee Costs - projected underspend of £0.031m due to the current level of vacancies. Administrative Costs - projected underspend of £0.002m on stationery and telecomms. Income - projected under recovery of income of £0.021m, due to Licencing fee income levels being lower than anticipated.
24	Trading Standards & Environmental Health: A projected underspend of £0.024m; Transport Costs - projected underspend of £0.004m due to less private vehicle hire, fuel and mileage. Income - projected over recovery of £0.020m, due to additional income from Food Standards Scotland.
99	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Human Resources & Payroll
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318	Human Resources & Payroll: A projected underspend of £0.318m; Employee Costs - projected underspend of £0.245m due to the current level of vacancies. Administrative Costs - projected underspend of £0.020m, due to printing and postage (£0.008m) training (£0.005m) and various other small underspends totalling £0.007m. Third Party Payments - projected underspend of £0.058m due to savings on the new Occupational Health contract. Income - projected under recovery of income of £0.005m, due to reduced level of commission on trade union fees.
318	Total projected variance

Projected FY Variance favourable / (adverse) £'000	Performance Appraisal & Audit
11	Performance, Appraisal & Audit: A projected underspend of £0.011m; Employee Costs - projected underspend of £0.009m due to the current level of vacancies. Administrative Costs - projected underspend of £0.002m on training costs.
11	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
N/A			
Total		0	0

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
N/A		
Total		0

Table 6 - Efficiency Savings

Efficiency savings:	Target £'000	Anticipated shortfall £'000
Council Tax premium on second homes	209	0
Revised NDR empty property relief scheme	950	0
Expand employee benefits framework scheme	80	0
Remove Registration & Archives security/ grounds budgets	2	0
Reduce Internal Audit hire car costs	1	0
Reduce various Legal & Licensing supplies/ admin budgets	2	0
Additional Scottish Government DHP admin grant income	53	0
Total	1,297	0
Comments:		

Table 7 - Payroll Management

Payroll Management:	Target £'000	Achieved at period 6 £'000
Payroll Management - Corporate Target	406	186
Total	406	186
Comments:		

The payroll management target is currently projected to be over-achieved by £0.603m at the end of the financial year. This is despite a small shortfall in the employers superannuation contributions budget, which was calculated based on the advised full year rate of 6.5%. In practice, the contribution rate did not reduce from 19.3% until the start of May. The shortfall is likely to be approximately £0.050m, which is projected to be covered by a compensating over-recovery in payroll turnover. The Council will benefit from this two week lag in the change of rate when it increases to 17.5% at the start of financial year 2026/27. In addition the services require to meet the cost of the shortfall in funding as a result of the increased pay award for 2024/25 which is £0.031m. The impact of this is included in the services budgets noted above.

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
0		
Comments: No new grant income identified at present.		

Social Care

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
	Community Care Services :			
30,084	Older People	56,533	57,450	(917)
2,322	Physical Disabilities	4,939	4,732	208
32,407	Total Community Care Services	61,472	62,182	(710)
10,301	Children's Services	23,274	22,646	628
(290)	Justice Services	(4)	(4)	0
10,011	Total Children and Justice Services	23,270	22,642	628
12,053	Learning Disabilities	26,554	26,589	(35)
2,143	Mental Health	4,417	5,100	(683)
545	Addiction	1,857	1,858	(0)
14,740	Total Mental Health Services	32,828	33,546	(719)
2,435	Directorate Services	6,669	6,196	473
5	Other Services	3	0	3
0	Vacancy management	(506)	0	(506)
2,440	Total Support Services	6,166	6,196	(30)
297	Integrated Care Fund/Delayed Discharges	469	469	0
(8,455)	Interagency payments with Health	(19,303)	(19,303)	0
51,441	HSCP Sub-total	104,903	105,734	(831)
179	Aids and Adaptations etc	809	809	0
51,620	Final HSCP total	105,712	106,543	(831)
Earmarking requests				0

Health & Social Care Partnership - the above table provides an overview statement of the financial budget and projected out-turn position for the Council element of the Integration Joint Board (IJB) for 2024/25 as at 30 September (Period 6).

The table above includes £4.281m transferred from reserves, leaving a balance of £12.190m, of which £5.355m is committed and yet to be transferred. The committed balance of £2.598m Improvement and Innovation Fund is also still to be allocated and therefore £4.237m General Reserves that remains uncommitted.

The Period 6 position includes £0.377m of pay award funding allocated and projections are based on

Education Directorate

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
126	Directorate	449	748	(299)
499	Corporate Policy, Strategy & Performance	3,226	3,226	0
8,494	Education - Early Years	18,787	18,787	0
47,049	Education - Learning and Teaching Schools	86,925	87,009	(84)
7,676	Education - Learning and Teaching Additional Support	17,065	17,151	(86)
9,737	Education Support Services	19,858	19,858	0
73,581	Total Education Directorate	146,310	146,779	(469)

Table 2 - Subjective Analysis

Actual Expenditure to 30 September £'000	Account	Full Year Budget 2024/25 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
54,028	Employee costs	114,360	114,160	200
16,281	Property costs	27,147	27,147	0
1,069	Supplies and services costs	2,340	2,340	0
2,218	Transport costs	4,816	5,286	(470)
1,098	Administrative costs	1,194	1,194	0
4,367	Third party payments	9,001	9,300	(299)
372	Transfer payments	405	405	0
8	Financing costs	8	8	0
79,441	Gross expenditure	159,271	159,840	(569)
(5,860)	Gross income	(12,961)	(13,061)	100
73,581	Net expenditure	146,310	146,779	(469)

Table 3 - Analysis of Significant Variances

Projected FY Variance favourable /(adverse) £'000	Directorate
(299)	Payroll Management Target - currently projected to be under-recovered by £0.299m (based on approval of budget transfer request within Early Years). The requested transfer is due to additional SG funding to support delivery of the £12 per hour pay commitment, which was not allocated to EY as part of the budget process due to information not being received from SG until after budget was approved. Current projections also take into account two weeks of employers superannuation at 19.3%, rather than the budgeted reduced rate of 6.5%. This is estimated at approximately £0.133m and is due to the the new reduced rate being applied from the first full pay period in each new tax year (May payrun), as the April payrun includes 16th March - 15th April 2024.
(299)	Total projected variance
	Corporate Policy, Strategy & Performance
0	Currently projected to be online.
0	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Education
(170)	<p>Pupil Equity Funding - currently projected to be online. PEF is provided on a financial year basis but used across an academic year by schools (August 2024 - August 2025) and has permissible carry forward. SG reviewed 2023/24 funding in order to utilise £0.900m of the carry forward funding to manage pay pressures in 2023/24 and have committed that there will be an additional payment in 2026/27 when the programme ends (in theory). This should ensure that funding continues to be available at currently planned levels going forward with no detriment to schools.</p> <p>Early Years - payments to partners is projected to be overspent by £0.299m. This relates to additional funding to support delivery of the £12 per hour pay commitment received by SG as part of the 2024/25 GRG. However, details of this were not received by SG until after the budget was set and funding was not allocated to Early Years. This has now been included as a 2025/26 resource pressure. Members are requested to approve a temporary budget transfer of £0.299m from EY employee costs to offset this overspend.</p> <p>Teaching Costs - currently projected to be online. However this will be dependant on maintaining teacher numbers as at September 2023 census data, less mitigating exceptions and the number of probationers allocated from SG (particularly fully funded SG probationers).</p> <p>Pupil Transport - projected overspend of £0.470m, primarily within ASN framework contracts.</p> <p>Other local authority income (ASN) - projected to be over-recovered by £0.100m inter-authority recharges, due to an increase in the number of pupils accessing ASN in South Ayrshire from other authorities.</p> <p>Whole Family Wellbeing Fund (WFWF) - projected underspend of £0.200m in relation to WFWF to support the development of holistic whole family support services. This is primarily due to a delay in filling posts.</p> <p>PPP - currently projected to be online, depending on the utilities reconciliation for 23/24 still to be received.</p>
0	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
1	Early years - Employee Costs		299
	Early years - Payments to partners	299	
	<i>Utilise EY employee costs underspends to offset the additional</i>		
Total		299	299

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
N/A		
Total		0
Comments: Detail included above.		

Table 6 - Efficiency Savings

Efficiency savings:	Target £'000	Anticipated shortfall £'000
Review Early Learning Team	125	0
Review all current Education external contract arrangements	50	0
Introduce Teacher Turnover Target	500	0
Increase income and fees targets by 20% for Short Term Let Licences	2	0
Realign PSL Bulk Leasing Scheme income budget based on current recovery rates	20	0
Reduced Private Sector Housing Grant budget based on low uptake	15	0
Total	712	0
Comments: No anticipated shortfalls.		

Table 7 - Payroll Management

Payroll Management:	Target £'000	Achieved at period 6 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	3,748	1,875	1,873
Total	3,748	1,875	1,873
Comments: Currently projected to be £0.299m under-recovered, however this will be updated throughout the financial year to take into consideration SG probationer allocations received from SG and long-term sick cover.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
272	Scottish Government	Scottish Milk and Healthy Snack Scheme
25	Scottish Government	EMA - admin
2,938	Scottish Government	New Schools - unitary charge
6	Scottish Government	Food for Thought
68	Scottish Government	Care Experienced Children and Young People
25	Dumfries & Galloway Council	SWEIC
1	Tesco	Groundwork Funding
113	Creative Scotland	Youth Music Initiative
41	Ayrshire Chamber of Commerce	Developing Young Workforce
341	Scottish Government	HEEPS
3,830		
Comments: Additional amounts notified during the financial year, not included in original budget.		

Housing Operations & Development

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2024/25 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
	Directorate	9,448	10,535	(1,087)
180	Directorate	1,195	1,499	(304)
4,652	Ayrshire Roads Alliance/SPT	8,253	9,036	(783)
	Planning & Development	6,335	6,527	(192)
3,299	Asset Management and Community Asset Transfer	5,486	5,686	(200)
1,785	Planning and Building Standards	1,364	1,359	5
(344)	Professional Design Services	(513)	(516)	3
21	Special Property Projects	(2)	(2)	0
	Housing & Operations	31,196	31,444	(248)
5,240	Facilities Management	11,340	11,696	(356)
1,378	Housing Services	1,009	1,009	0
11,324	Neighbourhood Services	18,746	18,638	108
749	Property Maintenance	101	101	0
28,284	Total Housing Operations & Development	46,979	48,506	(1,527)

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2024/25 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
15,869	Employee costs	36,144	36,685	(541)
4,482	Property costs	6,475	6,599	(124)
11,052	Supplies and services costs	15,723	16,573	(850)
4,198	Transport costs	6,011	6,479	(468)
139	Administrative costs	433	433	0
10,117	Third party payments	16,621	16,122	499
0	Transfer payments	0	0	0
44	Financing costs	92	25	67
45,901	Gross expenditure	81,499	82,916	(1,417)
(17,617)	Gross income	(34,520)	(34,410)	(110)
28,284	Net expenditure	46,979	48,506	(1,527)

Table 3 - Analysis of Significant Variances

Projected Variance favourable /(adverse) £'000	Directorate
(304)	Directorate - projected overspend of £0.304m as a result of the 2 weeks timing difference of the employers superannuation rate reduction from 19.3% to 6.5% to the Strathclyde Pension Fund (£0.154m) and the increased 2024/25 pay award unfunded element (£0.150m)
(304)	Total projected variance

Projected Variance favourable /(adverse) £'000	Ayrshire Roads Alliance/SPT
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(783)	Ayrshire Roads Alliance/SPT - overspend of £0.783m mainly as a result of overspends in electricity costs for street lighting and electric vehicles (£0.350m), increased sub-contractors costs (£0.300m), increased consultancy costs (£0.200m), committed costs for Christmas Lights (£0.090m) which is unbudgeted and under-recovery of car parking income (£0.600m) is predominantly as a result of the extension of 2 hour free parking along with a general downturn in parking income overall across the area. This is partially offset by an underspends in employee costs (£0.516m) as a result of current vacancies and increase in parking fines (£0.100m) and other income (£0.041m).
(783)	Total projected variance

Projected Variance favourable /(adverse) £'000	Asset Management & Community Asset Transfer
(200)	<p>Asset Management - projected overspend of £0.200m ;</p> <p>Employee Costs - projected underspend of £0.080m due to current vacancies.</p> <p>Property costs - projected overspend of £0.074m mainly as a result of the delay in delivering the proposed office rationalisation (£0.200m) and general repair costs to County Buildings (£0.014m). These overspends are partly offset with an underspend in Central Repairs Account (£0.100m) as a result of management action to prioritise work and reduced repair and maintenance costs in Health & Social Care occupied buildings (£0.040m).</p> <p>Supplies & Services - projected overspend of £0.100m, due to consultancy costs in relation to 5 year periodic Council property asset valuations.</p> <p>Transport Costs - projected overspend of £0.025m due to additional private contract hire costs.</p> <p>Income - projected under-recovery in rental income of £0.081m based on current income levels.</p>
(200)	Total projected variance

Projected Variance favourable /(adverse) £'000	Planning & Building Standards
5	<p>Planning & Building Standards - projected underspend of £0.005m ;</p> <p>Employee costs - projected underspend of £0.029m as a result of current vacancies</p> <p>Supplies & Services costs - projected overspend of £0.104m in consultancy costs. This relates to legal and specialist experts costs to act on the Council's behalf at a Planning Public Enquiry regarding three wind farms in a co-joined process received in 2022</p> <p>Income - projected over-recovery of £0.080m due to an increase in the number of applications during the quarter linked to some economic recovery in the second half of the year.</p>
5	

Projected Variance favourable /(adverse) £'000	Professional Design Services
3	No material variance to report
3	Total projected variance

Projected Variance favourable /(adverse) £'000	Special Property Projects
0	No material variance to report.
0	Total projected variance

Projected Variance favourable /(adverse) £'000	Facilities Management
(356)	<p>Facilities Management - projected overspend of £0.356m as a result of;</p> <p>Employee costs - projected overspend of £0.206m as a result of current high levels of absence which due to the nature of the service requires to be covered by additional staffing</p> <p>Property costs - projected underspend of £0.050m within cleaning & domestic supplies due to the essential spend only directive</p> <p>Supplies & Services costs - projected overspend of £0.112m mainly due to the increased price of food products required to produce school meals</p> <p>Transport costs - projected overspend of £0.030m as a result of the increased cost of lease vehicles</p> <p>Income - projected under -recovery of £0.058m as a result of reduced Public Convenience income following closures due to acts of vandalism (£0.028m) and reduced school meals income (£0.030m) based on current uptake</p>
(356)	Total projected variance

Projected Variance favourable /(adverse) £'000	Housing Services
0	<p>Housing Services - projected online as a result of;</p> <p>Employee Costs - projected underspend of £0.086m due to current vacancies.</p> <p>Supplies & Services Costs - projected underspend of £0.050m. This relates to budget for removal and storage costs (£0.050m) which were increased as part of the Period 3 BMR as a result of the increased demand for temporary homeless accommodation.</p> <p>Third Party Payments - projected underspend of £0.040m, which relates surplus benefits subsidy grant.</p> <p>Income - projected under recovery of £0.176m. As part of the Period 3 BMR the income target was increased based on the projections at that time with the additional income being used to fund increased costs. Income is now projected to be lower than expected, with costs also expected to be lower (see Supplies & Services costs above). This relates to an increased number of temporary accommodation units being utilised from the HRA stock which has been necessary to meet increased demand for homeless accommodation.</p>
0	Total projected variance

Projected Variance favourable /(adverse) £'000	Neighbourhood Services
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108	<p>Neighbourhood Services - projected underspend of £0.108m as a result of;</p> <p>Employee costs - projected overspend of £0.236m as a result of current high levels of absence which due to the nature of the service requires to be covered by additional staffing</p> <p>Supplies and Services - projected overspend of £0.717m due to the use of subcontractors (£0.270m) for hedgecutting, sweeper and RCV hires, (£0.200m) for equipment and security costs at HWRC, (£0.120m) for unbudgeted software costs (Kronos, Triscan, Pentagull, Albion Environmental, Bartec), (£0.077m) for increased cost of plant and tools and (£0.050m) for the increased costs of PPE</p> <p>Transport costs - projected overspend of £0.413m as a result of increased lease costs, repairs and maintenance costs and fuel price increases</p> <p>Third Party payments - projected underspend of £1.282m due to reduced tonnages for recycling along with the negotiation of new favourable contracts within a fluctuating marketplace</p> <p>Financing costs - projected underspend of £0.067m as a result of the cremators now being fully depreciated less ongoing annual maintenance costs</p> <p>Income - projected over-recovery of £0.125m as a result of the higher than anticipated brown bin permit uptake (£0.200m), and increased bereavement income (£0.130m) offset by an under-recovery in commercial waste customers and recycling income (£0.205m)</p> <p>Members are requested to approve a Budget Transfer Request (BTR) (Table 4 below) to use the underspend in recycling costs to realign budgets in relation to increased transport costs and supplies and services costs</p>
108	Total projected variance
Projected Variance favourable / (adverse) £'000	Property Maintenance
0	Property Maintenance Service - projected online
0	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
1	Neighbourhood Services - Supplies & Services	717	
	Neighbourhood Services - Transport costs	413	
	Neighbourhood Services - Third Party Payments		1,130
	<i>Being the utilisation of the underspend in recycling costs to fund the increased transport costs and the increase in supplies & services costs</i>		
Total		1,130	1,130

Table 5 - Earmarking Requests

	Objective/ Subjective	Amount £'000
N/A		
Total		0

Table 6 - Efficiency Savings

Efficiency savings:		Targeted £'000	Anticipated shortfall £'000
ARA	Introduction of EV charging tariff for public use.	52	52
	Remove 5.5fte vacant strategic posts (Split EAC/SAC – 50/50%)	104	0
	Increase fees and permit charges to developers, utilities and public by 5%	30	0
	Increase harbour dues by 5%	6	0
	Introduce £50 charge for Garden Waste Collections (based on servicing 1	559	0
	Increase Bereavement prices by 10%	180	0
	Introduce £30 charge to householders for lost, stolen, damaged	30	0
	Increasing commercialisation (Heathfield Waste recycling centre)	100	0
	Reduction in Neighbourhood Services overtime	10	0

Facilities Management	Increase cost of public toilets from £0.30 to £0.50 per use	21	21
Asset Management	Transforming the Estate Review - rationalise council assets and remove various property costs	200	200
Property Maintenance	Review internal charging approach to reduce and remove administration costs	50	0
Planning	Realign Planning fees income budget based on current recovery rates	30	0
Total		1,372	273
Comments:			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 6 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	1,020	255	765
Payroll Management - Directorate target	63	16	47
Total	1,083	271	812
It is anticipated that payroll turnover will be under-recovered by £0.541m mainly as a result of the employers superannuation cost and additional pay award noted under Directorate (Table 3 above) and level of sickness within front line staff which requires to be back-filled			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
9	Zero Waste Scotland	Support recycling initiatives
9		
Comments:		
The above grants which have been received during the financial year were not part of the approved Directorate budget.		

Communities & Transformation Directorate

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
251	Directorate	536	(64)	600
	Communities			
1,337	Thriving Communities	4,690	4,690	0
(648)	Economy and Regeneration	1,180	1,030	150
4,452	Destination South Ayrshire	8,050	8,450	(400)
5,141	Total Communities	13,920	14,170	(250)
	Transformation			
2,422	ICT Strategy & Delivery	4,846	4,846	0
914	Customer Services & Public Affairs	2,300	2,209	91
108	Transformation	21	221	(200)
3,444	Total Strategic Change	7,167	7,276	(109)
8,836	Total Strategic Change & Communities Directorate	21,623	21,382	241

Table 2 - Subjective Analysis

Actual Expenditure to 30 September £'000	Account	Full Year Budget 2024/25 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
9,827	Employee costs	22,197	21,750	447
2,498	Property costs	3,163	3,213	(50)
3,794	Supplies and services costs	2,475	2,615	(140)
491	Transport costs	671	671	0
379	Administrative costs	243	243	0
1,329	Third party payments	2,481	2,931	(450)
4	Transfer payments	10	10	0
0	Financing costs	0	0	0
18,322	Gross expenditure	31,240	31,433	(193)
(9,486)	Gross income	(9,617)	(10,051)	434
8,836	Net expenditure	21,623	21,382	241

Table 3 - Analysis of Significant Variances

Projected FY Variance favourable /(adverse) £'000	Directorate
600	Service - projected over-recovery in payroll management target of £0.600m, primarily due delays in filling vacancies. Current projections also take into account two weeks of employers superannuation at 19.3%, rather than the budgeted reduced rate of 6.5%. This is estimated at approximately £0.093m and is due to the the new reduced rate being applied from the first full pay period in each new tax year (May payrun), as the April payrun includes 16th March - 15th April 2024.
600	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Communities
(250)	<p>Thriving Communities - currently projected to be online.</p> <p>Economy & Regeneration - currently projected to be underspent by £0.150m within LACER - Training and Skills Fund. Members to note that ELT approval has already been sought to earmark this underspend to fund 5 temporary positions within Community Wealth Building until September 2025 (refer to Table 5 below).</p> <p>Destination South Ayrshire (Golf) - Golf income, including R&A income from the Open, is currently projected to be over-recovered by £0.434m. However, this is offset by projected overspends in both employee costs and supplies & services. Budget transfer requests are currently being identified and will be presented in the next budget management report.</p> <p>Destination South Ayrshire (Sport & Leisure) - currently projected to be online.</p> <p>International Ayr Show - Festival of Flight 2024 - current projections indicate a potential overspend of approximately £0.400m. Members will be updated once all invoices/income are reconciled.</p>
(250)	Total projected variance

Projected FY Variance favourable /(adverse) £'000	Transformation
(109)	<p>ICT Strategy & Delivery - currently projected to be online.</p> <p>Customer Services & Public Affairs - IAAH (COVID Recovery Project) - projected underspend of £0.091m. ELT have previously approved to utilise this underspend to extend 1fte temp level 8 Senior Advisor Post for 23 months from March 2024 and 1fte 23 month level 5 advisor post with immediate effect. Therefore, Members are requested to earmark this underspend to extend contracts until 2025/26 (refer to Table 5 below).</p> <p>Transformation - projected overspend of £0.200m due to short term unachievable savings target from 2023/24.</p>
(109)	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
N/A			
Total		0	0

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
Previously approved:		
Organisational Development Posts per Cabinet 28/11/23	OD/Employee Costs	91
New:		
ELT - LACER funded posts - Community Wealth Building	E&R/Employee Costs	150
Total		241
Comments: Details included above.		

Table 6 - Efficiency Savings

Efficiency savings:	Target £'000	Anticipated shortfall £'000
Maybole Golf - delete vacant post	34	0
Increase monthly Learn2 membership from £23 to £25 per month	50	0
Increase various golf green and membership fees by £5 per annum	40	0
Realign Riverside Sports Arena income budget based on current recovery rates	15	0
Total	139	0
Comments: Anticipated shortfalls in approved efficiencies have been included in the projections above.		

Table 7 - Payroll Management

Payroll Management:	Target £'000	Achieved at period 6 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	633	461	172
Total	633	461	172
Comments: Currently projected to be £0.600m over-recovered.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
318	Scottish Government	CCLD
191	Scottish Government	No-one Left Behind
213	Scottish Government	UKSPF
32	Ayr College	ESOL
5	Scottish Government	ESOL
1	Scottish Book Trust	Library Week
2	Duke of Edinburgh	Duke of Edinburgh
189	Sport Scotland	Active Schools
9	Lottery Sports Scotland	Comm Cycling Fund
41	Sport Scotland	Active Communities
51	Sport Scotland	Closing the Gap
178	Scottish Government	RSGF Pinwherry PS Redevelopment
1,230		
Comments: Additional amounts notified during the financial year, not included in original budget.		

Miscellaneous Services

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected FY Actual to 31 March 2025 £'000	Projected FY Variance Favourable /(Adverse) £'000
5,240	Miscellaneous Services	25,517	27,375	(1,858)
5,240	Total Miscellaneous Services	25,517	27,375	(1,858)

Table 2 - Subjective Analysis

Actual Expenditure to 30 September £'000	Account	Full Year Budget 2024/25 £'000	Projected FY Actual to 31 March 2025 £'000	Projected FY Variance Favourable /(Adverse) £'000
0	Debt management charges	17,610	18,945	(1,335)
0	Investment income	(2,130)	(2,205)	75
0	Recharges to other services	(1,793)	(1,793)	0
430	Requisitions and other initiatives	859	859	0
451	Employee provision	710	732	(22)
72	Fees and subscriptions	479	482	(3)
3,964	Other payments	6,711	7,465	(754)
55	Covid-19 costs	0	38	(38)
183	Salary sacrifice schemes	617	419	198
117	Equal pay	0	0	0
0	PPP flexibility adjustment	(2,026)	(2,026)	0
0	Contribution to Reserves	4,501	4,501	0
5,272	Gross expenditure	25,538	27,417	(1,879)
(32)	Gross income	(21)	(42)	21
5,240	Net expenditure	25,517	27,375	(1,858)

Table 3 - Analysis of Significant Variances

Projected	Miscellaneous Services
(1,335)	Debt management charges - The budget for loan charges in 2024/25 is £17.610m, comprising £6.457m for loan principal, £10.978m for interest costs and £0.174m for loans fund expenses. The current projection for loans charges to the General Fund is an overspend of £1.334m in interest and expenses. When offset by the projected £0.075m over-recovery of interest income (refer below), a net overspend of £1.259m is currently projected. This will continue to be reviewed in conjunction with progress against the capital programme and monitored closely for the remainder of the financial year.
75	Investment income - The Council budgeted for investment income of £2.130m based on an estimate of the average revenue balances held during the year at an assumed interest rate return of 5.50% on these balances. At period 6, full year budgeted income of £2.205m is currently projected (an over-recovery of £0.075m against budget) due to a higher than anticipated interest rate levels.
(22)	Employee provision - a small overspend £0.022m, mainly due to apprenticeship levy costs.
(754)	Other payments: the net overspend comprised the following significant elements: - £0.701m overspend on Non-Domestic Rates due to a combination in reductions in available reliefs and increases in poundage rates; -£0.126m overspend on insurance costs net of third party claims, due to a considerable increase in renewal costs from 2023/24; - £0.215m overspend due to unachievable corporate efficiency targets reported in Miscellaneous but allocated to service budgets where appropriate (refer to Table 6 - Efficiency Savings below); and - £0.034m across a number of smaller budget lines. These overspends are partly offset by a £0.355m projected underspend on energy costs across all Council services but reported corporately within Miscellaneous Services, based on estimated forecasts in what continues to be a fluctuating energy price market.

(38)	Covid-19 costs: the projected overspend relates to ongoing costs associated with the lease of a hangar at Prestwick Airport.
198	Salary sacrifice schemes: the projected underspend comprises both Car Leasing Scheme (£0.123m saving) and Viv-up Scheme (£0.033m saving), based on projected orders until the end of the financial year end, less the cost of administering the schemes.
0	Equal Pay: Second wave equal pay payments during the financial year are expected to be fully met from an existing Balance Sheet provision of £0.282m.
0	Contribution to reserves: The 2024/25 budget includes a £4.053m contribution to the newly established Transformation Fund. In addition, the Scottish Government has provided an additional grant of £0.448m to compensate Councils for using reserves to meet the 2023/24 pay uplift. This additional funding received will be allocated back to uncommitted reserves.
(1,876)	Total Full Year Variance

Table 4 - Budget Transfer Requests

Description	DR £'000	CR £'000
N/a		
Total	0	0

Table 5 - Earmarking Requests

Description	Objective/ Subjective	Amount £'000
N/a		
Total		0
Comments: No earmarking requests identified for Miscellaneous Services.		

Table 6 - Efficiency Savings

Description	Targeted £'000	Shortfall £'000
Procurement (prior year saving)	177	100
Purchase of additional leave: target to be allocated across services	200	0
Additional AVCs: on-cost savings	48	0
Future Operating Model: target to be allocated across services	175	115
Total	600	215
Comments: Work remains ongoing to identify relevant permanent procurement efficiencies. Fewer employees now purchase additional leave due to greater flexibility regarding home-working arrangements. Continuing pressures on service budgets has made it challenging to allocate Future Operating Model savings across directorates, as underspends arising from new ways of working have been utilised to offset overspends due to inflationary pressures and contractual increases. Existing savings targets will be considered as part of the wider Transformation work across the Council, in order to identify opportunities to permanently allocate these targets.		

Table 7 - Payroll Management

	£'000	£'000
	0	0
Total	0	0
Comments: No payroll management target allocated to Miscellaneous Services.		

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant Name/ Body	Grant Purpose
0		
Comments:		

Housing Revenue Account

Table 1 - Objective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
(12,952)	Housing Revenue Account	0	(2,264)	2,264
(12,952)		0	(2,264)	2,264

Table 2 - Subjective Analysis

Actual Expenditure to 30 September £'000	Service	Full Year Budget 2024/25 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
2,502	Employee costs	5,792	5,442	350
7,146	Property costs	15,418	14,131	1,287
236	Supplies and services costs	363	328	35
19	Transport costs	74	74	0
196	Administrative costs	1,523	1,410	113
112	Support services costs	1,837	1,837	0
96	Third party payments	107	95	12
59	Transfer payments	117	117	0
0	Financing costs	7,038	6,658	380
1,798	CFCR	4,397	4,397	0
12,164	Gross expenditure	36,666	34,489	2,177
(25,116)	Income	(36,666)	(36,753)	87
(12,952)	Net expenditure	0	(2,264)	2,264

Table 3 - Financial Variance Analysis

Projected Variance favourable /(adverse) £'000	Housing Revenue Account
350	Employee costs - projected underspend of £0.350m due to current vacancies.
1,287	Property Costs - projected underspend of £1.287m. This is mainly due to a projected underspend of £1.869m in the cost of repairs to council houses, where management action undertaken has reduced the use of sub contractors by increasing efficiency to keep an increased level of work in house. This underspend is partially offset with an increase in Unlets costs projected to overspend by £0.385m, as well as projected overspends in Gas Contracts (£0.127m) and electricity (£0.070m) due to price increases. Joint management action by Housing & Property Maintenance is taking place to prioritise empty properties for relet and to minimise the impact of void rent loss.
35	Supplies & Services - projected underspend of £0.035m, due to lower than expected legal fees.
0	Transport Costs - projected online.
113	Administrative costs - projected underspend of £0.113m. There are less Feasibility & Design Costs for capital projects being charged to revenue (£0.093m). There is also a projected underspend of £0.150m in bad debts based on the current level of arrears of council house rental income. Additionally there are other underspends in telecomms and stationery costs totalling £0.040m. These underspends are partly offset by overspends in Insurance costs (£0.150m) due to price increases and contract printing costs (£0.020m).
0	Support service costs - projected online.
12	Third Party Payments and Transfer Payments - projected underspend of £0.012m on charges from other Council services.

380	<p>Financing costs - projected net underspend of £0.380m comprising:</p> <ul style="list-style-type: none"> - Principal, Interest payments and expenses - projected overspend of £0.278m on principal, interest and expenses, which relates to the timing of loan payments and interest rates of temporary loan debt. - Interest income on revenue balances - £0.102m over recovery as a result of the Loans Fund exceeding the originally estimated rate of interest on investments.
0	CFCR - projected online
2,177	<p>Income - over recovery of £0.087m in rental income.</p> <p>Members are requested to approve a budget transfer (see Table 6) from the current year underspend to transfer £1m towards CFCR which will in turn reduce debt charges through reduced borrowings, as well as earmarking of £0.500m from the projected surplus (see Table 4 below) to fund the impact of the 24/25 increased pay award on 25/26 and 26/27 budgets and the national insurance changes from April 2025.</p>
4,354	Total projected variance
Comments:	

Table 4 - Accumulated Surplus

	Amount £'000	Amount £'000
Accumulated Surplus		
HRA accumulated surplus as at 1 April 2024	2,520	
Current year projected surplus	2,264	
Proposed budget transfer to CFCR	(1,000)	
Minimum working balance	(2,000)	
Projected surplus for the year ended 31 March 2025		1,784
Current commitments:		
Revenue:		
Transformation within Housing - support costs		(44)
Costs associated with Home Loss Payments at Riverside High Flats and provision for Disturbance		(169)
To fund the impact of the increased pay award in 2024/25 on 2025/26 and 2026/27 budgets and employers national insurance rate changes from April 2025		(500)
Projected uncommitted surplus as at 31 March 2025		1,071
Comments:		

Table 5 - Rent Arrears

	As at 30 Sept 2023	As at 30 Sept 2024	Movement
Rent Arrears			
Current Tenants – Mainstream	1,393	1,450	4%
Former Tenants – Mainstream	674	727	8%
Total	2,067	2,177	5%
Comments:			
<p>Historically, the Council has performed well in the areas of rent arrears management and the collection of rental income. From the 2023/24 benchmarking information, the Council was the best performing local authority in terms of overall arrears at 4.63% of the rent due for the 2023/24 reporting year. Rent arrears is an area of focused activity with a dedicated team managing rent accounts and progressing necessary recovery actions, while supporting tenants in arrears. Officers are continuing to make contact and engage with tenants to provide ongoing advice and support to those households who are experiencing hardship. As an alternative to using legal action for recovery, every effort is being made to secure repayment arrangements and actively apply for Alternative Payment Arrangements (APA's) for housing costs to be paid direct to the Council from the Department of Works and Pensions for households in receipt of Universal Credit. The current increase in rent arrears has been factored into the Bad Debt Provision out-turn figure noted above in Table 3.</p>			

Table 6 - Budget Transfer Requests

		DR £'000	CR £'000
1	Financing costs - CFCR	1,000	
	Property Costs - Repairs		1,000
	To utilise underspend in repairs costs to fund increased CFCR which will in turn reduce debt charges through reduced borrowings		
Total		1,000	1,000

Common Good Funds

Table 1 - Objective Analysis

Actual Net Expenditure/ (Income) to 30 September £'000	Common Good Fund	Full Year Budget 2023/24 £'000	Projected Full Year Actual to 31 March 2024 £'000	Projected Full Year Variance favourable /(adverse) £'000
237	Ayr Common Good Fund	0	119	(119)
(10)	Prestwick Common Good Fund	0	(3)	3
0	Troon Common Good Fund	0	(1)	1
0	Maybole Common Good Fund	0	0	0
0	Girvan Common Good Fund	0	0	0
227		0	115	(115)

Table 3 - Financial Variance Analysis

Projected Full Year Variance favourable /(adverse) £'000	Common Good Fund
(119)	<u>Ayr Common Good Fund:</u> The full year budget for repairs and maintenance was fully exhausted at period 6, meaning that only expenditure of an absolutely essential nature should now be incurred on the Fund's properties, in order to control expenditure between now and the year-end. Accordingly, a full-year overspend of £0.129m is currently projected, comprising overspends of £0.096m on property repairs and maintenance and £0.033m on utility costs including non-domestic rates and council tax. These projected overspends are partly offset by a small projected underspend of £0.001m on administrative costs and £0.009m projected over-recovery of interest income. All budgets will continue to be closely monitored during the remainder of the financial year.
3	<u>Prestwick Common Good Fund:</u> A favourable variance of £0.003m at the year-end is currently projected, due to additional interest income as a result of interest rate increases.
1	<u>Troon Common Good Fund:</u> A favourable variance of £0.001m at the year-end is currently projected, due to additional interest income as a result of interest rate increases.
(115)	Total projected variance

Table 4 - Accumulated Revenue Reserves

Common Good Fund	Reserves as at 31 March 2024 £'000	Reserves as at 30 September 2024 £'000	Projected Reserves as at 31 March 2025 £'000
Ayr Common Good Fund	260	23	141
Prestwick Common Good Fund	245	254	248
Troon Common Good Fund	38	38	38
Maybole Common Good Fund	2	2	2
Girvan Common Good Fund	9	9	9
Total	554	326	438
Comments: Work is ongoing to assess the impact of repairs and maintenance costs on Ayr Common Good Fund			

Table 5 - Accumulated Capital Reserves

Common Good Fund	Reserves as at 31 March 2024 £'000	Reserves as at 30 September 2024 £'000	Projected Reserves as at 31 March 2025 £'000
Ayr Common Good Fund	711	753	263
Prestwick Common Good Fund	35	35	35
Total	746	788	298
Comments: The increase in Ayr's capital reserves is due to a capital receipt in respect of the sale of Belleisle Lodge House. A contribution of approximately £0.500m towards the restoration cost of fire-damaged properties at Ayr High Street is anticipated during 2024/25.			

**Summary of Current General Services Financial Position
as at 30 September 2024**

	<i>£m</i>	<i>£m</i>
1) Accumulated surplus brought forward from 2023/24		28.591
Funds set aside for specific purposes		
2024/25 budget contribution	4.000	
Affordable homes	1.854	
Workforce change fund	5.515	
Transformation Fund	1.163	
Invest in South Ayrshire	0.200	
Community Halls Fund	0.573	
Ayrshire Growth Deal	0.121	
Civil Contingency (3 Ayrshire reserve commitment)	0.124	
Employability	0.100	
Corporate Support Capacity issues	0.226	
Levelling Up - additional capacity funding to be drawn only if required	0.125	
Golf Strategy - to address initial priority and health and safety issues	0.157	
Station Hotel – encapsulation costs	0.306	
Ash Tree Die back	0.312	
PPP Reserve commitment to 2025/26 to 2026/27 budgets	5.000	
Inflation reserve	0.041	
Council Covid-19 earmarking	1.714	
General Service earmarking	2.616	24.147
Uncommitted Council surplus brought forward as at 31 March 2024		4.444

	<i>£m</i>	<i>£m</i>
2) Movement in 2024/25		
i) Directorate budget projections:		
Service projections (per Appendix 1)	(2.958)	
Period 3 approved earmarking requests	(0.091)	
Period 6 earmarking requests (subject to Cabinet approval)	(0.150)	(3.199)
ii) Other:		
Assessed revenue impact of IFRS16 transition – PPP arrangements	1.788	1.788
iii) Review of committed reserves		
Release fund to uncommitted (August 2024 Cabinet)	0.887	0.887
Projected uncommitted reserves at 31 March 2025		3.920

**South Ayrshire Council
Equality Impact Assessment
Scoping Template**

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Budget Management – Revenue Budgetary Control 2024/25 – Position at 30 September 2024
Lead Officer (Name/Position/Email)	Tim Baulk, Chief Financial Officer – tim.baulk@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – (issues specific to women & men or girls & boys)	-	-

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children’s Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent’s education, employment and income	-	-

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low
Increase participation of particular communities or groups in public life	Low
Improve the health and wellbeing of particular communities or groups	Low
Promote the human rights of particular communities or groups	Low
Tackle deprivation faced by particular communities or groups	Low

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES NO
Rationale for decision: This report presents Members with a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2024/25 as at 30 September 2024. Their decision on this has no specific equality implications	
Signed: Tim Baulk Date: 18 November 2024	Chief Financial Officer

South Ayrshire Council

**Report by Director of Housing, Operations and Development
to Cabinet
of 26 November 2024**

**Subject: General Services Capital Programme 2024/25:
Monitoring Report as at 30 September 2024**

1. Purpose

- 1.1 The purpose of this report is to update Cabinet on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 30 September 2024 (Period 6), and to agree the changes to budgets in 2024/25, 2025/26 and 2026/27.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the progress made on the delivery of the General Services Capital Programme to 30 September, resulting in spend of £20,506,928 or 29.88%, as detailed in Appendix 1 attached;**
- 2.1.2 approves the adjustments contained in Appendix 2 attached; and**
- 2.1.3 approves the revised budget for 2024/25 at £61.105m, 2025/26 at £114.935m and 2026/27 at £93.558m as highlighted in Appendix 2.**

3. Background

- 3.1 The General Services Capital Programme for 2024/25 to 2035/36 was approved by South Ayrshire Council of 29 February 2024 through the paper 'Revenue Estimates 2024/25, Capital Estimates 2024/25 to 2035/36 and Carbon Budgets 2024/25'.
- 3.2 Adjustments were approved by Cabinet of 27 August 2024 and incorporated into the Programme.
- 3.3 The current approved budget for 2024/25 is £68.620m.

4. Proposals

4.1 *Works Completed*

- 4.1.1 Since the last update report to Cabinet in August, a number of projects have completed on site, including Former Cherry Tree Nursery – Demolition, Dailly Primary School – Annbank PS - Internal Alterations. External Canopy, Doonfoot Primary School – Car Park Extension,

Heathfield Primary School ASN Base, Kirkmichael Primary School – Changing Room Conversion, Carrick Academy (Maybole Community Campus), Waste Transfer Station, Ayr – Weighbridge Office (Heathfield) and Dolphin House Outdoor Classroom.

4.2 **Works Ongoing**

4.2.1 There are several continuing programmes of works that are on site in 2024/25, including those for Equalities, Window and Roof Replacements, Ayrshire Roads Alliance, School Refurbishment - Various, Property Refurbishment and ICT.

4.2.2 With the exception of Dailly PS – Additional Car Parking and Wallacetown Early Years Centre – Playground Upgrade which are due to complete soon, all works previously noted as being at tender acceptance stage have now completed on site. Tenders have been returned for Heathfield PS - Cruyff Court and Marr College - 3G Pitch and being checked. Tenders have been returned and checked for projects at Shaw Park Pavilion Symington - Fire Damage Reinstatement and Prestwick Pool Refurbishment.

4.2.3 Works continue on site at projects for Fire Damage Reinstatement - 17 to 21 High Street, Ayr; Stumpy Tower Corner – Public Realm Upgrade, Girvan Library Relocation, The Quay Zone; Troon Library Relocation and the Upgrade of Ainslie Park Public Conveniences. Works are also on site at Relocation of Mossblown War Memorial and Belleisle Park Additional Works (Conservatory).

4.2.4 The first stage of the Citadel Refurbishment Programme has now started on site, with the works to the roof starting in September. A public consultation event has taken place for the new build Girvan Primary School and the Troon Early Years Centre consultation is now live online. A public consultation event has taken place for the Golf Course Enhancement projects for Belleisle and Darley. Design works are continuing on several other projects, including Hourstons / Arran Mall, Hosiery Park – Upgrade of Changing Pavilion and 89 Dalrymple Street, Girvan - Community Space (former bingo hall site).

4.3 The project information contained in Appendix 1 has been broken down over the Council wards and a document showing this has been made available to Members in the Members' area (Hub) on Re-Wired (see background papers).

4.4 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 3 report. These adjustments include (i) recognition of new funding awards made; (ii) carry forward of budgets from 2024/25 to 2025/26 to reflect current profiled spend for projects; (iii) advance of budgets from future years of the programme to 2024/25 to reflect current profiled spend for projects; and (iv) internal re-allocations of budgets between projects in 2024/25.

4.5 As noted in 2.1.3 above, the programme is being reprofiled and Panel are being asked to approved adjustments to carry forward budget from 2024/25 to 2025/26 and future years. Appendix 2 identifies the net carry forward as £9,218,617. This includes several projects such as Girvan Primary School (£4,500,000), Replacement of Carefirst System (£780,000), Green Waste / Household Recycling

and Waste Transfer Station (£1,600,000) and ARA Managed projects (totalling £1,545,965) which reflects current profiling projections.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 Per Table 1 of Appendix 1, at the end of P6, actual expenditure stood at £20.507m. Income for this period stood at £20.507m. Based on the budget of £68.620m, actual expenditure of £20.507m equates to an overall spend of 29.88% at the end of Period 6.

6.2 Proposals contained in this report, if approved, would lead to a revised 2024/25 programme of £61.105m, 2025/26 programme of £114.935m and 2026/27 programme of £93.558m.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 The risk associated with rejecting the recommendations are that insufficient funds would exist in financial years 2024/25, 2025/26 and 2026/27 in relevant budget lines to complete planned General Services capital projects.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant / potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme, strategy, or document otherwise described which could be considered to constitute a plan, programme, policy, or strategy.

11/

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Priority 1 of the Council Plan: Spaces and Places.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Director of Housing, Operations and Development will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Process adjustments to the General Services Capital Programme	10 December 2024	Corporate Accounting - Treasury / Capital Function

Background Papers **Report to Cabinet of 27 August 2024 - [General Services Capital Programme 2023/24: Monitoring Report as at 30 June 2024](#)**

[Capital Programme 2024/25 – Period 6 – Ward Analysis \(Members Only\)](#)

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Date: 18 November 2024

**GENERAL SERVICES CAPITAL MONITORING REPORT
PERIOD 6 2024/25**

Key Strategic Objective	Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Section	2025/26 Approved Budget £	2026/27 Approved Budget £
Education Investment	13,929,359	10,455,958	5,137,478	See Section on 'Education Investment'	20,576,226	12,096,226
Health & Social Care Investment	2,341,684	1,561,684	506,008	See Section on 'Health and Social Care Investment'	7,950,000	11,100,000
Communities Investment	34,998,162	32,218,505	8,636,445	See Section on 'Communities Investment'	30,255,312	28,616,400
Other Investment	17,350,627	16,868,537	6,226,997	See Section on 'Other Investment'	46,516,283	42,164,000
TOTAL PROGRAMME EXPENDITURE	68,619,832	61,104,684	20,506,928		105,297,821	93,976,626
General / Specific Capital Grant	8,931,239	9,997,239	4,902,000	See Section on 'General / Specific Capital Grant'	8,259,000	7,787,000
Additional Funding Identified	3,530,140	4,814,840	9,652,785	See Section on 'Additional Funding Identified'	34,335,000	24,415,000
Borrowing	56,158,453	46,292,605	5,952,144	See Section on 'Borrowing'	62,703,821	61,774,626
TOTAL PROGRAMME INCOME	68,619,832	61,104,684	20,506,929		105,297,821	93,976,626

NET EXPENDITURE	0	0	(0)
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0	0
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Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Project Budgets Approved 2024/25: - - Updated Per Cabinet of 18th June, 2024
Ayrshire Roads Alliance - Bridge Works (General)
Victoria Bridge Upgrade Works (including Joint Replacement, Bridge Deck Waterproofing, Corrosion Protection and Concrete Repair)
Ayrshire Roads Alliance - Girvan Harbour Jetty Repairs
Ayrshire Roads Alliance - Girvan South Pier Quay Repairs
Ayrshire Roads Alliance - LED Replacement
Ayrshire Roads Alliance - Local Flood Risk Plan
Roads Reconstruction & Improvements
Ayrshire Roads Alliance - Street Lighting
Ayrshire Roads Alliance - EV Charging Infrastructure

463,521	63,521	6,280	Design and Tender
565,254	365,254	3,387	On Site
544,887	94,887	6,275	Design and Tender
138,862	138,862	4,285	Design and Tender
81,742	47,820	0	Complete
199,334	149,334	46,668	Design and Tender
2,718,904	2,718,904	2,508,101	On Site
174,218	208,140	208,140	On Site
291,912	91,912	0	Design and Tender

200,000	0
0	0
0	0
0	0
0	0
64,000	64,000
2,500,000	2,500,000
250,000	250,000
0	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Ayrshire Roads Alliance - C12 Dunure Slope Stabilisation
Ayrshire Roads Alliance - U49 Littleton Farm Slope Stabilisation Work
Ayrshire Roads Alliance - Facilities to assist with tourist and visitor facilities
Ayrshire Roads Alliance - Vehicle Restraint Barriers
Tier 1 - Active Travel Infrastructure Plan 2024-25
Belleisle Park - Additional Works
CCTV Public Space Infrastructure
<i>Cemetery Infrastructure Project</i>
Craigie Additional Sporting Facility
Follow On From Accessible Ayr (G21523)

90,079	151,133	0	Design and Tender
61,054	0	0	Design and Tender
40,296	40,296	0	On Site
50,000	50,000	964	Legally Committed
688,000	688,000	204,561	Design and Tender
674,079	674,079	5,167	On Site
0	25,357	6,100	Complete
938,369	1,144,381	783,501	See Expanded Section
153,713	153,713	11,470	Complete
778,780	778,780	0	Design and Tender

0	0
820,000	0
0	0
50,000	0
0	0
0	0
0	0
309,183	100,000
0	0
0	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Girvan Library Relocation
Girvan Pitch
Girvan Story Project
Dolphin House
<i>Girvan Regeneration Projects</i>
Golf Strategy - Health and Safety Works
Green Waste / Household Recycling and Waste Transfer Station
New Weighbridge Office at Heathfield Waste Recycling Centre, Ayr KA8 9ST
Household Bins - Replacement Programme
Maybole Town Centre Regeneration - Town Hall

906,087	926,087	531,185	On Site
600,000	0	0	On Site
60,000	60,000	0	Design and Tender
0	6,100	6,441	Design and Tender
<i>2,830,245</i>	<i>2,830,245</i>	<i>425,624</i>	<i>See Expanded Section</i>
0	0	0	Complete
2,318,893	718,893	124,056	Design and Tender
105,000	105,000	89,597	Complete
130,000	130,000	0	Legally Committed
201,871	201,871	0	Complete

0	0
0	0
0	0
0	0
<i>0</i>	<i>0</i>
0	0
5,000,000	0
0	0
130,000	130,000
0	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Maybole Town Centre Regeneration - Public Realm Improvements to the High Street
Maybole Regeneration Works
Maybole Regeneration – Project Team
Maybole Regeneration – Small Grants Scheme
Nature Restoration Fund 2022/23
Nature Restoration Fund - Edinburgh Process Strand 2023/24
Nature Restoration Fund - Edinburgh Process Strand - 2024/25
Place Plans
<i>Place Planning and Community Led Projects</i>
<i>Place Planning and Ayr Ward West/Ayr Town Centre projects</i>

343,250	343,250	37,469	Design and Tender
222,218	0	0	Legally Committed
135,481	135,481	15,943	Other
181,000	181,000	0	Legally Committed
263,113	263,113	0	Design and Tender
139,984	139,984	131,546	Design and Tender
92,000	0	0	Concept
582,564	582,564	55,004	On Site
2,505,561	2,505,561	1,043,006	See Expanded Section
1,275,967	1,275,967	282,060	See Expanded Section

0	0
1,000,000	650,000
0	0
0	0
0	0
0	0
0	0
0	0
1,499,000	1,750,000
1,000,000	1,000,000

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Renewal of Play Parks 2023-24
Renewal of Play Parks 2024-25
Renewal of Play Parks 2025-26
<i>Public Conveniences - Various Projects</i>
Rozelle House (Grant Funded Works)
<i>SPT/Transport Scotland Projects</i>
Ayr Town Centre Projects
Ayr Town Centre Regeneration Works
Girvan Palace Park (Former Bingo Hall Site)
Scottish Government - Place Based Investment Programme 2022/23

189,000	189,000	79,887	On Site
283,000	283,000	0	Design and Tender
0	0	0	Concept
491,186	595,821	364,260	See Expanded Section
18,616	0	0	Complete
499,637	438,637	16,446	See Expanded Section
6,000	7,500	7,500	Complete
500,000	250,000	0	Concept
330,000	130,000	12,756	Design and Tender
20,265	20,265	975	On Site

0	0
0	0
472,000	0
0	0
0	0
0	0
0	0
6,500,000	15,000,000
0	0
0	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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Scottish Government - Place Based Investment Programme 2023/24
Scottish Government - Place Based Investment Programme 2024/25
Newton Steeple - Re-rendering
<i>VAT Recovery Projects</i>
Craigie Park Sport for All Facility Development
Refurbishment & Extension to King George V Changing Facilities
Promenade and Shorefront Improvement Scheme
Prestwick Pool - AHU and Water Storage Project - Net Zero
- Prestwick Regeneration/Heritage Works
- Ayr Esplanade- Inner Harbour Improvements

202,000	202,000	105,522	On Site
386,315	386,315	14,425	On Site
143,113	143,113	32,543	On Site
267,713	267,713	70,679	<i>See Expanded Section</i>
50,967	36,251	0	Complete
366	366	366	Complete
1,081,193	1,045,094	0	On Site
1,215,000	2,465,000	107,548	On Site
500,000	500,000	0	On Site
37,786	68,585	37,786	On Site

0	0
0	0
0	0
0	0
0	0
0	0
500,000	500,000
0	0
1,500,000	0
0	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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- International Workers Memorial
- Ayr Esplanade Adventure Golf Course
- Ayr Esplanade - Artwork Trail Restoration
- Refurbishment of Bandstand at Place De Saint Germain
- Floating Pontoons @ River Ayr
- Girvan Esplanade - Adventure Golf Course
- Mixed Tenure Grant
- Wetland Creation and Pollinator Corridors Belleisle Golf Course
- Coastal Change Adaptations
- Golf Courses - Enhancements

5,000	5,000	0	Complete
100,000	100,000	0	Design and Tender
5,500	10,800	10,800	Design and Tender
3,300	3,300	3,300	Design and Tender
30,930	30,930	30,413	Complete
100,000	100,000	0	Design and Tender
200,000	200,000	0	Design and Tender
32,057	32,057	0	Complete
169,965	20,000	0	On Site
1,099,896	699,896	12,613	Design and Tender

0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
2,500,000	1,000,000

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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- Golf Course - Belleisle Enhanced Practice Facilities
- Belleisle Golf Course Improvements
- Darley Golf Course Improvements
Darley Cottage, Troon - Refurbishment
- Citadel Refurbishment
Citadel - Urgent Roof Repairs
Ayr Leisure Facility
- ARA - Adapting To Climate Change - St Ninian's Park
- Troon Swimming Pool - Health & Fitness Extension
- Troon Hosiery Park - Changing Accommodation

250,000	250,000	70,350	Concept
0	50,000	13,253	Design and Tender
0	50,000	13,156	Design and Tender
0	2,750	2,750	Design and Tender
3,701,518	3,692,636	608,402	Legally Committed
21,085	21,085	21,085	Complete
7,334	16,216	16,216	Complete
50,000	15,000	0	Design and Tender
250,000	250,000	0	Design and Tender
255,000	510,000	5,903	Legally Committed

1,088,000	0
0	0
0	0
0	0
2,500,000	3,500,000
0	0
0	0
220,000	150,000
898,129	1,372,400
255,000	0

Our Communities

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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- Troon Regeneration Works
- Lochgreen Golf Course Drainage
- Lochgreen & Fullarton Greenkeeping Facility
- The Quay Zone, Girvan - Storm Damage Rectification

350,000	350,000	0	Concept
1,200	1,200	1,200	Complete
350,000	350,000	0	Design and Tender
246,982	439,486	439,486	Legally Committed
34,998,162	32,218,505	8,636,445	

1,000,000	650,000
0	0
0	0
0	0
30,255,312	28,616,400

Other Investment in Buildings, Information and Technology

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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**Project Budgets Approved 2024/25: -
- Updated Per Cabinet of 18th June, 2024**

Buildings
<i>Developers' Contributions</i>
<i>Equalities Act Budget - Various Projects</i>
Office Accommodation and Riverside Project
Office and Welfare Facilities at Bridge Street, Girvan
Net Zero Carbon Retrofit
Boiler Room plant replacement programme (low carbon solutions/Net Zero) - Girvan Academy & Coylton Primary School
Common Good Contribution - 17-21 High Street

1,631,315	1,131,498	553,424	See Expanded Section
572,002	372,002	143,905	See Expanded Section
2,823	2,933	2,933	Complete
11,991	11,991	0	Complete
76,539	126,539	102,986	Design and Tender
448,603	483,603	481,089	Complete
0	0	0	On Site

1,250,000	0
300,000	300,000
0	0
0	0
373,461	450,000
0	0
0	0

Other Investment in Buildings, Information and Technology
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Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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<i>Property Refurbishment - Various Projects</i>
<i>Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects</i>
<i>Works to Facilitate Property Rationalisation - Various Projects</i>
Fire Damage Reinstatement Works - 17-21 High Street, Ayr
Shaw Park Pavilion Fire Reinstatement
<u>Information Technology</u>
<i>Business Systems</i>
<i>End User Computing</i>
<i>Information and Data</i>

1,254,741	1,254,741	698,802	See Expanded Section
219,847	219,847	41,233	See Expanded Section
195,828	195,828	188,044	See Expanded Section
800,000	800,000	0	On Site
1,313	15,795	15,795	Design and Tender
859,185	859,185	386,335	See Expanded Section
6,323,880	6,323,880	2,984,004	See Expanded Section
608,580	608,580	433,597	See Expanded Section

580,692	1,250,000
200,000	200,000
100,000	100,000
0	0
0	0
1,000,000	1,050,000
1,594,000	1,534,000
400,000	400,000

Other Investment in Buildings, Information and Technology
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Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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<i>ICT Infrastructure</i>
<i>Transformation Board Projects</i>
5G Internet Access for Low Green Events
<u>Other</u>
Facilitate Introduction of Flexible Working
Initial Work on Projects For Future Years
Project Management Costs
<i>Repairs and Renewal (Works Funded by Contribution)</i>
Scottish Government Flood Grant 2021-22
<u>Economic and Regeneration</u>

1,134,333	1,134,333	(43,942)	See <i>Expanded Section</i>
0	60,000	0	See <i>Expanded Section</i>
0	200,000	0	Concept
364,132	144,132	6,222	Concept
34,881	67,770	67,770	Design and Tender
4,696	8,431	8,431	Other
514,100	599,753	37,352	See <i>Expanded Section</i>
39,000	39,000	0	Concept

130,000	880,000
0	0
0	0
100,000	100,000
100,000	100,000
0	0
0	0
0	0

Other Investment in Buildings, Information and Technology

<i>Ayrshire Growth Deal</i>
Hanger Space (GPA)
<u>Projects Brought Forward from 2020/21</u>
Sale of Land and Buildings

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Key Project Milestone
2,158,799	2,200,608	118,930	See <i>Expanded Section</i>
86,019	0	0	Concept
20	88	88	Other
17,350,627	16,868,537	6,226,997	

2025/26 Approved Budget £	2026/27 Approved Budget £
40,388,130	35,800,000
0	0
0	0
46,516,283	42,164,000

(482,090)

Income

Approved Income Budget 2024/25 £	Projected to 31st March, 2025 £	Actual at P6 £	Carried Forward to 2025/26 £	Key Project Milestone
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2025/26 Approved Budget £	2026/27 Approved Budget £
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**Project Budgets Approved 2024/25: -
- Updated Per Cabinet of 18th June, 2024**

Funding Type
General Capital Grant
Free School Meals
LG pay - transfer to revenue
Renewal of Playparks 23-24
Coastal Change Adaptation
Flooding Funds
Nature Restoration Fund 24/25
Additional - Free School Meals
Renewal of Playparks 24-25
Renewal of Playparks 25-26
Estimated Capital Grant In Future Years
Coastal Change Adaptation
Cycling, Walking & Safer Streets 23-24
Tier 1 - Active Travel 24-25 (was CWSR)
Total Grant Funding
Additional Funding Identified
Capital Receipts
Ayrshire Growth Deal
Spaceport Infrastructure (plus further adjustments 2024/25 to 2025/26);

7,787,000	7,787,000	4,122,000	0	Income
0	0	0	0	Income
0	0	0	0	Income
0	0	0	0	Income
81,239	81,239	0	0	Income
0	0	0	0	Income
92,000	0	92,000	0	Income
0	1,158,000	0	0	Income
283,000	283,000	0	0	Income
0	0	0	0	Income
0	0	0		Income
0	0	0	0	Income
0	0	0	0	Income
688,000	688,000	688,000	0	Income
8,931,239	9,997,239	4,902,000	0	
250,000	250,000	0	0	Income
0	0	0	0	Income
0	0	0	0	Income

0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
472,000	0
7,787,000	7,787,000
0	0
0	0
0	0
8,259,000	7,787,000
250,000	250,000
26,500,000	21,000,000
0	0

Aerospace and Space Innovation Centre (plus further adjustments 2024/25 to 2029/30);
Commercial Space - Prestwick - Industrial Units (plus further adjustments 2024/25 to 2029/30);
Prestwick Infrastructure - Roads (plus further adjustments 2024/25 to 2025/26);
Digital Subsea Cabling (plus further adjustments 2024/25).
Digital Infrastructure (plus further adjustments 2024/25); and
Digital Projects
Citadel Funding Brought Forward From Previous Years
Developers Contributions Unallocated - Greenan
Doonfoot Primary - Formation of New Entrance;
Doonfoot Upper School - 2 Classroom Extension
Doonfoot PS - New Car Park Layout & Associated Works
Struthers Primary - Classroom Extension
Developers Contributions Unallocated - North East Troon
Struthers Primary - Upgrade and Extension
Struthers Primary School - Nursery Conversion.
Developers Contributions - North East Troon - MUGA Next to Struthers PS
Developers Contributions - North East Troon - Struthers Access and Community Facilities
Struthers Primary School - New Play Area (Developers Contributions)
Struthers Primary School - Outdoor Adult Exercise Equipment Trail.
Barassie Public Transport Improvements(dc)
Developers Contributions - Troon Esplanade Wheeled-Sports Zone Facility

0	0	0	0	Income	3,835,000	1,165,000
0	0	0		Income	0	
0	0	0	0	Income	2,500,000	2,000,000
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	19,860	0	Income	0	0
567,857	511,000	5,899,029	0	Income	0	0
7,400	7,400	0	0	Income	0	0
118,956	68,956	0	0	Income	0	0
0				Income		
0				Income		
892,960	750,000	2,340,537	0	Income	1,250,000	0
0	0	0	0	Income	0	0
28,044	28,044	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0
0	0	0	0	Income	0	0

Developer Contributions - Symington - Transport
Developer Contributions - Symington - Education
Developer Contributions - Symington Main Street - Unallocated Education
Developers Contributions - Monkton Section 75 - Monkton Cross Traffic Signals and Other Improvements
Developers Contributions - Monkton - Educational Cont.
<i>Other Contributions - Grants / CFCR / CRA</i>
Total Additional Funding
Cash Funding Available
Total Borrowing
TOTAL FUNDING REQUIREMENT

0	0	0	0	Income		0	0
0	0	0	0	Income		0	0
16,098	16,098	16,098	0	Income		0	0
0	0	0	0	Income		0	0
0	0	1,052,468	0	Income		0	0
1,648,825	3,183,342	324,793	0	Various		0	0
3,530,140	4,814,840	9,652,785	0			34,335,000	24,415,000
12,461,379	14,812,079	14,554,785	0			42,594,000	32,202,000
56,158,453	46,292,605	5,952,144	0			62,703,821	61,774,626
68,619,832	61,104,684	20,506,929	0			105,297,821	93,976,626

Request For Budget Adjustments		Advanced/ (Carry Forward) from/to Future Years £	Release Back 2024-25 £	In Year Budget Amendments 2024-25 £	Additional Budget 2024-25 £	Proposed Revised 2024-25 Budget £	Proposed Revised 2025-26 Budget £	Proposed Revised 2026-27 Budget £
Capital Budget approved by Cabinet 18th June 2024						68,619,832	105,297,821	93,976,626
1	South Ayrshire Council on the 29th February, 2024, approved the paper 'Revenue Estimates 2024/25, Capital Estimates 2024/25 to 2035/36, and Carbon Budget 2024/25' which set the Capital Programme for the twelve years 2024/25 to 2035/36. Budget adjustments to the programme have been approved through: - - P12 Capital Monitoring report, approved by Cabinet of the 18th June, 2024; and - P3 Capital Monitoring report, approved by Cabinet of the 27th August, 2024. All adjustments approved have been incorporated into the P6 report.							
2	A Repairs and Renewals Fund Bid has been approved for the project Defibrillators and Cabinets at SHU's - Various Locations and it is requested that expenditure and income budgets be created as detailed below: - - Defibrillators and Cabinets at SHU's - Various Locations Capital Asset Management Group have further approved two new Repairs and Renewals bids submitted in relation to Collenan and Raith Reservoirs. It is requested that expenditure and income budgets be created to recognise these as detailed below: - - Replacement Valves for Collenan Reservoir; and - Replacement Valves for Raith Reservoir.				23,800 60,700 60,700	23,800 0 60,700 60,700	0 0 0 0	0 0 0 0
3	A revenue contribution has been received from Early Years towards the costs of additional fencing works at Maybole Community Campus and it is requested that the expenditure budget for this project be amended and an income budget be created to reflect this as detailed below: - - Maybole Community Campus.				8,000	8,000	0	0
4	Funding of £200,000 has been awarded from Government through the Department of Science, Innovation and Technology for the 5G Innovation Region scheme. A request is made through the P6 Capital Monitoring Report to Cabinet of the 26th November, 2024, to add this project / budget into the Programme as follows: - - 5G Internet Access for Low Green Events.				200,000	200,000	0	0

5	<p>Per a letter from Scottish Government dated August 2024, Scottish Ministers have agreed to a temporary amendment to the current statutory accounting requirements for capital grant, as described in Local Government Finance Circular 3/2018 which will allow local authorities to replace revenue reserves held for capital investment purposes, in order to allow those revenue reserves to be used to fund the 2024-25 local government pay award. This applies to the Nature Restoration Fund award for 2024/25 and it is requested that this grant be removed from capital as below: -</p> <p>- Nature Restoration Fund</p>		(92,000)			(92,000)	0	0
6	<p>Income has been received from Police Scotland in relation to the CCTV Public Infrastructure project and it is requested that expenditure and income budgets be created in relation to this, as detailed below: -</p> <p>- CCTV Public Space Infrastructure.</p>			25,357	25,357	0	0	0
7	<p>Additional funding has been secured from both Salix and as part of the UK Prosperity Fund for the project 'Prestwick Pool - AHU and Water Storage Project - Net Zero'.</p> <p>(a) It is requested that the project expenditure budget be increased by the £720,960 awarded from Salix, with the increase being included as an income line in the programme as per below: -</p> <p>- Prestwick Pool - AHU and Water Storage Project - Net Zero.</p> <p>(b) The paper 'UK Shared Prosperity Fund', as approved by Cabinet of the 20th June, 2023, allocated £170,000 to the project from the UK Shared Prosperity Fund and it is requested that the project expenditure budget be increased by £170,000. Funding should be noted as a transfer from CFCR as per below: -</p> <p>- Prestwick Pool - AHU and Water Storage Project - Net Zero</p>			720,960	720,960	0	0	0
8	<p>A number of adjustments are required where budgets are required to be carried forward from 2024/25 to 2025/26 to reflect current profiling patterns for projects. These are as detailed below: -</p> <p>- Girvan Primary School;</p> <p>- Replacement of Carefirst System;</p> <p>- Green Waste / Household Recycling and Waste Transfer Station;</p> <p>- Ayr Town Centre Regeneration Works;</p> <p>- Maybole Regeneration Works;</p> <p>- Girvan Palace Park (Former Bingo Hall Site); and</p> <p>- Facilitate Introduction of Flexible Working.</p>	(4,500,000)				(4,500,000)	4,500,000	0
9	<p>A number of adjustments are required where budgets are required to be advanced from 2025/26 to 2024/25 to reflect current profiling patterns for projects. These are as detailed below: -</p> <p>- Troon Hosiery Park - Changing Accommodation;</p> <p>- Net Zero Carbon Retrofit; and</p> <p>- Initial Work on Projects For Future Years.</p>	255,000	50,000	32,889		0	0	0

	- Heathfield Primary School - ASN Base;	350,000				350,000	(350,000)	0
	- Alloway Primary School - Car Park Extension;			17,200		17,200	0	0
	- Colmonell PS Roof Repairs 2024/25 – Additional Works (SRB Funded);			15,834		15,834	0	0
	- Dalmilling Primary School - Temporary Hut Removal;			984		984	0	0
	- Heathfield PS Cruyff Special Court.			115,000		115,000	0	0
	- Invergarven School Environmental Control Upgrades;			40,000		40,000	0	0
	- Marr College, Troon - New 3G Carpet;			127,000		127,000	0	0
	- Portable Appliance Testing in Various Schools 2024/25;			27,533		27,533	0	0
	- Queen Margaret Academy - New Fencing;			146		146	0	0
	- Reinstatement of Embankment Pow Burn, Prestwick;			15,000		15,000	0	0
	- Sacred Heart Primary School - Further HVAC Improvements - Hall & Office Accommodation; and			2,438		2,438	0	0
	- School Security Improvements.			40,000		40,000	0	0
13	A number of adjustments are required to the Window and Roof Replacement section of the programme as detailed below: -							
	- Window and Roof Replacement - Unallocated Funding 2024/25 & Future Years;	9,633		(9,633)		0	(9,633)	0
	- Marr College - Replacement of Bird Netting to Roof;			(11,944)		(11,944)	0	0
	- Kyle Academy - Replacement Roof Covering & Skylights 2024/25; and			1,577		1,577	0	0
	- Marr College - Roofing Works 24/25.			20,000		20,000	0	0
14	A number of adjustments re required to Cemeteries Infrastructure section of the programme as detailed below:-							
	- Cemetery Infrastructure Projects - Funding to Be Allocated 2024/25 & Future Years;	60,000		(60,000)		0	0	(60,000)
	- Ayr Cemetery - Remedial Works to Burial Chambers;			63,000		63,000	0	0
	- Colmonell Cemetery NEW - Re-build Front Walling, Copes & Metal Railings;			(25,000)		(25,000)	0	0
	- Masonhill Crematorium - New Electric Supply to Bothy;			(5,343)		(5,343)	0	0
	- Masonhill Crematorium - Renew Electric Supply for EV Charging Station;			343		343	0	0
	- Prestwick Cemetery - Shaw Road;			(25,000)		(25,000)	0	0
	- Relocation of Mossblown War Memorial;			60,000		60,000	0	0
	- St Quivox and Dailly Mausolea;	146,012		(164,936)		(18,924)	(146,012)	0
	- Tarbolton Cemetery Wall Repair;			482		482	0	0
	- Troon Cemetery - Remedial Works to Burial Chambers; and			148,924		148,924	0	0
	- Ayr Mausoleum - Replacement Roof.			7,530		7,530	0	0
15	A number of adjustments are required to the Public Conveniences section of the programme as detailed below: -							
	- Ainsley Park Public Conveniences, Girvan;			85,326		85,326	0	0
	- St Meddan's, Troon;			11,052		11,052	0	0
	- The Flushes Public Conveniences, Girvan; and			7,259		7,259	0	0

	- Church Street, Troon - Refurbishment of Public Conveniences 19-20.			998		998	0	0
16	A number of adjustments are required to the Ayrshire Roads Alliance managed projects section of the programme as detailed below: - - Ayrshire Roads Alliance - Bridge Works (General); - Victoria Bridge Upgrade Works (including Joint Replacement, Bridge Deck Waterproofing, Corrosion Protection and Concrete Repair Work); - Ayrshire Roads Alliance - Girvan Harbour Jetty Repairs; - Ayrshire Roads Alliance - LED Replacement; - Ayrshire Roads Alliance - Local Flood Risk Plan; - Ayrshire Roads Alliance - Street Lighting; - Ayrshire Roads Alliance - EV Charging Infrastructure; - Ayrshire Roads Alliance - C12 Dunure Slope Stabilisation; - Ayrshire Roads Alliance - U49 Littleton Farm Slope Stabilisation Work; - Coastal Change Adaptations; - ARA - Adapting To Climate Change - St Ninian's Park; and - Coastal Change Adaptation Fund 2023/24.	(400,000) (200,000) (450,000) (50,000) (200,000) (149,965) (35,000) (61,000)		(33,922) 33,922 61,054 (61,054)		(400,000) (200,000) (450,000) (33,922) (50,000) (200,000) (149,965) (35,000) (61,000)	400,000 200,000 450,000 0 50,000 0 200,000 0 149,965 35,000 61,000	0 0 0 0 0 0 0 0 0 0 0
17	A number of adjustments are required to the VAT Recovery Fund section of the programme as detailed below:- - Develop Walking Trails (Daily and Barr); and - VAT Recovery - Supplementary Projects.			2,904 (2,904)		2,904 (2,904)	0 0	0 0
18	A number of adjustments are required to the Place Planning and Community Led Projects section of the programme as detailed below: - - Place Planning and Community Led Projects - Funding to be Allocated 2024/25 & Future Years; - Troon - Refurbishment Works to Hosiery Park Pavilion (possible match funding); - Prestwick - Upgrade the Surface of the Carpark Area to the North of Kidz Play; - Prestwick - Promenade Surfacing Works with Red Tarmacadam to Upgrade and Reconfigure; - Ayr North - Upgrade On-Street Parking Provision at Lochside Community Centre; - Ayr North - Upgrading of the Carriageway of Newton Shore Promenade; and - Kyle - Road and Footpath Upgrades at Dundonald, Mossblown, Symington and Loans.			(11,560) (82,000) 5,694 24,067 17,921 15,930 29,948		(11,560) (82,000) 5,694 24,067 17,921 15,930 29,948	0 0 0 0 0 0 0	0 0 0 0 0 0 0
19	A number of adjustments are required to the Place Planning and Ayr Ward West/Ayr Town Centre Projects section of the programme as detailed below: - - Place Planning and Ayr Ward West / Ayr Town Centre Projects - Funding to be Allocated 2024/25 & Future Years; Ward 5: Ayr West - Ward Project - Ayr West - Purchase of Stretch Tents; and - Ayr West - Road Upgrade Works to All Main Arterial Routes into Ayr.			(25,469) 24,999 470		(25,469) 24,999 470	0 0 0	0 0 0

20	A number of adjustments are required to the Girvan Regeneration Projects section of the programme as detailed below: - - Girvan Regeneration Projects - Funding to be Allocated 2024/25 & Future Years; - Ward Project - Installation of Bunting for Length of Girvan Promenade & around Stumpy Tower; - Promenade and Shorefront Enhancement Schemes; and - Girvan and South Carrick - Upgrades to Ardstinchar Bridge.			(3,080) 868 16 2,196		(3,080) 868 16 2,196	0 0 0 0	0 0 0 0
21	A number of adjustments are required to the Promenade and Shorefront Improvement Scheme section of the programme as detailed below: - - Promenade and Shorefront Improvement Scheme; - Ayr Esplanade- Inner Harbour Improvements; and - Ayr Esplanade - Artwork Trail Restoration.			(36,099) 30,799 5,300		(36,099) 30,799 5,300	0 0 0	0 0 0
22	A number of adjustments are required to the Developers Contributions section of the programme as detailed below: - - Struthers Primary - Classroom Extension; - Doonfoot Upper School - 2 Classroom Extension; - Developers Contributions Unallocated - Greenan; and - Developers Contributions Unallocated - North East Troon.	(250,000) (106,857) (142,960)		 50,000		(250,000) (50,000) (56,857) (142,960)	250,000 0 106,857 142,960	0 0 0 0
23	A number of adjustments are required to the Equalities Act section of the programme as detailed below: - - Equalities Act Budget - Various Projects - Unallocated Budget 2024/25 & Future Years; - DDA Accessibility Surveys 2022/23 & 2023/24; - Overmills Day Care Centre - Formation of Accessible Toilets; - Dundonald PS - Alterations to Playground; - Southcraig School - Classroom Adaptations & Refurbishment 2024/25; - Troon HWRC - Accessible Ramp Replacement; - Space Place - Accessibility Works; - Wallacetown Hub- Wheelchair Access Ramp; - Loudon Hall Accessibility; - Southcraig - Replacement Ceiling Hoist; and - Troon Early Years/Troon Library Relocation (contribution to project held under Early Learning and Childcare section of the Programme).	(150,000)		50,347 (150,000) 4,415 (8,120) 7,434 (1,006) 25,000 920 2,225 18,785 50,000		(99,653) (150,000) 4,415 (8,120) 7,434 (1,006) 25,000 920 2,225 18,785 50,000	150,000 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0
24	A number of adjustments are required to the Property Refurbishment section of the programme as detailed below: - - Property Refurbishment - Various Projects - Unallocated Budget 2024/25 and Future Years; - Prestwick Pool - AHU and Water Storage Project - Net Zero - Marr College - Internal and External Upgrades; - Coylton Primary School - Playground Markings; - Ivy Cottage, Troon - Roof Replacement; - Dundonald Primary School - Replacement Water Cylinder; - McKechnie Institute - High Level Roof Works; - Hourstons - Roof Repairs;	359,040		(334,751) 359,040 8,177 (3,097) 1,903 365 27,562 118		24,289 359,040 8,177 (3,097) 1,903 365 27,562 118	0 0 0 0 0 0 0 0	(359,040) 0 0 0 0 0 0 0 0

	- Office Moves and Furniture;			20	20	0	0
	- Troon Concert Hall- External Brick and Stone Works;			6,350	6,350	0	0
	- Troon Concert Hall- Works To External Windows;			2,221	2,221	0	0
	- Legionella Upgrade Works- Various Projects;			5,000	5,000	0	0
	- Kingcase PS - Replace Timber Doors with Aluminium 2024/25;			(1,290)	(1,290)	0	0
	- Struthers PS - Replace Timber Doors with Aluminium 2024/25;			(175)	(175)	0	0
	- Struthers PS - Upgrade Suspended Ceiling & Lighting 2024/25;			(2,612)	(2,612)	0	0
	- Southcraig School - Roof Replacement 2024/25;			(50,000)	(50,000)	0	0
	- Heathfield PS - Corridor & Nursery Improvements 2024/25;			231	231	0	0
	- Walker Hall, Troon - Upgrade Suspended Ceiling & Lighting, & Decoration to Walls 2024/25;			(2,575)	(2,575)	0	0
	- Walker Hall, Troon - Upgrade Fire Doors 2024/25;			(1,474)	(1,474)	0	0
	- Girvan Academy - Asbestos Removal & Flooring 2024/25; and			(6,773)	(6,773)	0	0
	- Braehead PS - Fascia & Roughcast Replacement.			(8,240)	(8,240)	0	0
25	A number of adjustments are required to the Property Rationalisation section of the programme as detailed below: -						
	- Works to Facilitate Property Rationalisation - Various Projects - Unallocated Budget 2024/25 & Future Years;			(26,307)	(26,307)	0	0
	- Demolition of Gardenrose Primary School; and			25,460	25,460	0	0
	- St Patricks Primary School - AV Rooms Converted to Changing Rooms.			847	847	0	0
26	A number of adjustments are required to the Information Technology section of the programme as detailed below: -						
	<u>ICT Infrastructure</u>						
	- ICT Infrastructure Unallocated Budget 2024/25 & Future Years; and				0	0	0
	- Wide Area Network (WAN) 2024 Renewal.				0	0	0
	<u>Business Systems</u>						
	- Business Systems - Unallocated Funding 2024/25 & Future Years;			(15,622)	(15,622)	0	0
	- Oracle eBusiness Suite Programme;			10,310	10,310	0	0
	- Customer Invoicing and Legal Debt Recovery Cloud Migration; and			1,898	1,898	0	0
	- Care and Repair Cloud Migration (ACT).			3,414	3,414	0	0
	<u>Information and Data</u>						
	- Information and Data - Unallocated 2024/25 and Future Years;			(25,892)	(25,892)	0	0
	- Azure Migration Project;			11,393	11,393	0	0
	- Oracle Hosting Project; and			11,750	11,750	0	0
	- Full Cloud Backup Solution.			2,749	2,749	0	0
	<u>End User Computing</u>						
	- End User Computing Unallocated Funding - 2024/25 & Future Years;			(2,126,729)	(2,126,729)	0	0
	- ICT Tech Fund;			79,246	79,246	0	0
	- Tech Refresh – Interactive Whiteboards for Schools; and			75,493	75,493	0	0
	- Microsoft Enterprise Licensing Agreement.			1,971,990	1,971,990	0	0
	<u>Transformation Board Projects</u>						
	The Transformation Board of the 1st May, 2024, approved the below project and it is requested that the capital element of the budget be captured in expenditure and income as detailed below: -						

	- Recruitment Process Improvement				60,000	60,000	0	0
27	A number of adjustments are required to the Repairs and Renewals section of the programme as detailed below: - - Cunningham Place Children's House - Garden Room	(60,000)				(60,000)	60,000	0
28	An adjustment is required to both expenditure and income budgets within the Ayrshire Growth Deal section of the programme as detailed below, reflecting the current project profiling: - - AGD - General Code.	41,809				41,809	(41,809)	0
29	Ongoing works are being undertaken at The Quay Zone, Girvan, in relation to rectification of the building following storm damage. It has been agreed with the Councils insurers that this work will be funded through a claim made and it is requested the expenditure and income budgets be created to reflect this as detailed below: - - The Quay Zone, Girvan - Storm Damage Rectification.				192,504	192,504	0	0
30	Ongoing works are to be undertaken at Shaw Park Pavilion, in relation to reinstatement following from a fire. It has been agreed with the Councils insurers that this work will be funded through a claim made and it is requested the expenditure and income budgets be created to reflect this as detailed below: - - Shaw Park Pavilion Fire Reinstatement.				14,482	14,482	0	0
31	Additional funding has been secured from both the Cruyff Foundation and as part of the UK Prosperity Fund for the project 'Heathfield PS Cruyff Special Court'. (a) It is requested that the project expenditure budget be increased by the £65,000 awarded from Salix, with the increase being included as an income line in the programme as per below: - - Heathfield PS Cruyff Special Court. (b) The paper 'UK Shared Prosperity Fund', as approved by Cabinet of the 20th June, 2023, allocated £170,000 to the project from the UK Shared Prosperity Fund and it is requested that the project expenditure budget be increased by £200,000. Funding should be noted as a transfer from CFCR as per below: - - Heathfield PS Cruyff Special Court.				65,000	65,000	0	0
					200,000	200,000	0	0
TOTAL ADJUSTMENTS		(9,218,617)	(98,034)	0	1,801,503	(7,515,148)	9,637,657	(419,040)
TOTAL REVISED BUDGET		(9,218,617)	(98,034)	0	1,801,503	61,104,684	114,935,478	93,557,586

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. FSD Guidance for Public Bodies in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Monitoring of General Services Capital Programme
Lead Officer (Name/Position/Email)	Pauline Bradley, Service Lead, Professional Design Service pauline.bradley@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	No
Disability	No	No
Gender Reassignment (Trans/Transgender Identity)	No	No
Marriage or Civil Partnership	No	No
Pregnancy and Maternity	No	No
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	No
Religion or Belief (including lack of belief)	No	No

Community or Groups of People	Negative Impacts	Positive impacts
Sex – (issues specific to women & men or girls & boys)	No	No
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	No
Thematic Groups: Health, Human Rights & Children’s Rights	No	No

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	No	No
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No	No
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	No	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No	No
Socio-economic Background – social class i.e. parent’s education, employment and income	No	No

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No impact
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No impact
Increase participation of particular communities or groups in public life	No impact
Improve the health and wellbeing of particular communities or groups	No impact
Promote the human rights of particular communities or groups	No impact
Tackle deprivation faced by particular communities or groups	No impact

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Rationale for decision: This is an update report with no implication in relation to equalities	
Signed : Pauline Bradley Date: 11 November 2024	Service Lead

South Ayrshire Council

**Report by Director of Housing, Operations and Development
to Cabinet
of 26 November 2024**

**Subject: Housing Capital Programme 2024/25: Monitoring
Report as at 30 September 2024**

1. Purpose

- 1.1 The purpose of this report is to update Cabinet on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 30 September 2024 (Period 6), and to agree the changes to budgets in 2024/25 and 2025/26.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the progress made on the delivery of the Housing Capital Programme to 30 September 2024, resulting in spend of £24,045,463, or 28.53%, as detailed in Appendix 1 attached;**
- 2.1.2 approves the adjustments contained in Appendix 2 attached; and**
- 2.1.3 approves the revised budget for 2024/25 at £58,274,895 and 2025/26 at £62,631,200, as highlighted in Appendix 2.**

3. Background

- 3.1 The Housing Capital Programme for 2024/25 to 2028/29 was approved by South Ayrshire Council of 17 January 2024 through the paper 'Setting of Council House Rents and Other Rents and Charges (2024/25 – 2026/27) and Proposed Revenue Account (HRA) Revenue Budget 2024/25 and Capital Budget (2024/25 – 2028/29)'.
- 3.2 Adjustments were approved by Cabinet of 27th August 2024 and incorporated into the Programme.
- 3.3 The current approved budget for 2024/25 is £84,270,647.

4. Proposals

- 4.1 The contract to 328 Nr Kitchen and Boiler Replacements: Annbank, Ayr, Ballantrae, Barr, Barrhill, Colmonell, Crosshill, Dailly, Dundonald, Dunure, Kirkmichael, Kirkoswald, Maidens, Maybole, Minishant, Mossblown, Prestwick & Troon (H24113) has now completed on site.

- 4.2 The contract for Full Internal Modernisation Works to 163 Properties in various locations (G24131). Works are currently on site and on target for completion by the end of November 2024.
- 4.3 Two further contracts are in the process of being negotiated for Full Internal Modernisation Works to 219 Properties within Ayr (G24130) and Partial Internal Modernisation Works to 195 Properties and Full Modernisation Works to 2 Properties Various Locations (G24133), with G24133 estimated to be on site by late November.
- 4.4 A number of 2024/25 annual programmes of work are continuing on site, including Addressing Dampness and Condensation, Central Heating Replacement and Replacement Double Glazed Units and Doors.
- 4.5 The major contract for External Fabric Upgrades to 170 Properties - Maybole and Prestwick (H24114) continues to progress on site with completion still expected by the end of November 2024.
- 4.6 Surveys have been completed by the Managing Agent for the contract External Fabric Upgrades to 237 Properties - Various Locations (inc. Ayr, Barr, Coylton, Girvan, Kirkmichael, Minishant, Monkton, Prestwick & Troon), including structural, borescope and ecology surveys. Tender documentation is now being prepared for issue.
- 4.7 The new programme for 2024/25 for planned Window Replacement Works is progressing. The contract for Batch 5 - 318 Addresses in Ayr, Coylton, Girvan, Monkton, Prestwick and Troon is on site and progressing well and tenders for Batch 6 - 415 Addresses in Ayr, Dundonald, Girvan, Loans, Maybole, Mossblown, Prestwick and Troon have now been issued.
- 4.8 A number of projects are being progressed under the Energy Efficiency / HEEPS ABS line, with works now completed at Girvan / Dailly, Kincaidston and Dalmilling / Tarbolton.
- 4.9 There are a number of major new build programmes on site currently, including Mainholm in Ayr, the New Housing Development at St Ninians Primary School Site – Affordable Housing and the new build development at the Site of Former Riverside Flats, Ayr. All projects are progressing well on site.
- 4.10 Notification has been received that the bid submitted to Scottish Government for funding under the Social Housing Net Zero Heat Fund scheme has unfortunately been deemed unsuccessful by Scottish Government. It is the Housing Service's full intention to reapply to future SHNZF (or similar grant funding) opportunities aimed at enabling the delivery of enhanced external fabric and energy efficiency upgrade works to its harder to treat homes.
- 4.11 The project information contained in Appendix 1 has been broken down over the Council wards and a document showing this has been made available to Members in the Members' area (Hub) on The Core (see background papers).
- 4.12 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 6 report. These adjustments include:

- (a) internal re-allocations of budgets between projects in 2024/25 and 2025/26;
- (b) transfers of budgets from 2024/25 to 2025/26 to reflect current profiled spend for projects; and
- (c) an adjustment to the Programme to fully reflect the budgets contained within the report 'Setting of Council House Rents and Other Rents and Charges (2024/25 - 2025/27) and Proposed Housing Revenue Account (HRA) Revenue Budget 2024/25 and Capital Budget (2024/25 - 2028/29)' approved by Council of 17 January 2024.

4.13 As noted in 2.1.3 above, a number of adjustments are being requested to the Programme. This includes:

- (a) re-profiling of budgets of £13,858,342 between 2024/25 and 2025/26 in line with current projected spend on specific projects (including Full Internal Refurbishment Works – 219 Properties in Ayr at £1,000,000, Riverside Block Refurbishment at £2,000,000, External Fabric Upgrades to 237 Properties – Various Locations at £1,000,000, Social Housing Net Zero Heat Fund at £2,600,000, Environmental Improvements – Uncommitted Funding at £1,000,000 and New Builds – LDP2 Sites Unallocated at £2,000,000); and
- (b) budget reductions of £13,137,410 to reflect revised budgets in line with previously approved papers on new build housing at Riverside Place.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 Per Table 1 of Appendix 1, at the end of P6, actual expenditure stood at £24,045,463 Income for this period stood at £24,045,463. Based on the budget of £84,270,647,238, actual expenditure of £24,045,463 equates to an overall spend of 28.53% at the end of Period 6.

6.2 Proposals contained in this report, if approved, would lead to a revised 2024/25 programme of £58,274,895 and 2025/26 programme of £62,631,200.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2/

8.2 ***Risk Implications of Rejecting the Recommendations***

8.2.1 The risk associated with rejecting the recommendations are that insufficient funds would exist in financial years 2024/25, 2025/26 and 2026/27 in relevant budget lines to complete planned Housing capital projects.

9. **Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. **Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. **Options Appraisal**

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. **Link to Council Plan**

12.1 The matters referred to in this report contribute to Priority 2 of the Council Plan: Live, Work, Learn.

13. **Results of Consultation**

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

14. **Next Steps for Decision Tracking Purposes**

14.1 If the recommendations above are approved by Members, the Director of Housing, Operations and Development will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Process adjustments to the Housing Capital Programme	11 December 2024	Corporate Accounting - Treasury / Capital Function

Background Papers **Report to South Ayrshire Council (Special) of 17 January 2024 - [Setting of Council House Rents and Other Rents and Charges \(2024/25 – 2026/27\) and proposed Housing Revenue Account \(HRA\) Revenue Budget 2024/25 and Capital Budget \(2024/25 – 2028/29\)](#)**

Report to Cabinet of 27 August, 2024 – [Housing Capital Programme 2024/25: Capital Monitoring Report at 30 June 2024](#)

[Housing Capital Programme 2024/25 – Period 6 – Ward Analysis](#) (Members Only)

Person to Contact **Pauline Bradley, Service Lead - Professional Design Services
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Date: 18 November 2024

HOUSING CAPITAL MONITORING REPORT PERIOD 6 2024/25																	
Key Strategic Objective	Base Budget 2024/25 (As Approved by SAC 17th £)	Adjustments P9 2024/25 (Approved 14th Feb £)	Adjustments P12 2024-25 (Approved 18th June 2024)	Additional Awards 2024/25 £	Adjustments Approved 2024/25 CAMG/ HoS £	Adjustments Approved P3 £	Special Programme Review - Additional £	Special Programme Review - Profiling £	Adjustments Approved P6 £	Adjustments Approved P9 £	Adjustments Approved P12 £	Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actuals at P6 £	Detailed Project Information	2025/26 Approved Budget £	2026/27 Approved Budget £
Major Component Replacement	14,230,931	6,089,005	(377,365)	0	0	(800,000)	0	0	0	0	0	19,142,575	16,142,575	6,866,868	See Section on 'Major Component Replacement'	12,180,931	11,380,931
Contingencies	269,000	0	0	0	0	(260,000)	0	0	0	0	0	9,000	9,000	0	See Section on 'Contingencies'	269,000	269,000
Demolitions	66,667	850,000	164,504	0	0	0	0	0	0	0	0	1,081,171	431,171	4,775	See Section on 'Demolitions'	66,667	66,667
Structural and Environmental	10,778,721	1,950,000	(281,369)	0	0	(2,000,000)	0	0	0	0	0	10,447,352	3,744,043	1,292,258	See Section on 'Structural and Environmental'	11,578,721	6,453,721
Other Capital Expenditure	39,044,083	19,215,823	1,359,512	0	0	(6,028,868)	0	0	0	0	0	53,590,550	37,948,107	15,881,562	See Section on 'Other Capital Expenditure'	27,990,040	8,570,302
TOTAL PROGRAMME EXPENDITURE	64,389,401	28,104,828	865,286	0	0	-9,088,868	0	0	0	0	0	84,270,647	58,274,895	24,045,463		52,085,358	26,740,621
CFCR	1,798,000	0	0	0	0	0	0	0	0	0	0	1,798,000	1,798,000	1,798,000	See Section on 'Income'	992,000	1,036,000
Draw on Accumulated Surplus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	See Section on 'Income'	0	0
Borrowing	61,546,401	18,158,801	1,655,649	0	0	-9,088,868	0	0	0	0	0	72,271,983	46,583,259	14,488,228	See Section on 'Income'	47,123,358	22,988,621
Reserves			0									0	0	0	See Section on 'Income'	0	0
Scottish Government Funding	1,045,000	8,580,059	(790,363)	0	0	0	0	0	0	0	0	8,834,696	8,527,668	7,361,326	See Section on 'Income'	3,970,000	2,716,000
2nd Homes Council Tax	0	1,182,281	0	0	0	0	0	0	0	0	0	1,182,281	1,182,281	213,084	See Section on 'Income'	0	0
Commuted Sums	0	183,687	0									183,687	183,687	183,687	See Section on 'Income'	0	0
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	1,138	See Section on 'Income'	0	0
TOTAL PROGRAMME INCOME	64,389,401	28,104,828	865,286	0	0	-9,088,868	0	0	0	0	0	84,270,647	58,274,895	24,045,463		52,085,358	26,740,621
NET EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0

Major Components

Approved Budget 2024/25	Projected to 31st March, 2025	Actuals at P6	Key Project Milestone	Project Update
£	£	£		

2025/26 Approved Budget	2026/27 Approved Budget
£	£

Project Budgets Approved 2024/25: - Cabinet of 18th June, 2024
<i>Major Component Replacements - Allocated</i>
<i>Major Component Replacements - Unallocated</i>
TOTALS

19,029,166	16,118,289	6,866,868	See Expanded Section	For detailed breakdown, see expanded tab below.
113,409	24,286	0	See Expanded Section	For detailed breakdown, see expanded tab below.
19,142,575	16,142,575	6,866,868		

5,699,159	3,880,931
6,481,772	7,500,000
12,180,931	11,380,931

Contingencies

Approved Budget 2024/25	Projected to 31st March, 2025	Actuals at P6	Key Project Milestone	Project Update
£	£	£		

2025/26 Approved Budget	2026/27 Approved Budget
£	£

<u>Project Budgets Approved 2024/25: - Cabinet of 18th June, 2024</u>
Contingencies Unallocated 2024/25 & Future Years
9,000

9,000	9,000	0	N/A	Request was approved through the P3 Capital Monitoring Report to Cabinet of the 27th August, 2024 to reallocate part the contingencies budget in 2024/25 to 'Initial Work for Future Years Projects' in line with similar allocations made in previous years, and also to fund the purchase of a new Housing Asset Management System.
9,000	9,000	0		

269,000	269,000
269,000	269,000

Demolitions	Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actuals at P6 £	Key Project Milestone	Project Update	2025/26 Approved Budget £	2026/27 Approved Budget £
Project Budgets Approved 2024/25: - Cabinet of 18th June, 2024							
Demolitions - Unallocated Funding 2024/25 & Future Years	66,667	16,667	0	Design & Tender	Budget available for allocation in 2024/25 and 2025/26. It is unlikely that the full budget allocated will be utilised in 2024/25 and a request is made through the P6 Capital Monitoring Report to Cabinet of the 26th November, 2024, to carry part of this budget forward to 2025/26.	66,667	66,667
Demolition of Lockups	214,703	139,703	0	Complete / Design & Tender	Demolition of Phase 1 priority lock-up sites at Central Avenue, Troon, Victoria Street, Ayr, Arcon Court, Mossblown, Cochrane Avenue and Stuart Place, Dundonald are fully complete. A phase 2 lock-up demolition plan has been developed by officers. Two sites in Ayr are presently being cleared, with tenants being supported to vacate their existing lock-up, and consider alternatives. Request to carry part of budget forward to 2025/26 made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.	0	0
1 - 20 Miller Terrace & 32 - 78 Dailly Road (Even Numbers) Maybole	46,190	21,190	0	Complete	Works are now complete on site. Final account to be agreed and payments to be made thereafter. Request to carry part of budget forward to 2025/26 made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.	0	0

Demolition of Riverside Flats	753,611	253,611	4,775	Concept	Demolition of Blocks 2 and 3 now complete. Telecommunications mast still in place on Block 1, which has been made secure and handed back to SAC who are managing security including the metal doors and cameras. ERT hold the keys and relevant passcodes. Works will not be complete during 2024/25 and a request to carry part of budget forward to 2025/26, made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.	0	0
	1,081,171	431,171	4,775			66,667	66,667

Structural and Environmental

Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actuals at P6 £	Key Project Milestone	Project Update
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2025/26 Approved Budget £	2026/27 Approved Budget £
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**Project Budgets Approved 2024/25: -
Cabinet of 18th June, 2024**

New Projects 2024/25

External Fabric Upgrades to 237 Properties - Various Locations (inc. Ayr, Barr, Coylton, Girvan, Kirkmichael, Minishant, Monkton, Prestwick & Troon)

3,000,000	2,000,000	169,150	Design and Tender	List of 237 addresses has been passed to the Managing Agent who have completed external surveys of all properties. On site structural inspections have also been completed and results returned. It has been agreed that the original address list is to be divided into three separate contracts and a request to re-allocate budget will be made once probable costs are available. Tender documents are due to be returned on the 11th October for the first two projects. Request to carry part of budget forward to 2025/26, made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.

2,000,000	0

Social Housing Net Zero Heat Fund 2024/25	2,700,000	100,000	0	Design and Tender	<p>A bid was submitted to Scottish Government on 14/2/24 for funding to undertake work to 81 hard to treat properties across South Ayrshire through the Net Zero Heat Fund. Despite initial feedback (28th June) intimating that the Council's original project was being recommended for approval, the Scottish Government has now confirmed the Council's 2024/25 SHNZF bid proposals (including requested revisions in August and September) have unfortunately been deemed unsuccessful. It is the Housing Service's full intention to reapply to future SHNZF (or similar grant funding) opportunities aimed at enabling the delivery of enhanced external fabric and energy efficiency upgrade works to its harder to treat homes.</p> <p>Request to carry majority of budget forward to 2025/26 to match fund future bid made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.</p>	0	0
Riverside Block - External Refurbishment	3,125,000	0	0	Design and Tender	<p>Budget requires to be added in line with that agreed through the paper 'Setting of Council House Rents and Other Rents and Charges (2024/25 - 2025/27) and Proposed Housing Revenue Account (HRA) Revenue Budget 2024/25 and Capital Budget (2024/25 - 2028/29)'. Request to (a) align budgets to paper approved by Council on the 6th March, 2024 made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.</p>	3,125,000	0
Riverside House – Roofing Works 2024	0	11,500	0	Design and Tender	<p>Request to allocate budget from Unallocated Structural and Environmental Works 2024/25 & Future Years line below made through the P6 Housing Capital Monitoring Report to Cabinet of 26th November, 2024.</p>	0	0

<u>Project Carried From 2023/24</u>								
External Fabric Upgrades to 170 Properties - Maybole and Prestwick	1,453,931	1,453,931	1,113,988	On Site	Works started on site on the 8th of January, 2024 and are progressing, It is anticipated that works will be complete in December, 2024. Additional works identified at the rear access to 4Nr flatted blocks at Minnoch Crescent, Maybole have been tendered.	0	0	
<u>Projects Carried From Previous Years</u>								
External Fabric Upgrades to 167 Properties - Dailly, Prestwick, Troon, Symington & Ayr	75,000	75,000	0	Complete	Works are complete on site and the final account has been prepared by the Managing Agent. This has been passed to the contractor for agreement and final payment will be made thereafter. Anticipated payment will be made in financial year 2024/25.	0	0	
Stabilisation Works at Main Road, Ayr	74,493	94,493	0	Legally Committed	Structural engineer has considered proposals for this work and provided a design solution. Works have now been negotiated and costs provided to Housing to allow owner engagement to take place. A contractor has been appointed. Awaiting permissions from Scottish Water before the project is able to start on site.	0	0	
Re-roofing and External Fabric Upgrade - 93 Properties in Dundonald & Tarbolton (H20101)	2,760	5,519	5,519	Complete	Final invoice in relation to older project previously completed. Request to allocate budget made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.	0	0	
Contract 1: Reroofing & External Fabric Upgrades - 71 Properties Various Locations	0	1,800	1,800	Complete	Final Valuation (Valuation 15 & Final) paid to contractor. Request to add budget made through P6 Capital Monitoring Report to Cabinet of 26th November, 2024.	0	0	

Contract 2: Reroofing & External Fabric Upgrades - 73 Properties Various Locations
<u>Unallocated Balance - 2024/25, 2025/26 & 2026/27 - Structural and Environmental</u>
Unallocated Structural and Environmental Works 2024/25 & Future Years

0	1,800	1,800	Complete	Final Valuation (Valuation 14 & Final) paid to contractor. Request to add budget made through P6 Capital Monitoring Report to Cabinet of 26th November, 2024.
16,168	0	0	Other	Budgets available for allocation in 2024/25, 2025/26 and 2026/27. Request to (a) advance budget from 2025/26; and (b) allocate budget to projects detailed above made through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024.
10,447,352	3,744,043	1,292,258		

0	0
6,453,721	6,453,721
11,578,721	6,453,721

Other Capital Expenditure	Approved Budget 2024/25 £	Projected to 31st March, 2025 £	Actuals at P6 £	Key Project Milestone	Project Update	2025/26 Approved Budget £	2026/27 Approved Budget £
Project Budgets Approved 2024/25: - Cabinet of 18th June, 2024							
<i>Sheltered Housing Common Areas</i>	245,681	145,681	5,927	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	0	0
<i>Footpaths</i>	70,000	70,000	0	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	50,000	50,000
<i>Buy Back Properties</i>	589,681	1,589,681	216,458	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	1,000,000	1,000,000
<i>Housing Asset Management System</i>	230,000	80,000	0	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	0	0
<i>Window Replacement Programme</i>	3,939,333	3,084,300	828,120	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	3,939,333	3,939,333
<i>Environmental Improvements</i>	1,506,032	481,032	9,164	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	706,839	360,969
<i>New Builds</i>	46,749,823	32,237,413	14,757,891	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	22,063,868	2,990,000
<i>Advance Works / Fees / ICT</i>	260,000	260,000	64,002	See Expanded Section	<i>For detailed breakdown, see expanded tab below.</i>	230,000	230,000
	53,590,550	37,948,107	15,881,562			27,990,040	8,570,302

Income

Approved Budget 2024/25	Projected to 31st March, 2025	Actuals at P6	Key Project Milestone
£	£	£	

2025/26 Approved Budget	2026/27 Approved Budget
£	£

Project Budgets Approved 2024/25: - Cabinet of 18th June, 2024
<i>Funding Type</i>
CFCR
<i>Draw on Accumulated Surplus</i>
<i>Borrowing</i>
<i>Reserves</i>
<i>Scottish Government Funding</i>
<i>2nd Homes Council Tax</i>
<i>Commuted Sums</i>
<i>Other Income</i>
TOTAL FUNDING

1,798,000	1,798,000	1,798,000	Income
0	0	0	Income
72,271,983	46,583,259	14,488,228	Income
0	0	0	Income
8,834,696	8,527,668	7,361,326	Income
1,182,281	1,182,281	213,084	Income
183,687	183,687	183,687	Income
0	0	1,138	Income
84,270,643	58,274,895	24,045,463	

992,000	1,036,000
0	0
47,123,358	22,988,621
0	0
3,970,000	2,716,000
0	0
0	0
0	0
52,085,358	26,740,621

Request For Budget Adjustments		Advanced/ (Carry Forward) from/to 2024-25 £	Release Back 2024-25 £	In Year Budget Amendments 2024-25 £	Additional Budget 2024-25 £	Projected 2024-25 Budget £	Proposed Revised 2025-26 Budget £	Proposed Revised 2026-27 Budget £
Revised Total Budgets as approved by Cabinet of 18th June 2024						84,270,647	52,085,358	26,740,621
1	South Ayrshire Council approved the paper 'Setting of Council House Rents and Other Rents and Charges (2024/25 - 2025/27) and Proposed Housing Revenue Account (HRA) Revenue Budget 2024/25 and Capital Budget (2024/25 - 2028/29)' on the 17th January, 2024. Budget adjustments to the programme have been approved through: - - P9 Capital Monitoring Report approved by Cabinet of the 20th February, 2024; - P12 Capital Monitoring Report approved by Cabinet of the 18th July, 2024; and - P3 Capital Monitoring Report approved by Cabinet of the 27th August, 2024.							
2	Two papers have been approved in relation to the Riverside Development which require to be captured within the Housing Capital Monitoring Report as detailed below. (a) South Ayrshire Council (Special) of the 15th September, 2023, approved the paper 'Affordable Housing - Riverside Place, Ayr', approving the outcome of the HubSW Stage 2 detailed design phase for the project, including the most up to date scheme (affordable housing), costs and programme. Adjustments are required to expenditure and income as detailed below: - - New Housing Development - Site of Former Riverside Flats, Ayr. (b) South Ayrshire Council of the 6th March, 2024, approved the paper 'Affordable Housing Proposals, Riverside Place, Ayr', approving Option 1, being the demolition of the remaining block and build new housing. Adjustments are required to expenditure and income as detailed below: - - Riverside Block 1 - Refurbishment; and - Riverside Block - External Refurbishment.		(9,788,527)			(9,788,527)	0	0
			(187,500)			(187,500)	(187,500)	0
			(3,125,000)			(3,125,000)	(3,125,000)	0
3	A number of adjustments to the Programme are requested to reflect the profiling of projects between 2024/25 and 2025/26, with carry forward of budget to 2025/26 being requested as detailed below: - - Partial Internal Modernisation Works 2020/21 - 50 Nr Properties in Girvan (H20127); - Sheltered Housing Complex - 2 - 4 Benmore; - Full Internal Refurbishment Works - 219 Properties Within Ayr - 2024/25 Programme; - Internal Refurbishment Works 2024/25 - 195 Partial & 2 Full; - Riverside Block 1 - Refurbishment; - Replacement Screens in Flats;	(450,000)				(450,000)	450,000	0
		(200,000)				(200,000)	200,000	0
		(1,000,000)				(1,000,000)	1,000,000	0
		(420,000)				(420,000)	420,000	0
		(2,000,000)				(2,000,000)	2,000,000	0
		(450,000)				(450,000)	450,000	0

	- Targeted Energy Works In Properties to Achieve Compliance With Energy Efficiency Standard Social Housing (ESSH);	(80,000)			(80,000)	80,000	0
	- Upgrading of Lock Up Garages;	(200,000)			(200,000)	200,000	0
	- Replacement PIV's Identified Through FET Programme;	(200,000)			(200,000)	200,000	0
	- Demolitions - Unallocated Funding 2024/25 & Future Years;	(50,000)			(50,000)	50,000	0
	- Demolition of Lockups;	(75,000)			(75,000)	75,000	0
	- 1 - 20 Miller Terrace & 32 - 78 Dailly Road (Even Numbers) Maybole;	(25,000)			(25,000)	25,000	0
	- Demolition of Riverside Flats;	(500,000)			(500,000)	500,000	0
	- External Fabric Upgrades to 237 Properties - Various Locations (inc. Ayr, Barr, Coylton, Girvan, Kirkmichael, Minishant, Monkton, Prestwick & Troon);	(1,000,000)			(1,000,000)	1,000,000	0
	- Social Housing Net Zero Heat Fund 2024/25;	(2,600,000)			(2,600,000)	2,600,000	0
	- Sheltered Housing Common Areas - Unallocated Budget 2024/25;	(50,000)			(50,000)	50,000	0
	- Analogue to Digital Upgrading Within SHU's;	(50,000)			(50,000)	50,000	0
	- Window Replacement Programme 2024/25 - Batch 6 - 415 Addresses in Ayr, Dundonald, Girvan, Loans, Maybole, Mossblown, Prestwick and Troon;	(700,000)			(700,000)	700,000	0
	- Supply/Installation of Eurobin Corrals - Various Locations;	(25,000)			(25,000)	25,000	0
	- Housing Asset Management System;	(150,000)			(150,000)	150,000	0
	- Unallocated Window Replacement Budget 2024/25 & Future Years;	(155,033)			(155,033)	155,033	0
	- Environmental Improvements - Uncommitted Funding 2024/25, 2025/26 & 2026/27;	(1,000,000)			(1,000,000)	1,000,000	0
	- Waggon Road, Ayr;	(500,000)			(500,000)	500,000	0
	- New Builds - LDP2 Sites Unallocated 2024/25 and Future Years;	(2,000,000)			(2,000,000)	2,000,000	0
4	A number of adjustments are requested as (a) there are a number of projects where budgets are no longer required as final accounts have been settled and projects completed; (b) other projects where additional funds are required to complete works; and (c) where budgets are required to be allocated to new projects from unallocated budget lines. Adjustments requested are as detailed below:-				0	0	0
	- 221 Nr Kitchen and Heating Replacements: Ayr, Crosshill, Dundonald, Mossblown, Prestwick, Symington & Troon			20,000	20,000	0	0
	- Upgrade Works - 16, Main Street, Ballantrae			50,000	50,000	200,000	0
	- Fire and Smoke Alarms - LD2 Compliance Work;			19,123	19,123	0	0
	- Major Component Replacements - Unallocated 2024/25 & Future Years;			(89,123)	(89,123)	(200,000)	0
	- Riverside House – Roofing Works 2024;			11,500	11,500	0	0
	- External Fabric Upgrades to 170 Properties - Maybole and Prestwick;				0	1,500,000	0
	- Stabilisation Works at Main Road, Ayr;			20,000	20,000	0	0
	- Re-roofing and External Fabric Upgrade - 93 Properties in Dundonald & Tarbolton (H20101)			2,759	2,759	0	0
	- Contract 1: Reroofing & External Fabric Upgrades - 71 Properties Various			1,800	1,800	0	0
	- Contract 2: Reroofing & External Fabric Upgrades - 73 Properties Various			1,800	1,800	0	0
	- Unallocated Structural and Environmental Works 2024/25 & Future Years;	21,691		(37,859)	(16,168)	(1,521,691)	0
	- New Build - Mainholm				0	600,000	0
	- New Build Housing - Feasibility Study Former Cairn PS Site, Maybole;			2,250	2,250	0	0

	- Feasibility Study - Affordable Housing Manse Road, Coylton;			802	802	0	0
	- New Build Housing - Feasibility Study - McConnell Square, Girvan;			50,000	50,000	0	0
	- New Build Housing - Feasibility Study - Station Road, Girvan;			50,000	50,000	0	0
	- New Builds - LDP2 Sites Unallocated 2024/25 and Future Years;			(103,052)	(103,052)	(600,000)	0
	- Site of the Former Tarbolton Primary School;	(36,383)			(36,383)	0	0
	- Unallocated Window Replacement Budget 2024/25 & Future Years;			(148,100)	(148,100)	0	0
	- Window Replacement Programme 2023/24 - 324 Properties in Ayr, Girvan, Maybole, Monkton;			120,000	120,000	0	0
	- Window Replacement Programme 2022/23 - Batch 3 - 82 Addresses in Ayr and Girvan; and			20,000	20,000	0	0
	- Window Replacement Programme 2023/24 - 82 Addresses in Ayr & Girvan.			8,100	8,100	0	0
5	The paper 'Setting of Council House Rents and Other Rents and Charges (2024/25 - 2025/27) and Proposed Housing Revenue Account (HRA) Revenue Budget 2024/25 and Capital Budget (2024/25 - 2028/29)' as approved by South Ayrshire Council on the 17th January, 2024 contained a figure of £1Million for Buy Backs. However, this figure is the net amount, balanced by anticipated Scottish Government New Build Subsidy and therefore, it is requested that the expenditure line be increased by £1M to £2M with £1M being added to income to reflect this as detailed below: -						
	- Buy Back Properties.				1,000,000	1,000,000	0
		(13,858,342)	(13,137,410)	0	1,000,000	(25,995,752)	10,545,842
	TOTAL REVISED BUDGET					58,274,895	62,631,200
							26,740,621

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. FSD Guidance for Public Bodies in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Monitoring of Housing Capital Programme
Lead Officer (Name/Position/Email)	Pauline Bradley, Service Lead, Professional Design Service pauline.bradley@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	No
Disability	No	No
Gender Reassignment (Trans/Transgender Identity)	No	No
Marriage or Civil Partnership	No	No
Pregnancy and Maternity	No	No
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	No
Religion or Belief (including lack of belief)	No	No

Community or Groups of People	Negative Impacts	Positive impacts
Sex – (issues specific to women & men or girls & boys)	No	No
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	No
Thematic Groups: Health, Human Rights & Children’s Rights	No	No

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	No	No
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No	No
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	No	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No	No
Socio-economic Background – social class i.e. parent’s education, employment and income	No	No

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No impact
Increase participation of particular communities or groups in public life	No impact
Improve the health and wellbeing of particular communities or groups	No impact
Promote the human rights of particular communities or groups	No impact
Tackle deprivation faced by particular communities or groups	No impact

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Rationale for decision: This is an update report with no implication in relation to equalities	
Signed : Pauline Bradley Date: 3 November 2024	Service Lead

South Ayrshire Council

**Report by Chief Social Work Officer
to Cabinet
of 26 November 2024**

Subject: Chief Social Work Officer Annual Report

1. Purpose

- 1.1 The purpose of this report is to update the Cabinet on the performance of statutory social work services for 2023-2024.

2. Recommendation

- 2.1 It is recommended that the Cabinet considers the performance of statutory social work services.**

3. Background

- 3.1 Every local authority must have a professionally qualified Chief Social Work Officer (CSWO) as per Section 45 of the Local Government etc. (Scotland) Act 1994. The role of the CSWO is to ensure the provision of appropriate professional advice in the discharge of a local authority's statutory functions as described in Section 5 (1B) of the Social Work (Scotland) Act 1968.

- 3.2 The role covers the full range of a local authority's social work functions to provide a focus for professional leadership and governance. The role provides strategic and professional leadership in the delivery of social work services.

- 3.3 The Public Bodies (Joint Working) (Scotland) Act 2014 provides for the delegation of certain social work functions by a local authority to an integration authority – for example, a Health and Social Care Partnership.

- 3.4 The Scottish Government requires the CSWO to produce an annual report of service quality and performance, key challenges, and for this particular year, the initial impact of COVID-19.

4. Proposals

- 4.1 The CSWO annual report (Appendix 1) highlights areas of performance across statutory Social Work services. The CSWO would wish to draw attention to the following key points within the report:

- 4.1.1 Overall the report highlights an increasing demand on Social Work Services across Child Protection, Adult Support and Protection, Child and Families Services, Justice Services and Adult Services.

- 4.1.2 The transformational work to enable those who use our services choice and control over their care and support to enable to start well, live well and age well specifically in the areas of promotion of power of attorney, supported decision making, self-directed support and 'good conversations.
 - 4.1.3 The positive development in relation to the implementation of embedding the recommendations of the Adult Social Work Learning Review / ADP Recovery is Reality to develop local accessible resources ensuring that we get the right support to our people at the right time.
 - 4.1.4 The positive implementation of our Workforce Plan that seeks to address the retention and recruitment and wellbeing issues within the profession.
 - 4.1.5 The strong performance in the majority of our own and commissioned care providers and care at home providers supported by our Community Services Oversight Group and Care Home Review Team.
 - 4.1.6 The extensive work and commitment towards reducing the level of delayed transfers of care and the positive trajectory achieved by this work.
- 4.2 Alongside these key issues, the CSWO would wish to publicly recognise and acknowledge the skills and compassion shown by our practitioners, managers and partners every day to provide services to our community.

5. Legal and Procurement Implications

- 5.1 There are no legal implications arising from this report beyond those contextualised within the body of the annual report.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 There are no financial implications arising from this report beyond those contextualised within the body of the annual report.

7. Human Resources Implications

- 7.1 There are no human resource implications arising from this report beyond those contextualised within the body of the annual report.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with this report beyond those contextualised within the body of the annual report.

8.2 Risk Implications of Rejecting the Recommendations

- 8.2.1 Rejecting the recommendations may impact on the reputation of the Council.

9. Equalities

9.1 The proposals in this report allow scrutiny of performance. The report does not involve proposals for policies, strategies, procedures, processes, financial decisions and activities (including service delivery), both new and at review, that affect the Council's communities and employees, therefore an equality impact assessment is not required.

10. Sustainable Development Implications

10.1 This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Hugh Hunter, Portfolio Holder for Health and Social Care, and the contents of this report reflect any feedback provided.

13.3 The contents of this report have been reported through other structures attended by Cabinet/ Portfolio Holders.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Chief Social Work Officer will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Not applicable	Not applicable	Not applicable

Background Papers Chief Social Work Officers Annual Report 2022-2023

Person to Contact Gary Hoey, Chief Social Work Officer
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6AB
E-mail gary.hoey@south-ayrshire.gov.uk

Date: 18 November 2024