County Buildings
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south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas

19 August 2025

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

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, 26 August 2025 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. Minutes of previous meeting of 17 June 2025 (copy herewith).

3. Decision Log -

(a) Overdue Action – *none;*

(b) Actions Listed with Revised Dates – for approval; and

(c) Recently Completed Actions.

(copies herewith).

4(a)/

4. Buildings, Housing and Environment.

(a) Barr Community Centre - Community Asset Transfer and Public Trust Resolution – Submit joint report by the Depute Chief Executive and Director of Housing Operations and Development and Chief Governance Officer (copy herewith).

(b) McCosh Hall and Bowling Green Community Asset Transfer under Part 5 of the Community Empowerment (Scotland) Act 2015 and Application for Funding from the Advancing Community Assets Fund - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

(c) Tenant Participation Strategy 2025 – 2030 - Submit joint report by the Chief Executive and Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

5. Corporate and Strategic.

(a) Community Councils - Scheme for Establishment of Community Councils – Consultation Update - Submit report by the Director of Communities and Transformation (copy herewith).

6. Corporate and Strategic/Buildings, Housing and Development/ Finance, HR and ICT/ Economic Development.

(a) Approvals under Delegated Authority during Period of Recess - Submit report by the Chief Governance Officer (copy herewith).

7. Health and Social Care.

(a) Learning Disabilities Team Policy – Submit report by the Director of Health and Social Care (copy herewith).

8. Finance, HR and ICT

(a) Budget Management – Revenue Budgetary Control 2025/26 – Position at 30 June 2025 – Submit report by the Chief Financial Officer (copy herewith).

(b) General Services Capital Programme 2025/26: Monitoring Report as at 30 June 2025 - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

(c) Code of Conduct for Employees – Submit report by the Chief HR Officer (copy herewith).

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

(a) Housing Capital Programme 2025/26: Monitoring Report as at 30 June 2025 - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

10. Finance, HR and ICT/Economic Development/Buildings, Housing and Development.

(a) Procurement of Capital Projects and Construction Works – Corporate Procurement Structural Changes - Submit report by the Chief Financial Officer (copy herewith).

11(a)/

11. Buildings, Housing and Development.

(a) Sale of Former Belleisle House Hotel, Ayr - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (Members Only).

(b) Sale of Former Gardenrose Primary School Site - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (Members Only).

12. Consideration of Disclosure of the above confidential reports.

For more information on any of the items on this agenda, please telephone Andrew Gibson, Committee Services on at 01292 272360, at Wellington Square, Ayr or e-mail: committee.services@south-ayrshire.gov.uk
www.south-ayrshire.gov.uk

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Agenda Item No 2

CABINET

Minutes of a hybrid webcast meeting on 17 June 2025 at 10.00 a.m.

Present in County Hall: Councillors Brian Connolly (Chair), Alec Clark, Ian Davis, Mark Dixon, William Grant, Hugh Hunter, Martin Kilbride and Bob Shields.

Apology: Councillor Chris Cullen.

Also Present in County Hall: H. McGuire and G. Laird (in attendance for items 4 to 7).

Apologies: D. Gemmell, I. Gall and N. Fullard.

Attending in County Hall: L. McRoberts, Acting Chief Executive; J. Bradley, Director of Communities and Transformation; T. Baulk, Chief Financial Officer; S. Mulholland, Acting Director of Education; C. Cox, Assistant Director – Planning and Development; G. Hunter, Assistant Director – Communities; L. Reid, Assistant Director – Communities; K. Briggs, Service Lead – Legal and Licensing; T. Burns, Service Lead – Asset Management and Community Asset Transfer; S. McCardie, Service Lead - Performance, Community Planning and Sustainability; N. Gemmell, Service Lead – Revenues and Benefits; F. Ross, Service Lead – Neighbourhood Services; B. Sanderson, Service Lead – Human Resources; P. Bradley, Service Lead – Professional Design Services; M. Greaves, Co-ordinator – Economy and Regeneration; C. Love, Team Leader – Community Asset Transfer; N. Cecconi, Co-ordinator – Human Resources; L. Traynor, Head Teacher; F. Meney, Head Teacher; J. Thomson, Head Teacher; S. Flint, Head Teacher; A. Gibson, Committee Services Officer; and E. Moore, Committee Services Assistant.

Attending Remotely: C. McGhee, Chief Internal Auditor.

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.

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.

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2. Minutes of previous meeting.

The minutes of 28 May 2025 (issued) were submitted and approved.

3. Decision Log.

It was agreed that the Assistant Director – Planning and Development would raise with the Ayrshire Roads Alliance, a Member's concern that the due date for completion of the Motorhome Parking Scheme 2025 entry was now 29 August 2025 and that, in his view, this would impede this year's summer season.

The Cabinet

Decided:

(1) to note there were no overdue actions;

(2) to approve the actions listed with revised due dates (issued); and

(3) to note the recently completed actions(issued).

Variation in Order of Business.

In terms of Standing Order No. 13.2, the Cabinet agreed to vary the order of business as hereinafter minuted.

Education.

4. Inspection of Ayr Academy: Education Scotland Report.

There was submitted a report (issued) of 4 June 2025 by the Depute Chief Executive and Director of Education informing the Cabinet of the outcome of the Education Scotland Inspection of Ayr Academy.

Having considered the contents of the National report by Education Scotland and following discussion and having heard from the Headteacher, the Cabinet

Decided: to agree that the main points for action would be addressed by the Headteacher and Quality Improvement Officer.

Councillor Shields left the meeting at this point.

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5. Inspection of Alloway Primary School and Early Years Centre: Education Scotland Report.

There was submitted a report (issued) of 4 June 2025 by the Depute Chief Executive and Director of Education informing the Cabinet of the outcome of the Education Scotland Inspection of Alloway Primary School and Early Years Centre.

Having considered the contents of the National report by Education Scotland and following discussion and having heard from the Headteacher, the Cabinet

Decided: to agree that the main points for action would be addressed by the Headteacher and Quality Improvement Manager.

6. Inspection of Dalmilling Primary School: Education Scotland Report.

There was submitted a report (issued) of 4 June 2025 by the Depute Chief Executive and Director of Education informing the Cabinet of the outcome of the Education Scotland Inspection of Dalmilling Primary School.

Having considered the contents of the National report by Education Scotland and following discussion and having heard from the Headteacher, the Cabinet

Decided: to agree that the main points for action would be addressed by the Headteacher and Quality Improvement Manager.

7. Inspection of Doonfoot Primary School and Early Years Centre: Education Scotland Report.

There was submitted a report (issued) of 4 June 2025 by the Depute Chief Executive and Director of Education informing the Cabinet of the outcome of the Education Scotland Inspection of Doonfoot Primary School and Early Years Centre.

Having considered the contents of the National report by Education Scotland and following discussion and having heard from the Headteacher, the Cabinet

Decided: to agree that the main points for action would be addressed by the Headteacher and Quality Improvement Manager.

The Education representatives left the meeting at this point.

The time being 10.55 a.m., the Cabinet agreed to adjourn for five minutes. The Cabinet resumed at 11.00 a.m.

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Buildings, Housing and Environment.

8. Memorial Policy.

There was submitted a report (issued) of 11 June 2025 by the Director of Housing, Operations and Development seeking approval

(1) regarding the future management of both existing and new memorial tributes; and

(2) of the increased selection of memorials that Neighbourhood Services could offer family and friends wishing to purchase a tribute to commemorate their loved one.

The Cabinet

Decided: to remit this matter to a future meeting of South Ayrshire Council for consideration.

Buildings, Housing and Environment/Tourism Culture and Rural Affairs.

9. Girvan Regeneration: Girvan's Story.

There was submitted a report (issued) of 11 June 2025 by the Director of Housing, Operations and Development seeking

(1) approval to progress submission of potential regeneration projects ('Girvan's Story') to Stage 2 of the Historic Environment Scotland (HES) and National Lottery Heritage Fund (NLHF) Heritage and Place Programme for match funding; and

(2) the establishment of a 'Girvan's Story Project Partnership Board' to provide advice on the progression of the recommended projects.

Following discussion, including the Terms of Reference for the Partnership Board, the Cabinet

Decided:

(a) to note the progress made in Stage 1 'Development Stage' of the Girvan's Story project;

(b) to agree to progress the Girvan's Story Project, including preparation and submission of Stage 2 ('Delivery Stage') applications to project funders, Historic Environment Scotland (HES) and National Lottery Heritage Fund (NLHF);

(c) to recognise the Girvan's Story Project Partnership Board as an advisory body as a requirement of external funding bodies and to agree the Terms of Reference for inclusion in the Stage 2 submission, subject to a revision in Section 2 of these Terms of Reference ("Role of Girvan's Story Partnership Board") to clarify in the first two items in the list, that the purpose of the Board was to **make recommendations to Cabinet** in relation to allocation of finance/grant awards and any changes which could impact on budget;

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(d) to agree allocation of £1,000,000 in match funding from the Girvan Regeneration Budget to be included in the Stage 2 submission for delivery of key projects and activities; and

(e) to authorise the submission of future potential application(s) to the Scottish Government's Regeneration Capital Grant Fund (RCGF) or others as appropriate for funding in regard to the Girvan's Story Project.

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

10. Housing Capital Programme 2024/25: Monitoring Report as at 31 March 2025.

There was submitted a report (issued) of 10 June 2025 by the Director of Housing, Operations and Development

(1) providing an update on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 31 March 2025 (Period 12); and

(2) requesting agreement for the changes to budgets in 2024/25 and 2025/26.

Following discussion on new build housing in Girvan and the process involved for the development of footpaths within housing areas, the Cabinet

Decided:

(a) to note the progress made on the delivery of the Housing Capital Programme to 31 March 2025, resulting in spend of £48.369m., or 98.33%, as detailed in Appendix 1 of the report;

(b) to approve the adjustments contained in Appendix 2 of the report;

(c) to approve the carry forward of budget from 2024/25 to 2025/26 of £780,390; and

(d) to approve the revised budget for 2025/26 at £58.837m. and 2026/27 at £30.901m., as highlighted in Appendix 2 of the report.

Corporate and Strategic.

11. Council Plan Actions – Year 3 (2025/2026).

There was submitted a report (issued) of 4 June 2025 by the Depute Chief Executive and Director of Education seeking approval of the Council Plan Actions (2025/2026) for Year Three of the Council Plan 2023-2028.

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Following discussion and having noted that up to date information on the entries in the Council Plans could be accessed by Members via Pentana, the Cabinet

Decided:

(1) to approve the Council Plan actions for Year 3 (2025/2026) as detailed in Appendix 1 of the report;

(2) to note that actions for the third year of the Council Plan would be reported to Service and Partnerships Performance Panel during 2025/2026, as agreed within the Performance Management Framework; and

(3) to note that performance against the Council Plan would also be the subject of the annual report to Council.

Sport and Leisure.

12. Coylton Tennis Club Community Asset Transfer under Part 5 of the Community Empowerment (Scotland) Act 2015 and Application for Funding from the Advancing Community Assets Fund.

There was submitted a report (issued) of 9 June 2025 by the Director of Housing, Operations and Development presenting the proposal for the Community Asset Transfer of ownership of Coylton Tennis Club, to Coylton LTC SCIO, under Part 5 of the Community Empowerment (Scotland) Act 2015; for a price less than best consideration; and an associated application for funding through the Advancing Community Assets Fund (ACAF).

Following discussion, the Cabinet

Decided:

(1) to approve the transfer of ownership of Coylton Tennis Club, as detailed in Appendix 1 of the report, under Part 5 of the Community Empowerment (Scotland) Act 2015 to Coylton LTC SCIO for the discounted sum of £3,000 (three thousand pounds) Sterling, having regard to the recommendations made by the Community Asset Transfer Assessment Group (Appendix 2) and in the Best Value Assessment (Appendix 3);

(2) to agree the Council's responses to the representations received (Appendix 4) following publication of the Notice of Asset Transfer Request (Appendix 5), to approve publication of the responses on the Council website and notification of those who responded to the consultation;

(3) to note that, if the applicants wished to proceed with the acquisition, they had a period of six months from the date of the decision notice within which to agree the terms of the sale with the Council;

(4) in the event of an offer being received, to request the Chief Governance Officer to conclude the sale, in accordance with the recommendations of this report;

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(5) to note that Coylton LTC SCIO's Stage 2 CAT Request Form could be viewed at Appendix 6, that their business plan could be viewed at Appendix 7 and constitution at Appendix 8; and

(6) to agree that the Advancing Community Asset Fund would require to pay a one-off grant of £100,000 to Coylton LTC as a contribution towards the costs of resurfacing the courts; noting that the Advancing Community Assets Fund had sufficient funds to meet this request.

Tourism ,Culture and Rural Affairs.

13. Visitor Levy Scheme.

There was submitted a report (issued) of 6 June 2025 by the Director of Communities and Transformation

(1) providing an update on feedback received on the Visitor Levy Scheme survey; and

(2) seeking approval to delay any proposals to introduce a Visitor Levy scheme in South Ayrshire.

Following discussion, the Cabinet

Decided:

(a) to note the Visitor Levy survey responses received, detailed at Appendix 1 of the report;

(b) to note the recommendations of the Transformation Board, as detailed in paragraph 3.7 of the report; and

(c) to agree to pause any further work to develop a Visitor Levy scheme for South Ayrshire until August 2027, when further evidence would be available to demonstrate the impact of the Scheme on Councils and the visitor economy.

Finance/HR and ICT.

14. Family Leave - Premature and Neonatal Care Leave and Pay.

There was submitted a report (issued) of 4 June 2025 by the Chief HR Officer seeking approval to implement the new Premature and Neonatal Care Leave and Pay.

The Cabinet

Decided:

(1) to approve the introduction of the Premature and Neonatal Care Leave and Pay provision; and

(2) to approve the revisions made to the Family Leave Policy to incorporate the new provision, as contained in Appendix 1 of the report.

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15. General Services Capital Programme 2024/25: Monitoring Report as at 31 March 2025.

There was submitted a report (issued) of 10 June 2025 by the Director of Housing, Operations and Development providing an update on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 31 March 2025 (Period 12), and requesting agreement for the changes to budgets in 2024/25, 2025/26 and 2026/27.

The Cabinet

Decided:

(1) to note the progress made on the delivery of the General Services Capital Programme to 31 March 2025, resulting in spend of £39.473m., or 86.94%, as detailed in Appendix 1 of the report;

(2) to approve the adjustments, as contained in Appendix 2 of the report;

(3) to approve the carry forward of budget from 2024/25 to 2025/26 of £5.914m.; and

(4) to approve the revised budget for 2025/26 at £98.358m. and 2026/27 at £82.680m., as highlighted in Appendix 2 of the repot.

16. Budget Management – Revenue Budgetary Control 2024/25 – Out-turn Statement at 31 March 2025.

There was submitted a report (issued) of 11 June 2025 by the Chief Financial Officer presenting a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2024/25, as at 31 March 2025.

Following discussion on employee costs, the Cabinet

Decided:

(1) to note the out-turn position for each Directorate/service for 2024/25, detailed in Appendix 1 of the report;

(2) to approve the revisions to previous earmarking and new earmarking of funds, to be carried forward for utilisation in 2025/26, as outlined in Appendix 2 of the report and included in tables 1 at paragraph 4.1.1 of the report;

(3) to note the overall General Services in-year underspend of £0.182m. at paragraph 4.1.1 of the report (before earmarking) and the accumulated uncommitted reserves position of £4.431m., as outlined in paragraph 4.1.9 of the report;

(4) to note the £0.097m. HSCP 2024/25 in-year underspend and accumulated reserves position of £11.100m. available to the Partnership for 2025/26, as outlined in paragraphs 4.1.5 to 4.1.6 of the report;

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(5) to note the creation of a new provision for potential abortive capital spend of £3.279m. charged to revenue in 2024/25, as outlined in paragraph 4.1.7, which significantly impacted on the in-year out-turn position noted in paragraph 2.1.3 of the report;

(6) to note the Housing Revenue Account financial position outlined in paragraph 4.2 of the report and to approve the newly requested £1.350m. earmarking of funds, as detailed in Appendix 1f of the report;

(7) to note the Common Good Fund's financial position, as outlined in paragraph 4.3 of the report;

(8) to approve the release of a small number of current committed reserve balances, as noted in paragraph 4.1.11 and detailed in Appendix 3 of the report; and

(9) to note that the General Fund uncommitted reserve balance was below the desired 2% of expenditure at 31 March 2025, but further noted the previous Council agreement, to contribute £3.928m. of funds to the uncommitted reserve during 2025/26, increasing the balance held above the desired level going forward.

17. Write-offs: Council Tax, Non-Domestic Rates, Customer Invoicing and Housing Benefit Overpayments.

There was submitted a report (issued) of 4 June 2025 by the Chief Financial Officer seeking the approval to write-off Council Tax, Non-Domestic Rates, Housing Benefit Overpayments and Customer Invoicing Accounts in accordance with Council policy.

Following discussion on how write-offs were determined, the Cabinet

Decided:

(1) to approve the write-off of Council Tax amounting to £63,147.65;

(2) to approve the write-off of Non-Domestic Rates amounting to £294,628.33;

(3) to approve the write-off of Housing Benefit Overpayments amounting to £11,355.49; and

(4) to note the write-off of Customer Invoicing amounting to £48,808.04 previously approved by the Chief Financial Officer in accordance with Section 7 (FIP10) of the Council's Scheme of Delegation.

18. 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.

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Economic Development/Buildings, Housing and Environment.

19. Common Good Consultation on Proposed Lease of Kiosk No 1 and Kiosk No 2, Ayr.

There was submitted a report (Members only) of 4 June 2025 by the Director of Housing, Operations and Development

(1) providing the results from the statutory community consultation – under Section 104 of the Community Empowerment (Scotland) Act 2015 – in relation to the proposed lease of Kiosk No 1 and Kiosk No 2 to two separate businesses, each for a period of 25 years; and

(2) seeking approval to proceed with the process to conclude the new leases.

Following discussion, the Cabinet

Decided:

(a) to note the results of the public consultation carried out under section 104 of the Community Empowerment (Scotland) Act 2015;

(b) to agree the responses to the representations received, as outlined in Appendix 1 of the report, approve publication of the responses on the Council website and notification of those who responded to the consultation;

(c) to grant authority to the Chief Governance Officer to submit a Petition to the Sheriff Court to obtain Court authority to proceed with the proposal, which constituted a disposal of a Common Good asset; and

(d) to agree, that if Court authority was obtained, to approve the proposals as presented to Cabinet on 18 February 2025 and authorise the Chief Governance Officer to conclude the leases on the terms offered, as contained within the Addenda (Confidential) to this report.

20. Consideration of Disclosure of the above confidential report.

Decided: to agree that under Standing Order 32.4, the undernoted report remain exempt until the leases were concluded and subject to redaction for GDP purposes.

- Common Good Consultation on Proposed Lease of Kiosk No 1 and Kiosk No 2, Ayr.

The meeting ended at 12.30 p.m.

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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))	Portfolio Holder
CAB	21/01/2025	Update on Ayrshire Roads Alliance Electric Vehicle Infrastructure Strategy with North Ayrshire : Procurement Phase Progress	["HOD"]	Corrie, Jane	Prepare and submit Regulatory Panel report	No	30/06/2025	05/02/2026	Proposed new date: February 2026 Reason: Delays during the procurement phase have pushed this milestone back.	Cullen, Chris

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))	Portfolio Holder
CAB	21/01/2025	Update on Ayrshire Roads Alliance Electric Vehicle Infrastructure Strategy with North Ayrshire : Procurement Phase Progress	["HOD"]	Corrie, Jane	Prepare and submit Cabinet report	No	31/07/2025	20/01/2026	Proposed new date: January 2026 Reason: Similarly, the procurement delays have had a knock-on effect on this reporting timeline.	Cullen, Chris

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))	Portfolio Holder
CAB	21/01/2025	Lease Renewal – Craigie Caravan Park	["HOD"]	Burns, Tom	Conclude 30-year lease with the Caravan and Motorhome Club.	No	30/06/2025	30/09/2025	Update 4.7.25 - awaiting response from Club's solicitor. Have sought extension of log deadline to end of September to all for necessary negotiation.	Kilbride, Martin
CAB	21/01/2025	Non-Housing Revenue Account Residential Properties	["HOD"]	Braidwood, Kevin	Undertake SHQS survey and valuations and report back to Cabinet	No	30/06/2025	28/10/2025		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))	Portfolio Holder
SAC	12/12/2024	Proposed Ward Capital Projects – Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026	["HOD"]	Cox, Chris;Dalrymple, Kenneth	Update on Ward Capital Projects and Potential New Ward Capital Projects	No	26/06/2025	30/09/2025	Being considered at Council in September 2025	Clark, Alec;Connolly, Brian

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))	Portfolio Holder
CAB	27/08/2024	South Ayrshire Council Parking Strategy 2020 – 2024 Ayr Parking Consultation	["HOD"]	Braidwood, Kevin	deferred to allow a wider car parking review to be undertaken by officers across all elements of Town Centre on-street and off street, tariffs, residential streets and for officers to report on the results of public consultation with recommendations to Cabinet - different to rec in report, members consultation briefing held and report deferred until September 2025	No	31/07/2025	06/11/2025		Cullen, Chris

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))	Portfolio Holder
CAB	28/11/2023	Girvan Bandstand, Stair Park, Henrietta Street, Girvan - Common Good Consultation	["CEO"]	Caves, Catriona	Conclusion of sale	No	30/06/2025	30/06/2026	Update 30.7.25 - the purchaser's solicitor has approached the Counci	Kilbride, Martin;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))	Portfolio Holder
CAB	14/06/2022	Services to Gypsy Travellers - Site to Support and Accommodate Gypsy/ Traveller Encampments	["HOD"]	Burns, Tom;Dalrymple, Kenneth	report back an update to Cabinet (originally in September 2022 - different to rec in report) A officers/member working met on the 9th December 2024 and 2nd April 2025. There is a seminar held at the start of May 2025 with the Scottish Government regarding funding. The members/officers group will meet following the this seminar to discuss a way forward.	No	30/06/2025	31/10/2025		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))	Portfolio Holder
SAC	26/06/2025	Appointments to Convention of Scottish Local Authorities	["CEO"]	Carlaw, Wynne	Notify COSLA of the change of representation on Convention/ Policy Boards	Yes	04/07/2025			Connolly, Brian
SAC	26/06/2025	Appointments to Panel	["CEO"]	Carlaw, Wynne	Publish updated details of membership of Panels	Yes	04/07/2025			Connolly, Brian
SAC	26/06/2025	Representation on Outside Bodies	["CEO"]	Carlaw, Wynne	Publish updated details of representation on Outside Bodies	Yes	04/07/2025			Connolly, Brian

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))	Portfolio Holder
SAC	26/06/2025	Representation on Outside Bodies	["CEO"]	Carlaw, Wynne	Notification of appointments to all relevant external groups	Yes	04/07/2025			Connolly, Brian
SAC	26/06/2025	Representation on Working Groups, Etc	["CEO"]	Carlaw, Wynne	Publish details of membership of Working Groups	Yes	04/07/2025			Connolly, Brian
SAC	26/06/2025	Schedule of Meetings	["CEO"]	Carlaw, Wynne	Publish the meeting timetable	Yes	04/07/2025			Connolly, Brian

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))	Portfolio Holder
SAC	26/06/2025	Local Development Plan 3 (LDP3) Public Engagement Framework	["HOD"]	Iles, Craig	Implementation of the Public Engagement Framework	Yes	30/06/2025			Cullen, Chris

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))	Portfolio Holder
SAC	26/06/2025	Integration Joint Board (IJB) Strategic Plan Refresh	["HSCP"]	Eltringham, Tim	Following agreement the new Strategic Plan will be published	Yes	26/06/2025		02/07/25 - Following agreement at Council on 26/6, currently arranging upload to the HSCP website and planning some wider comms to launch the plan? Completed	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))	Portfolio Holder
SAC	26/06/2025	Interim Chief Executive	["CEO"]	Caves, Catriona	Progress appointment of interim Chief Executive	Yes	11/07/2025			

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))	Portfolio Holder
CAB	17/06/2025	Inspection of Alloway Primary School and Early Years Centre: Education Scotland Report	["ED"]	Mulholland, Scott	Meeting to be arranged with the Headteacher to agree a plan to address the action points contained in the report and monitor progress in conjunction with the planned programme of visits	Yes	30/06/2026			Grant, William

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))	Portfolio Holder
CAB	17/06/2025	Inspection of Dalmilling Primary School: Education Scotland Report	["ED"]	Mulholland, Scott	Meeting to be arranged with the Headteacher to agree a plan to address the action points contained in the report and monitor progress in conjunction with the planned programme of visits	Yes	30/06/2026			Grant, William

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))	Portfolio Holder
CAB	17/06/2025	Inspection of Doonfoot Primary School and Early Years Centre: Education Scotland Report	["ED"]	Mulholland, Scott	Meeting to be arranged with the Headteacher to agree a plan to address the action points contained in the report and monitor progress in conjunction with the planned programme of visits	Yes	30/06/2026			Grant, William

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))	Portfolio Holder
CAB	17/06/2025	Inspection of Ayr Academy: Education Scotland Report	["ED"]	Mulholland, Scott	Meeting to be arranged with the Headteacher to agree a plan to address the action points contained in the report and monitor progress in conjunction with the planned programme of visits	Yes	30/06/2026			Grant, William

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))	Portfolio Holder
CAB	17/06/2025	Memorial Policy	["HOD"]	Ross, Fiona	to be remitted to meeting of SAC for consideration - diff to rec in report	Yes	29/08/2025		to arrange member briefing meetings prior to going to future panel Members Briefing date has been arranged and Report scheduled to be presented at September Cabinet	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))	Portfolio Holder
CAB	17/06/2025	Girvan Regeneration: Girvan's Story	["HOD"]	Cox, Chris	Implement the recommendations in Girvan's Story, i.e., submit the Stage 2 applications	Yes	31/08/2025			Kilbride, Martin;Clark, Alec
CAB	17/06/2025	Girvan Regeneration: Girvan's Story	["HOD"]	Cox, Chris	Explore opportunities to submit RCGF applications	Yes				Kilbride, Martin;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))	Portfolio Holder
CAB	17/06/2025	Housing Capital Programme 2024/25: Monitoring Report as at 31 March 2025	["CEO"]	tom.simpson	Process adjustments to the Housing Capital Programme	Yes	01/07/2025			Davis, Ian;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))	Portfolio Holder
CAB	17/06/2025	Coylton Tennis Club Community Asset Transfer under Part 5 of the Community Empowerment (Scotland) Act 2015 and Application for Funding from the Advancing Community Assets Fund.	["CEO"]	Caves, Catriona	Issue Decision notice	Yes	12/07/2025		Decision Notice issued 01.07.2025.	

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))	Portfolio Holder
CAB	17/06/2025	Visitor Levy Scheme	["CT"]	Reid, Louise	De-prioritise the Visitor Levy project from the transformation portfolio	Yes	31/07/2025			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))	Portfolio Holder
CAB	17/06/2025	Visitor Levy Scheme	["CT"]	Hunter, George	Provide an update to Cabinet on the national roll out of the Visitor Levy Scheme	Yes	31/08/2027		Decision made to defer for a period of two years and reconsider at a future date re SAC implementation of a visitor levy.	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))	Portfolio Holder
CAB	17/06/2025	Family Leave - Premature and Neonatal Care Leave and Pay	["CEO"]	Wesson, Wendy	Publish the Family Leave Policy with the new Neonatal Care Leave and Pay Provision	Yes	30/06/2025			Davis, Ian
CAB	17/06/2025	General Services Capital Programme 2024/25: Monitoring Report as at 31 March 2025	["HOD"]	Bradley, Pauline	Process adjustments to the General Services Capital Programme	Yes	01/07/2025			Davis, Ian

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))	Portfolio Holder
CAB	17/06/2025	Budget Management – Revenue Budgetary Control 2024/25 – Out-turn Statement at 31 March 2025	["CEO"]	Baulk, Tim	Incorporate financial information in the unaudited 2024/25 Annual Accounts to be submitted to external audit	Yes	30/06/2025			Davis, Ian

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))	Portfolio Holder
CAB	17/06/2025	Write-offs: Council Tax, Non-Domestic Rates, Customer Invoicing and Housing Benefit Overpayments	["CEO"]	Gemmell, Nicola	Debt will be written off and systems updated	Yes	30/06/2025			Davis, Ian
CAB	17/06/2025	Common Good Consultation on Proposed Lease of Kiosk No 1 and Kiosk No 2, Ayr.	["CEO"]	Caves, Catriona	Petition Lodged with Sheriff Court	Yes	31/10/2025		Both petitions lodged in court. Calling date is 4.9.25.	Cullen, Chris;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))	Portfolio Holder
CAB	28/05/2025	Coastal Communities Fund 2025/2026	["CT"]	Hunter, George	Progress funding and delivery of Coastal Communities projects	Yes	31/12/2025		Agreed following Cabinet approval and being progressed within current financial year	Cullen, Chris

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))	Portfolio Holder
CAB	28/05/2025	Policy – Generative Artificial Intelligence	["CT"]	McCall, Stewart	Communicate new policy to Senior Leadership team, Service Leads and Coordinators/Team Leaders.	Yes	31/08/2025		Communication has been issued through the Council's internal comms channels. Development of additional training material now being progressed.	Davis, Ian
SAC	14/05/2025	Review of Management Structure	["CEO"]	Wesson, Wendy	Implement the revised structural arrangements	Yes	31/07/2025			Connolly, Brian;Davis, Ian;Grant, William

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))	Portfolio Holder
CAB	29/04/2025	Scheme of Assistance 2025-2029	["DCEx"]	Carroll, Chris	Implementation of new strategy 2025-2029	Yes	30/06/2025		Revised policy now implemented.	Kilbride, Martin
SAC	06/03/2025	Development Plan Scheme 2025 and LDP2 Delivery Programme 2025	["HOD"]	Cox, Chris	Report to Council on proposed LDP3 engagement strategy	Yes	30/06/2025		Report on draft agenda 26/6/25	Cullen, Chris

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))	Portfolio Holder
CAB	18/02/2025	25 Year Lease of Kiosk No 1 at Esplanade, Ayr	["HOD"]	Burns, Tom	Carry out a Common Good consultation under the Community Empowerment (Scotland) Act 2015 Section 104; and thereafter bring a further report to Cabinet detailing the representations received	Yes	01/07/2025		Report approved at Cabinet 17.6.25.	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))	Portfolio Holder
CAB	18/02/2025	25 Year Lease of Kiosk No 2 at Esplanade, Ayr	["HOD"]	Burns, Tom	Carry out a Common Good consultation under the Community Empowerment (Scotland) Act 2015 Section 104; and thereafter bring a further report to Cabinet detailing the representations received	Yes	01/07/2025		Report approved at Cabinet 17.6.25.	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))	Portfolio Holder
CAB	21/01/2025	Motorhome Parking Scheme 2025	["HOD"]	Corrie, Jane	North Shore Road (Barassie) Troon amendments	Yes	29/08/2025		Facility operates year round now new permit scheme for kite surfers in place.	Clark, Alec;Cullen, Chris
CAB	21/01/2025	Consultation Response on National Park for Galloway	["CT"]	Hunter, George	Report on the findings of the consultation and potential next steps	Yes	26/08/2025		Scot Gov decided not to progress with a National park in the region.	Clark, Alec;Cullen, Chris

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))	Portfolio Holder
CAB	21/01/2025	Property Maintenance – Multiskilling and Structure Implementation	["HOD"]	Andrew, William	Implement approved Property Maintenance Structure and Multiskilling Project	Yes	30/06/2025		At the Cabinet meeting on the 28th May 2025, it was agreed that the current due date of 30/04/2025 be amended to 30/06/2025. The new date of 30 June 2025 is still our target for completing all multiskilling, we have 58 employees now full trained and we only have Joiners & Electricians left to complete all training, I have updated Portfolio Holder of our current status.	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))	Portfolio Holder
CAB	29/10/2024	Expression of Interest to National Heritage Lottery Fund for The Dunure Helm Heritage and Community Centre	["HOD"]	Kevin Braidwood	If the EOI receives positive feedback to progress, a subsequent Cabinet report seeking capital funding form the Council of up to £2m prior to Phase 1 NHLF submission	Yes	31/10/2025		EOI submitted and approved for moving to next stage. However,there appears to be a potential change of direction by the community and we require further discussions with them.	Cullen, Chris

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))	Portfolio Holder
CAB	12/03/2024	Financial Inclusion Projects 2024/25 and 2025/26	["SC and C"]	Hunter, George	Annual progress report presented to Service and Partnerships Performance Panel	Yes	10/06/2025		At the Cabinet meeting on the 29th March 2025, it was agreed that the current due date of 20/05/2025 be amended to 10/06/2025.	Davis, Ian
CAB	14/02/2024	Potential Purchase of X PLEASE ADVISE THE COMMITTEE CLERK WHEN THIS REPORT CAN BE RELEASED	["H, O and D"]	Cox, Chris	Prepare a draft Masterplan and report for Property X to be presented to Council	Yes	26/06/2025		has been sold and is not longer for sale - no further action appropriate	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))	Portfolio Holder
CAB	29/11/2022	2022-25 Council Workforce Plan	["CEO"]	Wesson, Wendy	Implementation of Phase 2 of the Action Plan	Yes	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. At the Cabinet meeting on the 26th November 2024, it was agreed that the current due date of 31/08/2024 be amended to 30/06/2025.	Davis, Ian

Agenda Item No. 4(a)

South Ayrshire Council

Joint Report by Depute Chief Executive and Director of Housing, Operations and Development and Chief Governance Officer to Cabinet of 26 August 2025

Subject: **Barr Community Centre - Community Asset Transfer and Public Trust Resolution**

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1. Purpose

1.1 The purpose of this report is to update Cabinet regarding the title issue affecting the Barr Community Centre and to request Cabinet to pass a resolution to modify the public trust purposes, to allow the community asset transfer to proceed.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes that there is a Public Trust affecting Barr Community Centre and the Council is the only known Trustee;

2.1.2 agrees that the Public Trust will be known as the Carnegie Morton Trust;

2.1.3 passes a resolution in terms of Appendix 1 to this report modifying the trust purposes to reflect modern-day conditions and aligning the Trust purposes more closely with the purposes of the Barr Community SCIO;

2.1.4 delegates authority to the Chief Governance Officer to advertise the passing of the resolution, comment on any objections and submit the documentation to the Lord Advocate;

2.1.5 extends the deadline by which a formal offer requires to be submitted by Barr Community SCIO to purchase the Barr Community Centre under Part 5 of the Community Empowerment (Scotland) Act 2015 to 1 April 2026; and

2.1.6 notes that annual reports will be brought to Cabinet in relation to the Carnegie Morton Trust.

3/

3. Background

3.1 At its meeting on 25 September 2024, the Cabinet decided to approve an asset transfer request by Barr Community SCIO for the transfer of ownership of Barr Community Centre and grounds, Stinchar Road, Barr Girvan, KA26 9TW, conditional on the resolution of a title issue affecting the property. The title to the community centre and grounds also covers an area of land lying to the south of Stinchar Road, between the road and the Water of Gregg. There had been uncertainty regarding whether the title was subject to a Public Trust. Further investigations have now been carried out and the Council has had the benefit of external expert legal advice. The conclusion is that there is a dormant Public Trust affecting the title.

3.2 Research indicates that the construction of the building early in the twentieth century was funded by two benefactors, a Mr William Morton, and the Carnegie Trust. The building was known at one time as the Carnegie Morton Institute. In 1973, Girvan District Council sold a strip of land from the title to Ayr County Council for a public convenience, and the plan attached to that deed describes the adjacent hall and bowling green as property belonging to the Trustees of the Carnegie Morton Trust. Similarly, the Valuation Roll indicates that the community centre is owned by the Trustees of the Carnegie Morton Trust, although the Assessors hold no further information regarding the Trust or the Trustees. From the evidence available, it therefore appears that the Trust was known as the Carnegie Morton Trust. Investigations have been carried out locally into whether there are any other surviving trustees, and no other trustees have been identified. The Council is therefore believed to be the only trustee.

3.3 The Trust purposes are specified in terms of a Court decree dating from 1920 and are widely framed. They refer to the property being held ‘for the benefit of the inhabitants of the Parish of Barr’ and for ‘maintaining a Library for the benefit of the inhabitants of the Parish of Barr’. To enable the community asset transfer to proceed, the Trust purposes will require to be modified, both to reflect modern conditions and to align more closely with the purposes of the Barr Community SCIO. This can be achieved without the need for court authority as the Trust has no annual income. The Cabinet has delegated authority under the Council’s Scheme of Delegation (Delegations to the Cabinet), paragraph 2.1.11, to determine arrangements for the administration of Trusts for which the Council is responsible following consultation with local Elected Members.

3.4 After the resolution has been made, public notice will require to be given in a local newspaper, and anyone with an interest in the purposes of the Trust may object in writing. The documentation will then be submitted to the Lord Advocate, who will direct whether the modification of the Trust purposes can take effect, having considered any objections. If the Lord Advocate grants approval, the modification of the Trust purposes will take effect 2 months after the date on which the public notice is first published. The community asset transfer may proceed thereafter.

4. Proposals

4.1 It is proposed that the Council, as sole known Trustee, will modify the terms of the Public Trust to reflect modern conditions and to align more closely with the purposes of the Barr Community SCIO, to enable the community asset transfer to proceed. A formal resolution to modify the Trust Purposes as outlined in paragraphs 4.2 and 4.3 below is detailed in Appendix 1.

4.2 The beneficiaries of the Public Trust are described in the 1920 Court decree as the inhabitants of the Parish of Barr. Barr Community SCIO agreed to amend the definition of 'community' in their constitution to include people living or working in the former Barr Parish area, as well as in the Barr community council area. This will ensure that the beneficiaries as defined in the Public Trust will be able to benefit fully from Barr Community Centre following on the community asset transfer. The changes to the constitution were agreed by the Barr Community SCIO at its Annual General Meeting on 30 April 2025 and approved by the Scottish Charity Regulator, OSCR, on 8 May 2025. It is proposed that the Trust purposes will be modified to reflect this.

4.3 The current Trust purposes also include reference to provision of a library; however, it is unclear to what extent a library was ever provided and the evidence suggests that in substance the asset has been used as a community centre, bowling green and outdoor amenity area for a considerable time. The requirement for library provision in the area is being adequately met through the Council's mobile library service, Girvan public library (8.5 miles away) and Library Service resources available on-line. The internet provides a wide range of free, accessible e-resources, providing reading and educational opportunities for those with free library membership. The Council's Library Service also engages through appropriate and approved social media platforms, including the Council website. In the circumstances, the requirement for the Trust to provide a library is now considered redundant. It is therefore proposed that the requirement for a library is removed from the Trust purposes.

4.4 In terms of the Decision Notice issued by the Council on 2 October 2024, the Barr Community SCIO have until 1 October 2025 to submit a formal offer to purchase the property. It is considered appropriate to extend this period by 6 months, to 1 April 2026, to allow the process for modification of the Trust purposes to be completed.

4.5 It is the intention for an annual report on the Carnegie Morton Trust to be brought to Cabinet going forward.

5. Legal and Procurement Implications

5.1 The recommendations in this report are consistent with legal requirements.

5.2 There are no procurement implications for the Council arising from this report. All project procurement will be undertaken by the Barr Community SCIO.

6. Financial Implications

6.1 The cost of preparing and submitting the application to the Office of the Lord Advocate to modify the Trust is likely to be the cost of advertising in the local newspaper, which is likely to be in the region of £2,000 and will be met from within current service budgets.

6.2 Completing the Community Asset Transfer to Barr Community SCIO will remove the Council's liability for the property's annual running costs which amounted to £75,784 in 2023/24. It will also remove the Council's liability for the cost of future repairs.

6.3 The Cabinet meeting of 24 September 2024 approved a one-off grant of £118,826 from the Advancing Community Assets Fund (ACAF) to Barr Community SCIO. The ACAF had (at that time) £0.500m of uncommitted funds available to meet the request.

6.4 The Cabinet meeting of 24 September 2024 agreed to disposal of the asset, via the Community Asset Transfer process, at less than best consideration. Barr Community SCIO has offered to purchase the asset for £1 (one pound) against an independent valuation of £100,000. A Best Value Assessment found the disposal at less than best consideration was reasonable due to the proposal's contribution to Economic Development, Regeneration, Social and Environmental Wellbeing.

7. Human Resources Implications

7.1 The part-time Caretaker's post for Barr Community Centre is offered by the Council as a temporary contract. If these proposals are approved and the transfer goes ahead, the temporary contract will not be renewed. There are no TUPE implications.

8. Risk

8.1 ***Risk Implications of Adopting the Recommendations***

8.1.1 There is a risk of some opposition from the community, to the proposed modification of the Trust. However, a previous advert placed in local press asking for people to come forward with information on the trust received no responses. Moreover, a public notice published to advertise the proposed Community Asset Transfer of the property received 119 responses with 93 respondents in favour of the transfer (24 responses were opposed and 2 classified as neutral). This indicates, therefore, that most people in the community are likely to support the modification of the trust to enable the transfer to take place.

8.1.2 There is a risk that the Lord Advocate could direct the Council not to proceed with the modification of the Trust, whether in consideration of any objections or otherwise. However, as mentioned in paragraph 8.1.1 above, the response to the previous consultation exercise indicates the community overall is in favour of the proposed disposal and is likely to be supportive of the proposed modification of the Trust. The constitution of the Barr Community SCIO has been modified so that the 'community' includes all those living or working in the area of the former Barr Parish, as well as those living or working in the community council area, to ensure that all those intended to be benefitted by the Trust will continue to have full benefit of the property.

8.2 ***Risk Implications of Rejecting the Recommendations***

8.2.1 The Public Trust qualifies the Council's title and there is a risk that a member of the public could challenge a transfer of title which is absolute and does not recognise the Public Trust. Modifying the Trust purposes to align with the Barr Community SCIO's purposes would reduce the prospects of a successful challenge.

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9. Integrated Impact Assessment (incorporating Equalities)

9.1 The proposals in this report do not require to be assessed through an Integrated Impact Assessment. The proposals will not result in any significant change to service delivery or provision beyond what was proposed in the September 2024 Cabinet Paper (see Background Papers), for which an EQIA was prepared.

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 3: Civic and Community Pride, of the Council Plan 2023-28, by providing greater opportunity for Barr residents to influence and contribute to what happens in their community.

13. Link to Shaping Our Future Council **Yes ☑** **No ☐**

13.1 The matters referred to in this report contribute to the Council's transformation priority area: our assets; our delivery model and will deliver cashable benefits .

14. Results of Consultation

14.1 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.

15. Next Steps for Decision Tracking Purposes

15.1 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***
Advertise the making of the resolution to modify the Trust purposes, respond to objections and submit documentation to the Lord Advocate.	25 November 2025	Chief Governance Officer

Implementation	*Due date*	*Managed by*
Conclude the sale in the event of a formal offer being received in accordance with the recommendations of this report.	1 December 2026	Chief Governance Officer/ Service Lead – Asset Management and Community Asset Transfer

Background Papers **Report to Cabinet of 25 September 2024 – Barr Community Centre Community Asset Transfer under Part 5 of the Community Empowerment (Scotland) Act 2015 and Application for Funding from the Advancing Community Assets Fund**

Supplementary Information 1

Supplementary Information 2

Supplementary Information 3

Person to Contact **Catriona Caves – Chief Governance Officer**
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Date: 19 August 2025

Appendix 1

Resolution by the Trustees of the Carnegie Morton Trust- Barr Village Hall and Community Centre, Stinchar Road, Barr KA26 9TW.

1. At the meeting of South Ayrshire Council's Cabinet, held at County Buildings, Wellington Square, Ayr KA7 1DR on 26 August 2025, a joint report by the Council's Director of Housing, Operations and Development and the Chief Governance Officer was submitted, informing the Cabinet of the Carnegie Morton Trust, a Public Trust affecting the Barr Community Centre, Stinchar Road, Barr KA26 9TW, South Ayrshire, which was recognised by the Court of Session in 1920 (the "**Trust**").

2. The Reverend John Angus and benefactors, which the limited evidence suggests were a Mr William Morton and the Carnegie Trust, funded the creation of a building known at one time as the Carnegie Morton Institute, for public beneficial purposes, including the provision of a library. The Reverend was the sole trustee and by 1932 his executor and court appointed trustee transferred the trust title for the asset, with the consent of the then Parish Council of the Parish of Barr, to Girvan Area Number One District Council of the County Council of Ayr as the statutory successors to the Parish Council. The present South Ayrshire Council is the statutory successor to the District Council.

3. The 1932 Disposition by the Reverend John Angus transferred the property to the District Council "in trust for the benefit of the inhabitants of the Parish of Barr". The Trust purposes can be derived from the decision of the Court and the 1932 Disposition.

4. It is unclear to what extent a library was ever provided and the evidence suggests that in substance the property has been used as a community centre, bowling green and outdoor amenity area for a considerable time.

5. South Ayrshire Council received a request under Part 5 of the Community Empowerment (Scotland) Act 2015 for a Community Asset Transfer of ownership of the Barr Community centre from Barr Community SCIO, which was validated by the Council on 21 March 2024. As the Trust presents a restriction on the ability of the Council to dispose of the property, at its meeting on 25 September 2024, the Cabinet decided to approve the asset transfer request, conditional on the resolution of the title issue relating to the property caused by the existence of the Trust.

6. In terms of the Council's Scheme of Delegation at paragraph 2.1.11 on page 12, authority is delegated to the Cabinet to determine arrangements for the administration of Trusts for which the Council is responsible following consultation with local Elected Members.

7. The purposes of the Barr Community SCIO as laid out in its constitution at the time the asset transfer request was made, stated that the Barr Community Centre was to be used “to benefit people who live or work in the Barr Community Council area (the “Community”), to protect the Barr Community Hall as an asset at the heart of the rural community, to establish a viable and sustainable community facility for all ages and abilities in the Community”. Membership of the Barr Community SCIO is open to any members of the Community as defined in the constitution.

8. While it is considered that the proposed purposes for the use of the asset contemplated by Barr Community SCIO fall within what might be regarded as a relevant "benefit" in terms of the Trust, modern conditions suggest that the Trust purposes may need re-organisation to reflect those conditions more fully. The Trust purpose for the “benefit of the inhabitants of the Parish of Barr” is very widely framed and could be aligned more closely with the purposes of the Barr Community SCIO.

9. In addition, whereas the purposes in terms of the constitution of Barr Community SCIO were to benefit to people living or working in the Barr Community Council area, in contrast, the Trust purposes, as contained in the 1920 Court Decree and the 1932 Disposition, refer to the property being held “for the benefit of the inhabitants of the Parish of Barr”. The former Parish of Barr covered a wider area than the current Barr Community Council area. In the circumstances and with a view to ensuring that there is no loss of public benefit, Barr Community SCIO have amended the definition of “community” in their constitution to include people living or working in the former Barr Parish area, as well as in the Barr community council area. The changes to the constitution were agreed by the Barr Community SCIO at its Annual General Meeting on 30 April 2025 and approved by the Scottish Charity Regulator, OSCR, on 8 May 2025.

10. Provision of a library as a Trust purpose may be thought to be redundant given modern conditions.

11. Section 10 of the Law Reform Miscellaneous Provisions (Scotland) Act 1990 (the **“Act**”) provides as follows:

“Small trusts.

10. (1) Where a majority of the trustees of any public trust having an annual income not exceeding £5,000 are of the opinion—

(a) that the purposes of the trust, whether in whole or in part—

(i) have been fulfilled as far as it is possible to do so; or

(ii) can no longer be given effect to, whether in accordance with the directions or spirit of the trust deed or other document constituting the trust or otherwise;

(b) that the purposes of the trust provide a use for only part of the property available under the trust;

(c) that the purposes of the trust were expressed by reference to—

(i) an area which has, since the trust was constituted, ceased to have effect for the purpose described expressly or by implication in the trust deed or other document constituting the trust; or

(ii) a class of persons or area which has ceased to be suitable or appropriate, having regard to the spirit of the trust deed or other document constituting the trust, or as regards which it has ceased to be practicable to administer the property available under the trust; or

(d) that the purposes of the trust, whether in whole or in part, have, since the trust was constituted—

(i) been adequately provided for by other means; or

(ii) ceased to be such as would enable the trust to be entered in the Scottish Charity Register; or

(iii) ceased in any other way to provide a suitable and effective method of using the property available under the trust, having regard to the spirit of the trust deed or other document constituting the trust,

subsection (2) below shall apply in respect of the trust.

(2) Where this subsection applies in respect of a trust, the trustees may determine that, to enable the resources of the trust to be applied to better effect consistently with the spirit of the trust deed or other document constituting the trust—

(a) a modification of the trust's purposes should be made;

(b) the whole assets of the trust should be transferred to another public trust;

or

(c) that the trust should be amalgamated with one or more public trusts.

(3) Where the trustees of a trust determine as mentioned in subsection (2)(a) above, they may, subject to subsections (4) to (6) below, pass a resolution that the trust deed be modified by replacing the trust purposes by other purposes specified in the resolution.

(4) The trustees shall ensure that, so far as is practicable in the circumstances, the purposes so specified are not so far dissimilar in character to those of the purposes set out in the original trust deed or other document constituting the trust that such modification of the trust deed would constitute an unreasonable departure from the spirit of such trust deed or other document.

(5) Before passing a resolution under subsection (3) above the trustees shall have regard—

(a) where the trust purposes relate to a particular locality, to the circumstances of the locality; and

(b) to the extent to which it may be desirable to achieve economy by amalgamating two or more trusts.

*(6) * -----*

(7) Subject to subsection (14) below, a modification of trust purposes under this section shall not have effect before the expiry of a period of two months commencing with the date on which any advertisement in pursuance of regulations made under subsection (13) below is first published."

**(6) repealed by Charities and Trustee Investment (Scotland) Act 2005 Schedule 4 (1) para. 7(d)(ii).*

12. The Trustees considered the background to the Trust and the provisions of the Act. The Trustees noted that the Trust is a small trust for the purposes of section 10 of the Act.

13. It was noted that the purposes of the Trust in relation to the provision of a library are being adequately provided by other means, namely that there is a mobile library service provided by South Ayrshire Council which visits Barr once a week, and that Girvan, located 8.5 miles away, has a library provided by South Ayrshire Council. The internet provides a wide range of free, accessible e-resources, providing reading and educational opportunities for those with free library membership. The Council's Library Service also engages through appropriate and approved social media platforms, including the Council website.

14. It was further noted that the definition of the community in the constitution of the Barr Community SCIO had been amended to include people living or working in the former Barr Parish area, as well as people living or working in the Barr Community Council area, and that this amendment had brought the current proposals more closely in line with the original Trust purposes to ensure the Trust beneficiaries would receive full benefit from the current proposals.

15. It was considered that it would be a better use of the Trust property for the Trustees to dispose of the Community Centre to the Barr Community SCIO which will enable the Barr Community SCIO to provide community and recreational facilities for all ages and abilities. The Barr Community SCIO proposes to purchase the Barr Community Centre and renovate it into a multi-purpose, accessible, environmentally friendly, sustainable, community-centred hub, providing a café/ bar, snug area, meeting room, large hall, fully equipped kitchen, office/hotdesking space and public toilets. It is considered that the proposals will reduce social isolation and boost community health and wellbeing, while providing opportunities for community activities, projects, local business creation, events, and workshops. The Centre will provide much needed facilities for the area.

16. The disposal will also mean that South Ayrshire Council will not be using its own funds to maintain or staff the property of the Trust.

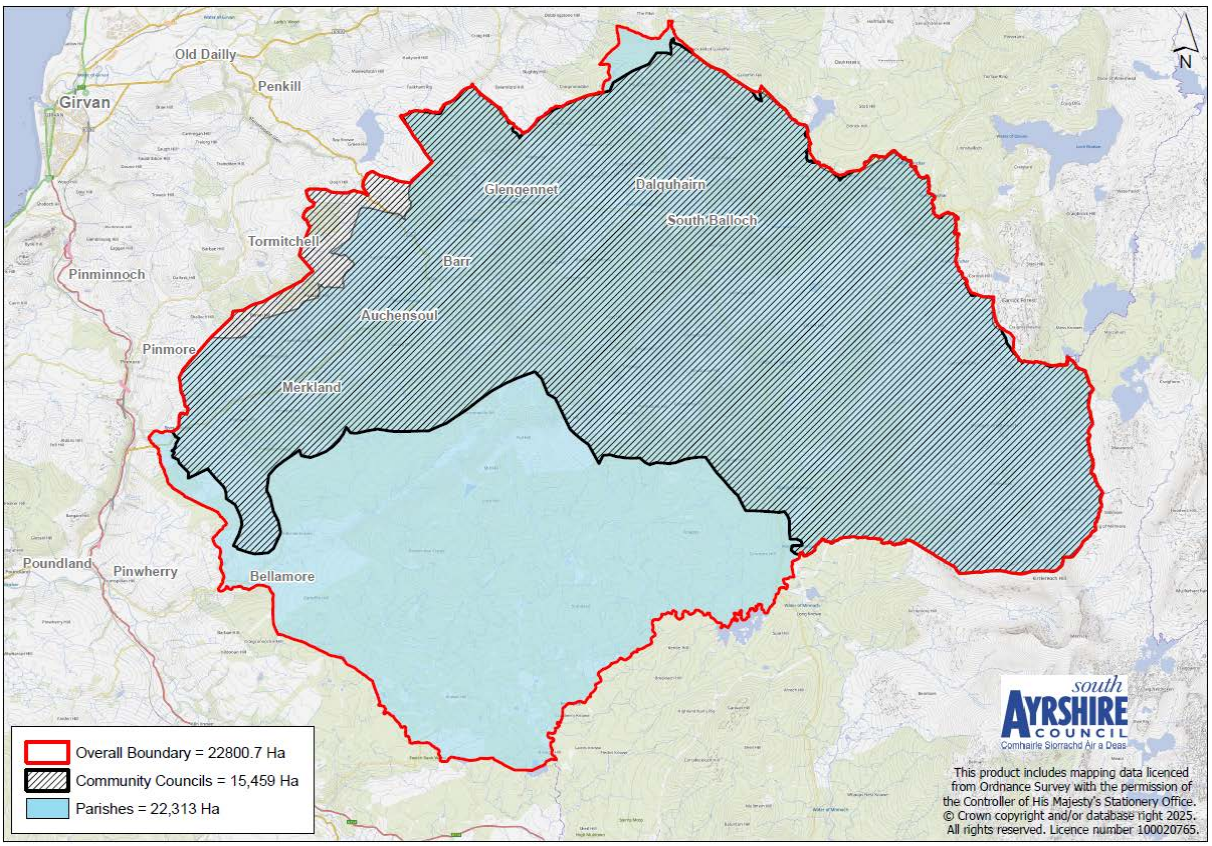
17. The Trustees therefore **resolved** as follows: -

That the **purposes of the public trust** which was established by the Reverend John Angus, Minister of the United Free Church of Scotland Congregation, Barr, Ayrshire, who was infeft in the property conform to Disposition granted by Douglas Alexander Smith Cuninghame, Esquire of Dinmurchie, in the County of Ayr, and residing at Fairlie House, near Kilmarnock, in his favour, dated twenty fourth May and recorded in the Division of the General Register of Sasines applicable to the County of Ayr on tenth June both in the year Nineteen hundred and eleven, said trust having been recognised by the Court of Session in terms of Extract Decree of the Lords of Council and Session dated Fifth November Nineteen hundred and twenty, in Petition by Gilbert Kennedy, Farmer, Delamford, Dailly, George Adam, Teacher, sometime Barr later at Jackton (therein called “Jackson”) Schoolhouse, East Kilbride, John Lambie (therein called “John Lammie”) Barr, George Bruce Faulds, and Reverend Edward Brown, Annbank, Ayrshire, the Trustees nominated and appointed and acting under the Trust Disposition and Settlement executed by the Reverend John Angus, Minister of the United Free Church of Scotland Congregation, Barr, Ayrshire, dated Second September Nineteen hundred and eighteen, extracted said Decree on Sixth December Nineteen hundred and twenty and recorded in the Division of the General Register of Sasines applicable to the County of Ayr on Eighteenth December Nineteen hundred and twenty four (the “**Extract Decree**”), and referred to in the Disposition granted by George Bruce Faulds as Trustee within-mentioned in favour of the Parish Council of the Parish of Barr in trust for the Inhabitants of the Parish of Barr dated Fifteenth August Nineteen hundred and twenty one and subsequent dates and recorded on behalf of the Girvan Area Number One District Council of the County Council of the County of Ayr as the Statutory Successors of the within named Parish

Council of the Parish of Barr in trust as within mentioned in the said Division of the General Register of Sasines on Twenty ninth April, Nineteen hundred and Thirty two (the "**1932 Disposition**"), **be modified as follows**: -

The purposes of the Trust contained in the Extract Decree and the 1932 Disposition are to be deleted in their entirety and the following purposes are substituted therefor:

"**The trust estate will be vested in the Trustees inter alia for the provision of community and recreational facilities for all ages and abilities to improve the conditions of life for the benefit of people who live or work in the Barr Community Council and the former Barr Parish areas, shown outlined red, partly hatched black, partly hatched black and shaded blue, and partly shaded blue and unhatched, on the attached plan and, in relation to the purposes, the Trustees will have all of the powers of trustees provided in section 4 of the Trusts (Scotland) Act 1921, including the right to sell the trust assets to such persons and on such terms as the Trustees shall consider to be in fulfilment of the purposes of the Trust.**"



Agenda Item No. 4(b)

South Ayrshire Council

Report by Depute Chief Executive and Director of Housing, Operations and Development to Cabinet of 26 August 2025

Subject: **McCosh Hall and Bowling Green Community Asset Transfer under Part 5 of the Community Empowerment (Scotland) Act 2015 and Application for Funding from the Advancing Community Assets Fund**

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1. Purpose

1.1 The purpose of this report is to present to the Cabinet the proposal for the Community Asset Transfer of ownership of the McCosh Hall and Bowling Green in Kirkmichael, to Kirkmichael Ayrshire Development Trust SCIO, under Part 5 of the Community Empowerment (Scotland) Act 2015; for a price less than best consideration; and an associated application for funding through the Advancing Community Assets Fund.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 approves the transfer of ownership of McCosh Hall and Bowling Green, as shown in Appendix 1, under Part 5 of the Community Empowerment (Scotland) Act 2015 to Kirkmichael Ayrshire Development Trust (KADT) SCIO for the discounted sum of £70,000 (seventy thousand pounds) Sterling, having regard to the recommendations made by the Community Asset Transfer Assessment Group (Appendix 2);

2.1.2 approves an associated award of up to a maximum of £115,000) from the Council's Advancing Community Assets Fund (ACAF) to KADT, subject to the ACAF standard terms and conditions (included in Background Papers and can be viewed via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council) and to such specific terms and conditions as may be considered appropriate;

2.1.3 notes the Council's responses to the representations received following publication of the Notice of Asset Transfer Request (a copies of the Notice and Representations are included as Background Papers and can be viewed via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council), and approves publication of the responses on the Council website and notification of those who responded to the consultation;

2.1.4 notes that, if the applicants wish to proceed with the acquisition, they have a period of 6 months from the date of the decision notice within which to agree the terms of the sale with the Council; and

2.1.5 in the event of an offer being received, requests the Chief Governance Officer to conclude the sale, in accordance with the recommendations of this report.

3. Background

3.1 Section 82 of the Community Empowerment (Scotland) Act 2015 ('the Act') states that where an asset transfer request is made by a community transfer body (CTB) to the Council, the Council must decide to agree to or refuse the request. Under subsection (5), the Council must agree to the request unless there are reasonable grounds for refusing it.

3.2 KADT, a registered Scottish Charitable Incorporated Organisation (SC053662), has submitted a request to take over ownership of the asset outlined in Appendix 1, located at 17-19 Patna Road, Kirkmichael. The asset is currently used as a community centre, venue for the community shop and café and as a bowling club. KADT has made this request through the Community Asset Transfer (CAT) process in accordance with the Act.

3.3 Kirkmichael Village Renaissance (KVR) was granted a 2 year lease of the McCosh Hall, by the Council, in August 2020 on an internal repairs basis. This lease is currently running in tacit relocation. The short-term lease was agreed to provide KVR with practical experience of running the asset and allow the group to work towards making a full CAT request. Kirkmichael Bowling Club has leased the bowling green, surrounding grassed area and two ground floor rooms in the Hall from the Council since 1995. The term of this lease runs until 2030.

3.4 In 2023, following an open public meeting, the community agreed to establish a new Development Trust to represent a wider range of interests in the village and pursue ownership of the Hall and Bowling Green. KADT was subsequently established in 2024. Both KVR and Kirkmichael Bowling Club are represented on the KADT Board and are supportive of this CAT proposal.

3.5 The proposal from KADT seeks to secure community control and long term sustainability of the asset. The Hall will be used for a range of community activities as it is currently, with the shop and café, operated by KVR, continuing to occupy space on the ground floor. The bowling green and two ground floor rooms will continue to be operated by the Bowling Club. Post transfer, KVR and the Bowling Club will enter into lease agreements with KADT for their respective spaces. Grant funding will be secured for a programme of repairs and, it is planned, additional storage added in later years.

3.6 KADT is a Scottish Charitable Incorporated Organisation (SCIO), registered in September 2024, an eligible community transfer body as required under section 80 of the Act and a community-controlled body as defined in section 77 of the Act. In terms of their Constitution (clause 164 – see Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council), on winding up of KADT, any remaining property or assets must be 'applied for the benefit of the Community to be used for purposes which are the same as - or which closely resemble - the purposes of the SCIO as set out in this constitution'.

3.7 A full title check has been undertaken to confirm South Ayrshire Council is the owner of the asset. The asset is not regarded as Common Good. There are no obligations that restrict or prevent the Council from transferring the asset to KADT.

3.8 In accordance with the Asset Transfer Request (Procedure) (Scotland) Regulations 6 and 7, the Council gave notice of the asset transfer request being made and invited representations on the request from any interested groups or individuals. In total, 9 representations were received: all 9 are For (in favour of) the transfer proposal with 0 Against. The representations received can be viewed in the Report on representations to Public Notice via this link Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council.

3.9 KADT's Stage 2 CAT Request Form can be viewed at Appendix 3. Their business plan can be viewed at Appendix 4. KADT's constitution is included as a Background Paper and can be viewed via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council

4. Proposals

4.1 KADT has submitted a formal Community Asset Transfer request to purchase the subject asset in accordance with the Act. The application form and business plan submitted by KADT can be viewed at Appendix 3, Appendix 4 . The request was validated by the Council on 2 May 2025.

4.2 An independent valuation of the asset was undertaken on 7 April 2025 by J&E Shepherd Commercial, Chartered Surveyors, and the opinion of the valuer is that the market value of the requested asset is £80,000 (eighty thousand pounds) Sterling (The valuation report can be viewed as a Background Paper via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council).

4.3 KADT has offered to purchase the asset for £70,000 (seventy thousand pounds), giving their reasons for requesting a discount of £10,000 on market value as the:

4.3.1 Community Benefits resulting from the proposal – these are described in KADT's CAT Stage 2 Request Form (Section 4.2, pages 8-9 of Appendix 3) and were rated as Very Strong by the CATAG;

4.3.2 Financial savings to the Council resulting from the asset being operated by the community for the past 5 years

4.4 The reasons given by KADT for making the request and the intended use of the asset are summarised below. Further detail is provided on the request in the CAT Stage 2 Request Form at Appendix 3:

4.4.1 It has been the community's plan to submit a CAT request since entering into the short-term lease of the Hall in 2020. The community has developed this proposal over the past 5 years.

4.4.2 The proposal will secure the continued use, vibrancy and sustainability of the asset. Providing also a long-term home for the community shop, cafe and bowling club.

4.4.3 Continued delivery of activities and services will tackle social isolation and loneliness, improve health and wellbeing, equity and inclusion.

4.4.4 It will enable investment in the asset, improvements to facilities (e.g. storage), new opportunities for local businesses and continued access to services in a rural area.

4.5 KADT has outlined how they consider the proposal will promote or improve the following:

4.5.1 Economic Development - Hall will host markets, pop-ups and workshops to encourage entrepreneurship and stimulate the local economy. Employment and training opportunities will be created via shop/café.

4.5.2 Regeneration - community-led improvements to key asset offering services for locals and visitors.

4.5.3 Public Health - the asset supports a range of social and physical activities including sports, play and cultural.

4.5.4 Social Wellbeing - in a rural area with limited access to services, the asset plays a key role in preventing isolation. Ownership has potential to build community capacity and cohesion.

4.5.5 Environmental Wellbeing - planned improvements to the Hall will support energy efficiency and waste reduction.

4.6 KADT was established 'to benefit principally the community of Kirkmichael which comprises the Kirkmichael Community Council area.' KADT's charitable Objects are: 1) The advancement of citizenship or community development; 2) The provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of the persons for whom the facilities or activities are primarily intended.

4.7 Letters of support for the CAT proposal have been received from Kirkmichael Bowling Club, Parish Church, Primary School, KVR and from Cllr Connolly.

4.8 A Subsidy Control assessment has been undertaken (included as a Background Paper and can be viewed via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council **)** due to the requested discount on market value and ACAF grant. The proposal was checked against the Subsidy Control Tests and found that the requested Financial Assistance does not constitute a subsidy as two Limbs of the 4 Limb Test are not met.

5. Legal and Procurement Implications

5.1 The recommendations in this report are consistent with legal requirements and if KADT wish to proceed with the purchase, they have a period of 6 months from the date of the CAT decision notice within which to submit to the Council an offer to acquire the property.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 A disposal (via CAT) will result in a capital receipt to General Services of £70,000 and will remove the Council's liability for future repair and maintenance costs

associated with the asset. Running costs, paid by the Council, for 2023/24 were £15,463 (for 22/23 = £5,104 and 21/22 = £12,763)

6.2 The Advancing Community Asset Fund is requested to pay a one-off grant of up to a maximum of £115,000) to KADT as a contribution towards the costs of identified repairs to the building. This level of ACAF award is proposed for the following reasons:

1) The age and complexity of the asset – the Hall was built approximately 125 years ago and is C-Listed.

2) The proposal presented by KADT seeks a financial contribution from the Council via ACAF of £99,900. That proposal lacked sufficient, technical detail however and to ensure consistency with other previous CATs, the Council instructed a full Condition Survey with additional specialist timber and structural surveys.

3) KADT is required to meet a funder's submission deadline in August 2025.

4) The full specialist survey reports are still pending at this time. Therefore, an allowance is included in the ACAF award for anticipated, additional costs identified through those reports. This allowance will only be used if required by the specialist surveys and the overall grant will not exceed £115,000.

5) The Council is committed to supporting communities through the transfer of high quality assets which contribute to sustainable projects and communities, to deliver on the broader best value themes which a failed venture would not.

6) The above constitutes a best value justification.

6.3 The proposed ACAF award, therefore, looks to make a meaningful contribution towards the costs of necessary repairs identified in the Condition Survey with an additional allowance for specialist timber and structural works up to a total of £115,000. The Advancing Community Assets Fund has uncommitted funds of £0.282m, from an available fund of £0.500m, which is sufficient to meet this request.

6.4 The Council is requested to agree to the disposal at less than best consideration. KADT has offered to purchase the asset for £70,000 against an independent valuation of £80,000. Offer equates to 87.5% of valuation and is within the 'marginal amount' of 25% identified under the Local Govt (Scotland) Act 1973 – a full Best Value appraisal, therefore, is not required.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 ***Risk Implications of Adopting the Recommendations***

8.1.1 There is a risk that KADT will not secure the grant finding required to purchase and repair the asset. However, they have had positive discussions with the Scottish Land Fund (KADT has already been awarded £3,900 of stage 1 funding from SLF) and with North Carrick

Community Benefit Company regarding grants which would be matched to the Council's ACAF contribution. Alternative and additional sources of grant support can be explored if required.

8.2 ***Risk Implications of Rejecting the Recommendations***

8.2.1 There is a risk that rejecting the proposal would solicit a negative reaction from the community as results from community engagement and consultation exercises undertaken indicate substantial support for the proposal.

8.2.2 KADT can apply to the Council for a review of the decision to reject the proposal. Following this review, if KADT is still not satisfied with the decision, they have a right of Appeal to the Scottish Ministers.

8.2.3 Other risks of rejecting the recommendations emerge from the necessary adoption of an alternative proposal. Assessment of the alternative proposal (Council retains ownership) has been undertaken and is included as a Background Paper available to view via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council **.** Potential benefit from KADT proposal was found to outweigh alternative.

9. Integrated Impact Assessment (incorporating Equalities)

9.1 An Integrated Impact Assessment has been carried out on the proposals contained in this report, which identifies potential positive impacts. The IIA Summary Report is attached as Appendix 5 and includes information on any mitigating or follow-up action required.

9.2 A copy of the fully completed IIA can be accessed here: link.

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 1 Spaces & Places: Play, Sport & Recreation – the proposal will deliver improved sporting facilities and continued opportunities for the community to play competitive and recreational tennis; and

Priority 3 Civic & Community Pride: Community Engagement – the proposal seeks to transfer ownership to the community and operate the asset via an open and inclusive governance model.

13. Link to Shaping Our Future Council **Yes ☑** **No ☐**

13.1 The matters referred to in this report contribute to the Council's transformation priority area: our assets; and will deliver cashable benefits.

14. Results of Consultation

14.1 In accordance with Regulation 7 of The Asset Transfer Request (Procedure) (Scotland) Regulations 2016 – a Notice of the asset transfer request was published on line and displayed at the McCosh Hall, inviting anyone with an interest to make representation on the proposal. The public consultation period for this ran from 9:00am 16 May 2025 to 4:00pm 13 June 2025. In total, 9 representations were received: all 9 are For (in favour of) the transfer proposal and none are against. The Report on Representations received can be viewed via Kirkmichael Ayrshire Development Trust SC053662 - South Ayrshire Council .

14.2 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.

15. Next Steps for Decision Tracking Purposes

15.1 If the recommendations above are approved by Members, the Depute Chief Executive 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:

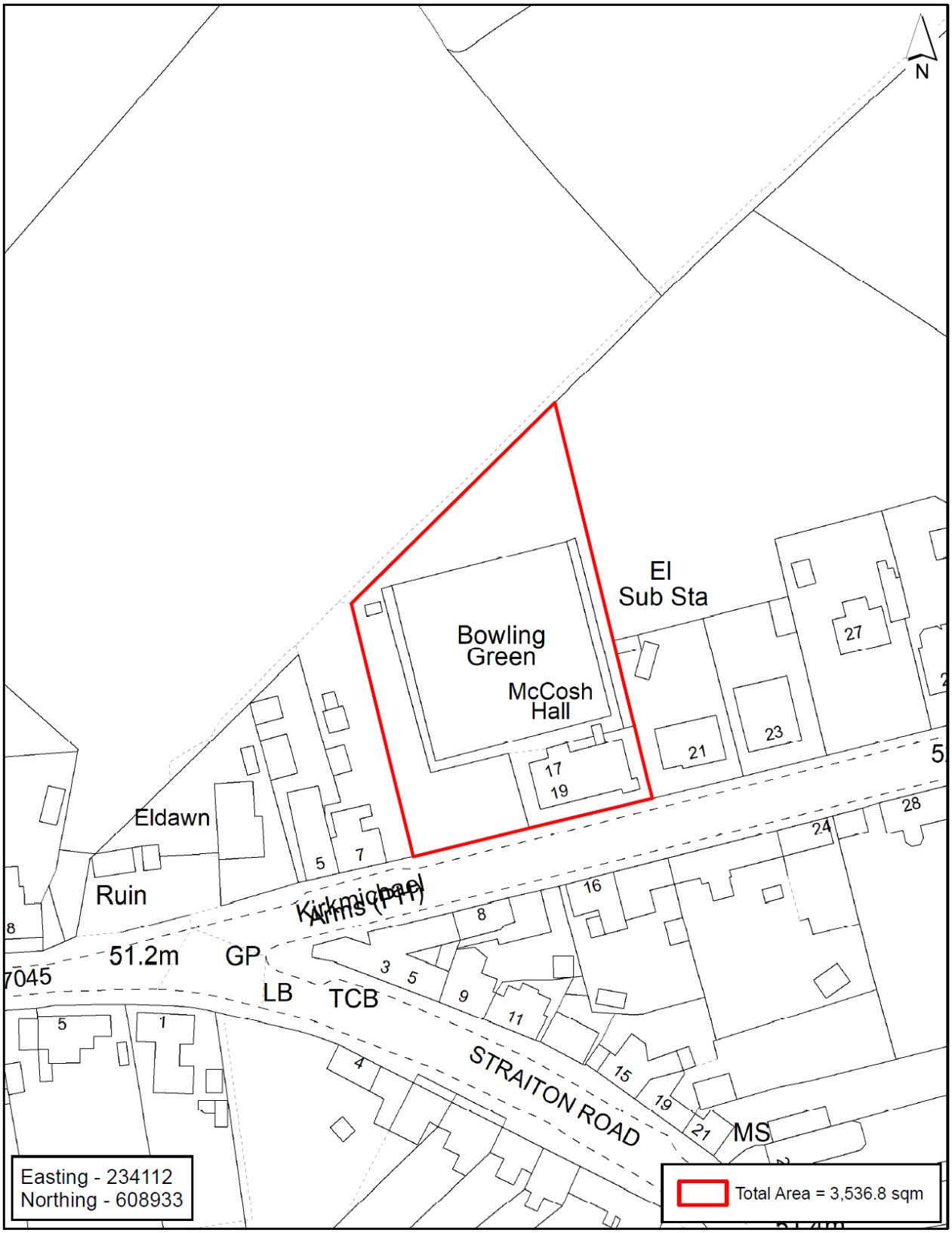
Implementation	***Due date***	***Managed by***
Issue Decision notice	30 September 2025	Chief Governance Officer
Conclude the sale in the event of an offer being received and in accordance with the recommendations of the report	25 September 2026	Chief Governance Officer/ Service Lead – Asset Management and Community Asset Transfer

Background Papers **ACAF Standard Terms & Conditions**
Notice of Asset Transfer Request
Report on Representations to Public Notice
KADT Constitution
Valuation Survey Report
Subsidy Control Assessment
CATAG Alternative Proposal Assessment

Person to Contact **Tom Burns Service Lead - Asset Management and Community Asset Transfer**
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612845
E-mail tom.burns@south-ayrshire.gov.uk

Date: 19 August 2025

Appendix 1



McCosh Hall and Bowling Green, Patna Road, Kirkmichael.

Scale 1:1000

South Ayrshire Council

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COMMUNITY ASSET TRANSFER REQUEST- ASSESSMENT

Appendix 2

INTRODUCTION

Purpose

The Leadership Panel, at its meeting on 27th November 2018, adopted a process for dealing with Community Asset Transfer Requests under the Community Empowerment (Scotland) Act 2015. The purpose of the assessment by the Community Asset Transfer Advisory Group (CATAG) is to make recommendations to the Leadership Panel based on the conclusions of the assessment.

Evidence

The assessment will take into consideration evidence submitted in support of the request, representations received and comments on representations. Where necessary, further information will be requested from the applicants. The evidence required by the CATAG will be appropriate to the scale and nature of the project. More detailed information and assurances will be required if a request is for the transfer of ownership for example, than if it is for a lease or for the transfer of other, lesser rights.

Structure of Assessment

The structure of the assessment will consist of the following key areas:

1. Proposal;
2. Community Benefit;
3. Community Support;
4. Ability to Deliver;
5. Local Authority Functions, Local and National Outcomes.

A separate assessment will be made of evidence under each of the key headings to provide an overall rating. Ratings vary from very strong to weak.

A summary of the evidence required to achieve each rating is outlined below:

Evidence	Overview
Very Strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money.
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrate questionable value for money.

NAME OF COMMUNITY TRANSFER BODY (CTB)	**Kirkmichael Ayrshire Development Trust (KADT)**
ASSET REQUESTED	**McCosh Hall and Bowling Green**
WARD	**Maybole, North Carrick & Coylton (Ward 7)**
MARKET VALUE	**£80,000**
VALUE OF OFFER	**£70,000**
PROPOSED DISCOUNT	**£10,000**
DATE OF APPLICATION VALIDATION	**02/05/25**
DATE OF CAT ADVISORY GROUP (CATAG) MEETING	**30/06/25**
DATE OF CABINET MEETING	**26/08/25**

	Assessment under Section 82 of the Community Asset Transfer (Scotland) Act 2015			
	Assessment Criteria	**Evidence from CTB**	**Additional Evidence/Information**	**Assessment Rating**
1.	Proposal			
1.1	Are the aims and objectives of the proposal clearly defined?	Yes – CAT aims to secure the long-term future of the Hall and Bowling Green. Hall was leased to community group (KVR/community shop) in 2020 with the intention of working towards a CAT. Bowling Club has held lease of Green for several years. Following transfer, shop will continue to occupy ground	CAT Stage 2 application section 4.1; Business Plan – pg 3, 14-17, 20.	Very Strong

		floor and bowling club continue to operate Green. Hall will be used for range of community activities. Thereby reducing social isolation, improving health and wellbeing, addressing rural disadvantage and creating a strong, resilient community.		
1.2	Are the services to be delivered clearly described and has the CTB explained why the services are required?	Yes – continuation of shop and bowling club. Hall currently used by 18 other groups for range of activities and future plans to increase storage anticipated to support additional uses. Will support employment and training opportunities. Local businesses will be encouraged to utilise the spaces and facilities. A series of community consultation events have informed the proposal and identified community priorities. Kirkmichael is a rural community facing issues of social isolation and lack of access to economic opportunities.	CAT Stage 2 application section 4.2; Business Plan – pg 11-12, 18, 21.	Very Strong

1.3	Has the CTB explained the reasons for requesting the asset and what difference this will make to the delivery of services in the area?	Yes – working towards the CAT has been the community's intention for a number of years. It will secure the future of the asset and community control. Also grant funding for improvements. That, in turn, will help the sustainability of the community shop and bowling green. CTB plans to continue to increase Hall use as a means to tackle isolation and loneliness; improve health and wellbeing; equity and inclusion. Delivery of services will be improved through: investment in the building; improvements in facilities (e.g. storage); greater opportunities for local businesses; continued access to services in a rural area.	CAT Stage 2 application section 4.1, 4.2; Business Plan – page 3, 11, 13, 14, 16, 17	Very strong
1.4	Would there be potential revenue savings to the Council arising from the proposed asset transfer?	Yes. Since Aug 2020, Hall has been leased to KVR on internal repairs basis (running in tacit since 2022). Prior to lease, running costs met by SAC ranged	Running Costs (from CIVICA): 2023/24 = £15,463.59 2022/23 = £5,104.18 2021/22 = £12,763.79	Very Strong

		from £25k to £36k pa. Under the lease, SAC continues to spend via Central Repairs Account. Transfer would remove SAC's liability for any future costs related to Hall.	2020/21 = £35,945.00 2019/20 = £24,823.62	
1.5	Would there be displacement of similar services in the area if the Council agrees to the request? If so, what would be the feasibility and cost of relocating the services elsewhere? What might be the impact on those who use the services in terms of accessibility, cost, travel etc. if the services are relocated elsewhere?	No displacement – the asset will continue to operate as it does currently. The Hall and bowling green are operated by community groups under lease and support a range of uses. This will continue post transfer and facilities will be available for community, public and private sector bookings/use. There is no other Hall, shop or café in the village. KADT is committed to working in collaboration and the Hall will be positioned as complimentary to other services in the area. DT structure helpful in that regard.	CAT Stage 2 application section 4.1, 4.3, 5.2; 8.1 Business Plan – pg 9	Very Strong
	<u>Summary Assessment of Proposal:</u>	Proposal seeks to take ownership via CAT and continue operation as is as a means to secure		Very Strong

		sustainability. Financial saving to the Council and no displacement.		
2.	<u>Community Benefit</u>			
2.1	Would agreeing to the request be likely to promote or improve- (i) Economic development; (ii) Regeneration; (iii) Public health; (iv) Social wellbeing; or (v) Environmental wellbeing?	Yes. Proposal identifies the following: Economic Development – Hall will host markets, pop-ups and workshops to encourage entrepreneurship and stimulate local economy. Employment and training via shop/café. Regeneration – community-led improvements to key asset offering services for locals and visitors. Public Health – the asset supports a range of social and physical activities including sports, play and cultural. Social Wellbeing – in a rural area with limited access to services, the asset plays a key role in preventing isolation. Ownership has potential to build community capacity and cohesion.	CAT Stage 2 application section 4.2; Business Plan – pg 21	Very Strong

		Environmental Wellbeing – planned improvements to the Hall will support energy efficiency and waste reduction.		
2.2	Would agreeing to the request be likely to reduce inequality resulting from socio-economic disadvantage?	Yes – local decision making will involve residents from all backgrounds. Subsidised hire rates will continue for voluntary groups, young people and people on low incomes. The asset provides activities, services, training and employment in a rural community with limited public transport. Some residents, esp. young people, may not have the means to travel outside the village to access similar opportunities.	CAT Stage 2 application section 4.2; Business Plan – pg 21	Strong
2.3	Are there any other benefits that might arise from a grant of the request?	Yes, as described below: Sustainability – community ownership will enable investment in the Hall's maintenance and development, ensuring the	CAT Stage 2 application section 4.2	Moderate

		asset's continued availability into the future. Enhanced Facilities – additional storage and a new floor in the upstairs hall have been identified as priorities by user groups. Plan to implement both improvements in the years following transfer. Community Empowerment & Capacity – transfer will give local community full control of asset at the heart of their village. Growth in community capacity.		
2.4	What benefits might arise if the Council adopted an alternative proposal in relation to the asset? *Note: In order to assess this, the CATAG should carry out a separate assessment of the benefits of an alternative proposal, including non-financial benefits. An alternative proposal may be another asset transfer request, or another proposal made by the Council. Continuation of the existing use would be an alternative proposal, or, if the asset has been identified for disposal, sale on the open market could be an alternative proposal.* CATAG considered the Alternative Proposal Assessment here.	There is no alternative CAT request, or proposal, from any other group. The alternative would be for the Council to retain ownership. This would limit the community's ability to secure grant funding for development of the asset according to local priorities. Community capacity building potential would not be realised.	See Assessment of alternative proposal.	Moderate

		SAC would remain liable for some, or all, running costs.		
2.5	How would any benefits identified under paragraphs 2.1 and 2.3 above compare to the benefits of an alternative proposal?	Benefits identified under 2.1 and 2.3 outweigh those of alternative proposal.	See Assessment of alternative proposal.	Strong
	<u>Summary Assessment of Benefits:</u>	The CAT proposal is a route to long-term sustainability and improved facilities. Community ownership also promises a range of socio-economic benefits. The alternative is for the asset to remain in Council ownership which is unlikely to yield the same benefits.		Strong
3	<u>Community Support</u>			
3.1	Has the CTB demonstrated that there is sufficient demand for the proposal in the local community?	Yes – increase in Hall use since community lease began 5 years ago. Community run shop and café, only facility of this type in the village, has occupied the ground floor of the Hall since 2020 and will continue to do so post transfer. Similarly the bowling club is long-established and will continue to operate the bowling	CAT Stage 2 application section 4.2	Very Strong

		green and two downstairs rooms. Main hall on the 1st floor is used regularly by 18 other groups including: pickleball, badminton, karate, carpet bowls, knit & natter, toddler group, music sessions and Winter Play. Facility also used by Community Council and H&SCP. Community voted unanimously to pursue ownership via CAT in Sept 2024.		
3.2	Has the CTB demonstrated that there is sufficient support from the local community for the proposal? Has the CTB followed the National Standards for Community Engagement- https://www.scdc.org.uk/what/national-standards to show their engagement has been effective and inclusive? *Note: Evidence should be provided of widespread consultation with the local community, local stakeholders and community partners. Details should be provided of who was consulted, how the consultation was done and the responses received. If the CTB represents a community of interest such as an equality group or a sports club, evidence should be provided of how the CTB has engaged with local residents who are not part of the community of interest.* *If the proposal has attracted substantial opposition and has caused division in the community, it may*	Yes - KADT has 72 members including community groups, individuals and families (village pop approx. 700). Registered as a charity Sept 2024. Membership is open to any person aged 16 or over who is resident in the community and entitled to vote in local govt election. Since 2022, community has employed a project worker to engage with the community around plans for the Hall.	CAT Stage 2 application section 5.1 Business Plan – pg 10-13 KADT constitution – clause 17	Very Strong

	be detrimental to community cohesion or resilience and may not have a net benefit.	Series of community events held: Sept 2023 – to launch proposals; Feb 2024 – meeting of rep's from 26 existing community groups; Sept 2024 – unanimous support to proceed with purchase (48 people voting); April 2025 – public meeting (45 residents in attendance) with architects to discuss ideas and priorities – these have been incorporated into forward plans. CTB has followed National Standards. Board of 12 Trustees + 8 community Advisors. Letters of support received from: Bowling Club, KVR, Parish Church, Primary School and Cllr Connolly. A total of 9 representations were received in response to the CAT Public Notice – all 9 were in favour of the proposal.		

3.3	Has the CTB provided details of any partnership arrangements required to deliver the proposal?	Yes – under the proposal, KADT will take ownership of asset and responsibility for overall management. KVR will lease ground floor from KADT for shop/café. Bowling Club will lease the green, surrounding land and 2 ground floor mtg rooms. Bowling Club will be responsible for maintaining the grounds. Will provide steady income for KADT towards Hall upkeep.	CAT Stage 2 application section 5.2 Business Plan – pg 17	Very Strong
3.4	Has the CTB demonstrated how it will take account of the different needs of the community? Does the proposal demonstrate that the proposal may reduce inequality?	Yes - Development Trust structure supports involvement and membership from individuals and groups across the community. Evolved from association of Associations model. KADT offers: Ordinary Membership for adults aged 16 or over; Associate Membership for organisations; Junior Membership for young people aged 12-15. All members can attend members' meetings but	CAT Stage 2 application section 4.2, 4.3 Business Plan – pg 9 KADT constitution – clause 17-20	Very Strong

		only Ordinary can vote. KADT is 'committed to ensuring that McCosh Hall is…responsive to community needs.' 'Local decision making will involve residents from all backgrounds.' KADT plans to: implement a volunteer recruitment strategy to widen participation; encourage intergenerational involvement; establish a community engagement group; offer subsidised rates, inclusive events and targeted outreach.		
	<u>Summary Assessment of Community Support</u>	KADT's structure is inclusive. Now has over 70 members = 10% of population. Has identified measures to support participation and inclusion.		Very Strong
4	<u>Ability to Deliver</u>			
4.1	Do members of the CTB have appropriate skills, experience and qualifications to run and manage the asset, and deliver the project? If not, does the CTB have plans to engage people who do?	Yes – community has been running the Hall and bowling green for several years. Board consists of 12 Trustees with	CAT Stage 2 application section 4.4, 6.5, 6.6 Business Plan – pg 4-8, 26-31	Strong

		diverse skills and experience including public relations and marketing; trades; architecture; social enterprise; education and administration. Supported by 8 Advisors and 1 Community Project Worker. Dedicated sub-committees will be established: Hall Mgmt, Maintenance and Fundraising. Financial plans and projections provided with mitigation strategies. Business Plan prepared by an external consultant.		
4.2	Has the CTB demonstrated that it has a clear understanding as to what will be required to manage the asset? For example, has it taken into consideration issues such as insurance and maintenance of the building, utilities, firefighting equipment, energy performance certificate etc.?	Yes – 5 year financial projections include allowances for: maintenance, cleaning, utilities, insurance. Compliance and inspection checks are currently programmed and paid for by SAC – KADT has provided with a full breakdown = £2,484 for 2024. KADT has indicated these will be covered from earned income.	Business plan – pg 25-28 KADT cashflow Yr 1 to Yr 3 McCosh Hall Inspection & Compliance	Moderate

4.3	Does the CTB have suitable governance arrangements in place for decision- making to manage the asset and deliver the project, taking into account the scale and nature of the project?	Yes – KADT is a registered two-tier SCIO. KVR has had internal repairing lease on Hall since 2020 – KVR is represented on Board of KADT (Bowling Club also represented). Board of 12 Trustees meets monthly with assistance from 8 Advisors. Also host 'open public meetings to update residents and gather feedback.' Relevant skills and experience of Trustees and Advisors includes: Charity governance and leadership; Financial management; Small business operation. Sub-committees, each led by a Trustee will focus on: Hall Operation, Maintenance and Fundraising.	CAT Stage 2 application section 4.4 Business Plan – pg 4-9	Strong
4.4	Where relevant, does the CTB have succession plans in place for recruiting new Board members or Trustees in the future?	Yes – proposal does identify Volunteer Fatigue as a Risk. One way to mitigate this is via succession planning with	CAT Stage 2 application section 4.3, 4.4 Business Plan – pg 4	Strong

		Advisors progressing to become future Trustees: 'encouraging both Trustees and Advisors to attend monthly Board meetings. This approach enables the sharing of skills, knowledge, and community insights, while also helping to mentor potential future Trustees and build leadership capacity from within the community.'		
4.5	Has the CTB provided details of its projected income and expenditure and cash flow forecasts? Has the CTB demonstrated there is sufficient projected cash flow to establish that the project is financially viable?	Yes – 5 year cashflow forecasts provided. These forecast conclusion of sale in June of Yr 2 (2026) with spend on repair and improvements of £211k including professional fees resulting in a surplus of £4,800. Projected operating surplus increases from Yr 3 onwards.	Business Plan – pg 25-28 KADT cashflow Yr 1 to Yr 3	Strong
4.6	Has the CTB identified all the resources required to deliver the benefit? The following should be considered: • Funding obtained; • Funding and support required from the Council; • Other sources of funding, such as external grant funding;	Yes – experience and skills of Board and Project Worker supplemented by Project Mgr and professional advisors through the	CAT Stage 2 application section 6.1 KADT cashflow Yr 1 to Yr 3 Business Plan – pg 25-28	Strong

	• Number of employees or volunteers available to maintain the asset and run the project.	transfer and subsequent improvement work. Achievable Funding Plan identifies grants from: Scottish Land Fund = £128,800 NCCBC = £56,500 ACAF = £99,990* Projections for income informed by experience of running Hall - appear realistic, supplemented by grants.	*AM has commissioned a Condition Survey, now awaiting further specialist survey work. Any offer of ACAF will reflect costs of repairs to continue current operation of asset.	
4.7	Does the CTB have a viable business plan for any proposed commercial activities, including timescales and targets for delivery of benefits?	Yes – business plan created with external consultant (funding via CWB). Identifies income from: 1) Leases – KVR and Bowling 2) Community lets at per person rate 3) Commercial lets and events at hourly rate 4) Other fundraising activities 5) Grants	Business Plan – pg 26-28, 31 KADT cashflow Yr 1 to Yr 3	Strong

		5 Year Financial Projections breakdown income sources and expenditure. Mitigation of Financial Risks include: Cash Reserve; Regular Financial Monitoring; Diversified Income Streams; Cost Control Measures; Emergency Grant Funding.		
4.8	Where relevant, has the CTB identified how the proposals will be funded in the longer term? Are these proposals credible and has evidence been provided?	Yes – beyond the initial grant funded purchase and improvement phase, diverse income streams are likely to be sustainable and long-term. Projections are informed by community's experience of running the asset and are therefore credible. On-going maintenance funded through earned income. Grant funding sought for longer term planned improvements.	CAT Stage 2 application section 6.1 Business Plan – pg 25-28	Strong
4.9	Has the CTB provided details of the monitoring arrangements to be put in place to ensure the project delivers its key objectives and the timescales in which they will be delivered?	Yes – monitoring arrangements are broken down against expected Benefits.	CAT Stage 2 application section 4.2	Very Strong

		Monitoring & Impact Measurement section of business plan.	Business Plan – pg 21	
	Summary assessment of Ability to Deliver	Board of 12 Trustees and Advisors with wide range of relevant experience and skills. Governance arrangements appear adequate and underpinned by experience of running the Hall and bowling green KADT has presented a fully costed proposal with realistic and achievable projects for grants and earned income.		Strong
5	Local Authority Functions, Local and National Outcomes			
5.1	Would agreeing to the request have an adverse effect on the Council's ability to deliver any of its statutory functions? For example, would the community activities physically interfere with the Council carrying out its functions, or require the Council to put alternative arrangements in place that would substantially increase costs? Do the CTB's proposals conflict with any Council policy? Would the cost of agreeing to the request affect the Council's budget to the extent that it would reduce the Council's	No - proposal seeks continuation of assets' current uses. There will be no adverse effect on Council functions; no increase in costs and no conflict with Council policy.	CAT Stage 2 application section 4.1, 4.3	Very Strong

	ability to deliver its functions, even after taking account of the benefits?			
5.2	Are there any obligations that may prevent, restrict or otherwise affect the ability of the Council to agree to the request, whether arising from legislation or otherwise? For example, if the asset forms part of the Common Good, court authority may be required to dispose of the asset; there may be title or planning restrictions which state that the asset may only be used for certain specified purposes. Removal of such restrictions may involve additional costs- should these costs be met by the CTB?	No title restrictions – title check undertaken by LMcP. Restrictions on disposal of open spaces contained in Town & Country Planning Act 1959 S.27 (2A) apply – proposed transfer was advertised in local press for 2 weeks – no responses to advert received. Asset is not Common Good. NB: Existing leases in place between SAC and KVR, SAC and Bowling Club. Proposed disposal to take place subject to existing leases. Asset is C-Listed – the proposed developments to the Hall 'are some time away and subject to successful funding applications...proposals will be developed and Planning consulted at the appropriate time. Purchase offer of £70k equates to 87.5% of asset's valuation (£80k)	Title Report Section 74 of Local Government (Scotland) Act 1973 Subsidy Control Assessment	Very Strong

		- is within the 'marginal amount' of 25% identified under the Local Govt (Scotland) Act 1973 – full Best Value appraisal not required. Subsidy Control Assessment found proposed financial support from Council i.e. discount on purchase and ACAF – did not meet all Limbs of the 4 Limb Test – is therefore not considered a subsidy.		
5.3	Will the proposed benefits contribute to achieving the Council's local outcomes and the Scottish Government's National Outcomes?	Yes. National Outcome: Communities – We live in communities that are inclusive, empowered, resilient and safe. SAC Council Plan: Priority 1 Spaces & Places; and Priority 3 Civic & Community Pride.	Scottish Govt – National Performance Framework SAC Council Plan 2023-28	Very Strong
	<u>Summary Assessment of Local Authority Functions, Local and National Outcomes</u>	Proposal is not detrimental to Council services or policy. There are no restrictions preventing the transfer. Proposal is		Very Strong

		complementary to National and Council Outcomes.		
	Final Assessment/ Recommendation:	Proposal seeks to continue operation of the asset for current uses and asserts that full community ownership will enable long-term sustainability and a range of other benefits. The community appears to support the proposal and there are no restrictions on the Council's ability to transfer the asset.		**Approval subject to conditions** (CL/MV to draft suggested conditions for inclusion in Cabinet Paper)

***Note**: If recommending approval of the request, the CATAG will also require to consider:*
(i) Where the CTB has offered a price that is below market value, an assessment will be required following the process in the Disposal of Land by Local Authorities (Scotland) Regulations 2010 as to whether the asset should be transferred to the CTB at the price requested; and
(iii) The Subsidy Control rules (formerly the EU State Aid rules)- https://www.gov.scot/publications/scottish-public-finance-manual/subsidy-control/subsidy-control/; and
(iv)The conditions that will apply to the disposal, taking account of the conditions requested by the applicants. If the recommendation is for a disposal for less than market value, consider if conditions to protect the discount should be applied.

Stage 2

Community Asset Transfer (CAT) request

IMPORTANT NOTES:

This form must be used by a community controlled body wishing to formally request transfer of a Council-owned asset from South Ayrshire Council under Part 5 of the Community Empowerment (Scotland) Act 2015.

Before and during completion of this application you must refer to the asset transfer guidance for Community Transfer Bodies provided under the Community Empowerment (Scotland) Act 2015. Throughout sections of the application, where applicable, relevant guidance page numbers have been provided to assist.

Council officers may require a number of follow-up meetings to discuss the proposal. This is with the aim of better understanding your proposal or to clarify information that has been submitted.

The sections in the form below are designed to inform the Council about the governance of your organisations, your detailed plans for the asset, support from the local community and other interested parties, financial plans and risk management. Information contained within the application form and any supporting documentation submitted will be shared with those involved within the decision-making process and data protection and commercial confidentiality arrangements will apply on such occasions.

If you are applying for a capital grant within your application then please read the Advancing Community Assets Fund guidance before making your request.

We also provide additional information on our website www.south-ayrshire.gov.uk/community-assset-transfer.

For assistance in completing this form or if you have any questions regarding a Community Asset Transfer and development grant, please contact:

Colin Love, Community Asset Transfer Team Leader
South Ayrshire Council
E-mail: colin.love@south-ayrshire.gov.uk **Telephone:** 01292 559347

THIS IS AN ASSET TRANSFER REQUEST MADE UNDER PART 5 OF THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

SECTION 1: ORGANISATION INFORMATION

Please provide details of the Organisation making the request	
1.1 Name of Organisation (Community controlled body):	**Kirkmichael Ayrshire Development Trust**
1.2 Address of Organisation (this should be the registered address, if you have one):	**McCosh Hall, 19 Patna Road, Kirkmichael, KA19 7PJ**
1.3 Contact Name:	**Jan Torrance**
1.4 Position in Organisation:	**Chairperson**
1.5 Correspondence address:	**13 Straiton Road, Kirkmichael**
1.6 Postcode:	**KA19 7PH**
1.7 Telephone Number:	**07860654418**
1.8 Email address: **Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?**	**YES** **janltorrance@gmail.com** *You can ask South Ayrshire Council to stop sending correspondence by e-mail, or change the e-mail address, by telling us at any time, by giving 5 working days' notice.*
1.9 Website address (if applicable):	**n/a**

1.10 Social media links e.g. Facebook, Twitter	Facebook	
1.11 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of guidance)	**Company Limited by Guarantee and its company number is:**	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	**SC053662**
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other: **Please specify:**	
1.12 Please indicate what type of Community controlled body you are (see pages 11-15 of guidance) **Please tick only one**		
Community Controlled Body (see pages 11-14 of guidance)		x
Your Organisation is individually designated as a community controlled body by Scottish Ministers (see page 14-15 of guidance) ***If yes, please give the title and date of the designation order:***		
Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers (See pages 14-15 of guidance). *If yes, what class of bodies does it fall within?*		

Please include a copy of the Organisation's constitution, articles of association or registered rules with your application submission

2.1 Provide the name (if it has one), address and postcode of the asset:	McCosh Hall 19 Patna Road, Kirkmichael, KA19 7PJ
2.2 Provide the name of the landlord or owner of the asset:	South Ayrshire Council
2.3 Is the asset for a building or land or both?	both
2.4 Provide the UPRN (Unique Property Reference Number) if known *(this will be given in the Council's register of land)*	000141017914
2.5 Map Reference /Boundary Plan *Provide a map or boundary plan – this could be a google street view with the land and/or property you wish to enquire about indicated. This is to ensure all parties are clear on the nature of the request.*	McCosh Hall Boundary Map included as attachment and within Shepherds Commercial Valuation.
2.6 If there are any restrictions on the use or development of the land, please explain how your project will comply with these: *Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.*	McCosh Hall is a C listed building and sits within a Conservation area. Any and all repairs and improvements made to the building and surrounding grounds will comply with these restrictions.

SECTION 3: TYPE OF REQUEST, PAYMENT AND CONDITIONS

3.1 Please indicate what type of request is being made (see pages 30-31 of guidance):	For ownership (under section 79(2)(a)) go to section 3.2A below	**x**
	For lease (under section 79(2)(b)(i)) go to section 3.2B below	
	For other rights (under section 79(2)(b)(ii)) go to section 3.2C below	
3.2A – Request for ownership **What price are you prepared to pay for the land and/or building requested (see parts 11 & 12 of guidance)** *Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.* **Have you sought an independent financial assessment of the value for the land/property?** *If so, please identify the source and the estimated value*	Proposed price: £70,000 Source: Joint Valuation with SAC from Shepherd Commercial Estimated Value: £80,000	
3.2B – Request for lease: What is the length of lease you are requesting? **How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year (see parts 11 & 12 of guidance)** *Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.*	**n/a**	

3.2C – Request for other rights: What are the rights you are requesting? **Do you propose to make any payment for these rights?** **If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.** *Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.*	Yes/No Proposed price: £ n/a

SECTION 4: COMMUNITY PROPOSAL

4.1 Detail the reasons for making this asset transfer request and how the land and/or building will be used (see pages 30-33 of guidance)

This section should include:

- Describe the vision, aims and objectives of your proposal to take on the asset
- Why there is a need for the particular asset requested and why this specific building or land being requested is necessary or particularly suitable for your proposal
- Please set out how the land or building will be used and what activities (in general terms) will take place there
- Detail any development or changes you plan to make to the land or building
- Any other information you consider relevant

The Kirkmichael Development Trust is submitting this Community Asset Transfer (CAT) request to South Ayrshire Council with the intention of securing the long-term future of McCosh Hall as a vital and much-used facility for the people of Kirkmichael.

For the past five years, McCosh Hall has been leased to the community and successfully operated by Kirkmichael Village Renaissance (KVR). From the outset, a Community Asset Transfer has been a key part of the long-term plan to ensure the continued use, vibrancy, and sustainability of the hall. Securing ownership will allow us to invest in and develop the building in ways that a lease arrangement does not

permit, ensuring that it remains a thriving and inclusive space for generations to come. With support from KVR the new Kirkmichael Ayrshire Development Trust has been established to take this plan forward.

McCosh Hall has served as a cornerstone of village life for over 125 years and continues to be a crucial asset for our rural community. It is currently used by 18 community groups and hosts a wide range of activities that promote social connection, improve wellbeing, and reduce isolation.

Since 2020, the ground floor has been home to the community-run Shop and Café governed by KVR—providing essential local services and a valuable space for residents to connect. The local Bowling Club has separately leased from SAC two ground floor rooms and the external grounds on a regular basis, which has enabled it to continue thriving, despite the closure of many other clubs in the area. The Bowling Club is fully supportive of this Community Asset Transfer and recognises it as vital to their continued use of the facility. Following a successful CAT, it is agreed that both KVR and Kirkmichael Bowling Club will be provided with long term leases from the Development Trust to continue the services they provide for the community.

The upper hall is in regular use by groups and individuals participating in activities such as Pickleball, Badminton, Karate, Carpet Bowls, Cinema Nights, Women's Group meetings, Garden Club, Guild meetings, Toddler Group, Winter Play Sessions, Music Sessions, and Knit and Natter. The café space also accommodates smaller groups such as the Book Club, and the History Group uses the hall to house and display the village archive. The facility is also hired for private functions and external meetings, further enhancing its community value.

Without McCosh Hall, these groups and activities would struggle to find alternative accommodation locally. Its continued availability is essential to maintaining community cohesion, improving health and wellbeing, and providing accessible, inclusive opportunities for residents of all ages.

As demand for the hall continues to grow, so does the need for improved infrastructure—particularly storage space for group equipment. Ownership of the building would enable the Trust in the future, to progress plans for an extension to provide this additional storage and ensure the building continues to meet the evolving needs of the community and create a more flexible space which will help to generate more income for the hall. At a recent community consultation with an Architect in attendance, many of the current hall users stated that a new floor in the upper hall would be beneficial for many of the regular activities that take place including pickleball, badminton, carpet bowls and karate. The architect has provided an estimated cost for this exciting improvement to the hall and the Development Trust have included this as "renewal works" which could be carried out relatively quickly following a successful transfer of the hall.

The Community Asset Transfer will provide the security, autonomy, and long-term vision required to protect and enhance McCosh Hall as a community-owned resource. With this transfer, the Kirkmichael Development Trust is committed to preserving and strengthening the role of McCosh Hall as a vibrant, sustainable, and inclusive space for all in Kirkmichael.

4.2 Set out the benefits that you consider will arise if the asset transfer request is approved (see pages 30-33,41-44 of guidance)

This section should include:

- Describe the current use of the asset and detail the benefits that your proposal will bring that you consider will replace the benefits of its existing use
- How the project will benefit your community, and others including how it will promote or improve economic development, regeneration, public health, social wellbeing or environmental wellbeing and reduce inequalities
- Describe how your organisation intend to evidence the benefits arising from the proposal
- Any other information you consider relevant

Approval of this Community Asset Transfer request will bring McCosh Hall into full community ownership, securing the future of a much-used and valued facility at the heart of Kirkmichael. The asset is currently used on a daily basis and plays a central role in supporting local services, social connection, and wellbeing.

The ground floor accommodates the community-run Shop and Café, a catering kitchen for the café and events as well as two rooms used by Kirkmichael Bowling Club. The upper hall is used weekly by groups such as Pickleball, Badminton, Karate, Carpet Bowls, Knit and Natter, Toddler Group, Music Sessions, and Winter Play Sessions (October to April). Monthly users include the Garden Club, Guild, Stage and Screen Group, and Book Club. A Post Office service is also hosted in the hall once a week.

In addition, the hall provides essential meeting space for the Kirkmichael Development Trust, Three Villages Creative Arts Group, Community Council, Health and Social Care Partnership Locality Planning meetings, and other local organisations holding AGMs and events. The History Group also stores and shares its local archive in the building.

Since the community began leasing and managing the building five years ago, there has been a significant resurgence in hall use. This success has been further supported by KVR contracting a self-employed Community Development Worker to regenerate and expand community engagement with the space. As a result, McCosh Hall has re-established itself as a vital gathering place and centre for activity in the village. Community ownership will ensure this progress continues and allow for further development of the hall as a vibrant, multi-functional resource for both current and future generations.

The key benefits of community ownership include:

- **Sustainability and Long-Term Security:** Ownership will enable investment in the hall's maintenance and development, ensuring this vital asset remains available for the community long into the future.
- This will be evidenced by tracking the completion of maintenance projects and investments made through a maintenance log and financial reports
- **Enhanced Facilities for Users:** A pressing need identified by users is the lack of storage. With more groups using the space and requiring equipment, the hall must adapt to meet their needs.

Better storage will allow for more flexible use of space, particularly for larger events and private hires. Increase storage is a long term plan for the Development Trust.

- This will be evidenced through users surveys on satisfaction with new storage/facilities and before and after photos.
- **Economic Development and Regeneration:** Community ownership will support local enterprise, training, and employment. The hall will offer flexible space for local businesses, crafters, and food producers to host markets, workshops, and pop-ups—encouraging entrepreneurship and stimulating the local economy. Planned improvements to the building will also create work for local tradespeople and long-term income through lettings and tourism.
- We will use event booking records and feedback from business while also recording hall income to evidence the benefit.
- **Health and Wellbeing:** The hall supports a wide variety of social and physical activities that contribute to mental and physical wellbeing. In a rural area where access to services is limited, it plays a key role in preventing isolation and promoting active lifestyles. The Trust will continue to work with health and social care partners to tailor programmes that meet local needs.
- This will be evidence by keeping a record of participation in health and social activities through attendance sheets and testimonials.
- **Environmental Improvements:** Community ownership will allow the Trust to make sustainable upgrades to the hall, including better insulation, renewable energy sources, and waste reduction initiatives—improving efficiency and lowering operating costs.
- Energy use records and green audits will be used to monitor energy bills and waste reduction.
- **Equity and Inclusion:** The Trust is committed to ensuring the hall remains inclusive and accessible for all. Local decision-making will involve residents from all backgrounds. Subsidised hire rates are already available—and will continue—for voluntary groups, young people, and those on low incomes, ensuring cost is never a barrier to participation.
- We will track who is using the hall (age groups, backgrounds) through attendance records.
- **Essential Access in a Rural Location:** Kirkmichael is a rural village with limited public transport links and few alternative venues. Without McCosh Hall, many residents—particularly those without private transport—would have significantly reduced access to services, social interaction, and opportunities for community participation. The hall's central location and daily use makes it indispensable in addressing rural isolation. Losing access to the hall would widen inequalities, particularly for older residents, families with young children, and individuals with mobility challenges who rely on accessible, local provision.
- To evidence this benefit postcode data and surveys can be used to map usage by those with limited transport options.

The Development Trust will publish an annual report showing what has been achieved and including – numbers, charts and stories from hall users; before and after comparisons; challenges and how they are being addressed and future plans. This will evidence the benefits of the project while also keeping members and the wider community informed. An AGM each year will provide the opportunity for members, hall users and the community to share successes and provide feedback for improvements.

By bringing McCosh Hall into community ownership, the Kirkmichael Development Trust will secure and enhance a critical local asset. This initiative will deliver wide-reaching benefits across public health, social inclusion, economic regeneration, and environmental sustainability—while ensuring that all residents, regardless of circumstance, have equal opportunities to participate in and benefit from village life.

4.3 What negative consequences (if any) may occur if your request is agreed to and how would you propose to minimise these (see page 33 & 45 of guidance)

This section should include:

- Detail any potential negative consequences identified for the local economy, environment, or any group of people and explain how you will reduce or remove these
- Any other information you consider relevant

While community ownership of the village hall is overwhelmingly seen as a positive step for Kirkmichael, the Development Trust recognises the importance of identifying and addressing any potential negative consequences for the local economy, environment, or specific groups within the community. We are committed to being transparent, inclusive, and proactive in reducing or removing these risks.

1. Financial Sustainability Concerns

Concern: Some community members have expressed concern that the financial burden of maintaining and running the hall may become unsustainable, especially if regular income cannot be guaranteed.

Mitigation:

- A robust business plan has been developed, including a mix of revenue streams such as venue hire, community events, grants, and enterprise activities. Hall improvements with better storage, additional space and flexibility should attract new activities and revenue opportunities.
- We will seek long-term funding partnerships and explore social enterprise models.
- Community ownership allows access to funding not available to private or council-owned halls, improving financial viability.
- Regular financial reviews will ensure transparency and early identification of any issues.

2. Risk of Volunteer Fatigue

Concern: In a small rural community, there is concern that too much reliance on a small group of volunteers may lead to burnout or lack of capacity.

Mitigation:

- The Trust will implement a volunteer recruitment and support strategy to widen participation and share responsibilities more evenly.
- Roles will be clearly defined, and volunteers will receive training and support to feel confident and valued.
- We will actively encourage intergenerational involvement, ensuring young people and new residents are also engaged in shaping the hall's future.
- The Board of the Development Trust includes Trustees and Advisors (members of community groups without Trustee responsibility), this will support succession planning for Trustees. Advisors will become comfortable attending Board meetings and can be elected as Trustees when they are ready to take over the responsibility.

3. Unequal Access or Representation

Concern: There is a risk that some groups—such as younger people, those with disabilities, or lower-income households—might not feel equally welcome or able to access the hall's services.

Mitigation:

- Accessibility improvements (physical, financial, and social) are a key part of our refurbishment and programming plans.
- A community engagement group will be formed to ensure a diverse range of voices are included in decision-making.
- Subsidised rates, inclusive events, and targeted outreach will ensure equitable access to all.
- Continued work with the school, Kirkmichael Kids and Community Group and other Children's groups through membership and participation in KADT.

4. Environmental Impact During Renovation

Concern: Building works to improve the hall may temporarily increase waste, noise, and carbon emissions.

Mitigation:

- Contractors will be selected based on their commitment to environmentally responsible practices.
- We will prioritise low-impact, sustainable materials and techniques.
- Improvements such as insulation, renewable energy systems, and energy-efficient lighting will ensure long-term environmental gains outweigh any short-term disruption.

5. Impact on Other Local Venues or Services

Concern: There is a potential that increased use of the hall could divert activity or income from other local venues or groups.

Mitigation:

- The Trust is committed to collaboration, not competition. We will work closely with other local organisations and other villages to coordinate programming and share resources.
- The hall will be positioned as a complementary facility—filling service gaps, hosting joint events, and creating new opportunities rather than duplicating existing ones.

By anticipating these potential challenges and responding with clear, community-led strategies, Kirkmichael Development Trust will ensure that ownership of the village hall delivers lasting and inclusive benefits with minimal risk or disruption.

4.4 Describe how your organisation will be able to manage the asset and achieve your objectives (see pages 32-33 of guidance)

This section should include:

- Provide detail of the structure of your organisation
- Evidence the strength of leadership, skills, experience and capacity to deliver of your Board and staff of your organisation to maximise the prospects of the asset. If the skills are not currently in place, describe how you intend to address this
- Detail the business fit between the core objectives of your organisation and the proposed use of the asset
- Describe how you operate your organisation including how often meetings are held, how you communicate with members and stakeholders etc.
- Evidence of track record of previous project delivery
- Whether you intend to use professional advisers, etc.
- Any other information you consider relevant

Kirkmichael Village Development Trust is a registered Scottish Charitable Incorporated Organisation (SCIO), established in September 2024 following extensive community consultation and public meetings. The Trust was created in direct response to local priorities, including the long-term sustainability of the McCosh Hall. Our core charitable purposes are:

- The advancement of citizenship or community development
- The provision of recreational facilities or the organisation of recreational activities to improve conditions for local residents

We are therefore firmly committed to ensuring McCosh Hall remains a vibrant, accessible space for the community of Kirkmichael — supporting social, recreational, and economic activity, including the continued operation of the Community Shop and Café and the Bowling Club.

Governance, Skills and Succession Planning

The Trust is governed by a Board of 12 Trustees, drawn from a wide range of local organisations, ensuring diverse community representation. They are supported by 8 active advisors and a part-time Community Project Worker who was instrumental in the Trust's formation and ongoing operations. Trustee profiles and governance arrangements are detailed in the accompanying Business Plan.

To support long-term resilience and sustainability, the Trust has prioritised succession planning by encouraging both Trustees and Advisors to attend monthly Board meetings. This approach enables the sharing of skills, knowledge, and community insights, while also helping to mentor potential future Trustees and build leadership capacity from within the community.

Collectively, our Trustees and Advisors bring a wealth of skills and experience to the management of the asset, including:

- Charity governance and leadership
- Financial management, bookkeeping, and grant funding
- Small business operation, administration, and public relations
- Architecture, trades, maintenance, and project supervision
- Youth work, education, and community development

The Trust is well-networked within Kirkmichael and maintains strong links with the 27 local groups and organisations in the village, 18 of which currently use McCosh Hall regularly. Our growing membership (currently 72 members and rising) ensures that local voices remain central to decision-making.

Operational Structure and Future Planning

The Trust meets monthly and communicates regularly between meetings to ensure responsive and effective management. Community engagement is at the heart of our approach, and we host open public meetings and consultations to update residents and gather feedback — particularly on plans related to McCosh Hall. These are promoted through our branded materials, local posters, leaflet drops, email newsletters, and our active Facebook page.

To support the long-term management and development of McCosh Hall, the Trust will establish three dedicated subcommittees:

- **Hall Committee**: Building on the existing experience of the current committee (operating through KVR under lease from South Ayrshire Council), this group will oversee day-to-day use, programming, bookings, and user engagement.
- **Maintenance Committee**: This group will coordinate repairs and upkeep of the building and grounds, drawing on the skills of Trustees, local residents, and volunteers. They will work closely with the Bowling Club volunteers, who already care for the surrounding green space.
- **Fundraising Committee**: A newly formed group tasked with securing funding for future developments and ongoing improvements to the building. This committee will identify opportunities for grant applications, community fundraising events, and partnerships to ensure financial sustainability and continued investment in the asset.

Sustainability and Funding

To date, KVR and more recently the Development Trust successfully secured grant funding to support a self-employed Community Project Worker who has played a key role in regenerating the use of the Hall. Going forward, the Trust are actively pursuing further funding to retain this position, as well as support additional improvements and services within McCosh Hall.

The Trust has proven capacity, strong local partnerships, an inclusive governance model, and a clear operational structure to take on ownership and responsibility for McCosh Hall. With community ownership, we will secure the future of this essential rural asset, delivering on our charitable aims while supporting local wellbeing, inclusion, and resilience.

SECTION 5: SUPPORT

5.1 Provide evidence of how you know that your proposals are supported by and meet the needs of the wider community and South Ayrshire. You should describe the level and nature of support for the asset transfer request from your community and, if relevant, from others (see page 33-34 of guidance)

This section should include:

- Evidence from a range of activities undertaken to engage with your community, such as public meetings, community surveys, community action planning or charrette etc.
- Detail evidence of any support from local Councillors, Community Council, other community leaders and other relevant parties
- You are encouraged to include information on the total number of people in the community and how many of them are members of the organisation to provide context for the level of support.
- You may also wish to include other support you are receiving for example from another local community or organisations or national organisations.
- Details of any identified concerns or objections within your community in relation to the proposal that you are aware of and what steps have been taken to address and overcome these.
- Any other information you consider relevant

Provide copies of the evidence of support with your application

From the outset the Trust has consulted with the community on its intentions to consider the purchase of the McCosh Hall. This has taken the form of a number of community consultations advertised through leaflet door drops and through our Facebook page.

At each consultation event we have provided membership forms and now have 72 members which represents over10% of the village population of approx. 700. The Trust is encouraged by the breadth of support, with a good representation from community groups, individuals and families. We regularly communicate with them through email and continue to enrol new members through word of mouth, the events and via our notice board in the McCosh Hall foyer. We have launched our new Facebook page and this will be a focal point for communication whilst ensuring events are publicised through a variety of channels.

We welcome the support of Andrew Hislop Headteacher of the Primary school who is actively working with us to engage children and families. They have helped with leaflet distribution including outlying homes and farms as well as the P1 and P2 children contributing to the development of our Trust logo which involved a visit to the hall and other village areas represented in the logo. Our Chair visited the school to talk to the pupils about the work of the Trust.

At the initial launch event in September 2023, we presented the ideas of a long term lease or purchasing the hall and guest speakers from other communities shared their wisdom and how much the purchase of their local community assets had transformed village life to the benefit of their communities. We continue to engage with other communities most notably Barr and the community of Straiton on their

recent purchase of The Buck. Both have visited us and spoken to Trustees about their experiences which have been invaluable on our journey.

We held a well attended event in the autumn of 2024 with the purpose of asking the community whether they wished to take a long term lease or our recommended route of purchasing the hall and there was a unanimous decision to purchase. Since then support has steadily grown and our membership is increasing.

In April of this year, we launched our new logo and our appointed architects (funded by the Scottish Land Fund) consulted with over 50 members of the community on their issues with the hall in its present state and what changes they wanted to see. The Trust has carefully considered these ideas which have been incorporated in our future plans for the hall. Please see the Business Plan for more information.

As well as 12 Trustees, the Board is working closely with 8 advisors representing different community organisations, covering different age groups and interests. Our local councillor Brian Connolly has attended events and we are in regular communication with Colin Love on the Community Asset Team.

During the past two years we have consulted and sought support from other local organisations and businesses. We have a letter of support from the Kirkmichael Village Renaissance, Kirkmichael Bowling Club, CSK Community Council, Kirkmichael Parish Church and Kirkmichael Primary School. The Chair has reached out to our MSP and Councillors for support. A letter of support has been received from Cllr Brian Connolly and the Chair has a meeting with our MP Elaine Stewart on 2nd May and MSP Elena Whitham on 19th May.

We are working closely with Kirkmichael Village Renaissance who have overseen significant community development supported by our Community Development Worker Jen Williams over the past few years and who run the shop and cafe which is integral to the aims of the purchase of the hall. We are also working closely with the 3 Villages Creative Arts project which will be taking over premises opposite the hall this coming year and maximising opportunities for both organisations to the benefit of our community.

After a number of informal discussions and the attendance of Secretary Margaret Kenny at our 2024 community consultation, we held a formal meeting with the President and Secretary of the Bowling Club in the presence of Colin Love. It was agreed that they were happy to include the Bowling Green and surrounding land in the purchase of the hall, with a view to leasing the area and the two small meeting rooms from the Trust after purchase. We have continued to keep them informed of progress and allay any concerns they have during the process.

We have had fruitful discussions with the owners and Chef manager of the Kirkmichael Arms to find practical ways for us to work together for the benefit of the village. Some ideas such as linking with the gardening club and school on local produce are already progressing.

We have a funding sub group who are working hard to secure support for the project. This includes North Carrick Community Benefit Company which acknowledged the Trust's intentions to purchase the McCosh Hall, at their AGM. All indications are that we can expect their support as the project progresses.

We acknowledge the support of SAC in the provision of business planning consultancy and have been working closely with Colin McNally on the development of the business plans for KVR and KADT. These are crucial to our decision to move forward with the purchase of the McCosh Hall.

We are not aware of any objections to the purchase of the hall within the community but continue to engage at every stage to ensure we can overcome any concerns no matter how small.

5.2 Provide details of any current or proposed partnership working arrangements with other organisations in developing and/or delivering your proposal

This section should include:

- Detail at what stage the partnership is
- Who are the partners
- Are there written agreements in place, if so please provide a copy with the application
- Any other information you consider relevant

Discussions have taken place between the Kirkmichael Ayrshire Development Trust (KADT), Kirkmichael Village Renaissance (KVR), and the Kirkmichael Bowling Club regarding partnership working to support the development and delivery of this proposal.

Under the proposed arrangement, KADT will own the building and take responsibility for the overall management of the asset. KVR will enter into a lease agreement for the ground floor space, where they will continue to operate the community shop and café providing valuable services and creating a welcoming hub for local residents and visitors. This partnership will help generate community activity and support local economic development.

Additionally, the Kirkmichael Bowling Club will lease the Bowling Green, surrounding land, and two meeting rooms within the building. The Bowling Club will also continue to maintain the grounds, ensuring the outdoor areas are well-kept and attractive. Their contribution is highly significant, as it will offset an estimated £2,500 per year in grounds maintenance costs that would otherwise fall to the Development Trust.

This collaborative approach will ensure that the facility is well-utilised, sustainably managed, and continues to serve the needs of the wider Kirkmichael community.

These agreements are not yet in writing, legal expertise will be sought to ensure appropriate leases are put in place for the benefit of all organisations involved.

SECTION 6 : FINANCIAL INFORMATION

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset (see page 33 of guidance)

This section should include:

- Your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, on-going maintenance and the costs of your activities.
- Provide an explanation how you have established the cost e.g. estimates, quotes etc.

- All proposed income and investment should be detailed, including volunteer hours and donations/fundraising activities.
- Are the sources of income sustainable, i.e. likely to persist over the next few years, or are short-term, or will there be a need for subsidy from another source for example public funds?
- If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants. Please indicate whether grant fund applications have been secured or are currently pending and the related dates.
- If your organisation has ever been investigated on the basis of poor financial management or failure to demonstrate good organisational governance please provide details.
- Any other information you consider relevant

Costs associated with the initial purchase of the McCosh Hall and surrounding land and immediate repair and renewal work are as follows:

Purchase Cost = £70,000 – Less than the market value has been offered to reflect that SAC will recognise the value to the community of the asset transfer and the savings already incurred by SAC through the asset being leased and managed by Kirkmichael Community over the last 5 years.

Estimated Repair Works = £99,990 (incl. VAT and contingency) See attached costs from ARPL Architects (10% contingency is added to allow for a rise in costs by the time work would be likely to start)

Estimated Renewals = £49,500 (incl. VAT and contingency)

The Trust plans to fund this work through grant applications as follows:

Scottish Land Fund Stage2 application for 90% of purchase cost = £63,000. Application will be submitted in August 2025 for decision in November 2025. Legal costs and professional fees will be added to this application. Discussions have been held with the SLF advisor regarding these costs and a Stage 2 application has been provided.

North Carrick Community Benefit Company for 10% of purchase cost = £7000 plus cost of Renewals = £49,500. Total grant application to NCCBC will be £56,500. Application will be submitted in July 2025 for decision in August 2025. A recent meeting has been held with NCCBC and it has been agreed that an application is expected and would be welcomed.

Advancing Community Assets Fund – Capital Grant Request for repair work = £99,990. Application submitted within the CAT2 Application.

On-going maintenance and running costs of the building will be funded through revenue generated from use of the building by community groups and organisations and the leases from the KVR Shop and Café and the Bowling Club. Ground maintenance costs will be covered by volunteers from the Bowling Club and Maintenance sub-committee. These sources of income are sustainable and are likely to persist over the next few years. It is expected the continued improvements to the hall will encourage more use and generate an increase in income and repairs and renewals which will make the building more energy efficient will reduce

expenses. Kirkmichael Development Trust is committed to continuing to fundraise throughout each year to maintain the McCosh Hall and support other village projects. Therefore fundraising events will be held in the hall and the organisation will make use of the Charity Shop facilities in Maybole. These costs have been projected in the attached Business Plan. The Development Trust has also planned in the projected finances for a period of time when income will not be generated while works are being carried out and the hall will be out of use. It is calculated that this "downtime" will not affect the overall viability and sustainability of the project. Please see the attached documents and Business Plan for full financial information and 5 year projection.

Estimated costs have also been received for long term planned improvements to address the building's limitations highlighted by residents at the recent Community Consultation. These include providing more storage and alteration to the café and kitchen areas. These costs are approximately £100,000 and grant funding will be sought to allow these improvements to be carried out in future years, but these costs are not projected in the first 5 years of the current Business Plan financials.

Please provide a copy of your most recent account/income and expenditure with your application submission

6.2 ONLY for organisations formed within the last twelve months unable to submit accounts:	
6.2a When was the organisation formed?	***September 2024***
6.2b What is you projected annual income for 2020/2021?	***Projected income for the first year of the Development Trust 2024 to 2025 is £30,262***
6.2c What is your projected annual expenditure for 2020/2021?	***Projected expenditure for the same period is £12,999***

6.3 Does the organisation hold a bank account? If so please provide full details (name of bank, address, sort code, account number etc.)

Bank name:	***Virgin Money***
Bank address:	***43 Alloway Street, Ayr, KA7 1SP***
Sort code:	***821208***
Account number:	***50134500***

6.4 Is your organisation currently in receipt of funding from <u>any</u> public body, South Ayrshire Council, The National Lottery funding or similar organisations? If so, please list these here with the amounts awarded and dates (last three calendar years only)

Funder	***Amount of award***	***Period of award***
NCCBC Community Project Fund	*£5011.60*	*Feb 2025 to June 2025*
Community Wealth Building	*£2000*	*Feb 2025 to March 2025*
Lottery Awards for All	*£700*	*Feb 2025 to June 2025*
Scottish Land Fund	*£3900*	*March 2025 to June 2025*

6.5 How do you plan to finance any development or refurbishment costs, on-going repairs, caretaking, cleaning, maintenance, insurance, rates and other running costs?

This section should include:

- Details on any works you plan to undertake post-acquisition and information on your plan for sustaining the asset
- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

Over the past year, we have been in consultation with a range of funders on which aspects of the purchase they could help to finance. These include the Scottish Land Fund and North Carrick Community Benefit Company. We are confident that the purchase, repairs and development costs can be covered as well as project management, insurance and professional fees. In terms of running costs, the business plan contains projections to cover these costs from leases with Kirkmichael Village Renaissance which runs the shop and cafe and the Bowling Club. Fundraising events have also been factored in to support our funding and minimise cash flow issues.

The developments planned works will attract new business with an enhanced sporting and events space with storage and in the longer term it is hoped the space can be reconfigured to maximise shop, cafe and meeting space income and provide catering for the 3 village arts project, training sessions and other events.

Following essential repairs which are clearly outlined in our application and business plan, we have discussed the costs of funding of renewables and development of the hall including a new floor and means of escape with potential funders. Further upgrades requested by the community including storage will be part of architectural planning and consultation in a later stage. The Scottish Land Fund has funded this consultative work which is underway.

Should the level of income not be generated we will prioritise development work appropriately. Should the Trust cease operating, we would envisage looking to another suitable community organisation to take over the hall and are already working on succession planning and engaging younger generations to ensure the hall remains in the community. The hall is a major focal point in the village and hub performing a crucial role in the well being of our community but the flexible space could be easily transformed into a different facility if demand changed in future decades. There is growing support with over 70 members already alongside a strong group of advisors and trustees to ensure the hall is around for generations to come.

6.6 Please provide details of contingency plans that you have in place.

This section should include :

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

Mitigation of Financial Risks (Cash-flow, Liquidity, Capacity)

The Trust is committed to careful financial management to ensure the long-term sustainability of Kirkmichael Village Hall. Our mitigation strategies include:

- **Building up and Maintaining a cash reserve** equivalent to at least 3 months of essential operating costs (utilities, insurance, basic maintenance) to protect against unexpected income shortfalls or increased costs.
- **Regular financial monitoring** through monthly management accounts, reviewed by the Trust's Treasurer and Board, allowing early identification of any emerging issues.
- **Diversified income streams**: We will not rely solely on hall hire. Income will be generated through a mix of leases to long-term tenants, short-term lets, community events, and fundraising activities.
- **Cost control measures**: We will keep core operational costs lean and prioritise essential spend to maintain liquidity if required.
- **Access to emergency grant funding**: We are familiar with emergency funding routes that could be accessed quickly if necessary.

Plans if Income is Lower Than Projected

Should projected income from hall hire, leases, or events not materialise as planned:

- We will prioritise critical operating costs (insurance, utilities, basic maintenance) and scale back non-essential expenditure such as optional refurbishments or new non-critical projects.
- Alternative income generation will be activated, including:
    - Running additional fundraising events (e.g., ceilidhs, craft fairs)
    - Applying for small community grants to cover shortfalls
    - Exploring short-term seasonal leasing opportunities (e.g., pop-up shops, workshops)
- Community consultation will take place to adapt services to better meet local demand and maximise hall use.

Plans if the Trust Faces Operational Difficulties or Ceases Trading

In the unlikely event that the Kirkmichael Development Trust encounters operational difficulties or ceases trading:

- The Hall would be **transferred to another suitable community-led organisation** committed to maintaining the asset for community benefit, in line with our constitutional aims and asset transfer conditions.
- Our constitution and asset ownership policies include a **'community asset lock'**, meaning the hall cannot be sold privately for profit but must remain a public resource.
- We would work with key stakeholders (including the Local Authority, funders, and local organisations) to ensure continuity of access and use for the community.

Additional Relevant Information

- The Trust Board has a diverse range of skills ensuring strong oversight of risk and governance.
- Our Business Plan includes conservative income projections, stress-tested against lower usage scenarios, to ensure resilience.
- Many of the Development Trust Trustees and members have experience of managing the hall successfully over the last 5 years, and will apply the same principles of caution and care going forward.
- The Trust has established positive relationships with local partners (such as the Council, other Development Trusts, and health/social services) who it is hoped would support interim operations if difficulties arose.

Kirkmichael Development Trust is confident that through prudent financial management, diversification of income, and robust contingency planning, we can manage risks effectively and ensure the long-term sustainability of Kirkmichael Village Hall for the benefit of the community

SECTION 7: ADVANCING COMMUNITY ASSETS FUND – CAPITAL GRANT REQUEST

APPLICANTS MAY APPLY TO THE ADVANCING COMMUNITY ASSETS FUND FOR CAPITAL WORKS, RELEVANT TO THE CONDITION OF THE ASSET BEING REQUESTED ONLY

7.1 Do you wish to apply for a capital grant?	Y/N

7.2 How much capital grant are you applying for?	**£99,990**

Item *Provide a detailed cost breakdown itemising expected expenditure that you require the development grant for:*	**Cost (£)** *Please advise if each cost is inclusive or exclusive of VAT*	**Have estimates/quotes been sought?** *If yes please submit copies with the application*
External Wall Repairs: lime repointing, stitching cracks, stone indents, chimney repairs	**£26,400 Incl. VAT**	Y/N
Roof: re-slating, leadwork, timber treatment	**£30,360 Incl. VAT**	Y/N
Rainwater goods: replace corroded cast iron, de-rust and redecorate	**£7920 Incl. VAT**	Y/N
Windows: repair and redecorate 17 windows, replace 7 windows	**£29,964 Incl. VAT**	Y/N
Boundary Walls: part rebuild, lime repointing	**£5346 Incl. VAT**	Y/N
		Y/N
		Y/N
	Total: £99,990	

Please provide a copy of your business case/plan with your application submission

SECTION 8: RISK/SOCIAL IMPACT

8.1 Please outline whether any other organisation/business in your area will be affected by your proposals and what barriers or challenges to your project succeeding you have identified.

This section should include:

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- Any other information you consider relevant

There are no organisations or businesses in the village that will be negatively affected by our proposals. It is expected that through partnership working all other organisations will benefit from the McCosh Hall being under Community Ownership and continuing to serve the community. Without this proposal the potential loss of the building would negatively impact on the Community Shop and Café and Bowling Club which rely on the McCosh Hall for their operation and the 18 community groups that use the hall on a regular basis would no longer have a place to carry out their activities. Also with the village church being sold in the near future the McCosh Hall will play and even more pivotal role in bringing people together. Through a SWOT analysis which is included in the Business Plan, weaknesses and threats identified for the project are as follows:

Weaknesses

Capacity within the venue – To make a revenue generating venue, the capacity requires further development

Cashflow – Improved cashflow will follow from above.

Marketing – Improvements to both web and social marketing to develop a wider client base

Threats

Access to funds – Access to funds need to be strategic

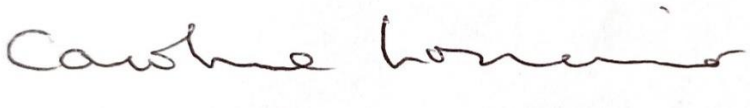
Changes in Board Structure – Board membership will always continually flow. However, the current Board has a diverse variety of skills and wide skill set to deliver the requirements to make the difference.

No Local government support for the project – Core to the programme's success will be continued backing and support for the project. As funds become tighter, this could reduce

DECLARATION

We, the undersigned on behalf of the community controlled body as noted at section 1, make an asset transfer request as specified in this form.
We confirm that we have read and understood the Scottish Government Guidance for Community Transfer Bodies under the Community Empowerment (Scotland) Act 2105.
We declare that the information provided in this form and any enclosed accompanying documents are correct.
I confirm that if there are any significant changes to the application or the proposal, South Ayrshire Council will be informed immediately.
Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to South Ayrshire Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members and Senior Officers. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact. Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.
Two office-bearers (board members, charity trustees or committee members) of the community controlled body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.
This form and all supporting documentation will be made available online for any interested person to read and comment on. Personal information will be redacted in line with data protection before the form is made available.

1st office bearer	
Name:	Jan Torrance

Address:	*13 Straiton Road, Kirkmichael, KA19 7PH*
Date:	*1st May 2025*
Position:	*Chairperson*
Signature:	
2nd office bearer	
Name:	*Caroline Lorimer*
Address:	*Gemilston, 63 Patna Road, Kirkmichael, KA19 7PJ*
Date:	*1st May 2025*
Position:	*Treasurer*
Signature:	

CHECKLIST OF ACCOMPANYING DOCUMENTS

Please provide details of all documents which you are including with your proposal. All documents submitted electronically should be named clearly referencing the name of your organisation e.g. ABCorg/Business Plan2020, ABCorg/Constitution etc	
Section 1 Organisation information • You must attach your organisation's current constitution, articles of association or registered rules • Any other information you consider relevant	Title of document/s attached: KDT Constitution
Section 2 Asset information • Include any relevant maps, drawings or description of the land/building requested and any development or change you plan to do to the asset • Any other information you consider relevant	Title of document/s attached Shepherds Commercial Valuation Apr 25, McCosh Hall, Patna Rd, Kirkmichael (Com) KADT Copy McCosh Hall Boundary Map McCosh Hall Cost Update ARPL 1B McCosh Hall Cost Update ARPL 1B phase 2
Section 3 Type of request, payment & conditions • Include specific details of any terms and conditions that you wish to be applied to the request • Any other information you consider relevant	Title of document/s attached n/a
Section 4 Community proposal • Include any documentation such as market research and analysis, feasibility study, options appraisal etc. • You may wish to include examples of previous projects that you have successfully delivered and/or letters of support from partner/s that you are/will be working with. • Any other information you consider relevant	Title of document/s attached Letter of support Cllr Brian Connolly Letter of support Kirkmichael Bowling Club Letter of support Kirkmichael Parish Church Letter of support Kirkmichael Primary School Letter of support KVR

Section 5 Support • Include evidence of the level and nature of community support for the asset transfer, this may include letters of support, copies of surveys undertaken etc. • Any other information you consider relevant	Title of document/s attached Letters of Support (as above) KDT Community Consultation Event April 2025
Section 6 Financial information • Provide a copy of the current business plan, copies of the last 3 months bank statements and any evidence of funding or loans secured to date • . Any other information you consider relevant	Title of document/s attached KDT Business Plan April 2025 KDT Bank Statement 2025-02-28 KDT Bank Statement 2025-03-31 KDT Bank Statement 2025-04-22 KDT Income and Expenditure 2024 to 2025 KDT Cashflow 2024 to 2025
Section 8 – Risk/Social Impact • Include any risk analysis/assessment undertaken and how you will counter any risk identified. • Any other information you consider relevant	Title of document/s attached : KDT Business Plan April 2025

CHARITY BUSINESS PLAN

KIRKMICHAEL DEVELOPMENT TRUST

APRIL 2025

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EXECUTIVE SUMMARY

KIRKMICHAEL DEVELOPMENT TRUST

Kirkmichael Ayrshire Development Trust is a newly established Scottish Charitable Incorporated Organisation (SCIO No. SC053662), registered on 20 September 2024. The organisation is known locally as Kirkmichael Development Trust (KDT). Its principal aim is to acquire and manage the McCosh Hall in Kirkmichael for the benefit of the community. The Trust was created following extensive community consultation, including discussions at the Kirkmichael Village Renaissance (KVR) AGM followed by a Public Meeting in 2023 and a Development Trust Planning Supper in February 2024, where there was strong endorsement for establishing a dedicated body to secure the hall's future.

Over the past five years, KVR has successfully leased and managed the McCosh Hall and operated a community café and shop on the ground floor. KDT plans to lease this space back to KVR, ensuring continuity of these much-valued community services. Since the community began leasing and managing the building five years ago, there has been a significant resurgence in hall use. This success has been further supported by KVR and more recently KDT contracting a self-employed Community Development Worker to regenerate and expand community engagement with the space. As a result, McCosh Hall has re-established itself as a vital gathering place and centre for activity in the village.

In addition to managing the hall, KDT will act as an umbrella organisation for local groups, promoting collaboration, resource sharing, supporting new village initiatives and providing sound governance and leadership.

With the village church being sold, McCosh Hall's role as a central gathering place has become even more vital. The forthcoming development of a new arts centre is also expected to boost footfall and bring wider economic benefits to the area.

Following guidance from the Creetown Initiative, KDT's business plan — along with a complementary plan for the shop and café — sets out a clear strategy for ensuring the long-term sustainability of the hall.

The Trust's newly appointed Board of Trustees bring strong oversight and experience, aiming to build on previous achievements and secure the hall's future as a thriving community asset. Immediate plans include the transfer or purchase of the McCosh Hall, with an offer of £70,000 and an additional investment of £150,000 earmarked for improvements and future projects. Priorities also include encouraging greater involvement from younger members of the community and maintaining the established partnership with the local bowling club, which continues to care for the hall's grounds.

In summary, the formation of KDT secures McCosh Hall's future for the residents and visitors of Kirkmichael, realising the community's vision of a vibrant, accessible, and financially sustainable facility. By maintaining the popular café and shop, strengthening governance, and actively engaging all generations, KDT will ensure McCosh Hall remains a vital hub of village life for years to come.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

WHO WE ARE

We are a 2-Tier SCIO (Scottish Charitable Incorporated Organisation), established in 2024, dedicated to benefiting the community of Kirkmichael, South Ayrshire which comprises the Kirkmichael Community Council area.

Our Charitable purposes are:

1. The advancement of citizenship or community development
2. The provisional of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of the persons for whom the facilities or activities are primarily intended

But only to the extent that such purposes are consistent with sustainable development

Our Goals:

1. To bring the McCosh Hall under community ownership and secure its future for generations to come.
2. To provide a meeting place and Hub in the village where activities can take place, thereby reducing social isolation, improving health and wellbeing, addressing rural disadvantage and creating a strong and resilience community
3. To support new and established village initiatives

We have over 72 members from "Ordinary", "Associate" and "Junior" Membership.

OUR COMMUNITY

The community we serve is the rural farming community of Kirkmichael within the beautiful countryside of North Carrick in South Ayrshire.

Kirkmichael is a ten mile drive south of central Ayr set amid the rolling hills of South Ayrshire. The Dyrock Burn runs through the core of the village of Kirkmichael, which started life as the focus of a well populated rural parish served by its church. The village's origins date back to the 13th century when John de Gemmelstoun founded a church beside the Dyrock Burn, which he dedicated to St. Michael. Kirkmichael is centred around two intersecting streets, largely occupied by white cottages built for hand weavers in the 1790s.

The red stone McCosh Hall on Patna Road serves as the village hall and was gifted to the village by the estate of John McCosh. At the junction of Patna Road and Straiton Road lies the white-painted Kirkmichael Arms, a long one-storey village inn. The village of Kirkmichael has a community run village shop and café situated within the hall that sells general groceries and household items as well as local products, and a range of eat in and takeaway food. The village is also home to the Kirkmichael Primary School, located in purpose built facilities that opened in 2014. The Bowling Club is situated beside the village hall. Kirkmichael was once renowned for its guitar festivals and nowadays the annual Gala attracts people from all over.

VISION & MISSION

Vision Statement
To create a vibrant, inclusive, and sustainable village for future generations in Kirkmichael by preserving and enhancing the McCosh Hall as a thriving hub for community life, collaboration, and opportunity.

Mission Statement
Kirkmichael Development Trust is dedicated to securing the long-term future of the McCosh Hall, supporting local groups, fostering community-led initiatives, and promoting active engagement across all generations. Through strong governance, strategic investment, and partnerships, we aim to safeguard vital services, encourage participation, and enrich the cultural and economic life of Kirkmichael for residents and visitors alike.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

THE BOARD

The Trust is governed by a Board of 12 Trustees, drawn from a wide range of local organisations, ensuring diverse community representation. They are supported by 8 active advisors and a part-time Community Project Worker who was instrumental in the Trust's formation and ongoing operations.

To support long-term resilience and sustainability, the Trust has prioritised succession planning by encouraging both Trustees and Advisors to attend monthly Board meetings. This approach enables the sharing of skills, knowledge, and community insights, while also helping to mentor potential future Trustees and build leadership capacity from within the community.

Collectively, our Trustees and Advisors bring a wealth of skills and experience to the management of the asset, including:

- Charity governance and leadership
- Financial management, bookkeeping, and grant funding
- Small business operation, administration, and public relations
- Architecture, trades, maintenance, and project supervision
- Youth work, education, and community development

The Trust is well-networked within Kirkmichael and maintains strong links with the 27 local groups and organisations in the village.

The Trust meets monthly and communicates regularly between meetings to ensure responsive and effective management. Community engagement is at the heart of our approach, and we host open public meetings and consultations to update residents and gather feedback — particularly on plans related to McCosh Hall.

JAN TORRANCE
TRUSTEE & CHAIR

Jan spent over 40 years in marketing communications and public relations across a wide range of sectors. This included extensive experience in the Third Sector for a number of large charities; working in community development for the Carnegie Trust in the early part of her career, and more recently as Head of Communications for Foundation Scotland.

Awarded the Diploma in Teaching in Further Education in 2011, Jan was also a lecturer at Glasgow Caledonian University and City of Glasgow college, delivering a range of courses for undergraduates and post graduates in Public Relations and Marketing.

Jan spent the final years of her career with the Scottish Qualifications Authority maintaining and developing qualifications in Management; HRM and Advertising Marketing and Public Relations. Prior to taking up her current voluntary role as Chair of Kirkmichael Ayrshire Development Trust, Jan was a Trustee of the Women's Fund for Scotland from 2019 to 2023 with a particular focus on Strategy and Marketing Communications.

BILLY THOMSON
TRUSTEE & VICE CHAIR

Billy worked as a Joiner with local authorities and held various roles within Council Housing departments before retiring, including Housing Officer, Project Planning Officer, and Programme Coordinator.

A resident of Kirkmichael for over 40 years, Billy is an active member of the community. His involvement with the McCosh Hall began when his wife, Margaret, served as caretaker, and he frequently assisted her in setting up and clearing the hall after events.

Previously, Billy served as Chair of the Kirkmichael Community Association. He is now a dedicated member of the Hall Committee, the Community Project Panel, and Bowling Club (which he is a former President of). Billy is part of a team of volunteers, that help maintain the Bowling Green and its surrounding grounds.

In 2022, alongside Rab White, Billy launched Carpet Bowls in the McCosh Hall as an indoor alternative during the off-season for outdoor bowling. These sessions take place on Tuesday mornings and Wednesday evenings. Beyond his community work, Billy enjoys playing golf and walking football.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

CATRIONA HASTON
TRUSTEE & SECRETARY

Catriona has had a varied career which included working in Germany as a translator and administrator in the Department of Biomechanics at the Hanover Medical School in Germany. From there she moved into nursing and midwifery for several years. Having taken a career break to look after her four daughters, she went back to college to learn computer skills and didn't stop until she left Glasgow University with a PhD in contemporary European economic history in 2010.

Having also taught for a few years at the university she then moved into the Third Sector, initially working for Ailsa Horizons supporting the work of the Hadyard Hill Community Benefit Company. She then moved into community transport and was integral to the setting up of South Ayrshire Community Transport (SACT). Starting as transport coordinator, she then became manager of the social enterprise which she led until the end of 2021 acquiring skills in business, management, HR, writing funding applications, managing grant funding and reporting to funders.

Now retired, she volunteers her time with KVR, KDT, South Ayrshire Social Enterprise Network, Girvan Traditional Folk Festival and chairs the SACT board.

CAROLINE LORIMER
TRUSTEE & TREASURER

Caroline's degree from Cambridge was in education and she worked for several years at City and Guilds of London Institute, administering examinations in the arts and bakery subjects. Moving across to interior design, she opened a fabric and curtain shop in Islington, North London and then continued in this field when she moved to Scotland in 1990. She finally put away her sewing machine last year and is now gardening, reading and studying for an Open University degree.

Alongside her professional life, Caroline feels passionately about volunteering and community engagement, spending three years as the National chairman of the youth programme for the Arts Society, acting on the board of the Maclaurin Art Gallery and the Ayrshire Arts Network and is currently on the board of the Textile Conservation Foundation in Glasgow. She moved to Kirkmichael over 30 years ago and has been the chair of KVR for the last 15 years This has involved the running of the Shop, Café and Hall, raising funds through grants and fundraising activities and organising community events. She is keenly aware of how important a secure and friendly community is for all who live here, be they old or young and looks forward to continuing to contribute towards this.

PAT LORIMER
TRUSTEE

Patrick Lorimer was born in Ayr and grew up in Troon and Kilmarnock with grandparents who farmed in Barr. He read Architecture at Cambridge and founded the Ayr based firm of ARPL Architects in, 1974. He retired from the firm in 2016 but remains a Fellow of the Royal Incorporation of Architects in Scotland a fellow of the Royal Society of Antiquaries and a member of the Royal Institute of British architects. He is a supernumerary Deputy Lord Lieutenant and on the board of a number of Charitable organisations. He is also Chair of the Crosshill, Straiton and Kirkmichael Community Council and a founder member of KVR who run the Community Shop and Café in the McCosh Hall.

Patrick was an accredited Conservation architect and has had a wide and comprehensive experience with grant funded building projects and acted as an HLF assessor for a number of years. His practice won some 40 awards for their architectural work and in particular works to listed buildings in Public or Charitable ownership.

Amongst his hobbies are building, letter carving and saving buildings.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

JOYCE BYRNE
TRUSTEE

Joyce Byrne brings a wealth of experience to the Kirkmichael Development Trust through her background in Local Government, where she worked as a Committee Officer before retiring. Her role involved close collaboration with Community Councils and a strong Jfocus on local issues—experience that has proven invaluable in her continued community involvement.

Now retired, Joyce has volunteered with a range of charitable organisations, including as an Adviser with Citizens Advice, where she also helped train new volunteers. She has supported the British Red Cross in administrative roles and worked with CASS in Plymouth, providing emotional support and guidance to vulnerable individuals attending court.

Since moving to Kirkmichael, Joyce has been an active member of the community. She has volunteered in the local shop, joined the Stage and Screen Group, and contributed to the Growing Together Kirkmichael project. She also serves on the Committee of the Garden Club. As a Trustee of the Kirkmichael Development Trust, Joyce is passionate about preserving and promoting the Village Hall as a vital resource for the community—ensuring it remains a space that benefits and brings together local residents for years to come.

BRENDA BYRNE
TRUSTEE

Brenda Byrne has become a valued member of the Kirkmichael community since moving to the village in recent years. Following a long and varied career in office management and administration, she has embraced a wide range of volunteer roles. Her previous experience includes managing stock at the RNLI shop and supporting individuals through the court system with CASS in Plymouth.

Since settling in Kirkmichael, Brenda has become actively involved in village life—volunteering in the community shop and participating in local groups such as the Garden Club, Stage & Screen, and Growing Together Kirkmichael. Brenda keeps the village up to date with events of the groups she is involved in, through creating adverts and notices for the community noticeboard and online platforms ie. Facebook and emails.

She is currently helping to teach gardening basics to pupils at the local primary school, supporting them in making the most of their newly installed polytunnel. The aim is to grow plants that will contribute to the community raised bed project—another example of Brenda's hands-on and community-minded approach.

BRIAN CALDER
TRUSTEE

Brian Calder has been a proud resident of Kirkmichael for over 20 years. He is the owner of a successful Events Production Company, which has delivered major national events including the Great Scottish Run and all of the Scottish Race for Life events on behalf of Cancer Research UK. His work has had a wide-reaching impact, combining professional excellence with a strong sense of purpose.

Brian's commitment to community life is just as impressive. He is actively involved in the Kirkmichael Development Trust, the village's Bowling Club, Carpet Bowls, and badminton group. A keen sports fan, he also enjoys walking football and is a loyal supporter of his local football club.

Earlier in his career, Brian worked in Community Education, focusing on youth work and closely supporting local groups. This background has shaped his ongoing dedication to community involvement and development.

Known for his energy, warmth, and community spirit, Brian continues to be a much-valued contributor to life in Kirkmichael

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

LINDSAY McQUATER
TRUSTEE

Lindsay McQuater has been an active member of the Kirkmichael community since moving to the village in May 1990 to run Jock's Restaurant, which she successfully managed for six years before moving to a farm in November 1996. Alongside her professional career in the Department for Work and Pensions (DWP), Lindsay remained deeply involved in village life, continuing to work and volunteer in various capacities even after retiring early at 54.

Her longstanding commitment to the community is evident through her years of service in the Kirkmichael community shop, her active role in the Women's Group since 1990, and her deep involvement in the Church community, where she has served as an Elder, President of the Church Guild, and is currently the Treasurer. Lindsay is also a member of the Knit and Natter group, the Gardening Club, and enjoys singing with the Crossraguel Singers. She keeps active through the Maybole Leisure Club, participating in swimming and gym activities, as well as bowling.

In her spare time, Lindsay enjoys traveling when possible and loves spending time with her two daughters, helping to run them around to their various interests, including ponies, rugby, football, and music lessons.

As a Trustee of the Kirkmichael Development Trust, Lindsay is passionate about the future of the village, ensuring the continued success of the shop, hall, and village life while fostering opportunities for residents of all ages. At 67, she remains dedicated to supporting projects and initiatives that enhance the well-being of the community.

RAB WHITE
TRUSTEE

Rab White has lived in Kirkmichael for over 40 years and brings extensive community knowledge and practical experience to his role as Trustee. Born in New Cumnock and educated at Cumnock Academy, Rab has a long-standing commitment to local development and grassroots initiatives. With a career spanning various roles in manufacturing, Rab is currently employed as a Production Supervisor at a Maybole-based firm, bringing valuable operational and team management skills to the Trust.

Rab has been a key figure in local community life for decades. He has served as Secretary of Kirkmichael Bowling Club for approximately 20 years and took on additional responsibilities as Green Keeper for 10 of those years. His leadership extends to supporting young people through work with youth clubs in both Kirkmichael and Maybole. As a panel member of the Kirkmichael Community Project Fund, Rab plays an active role in decision-making processes, helping allocate funds to local groups through the NCCBC. He also contributes to the organisation of the Kirkmichael Carpet Bowls Club, held at the McCosh Hall.

Rab's combination of operational experience, community leadership, and long-term village residency ensures a grounded, practical perspective within the governance of the Trust. His involvement supports the Trust's mission to promote sustainable community development and enhance the quality of life for local residents.

MATT DAVEY
ADVISOR

Matt was born and raised in Kirkmichael, where he has spent most of his life. He worked as an engineer and supervisor at Digital, a renowned local computer company with a global reputation. He later owned and managed a pub in nearby Maybole and now works as a freelance Painter and Decorator.
Over the years, Matt has been actively involved in the local fishing club, Bowling Club, and carpet bowls. A lifelong football enthusiast, he has played the sport for many years and previously managed the Maybole Amateur football team. Today, he enjoys walking football alongside other residents in the village.
For the past four years, Matt has organised the popular Hoolie in the Hall at New Year, an event that raises funds for various local charitable organisations. Kirkmichael is a thriving community, and Matt is passionate about encouraging all residents to get involved in any way they can.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

SHEILA McCECHNIE
CO-OPTED TRUSTEE

Sheila McKechnie has lived on the outskirts of Kirkmichael for over 40 years and has long been a dedicated and active member of the local community. As a Co-opted Trustee of the Kirkmichael Development Trust, Sheila brings a wealth of experience, local knowledge, and a deep-rooted passion for village life.

Now retired, Sheila spent her professional life as a Primary School Teacher, most recently teaching in Maybole. Throughout the years, Sheila has contributed to the heart of the community in many ways — serving as an Elder in the Church, being an active member of the Women's Group and the Rural, and participating in the Bowling Club and Carpet Bowls.

A lifelong horse enthusiast, Sheila has enjoyed riding and competing, and even qualified as a Dressage Judge — a testament to her dedication and skill in the sport. These days, she continues to embrace a hands-on lifestyle, spending cherished time with her family on her daughter's farm in Yorkshire, where she helps with all aspects of farm life. When she's not in Yorkshire or involved in community life, Sheila enjoys gardening and crafts, always finding joy in creating and nurturing.

With her kind spirit, strong sense of community, and wide-ranging interests, Sheila remains a much-loved and respected figure in Kirkmichael.

ANDREW HISLOP
CO-OPTED TRUSTEE

Andrew is the shared Headteacher of both Kirkmichael and Straiton Primary Schools, and is an active member of both communities. Having developed a passion for rural schooling during his first headteacher post at Dailly Primary, he has shown a dedication to making sure the young people of Kirkmichael play their part in community work, and that their voice is heard in decision making and event planning.

He is passionate about creating opportunities for intergenerational working, and understands the importance for all residents to share their experiences and talents with each other.

A father to three young boys, Andrew is a lover of sport and music and places value on the importance of offering young people a wide range of experiences to support their growth and development into responsible citizens. He truly believes that "it takes a village to raise a child".

ELEANOR SCOBIE
ADVISOR

Eleanor is a retired nurse who later worked in NHS administration before retiring. She has lived in Kirkmichael for 31 years and has been actively involved in the community since 2010, starting with the Community Shop and Café before becoming a Director of KVR. As a Director, Eleanor has played a key role in fundraising events and serves on the subcommittees for both the Shop and Hall. She manages hall bookings and oversees its income and expenditure.

In addition to her local commitments, she volunteers at a food bank in Ayr once a week. Eleanor enjoys reading and spending time with her grandchildren. More recently, she helped establish the Stage and Screen group in Kirkmichael, which hosts monthly cinema nights and rural theatre tours.

She takes great pride in giving back to the community and is thrilled to see it thriving. Committed to its future, she is passionate about ensuring its continued success for generations to come.

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

ORGANISATION STRUCTURE

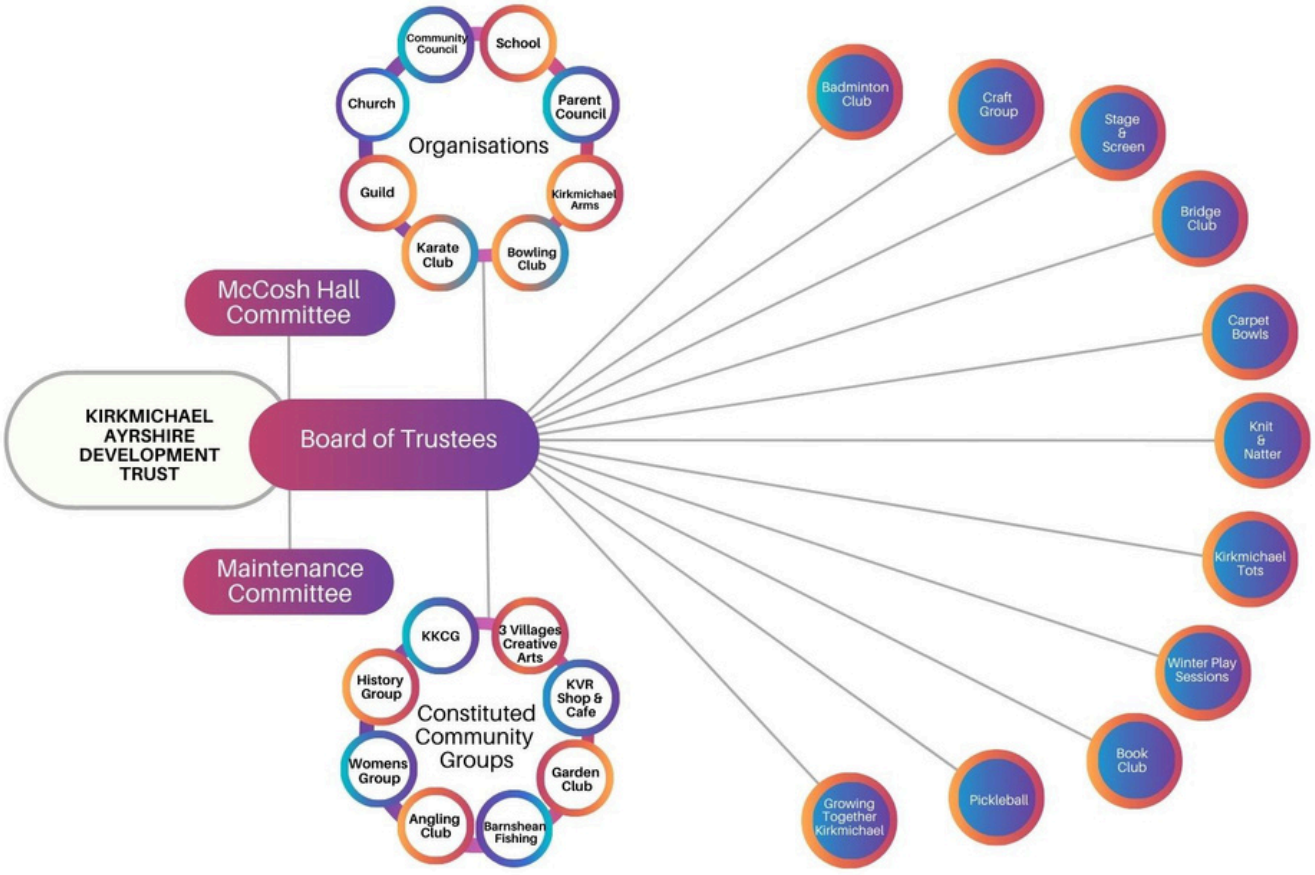
Kirkmichael Development Trust (KDT) was established following extensive community consultation, evolving from an Association of Associations model. One of the Trust's core objectives is to secure the future of McCosh Hall through a Community Asset Transfer. Beyond this, KDT has successfully united a wide network of Kirkmichael community organisations, strengthening collaboration, resource sharing, and collective impact across the area.

KDT is a community-led organisation that embraces an enterprising approach to regeneration, operating under four guiding principles:

1. Independent, community-owned and community-led
2. Committed to the economic, environmental, and social regeneration of a defined area
3. Fully independent, while fostering partnerships initiated by the community to maximise positive outcomes
4. Enterprising in approach and outlook

As illustrated by the diagram below, the Board of Trustees maintains strong connections with key village organisations such as the local school and the Community Council, as well as constituted groups including the Garden Club and the Women's Group. Trustees and Advisors also serve as important links to a range of community-led (currently unconstituted) groups, which have been supported by KVR and, moving forward, will operate under the KDT umbrella.

To ensure effective management, the Board will establish sub-committees, each led by a Trustee. These will oversee specific areas such as the operation and maintenance of McCosh Hall and its grounds. Additional sub-committees, such as those for Events and Fundraising, have been and will continue to be created as needed to support the Trust's activities and community ambitions.



ABOUT KIRKMICHAEL DEVELOPMENT TRUST

COMMUNITY CONSULTATION

In response to South Ayrshire Council's plans to transfer responsibility for village halls back to their respective communities, KVR commissioned consultants, Creetown Initiative Ltd, in 2021 to assess the situation. The assessment focused on whether KVR had sufficient community support and the capacity to manage McCosh Hall, whether the community shop and café contributed positively to this aim, and what level of asset transfer – short-term lease, long-term lease, or purchase – might be viable.
Following a community consultation and a report from Creetown Initiative, the recommendations were:

- To wind down KVR and establish a new, inclusive Development Trust SCIO.
- Not to pursue the purchase of McCosh Hall.
- To contract a Development Worker to regenerate use of the hall and seek to maximise use of McCosh Hall, building on existing strengths (such as the large upstairs hall) while aligning with a post-Covid recovery agenda.
- To secure a long-term (20 or 30-year) lease, which would better support funding opportunities for improvements and programming.

As part of this process, a Community Project Worker (CPW) was contracted and tasked with working alongside the community to establish the new Development Trust, which would take on the long-term lease of McCosh Hall from South Ayrshire Council and manage it.

Initially, the KVR Board, following Creetown Initiative's recommendations, planned to wind up KVR and transfer its activities—including management of the shop, café, hall, and other community initiatives—to the new Development Trust. However, after discussions with the CPW, the Board considered an alternative: that KVR would remain in place to continue managing the community shop and café, while a new Development Trust would be created specifically to manage McCosh Hall and wider community projects. This approach would allow the Development Trust to emerge as a fresh, inclusive organisation that the community could feel excited about joining, rather than being seen as a continuation of the "old KVR." Meanwhile, KVR could continue its well-established work with the shop and café.

It was essential that the new Development Trust be developed with full community involvement every step of the way.

At the KVR AGM in October 2023, the newly formed community groups were invited to affiliate with KVR. This allowed them to benefit from KVR's constitution and financial systems while continuing their independent activities. The concept of Development Trusts and their potential role in Kirkmichael was introduced, with plans for a dedicated public meeting later that month.

A public meeting chaired by Rev Gerald Jones was held to explore the idea of creating a Development Trust. Guest speaker Jane Lamont from Beith Development Trust shared inspiring experiences from Beith, showcasing how a small initiative had grown into a thriving community organisation. Positive community feedback enabled the Development Trust idea to move forward to pursue a long term lease of McCosh Hall.

2021
Creetown Initiative
Community consultation
commissioned by KVR

2022
Community Project
Worker Contracted to
regenerate use of
McCosh Hall & new
community groups
established

Oct 2023
KVR AGM
Concept of Development
Trust Introduced

Oct 2023
Public Meeting
Positive feedback for a
Development Trust
in Kirkmichael to pursue
a long term lease

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

Throughout late 2023, meetings with South Ayrshire Council's (SAC) Colin Love ensured SAC was kept informed. In February 2024, a community supper event brought together 30 representatives from 26 groups. Discussions centred on how a Development Trust could support existing groups and create a stronger community network. Positive relationships and collaborations began to form, such as between the local school and the Angling Club. The event concluded with a decision to establish a Steering Group to formally progress the Development Trust.

The Steering Group began work in March 2024. Two subgroups were formed:

- Constitution Subgroup: tasked with drafting a constitution suitable for registering the Trust as a SCIO (Scottish Charitable Incorporated Organisation) and enabling a long lease or asset transfer.
- Business Plan Subgroup: responsible for drafting a Business Plan for funding and application processes.

Helpful guidance was received from DTAS and SAC officers. By May, a draft constitution was shared for comments with DTAS and SAC, and the Trust officially adopted the name Kirkmichael Ayrshire Development Trust.

By August 2024 Trustees conducted the first constituted Board meeting and office bearers were elected. During this time, discussions with SAC and another community group, Barr (SCIO), highlighted that most communities preferred purchasing their halls rather than leasing them. This prompted the Development Trust to reconsider its initial position on pursuing a long lease. A number of factors in favour of purchasing McCosh Hall were considered, including:

- Greater access to funding opportunities.
- More favourable terms for grants and renovations.
- Full community ownership and decision-making power over the building's future.

After some reflection on this decision Trustees voted in favour of pursuing a purchase and agreed to host a community consultation in September 2024.

The Community Consultation and Information Event was held with community groups in attendance showcasing their activities and Trustees available for attendees to speak to and find out more information about the Development Trust and the plan to bring the McCosh Hall under community ownership through a Community Asset Transfer. 48 people supported the plan to purchase the hall and no-one opposed the plan. At the event 43 people completed membership application forms for the Development Trust. After the event the Development Trust which by this time was a registered charity began the process of applying for a Community Asset Transfer with South Ayrshire Council.

In early 2025 a local Graphic Designer was commissioned to develop a logo and branding for the organisation. He collaborated with children at the Primary School and from their input during a workshop the new Logo design was inspired.

Feb 2024
Planning Supper
with
30 representatives from
26 community groups

March 2024
Steering Group
with
30 representatives from
26 community groups

August 2024
KADT became a constituted organisation awaiting charitable status and Trustees voted in favour of pursuing a purchase of McCosh Hall

September 2024
Community Consultation
48 people supported a purchase
No-one opposed the recommendation
43 applied for membership

ABOUT KIRKMICHAEL DEVELOPMENT TRUST

A further Community Consultation was held in April 2025 to launch the Development Trust Logo, update the village residents on the progress of the CAT2 application and provide the opportunity for hall users and residents to speak to Architects about their ambitions for the hall. 45 residents attended the event on 10th April 2025, which focused on future plans for the McCosh Hall. The aim was to provide residents with an opportunity to speak on a 1:1 basis with the architects ARPL who had been appointed by the Scottish Land Fund to consult and prepare costs and detailed plans for a number of phases of work to the McCosh Hall.

Following a short presentation by the Chair, Jan Torrance on the progress of the acquisition work and relevant funding, Gordon Fleming of ARPL Architects then spoke to the audience about previous work that had been carried out in 2021 and the process going forward to update these plans taking into account changes in use of the hall, the views of Trust members and residents in general.

Residents engaged fully in the process with a number of 1:1 conversations with the architect and group discussions with a number of helpful ideas on what they would like to see with storage, a range of meeting rooms and a new floor in the upper hall being the main priorities of residents. The boundary walls, trees and other external repair work were also mentioned.

Gordon then prepared estimated costs splitting the work into essential repairs, renewables and development work reflecting the input from the community. These improvements have been built into the future plans of the Development Trust for McCosh Hall. At this event more residents took the opportunity to complete a membership application increasing the number of members to 72 - over 10% of the population of Kirkmichael.

March 2025
Logo Designed in collaboration with local school children

April 2025
Community Consultation with ARPL Architects & Launch of new Logo

April 2025
72 members of the Development Trust over 10% of the village population

April 2025
Community Asset Transfer Application submitted to South Ayrshire Council

WHAT WE WILL DO

ACTIVITIES & SERVICES

Kirkmichael Development Trust is an independent, community-owned, and community-led organisation established to drive the social, economic, and environmental regeneration of Kirkmichael village and the surrounding area. Through local ownership, strong partnerships, and an enterprising outlook, the Trust is committed to building a sustainable, resilient future for our rural community.

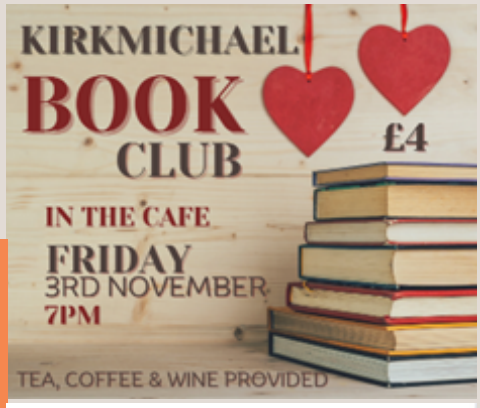
The Trust's first major initiative is the Community Asset Transfer (CAT) of McCosh Hall from South Ayrshire Council. Ownership of McCosh Hall will provide the security, autonomy, and long-term vision required to protect and enhance this essential community resource. It will enable us to make the investments needed to maintain, upgrade, and adapt the hall to meet the evolving needs of the village.

Alongside managing and developing McCosh Hall, the Trust is actively building a strong and connected network across Kirkmichael by:

- Bringing together all local community groups, fostering collaboration, shared initiatives, and joint projects.
- Supporting new village initiatives, by offering expertise, structure, and governance to help community-led ideas grow into viable projects.
- Providing facilities and affordable space for existing groups to continue thriving, including KVR's successful community-run Shop and Café and the long-established Kirkmichael Bowling Club, both of which will receive long-term leases from the Trust following the CAT.

McCosh Hall already supports over 18 local groups and activities ranging from:

- Physical activities such as Pickleball, Badminton, Karate, and Carpet Bowls
- Social connection through Cinema Nights, Women's Group meetings, Garden Club, Toddler Groups, Winter Play Sessions, Music Sessions, and Knit and Natter groups
- Cultural engagement with the Book Club, the History Group, and management of the village archive.



WHAT WE WILL DO

The hall also acts as a vital venue for private events, public meetings, and celebrations, enhancing its economic value to the village and offering accessible opportunities for all age groups.

By securing ownership, the Trust will unlock the ability to:

- Enhance infrastructure, with plans to extend the building to provide much-needed additional storage.
- Improve facilities, such as installing a new floor in the upper hall to better support sports and physical activities—identified as a key need during recent community consultations.
- Increase hall flexibility, creating more opportunities for income generation through hires, events, and pop-up activities that support local enterprise.

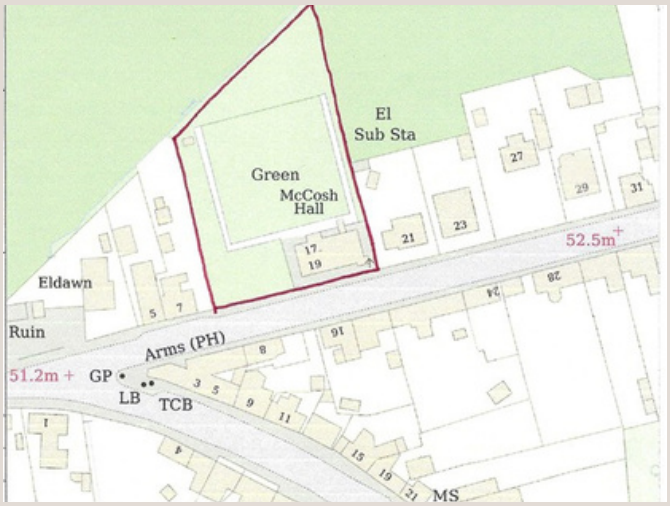
Our approach ensures that Kirkmichael Development Trust remains fully independent, led by local people, but works closely in partnership with the community to maximise positive outcomes for all residents. We are building an organisation with the skills, capacity, and vision not just to sustain existing services, but to support future regeneration projects that respond to the ambitions and needs of our rural community.

The Community Asset Transfer will secure McCosh Hall's future, strengthen community resilience, and create a platform for ongoing village renewal—rooted in local ownership, driven by local leadership, and delivered for the benefit of everyone in Kirkmichael.

WHAT WE WILL DO

DEVELOPING THE SITE

The McCosh Hall is situated in the heart of Kirkmichael in a prominent position on Patna Road along from the Kirkmichael Arms Restaurant and opposite the proposed site for the 3 Villages Creative Arts Hub. The Bowling Green is to the rear of the property. The hall was constructed just over 125yrs ago.

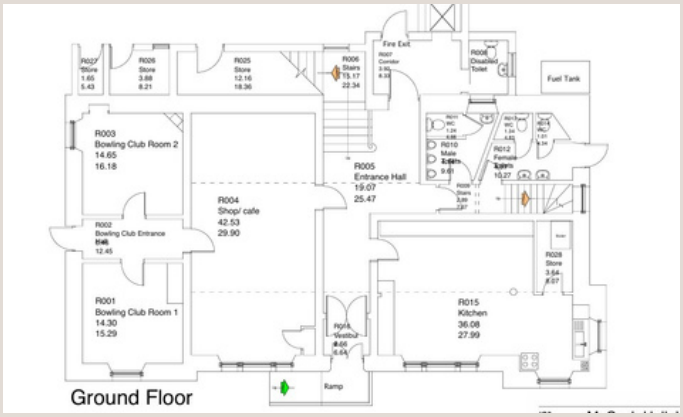


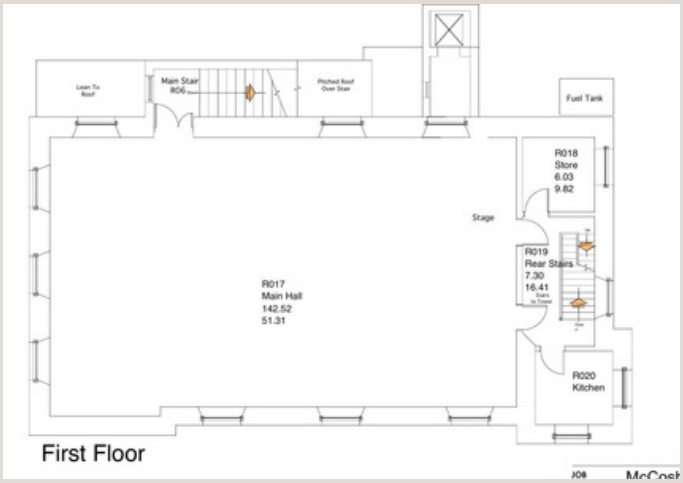
John McCosh was born in 1805 in the Kirkmichael parish, where his father was a teacher. He became a doctor, and in 1831 he travelled to India. For the next 25 years, he worked as a military surgeon in the army of the British East India Company, often attending to the wounded under fire during battles. In addition to his medical duties, he had several hobbies. One was writing poetry, and another was photography - a recent invention at that time. He took some of the earliest photographs of Indian and Burmese peoples, architecture, and British soldiers on active service.

John retired in 1856 and returned to Britain. When he died in London in 1885, he left a sum of money to be used for three purposes: to provide bursaries for medical students at Edinburgh University; to provide bursaries for pupils at Ayr Academy; and to build a village hall and working men's club in Kirkmichael.

The money was first given to his niece so that the interest accrued from it could support her during her lifetime. After her death, it was allocated to the purposes John had specified in his will. The village hall in Kirkmichael was opened in 1899 and was named the McCosh Hall.

The property is a C-listed detached, two storey building of red sandstone construction with a distinctive clock tower. It currently consists of a large hall on the upper floor, a shop, cafe and kitchen on the ground floor and ancillary facilities such as toilets and storage. The community bowling club occupies two ground floor meeting rooms.





A valuation was jointly instructed by KDT and SAC. Shepherds Commercial provided a summary valuation and placed a market value of £80,000 on McCosh Hall.

WHAT WE WILL DO

The approximate floor areas of the building are as follows:

Ground Floor - 178.58 sqm 1,922 sq ft
First Floor - 176.32 sqm 1,898 sq ft
Total - 354.90 sqm 3,820 sq ft

In 2022, ARPL Architects carried out a series of Condition Reports on key community assets across North Carrick, commissioned through the North Carrick Community Benefit Company's Foundations for Recovery Programme. McCosh Hall was included in this study, providing an initial assessment of the building's condition and highlighting areas for future improvement.

Over the past three years, significant progress has been made in regenerating the hall's use, with new community groups being established and supported by a Community Project Worker. The increased use of the upper hall has been a positive development, but it has also brought new challenges, particularly around lack of storage. Larger equipment items are currently stored behind screens within the hall space, which reduces the available seating capacity for larger events and impacts the flexibility of the hall's use.
During this period, while Kirkmichael Village Renaissance (KVR) managed the hall, they successfully secured grant funding to support minor improvements and new equipment acquisition, including:

- Installation of drapes to improve acoustics and create a flexible theatre-style environment.
- Provision of a 100" TV and protective cabinet for cinema nights and community screenings.
- Equipment for new activities, including carpets and storage for carpet bowls, badminton and pickleball stands and nets.
- Improved seating and foam mats to support martial arts and exercise activities.
- Floor lining for a marked badminton court.

Thanks to its domed ceiling and layout, the hall has proven particularly well suited to sports like badminton and pickleball, both of which have seen growing community participation.

At the recent community consultation event, organised by KDT, hall users and residents clearly identified three key priorities for future development:

- Improved storage facilities for community group equipment.
- Creation of smaller meeting rooms to support a broader range of activities.
- Refurbishment of the hall floor to improve safety and performance for sports and physical activities.

With the support of Stage 1 Scottish Land Fund funding, KDT commissioned ARPL Architects to update the 2022 Condition Report and incorporate feedback gathered during the community consultation. Architect Gordon Fleming from ARPL attended the consultation event and engaged directly with residents and users to ensure community priorities were accurately reflected.
An updated and detailed report is currently being prepared, with preliminary cost estimates already provided based on community input and previous assessments.

KDT is firmly committed to ensuring that McCosh Hall is well maintained, fully fit for purpose, and responsive to community needs. Following successful completion of the Community Asset Transfer, KDT will seek to secure grant funding to implement essential repairs, improvements, and enhancements to the building in the short term, as outlined below.

Repairs

1 External wall repairs lime repointing, stitching cracks, steel, stone indents, chimney repairs
2 Roof re- slating, leadwork, timber treatment
3 Rainwater goods replace corroded cast iron, de-rust and redecorate
4 Windows repair and redecorate 17 windows, replace 7 no windows
5 Boundary walls part re-build, lime repointing

Renewals

1 LED light fittings and hall lighting upgrade
2 Insulate roofs
3 Hall Floor
4 Compliant means of escape

WHAT WE WILL DO

Beyond the initial five-year financial projection, Kirkmichael Development Trust (KDT) has identified several potential development opportunities to enhance the functionality and sustainability of McCosh Hall.

One key priority is the creation of additional storage space to meet the needs of the multiple organisations now using the facility. Expanded and organised storage will enable groups to access and store equipment more efficiently, significantly reducing set-up and breakdown times, improving health and safety standards, and making it easier to host a wider range of events, classes, and social gatherings. Improved facilities are expected to support increased hall usage and maximise the building's potential as a vibrant community hub.

Another future development under consideration is the reorganisation of the Shop, Café, and Kitchen areas. Redesigning these spaces could better meet the operational needs of the community-run Shop and Café while also creating a smaller, flexible meeting space to accommodate additional activities and community services.
All future developments will be progressed through a community-led approach, ensuring that residents and hall users are fully involved in shaping priorities. Larger-scale projects will require additional capital investment and KDT is committed to seeking grant funding and partnership opportunities to deliver these improvements.

Community ownership of McCosh Hall unlocks the potential to pursue these longer-term enhancements, securing the hall's role as a flexible, accessible, and sustainable asset for generations to come.

WORKING IN PARTNERSHIP

Kirkmichael Development Trust (KDT) recognises that strong partnership working is essential to achieving our vision for a thriving, resilient community. Building on a foundation of collaboration, KDT is committed to working closely with a range of local organisations and groups to maximise the impact of McCosh Hall as a community-owned asset and to support wider village regeneration.

Key partnerships include the KVR Community Shop and Café, a vital local service that will continue to operate from McCosh Hall under a long-term lease agreement; the Kirkmichael Bowling Club, which occupies adjacent ground floor spaces and outdoor facilities which it maintains; and the Kirkmichael Arms, the village's local pub and an important social and tourism asset. We are also developing strong links with 3 Villages Creative Arts, supporting arts-based activities and events, and with Kirkmichael Primary School, encouraging educational projects, intergenerational learning, and family engagement.

Beyond these formal partnerships, KDT is actively building a village-wide network, fostering collaboration with all community groups to strengthen social connections, encourage shared projects, and support new initiatives. This inclusive approach ensures that McCosh Hall remains a flexible, accessible, and welcoming space that reflects the needs and aspirations of the whole community.

Through these partnerships, KDT will deliver a joined-up, community-led approach to local development—maximising the use of shared resources, encouraging innovation, and ensuring that the benefits of community ownership reach every part of Kirkmichael.

IMPACT

THE NEED

Why McCosh Hall Matters

- Vital Rural Hub: McCosh Hall combats rural isolation by providing a welcoming, accessible space for all ages to connect, socialise, and thrive.
- Proven Community Impact: In 2024, an evaluation showed that 78% of participants felt more connected, 56% grew their social circle, and one-third reported improved health and wellbeing through activities centred around the hall.
- Catalyst for Growth: Initiatives like 3 Villages Creative Arts, born from community engagement at McCosh Hall, show the hall's role in inspiring creativity, building skills, and strengthening the rural economy.
- Future-Ready: Under community ownership, McCosh Hall will continue to evolve, meeting the changing needs of residents and ensuring a vibrant, resilient future for Kirkmichael.

Rural communities, including Kirkmichael, face distinct challenges that impact the health and wellbeing of their residents. Higher levels of loneliness and social isolation are common, driven by geographical remoteness, limited public transport, and reduced access to services. These issues are particularly acute among older residents, with rural Scotland's ageing population placing increasing pressure on local healthcare systems and social services. Older adults living in rural areas are more vulnerable to poor health outcomes, due to fewer opportunities for social connection and specialist medical care.
Addressing these challenges requires a multifaceted, community-led approach, strengthening not only physical and mental health but also supporting economic stability, community cohesion, and local engagement. Creating and maintaining vibrant, accessible spaces where people can connect is crucial to building healthier, more resilient rural communities.

Recognising these needs, in 2022, Kirkmichael Village Renaissance (KVR) contracted a Community Development Worker to revitalise the use of McCosh Hall and strengthen community ties across the village. The Development Worker engaged extensively with residents through both one-to-one and group conversations, helping to identify shared interests and unlock the potential of local skills and talents. Existing groups were supported to thrive, and new community groups were established, making full use of available village assets such as McCosh Hall, the Community Café, and local greenspaces.
An evaluation of this work in early 2024 showed the tangible impact of these efforts:

- 210 new attendances at community activities were recorded.
- 78% of participants felt more connected to their community.
- 56% reported an expanded social circle.
- One-third of residents said their health and wellbeing had improved.

These results demonstrate clearly the critical role that McCosh Hall, and the activities based within it, play in reducing social isolation, improving health outcomes, and enhancing quality of life in Kirkmichael.

One of the key new initiatives to emerge during this period was the formation of 3 Villages Creative Arts. This charity evolved from a grassroots creative arts project developed through the community engagement process, and it exemplifies the type of social and cultural initiatives KDT can support.

Ownership of McCosh Hall by the community through KDT will ensure that vital activities and services ie. Community Shop and Cafe and the Bowling Club continue to flourish, with the hall acting as a hub for reducing isolation, improving mental and physical health, fostering cultural expression, and strengthening the social fabric of the village.

IMPACT

STRATEGIC FIT

The community ownership of McCosh Hall by Kirkmichael Development Trust (KDT) demonstrates a strong strategic fit with both Scottish Government and South Ayrshire Council priorities.

At a national level, the project directly supports the aims of the Scottish Government's Community Empowerment (Scotland) Act 2015 by placing control of vital community assets into local hands. Ownership of McCosh Hall will allow the people of Kirkmichael to shape the future of their village, ensuring that local needs are met and opportunities for community development are maximised. This transfer promotes greater equality by providing accessible spaces for activities that reduce social isolation, improve mental and physical wellbeing, and create new social connections—particularly for groups often at risk of disadvantage in rural areas, such as older adults and young families.

Through investing in McCosh Hall and strengthening its role as a hub for activities, enterprise, and services, KDT is also supporting the Scottish Government's wider economic and social goals. By providing flexible spaces for local entrepreneurs, hosting markets and pop-up events, and encouraging volunteering and training opportunities, the hall will contribute to sustainable economic development. Planned building improvements that focus on energy efficiency and reducing the environmental footprint of the hall further demonstrate alignment with national ambitions for a greener, fairer, and more resilient Scotland.

Locally, KDT's plans strongly support South Ayrshire Council's strategic objectives as set out in its Council Plan 2023–2028. By taking on McCosh Hall, KDT is helping to create a thriving, empowered community in Kirkmichael, where residents are actively involved in decision-making and service delivery. The continued operation of the hall will help tackle rural inequalities by providing accessible, inclusive services and opportunities for residents of all ages, particularly in a village where transport links and alternative facilities are limited.

The hall's use for sports, social activities and events will directly contribute to improving health and wellbeing outcomes, supporting South Ayrshire's goal to enhance physical and mental health across its communities. In addition, by securing the future of essential local services such as the Community Shop and Café and the Bowling Club —both of which depend on access to McCosh Hall premises —KDT's ownership of the building will preserve key elements of local infrastructure, promote economic regeneration, and sustain local employment and volunteering opportunities.

The newly developed Community Led Action Plan for Crosshill, Straiton and Kirkmichael 2025 - 2030 states a priority for Kirkmichael under the heading of "Live, Work and Learn" is to "actively pursue the asset transfer of the McCosh Hall to the community: support and encourage the development of the building to enhance the Community Shop, Cafe and Bowling green/club"

In summary, the community ownership of McCosh Hall by Kirkmichael Development Trust will deliver clear, measurable benefits that align strongly with Scottish Government priorities, South Ayrshire Council's strategic vision for empowered, healthy, sustainable communities and Local Action Plan.

SOCIAL IMPACT

The social impact of a village hall, particularly when it is under community ownership, is profound and wide-reaching.
A village hall acts as the heart of rural life, offering an inclusive, welcoming space where people can come together to socialise, learn, celebrate, and support one another. In communities like Kirkmichael, where rural isolation, limited public services, and ageing demographics can lead to loneliness and poorer health outcomes, the hall provides a vital lifeline. It creates regular opportunities for residents of all ages to engage in activities that promote physical wellbeing, mental health, social cohesion, and community resilience.

Under community ownership, the social value of the hall is deepened and protected. Decisions about the hall's management, activities, and improvements are made locally, ensuring that the facility truly reflects the needs and aspirations of its users. Ownership gives the community the security to invest in long-term projects, expand activities, and adapt the hall to meet emerging needs, whether that be providing more accessible spaces, improving energy efficiency, or creating facilities that attract new groups and services.

The hall becomes more than just a venue; it becomes a catalyst for wider community development. It supports volunteering, skills development, social enterprise, and cultural expression. It strengthens the local economy by providing spaces for markets, pop-up shops, and local events. It also ensures that essential services like the Community Shop and Café and the Bowling Club—critical to social connection and daily life—have stable, affordable bases from which to operate.

Critically, community ownership fosters a shared sense of pride, responsibility, and belonging among residents. It empowers people to actively shape their environment, tackle local challenges collaboratively, and build a stronger, more connected and resilient community.

In short, having the village hall under community ownership ensures that it remains a vibrant, sustainable, and vital asset at the very heart of community life, delivering lasting social benefits for current and future generations

MONITORING IMPACT & MEASUREMENT

By bringing McCosh Hall into community ownership, the Kirkmichael Development Trust will secure and enhance a critical local asset. This initiative will deliver wide-reaching benefits across public health, social inclusion, economic regeneration, and environmental sustainability—while ensuring that all residents, regardless of circumstance, have equal opportunities to participate in and benefit from village life.

The key benefits of community ownership and how impact will be evidenced are as follows:

Sustainability and Long-Term Security: Ownership will enable investment in the hall's maintenance and development, ensuring this vital asset remains available for the community long into the future. This will be evidenced by tracking the completion of maintenance projects and investments made through a maintenance log and financial reports	Economic Development and Regeneration: Community ownership will support local enterprise, training, and employment. The hall will offer flexible space for local businesses, crafters, and food producers to host markets, workshops, and pop-ups—encouraging entrepreneurship and stimulating the local economy. Planned improvements to the building will also create work for local tradespeople and long-term income through lettings and tourism. We will use event booking records and feedback from business while also recording hall income to evidence the benefit	Health and Wellbeing: The hall supports a wide variety of social and physical activities that contribute to mental and physical wellbeing. In a rural area where access to services is limited, it plays a key role in preventing isolation and promoting active lifestyles. The Trust will continue to work with health and social care partners to tailor programmes that meet local needs. This will be evidence by keeping a record of participation in health and social activities through attendance sheets and testimonials.
Environmental Improvements: Community ownership will allow the Trust to make sustainable upgrades to the hall, including better insulation, renewable energy sources, and waste reduction initiatives—improving efficiency and lowering operating costs. Energy use records and green audits will be used to monitor energy bills and waste reduction.	Equity and Inclusion: The Trust is committed to ensuring the hall remains inclusive and accessible for all. Local decision-making will involve residents from all backgrounds. Subsidised hire rates are already available—and will continue—for voluntary groups, young people, and those on low incomes, ensuring cost is never a barrier to participation. We will track who is using the hall (age groups, backgrounds) through attendance records.	Essential Access in a Rural Location: Kirkmichael is a rural village with limited public transport links and few alternative venues. Without McCosh Hall, many residents—particularly those without private transport—would have significantly reduced access to services, social interaction, and opportunities for community participation. To evidence this benefit postcode data and surveys can be used to map usage by those with limited transport options.
Enhanced Facilities for Users: A pressing need identified by users is the lack of storage. With more groups using the space and requiring equipment, the hall must adapt to meet their needs. Better storage will allow for more flexible use of space, particularly for larger events and private hires. Increase storage is a long term plan for the Development Trust. This will be evidenced through users surveys on satisfaction with new storage/facilities and before and after photos.	The Development Trust will publish an annual report showing what has been achieved and including – numbers, charts and stories from hall users; before and after comparisons; challenges and how they are being addressed and future plans. This will evidence the benefits of the project while also keeping members and the wider community informed.	An AGM each year will provide the opportunity for members, hall users and the community to share successes and provide feedback for improvements.

MARKETING & COMMUNICATIONS

Marketing will be essential in ensuring the success of Kirkmichael Development Trust's management of McCosh Hall, helping to raise awareness, build engagement, and maintain strong connections across the community. KDT will use a mix of targeted communication methods to reach residents and stakeholders effectively.

Community consultations in Kirkmichael have shown that email is a preferred form of communication for many residents. As a result, email marketing will be a key tool, providing regular updates on activities and community group opportunities. Social media will also play a vital role, with platforms used to share information, promote events, celebrate successes, and encourage community participation. In addition, KDT will develop a dedicated website where residents can easily access up-to-date information about hall activities, booking information, news, and opportunities to get involved.

Offline communication methods will continue to be important in reaching all members of the community, particularly those less active online. Community events, printed newsletters, posters, and local press engagement will help keep residents informed and involved. Word of mouth remains a powerful communication tool in Kirkmichael, and KDT will actively encourage community ambassadors and group leaders to spread information and invite wider participation.

KDT recently commissioned a local Graphic Designer to develop a Logo and Branding for the Trust. This was launched at a Community Consultation event. The Logo was designed with input from local children and represents many iconic aspects of Kirkmichael woven into the design and colours were inspired by the locality. The Logo was well received at the launch and Trustees are confident that generations to come will be proud of the image which represents Kirkmichael Development Trust. This branding will be clearly identifiable and will be become well known locally. Also outwith his remit the Graphic Designer produced a hand drawn Logo specifically for the McCosh Hall and to celebrate its 125yrs. These Logos will be used on all forms of communication.

By combining digital and traditional approaches, KDT will ensure that McCosh Hall remains visible, accessible, and welcoming to all, building a strong foundation of trust, community pride, and sustainable engagement.

KIRKMICHAEL DEVELOPMENT TRUST

PROJECT SUPPORT

Jen Williams is a self-employed community development practitioner with a strong background in asset-based community development (ABCD). Over the past three years, she has worked closely with the community of Kirkmichael on a series of contracts focused on revitalising local assets and strengthening community-led initiatives.

Asset-based community development is a strengths-focused approach that builds on the existing skills, relationships, and resources within a community to create sustainable, locally driven change. This philosophy underpins Jen's work, which has included supporting the establishment of several new community groups, regenerating use of McCosh Hall, and assisting in the formation of the Kirkmichael Development Trust and 3 Villages Creative Arts.

JJen is a passionate advocate for the health and wellbeing benefits of being actively involved in community life. She believes that inclusive, connected communities not only foster resilience but also improve individual and collective wellbeing.

A resident of the neighbouring village of Straiton, Jen is actively involved in her own community. She is Chair of the McCandlish Hall Committee and a Director of the Straiton Village Co-operative, which runs the local community shop. She has also led Straiton's Badminton Club for the past 16 years, reflecting her long-standing commitment to grassroots community development and local wellbeing.

Jen began working in Kirkmichael in 2022 when (post-covid) she was contracted by KVR to regenerate use of McCosh Hall. In 2023 she was awarded a further contract with a wider remit which included the potential to create links across the 3 villages of Crosshill, Straiton and Kirkmichael while supporting the establishment of the Development Trust and 3 Villages Creative Arts. Although contracted to KVR Jen's role has allowed her to work alongside any KIrkmichael community groups for the benefit of the whole village.

Kirkmichael was awarded a Community Project Fund of £10,000 from North Carrick Community Benefit Company in November 2024. This fund was able to be distributed by a panel of local residents to address the priorities in the village. KDT applied for just over 50% of the fund to retain the service of the Community Project Worker. This fund was granted, showing that the support of Jen was a priority for Kirkmichael. Through this fund Jen is contracted to KDT until June 2025. Her role has been pivotal in providing support to the Trustees of the Development Trust with community consultations and the CAT application to SAC, while also working with the newly formed 3 Villages Creative Art charity. This community led initiative has just received part funding for the next 3 years from the Lottery and is awaiting a decision from NCCBC for match funding for the first year to revitalise a disused property in the village and turn it into a Creative Hub where artisans from across the 3 villages will share their creative talents with others.

KDT is seeking funding to contract Jen for a further 2 years to to work across the community led organisations in Kirkmichael including the 3 Villages Creative Arts, Kirkmichael Village Renaissance and Kirkmichael Development Trust. Her knowledge and experience of Kirkmichael will be instrumental in supporting KVR and KDT through the transition stage when the McCosh Hall comes under the community ownership of KDT and KVR adapts to ensure the future success of the Community Shop and Cafe. More work is required to develop the network within the village and improve communication while also encouraging more residents to engage in village life. As an Asset Based Community Development Practitioner, Jen's long term aim is that the Development Trust, once well established, will have the network and resources to be able to provide the support mechanism for new initiatives locally, thereby no longer requiring the support of a Community Project Worker.

Other supportive roles being considered by the Development Trust for the future include:

A Caretaker or Hall Manager for the McCosh Hall to ensure the current need to set up and clear the hall is not a barrier to groups booking the hall.

A Development Trust Worker to provide administrative support.

Kirkmichael Development Trust is committed to Fair Work First.

How does my organisation stack-up against the Fair Work First Criteria?

Project/Organisation Name: Responsible Person: Kirkmichael Ayrshire development Trust Date: 11.3.25

Fair Work First Criteria	Demonstrating	Working Towards	Unable to Commit	Action Required	Action Revi Date
1. Does this project/organisation pay the Real Living Wage? *% of staff on Real Living Wage:* Choose an item.	☒	☐	☐	☐	30.9.25
2. Does this project/organisation have any inappropriate use of zero-hours contracts? *% of staff on zero-hours contracts:* Choose an item.	☒	☐	☐	☐	30.9.25
3. Does this project/organisation invest in workforce development?	☒	☐	☐	☐	30.9.25
4. Does this project/organisation have appropriate channels for effective voice?	☒	☐	☐	☐	30.9.25
5. Consider what action is being taken or is needed to tackle the gender pay gap and create a more diverse and inclusive workplace.	☒	☐	☐	☐	30.9.25
6. Offer flexible and family friendly working for all workers from day one of employment	☒	☐	☐	☐	30.9.25
7. Oppose the use of fire and rehire practice.	☒	☒	☐	☐	30.9.25

Fair Work Action Plan

Actions within this plan should be **SMART**: Specific, Measurable, Achievable, Relevant, and Time-Bound

Effective Voice

Effective voice is more than just communication channels - though this is important. It requires a safe environment where dialogue and challenge are dealt with constructively and where employee views are sought, listened to and can make a difference.

What does your organisation do already to demonstrate effective voice?

Currently all Trustees are members alongside the many volunteers, therefore all have a voice and can be heard. Each member can represent themselves at regular meetings and provide feedback into the direction of the organisation.

What specific actions are you going to take to progress effective voice within your organisation, and by when?

Continue to build the structure to enable all the community to have a voice in the exciting new organisation.

Opportunity

Fair and equal access to work and to progressing in work improves life chances and creates opportunities for social mobility. Irrelevant barriers to access and participation are removed, so that employers and employees can focus on merit, performance and contribution.

What does your organisation do already to demonstrate opportunity?

The organisation is about developing life chances, it supports the community across a wide range of support mechanisms from reducing isolation, improving health and wellbeing and offering employment opportunities through KVR.

What specific actions are you going to take to progress opportunity within your organisation, and by when?
We will Fair and Inclusive Hiring Practices and use standardised interview questions to ensure consistency and fairness.
Collaborate with local schools to ensure the youth are part of this ongoing development process

FINANCE

The financial strategy underpinning the Kirkmichael Ayrshire Development Trust's (KDT) Business Plan is designed to ensure long-term sustainability, responsible stewardship of funds, and the successful acquisition and operation of McCosh Hall. This section outlines the projected income, expenditure, cash flow, and funding model over a five-year period. Funding from Community Wealth Building (South Ayrshire Council) enabled the engagement of Colin McNally B.A. (Hons), F.C.M.A., C.G.M.A., to support the development of the five-year Financial Forecast and Business Plan. As Kirkmichael Village Renaissance (KVR) currently leases and manages McCosh Hall alongside the Community Shop and Café, Colin was able to disaggregate the financial data, producing a distinct income and expenditure profile for the hall. He has also contributed to the Business Plan for the Community Shop and Café. Having Colin involved in both projects has been highly beneficial, ensuring that the financial strategies for both community assets are aligned and mutually supportive.

KDT's plan demonstrates the organisations ability to manage both capital and operational costs through a balanced mix of grant income, earned revenue, and community support. Financial forecasts have been developed with conservative assumptions, providing a clear picture of the Trust's capacity to meet its obligations while building reserves for future resilience.

This financial model supports not only the immediate viability of McCosh Hall but also its development into a thriving, self-sustaining community asset.

Table 1 - YEAR 1

Kirkmichael Ayrshire Development	0.00%												
Cashflow	60												
YEAR 1 to end September 2025	6%												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
	£	£	£	£	£	£	£	£	£	£	£	£	£
Income													
CWB				5,012									5,012
KCPF					2,700								2,700
Awards for All						3,900							3,900
SLF									18,650				18,650
VAT	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	5,012	2,700	3,900	0	0	18,650	0	0	0	30,262
Expenses													
Stock													0
Materials													0
Internal work													0
Refurb													0
Equipment													0
Land													0
Rent and Rates													0
Project Worker Contract	0	0	0	0	0	0	1,139	854	1,139	1,709	0	1,350	6,192
Project Worker Expenses	0	0	0	0	0	0	40	30	40	60	0	38	208
Community Activities	0	0	0	0	0	0	350	0	0	0	0	0	350
Insurances													0
Telephone Costs													0
Accountancy Fees													0
Legal & Professional Fees	0	0	0	0	0	2,000	600	3,300	0	0	0	0	5,900
Postage And Stationery													0
Web & Marketing	0	0	0	0	0	0	350	0	0	0	0	0	350
Sundries													0
Loan Interest													0
Loan Capital Repayment (5 yrs)													0
Employee Wages													0
ERNI	0	0	0	0	0	0	0	0	0	0	0	0	0
Dividends													0
VAT	0	0	0	0	0	0	0	0	0	0	0	0	0
VAT Payment				0			0			0			0
TOTAL	0	0	0	0	0	2,000	2,479	4,184	1,179	1,769	0	1,388	12,999
Net cash flow	0	0	0	5,012	2,700	1,900	-2,479	-4,184	17,471	-1,769	0	-1,388	17,263
Opening balance	4,856	4,856	4,856	4,856	9,867	12,567	14,467	11,988	7,804	25,274	23,506	23,506	
Closing balance	4,856	4,856	4,856	9,867	12,567	14,467	11,988	7,804	25,274	23,506	23,506	22,118	

KDT is currently in its first year of operation. Table 1 outlines the organisation's financial position from October 2024 to September 2025. During this period, KDT received a grant of £5,012 from the Kirkmichael Community Project Fund to extend the contract of the Community Project Worker for an additional four months. An additional £700 was provided by Kirkmichael Village Renaissance (KVR), with agreement from the National Lottery, allowing unspent funds from the previous contract to be reallocated towards a Community Consultation Event and professional fees for a graphic designer.

A further £2,000 was granted by South Ayrshire Council's Community Wealth Building Team to support the development of the Financial Forecast and Business Plan. KDT was also successful in securing a Stage 1 grant of £3,900 from the Scottish Land Fund. This funding covered 50% of the valuation costs for McCosh Hall and enabled the appointment of ARPL Architects to update their previous report and participate in the April Community Consultation.

To date, KDT has not incurred any ongoing operational expenses. However, the Trustees plan to organise a fundraising event later in the year to contribute to future running costs and annual requirements, such as registration with the Information Commissioner's Office (ICO) for GDPR compliance. In its first year, KDT also aims to retain the Community Project Worker for a full additional year, and the associated cost has been included in the Year 1 income and expenditure projections as part of upcoming funding applications.

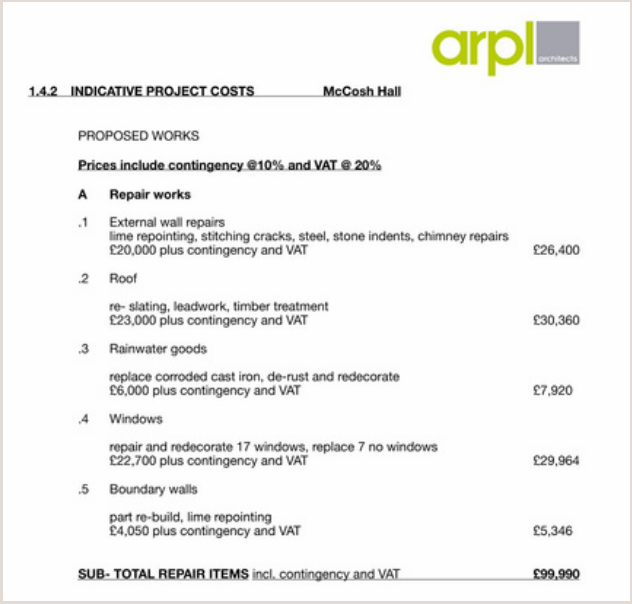
Year 2 (October 2025 to September 2026) is expected to be a pivotal financial year for the Development Trust, marked by anticipated success in funding applications and the completion of the asset transfer of McCosh Hall.

In April 2025, South Ayrshire Council (SAC) and KDT jointly commissioned a valuation of McCosh Hall, carried out by Shepherds Commercial, which assessed the market value of the building and grounds at £80,000.

Following this, KDT submitted a Stage 2 Community Asset Transfer (CAT) application to SAC, proposing a community purchase price of £70,000. The proposed discount reflects the building's established value to the local community, as well as cost savings SAC has benefited from over the past five years through KVR's voluntary management of the hall.

FINANCE

In parallel with the CAT application, KDT submitted a funding application to the Ayrshire Community Asset Fund (ACAF) for £99,990 intended to cover the repair work costs identified by ARPL Architects. A decision on both the asset transfer and the funding application is expected from SAC Cabinet in June 2025. Estimated costs provided by Gordon Fleming of ARPL are provided below along with estimated costs for renewals. A contingency of 10% has been included in the costs to reflect the expected rise by the time the work will be due to be carried out next year.

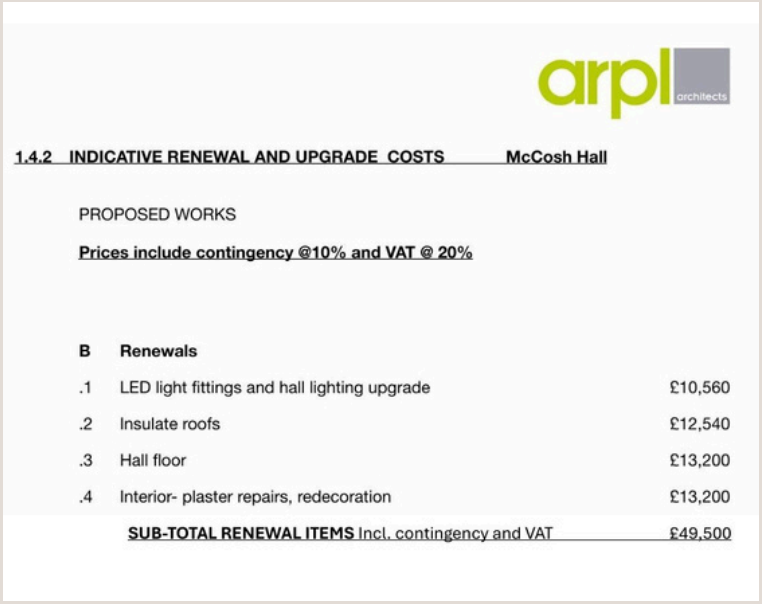


1.4.2 INDICATIVE PROJECT COSTS McCosh Hall

PROPOSED WORKS

Prices include contingency @10% and VAT @ 20%

A	**Repair works**	
.1	External wall repairs lime repointing, stitching cracks, steel, stone indents, chimney repairs £20,000 plus contingency and VAT	£26,400
.2	Roof re- slating, leadwork, timber treatment £23,000 plus contingency and VAT	£30,360
.3	Rainwater goods replace corroded cast iron, de-rust and redecorate £6,000 plus contingency and VAT	£7,920
.4	Windows repair and redecorate 17 windows, replace 7 no windows £22,700 plus contingency and VAT	£29,964
.5	Boundary walls part re-build, lime repointing £4,050 plus contingency and VAT	£5,346
	SUB- TOTAL REPAIR ITEMS incl. contingency and VAT	**£99,990**



1.4.2 INDICATIVE RENEWAL AND UPGRADE COSTS McCosh Hall

PROPOSED WORKS

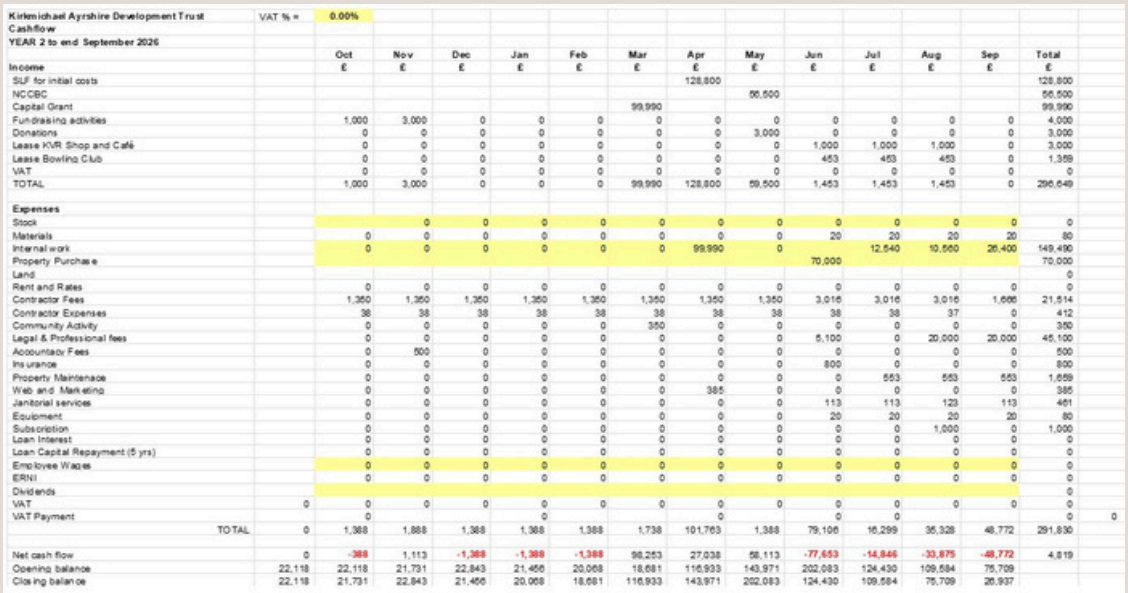
Prices include contingency @10% and VAT @ 20%

B	**Renewals**	
.1	LED light fittings and hall lighting upgrade	£10,560
.2	Insulate roofs	£12,540
.3	Hall floor	£13,200
.4	Interior- plaster repairs, redecoration	£13,200
	SUB-TOTAL RENEWAL ITEMS Incl. contingency and VAT	£49,500

To enable the community to purchase the building and carry out improvements through the "Renewal" work, KDT has discussed a funding application with North Carrick Community Benefit Company (NCCBC). A funding application will be prepared and submitted to NCCBC in July 2025 for a decision at their August meeting. KDT intend to apply for 10% of the cost of purchase £7000 and a further £49,500 to cover the cost of the renewals which include the Hall Floor which is a priority for Hall Users. The total funding application to NCCBC will be for £56,500.

The Stage 2 application to the Scottish Land Fund (SLF) will be submitted in August 2025 for decision at their November meeting. This funding bid will be for 90% of the cost of purchasing the building which equates to £63,000 along with legal fees, insurance and professional fees to over see the work. The total funding application to SLF is expected to be for £128,800.

Table 2 - YEAR 2



Kirkmichael Ayrshire Development Trust Cashflow YEAR 2 to end September 2026	VAT % =	0.00%												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Income		£	£	£	£	£	£	£	£	£	£	£	£	£
SLF for initial costs								128,800						128,800
NCCBC									56,500					56,500
Capital Grant							99,990							99,990
Fundraising activities		1,000	3,000	0	0	0	0	0	0	0	0	0	0	4,000
Donations		0	0	0	0	0	0	0	3,000	0	0	0	0	3,000
Lease KVR Shop and Café		0	0	0	0	0	0	0	0	1,000	1,000	1,000	0	3,000
Lease Bowling Club		0	0	0	0	0	0	0	0	453	453	453	0	1,359
VAT		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		1,000	3,000	0	0	0	99,990	128,800	59,500	1,453	1,453	1,453	0	296,649
Expenses														
Stock			0	0	0	0	0	0	0	0	0	0	0	0
Materials		0	0	0	0	0	0	0	0	20	20	20	20	80
Internal work		0	0	0	0	0	0	99,990	0		12,540	10,560	26,400	149,490
Property Purchase										70,000				70,000
Land														0
Rent and Rates		0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor Fees		1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	3,016	3,016	3,016	1,666	21,514
Contractor Expenses		38	38	38	38	38	38	38	38	38	38	37	0	412
Community Activity		0	0	0	0	0	350	0	0	0	0	0	0	350
Legal & Professional fees		0	0	0	0	0	0	0	0	5,100	0	20,000	20,000	45,100
Accountancy Fees		0	500	0	0	0	0	0	0	0	0	0	0	500
Insurance		0	0	0	0	0	0	0	0	800	0	0	0	800
Property Maintenace		0	0	0	0	0	0	0	0	0	553	553	553	1,659
Web and Marketing		0	0	0	0	0	0	385	0	0	0	0	0	385
Janitorial services		0	0	0	0	0	0	0	0	113	113	123	113	461
Equipment		0	0	0	0	0	0	0	0	20	20	20	20	80
Subscription		0	0	0	0	0	0	0	0	0	0	1,000	0	1,000
Loan Interest		0	0	0	0	0	0	0	0	0	0	0	0	0
Loan Capital Repayment (5 yrs)		0	0	0	0	0	0	0	0	0	0	0	0	0
Employee Wages		0	0	0	0	0	0	0	0	0	0	0	0	0
ERNI		0	0	0	0	0	0	0	0	0	0	0	0	0
Dividends														0
VAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAT Payment		0			0			0		0	0			0 0
TOTAL	0	1,388	1,888	1,388	1,388	1,388	1,738	101,763	1,388	79,106	16,299	35,328	48,772	291,830
Net cash flow	0	-388	1,113	-1,388	-1,388	-1,388	98,253	27,038	58,113	-77,653	-14,846	-33,875	-48,772	4,819
Opening balance	22,118	22,118	21,731	22,843	21,456	20,068	18,681	116,933	143,971	202,083	124,430	109,584	75,709	
Closing balance	22,118	21,731	22,843	21,456	20,068	18,681	116,933	143,971	202,083	124,430	109,584	75,709	26,937	

Table 2 shows projected finances with the purchase being concluded in June 2026 and ownership and management of the McCosh Hall being transferred to KDT. Ideally work to the hall would be carried out during the summer months when bookings in the hall a bit less. Therefore no donations from community groups are shown during these months and the cost of the works are shown as being paid out.

FINANCE

In October and November 2025, the financial forecast includes income from fundraising activities organised by KDT to help cover operational costs. KDT is in discussion with KVR to co-host the annual community fireworks event as a joint fundraiser. KDT will fund and deliver the fireworks display, while the Community Shop and Café, operated by KVR, will run a hot food stall. Based on the success of previous years when KVR managed the event, it is anticipated this fundraiser will generate approximately £3,000.

In preparation for the transfer of ownership of McCosh Hall, KDT expects to receive a donation of around £3,000 from KVR. This sum represents the balance of the "Hall Fund," which was accumulated by the Hall Committee through revenue from hall bookings and contributions from community groups during KVR's management. In line with KVR's constitution, this fund will be transferred to KDT upon completion of the asset transfer.

Once ownership is secured, projected income will include lease payments from KVR's Community Shop and Café, set at £1,000 per month. Additionally, income is expected from the Kirkmichael Bowling Club, which will lease two meeting rooms and outdoor grounds. While the Bowling Club's payment is modest, it reflects a cost-offset agreement due to their voluntary maintenance of the grounds and is therefore recorded as an expense under property maintenance rather than direct income.

Contractor fees in Year 2 include the continued employment of the Community Project Worker and the appointment of a six-month Project Manager to oversee the repair and refurbishment of McCosh Hall. Professional fees also account for architectural services and legal costs associated with the acquisition.

For Year 2, total projected income stands at £290,158 against expenses of £285,240, resulting in a forecasted year-end balance of £4,918

Table 3 - YEAR 3

Kirkmichael Ayrshire Development Trust Cashflow	VAT % =	0.00%												
YEAR 3 to end September 2027														
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Income		£	£	£	£	£	£	£	£	£	£	£	£	£
Hire of the hall		320	320	320	320	320	320	320	320	320	320	320	320	3,840
Donations (Community Groups)		520	520	260	520	520	260	520	520	130	130	130	130	4,160
Grant funding		1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Comfort Scheme		67	67	67	67	67	67	67	67	67	67	67	67	800
Bowling Club Lease		454	454	454	454	454	454	454	454	454	454	454	454	5,444
KVR Lease		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Fireworks profit			3,500											3,500
Fundraising		250	250	250	250	250	250	250	250	250	250	250	250	3,000
Charity Shhop		208	208	208	208	208	208	208	208	208	208	208	208	2,500
VAT		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		4,069	7,569	3,809	4,069	4,069	3,809	4,069	4,069	3,679	3,679	3,679	3,679	50,244
Expenses														
Stock			0	0	0	0	0	0	0	0	0	0	0	0
Materials														0
Internal work														0
Property Purchase														0
Land														0
Rent and Rates		0	0	0	0	0	0	0	0	0	0	0	0	0
General		29	29	29	29	29	29	29	29	29	29	29	29	350
Development Officer		1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
External maintenance		454	454	454	454	454	454	454	454	454	454	454	454	5,444
Cleaning		208	208	208	208	208	208	208	208	208	208	208	208	2,500
Light, Heat & Power		792	792	792	792	792	792	792	792	792	792	792	792	9,500
Renewals		94	94	94	94	94	94	94	94	94	94	94	94	1,129
Subscription		83	83	83	83	83	83	83	83	83	83	83	83	1,000
Wages - cleaning		250	250	250	250	250	250	250	250	250	250	250	250	3,000
Telephone / internet		83	83	83	83	83	83	83	83	83	83	83	83	1,000
Insurance		292	292	292	292	292	292	292	292	292	292	292	292	3,500
Professional		110	0	0	0	0	0	0	0	0	0	0	0	110
Loan Interest		0	0	0	0	0	0	0	0	0	0	0	0	0
Loan Capital Repayment (5 yrs)		0	0	0	0	0	0	0	0	0	0	0	0	0
Employee Wages		0	0	0	0	0	0	0	0	0	0	0	0	0
ERNI		0	0	0	0	0	0	0	0	0	0	0	0	0
Dividends														0
VAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAT Payment		0			0			0		0	0			0 0
TOTAL	0	3,645	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	42,533
Net cash flow	0	423	4,033	273	533	533	273	533	533	143	143	143	143	7,711
Opening balance	26,937	26,937	27,360	31,394	31,667	32,201	32,734	33,007	33,541	34,074	34,218	34,361	34,504	
Closing balance	26,937	27,360	31,394	31,667	32,201	32,734	33,007	33,541	34,074	34,218	34,361	34,504	34,648	

Table 3 - The financial forecast for Year 3 Oct 2026 to Sept 2027 reflects a more stable operating period following the purchase and refurbishment of McCosh Hall. By this time, regular hall bookings are expected to have resumed, particularly during the peak usage period from October to March. This year's projection outlines consistent income and expenditure associated with the routine operation of the hall. Although some grant funding is included in the income forecast, it is specifically allocated for retaining the Community Project Worker for an additional year. This role will continue to support the Trust and the wider community in revitalising hall usage and increasing engagement and revenue. Importantly, the forecast shows that KDT will not be dependent on grant funding for the day-to-day running of the hall. KDT also aims to raise between £8,000 and £9,000 through community fundraising events during this period.

Hall bookings will be managed using the successful model established by KVR. To support the development of new community-led groups, KDT will maintain a flexible pricing structure: open-access community groups will be encouraged to contribute a suggested donation of £2 per adult and £1 per child rather than a fixed hourly rate. This inclusive model has proven effective over the past three years in enabling a wide range of groups to use McCosh Hall and making the facility accessible for all.

FINANCE

Private hires and occasional bookings—such as birthday parties, Stage and Screen cinema nights, and fundraising events—will continue to be charged at an hourly rate. This rate will be reviewed annually to ensure it remains fair and does not compete with neighbouring village halls, such as McCandlish Hall in Straiton.

In Table 3, projected income from "Hall Hire" refers to revenue from private and occasional bookings, while "Donations (Community Groups)" represents contributions made by community group attendees under the suggested donation model.
All regular operating expenses—such as cleaning, utilities, subscriptions, and minor renewals—have been fully accounted for. Projected income for Year 3 is £50,244, with forecasted expenses of £42,533, resulting in a healthy surplus of £7,711. This surplus demonstrates the organisation's capacity to establish and grow a dedicated maintenance fund for the ongoing upkeep of McCosh Hall.

Table 4 - YEAR 4

Kirkmichael Ayrshire Development Trust	
Projected Income and Expenses	
YEAR 4	
	£
REVENUE	51,500
Materials	0
Employee Wages	0
	0
	0
GROSS INCOME	51,500
Expenses	
Land	0
Rent and Rates	361
General	15,450
Development Officer	5,607
External maintenance	2,575
Cleaning	9,785
Light, Heat & Power	1,163
Renewals	1,030
Subscription	3,090
Wages - cleaning	1,030
Telephone / internet	3,605
Insurance	113
Professional	0
Loan Interest	0
	43,809
SURPLUS	**7,691**

Table 5 - YEAR 5

Kirkmichael Ayrshire Development Trust	
Projected Income and Expenses	
YEAR 5	
	£
REVENUE	54,075
Materials	0
Employee Wages	0
	0
	0
GROSS INCOME	54,075
Expenses	
Land	0
Rent and Rates	379
General	16,223
Development Officer	5,888
External maintenance	2,704
Cleaning	10,274
Light, Heat & Power	1,221
Renewals	1,082
Subscription	3,245
Wages - cleaning	1,082
Telephone / internet	3,785
Insurance	119
Professional	0
Loan Interest	0
	46,000
SURPLUS	**8,076**

Tables 4 and 5 show the project finances in years 2027 to 2028 and 2028 to 2029. Operating costs continue to be covered by revenue.

KDT's financial projections confirm the organisation's capacity to purchase, operate, and maintain McCosh Hall sustainably over the long term. With diversified income streams, prudent cost management, and contingency planning in place, the Trust is well-positioned to deliver lasting community benefit while maintaining financial health. The outlined funding strategy and five-year forecasts provide confidence to stakeholders and funders that KDT will uphold its commitments and manage McCosh Hall as a resilient and dynamic community asset.

RISK & MITIGATION

While community ownership of the village hall is overwhelmingly seen as a positive step for Kirkmichael, the Development Trust recognises the importance of identifying and addressing any potential negative consequences for the local economy, environment, or specific groups within the community. We are committed to being transparent, inclusive, and proactive in reducing or removing these risks.

RISK	MITIGATION
Financial Sustainability Concerns Concern: Some community members have expressed concern that the financial burden of maintaining and running the hall may become unsustainable, especially if regular income cannot be guaranteed.	• A robust business plan has been developed, including a mix of revenue streams such as venue hire, community events, grants, and enterprise activities.Hall improvements with better storage, additional space and flexibility should attract new activities and revenue opportunities. • We will seek long-term funding partnerships and explore social enterprise models. • Community ownership allows access to funding not available to private or council-owned halls, improving financial viability. • Regular financial reviews will ensure transparency and early identification of any issues.
Risk of Volunteer Fatigue Concern: In a small rural community, there is concern that too much reliance on a small group of volunteers may lead to burnout or lack of capacity.	• The Trust will implement a volunteer recruitment and support strategy to widen participation and share responsibilities more evenly. • Roles will be clearly defined, and volunteers will receive training and support to feel confident and valued. • We will actively encourage intergenerational involvement, ensuring young people and new residents are also engaged in shaping the hall's future. • The Board of the Development Trust includes Trustees and Advisors (members of community groups without Trustee responsibility), this will support succession planning for Trustees. Advisors will become comfortable attending Board meetings and can be elected as Trustees when they are ready to take over the responsibility.
Unequal Access or Representation Concern: There is a risk that some groups—such as younger people, those with disabilities, or lower-income households—might not feel equally welcome or able to access the hall's services.	• Accessibility improvements (physical, financial, and social) are a key part of our refurbishment and programming plans. • A community engagement group will be formed to ensure a diverse range of voices are included in decision-making. • Subsidised rates, inclusive events, and targeted outreach will ensure equitable access to all. • Continued work with the school, Kirkmichael Kids and Community Group and other Children's groups through membership and participation in KADT
Environmental Impact During Renovation Concern: Building works to improve the hall may temporarily increase waste, noise, and carbon emissions.	• Contractors will be selected based on their commitment to environmentally responsible practices. • We will prioritise low-impact, sustainable materials and techniques. • Improvements such as insulation, renewable energy systems, and energy-efficient lighting will ensure long-term environmental gains outweigh any short-term disruption.
Impact on Other Local Venues or Services Concern: There is a potential that increased use of the hall could divert activity or income from other local venues or groups.	• The Trust is committed to collaboration, not competition. We will work closely with other local organisations and other villages to coordinate programming and share resources. • The hall will be positioned as a complementary facility—filling service gaps, hosting joint events, and creating new opportunities rather than duplicating existing ones.

RISK & MITIGATION

By anticipating potential challenges and responding with clear, community-led strategies, Kirkmichael Development Trust will ensure that ownership of the village hall delivers lasting and inclusive benefits with minimal risk or disruption.

SWOT

STRENGTHS 1.People 2.Reach of Board 3.Skills 4.Organisation structure 5.Relationships 6.Procedures 7.Buildings 8.Vision 9.Considerable support from a wider community	1. Board breadth, considerable experience 2. Large network of expertise and knowledge 3. Board has a broad skill base 4. Individuals allocated to specific roles within the organisation 5. Local and Regional 6. Many in place to enable future developments 7. Ability to reuse several spaces for the benefit of the wider community 8. Strong vision from the Board and supporters. 9. Council, Councillor, other local groups.
WEAKNESSES 1.Capacity within the events venue 2.Cashflow 3.Marketing	1. To make a revenue generating venue, the capacity requires further development. i.e. storage 2. Improved cash flow will follow from above. 3. Improvements on both web and social marketing to develop a wider client base.
OPPORTUNITIES 1. Development of the ground floor to attract more clients 2. Better use of the assets to generate income 3. Succession Planning 4. Funding Enhancements	1. Refurbish the space for events and community activities. 2. To completely review the use of each of the assets. 3. To encourage participation and build confidence. Build a youth panel. 4. Find additional sustainable revenue streams and funds
THREATS 1.Access to funds 2.Changes in Board structure 3.No local government support for the project	1. Access to funds needs to be strategic 2. Board membership will always continually flow. However, the current Board has a diverse variety of skills, and a wide skill set to deliver the requirements to make the difference 3. Core to the programme's success will be continued backing and support for the project. As funds become tighter, this could reduce.

RISK & MITIGATION

Mitigation of Financial Risks (Cash-flow, Liquidity, Capacity)

The Trust is committed to careful financial management to ensure the long-term sustainability of Kirkmichael Village Hall. Our mitigation strategies include:

- Building up and Maintaining a cash reserve equivalent to at least 3 months of essential operating costs (utilities, insurance, basic maintenance) to protect against unexpected income shortfalls or increased costs.
- Regular financial monitoring through monthly management accounts, reviewed by the Trust's Treasurer and Board, allowing early identification of any emerging issues.
- Diversified income streams: We will not rely solely on hall hire. Income will be generated through a mix of leases to long-term tenants, short-term lets, community events, and fundraising activities.
- Cost control measures: We will keep core operational costs lean and prioritise essential spend to maintain liquidity if required.
- Access to emergency grant funding: We are familiar with emergency funding routes that could be accessed quickly if necessary.

Plans if Income is Lower Than Projected

Should projected income from hall hire, leases, or events not materialise as planned:

- We will prioritise critical operating costs (insurance, utilities, basic maintenance) and scale back non-essential expenditure such as optional refurbishments or new non-critical projects.
- Alternative income generation will be activated, including:
  - Running additional fundraising events (e.g., ceilidhs, craft fairs)
  - Applying for small community grants to cover shortfalls
  - Exploring short-term seasonal leasing opportunities (e.g., pop-up shops, workshops)
- Community consultation will take place to adapt services to better meet local demand and maximise hall use.

Plans if the Trust Faces Operational Difficulties or Ceases Trading

In the unlikely event that the Kirkmichael Development Trust encounters operational difficulties or ceases trading:

- The Hall would be transferred to another suitable community-led organisation committed to maintaining the asset for community benefit, in line with our constitutional aims and asset transfer conditions.
- Our constitution and asset ownership policies include a 'community asset lock', meaning the hall cannot be sold privately for profit but must remain a public resource.
- We would work with key stakeholders (including the Local Authority, funders, and local organisations) to ensure continuity of access and use for the community.

Additional Relevant Information

- The Trust Board has a diverse range of skills ensuring strong oversight of risk and governance.
- Our Business Plan includes conservative income projections, stress-tested against lower usage scenarios, to ensure resilience.
- Many of the Development Trust Trustees and members have experience of managing the hall successfully over the last 5 years, and will apply the same principles of caution and care going forward.
- The Trust has established positive relationships with local partners (such as the Council, other Development Trusts, and health/social services) who it is hoped would support interim operations if difficulties arose.

Kirkmichael Development Trust is confident that through prudent financial management, diversification of income, and robust contingency planning, we can manage risks effectively and ensure the long-term sustainability of Kirkmichael Village Hall for the benefit of the community

THANK YOU

THE TRUSTEES OF KIRKMICHAEL DEVELOPMENT TRUST ARE GRATEFUL FOR THE SUPPORT RECEIVED IN PRODUCING THIS CHARITY BUSINESS PLAN

Tom Henderson - Community Wealth Building Officer, South Ayrshire Council

Colin McNally B.A. Hon's, F.C.M.A, C.G.M.A

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CONTACT US

Chair - Jan Torrance - chair@kirkmichaelayrshiretrust.org

General enquiries - info@kirkmichaelayrshiretrust.org

https://www.facebook.com/KirkmichaelAyrshireDevelopmentTrust

KIRKMICHAEL DEVELOPMENT TRUST

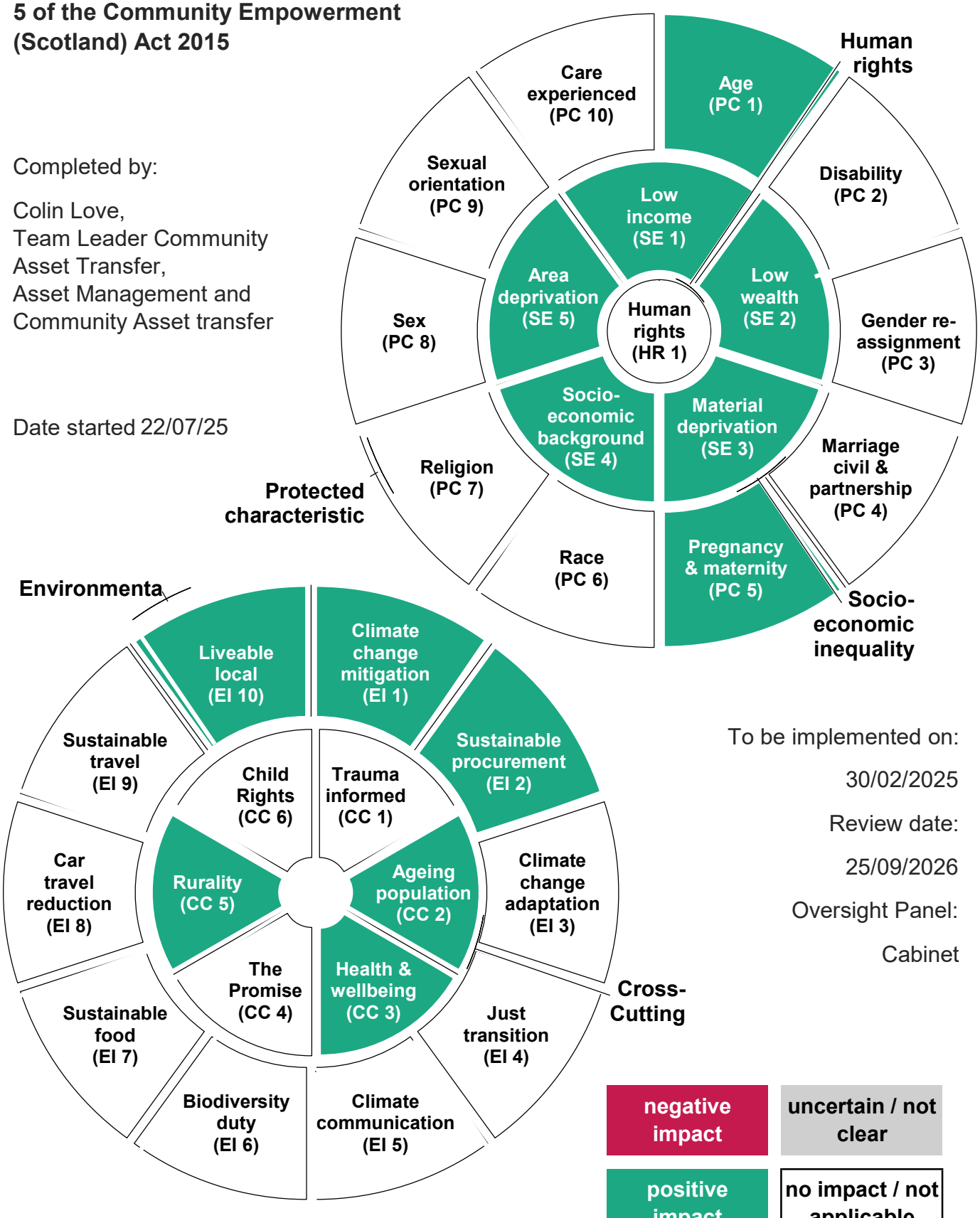
Integrated Impact Assessment Summary Report

McCosh Hall and Bowling Green Community Asset Tranfser under Part 5 of the Community Empowerment (Scotland) Act 2015

Completed by:

Colin Love,
Team Leader Community Asset Transfer,
Asset Management and Community Asset transfer

Date started 22/07/25



To be implemented on:

30/02/2025

Review date:

25/09/2026

Oversight Panel:

Cabinet

negative impact	uncertain / not clear
positive impact	no impact / not applicable

Public sector equality duty

Eliminating unlawful discrimination, harassment, and victimisation?
NA

Advancing equality of opportunity?
Proposal will support equal access to social, leisure and employment opportunities.

Fostering good relations?
Proposal will support community cohesion.

Consultation declaration

We confirm consultation has been carried out as part of this process.

Agenda Item No. 4(c)

South Ayrshire Council

Joint Report by Chief Executive and Depute Chief Executive and Director of Housing, Operations and Development to Cabinet of 26 August 2025

Subject: Tenant Participation Strategy 2025 - 2030

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1. Purpose

1.1 The purpose of this report is to seek Cabinet approval of the Tenant Participation Strategy 2025 – 2030.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 approves the Tenant Participation Strategy 2025-2030 (detailed in Appendix 1); and

2.1.2 requests that an annual report is presented to the Service and Partnerships Performance Panel on progress against the Strategy.

3. Background

3.1 The Housing (Scotland) Act 2001 stipulates that every local authority landlord must have a Tenant Participation (TP) Strategy. This strategy must include provision for communication with tenants, and promote tenant and service user involvement in assessing, developing, and improving housing services and related policies.

3.2 The Housing (Scotland) Act 2010 introduced the Scottish Social Housing Charter, in April 2012 to help improve the quality and value of the services that social landlords provide. It clearly states what tenants and other customers can expect from their landlord and assists them to hold their landlord to account. The Charter specifies that landlords must manage their housing services so that tenants and other customers find it easy to participate in and influence the landlord's decisions.

3.3 The Council's current TP Strategy has resulted in greater tenant involvement, co-production of services, and improved communication with tenants. This has led to substantial improvements in customer satisfaction in this area as demonstrated in the results of our most recent Comprehensive Satisfaction Survey. 97% of tenants were satisfied with the opportunities to participate in South Ayrshire Council Housing Services decision making processes.

3.4 The TP Strategy now requires to be refreshed to incorporate legislative and changes and build on the success of the previous strategy.

3.5 Officers and Tenants have worked together to co-produce this TP Strategy over the last 6 months, through the Tenant Participation Strategy working group. This group met regularly during the process of developing the strategy in order to discuss and agree:

- The aims and objectives of the strategy;
- A vision for Tenant Participation in South Ayrshire;
- Wording for all key elements of the strategy;
- Approaches to consultation of the strategy;
- Reviewing and agreeing all content of the final document; and
- Design and layout for the final publication.

4. Proposals

4.1 The Tenant Participation Strategy 2025-2030 aims to maximise opportunities for tenants and service users to actively contribute to developing and improving Housing Services.

4.2 The Strategy sets out our shared vision for Tenant Participation in South Ayrshire. This Vision is that 'we will work across all neighbourhoods and communities within South Ayrshire to ensure that tenants and customers have an effective voice, with real influence over the housing matters that are most important to them'.

4.3 The Strategy underlines the Council's commitment to ensuring opportunities for involvement are open to all tenants and service users, with appropriate support where required. The Strategy is about providing tenants with opportunities to become involved in Housing Services along with the neighbourhoods and communities in which they live. The Strategy will assist tenants to integrate into their communities, help mitigate social isolation and develop intergenerational working.

4.4 The Housing Service works closely with a core group of Involved Tenants who dedicate significant amounts of time to attending our formal TP structures and events. In order to fully capture the range of voices that reflect the diversity of our tenants, we recognise that we need offer alternative methods of engagement that are accessible to tenants who want to contribute in a more informal basis. The Strategy promotes a diverse range of methods for involvement for tenants, such as: attending working groups; becoming part of scrutiny and performance activities; assisting with the development of Tenant Participation opportunities; and helping to organise, facilitate and attend events locally or nationally.

4.5 This Strategy supports Housing Services to ensure that our tenant's involvement is valued and that their views are considered. This will be achieved by continuing to have tenant representation at meetings/events and consulting tenants on housing matters which affect them and their communities, along with involving them in decision-making processes.

4.6 Due to the shift in utilising digital technology since the inception of the previous strategy, the team have developed a Hybrid approach to meetings. This means that tenants are provided with a choice of attending the meeting in person or online. The

Tenant Participation team help tenants (where required) to support them with technology to participate.

4.7 A further priority of the strategy is ensuring effective communication with tenants on the work of the Housing Service. This will be achieved by continuously reviewing our methods of communication over the next five years and developing new approaches in partnership with tenants through our Communications Group.

4.8 Housing Services are committed to ensuring that tenants are fully equipped to participate effectively and work positively with the Council in the development and improvement of housing services and relevant policy. This strategy allows for ongoing training programmes for tenants and staff to enhance their knowledge at a local and national level.

4.9 The Tenant Participation team will enhance the already strong relationships with other services, partners and agencies, across all neighbourhoods and communities within South Ayrshire, to achieve positive improvements and outcomes for tenants and other customers. This partnership working will enable the Strategy's objectives to be fully supported along with helping to achieve the aims of other local and national strategies.

5. Legal and Procurement Implications

5.1 The recommendations in this report are consistent with legal requirements; A Tenant Participation strategy is a legislative requirement for all social landlords as outlined in the Housing (Scotland) Act 2001. Furthermore, the strategy allows Housing Services to achieve the outcomes set out in the Scottish Social Housing Charter which is regulated by the Scottish Housing Regulator.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 The budget to support the Tenant Participation Strategy and all relevant functions associated with Tenant Participation will be met from the Housing Revenue Account. This is managed thought regular budgetary reporting throughout the year.

7. Human Resources Implications

7.1 This strategy can be delivered within the existing human resources.

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 recommendations will have a negative impact on the achievement of strategic outcomes within the Local Housing Strategy 2024-2029 along with outcomes within both the Service and Improvement Plans for Housing Strategy and Regeneration and Housing Services.

9/

9. Integrated Impact Assessment (incorporating Equalities)

9.1 Our Integrated Impact Assessment (IIA) considers the following areas:

- Public Sector Equality Duty, Human Rights and Fairer Scotland Duty:
- United Nations Convention on the Rights of the Child (UNCRC);
- Sustainability, climate change and biodiversity;
- Potential impact on older people;
- Rural communities;
- Health and wellbeing;
- A trauma information organisation; and
- The Promise.

9.2 An Integrated Impact Assessment has been carried out on the proposals contained in this report, which identifies potential positive and/ or negative impacts and/ or areas that require further consideration. The IIA Summary Report is attached as Appendix 2 which includes information on any mitigating or follow-up action required. Details of consultation that has taken place can be found in section 14 of the report.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - The Scottish Government Gateway has been contacted regarding this plan, policy, programme or strategy, and it has been determined that an SEA will not be pursued..

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 Priorities 2 and 3 of the Council Plan:

Priority 2: Live Work Learn
Priority 3: Civic and Community Pride

13. Link to Shaping Our Future Council **Yes ☐ No ☑**

13.1 Not applicable.

14. Results of Consultation

14.1 There has been public consultation on the contents of this report. The draft strategy was made publicly available for tenants, wider communities, and partners to provide any comments.

14.2 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.

14.3 The strategy has been co-produced with Involved Tenants.

15. Next Steps for Decision Tracking Purposes

15.1 If the recommendations above are approved by Members, the Chief Executive and the Depute Chief Executive 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:

Implementation	***Due date***	***Managed by***
Integrate the new Tenant Participation Strategy	31 October 2025	Service Lead, Housing Strategy and Regeneration

Background Papers **Report to Cabinet of 29 August 2023 - Local Housing Strategy – 2023 to 2028**

Person to Contact **Chris Carroll – Service Lead - Housing Strategy and Regeneration**
County Buildings, Wellington Square, Ayr KA7 1DR
Phone 01292 272020
E-mail chris.carroll@south-ayrshire.gov.uk

Date: 18 August 2025

Appendix 1

south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas
Making a Difference Every Day

DRAFT FOR CONSULTATION

TENANT PARTICIPATION STRATEGY

2025 - 2030

Get involved in your Housing Service

Interested in getting involved?

Within this strategy you will find out about the different ways you can have your say on Housing Services in South Ayrshire.

We have also produced a short 'Get Involved' leaflet that provides information on the different ways you can become involved. You can view this and other information online at **south-ayrshire.gov.uk/tenant-participation** or by scanning the QR Code.

If you're interested in finding out more about how you can get involved turn to page 15.

Alternatively, you can contact the Tenant Participation team:

01292 612968

tp@south-ayrshire.gov.uk

We have an active Facebook page providing information and updates. Follow us on Facebook for the latest updates within Housing Services.
www.facebook.com/sachousingservices

This information can be made available, on request, in braille, large print or audio formats and can be translated into a range of languages.

درخواست کرنے پر یہ معلومات نابینا افراد کے لئے اُبھرے حروف، بڑے حروف یا آڈیو میں مہیا کی جاسکتی ہے اور اسکا مختلف زبانوں میں ترجمہ بھی کیا جاسکتا ہے۔ رابطہ کی تفصیلات نیچے فراہم کی گئی ہیں۔

本信息可应要求提供盲文，大字印刷或音频格式，以及可翻译成多种语言。 以下是 详细联系方式。

本信息可應要求提供盲文，大字印刷或音頻格式，以及可翻譯成多種語言。以下是詳細聯繫方式。

ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕੇ ਬੋਲ, ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਸਣਨ ਵਾਲੇ ਰਪ ਵਿਚ ਵੀ ਲਈ ਜਾ ਸਕਦੀ ਹੈ, ਅਤੇ ਇਹਦਾ ਤਰਜਮਾ ਹੋਰ ਬੋਲੀਆਂ ਵਿਚ ਵੀ ਕਰਵਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਸੰਪਰਕ ਕਰਨ ਲਈ ਜਾਣਕਾਰੀ ਹੇਠਾਂ ਦਿੱਤੀ ਗਈ ਹੈ।

Niniejsze informacje mogą zostać udostępnione na życzenie w alfabecie Braille'a, w druku powiększonym lub w formacie audio oraz mogą zostać przetłumaczone na wiele języków obcych. Dane kontaktowe znajdują się poniżej.

Faodar am fiosrachadh seo fhaighinn, le iarrtas, ann am braille, clò mòr no clàr fuaim agus tha e comasach eadar-theangachadh gu grunn chànanan. Tha fiosrachadh gu h-ìosal mu bhith a' cur fios a-steach.

Ця інформація може бути перекладена іншими мовами та надана в іншому форматі за запитом.

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Portfolio Holder's Foreward

Cllr Kilbride

As Portfolio Holder for Buildings, Housing and Environment it gives me great pleasure to present our updated and refreshed strategy for 2025 to 2030.

This strategy is based on what has worked well over the lifetime of the previous strategy and incorporates our Involved Tenants ideas and feedback from the consultation.

The Tenant Participation Strategy continues to support South Ayrshire Council's Plan. The plan has three overarching priorities and this strategy supports the following two:

Priority 2 - Live, Work, Learn (Housing)

"Everyone 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"

Priority 3 - Civic & Community Pride (Community Engagement)

"Everyone has the opportunity to influence and contribute to what happens in their local area"

Tenant Participation provides excellent opportunities for tenants and customers to become involved in activities which ensures tenants are at the heart of our decision-making processes and are empowered to have a voice in influencing how we deliver our Housing Service and work within our communities.

The new strategy builds on our innovative use of technology and demonstrates our dedication to remove challenges and barriers for tenants to become involved. This is shown through our hybrid approach to Tenant Participation meetings, giving tenants a choice of attending in person or online from the comfort of their own home. By attending meetings, I have witnessed firsthand the benefits of the hybrid approach and the benefits this provides for tenant's voices to be heard in shaping the delivery of Housing Services.

Our dedication to working in partnership with tenants remains a priority to achieve the commitments outlined within the aims of this strategy. I would like to encourage any tenant or customer to become involved or share their views on the service in a way that suits them as we value and listen to input from the people who use the service.

Finally, I would like to thank all our Involved Tenants and those who have contributed via the consultation to help shape this strategy at its aims.

Involved Tenants Foreword

Welcome to our Tenants' Participation Strategy. We believe that strong communities are built on strong partnerships, and that's why we, the Involved Tenants', are committed to working in partnership with the Council's elected members and officers.

Tenant Participation is about influencing decisions about housing policies, conditions and related services. We see first-hand the benefits of Involved Tenants' working in partnership with the Council. This Tenant Participation Strategy is to make sure you have your say on the issues that affect you in a way that suits you. We will listen, learn, and act on what you tell us through customer feedback because your views are key to us developing excellent services. Together, we can make our housing services better for everyone in South Ayrshire.

We expect the outcomes of this strategy to improve your housing services, make better use of council resources, and provide a better quality of life for our whole community. This strategy outlines our commitment to ensuring your voices are heard and that you have a real say in the decisions that affect your homes and neighbourhoods. We look forward to working together to create thriving communities for everyone and make sure we are able to influence and review our Housing Services.

We have fully participated in the review of the previous strategy and the development of this new and refreshed strategy. It sets out how we will involve tenants' in shaping and improving our services, from housing management to community development.

The global pandemic had a massive impact on our previous Tenant Participation Strategy (2019 -2024). We had to respond quickly to a rapidly changing situation which presented challenges and opportunities for delivering Tenant Participation activities during that period. Digital engagement became the interface for Tenant Participation to be continued by initially having our meetings online which progressed to our current approach of hybrid meetings (In-Person/Online). The new strategy takes into account the changing environment and challenges we experienced in our previous strategy. This allows us to continue to embrace our new approach through digital involvement in having our say in the delivery and design of Housing Services.

South Ayrshire Council is dedicated to providing high-quality homes and services. This Tenant Participation Strategy is a key part of that commitment. Tenant involvement benefits all Council tenants and customers. We believe that by working together, we can make a real difference and create better places to live in South Ayrshire.

Introduction

Our new Tenant Participation Strategy 2025 - 2030 sets out our continued commitment to working in partnership with tenants and customers to ensure we are delivering excellent housing services to the people of South Ayrshire.

Through the lifetime of this strategy we are working on modernising our approach and offering some innovative options to ensure we can cater for those who want to get involved if the traditional methods don't suit or interest you.

We have worked in partnership with Involved Tenants to review the effectiveness of our previous strategy and develop this strategy.

Over the lifetime of the previous Tenant Participation Strategy 2019 - 2024, some of our achievements include:

Received Gold Accreditation for Excellence in Tenant Participation from the Tenant Participation Advisory Service (TPAS Scotland) **2019.**

During the Covid pandemic we introduced our Hybrid approach to Tenant Participation meetings, allowing tenants the choice of joining in online from the comfort of their own home or attending in person.

Winners of Excellence in Communication Award for our Communities Fun Day (Chartered Institute of Housing (Scotland) Awards 2019).

Provided our Award-winning Communities Fun Day in Sept 2019 and May 2024.

Winners of Excellence in Scrutiny for our approach to Tenant Scrutiny (Chartered Institute of Housing (Scotland) Awards 2019).

Introduced informal online Tenant Participation coffee and chat to help combat social isolation during the covid pandemic and this is still ongoing.

Acknowledgement of the good work carried out by staff members and teams at various national good practice awards (APSE, CIH, TPAS)

A local Registered Tenant Organisations – Muirhead Tenants and Residents Association were runners up in the TP Champion Group at the TPAS Scotland Awards 2022.

Runner up of Best Practice in Reporting Performance Award (TPAS Scotland Awards 2019).

One of our Involved Tenants, Frances Carson (pictured), was awarded the Alan Ferguson Award for Tenant/Resident Champion of the year at the TPAS Scotland Awards 2022.

Background

Tenant Participation is about tenants getting involved with their landlord to help develop the best possible Housing Services. This Strategy sets out how South Ayrshire Council plan to support our tenants and customers (meaning anyone who receives our Housing Services) to get involved in this process in South Ayrshire.

We realise that people's lives, circumstances and communities are all different, and that there is no single 'right' way of involving people. As such, our approach to Tenant Participation is about making sure there are a variety of ways for people to get involved and that people can get involved in ways they feel comfortable with.

We are always looking for new and innovative ways of involving people and new suggestions from tenants are always welcome.

Our Responsibilities in Involving Tenants

The Council has a duty to:

- Have a Tenant Participation Strategy
- Keep an up-to-date register of tenants groups that have become Registered Tenants Organisations (RTOs)
- Consult our tenants and RTOs on rent setting, and significant changes to Housing Services.
- Ensure we meet the standards set out in the Scottish Social Housing Charter

National Background of Tenant Participation

Housing (Scotland) Act 2001

Introduced the legal requirement for all Social Landlords in Scotland to actively develop and support Tenant Participation. As part of the requirement, we must have a Tenant Participation Strategy in place that has been developed with tenants to ensure continuous improvement in performance and to support tenants to participate.

Housing (Scotland) Act 2010

Introduced the Scottish Housing Regulator (SHR) and the Scottish Social Housing Charter (SSHC). The SHR is an independent regulator of social landlords in Scotland. It's statutory objective is to safeguard and promote the interests of current and future tenants, homeless people and others who use the services provided by social landlords.

The Regulator assesses and reports on how social landlords are performing their housing services through the Scottish Social Housing Charter (SSHC). The Charter sets out the standards and outcomes that all social landlords should aim to achieve when performing their housing activities.

Scottish Social Housing Charter

We must also ensure we meet the standards set out in the Scottish Social Housing Charter, which is a standard for all social landlords introduced by the Housing (Scotland) Act 2010. The Charter is about improving the quality and value of services tenants receive and sets out 16 standards that we as your landlord should meet.

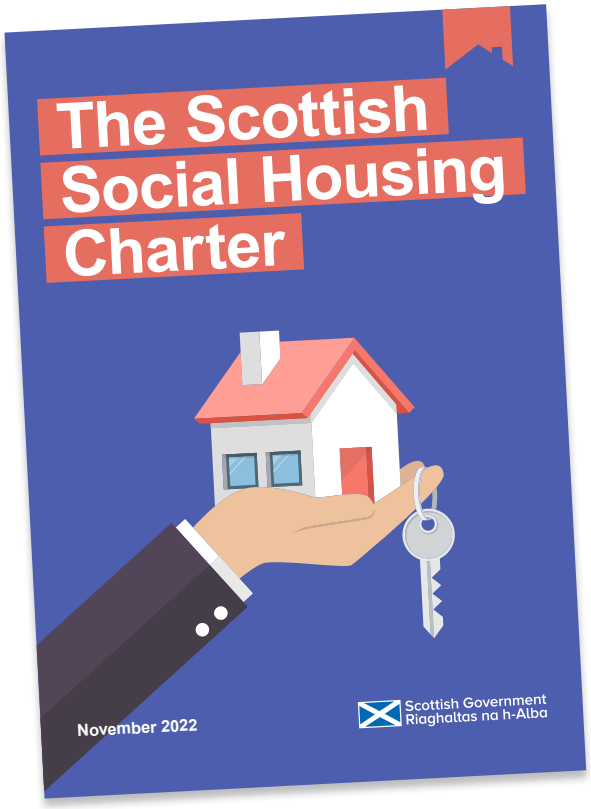
The Charter aims to:

- State clearly the services tenants and other customers can expect, and help tenants hold their landlord to account
- Encourage social landlords to focus on improving the services that matter most to their customers
- Provide a basis for the Scottish Housing Regulator to assess and report on how well landlords are performing

The Charter places a real importance on tenants being able to assess the quality of the services they receive, as well as landlords monitoring their own performance. This allows us to better understand what is working and what isn't. We take these responsibilities seriously, and this Strategy is about making sure tenants have the opportunity and skills to exercise real influence on the services they receive. The current Scottish Social Housing Charter can be viewed in full online at www.gov.scot/publications/scottish-social-housing-charter-november-2022/

Charter Outcomes Relating To Tenant Participation

The Scottish Social Housing Charter sets out 4 outcomes that directly relate to Tenant Participation, and this Strategy will support our achievement of these outcomes:



Outcome 2

Communication:
Social landlords manage their businesses so that:

- Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services the landlord provides.

Outcome 3

Participation:
Social landlords manage their businesses so that:

- Tenants and other customers find it easy to participate in and influence their landlords' decisions at a level they feel comfortable with.

Outcome 14 & 15

Rents and service charges:
Social landlords set rents and service charges in consultation with their tenants and other customers so that:

- A balance is struck between the level of services provided, the cost of the services, and how far current and prospective tenants and service users can afford them.
- Tenants get clear information on how rent and other money is spent, including details of any individual items of expenditure above thresholds agreed between landlords and tenants.

Reporting Our Performance

The Charter requires us to provide a report about our performance against these and other measures to the Scottish Housing Regulator every year through the Annual Return on the Charter, as well as reporting on this to our tenants and other customers. Working closely with tenants, we currently produce an annual Performance Edition of our newsletter reporting on our performance for the previous financial year and setting this in the local context.

Annual Assurance Statement

The Charter also requires us to provide an Annual Assurance Statement which provides assurance and evidence that the Council is meeting all legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety. In addition, the statement safeguards and promotes the interests of tenants and other customers.

Our Tenants Monitoring Group consider the content of the statement on an annual basis and approves it prior to publication.

South Ayrshire Councils Annual Performance Reports and Annual Assurance Statements can be found online at www.south-ayrshire.gov.uk/article/27513/Housing-performance or by scanning the QR Code.

Tenants Together Scotland

Tenants of South Ayrshire Council also have the opportunity to become involved in Scotland's Tenant Participation and Engagement Network.

Tenants Together Scotland is a national network of tenants committed to empowering the tenants of today and tomorrow, ensuring their voices are heard and influence decisions within the Scottish Social Housing sector, to protect tenants rights and make a difference.

Working in partnership with the Scottish Government and key decision makers, tenants, service users, Registered Social Landlords and Local Authorities, across the sector, to achieve a collective goal – to improve the lives and wellbeing of tenants.

For more information on Tenants Together Scotland visit www.tenantstogether.scot

Equal Opportunities

As a local authority, South Ayrshire Council has a duty under the Equality Act 2010 to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Scottish Social Housing Charter also states that we should ensure *"every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and Housing Services".*

In delivering our programme for Tenant Participation, South Ayrshire Council is committed to ensuring everyone is given the opportunity to get involved and that barriers to involvement are removed as far as possible.

In order to achieve this, we make every effort to ensure all tenants are able to participate and their voices can be heard. Examples include:

- Holding meetings, consultations and special events only in accessible venues
- Providing a Hybrid approach to meetings where possible (Online and In-person)
- Providing materials in a variety of formats and languages on request
- Offering free, accessible transportation to meetings where required
- Developing new ways of engaging with people who are less likely to participate
- Ensure all meetings adhere to the Code of Conduct and that all tenants treat each other and staff members with respect
- Provide support based on the individual needs of each person
- Welcome participants from all cultures and communities, embracing the diversity of our community
- Ensure information is clear and easy to understand without jargon

Vision and Priorities in South Ayrshire

Tenants and Officers have worked together to set out our vision and priorities for Tenant Participation over the next five years, and will continue to work together to ensure these priorities are delivered.

Our Vision for Tenant Participation

We will work across all our neighbourhoods and communities to ensure tenants and customers in South Ayrshire have an effective voice, with real influence over the housing issues that are most important to them.

Where do we want to be?

Over the next five years, we will continue to work with our tenants to improve services, and together will look at new ways to involve people in the work that we do. Involving tenants in developing, assessing and improving services has had a number of positive impacts on the work we do, and we recognise the valuable contribution our Involved Tenants have made.

Our priorities are:

- To involve tenants from communities and neighbourhoods throughout South Ayrshire
- To work with tenants who are less likely to get involved in formal ways (such as meetings or satisfaction surveys)
- To improve the visibility of the Tenant Participation Service and make sure tenants know about the different ways they can get involved
- To ensure our tenants' involvement is valued and their views are taken into account
- To make greater use of technology to help tenants get involved
- To involve frontline and senior staff in promoting and supporting Tenant Participation
- To communicate effectively with tenants on the work of the Housing Service

How can I have my opinion about Housing Services as well as becoming actively involved?

Our approach to Tenant Participation offers a variety of ways for you to get involved and have your say by:

- Completing satisfaction surveys such as a repairs survey
- Volunteering with the Housing Service as an 'Involved Tenant' *(find out more on pages 15-18)*
- Giving your views about something we're consulting on (for example, Rent Setting or a new build housing development)
- Attending a special event, such as our annual Communities Fun Day
- Providing feedback on something you've read in our Tenants' Newsletter or Performance Edition
- Talking to any member of Housing staff
- Joining a local Registered Tenants' Organisation (RTO) or a Tenants and Residents Association (TARA)

Tenant Participation is about giving all South Ayrshire Council tenants and other customers a real voice to influence decisions made in the Housing Service. We are always looking at new ways to improve the service you receive, and we need tenant involvement to do so. We want to hear from you!

What do we mean by an 'Involved Tenant'?

Involved Tenants volunteer their time, working with the Housing Service to improve the nature and quality of the services we provide. South Ayrshire Council relies on our Involved Tenants to give us a 'tenants' perspective' on everything from the work we are doing to the ways we communicate with our tenants.

Examples of activities our involved tenants take part in include:

- Reviewing responses from our satisfaction surveys and constructively questioning areas of poor performance
- Becoming a member of working groups to help us shape the work we do in particular service areas
- Representing South Ayrshire's tenants at Local and National conferences and events
- Reviewing and inputting towards policy development
- Scrutinising the provision of services through Tenant-led assessments

As an Involved Tenant you will:

- Gain a better understanding of your Housing Service
- Receive nationally recognised training and support as required
- Develop new skills and try new things
- Be reimbursed for any transport expenses or be provided with transport where necessary

Menu of ways to get involved in your Housing Service

High

- Becoming an Involved Tenant and attending one or more of our main groups (see page 16)
- Being part of reoccurring Working Groups such as Podcasting, Tenants Handbook development/review or Communities Fun Day
- As an Involved Tenant attending housing related National events or Conferences

Medium

- Attending a local Tenants and Residents Group
- Taking part in a Focus Group – Set up to concentrate on a particular area of the service such as a review of the Garden Maintenance scheme
- Attending Sheltered Housing events and activities
- Form a tenant group in your area or become a member of an existing group

Low

- Reading our Tenants Newsletter or taking part in the competitions within them
- Completing a Satisfaction Survey after receiving a service such as a repair
- Taking part in Rent Setting Consultation
- Attending our Award-Winning Communities Fun Day
- Providing feedback to the service via a compliment or complaint
- Being on the Interested Tenant Register
- Attending Information Sessions
- Estate Walkabouts
- Attending Council run events in your community
- Connect with us on social media

Groups for Tenants to get involved in

Our Main Groups

One way that tenants can get involved is through attending any of our groups that work with officers from the Housing Service to improve services. You can choose to be involved as much or as little as you like.

The groups currently in operation are as follows:

Tenants Monitoring Group

This is the main group for Tenant Participation and is open to tenants who want to be more involved in the Housing Service. Tenants and staff come together to work on all areas of the service. This group influences and has input on housing policies, procedures and practices, and provides feedback to further develop services.

This group also monitors the Council's whole approach to Tenant Participation and will hear about any updates across the Housing Service and other relevant services. The group monitor progress within the other Tenant Participation groups listed below and discuss how well the other groups are operating. Tenants who attend will also get the chance to raise specific issues during 'Tenant Time' for officers and tenants to work together for a solution. New projects and Housing Service developments are also discussed and agreed at this group.

The group is continually involved in some of the following activities:

- Discussions and pre-consultation of any proposed changes to how the service operates
- Overview of our Annual Return on the Scottish Social Housing Charter Results and sign off before submission to the Scottish Housing Regulator (How the service performs annually)
- Assessing our performance against the Scottish Social Housing Charter and providing the Scottish Housing Regulator with an updated Annual Assurance Statement in support of the Charter
- New build site visits and department visits to gain knowledge of how things operate across the service
- Monitoring the operation of the Housing Revenue Account (HRA)

Tenants Communication Group

This group ensures that we communicate well and that publications are interesting and easy to read. Tenants within this group are involved in the production of the newsletter from start to finish by suggesting & reviewing articles, checking fonts/colours/print size and the layout. Look out for the 'tenant checked' stamp on our publications to see what our tenants have been involved in!

Groups for Tenants to get involved in (Con.)

Tenants Scrutiny & Performance Groups

We have two Scrutiny and Performance groups that allow tenants to review how areas of the service are operating.

Maintenance Group: This group looks at issues around repairs, modernisations, settling-in, adaptations and neighbour disputes.

Housing Options and Support Group: This group reviews service provision around the issues of homelessness, housing options, housing applications and temporary accommodation.

These groups look at the responses from our satisfaction surveys and look to identify areas that are performing well or poorly by comparing satisfaction levels from previous months, comparing this against similar landlords and comparing the performance against our targets. Both scrutiny groups provide opportunities for our tenants to be involved in scrutiny activities. This can mean looking at the survey results with your chosen scrutiny and performance group or assessing the area of service as a team of tenant assessors. The focus may be on areas that are not performing as well as expected, or indeed areas that are performing well, to recognise good practice in the work we do.

Tenant assessors are able to:

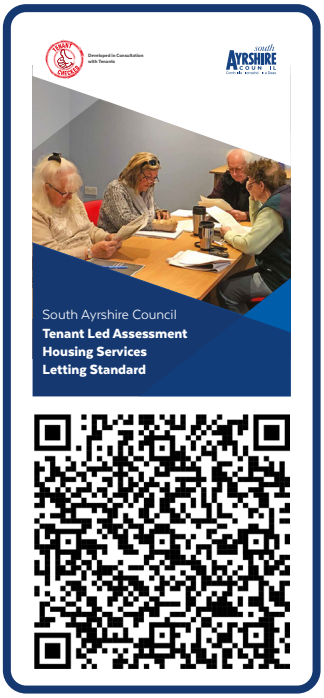
- Undertake job shadowing to learn about services
- Carry out site visits
- Interview members of staff
- Report back on findings and make recommendations

We provide full training and support for our tenants to be able to undertake scrutiny activities.

Most recently the Maintenance Group have undertaken a Tenant Led Assessment on the Letting Standard. The tenants identified areas for the service to consider improvements when letting a property to a new tenant.

A number of considerations were proposed following the assessment by tenants with the service adopting the majority of the considerations.

You can find the full Tenant Led Assessment on the Letting Standard Report and the follow up Conclusion Report on our website at https://south-ayrshire.gov.uk/article/27554/Tenant-led-assessments or by scanning the QR code.



Groups for Tenants to get involved in (Cont.)

Working Groups

Each year, we look into different projects that we would like to achieve for the year ahead. We then organise working groups based on these projects to allow smaller groups of tenants to get involved in what interests them most. Some of our working groups in the past have included:

Tenant Events Working Group: Tenants are involved in the organisation, planning, and running of any events that we organise such as our very successful Communities Fun Day.

Tenant Participation Strategy Review Group: This group works on updating this Strategy and reviewing the action plan on a regular basis, as well as taking into account updates to legislation.

Performance Edition Working Group: Tenants are involved in this special edition of the newsletter, where we report on our Annual Return on the Charter (ARC) performance.

Tenants Handbook Review Group: This group will be re-established to review and update the current Tenants Handbook.

Tenants Podcasting Group: This group produce informative podcasts on various aspects of the Housing Service. 'Tenants Natter' provides information to Tenants from a Tenants perspective.

Online Tenant Participation Coffee & Chat: Alongside our Involved Tenants we have developed and introduced a monthly Online Coffee and Chat session. This provides Involved Tenants the opportunity to come together and meet with the Tenant Participation Team outwith the main formal tenant groups.

With no agenda set for Coffee and Chat sessions tenants can informally chat about various aspects of the Housing Service, ask questions, discuss outstanding issues, and have a general chat from the comfort of their own home.

We are always looking for different ways to engage with our tenant base and will regularly review and add to our working groups as necessary.

Tenant and Residents Associations (TARAs)

Tenants & Residents Associations (TARAs) are groups of people representing tenants and residents living in a street or community. Their aim is to put forward views and concerns about their housing, community and local areas to the Council, so they can take part in the decision-making processes.

Another way you can get involved includes joining (or starting your own) TARA or Registered Tenant Organisation (RTO). TARAs can register to become an RTO with the Council if they meet criteria outlined by the Scottish Government. By registering as an RTO, the group will have a formally recognised role in the decision making process of the Council as well as the right to attend regional network meetings to Tenants Together Scotland meetings and events to feed into the Scottish Government's consultations. RTOs can also include tenants of other landlords and other residents including homeowners.

South Ayrshire Council will continue to assist with the development and running of RTOs where necessary. The Council will:

- Provide assistance with the initial start-up of the group
- Provide access to funding
- Provide training where necessary
- Make premises available to hold meetings of the group
- Attend any RTO's or TARA's Annual General Meeting on request
- Continue to support RTOs development
- Work jointly with RTOs and other partners and agencies to make sure that they have as much influence as possible over decisions taken about their homes and community

The Tenant Participation team will assist and support tenants to start up and maintain TARAs and RTOs across South Ayrshire. The team will also support groups who have been refused RTO status to reapply and support them in meeting the registration criteria. More information on TARAs and RTOs in South Ayrshire (including our RTO register) are available at: www.south-ayrshire.gov.uk/tenant-participation or contact our Tenant Participation team on the details found at the back of this Strategy.

Registered Tenant Organisations (RTO's)

Registered Tenants' Organisations (RTOs) are key to tenant involvement. The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002 sets out the criteria for registration set by Scottish Government.

Tenants and Residents' Associations that meet the criteria set out by the Scottish Government are able to register with South Ayrshire Council as a Registered Tenant Organisation. Registration is easy and doesn't require the Associations to do much more than they are already required to do under their constitution. The key difference between an Association and a Registered Group is that by registering with the Council, Associations have a recognised role in the decision making process.

Training

We are fully committed to making sure our tenant volunteers and staff receive appropriate training to help them participate effectively and work together positively.

Stepping Up to Scrutiny

Resources are allocated every year from our annual budget for training. The Stepping Up 2 Scrutiny training programme was a recent example of this, delivered to both tenants and staff as a way of fostering good relations and supporting the introduction of Tenant-Led Assessments of services.

Tenants and staff are also given the opportunity to attend local and national events together, to learn from best practice and share our experience of delivering excellent Tenant Participation with other housing providers.

Benefits of Tenant Participation

Tenant Participation has a number of clear benefits, for our Involved Tenants, the wider tenant base and the Housing Service.

Benefits to Tenants

- Informs improvements to the services all tenants receive
- Ensures tenants get good information about the Council's Housing Services
- Develops tenants knowledge and understanding of Council processes
- Empowers tenants to influence decision-making on changes to Housing Services
- Gives tenants the opportunity to review performance and processes within Council services
- Tackles social isolation
- Gets people involved in making the service better
- Gives people an opportunity to share their views based on their circumstances and experiences, and have this reflected in how things are done

Benefits to the Housing Service

- Tenants provide knowledge to officers about how things are working on the ground
- Tenant volunteers bring with them a lifetime of skills and experience, and can make a positive contribution to the work of the Council
- Helps ensure Council services are responsive to tenants' needs
- Improves performance through tenant insight, reviews and suggestions
- Allows for communications, policies and procedures to be considered and reviewed by tenants to ensure these meet tenants' needs
- Access to direct views from tenants about Council services

Benefits to the Wider Community

- Better neighbourhoods through improved services
- Offers a voice to the wider community
- Provides the Council with an insight into how services work with and for the community
- Ensures the community is better informed about Council services

How Will I Be Kept Informed about Housing Services

Tenants in South Ayrshire will be kept informed about the Housing Service in a number of ways. These methods have been developed in partnership with our tenants, and we always take tenants' feedback into account. Over the next five years, we will work to deliver:

Informative, easy-to-understand written materials

One of the most important ways we can keep our tenants informed is through good quality, easy-to-understand written materials. Tenants are involved in the production of all TP written materials, including this Strategy, to make sure they are as informative and tenant-friendly as possible. Tenants work with officers and designers to create materials that people will want to read. This includes:

Tenants' Newsletters: All our tenants receive two Tenants' Newsletters per year. Articles for newsletters are chosen by tenants and have a focus on good quality, useful information balanced with fun content.

Performance Edition: Tenants are also given the option to receive our annual Performance Edition of the newsletter that provides information about how our services have performed against the outcomes in the Charter. Sign up to receive this by visiting https://forms.office.com/e/fYcY9n4vBw.

By producing materials that people want to read we can keep people more informed and encourage them to get involved in shaping their Housing Service.

Useful information for new tenants

Moving into a new tenancy can be a daunting experience, with a lot to take in and a lot to organise. We have worked with tenants to develop materials for new tenants that are useful, engaging and set people up with the information they need to get started. This includes:

Tenants' Handbook: Our Tenants' Handbook is issued to every new tenant and provides information on tenancy rights and responsibilities, housing management issues as well as wider council services. This has recently been substantially revised in a project driven by tenants to make it as accessible and useful as possible.

'Moving In' DVD and online video: An online video and DVD has been developed to complement the Tenants Handbook, highlighting some of the most important aspects of the handbook and represents some common situations tenants might find themselves in. Available in other formats on request.

'Getting involved' leaflets: These leaflets provide information on the different ways tenants can get involved in Tenant Participation.

By providing new tenants with useful and accessible resources at the start of their tenancy, we hope we can help people respond to issues as they arise and help them manage their tenancies effectively. We will keep these materials up to date and continue to meet tenants' needs.

How Will I Be Kept Informed about Housing Services (Cont.)

Special events

We will also inform our tenants about Housing Services and the broad range of services available to them in South Ayrshire through special events. This includes:

Communities Fun Day: Our annual Award Winning Communities Fun Day is developed as a partnership between tenants and officers to ensure it is both fun and informative. Since taking on this approach, the Communities Fun Day has gone from strength to strength. On average, 4000 people from across South Ayrshire attend the event each year. Each year our working group of Involved Tenants work with officers from the Housing Service in partnership with our Thriving Communities Service to plan the event. Tenants provide assistance for the event with helping with ticketing, organising supplies, set-up for the event and carrying out various volunteering duties on the day.

Events in the Community: Members of staff from the Housing Service attend local community events across South Ayrshire where possible with the Housing Services stall. This provides opportunities to promote various aspects of the Housing Service and provides the tenants and customers with the opportunity to talk to staff face to face in their local community.

Use of technology

Given that most people are now making more use of technology in their everyday lives, it is important that over the next five years Tenant Participation keeps pace with changes in technology and reflects the ways people interact with information. Examples include:

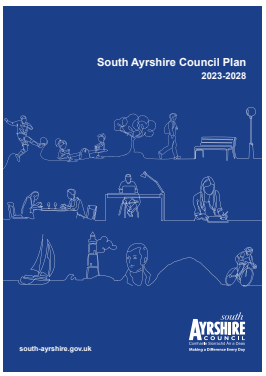
- **Social Media:** Our Tenant Participation service has an active social media presence, helping us provide information about our service to as wide an audience as possible. As with our other methods of engaging with people, our social media presence mixes information with fun, as well as videos and pictures from different relevant events we attend or organise and widens the access to information and support available to tenants and customers.
- **Consultation:** We have also used online video presentations as a way of involving tenants, giving people who would be less likely to attend a formal event the chance to hear about our proposals before giving us their views.
- **Hybrid Meetings:** Where possible our Tenant Participation meetings take place as 'Hybrid' meetings. This means that tenants are provided with a choice of attending the meeting in person or online from the comfort of their own home. Our team provide assistance to tenants (where required) to support them with technology to join in from home.

All of these methods of informing people will be kept under review by our Involved Tenants and Officers, particularly through our Communications Group, who regularly suggest new ways of engaging more effectively with our tenants. We want to continue to improve the ways we provide information to our tenants, and over the next five years we will make sure our approaches reflect tenants' needs and wants with regard to being kept informed.

Links to other strategies and services

Our Tenant Participation Strategy plays a vital role in the Council's approach to involving people. The table below shows how TP supports other important local strategies in housing, health, and improving outcomes for our tenants and their communities.

South Ayrshire Council Plan 2023-28



The ambitious plan outlines the Council's priorities and objectives over the next five years.
Feedback from a recent public consultation was used to help form the plan and map out our new priorities.

The three overarching priorities of the plan are:

- Spaces and Places
- Live, Work, Learn
- Civic and Community Pride

Under each of these priorities sit outcomes that outline what we want to achieve.

These outcomes include a focus on quality education and lifelong learning; supporting local businesses; ensuring everyone has opportunities to take part in play, sport and recreation; and encouraging tourism and increased visitor numbers. You can view the plan in full at www.south-ayrshire.gov.uk/council-plans

Local Housing Strategy 2024 – 2029

Good quality, affordable housing that meets our needs is fundamental to our health and wellbeing. South Ayrshire Council is committed to improving access to housing, supporting people to live well, enhancing the quality and energy efficiency of homes, creating well designed places, and reducing poverty and inequalities by firstly listening to and understanding the needs of our local communities.

Housing plays an important role in supporting the Council to achieve many of our priorities around child poverty, homelessness, fuel poverty, tackling climate change and promoting inclusive growth.

You can view the Stratgey in full at www.south-ayrshire.gov.uk/media/14025/Local-Housing-Strategy-2024-2029/pdf/SAC_LHS_2024-2029.pdf?m=1738252438430

Links to other strategies and services (Cont.)

Community Learning & Development Partnership Plan 2024 - 2027

In South Ayrshire, Change to Community Learning and Development (CLD) plays a crucial role in breaking down the barriers faced by individuals, ensuring learners, families and communities across the area reach their full potential, improve their life chances and raise their aspirations. This is developed and delivered through youth work, lifelong learning, community engagement and community empowerment.

The Plan sets out a clear emphasis on Community Empowerment and Engagement and through working collectively with our communities, we aim to develop communities that are stronger, more robust and ultimately that local people are empowered to make positive, informed choices and contribute to their local communities.

You can read the plan in full at www.south-ayrshire.gov.uk/community-learning-development

Local Outcomes Improvement Plan 2024 - 2029

The Local Outcome Improvement Plan (LOIP 2024 – 2029) outlines a range of key priorities and commitment across all community planning partners to work in collaboration to reduce inequalities and improve outcomes for everyone in South Ayrshire supporting our vision of 'growing, caring and living a better life'.

You can read the LOIP in full at www.south-ayrshire.gov.uk/cpp

Consultation, Feedback and Influencing Decisions

Consultation

Effective consultation includes a wide range of methods to allow tenants and other customers to participate in a way that they are comfortable with. In order to achieve this, tenants and officers have set out the following priorities when consulting with our tenant base:

- We will take a bottom-up approach when consulting with our tenants and tenant organisations by hearing proposals before any policies are developed
- We will ensure tenants and Registered Tenant Organisations are given sufficient time to consider, debate and discuss issues for consultation with the tenants they represent, and make sure that their views are taken into account
- We will use a number of methods to consult with our tenants including; the Tenants Newsletter, social media, poster advertisements, leaflets, surveys, the Communities Fun Day, focus groups and online video presentations
- We will continue to work with tenants using our current methods of consultation and look to develop new ways to get feedback on Housing Services developments
- We will structure consultations to make them meaningful to all our tenants
- We will provide detailed information on our consultations that outlines

What We Are Proposing

How Proposals Will Affect Tenants

How And When We Will Report Back On Consultation

Timescales For Implementing Proposals

Consultations may include but are not limited to:

- Changes affecting your tenancy, for example, rent setting consultation
- Housing Developments: Seeking tenants and residents views about New Build Housing developments
- Policy & Strategy changes: Examples include changes to our Allocations Policy or the development of our Local Housing Strategy
- Estate walkabouts: An estate walkabout involves Council officers, tenants and residents walking around their communities, identifying issues and trying to find solutions

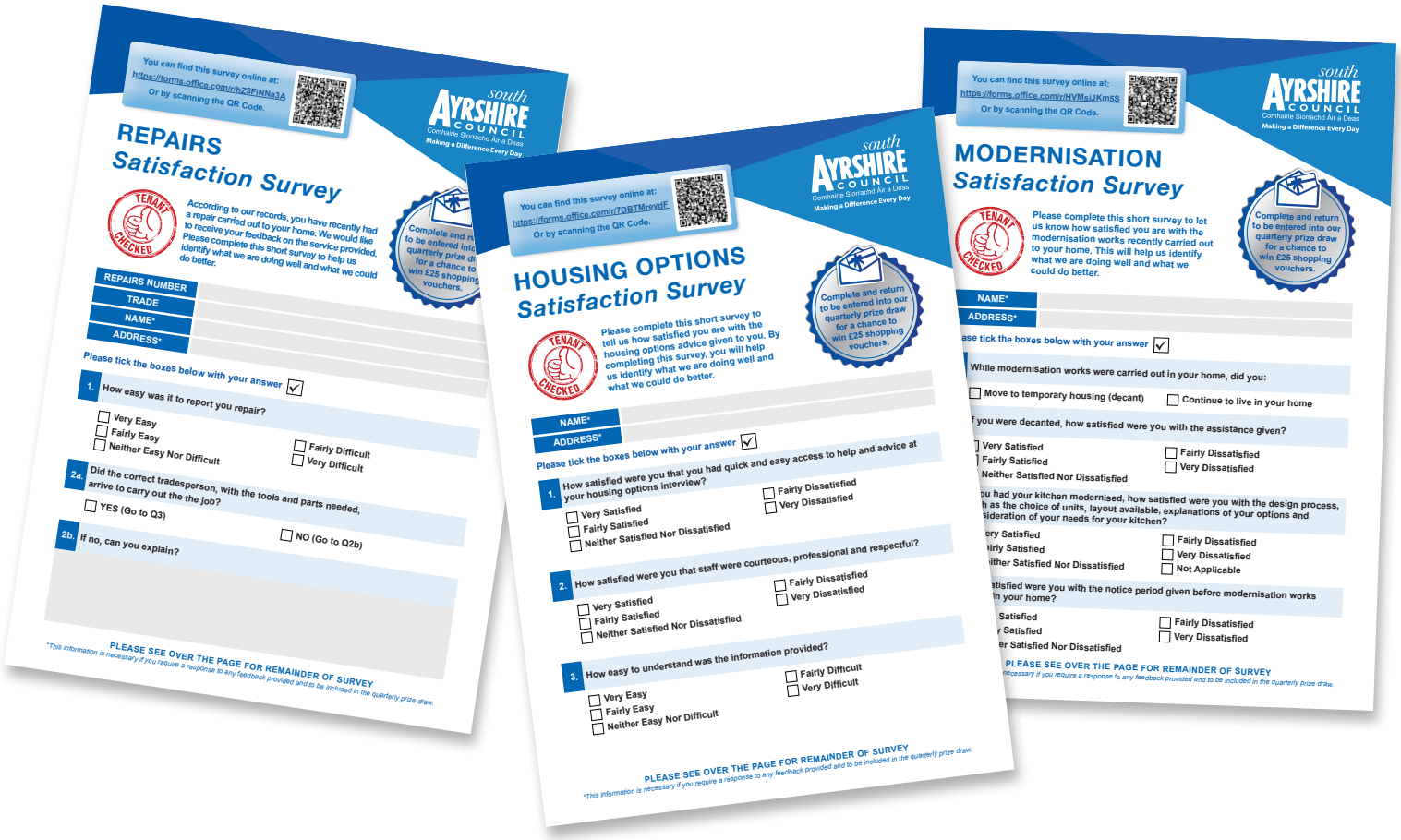
Feedback and Influencing Decisions

We rely heavily on feedback from our tenants and service users in order to shape and improve Housing Services. It is important for us to respond to tenants and service users to let them know that they have been listened to and recommendations have been considered and/or acted upon. Providing feedback allows tenants to see that they are being listened to and that being involved is meaningful and does make a difference.

When you're involved in any of our consultations your feedback will be directed to senior management and/or elected members in the form of a committee report. We will report on the outcome of consultations in the form of letters, tenants' newsletters, publications on our website and social media.

We will also report back on our less formal methods of feedback such as satisfaction surveys, through our Performance Edition and include "You Said, We Did" sections within our newsletters. More generally, in whatever way you're involved in Tenant Participation, you can be sure that your views will be taken seriously and will influence the decisions taken about the Housing Service.

Look out for a satisfaction survey after accessing our services for example, if you have received a repair to your property, housing options advice or a settling in visit.



How we will work with other customers – Involving all customers

We recognise that some groups of tenants and other customers are often under-represented. While our statutory duty is to provide participation opportunities to tenants, we are committed to ensuring participation and feedback opportunities are available to all our service users and customers where appropriate.

- Digitally excluded and socially isolated customers
- Private rented sector tenants
- Individuals or households experiencing/at the risk of homelessness
- Gypsy/Travellers
- People with accessibility needs
- Young people
- Minority Groups
- Resettlement & Support

If you would like further information on how under-represented tenants and other customers can be supported please contact our Tenant Participation team. (Contact details on back page)

Tenant Participation and Community Development

How can Tenant Participation Link in with wider Community Development

We recognise that our tenants' lives are about more than the homes in which they live, and that's why we take opportunities where we can to work with our colleagues throughout the Council and partners to achieve improvements across our neighbourhoods and communities.

This can include:

- Working in partnership with colleagues from our Thriving Communities Service to host our Annual Award Winning Communities Fun Day which brings together tenants, residents and those working in South Ayrshire for a day of fun and access to various Council services, local groups, local charities and Council partners. The Housing Service including Tenant Participation and various other Council services utilise this event to provide information and gather views of our residents and those working in South Ayrshire
- Taking part in one-off local events to improve our neighbourhoods, including Community Clean Up days, beach cleans and estate walkabouts
- Representing the Housing Service at local community events such as Gala Days
- Working with tenants residing in our Sheltered Housing Units to set up and maintain Social Clubs to bring tenants and local residents together
- Feeding back our tenants' views on wider community issues where appropriate
- Working with local tenants' and residents' groups to carry out Estate Walkabouts, and providing support where required for local consultations and events

In delivering the Tenant Participation Service we regularly work in partnership with other services including, Community Learning and Development, Community Planning, Thriving Communities, Leisure and many others to maximise positive outcomes for the people of South Ayrshire.

Resources for Tenant Participation

Staffing

Our Tenant Participation Team will work with tenants to deliver a professional and responsive service. To achieve this Strategy's aims, we will:

- Work in partnership with Housing staff to ensure tenants feedback, comments and assessments are considered to further develop and improve services
- Support tenants to be involved by being approachable, flexible and accommodating
- Co-produce publications and communication materials with our tenants
- Engage with tenants in a variety of different ways to make sure people have a choice and can be involved in a way that suits them
- Develop tenants' knowledge and understanding of the Housing Service
- Provide tenants with the opportunity to learn new skills
- Provide opportunities for tenants to volunteer and work alongside staff where appropriate
- Deliver special events, including our 'Award Winning' Communities Fun Day on an annual basis

Financial

An adequate dedicated annual budget for the Tenant Participation team will be prepared to ensure that involving our tenants and other customers of the Housing Services remains a priority. This budget will deliver the following activities:

- Tenant Participation Groups
- Working Groups
- Consultations
- Special Projects
- Opportunities for our Involved Tenants to develop their knowledge and skills, for example, attending National Housing Conferences and events in person or online
- Providing training and support to Involved Tenants
- Tenants Newsletters
- Annual Performance Edition reporting our performance against the Scottish Social Housing Charter
- Carrying out customer satisfaction surveys to gather tenants feedback on the service provided
- Tenants Handbook
- Design of any promotional or information booklets in relation to Housing
- Providing support to Registered Tenant Organisations (RTO's), Tenant and Resident Associations (TARA's) or Sheltered Housing Social Clubs

Resources for Tenant Participation (Cont.)

Volunteers

South Ayrshire Council's Housing Service greatest resource is the commitment and dedication of its Involved Tenants who volunteer their time. Our Involved Tenants give up their own time to take part in a wide range of activities from attending meetings, assisting at events, training, assessing services, reviewing and inputting on publications and consultations.

Without tenants across South Ayrshire becoming involved many of our Tenant Participation activities in South Ayrshire would not be as successful.

Strategy Development

This updated and refreshed strategy for 2025-2030 was co-produced with a group of Involved Tenants who expressed an interest in taking part in the TP Strategy Review. This group met regularly during the process of reviewing the previous strategy to consider what worked well and what could be improved for the lifetime of this one.

Involved Tenants input has contributed to:

- Establishing the aims and objectives of the TP Strategy
- Agreeing a Vision for Tenant Participation in South Ayrshire
- Working with officers to update key parts of the TP Strategy
- Setting out approaches to the consultation on the TP Strategy
- The design and wording of this document to ensure that it is understandable and easy to read for our tenants and customers

The wider tenant base was also encouraged to give their views on the TP Strategy through an article in the Tenants' Newsletter, posts on the Housing Service's Facebook page and a more formal process of consultation. We also sought the views of the rest of our Involved Tenants not specifically involved with the TP Strategy Review, and took these views into account when finalising the TP Strategy. RTO's were also given the opportunity to give feedback on the document. A copy of the draft TP Strategy was sent to each RTO for comment at the beginning of our formal consultation period and feedback was used in finalising the document.

This TP Strategy is in place to guide our work in Tenant Participation over the next five years. It sets out the Council's priorities, developed in partnership with tenants, involved tenants and RTO's, and establishes our Vision for participation.

Aims of the Strategy

Throughout the lifetime of this strategy, we will work towards our 7 aims detailed below, with timescales and the responsibility of the aims reviewed on a regular basis with Involved Tenants.

Aim 1

Involve Tenants from communities and neighbourhoods throughout South Ayrshire

- Continue to support tenants from across South Ayrshire to attend meetings and events
- Continue to work with RTO's, including encouraging members to attend meetings and consultation events
- Carry out estate walkabouts in partnership with tenant and resident groups as required
- Deliver a range of consultation options that allow people to participate in ways they feel comfortable with
- Increase and develop Tenant Participation by marketing opportunities and providing different methods of getting involved

Aim 2

Work with tenants who are less likely to get involved in formal participation

- Continue to develop and deliver the Communities Fun Day in partnership with tenants
- Explore and deliver new ways for people to get involved, specifically targeting those less likely to participate
- Work with partners who have strong links with particular groups

Aims 3 & 4 ⟶

Aim 3

Improve the visibility of the Tenant Participation service and make sure tenants know about the different ways they can get involved

- Promote Tenant Participation through a variety of methods
- Attend local events to promote Tenant Participation
- Explore advertising options within the Council and externally

Aim 4

Ensure our tenants' involvement is valued and their views are taken into account

- Continue to deliver a co-production approach, working with tenants to develop and deliver all Tenant Participation activities
- Ensure tenants receive feedback from formal consultations to demonstrate how this has influenced decisions
- Provide tenants with opportunities to raise issues they feel are important at meetings and during consultation
- Ensure Involved Tenants have the opportunity to review and assess services through Tenant-Led Assessments and Scrutiny and Performance Groups
- Officers and tenants work together to oversee Tenant Participation activities through the Monitoring Group
- Establish working groups that meet both service needs and tenants' interests

Aims 5, 6 & 7 ⟶

Aim 5

Make greater use of technology to help tenants get involved

- Continue to use social media to allow wider participation
- Continue to embrace technology and other tools to support those unable to attend meetings to participate from the comfort of their own home
- Consider other projects that could benefit from the different approach taken such as the Informal Online Tenant Participation Coffee and Chat
- Consider technology to gather tenants views using a number of methods such as online, text messages, emails while continuing to use traditional methods such as letters, leaflets and newsletters

Aim 6

Involve frontline and senior staff in promoting and supporting Tenant Participation

- Continue the delivery of Stepping Up To Scrutiny training
- Provide training to support staff's knowledge and understanding of Tenant Participation
- Ensure staff continue to promote Tenant Participation at sign-up and settling-in visits
- Develop materials for new staff

Aim 7

Communicate effectively with tenants on the work of the Housing Service

- Continue to provide relevant and up-to-date information in the Tenants' Newsletter and Performance Edition
- Continue to develop the annual Performance Edition to report on our performance against the Scottish Social Housing Charter
- Continue to use Social Media such as Facebook to provide and share information
- Continue to develop 'Tenants Natter' Podcast to provide information direct from tenants

Monitoring & Review

The aims of this Strategy will be monitored and reviewed on a regular basis by the Tenants Monitoring Group. We will ensure that we keep our tenant base and housing staff up to date with developments on this Strategy. We will regularly report updates from Tenant Participation through the Tenants' Newsletters and across the Council's social media channels. Tenants involved in the development of this Strategy will be included in the continuous monitoring and review process.

Internal Monitoring

Tenants Monitoring Group: Our Monitoring Group involves both tenants and officers, and will continue to review our general approach to Tenant Participation. We will also review the relevance of the Strategy annually, making any changes in the form of an update if required. This will take into account any developments in legislation and guidance that may affect this Strategy.

South Ayrshire Council Management: Progress on this Strategy and its actions will also be subject to internal monitoring and review through South Ayrshire Council's management structure, with regular updates on progress being provided to the relevant management teams by the Tenant Participation Team.

This Strategy has been approved by South Ayrshire Council's Cabinet, and updates will be provided as required/requested.

External Monitoring

Scottish Housing Regulator: Performance against the Charter is reported annually to the Scottish Housing Regulator. As noted previously, four Charter outcomes directly relate to Tenant Participation, in the areas of Communication, Participation and Rents/Service Charges.

Independent Tenants' Organisations: South Ayrshire Council is a member of the Tenant Participation Advisory Service Scotland (TPAS Scotland). This allows officers and our tenants to learn & share best practice across the sector.

The information contained in this Strategy is correct at the time of publication. The most up-to-date version of the Strategy is available at **south-ayrshire.gov.uk/tenant-participation** and this will be reviewed on an annual basis.

Printed copies of the Strategy are available on request.

We hope this Tenant Participation Strategy has given you useful information about the ways YOU can influence Housing Services in South Ayrshire.

For more information, why not give our Tenant Participation team a call on **01292 612968.**

Alternatively you can email the team at **tp@south-ayrshire.gov.uk** or visit our Tenant Participation webpage at **www.south-ayrshire.gov.uk/tenant-participation**

We also have an active Facebook page providing information about the good work the Housing Service is doing in our communities. To keep up to date, follow our page at **www.facebook.com/sachousingservices**

DRAFT FOR CONSULTATION

Inside you will find out more about Tenant Participation in South Ayrshire.

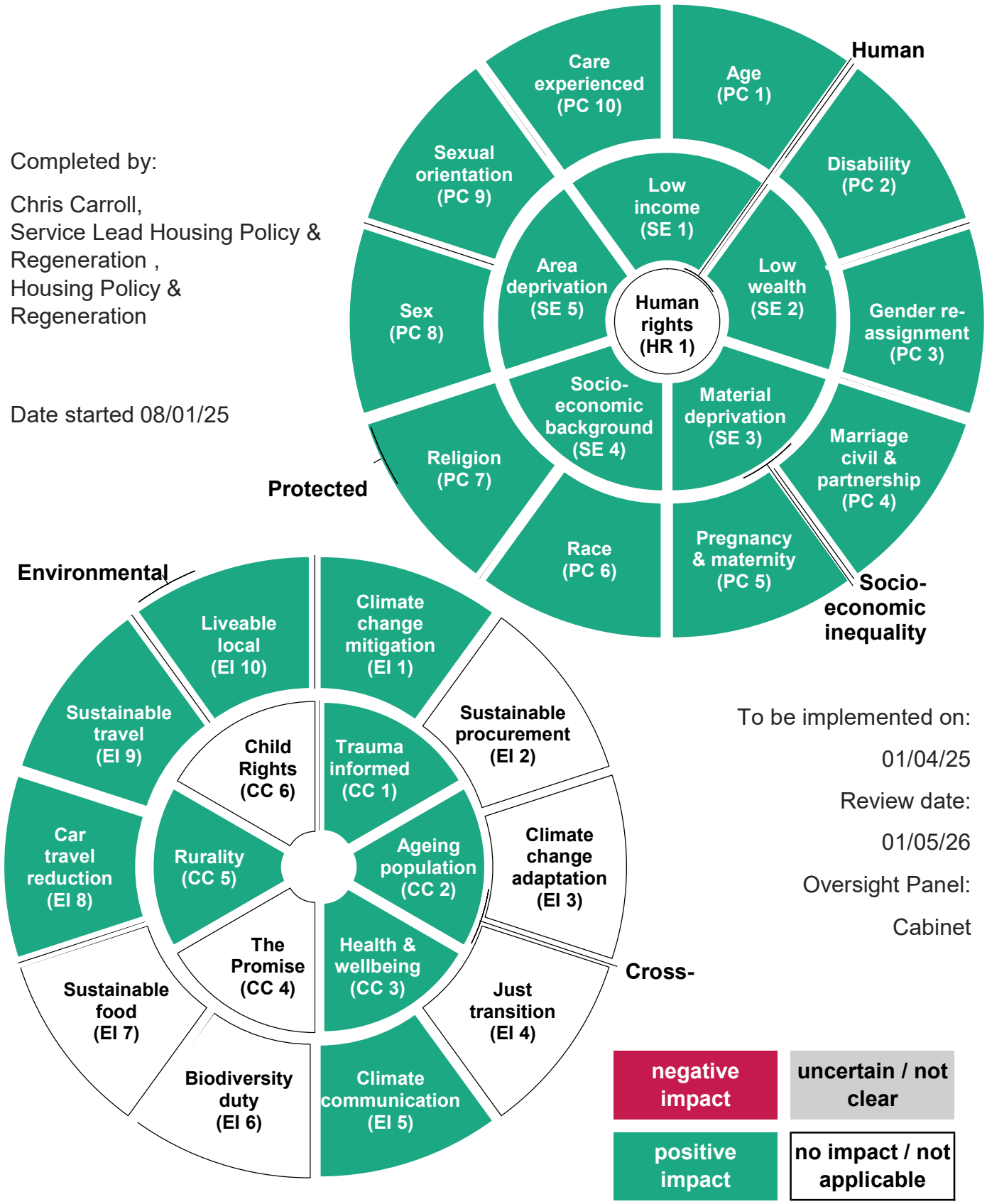
Integrated Impact Assessment Summary Report

Tenant Participation Strategy 2025 - 2030

Completed by:

Chris Carroll,
Service Lead Housing Policy & Regeneration ,
Housing Policy & Regeneration

Date started 08/01/25



To be implemented on:

01/04/25

Review date:

01/05/26

Oversight Panel:

Cabinet

negative impact	uncertain / not clear
positive impact	no impact / not applicable

Public sector equality duty

Eliminating unlawful discrimination, harassment, and victimisation?

Tenant Participation seeks to mainstream equalities in its overarching aims and outcomes, as well as ensuring that any subsequent action points do not disproportionately disadvantage one group or community over another. South Ayrshire Council is committed to eliminating discrimination and stigmatisation and the Tenant Participation Strategy will play a positive role in contributing towards this vision.

Advancing equality of opportunity?

Tenant Participation is inclusive and ensures equality of opportunity to access housing services by all protected characteristics within the Council's communities. The policies, practice and direction of travel within the Tenant Participation will support social inclusion and development of cohesive communities.

Fostering good relations?

Tenant Participation seeks to take into account the issues facing the various communities living and working in South Ayrshire. By ensuring that communities' voices are heard and taken into account, the Scheme of Assistance aims to foster good relations with the communities we serve.

Consultation declaration

We confirm consultation has been carried out as part of this process.

Agenda Item No. 5(a)

South Ayrshire Council

Report by Director of Communities and Transformation to Cabinet of 26 August 2025

Subject: Community Councils – Scheme For Establishment of Community Councils Consultation Update

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1. Purpose

1.1 The purpose of this report is to provide Members with an update on the consultation and seek approval for Officers to consult on the draft Scheme for Establishment of Community Councils following phase one of the consultation.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 requests that officers consult on the draft Scheme for Establishment of Community Councils set out in Appendix 1;

2.1.2 approves the recommended approaches and consultation plan set out in the report including the consultation mandate in Appendix 2; and

2.1.3 requests officers submit a further report to Council with recommendations in December 2025.

3. Background

3.1 The Scheme for Establishment of Community Councils (hereafter the 'Scheme') was approved for implementation by South Ayrshire Council's Leadership Panel on Tuesday 15 September 2020, to correct administrative errors and reflect various administrative changes in the Council including the titles of Council Panels, departments and roles.

3.2 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.

3.3 On 23 June 2023 Cabinet approved changes to the Scheme and guidance for Community Councils to reflect administrative and Cabinet decisions.

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

3.5 On 29 October 2024 Cabinet approved for Officers to update the Scheme to reflect required updates and to clarification on points within the Scheme.

3.6 Following a call-in the report and recommendations from Cabinet on 29 October 2024 were reviewed and presented to Audit and Governance Panel on 6 November 2024. Subsequently the recommendations were approved at Cabinet on 26 November 2024.

3.7 Since the introduction of the current Scheme for Establishment of Community Councils and Guidance for Community Councils came in to use, there have been concerns raised by both SAC Officers and Community Councils regarding the size of the documents and the working practicalities on certain aspects of the scheme.

3.8 On 7 November 2024 SAC Officers met with the Chairs and Secretaries of Community Councils and agreed Officers would seek approval to carry out a consultation on the Scheme.

3.9 On 18 March 2025 Cabinet approved for officers to consult on the current scheme and approved for officers to bring a further report back to Cabinet with proposals setting out a further consultation on the new draft scheme proposals.

3.10 The first stage of consultation took place between 11th March to 6th May 2025 and involved both online and paper surveys.

3.11 The consultation was open to, local residents across South Ayrshire, Community Councils, Community groups and organisations or any individual or group directly or indirectly impacted by the scheme.

3.12 A total of 7 responses were received across both survey formats. A summary of responses is detailed in Appendix 3.

3.13 Following the survey, a focus group was formed to consider the results in more depth. This group included representatives from the following Community Councils:

- Forehill, Seafield and Wallacetown;
- Girvan and District;
- Symington;
- Belmont and Kincaidston;
- Dundonald;
- Monkton;
- Crosshill, Straiton and Kirkmichael; and
- Maybole.

3.14 The group met regularly to discuss the findings, share their own views and review proposals from SAC Officers regarding potential updates to the scheme.

3.15 The revised draft Scheme set out in Appendix 1, incorporates a number of changes based on feedback from the consultation and steering group. Key changes include:

- Co-optee Process:- Simplified to allow new members to be co-opted without the need for a by-election. After 12 months, co-opted members may become full members via a further vote.
- Meeting Quorum:- Reduced from 50% to one-third of elected members to enable meetings to proceed more easily.
- Meeting Format:- Community Councils will now decide for themselves whether to hold meetings virtually, in-person, or in a hybrid format.
- Code of Conduct:- Expanded to include clearer guidance on expected behaviour, specifically in relation to bullying and harassment.
- Supported Status:- Clarified the process for Community Councils that fall below the minimum number of members or fail to adhere to the scheme. Updated criteria regarding dissolution are also included.
- Administrative Grants:- Clarified that admin grants must be used for legitimate Community Council expenses only and cannot be donated back to the Community Council.
- General Improvements:- The revised scheme aligns more closely with the national model, uses clearer language, and removes unnecessary sections

4. Proposals

4.1 Members are asked to:

4.1.1 request that officers proceed to Stage 2 of the consultation that will take place during August, September and October 2025;

4.1.2 approves the approach set out in Appendix 2; and

4.1.3 requests that officers submit a further report to Council in December with findings from the consultation and present the new draft Scheme for approval.

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. Integrated Impact Assessment (incorporating Equalities)

9.1 Officers will carryout a full integrated impact assessment as part of the consultation and this will be included in the final report in December 2025.

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 as this report is seeking approval to consult on the Scheme.

12. Link to Council Plan

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

13. Link to Shaping Our Future Council **Yes ☐ No ☑**

13.1 Not applicable.

14. Results of Consultation

14.1 The report is seeking approval to consult therefore no consultation has been carried out at this stage.

14.2 Consultation has taken place with Councillor Brian Connolly, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

15. Next Steps for Decision Tracking Purposes

15.1 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:

Implementation	Due date	Managed by
Report recommendations to Council	December 2025	Service Lead – Thriving Communities

Background Papers	**Report to Leadership Panel of 15 September 2020 - Completion of the Review and Amendment of the Scheme for Establishment of Community Councils** **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** **Report to Cabinet of 29 October 2024 - Community Councils - Amendment to the Scheme of Establishment of Community Councils** **Report to Cabinet of 18 March 2025 – Community Councils – Review of the Scheme for Establishment of Community Councils**
Person to Contact	**Jamie Tait, Service Lead – Thriving Communities, County Buildings, Wellington Square, Ayr, KA7 1DR** **Phone: 01292 559398** **Email: Jamie.tait@south-ayrshire.gov.uk** **George Hunter Assistant Director Strategic Change and Communities, Wellington Square, Ayr, KA7 1DR** **Phone: 01292 612994** **Email: George.hunter@south-ayrshire.gov.uk**

Date: 18 August 2025

Appendix 1

SOUTH AYRSHIRE COUNCIL
SCHEME FOR ESTABLISHMENT OF COMMUNITY COUNCILS
2026

Incorporating Constitution, Standing Orders, Community Council Members Code of Conduct

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Service Lead – Thriving Communities
Communities and Transformation
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR
0300 123 0900

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6. Terms of Office of Community Councillors
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Appendix 1 – Boundary Map
Appendix 2 – Constitution
Appendix 3 – Code of Conduct

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Appendix 7 – Annual Self-Assessment (RAG)

INTRODUCTION

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.

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.

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 residents.

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.

STATUTORY PURPOSES

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''*

ROLE & RESPONSIBILITIES OF COMMUNITY COUNCIL

The general purpose of community councils is to act as a voice for their local area.

This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and make representations to their council, other public sector bodies and private agencies on matters within their sphere of interest.

It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, the community councils will have in place, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sectors of the community. The National Standards for Community Engagement are a helpful resource and are available at https://www.scdc.org.uk/what/national-standards/

Role

a. Community councils have a statutory right to be consulted on planning applications. Licensing matters and any other matters may also be jointly agreed between community councils, South Ayrshire Council and other public sector and private agencies.

b. Community Councils are a community participation body under the Community Empowerment Act 2015 and may make requests in relation to the following provisions:
   • Part 3 Participation Requests
   • Part 4 Community Right to Buy
   • Part 8 Common Good
   • Part 9 Allotments.

c. Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objects of their Constitution and the terms of Perth & Kinross Council's Scheme of Establishment of Community Councils.

d. There should be mutual engagement in the establishment of working relationships with South Ayrshire Council and other agencies.

e. In carrying out their activity's community councils must at all times adhere to the law and the terms of South Ayrshire Council's Scheme for Establishment of Community Councils.

f. 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.

g. Each new community council is required to adopt a Constitution. A standard template is provided in Appendix 2, together with a standard template Standing Orders provided in Appendix 4, to encourage and facilitate their proceedings being properly structured and regulated, to ensure that items of business relevant to the community are properly debated and decisions reached in a democratic manner. Community Councils have the power to

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change the Constitution and Standing Orders subject to approval by South Ayrshire Council.

Responsibilities

Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community.

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.

To fulfil their responsibilities as effective and representative community shall:

a. Be non- political. Community Councils are non-political organisations and shall not demonstrate any political allegiance in their duties for Communities.

b. Inform the community of their work through newsletter and online social media platforms, display agendas and minutes of meetings in public places (such as libraries and notice boards);

c. Provide publicly available contact information such as names, email addresses add website links to enable members of the public to contact them.

d. Have in place consultative mechanisms to ascertain, co-ordinate and reflect the views of all sectors of the community which it represents. Community councils should liaise with other community groups within the area and seek to fairly express and consider the diversity of opinions and outlooks of the people within the course of the community council business.

e. Agendas of meetings and draft minutes shall be made available for members, South Ayrshire Council and public access within the Community Council area at least 7 working days prior to the meeting date (except in cases deemed to be an emergency meeting being called under the Special Meetings see 7.14).

f Approved minutes of every meeting shall be distributed by the Community Council within 14 days to members, South Ayrshire Council and other interested parties within the area and including any social media platforms and website.

g. Seek to broaden both representation and expertise by promoting the associate membership of the community council of persons (not eligible for election to the community council) for specific projects/issues.

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h. Make efforts to encourage young people and other underrepresented groups to attend/participate in community council meetings and to ensure equality of opportunity in the way the community council carries out its functions.

i. Maintain proper financial records and present regular financial reports at community council meetings.

j. Inform South Ayrshire Council of any change in membership (resignations, co-option, and associate membership) as soon as practicable and record any such changes in membership at the next ordinary meeting.

k. 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.

ROLES AND RESPONSBILITIES OF SOUTH AYRSHRIE COUNCIL

Role

Create a Scheme for the Establishment of Community Councils in South Ayrshire with the provision of boundary maps.

Responsibilities

a. Arrange for establishment of community councils upon receiving 20 signatures of electors in that area in terms of section 52(7) of the Local Government (Scotland) Act 1973.

b. Review the Scheme, both periodically and in response to representations made, and where amendments are required to propose, consult and vote on those amendments in terms of section 53 of the Local Government (Scotland) Act 1973.

c. To support Community Councils to conform to the requirements of this Scheme, and provide structured support to Community Councils and their members.

d. To arrange elections for Community Councils.

e. To provide an administrative grant to cover administrative costs as per Scheme 8.7.

f. To consult with and/or notify Community Councils on planning applications & licensing applications.

Within the resources available, South Ayrshire Council shall endeavour to:

g. Determine a consistent level of support to community councils across the local authority area within available resources.

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h. Offer advice and assistance to community councils for development and training on such things as the duties and responsibilities of office bearers, the role of community councils, the functions of South Ayrshire Council and other relevant topics.

1. COMMUNITY COUNCIL AREAS WITHIN SOUTH AYRSHIRE

South Ayrshire Council has produced a list of named community council areas and a map that defines their boundaries. The list of community areas is specified in Appendix 1 of the Scheme. These can be modified with the prior approval of South Ayrshire Council.

Any request to create a new or amend existing community council boundaries by (1) the merging of 2 community council areas or (2) changing the boundaries of existing community councils must be made in writing to South Ayrshire Council. Such request should demonstrate local support for the proposal, including the agreement of existing community council(s).

2. MEMBERSHIP OF COMMUNITY COUNCILS

2.1 Minimum core membership is 9 and maximum is 18.

2.2 The minimum age to stand for election as a Community Councillor is 16 years of age.

2.3 Qualification for membership is by residency within the specific Community Council area.

2.4 Community Council candidates for membership must be named on the current electoral register for the Community Council area in which they reside as a local government elector.

2.5 For the duration of your term as a Community Councillor, you must continue to meet the criteria.

2.6. Any previously eligible elected Community Councillors who move to reside out with 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.

2.7 The absolute minimum number of members for a Community Council to remain established is one half of its stated constituted membership. However, South Ayrshire Council should be advised immediately if the Community Council membership falls to half or less of its voting membership.

2.8 There shall be provision made for non-voting Associate Membership for purposes, as defined by each Community Council.

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2.9 No elected member of South Ayrshire Council shall be eligible to be a member of a Community Council. If a member of a Community Council is so elected, they will be deemed to have resigned from the Community Council the day after the result of the Local Government election is declared.

2.10 Elected members of the Scottish and United Kingdom Parliaments are entitled to become ex-officio members of Community Councils, with no voting rights.

Disqualification of Membership

2.11 Members who cease to reside in the community council area will be deemed to have resigned.

2.12 If any member of a community council fails to attend a community council meeting in a 6-month period, with or without submitting apologies, the community council shall advise South Ayrshire Council and terminate their membership. However, at the discretion of individual community councils, a period of leave of absence for community

Additional Membership

Associate Member

2.13 Associate members may be appointed by a community council where there may be a need for individuals with particular skills or knowledge. These individuals do not have voting rights.

2.14 Associate members may serve for a fixed period as determined by the community council or for the term of office of the community council that has appointed them.

2.15 Associate members may include representation from other constituted local voluntary organisations, young people, etc.

2.16 An associate member does not require to reside within the community council area.

2.17 A Community Council can appoint any number of Associate members, and they do not count towards the total number of Community Councillors.

2.18 The attendance of any Associate member at a meeting of the community council will not count towards the quorum for that meeting.

Ex-Officio Members

2.19 Local Authority Councillors, MPs and MSPs whose wards or constituencies fall wholly or partly within the geographical area of the community council area shall be deemed ex-officio members of the community council.

2.20 Ex-officio members shall have no voting rights and will not be entitled to be elected or nominated representatives of a community council.

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2.21 The attendance of any Ex-officio member at a meeting of the community council will not count towards the quorum for that meeting.

Declaration of Members' Interests

2.22 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.

2.23 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. 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.**

3. ELECTIONS

New Community Councils - Where No Community Council Exists

3.1 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 residents 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.

3.2 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.

3.3 In the first instance, a steering committee and/or appropriate structure may be formed from amongst the 20 residents and be supported by a relevant officer to familiarise themselves with the Governance for Community Councils.

3.4 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.

Where a Community Council already exists

3.5 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.

Election Process

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3.6 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 By-Elections where necessary.

Should Community Councils' election cycle fall in the year of Scottish Local Government or Parliamentary Elections, the electoral proceeding will be held the following year.

3.7 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.

3.8 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.

3.9 Should the number of candidates validly nominated, be below the MINIMUM required membership no community council will be established at that time. However, that does not preclude South Ayrshire Council from issuing a second call for nominations for a community council area failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.

3.10 The Service Lead, Thriving Communities of South Ayrshire Council shall act as Returning Officer for elections administered by South Ayrshire Council and shall be responsible for regulating the conduct of these elections. The decision of the Returning Officer on all matters of election and nomination procedures shall be final.

Contested Election Process

3.11 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).

3.12 Elections shall be conducted by secret ballot of local electors, organised by South Ayrshire Council, as determined appropriate by South Ayrshire Council's Service Lead, Thriving Communities. Community Councils shall be elected on a simple majority basis.

4. CO-OPTION - FILLING OF VACANCIES BETWEEN ELECTIONS

4.1 Vacancies on a community council may arise in the following circumstances:

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a. when an elected Community Council member submits his/her resignation,

b. when an elected Community Council member ceases to be registered on the electoral register within the Community Council area,

c. when a Community Councillor is elected as a Local Councillor, MSP, or MP,

d. due to unreasonable non-attendance by a Community Councillor at scheduled Community Council meetings for a period of six months (Scheme 2.12)

4.2 Should a vacancy or vacancies arise on a community council between elections, it shall be a requirement that the community council undertake appropriate election arrangements, in consultation with the local authority. Filling a vacancy can be undertaken through the co-option process. However, should circumstances arise that lead to the number of elected community councillors falling below **HALF** of the maximum permitted membership, the local authority shall be informed and shall undertake arrangements for an interim election to be held, as described within the Guidance Notes.

Co-option to Community Councils

4.3 A person may be Co-opted onto a Community Council to fill vacancies that arise between Elections.

4.4 Awaiting wording for a Community Council notice that can be displayed all the time.

4.5 Co-opted members must be eligible for membership of the Community Council as detailed in Section 2 of the Scheme.

4.6 Interested individuals should complete the nomination form.

4.7 If a member of the public completes the nomination form, it should be passed to South Ayrshire Council for the appropriate checks to be carried out.

4.8 Thereafter the Community Council will consider the application at the next Community Council meeting. If the Community Council agrees by a two-thirds majority of those members present and voting, to invite the person to fill the vacancy the nomination of the person must be proposed, seconded and minuted.

4.9 A Community Councillor being co-opted in this manner:

a. counts towards the quorum.
b. has voting rights, with the exception of voting on co-option of new members
c. may hold office, except for Chairperson or Treasurer.

4.10 The number of co-opted members should not exceed a third of the current elected Community Council Membership. Should the ratio become greater due to any circumstances, South Ayrshire Council shall be informed and may determine arrangements thereafter for a by-election, where appropriate.

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4.11 After 12 months from the date of their co-option to the community council, there should be a further vote taken by full voting members to agreed that the co-opted member will become a full member with the same rights and this full member will no longer be counted within the ratio of co-opted. If not agreed, then valid reasons for the decision would need to be disclosed and the co-opted member would no longer be a member of the Community Council.

4.12 Where a community council has sub-areas and there is a vacancy in a sub-area, a co-opted member to fill that vacancy must come from the sub-area.

4.13 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 individual names in an open container and draw out names until the number of vacancies existing have all been filled.

4.14 Co-optees who fill vacancies should have their names (only) advertised within the community for a period of at least 21 days.

5. RESIGNATIONS

5.1 Resignations of members must be submitted in writing by hard copy or by email to the Chairperson, stating the effective date of resignation. This is not permitted to be retrospective.

5.2 If the Chairperson resigns then they should notify the Vice-Chair and Secretary in the same manner.

5.3 Any notification of resignation received should be acknowledged by the recipient within 7 days or at the next scheduled community council meeting whichever is soonest.

5.4 If a resignation is made during the course of a community council meeting and no written resignation is then submitted, if the resignation has been witnessed by the remainder of the members present at the meeting, then once formally minuted the resignation will stand.

5.5 A copy of the resignation should be forwarded to South Ayrshire Communities Officer to all records to be updated.

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.

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 long as they continue to conform to the requirements of this Scheme.

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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 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 an Associated Member. Members resign one membership upon taking up another.

6.5 For the duration of your term as a Community Councillor, you must continue to meet the criteria.

7. MEETINGS

7.1 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.

7.2 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).

7.3 The first meeting of each Community Council following the four yearly Full Election shall be convened by a representative of South Ayrshire Council (usually the Link Officer) or an Elected Member within 30 days from 1st April. The business of that meeting will include adoption of a Constitution and Standing Orders, appointment of office bearers and any outstanding business matters from the outgoing community council.

7.4 In addition to ordinary meetings of the Community Council; an Annual General Meeting (AGM) shall be held in April/May of each year.

7.5 Agendas of meetings and draft minutes shall be made available for members and public access within the Community Council area at least 7 working days prior to the meeting date (except in cases deemed to be an emergency meeting being called under the Special Meetings)

7.6 Minutes of the meeting and details of any decisions taken must be recorded, in writing, in the usual way and made publicly available. 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. Video or audio recording of meetings can only take place with the clear consent.

7.7 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

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Ayrshire Council reserves the right of access to a full and redacted copy of all minutes; of all present, such consent to be recorded in the written minutes.

Virtual Meetings

7.8 Community Councils may decide to take an in-person, online or hybrid approach to their meetings, and the platform to be used for any meeting is for the Community Council to decide.

7.9 Virtual meetings may include members of the public where this can be accommodated, but this is not mandatory and for each Community Council to determine.

7.10 Whether or not they are able to attend, proper provision must be made to afford members of the public the opportunity to address the Community Council as set out in the following paragraph.

7.11 An Agenda for the meeting shall be published in the usual way and all Members of the Community Council and members of the public invited, in advance, to submit comments on any Agenda item to the Community Council's generic email address or by other appropriate means; such views to be considered by the Members dealing with the items of business. Comments may also be submitted during the meeting itself, but the ability to receive comments in advance will assist the Community Council in managing a remote meeting.

7.12 Minutes of the meeting and details of any decisions taken must be recorded, in writing, in the usual way and made publicly available. Video or audio recording of meetings can only take place with the clear consent of all present, such consent to be recorded in the written minutes.

Quorum at Meetings

7.13 The quorum for community council meetings shall be one third of the current voting membership of a community council (rounded up to next whole number), or 3 voting members, whichever is the greater.

Special Meetings

7.14 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.

Sub-Committees

7.15 The Community Council may from time to time form sub-committees of at least two Community Councillors to consider specific matters.

7.16 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.

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8. FINANCES

8.1 The financial year of each community council shall be provided for in the constitution of each community council and shall be from 1st April to 31st March in each succeeding year to allow for the proper submission of an independently examined statement of accounts to the community council's annual general meeting on a specified date in April or May,

8.2 The administrative grant annual accounts of each community council shall be independently examined by at least one examiner appointed by the community council, who is not a member of the community council.

8.3 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.

8.4 Community Councillors who are bank account signatories may not be directly related by birth, marriage, civil contract, or co-habitation etc.

Annual Account of Administration Allowance

8.5 South Ayrshire Council will make an initial allowance for administration, to each Community Council within its area, based on the electorate of each Community Council on the following basis. The initial allowance will be awarded at Inauguration, and each CC will receive a top up allowance thereafter – which will be based on **approved** expenditure for the previous year.

Electorate	Initial Allowance
up to 2,000	£600
between 2,001 and 3,500	£650
greater than 3,501	£800

8.6 Administration Allowances shall be for Community Council administration only 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.

8.7 The administration allowance is available to cover the cost in administering Community Council business which includes:

- Advertising/general publicity and promotional activities
- Accommodation/lets
- Auditors fees
- Consultation with the community
- Data protection registration (ICO)
- IT software/hardware/website construction and maintenance

- Photocopying/printing
- Stationery
- Postage
- Production and circulation of minutes, agenda and annual reports
- Subscriptions
- Telephone costs/ISP costs/ Internet Service Provider- (Possible in villages)
- Travel costs
- Expenses for attending ceremonies
- Subsistence
- Honorarium

8.8 Payment of the allowance will be made in accordance with a procedure determined by South Ayrshire Council. The following needs be submitted:

a. grant Application Form,
b. up to date Bank Statement,
c. must have carried out a minimum of 6 Quorate meetings and have supplied to South Ayrshire Council minutes for all meetings held,
d. a copy of the Community Councils Independently audited accounts,
e. completed and returned the self-evaluation (RAG Analysis).

8.9 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.

8.10 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.

8.11 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.

8.12 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.

8.13 Community Councillors should be eligible to receive from their Community Council travel and reasonable out of pocket expenses which have previously been agreed by the collective membership.

Other Grants and Assets

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8.14 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.

8.15 An inventory should be kept of all assets owned by the Community Council.

9. OTHER SUPPORT FOR COMMUNITY COUNCILS

9.1 South Ayrshire Council will provide each Community Council with a maximum 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.

Training

9.2 South Ayrshire Council will endeavour to provide further assistance through, online training, Link Officer support, conferences, and online information to enhance personal development.

Insurance

9.3 Insurance is required for a Community Council to be operational. All Community Councils should arrange their own insurance. Community Council must renew their policy and send proof of payment to South Ayrshire Council for reimbursement of the base expense. It is the responsibility of each Community Council to ensure that their contact details are up to date with the Insurance provider.

9.4 It is also the Community Councils responsibility to inform the Insurance provider of any activity that may be out with the regular scope of the policy. Costs above this which relate to additional activities should be met by the individual Community Council.

9.5 Where Community Councils own property or equipment it is advisable that Community Councils have their own appropriate insurance cover.

Community Councils Registration with Information Commissioners Office (ICO)

9.6 Under the Date Protection (Charges and Information) Regulations 2018, individuals and organisation that process personal data need to pay a fee to the ICO. Every year each of our Community Councils must register and pay a fee to the ICO which can be claimed back thought the Administration Allowance.

10. COMPLIANCE

Supported Status

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10.1 Where the number of Community Council members falls below the minimum number of members for a Community Council to remain established the Communities Officer will initiate the process for the Community Council to go into Supported Status provided that they consult with the Community. The Service Lead, Thriving Communities will determine whether Supported Status will be implemented.

10.2 In any other circumstances, the Communities Officer, after reasonable consideration, and after consultation with the Team Leader may determine that the Community Council is not complying with the requirements of the Scheme and will initiate the process for the Community Council to go into Supported Status. The Service Lead will determine whether Supported Status will be implemented.

10.3 In order for a Community Council to be in supported status, the Service Lead will give written notification of supported status to the Community Council stating the reasons and that the Community Council would be in supported status from the date of the written notification for a period of up to six months.

10.4 When in supported status, the Community Council will become a steering group whose main task will be to consider matters and act as is necessary to ensure that the Community Council will, in the future, be able to comply with the requirements of the Scheme and continue ongoing projects with support from the Communities Officer.

10.5 Upon the steering group satisfying the Service Lead that the Community Council would be able to comply with the requirements of the Scheme, then the reinstatement to full Community Council status will be granted in writing from the Service Lead.

10.6 If the steering group is demonstrating insufficient progress towards satisfying the Service Lead that the Community Council will be able to comply with the requirements of the Scheme, then the period of supported status can be extended by an additional three months to enable further progress to satisfy the Service Lead that reinstatement to full Community Council status could be achieved.

10.7 If the steering group are unable to satisfy the Service Lead that the Community Council will be able to comply with the requirements of the Scheme within the nine-month period, the Service Lead may determine dissolution of the Community Council.

See Appendix 5 for full guidance on Supported Status

11. DISSOLUTION OF A COMMUMITY COUNCIL

11.1 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

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Council members are included in exploring options which may avoid a Community Council being dissolved.

11.2 Dissolution of a Community Council (except for voluntary dissolution as detailed below) can take place following supported status made in terms of Scheme Clause 10.7 above. Where after a reasonable time a Community Council remains unable to conform with the Scheme a recommendation may be made to the Full Council of South Ayrshire Council to dissolve the Community Council.

11.3 Prior to such a recommendation being made to the Full Council of South Ayrshire Council 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.

11.4 Where no such representation is received within 14 days, or where having considered such representation, the Chief Executive or Head of Legal confirms said recommendation, a report recommending dissolution of the Community Council shall be submitted to the Full Council of South Ayrshire.

11.5 The Full Council of South Ayrshire Council 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.

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

11.7 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 will notify the Director of Communities and Transformation who in turn may (depending on the individual circumstances) report this to the Full Council of South Ayrshire Council and intimate this by appropriate notice.

11.8 Where for any reason, the number of Community Council members falls below the minimum number of members for a Community Council to remain established, South Ayrshire Council Service Lead can suspend the Constitution of the Community Council and may recommend to the Chief Governance Officer the subsequent dissolution of the Community Council.

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

Voluntary Dissolution by Resolution of the Community Council

11.10 If the Community Council by a two-thirds majority of the present and voting membership and present at the meeting, decides that it necessary or advisable to

dissolve the Community Council, it shall agree a date for a Special Meeting to discuss the proposal to dissolve.

11.11 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.

11.12 If the proposal is supported by a two thirds majority of those voting members present at the Special Meeting, the Community Council shall be deemed to be dissolved with immediate effect, and the decision is subsequently notified to South Ayrshire Council within 7 days.

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

11.14 In the event of the dissolution of a Community Council, within 10 working days (or such time agreed by the Communities Officer), the former office bearers of the Community Council must:

- Deliver all papers, minute books, digital information to the Community Council Liaison Officer,
- Transfer all funds to the Council either by cheque (where no online banking is used) or electronically (Council bank details will be provided),
- Close the bank account(s); and
- Close any Community Council social media accounts.

11.15 After dissolution of the Community Council the former members must not engage in or use any media or social media purporting to be representative of the Community Council.

11.16 In the event of a Community Council being dissolved, a new Community Council can be established after 6 months and in line with the process.

12. INTERNAL COMMUNITY COUNCIL COMPLAINTS

12.1 Clause 12 of the Scheme is for addressing matters of concern and/or complaints ***which may arise internally*** from within individual Community Councils.

12.2 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. 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.

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12.3 The Community Council can invoke Scheme Clause 6.1 and Constitution Clause 13k which enables a Community Council to hold a meeting, or parts of a meeting, in private where it considers it appropriate to do so.

12.4 Stage 1

a. The complaint should be made in writing and submitted to the Community Council Chairperson. 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 or another appointed person, making clear:

- the nature of the complaint
- the grounds which support it; and
- including evidence which substantiates the grounds

b. The Chairperson or another appointed person of the Community Council should:

- Acknowledge receipt of the complaint by letter or e-mail as soon as possible,
- Provide South Ayrshire Communities Officer with a copy of the complaint for monitoring purposes,
- Make the subject only of the complaint aware of the complaint by letter or e-mail and provide them with a copy of the complaint,
- Contact the complainant and the person being complained about to discuss the nature of the complaint to see if it is possible to resolve the complaint without progressing further,
- Resolution should be taken to the satisfaction of the complainant which may result in withdrawal of the complaint or an agreed action put in place. Any such agreement should be recorded in writing and retained for 12 months, then destroyed securely,

Advise the South Ayrshire Communities Officer of the outcome and the action taken.

Chairperson or appointed persons Permitted Actions	
No Breach	No Sanction
Breach	• Ask the member to apologise • Advise that Training would be beneficial to prevent similar incidents in the future • Advise that for a period of 3 months, contact should be restricted between the parties • Advise behaviour would be monitored for a period of 3 months
Serious Breach	Refer to Stage 2

12.5 Not resolved at Stage 1

a. Complaints not resolved at stage 1 can now be shared with the other members of the Community Council for consideration.

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b. Where the complaint has not been resolved at stage 1, the Chair or appointed person who dealt with the complaint shall within seven days of identifying that the complaint cannot be resolved:

- Advise both parties that the matter will have to be heard by the other Community Council members.
- Advise both parties that they have up to seven days to provide, a written statement to support their position and that the written statements would form part of the information provided to the other members.
- Notify the South Ayrshire Councils Communities Officer and provide them with a copy of the written statements on receipt.

12.6 Complaints Process for Community Council Member

a. The members must appoint a chairperson and a note taker.

b. The members need to consider whether the complaint has merit and whether they are required to make any further decision. If the members determine that there is no merit, then the process ceases, and the parties must be informed.

c. If the complaint does have merit, then the members must determine if they are able to decide based on the information before them. If there is enough information, then the panel will make its decision and notify both parties.

d. If the members are unable to decide and require additional information then they must:

- Seek supporting information from both parties and any witnesses,
- Consider the complaint and any supporting information provided,
- If necessary, undertake interviews to aid the investigation of the complaint,
- Determine whether a breach has occurred, and if so, what course of action is required and inform all parties of their decision in writing by letter or e-mail within 28 days from the date of receipt of the complaint,
- A majority vote of no less than two thirds of the present and voting constituted members must be reached before any initial suspension or sanction can be proposed and carried by the Community Council. Voting can be conducted by secret ballot if preferred,
- Provide a written note of the complaint, the members process and the outcome to the Communities Officer for monitoring purposes and for them to support any training that may be required,
- The Secretary or appointed person of the Community Council shall put in writing to the individual, the outcome from the meeting; to be received by the individual no later than 7 days from the date of the meeting which made the proposal.

e. The members can determine the following sanctions:

Internal complaint against a Community Councillor		
Degree Of Breach	Possible Sanctions	Requirement

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No Breach	No sanction	None
Breach	• Apology • Training (exact nature to be identified) • Mentoring • Restriction of communication between parties (to be clearly specified) • Written undertaking to behave within the Code of Conduct	Must be by at least a two thirds majority of the members
Serious Breach	• Suspension for a set period up to six months • Instruction to stand down from an Office Bearer position. • Expulsion. This must be unanimous decision of the Panel.	Must be by at least a two thirds majority of the members

f. If the member is dissatisfied with the outcome at stage 1 then they can appeal in writing within 14 days of receipt of the decision letter. to a specially appointed trained Panel of 3 Office Bearers from other Community Councils.

12.7 Stage 2

a. Stage 2 deals with complaints that have not been resolved at stage 1.

b. Stage 2 complaints will be referred to a Panel of three Community Councillors from within the pool of members. Members will be drawn from other Community Councils.

12.8 Not resolved at Stage 1

a. Where the complaint has not been resolved at stage 1, the Chair or appointed person shall within seven days of identifying that the complaint cannot be resolved:

- Advise both parties that the matter will have to be heard by the Complaints Panel,
- Advise both parties that they have up to seven days to provide, a written statement to support their position and that the written statements would form part of the information provided to the Complaints Panel, including the grounds for appeal and evidence which substantiates the grounds,
- Notify the Communities Officer so that a Panel can be convened.
- On receipt of written statements submit these to the Communities Officer, to ensure receipt within the 14-day timeline.

12.9 Responsibility for inviting, appointing, and training the Panel will rest with South Ayrshire Councils Council.

12.10 Complaints Panel Process

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a. The Panel must appoint a chairperson and a note taker.

b. The Panel needs to consider whether the complaint has merit and whether the Panel is required to make any further decision.

c. If the Panel determines that there is no merit, then the process ceases, and the parties must be informed. The panel should provide a written note of the complaint, the panel process and the outcome to the Communities Officer for monitoring purposes. Both parties to be notified.

d. If the complaint does have merit, then the Panel must determine if they are able to decide based on the information before them. If there is enough information, then the panel will make its decision and notify both parties.

e. If the Panel are unable to decide and require additional information, then they must:

- Seek supporting information from both parties and any witnesses,
- Consider the complaint and any supporting information provided,
- If necessary, undertake interviews to aid the investigation of the complaint,
- Determine whether a breach has occurred, and if so, what course of action is required. 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 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,
- Provide a written note of the complaint, the panel process, and the outcome to the Communities Officer for monitoring purposes and for them to support any training that may be required,
- Report will be sent to both parties within 7 days of receipt by the Communities Officer.

f. The Panel can determine the following sanctions:

Internal complaint against a Community Councillor		
Degree Of Breach	Possible Sanctions	Requirement
No Breach	No sanction	None
Breach	• Apology • Training (exact nature to be identified) • Mentoring • Restriction of communication between parties (to be clearly specified) • Written undertaking to behave within the Code of Conduct	Must be by at least a two thirds majority of the Panel
Serious Breach	• Suspension for a set period up to six months	Must be by at

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	• Instruction to stand down from an Office Bearer position. • Expulsion. This must be unanimous decision of the Panel.	least a two thirds majority of the Panel

12.11 The final decision to uphold the complaint or overturn it rests solely with the specially appointed trained Panel of 3 Office Bearers. If further clarification if required, the Chair of the Panel can be contacted via the Communities Officer.

12.12 Any period of censure taken against a Community Councillor will last for a maximum of 6 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.

12.13 After a suspension or vote of no confidence, the individual does not automatically return to the Community Council. If a vacancy exists, they may re-apply through the standard election or co-option process.

Leave of Absence

12.14 A leave of absence may be granted/requested by individual members should personal matters and/or certain circumstances arise. This can be requested in person if the member is at the next meeting or in writing if unable to attend.

12.15 If the Community Council agrees by a two-thirds majority of those members present and voting, to grant a leave of absence then this decision should be minuted, stating how long the leave of absence is granted for.

12.16 If the member is not in attendance at the meeting the Secretary or relevant person should write to the member with the decision.

Other reasons to demit office

12.17 Membership is invalidated should a Community Councillor's name be removed from the electoral register.

12.18 If any member of a Community Council fails to attend any Community Council meeting, with or without submitting apologies, throughout a period of six months, the Community Council may terminate their membership, provided that the termination of the membership is an agenda item at a quorate meeting and that a two thirds majority of those attending and voting agree to the termination.

12.19 At the discretion of individual Community Councils, a period of leave of absence for Community Council members may be granted ensuring that the active membership remains above the minimum number required.

13. PLANNING AND LICENSING

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

13.2 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.

13.3 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 website: http://www.southayrshire.gov.uk/planning/register.aspx

13.4 The list contains basic information regarding the applicant, agent, site address, and a brief description of the proposed development

14. EQUAL OPPORTUNITIES

14.1 Recognition should be given to the contribution of everyone participating in the work of the Community Council.

14.2 South Ayrshire Council further acknowledges that Community Councillors are volunteers who give up their own time to undertake the work of Community Councils.

14.3 Community Councils must comply with the 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.

15. DATA PROTECTION – GDPR

15.1 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.

15.2 Community Councils should familiarise themselves with GDPR regulations to ensure that they comply with regulations when handling information regarding members etc.

Information Commissioner Office (ICO)

15.3 Under the Date Protection (Charges and Information) Regulations 2018, individuals and organisation that process personal data need to pay a fee to the ICO. Every year each of our Community Councils must register and pay a fee to the ICO which can be claimed back thought the Administration Allowance.

16. ALTERATIONS TO THE CONSTITUTION

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16.1 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.

16.2 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.

16.3 f 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.

16.4 All proposed or actual alterations will require to conform to the Scheme.

16.5 The authorised amendment to the Constitution shall be stated on the 7-day notice calling the next meeting.

17. GUIDANCE

17.1 This Scheme can be read in conjunction with the Guidance for Community Councils which provides additional information to assist Community Councils with interpretation of the Scheme. The Guidance document is subject to ongoing internal review by the Council.

18. HUSTING EVENTS

18.1 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.

18.2 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 Husting's event, with all candidates having been invited and given equal opportunity to address the meeting.

18.3 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.

18.4 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.

19. GENERAL PUBLIC COMPLAINTS

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19.1 Community Councils should adhere to the Governance, including the Code of Conduct, for Community Councils. However, from time to time, complaints from the public may be made about Community Councils and individually against Community Councillors.

19.2 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, **see Appendix 6**.

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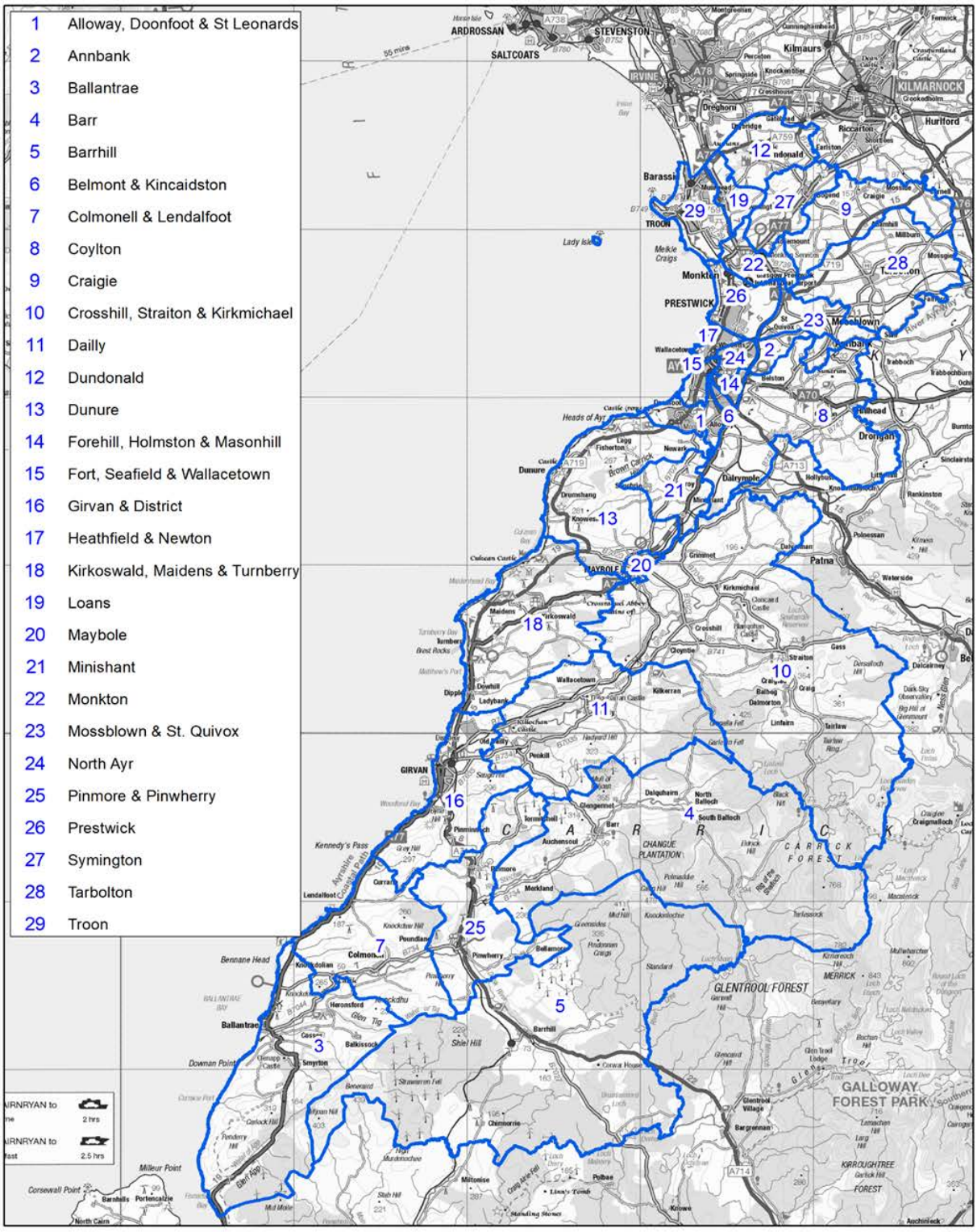
APPENDIX 1


1 Alloway, Doonfoot & St Leonards
2 Annbank
3 Ballantrae
4 Barr
5 Barrhill
6 Belmont & Kincaidston
7 Colmonell & Lendalfoot
8 Coylton
9 Craigie
10 Crosshill, Straiton & Kirkmichael
11 Dailly
12 Dundonald
13 Dunure
14 Forehill, Holmston & Masonhill
15 Fort, Seafield & Wallacetown
16 Girvan & District
17 Heathfield & Newton
18 Kirkoswald, Maidens & Turnberry
19 Loans
20 Maybole
21 Minishant
22 Monkton
23 Mossblown & St. Quivox
24 North Ayr
25 Pinmore & Pinwherry
26 Prestwick
27 Symington
28 Tarbolton
29 Troon
ARDROSSAN
SALTCOATS
STEVENSTON
IRVINE
KILMARNOCK
Hurlford
Kilmaurs
Dreghorn
Barassie
TROON
PRESTWICK
Monkton
Mossblown
Tarbolton
Dundonald
Drongan
Dunure
Dalrymple
Patna
AYR
MAYBOLE
GIRVAN
Maidens
Kirkoswald
Crosshill
Straiton
Dailly
Ballantrae
Colmonell
Barr
Merkland
Pinwherry
Barrhill
Glentrool Village
GLENTROOL FOREST
GALLOWAY FOREST PARK
CARRICK FOREST
CHANGUE PLANTATION
Bennane Head
Milleur Point
Corsewall Point
Downan Point
Kennedy's Pass
Lady Isle
Heads of Ayr
Culzean Castle
Turnberry
Dunure Castle
Greenan Castle
Kelburn Castle
Crossraguel Abbey
Loch Doon
Loch Riecawr
Loch Dornal
Loch Finlas
Loch Valley
Loch Enoch
Loch Neldricken
Loch Girvan
Loch Bradan
Loch Fergus
Loch Moan
Loch Macaterick
Loch Arthur
Loch Maberry
Loch Dee
Loch Grannoch
Loch Skerrow
Loch Ken
Loch Whinyeon
Loch Harrow
Loch Urr
Loch Roan
Loch Macaterick
Loch Valley
Loch Dungeon
Loch Trool
Loch Riecawr
Loch Finlas
Loch Neldricken
Loch Girvan
Loch Bradan
Loch Fergus
Loch Moan
Loch Macaterick
Loch Arthur
Loch Maberry
Loch Dee
Loch Grannoch
Loch Skerrow
Loch Ken
Loch Whinyeon
Loch Harrow
Loch Urr
Loch Roan
Loch Macaterick
Loch Valley
Loch Dungeon
Loch Trool
Ayrshire Coastal Path
River Ayr
River Doon
Brown Carrick
Water of Girvan
Water of Minnoch
Water of Luce
Water of Ken
Water of Dee
Water of Trool
Water of Valley
Water of Dungeon
Water of Trool
Water of Valley
Water of Dungeon
Water of Trool
Water of Valley
Water of Dungeon

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**
Whitletts and Lochside	6		
Dalmilling	5		
Craigie	4		
Pinwherry and Pinmore	**10**	**8**	**212**
Prestwick	**18**	**2**	**12289**
Symington	**10**	**6**	**1336**
Tarbolton	**10**	**6**	**1755**
Troon	**18**	**1**	**12449**

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APPENDIX 2

South Ayrshire Council

Constitution for

Community Councils

[Name of individual Community Council]

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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

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the local authority’s Scheme for the Establishment of Community Councils.

3. Objectives

The objectives of the Community Council shall be to:

(a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;

(b) to express the views of the community to the local authority for the area to public authorities and other organisations;

(c) to take such action in the interests of the community as appears to it to be desirable and practicable;

(d) to promote the well-being of the community and to foster community spirit;

(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

4. Role and Responsibilities

In the discharge of their functions and the conduct of their business, the Community Council and its membership shall have regard to their role and responsibilities as set out in the Scheme for the Establishment of Community Councils, approved by the local authority and the Community Councillors’ Code of Conduct.

5. Membership

The COMMUNITY COUNCIL’S membership is as governed by Clause 2 of the Scheme for the Establishment of Community Councils and as determined from time to time by the local authority.

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.

7. GDPR 2018

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

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8. Method of Election

Election procedures are governed by Clause 3 of the Scheme for the Establishment of Community Councils.

9. Vacancies on the Community Council

9.1

(a) Where a vacancy arises the Community Councillors can agree to fill the vacancy in accordance with Scheme Clause 4 relating to Co-option. South Ayrshire Council requires to be notified if the membership falls below half.

(b) The ratification of appointments of Co-optee members to fill the vacancy/vacancies rests wholly with the existing constituted membership; although the validation of nomination forms rests with South Ayrshire Council.

9.2 Associate Members

An associate member does not require to reside within the community council area and may serve for a fixed period as determined by the community council or for the term of office of the community council that has appointed them.

10. 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 whether elected or co-opted, 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. **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.

11. 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 as well as a Planning and Licencing contact

(b) All office-bearers shall be elected for one year, but shall be eligible for re-election, without limitation of time.

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(c) 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).

12. 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.

13. 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 at least one third of the current eligible voting membership, or 3 eligible voting members, whichever is the greater.

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(c) In April/May of each year the Community Council shall convene an Annual General Meeting (AGM). for the purpose of receiving and considering the Chairperson's annual report on the Community Council, the submission and approval of the independently examined annual statement of accounts and the appointment of office bearers.

(d) Including the Annual General Meeting (AGM), the Community Council shall meet no less than 7 times 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.

(h) A draft minute shall be circulated at least 7 days prior to its next meeting, to Community Council members, other appropriate parties and South Ayrshire Council Communities Officer for Community Councils.

(i) An approved minute will be forwarded to South Ayrshire Council within 14 days of the date of the meeting.

(i) The COMMUNITY COUNCIL has a duty to be responsive to the community it represents. Should the Community Council receive a written request (petition), signed by at least 20 persons resident 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 14 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings called by the Community Council.

(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.

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(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.

14. Public participation in the work of the Community Council

(a) All meetings of the Community Council and its committees shall be open to members of the public. 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 calling meetings of the Community Council and its committees shall be posted prominently within the Community Council area for a minimum period of 7 days before the date of any such meeting, and, where possible, be advertised by other suitable means including Community Council or local authority websites and social media channels where available.

15. 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 15 (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.

16. Control of Finance

(a) The Treasurer shall keep proper accounts of the finances of the Community Council.

(b) All monies raised by or on behalf of the COMMUNITY COUNCIL or provided by the local authority and other sources shall be applied to further the objectives of the COMMUNITY COUNCIL and for no other purpose. The monies provided by the local authority in the annual Administrative Grant for administrative and other approved purposes shall be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the COMMUNITY COUNCIL.

(c) 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.

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(d) A statement of accounts for the last financial year, examined by a competent independent examiner appointed by the Community Council, who are not members of the Community Council, shall be submitted to the April/May Annual General Meeting of the Community Council and shall be available for inspection.

(e) The financial year of the Community Council shall be from 1 April in any year until 31 March in the succeeding year. 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.

17. Assets

Property and other assets belonging to the Community Council shall be vested in the Chair, Secretary and Treasurer of the Community Council and their successors in these respective offices.

18. Alterations to the Constitution

(a) Any proposal by the Community Council to alter this Constitution must be first considered by a meeting of the Community Council and the terms of the proposal to alter the Constitution shall be stated on the notice calling the meeting, which shall be issued not less than seven days prior to the meeting. Any proposed alterations may not prejudice the terms and objectives contained within the Scheme for the Establishment of Community Councils.

(b) If the proposal is supported by two-thirds of the total voting membership of the Community Council and is approved in writing by the local authority, the alteration shall be deemed to have been duly authorised and can then come into effect.

19. Supported Status and Dissolution

(a) Where for any reason it is deemed by South Ayrshire Council that a Community Council is not conforming to the Scheme, South Ayrshire Council, can put the Community Council into supported status in terms of Clause 10.

(b) If the COMMUNITY COUNCIL by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve. It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper as well as through Community Council and local authority websites and social media channels, where available. If the resolution is supported by a majority of those persons present and qualified to vote and is approved by the local authority, the Community Council shall be deemed to be dissolved and all assets remaining, subject to the approval of the local authority, after the satisfaction of any proper debts or liabilities shall transfer to the local authority who shall hold same in Trust for a future Community Council representing that area. (do we want to say for 12 months)

(c) In the event that the COMMUNITY COUNCIL is dissolved under the above procedure, and twenty or more electors subsequently wish the re- establishment of a Council for the area, these electors shall submit a requisition to the local authority in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

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(d) Where for any reason, the number of Community Council members falls below the minimum specified in the Scheme for the Establishment of Community Councils the local authority may, by suspending the Constitution of the Community Council, cause the Community Council to be dissolved and in this event, the procedures for the establishment of a new Community Council being those identified in the immediately preceding paragraph hereof, shall be initiated.

20. Approval and adoption of the Constitution

(a) ***This Constitution was adopted by _(name)_____ Community Council on:***

- Date .....
- Chairperson (signature).....
- Member (signature) .....
- Member (signature) .....

(b) ***and was approved on behalf of South Ayrshire Council on:***

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

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APPENDIX 3

South Ayrshire Council

Code of Conduct for Community Councillors

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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 duty to act in the interests of the local community, which you have been elected or nominated to represent.

You also have a duty 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 duty 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.

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 duty 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.

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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 for Establishment of Community Councils and this Code of Conduct.

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.

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Any breach of the Council's Scheme for the Establishment of Community Councils as set out by your local authority under the terms of the Local Government (Scotland) Act 1973 may be reported to your local authority to determine what action, if necessary, should be taken.

6. Openness

You have a duty 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 duty to act honestly. You also have an obligation to always work within the law. 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.

Community Councillors must not bring themselves or their Community Council into disrepute through their actions, public discussions, or communications, including anonymous online activity or commentary that would otherwise breach this Code.

8. Leadership

You have a duty 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 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 within 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 including the Equality Act 2010 and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill, and experience considered.

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.

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You must behave openly and honestly, treating fellow Community Councillors, ex-officio members, council officers, and community members in a positive, respectful, and non-discriminatory manner always, including at meetings and in online spaces.

Community Councillors must support and respect the roles of office bearers and refrain from undermining their confidence or authority. Personal attacks, ridicule, or conduct intended to humiliate others whether in person, during meetings, in correspondence, or on social media will be considered a serious breach of this Code.

Bullying or harassment is completely unacceptable and will be a breach of the Code.

Harassment is any unwelcome behaviour or conduct which has no legitimate purpose and which makes someone feel offended, humiliated, intimidated, frightened and/or uncomfortable. Harassment can be experienced directly or indirectly and can occur as an isolated incident or as a course of persistent behaviour.

Harassment can take the form of unwelcome physical contact; inappropriate remarks or questioning; intrusive questioning; and the sending of unwelcome emails, messages, or notes. This is by no means an exhaustive list.

Bullying is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated, or insulted. It is the impact of the behaviour rather than the intent which is the key. Bullying can arise because of an individual misusing their power and can occur through all means of communication. Bullying can be a pattern of behaviour or a one-off serious incident that becomes objectionable or intimidating. This can include the unwelcome physical, verbal, or non-verbal conduct; intimidatory behaviour; disparaging, ridiculing or mocking comments and remarks; physical violence; deliberately excluding an individual from conversations or activities in which they have a right or legitimate expectation to participate. This list is not exhaustive.

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APPENDIX 4

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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 7.1 of the Scheme.

(b) The frequency of meetings will be determined by each Community Council, subject to Clause 7.4.

(c) Ordinary meetings of the Community Council should ideally be held on the same day in each of the months where a meeting is scheduled.

(d) 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.

(e) Special Meetings may be called at any time under Clause 7.14 of the Scheme for Establishment of Community Councils.

2. Minutes

Minutes of the proceedings of a meeting of the Community Council shall be drawn up timeously and be distributed in accordance with the Community Councils Responsibility's Part e of the Scheme for Establishment of Community Councils and be submitted for approval to the next meeting of the Community Council.

3. Quorum

A quorum shall be one-third of the current voting membership of the Community Council, or 3 voting members, whichever is the greater.

4. 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. Monthly Reports
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.

(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.

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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 Chairperson's annual report (and questions from the floor),
iii. Secretary's annual report (and questions from the floor),
iv. Treasurer's submission of balance sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor),
v. Current office bearers step down,
vi. Election of office bearers,
vii. Confirm that the Constitution is signed and dated by the Chairperson and 2 other members of the Community Council (if there is a change to the Chairperson a new constitution needs to be signed and submitted to South Ayrshire Council),
viii. Note the appointment of Associate Members,
ix. Review the Inventory and Additional Resources (See Constitution Clause 17),
x. Chairperson to declare that a date in April/May of following year will host the next AGM and close meeting.

(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. Business for debate, as described in the calling notice for the special meeting
iii. Chairperson to close meeting.

4. Order of Debate

(a) The Chairperson shall decide the order of all questions, relevancy and competency arising at the meetings of the Community Council and their ruling shall be final and shall not be open to discussion.
(b) The Chairperson shall also determine the order, relevancy, and competency of all questions from the public in attendance at meetings of the Community Council.
(c) The Chairperson in determining the order, relevance and competency of business and questions shall have 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.
(d) 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.
(e) 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.
(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

5. Voting

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(a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot. ~~.i~~

(b) The Chairperson of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.

(c) 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, if 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

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 if the Community Council members present consent to such suspension.

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APPENDIX 5

South Ayrshire Council

Supported Status

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

Introduction

When a Community Council moves into supported status it will be provided with:

- Reasons for its move to supported status.
- Confirmation of the period of supported status.
- Information about what they need to achieve by the Steering Group to reinstate Community Council status.

What is a Steering Group?

- It is the remaining members of the Community Council (as long as it remains above the quorum of one third of the remaining membership of the Community Council or four members, whichever is the greater).
- If a steering group drops below the quorum for the Community Council, it will immediately be moved to dissolution and appropriate action will be taken by Service Lead, South Ayrshire Council

What must the Steering Group do?

- Meet as a Group to rectify the issues that resulted in them being in supported status.
- Appoint the Communities Officer or another council officer as the Chair of the Steering Group.

What can the Steering Group do?

- Continue with any live projects that were already in progress when the Community Council went into supported status with the support of the Communities Officer (it should be noted that the insurance cover in place for Community Councils will remain operational whilst the Community Council is in supported status).
- Complete financial transactions agreed by the Community Council when it was operational.
- Take decisions on expenditure for the live projects ONLY.

What must the Steering Group not do?

- Undertake any work relating to the statutory functions of a Community Council – planning, licensing and other consultations
- Agree any expenditure outwith the live projects
- Spend any funds unless they had approval prior to supported status
- Send any correspondence in the name of the Community Council
- Undertake any social media activity or update the website other than to inform the community of the status of the Steering Group, publish SG minutes or to promote the need for additional members.
- Apply for any funding for the Community Council

Holding of Meetings

- Meetings should be held at least every six weeks
- Meetings are for members of the Steering Group only and any supporting officers, but they would not be involved in any decisions
- Notes of actions and decisions will be taken and circulated to members and made available for the community to see
- Agendas will be prepared and circulated by the Communities Officer
- Meetings will be held in Council premises or online wherever possible to remove the need for expenses to be incurred.

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Next Stage

- If within the six-month period the Steering Group satisfies the Service Lead that the Community Council will in the future be able to comply with the requirement of the Scheme and have met the expectations set out when they went into supported status, then reinstatement of Community Council status will be granted by written notice from the Service lead.
- If the Steering Group has not managed to achieve the required outcomes within the six-month period, the Service Lead will review the progress made by the Steering Group.
- If the Service Lead considers that significant progress has been made, they may consider an extension of 3 months to the supported status period to allow the Steering Group to complete its work.
- If the Service Lead considers that little or no progress has been made, they may consider that it is appropriate to move to dissolution of the Community Council.

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APPENDIX 5

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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 – re=word this???

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. 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.

In any event, Community Councils may consider whether it would be appropriate to invoke Constitution Clause 13k when in receipt of a complaint and undertaking an appropriate procedure.

Complaints Procedure

This Procedure is for making complaints against Community Councils or its members and can be used by members of the public or elected members.

1. What is a Community Council Complaint?

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

2. Who can complain?

2.1 Anyone who is affected by a Community Council or its decisions can make a complaint.

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

3. **What can I complain about?**

3.1 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 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.

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

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4 What can't I complain about?

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

- Decisions of South Ayrshire Council
- Complaints regarding South Ayrshire Council services or officers
- A request for compensation on a decision the Community Council has made.

5 How do I complain?

5.1 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.

5.2 All complaints should be made formally in writing, making clear:

(a) the nature of the complaint,
(b) the grounds which support it; and,
(c) including evidence which substantiates the grounds.

6. How long do I have to make a complaint?

6.1 You should make your complaint within 3 months of the incident you want to complain about making clear:

Complaint received regarding an individual Community Councillor

When there is a complaint made that a member of a Community Council is in breach of the Community Councillors' Code of Conduct or has otherwise brought the Community Council into disrepute then the following procedure must be followed.

Stage 1

The complaint should be made in writing and submitted to the Community Council Chairperson or another appointed person.

The Chairperson or another Office Bearer of the Community Council should:-

(a) Acknowledge receipt of the complaint by letter or e-mail as soon as possible.
(b) Make the subject of the complaint aware of the complaint by letter or e-mail and provide them with a copy of the complaint.
(c) Contact the complainant and the person being complained about to discuss the nature of the complaint to see if it is possible to resolve the complaint without progressing further.
(d) Resolution should be taken to the satisfaction of the complainant which may result in withdrawal of the complaint or an agreed action put in place. Any such agreement should be recorded in writing and retained for 12 month then destroyed securely.
(e) Advise the South Ayrshire Council Communities Officer for monitoring purposes of the complaint and the action taken.

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Chairperson or Office Bearer Permitted Actions	
Breach	• Ask the member to apologise • Advise that Training would be beneficial to prevent similar incidents in the future • Advise that for a period of 3 months, contact should be restricted between the parties • Advise behaviour would be monitored for a period of 3 months
Serious Breach	Refer to Stage 2

Complaint against the whole Community Council

When a complaint relates to the whole Community Council, these should be submitted in writing to the Communities Officer at communitycouncils@south-ayrshire.gov.uk. If a Community Council receives the complaint they should forward it to the Communities Officer as a matter of urgency.

Stage 2

Stage 2 deals with two types of complaints:

- those that have not been resolved at stage 1; and
- complaints relating to the whole Community Council.

Stage 2 complaints will be referred to a Panel of three Community Councillors from within the pool of members. Members will be drawn from other Community Councils.

Not resolved at Stage 1

Where the complaint has not been resolved at stage 1, the person who dealt with the complaint shall within seven days of identifying that the complaint cannot be resolved:

(a) Advise both parties that the matter will have to be heard by the Complaints Panel.
(b) Advise both parties that they have up to seven days to provide, a written statement to support their position and that the written statements would form part of the information provided to the Complaints Panel.
(c) Notify the Communities Officer so that a Panel can be convened.
(d) On receipt of written statements submit these to the Communities Officer

Community Council as a whole

Where the complaint relates to the whole Community Council, the Communities Officer shall within seven days of receipt of the complaint:-

(a) Acknowledge the complaint
(b) Inform the Community Council of the complaint
(c) Convene the Complaints Panel.

Complaints Panel Process

The Panel must appoint a chairperson and a note taker.

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The Panel needs to consider whether the complaint has merit and whether the Panel is required to make any further decision.

If the Panel determines that there is no merit, then the process ceases, and the parties must be informed. The panel should provide a written note of the complaint, the panel process and the outcome to the Communities Officer for monitoring purposes.

If the complaint does have merit, then the Panel must determine if they are able to decide based on the information before them. If there is enough information, then the panel will make its decision and notify both parties.

If the Panel are unable to decide and require additional information, then they must:

(a) Seek supporting information from both parties and any witnesses
(b) Consider the complaint and any supporting information provided
(c) If necessary, undertake interviews to aid the investigation of the complaint
(d) Determine whether a breach has occurred, and if so, what course of action is required. 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 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
(e) Provide a written note of the complaint, the panel process, and the outcome to the Communities Officer for monitoring purposes and to undertake any training that may be required.

The Panel can determine the following sanctions:

Complaints against an Individual Community Councillor		
Degree Of Breach	Possible Sanctions	Requirement
No Breach	No sanction	None
Breach	• Apology • Training (exact nature to be identified) • Mentoring • Restriction of communication between parties (to be clearly specified) • Written undertaking to behave within the Code of Conduct	Must be by at least a two thirds majority of the Panel
Serious Breach	• Suspension for a set period up to six months • Instruction to stand down from an Office Bearer position. • Expulsion. This must be unanimous decision of the Panel.	Must be a unanimous decision by the Panel

Complaints against the whole Community Council		
Degree of Breach	Possible Sanctions	Requirement
No Breach	No Sanction	None
Breach	• Apology • Training (exact nature to be identified) • Mentoring • Written undertaking to behave within the Code of Conduct	Must be by at least a two thirds majority of the Panel
Serious Breach	• Recommend that the Community Council goes into Supported Status	Must be a unanimous decision by the Panel

The decision by the panel will be the final decision in respect of the complaint. If further clarification if required, the Chair of the Panel can be contacted via the Communities Officer.

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APPENDIX 7

south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas
Making a Difference Every Day

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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 each year. AMBER status is satisfactory; GREEN status Community Councils will be held up as MODELS of GOOD PRACTICE.**

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)

DRAFT

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
7. Locality Planning Group Reports (LPG)	Do LPG's representative's reports appear as regular/rolling agenda items?			CC to answer
8. Elected Members' Reports	Do Elected Members' reports appear as regular/rolling agenda items?			CC to answer
9. Police Reports	Are Police reports available for regular/rolling agenda items?			SAC to answer (as per minutes)
10. Planning	Is Planning included or acknowledged as a regular/rolling agenda item?			SAC to answer (as per minutes)
11. Licensing	Is Licensing included or acknowledged as a regular/rolling agenda item?			SAC will populate for those that have one.
12. Email	Does the community council have a generic email?			SAC will populate for those that have one.
13. Website	Does the community council have a website?			SAC will populate for those that have one
14. Facebook	Does the community council have any social media pages			CC to answer
15. Information Sessions	Is there uptake of any information sessions offered?			CC to answer
16. Wider Participation	Does the community council liaise with other community groups?			CC to answer
17. Consultations	Have any consultations been conducted within the previous 12 months?			CC to answer
18. Local Vision	does the community council have a Local Vision or Mission Statement?			

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				SAC will populate once we have the details from each CC

FOR OFFICIAL USE: Thriving Communities confirmation of RAG status:

Green ☐ **Amber** ☐ **Red** ☐

Relevant Officer: --------_____ Date: _____

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Appendix 2

Consultation Mandate

The Consultation Mandate provides clarity for those involved in the consultation process. The following template should be used by those responsible for the development and delivery of the process. A well-constructed mandate ensures that everyone is clear about the purpose of the consultation.

Contact Name: _Jamie Tait_____
Contact Service: _Thriving Communities _____
Contact Email: __communitycouncils@south-ayrshire.gov.uk____

Stage 2 Consultation: 28th August 2025 – 31st October 2025.

Consultation Mandate	**Proposed Boundary Change Community Councils**
We…	South Ayrshire Council is undertaking the consultation regarding proposed updates and changes to current Scheme for Establishment of Community Councils and Guidance for Community Councils. This mandate sets out the proposals for phase 2 of the consultation.
need to hear the views of…	South Ayrshire Council are keen to hear the views of: • Local residents from across South Ayrshire • Community Councils • Community Groups and Organisations • Any person who may be directly or indirectly impacted by the proposed changes.
about…	Since the introduction of the current Scheme for Establishment of Community Councils and Guidance for Community Councils came into use in April 2022, there have been concerns raised by both SAC Officers and Community Councils regarding the size of the documents and the working practicalities on certain aspects of the scheme. On 7th November 2024 SAC Officers met with the Chairs and Secretaries from Community Councils and agreed that Officers would seek approval to carryout a consultation on the scheme. On 18th March 2025 Cabinet approved for officers to consult on the current scheme and approved for officers to bring a further report back to Cabinet in August.

Appendix 2

	Phase one of the consultation included a survey that was open between 11th March - 6th May 2025. The survey included both online and paper surveys. The consultation was open to:- • Local residents across South Ayrshire • Community Councils • Community groups and organisations • Any individual or group directly or indirectly impacted by the scheme Following the survey, a focus group was formed to consider the results. The focus group included representatives from the following Community Councils: • Forehill, Seafield and Wallacetown • Girvan & District • Symington • Belmont & Kincaidston • Dundonald • Monkton • Crosshill, Straiton & Kirkmichael • Maybole The group met regularly to discuss the findings, share their own views and review proposals from SAC Officers regarding potential updates to the scheme.
so that…	Following the consultation including feedback from the focus group, officers have developed a draft scheme and are now seeking approval to consult on the new draft proposals.
Can…	Approval will allow officers to consult on the Scheme and present findings and a final recommended draft scheme to full Council in December 2025.
On / by…	• Stage 2 Consultation 28th August 2025 – 31st October 2025. • Present recommendations to SAC Full Council 11th December 2025
so as to accomplish…	Allow officers to present recommendations on any suggested changes or updates to the Scheme following stage 2 consultation.
Communications Team Support requested i.e. Social Media and Webmaster	• Stage 2 – Promote Stage 2 Consultation

Appendix 2

	Information will be shared by South Ayrshire Council Communications Team, Local Press and on Thriving Communities Web Page.

Appendix 3

Scheme of Establishment – Stage 1 – Online Consultation Feedback

Rights and Responsibilities

I think the current rights and responsibilities give community councils a solid foundation but they can sometimes feel a bit weighed down by paperwork and formality. What if, instead of the community thinking of CCs as bodies that only consult and report, each council had to commit to two real, tangible community outcomes a year (like a community partnership or a community event) and had a responsibility to keep their community updated not through minutes and meetings but through short form social media content? What we have found, and have tried to move away from, is that people are more interested in joining 'community groups' rather than CCs because they feel less formal and that they are in a place where they can make a real difference instead of sitting once a month looking at planning applications.

The model Scheme developed by the Improvement Service gives a better remit, suggesting that a Community Council's core purpose is to express community views. Notably, it includes a clearly stated statutory purpose alongside the "Role and Responsibilities of Community Councils" section, offering a more accessible and coherent introduction.

Ccs should have notice of SLTS and right to object

Emphasis should be put on statutory right to consultations for all planning applications

This is true, one of the main things that the new updated model scheme emphasises is the statutory right for CC's to be consulted on planning applications but I think that CC's forget that this applies only to their boundary area if I am not mistaken.

Boundary Areas

AD&SL covers most of Seafield golf course. It should cover the whole of the course (or none). It isn't clever that the boundary is the burn that runs through and splits the golf course.

Fine for Tarbolton, can't speak for other CCs but ours are certainly very natural in nature but likely due to the rural nature of our constituency.

My area seems to have natural boundaries but some more rural areas seem to have boundaries which are so far away from their centre and affect other CC's more, i.e. the boundary of Coylton on the other side of the A77 from Belmont and Kincaidston CC. However, it can't really be helped and BKCC can still make comments on anything that happens on the other side of the A77 I think, re the Local Development Plan..

Fine

Fine as is and has worked well for many years

For the area that I live in.

Elections and Terms of Office

Very silly. Keep as is. Scot Govt Model even says: "elections will be held on a four-yearly-cycle".

When talking about moving to a three-year election cycle with no by-elections I cannot support this purely for the reason that relates back to my previous responses of how are CCs supposed to recruit members into a friendly environment in order to stop them from collapsing if we are making it so bureaucratic. I am sure that other CCs can relate that, especially in the past few years, our CC would have folded if we were unable to co-opt people on and elect them at the following AGM, about 2 years ago if that were the case half our committee would have been co-optees and not full members. If you want make organisations that are future proof, will last, and can make a real difference you need to relax the membership process.

Looking at terms of office, the first thing that needs to be addressed is Clause 2.3 where it states 'Members of the ... Scottish Youth Parliament, for the area (or part of the area) covered by a Community Council shall have ex officio membership'. I can understand the place of this clause for MPs, MSPs, and Cllrs as it is to try and avoid political impartiality in CCs which we should protect at all costs but the Scottish Youth Parliament (SYP) is a politically impartial organisation and MSYPs have to undergo extensive training when elected on how to remove political biases from conversations so in this case they are probably more informed on how to be politically impartial than most Community Cllrs.

I am inclined to stick with the 4 yearly cycle as is written in the Model Scheme. Is it really necessary to co-opt members at all? Why can't a member wait until the next by-election to become a full voting member? Normally members take some time to sit and just listen in any case so this gives them plenty time....it is very annoying when we go through the whole by-election and then people come along just after it but there is nothing stopping them continuing to come along until the yearly by-election. I would do away with co-option of ordinary members completely. Of course we should always be able to co-opt a specialist co-optee at any time, they are not counted in the membership and do not have a vote but they can offer specialist help.

A four year cycle would be more appropriate as that is the standard practice for most community councils in Scotland. Vacancies via co-option is sensible as the main problem is recruitment and retention rather than reassortment.

System works well as is

Should remain at 4 years but remove bi-elections and co-opt from a vote of the current community cllr but new co-opt should have to attend 3meetings before being able to be co-opted

if we remove the bi-elections then that means that someone can be "elected" onto the community council between the 4 years while never actually being democratically elected by the whole area, only elected by a few community councillors in effect. Is that really democratic, would you want system for South Ayrshire Councillors because believe it or not, community councillors are just as much democratically elected as members of South Ayrshire Council. Sorry to be pedantic but I think it is important to be seen to be democratic, currently the problem is solved by yearly by-elections. That means more work for South Ayrshire Council but it means that things are done democratically, rather than not.

Less cumbersome or confusing.

Contested Election

100% should be moved online, as with most other CC processes. Can't speak from personal experience as we have never been in the situation where we have had a contested election but the idea of postal ballots in our CC is with the best words in the world, laughable.

I suppose that a more technological way of carrying out expensive and time-consuming paper ballots would be something that should be tried out.

A paper system has been tried and tested, provides an intuitive audit trail and does not cut out those that are not online. I would also doubt South Ayrshire Councils ability to run an electronic ballot system reliably.

I agree that electronic ballot would be more accurate and encourage

Only online if it is secure and no one can vote twice

Contested Election - Ballot Paper

Perhaps the first part of the postcode only should be included for safeguarding?

Should be name and then say address supplied for x community council area and checked like Cllr elections do

Simply for a safeguarding reason it should be name and postcode only. If we apply the principle of least privilege people don't need anything other than a name and postcode to verify who they are voting for and that they live in the constituency.

Yes

It is important that where applicant lives

Definitely! A person's name and address should not be given out to everyone in an area of so many people.

Co-option Process

In my opinion, it should be whatever comes first. If you are a co-opted member you should become a full member at the next AGM or 6 months from co-option (pending approval from the CC obviously). Although there might be a condition within that 6 month period that they have to attend a certain amount of meetings or some other engagement metric as I know all organisations have a problem with people joining and being active for the first few months but about 3 months in the notion wears off and they dip in and out.

I would rather see the co-option done away with as I said in my comment on the previous question. If this is such a good idea i.e. to do away with the person having to be "elected twice" by having to go through the next by-election, then why was it done in the first place? I really would like to hear the answer to this question. It would be very interesting to know.

The only functional difference is the removal of limitation on successive co-option and the ability to be elected chair or treasurer after 6 months. This is another example where the model scheme is superior. On co-option it says:

"Should a vacancy or vacancies arise on a community council between elections, it shall be a requirement that the community council undertake appropriate election arrangements, in consultation with the local authority. Filling a vacancy can be undertaken either through the process of an interim election or by co-option. ... Co-opted members must be eligible for membership of the community council as detailed in Section 5 of the Community Council Scheme. They must be elected onto the community council by a two-thirds majority of the elected (general and interim) community councillors present and voting. Such co-opted members shall have full voting rights, with the exception of voting on co-option of members, and will serve until the next round of elections

Works well as is

If by-elections are removed then this would be necessary?

When they are co-opted they automatically become a full member

yes, but only until the next yearly by-election currently.

Community Council Meetings

This should be left to the council to decide. Again, the model scheme offers sense: "Community Councils may decide to take an in-person, online or hybrid approach to their meetings, and the platform to be used for any meeting is for the Community Council to decide.

Virtual meetings may include members of the public where this can be accommodated, but this is not mandatory and for each Community Council to determine."

I agree with Tom that the Model Scheme deals with this more modern approach to meetings pretty well.

100%. I cannot see a world in where having a hybrid meeting vs an in person one would make a difference, if anything I think that we should be equipping CCs with the equipment and skills so that we can eventually say that there is a minimum number of hybrid meetings that you should have. Doesn't need to be a fancy webcasting system like SAC uses, even just Facebook Live proves useful. Ultimately, why should we be excluding those who can't leave the house whether this be due to childcare arrangements, a medical condition, or another one of the thousands of reasons people cant attend CC meetings when something as simple as sitting a phone with Facebook on it in the room can work fine.

As far as I know there is no mention of restrictions on HYBRID meetings in the current Scheme - it only says that there is a maximum of two VIRTUAL meetings which is different from a HYBRID meeting (face to face plus online). It is possible that I have not understood the current Scheme wording.

There should be more hybrid meetings.Weare volunteers and unlimited May put off members standing

2 virtual meetings insufficient,,Members should be able to participate virtually

This should be considered to give people who are unable to attend meetings to be involved. This would include for example: those with caring commitments (including those with young families), housebound for health reasons, temporary absence from home address, lack of time available to travel to meetings.
Discussion and clear guidance will be required. If this system works for elected members then it can be adapted for Community Councillors.
Most Community Councils are finding it difficult to attract attendance at meetings so this would definitely be worth a try.

Financial Records

There are plenty of examples available in books or online for what should be a fairly standard document

In my opinion it should be left up to the CC, there should however be downloadable templates available. Some CCs, speaking from our experience, have workflows and software set up that we consistently use throughout the year to manage finances and others don't, it is simply a matter of preference as well as how much financial activity a CC has. I know if we left everything until April to prepare we would be ripping our hair out due to the amount of transactions we have in a year whereas other CCs (or even us 5 years ago) are able to prepare small accounts in an afternoon.

Within the new Model "Guidance" document created in 2023 there is most likely a very good example of what the Treasurer should present to SAC.

Agree a standard account would be useful

There is an example of the proper income/expenditure/balance sheet in the Guidance book but no-one seems to look at it. I must say it is not very attractive or easy to understand though anyone with basic accounting knowledge will know exactly what it is. There is training online with Open University for Treasurers to learn basic accounting. If someone does not present a good enough table of accounts then there application should be withheld until they look at the Guidance book. :)) I mean their application for top-up funds...

Any help is welcome!

Possible but one size doesnt fit all , some cc have other income

It is possible that South Ayrshire Council are only interested in the administration spending and receipts. It should be easy to complete a income and expenditure sheet for the administration funding/expenses only. No need to display other income.

Administration Grant

Yes, the items that are listed in the guidance I do feel are adequate but things like the amount you can donate to community groups should be increased especially with inflation these days. As a CC when making a donation to a

community group if asked we give £100 per year and only expense £50 of that and while that works for us because we don't give our a large amount it should be increased. ICO fees should however be separate similar to the PLI.

There seems to be plenty of money in Thriving Communities, so you would assume that these grants would be indexed to inflation.

Costs have dramatically increased since grant amount .All costs and IT never considered

We have a grant of £800 .Due to increased costs this is insufficient

In at least 14 years the amount has stayed the same, has inflation stayed the same? I have seen CC's give more than the allowed amount of £50 to community groups and I don't understand how they can do that if it has come from the admin grant. Donations given from fundraised money is different. Perhaps the allowance of £50 should be increased also along with the grant. Nowadays we have, data sims for laptop, software subscriptions, bank charges to pay. I think that the ICO subscription should be paid by South Ayrshire Council and not come out of the admin grant, just like the insurance.

I actually now think that the donations should be scrapped. I also think that the money should always be a top-up to the fund for EVERY year instead of CC's being able to accrue a surplus of funds due to being given the full amount (e.g. £800) every FULL ELECTION when there is already money left in our admin fund.

But, more support from SAC would be helpful e.g. communication provided with attractive graphic design that can be printed or published directly on the Internet social media platforms.

Administration Grant – Donations

Clearer on guidance on this I feel would be appreciated, as far as we were aware it was £50 as a few years ago we received a letter from SAC informing us that because we had gave £100 to a community group we were in breach of regulations. There should be a cap of course and maybe there should be information collected when giving out donations such as who was the donation made to, how much, did they reach out to the CC or did the CC reach out to them to give community groups a fairer chance when it comes to donations and it isn't just a case of who you know.

I do not think that any of the funding that the CC receives from taxpayers should be allowed to be donated to specific groups in the community at the discretion of the CC. CC's should only be allocated funding for the purpose of continuing to exist.

The question is wrong - it doesn't mention donations in the Scheme anywhere. In fact, this is a great example of the confusing and contradictory nature of the Scheme. 11.4 says "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."
You would have to argue that a donation is being made to promote your community council, which isn't a very charitable position to put yourself in. No wonder SAC often get it wrong themselves.

I had to do a search on the document to find it but on page 43 of the Guidance for Community Councils it has the list of items that the admin fund can be spent on which included Donations to Community Groups.

There appears to be no other information on donations such as how much they can be. Seems like this was missed out in this version of the Scheme?

There should be no limit on donations. We should be able to receive charitable donations

There is no clear guidance at the moment re grants from CCs to support local groups but it appears that CCs 'typically support 3 groups with £50 each, however, that is not set in stone. The only guidance (on page 43 of the Financial Accounting for Community Councils) states that anything over £250 has to be approved and agreed with the SAC CC Engagement Officer in advance; otherwise, it is up to each CC who they wish to donate to/fund, so long as all the admin expenses (again details of the typical uses/considerations of the admin allowance are shown on pg 43) are taken into account then the CC can make those decisions.
Clear guidance would definitely be welcomed! Upto £250 from admin grant seems appropriate if all expenses are accounted for. In practice community councillors do not claim for all expenses which explains some of the underspend.

Compliance

As a CC we have never had any complaints or compliance issues and have never went through the process, so I can't comment on whether it is fair however from reading the scheme it does seem like it could be simplified to give the TC staff that we work with more time to work on helping the development of CCs rather than the drawn-out process of dealing with compliance issues.

The current approach to compliance significantly compromises the autonomy of Community Councils. Rather than supporting their role as independent, democratically-elected bodies, the Scheme establishes a mechanism by which the Council can override local decisions and supplant democracy. This dynamic is at odds with the intended legal standing of Community Councils, and remains questionable in intent and authority.

The expectation that three volunteer members of a Community Council can make decisions of a quasi-judicial nature raises serious concerns. Such arrangements lack the procedural safeguards and legal expertise required for legitimate decisions.

Altogether, the process has resulted in a substantial and regrettable expenditure of time and public resources; efforts that appear to serve unclear or questionable objectives.

Very interesting topic - requires much discussion.

I have not gone through the process so I can't really have an informed opinion on this no matter what I read.

Really?

You doubt my answer? Why? Maybe I have misunderstood the question...

The process appears to escalate very quickly without any opportunities for arbitration and discussion at CC level.

Censure – Take a Vote of No Confidence

Complaint by the Chair is not covered.
There should be an opportunity for arbitration before issues escalate to the level whereby CC members are sanctioned, censured or whatever. Open and honest discussion with a neutral, external person could definitely help in some circumstances.

I don't understand your comment " Complaint BY the Chair is not covered". Do you mean, "Complaint ABOUT the Chair is not covered" because then I might agree, in many cases a member might want to complain about an "office bearer" but they could be extremely worried, it might be they are unhappy with all the office bearers and do not know who on earth they can send their complaint to. Hopefully, no-one would have a serious complaint that could not be dealt with at the next office bearers election....by not voting them in again! Agree that neutral arbitration could be a much better route in the first instance...

Should be something added in where there is a case that the member has no office bearers that they feel comfortable making a complaint to. This is where the link officer or someone similar should act as an impartial party to deal with it appropriately in the same way that the office bearers would should a complaint be made to them.

We followed the procedure and told we "done it wrong". We did it again, told it was "wrong again" and that we should have done it the first way.

It is worded in the loosest of ways that it can, and has, been interpreted with great variation. I don't feel that even officers understand or are clear on it.

The model scheme is silent on censure and it is a matter that should be handled by the board. In most places a censure and a suspension are different, but for community councils neither should really be hard-coded in a Scheme.

Again, an interesting topic that needs further discussion.

We have already used at Fort Seafield and Wallacetown

Agree with Cara answer.

Every CC member should be specifically trained in this regard so that there is no excuse for anyone to get the correct process wrong.

Public Complaints Process

If a Council Officer has a complaint made against him/her, he/she has support available from HR (and possibly a Trade Union). If a complaint is made against an elected member, support is available from the Council's HR team and the legal team. Community Councillors have nothing. No support. No guidance. No backup.
The complaints process is essentially designed for Council Officers. A separate, local process is required for Community Councils.

When a complaint is made, I fully agree that in the first instance it should be between the office bearer the complaint was made to as well as the member in question but at this stage the link officer should be made aware of it as well. This should trigger an impartial support process from someone within SAC who will be completely separate to the complaint investigation no matter the stage it gets to in order to guide and support the member. I fully support the idea that should a complaint be escalated it is reviewed by a panel of other CC members, as ultimately they are in a better position to evaluate than anyone else. I don't agree with the model scheme that SAC should not be involved in a complaints procedure, and

if it is going to be changed then there should still be an external and impartial body/partner to deal with complaints.

Costly, time consuming and a huge waste. The model scheme sensibly states that a local authority should not take part in the complaints process and matters should be handled locally.

I remember having a particularly difficult individual on the CC who seemed to be causing division amongst us and denigrating the office bearers when he had not even been in the CC for long. Turned out he was desperate to be first, Secretary, and then, Chair - and then he would not leave his position even when a vote of no confidence in him was taken by members. I went to SAC to the Communities Director at the time, long gone now, and she basically told me that there was nothing she could do. I found that hard to accept but thinking about it now, if I didn't like the CC I guess I should just have given up my voluntary role as Secretary and realised that this is life. Since the new officers have arrived there seems to be an improved way of dealing with difficult situations but my CC has not been through the process so I don't know for sure if the whole thing is fair or not. Does the Model Scheme actually say that? I missed that.

Adequate as is

This section could be abbreviated.

Looks ok to me.

Constitution for Community Councils

I am assuming that this section also includes comments on the Scheme itself and not only the Constitution.
Para 9.6 states that the quorum at meetings will be 50%. Whilst CCs in SAC must have 50%, para 10 from the Scottish Govt Model Scheme indicates that 33% is recommended. CCs in Glasgow City and East Ayrshire are 33% (NAC appears to be similar, as do other councils). To make matters worse, – in South Ayrshire Council meetings, our elected members only require 25% for a quorum. Very much double standards.

Wordy and overly complex

The division of quorates is not clear and should be made clearer

It needs more scrutiny. I have never understood why in Membership (b) page 41 the list of quorum examples does not include every number from 9 to 18. Was someone trying to save time? Total membership of 9 requires a quorum (minimum) membership of 5 to exist in the first place.

Total membership of 10 requires a quorum of 5 to exist in the first place. Membership of 11 requires a quorum (minimum) membership of 6 to exist.....etc. etc.. up to 18. Fully comprehensive. Then it talks about meetings and quorums in meetings which is different. In order to exist in the first place, lets say a CC can have a total membership of 13. That means that it needs a minimum of 7 members in order to exist. Lets say that in a meeting 4 people turn up then the meeting can go ahead because more than half of the membership is in attendance, or am I wrong...? This whole thing can be very confusing as the handbook does not distinguish clearly between quorums for existence and quorums for meetings.

But ir should be revised and summarised.

Standing Orders for Community Councils

Can't see anything about Standing Orders on any page 50 of either my handbooks. (Handbook is split into two which is very confusing) why not get the handbook professionally spiral bound...

Is the degree of formality necessary for a well functioning Community Council?
Should the information about quorum be included here and could the quorum be reduced to one-third of the voting membership or full 3 members?

Funnily enough, our handbook says that meetings require 50% of existing membership have to attend a meeting for it to be quorate, so we had to cancel some of our meetings unfortunately. However, I see that in East Ayrshire Council handbook they only require to have a third of members in attendance or 3 full members whichever is greater. This could be because East Ayrshire Council have adopted the Model Scheme reviewed and updated by the Improvement Service/Scottish Community Councils in 2023 which I knew nothing about until I looked at what East Ayrshire were doing on their council website. What gives?

Most of the country uses the model scheme, which is approved by COSLA. It is duplicating effort to NOT use the model scheme

I agree, but I also think that some things might be added to it by us and possibly some things altered. It makes sense to start from the new model scheme document and not the one that we have currently which was based on the Model scheme of 2019. Not all Local Authorities are happy with every single aspect of the latest model scheme so we could take their advice and make slight alterations.

Standing orders that are included seem fit for purpose and we have never had an issue with them where we have wanted to do something and it has restricted us.

Not as bad as many other bits of the Scheme

Works as is

Training for Community Councillors

We already have someone doing that supported by the Scottish Government called Improvement Services. Anyone interested enough can find everything they need online at present in order to be a good Community Councillor.

Additionally, there should be a mandatory module for all members around making CCs an inclusive environment and what CCs can do to help young people who want to get involved. People might complain but we need to face that if you look at the average age of a CC member and the number of CCs that are folding it could all be rectified by ensuring that CCs work to become environments where you actively encourage young people to get involved. Because actually a CC is one of the best environments for a young person under ideal conditions because it is a place that such a diverse range of work is carried out that it gives them the opportunity to develop their own skills that they can later take on to life and the workplace.

It also shouldn't be something that a member completes when they are elected and never looks at again but rather something that new information can be added to and they can go back to. I'm not suggesting everyone has to do refresher training every year but there may be opportunities for optional topical training that crop up that allow CC members to continue their professional development.

Yes, especially office bearers. The reason that CC meetings become a hostile environment is because we elect office bearers to control a meeting who have no training in how to. I'm not suggesting that we train the chair to sit on a throne with a gavel but the amount of arguments that would never happen if an office bearer had training on how to control a room. Additionally there should be optional modules on things like minute taking for secretaries, basic accounts for treasurers, potentially a first-aid one for those wishing to run events and on new law surrounding events involving children and the PVG process.

The availability of training for CCs is essential but cannot be made mandatory. More importantly, there should be targeted training

available. eg Basic member training, Chair & Depute Chair training, Secretary training, etc. The most important thing though, is support. Elected members have the support of Catriona Caves and her team of lawyers, CC members have nothing.

It will further put off volunteers. Plenty of information is available online or in books, and most bring professional experience. It is not a job

Perhaps for new members and refresher for existing

There should be definite training particularly for new members

It is really important that Community Councillors have basic training and awareness as soon as they join. Simply handing out handbooks does not really suffice. Discussion of scenarios would be really beneficial.

E-mail Address

Office bearers should have access to a generic email address to conduct CC business. In the interests of transparency, all sent and received emails should be accessible to other CC members. This will help to prevent office bearers pursuing their own personal interests.

Definitely. A CC domain would also allow all committee members to set up a specific CC email, simplifying email management, and facilitating protection of private data.

Yes, we have hello@tarboltoncc.co.uk as well as role specific such as secretary@tarboltoncc.co.uk, chair@tarboltoncc.co.uk, social@tarboltoncc.co.uk and it means that when members leave the new office bearers can jump right into their shoes and pick up where they left off.

Definitely as detailed already

Yes .If office bearer leaves there should be continuity of e mail address.Fort Seafield and Wallacetown already operate.However increased costs in so doing eating into existing grant

Outlook is a better option than gmail if you don't have your own domain. Also, it is important never to insert an email as text online in a webpage such as SAC because internet bots can find the email and send spam to it. It should be inserted as an image file, not text. I am annoyed that our email is written into the code of the SAC website (i.e. text) instead of being an image.

This avoids previous Chairs being inappropriately sent emails intended for the current Chair and also reduces any infringement of personal emails and details. Ensures that important information does not 'go missing' and avoids need to inform agencies etc of change of personnel.
Improves transparency.

Young People's Involvement

We would like to know the same! Could information about 'Scottish Youth Parliament' members be circulated to local Community Councils so that reps could be invited along to CC meetings - an opportunity for swapping information about roles .

Hey, might not be the place but I am the MSYP for Ayr. We are always happy to engage with CCs and that goes to any CC in South Ayrshire. I can be reached at matthew.mccolm.msyp@sypmail.org.uk. Would love if you reached out and we would be more than happy to work with the SAC team to distribute a little 'about us' to all the CCs

It is also about putting the procedures in place for having young people, or even just volunteers in general. Does the CC have a volunteer policy? Does the CC have safeguarding policies in place? Does the CC have a volunteer/nominated safeguarding officer? Does everyone know who this officer is? There are many more, and there are organisations like Voluntary Action South Ayrshire who have staff members dedicated to helping charities do this, but the biggest thing is 'Does the CC actually want the young person to succeed?'. Because if you help that young person succeed and they go off to uni, or off to the workplace, or whatever it was they wanted to do and you support them through that transition in turn they will come back, and they will bring others with them. I have seen far too many Charities who don't do this and they are brilliant to their volunteers up until the point that they leave.

It is also about realising that CCs can't just expect young people to come knocking at the door to get involved and a lot of people have the opinion that all it would take is for SAC to run a social media campaign and young people will come flocking, they won't. You need to market what your CC can do to help that young person with their goals. Are they a young person looking at applying for college/uni in the next few years? Show them how you can involve them in a way that directly related to their prospective course and will give them that edge. Are they a young person who cares about making a tangible difference in their community? Show them that CCs don't just sit around making decisions

but get out in the community and make change happen. Are they a young person looking to develop their confidence? Show them what you can do as a CC to help them develop that.

The first thing that we need to do is to make sure that community councils are an environment where young people want to be involved. Speaking from the perspective of a young person who is used to the way that a CC works if I were to bring in another young person to a meeting where their was shouting and arguing, no matter how encouraged the young person was or how much they wanted to get involved, I guarantee you that they wouldn't be back because I certainly wouldn't and I'm sure that most other people no matter their age wouldn't.

If we get funding for a particular project in the community which residents can be involved in then that could attract younger people. We are hoping to involve school children in planting trees locally.

Difficult to get young members.Campaign by Council at colleges etc ti attract

Additional Information

In the first instance, our scheme should follow the Model Scheme (in the same way as does EAC and NAC). SAC can then add into the scheme where there are gaps - eg specific support and training.

Completely agree with this.

The Model Scheme was produced by Improvement Service Scotland, which is partly funded by SAC and approved by COSLA which is also partly funded by SAC. They put a lot of work into it so this is an exercise in duplication to go over and often "discover" what they have already produced. Most of Scotland uses the Model Scheme and it could be considered the best practice. The current Scheme in SAC is poorly written, confusing and contradictory in places - paid officers get it wrong again and again then expect volunteers to understand it "the way they do". South Ayrshire should align with the others and use the Model Scheme.

The information is very difficult to navigate and there is repetition. Could the language be improved to make it more user friendly, and there needs to be changes to reference to she/he throughout?

Paper copies of the documents are really useful but the way they are currently organised is not user friendly making to difficult to navigate. Finding the information you need quickly is so important.

It would be good to see the responsibilities of others to Community Councils mentioned e.g. elected members.
Statutory consultation for applications needs to be recognised and adhered to by Planning Department.
Guidance on blended meetings to enable members or the public to participate remotely is required.

This consultation is a bit of a nonsense. There appears to be around 6 individuals making comment. We have (I think) 29 CCs yet there has been no serious attempt to obtain views from CC members or members of the public attending CC meetings. Not a consultation.

Yes I understand that 3 notices of meeting to be published Should only be needed 1ce-website

Agenda Item No. 6(a)

South Ayrshire Council

Report by Chief Governance Officer to Cabinet of 26 August 2025

Subject: Approvals under Delegated Authority during Period of Recess

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1. Purpose

1.1 The purpose of this report is to advise Members of matters determined under delegated authority during recess.

2. Recommendation

2.1 It is recommended that the Cabinet acknowledges the matters determined under delegated authority during recess.

3. Background

3.1 The Scheme of Delegation details a list of powers which have been delegated to officers.

3.2 General delegation 21A allows the Chief Executive 'to determine urgent matters, during periods when the Council is in recess, where the matter has been covered by a previous policy decision of Council and in respect of which there is a budget or other financial provision and in accordance with the following: consultations must be undertaken with the relevant Portfolio Holder(s), the Leader of the Council and the Chief Executive and all matters dealt with must be reported to the first meeting of the Cabinet or other relevant Panel following the recess'.

4. Proposals

4.1 During the recent recess period, delegated authority under paragraph 21A has been exercised as follows:

4.1.1 ***Phase 2 External Wall Insulation (EWI) Works in Lochside South (Capital Works: Lot 7)*** - approval, by the Chief Executive, of a request to accept the most economically advantageous tenderer overall, although they are not the lowest priced tender received by an amount exceeding 10 per cent of the lowest price tender received.

Consultation was undertaken with Councillor Brian Connolly, Leader of the Council and Portfolio Holder for Corporate and Strategic, Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and

ICT, and Councillor Chris Cullen, Portfolio Holder for Economic Development.

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 Linked to application for grant funding from the National Lottery Heritage Fund.

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. Integrated Impact Assessment (incorporating Equalities)

9.1 The proposals in this report do not require to be assessed through an Integrated Impact Assessment.

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 4 of the Council Plan: Efficient and effective enabling services.

13. Link to Shaping Our Future Council Yes ☐ No ☑

13.1 Not applicable.

14/

14. Results of Consultation

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

14.2 Consultation has taken place with Councillor Brian Connolly, Leader of the Council and Portfolio Holder for Corporate and Strategic, Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Chris Cullen, Portfolio Holder for Economic Development (in accordance with the Scheme of Delegation), and the contents of this report reflect any feedback provided.

15. Next Steps for Decision Tracking

15.1 The report advises Members of matters determined under delegated authority during recess and no further action is required.

Background Papers	**Scheme of Delegation**
Person to Contact	**Catriona Caves, Chief Governance Officer** **County Buildings, Wellington Square, Ayr, KA7 1DR** **Phone 01292 612556** **E-mail catriona.caves@south-ayrshire.gov.uk**

Date: 18 August 2025

Agenda Item No. 7(a)

South Ayrshire Council

Report by Director of Health and Social Care Partnership to Cabinet of 26 August 2025

Subject: Learning Disabilities Team Policy

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1. Purpose

1.1 The purpose of this report is to update Members on the culmination of the work carried out on the Learning disability (LD) strategy 2022- 2027. It provides the practical measures put in place to develop the support required for people with LD's. It outlines the services we will provide for people with LD on a day-to-day basis.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 agrees that care and support services will be provided to those in critical need only in line with department's eligibility criteria;

2.1.2 agrees the new model of day care provision - ie three days building based and two days individualised support;

2.1.3 agrees both flexible and standard models of day care for those in critical need of this care. That means a maximum of 28 days respite for people with LD; and

2.1.4 agrees the resource allocation group (R.A.G) as the most effective way of ensuring equity and balance in the delivery of services to people with an LD.

3. Background

3.1 The background to developing the LD team policy has been connected to the LD strategy for 2022 to 2027. A number of consultations happened with interested parties including service users, carers, parents, voluntary organizations and the Scottish commission for LD to establish what supports people with LD required. This took place over 2021 into 2022 and culminated in a five-year plan to develop supportive services for people with LD.

3.2 The LD team policy is a practical summation of this work. It outlines a new model for day care and respite. It produced closer financial scrutiny of budgets ensuring value for money across services. It standardises our approach to the eligibility criteria and ensure that we are helping those people in critical need.

3.3 This policy was implemented in September 2024 and is consistently applied through the resource allocation group (RAG). This group of managers meets fortnightly to ensure that all support packages are appropriate and are for people who have a critical need.

4. Proposals

4.1 It is proposed that:

4.1.1 the LD team policy document (Appendix 1) is ratified by the Cabinet;

4.1.2 three days building based day care and two days individualised support is ratified as the new model for day care;

4.1.3 28 days respite care is the average level of respite provided for service users and carers. This is for both standard and flexible respite care; and

4.1.4 support services are provided to those in critical need only.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report. Those with substantial, moderate, or low needs will not receive a service from the LD team.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 There are no immediate financial implication of this team policy. The policy will enable closer financial scrutiny and ensure more equitable allocation of resources.

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 recommendations will increase the financial burden on the Council.

9. Integrated Impact Assessment (incorporating 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. A previous equality impact assessment was completed for the LD strategy.

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 of the Council Plan: In respect of the outcomes to Education and lifelong learning, Work and economy and Community engagement.

13. Link to Shaping Our Future Council Yes ☑ No ☐

13.1 The matters referred to in this report contribute to the Council's transformation priority area(s): Our delivery model. Services are provided only to those who have been assessed as being in critical need. The councils eligibility criteria matches our transformation aims in providing value for money and ensuring that those most in need receive services and will deliver qualitative and quantitative benefits by providing a community hub and extended day care services and supports into the evening and weekends.

14. Results of Consultation

14.1 There has been public consultation on the contents of this report. There has been extensive feedback given from service user and carer groups about the proposals to change day care and respite services. Through the league of champions, age group of people with LD representing those with LD meet monthly and feedback to staff that they are enjoying the changes brought about by these new services. There are activities at night and the weekend which people with LD have asked for and got. There is a new community hub at Kyle Street which started operating in February 2025 and provides a range of services that people with LD enjoy.

14.2 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.

15. Next Steps for Decision Tracking Purposes

15.1 If the recommendations above are approved by Members, the Director of Health and Social Care Partnership 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
Progress implementation	30 April 2025	Head of Community Health and Care Services

Background Papers **Learning Disability Team Policy**

Person to Contact **Billy McClean, Head of Community Health and Care Services**
Elgin house, Ailsa Hospital
Phone: 01292 616423
E-mail billy.mcclean@south-ayrshire.gov.uk

Date: 18 August 2025

south ayrshire
health & social care
partnership

Appendix 1

Learning Disabilities Team Policy Document

August 2025

NHS Ayrshire & Arran

south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas
Making a Difference Every Day

south ayrshire
health & social care
partnership

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Adult Learning Disability Social Work Team Eligibility Criteria

Who Are We?

We are a multidisciplinary team based in Arrol Park, Ayr. We provide a Social Work Service comprising of Social Workers, Community Care Assistants, and Support Workers. We have links with Day Care and building based services, Group Work, Volunteering Services, and Respite services. We are also co-located with our colleagues from Health including Nursing, Psychology, Dietetics, Physiotherapy and Occupational Therapy. We operate a cross-referral system as part of the holistic assessment process.

Learning Disability Strategy aims to promote positive lifestyle and wellbeing including:

- Health and Wellbeing
- Choice and Control
- Living Independently
- Active Citizenship

Who Do We Support?

- Adults over the age of 16 years who have a Learning Disability that is registered at their Doctors Practice. This is called the National Learning Disability Register.
- Adults must reside in the South Ayrshire geographical area.
- Adults must be in receipt of adult benefits for assessment of client contribution.

Alternatives to Learning Disability Team

We do not provide services to adults who have a lone diagnosis of Autistic Spectrum Disorder (ASD), Neurodiversity or those who are NOT registered on the Learning Disability Register.
Referrals can be made to the Community Care Team or Mental Health Team in these circumstances.

Referral Process

Once a referral is received by the Administration team, this is forwarded to the Duty Social Worker who completes a SCREENING TOOL.
If you have a registered Learning Disability, a worker will carry out an initial assessment of needs to identify your circumstances and what services you may require to support you.
It is important to understand that Social Work are required by law to provide an assessment of need, however, are not required to provide service.

Assessment of Need

Assessment of need generates a category of risk; services are provided to those in the Critical risk category.

Critical Risk:	Indicates that there are critical risks to an individual's independent living or health and well-being which are likely to call for the immediate provision of social care services (extremely high priority)
Substantial Risk:	Indicates that there are significant risks to an individual's independence or health and wellbeing, and they may require input from Social Work or other partnership services. (high priority)
Moderate Risk:	Indicates that there are some risks to an individual's independence or health and wellbeing. These may call for the provision of advice and guidance including signposting to other services, or they may simply be manageable over the foreseeable future. (medium priority)
Low Risk:	Indicates that there may be some quality-of-life issues, but low risks to an individual's independence or health and wellbeing with very limited, if any, requirement for the provision of social care services.

If following the assessment of need – you are deemed to meet Low or Moderate risk criteria for services – you will be signposted to community resources who may be able to help you.

Carers Assessment

Adults who provide care and support to a family member or friend are referred to as Carers. Under Scottish legislation, carers are entitled to their own assessment of need, this is called an Adult Carer Support Plan.

An Adult Carer Support Plan must be completed to enable access to Respite services. Carers will be given the choice to complete the form with a Care Manager or the form can be left with the individual, and then discussed when completed.

Once this assessment is recorded on the social work system, this represents the carers assessment of need and can be used to recommend the level of respite required.

The care manager will then take the assessment of need to the Resource Allocation Group (RAG) where the Panel will make a decision regarding allocation of respite. Once this is completed it will be required on an annual basis and the worker will share this with the chosen respite service to negate charges on what has been approved.

Social Care Charging Policy, Adult Non-Residential and Residential Care Services 2024-25

This charging policy explains how South Ayrshire Health and Social Care Partnership considers and determines the contribution to care that adult services users will be expected to pay towards their care and support.
Charges apply where services are provided via all SDS Options, Direct Payment, Individual Service Agreement, Directly by South Ayrshire Health and Social Care Partnership or a combination of all the options.
The charges are aligned with principles of Convention of Scottish Local Authorities (COSLA) guidance, best value framework, and benchmarking against other local authorities. The charging policy is reviewed annually and any revisions to charges and financial assessment rules are approved by South Ayrshire Council as part of the annual budget setting process.

The policy is based on the following values:

- You will only be charged for the hours of care and support that you receive.
- You will not be charged more than it costs to provide the service.
- Where the charge is subject to a financial assessment, this will be means tested and income maximisation is recommended as part of the process.
- You will know in what way and why you are being charged.
- You will be treated in a fair, transparent, and unbiased manner

Legislation - Residential Care Services

Residential care services for adults refers to 24-hour care and support provided in a care home setting. The care home must be a registered service with the Care Inspectorate and meet your assessed needs of either residential or nursing basis or both. Provision of care can be on a permanent, temporary or respite basis. The legal basis for charging residential services is the National Assistance Act 1948 and the National Assistance (Assessment of Resources) Regulations 1992.

Legislation - Non-Residential Care Services

These services are provided following an assessment of need and are identified to assist you to meet your identified outcomes. The legal basis for charging non-residential social care services is the Social Work (Scotland) Act 1968, (as amended) and Community Care and Health (Scotland) Act 2002.

Financial assessments.

Individuals within the Adult Learning Disability Service can be referred from age 16. Adults are required to be in receipt of appropriate adult benefits. If the Adult lacks capacity to deal with their own finances, it is expected that appropriate legal powers are in place to enable a guardian to manage the Adult's finances on their behalf. If a person remains in School services will not be provide until they are 18.
Contribution to services is determined on an individual basis by completion of a financial assessment form, (HCC1). This will take account of income, savings, and other capital to work out how much you can afford to pay toward the cost of the services you receive.
Part of this assessment process will ensure that your income is maximized, and you are receiving all the benefits to which you are entitled. Our information and Advice Hub can support you to complete all relevant forms as required.

Carers Respite & Carers Flexible Respite

Informed by the Carers Scotland Act 2016 - Carers (Scotland) Act 2016 (legislation.gov.uk)

Carers Charter - Carers charter - gov.scot (www.gov.scot)

Respite care is care that is provided to unpaid carers to offer a break from their caring role. A carer is someone provides care to a relative or friend who would not be able to manage without that care.

Respite can be:

- **PLANNED** - pre-booked
- **EMERGENCY** - in response to a sudden event such as illness of the carer

Models

Traditional model:

Where the cared for person leaves the family home and attends another place for respite, such as a short breaks unit (Chalmers Road) or Hansel 'The Cabin.'

Flexible model:

Hour's equivalent to Number of Days awarded can be used in a more fluid way such as attending football matches, going to concerts, going on holiday. Respite care is offered following assessment of need. Respite care can be offered in addition to day care following this assessment.

Carers Support Plan Assessment

Carers Support Plan Assessment (CSPA) helps identify the carers needs and the support that may be required to help them in their caring role. Local authorities have a duty to prepare an adult carer support plan for anyone they identify as a carer or for any carer who requests one.

Carers are offered a CSPA of Needs by SW, this must be accepted and completed before respite can be offered.

Respite

The Local Authority agreed allocation is up to 28 days or four weeks respite per year. Learning Disability Team Respite Calculation Tool is used to identify level of respite for each individual.
The local authority agreed allocation for traditional respite is up to 28 days or 4 weeks respite per year.

In an emergency such as poor health it may be possible to offer increased respite for a period.

Flexible Respite

Flexible Respite will be paid at the contracted rate for the year. (Detailed at time of assessment)

Respite:
1 week's respite equivalency of 100 hours at the agreed provider rate e.g., 100 x £22 which equals £2200 with a maximum of 4 weeks being allotted.

Flexible Respite Equivalency:
Set at 100 hours per week.

1 Week	100 Hours
2 Weeks	200 Hours
3 Weeks	300 Hours
4 Weeks	400 Hours

Emergency Respite

5 Week	500 Hours
6 Weeks	600 Hours

For the purposes of funding the year starts once the Carers assessment has been approved at Resource Allocation Group (RAG). A carers assessment must be completed every 12 months, and the eligibility criteria is applied at each assessment. There is no automatic role-over of entitlement carried forward each year. This is to ensure the most current circumstances are reflected.

Self-Directed Support Options

SDS Option 1:	Direct Payment to be used for flexible respite – Carer chooses provider, dates, and pays the provider directly. This is the most flexible option. Hourly rate set at contracted rate (to be discussed as part of assessment 2024/25 set at £22 per hour).
SDS Option 2:	Carer chooses the provider and dates. The local authority pays the provider via Individual Service Fund agreement which is signed by the person being cared for or their guardian.
SDS Option 3:	Local Authority will arrange respite and complete booking forms for dates that are available within the service.
SDS Option 4:	A mixture any of the above.

The Care Manager will discuss all the options available to the cared for person and the carer.

Respite Provision Grading Tool/Questionnaire

Name of Service User	
CareFirst ID	
Details Of Carer	
Care Manager/Team	
Date Of Completion	

Details of Carer

AGE RANGE OF CARER	
Aged between 20 - 40	
Aged between 40 - 60	
Aged between 60 - 70	
Aged over 70 years	

Details of Current Circumstances of Carer:
Please detail any additional caring responsibilities, living conditions or any other circumstances which impacts your caring role

Physical health of carer	
Mental health of carer	
Lone carer	
Any further issues such as ill health, work commitments of carer, identified overnight support requirements	

Service User Information

MOBILITY	YES	NO
Do they mobilise independently?		
Are walking aids required?		
Is a wheelchair required?		
Is use of hoist required?		
Are they able to climb stairs?		
Do they have balance problems?		

COMMUNICATION/SENSORY NEEDS?	YES	NO
Is the service user able to read and write?		
Are they able to communicate their basic needs?		
Are any specialist aids required for communication (pecs, signing)?		
Visual impairment?		
Auditory?		
Any other sensory difficulties		

IS SUPPORT REQUIRED WITH PERSONAL CARE?	YES	NO
Independent?		
Prompting		
Full support required?		

IS SUPPORT REQUIRED WITH TOILETING	YES	NO
Independent?		
Prompting?		
Full support required?		

MENTAL HEALTH	YES	NO
Is there a diagnosed mental health illness (including anxiety)		
Is this condition severe and enduring?		

AUTISM	YES	NO
Is there a diagnosis of autism?		
Is this a diagnosis of complex autism? Confirmed by health.		

EPILEPSY	YES	NO
Diagnosis of epilepsy?		
Is this well managed?		
Is rescue medication prescribed?		

DIETARY NEEDS	YES	NO
Are there any significant dietary needs such as modified diet or PEG or Do they require assistance and time to be fed?		

BEHAVIORAL	YES	NO
Is there a history of aggressive or severely challenging behaviours?		
Is there a history of or been suspected of inappropriate sexual behaviour?		
Is there a history of or been suspected of posing a risk to vulnerable adults and/or children?		
Are there any criminal convictions?		
Is 2:1 support required at any time?		
Any history of absconding behaviours?		
Are there any intense/severe repetitive behaviours?		

	YES	NO
Is palliative care required?		

	YES	NO
Is there a diagnosis of dementia?		

BANDING OF TOTAL SCORING

Maximum number of nights respite provision per year = 42 nights
Flexible respite maximum of 14 hours per day or 100 hours per week

LOW	0
MODERATE	0 - 7
SUBSTANTIAL	8 - 28
CRITICAL	29 - 42 ***Extreme circumstances must be identified in the assessment and agreed by management.***

RESPITE PROVISION ALLOCATION OF RESOURCES

Eligibility and scores (maximum of 28 nights per year)

CRITERIA	SUGGESTED PROVISION
LOW	0 - No Respite
MODERATE	No respite
SUBSTANTIAL	No respite
CRITICAL	100 hours.
EMERGENCY RESPITE	Assessed on a case-by-case basis

Fair Access to Day Services

Policy Objectives

The policy objectives are underpinned by South Ayrshire Health and Social Care Partnerships (SAHSCP) vision and values. The SAHSCP vision statement is that "Empowering communities to start well, live well and age well."

This has been supported through the LD strategy 2022-2027 where people with an LD have asked us to change the model of day care to provide support to them in the evening and weekends in the way that they would wish. This new model included 3 days maxium building based day care and 2 days individualized support for people. People remain entitled to a maximum of 5 days support following assessment, Only 3 can be building based. Therefore, people have been able to meet in supper clubs, purpose designed groups and at weekend as part of a review of the day care model in our partnership, The feedback we have received about these changes has largely been very positive. The partnership no longer provides 5 days building based day care due to the positive impact of these changes.

SAHSCP provides a range of community support services to adults with a learning disability with varying levels of support needs. A person-centered assessment is undertaken to establish the support needs of the individual. SAHSCP Adult Learning Disability Team is committed to maximising personal independence.

A comprehensive assessment will be completed to identify achievable outcomes. Assessment will also incorporate what informal support is in place from carers, families, and friends, Community-based activities within the locality will also be considered.

Access to formal support within Day Services is determined by the agreed Eligibility Criteria.

1. With funding being made available where an individual has been assessed as having critical needs and where the reduction of identified risks requires formal support in part or in whole, SAHSCP Adult Learning Disability Team has a responsibility to provide or secure suitable services to a standard satisfactory to meet eligible needs, through this collaborative approach. It also has the responsibility to ensure there is fair and equitable allocation of available resources such as Day Services or Opportunities within the community.

2. Within Day Services and Community Opportunities, the Adult Learning Disability team supports individuals to achieve their outcomes, promote independence and provide carers respite in line with the Adult Learning Disability Strategy.

3 This policy aims to ensure there is a fair, equitable and financially sustainable allocation of hours/days within the day service for adults with a learning disability who require this model of support. Assessment and allocation of support will consider the person/s complexity of needs, home setting and identified goals/outcomes. This policy does not in itself impact the eligible service levels but focusses on the service types and approaches to providing this support.

Policy Application

This policy applies to all adults with a learning disability from the age of 18 years (16 if they have left school and are in receipt of benefits) , as well as young people transitioning from Children & Families service to adult services. Where an adult with a learning disability has been assessed by a Care Manager/Social Worker using the “My Life My Outcomes” assessment. The full assessment will be presented by the care manager through the Resource Allocation Group (RAG). Once the assessment of the individual is agreed, transitioning phase will commence based on the individual’s needs.

Related Legislation, Policies and Procedural Mechanisms

SAHSCP’s responsibilities to adults (aged 18 and over) who are assessed and are eligible for accessing Day Services are set out in the following legislation, policies, and operational mechanisms, which may be subject to change:

- The Social Work (Scotland) Act 1968
- The NHS and Community Care Act 1990
- Community Care and Health (Scotland) Act 2002
- Adults with Incapacity (Scotland) Act 2000
- The Regulation of Care (Scotland) Act 2001
- The Adult Support and Protection (Scotland) Act 2007
- Children (Scotland) Act 1995
- Data Protection Act 2018
- Freedom of Information (Scotland) 2002
- The Human Rights Act 1998 and Equality Legislation
- The Social Care (Self Directed Support) (Scotland) Act 2013
- The Equality Act 2010
- The Mental Health(Care and Treatment) (Scotland) Act 2003
- Principles of Good Transitioning (ARC 2019)

Other Related Policies and Mechanisms

- My Life My Outcomes – Assessment and Support Plan
- Action Plan
- Transition Policy
- Positive Risk Management
- Adult Carer Support Plan
- COSLA Charging Guidance
- Resource Allocation Group

Legislative Context

The main duty to provide community care services derives from Section 12A of the Social Work (Scotland) 1968 Act:

"Where it appears to the local authority that any person from whom they are under a duty, or have a power, to provide community care services may be in need of any such services the local authority shall:

- Complete an assessment of the need of that person for those services; and
- Decide, having regards to the results of that assessment, whether the needs of the person being assessed call for the provision of any such services, taking account of:
- Care provided by (an adult or young) carer,
- The views of the person whose needs are being assessed (provided that there is a wish, or as the case may be a capacity, to express their view)

Self-Directed Support Options

The Social Care (Self Directed Support) (Scotland) Act 2013 introduced a choice and control in the provision of community care support. SDS has allowed service users in South Ayrshire to exercise choice and control. This is particularly relevant in the changes we have made to our day care services where we have moved from a one size fits all approach to tailor made individual support for those that require day care services. South Ayrshire no longer provides traditional models of day care and the lives of people with learning disabilities has improved with the support of SDS. This was completed through extensive consultation with service users and carers as part of the Learning disability strategy 2022-2027.

The Act places a duty on local authorities to offer people who are eligible for community care a range of choices over how they receive their community care and support as follows:

Option 1: The making of a direct payment by the local authority to the supported person for the provision of support.

Option 2: The selection of support by the supported person, the making of arrangements for the provision of it by the local authority on behalf of the supported person and, where it is provided by someone other than the authority, the payment by the local authority of the relevant amount in respect of the cost of that provision.

Option 3: The selection of support for the supported person by the local authority, the making of arrangements for the provision of it by the authority and, where someone provides it other than the authority, the payment by the authority of the relevant amount in respect of the cost of that provision.

Option 4: The selection by the supported person of Option 1, 2 or 3 for each type of support and, where someone provides it other than the authority, the payment by the local authority of the relevant amount in respect of the cost of the support.

The Equalities Act 2010

The Equalities Act 2010 protects the following characteristics (referred to in the Act as "Protected characteristics"):

- Age
- Race
- Sex
- Sexual orientation
- Pregnancy and maternity
- Gender reassignment
- Religion or belief
- Marriage or civil partnership
- Disability

The Act prohibits discrimination (whether direct or indirect) against people who possess one of the characteristics. Direct discrimination takes place where a person treats another person who has a protected characteristic less favourably than he or she treats or would treat others not possessing the protected characteristic. Indirect discrimination occurs where a provision, criterion or practice is applied which would put a person possessing a protected characteristic at a particular disadvantage.

Individuals who are assessed as needing community care supports often do so due to disability. While assessment of need is individualised and person – centered (and eligible services so provided), SAHSCP has an obligation to ensure that it treats people fairly and equitably in terms of levels of support with which they are provided.

The Integrated Joint Board (IJB) is delegated with the powers and duties of South Ayrshire Council and NHS Ayrshire and Arran Health Board through an "Integration Scheme," which is established by Parliamentary Order, in relation to a wide range of health and social care functions. SAHSCP is accordingly required to perform its statutory duties under the terms of the 1968 and 2013 Acts, while exercising its discretion in performing these duties. It must also ensure that policy and practice is fair and equitable in line with the Equality Act 2010.

SAHSCP has a duty to assess needs and must ensure that assessed eligible needs are being met, but they do not have to fund the support requested by an individual or guardian, attorney, or carer if the assessed need can be met in a more cost-effective manner. SAHSCP is not required to fund more expensive models of care where alternative models of care can effectively provide support.

Assessments of Need and Eligibility for Day Services and Opportunities

- SAHSCP takes a person- centered outcome-based approach to needs assessment and support planning.
- A support needs assessment will be conducted by a qualified social worker in consultation with the individual, guardian, and carer (Formal/Informal).
- The person/s assessed for Day Services will be an Adult with a Learning Disability aged 18 or 16 if they have left school and are in receipt of benefits .

- The qualified social worker will use the “Day Service Provision Grading Tool” where the scoring will determine the allocation between 1 to 3 days provision within the day service.
- Not all assessed needs will meet eligibility criteria for qualification of allocated days within the day service, only outcomes that reduce risks to moderate level can be enrolled for an allocation day service or where determined, other opportunities.
- Outcomes not associated with eligible needs will be used to inform and shape how eligible support is best provided.

Resource Allocation

- The Social Work (Scotland) Act 1968 requires local authorities to ensure that resources are made available to meet eligible needs to a standard that will satisfy the local authority that the individuals needs are being met.

- The allocation of resources is determined to be a “Relevant amount,” as defined in the Social Care (Self Directed Support) (Scotland) Act 2013 as “The amount that the local authority considers is a reasonable estimate of the cost of securing the provision of support for the supported person”.

- SAHSCP Adult Learning Disability Team facilitates the Resource Allocation Group (RAG) was developed to determine and authorise relevant funding for the allocation of resources under self-directed support. This means that through assessment of need presented by the care manager/social worker, the Resource Allocation Group (RAG) will allocate the assessed days in line with the demands of need. The RAG funding authorisation is then applied to whichever SDS option is chosen, meaning that no individuals will be placed at a disadvantage. Following completion of the assessment an individual will be made aware of the indicative budget available to them. This will ensure that the individual is clear about resources they have been allocated as they begin the support planning process.

- Any individual who is not satisfied with the level of resources they have been allocated should in the first instance discuss this with the practitioner and their manager. If agreement cannot be reached, the individual should be made aware of the South Ayrshire Integration Joint Board Complaints Handling Procedure.

- In addition, a new higher-level RAG has been established as of April 2025. The purpose of this DMT RAG is to assess cases that are beyond the current financial limit of support at 110K. The RAG will consist of the head of service, Chief social work officer and chief financial officer. It will make the final decision in relation to complex cases where care packages of over 110K are being requested. This RAG has time slots to meet monthly or as required depending on need. The outcome of the DMT RAG will be communicated by the head of service.

Types and Levels of Support

1 The purpose of providing support to an Adult with a learning Disability is to primarily reduce the risk to a moderate level. Finite resources mean that the local authority may not be able to provide the level of support an individual requires within the day services. There is an inherent risk in all aspects of daily living and therefore it is not

always possible (or indeed appropriate), to completely reduce or eliminate risk in every situation.

2 Types and levels of support within the Day Services and Opportunities varies depending on the adult with a learning disability. Within the Day Service the staffing ratio is 3:4 clients.

3 Should an individual require 1:1 support, the care manager/social worker shall reassess where a 3rd sector provider may be sought to provide 1:1 community support.

4 There is a general principle that all eligible support to reduce risks to a moderate level must also have a secondary objective to contribute to outcomes relating to the promotion of wellbeing, social development as well as gaining new skills to live their best life. In addition to reducing presenting risk, eligible support should be designed to maximise the potential for individuals to develop the skills and confidence to safely manage with gaining the skills and independence over time. Capacity for enablement (or reablement) will vary from person to person but should always be promoted as an ongoing desired outcome of the support provided.

Further Detail and Procedural Processes

1 SAHSCP takes an outcome-based approach to assessment, support planning and review. An outcome-based approach focuses on delivering improved results (outcomes) for adults with a learning disability with assessed needs for Day Services. Traditionally, support was service – led, with formal structured services seen in isolation as being the most effective way to support people. Now the view nationally and locally is that results are more successful if they are outcome – led. This involves everyone working together to achieve the best possible impact on the adult with a learning disabilities life. The philosophy of this approach is one that emphasises the strengths, capacity, and resilience of individuals, builds upon informal support systems and includes consideration of wider community -based resources.

2 An outcomes-based approach will assess needs, identify a range of associated outcomes for an individual, not all of which will meet the assessment criteria for allocation of Day Services. The eligibility criteria in South Ayrshire are based on reducing substantial or critical risks. The needs (and associated outcomes) that can be met through reducing these risks to a moderate level can be allocated a placement within day services or other community opportunities as appropriate.

3 The Care Manager/Social Worker will assess the adult with learning disabilities using the “Day Service Provision Grading Tool” as part of the My Life, My Outcomes assessment. The grading tool considers all mitigating factors such as the adult with learning disability and the carers current situation to the allocation of days. Should the assessment identify that day service provision is required, minimum allocation would be 1 day per week and the maximum allocation of days is 3. Should the assessment suggest that more than 3 allocated days for day services are required, the care manager/social worker will look at other SDS options for supports out with the day service provision.

4 Each Adult with a learning disability receives two reviews per year. This consists of an annual review from the care manager/social worker in conjunction with the day service as well as a 6 monthly review conducted by day services in conjunction with the care manager.

5 Once an allocation of days/hours is in place at the start of transition for the adult, a 4-week review will be conducted to ensure the needs of the adult with a learning disability is being met within the service.

6 It is the expectation that Parents/Guardians/Carers will arrange drop off and collection of the Adult to and from Day Services. This will be discussed as part of the assessment of needs.

Day Services Provision Grading Tool/Questionnaire

Name of Service User	
CareFirst ID	
Details Of Carer	
Care Manager/Team	
Date Of Completion	

Details of Carer

AGE RANGE OF CARER	
Aged between 20 - 40	
Aged between 40 - 60	
Aged between 60 - 70	
Aged over 70 years	

Details of Current Circumstances of Carer:
Please detail any additional caring responsibilities, living conditions or any other circumstances which impacts your caring role

Physical health of carer	
Mental health of carer	
Lone carer	
Any further issues such as ill health, work commitments of carer, identified overnight support requirements	

Service User Information

Does the service user have identified positioning or postural needs?	YES	NO

MOBILITY	YES	NO
Do they mobilise independently?		
Are walking aids required?		
Is a wheelchair required?		
Is use of hoist required?		
Are they able to climb stairs?		
Do they have balance problems?		

COMMUNICATION/SENSORY NEEDS?	YES	NO
Is the service user able to read and write?		
Are they able to communicate their basic needs?		
Are any specialist aids required for communication (pecs, signing)?		
Visual impairment?		
Auditory?		
Any other sensory difficulties		

IS SUPPORT REQUIRED WITH PERSONAL CARE?	YES	NO
Independent?		
Prompting		
Full support required?		

IS SUPPORT REQUIRED WITH TOILETING	YES	NO
Independent?		
Prompting?		
Full support required?		

MENTAL HEALTH	YES	NO
Is there a diagnosed mental health illness (including anxiety)		
Is this condition complex?		

AUTISM	YES	NO
Is there a diagnosis of autism?		
Is this a diagnosis of complex autism?		

EPILEPSY	YES	NO
Diagnosis of epilepsy?		
Is this well managed?		
Is rescue medication prescribed?		

DIETARY NEEDS	YES	NO
Are there any significant dietary needs such as modified diet or PEG?		

BEHAVIORAL	YES	NO
Is there a history of aggressive or severely challenging behaviours?		
Is there a history of or been suspected of inappropriate sexual behaviour?		
Is there a history of or been suspected of posing a risk to vulnerable adults and/or children?		
Are there any criminal convictions?		
Is 2:1 support required at any time?		
Any history of absconding behaviours?		
Are there any intense/severe repetitive behaviours?		

	YES	NO
Is palliative care required?		

	YES	NO
Is there a diagnosis of dementia?		

BANDING OF TOTAL SCORING

Maximum number of days P/W - **3 days P/W

LOW	0 - 14
MODERATE	15 - 25
SUBSTANTIAL	25 - 43
CRITICAL	44+

DAY SERVICE PROVISION ALLOCATION OF RESOURCES

Eligibility and scores (maximum of 3 days per week)

CRITERIA	SUGGESTED PROVISION
LOW	N/A
MODERATE	No daycare
SUBSTANTIAL	No day care
CRITICAL	3 Days P/W

Social Work Learning Disability Support Worker Process

The role of the support worker is to provide supports within the community or within the homes of Adults with a diagnosed Learning Disability. The role is focused on supporting people to live their lives as independently as they can, keeping them safe, helping them to make choices, and ensuring that they lead full and rich lives in their community.

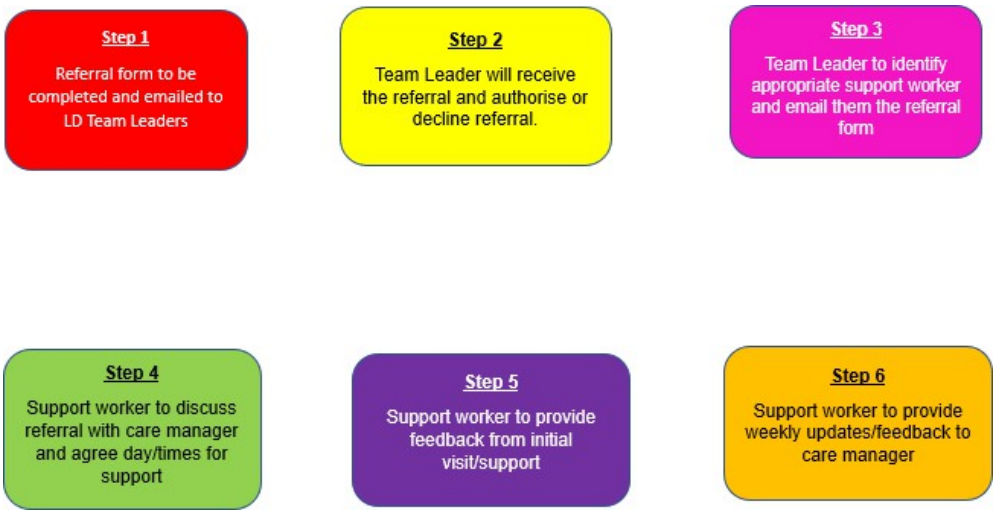
Care managers to complete support worker referral form when a need for additional supports is identified. This support could be as an addition to formal supports already in place, as an additional time limited support or to support individuals who have no formal supports.

Supports could be required as a one-off support, time limited support or ongoing support. Care manager should identify and provide justification of support requirements.

Care managers should provide details of support needs within referral and discuss this with support worker prior to supports commencing. Support workers will provide required supports as directed by care managers. The following is an example of supports that can be required:

- Collect Section 12 funds as required – Section 12 funds to be applied for and arranged by care manager.
- Support Individuals with shopping as required.
- Support individuals with batch cooking.
- Support individuals to appointments.
- Support individuals to groups when required.
- Provide support at supper clubs/grub clubs as arranged.
- Supporting individuals within a community setting to minimise social isolation.
- Monitor and report back to care manager.
- Support and motivate individuals to develop life skills and independence.
- Should support from FAST identify there is an ongoing support need, this should be discussed with care manager and support worker considered to provide ongoing supports. FAST provide intensive, focused and time limited supports only and should not be considered when support worker input would be more appropriate.

Social Work Support Worker Referral Pathway



Learning Disability Support Worker Referral Form

LEARNING DISABILITY SUPPORT WORKER REFERRAL FORM	
Name:	
CareFirst id:	
Address:	
Contact number:	
Allocated worker:	
Date of referral:	
Ongoing support	
One off support	
Information:	*Provide relevant information:*
Risks:	*Identify risks for lone worker:*
TASK TO BE COMPLETED:	*Details of support required and outcomes to be met:*
DAY:	
Number of hours/level of support:	
Weekly total hours:	
Approved by:	

FAST Process and Responsibilities

Complex or crisis situation where Social Worker/CCA and Team Leader (Social Work TL and Health TL if involved) agree FAST involvement is required, either:

1 Bring to RAG if planned piece of work required, i.e. for assessment purposes (if significant decline etc, or to assess how much support is required etc) This should also include detail of what Provider is currently doing and if hours or support could be changed etc.

Or

2 If crisis situation, Social Worker/CCA and Team Leader will agree crisis intervention/assessment required. Referral form will be completed, and Team Leader will call/meet FAST manager to discuss and agree what is required*

Process

- Social worker/CCA will complete referral form immediately after agreed at RAG and send to Team Leader. (if a crisis situation, Social Worker/CCA will discuss with Team Leader and complete referral form).
- Team Leader will sign off referral and send to FAST on same day.
- Team Leader and FAST manager will agree decision on what support is required, to meet which outcomes and timescales for planned piece of work to start and finish.
- FAST will contact service user/carer/Guardian within 24 hours by telephone.
- Joint home visit will take place within 48 hours of referral being made.
- FAST manager or FAST team member will feedback to Team Leader on progress, any issues, not engaging etc.
- Team Leader can then update/discuss with Social Worker/CCA. Social Worker/CCA should then put case note on to reflect progress or any issues.

Team Leaders will each meet with FAST manager on Tuesdays and Thursdays.
Details of referrals, support provided, intervention, issues (referral agreed or not agreed), outcomes achieved (if avoided an admission etc) and timescales for each piece of work to be emailed on a monthly basis.

***Where Team Leader and FAST manager cannot agree on whether FAST should be involved or what support is required then Escalation Plan would be for Team Leader and FAST manager to escalate discussion to Senior Management. ***

FAST Referral

Referral Form

FAST TEAM REFERRAL FORM	
NAME:	
CareFirst Id:	
Address:	
Contact Name:	
Contact Number:	
Allocated Worker:	
Date Of Referral:	
Planned support/assessment	Yes/No
Crisis situation	Yes/No
Current Support in Place (Brief Details):	

Type of, and Reason for FAST Referral	
Preferred Start Date of Support:	
ONE Time SUPPORT (details)	
Number of weeks or total number of visits	
Projected End Date of Support	

INFORMATION: Please provide relevant information of the reason for the request for the support:	
TASK *(Including Assessments) To be Undertaken/Support Required:*	**OUTCOMES TO BE MET** *(if applicable):*

Number Of Hours/Level of Support:	
WEEKLY TOTAL HOURS:	
APPROVED BY:	

Positive Risk Assessment/Analysis

Positive Risk Assessment/Analysis				
Risk No.	Identified risk (Summarise the main risks and provide a brief analysis of the service users circumstances)	Severity of Harm (Please provide brief details and consider if Minor, Significant, Serious)	Likelihood of risk (Unlikely, Likely, Highly Likely)	Risk identified Low, Med, High
1	PHYSICAL HEALTH			
2	MOBILITY -			
3	PERSONAL CARE -			
4	MEDICATION			
5	CHALLENGING BEHAVIOURS			
6	ANY RISKS IN RELATION TO SHARING LIVING SPACE WITHIN ASSESSMENT FLAT			
7	WOULD ALTERNATIVE STAFFED OVERNIGHT SUPPORT/EMERGENCY RESPITE BED AT CHALMERS RD BE REQUIRED AND RATIONALE FOR THIS			

Areas to consider: Accommodation Family & Social Contacts Mental Health & Wellbeing Mobility Medication/Alcohol/Tobacco/Drugs Communication Finance Physical Health Personal Care Social Life/Community Employment/Training Living Independently Spiritual/Religious/Cultural Support & Protection Other (please describe)

For each risk identified please complete the Risk Management Plan, taking into consideration minimising measures currently in place and the risks already being managed under the Support Plan.

Positive Risk Management Plan				
Risk No. (Column 1 Risk Assessment)	What measures are/require to be in place to manage the risk	Further action required? Who is the responsible person and their role	New Risk Rating (Low, Med, High)	Review Date
1				
2				
3				
4				
5				
6				
7				

Eligibility Criteria at a National Level

Appendix 1

The following criteria was written several years ago. It no longer applies in the same way for all local authorities and partnerships. In South Ayrshire because of the growing demands on our resources we only offer support to people in critical need. I would therefore ask you to bear this in mind when reading this national eligibility criteria.

The 1968 Social Work (Scotland) Act recognises the central role of the local authority in determining where there is a need for the provision of community care services and how such need should be met. The legislation, as amended in 1990, describes assessment as a two-stage process: first the assessment of needs and then, having regard to the results of that assessment, the local authority shall decide whether the needs of that person call for the provision of services (12A of the Social Work (Scotland) Act 1968).The use of eligibility criteria applies to this second stage of the assessment process; they are used by councils to determine whether a person assessed as needing social care requires a service to be put in place in order to meet those needs.

National eligibility criteria for social care were agreed by the Scottish Government and COSLA in 2009 and while originally developed for older people as part of the response to Lord Sutherland's report on free personal and nursing care, the criteria were explicitly designed to apply consistently across all adult care groups (see para 1.5 of the eligibility guidance).

It is recognised that the use of eligibility criteria as a means of managing demand for social care is imperfect and unless properly deployed can result in resources being narrowly focused on individuals with acute needs or on specific client groups. There is also evidence that inappropriate application of eligibility criteria can hinder the person-centred and outcome- focused assessment and support planning that is essential to deliver Self Directed Support.

To that end, further work is being undertaken by the Scottish Government and COSLA to assess how eligibility criteria are being applied in practice and consider whether further work is required to ensure criteria support the SDS approach.

Each local authority will have their own clear locally agreed eligibility criteria that should be referred to by managers and practitioners as part of the assessment process.

Self–Directed Support Strategy

In 2010, the Scottish Government and COSLA published a Self-Directed Support Strategy for Scotland. This strategy put forward a host of recommendations, including one on access to care and support and the use of eligibility criteria. Specifically, the Strategy recommends that:

"The Scottish Government in conjunction with COSLA and the National SDS Implementation Group will review the application of the national eligibility framework in order to establish the need for national eligibility thresholds for all adults with social care needs."

In developing the Self Directed Support Strategy it became evident that a key concern amongst people who use services is the fact that provision can vary between council areas in Scotland and that there is not sufficient clarity as to the application of eligibility criteria and the operation of thresholds.

National Eligibility Framework

The National Eligibility Framework employs a four criterion approach, categorising risk as being critical, substantial, moderate or low.

- **Critical Risk:** Indicates that there are major risks to an individual's independent living or health and well-being and likely to call for the immediate or imminent provision of social care services.
- **Substantial Risk:** Indicates that there are significant risks to an individual's independence or health and wellbeing and likely to call for the immediate or imminent provision of social care services.
- **Moderate Risk:** Indicates that there are some risks to an individual's independence or health and wellbeing. These may call for the provision of some social care services managed and prioritised on an on-going basis or they may simply be manageable over the foreseeable future without service provision, with appropriate arrangements for review.
- **Low Risk:** Indicates that there may be some quality of life issues, but low risks to an individual's independence or health and wellbeing with very limited, if any, requirement for the provision of social care services. There may be some need for alternative support or advice and appropriate arrangements for review over the foreseeable future or longer term.

In these definitions, the risks do not refer only to an individual's current independence, health and wellbeing, but also to the risk that she or he may not be able to gain these outcomes without support.

As part of the overall policy discussion on Free Personal Care, it was agreed that older people who had been assessed as being at critical or substantial risk would be provided with services within a maximum of six weeks of the confirmation of need.

Section 12 (1) of the 1968 Act indicates that "It shall be the duty of every local authority to promote social welfare by making available advice, guidance and assistance on such a scale as may be appropriate for their area, and in that behalf to make arrangements and to provide or secure the provision of such facilities….as they may consider suitable and adequate".

While the advent of self-directed support requires a broad interpretation of the legislation – it is not necessary for the local authority to provide a service in response to assessed need – it remains the case that local authorities should operate eligibility criteria to determine whether or not an individual assessed as having a social care need can access formal support and if so, which of their needs are to be met by that support.

Self-directed support, as an approach, does not negate the need for the application of eligibility criteria – rather is a further evolution of relationship and partnership approaches with people and with families and heralds an expansion of choice in how support is delivered. This approach works within the context that social care support is not now, nor has ever been, an entitlement. Rather, it remains linked to a sound assessment of need.

Most people in society live most of their lives independent of formal services. There are people whose need for formal support will be short term, or variable. There are, however, many individuals who require lifelong support. All these groups deserve support that is flexible and creative in nature, and responsive to change. However, it is the latter group that is most likely to benefit from self-directed support.

Key issues:

- the Self-Directed Support Act 2013 requires transparency in decisions on allocation of resources. Experience from legal judgments in England reinforce the explicit need for those systems to be fair, equitable and transparent.
- should a person fall below the threshold of eligible need (and therefore access to an individual budget) this does not mean they don't have needs that can be met in other ways – e.g. by the provision of information and advice; signposting to community resources or through a wide range of limited interventions.
- knowing the amount of resources available to meet their intended outcomes is a key component in maximising a person's choice and control. The section on support planning describes this in more detail.
- where an adult over 65 years is entitled to free personal care to meet specific needs, this should be built into planning and those elements made clear. A creative plan can be built around the elements that won't be charged for to enhance the support experience.

The SDS Act is not prescriptive as to the means by which resources should be allocated. Regardless of whatever system is being developed locally, the following points are critical and will be included in the carers' and service users' guides:

- local authorities should have a system of deciding a budget that is fair and clear to everyone.
- practitioners should be able to advise the individual how much money is available under each of the four options.
- the amount of money allocated for support should be enough to meet the eligible needs and agreed outcomes that are agreed in the assessment.
- before deciding how much money is allocated, the local authority must take into account the view of the professional who has worked with the individual and agreed needs and outcomes.
- where people do have a requirement for formal support because their support needs can't be met in other ways, the design and shape of that support is developed as a partnership.
- resources should be provided flexibly and be personalised around the individual, making use of natural networks, with support focused on specific goals and personal outcomes.

Eligibility: Considerations for:

Practitioners

- there is an obligation to inform people of the eligibility criteria that operates locally.
- to make this accessible, practitioners need to be clear about the criteria and be able to express this in different ways or formats to meet different communication needs.
- once a local authority determines a person's needs fall within its eligibility criteria, it has a duty to meet those needs, always recognising that there are many and varied ways to 'meet a need'. The act encourages creativity and collaboration to widen the scope of support received.

- eligibility criteria should not shape the identification of 'presenting needs' but it may influence which needs can be met through local authority or partnership funding.
- it is important that assessments are focused on personal outcomes and that a strengths-based approach to assessment is adopted.
- a need should not automatically be seen as a deficit that requires funding or a service.
- in determining eligibility, practitioners need to take full account of how a person's needs and risks may change over time, the impact of failure to access support and whether this would lead to more support being required in the future.
- if, after assessment, it is determined that a person does not meet the eligibility for funded support or services they should – minimally – be provided with information and advice about alternative forms of possible assistance.
- there may be a requirement for limited or ongoing involvement with some people even if their needs fall below eligibility criteria thresholds.

Organisations

- Is there clear guidance available about current eligibility at a local level and are practitioners aware of it?
- Whilst councils have different ways of doing so, they are required to have systems of allocating resources that are demonstrably fair, equitable and transparent. Local eligibility criteria should, therefore, be clear, published and accessible for anyone to access.
- Self-directed support challenges local authorities to find appropriate ways of matching need to available resources. Neither the Act nor the accompanying regulations make comment on this, other than to acknowledge local authorities are permitted to seek a charge or contribution from the recipient of an individual budget, regardless of how it is accessed.
- Financial and IT systems should be in place to support the allocation and monitoring of individual budgets.
- Is there a joint commissioning strategy that promotes preventive or alternative approaches as well as access to more formal services? Practitioners should be clear about their responsibilities if a person's needs fall below eligibility criteria.
- A focus on co-production and locality-based approaches will reduce pressure on formal services through prevention, early intervention and ongoing support to people in communities.
- There has been a number of legal challenges to the amount awarded to meet an assessed person's needs and the resulting judgments provide a helpful guide to the responsibilities of a local authority.

Support planning

Having identified and analysed a person's strengths, needs, risks, capacity and aspirations during the assessment process, the development of a support plan enables the practitioner, in collaboration with the individual (and relevant others), to consider how these needs can be best met and any potential challenges or conflicts of interest addressed.

The Act requires that support must be available to ensure an individual is able to communicate their views, questions and concerns. This will ensure and evidence that choice is informed.

In the past, people assessed as being eligible for support have sometimes been expected to 'fit' into existing services and care planning tended to be 'resource led'. The principles of the Act

facilitate a move towards an outcomes focus – where the individual is central to the planning of their support. It enables a focus on an individual's goals rather than on what services can provide.

Key issues

- planning for outcomes-focused support with a person requires creativity and imaginative thinking to ensure the wider resources available are recognised and valued.
- these resources should start with the individual's own personal assets, which could be their experiences, their resilience and motivation, their circumstances and life history, their family and community supports – partnered with the professional's experience, skills and knowledge of systems and potential sources of support.
- this can also involve other agencies using support planning to develop shared and joint plans with clear roles and responsibilities.
- planning activity also needs to take account of proportionality and of opportunities for time limited or time specific interventions based on the aims and objectives agreed.
- support planning also takes place in specific statutory contexts. As the new Act sits alongside other guidance and legislation – such as Adult Support and Protection – it gives practitioners an opportunity to enhance effectiveness and adapt practice in order to ensure the best possible outcomes for each person.
- good practice suggests a 'one person – one plan' approach. Practitioners should therefore aim to minimise duplicate planning and streamline existing processes.
- professional judgement needs to be applied when determining how to engage with people whose capacity is impaired. It is important to support the application of principles of participation and choice to promote the least restrictive option that is of most benefit to the person.

The safety of individuals remain the paramount concern when assessing risk. In circumstances where concerns or possible conflict of interests arise around roles within family or in other key relationships e.g. where a child or adult may be considered to be at risk, the self-directed support principles can still apply. There needs to be full consideration of the child and adult protection guidance and procedures when assessing risk and working with the supported person and their family.

There is some apprehension that the development of Self Directed Support approaches, processes and the transferring of power may increase risk for some of the more vulnerable people who engage with services. There is however increased recognition that practice based on sound relationships with the supported person, their families and wider support networks may, in fact, support greater safety and risk enablement opportunities. Helping to identify more creative solutions of support may in many circumstances, lead to reduced levels of risk and harm.

Children:

In relation to the Act, a child over 16 has the right to make decisions about their own support and the choice of the four options. Below the age of 16 the person with responsibility for a child, the 'appropriate person' should be involved in decisions about a child's support and the choice of the 'four options'. However a child's age, stage and maturity needs to be considered. Children over the age of 12 years have the right to make decisions unless it is shown that they are unable to do so. Even in that event, all attempts should be made to seek the child's view, include them in the process and keep them at the centre of decision making about any support arrangements.

An effective support plan should:

- demonstrate how the principles of the Act have underpinned the planning and guided practice throughout.
- demonstrate how identified outcomes can be achieved within available resources.
- demonstrate a shared understanding of the outcomes, objectives, tasks and decisions.
- outline clear timescales and date of review.
- explore and take account of a person's existing strengths and supports and how these can be enhanced.
- outline the roles of each person and agency involved, the part they play in effective support, and their responsibility for supporting change.
- clearly identify how areas of risk will be managed or supported and by whom.
- be reflective and responsive to changing circumstances where possible.
- demonstrate how to link the individual's eligible needs and their agreed outcomes and show how creativity and lateral thinking are effective in meeting need.
- demonstrate how the supported person has a good understanding of the process and the agreed priorities.
- outline information about any services provided.
- be written or communicated in a format that the supported person understands (considering – age, communication, language, ability etc).
- describe arrangements for what happens within a crisis situation – consider what may need to happen if things go wrong – a contingency/back-up plan.
- allow for a sufficient degree of flexibility, allowing for reasonable adjustment over time and in response to the 'real world'.

The Act requires that, for people to make informed choice and be involved, the support planning and decision making processes must be clear and understandable to each person.

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There are a wide range of templates or formats used to guide and facilitate both the individual and practitioner through the support planning process. Whatever method is used, it must be accessible and reflect the needs of the individual, and it must encourage and support an outcomes-based rather than 'tick box' led approach. Consideration needs to be given to age, disability, culture, communication method, ethnicity, language etc.

Agreeing the support plan:

Local arrangements for agreeing level or type of resource should be followed. Local authorities' duty of care means that it can refuse to agree to any element of a support plan where the support would:

- unreasonably endanger any person and put their safety at risk
- support an illegal act
- involve gambling or financial investments
- fund health care that should be met by the NHS unless budgetary arrangements have been put in place between agencies to permit this
- pay for anything that other sources of income should normally cover
- not contribute to the agreed outcomes within the support plan.

This applies to all of the options under the Act.

Tom's story

Tom is a young man who, just after graduating from university, sustained a brain injury following an operation on a brain tumour which has left him totally blind with no light or shade. Following discharge from hospital he moved into his own accommodation.

He now lives alone in his own tenancy with support three times per week amounting to 15 hours. He had his own flat after university and wished to continue to live the life of a young man though had to give his flat up when in hospital. He has had to make huge adjustments; the career dreams he had, the plans he had for adventures with his friends and the aspirations of his family all had to be adjusted.

His one surviving parent, his mum who was widowed when Tom was a child, lives nearby. She has recently had a crisis in her own health which has long term implications and she suddenly is not able to support Tom physically. She still provides emotional and social support through email phone and of course when he visits her home. His mum is concerned that she's not able to support her son as she'd expected and this has had profound impact on her own emotional wellbeing and her sense of being a parent and carer. She wanted the best for Tom and before her own health crisis, she ensured the support that Tom got was as good as it could be, using community and other resources to enrich Tom's life and choices and to envision a future that was positive and safe and made the best of the circumstances. She was a powerful advocate but this role has been compromised through her own ill health.

It has taken time and effort for the family to get through each challenge step-by-step.

Tom's support arrangements were set up before self-directed support and at the time, most of the arrangements were set up to enable discharge from hospital.

Tom is required to be offered the four options at his next review after 1st April.

He likes the arrangement he has, but this is still a new experience for him and circumstances have changed since it was set up. Tom's carers are his life, and part of his routine, and he would not manage without them.

Now that he has had time to adjust to his new way of living, what would an outcomes- focused review enable him to say?

What matters most?

That his family feel he is managing so they can focus on his mum. One very visible sign of this is shaving. A seemingly small thing, he is by shaved by female carers most of the time – passable but not great. He is aware his mum feels he looks unkempt at times, and this becomes a source of argument, about the quality of his carers and if he defends them, then his personal priorities are questioned.

He can cope but if there is a special occasion like visiting his mum, or other relatives and friends a sign to them of him managing is to look groomed. The only way he feels properly clean shaven is on the rare occasions he is taken to a Turkish barber – (he is totally blind and has to rely on others to escort him).

He would feel more independent if some of his support was turned into escort to a Turkish barber, and flexible enough for shaving before family gatherings, not just on a particular weekday,

but at weekends when parties happen and families gather. Then he knows and feels he is groomed.

The outcome for him, is he can trust that his appearance is how he would like to look if he could see, and secondly he feels this is one less worry for his mum, therefore, the time they spend together therefore has more quality.

Option 1 a direct payment for unpredictable escort to a Turkish barber

What else matters?

Tom likes most of his carers but wants them to remember it is his life and he wants to have friends round – for meals, coffee, film nights with carry out food and drink. He attempts to wash his dishes, but can't see how clean the plates are, and he doesn't mind anyway. He would prefer that one of his carers does not scold him for leaving plates used by others for her to wash. He wants to remind her this is his home. But he needs her support. His involvement in designing his support would enable him to make this clear at the outset, there are other tasks he would be happy to do without so that he could have friends round and live his life as normally as he can.

Outcomes: Tom feels just like any other young man learning to live as independently as he can, and to enjoy a normal life with friends.

SDS Duties confirmed. **Involvement** in designing support. **Collaboration** through more effective use of own resources and networks. **Choice** and **control** through support being designed around him with small adjustments.

Support planning: considerations for:

Practitioners

- the support plan must evidence the involvement and participation of the individual and highlight that collaborative approaches have been taken especially with the person, with other agencies and people who are important.
- the practitioner, where they consider it appropriate, should provide the individual with information about independent advocacy services provide a unique role in terms of helping people navigate and make their choices.
- the Mental Health (Care and Treatment) (Scotland) Act 2003, the Adults with Incapacity (Scotland) Act 2000 and the Adult Support and Protection (Scotland) Act 2007 require consideration of independent advocacy when people are subject to duties under these acts.
- when support planning for a child or young person, the GIRFEC approach must be adopted (this will be further supported within the new Children and Young People Bill).
- the individual should have an understanding about the choices they have made and what this means for their support arrangements, now and in the future, pending review.
- the person is clear about how the plan will be monitored and reviewed and how this will support their agreed outcomes.
- the plan should make use of natural networks and other community resources where possible.
- there should be clear evidence of the person's full involvement within the process.
- capacity can be variable; this needs to be built into plan.

- clear timescales are identified and outcomes are broken down into manageable chunks. This helps make it measurable and easier to see progress if there are milestones identified along the way.
- the person should be clear about what supports are going to be provided to them, by whom, when, how and every other detail of the support plan arrangements along with how these will be managed and everyone's role within this process.
- the support plan should focus on what the person wants to achieve as well as openly discussing and recording any risk factors to the person or from the person to others.
- the support plan should consider the importance of the principle of minimum intervention – as the least restrictive options should be used.
- use of assistive technology can deliver discreet support that enables people to retain independence and dignity and this should be considered.

Organisations

- decision making and budget setting processes should be transparent regardless as to what system is adopted to determine a person's personal budget.
- practitioners need to be supported by supervisors and managers to ensure individuals are at the heart of all assessment, planning and decision making.
- the requirement to evidence involvement and choice will require coherent support plan recording methods.
- practitioners will require guidance and support in relation to a range of new procedures, structures, polices, and resources to allow them to feel clear and confident about this stage.
- these will vary across local authorities and partnership arrangements, but must be fit for purpose to ensure practitioners carry out their duties in relation to the Act.
- opportunities to contest decisions should be known to all parties (e.g. appeal or complaints processes).

Carers

There are two specific areas relating to carers in addition to those listed above:

1. they are to be fully involved in developing a support plan in their role as a key partner.
2. when support is to be provided to enable the carer to continue in role, the support plan is to be developed jointly and highlight which areas are for the supported person and which are for the carer in their own right.

A carer's story

A carer looks after her father, who lives alone, is getting older and more frail and starting to need a bit of help around the house. The carer does the more heavy-duty housework such as vacuuming and mowing the lawn, as well as going to the supermarket and running errands.

Her father has a stroke and is taken into hospital. He is in hospital for three weeks and during this time his daughter has a carer's assessment, organised by the hospital social worker. It establishes that although his daughter was able to support him before the hospitalisation, the care required when he leaves hospital will be more substantial than what has been done before, including some personal care, and it is not known how long the more substantial care will be needed for, as rehabilitation following a stroke can be variable.

The carer will not be able to cope with this level of caring as she works full-time and has two teenage children. In addition, she does not want to provide personal care for her father and he would prefer to receive it from paid care workers. She is still able to visit regularly, and helps with the housework when she visits, as well as picking up shopping, running errands and supporting him when the occupational therapist and physiotherapist visit. She is also referred to the local carers' centre, and is able to meet with other carers who are in similar situations.

Her father is offered support from the local authority, and after talking with his daughter about how the support will fit in with the care she can provide, he decides to take an individual budget, and asks the Council to arrange care from a private care agency who can come and help him with showering, dressing and cooking at times that suit him. The care agency is very flexible and will come along in the mornings and evenings to provide personal care and help with making meals. The care workers have shorter visits at weekends and on days when his daughter is not at work, as she is able to help her father with meals then and so the care workers only have to help him wash and dress.

A key safe is installed to make it easier for the care workers to access the property. It also means that the eldest grandchild can visit if required when the carer is not available.

The flexibility of the agency care workers is very important as his daughter's days off are not on a specific schedule. Likewise, if the carer needs a break, the agency uses the hours that have been 'saved' to provide extra support with shopping and household tasks.

Learning points:

The carer has been caring for a while but has only had a carer's assessment after reaching crisis/emergency. It has been recognised that her caring limit had been reached and support must be provided for her to be able to continue to care.

The cared for person is provided with support due to his condition, but this support also benefits the carer. It will be detailed in both plans. He is able to choose support that suits him and also has the help and support of the carer when choosing.

The flexibility of support suits both the carer and the person receiving care, as it allows the carer to maintain their own life, remaining in employment and having a break from caring. Neither of them wanted a direct payment, but do want some choice over who provides care, so option 2 was the best choice for them as they can 'bank' the hours they don't use for extra support when it's needed.

Agenda Item No. 8(a)

South Ayrshire Council

Report by Chief Financial Officer to Cabinet of 26 August 2025

Subject: Budget Management – Revenue Budgetary Control 2025/26 – Position at 30 June 2025

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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 2025/26 as at 30 June 2025.

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 as outlined in the Directorate financial performance reports at Appendix 1 and summarised in 4.1.7 below;

2.1.3 approves the requested earmarking of resources to be carried forward to 2026/27 as summarised in 4.1.8;

2.1.4 notes the projected in year under-spend of £1.361m after earmarking and projected uncommitted general reserve balance of £9.140m;

2.1.5 notes that the HSCP are developing a recovery plan in order to address the currently projected overspend of £5.286m.

3. Background

3.1 The budget management report contains overview information for the following:

3.1.1 General Services Revenue - Appendix 1a to f *(pages 1 to 17)*;

3.1.2 Housing Revenue Account - Appendix 1g *(page 18)*; and

3.1.3 Common Good Funds - Appendix 1h *(page 20)*.

3.2 Members approved the Council's revenue budget for 2025/26 on 27 February 2025, with total planned expenditure of £375.871m. The approved 2025/26 budget included Aggregate External Finance (AEF) due from Scottish Government of £302.363m net Council tax income of £73.508m resulting in total planned income of £375.871m.

3.3 Directorate planned spending has been adjusted to incorporate several adjustments which required to be actioned following budget approval in February 2025:

3.3.1 allocation of a £5.514m payroll management target held within the Miscellaneous Services Account approved as part of the 2025/26 budget in March 2025;

3.3.2 earmarking of £2.559m (brought forward from 2024/25 approved by Cabinet on 18 June 2024);

3.3.3 additional notifications of funding from the Scottish Government (not included in the February 2025 budget) for:

(i) £0.018m for holiday play schemes and activities;

(ii) £0.048m for the Nature restoration fund allocations;

(iii) £0.038m for foster and kinship care allowances; and

(iv) £0.066m Criminal Justice top up funding.

3.3.4 Specific grant income of £4.421m has been re-allocated to offset directorate expenditure (inclusive of the additional £0.066m for Criminal Justice Specific grant top up);

3.3.5 structural changes transferring Corporate Policy, Strategy and Performance (£2.972m) from the Education Directorate to Chief Executive's, following the review of the management structure agreed at Council on 14 May 2025; and

3.3.6 other budget transfers between Directorates actioned in line with Financial Regulations rules on budget transfers.

3.4 Table 1 below summarises the revised 2025/26 General Services budget at 30 June 2025 inclusive of the budget adjustments outlined in 3.3 above.

Table 1 – Budget movement

Directorate/ Account	***Original Budget £m***	***Budget adjustment (per 3.3) £m***	***Revised £m***
CEX	18.467	3.325	**21.792**
Communities and Transformation	23.049	0.013	**23.062**
Education	159.273	(8,221)	**151.052**
Housing, Operations and Development	47.010	(0.513)	**46.497**
HSC	107.165	(1.675)	**105.490**
Misc. Services Account	20.907	5.490	**26.397**
Total Expenditure	***375.871***	***(1.581)***	***374.290***

General Revenue Grant	(248.197)	(0.104)	(248.301)
NDRI	(49.811)	-	(49.811)
Specific Grant	(4.355)	4.355	-
Council Tax	(73.508)	-	(73.508)
Use of earmarked reserves brought forward from 2024/25 to support 2025/26 expenditure commitments	-	(2.670)	(2.670)
Total Income	***(375.871)***	***1.581***	***(374.290)***
Net Expenditure	***-***	***-***	***-***

3.5 In relation to the Health and Social Care Partnership (HSCP). Table 1 above shows the adjusted 2025/26 budget delegated from the Council to be overseen by the Integration Joint Board (IJB). Appendix 1e provides an overview statement of the current financial budget and projected out-turn position for the Council element for 2025/26.

3.6 As outlined in the draft Annual Accounts 2024/25, the unaudited General Services reserves at 31 March 2025 was £22.897m and of this, £18.466m was set aside or earmarked for specific purposes, leaving an uncommitted balance of £4.431m. Excluding HSCP, which holds its own reserves. This equated to 1.73% of future planned expenditure.

3.7 As part of the 2025/26 revenue budget the Council agreed to contribute £3.928m in 2025/26 to uncommitted reserves which would increase the balance shown in 3.6 above to £8.359m, or 3.1% of planned 2025/26 expenditure (excluding HSCP). Since the commencement of the 2025/26 financial year, Council has agreed two draws from uncommitted reserves totalling £0.741m, as detailed in appendix 2. These approved draws reduce the available uncommitted balance to £7.618m (or 2.8% of planned spend) prior to the impact of the Period 3 in-year spend projections contained in this report.

3.8 Members approved the Housing Revenue Account budget for 2025/26 on 6 March 2025, with total planned expenditure of £38.770m being met from rents and other income. Since the approval of the 2025/26 budget various budget transfers have been actioned in accordance with Financial Regulations resulting a revised total planned spend of £38.768m. The unaudited Housing Revenue Account surplus at 31 March 2025 was £4.464m.

3.9 Members approved the Common Good revenue and capital budgets for 2025/26 on 27 February 2025. The combined unaudited Common Good revenue surplus as at 31 March 2025 for all Common Good Funds was £0.436m.

3.10 Members considered and approved proposed changes to the management of Common Good Funds at the Council meeting of 14 May 2025, with the resultant changes due to be implemented from 1 October 2025. The impact of these changes are due to feature in future Budget Management reports to this Cabinet.

3.11 The approved Council budget includes pay uplifts for Council employees of 3% for 2025/26, however final confirmation of an uplift of 4% has recently been received for SNJC and Craft workers bargaining groups which is 1% greater than budgeted. Discussions with SNCT unions are still ongoing at present. Initial estimates indicate

that for every 1% increase in the pay uplift for all staff groups, above the current budgeted amount, will equate to a £2.1m increase in cost (inclusive of HSCP uplifts and assuming that Teaching unions reach the same 4% uplift agreement as others).

3.12 The Scottish Government has identified additional funding of £79m to be allocated to Councils to help offset this additional cost. South Ayrshire Council's share of this funding is estimated to be circa £1.659m leaving an unbudgeted shortfall of circa £0.450m. Of the anticipated allocation of £1.659m, £0.345m is due to be allocated to HSCP as a pro-rata share of the funding to partially meet the expected increased cost within the partnership.

4. Proposals

4.1 ***Overview of Directorate/ Accounts' position as at 30 June 2025***

4.1.1 Appendix 1a to f to this report provides financial performance information in the form of a report for each Directorate/ account for the period to 30 June 2025.

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

Directorate/ Account	***Projected under/ (over) spend £m (i)***	***Estimated Pay funding allocation £m (ii)***	***Earmarking approved/ requested £m (iii)***	***Revised Projected under/ (over) spend £m (iv)***
Chief Executive	0.331	0.124	-	0.455
Education	(1.606)	0.681	-	(0.925)
Communities and Transformation	0.230	0.170	(0.050)	0.350
Housing, Operations and /Development	0.408	0.339	-	0.747
Miscellaneous Services Account	0.234	-	-	0.234
Total Net (expenditure)/surplus	***(0.403)***	***1.314***	***(0.050)***	***0.861***
Council Tax income (see 4.1.5 below)	0.500	-	-	0.500
Net in year projected surplus/(deficit)	***0.097***	***1.314***	***(0.050)***	***1.361***

4.1.3 Table 2, above, indicates an overall under-spend for the year (excluding HSCP) of £1.361m after requested earmarking of £0.050m. Where directorate overspends are projected, 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 / 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 **Pay uplifts –** As noted in 3.11 agreement has been reached with the majority of trade unions for a 4% uplift in pay in 2025/26. This additional cost has been included in the actual projected out-turn for all directorates in Table 2 col (i) above, however the anticipated funding from the Scottish Government has not yet been received therefore it has been shown as a separate column in Table 2 col (ii) based on a pro-rata allocation to each directorate, pending it's confirmation.

4.1.5 **Council Tax Income –** A review of the current collection rates and number of properties indicates they are on target to exceed income expectations by £0.500m at this stage. This is primarily due to an increase in the number of chargeable properties than originally estimated, but also due to a slightly improved collection rate compared to previous years.

4.1.6 **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 1e indicates a projected in year overspend of £5.286m for 2025/26. In terms of the integration scheme, discussions are already underway to implement a recovery plan in order to address the projected overspend. An update will be provided in future Budget Management Reports regarding this matter.

4.1.7 **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

Directorate/ Account	***Dr £m***	***Cr £m***	***Appendix ref:***
Communities & Transformation	0.161	0.161	1b –page 5
HOD	0.905	0.905	1d –page13
Total	***1.066***	***1.066***	

4.1.8 **Earmarking** – Members are asked to consider and approve the new earmarking request to be carried forward to 2026/27 for each Directorate as outlined in Appendix 1a to 1e summarised in total in the table below (by Directorate).

Table 4 – New Period 4 Earmarking

Directorate/ Account	***£m***	***Appendix ref:***
Communities and Transformation	0.050	1b – page 5
Total	**0.050**	

4.2 ***General Services – Summary of Current Financial Revenue Position***

4.2.1 The unaudited 2024/25 Annual Accounts showed an accumulated surplus at 31 March 2025 of £22.897m and of this, £18.466m was set aside or earmarked for specific purposes leaving an uncommitted balance of £4.431m for General Services. Appendix 2 provides detail of the amounts set aside from the accumulated sum together with the impact agreed movements and of the current year directorate net year-end under-spend projections of £1.361m (after earmarking) outlined in Table 2 at 4.1.2 above.

4.2.2 Table 5 below indicates that a year-end £9.140m uncommitted general services balance is currently projected at 31 March 2026. This equates to 3.4 per cent of estimated planned spend (excluding HSCP). This is within the 2 to 4 per cent required by Council policy for uncommitted general reserves.

Table 5 – General Services accumulated uncommitted reserves

	£m
Unaudited opening reserves	22.897
Commitments (per Appendix 2)	(18.466)
Uncommitted surplus brought forward from 2024/25	**4.431**
In year contribution (per Feb Council budget agreement)	3.928
New agreed commitments (see Appendix 2)	(0.741)
Revision to agreed commitment (see Appendix 1b)	0.161
Period 3 Directorate 2025/26 projections (per table 2 above)	1.361
Projected accumulated uncommitted reserve	**9.140**

4.2.3 Table 5 above shows a significant improvement in the overall uncommitted reserves in recent months which is a key requisite in measuring the overall financial sustainability of the council moving forward. As a minimum this improved position should be maintained at this level with limited further future draws from reserves being approved. Continued good progress and improvements in the in-year directorate projected position may have a positive effect on the use of uncommitted reserves in future budget strategies.

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 £1.761m. When the in-year underspend is added to the current uncommitted surplus, identified in Table 4 of Appendix 1g, this results in an overall revised projected uncommitted surplus of £2.662m 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 £0.443m is anticipated together with a projected combined capital reserve of £0.206m.

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 £8.979m is currently projected for General Services, excluding HSCP.

6.2 A £2.662m accumulated uncommitted surplus is projected for the Housing Revenue Account and a combined £0.443m 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. Integrated Impact Assessment (incorporating Equalities)

9.1 The proposals in this report do not require to be assessed through an Integrated Impact Assessment.

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. Link to Shaping Our Future Council Yes ☐ No ☑

13.1 Not applicable.

14. Results of Consultation

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

14.2 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.

15. Next Steps for Decision Tracking

15.1 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 4.1.7	14 October 2025	Chief Financial Officer

Background Papers	**Report to South Ayrshire Council of 27 February 2025 - Revenue Estimates 2025/26, Capital Estimates 2025/26 to 2036/37 and Carbon Budget 2025/26**
	Report to South Ayrshire Council of 6 March 2025 - Housing Revenue Account (HRA) – Revenue Budget 2025/26 and Capital Budget 2025/26 to 2029/30
	Scottish Government Finance Circular 10/2024
Person to Contact	**Tim Baulk, Chief Financial Officer** **County Buildings, Wellington Square, Ayr, KA7 1DR** **Phone 01292 612612** **E-mail tim.baulk@south-ayrshire.gov.uk**

Date: 12 August 2025

Budget Management Report
to 30 June 2025 (Period 3)

Appendix 1

Ref.	Directorate/ Account	Pages
1a	Chief Executive's Strategic Office	1 to 3
1b	Communities and Transformation	4 to 6
1c	Education	7 to 9
1d	Housing, Operations and Development	10 to 14
1e	Health & Social Care	15
1f	Miscellaneous Services Account	16 to 17
1g	Housing Revenue Account	18 to 19
1h	Common Good Funds	20 to 21

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**).

Appendix 1a

Chief Executive's Office

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected FY Actual to 31 March £'000	Projected FY Variance Favourable /(Adverse) £'000
108	***Chief Executive & Support***	***454***	***439***	***15***
83	***Corporate Strategy, Policy & Performance***	***3,261***	***3,261***	***0***
	Finance and Procurement Services:			
26	Chief Financial Officer	133	133	0
420	Corporate Finance and Accounting	2,217	2,190	27
2,206	Revenues and Benefits	5,661	5,597	64
150	Strategic Procurement	769	714	55
2,802	***Total Finance and Procurement Services***	***8,780***	***8,634***	***146***
	Regulatory Services:			
26	Head of Regulatory Services	134	134	0
41	Civil Contingencies & Business Continuity	83	73	10
700	Democratic Governance Services	2,581	2,614	(33)
111	Insurance, Risk & Safety Management	603	544	59
189	Legal & Licensing Services	971	998	(27)
418	Trading Standards & Environmental Health	1,816	1,791	25
1,485	***Total Regulatory Services***	***6,188***	***6,154***	***34***
573	***Human Resources & Payroll***	***2,762***	***2,642***	***120***
62	***Performance Appraisal & Audit***	***347***	***331***	***16***
5,113	**Total Chief Executive's Office**	**21,792**	**21,461**	**331**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2025/26 £'000	Projected FY Actual to 31 March £'000	Projected FY Variance Favourable /(Adverse) £'000
3,341	Employee costs	17,309	17,004	305
37	Property costs	327	318	9
524	Supplies and services costs	793	805	(12)
34	Transport costs	94	78	16
154	Administrative costs	732	776	(44)
1,137	Third party payments	4,900	4,850	50
5,992	Transfer payments	25,948	25,948	0
4	Financing costs	12	12	0
11,223	***Gross expenditure***	***50,115***	***49,791***	***324***
(6,110)	Gross income	(28,323)	(28,330)	7
5,113	**Net expenditure**	**21,792**	**21,461**	**331**

Table 3 - Analysis of Significant Variances

FY Variance favourable	Chief Executive & Support
15	**Chief Executive & Support -** projected underspend of £0.015m as a result of ; ***Employee Costs*** - projected underspend of £0.015m due to the current level of vacancies.
15	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Corporate Strategy, Policy & Performance
0	**Corporate Strategy, Policy & Performance -** projected online
0	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Finance and Procurement Services
0	**Chief Financial Officer** - projected online.
27	**Corporate Finance** - projected underspend of £0.027m as a result of current vacancies
64	**Revenues & Benefits** - projected underspend of £0.064m as a result of; ***Employee Costs*** - projected underspend of £0.065m due to the current level of vacancies. ***Administrative Costs -*** projected overspend of £0.070m as a result of increased postage costs. ***Income*** - projected over recovery of income of £0.081m mainly due to the introduction of the Corporate Appointee Scheme.
55	**Strategic Procurement** - projected underspend of £0.055m as a result of; ***Employee Costs*** - projected underspend of £0.030m in relation to current vacancies. ***Administrative Costs*** - projected underspend of £0.015m mainly related to reduced printing costs. ***Income*** - projected over recovery of income of £0.010m for charges for work done for other Council services.
146	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Regulatory Services
10	**Civil Contingencies** - projected underspend of £0.010m as a result of current vacancies.
(33)	**Democratic & Governance Services** - projected overspend of £0.033m as a result of; ***Property Costs*** - projected underspend of £0.009m across various small budget lines. ***Transport Costs*** - projected underspend of £0.011m due to less vehicle hire, fuel and mileage. ***Administrative Costs*** - projected underspend of £0.011m across various small budget lines ***Income*** - projected under recovery of income of £0.064m, mainly due to marriage fee income target levels being higher than achievable.
59	**Risk & Safety Management** - projected underspend of £0.059m as a result of current vacancies
(27)	**Legal Services** - projected overspend of £0.027m as a result of; ***Employee Costs*** - projected underspend of £0.015m due to the current level of vacancies. ***Income*** - projected under recovery of income of £0.042m, mainly due to Licencing fee income target levels being higher than achievable.
25	**Trading Standards & Environmental Health -** projected underspend of £0.025m; ***Transport Costs*** - projected underspend of £0.005m due to less private vehicle hire, fuel and mileage. ***Income*** - projected over recovery of £0.020m, due to additional income from Food Standards Scotland.
34	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Human Resources & Payroll
120	**Human Resources & Payroll:** A projected underspend of £0.120m; ***Employee Costs*** - projected underspend of £0.070m due to the current level of vacancies. ***Third Party Payments*** - projected underspend of £0.050m due to savings on the new Occupational Health contract.
120	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Performance Appraisal & Audit
16	**Performance, Appraisal & Audit:** A projected underspend of £0.016m as a result of current vacancies.
16	**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
Total		**0**

Table 6 - Efficiency Savings

Efficiency savings:	Target £'000	Anticipated shortfall £'000
Corporate Accounting - recover fees from externally funded projects	25	0
Corporate Procurement - increase contract rebate income target	40	0
Corporate Procurement - introduce supplier early payment discount scheme	15	0
Corporate Procurement - reduce various Supplies & services costs budget	3	0
Employee Services – Increase employee benefits income target	35	0
Revenues & Benefits – Increase Scottish Water contribution grant income target to reflect increased grant	53	0
Trading Standards & Environmental Health – review and increase fees by 5%	5	0
Corporate Strategy, Policy & Performance – Structure review	86	0
Total	**262**	**0**
Comments:		

Table 7 - Payroll Management

Payroll Management:	Target £'000	Achieved at period 3 £'000
Payroll Management - Corporate Target	637	132
Total	**637**	**132**
Comments:		
The payroll management target is projected to be achieved in full.		

Table 8 - Grant Income

New Grants Received:		
Amount £'000	**Grant name/ body**	**Grant purpose**
1,118	Scottish Government	HEEPS
1,118		
Comments:		

Appendix 1b

Communities & Transformation Directorate

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
89	***Directorate***	***(69)***	***(149)***	***80***
	Communities			
2,144	Thriving Communities	5,807	5,607	200
407	Sport, Leisure and Golf	4,888	4,888	0
643	Destination South Ayrshire	4,624	4,624	0
3,194	***Total Communities***	***15,319***	***15,119***	***200***
	Transformation			
1,402	ICT Strategy & Delivery	4,890	4,790	100
503	Customer Services & Public Affairs	2,524	2,474	50
306	Transformation	398	598	(200)
2,211	***Total Strategic Change***	***7,812***	***7,862***	***(50)***
5,494	**Total Strategic Change & Communities Directorate**	**23,062**	**22,832**	**230**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2025/26 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
4,632	Employee costs	21,905	21,575	330
626	Property costs	3,301	3,301	0
1,464	Supplies and services costs	2,963	2,963	0
447	Transport costs	745	745	0
81	Administrative costs	232	232	0
563	Third party payments	2,241	2,341	(100)
3	Transfer payments	10	10	0
0	Financing costs	0	0	0
7,816	***Gross expenditure***	***31,397***	***31,167***	***230***
(2,321)	Gross income	(8,335)	(8,335)	0
5,495	**Net expenditure**	**23,062**	**22,832**	**230**

Table 3 - Analysis of Significant Variances

Projected FY Variance favourable /(adverse) £'000	Directorate
80	***Service -*** projected over-recovery in payroll management target of £0.080m, due to the net impact of: - delays in filling vacancies, vacancy freeze and utilisation of external funding £0.300m - the difference between the budgeted 25/26 pay award of 3% and the approved 4% pay award for Local Government employees (£0.220m).
80	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Communities
200	***Thriving Communities -*** currently projected to be £0.200m. This relates to core funding set aside to enhance external funding including NOLB & UKSPF, which is not anticipated to be required during 2025/26.
	Sport, Leisure and Golf - currently projected to be online.
	Destination South Ayrshire - currently projected to be online. International Ayr Show - Festival of Flight 2025 - Members approved (June 2025) access to funding from uncommitted reserves of a maximum sum of £590,000 for the International Ayr Show in 2025. Members are requested to approve the temporary budget transfer to allocate budgets in relation to the sponsorship/sales income received to date (refer to **Table 4** below) and note that the confirmed sponsorship income received to date reduces the required potential draw from reserves to £429,000.
200	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	Transformation
(50)	***ICT Strategy & Delivery*** - currently projected to be £0.100m underspent in relation to ICT software maintenance contracts.
	Customer Services & Public Affairs - Information and Advice Hub - projected underspend of £0.050m. 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, however due to the challenge in filling short term contracts (12 month), these contracts will now continue into 2026/27. The post is targeted at improving clients financial wellbeing through maximising their income, minimising and managing debts and accessing the right benefits. Members are requested to approve the earmarking of this underspend, to fund these contracts in 2026/27 (refer to **Table 5** below).
	Transformation - projected overspend of £0.200m due to short term unachievable savings target from 2023/24. This target relates to the overall Council Transformation programme and not specifically the Transformation team itself. The target will be considered for allocation as part of the overall Council transformation programme as projects are approved and savings identified.
(50)	**Total projected variance**

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
1	International Ayr Show - Supplies and Services	161	
	International Ayr Show - Income		161
	Allocation of sponsorship/sales income budget to offset expenditure.		
Total		**161**	**161**

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
ELT 546 (04/03/24) - IAAH extend contracts	OD/Employee Costs	50
Total		**50**
Comments: Details included above.		

Table 6 - Efficiency Savings

Efficiency savings:	Target £'000	Anticipated shortfall £'000
Sport, Leisure & Golf - increase golf season ticket price by £5 per annum	35	0
Sport, Leisure & Golf - increase golf adult green fees by £2 per round	15	0
Sport, Leisure & Golf - increase monthly Learn2 membership by £1 per month	35	0
Sport, Leisure & Golf - targeted price increase for the usage of 3G pitches - £2/hr	6	0
Thriving Communities - reduce employability supplies & services budget	5	0
Thriving Communities - reduce 'School as Hub' budget	10	0
Economy & Regeneration - reduce transport and administration budgets	3	0
Transformation - restructure transformation PMO (delete vacant posts)	45	0
ICT Operations - reduction in ICT contracts	20	0
ICT Operations - reduce leased line rentals	12	0
Total	**186**	**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 3 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	579	191	388
Total	**579**	**191**	**388**
Comments: Currently projected to be £0.300m over-recovered.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	**Grant name/ body**	**Grant purpose**
592	Scottish Government	CCLD
155	Scottish Government	Opportunities for All - No-one Left Behind
8	Museums Galleries Scotland	Future Art Centres
4	Scottish Book Trust	Targeted Activities for Young People
4	Youth Link Scotland	Weight Management Programme
262	Sport Scotland	Active Schools/Comm Sports Hub
58	Sport Scotland	Closing the Gap
5	Macmillan Cancer Support	Cancer Support
48	HSCP	Invigor8
14	Lawn Tennis Association	Refurbishment Girvan Tennis Courts
2	Creative Scotland	Arts & Culture VACAP
14	Museums Galleries Scotland	Museum Shop
19	Scottish Enterprise	Modern Apprentice Grant
27	Trussell Trust	South Ayrshire Food Bank
1,212		
Comments: Additional amounts notified during the financial year, not included in original budget.		

Education Directorate

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
77	Directorate	(3,044)	(1,563)	(1,481)
4,349	Education - Early Years	20,632	20,632	0
22,584	Education - Learning and Teaching Schools	93,068	93,118	(50)
4,394	Education - Learning and Teaching Additional Support	19,469	19,469	0
5,947	Education Support Services	20,833	20,908	(75)
37,351	**Total Education Directorate**	**150,958**	**152,564**	**(1,606)**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2025/26 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
27,640	Employee costs	117,317	118,798	(1,481)
5,289	Property costs	27,435	27,510	(75)
544	Supplies and services costs	2,035	2,035	0
1,490	Transport costs	5,147	5,197	(50)
891	Administrative costs	953	953	0
1,977	Third party payments	7,692	7,692	0
7	Transfer payments	405	405	0
0	Financing costs	0	0	0
37,838	***Gross expenditure***	***160,984***	***162,590***	***(1,606)***
(487)	Gross income	(9,932)	(9,932)	0
37,351	**Net expenditure**	**151,052**	**152,658**	**(1,606)**

Table 3 - Analysis of Significant Variances

Projected FY Variance favourable /(adverse) £'000	Directorate
(1,481)	***Payroll Management Target -*** currently projected to be £1.481m under-achieved due to: - the budget agreement between Local Government and Scottish Governement (Dec 2024), to restore teacher numbers to 2023 levels (refer to Teaching Staff below) - £0.600m. - the difference between the budgeted 2025/26 pay award of 3% and the approved 4% pay award for Local Government employees (£0.296m) and an estimated 4% pay award for Teaching staff (£0.585m - Aug 25), which has yet to be negotiated.
(1,481)	**Total projected variance**

Projected FY Variance favourable /(adverse) £'000	**Education**
(125)	***Teaching Staff*** -
	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 2025 - August 2026) 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.
	Pupil Transport - currently projected to be overspent by £0.050m, based on last year's outturn. These projections will be updated after the renewal of 25/26 academic year contracts.
	PPP - currently projected to be £0.075m overspent, due to the budgeted RPI (391.8) being lower than the actual RPI (394 Feb 2025).
(125)	**Total projected variance**

Table 4 - Budget Transfer Requests

		DR £'000	CR £'000
1	n/a		
Total		**0**	**0**

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**
Previously approved savings:-		
Redesign of Early Years Provision (Full year impact £0.300m)	185	0
Review Early Learning Team (Full year impact 25-26)	154	0
Total	**339**	**0**
Comments: No anticipated shortfalls.		

Table 7 - Payroll Management

Payroll Management:	**Target £'000**	**Achieved at period 3 £'000**	**Remaining to be achieved £'000**
Payroll Management - Corporate target	3,278	630	2,648
Introduce Teacher Turnover Target - approved 2024-25	500	0	500
Total	**3,778**	**630**	**3,148**
Comments: Teachers turnover previously met through school roll reductions, however due maintaining teacher numbers to a SG agreed number these savings will not be met 2025-26.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	**Grant name/ body**	**Grant purpose**
4	Scottish Government	Gaelic
39	Ayrshire Chamber of Commerce	Developing Young Workforce
5	Scottish Library Information Centre	Empathy in Action
15	NCCBC	Playground improvements
35	Paths for All	Beat the steets
98		
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 2025/26 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
(934)	**Directorate**	**9,496**	**9,467**	**29**
97	Directorate	116	109	7
(1,031)	Ayrshire Roads Alliance/SPT	9,380	9,358	22
2,551	**Planning & Development**	**6,544**	**6,400**	**144**
1,288	Asset Management and Community Asset Transfer	5,812	5,810	2
779	Planning and Building Standards	1,238	1,196	42
197	Professional Design Services	(506)	(606)	100
287	Special Property Projects	0	0	0
7,954	**Housing & Operations**	**30,457**	**30,222**	**235**
2,618	Facilities Management	13,513	13,460	53
(3,034)	Housing Services	1,333	1,223	110
4,944	Neighbourhood Services	15,611	15,484	127
3,426	Property Maintenance	0	55	(55)
9,571	**Total Housing Operations & Development**	**46,497**	**46,089**	**408**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2025/26 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
7,797	Employee costs	40,644	39,508	1,136
1,489	Property costs	6,579	7,451	(872)
3,075	Supplies and services costs	11,797	12,034	(237)
2,366	Transport costs	6,624	6,564	60
172	Administrative costs	338	369	(31)
994	Third party payments	16,895	16,922	(27)
0	Transfer payments	0	0	0
0	Financing costs	90	0	90
15,893	***Gross expenditure***	**82,967**	**82,848**	**119**
(6,322)	Gross income	(36,470)	(36,759)	289
9,571	**Net expenditure**	**46,497**	**46,089**	**408**

Table 3 - Analysis of Significant Variances

Projected Variance favourable /(adverse) £'000	Directorate
7	**Directorate** - projected underspend of £0.007m across various small budgets
7	**Total projected variance**

Projected Variance favourable /(adverse) £'000	Ayrshire Roads Alliance/SPT
22	**Ayrshire Roads Alliance/SPT** - projected ARA underspend of £0.022m mainly as a result of underspends in employee costs.
22	**Total projected variance**

Projected Variance favourable /(adverse) £'000	**Asset Management & Community Asset Transfer**
2	**Asset Management** - projected underspend of £0.002m ; ***Employee Costs*** - projected underspend of £0.010m due to part vacant posts. ***Property costs*** - projected overspend of £0.100m mainly due to the delay in delivering the proposed office rationalisation saving (£0.200m). This is partly offset by underspends in reduced repair and maintenance costs in Health & Social Care occupied buildings (£0.020m), as well as a projected underspend of £0.080m in rent and insurance costs for McCalls Avenue, as these costs are now shared with other Council services. ***Transport Costs*** - projected overspend of £0.010m due to increased private contract hire and car lease costs. ***Administrative Costs -*** projected underspend of £0.015m across various budget lines. ***Income*** - projected over recovery of £0.087m in rental income from Industrial units and other general properties based on current demand.
2	**Total projected variance**

Projected Variance favourable /(adverse) £'000	**Planning & Building Standards**
42	**Planning & Building Standards** - projected underspend of £0.042m as a result of; ***Employee costs*** - projected underspend of £0.205m as a result of current vacancies ***Supplies & Services costs*** - projected overspend of £0.100m in consultancy costs. This relates to the ongoing legal and specialist experts costs in relation to Planning Application reviews. This is a fluid position and is unbudgeted due to the unknown time and cost that this review will ultimately incur ***Income*** - projected under-recovery of £0.063m in planning application fees due to a slower than average start in the first quarter of this year
42	

Projected Variance favourable /(adverse) £'000	**Professional Design Services**
100	**Professional Design Services** - projected underspend of £0.100m as a result of current vacancies.
100	**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**
53	**Facilities Management** - projected underspend of £0.053m as a result of; ***Employee Costs*** - projected underspend of £0.485m due to current vacancies. ***Income*** - projected under-recovery of £0.432m as a result of the impact of the ongoing rollout of Primary free school meals along with a decrease in the uptake of staff school meals and special catering
53	**Total projected variance**

Projected Variance favourable /(adverse) £'000	Housing Services
110	**Housing Services** - projected underspend of £0.110m as a result of; ***Employee Costs -*** projected underspend of £0.139m due to current vacancies. ***Property Costs -*** projected overspend of £0.397m. This relates to increased responsive repairs costs (£0.248m), cleaning and domestic supplies (£0.013m) and unlets (£0.136m), all as a result of the increased demand for temporary homeless accommodation. ***Supplies & Services Costs -*** projected overspend of £0.196m. This relates to increased furniture costs (£0.173m) and removal and storage costs (£0.023m) as a result of the increased demand for temporary homeless accommodation. ***Administrative Costs*** - projected overspend of £0.046m which relates to the expected level of bad debts as a result of the increased demand for temporary homeless accommodation. ***Third Party Payments*** - projected underspend of £0.081m, this relates to the DWP benefits subsidy grant received for homelessness (£0.121m). This underspend is offset by an overspend of £0.040m in supporting people payments related to tackling homelessness. ***Income*** - projected over recovery of £0.530m. 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. Members are requested to approve a Budget Transfer Request (see **Table 4** below) to transfer the income over-recovery to property costs, supplies & services costs, administrative costs and third party payments to meet the related costs for the provision of temporary homeless accommodation. This budget realignment will more accurately reflect the service's current operational position based on current demand for services
110	**Total projected variance**

Projected Variance favourable /(adverse) £'000	Neighbourhood Services
127	**Neighbourhood Services** - projected underspend of £0.127m as a result of; ***Employee costs -*** projected underspend of £0.198m as a result of vacancies across the service ***Property Costs*** - projected overspend of £0.375m as a result of the necessity to introduce security measures at Heathfield Waste Recycling Centre (£0.150m) and increased costs of general repairs and maintenance including cremators (£0.225m) ***Supplies & Services Costs*** - projected underspend of £0.052m across various budget lines ***Transport costs*** - projected underspend of £0.070m across various budget lines ***Third Party payments*** - projected overspend of £0.130m in relation to overspends in waste disposal costs (£0.080m) as new contracts are negotiated for the different waste streams within a changing market place and agency costs (£0.050m) to cover for seasonal grounds maintenance employee vacancies ***Financing costs*** - projected underspend of £0.090m as a result of the cremators lease ending ***Income*** - projected over-recovery of £0.222m as a result of increased Garden Waste permit income (£0.451m), an increase in recharge of works to ARA (£0.273m) offset by reduced DEFRA funding for the EPR for Packaging scheme (£0.317m) and an under-recovery in commercial waste income (£0.185m). Management are currently reviewing the criteria used by DEFRA to classify our Council and consider an appeal to increase the funding that we receive for the EPR for Packaging scheme . Members are requested to approve both temporary and permanent Budget Transfers (**Table 4** below) to more accurately reflect the current operational position for Grounds Maintenance and Waste Management after a comprehensive review of service budgets at Period 3
127	**Total projected variance**

Projected Variance favourable /(adverse) £'000	Property Maintenance
(55)	**Property Maintenance Service** - projected overspend of £0.055m as a result of the delay in implementing the Transformation project in relation to delivering a factoring service to private property owners
(55)	**Total projected variance**

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		**DR £'000**	**CR £'000**
1	*Housing Services/Property Costs*	326	
	Housing Services/Supplies & Services	166	
	Housing Services/Administrative	50	
	Housing Services/Third Party Payments		12
	Housing Services/Income		530
	Being use of over recovery of rental income to fund increased costs within Homeless Service		
2	*Neighbourhood Services - Property costs*	90	
	Neighbourhood Services - Financing costs		90
	Being temporary transfer of budget for cremators from leasing to repairs and maintenance as lease has now expired and they now require maintenance		
3	*Neighbourhood Services - Third Party Payments*	50	
	Neighbourhood Services - Employee Costs		50
	Being temporary transfer of budgets to fund agency workers to cover difficult to fill seasonal worker posts		
4	*Neighbourhood Services - Supplies & Services costs*	28	
	Neighbourhood Services - Income		28
	Being temporary budget set-up in relation to grant received for chewing gum removal		
5	*Neighbourhood Services - Third Party Payments*	45	
	Neighbourhood Services - Property Costs	150	
	Neighbourhood Services - Supplies & Services costs		80
	Neighbourhood Services - Transport Costs		70
	Neighbourhood Services - Income		45
	Being realignment of budgets to reflect the current costs for Heathfield Waste Recycling Centre		
Total		**905**	**905**

Table 5 - Earmarking Requests

	Objective/ Subjective	**Amount £'000**
n/a		
Total		**0**

Table 6 - Efficiency Savings

Efficiency savings:		Targeted £'000	Anticipated shortfall £'000
ARA	Motorhome parking scheme	19	0
	Move from HVO back to diesel fuel for all ARA fleet	25	0
	Increase charges for permits/notices by 5%	6	0
	Increase harbour dues by 5%	3	0
	Apply charges to additional car parks	110	0
Asset Management	Asset Management and Community asset Transfer - Income generation delivered from licence fees from pop up sites	2	0
Neighbourhood Services	Increase charges for allotments by 30% for 2025-26; 15% for 2026-27 and 15% in 2027-28	2	0
	Increase Bereavement prices by 3% each year	21	0
	Increase commercial waste collection charges on certain waste streams	62	0
	Establish income target for sale of recyclate	50	0
Property Maintenance	Property Maintenance - Private property maintenance and factoring Income generation delivered from new service	55	55
Planning & Building Standards	Introduce charge for forestry consultations (£200 per consultation)	4	0
	Introduce charge to developer for Street naming & numbering process	5	0
	Introduce charge for individual house naming (£250 each)	2	0
	Increase Pre application consultation fees in Planning to £3,000 for	10	0
	Increase all non-statutory fees by 3%	1	0
Total		**377**	**55**
Comments:			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 3 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	1,268	317	951
Payroll Management - Directorate target	0	0	0
Total	**1,268**	**317**	**951**
It is anticipated that payroll turnover will be achieved in full.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	**Grant name/ body**	**Grant purpose**
28	Keep Britain Tidy	Chewing Gum removal
28		
Comments:		
The above grants which have been received during the financial year were not part of the approved Directorate budget.		

Social Care

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected Full Year Actual to 31 March £'000	Projected FY Variance favourable /(adverse) £'000
	Community Care Services :			
12,829	Older People	*60,484*	*64,339*	(3,855)
1,086	Physical Disabilities	5,448	5,355	92
13,915	**Total Community Care Services**	**65,932**	**69,694**	**(3,762)**
4,666	Children's Services	*24,700*	*23,045*	1,656
(257)	Justice Services	(4)	(4)	0
4,408	**Total Children and Justice Services**	**24,696**	**23,041**	**1,656**
5,072	Learning Disabilities	*27,658*	*29,569*	(1,910)
580,629	Mental Health	5,183	5,352	(169)
42	Addiction	2,122	2,121	1
585,742	**Total Mental Health Services**	**34,964**	**37,042**	**(2,078)**
1,146	Directorate Services	7,501	7,190	311
0	Other Services	3	0	3
0	Vacancy management	(2,523)	(1,105)	(1,418)
1,146	**Total Support Services**	**4,982**	**6,085**	**(1,103)**
217	**Integrated Care Fund/Delayed Discharges**	547	545	2
(4,961)	**Interagency payments with Health**	(21,648)	(21,648)	0
600,467	**HSCP Sub-total**	**109,473**	**114,759**	**(5,286)**
26	Aids and Adaptations etc	833	833	0
600,493	**Final HSCP total**	**110,306**	**115,592**	**(5,286)**

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 2025/26 as at 30th June (Period 3).
The table above includes £3.638m transferred from reserves, leaving a balance of £5.980m, of which £5.383m is committed and earmarked to be used infuture years. This leaves an uncommitted balance of £0.597m which will be used to support the overall IJB overspend.
Period 3 will be presented to the IJB September's meeting.

Miscellaneous Services

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected FY Actual to 31 March £'000	FY Variance Favourable /(Adverse) £'000
3,640	Miscellaneous Services	22,493	22,259	234
3,640	**Total Miscellaneous Services**	**22,493**	**22,259**	**234**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Account	Full Year Budget 2025/26 £'000	Projected FY Actual to 31 March £'000	FY Variance Favourable /(Adverse) £'000
0	Debt management charges	20,133	19,632	501
0	Investment income	(1,930)	(1,767)	(163)
0	Recharges to other services	(1,862)	(1,862)	0
231	Requisitions and other initiatives	937	923	14
190	Employee provision	788	759	29
(15)	Fees and subscriptions	489	517	(28)
2,279	Other payments	7,818	6,928	890
12	Covid-19 costs	0	35	(35)
681	Salary sacrifice schemes	0	(118)	118
5	Equal pay	0	0	0
260	Storm Eowyn costs	0	400	(400)
0	PPP flexibility/ IFRS 16 adjustments	(3,859)	(3,163)	(696)
3,643	***Gross expenditure***	***22,514***	***22,284***	***230***
(3)	Gross income	(21)	(25)	4
3,640	**Net expenditure**	**22,493**	**22,259**	**234**

Table 3 - Analysis of Significant Variances

FY Variance Favourable /(Adverse) £'000	Miscellaneous Services
501	***Debt management charges:*** the overall budget for loan charges was £20.133m, comprising £6.408m for loan principal, £13.552m for interest costs and £0.173m for loans fund expenses. A full year underspend of £0.501m is currently projected due to lower than anticipated capital borrowing to date for General Services.
(163)	***Investment income:*** the budget for investment income was set at £1.930m based on an estimate of the average revenue balances held during the year at an assumed interest rate return of 4.00% on those balances. The full year projected investment income on balances held is currently £1.767m, a shortfall of £0.163m due to lower than anticipated revenue balances for General Services.
890	***Other payments:*** the projected net underspend of £0.890m comprised the following significant elements: - £0.713m projected underspend in energy costs across all Council services, reported corporately within Miscellaneous Services, in what continues to be a fluctuating energy price market; and - £0.154m projected underspend in unfunded pension cost payments to Strathclyde Pension Fund.
118	***Salary sacrifice schemes:*** the projected full year underspend comprises both car leasing and Viv-up schemes, based on orders received less the cost of administering the schemes and allowing for the £0.150m savings target held in Human Resources.

(400)	***Storm Eowyn costs:*** non-employee expenditure incurred during 2025/26 in the aftermath of Storm Eowyn in January 2025. This expenditure includes remedial work on Council properties including schools, some of which was scheduled to coincide with the school summer holiday and other work relating to tree maintenance and recovery which was delayed due to the high level of demand for such services in the immediate aftermath of the storm. A full year overspend of £0.400m is currently projected.
(696)	***PPP flexibility/ IFRS 16 adjustments:*** Following the initial implementaion of IFRS16 in 2024/25 the implications and initial expected budgeted benefit, in revenue terms, in 2025/26 has been reassessed based on revised and updated information resulting in an anticipated under recovery of £0.696m.
250	**Total projected full year variance**

Table 4 - Budget Transfer Requests

Description	DR £'000	CR £'000
Total	**0**	**0**

Table 5 - Earmarking Requests

Description	Objective/ Subjective	Amount £'000
	Service/ Account	
Total		**0**
Comments:		
No earmarking requests identified for Miscellaneous Services.		

Table 6 - Efficiency Savings

Description	Target £'000	Shortfall £'000
Purchase of additional leave: target to be allocated across services	200	0
Additional AVCs: on-cost savings	48	0
Total	**248**	**0**
Comments:		
Savings targets are expected to be fully achieved during the year.		

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved £'000
	0	0
Total	**0**	**0**
Comments:		
No payroll management target allocated to Miscellaneous Services.		

Table 8 - Grant Income

New Grants Received:		
£'000		
0		
Comments:		
No new grant income received within Miscellaneous Services.		

Appendix 1g

Housing Revenue Account

Table 1 - Objective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
(6,091)	Housing Revenue Account	0	(1,761)	1,761
(6,091)		**0**	**(1,761)**	**1,761**

Table 2 - Subjective Analysis

Actual Expenditure to 30 June £'000	Service	Full Year Budget 2025/26 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000
1,027	Employee costs	5,168	5,036	132
1,231	Property costs	16,990	15,970	1,020
265	Supplies and services costs	338	338	0
41	Transport costs	73	73	0
55	Administrative costs	2,306	1,951	355
11	Support services costs	1,899	1,899	0
5	Third party payments	33	20	13
38	Transfer payments	119	149	(30)
0	Financing costs	8,616	8,616	0
3,226	CFCR	3,226	3,226	0
5,899	**Gross expenditure**	**38,768**	**37,278**	**1,490**
(11,990)	Income	(38,768)	(39,039)	271
(6,091)	**Net expenditure**	**0**	**(1,761)**	**1,761**

Table 3 - Financial Variance Analysis

Projected Variance favourable /(adverse) £'000	Housing Revenue Account
132	**Employee costs** - projected underspend of £0.132m due to current vacancies.
1,020	**Property Costs** - projected underspend of £1.020m. This is mainly due to an underspend of £1.090m 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". These underspends are partially offset with an increase in Unlets costs (£0.070m).
0	**Supplies & Services** - projected online.
0	**Transport Costs** - projected online.
355	**Administrative costs** - projected underspend of £0.355m. There are projected underspends on telecomms charges (£0.020m), postage costs (£0.015m) and training (£0.020m). There is also a proejcted underspend of £0.300m in bad debts based on the current level of arrears of council house rental income.
(17)	**Third Party Payments and Transfer Payments -** projected overspend of £0.017m. This is due to a projected overspend of £0.030m on redecoration allowances, which is partly offset by a projected underspend of £0.013m on charges from other Council services.
0	**Financing costs** - projected online.
0	**CFCR -** projected online.
271	**Income** - over recovery of £0.271m. This is due to a projected over recovery of £0.117m in rental income related to the impact of new builds coming into stock and available for renting. There has also been additonal income of £0.154m received from The Councils' insurance provider in relation to the claim made for storm damage in 2024.
1,761	**Total projected variance**
Comments:	

Table 4 - Accumulated Surplus

Accumulated Surplus	Amount £'000	Amount £'000
HRA accumulated surplus as at 1 April 2025	**4,464**	
Current year projected surplus	**1,761**	
Minimum working balance	**(2,000)**	
Projected surplus available for spend for the year ended 31 March 2026		**4,225**
Current commitments:		
Revenue:		
Transformation within Housing - support costs. Also to fund and support a project team to progress		(344)
Costs associated with Home Loss Payments at Riverside High Flats and provision for Disturbance		(169)
Reduce the number of unlet properties		(500)
Fund Insurance policy excess costs (The uninsured excess level has increased from £1,000 to		(500)
Rain Water Harvesting Systems - Funding for initial inspection, service and any remedial works		(50)
Total current commitments		**(1,563)**
Projected uncommitted surplus as at 31 March 2025		**2,662**
Comments:		

Table 5 - Rent Arrears

Rent Arrears	As at 30 June 2024	As at 30 June 2025	Movement
Current Tenants – Mainstream	1,280	1,231	-4%
Former Tenants – Mainstream	674	618	-8%
Total	**1,954**	**1,849**	**-5%**

Comments:

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.

Table 6 - Budget Transfer Requests

		DR £'000	CR £'000
1			
Total		**0**	**0**

Common Good Funds

Table 1 - Objective Analysis

Actual Net Expenditure/ (Income) to 30 June £'000	Common Good Fund	Full Year Net Budget 2025/26 £'000	Projected FY Actual to 31 March £'000	Projected FY Variance Favourable /(Adverse) £'000
(201)	Ayr Common Good Fund	0	(5)	5
(11)	Prestwick Common Good Fund	0	(1)	1
0	Troon Common Good Fund	0	(1)	1
0	Maybole Common Good Fund	0	0	0
1	Girvan Common Good Fund	0	0	0
(211)		**0**	**(7)**	**7**

Table 3 - Financial Variance Analysis

Projected FY Variance Favourable /(Adverse) £'000	Common Good Fund
5	**Ayr Common Good Fund:** A favourable variance of £0.005m at the year-end is currently projected, due to additional interest income as a result of higher than anticipated interest rates.
1	**Prestwick Common Good Fund:** A favourable variance of £0.001m at the year-end is currently projected, due to additional interest income as a result of higher than anticipated interest rates.
1	**Troon Common Good Fund:** A favourable variance of £0.001m at the year-end is currently projected, due to additional interest income as a result of higher than anticipated interest rates.
7	**Total projected variance**

Table 4 - Accumulated Revenue Reserves

Common Good Fund	Reserves as at 1 April 2025 £'000	Reserves as at 30 June 2025 £'000	Projected Reserves as at 31 March 2026 £'000
Ayr Common Good Fund	135	336	140
Prestwick Common Good Fund	251	262	252
Troon Common Good Fund	39	39	40
Maybole Common Good Fund	2	2	2
Girvan Common Good Fund	9	9	9
Total	**436**	**648**	**443**

Comments:

Following significant pressure in recent years on Common Good Funds property budgets, at the Council meeting in May Members approved changes to the management arrangements for Common Good Funds, including the nature of property lease agreements between the Council and the Common Good Funds. These changes are effective from 1 October 2025 and the financial impact for both parties will be established and reported during the second half of this financial year, ahead of 2026/27 budget considerations.

Table 5 - Accumulated Capital Reserves

Common Good Fund	Reserves as at 1 April 2025 £'000	Reserves as at 30 June 2025 £'000	Projected Reserves as at 31 March 2026 £'000
Ayr Common Good Fund	147	(12)	171
Prestwick Common Good Fund	35	35	35
Total	**182**	**23**	**206**
Comments:			

Appendix 2

Summary of Current General Services Reserves Position as at 30 June 2025

	£m	*£m*
1) Accumulated reserves brought forward from 2024/25		**22.897**
Funds set aside for specific purposes:		
Affordable Homes Fund	1.723	
Transformation Fund	5.135	
Workforce Change Fund	5.449	
Ash Tree Die back	0.233	
Ayrshire Growth Deal PMO	0.039	
Civil Contingency (3 Ayrshire reserve commitment)	0.124	
Community Halls Fund	0.500	
Financial Inclusion	0.704	
PPP Reserve commitment to 2026/27 budget	2.000	
General Service earmarking b/f	2.559	**18.466**
Uncommitted reserves brought forward as at 31 March 2025		**4.431**
2) Movement in 2025/26		
i) Approved contribution to uncommitted reserve		**3.928**
ii) Cabinet/Council approved in year draws:		
Cabinet of 28 May 2025 – Social Care Support	(0.151)	
Council of 26 June 2025 - Ayr Show (maximum commitment)	(0.590)	**(0.741)**
Ayr Show sponsorship income to date (offsets June commitment)		**0.161**
iii) Directorate budget projections:		
Service projections (including SG pay funding)		**1.361**
Projected uncommitted reserves at 31 March 2026		**9.140**

Agenda Item No. 8(b)

South Ayrshire Council

Report by Depute Chief Executive and Director of Housing, Operations and Development to Cabinet of 26 August 2025

Subject: General Services Capital Programme 2025/26: Monitoring Report as at 30 June 2025

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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 June 2025 (Period 3), and to agree the changes to budgets in 2025/26, 2026/27 and 2027/28.

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 June 2025, resulting in spend of £4.835m, or 4.92%, 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 2025/26 at £92.337m, 2026/27 at £93.105m and 2027/28 at £70.522m, as highlighted in Appendix 2.

3. Background

3.1 The General Services Capital Programme for 2025/26 to 2036/37 was approved by South Ayrshire Council of 27 February 2025 through the paper 'Revenue Estimates 2025/26, Capital Estimates 2025/26 to 2036/37 and Carbon Budget 2025/26'.

3.2 Adjustments were approved by Council of 17th June 2025 and incorporated into the Programme.

3.3 The current approved budget for 2025/26 is £98.358m.

4. Proposals

4.1 ***Works Completed/***

4.1 ***Works Completed***

4.1.1 Since the last update report to Cabinet in June, projects have completed on site at Troon Library Relocation, Newton Tower Refurbishment and Belleisle Park - Additional Works.

4.2 ***Works Ongoing***

4.2.1 A number of works have recently started on site for projects including Doonfoot PS - Alterations to Upper School Classrooms to Form ASN Base, Troon Early Years Centre, Troon PS - Alterations to Classrooms to Form ASN Base, Heathfield PS Cruyff Special Court, Struthers Primary - Classroom Extension, Girvan Academy - Theatre Improvements, Braehead EYC - External Play Space, Dalmilling PS - Hall Extension, Heathfield Primary - Roof Replacement, Forehill Primary - Partial Roofing Replacement

4.2.2 Works continue on site for projects The Quay Zone, Girvan - Extension, Fire Damage Reinstatement Works - 17-21 High Street, Ayr, Citadel Refurbishment, Prestwick Pool - AHU and Water Storage Project - Net Zero, Shaw Park Pavilion Fire Reinstatement and Troon Hosiery Park - Changing Accommodation.

4.2.3 A number of projects are currently at the planning and design stage, including Troon Swimming Pool Gym Extension, Girvan Harbour Stores and Meadowhead Depot, Coylton.

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 The Core (see background papers).

4.4 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 3 report. A summary of these adjustments is shown in Table 1 below:

Table 1: Summary of Adjustments 2025/26 to 2027/28 Requested Per Appendix 2

Section	Summary Adjustment	Total Proposed Adjustments 2025/26 to 2027/28 £	Notes
1	N/A	N/A	Summary to current programme budgets.
2	Active Travel Tier 1 (was CWSR) 2025/26	250,000	Additional grant awarded.
3	Ayrshire Link Hub 2025/26	150,000	Additional grant awarded.
4	ATIF 2025/26 Dundonald to Barassie Active Travel Route Construction	2,700,000	Additional grant awarded.
5	Tier 1 Bus Infrastructure Fund 2025/26	382,000	Additional grant awarded.

Section	Summary Adjustment	Total Proposed Adjustments 2025/26 to 2027/28 £	Notes
6	Reallocation of ICT Budgets	0	Reallocation of internal budgets between projects.
7	Additional Repairs and Renewals Fund Projects	108,000	Additional budget drawn from the Repairs and Renewals Fund.
8	Connectivity for Low Green	203,022	Additional grant awarded.
9	Advancing Budgets to Future Years	0	Budget carried forward from 2025/26 to 2027/27.
10	Various In Year Adjustments	(1,039,753)	Reprofiling of budget between projects / sections.
11	Early Years	39,753	Reprofiling of budget between projects / sections.
12	School Refurbishment	315,261	Reprofiling of budget between projects and between financial years.
13	Window and Roof Replacement	0	Advance of budget from future to current year of the programme and allocation to projects.
14	Cemeteries Infrastructure	0	Reallocation of internal budgets.
15	Developers Contributions	1,254,848	Reallocation of internal budgets between sections and additional draw from Developers Contributions.
16	Equalities Act	0	Reallocation of internal budgets.
17	Property Refurbishment	0	Reallocation of internal budgets.
18	Rewiring Programme	0	Advance of budget from 2026/27 to current year of the programme and internal reallocation.
19	Works to Facilitate Property Rationalisation	0	Reallocation of internal budgets.
20	Information Technology	0	Advance of budget from future to current year of the programme and reallocation of budget over projects.
21	Repairs and Renewals	(17,706)	Release of budgets no longer required back to the Repairs and Renewals Fund.
Total		**4,345,425**	

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 P3, actual expenditure stood at £4.835m Income for this period stood at £4.835m. Based on the budget of £98.358m, actual expenditure of £4.835m equates to an overall spend of 4.92% at the end of Period 3.

6.2 Proposals contained in this report, if approved, would lead to a revised 2025/26 programme of £92.337m, 2026/27 programme of £93.105m and 2027/28 programme of £70.522m.

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 2025/26, 2026/27 and 2027/28 in relevant budget lines to complete planned General Services capital projects.

9. Integrated Impact Assessment (incorporating Equalities)

9.1 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 Integrated 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.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report as a financial update is being provided.

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. Link to Shaping Our Future Council **Yes ☐** **No ☑**

13.1 Not applicable.

14. Results of Consultation

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

14.2 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.

15. Next Steps for Decision Tracking Purposes/

15.1 If the recommendations above are approved by Members, the Depute Chief Executive 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:

Implementation	***Due date***	***Managed by***
Process adjustments to the General Services Capital Programme	9 September 2025	Service Lead - Corporate Accounting (Treasury / Capital Function)

Background Papers **Report to Council of 17 June 2025 – General Services Capital Programme 2024/25: Monitoring Report as at 31 March, 2025**

General Services Capital Programme 2025/26 – Period 3 – Ward Analysis (Members Only)

Person to Contact **Pauline Bradley, Service Lead - Professional Design Services**
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Date: 18 August 2025

Appendix 1

GENERAL SERVICES CAPITAL MONITORING REPORT
PERIOD 3 2025/26

Key Strategic Objective	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Section	2026/27 Approved Budget £	2027/28 Approved Budget £
Education Investment	28,102,935	17,523,860	722,619	27,380,316	See Section on 'Education Investment'	11,139,908	1,800,000
Health & Social Care Investment	8,020,638	7,188,993	(24,320)	8,044,958	See Section on 'Health and Social Care Investment'	11,100,000	4,600,000
Communities Investment	49,308,373	53,092,372	2,919,043	46,389,330	See Section on 'Communities Investment'	39,441,082	19,931,855
Other Investment	12,925,569	14,531,799	1,217,394	11,708,175	See Section on 'Other Investment'	20,999,328	44,248,895
TOTAL PROGRAMME EXPENDITURE	**98,357,514**	**92,337,023**	**4,834,736**	**93,522,779**		**82,680,318**	**70,580,750**
General / Specific Capital Grant	10,561,000	11,193,000	2,706,501	7,854,499	See Section on 'General / Specific Capital Grant'	8,000,000	8,000,000
Additional Funding Identified	8,255,246	11,610,671	9,391,556	(1,136,310)	See Section on 'Additional Funding Identified'	20,790,000	45,300,000
Borrowing	79,541,268	69,533,352	(7,263,321)	86,804,589	See Section on 'Borrowing'	53,890,318	17,280,750
TOTAL PROGRAMME INCOME	**98,357,514**	**92,337,023**	**4,834,736**	**93,522,779**		**82,680,318**	**70,580,750**

NET EXPENDITURE	**0**	**0**	**(0)**	**0**	**0**	**0**

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2024/25: - - Updated Per Cabinet of 17th July, 2025								
Maybole Community Campus	843,991	843,991	3,622	840,369	Complete	Work are now complete on site. Final account will now be agreed and final payments now anticipated in 2025/26.	0	0
Early Learning and Childcare - Multi Year Capital Allocations	*1,704,198*	*1,743,951*	*159,608*	*1,544,590*	*See Expanded*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Dailly Primary School Surplus Plot - Car Park	42,931	42,931	5,240	37,692	Complete	Works are now complete on site with final account to be agreed and final costs to be	0	0
Girvan All Weather Pitch	277,070	77,070	505	276,565	Complete	This project is now complete on site, with final account to be agreed and final payments made thereafter. Glendoune, Girvan - MUGA Improvements are also complete. Full budget will not be required and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that part of this budget be reallocated to other projects within the programme.	0	0
Girvan Primary School	20,903,125	10,903,125	274,918	20,628,207	Legally Committed	The tender return date was 2nd December and Kier Scotland have been appointed. Planning approval was granted on 24 June 2025. The programme is currently under review with works targeted to start October 2025. Decant works will be required for the EYC and are currently under consideration. Sod cutting will be arranged for later in the year.	9,860,000	0
School Refurbishment Programme - Various Projects	*2,941,608*	*3,552,533*	*182,214*	*2,759,394*	*See Expanded*	*For detailed breakdown, see expanded tab below.*	*1,100,000*	*1,600,000*
Shared Campus Project (Glenburn and St Ninian's Primary Schools)	42,303	2,550	2,550	39,753	Complete	Project is complete on site. Final account has now been paid. Request to reallocate budget unused to other areas of the Programme made through the P12 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Troon Primary School - External Fabric Upgrade	100,000	100,000	0	100,000	Design and Tender	Currently at the design stage. Works are planned to start on site later in the year.	100,000	100,000
Window and Roof Replacement - Various Projects	*70,000*	*80,000*	*0*	*70,000*	*See Expanded*	*For detailed breakdown, see expanded tab below.*	*79,908*	*100,000*

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Phased Expansion of Free School Meals to Primary School Children 2024/25	1,177,709	177,709	93,963	1,083,746	On Site	Initial programme of works has been prepared and works have now been completed in the previous financial year to St Johns Primary, Troon Primary, Kincaidston Primary, Muirhead Primary, Braehead Primary, Tarbolton Primary, Alloway Primary, Heathfield Primary, Kingcase Primary, Symington Primary and Kyle Academy. Works completed to Struthers Primary, Marr and Prestwick Academy in 2025/26. Request to transfer £1 Million of this budget to Dalmilling PS - Hall Extension below (School Refurb. Section) made through the P3 Capital Monitoring Report to Cabinet of 26th June, 2025.	0	0
TOTALS	**28,102,935**	**17,523,860**	**722,619**	**27,380,316**			**11,139,908**	**1,800,000**

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Analysis of Block Allocations - Education Investment								
Early Learning and Childcare - Multi Year Capital Allocations								
Early Learning and Childcare - Multi Year Capital Allocations - Unallocated Funding 2025/26	0	0	0	0	Concept	Funding has now been fully allocated to projects in 2025/26.	0	0
Current Works 2025/26								
Braehead EYC - External Play Space	35,000	35,000	1,953	33,047	On Site	Funding was transferred from Early Years revenue through the P12 Capital Monitoring Report to Cabinet of 17th June, 2025. Landscape and Contracts have been appointed. Works commenced on site 18/07/25 and will be completed by 09/08/25. Works are progressing well ahead of the new term..	0	0
Troon Early Years Centre	1,522,741	1,522,741	0	1,522,741	On Site	Relocation on Troon Primary EYC to the existing Library building. MCW Scotland Ltd have been appointed and the works commenced on 07/07/25 with completion scheduled for February 2026.	0	0
Newton Primary EYC - Outdoor Play Area	0	12,448	12,448	(12,448)	Design and Tender	Proposals include an area for bikes and trikes, resin and tar resurfacing works, storage shed, hobbit hill with tunnel, a canopy shelter and external power / water. Landscape consultant and Structural engineer and QS have been appointed and proposals have bene developed to Stage 4 (Tender). Project is now on hold until funding is available. Request to allocate budget from other areas of the Programme made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Previous Years Projects								
Dailly PS (EYC) - External Canopy	9,518	9,518	0	9,518	Complete	Works are now complete on site with final account to be agreed and final payment to be made thereafter (Defects Liability period ends 27/08/25).	0	0

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Space Place	10,927	10,364	0	10,927	Complete	Works are now complete on site with final account to be agreed and payment made thereafter. Number of snagging issues are still outstanding and being followed up by the Quantity Surveyor and therefore, final payment has not been made. Full budget is not anticipated to be required and request to allocate part of this to other areas of the Programme made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Troon Early Years/Troon Library Relocation	125,886	153,880	145,207	(19,321)	Complete	Works are now complete on site. Request to allocate additional budget from other areas of the Programme made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Troon Cabin Club - Demolition	126	0	0	126	Complete	Works are now complete on site with final account to be agreed and final payment to be made thereafter (Defects Liability period ends 22/08/25). No further spend is anticipated and request to allocate additional budget to other areas of the Programme made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
	1,704,198	**1,743,951**	**159,608**	**1,544,590**			**0**	**0**
School Refurbishment Programme								
- School Refurbishment Programme - Unallocated Funding 2025/26 & Future Years	1,286,001	18,795	0	1,286,001	Concept	Budget allocated to financial years 2025/26, 2026/27 and 2027/28. Request to allocate this budget to projects detailed below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	1,100,000	1,600,000
Current Works 2025/26								

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Ayr Academy Wall Repairs - Stairwells & Atrium	0	30,000	0	0	Concept	Request to allocate budget of £30,000 to this project from the School Refurbishment Programme - Unallocated Funding in 2025/26 made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Works will be undertaken over the school summer holiday period.	0	0
- Belmont Academy - Reconfiguration of Reception Area	0	19,000	3,365	(3,365)	Concept	Request to allocate budget of £19,000 to this project from the School Refurbishment Programme - Unallocated Funding in 2025/26 made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Works to be planned.	0	0
- Colmonell PS Pupil Toilet Refurbishment	6,000	6,000	0	6,000	Legally Committed	Request to allocate budget of £6,000 to this project from the School Refurbishment Programme - Unallocated Funding in 2025/26 was approved through the P12 Capital Monitoring Report to Cabinet of the 17th June, 2025. Works are scheduled to be completed over the school summer holiday period.	0	0
- Dailly Primary School Playground Improvements	20,000	20,000	0	20,000	Design and Tender	Head Teacher is engaging with a new outdoor play specialist to agree a scheme, spend will occur during 2025/26. Quick quote has now been prepared for issue.	0	0
- Dalmilling PS - Hall Extension	14,736	1,000,000	6,889	7,847	On Site	Letter of acceptance has been issued to the successful contractor. Project delivery will be a phased approach, with first phase commencing summer 25. Works will include relocating the entrance, extending the hall and a full fit out of the catering kitchen. Overall completion is August 2026. Contractor are currently setting up site compound. Request to allocate funding from (a) Phased Expansion of Free School Meals to Primary School Children 2024/25; and (b) Future years Unallocated Schools Refurbishment budgets made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Doonfoot PS - Alterations to Upper School Classrooms to Form ASN Base	312,601	312,601	2,922	309,679	On Site	Westgale have been appointed for these works. Works commenced on 30/06/25 and are progressing well towards completion.	0	0
- Girvan Academy - Refurbishment of First Floor Business / Computing Suite & Music rooms	3,117	3,117	0	3,117	Design and Tender	Initial scheme prepared and agreed with Education and School. This will include the music department initially. Costs to be prepared. Works to be carried out Summer 2026.	0	0
- Girvan Academy - Theatre Improvements	31,000	377,739	8,977	22,023	On Site	MCW Scotland Ltd have been appointed. Works commenced on the 14th June with completion by end of October 2025. Asbestos removal works have been completed ahead of the main contract works. £31,000 budget was transferred from Equalities at P12 and £50,000 contribution has been agreed from Girvan Ward Capital and costs in this amount will be recharged as the project progresses. Contribution received from Parent Council. Request to (a) recognise income of £10,925 from the Parent Council; and (b) allocate the balance of budget of £335,814 from the unallocated line above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
- Heathfield PS Cruyff Special Court	356,870	356,870	78,013	278,857	On Site	Doe Sport North appointed and LOA issued on 11/03/25 .Development Agreement has been signed. Works commenced on 20th June with completion by end of September. Scope has been increased to relocate the existing trim trail.	0	0
- ICT Capital Spend 2024/25 - ActivPanels Estate	16,819	16,819	8,267	8,552	On Site	The carry forward budget will be used to support schools to keep their Promethean ActivPanel estate up to date and to maintain the Digital Lending Library that all schools access to support with the teaching of the Computing Science curriculum.	0	0

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Muirhead Primary - Classroom Configuration	8,585	8,585	0	8,585	Complete	Request to allocate budget of £8,256 to this project from the School Refurbishment Programme - Unallocated Funding in 2025/26 was approved through the P12 Capital Monitoring Report to Cabinet of the 17th June, 2025. Works are complete and charges anticipated.	0	0
- School Security Improvements	5,035	5,035	0	5,035	On Site	Works are ongoing to improve security in a number of schools.	0	0
- Symington PS - Alterations to Form New Entrance Lobby	7,515	7,515	0	7,515	Design and Tender	New partition and doors to be erected to form secure entrance lobby. PDS are progressing proposals. Design Team to be appointed. Project to be completed Summer 2026. Budget for fees for developing project only in the current year.	0	0
- Troon PS - Alterations to Classrooms to Form ASN Base	558,856	1,058,856	25,585	533,271	On Site	Letter of Appointment issued to Westgale on 29/04/25 and pre-start meeting held. The contractor will have full access to phases 1 and 2 from the 30th June. Works to the ground floor will now extend into October due to the discovery of significant notifiable ACM's. Works to the 1st floor will be completed as planned for the new term. Contingency plans will also be in place for the schools return. It is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that £250,000 from the Unallocated Schools Refurbishment Budget in 2027/28 and 2028/29 be advanced to 2025/26 and allocated to this project line.	0	0
Previous Years Projects								
- Annbank EYC Alterations	16,746	16,746	0	16,746	Complete	Defects period ends on the 16th October 2025 and final payments will be made at this time. Final account now to be agreed and final payments made thereafter.	0	0

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Ayr Grammar PS - SMT Office Conversion	1,550	0	0	1,550	Complete	Works are now complete on site. No further spend is anticipated and request to re-allocate budget to the Schools Refurbishment - Unallocated Balance above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
- Carrick Campus/Maybole Leisure Centre - Equipment	1,139	1,139	0	1,139	Complete	Budget for further costs in relation to purchase of equipment.	0	0
- Dalmilling Primary School - Internal Re-decoration / Painter Works (Summer 2024)	629	629	0	629	Complete	Works are complete on site with final charges awaited.	0	0
- Demolition of Former Cherry Tree EYC	4,974	4,974	0	4,974	Complete	Works are now complete on site with final account to be agreed and final payments to be made thereafter.	0	0
- Girvan Academy - Refurbishment Works (ICT Area / Library)	53,632	53,632	0	53,632	Complete	Works are now complete on site with final account to be agreed and final payment to be made thereafter.	0	0
- Girvan Academy - Refurbishment of Classroom 4	0	5,715	5,715	(5,715)	Complete	Final certificate was processed for payment in July, 2025. Request to allocate additional budget from the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 28th August, 2025.	0	0
- Heathfield Primary School - ASN Base	87,383	87,383	21,584	65,799	Complete	Works are complete on site with final account to be agreed and final payment to be made thereafter.	0	0
- Heathfield Primary School - Extension to Dining Hall	7,935	770	770	7,165	Design and Tender	Works are no longer proceeding and therefore, it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that budget unused be returned to the Schools Refurbishment Unallocated line above.	0	0
- Kirkmichael Primary School - Changing Room Conversion to Office	7,992	7,992	0	7,992	Complete	Works are now complete on site. Final account to be agreed and costs charged thereafter.	0	0
- Kyle Academy - Refurbishment Works (Library / ICT Hub Upgrade)	62,244	62,244	0	62,244	Complete	Works are now complete and final charges due to be made by contractor. Contract is still within the defects liability period.	0	0

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Marr College, Troon - New 3G Carpet	26,192	26,192	20,000	6,192	Complete	Works are complete on site. Awaiting final account to be agreed, whereafter final payments will be made.	0	0
- Marr College Playing Fields - Contribution Towards Improving Lighting Between School and Pavilion (ARA led project)	30,000	30,000	0	30,000	Complete	Works are now complete and final charges awaited from the contractor.	0	0
- Prestwick Academy - Door Fob Security Work	6,176	6,176	0	6,176	Complete	Works are now complete on site with final charges awaited.	0	0
- Reinstatement of Embankment Pow Burn, Prestwick	240	240	0	240	Complete	Issue with the Pow Burn which required reinstatement works. Works are complete on site with final costs to be charged.	0	0
- Sacred Heart Primary School - Installation of Heat Recovery Units	7,641	7,641	0	7,641	Complete	Works are now complete and final charges due to be made by contractor. Contract is still within the defects liability period.	0	0
- Southcraig Campus - Various Works	0	128	128	(128)	Complete	Works complete and final costs charged 2025/26. Request to allocate additional budget from the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 28th August, 2025.	0	0
	2,941,608	**3,552,533**	**182,214**	**2,759,394**			**1,100,000**	**1,600,000**
Window and Roof Replacement								
Window and Roof Replacement - Unallocated Funding 2025/26 & Future Years	0	0	0	0	Concept	2025/26 budget fully allocated to projects as detailed below. Further budget available for allocation in financial years 2026/27 and 2027/28. Request to advance part of 2026/27 budget to 2025/26 made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	79,908	100,000
Window and Roof Replacement Projects 2026/26								

Children and Families	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Heathfield Primary - Roof Replacement 2025/26	70,000	50,000	0	70,000	On Site	Property Maintenance are currently on site and it is anticipated works will be completed during the school summer holiday period. However, full budget will not be required and request to allocate part of this budget to Forehill Primary project below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Forehill Primary - Partial Roofing Replacement	0	30,000	0	0	On Site	Request to allocate budget to this project in 2025/26, taken from (a) the Window and Roof Replacement - Unallocated Funding 2026/27; and (b) reallocation budget from the Heathfield Project above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Scaffolding has been erected and it is anticipated that works will be complete during the school summer holiday period.	0	0
	70,000	**80,000**	**0**	**70,000**			**79,908**	**100,000**

Our Adults and Older People	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2024/25: - - Updated Per Cabinet of 17th July, 2025								
Scheme of Assistance ***1**	703,397	703,397	54,137	649,260	Legally Committed	A number of grants have been awarded / paid during 2024/25. Over time, there is a continuing and increasing demand for private sector disabled adaptation grants and this will lead to an increased pressure on budgets which will continue to be monitored going forward.	600,000	600,000
Community Store - Dukes Road Upgrade	0	379	379	(379)	Complete	Works complete. Final invoices relation to hire of container charged in 2025/26. Request to allocate additional budget to this line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Hourston's Development	6,165,309	5,983,697	(78,836)	6,244,145	Legally Committed	A paper was approved by Cabinet 20/06/23 and initial feedback was very positive. The detailed development options and business cases for the current options are to continue to be progressed. The future use will a mixed site including offices, GP accommodation and social housing. In relation to the demolition of Arran Mall, a contractor has been appointed and works will commence when the service disconnections are complete. Asbestos removal works are complete for Hourston's Building. Tender document is being progressed for demolition of Hourston's with facade retention.	10,500,000	4,000,000
Replacement of Carefirst System	1,151,932	501,520	0	1,151,932	Design and Tender	Currently in the procurements stage. Contract Strategy will be signed off soon and should be publishing the tender during August. Request made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, to reprofile part of project budget forward to 2026/27 and 2027/28 in line with anticipated spend.	0	0
	8,020,638	**7,188,993**	**-24,320**	**8,044,958**			**11,100,000**	**4,600,000**

***1** The Scheme of Assistance Grants are awarded to residents in all wards throughout South Ayrshire.

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2024/25: - - Updated Per Cabinet of 17th July, 2025								
Ayrshire Roads Alliance - Bridge Works (General)	596,101	596,101	31,535	564,567	Design and Tender	A79/40 John Street Railway Bridge Parapets: Consultant appointed for parapet assessment and options appraisal £51,235.74. U740/10 Barbieston Bridge Replacement: Design Consultant appointed £173,641.00. 50% - 50% cost share SAC-EAC at £86,820.50 each.	0	0
Victoria Bridge Upgrade Works (including Joint Replacement, Bridge Deck Waterproofing, Corrosion Protection and Concrete Repair Work)	186,872	186,872	0	186,872	On Site	Contract has been awarded to W I & A Gilbert. Tender Value £593,087.80. Works are due to start on site in August 2024. Works was suspended while a new Marine Licence was obtained. Work has been recommenced and scheduled to be completed third week of August 2025.	0	0
Ayrshire Roads Alliance - Millenium and Craigholm Bridges	145,000	145,000	0	145,000	Design and Tender	Preparation of the Contract Documentation for the Millenium Bridge is well advanced and a Marine Licence has been applied for. On receipt of the Marine Licence tenders will be issued.	145,000	0
Ayrshire Roads Alliance - Girvan Harbour Jetty Repairs	531,730	531,730	0	531,730	Design and Tender	Design and Contract Documentation preparation are at an advanced stage however current focus is on the South Pier Quay works.	0	0
Ayrshire Roads Alliance - Girvan South Pier Quay Repairs	123,621	123,621	0	123,621	Design and Tender	Detailed design and contract documentation has been completed and is now with EAC procurement to issue tenders which is imminent.	0	0
Ayrshire Roads Alliance - LED Replacement	0	0	0	0	Complete	Current LED Programme works are complete. Future budget available in financial years 2027/28 through to 2030/31.	0	25,000

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Ayrshire Roads Alliance - Local Flood Risk Plan	235,615	235,615	0	235,615	Design and Tender	Troon Flood Study: The final Options Appraisal Report has been submitted and reviewed. An additional piece of work is now ongoing to separate out the cost benefit ratio for each option proposed rather than an aggregate cost benefit ratio. Estimated cost £6,000. Pow Burn Flood Study: Study has been awarded and is ongoing at a cost of £135,284.42. Longlands Park: Surface Water Management Study is ongoing at a cost of £10,768.83	64,000	64,000
Roads Reconstruction & Improvements	1,666,162	1,666,162	0	1,666,162	On Site	Budget is fully committed. There has been additional requirement for coring of carriageways due to carcinogenic properties in Coal Tar. New coring contract tender was issued beginning of August, with tender return date towards end of August which has resulted in delays up until now. It is anticipated remaining surfacing works can commence late November however remaining sites may be further delayed due to adverse weather conditions during the winter months with some sites identified for surfacing being carried over into f/yr 2026/27	2,500,000	2,500,000
Ayrshire Roads Alliance - Street Lighting	177,381	177,381	0	177,381	On Site	Two of the three lighting capital projects have been completed on site. The third (Troon Concrete column replacement) was awarded on 23/07/25. The balance from the LED Replacement budget has been set aside for the renewal of heritage style columns and lanterns in Wellington Square, Ayr - ARA are awaiting a confirmed lighting design (from consultants for Active Ayr project) and it may be that this balance will require to be carried forward to 2026/27.	150,000	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Ayrshire Roads Alliance - EV Charging Infrastructure	291,912	291,912	0	291,912	Design and Tender	Locations for new EV charging units requires to be provided to EAC to allow works to be planned. Identification process ongoing.	0	0
Ayrshire Roads Alliance - C12 Dunure Slope Stabilisation	139,534	139,534	0	139,534	Design and Tender	The Contract Documentation is nearing completion for Tender issue. However the funding is not in place as the additional funding needed identified from U49 Littleton Farm is no longer available.	0	0
Ayrshire Roads Alliance - Facilities to Assist With Tourist and Visitor Facilities	40,296	40,296	0	40,296	On Site	Works ongoing.	0	0
Ayrshire Roads Alliance - Vehicle Restraint Barriers	48,853	48,853	0	48,853	Legally Committed	Contract has been awarded to W I & A Gilbert. Tender Value £36,484.00. Work is scheduled to start in mid August 2025.	50,000	50,000
Ayrshire Roads Alliance - Cattle Grid Renewal Programme	33,600	33,600	0	33,600	Legally Committed	Contract has been awarded to I.H. Borland with a proposed start in early August 2025.	33,600	33,600
Ayrshire Roads Alliance - Ayr (Meadowhead) Depot	250,000	250,000	4,969	245,031	Design and Tender	Proposals underway to improve the drying and changing facilities raised as a H&S concern. Further review of brief is required with ARA to identify further scope within the existing building. Condition Survey has been commissioned. Meeting with ARA arranged for early August.	0	0
Tier 1 - Active Travel Infrastructure Plan 2024-25	264,563	264,563	0	264,563	On Site	These works are currently underway or have been recently completed. Full £687,968 Tier 1 budget anticipated to be spent between 2024/25 and 2025/26 on Active Travel.	0	0
Tier 2 - Active Travel Infrastructure Plan 2024-25	28,647	28,647	0	28,647	On Site	These works are currently underway or have been recently completed.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Active Travel Tier 1 (was CWSR) 2025/26	487,000	737,000	0	487,000	Design and Tender	Tier 1 grant award for 25/26 has been increased to £737,000 and request made through the P3 Capital Monitoring Report to Cabinet of the 26th August to recognise additional expenditure and income budgets. ARA currently working to develop programme for delivery, but currently concentrating on projects highlighted for summer 2025 delivery against ATIF Tier 1 24/25 spending.	0	0
Belleisle Park - Additional Works	584,250	584,250	328,754	255,496	Complete	Works are now complete on site with final account to be agreed and final payments to be made in 2026/27.	0	0
CCTV Public Space Infrastructure	14,324	14,324	0	14,324	Complete	Main works are now complete. Balance of funding held for any new works identified as being required.	0	0
Cemetery Infrastructure Project	*189,291*	*189,291*	*89,806*	99,485	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*184,255*
Craigie Additional Sporting Facility	3,001	0	0	3,001	Complete	No further costs anticipated on this line. Request made through the P12 Capital Monitoring Report to Cabinet of the 26th August to reallocate budget to other projects within the Programme.	0	0
Girvan Library Relocation	45,103	45,103	0	45,103	Complete	Works are now complete on site with final account to be agreed and final payments to be made in 2025/26.	0	0
Dolphin House	0	0	0	0	Design and Tender	Feasibility study being undertaken for additional bunkhouse accommodation and upgrade of Dolphin House.	0	0
Girvan Regeneration Projects	*1,263,576*	*1,263,576*	*25,252*	*1,238,324*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*750,000*	*0*

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Green Waste / Household Recycling and Waste Transfer Station	1,806,753	1,806,753	7,868	1,798,885	Design and Tender	Albion has completed its feasibility stage appointment, with PDS now leading delivery and an external design team engaged. A site constraints review is underway, influencing the proposal and delivery ambitions, with alternative massing options under consideration. Johnson Poole & Bloomer Consultants were appointed on 8 July 2025 following a tendered Site Investigation, with site works expected to begin on 11 August for two weeks. Their report will assess Coal Authority Risk Consultation outcomes and determine whether further rotary core drilling is needed.	3,500,000	0
New Weighbridge Office at Heathfield Waste Recycling Centre, Ayr KA8 9ST	15,403	15,403	0	15,403	Complete	Works are now complete on site with defects liability period ending on 12/08/25 and final payments made after this point.	0	0
Household Bins - Replacement Programme	126,171	126,171	18,302	107,869	On Site	The £133,829 spent in 2024/25 allowed for the purchase of 7,350 new refuse bins. Works are continuing throughout 2025/26.	130,000	0
Maybole Town Centre Regeneration - Town Hall	175,169	175,169	0	175,169	Complete	Original works are complete on site. Additional improvement works are with PDS for design/costing - these should build on success of refurbishment to better cater for users needs	0	0
Maybole Town Centre Regeneration - Public Realm Improvements to the High Street	275,479	275,479	0	275,479	Legally Committed	Project has been managed by Ayrshire roads Alliance since July 2024 with application to Transport Scotland's Active Travel Infrastructure Fund in January 2025. Anticipated additional costs associated to be confirmed. National Heritage Lottery Fund have indicated that SAC resource is required to administer funding. This will be determined following outcome of ATIF application.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Maybole Regeneration Works	1,213,229	1,213,229	4,500	1,208,729	Concept	A number of projects are being discussed for use of this budget.	650,000	0
Maybole Regeneration – Project Team	60,212	60,212	27,942	32,270	Other	Maybole Regeneration Team posts contracts extended to Dec 2025 and Maternity Leave cover as per ELT Staffing Establishment - Ref: 607 - CT - Maybole Regeneration Posts (funded from Maybole Regeneration £2m Capital budget).	0	0
Maybole Regeneration – Small Grants Scheme	131,000	131,000	0	131,000	Legally Committed	As per previous update, there have been significant challenges in delivering this scheme. Review of projects undertaken and all except 1 are confirmed to proceed. It is expected that the projects will be in a position to get on site during 2025/26, if not, they will be withdrawn from the project.	25,000	25,000
Nature Restoration Fund 2022/23	263,113	263,113	0	263,113	Complete	Works have now all been completed. Currently looking at where costs have been charged and potential budget adjustment may be required.	0	0
Nature Restoration Fund - Edinburgh Process Strand 2023/24	8,438	8,438	0	8,438	Complete	Works have now all been completed. Currently looking at where costs have been charged and potential budget adjustment may be required.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Nature Restoration Fund - Edinburgh Process Strand - 2025/26	138,000	138,000	0	138,000	Design and Tender	A number of strands of work are being looked at under this heading, including: - - Ayrshire Nectar Network Project - work in progress to deliver a Necat Network for South Ayrshire. Habitat opportunity mapping to identify gaps in pollinator habitat network; - Slaphouse INNS Removal - Ayrshire Rivers Trust have treated the Invase Non-Native Species(INNS) on the Slaphouse Burn from Laughlanglen Rd to Doonfoot Rd, Belleisle; - Stepping Stones Project - project to work with communities to create stepping stones of suitable habitat to create a connected landscape; Treeplanting SAC Grounds Estate - due to ash dieback and recent storms the tree cover in South Ayrshire Estates and Open Spaces has been reduced. Project would identify suitable sites and correct species for tree planting; Habitat Management Plans - to enable Golf/Grounds to manage their estate for biodiversity it is important to understand what is present and plan long term for habitat enhancement; and Upper River Stinchar Catchment	0	0
Place Plans	504,278	504,278	0	504,278	Design and Tender	A number of Place Plan projects have been completed and considerations ongoing for further works to be undertaken.	0	0
Place Planning and Community Led Projects	*3,852,474*	*3,852,474*	*159,720*	*3,692,754*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*796,549*	*0*
Place Planning and Ayr Ward West/Ayr Town Centre projects	*1,553,339*	*1,553,339*	*14,593*	*1,538,746*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*900,000*	*0*

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Renewal of Play Parks 2023-24	59,113	59,113	0	59,113	Complete	An award of £189,000 was made by Scottish Government for the Renewal of Play Parks 2023-24 project. Girvan Play area is now completed. Hosiery Park Troon also completed as are the remaining 2 play areas at Adams Gate and Burns Road in Troon. Final costs are due to be recharged.	0	0
Renewal of Play Parks 2024-25	283,000	283,000	0	283,000	Complete	An award of £283,000 has been made by Scottish Government for the Renewal of Play Parks 2024-25 project. Monies have been used on safety surface replacement and replacement play equipment. Some of monies will fund the new destination play area at Troon Shorefront and the new Maze park planned Ayr Shore front and Dailly Play area. Awaiting costs being recharged.	0	0
Renewal of Play Parks 2025-26	472,000	472,000	0	472,000	Concept	An award of £472,000 has been made by Scottish Government for the Renewal of Play Parks 2025-26 project. Grounds have identified which play areas would benefit from this funding and are now working on prioritise the locations. At that point will liaise with suppliers to price the works for each site. It should be noted that due to the number of projects that are being undertaken form previous year funding together with the sacristy of installers as all LA's are undertaking playground refurbishment with Scottish Government funding, works may not be able to be undertaken in the current financial year.	0	0
Public Conveniences - Various Projects	*236*	*236*	*0*	*236*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
SPT/Transport Scotland Projects	*106,000*	*3,338,000*	*0*	*106,000*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Ayr Town Centre Regeneration Works	7,000,000	7,000,000	0	7,000,000	Concept	Budget allocated in 2025/26 and future years for works for Ayr Town Centre. Various projects are currently being developed.	6,000,000	4,500,000
Burns Statue Square - Ayr Town Centre Regeneration	3,100,000	3,100,000	31,904	3,068,096	Concept	HM Government has recently announced the award of Levelling Up Funding for the Burns Statue Square - Ayr Town centre Regeneration project and budget added through the P12 Capital Monitoring Report. The project will be delivered by ARA, with SPP acting as client. ARA are in the process of appointing a design team and contractor to develop designs for Burns Statue Square and Active Travel.	14,000,000	12,550,000
Girvan Palace Park (Former Bingo Hall Site)	308,402	308,402	7,004	301,398	Design and Tender	Planning was submitted week ending 7th March. Artist brief developed and SWG3 have carried out mural workshops in collaboration with Ice-Cream Architecture. Site Investigation carried out on 17th March and ground asbestos has been detected. Further surveys have now been commissioned to ascertain extent. Design reviewed to include mitigation measures (i.e. raised beds). Tender to be issued once further surveys are complete and information on the asbestos confirmed. Building warrant to be submitted.	0	0
Scottish Government - Place Based Investment Programme 2022/23	19,340	19,340	1,391	17,949	On Site	A number of Place Based projects have been completed and considerations ongoing for further works to be undertaken.	0	0
Scottish Government - Place Based Investment Programme 2023/24	38,230	38,230	0	38,230	On Site	A number of Place Based projects have been completed and considerations ongoing for further works to be undertaken.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Scottish Government - Place Based Investment Programme 2024/25	316,316	276,316	0	316,316	On Site	A number of Place Based projects have been completed and considerations ongoing for further works to be undertaken. Request to transfer part of budget to Newton Steeple Re-rendering made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Newton Steeple - Re-rendering	50,000	90,000	81,933	(31,933)	Complete	Works are now complete. Further EOT granted due to the additional rot works and structural works to the spire and weathervane. Request to fund additional costs required from other budgets within the programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
VAT Recovery Projects	*177,963*	*177,963*	*23,551*	*154,412*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Craigie Park Sport for All Facility Development	24,894	0	0	24,894	Complete	Works are now complete on site with financial completion agreed. It is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 that the balance of budget be reallocated to other projects.	0	0
Promenade and Shorefront Improvement Scheme - Unallocated 2025/26 & 2026/27 (See Below)	223,367	18,117	0	223,367	On Site	Request to allocate budget against projects identified in the paper 'Proposed Ward Capital Projects - Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026' as approved by Council of 12th December, 2024.	474,533	0
Troon Promenade Projects								
Resurfacing of Troon Esplanade With Red Tarmacadam	89,538	89,538	0	89,538	Complete	Works are complete and awaiting final charges being made.	0	0
BBQ Area on Promenade With Picnic Area	10,000	10,000	0	10,000	Concept	Previously request budget of £10,000 be added in line with Ward Capital paper approved 12th December, 2024.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Wind Direction Installations	5,257	5,257	0	5,257	Complete	Works are complete and awaiting final charges being made.	0	0
Esplanade - Additional Area to be Resurfaced. Includes Emergency Repairs for Health and Safety Issues	36,120	36,120	0	36,120	Complete	Works are complete and awaiting final charges being made.	0	0
Health and Safety Works at Section of Troon Promenade	0	205,250	205,250	(205,250)	Complete	Works are complete and final charges made.	0	0
Esplanade - Additional Area to be Resurfaced. Phase 2 Resurfacing	94,419	94,419	0	94,419	Complete	Works are complete and awaiting final charges being made.	0	0
Shore Defence / Structural Stabilisation	50,000	50,000	0	50,000	Complete	Works started on site in April, 2025 and were completed in June, 2025. Now awaiting final charges being made.	0	0
Install Lecterns Along Promenade	7,500	7,500	0	7,500	Concept	Budget to allow for the installation of lecterns along the promenade.	0	0
Compostable Toilet at South Beach	30,000	30,000	0	30,000	Design and Tender	Start Winter, 2025 and end Spring, 2026. Investigatory works under way.	0	0
Prestwick Promenade Projects								
Provision of 2Nr Steel Benches at New Prestwick Promenade Playpark	0	0	0	0	Complete	Works completed and charged to financial year 2023/24.	0	0
Provision of 4Nr Steel Picnic Tables at Prestwick Promenade	0	0	0	0	Complete	Works completed and charged to financial year 2023/24.	0	0
Prestwick Promenade Surfacing Works	1,030	1,030	0	1,030	Complete	Works are complete on site. Budget of £224,067 approved and allocated in 2025/26, and was carried back to 2024/25.	0	0
Introduce 'World Destination' Signpost on Prestwick Promenade	5,000	5,000	0	5,000	Design and Tender	Draft destination locations being considered. Anticipated works will start and end in September, 2025.	0	0
Improve Access at Promenade Children's Playpark for Buggies and Wheelchair Access	15,000	15,000	0	15,000	Concept	Works to be undertaken in conjunction with an upgrade of the toddler play area. Works anticipated to start in winter, 2025 and be completed by Spring, 2026.	0	0
Ayr West Promenade Projects								
Remove the Watchful and Carry Out Repairs to the Slipway	0	0	0	0	Complete	Works are complete and charged in a previous financial year.	0	0
Resurfacing of Ayr Promenade with Red Tarmac	0	0	0	0	Complete	Works completed and charged to financial year 2023/24.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Repairs to the Footbridge Over the Slipway	0	0	0	0	On Site	Additional safety works were identified during the project which required to be incorporated. Timescale for completion will depend on works required.	0	0
Introduce 'World Destination' Signpost on Ayr Promenade	5,000	5,000	0	5,000	Concept	Design concert awaited for all Wards, then signage specific to areas. Destinations for signage being currently being considered. Works planned for Autumn, 2025.	0	0
Girvan Promenade Projects								
Installation of a New Height Restriction Barrier at the South of the Harbourmaster's Office at Girvan Harbour	10,000	10,000	0	10,000	Complete	Works are complete.	0	0
New Shelter (Park Run Start Point at Girvan Harbour)	99,800	99,800	2,780	97,020	Design and Tender	Existing promenade shelter has reached the end of its life and requires replacement. Building Warrant permission has been obtained and planning is not required. Quote obtained for demolition. Proposals for replacement as a like for like have been prepared however further information has been requested on whether the shelter can be refurbished rather than replaced. A condition report has now been carried out and awaiting costs and recommendations on the most economic option. Budget of £100,000 allocated in line with Ward Capital paper of 12th December, 2024.	0	0
New Seating at the Shorefront at the Event Area	100,000	100,000	236	99,764	Design and Tender	PDS are to look at further options.	0	0
Creation of Event Space at the Shorefront With Power Supply and New Surfacing	68,000	68,000	13,753	54,248	Complete	Works are complete.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Upgrade of the Memorial Fountain and McCubbin Fountain	50,000	50,000	927	49,073	Concept	Design exercise is underway to consider an alternative location for the Memorial Fountain due to the ongoing issue with sand. Pro's and con's for the existing and proposed location are to be confirmed for further discussion with Ward Members. Budget of £50,000 allocated in line with Ward Capital paper of 12th December, 2024.	0	0
Paving Upgrade on Approach to Memorial Fountain With Water Feature	100,000	100,000	0	100,000	Design and Tender	Start and complete in Summer 2026. To be considered in conjunction with the proposed toilet block and completion of the Quay Zone project.	0	0
Prestwick Pool - AHU and Water Storage Project - Net Zero	500,859	830,753	828,248	(327,389)	On Site	Robertson Construction was appointed as the main contractor, with site works beginning in mid-October 2025. A temporary roof enabled completion of external wall cladding, roof cladding, and PV installations. Internal works are progressing well, with overall completion on track for September 2025. Request to add additional budget from other areas of the Programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
- Prestwick Regeneration/Heritage Works	897,750	897,750	0	897,750	Concept	Budget allocated in 2025/26 and future years for works for Prestwick Regeneration / Heritage Works. Various projects are currently being developed.	350,000	0
- Ayr Esplanade - Inner Harbour Improvements	37,786	37,786	0	37,786	Design and Tender	Inner harbour projects to repair existing fabric, improve wayfinding, enhance existing artwork to attract tourists and encourage locals to spend more time in the area. Working with colleagues in Destination Ayrshire ongoing.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Girvan Esplanade - Adventure Golf Course	100,000	100,000	2,500	97,500	Design and Tender	Theories Golf has been appointed to develop detailed tender designs for a 12-hole course themed around Ailsa Craig. The latest proposals have been shared with Girvan Elected Members, pending feedback. Asset Management is reviewing whether the land qualifies as Common Good. A Site Investigation has been commissioned, and operator viability is under assessment. PDS will continue preparing tender packages until further instruction is given.	0	0
- International Workers Memorial	5,000	5,000	0	5,000	Complete	Works are complete and final invoice to be received.	0	0
- Ayr Esplanade - Artwork Trail Restoration	0	0	0	0	Design and Tender	Austin Smith Lord appointed to carry out analysis of inner harbour area and existing artworks, provide community consultation for new art work and prepare proposals for interpretation and wayfinding for the artworks. Several meeting have been held with the local residents association. A public engagement event was held in the Citadel on 21st August 2024 and responses are being considered.	0	0
- Mixed Tenure Grant	200,000	200,000	0	200,000	Design and Tender	Investment to support provision of grants to owners in mixed tenure blocks to ensure the Council meets the Scottish Housing Quality Standard requirements and improves the living standards in neighbourhoods and communities. Various projects currently being considered.	0	0
- Wetland Creation and Pollinator Corridors Belleisle Golf Course	32,057	32,057	0	32,057	Complete	Works are complete on site. Awaiting final account to be agreed.	0	0
- Coastal Change Adaptations	165,539	165,539	0	165,539	Design and Tender	Award of Ayrshire CCAP contract has been delayed due to consultancy framework issues.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Golf Courses - Enhancements	3,487,283	3,487,283	0	3,487,283	Design and Tender	See below notes on Belleisle Enhanced Practice Facilities, Belleisle Golf Course Improvements and Darly Golf Course Improvements below.	1,000,000	0
- Golf Course - Belleisle Enhanced Practice Facilities	1,253,973	1,253,973	29,646	1,224,327	Design and Tender	Planning will be required for the enhanced practice facility. Alliance Leisure Services were appointed develop a feasibility report for Belleisle enhanced practice facility and business plan to assist with identifying potential locations for this facility. Public consultation has been carried out and feedback collated.	0	0
- Belleisle Golf Course Improvements	21,845	21,845	8,893	12,952	Design and Tender	Public engagement has been carried out and feedback collated. Pangaea Golf Architects are reviewing proposals and working towards stage 4 (tender) meantime and Storrier and Donaldson have bene appointed as QS. As the plans are impacted by the enhanced practice facility, the tender will now be issued until a decision has been reached on this matter. Ecological assessment and irrigation surveys have been progressed by Golf Service. Further bat survey is required.	0	0
- Darley Golf Course Improvements	31,094	31,094	0	31,094	Design and Tender	Pangaea are progressing proposals to Stage 4 (Tender) Storrier & Donaldson are preparing Tender documents for issue June 2025. Target Site start is September 2025. Planning is not requires, public engagement is complete and ecological assessment and irrigation surveys have been progressed by Golf Service. Request made through the P3 capital Monitoring Report to Cabinet of the 26th August, 2025 to allocate budget to this line from the Unallocated Golf Course Enhancements budget above.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Darley Cottage, Troon - Refurbishment	0	0	0	0	Design and Tender	PDS is developing options based on the measured building survey, including two costed proposals—one enabling relocation of the MERC service from Troon Library. Ideas were received from Marr College's Head Teacher via Cllr Pollock. No budget has been identified, and no Ward funds are available. Asset Management is awaiting a response from the Marr Trust on potential funding. PDS awaiting further instruction.	0	0
- Citadel Refurbishment	4,469,716	4,469,716	337,139	4,132,577	On Site	Alliance Leisure have been appointed to progress designs to RIBA Stage 4. This includes surveys of the building to identify any fabric repairs and also identifies opportunities to improve and upgrade the facilities within the centre. Proposals have been prepared which will allow decisions to be made around prioritisation of the works. Phase one likely to include an upgrade of the dry side including re-purposing the games hall and a new entrance with a cafe. The initial works to the roof commenced on 6th January 2025 and are now complete. Further works are underway including the creation of the new entrance and hall refurbishment. Completion is expected at the end of 2026.	3,500,000	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- ARA - Adapting To Climate Change - St Ninian's Park	270,000	270,000	0	270,000	Design and Tender	This is a partnership project between Scottish Water and South Ayrshire Council. However the funding element from Scottish Water is not finalised yet and therefore the project scope incomplete. Verbal communication only has been received from Scottish Water that at least 50% of the total cost will be funded by them with their consultants designing and supervising and ARA procuring. The projected spend to year end is currently unclear. Procurement of ground investigation ongoing.	150,000	0
- Troon Swimming Pool - Health & Fitness Extension	1,001,197	1,001,197	61,209	939,988	Design and Tender	Alliance Leisure have been appointed to progress designs to RIBA Stage 4. This will include surveys of the building to determine any fabric repairs. Initial designs have been prepared for an extension to the current gym, additional studio space and an upgrade of the changing accommodation. Design proposals currently at RIBA stage 3. Awaiting confirmation of funding for an additional studio space, an application has also been submitted to Salix to fund fabric upgrades to the building.	1,372,400	0
- Troon Hosiery Park - Changing Accommodation	491,106	491,106	483,747	7,359	On Site	Portakabin are on site and works are progressing well with external works nearing completion and units on site. Water and power connections are ongoing with utility suppliers / SAC. Date for completion is dependant on these connections.	0	0
- Troon Regeneration Works	1,350,000	1,350,000	0	1,350,000	Concept	Budget allocated in 2025/26 and future years for works for Troon Regeneration Works. Various projects are currently being developed.	650,000	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Lochgreen & Fullarton Greenkeeping Facility	324,534	324,534	0	324,534	Design and Tender	Portakabin have updated options for a modular solution which were received 05/03/25 for discussion with Client. Quotation for a new power supply has been received from SPEN however this is on hold due to objections raised to the proposed location. A review of alternative locations has been carried out and the next preferred location is under further review by PDS to determine viability. Once a location is agreed, utility connections and site information are to be established.	0	0
- The Quay Zone, Girvan - Storm Damage Rectification / Extension	3,045,619	3,045,619	85,692	2,959,927	On Site	Emtec was appointed on 14 May 2025 (LOA issued), with a prestart held on 19 May. Site works began on 18 June and are progressing well. Planning consent and building warrant are in place. The scope includes reinstatement of storm damage (G24984) and a café upgrade with extension. Phase 1—covering the swimming pool and gym—is scheduled for handover by end December 2025. A delay with SPEN may affect Phase 2, though this is currently under review.	0	0
Community Bus Fund 2023/24	171,000	171,000	0	171,000	Legally Committed	Bus has now been ordered by Fleet. Anticipated 10 month lead in time for delivery.	0	0
Mobile Library	27,000	27,000	0	27,000	Legally Committed	Bus has now been ordered by Fleet. Anticipated 10 month lead in time for delivery.	0	0
Dunure Heritage Project	500,000	500,000	0	500,000	Concept	Budget added to financial years 2025/26 and 2026/27 through 'General Services Revenue Budget 2025-26 and Capital Investment Programme 2025-26 to 2036-37' paper approved by Council on the 27th February, 2025 Project to be developed.	2,000,000	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Prestwick Steeple Works (subject to consents)	500,000	500,000	0	500,000	Concept	Budget added to financial years 2025/26 and 2026/27 through 'General Services Revenue Budget 2025-26 and Capital Investment Programme 2025-26 to 2036-37' paper approved by Council on the 27th February, 2025 Project to be developed.	250,000	0
	49,308,373	**53,092,372**	**2,919,043**	**46,389,330**			**39,441,082**	**19,931,855**

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Analysis of Block Allocations - Communities Investment								
Cemetery Infrastructure Projects								
Cemetery Infrastructure Projects - Funding to Be Allocated 2027/28	0	0	0	0	Concept	Unallocated funding is available in financial year 2027/28.	0	184,255
- Ayr Cemetery - Remedial Works to Burial Chambers	43,574	776	776	42,798	Complete	All works are now completed and no further charges expected. Request to re-allocate budget to other projects below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
- Ballantrae New - Upgrade existing Bothy	0	0	0	0	Concept	This project is currently on hold as current budget and priorities are assessed.	0	0
- Colmonell New Cemetery - Wall Repairs to Side of Church	0	0	0	0	Concept	Works to be considered in a future year.	0	0
- Kirk at Monkton Cemetery (Old) - Wall Repairs	0	0	0	0	Design and Tender	Engineer's Report complete and budget cost prepared. Project is currently on hold as current budget and priorities are assessed.	0	0
- New Cemetery, Girvan	0	0	0	0	Concept	A site for a new cemetery is required in Girvan. Bereavement Services to begin dialogue with local landowners to identify potential sites. Initial site identified adjacent to Bynehill Cemetery. PDS to appoint an Engineer to provide a scope and instruct ground investigation works, including groundwater monitoring.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Old Dailly Bell Tower	63,317	63,317	0	63,317	Design and Tender	Meeting held with PDA and Narro in 18/11. Request for revised programme outlining key dates for billing and tender. SMC has been refused as the works will require ecological surveys (bats) This has now been arranged with outcome on place ahead of Tender issue. Tender will be a 2 stage tender with stage 1 going out early Jan and stage 2 Late February/ early March. Scaffolding design to be confirmed by specialist ahead on Tender and quotes have been sought by PDA. A site visit was carried out 20/11/24 and proposals are being developed including a cradle scaffold arrangement due to the extremely poor condition and risk of collapse of the crypts. Grounds Teams to arrange for removal of sycamore and vegetation ahead of works.	0	0
- Relocation of Mossblown War Memorial	0	2,453	2,453	(2,453)	Complete	All works were completed in time for last years Remembrance Sunday. Request to allocate additional budget form projects elsewhere within in is section of the Programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
- St Quivox and Dailly Mausolea	32,400	32,400	1,159	31,241	Design and Tender	A Conservation Architect has been appointed to prepare condition surveys and estimated costs for repairs works. The mausoleum at St Quivox is Grade 'A' listed. Input also required from a Conservation Engineer, quote awaited from David Narro Associates. A site inspection has been carried out at Dailly and costs are awaited for the required repair works.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Troon Cemetery - Remedial Works to Burial Chambers	50,000	90,345	85,418	(35,418)	Complete	All remedial works at Troon Cemetery to below ground burial chambers now complete. Final account to be agreed and costs charged. Request to allocate budget to project from other projects within this section made through P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	189,291	**189,291**	**89,806**	**99,485**			**0**	**184,255**
Upgrading of Various Public Conveniences (Phase 2)								
- Ainsley Park Public Conveniences, Girvan	236	236	0	236	Complete	Works are now complete on site. Final account to be agreed with the contractor and final payment made thereafter. Defects period ends 03/02/26.	0	0
.	**236**	**236**	**0**	**236**			**0**	**0**
Ayrshire Roads Alliance - Externally Funded Projects								
Scottish Government - Coastal Change Adaptation								
- Coastal Change Adaptation Fund 2023/24	106,000	106,000	0	106,000	On Site	Phase 2 Ballantrae is ongoing and is estimated to cost £48,477.12	0	0
Strathclyde Passenger for Transport 2025/26 Awards								

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Ayrshire Link Hub 2025/26	0	150,000	0	0	On Site	Grant has been awarded by SPT for the Ayrshire Link Hub and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that budget be added to reflect this. Funding has been provided for a new trishaw storage facility to support Cycling without Age & also to renovate and relocate Ayr Hub. Works ongoing.	0	0
Transport Scotland 2025/26								
Active Travel Infrastructure Fund 2025/26 - Dundonald to Barassie Active Travel Route Construction	0	2,700,000	0	0	On Site	Grant has been awarded by Transport Scotland for the Active Travel Infrastructure Fund 2025/26 - Dundonald to Barassie Active Travel Route Construction and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that budget be added to reflect this. Construction of Active travel Route from Kilmarnock Road, Barassie to Kilnford Dr, Dundonald. Work has commenced on-site.	0	0
Tier 1 - Bus Infrastructure Fund 2025/26	0	382,000	0	0	Design and Tender	Grant has been awarded by Transport Scotland for the Tier 1 - Bus Infrastructure Fund 2025/26 and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that budget be added to reflect this. ARA are currently working to develop a delivery programme, with a paper to Cabinet likely to be required given this was not included in the approved Road Improvement Plan 25/26.	0	0
	106,000	**3,338,000**	**0**	**106,000**			**0**	**0**
VAT Recovery Fund Projects								

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Develop Walking Trails (Dailly and Barr)	2,904	2,904	534	2,370	Legally Committed	Walking trail information has been produced and distributed throughout Dailly and Barr. Further plans for improvements to trails in Dailly and Barr currently being developed. Meeting with Barr Community Group and Forestry & Land Scotland planned for August.	0	0
Belleisle / Seafield Golf Course - Wayfinding / Signage Works	50,000	50,000	0	50,000	Design and Tender	The VAT funding allocation will be utilised alongside the wider capital investment earmarked for the course improvement works at Belleisle Golf Course. This forms part of the overall enhancement strategy currently progressing through the Capital Programme.	0	0
VAT Recovery - Supplementary Projects	125,059	125,059	23,017	102,042	On Site	Monies are being used to undertake necessary repair and replacement works to a number of locations.	0	0
	177,963	**177,963**	**23,551**	**154,412**			**0**	**0**

Girvan Regeneration Projects								
(Ward Projects)								

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Girvan Regeneration Projects - Funding to be Allocated 2024/25 & Future Years	826,072	826,072	0	826,072	Concept	Budgets allocated to projects in the current and future financial years (2023/24 to 2026/27) through the 12 Year Council Plan approved by South Ayrshire Council on the 1st March, 2023. First phase of projects approved through report taken to Council on the 29th June, 2023 and projects have been allocated to managers for progression. Second phase of projects approved through report taken to Council on the 26th September, 2023 and projects have been allocated to managers for progression. The paper 'Proposed Ward Capital Projects - Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026' was approved by Council of the 12th December, 2024. Budget allocated to projects as below with further budget available for allocation in 2026/26.	750,000	0
Girvan Regeneration Projects	0							
Girvan and South Carrick - Stumpy Tower Corner Public Realm Upgrade	67,521	67,521	10,624	56,897	Complete	Works completes in December, 2024. Cost £450,000 with some costs being incurred late 2023/24. Final account to be agreed and paid.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Girvan and South Carrick - Introduction of New Public Toilet Facility near to the Boating Pond in Girvan / Biosphere Bikestore	19,566	19,566	1,254	18,312	Concept	Preferred location has been identified. Massing exercise has been completed to illustrate all potential locations for the new toilet facility. The mass is based on two 6nr cubicle toilets, a baby change and a disabled wc along with storage for biosphere bikes. Original funding has been reallocated so a Cabinet Report will be submitted by Girvan Regeneration Team along side the Girvan Story Projects to include this project.	0	0
Extension to the Quay Zone	0	0	0	0	On Site	Works have now started on site and budget added to main project line within programme.	0	0
Girvan and South Carrick - Upgrade to the Former Bingo Site at Dalrymple Street	155,990	155,990	0	155,990	Design and Tender	Site investigations taking place. Works due to start September 2025 and complete December 2025. Budget £300,000 approved and to be allocated between 2024/25 and 2025/26. Planning was submitted week ending 7th March. Artist brief developed and SWG3 have carried out mural workshops in collaboration with Ice-Cream Architecture. Site Investigation carried out on 17th March and ground asbestos has been detected. Further surveys have now been commissioned to ascertain extent. Design reviewed to include mitigation measures (i.e. raised beds). Tender to be issued once further surveys are complete and information on the asbestos confirmed. Building warrant to be submitted.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Girvan Story Project	43,427	43,427	13,374	30,053	Design and Tender	A Design Team have now developed costed design plans to RIBA Stage 2 for three of our priority buildings. Additional designs have prepared for energy retrofit and accessibility options for The Mckechnie Institute and discussions with funders will follow to confirm priorities for capital works. Adventure Carrick (ACE) have also been supported by the Project to establish grant eligible costs for The Bandstand Project. A number of pilot activities and training sessions have been delivered including stonemasonry and metalwork, these have been well attended and feedback used to develop the activities and training plan for submission with the Stage 2 bid. An area management plan and costed architectural gazetteer have also been prepared to inform the development of the area action plan and third party grants scheme.	0	0
Girvan Library Contribution	0	0	0	0	Complete	Budget £161,087 has been transferred to main Girvan Library project line within the report in a previous year.	0	0
Girvan Promenade Seating	0	0	0	0	Design and Tender	Works to be designed for new seating solution.	0	0
Girvan and South Carrick - Installation of New Height Restriction Barrier to the South of the Harbour Master's Office	10,000	10,000	0	10,000	Complete	Works complete.	0	0
Girvan and South Carrick - Create a New Footpath to Access Field at Pinwherry & Pinmore	30,000	30,000	0	30,000	Concept	Confirmation required as to whether project is to proceed.	0	0
Girvan and South Carrick - Walking Trail Information Boards	11,000	11,000	0	11,000	Concept	Confirmation required as to whether project is to proceed.	0	0
Girvan and South Carrick - Improve Information Boards around the villages of Ballantrae and Lendalfoot	0	0	0	0	Concept	Confirmation required as to whether project is to proceed	0	0
Girvan and South Carrick - Lion of Carrick Statue Proposals	100,000	100,000	0	100,000	Concept	Confirmation required as to whether project is to proceed.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
	1,263,576	**1,263,576**	**25,252**	**1,238,324**	**0**		**750,000**	**0**
Place Planning and Community Led Projects								
(Ward Projects)								
Place Planning and Community Led Projects - Funding to be Allocated 2024/25 & Future Years	0	0	0	0	Concept	Budgets allocated to projects in the current and future financial years (2023/24 to 2026/27) through the 12 Year Council Plan approved by South Ayrshire Council on the 1st March, 2023. First phase of projects approved through report taken to Council on the 29th June, 2023 and projects have been allocated to managers for progression. Second phase of projects approved through report taken to Council on the 26th September, 2023 and projects have been allocated to managers for progression. The paper 'Proposed Ward Capital Projects - Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026' was approved by Council of the 12th December, 2024. Budgets allocated to projects as detailed below and further funding available in 2026/27.	796,549	0
Ward 1: Troon								
Troon - Civic Spaces around the Walker Hall (Power Source)	500	500	0	500	Complete	Works completed October 2024. with final charges awaited.	0	0
Troon - Town Centre Recycling Bins	71,801	71,801	0	71,801	Design and Tender	Quick quote to be issued by PDS. Works anticipated to start and complete in Autumn 2025.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Troon - Walker Hall Outdoor Stage or Bandstand	0	0	0	0	Concept	Works are unlikely to proceed. Budget will be realigned following December Ward Report. Request to return budget to unallocated line approved through the P9 Capital Monitoring Report to Cabinet of 18th February, 2025.	0	0
Troon - New Play Areas Within Communities (Various Locations)	0	0	0	0	Complete	Works completed in November 2024 and recharges made in previous financial year.	0	0
Troon - Refurbishment Works to Hosiery Park Pavilion (possible match funding)	0	0	0	0	Concept	Works were fully funded through other budget lines and therefore, request approved through the P6 Capital Monitoring Report to Cabinet of 26th November, 2024 to return budget to Unallocated Balance.	0	0
Troon - Traditional community noticeboards to promote events and activities in the town	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request approved to return balance to unallocated funding line.	0	0
Troon - Digital community noticeboards to promote events and activities in the town	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request approved to return balance to unallocated funding line.	0	0
Troon - Create a BBQ area on the Promenade	10,000	10,000	0	10,000	Concept	Request that balance of budget be carried forward to 2025/26 made through the P12 Capital Monitoring Report to Cabinet of the 17th June, 2025.	0	0
Walker Hall - Rigging and Sound Upgrade	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request approved to return balance to unallocated funding line.	0	0
Urban Realm Improvements (Compactor Bins)	72,360	72,360	0	72,360	Complete	Work completed in Spring 2025. Budget of £72,360 allocated to 2025/26. Awaiting final charges being made.	0	0
Planters	10,000	10,000	0	10,000	Complete	Works completed on site with charges still to be made	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Expansion of Pump Track	187,500	187,500	0	187,500	Design and Tender	Surveys are complete and options currently being updated. Works are expected to take place in Spring, 2026. Budget of £187,500 allocated in 2025/26.	0	0
Extension to Playpark for Older Children (Area Behind Troon Town Hall)	100,000	100,000	0	100,000	Design and Tender	Works anticipated to start in Autumn 2025 and be completed on site in Autumn, 2025. Potential match funding from Scottish Government. Budget of £100,000 allocated in 2025/26.	0	0
Match Funding for Marr Pitch Replacement Surface	0	0	0	0	Complete	Works are complete on site and match element of project charged back to Troon Ward budget in previous year.	0	0
Skate Park - Reinstall Items Removed on Promenade	10,000	10,000	3,420	6,580	Complete	Works completed on site with final charges still to be made.	0	0
Support and Continued Development of Facilities at Fullarton Woods	10,000	10,000	0	10,000	Concept	Works due to start and complete in Autumn, 2025. Works currently being identified. Budget of £10,000 allocated in 2025/26.	0	0
Extension to the toilet Block to Provide a Coffee Stall at Fullarton Wood	150,000	150,000	0	150,000	Concept	Budget of £150,000 allocated in 2025/26.	0	0
Changing Screens Near Royal Troon Beach Carpark	10,000	10,000	0	10,000	Design and Tender	Works due to start in Autumn, 2025 and complete in Winter, 2025. Works will be dependant on lead in times for delivery.	0	0
Ward 2: Prestwick								
Prestwick - Reconfiguration of Adamton Road North near former St Ninians Primary	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request previously approved to return balance to unallocated funding line.	0	0
Prestwick - Illumination of Salt Pan Buildings at Prestwick St Nicholas Golf Club	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request previously approved to return balance to unallocated funding line.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Prestwick - Installation of Power Supply to Former Lido Swimming Pool	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request previously approved to return balance to unallocated funding line.	0	0
Prestwick - Upgrade the Surface of the Carpark Area to the North of Kidz Play	0	0	0	0	Complete	Works are complete. Total budget required of £261,838, of which balance was paid in 2023/24.	0	0
Prestwick - Installation of a 'World Destination' Sign on Promenade	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request previously approved to return balance to unallocated funding line.	0	0
Prestwick - Provision of 2Nr Steel Park Benches at the New Promenade Play Park Area	0	0	0	0	Concept	Works not included in the Ward Capital paper approved on the 12th December, 2024 and request previously approved to return balance to unallocated funding line.	0	0
Prestwick - Provision of 4Nr Steel Picnic Benches on the Promenade	0	0	0	0	Complete	Project complete on site with final costs to be charged. No more money needed and balance was returned to unallocated line above. Promenade	0	0
Introduction of a Memorial Tower	50,000	50,000	0	50,000	Concept	Works due to start in August, 2025 and complete in September, 2025. Location agreed. Budget of £50,000 allocated to 2025/26.	0	0
Replace Banner Signage on Lampposts on Prestwick Main Street	10,000	10,000	0	10,000	Design and Tender	Works due to start and complete in September, 2025. Officer's are currently looking at options for the content of the banners.	0	0
Repair / Renew Steps to Boydfield Gardens and Improve Footpath Surfacing Throughout	75,000	75,000	0	75,000	Complete	Works are complete on site. Awaiting final charges being made. Budget of £75,000 allocated to 2025/26.	0	0
Additional Works to Prestwick Pool as part of Salix Funded Energy Improvements	0	0	0	0	On Site	Works are ongoing but Prestwick Ward Capital contribution charged in 2024/25 financial year.	0	0
Ward 3: Ayr North								

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Ayr North - Provision of Benches Along Newton Shore Promenade	4,390	4,390	0	4,390	Complete	Works are complete on site. Awaiting charges being made.	0	0
Ayr North - Upgrade Footpath at Newton Shore Promenade with Red Tarmacadam	0	0	563	(563)	Complete	Project complete with majority of costs charged in 2023/24.	0	0
Ayr North - Provision of a Bike Shelter at Lochside Community Centre	10,000	10,000	0	10,000	Concept	Works to be started and completed Summer, 2025.Works currently being procured by ARA.	0	0
Ayr North - Upgrade On-Street Parking Provision at Lochside Community Centre	0	0	0	0	Complete	Works are complete. Total cost £31,601 with some expenditure charged in previous years.	0	0
Ayr North - Upgrade of Former Play Park Area at the Junction of Westwood Avenue and Dalmilling Drive	77	77	0	77	Complete	Works are complete on site with majority of costs charged in previous financial year. Awaiting final costs to be charged.	0	0
Ayr North - Upgrading of the Carriageway of Newton Shore Promenade	4,861	4,861	0	4,861	Complete	Works are complete on site with majority of costs charged in previous financial year. Awaiting final costs to be charged.	0	0
Ayr North - Newton Multi Use Games Area (MUGA)	42,308	42,308	0	42,308	Complete	Works are complete on site with majority of costs charged in previous financial year. Awaiting final account and final costs to be charged.	0	0
River Ayr Access	0	0	0	0	Complete	Works are complete on site. Actual spend £134,048 recorded in previous year.	0	0
Upgrade the Council Owned Area at Dalmilling Shops on Westwood Avenue	24,835	24,835	0	24,835	Complete	Works are complete on site. Awaiting charges being made.	0	0
Provision of Play Equipment for Younger Children - Craigie Way / Westwood Avenue	50,000	50,000	0	50,000	Complete	Works are now complete on site. Awaiting charges being made. Budget of £50,000 allocated to 2025/26.	0	0
Oswald Road - Surfacing and Equipment	50,000	50,000	0	50,000	Complete	Works are now complete on site. Awaiting charges being made. Budget of £50,000 allocated to 2025/26.	0	0
Provision of Benches and Sculpture at Various Locations in Wallacetown	0	0	0	0	Concept	Project identified but no budget allocated in the 12th December Report.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Consideration of Facilities Space in Newton Park	50,000	50,000	0	50,000	Concept	Works likely to take place in Spring 2026. Budget of £50,000 allocated in 2025/26. High level discussions with proposer taking place.	0	0
Ward 4: Ayr East								
New Community Notice Boards for Outside Forehill Library and Castlehill Gates	10,000	10,000	0	10,000	Design and Tender	Works due to start and complete in October, 2025. Works are currently being procured.	0	0
Install a Sensory Path in Castlehill Woods	50,000	50,000	0	50,000	Design and Tender	Wors due to start and complete in October, 2025. Neighbourhood Services currently preparing scope of works.	0	0
Various Proposed Works at Glencairn Park Including Solar Light, A floating Path at the 'Duck Pond', Improvement to General Access	100,000	100,000	0	100,000	Design and Tender	Design currently being finalised for the installation of lighting through the spine path. Drainage investigation within the park has been undertaken and footpath work being estimated and scheduled. Investigation of options for old duck pond to be undertaken.	0	0
Improve Bin Locations at Glencairn Park	10,000	10,000	0	10,000	Complete	Works are now complete. Awaiting charges being made..	0	0
Extension to the Rear of Forehill Library to Create a Community Space / Room	250,000	250,000	0	250,000	Concept	Works due to start in Summer 2026 and complete in Autumn 2026. Requirements and feasibility currently being assessed.	0	0
Ayr East Ward - Place Planning Initiatives	250,000	250,000	0	250,000	Concept	Projects to be confirmed and anticipated to be undertaken from Autumn 2025 to Spring 2027.	0	0
Car Parking Provision - Peggieshill Road	75,000	75,000	0	75,000	Concept	Works planned for Winter 2025. Further discussions required further to final approval.	0	0
Kincaidston Community Centre Roof	100,000	100,000	33,000	67,000	Complete	Works are now complete on site. Final costs to be charged.	0	0
Ward 6: Kyle								
Kyle - Benches, Picnic Tables and Upgrade Footpath within Annbank Park	25,000	25,000	0	25,000	On Site	Works to be completed by September 2025.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Kyle - Construction of New Footpath on the Southern Edge of Collenan Reservoir	22,000	22,000	0	22,000	Design and Tender	Further discussions required in regard to parking provision.	0	0
Kyle - New Outdoor Adult Gym Equipment in Mossblown	0	0	0	0	Complete	Works completed and charged in 2023/24.This was charged against VAT Funding codes. Budget for this was £40,000.	0	0
Kyle - Investment in an Upgraded Location for the War Memorial in Mossblown	0	0	0	0	Complete	Works are complete and Ward contribution recharged in 2024/25.	0	0
Kyle - Installation of New Benches at various locations in Symington	2,986	2,986	0	2,986	Complete	Works are complete on site. Check required to see if any further costs due to be charged.	0	0
Symington Park - Outdoor Adult Gym Equipment and New Benches	40,000	40,000	0	40,000	Concept	Works are currently on hold..	0	0
Kyle - Community Cinema at Carvick Webster Memorial Hall, Monkton	36,349	36,349	6,436	29,913	Complete	Works are complete on site. Check required to see if any further costs due to be charged.	0	0
Kyle - 4 Tier Planters for Monkton	5,000	5,000	1,344	3,656	Complete	Works are complete on site. Check required to see if any further costs due to be charged.	0	0
Kyle - Formal Road Access & Parking Provision at Dundonald Field	1,907	1,907	0	1,907	Complete	Works are complete on site. Check required to see if any further costs due to be charged.	0	0
Kyle - Road and Footpath Upgrades at Dundonald, Mossblown, Symington and Loans	600	600	0	600	Complete	Works are complete on site. No upgrades were identified in Loans.	0	0
Kyle - Install seating for the elderly and more dog bins in Annbank	0	0	0	0	Complete	Works are complete. Noted as funded from revenue. Request to return budget to unallocated balance as per Ward Capital paper of 12th December, 2024,	0	0
Kyle - Install Benches and bins in Wooded Area of Dundonald	5,000	5,000	0	5,000	Concept	Officers have contacted the owners of the woodland who are considering installing benches.	0	0
Kyle - Create Walking Routes, Install Benches and Pathways in Monkton	0	0	0	0	Concept	Project is likely to be considered in Active Travel programme which is grant funded. Request to return budget to unallocated balance as per Ward Capital paper of 12th December, 2024.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Kyle - Barnweil Monument Repairs and Noticeboard	3,500	3,500	0	3,500	Complete	Works are complete on site. Check required to see if any further costs due to be charged.	0	0
Kyle - Resurface existing MUGA in Annbank	41,000	41,000	0	41,000	Design and Tender	Quotations received and order being raised.	0	0
Kyle - Resurface existing MUGA in Mossblown	40,000	40,000	0	40,000	Design and Tender	Quotations received and order being raised.	0	0
Install a History Park at Loans Community Hall and Link to Smugglers Trail	50,000	50,000	0	50,000	Concept	Car park estimate received. Landscaping works currently being assessed.	0	0
Create a Car Park for the Village Hall in Craigie	50,000	50,000	0	50,000	Concept	Project being assessed.	0	0
Review and Upgrade of Seating / Signage Around Craigie	15,000	15,000	0	15,000	Concept	Project being assessed.	0	0
Review Use of Craigie Village Green for Community Events and Children to Access	25,000	25,000	0	25,000	Concept	Project being assessed.	0	0
Reserve for Community Projects in Kyle	150,000	150,000	0	150,000	Concept	Neighbourhood Services to liaise with Communities and Community Council.	0	0
BBQ Stands and Picnic Tables at Collennan Reservoir	14,000	14,000	0	14,000	Concept	Project being assessed.	0	0
Improve Accessibility at the Mossblown Village Hall	20,000	20,000	0	20,000	Concept	Works to be programmed for Autumn 2025.	0	0
Finger Signposts, Symington	12,000	12,000	0	12,000	Concept	Requirements currently being assessed.	0	0
Container Mansefield Road, Tarbolton	5,000	5,000	3,720	1,280	Complete	Works are complete on site. Checking if any further costs are due to be charged.	0	0
Ward 7: Maybole, North Carrick and Coylton								
Maybole, North Carrick & Coylton - New Curtains with Maybole Coat of Arms for Maybole Town Hall Stage Area and completion of other ancillary works within the Town Hall	0	0	0	0	Complete	Works complete. Funded through and alternative budget Request approved to return budget as identified in Ward Capital paper of 12th December, 2024.	0	0
Maybole, North Carrick & Coylton - Construction of a new permanent Car Park adjacent to Miller Park Play Area, Maybole	65,000	65,000	0	65,000	Design and Tender	Currently awaiting estimate and programme dates though anticipated to be undertaken January to March, 2026.	0	0
Maybole, North Carrick & Coylton - Roads and Footpath Upgrades in Maybole and Dunure	4,229	4,229	0	4,229	Complete	Works are complete on site. Check required to establish of any further costs are due to be charged.	0	0
Ward Project - Supply & Installation of Branding for Dunure Safety Boat	0	0	0	0	Complete	Works are complete and charged in a previous financial year.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Maybole, North Carrick & Coylton - Install Decorative lighting at Dunure Castle	50,000	50,000	0	50,000	Design and Tender	Works anticipated to take place between January and March, 2026. PDS to assist with obtaining Scheduled Monument Consent for the illumination of the castle. Asset Management to finalise proposals and send to PDS.	0	0
Maybole, North Carrick & Coylton - Improve access from the Harbour to Kennedy Park and the Castle with a new Viewpoint bridge	164,225	164,225	0	164,225	Design and Tender	Works are currently on hold.	0	0
Maybole, North Carrick & Coylton - Multi Use Games Area for Coylton (MUGA)	250,000	250,000	0	250,000	Design and Tender	New MUGA is being considered within the Recreational grounds and possible locations identified for review. Meeting held on 30/05/24. A topographic and GPR survey have been commissioned.	0	0
Moving Around - New Seating to Park, Coylton	11,584	11,584	0	11,584	Complete	Works are complete on site.	0	0
Support Overall Costs of Window Replacement at Straiton Community Hall	10,000	10,000	0	10,000	Complete	Works are complete on site.	0	0
New Safety Boat for Dunure Harbour	0	0	0	0	Complete	Cost £52,605 Paid in 2023/24 - no further budget required.	0	0
Coylton Primary School - Reline the Existing Playground to Mark Out Play Areas	0	0	0	0	Complete	Works complete with costs charged in a previous year.	0	0
Protect and Enhance Wildlife Habitats in The Villages - Crosshill, Straiton and Kirkmichael Community Action Plan	25,000	25,000	25,000	0	Concept	Project is expected to be delivered after Autumn 2025,	0	0
Minishant - Improve Playpark and Associated Surfacing Within Park	50,000	50,000	0	50,000	Concept	Awaiting clarification on requirements. Anticipated start and complete in Autumn 2025.	0	0
Minishant - Installation of New Benches	10,000	10,000	0	10,000	Concept	Currently identifying locations and works expected to be undertaken in Autumn, 2025.	0	0
Creation of an 'Alzheimer's Walk' in Crosshill With Different coloured Benches Placed Strategically Throughout the Village	12,560	12,560	1,800	10,760	Complete	Works are complete on site.	0	0
Christmas Light Plug Installations - Kirkmichael and Crosshill	4,000	4,000	0	4,000	Complete	Works are complete on site.	0	0
McCandlish Hall, Straiton - Match Funding for Roof Repairs, Audio Visual Equipment and Curtains	26,500	26,500	0	26,500	Concept	Start and completion in Summer 2025 anticipated.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Creation of Pétanque in Straiton	15,000	15,000	0	15,000	Design and Tender	Works currently being tendered.	0	0
Ward 8: Girvan and South Carrick								
Girvan and South Carrick - Installation of Lighting at Glendoune MUGA	0	0	0	0	On Site	Works are complete on site. Funded through 3G sports pitch contract. Request to return budget to unallocated balance line approved through P9 Capital Monitoring Report to Cabinet of 18th February, 2025.	0	0
Ward Project - Installation of Bunting for Length of Girvan Promenade & around Stumpy Tower	0	0	0	0	Complete	Works are complete on site and costs charged in a previous year.	0	0
Girvan and South Carrick - Upgrade the use of the Boating Pond in Girvan	134,041	134,041	0	134,041	Design and Tender	Power supply to kiosk to be considered separately	0	0
Girvan and South Carrick - New Merchant Navy and Seafarers Memorial at Girvan Harbour	0	0	0	0	Complete	Works are complete on site. Cost £16,450 Costs fully paid in 2023/24.	0	0
Girvan and South Carrick - Upgrade the Bird Aviary in the Knockcushan Street Community Gardens	1,003	1,003	0	1,003	Complete	Works are now complete on site with majority of costs charged in previous financial years.	0	0
Girvan and South Carrick - Provision of 6nr new Flag Poles at Girvan Harbour	12,540	12,540	0	12,540	Design and Tender	Consultation in July, 2025.	0	0
Girvan and South Carrick - Investment in Upgrade to the shelter and pathways at Girvan Rose Garden	100,000	100,000	2,743	97,257	Design and Tender	Design options are being progressed. Confirmation required on whether the shelter is to be replaced or removed once costs for both are available. An updated condition survey has been carried out to determine whether a rebuild (like-for-like) is recommended. Option appraisal for paths to be prepared additionally. As the gardens are Common Good, Public consultation will be required for a new build option.	0	0
Girvan and South Carrick - New Deer Proof Fence at Bynehill Cemetery, Girvan	2,314	2,314	0	2,314	Complete	Works are now complete on site with majority of costs charged in previous financial years.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Girvan and South Carrick - Upgrades to Ardstinchar Bridge	3,730	3,730	0	3,730	Complete	Works are now complete on site with majority of costs charged in previous financial years.	0	0
Girvan and South Carrick - New Seating along the River Stinchar Walk	10,000	10,000	0	10,000	Concept	Ownership consent required.	0	0
Upgrade Knockcushan Gardens	30,000	30,000	0	30,000	Design and Tender	Unable to secure a framework contractor prior to the spring season. Works to commence after the summer season. Procurement process commenced.	0	0
Community Theatre Girvan (Academy)	50,000	50,000	0	50,000	On Site	Contribution from Ward capital to overall project costs. Works are currently on site and due to be complete by the end of the summer school holiday period.	0	0
War Memorial at Heronsford	560	560	1,279	(719)	Complete	Works are now complete on site.	0	0
Resurface Existing Tennis Courts in Ballantrae	81,500	81,500	80,414	1,086	Complete	Works are now complete on site.	0	0
Resurface Existing Tennis Courts in Girvan	0	0	0	0	Complete	Works externally funded by the LTA. Works are complete on site.	0	0
Develop Community Space Within Dailly	50,000	50,000	0	50,000	Design and Tender	Consultant currently working on a design and quotation. Anticipated works will take place in Summer, 2026.	0	0
New Surfacing in Harbour Car Park to Designate Different Uses	150,000	150,000	0	150,000	Concept	Clarification required on proposed works and estimates. Seeking approval for Stage 2 Feasibility Study which will include consultation and ARA and public consultation.	0	0
Install solar lighting along the tree lined footpath in Victory Park	10,000	10,000	0	10,000	Concept	Request approved to allocate budget of £10,000 to 2025/26 as identified in Ward Capital paper of 12th December, 2024.	0	0
Girvan and South Carrick - Contribution to New Car at the Rear of Dailly Primary School	105,714	105,714	0	105,714	Complete	Works are complete. Start October and completion January 2025.	0	0
	3,852,474	**3,852,474**	**159,720**	**3,692,754**			**796,549**	**0**

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Place Planning and Ayr Ward West / Ayr Town Centre Projects								
(Ward Projects)								
Place Planning and Ayr Ward West / Ayr Town Centre Projects - Funding to be Allocated 2024/25 & Future Years	424,739	424,739	0	424,739	Concept	Budgets allocated to projects in previous, current and future financial years (2023/24 to 2026/27) through the 12 Year Council Plan approved by South Ayrshire Council on the 1st March, 2023. First phase of projects approved through report taken to Council on the 29th June, 2023 and projects have been allocated to managers for progression. Second phase of projects approved through report taken to Council on the 26th September, 2023 and projects have been allocated to managers for progression. Further report 'Proposed Ward Capital Projects - Update 2023 to 2025 and Approval of New Capital Projects 2024 to 2026' approved by Council of the 12th December, 2024. Part of budget has been allocated to projects as detailed below, leaving a balance as shown for further allocation.	900,000	0
Ward 5: Ayr West								
Ayr West - Illumination of the Auld and New Bridges	0	0	0	0	Complete	Works are complete on site and charged in a previous financial year. Actual cost £102,781	0	0
Ayr West - Multi Media Modern Signage, Various Locations	0	0	0	0	Concept	On hold pending works being undertaken through Transformation Team. No budget or dates.	0	0
Ayr West - Road Upgrade Works to All Main Arterial Routes into Ayr	0	0	0	0	Complete	Works are complete. Total spend is £535,450 over the 2 financial years 2023/24 and 2024/25.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Blackfriars Walk - Replace Barriers	0	0	0	0	Complete	Work is complete on site. Works were originally funded from the Repairs and Renewals Fund but then agreed to come from Ayr West Ward budget. Charged in 2024/25.	0	0
Murals on Buildings	0	0	0	0	Concept	Destination South Ayrshire to undertake a feasibility study.	0	0
Installation of Column Lighting to Ayr Promenade (ARA)	49,888	49,888	1,195	48,693	On Site	Start date January 2025 with completion in Summer 2025. Awaiting delivery of LED heads at time of completing report.	0	0
Re-introduce Path at River in Cambusdoon	140,000	140,000	0	140,000	Design and Tender	Tender process is underway with anticipated start and completion in Spring 2026.	0	0
Ayr West Town Centre Projects								
Loudoun Hall Investment in New Lighting Installations	14,936	14,936	0	14,936	Complete	Project complete on site. Awaiting final charges being made.	0	0
Ayr West - Miller Road Lighting Column Decorative Lighting	10,939	10,939	0	10,939	Complete	Project complete on site. Awaiting final charges being made.	0	0
Ayr West - Town Hall Gardens	70,000	70,000	0	70,000	Design and Tender	Currently progressing to tender. Works anticipated to start in Winter, 2025 and be complete Spring, 2026.	0	0
Uplighting of the Auld Brig and New Bridge - Design Works	50,000	50,000	0	50,000	Design and Tender	Start in August 2025 and complete in November 2025. Currently considering procurement route for this work.	0	0
Construct and Enclosed Area at the Bandstand at Place De Saint Germain en Laye Gardens	277,837	277,837	10,086	267,751	Design and Tender	Tenders were returned but due to the cost a value engineering exercise is currently underway by the design team to bring costs back in line with the budget. The focus will be the bandstand element only. Revised Tender sums will be requested once the VE exercise is complete. Building Warrant has been granted meantime.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Develop a Childs Maze, Sensory Garden and Imaginative Seating on Promenade at Former Putting Green	150,000	150,000	0	150,000	Design and Tender	Start on site in December, 2025 and completion March, 2026. Design complete and preparing to undertake a Common Good Consultation and submit a planning application.	0	0
Reintroduce Crazy Golf on Ayr Promenade	110,000	110,000	2,500	107,500	Design and Tender	On site in Winter 2025 and completion in Spring 2026. Theories Golf has been tasked with developing detailed tender designs for a 12-hole Maritime-themed course. Proposals, including a fly-through, were shared with Ayr's Elected Members. As the site falls under Ayr Common Good (linked to Low Green), Legal is reviewing whether consultation is needed. A site investigation has begun, and Alliance Leisure is preparing a business case. Total budget of £110,000 identified per Ward Capital paper of 12th December, 2024 and request approved to add further £10,000 to 2025/26.	0	0
Notice Board at Alloway Primary - Relocate Existing and Introduce a Second Notice Board in Alloway	5,000	5,000	812	4,188	Legally Committed	Notice boards are on order and will be installed on receipt.	0	0
Underlighting Old Brig and New Bridge - Installation	200,000	200,000	0	200,000	Concept	Works will require specialist consultants to undertake a feasibility study and cost estimate. Holding budget of £200,000 has been included for this work until an estimated cost has been received. Business Case to be prepared and submitted to CAMG once preferred option has been identified, if budget is available.	0	0

Our Communities	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
South Harbour Heritage Trail	50,000	50,000	0	50,000	Design and Tender	Works planned to start and complete in Autumn 2025. The Inner Harbour projects aim to restore existing infrastructure, improve wayfinding, and enhance local artwork to boost tourism and encourage community engagement. An Art Trail is being developed with the Tourism team, featuring a memorial for fishermen lost at sea and an outdoor gallery celebrating the area's maritime heritage. A historian has been engaged to assist with drafting the inscription. Request approved to allocate budget of £50,000 to 2025/26 per Ward Capital paper of 12th December, 2024.	0	0
Public Art - Burns Statue Square - Initial Design Work	0	0	0	0	Complete	Initial designers fee. Currently checking if this should sit her or within wider town centre regeneration budget.	0	0
Ayr West - Grain Exchange External Area. Remove Bus Stop and Public Art Adjacent to Create an Event Space	0	0	0	0	Concept	On hold pending design / costs for the Burns Statue Square project.	0	0
Ayr West - Resurfacing of Ayr Promenade with Red Tarmacadam and Upgrade Blackburn Carpark	0	0	0	0	Complete	Works are complete on site. Works were funded in 2023/24.	0	0
Ward Project - Ayr West - Purchase of Stretch Tents	0	0	0	0	Complete	Works are complete and funded in a previous year.	0	0
Ayr Town Hall - Rigging and Sound Upgrade	0	0	0	0	Concept	Works not progressing. Request to return balance to unallocated budget line above approved through P9 Capital Monitoring Report to Cabinet of 18th February, 2025.	0	0
	1,553,339	**1,553,339**	**14,593**	**1,538,746**			**900,000**	**0**

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2024/25: - - Updated Per Cabinet of 17th July, 2025								
Buildings								
Developers' Contributions	*2,179,007*	*3,388,191*	*14,005*	*2,165,002*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Equalities Act Budget - Various Projects	*255,952*	*255,952*	*21,443*	*234,509*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*225,000*	*225,000*
Office Accommodation and Riverside Project	0	73,605	73,605	(73,605)	Complete	Final retention received for works completed in a previous year. Request to allocate additional budget to this line made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Boiler Room plant replacement programme (low carbon solutions/Net Zero)	167,122	4,922	4,922	162,200	Concept	Request to allocate budget in 2025/26, 2026/27 and 2027/28 to Boiler Replacements – Heathfield primary School, Ayr & Hillcrest Care Home, Girvan project below made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	400,000	400,000
Boiler Room Plant Replacement - Girvan Academy & Coylton Primary School	48,016	43,094	4,358	43,658	Complete	Works are now complete on site with final account to be agreed and payments made.	0	0
Boiler Replacements – Heathfield Primary School, Ayr & Hillcrest Care Home, Girvan	0	167,122	0	0	On Site	Contract has been awarded for the boiler replacements. Works are currently on site at Heathfield PS and works to Hillcrest Carehome will follow. Request is made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 to allocate budget to this project from the Boiler Room Plant Replacement Programme (low carbon solutions/Net Zero) line above in 2025/26, 2026/27 and 2027/28.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Climate Emergency Projects	810,000	810,000	0	810,000	Concept	As a result of a specific grant awarded by Scottish Government, a budget of £810,000 was added to the 2025/26 programme through the capital budgets approved by Council on the 27th February, 2025 for Climate Emergency Projects.	0	0
Girvan Harbour Stores	360,000	360,000	4,469	355,531	Design and Tender	Structural Report prepared by Clancy and significant repairs are required. Access to the deck area has been temporarily closed off meantime. PDS progressing details and technical specification. Programme dates and Statutory Approvals TBC.	0	0
Lighting Upgrades - LED & Solar	100,000	100,000	0	100,000	On Site	Works are on site at Heathfield Primary School to install new lighting, and following this, works will then be undertaken to install PV's at Troon Town Hall	0	0
Troon Municipal Buildings - Window Replacement Programme	180,000	180,000	0	180,000	Design and Tender	Currently in the design stage of the project. A number of planning consents will be required prior to any works starting on site.	180,000	180,000
Net Carbon Retrofit	0	0	0	0	Concept	Request to reallocate budget approved through the P12 Capital Monitoring Report to Cabinet of 17th June, 2025.	0	0
Property Refurbishment - Various Projects	*999,863*	*999,863*	*63,606*	*936,257*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*687,072*	*1,030,376*
Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects	*28,105*	*29,601*	*1,496*	*26,609*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*150,000*	*200,000*
Works to Facilitate Property Rationalisation - Various Projects	*80,000*	*80,000*	*2,305*	*77,695*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*50,000*	*100,000*

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Fire Damage Reinstatement Works - 17-21 High Street, Ayr	650,000	650,000	0	650,000	On Site	Bell Contracts commenced works on site 10th June 2024 and the project will run until October 2025 due to additional works required, including the additional time required to dry out the insulated plaster. Works are however currently progressing well and the building is now weathertight.	*0*	*0*
Shaw Park Pavilion Fire Reinstatement	364,772	364,772	0	364,772	On Site	LOA issued 12/03/25 confirming MCW's appointment. Works commenced on 9 June 2025. Although progress appears to have slowed, investigations uncovered unexpected deterioration of existing walls, requiring remedial work before roof installation can proceed. These issues are actively being resolved to stabilise the structure. Once complete, the project will follow the contractor's programme, with an estimated completion 18 weeks from that point.	*0*	*0*
Information Technology								
Business Systems	*985,125*	*985,125*	*450*	*984,675*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*945,000*	*1,048,500*
End User Computing	*1,657,927*	*1,657,927*	*824,428*	*833,499*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*2,380,600*	*3,069,000*
Information and Data	*360,000*	*360,000*	*26,298*	*333,702*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*360,000*	*360,000*
ICT Infrastructure	*391,748*	*414,748*	*0*	*391,748*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*425,832*	*117,000*
Transformation Board Projects	*471,000*	*471,000*	*25,908*	*445,092*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*40,000*	*0*

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Connectivity for Low Green	0	203,022	64,406	(64,406)	On Site	Works are on track and the allocated grant funding will be fully utilised, with service provision on target for completion for the Ayr Festival of Flight in September 2025 Request to recognise budget for grant income received and corresponding expenditure mad through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Other								
Facilitate Introduction of Flexible Working	169,927	169,927	3,658	166,269	On Site	Funding allocated to allow for the introduction of projects which will facilitate flexible working within the Council.	75,000	135,000
Initial Work on Projects For Future Years	41,184	41,184	0	41,184	Design and Tender	Funding allocated to allow for the development of potential future years	90,000	135,000
Project Management Costs	0	2,628	2,628	(2,628)	Other	Corporate and Departmental Overhead recharges made for 2025/26. Request to allocate additional budget to this line approved through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Repairs and Renewal (Works Funded by Contribution)	*529,968*	*620,262*	*46,413*	*483,555*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Economic and Regeneration								
Ayrshire Growth Deal	*2,095,853*	*2,095,853*	*32,992*	*2,062,861*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*14,990,824*	*37,249,019*
Projects Brought Forward from 2020/21								
Sale of Land and Buildings	0	3,001	3	(3)	Other	Costs incurred in relation to sale of land and buildings. Request to add additional budget made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	12,925,569	**14,531,799**	**1,217,394**	**11,708,175**			**20,999,328**	**44,248,895**

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Analysis of Block Codes - Other Investment								
Developers Contributions								
Developers Contributions Unallocated - Greenan	155,740	155,358	0	155,740	Concept	Budget to be used for projects in the Greenan area, with projects to be developed. Request to allocate budget to Doonfoot Upper School - 2 Classroom Extension project made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Doonfoot Upper School - 2 Classroom Extension	0	382	382	(382)	Complete	Final retention payment released. Request made to allocate budget from the Developers Contributions Unallocated - Greenan 2025/26 made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Doonfoot PS - New Car Park Layout & Associated Works	10,929	10,929	0	10,929	Complete	Works are now complete on site, with final account to be agreed and final costs charged thereafter. Defects period ends on the 13th August, 2025.	0	0
Developers Contributions Unallocated - North East Troon	642,958	0	0	642,958	Concept	Budget to be used for projects in the North East Troon area, with projects to be developed. Request to (a) reallocate budget from lines no longer required below; and (b) then allocate balance of budget to Struthers Primary - Classroom Extension below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Monkton PS - Additional Classrooms	0	0	0	0	Concept	Feasibility information prepared by LMA Architects. Meeting held to discuss the potential for Education to consider the site of the existing public play park off Station Road in Monkton as an area for expansion of the primary school. Possible modular solution. Feasibility study to be updated. Possible planning consent required for relocation of play equipment to playing field.	0	0
Struthers Primary - Classroom Extension	1,325,309	3,221,522	13,623	1,311,686	On Site	Ashleigh have been appointed and works are due to commence 04/08/25 for 52 weeks. Site establishment has been agreed and programme is pending from Ashleigh. Request through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to (a) allocate budget from the Schools Refurbishment line in 2025/26 (£900,000) and 2026/27 (£45,665); (b) £687,029 from the Developers Contributions Unallocated - North East Troon and (c) a further draw on the Developers Contributions North East Troon of £309,184.	0	0
Struthers Primary School Nursery Conversion	27,973	0	0	27,973	Complete	Works are now complete on site with no further charges anticipated.. Request to return balance of budget to the Developers Contributions Unallocated - North East Troon made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Symington Primary School – Extension to Form GP Room and Store	16,098	0	0	16,098	Complete	Works are now complete on site with no further charges anticipated.. Request to return balance of budget to the Developers Contributions Unallocated - North East Troon made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	2,179,007	**3,388,191**	**14,005**	**2,165,002**			**0**	**0**

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Equalities Act Budget - Various Projects								
Equalities Act Budget - Various Projects - Unallocated Budget 2025/26 & Future Years	67,070	80,449	0	67,070	Concept	Unallocated budgets available in 2025/26 and 2026/27. Request to allocate part of this budget to new projects below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	225,000	225,000
Current Works 2025/26								
Invergarven School - Playground Refurbishment 2025/26	35,000	35,000	0	35,000	On Site	Works are currently on site and due to be completed during the school summer holiday period.	0	0
Nursery Court Girvan - Wheelchair Ramp form Summer Room to Outdoors 2025/26	25,000	25,000	0	25,000	Design and Tender	A scoping exercise is currently being undertaken to establish the current requirements.	0	0
Southcraig School - Exterior Playground Upgrade 2025/26	25,000	25,000	0	25,000	On Site	Works are currently on site and due to be completed during the school summer holiday period.	0	0
Doonfoot PS - Interior & Exterior Ramps 2025/26	40,000	1,650	1,650	38,350	Concept	Works will not proceed in 2025/26. Request to return balance of budget remaining to the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Kingcase Primary - Accessible Doors 2025/26	13,000	13,000	0	13,000	On Site	Works are currently on site and due to be completed during the school summer holiday period.	0	0
Marr College - Track Hoist 2025/26	6,000	6,000	0	6,000	Complete	Works are currently on site and invoices awaited.	0	0
Symington Library - Accessible Adaptations	0	5,000	898	(898)	Complete	Request to allocate budget to this project in 2025/26, taken from the Equalities Act - Unallocated Funding 2025/26 budget, made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Works are complete on site and awaiting final charges being made.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Southcraig School - New Base 1 Hoist	0	6,076	0	0	On Site	Request to allocate budget to this project in 2025/26, taken from the Equalities Act - Unallocated Funding 2025/26 budget, made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Works currently on site.	0	0
Prestwick Academy - Accessible Elevator Works	0	11,000	0	0	On Site	Request to allocate budget to this project in 2025/26, taken from the Equalities Act - Unallocated Funding 2025/26 budget, made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025. Works currently on site.	0	0
Previous Years Projects								
- McKechnie Institute - Access Lift Facility	7,966	7,966	0	7,966	Complete	Works are now complete on site. Final account to be agreed with contractor and final payment made thereafter. Defects period ends 24/01/26.	0	0
- Crosshill Primary School - Various Accessibility Works	3,474	3,474	0	3,474	On Site	It is anticipated that works will be complete during the school summer holiday period.	0	0
- Space Place - Accessibility Works	17,442	17,442	0	17,442	Complete	Works are complete and awaiting invoices.	0	0
Southcraig School Play Area Upgrade	7,000	7,507	7,507	(507)	Complete	Works are complete on site. Request to add additional budget from the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Lochside Community Centre - Works to Form Accessible Entrance	9,000	11,388	11,388	(2,388)	Complete	Works are complete on site. Request to add additional budget from the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
	255,952	**255,952**	**21,443**	**234,509**			**225,000**	**225,000**
Property Refurbishment - Various Projects								

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Property Refurbishment - Various Projects - Unallocated Budget 2025/26 and Future Years	53,888	176,403	0	53,888	Concept	Unallocated budgets available in 2024/25, 2025/26 and 2026/27. Request to allocate budget to new projects below made through the P3 Capital Monitoring Report to Cabinet of the 26th June, 2025.	687,072	1,030,376
Current Works 2025/26								
Symington Primary - Remove Timber Doors and Replace with Metal Doors 2025/26	10,000	9,400	9,400	600	Complete	Works are now complete on site. No further charges are anticipated and it is requested through the P12 Capital Monitoring Report to Cabinet of the 26th August, 2025, that the balance of budget be returned to the unallocated balance.	0	0
Struthers Primary - Remove Timber Doors and Replace with Metal Doors 2025/26	15,000	11,860	11,860	3,140	Complete	Works are now complete on site. No further charges are anticipated and it is requested through the P12 Capital Monitoring Report to Cabinet of the 26th August, 2025, that the balance of budget be returned to the unallocated balance.	0	0
Kingcase Primary - Remove Timber Doors and Replace with Metal Doors 2025/26	45,000	45,000	0	45,000	On Site	Works are currently on site and due to be completed during the school summer holiday period.	0	0
Troon Municipal Building - Replacement of Suspended Ceiling and Decoration 2025/26	20,000	20,000	0	20,000	Design and Tender	Works to be planned for later in the year.	0	0
Heathfield Primary - Renewal of Floor Covering and Complete Decoration 2025/26	20,000	20,000	0	20,000	On Site	Works are currently on site and due to be completed during the school October holiday period.	0	0
External Works Inc. Boundary Walls, Tarmac, Etc - Various Properties 2025/26	50,000	50,000	5,200	44,800	On Site	Works are currently on site and will continue throughout the remainder of the year.	0	0
Intruder Alarms - Various Properties Throughout South Ayrshire 2025/26	33,000	33,000	0	33,000	Design and Tender	Works are currently being planned.	0	0
Door Entry Systems - Various Properties Throughout South Ayrshire 2025/26	33,000	33,000	0	33,000	Design and Tender	Works are currently being planned.	0	0
Fire Alarms - Various Locations Throughout South Ayrshire Council 2025/26	34,000	34,000	0	34,000	Design and Tender	Works are currently being planned.	0	0
Masonhill Crematorium - Painting to Porticos and Adjacent Walls 2025/26	80,000	80,000	0	80,000	Design and Tender	Works are currently out to tender.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Asbestos Removal Works - Various Properties 2025/26	25,000	40,000	29,641	(4,641)	On Site	Works are currently being undertaken on a number of sites. Request to allocate additional budget from the unallocated balance above made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Legionella/Cold Water Storage Tank Upgrade Works - Various Properties 2025/26	25,000	25,000	1,280	23,720	On Site	Works are currently on site and will continue throughout the remainder of the year.	0	0
Kyle Academy - Cold Water Storage Tank Replacement 2025/26	25,000	25,000	0	25,000	On Site	Works are being undertaken in conjunction with legionella works and are currently on site.	0	0
Lift Remedial Works - Various Properties 2025/26	25,000	25,000	0	25,000	Design and Tender	Works are currently being planned.	0	0
Carnegie Library Maybole - Exterior Refurbishment 2025/26	10,000	0	0	10,000	Concept	Works will not be carried out in the current year and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that this budget be returned to the unallocated balance above.	0	0
Citadel Window Replacement 2025/26	60,000	60,000	0	60,000	Design and Tender	Works to be programmed in line with schedule of major works being undertaken at the Citadel.	0	0
Minishant Primary - Main Hall & Dining Hall Refurbishment 2025/26	30,000	30,000	0	30,000	On Site	Works are currently on site and due to be completed during the school summer holiday period.	0	0
Racecourse Pavilion Ayr - Exterior & Interior Refurbishment 2025/26	40,000	0	0	40,000	Concept	Budget already allocated to this project as detailed below. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to return this to the unallocated budget line above.	0	0
Ayr Grammar School - Replace Roofing at Tank Room 2025/26	40,000	40,000	0	40,000	Design and Tender	Works are currently being planned.	0	0
Kincaidston Primary - Interior Flooring and Décor Refurbishment 2025/26	30,000	30,000	0	30,000	Complete	Works are complete on site and invoices awaited.	0	0
Dailly Community Centre - Exterior Upgrade 2025/26	30,000	30,000	0	30,000	Design and Tender	Works are currently being planned.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Dalmilling Primary - Décor Upgrade 2025/26	9,000	9,000	0	9,000	Complete	Works are complete on site and invoices awaited.	0	0
Braehead Primary - Décor and Floors 2025/26	13,000	13,000	0	13,000	Complete	Works are complete on site and invoices awaited.	0	0
Forehill Primary - Replacement Flooring, Trims etc 2025/26	30,000	30,000	0	30,000	Complete	Works are complete on site and invoices awaited.	0	0
Forehill Library - Roof Works 2025/26	22,000	22,000	0	22,000	Concept	Discussions required as to what works are required as an extension is to be added to Forehill Library, funded through Ward budgets.	0	0
Previous Years Projects								
- Various Projects - High Level Works 2024/25	0	6,225	6,225	(6,225)	Complete	Additional costs incurred as a result of damage to property. Request to allocate budget to this line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
- Maybole Library - Stonework & External Repairs 2024/25	50,000	0	0	50,000	Concept	Works will not be carried out in the current year and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that this budget be returned to the unallocated balance above.	0	0
- Racecourse Road Pavilion - Refurbishment 2024/25	50,000	50,000	0	50,000	Design and Tender	Works are currently being designed.	0	0
- Carnegie Library, Ayr - Windows 2024/25	49,000	9,000	0	49,000	Concept	Scope of works has been assessed and the overall cost in in excess of the budget available. It is anticipated that a capital bid will require to be submitted for a future years Programme. It is therefore requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that this budget be returned to the unallocated balance above.	0	0
- Colmonell PS - Upgrade Flooring 2024/25	9,550	9,550	0	9,550	Complete	Works are recently completed on site and invoice is awaited.	0	0
- Girvan Academy - Additional Windows 2024/25	33,425	33,425	0	33,425	Design and Tender	Works are currently being planned.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
	999,863	**999,863**	**63,606**	**936,257**			**687,072**	**1,030,376**
Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects								
Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects - Unallocated Budget 2026/27 & Future Years	0	0	0	0	Concept	Unallocated budgets available in 2026/27 and 2027/28. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to (a) advance budget from 2026/27; and (b) allocate to project below.	150,000	200,000
Current Works 2025/26								
McAdam House – Partial Rewiring 2025/26	28,105	28,105	0	28,105	Legally Committed	Works are due to start on site in August, and be complete in November, 2025.	0	0
Previous Years Projects								
- Upgrade of Switchgear & Distribution Board, County Buildings, Ayr 2024/25	0	1,496	1,496	(1,496)	Complete	Works complete on site.	0	0
	28,105	**29,601**	**1,496**	**26,609**			**150,000**	**200,000**
Works to Facilitate Property Rationalisation - Various Projects								
Works to Facilitate Property Rationalisation - Various Projects - Unallocated Budget 2026/27 & Future Years	0	35,000	2,305	(2,305)	Concept	Unallocated budgets available in 2026/27 and 2027/28.	50,000	100,000
2025/26 Projects								
Fisherton Primary - Toilet Refurbishment 2025/26	30,000	30,000	0	30,000	Complete	Works are complete on site and awaiting charges being made.	0	0
Masonhill Crematorium - Refurbishment of Staff Kitchen and Toilets 2025/26	50,000	15,000	0	50,000	On Site	Works to the kitchen are complete, and works to toilets still to be programmed. Full budget will not be required and it is requested that £35,000 be returned to the unallocated balance above.	0	0
	80,000	**80,000**	**2,305**	**77,695**			**50,000**	**100,000**

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
ICT Infrastructure								
- ICT Infrastructure Unallocated Budget 2025/26 & Future Years	0	0	0	0	On Site	Continuing with the procurement of digital telephony, and improved infrastructure required to increase security and comply with PSN requirements. Request to advance budget from 2026/27 and allocate to projects below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	425,832	117,000
- Public Switches Telephone Network Decommissioning	0	0	0	0	On Site	Nearing completion of the process of identifying unused telephone lines and ceasing them.	0	0
- Network Control Access	0	0	0	0	Complete	Close report being prepared.	0	0
- Wi-Fi Refresh	391,748	391,748	0	391,748	On Site	Identification of old and obsolete equipment underway prior to replacement of access points across sites.	0	0
- Skype for Business Upgrade	0	0	0	0	On Site	Pilot of Teams telephony was a success and wider rollout has now commenced.	0	0
- Wide Area Network (WAN) 2024 Renewal	0	0	0	0	Complete	Close report being prepared.	0	0
- Corporate External Firewall	0	0	0	0	Complete	Close report being prepared.	0	0
- School Wi-Fi Coverage Survey	0	23,000	0	0	Concept	Project approved by the Transformation Delivery Group of 9th July, 2025. Request to reallocate budget from ICT Infrastructure Unallocated Budget 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	391,748	**414,748**	**0**	**391,748**			**425,832**	**117,000**
Business Systems								
- Business Systems - Unallocated Funding 2025/26 & Future Years	900,000	866,400	0	900,000	On Site	A number of projects continue to progressed during this period including Digital Services platform.	945,000	1,048,500

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Microsoft 365	0	0	0	0	On Site	Primary focus continues to be moving content from Shared Drives to SharePoint. Continued support and embedding of tools ongoing for corporate Services through training and Viva Engage messaging.	0	0
- Apps Fitness for Purpose (BS)	0	0	0	0	On Site	Work continues on this assessment.	0	0
- Telecare Analogue to Digital Migration	0	0	0	0	On Site	Roll-out of new digital alarms nearing completion - remaining work underway at Sheltered Housing Units. Scotland-wide ARC implemented.	0	0
- Digital Platform (Goss) Renewal	0	0	0	0	On Site	Work continues to enhance and develop the Council's digital services platform, supporting services as they modernise and change the way citizens interact with the Council. Work supports Customer Assistance Model project being taken forward in Transformation Portfolio.	0	0
- Customer Invoicing and Legal Debt Recovery Cloud Migration	0	0	0	0	On Site	Project moving to close.	0	0
- Oracle Fusion Document Management Solution	0	0	0	0	On Site	Project in delivery phase.	0	0
- Care and Repair Cloud Migration (ACT)	0	0	0	0	On Site	Project nearing completion.	0	0
- iDox Uniform Hosting Renewal	0	0	0	0	Complete	Payment made in 2024/25 rather than 2025/26.	0	0
- Leisure Booking System	0	0	450	(450)	On Site	CoursePro & Online Bookings 5 sites. Costs have been incorrectly coded and require to be journalled to a revenue budget line.	0	0
- Digital Asset Management System (Ayrshire Archives)	57,000	57,000	0	57,000	Design and Tender	New project approved by Transformation Delivery Group of the 20th March, 2025. A number of companies have been scoped and currently scoping one other provider and awaiting a demonstration of their system, to allow the Council to fully consider suitable platforms and Best Value. This should be taking place during August.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Online Training Platform for Community Councils	28,125	28,125	0	28,125	On Site	There has been a number of planning meetings that have took place and the DPIA has been updated with the information and governance team. Training is scheduled for mid-August for Thriving Communities delivered by Learn Pro. The review of the scheme of establishment for Community Councils should be finalised in December to allow the training modules for Community Councils to be built from January 2026.	0	0
- Flexible Working System Upgrade	0	6,600	0	0	Concept	Project approved by the Transformation Delivery Group of 7th May, 2025. Request to reallocate budget from Business Systems - Unallocated Funding 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
- Dynamic Resource Scheduling (DRS) Systems Upgrade	0	27,000	0	0	Concept	Project approved by the Transformation Delivery Group of 9th July, 2025. Request to reallocate budget from Business Systems - Unallocated Funding 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025. DRS is required to be updated to the latest version to ensure that it is PSN compliant and has the most up to date operating systems compatible. Works being taken forward by ICT.	0	0
	985,125	**985,125**	**450**	**984,675**			**945,000**	**1,048,500**

Information and Data								

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Information and Data - Unallocated 2025/26 and Future Years	360,000	186,000	598	359,402	On Site	Workstream focuses on how we store and access our data across both Education and Corporate estates, ensuring we do so securely. Request to reallocate balance of budget to other projects within the ICT section of the Programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	360,000	360,000
- Converged Infrastructure	0	0	0	0	Complete	Project moving to close.	0	0
- Cloud Back Up Solution	0	0	0	0	Complete	Moving to close on this Phase.	0	0
- Cloud Hosting and Data Centre Retirement	0	0	0	0	Complete	Migration of Phase 1 servers complete.	0	0
- Lanschool Air	0	0	0	0	On Site	Work nearing completion on moving this product to a Software as a Service solution and to retire 16 on-premises servers.	0	0
- Remote Cabinet Upgrades Phase 4/5	0	0	0	0	On Site	Phase 3 and 4 in the planning and delivery stages.	0	0
- Azure Migration Project	0	0	0	0	On Site	Project in planning and delivery stage. Servers continue to be migrated to Azure in a phased approach.	0	0
- Oracle Hosting Project	0	0	0	0	On Site	Work now underway for this project with key applications and databases being migrated to the Cloud.	0	0
- Full Cloud Backup Solution	0	0	0	0	On Site	Project in planning and delivery stage.	0	0
- Data Centre Virtualisation Hardware Renewal	0	135,000	0	0	Concept	Project approved by the Transformation Delivery Group of 7th May, 2025. Request to reallocate budget from Information and Data - Unallocated Funding 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Cyber Resilience programme	0	39,000	25,700	(25,700)	On Site	Procurement of a replacement Security Operation Centre underway. Project approved by the Transformation Delivery Group of 23rd May, 2025. Request to reallocate budget from Information and Data - Unallocated Funding 2025/26, 2026/27 & 2027/28 made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	360,000	**360,000**	**26,298**	**333,702**			**360,000**	**360,000**
End User Computing								
- End User Computing Unallocated Funding - 2025/26 & Future Years	1,657,927	284,056	(9,903)	1,667,830	On Site	PC Refresh Programme continues with laptops and desktops being replaced across the estate. Request to reallocate budget to other projects within the ICT section of the Programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	2,380,600	3,069,000
- ICT Tech Fund	0	0	0	0	On Site	Project works underway.	0	0
- Tech Refresh – ICT Equipment for Education	0	569,157	427,184	(427,184)	On Site	Equipment being issued to schools as it is delivered, replacing historic equipment.	0	0
- Tech Refresh – Interactive Whiteboards for Schools	0	0	0	0	On Site	Equipment being issued to schools as it is delivered, replacing historic equipment.	0	0
- MFD Renewal	0	0	0	0	Complete	Project completed.	0	0
- Tech Refresh ICT Equipment for Corporate	0	367,566	0	0	On Site	Equipment being issued as it is delivered, replacing historic equipment. Transformation Delivery Group of the 7th May, 2025, approved the transfer of £367,556 from G19704 - End User Computing in 2025/26 and it is requested through the P3 CMR to Cabinet of the 26th August, 2025 that this be reflected.	0	0
- Microsoft Enterprise Licensing Agreement	0	0	0	0	Complete	License purchase complete with yearly usage reviews now scheduled	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Microsoft Education Licensing Agreement	0	146,831	146,831	(146,831)	Design and Tender	Project approved by the Transformation Delivery Group in February 2025 and moving to delivery. Request to reallocate budget from End User Computing Unallocated Funding - 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025. A number of licences have been purchased.	0	0
- MDM Mobile Guardian	0	0	0	0	Design and Tender	Project approved by the Transformation Delivery Group in February 2025 and moving to delivery.	0	0
- ICT Service Management Toolset (ITSM) Renewal	0	260,317	260,317	(260,317)	Complete	Request to reallocate budget from End User Computing Unallocated Funding - 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
- Display Board Replacements	0	30,000	0	0	Concept	Project approved by the Transformation Delivery Group of 9th July, 2025. Request to reallocate budget from End User Computing Unallocated Funding - 2025/26 & Future Years made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025. Board models have been identified with supplier (via appropriate framework) and discussions now underway in terms of scheduling for decommissioning of old equipment and installation of new boards which will be completed no later than 11th October 2025.	0	0
	1,657,927	**1,657,927**	**824,428**	**833,499**			**2,380,600**	**3,069,000**
Transformation Board Projects								

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
- Recruitment Process Improvement	60,000	60,000	0	60,000	On Site	New Talentlink system is live and progressing into business as usual. Work has now commenced on the contracts and reporting element with templates sent to COSLA for building within the system. Testing will then be carried out by HR. Further work required regarding Microsoft Teams integration, and the project timescales have been extended to December 2025 to accommodate	0	0
- Digital Training Suite	49,000	49,000	8,367	40,633	Complete	Works are complete on site. Final costs to be charged by Property Maintenance.	0	0
- Process Automation	12,000	12,000	0	12,000	Design and Tender	Funding approved through the Transformation Board of 25th February, 2025. Works being progressed.	40,000	0
- Solar Farm – Phase 2	350,000	350,000	17,541	332,459	Design and Tender	Phase 1 ecology surveys carried out at 2 sites, phase 2 at one site. GPRS surveys commissioned for 1 site and being arranged for a 2nd. Consultancy support from APSE has been procured. Press release on projects has been issued and comms strategy developed. Procurement of planning consultant support in process.	0	0
	471,000	**471,000**	**25,908**	**445,092**			**40,000**	**0**

Repairs and Renewal (Works Funded by Contribution)								
Projects Brought Forward from 2020/21								
Car Park Reconstruction - Walker Road, Ayr	16,180	16,180	0	16,180	Complete	Works are now completed on site. Currently checking if any final costs are due to be recharged.	0	0
Collenan Reservoir - Gantry	0	0	(1)	1	Complete	Works are now complete and costs fully invoiced. Credit in relation to reversal of accrual.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Cunningham Place Children's House - Garden Room	71,441	71,441	0	71,441	Concept	Funding has been awarded for the installation of a garden room at Cunningham Children's House. The independent living flat was progressed first and the Garden Room will now be considered. Client to confirm if these works are still to proceed.	0	0
Fuel Emergency Back Up - Operations Centre, Walker Rd , Ayr	0	0	4,304	(4,304)	Complete	Works are complete on site. Costs charged in the current year are currently being queried with the Service as to whether they should remain in capital or be funded from revenue.	0	0
Shared Boundary Wall at 45 Craigie Road, Ayr	9,317	9,317	0	9,317	Complete	Works are complete on site. Final invoice due to be submitted.	0	0
Dundonald Recreation Ground	20,369	20,369	0	20,369	Design and Tender	There has been the need to undertake groundwork monitoring / assessment prior to final design and tender. ARA working with consultant to obtain final design to allow to Tender. Still on track to have works completed for the end of this year.	0	0
Motorhome Parking Scheme 2023/24	61,007	61,007	0	61,007	Design and Tender	Works currently being progressed by ARA.	0	0
Defibrillators and Cabinets at SHU's - Various Locations	10,800	10,800	0	10,800	Complete	Works have now been completed and defibrillators installed to all locations. All units are registered on the Circuit. St. John's will provide training for staff and service users at Braden Road, Dundonald and Boyle Court during August, 2025. Final costs to be charged.	0	0
Replacement Valves for Collenan Reservoir	60,700	60,700	0	60,700	Legally Committed	Approval has been attained to Direct Award works. Valve works to commence mid August.	0	0
Replacement Valves for Raith Reservoir	60,700	60,700	0	60,700	Legally Committed	Approval has been attained to Direct Award works. Divers to assess valves on 1st August 2025.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Replacement of Roof on Belleisle Greenkeepers Welfare Unit	1,260	1,260	0	1,260	Complete	Works are complete on site. Checking if there are any final costs due to be charged.	0	0
Replacement of Swimming Pool Plant Equipment at Citadel Leisure Centre	99,000	99,000	0	99,000	On Site	The preparatory work to create new plinths etc for the pumps to be sited on is currently underway. Replacement of pumps is currently scheduled to be completed by the 20th October, 2025.	0	0
Replacement Fuel Tank - Girvan Depot	42,439	42,439	11,860	30,579	On Site	Base has been completed and awaiting delivery of tank.	0	0
Ivy Cottage Troon	30,000	13,024	13,024	16,976	Complete	Works are complete on site. No further spend is anticipated on this project and it is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025, that the balance of funding be returned to the Repairs and Renewals Fund.	0	0
Facilitating Mitigation Measures re Dark Start	28,800	28,800	0	28,800	Concept	Request to add expenditure and income budgets for new Repairs and Renewals Fund bid approved by Capital Asset Management Group of 18th December, 2024, made through the P9 Capital Monitoring Report to Cabinet of 16th February, 2025. Budget has been added to 2025/26 in line with proposed project timescale.	0	0
Arthur Street PC - Drainage	17,955	17,225	17,225	730	Complete	Works are complete on site. No further spend is anticipated on this project and it is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025, that the balance of funding be returned to the Repairs and Renewals Fund.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Plant Machinery at Helenton Mains Closed Landfill Site	0	98,000	0	0	Design and Tender	This bid was approved in principal, subject to quotes being provided, by Capital Asset Management Group of the 17th June, 2025 and request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to add expenditure and income budgets of £ to the Programme in 2025/26. Award has been placed for the design of the plant required. This will allow for works to progress.	0	0
Urgent Health and Safety Works to Girvan Golf Course Footbridge	0	10,000	0	0	Concept	This bid was approved by Capital Asset Management Group of the 17th June, 2025 and request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to add expenditure and income budgets of £10,000 to the Programme in 2025/26.	0	0
	529,968	**620,262**	**46,413**	**483,555**			**0**	**0**
Regeneration Build Programme								
Regeneration Build Programme	89,645	89,645	0	89,645	Design and Tender	The Regeneration Build Programme as originally envisaged has been replaced by the new Prestwick Proposition, approved by Council on February 6th. This will become a key set of projects under the auspices of the Growth Deal. Further work that had been progressed through the LUF has not been taken forward due to changes to the LUF portfolio.	0	0
Ayrshire Growth Deal								

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
AGD - General Code	107,906	107,906	0	107,906	Design and Tender	The "New Prestwick Proposition" was approved by SAC special council on 6th February 2025. A programme change management paper has been drafted and submitted to both PMO & governments for their approval. This was submitted on 21st February. Subsequently feedback has been given seeking clarity on some points outlined within the document. The document has been updated and presented to Scottish Government and UK Government. It has been intimated by both this is now with Ministers for sign off.	6,490,824	28,000,000
Spaceport Infrastructure	0	0	0	0	Design and Tender	Project is currently unviable. Monies allocated to the spaceport are currently under reallocation to support commercial build.	0	0
Commercial Space - Prestwick - Industrial Units	0	0	0	0	Design and Tender	The "New Prestwick Proposition" was approved by SAC special council on 6th February 2025. Two key projects have been identified and a project team, working directly for Kevin Braidwood, Depute Chief Executive and Director of Housing, Operations & Development has been assembled. The core project team (including support from SE) will be supported by a wider team of colleagues from various depts, including planning, legal, finance, Land & Assets to work through the proposals. Site Investigations and Environmental studies are currently underway. Strategic FBC has been submitted to both Governments for feedback. Economic and Financial FBC's are being developed.	0	0

Other Investment in Buildings, Information and Technology	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Prestwick Infrastructure - Roads	575,281	575,281	32,992	542,289	Design and Tender	Proposal for the re-allocation and increase of funding to support the proposed Roads project was granted as part of the "New Prestwick Proposition". The project will be led by ARA and a project team, working directly for Kevin Braidwood, Depute Chief Executive and Director of Housing, Operations & Development has been assembled. The core project team (including support from SE) will be supported by a wider team of colleagues from various depts, including planning, legal, finance, Land & Assets to work through the proposals. The scoping and budget for the necessary Traffic and feasibility studies have been submitted and are underway. Regular meetings have been arranged with Transport Scotland to ensure proposals meet with their requirements.	4,000,000	5,100,000
Aerospace and Space Technology Applications Centre	1,323,021	1,323,021	0	1,323,021	Design and Tender	The revised draft OBC was submitted and approved at cabinet on 21st January 2025. The OBC has subsequently been submitted to both PMO and governments for comments/feedback. Feedback has been recently received (8th May) and is actively being reviewed before being resubmitted.	4,500,000	4,149,019
Digital Projects	0	0	0	0	Design and Tender	The programme change management paper has been drafted and submitted to both PMO & governments for their approval. This was first submitted on 21st February. Initial feedback was given and the document re-submitted. Further clarity on some points outlined within the document has been requested. The document is being actively updated at present and will be re-submitted shortly.	0	0
	2,095,853	**2,095,853**	**32,992**	**2,062,861**			**14,990,824**	**37,249,019**

Income	Approved Income Budget 2025/26 £	Projected to 31st March, 2026 £	Actual at P3 £	Variance £	Key Project Milestone	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2024/25: - - Updated Per Cabinet of 17th July, 2025							
Funding Type							
General Capital Grant	8,654,000	8,654,000	2,706,501	5,947,499	Income	0	0
Nature Restoration Fund 24/25	138,000	138,000	0	138,000	Income	0	0
Renewal of Playparks 25-26	472,000	472,000	0	472,000	Income	0	0
Tier 1 Bus Infrastructure Fund 2025/26	0	382,000	0	0	Income	0	0
Estimated Capital Grant In Future Years	0	0	0	0	Income	8,000,000	8,000,000
Tier 1 - Active Travel 25-26 (was CWSR)	487,000	737,000		487,000	Income		
Specific Grants							
Climate Emergency	810,000	810,000		810,000	Income	0	0
Total Grant Funding	**10,561,000**	**11,193,000**	**2,706,501**	**7,854,499**		**8,000,000**	**8,000,000**
Additional Funding Identified							
Capital Receipts	250,000	250,000	0	250,000	Income	250,000	250,000
Ayrshire Growth Deal	0	0	0	0	Income	2,000,000	26,000,000
Aerospace and Space Innovation Centre (plus further adjustments 2024/25 to 2029/30);	0	0	0	0	Income	2,500,000	2,500,000
Prestwick Infrastructure - Roads (plus further adjustments 2024/25 to 2025/26);	0	0	0	0	Income	2,000,000	4,000,000
Citadel Funding Brought Forward From Previous Years	0	0	19,860	(19,860)	Income	0	0
Developers Contributions Unallocated - Greenan	178,873	178,873	5,371,484	(5,192,611)	Income	0	0
Struthers Primary - Classroom Extension	325,309	634,493	0	325,309	Income	0	0
Developers Contributions Unallocated - North East Troon	1,380,754	1,380,754	2,174,803	(794,049)	Income	0	0
Struthers Primary School - Nursery Conversion.	27,973	27,973	0	27,973	Income	0	0
Developer Contributions - Symington Main Street - Unallocated Education	16,098	16,098	16,098	(0)	Income	0	0

Developers Contributions - Monkton - Educational Cont.	250,000	250,000	1,406,478	(1,156,478)	Income	0	0
Other Contributions - Grants / CFCR / CRA	*5,826,239*	*8,872,480*	402,833	5,423,406	*Various*	*14,040,000*	*12,550,000*
Total Additional Funding	**8,255,246**	**11,610,671**	**9,391,556**	**(1,136,310)**		**20,790,000**	**45,300,000**
Cash Funding Available	**18,816,246**	**22,803,671**	**12,098,057**	**6,718,189**		**28,790,000**	**53,300,000**
Tracked Borrowing - Ayrshire Growth Deal	1,966,906	1,966,906	32,992	1,933,914	Income	8,490,824	4,749,019
Tracked Borrowing - Ayrshire Growth Deal Regeneration Build	0	0	0	0	Income	0	0
Tracked Borrowing - Early Years	0	0	0	0	Income	0	0
Borrowing	77,574,362	67,566,446	(7,296,313)	84,870,675	Income	45,399,494	12,531,731
Total Borrowing	**79,541,268**	**69,533,352**	**(7,263,321)**	**86,804,589**		**53,890,318**	**17,280,750**
TOTAL FUNDING REQUIREMENT	**98,357,514**	**92,337,023**	**4,834,736**	**93,522,778**		**82,680,318**	**70,580,750**

Scottish Government							
CO2 Monitors - Council Properties; and	0	0	0	0	Income	0	0
CO2 Monitors - Private and Third Sector Properties.	0	0	0	0	Income	0	0
	0	0	0	0	Income	0	0
Renewing Every Play Park in Scotland 2021/22;	0	0	0	0	Income	0	0
Renewal of Play Parks 2023-24.	0	0	0	0		0	0
Computing Science Hardware For Schools	0	0	0	0	Income	0	0
Support Further Ventilation in Schools	0	0	0	0	Income	0	0
Local Authority Resource Funding 2022/23.	0	0	0	0	Income	0	0
Local Authority Resource Funding 2023/24.	0	0	0	0	Income	0	0
Playpark Renewal Programme 2022/23	0	0	0	0	Income	0	0
Inspiring School Age Childcare Spaces 2023/24 - Forehill Primary School	0	0	0	0	Income	0	0
Community Bus Fund	0	0		0	Income	0	0
Road Safety Improvement Fund	0	0	0	0	Income	0	0
Road Safety Improvement Fund 24-25	0	0	81,561	(81,561)	Income	0	0
Coastal Change Adaptation Fund	0	0		0	Income	0	0
Tier 2 - Active Travel Infrastructure Plan 2024-25	0	0	0	(0)	Income	0	0
Burns Statue Square- Regeneration	3,100,000	3,100,000			Income	14,000,000	4,900,000
Ayrshire Link Hub 2025/26.		150,000					
ATIF 2025/26 Dundonald to Barassie Active Travel Route Construction		2,700,000					

	0			0	Income	0	0
Contingency Fund	0			0	Income	0	0
Commercial Property Portfolio	0	0	0	0	Income	0	0
Repairs and Renewals	0	0	0	0	Income	0	0
G24519-Motorhome Parking Scheme 2023/24	61,007	61,007	0	61,007	Income	0	0
Raith Reservoir	0	0		0	Income	0	0
Masonhill Crematorium Cremator Re-lining	0	0	0	0	Income	0	0
Surfacing Ground Adjacent to Prosoccer	0	0	0	0	Income	0	0
Mobile Compactor Replacement HWRC Troon (New Bid).	0	0	0	0	Income	0	0
Collenan Reservoir	0	0	0	0	Income	0	0
Girvan Harbour WC's Wind Shelter;	0	0	0	0	Income	0	0
Cunningham Place Children's House - Independent Living Flat; and	11,441	11,441	0	11,441	Income	0	0
Cunningham Place Children's House - Garden Room.	0	0	0	0	Income	0	0
Communal Bin Infrastructure	0	0	0	0	Income	0	0
Belleisle Resurfacing	0	0	0	0	Income	0	0
Dementia Friendly Promenade	0	0	0	0	Income	0	0
Energy Performance Certificates	0	0	0	0	Income	0	0
Shared Boundary Wall at 45 Craigie Road, Ayr.	9,377	9,377	0	9,377	Income	0	0
Troon Recycling Centre Infrastructure	0	0	0	0	Income	0	0
Car Park Reconstruction - Walker Road	0	0	0	0	Income	0	0
Drainage Installation- Walker Road	0	0	0	0	Income	0	0
- Fuel Emergency Back Up - Operations Centre, Walker Rd , Ayr	0	0	0	0	Income	0	0
Darley Cottage - Marr Playing Fields - Troon (Vacant Property). Strip Out Works	0	0	0	0		0	0
Darley Golf Course removal and replacement maintenance building roof	0	0	0	0		0	0
Dundonald Recreation Ground	20,369	20,369	0	20,369		0	0
Replacement Railings at Blackfriars Walk, Ayr	0	0	0	0		0	0

Defibrillators and Cabinets at SHU's - Various Locations	10,800	10,800		10,800		0	0
Replacement Valves for Collenan Reservoir; and	60,700	60,700		60,700		0	0
Replacement Valves for Raith Reservoir.	60,700	60,700		60,700		0	0
Replacement of Roof on Belleisle Greenkeepers Welfare	1,260	1,260	0	1,260		0	0
Replacement of Swimming Pool Plant Equipment at Citadel Leisure Centre;	99,000	99,000		99,000		0	0
Replacement Fuel Tank - Girvan Depot;	42,439	42,439	11,860	30,579		0	0
Ivy Cottage	30,000	13,024		16,976		0	0
Facilitating Mitigation Measures re Dark Start	28,800	28,800		28,800		0	0
Arthur Street	17,955	17,225		730		0	0
Ayrshire Roads Alliance	0			0		0	0
Scottish Government	0			0		0	0
Place Planning and Community Led Projects - Funding to be	0	0		0		0	0
PBIP 2022/23 Maybole Skatepark	0		0	0		0	0
Scottish Government - Place Based Investment Programme.	0	0		0	Income	0	0
Scottish Government - Place Based Investment Programme	0	0	0	0	Income	0	0
STTS 22/23 - A714 Main Street, Barrhill	0	0	0	0	Income	0	0
STTS 22/23 B741 Girvan Dailly Rd by Bargany	0	0	0	0	Income	0	0
Paths For All				0		0	0
- Smarter Choices Smarter Places - Local Authority Fund 2023-24.	0	0	0	0		0	0
				0		0	0
SUSTRANS				0		0	0
SUSTRANS 20/21 Follow on From Alloway to Burton Cycleway	0	0	0	0	Income	0	0
G21514-SUSTRANS 20-21 Follow on From Dundonald to Barassie Detailed Design			0	0		0	0

Follow on From Access for All - Dunure 2020/21;	0	0	0	0	Income	0	0
SUSTRANS 20/21 Follow on From Loans to Troon Railway Station - Options Appraisal and Concept Design	0	0	0	0	Income	0	0
Accessible Ayr	0	0	0	0	Income	0	0
SUSTRANS Upgrade National Cycle Route 7			0	(0)		0	0
SUSTRANS - Loans To Troon Phase 3			0	0		0	0
SUSTRANS - Coylton			0	0		0	0
SUSTRANS - Loans to Troon Railway Station 2019/20	0	0	0	0	Income	0	0
Dundonald to Barassie Link 2019-20	0	0	0	0		0	0
School Cycle & Scooter Parking Grant Fund - 2020-21 - Barassie Prima	0	0	0	0		0	0
SUSTRANS - Follow on From Alloway To Burton Cyclepath	0	0	0	0	Income	0	0
SUSTRANS - Loans to Troon Construction Element	0	0	0	0	Income	0	0
Places for Everyone - 4095 Prestwick to Barassie Stages 0 - 2	0	0	0	0	Income	0	0
Places for Everyone - 4044 Ayr to Prestwick Stages 0 - 2	0	0	0	0	Income	0	0
Places for Everyone - 4077 Girvan Active Travel Routes - Stages 0-2	0	0	0	0	Income	0	0
SUSTRANS SAC-PFE-4095 Prestwick to Barassie (G24517)	0	0	0	0		0	0
- National Cycle Network Development Fund - Alloway to Burton Landscaping 23-24.	0	0	0	0		0	0
NCN Development Fund - Culzean Way	0	0	0	0		0	0
SUSTRANS - Newton Shore Esplanade	0	0	0	0		0	0

SUSTRANS 24-25 Loans to Troon - Marr College (SAC-PFE-2992)	0	0	0	0		0	0
SUSTRANS 24-25 Girvan Active Travel Routes (SAC-PFE-4077)	0	0	0	0		0	0
SUSTRANS 24-25 Follow On From Access for All – Coylton (SAC-PFE-2991)	0	0	0	0		0	0
SUSTRANS 24-25 NCND East & South Ayrshire NCN7 Accessibility Improvements	0	0	0	0		0	0
SUSTRANS 24-25 National Cycle Network Development Fund - NCN & Prestwick - Barassie	0	0	0	0		0	0
SUSTRANS - Culzean Way Strategic Definition SAC-NCN-4355			0	0		0	0
STTS Fund				0		0	0
B7045 Maybole (Ref R31-11-2024)	0	0	0	0		0	0
C1 Newton Stewart Road (Ref R31-14-2024)	0	0	0	0		0	0
				0		0	0
SPT				0		0	0
				0		0	0
SPT - Local Cycle Network Improvements (10337) 2021/22.	0	0	0	0	Income	0	0
SPT - Ayrshire / Prestwick SQP Infrastructure Programme 21/22	0	0	0	0	Income	0	0
- SPT - Ayrshire / Prestwick SQP Infrastructure Improvements (10121) 2022/23	0	0	0	0	Income	0	0
- SPT - Local Cycle Network Improvements (10337) 2022/23	0	0	0	0	Income	0	0
- SPT - Alloway to Burton Underpass Links - Regional Active Travel Grant Fund 22/23	0	0	0	0	Income	0	0
- Local Cycle Network Improvements 2023/24 (GF1786/10377)	0	0	0	0		0	0
- Bus Infrastructure Improvements 2023/23 (GF1785/10121)	0	0	0	0		0	0
- SPT Doon Valley Active Travel Route (10618) 23-24.	0	0	0	0		0	0
Transport Scotland			0	0		0	0
Transport Scotland - Direct Resource Grant 23-24	0	0	0	0		0	0
Public Electric Vehicle Charging Strategy & Infrastructure Expansion Plan 2022/23	0	0	0	0	Income	0	0
Ayrshire Roads Alliance - EV Charging Infrastructure 2021-22			47,675	(47,675)		0	0
Energy Savings Trust				0		0	0
Switched On Fleet.	0	0	0	0	Income	0	0

			0	0		0	0
Other			0	0		0	0
River Ayr Pontoon - Contribution from revenue (Covid Reserve)	0	0	0	0		0	0
Prestwick Pool - Additional Gym Facilities - contribution from revenue	0	0	0	0	Income	0	0
Maybole Town Centre Regeneration - Town Hall - Contribution from Revenue (HES)	0	0	0	0	Income	0	0
Maybole Town Centre Regeneration - Town Hall - Contribution from Revenue(NLHF)	0	0	0	0		0	0
Maybole Town Centre Regeneration - Town Hall - Contribution from Revenue(RCGF)	0	0	0	0		0	0
Scheme of Assistance	0	0	0	0	Income	0	0
VAT Recovery Fund Projects - VAT income recovered	0	0	0	0	Income	0	0
VAT Recovery Fund Projects - Developer Contribution	0	0	0	0	Income	0	0
Various Properties Tar Works Boundary Walls	0	0	0	0	Income	0	0
Barr Primary Extension	0	0	0	0	Income	0	0
Maybole Community - Carrick campus (Police Scotland Grant)	0	0	0	0	Income	0	0
Maybole Community - Carrick campus (CFR Early Years)	0	0	0	0		0	0
CCTV Public Space Infrastructure	0	0	0	0		0	0
EV Infrastructure 2022/23	0	0	0	0	Income	0	0
Tarbolton Net Zero - Business Case	0	0	0	0	Income	0	0
Crosshill Primary School Net Zero - Business Case	0	0	0	0	Income	0	0
Early Years (Contribution from revenue)	0	0	0	0	Income	0	0

Golf Strategy - Health and Safety Works	0	0	0	0	Income	0	0
Lochgreen & Fullarton Greenkeeping Facility			0	0		0	0
G23981-PBIP 2022/23 - Maybole Skatepark			0	0		0	0
PBIS 21/22 Kennedy Recreation Park/ Dunure Castle			0	0		0	0
5G Internet Access for Low Green Events		203,022	203,022	(203,022)		0	0
Heathfield PS Cruyff Special Court (SALIX funding)	0	0	0	0		0	0
Heathfield PS Cruyff Special Court (UK Shared Prosperity Fund)	0	0	0	0		0	0
Prestwick Pool - AHU and Water Storage Project - Net Zero (SALIX funding)	0	0	0	0			
Prestwick Pool - AHU and Water Storage Project - Net Zero (UK Shared Prosperity Fund)	0	0	0	0			
5G Internet Access for Low Green Events.	0	0	0	0			
				0			
AGD - Regeneration project			0	0			
Digital Training Suite	0	0	0	0			
Process Automation	12,000	12,000					
Burns Statue Square- Regeneration						40,000	7,650,000
Solar Farm- Phase 2	350,000	350,000					
The Quay Zone, Girvan - Storm Damage Rectification.	1,545,619	1,545,619	0	1,545,619			
Shaw Park Pavilion Fire Reinstatement	364,772	364,772					
Marr College, Troon - New 3G Carpet			0	0			
Girvan Academy- Theatre Improvements		10,925					
	5,826,239	**8,872,480**	**344,118**	**1,625,100**	**0**	**14,040,000**	**12,550,000**

	Request For Budget Adjustments	Advanced/ (Carry Forward) from/to Future Years £	Release Back 2025-26 £	In Year Budget Amendments 2025-26 £	Additional Budget 2025-26 £	Proposed Revised 2025-26 Budget £	Proposed Revised 2026-27 Budget £	Proposed Revised 2027-28 Budget £
Capital Budget approved by Cabinet of 17th June, 2025						**98,357,514**	**82,680,318**	**70,580,750**
1	South Ayrshire Council on the 27th February, 2025, approved the paper 'Revenue Estimates 2025/26, Capital Estimates 2025/26 to 2036/37, and Carbon Budget 2025/26' which set the Capital Programme for the twelve years 2025/26 to 2036/37. Budget adjustments to the programme have been approved through: - - P12 Capital Monitoring report, approved by Cabinet of the 17th June, 2025. All adjustments approved have been incorporated into the P3 report.							
2	Scottish Government have notified of an increase to the Active Travel Tier 1 grant funding awarded for 2025/26, increasing this from £487,000 to £737,000 and it is requested that additional expenditure and income budgets be recognised to capture this as detailed below: - - Active Travel Tier 1 (was CWSR) 2025/26.				250,000	250,000	0	0
3	SPT have awarded a grant to South Ayrshire Council for £150,000 for the Ayrshire Link Hub in 2025/26 and it is requested that expenditure and income budgets be created to reflect this award as detailed below: - - Ayrshire Link Hub 2025/26.				150,000	150,000	0	0
4	Transport Scotland have awarded South Ayrshire Council £2,700,000 in relation to the Active Travel Infrastructure Fund 2025/26 - Dundonald to Barassie Active Travel Route Construction and it is requested that expenditure and income budgets be recognised through the P3 Monitoring Report as - ATIF 2025/26 Dundonald to Barassie Active Travel Route Construction				2,700,000	2,700,000	0	0
5	Transport Scotland have additionally awarded South Ayrshire Council £382,000 in relation to the Tier 1 Bus Infrastructure Fund for 2025/26 and it is requested that expenditure and income budgets be recognised through the P3 Monitoring Report as below: - - Tier 1 Bus Infrastructure Fund 2025/26				382,000	382,000	0	0
6	A number of ICT projects have been approved by the Transformation Delivery Group as detailed below. (a) Transformation Delivery Group of the 7th May, 2025, approved the below four projects to be funded as detailed and it is requested that these are reflected in the Capital Monitoring Report: -					0	0	0
	- G24701 - Tech Refresh ICT Equipment for Corporate (Transfer £367,556 from G19704 - End User Computing in 2025/26);			367,556		367,556	0	0
	- G23817 - Tech Refresh – ICT Equipment for Education (Transfer £569,157 from G19704 - End User Computing in 2025/26);			569,157		569,157	0	0
	- End User Computing Unallocated Funding - 2025/26 & Future Years;			(936,713)		(936,713)	0	0

	- G26703- Data Centre Virtualisation Hardware Renewal (Transfer £135,000 from G19703 - Information and Data in 2025/26);			135,000		135,000	0	0
	- Information and Data - Unallocated 2025/26 and Future Years;			(135,000)		(135,000)	0	0
	- G26704 - Flexible Working System Upgrade (Transfer £6,600 from G19702 - Business Systems in 2025/26); and			6,600		6,600	0	0
	- Business Systems - Unallocated Funding 2025/26 & Future Years.			(6,600)		(6,600)	0	0
	(b) An Out of Cycle Request was approved by the Transformation Delivery Group of 27th May, 2025 and it is requested that this is reflected in the Capital Monitoring Report					0	0	0
	- G20713 - Cyber Resilience Mandatory Training and Awareness (Transfer £39,000 per annum in each of financial years 2025/26, 2026/27 and 2027/28 from G19703 - Information and Data); and			39,000		39,000	39,000	39,000
	- Information and Data - Unallocated 2025/26 and Future Years,			(39,000)		(39,000)	(39,000)	(39,000)
	(c) Transformation Delivery Group of the 9th July, 2025, approved the below three projects to be funded as detailed below and it is requested that these are captured in the Capital Monitoring Report: -					0	0	0
	- G26705 - Display Board Replacements (£30,000 in 2025/26 from G19704 - End User Computing);			30,000		30,000	0	0
	- End User Computing Unallocated Funding - 2025/26 & Future Years;			(30,000)		(30,000)	0	0
	- G26706 - Dynamic Resource Scheduling (DRS) Systems Upgrade (£27,000 in 2025/26 from G19702 - Business Systems);			27,000		27,000	0	0
	- Business Systems - Unallocated Funding 2025/26 & Future Years;			(27,000)		(27,000)		
	- G26707 - School Wi-Fi Coverage Survey (£23,000 in 2025/26 from G19705 - ICT Infrastructure); and			23,000		23,000	0	0
	- ICT Infrastructure Unallocated Budget 2025/26 & Future Years.			(23,000)		(23,000)	0	0
7	Capital Asset Management Group of 17th June, 2025, approved new Repairs and Renewals bids and it is requested that expenditure and income budgets be created in 2025/26 to recognise these projects as detailed below: -					0	0	0
	- Plant Machinery at Helenton Mains Closed Landfill Site; and				98,000	98,000	0	0
	- Urgent Health and Safety Works to Girvan Golf Course Footbridge.				10,000	10,000	0	0
8	Grant income was received at year end and credited to revenue for the below project. It is requested that expenditure and income budgets be set up to recognise this as below: -							
	- Connectivity for Low Green				203,022	203,022	0	0
9	A number of adjustments are required where budgets are required to be carried forward from 2025/26 to future years of the Programme to reflect current profiling patterns for projects. These are as detailed below: -					0	0	0
	<u>Education Investment</u>					0	0	0
	- Girvan Primary School;	(10,000,000)				(10,000,000)	10,000,000	0
	<u>Health and Social Care Investment</u>					0	0	0
	Replacement of Carefirst System	(650,412)				(650,412)	458,720	191,692
10	A number of adjustments are requested as (a) there are projects where budgets are no longer required as final accounts have been settled and projects completed; and (b) other projects where additional funds are required to complete works. Adjustments requested are as detailed below:-							
	<u>Education Investment</u>							

	- Girvan All Weather Pitch;			(200,000)		(200,000)	0	0
	- Shared Campus Project (Glenburn and St Ninian's Primary Schools;			(39,753)		(39,753)	0	0
	- Phased Expansion of Free School Meals to Primary School Children 2024/25;			(1,000,000)		(1,000,000)	0	0
	Health and Social Care Investment							
	- Community Store - Dukes Road Upgrade; and			379		379	0	0
	- Hourston's Development.			(181,612)		(181,612)	0	0
	Communities Investment					0	0	0
	- Craigie Additional Sporting ;			(3,001)		(3,001)	0	0
	- Scottish Government - Place Based Investment Programme 2024/25;			(40,000)		(40,000)	0	0
	- Newton Steeple - Re-rendering;			40,000		40,000	0	0
	- Craigie Park Sport for All Facility Development;			(24,894)		(24,894)	0	0
	- Prestwick Pool - AHU and Water Storage Project - Net Zero;			329,894		329,894	0	0
	Other Investment					0	0	0
	- Office Accommodation and Riverside Project;			73,605		73,605	0	0
	- Boiler Room plant replacement programme (low carbon solutions/Net Zero);			(162,200)		(162,200)	(400,000)	(45,410)
	- Boiler Room Plant Replacement - Girvan Academy & Coylton Primary School;			(4,922)		(4,922)	0	0
	- Boiler Replacements – Heathfield Primary School, Ayr & Hillcrest Care Home, Girvan;			167,122		167,122	400,000	45,410
	- Project Management Costs;			2,628		2,628	0	0
	- Sale of Land and Buildings.			3,001		3,001	0	0
11	A number of adjustments are required to the **Early Years** sections of the programme as detailed below: -							
	- Newton Primary EYC - Outdoor Play Area;			12,448		12,448	0	0
	- Space Place;			(563)		(563)	0	0
	- Troon Early Years/Troon Library Relocation; and			27,994		27,994	0	0
	- Troon Cabin Club - Demolition.			(126)		(126)	0	0
12	Adjustments are required to the **School Refurbishment** section of the programme as detailed below: -							
	- School Refurbishment Programme - Unallocated Funding 2025/26 & Future Years;	500,000		(1,767,206)		(1,267,206)	(1,100,000)	(1,539,687)
	- Dalmilling PS - Hall Extension;			985,264		985,264	1,054,336	1,289,687
	- Girvan Academy - Refurbishment of Classroom 4;			5,715		5,715	0	0
	- Southcraig Campus - Various Works;			128		128	0	0
	- Ayr Grammar PS - SMT Office Conversion;			(1,550)		(1,550)	0	0
	- Girvan Academy - Theatre Improvements;			335,814	10,925	346,739	0	0
	- Heathfield Primary School - Extension to Dining Hall;			(7,165)		(7,165)	0	0

	- Ayr Academy Wall Repairs - Stairwells & Atrium;			30,000		30,000	0	0
	- Belmont Academy - Reconfiguration of Reception Area;			19,000		19,000	0	0
	- Troon PS - Alterations to Classrooms to Form ASN Base			500,000		500,000	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 2025/26 & Future Years;	10,000		(10,000)		0	(10,000)	0
	- Heathfield Primary - Roof Replacement 2025/26; and			(20,000)		(20,000)	0	0
	- Forehill Primary - Partial Roofing Replacement.			30,000		30,000	0	0
14	A number of adjustments re required to **Cemeteries Infrastructure** section of the programme as detailed below:-							
	- Ayr Cemetery - Remedial Works to Burial Chambers;			(42,798)		(42,798)	0	0
	- Relocation of Mossblown War Memorial; and			2,453		2,453	0	0
	- Troon Cemetery - Remedial Works to Burial Chambers.			40,345		40,345	0	0
15	A number of adjustments are required to the **Developers Contributions** section of the programme as detailed below: -							
	- Developers Contributions Unallocated - Greenan;			(382)		(382)	0	0
	- Doonfoot Upper School - 2 Classroom Extension;			382		382	0	0
	- Developers Contributions Unallocated - North East Troon;			(642,958)		(642,958)	0	0
	- Struthers Primary - Classroom Extension;			1,587,029	309,184	1,896,213	45,664	0
	- Struthers Primary School Nursery Conversion;			(27,973)		(27,973)	0	0
	- Symington Primary School – Extension to Form GP Room and Store.			(16,098)		(16,098)	0	0
16	A number of adjustments are required to the **Equalities Act** section of the programme as detailed below: -							
	- Equalities Act Budget - Various Projects - Unallocated Budget 2025/26 & Future Years;			13,379		13,379	0	0
	- Southcraig School Play Area Upgrade;			507		507	0	0
	- Lochside Community Centre - Works to Form Accessible Entrance;			2,388		2,388	0	0
	- Doonfoot PS - Interior & Exterior Ramps 2025/26;			(38,350)		(38,350)	0	0
	- Symington Library - Accessible Adaptations;			5,000		5,000	0	0
	- Southcraig School - New Base 1 Hoist; and			6,076		6,076	0	0
	- Prestwick Academy - Accessible Elevator Works.			11,000		11,000	0	0
17	A number of adjustments are required to the **Property Refurbishment** section of the programme as detailed below: -							
	- Property Refurbishment - Various Projects - Unallocated Budget 2025/26 and Future Years;			122,515		122,515	0	0
	- Various Projects - High Level Works 2024/25;			6,225		6,225	0	0
	- Maybole Library - Stonework & External Repairs 2024/25;			(50,000)		(50,000)	0	0
	- Carnegie Library, Ayr - Windows 2024/25;			(40,000)		(40,000)	0	0

	- Symington Primary - Remove Timber Doors and Replace with Metal Doors 2025/26;			(600)		(600)	0	0
	- Struthers Primary - Remove Timber Doors and Replace with Metal Doors 2025/26;			(3,140)		(3,140)	0	0
	- Asbestos Removal Works - Various Properties 2025/26;			15,000		15,000	0	0
	- Carnegie Library Maybole - Exterior Refurbishment - 2025/26; and			(10,000)		(10,000)	0	0
	- Racecourse Pavilion Ayr - Exterior & Interior Refurbishment 2025/26.			(40,000)		(40,000)	0	0
18	A number of adjustments are required to the **Rewiring Programme** section of the programme as detailed below: -							
	- Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects - Unallocated Budget 2026/27 & Future Years; and	1,496		(1,496)		0	(1,496)	0
	- Upgrade of Switchgear & Distribution Board, County Buildings, Ayr 2024/25.			1,496		1,496	0	0
19	Adjustments are required to the **Works to Facilitate Property Rationalisation** section of the programme as detailed below: -							
	- Works to Facilitate Property Rationalisation - Various Projects - Unallocated Budget 2026/27 & Future Years; and			35,000		35,000	0	0
	- Masonhill Crematorium - Refurbishment of Staff Kitchen and Toilets 2025/26.			(35,000)		(35,000)	0	0
20	A number of adjustments are required to the **Information Technology** section of the programme as detailed below: -							
	ICT Infrastructure							
	- ICT Infrastructure Unallocated Budget 2025/26 & Future Years; and	23,000		(23,000)		0	(23,000)	0
	- School Wi-Fi Coverage Survey.			23,000		23,000	0	0
	End User Computing							
	- End User Computing Unallocated Funding - 2025/26 & Future Years;			(407,148)		(407,148)	0	0
	- Microsoft Education Licensing Agreement; and			146,831		146,831	0	0
	- ICT Service Management Toolset (ITSM) Renewal.			260,317		260,317	0	0
21	A number of adjustments are required to the **Repairs and Renewals** section of the programme as detailed below: -							
	- Ivy Cottage Troon; and		(16,976)			(16,976)	0	0
	- Arthur Street PC - Drainage.		(730)			(730)	0	0
TOTAL ADJUSTMENTS		**(10,115,916)**	**(17,706)**	**0**	**4,113,131**	**(6,020,491)**	**10,424,224**	**(58,308)**
TOTAL REVISED BUDGET		**(10,115,916)**	**(17,706)**	**0**	**4,113,131**	**92,337,023**	**93,104,542**	**70,522,442**

Agenda Item No. 8(c)

South Ayrshire Council

Report by Chief HR Officer to Cabinet of 26 August 2025

Subject: Code of Conduct for Employees

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1. Purpose

1.1 The purpose of this report is to seek approval from Members for the revised Code of Conduct for Employees.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 approves the revised Code of Conduct for Employees as contained in Appendix 1; and

2.1.2 approves the amendment to the Disciplinary Managers Handbook (Appendix 2) to include the social media information as reflected in the revised Code of Conduct for Employees.

3. Background

3.1 The Code of Conduct applies to all Council employees, which is subject to regular review and updating. Its purpose is to provide clear and helpful guidance in relation to acceptable standards of behaviour. Given the diverse range of roles within the Council, certain aspects of the Code may be more relevant to some employees than others. However, all employees are required to adhere to its provisions.

3.2 The Code is provided to employees alongside their employment contract. By accepting their contract, employees formally commit to adhering to its provisions.

3.3 An Internal Audit review of the Code highlighted that responsibilities regarding personal use of social media for employees should be made clear in the policy.

4. Proposals

4.1 Update guidance in Section 8.9.1 for employees who use social media as part of their duties and responsibilities.

4.2 Update guidance in Section 8.9.2 for employees on their personal use of social media.

4.3 Update guidance in the Disciplinary Managers Handbook to reflect the changes noted at 4.1 and 4.2

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 There are no financial implications arising from this report.

7. Human Resources Implications

7.1 Subject to approval, the revised Code will be published on the Core, and the revised policy will be issued with future employment contracts.

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. Integrated Impact Assessment (incorporating Equalities)

9.1 There are no significant potential positive or negative equality impacts of agreeing the recommendations and the recommendation in the panel paper is an operational matter which relates to guidance for staff therefore, there is no requirement to carry out an Integrated Impact Assessment.

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 4 of the Council Plan: Efficient and effective enabling services.

13*/*

13. Link to Shaping Our Future Council **Yes ☐** **No ☑**

13.1 Not applicable.

14. Results of Consultation

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

14.2 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.

14.3 Consultation has taken place with trade union colleagues and their feedback has been reflected in the proposals.

15. Next Steps for Decision Tracking Purposes

15.1 If the recommendations above are approved by Members, the Chief HR 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
Publish the Code of Conduct; and update the Disciplinary Handbook to add the relevant wording around Social Media wording	1 September 2025	Chief HR Officer

Background Papers **None**

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Date: 18 August 2025

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Appendix 1

Code of Conduct for Employees

July 2025

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Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	April 2023	Updates to Para 4 Conflict of Interest and to Para 6 Work Outside the Council	W Carlaw	Dec 2023

2	21.12.23	Updated link to Media Relations and Social Media Guidance	L Boyd	Dec 2024
3	July 2025	Further update to Para 8.9 - Social Media guidance to include reference to business and personal use	L Boyd	July 2026

1. Introduction

This Code of Conduct applies to all Council employees.

Its purpose is to provide clear and helpful advice and guidance in relation to acceptable standards of behaviour. Because of the differing nature of jobs across the Council, parts of the Code may be more applicable to some employees than to others, but all employees must comply with its terms. The Council may take disciplinary action against an employee, at any level or part of the organisation, who breaches the Code.

As far as possible, employees must also comply with the Code where they are appointed as a representative of the Council on any board, trust, company or other organisation or are seconded to work for another organisation.

2. Key Principles

The Code reflects the following key principles of standards in public life:

- ***Integrity*** – employees should always act with integrity and not place themselves under any financial or other obligation to any individual or organisation which might influence them in their work with the Council.

- ***Objectivity*** – any decisions which are made in the course of an employee's work with the Council, including making appointments, awarding contracts or recommending individuals for services or benefits must be based solely on merit.

- ***Honesty*** – employees have a duty to declare any private interests which might affect their work with the Council. Employees must not act in such a way as to result in financial or other benefit to themselves, their family or friends.

- ***Respect*** – employees must respect Councillors, other employees and customers and service users, treating them with courtesy at all times.

- ***Political Neutrality*** – employees must serve the Council and all Councillors, regardless of their political outlook or personal views and must decline requests for assistance with issues that are clearly party political, or which do not have a clear link with the work of the Council. Certain employees will, in addition, have more specific restrictions on their political activities if they hold Politically Restricted Posts.

- ***Accountability*** – employees are accountable to the Council as their employer; the Council is accountable to the public.

- ***Openness*** – as a general rule, employees should be as open as possible in all the decisions and actions that they take. Employees should give reasons for their decisions and should not restrict information unless this is clearly required by Council policy or law.

- ***Leadership*** – managers should promote and support these principles by leadership and example.

- ***Confidentiality*** – confidential information must be used only for the purpose it was obtained and must not be used or disclosed in a manner incompatible with that purpose. It must be kept securely and disposed of in a secure manner in line with data protection principles (A Data Protection Code of Practice for the Effective Management of Personnel Records.)

3. Relationships

The above principles will apply to an employee's relationships with:

3.1 The Organisation

Mutual trust and confidence are fundamental principles in any employment relationship. The employment relationship within the Council is no different and Council employees are required to demonstrate and promote these principles and to act in an impartial and honest manner in undertaking their work and in any dealings with the public, customers, Councillors and fellow employees.

3.2 The Public and Customers

Employees are required to ensure courteous, professional and impartial service delivery to all groups and individuals within our communities. Each member of the public should be dealt with fairly, equitably and consistently, in accordance with the Council's Equality at work policy - The Core (south-ayrshire.gov.uk) and the Council's Equality Outcomes Report Equality outcomes 2025-2029 - South Ayrshire Council

The Council is committed to dealing with customers and service users in a courteous, professional and impartial manner at all times. However, it is also committed to safeguarding the wellbeing and safety of employees and to ensuring they are treated with respect and without threat or danger of violence or aggressive behaviour while carrying out their work. Accordingly, the Council will take action against anyone who behaves in an aggressive or inappropriate manner towards employees, as outlined in the Health and Safety Standard Violence and Aggression Standard - July 2022.pdf

The Council strives to provide consistent and accessible customer service excellence in the delivery of all services. However, we also recognise that sometimes things can go wrong with the result that the best possible standard of service is not provided. To ensure we are aware of such situations; take remedial action and continually improve, we have established a standardised complaints handling procedure Listening to you - The Core (south-ayrshire.gov.uk) which employees are required to comply with.

3.3 Councillors

Both Councillors and employees are public servants but have distinct responsibilities:

- Councillors are elected to office to serve South Ayrshire communities and they are accountable to those communities for oversight and delivery of Council services. When they accept office, Councillors are required to comply with a statutory 'Councillors' Code of Conduct' which provides guidance to Councillors on a number of issues, including their relationship with Council employees.

- Councillors are responsible to the electorate and serve only as long as their term of office lasts. The Council, as a collective body, has ultimate authority to make decisions on behalf of the organisation.

- Employees are responsible to the Council through senior managers; providing advice and carrying out the Council's work under the direction of the Council and its various Panels. Employees must afford individual Councillors the respect which is due to them as the holders of a democratic mandate.

- Mutual respect between employees and Councillors is essential, but close personal familiarity between employees and individual Councillors can damage the relationship and should, therefore, be avoided.

- Political groups or parties may request an employee's attendance at political group meetings. These must be directed through the Chief Executive, who will decide whether attendance is appropriate and which employee(s) should attend. Employees should leave the meeting before any decision is made and must ensure strict confidentiality.

- Employees must comply with the ☐ Protocol for Relations between Councillors and Employees.doc

3.4 Other Council Employees

The Council recognises that all employees have the right to be treated with dignity and respect and is committed to providing a working environment which is free from discrimination, harassment, bullying and victimisation. In this respect, every employee has a responsibility to behave with respect towards others, to promote co-operation and harmony and to challenge any form of behaviour that could be considered offensive. The Council's Equality at work policy - The Core (south-ayrshire.gov.uk) outlines the procedure to be adopted in this respect.

4. Conflict Of Interest

Employees have an obligation to act in the best interests of the Council and to avoid situations where there may be a potential conflict of interest between the employee's employment relationship responsibilities and his/ her life outwith that employment.

Employees must not:

(a) use their position to further their own interests or the interests of others who do not have a right to benefit under the Council's policies; or

(b) allow any private interest to influence decisions in the course of employment.

Any private interest employees have relating to the work of the Council must be declared to their line manager. This could be a financial interest, or one which a member of the public might reasonably think could influence an employee's judgement. It could also be a financial interest that close family members, or people living in the employee's household, might have in the work of the Council. For example, an employee who is involved in procuring services and whose partner works for an organisation that may bid for work or that has a contract with the Council.

Employees whose membership of a private club, society or organization, might result in a conflict of interest or could reasonably be perceived by a member of the public as creating a possible conflict of interest in relation to their Council employment, must declare this membership to their line manager.

Employees should also be aware of the potential for actual or perceived conflict of interest in situations where a close personal relationship exists or develops between employees working in the same team or section, and particularly where one of the employees has a supervisory/line management responsibility for the other. In such a situation, advice should be sought as appropriate from a senior manager.

It is the personal responsibility of every employee to formally declare, and take steps to avoid, any conflict of interest or potential conflict of interest. If an employee is in any doubt as to what may constitute a conflict, they should discuss the matter with their line manager.

4.1 ***Contracts***

Employees must comply with the Council's Standing Orders Relating to Contracts, the Council's Financial Regulations and other appropriate local procedures, found here South Ayrshire Council governance - The Core (south- ayrshire.gov.uk)

In entering into contracts for, or on behalf of, the Council, employees are obliged to seek best value for the Council and be able to demonstrate openness, fairness and non-discrimination in the process of awarding contracts.

Employees who have a potential conflict of interest, or a direct or indirect financial interest, in any tender or contract cannot be involved in any aspect of the process and must make their line manager aware of that interest immediately they become aware of the tender or contract.

Employees must not disclose confidential information on either internal or external contractors to any individual or organization, unless authorised to do so.

5. Political Neutrality

The public expects employees to carry out their duties in a politically neutral way and this must be respected by Councillors. This principle is emphasised in the Standards Commission for Scotland Guidance on the Councillors' Code of Conduct), which applies to all employees. Annex A: Protocol For Relations Between Councillors And Employees - Councillors' code of conduct: December 2021 - gov.scot (www.gov.scot)

The political activities of a small number of employees are restricted by law and those concerned will have been notified in writing of the restrictions that apply to their posts, and the conditions associated with these restrictions form part of their terms and conditions of employment. Any employee who is unsure if their post is politically restricted, or of the restrictions that apply, should contact Human Resources for clarification.

The Chief Executive and senior managers have ultimate responsibility in ensuring that the policies of the Council are implemented irrespective of personal views or political opinion.

If an employee is asked by a Councillor to provide assistance with a matter which is clearly party political or which does not have a clear link with the work of the Council, the employee should politely refuse and inform the Councillor that the matter will be referred to a senior manager.

6. Work Outside the Council

With the exception of Chief Officers, where separate arrangements apply requiring them to obtain the express consent of the Chief Executive if they wish to undertake paid work out with the Council, there is no restriction on employees undertaking other work of a paid or unpaid nature out with normal working hours, providing the additional work:

- Does not interfere with or impair the employee's ability for the efficient execution of duties within the Council's service;
- Is not carried out during the employee's normal working hours with the Council;
- Does not involve the employee using Council vehicle, plant, premises, equipment, materials or any other Council resources (either on or off Council premises);
- Is not undertaken while the employee is in a South Ayrshire Council uniform or where the employee can be identified clearly as being an employee of the Council;
- Does not involve the employee, on behalf of a person or organisation, in return for payment or fee, preparing an application, drawing, report or other documentation which will be submitted to the Council for the purpose of obtaining any licence, consent, warrant, or other form of statutory permission on behalf of that client.

Any employee wishing to undertake paid work of any kind outside the Council, must advise their line manager. Where there is deemed to be a potential conflict of interest then the Conflict of Interest Declaration form must be completed by the employee.

This procedure is in the interests of employees and is intended to protect them and to ensure compliance with health and safety requirements and the working time regulations.

7. Appointments

The Council has a Recruitment and selection policy - The Core (south-ayrshire.gov.uk), which, among other things, requires all appointments to be made on the basis of merit, and sets out the procedures and principles to which employees involved in recruitment and selection must adhere.

If an employee, involved in a selection process, has any kind of relationship which might affect their ability to be impartial, that relationship must be declared to the Chair of the Interview Panel, or, if the employee is the Chair of the Interview Panel, to his or her line manager.

Employees must not lobby a Councillor or Council employee either directly or indirectly to promote or secure appointment or the appointment of another person. Any employee who has been lobbied in relation to an appointment must report the matter to his or her line manager.

8. Conduct and Behaviour

8.1 Terms and Conditions of Employment, Policies and Procedures

Employees are required to comply with all employment terms and conditions, policies and procedures (including this Code of Conduct), some of which are referred to in this document and failure to comply with these may be considered under the Council's Disciplinary Policy and may result in disciplinary action up to and including dismissal.

8.2 Standing Orders, Regulations, Policies, etc.

Employees are required to be aware of and comply with the Council's Standing Orders, Scheme of Delegation and Financial regulations here South Ayrshire Council governance - The Core (south-ayrshire.gov.uk) and to adhere to and implement other Council policies and decisions of Council and Panels, irrespective of their personal views. Failure to comply or implement these may be considered under the Council's Disciplinary Policy and may result in disciplinary action up to and including dismissal.

8.3 Appearance

Employees are required to be neat and tidy in appearance and wear clothes that are appropriate for their working environment. Where required, uniforms and personal protective equipment must be worn, used appropriately and maintained in a clean and tidy condition.

However, employees are legally entitled to request an alternative dress code, including religious or cultural clothing. Further information is available in the Council's Equality at work policy - The Core (south-ayrshire.gov.uk).

The Council reserves the right to prevent employees from wearing clothing or accessories that can reasonably be considered to be offensive to customers or other employees or compromises health and safety requirements. In such circumstances the provisions of the Equality Act 2010 will determine whether or not the particular item of clothing or jewellery can be worn.

8.4 Criminal Convictions

Employees must inform their line manager as soon as possible if they incur a criminal conviction or are charged with any criminal activity. This includes many road traffic convictions; where there is any doubt as to whether a conviction is a criminal one, employees should seek clarification from their line manager. Employees must also notify their line manager if they are involved in any activity which might have a potential bearing on their employment or which might bring the Council into disrepute. Managers must make their Head of Service aware of any such situations.

8.5 Alcohol/ Drugs

Employees must not consume or be under the influence of alcohol or drugs while at work and must comply with the Council's Zero Tolerance to Alcohol and Drugs standards outlined in the Supporting Employees in Managing Addiction Policy Supporting Employees in Managing Addiction.docx (sharepoint.com)

8.6 Work Performance

Employees are expected to attend work in accordance with their contract of employment. If they are unable to attend work due to ill health then they must comply with the requirements of the Maximising attendance at work - The Core (south-ayrshire.gov.uk)

Employees are expected to display an acceptable level of competence within their role and Managers have a responsibility to manage employee performance. Both Managers and employees have a responsibility to conduct and take part in the Performance and Development Review process Performance Development Review (PDR) - The Core (south-ayrshire.gov.uk)

8.7 Personal Views

In a work capacity, or when using their Council job title or email address, employees must not criticise the Council either through the media, at a public meeting, or in any written communication with members of the public including social media.

8.8 /

8.8 Behaviour Outwith Work

Employees should not engage in conduct which may discredit the Council. This includes conduct outwith working hours, including social events.

8.9 Social Media

Social media refers to online platforms and technologies that enable users to create, share, and interact with content, and to connect and communicate with others. These platforms facilitate the exchange of information, ideas, interests, and expressions through virtual communities and networks. Whilst this is not an exhaustive list, examples of social media platforms are Facebook, Instagram, Snapchat, TikTok, WhatsApp, LinkedIn, YouTube, Twitter and Pinterest.

8.9.1 **Business Use**:
Social Media plays a key role in how we communicate, the Managing_Work-related_social_media_guidance_for_employees_v4_-_updated_Feb_2025.pdf provides information and practical advice on the use of social media and details protocols which employees should follow when using social media for Council business.

Employees using social media for work purposes, particularly those with any form of enforcement or investigatory role must be aware of what covert surveillance is – this is monitoring someone who is unaware of this to obtain information, usually for a specific investigation, even when this is easy to find or 'open source'. The Council has a Social Media Protocol to provide guidance for employees on the use of social networking sites for investigations, and the link can be found here:
Protocol for Investigations Involving Social Networking Sites - June2022.docx

Covert surveillance must always be authorised and further guidance on approval procedures can be found here:
https://southayrshiregovuk.sharepoint.com/sites/RIPSA-RIP

8.9.2 **Personal Use***:* Employees have the right to express themselves freely when using social media however employees must take care not to undermine the Council's reputation at all times.

Many of the general principles and do's and don'ts that apply to Council business use of social media also apply to personal use; however, there are additional guidelines that should also be followed in relation to employee's personal use of social media:

- If you identify yourself as a Council Employee, you are seen to represent the brand of the Council, therefore you need to be aware of your conduct and responsibilities when communicating online and using social media sites.
- Add a disclaimer to your social media profile that states that any views posted are your own and not the views of the Council.

- Posted material can, when matched with your identity and profile, reflect not only on you as an individual but also on the Council, Clients, colleagues and your profession.
- Incautious social media use brings with it the risk that employees may breach Council policy, which in turn may constitute misconduct or gross misconduct resulting in disciplinary action up to and including dismissal, even if the breach occurs in the employee's own time.
- As a general rule, employees should be aware that if they wouldn't (and shouldn't) say something personally to another individual or publicly about the Council, then it should not be posted on Social Networking Media.

Further information in relation to personal use of Social Media can be found in the Councils Disciplinary Policy and Managers Handbook Disciplinary policy - The Core (south-ayrshire.gov.uk) and in the Councils ICT Acceptable Use policy ICT security policies and standards - The Core (south-ayrshire.gov.uk)

9. Fraud and Bribery Detection

9.1 Fraud

Fraud is the use of deception with the intention of obtaining personal gain, avoiding an obligation or causing loss to another party. Fraud can be used to describe a wide variety of dishonest behaviour such as forgery, false representation and the concealment of material facts. In relation to Housing or Council Tax Benefit, knowingly obtaining benefit to which there is no, or lesser, entitlement, either personally or for a third party, is regarded as fraud. The fraudulent use of IT resources is included in this definition, where its use is a material factor in carrying out a fraud.

The Council will use, and disclose as necessary, information it holds, including payroll information, for the prevention and detection of fraud and for the recovery of debt. Additionally, and in terms of its duty to protect the public funds it administers and to assist in protecting the funds administered by other public bodies, the Council subscribes to the National Fraud Initiative (NFI) in Scotland. The NFI is a counter-fraud exercise led by Audit Scotland which uses computerised techniques to compare information about individuals held by different public bodies, such as the Department of Work and Pensions, to identify circumstances (matches) that might suggest the existence of fraud or error. The NFI allows public bodies to investigate these matches and, if fraud or error has taken place, to stop payments and attempt to recover the amounts involved. Further information on the National Fraud Initiative can be found at: National Fraud Initiative - Employee Update - The Core (south-ayrshire.gov.uk)

The Council expects employees to lead by example in ensuring opposition to fraud. Fraud on the part of an employee is considered an act of gross misconduct, therefore an employee who is guilty of obtaining, or attempting to obtain, personal financial benefit or financial benefit for a third party, through fraudulent means will have that matter dealt with under the Council's disciplinary procedures. The matter may also be referred to the Police.

Where the fraudulent activity has resulted in a financial loss to the Council, the Council will pursue the employee for recovery.

9.2 Bribery

A bribe is a financial or other type of advantage that is offered or requested with the intention of inducing or rewarding improper performance of a function or activity. It can take many different forms and could be the offering, promise or authorization of anything of value, or a reward or the giving of aid, donations or voting designed to exert improper influence. Bribes may not always be monetary and may include gifts or hospitality.

Receiving or making bribes is a criminal offence (that carries prison terms of up to 10 years and unlimited fines). Employees must not:

- Accept, agree to accept or request a reward, including gifts, loans, fees, or other financial or non-financial advantage, in return for incorrectly performing a function or action.
- Offer, promise or give someone a reward to persuade them to incorrectly perform functions or activities, including such offers made through a third party.
- Bribe a foreign public official in order to win business, retain business or gain business advantage for the Council.

9.3 Payroll

The Council considers false claims for payroll purposes to be acts of fraud and will treat them as such. Employees must ensure that any claim for payment is accurate – for example, overtime claims must relate only to time that has actually been worked and claims for travelling expenses must be accurate and relate only to journeys necessarily undertaken for business purposes. All employees must comply with the Council's Travel and Subsistence Policy Travel and Subsistence - The Core (south-ayrshire.gov.uk)

Managers must also ensure that timesheets, travel reimbursement claims, etc, are accurate before authorising them.

10. Gifts and Hospitality

Employees should not accept any personal gift and/ or hospitality offered to them, or any member of their family, in the course of their employment, unless they can

fully justify doing so and are satisfied that they will not be subject to legitimate criticism.

In particular, gifts and/ or hospitality must not be knowingly accepted during the tendering period of a contract and employees should always be aware of the possibility that the contractor/ consultant who offers gifts and/ or hospitality may be tendering for a contract elsewhere in the Council.

Employees may accept items of token value, such as inexpensive pens, calendars, flowers or other small tokens of gratitude.

A centralised register recording the offer of gifts and hospitality with an estimated value of £50 or over for each gift is maintained by the Chief Officer Admin Support team. Employees must record all offers of gifts and/ or hospitality, whether accepted or declined, in the register within 7 days of the date of the offer.

Appendix 1 contains further guidance to assist employees in responding to offers of gifts and hospitality.

If an employee is in any doubt, he/ she should seek the advice of their line manager.

It will not be appropriate in any circumstances for employees to make offers of gifts and hospitality.

11. Use of Council Equipment and Resources

The Council is required by law to achieve value for money by ensuring that it has arrangements for securing economy, efficiency and effectiveness in the delivery of services. Employees must adhere to this principle when they use Council equipment, materials and resources.

Employees must not use Council equipment, materials and resources without authorisation or for a purpose not connected with their employment.

11.1 Council Vehicles

All employees must comply with the Council's Fleet Policy which, among other things, prohibits personal use of Council vehicles, including situations where (for operational reasons) an employee is required to take a Council vehicle home.

11.2 ICT

Employees must comply with the terms of the Council's Acceptable Use Policy governing the personal use of communications systems and provides guidance on: the use of the internet, email and telephones; explains what employees can and can't do; provides information on all the monitoring systems in place; and provides basic housekeeping guidelines and recommendations and outlines the requirement to encrypt equipment and files.

12. Media Contact

In an employee's work with the Council, contact with the media must only take place where this has been authorised by a Head of Service or other designated Senior Officer. Employees who become aware of an issue that potentially will be of media interest must notify their line manager who in turn must alert the Communications Team, even if out-of-hours, in accordance with the Council's Media Relations Protocol.

Guidance in relation to contact with the media is available in the Council's Managing_Work-related_social_media_guidance_for_employees_v4_-updated_Feb_2025.pdf and this must be followed in all cases.

13. Contact With Police

Employees who, in the course of their work, are contacted by the police as part of a police investigation must notify their line manager before making any comment or providing any information. If for any reason it is not possible to contact the line manager before speaking to the police, the employee should do so as soon as possible thereafter.

14. Reporting Concerns at Work

Employees who become aware of what they reasonably believe to be a serious wrongdoing in the Council, or who receive information regarding malpractice must comply with the Council's Whistleblowing policy - The Core (south- ayrshire.gov.uk)

The Council will ensure that any employee making a report is safeguarded against any detriment in the course of their employment. The Council will also take all complaints seriously; treat all parties involved fairly; exercise confidentiality wherever possible; and treat victimisation of the reporting officer(s) as a disciplinary offence.

If an employee deliberately submits a report that they know to be untrue or unfounded, he/ she will be subject to the rules of the Council's Disciplinary policy - The Core (south-ayrshire.gov.uk).

15. Confidentiality, Information Security and Records Management

Whilst in general information about the Council and its decisions will be made available to the public, there are exceptions to the principle of openness where there are confidentiality issues involved.

Employees must respect confidentiality and ensure that they do not divulge any information gained through the course of their work or use it to gain personal advantage or the advantage of a third party. Unless required by law, information must not be disclosed by Council employees if disclosure would compromise rights of personal or commercial confidentiality.

Employees must ensure that all files and documents in their possession are kept in a safe and secure manner and that they adhere to the requirements of the Data protection code of conduct - The Core (south-ayrshire.gov.uk)

Employees in any doubt about any issues relating to confidentiality, information security or records management should seek advice from their line manager.

16. Patents and Copyright

Employees must advise their line manager of any invention which is developed or discovered by them in the course of their employment with the Council. In accordance with the provisions of the Patents Act 1977 such inventions belong to the Council, and it is therefore the Council's responsibility to decide whether to apply for a patent or other protection in law for any such invention.

In accordance with the Copyright, Designs and Patents Act 1988 and the Registered Designs Act 1949, the copyright, design rights and registered design rights in all written documents and records, software, works of art, designs, industrial and handicraft products and other materials relating to the Council and Council business which are authored, designed or created by employees in the course of their employment belong to the Council as first owner. As the designs of certain industrial and handicraft products are capable of being registered under the Registered Designs Act 1949, employees who create such designs must advise their line manager so that the Council can decide whether to apply for such registration.

17. Your Rights as an Employee

17.1 Public Statements

As citizens, employees are entitled to express their views about the Council, provided they do not make use of or disclose information gained through their employment with the Council to do so. However, as an employee of the Council employees should not criticise the Council, either through the media, or at a public meeting, or in any written communication with members of the public.

17.2 Access to your Councillor

As citizens, employees are entitled to raise concerns or complaints about Council services with Elected Members. However, this should not include any concern or complaint about their employment, which should be raised or pursued through the appropriate Council employment policy.

18. Conclusion

Employees should refer any queries or concerns relating to this Code of Conduct to their line manager.

Appendix 1

Guidance on Responding to Offers of Hospitality or Gifts

1. General Guidance

1.1 The following guidance should be considered at all times when deciding whether or not to accept an offer of hospitality or a gift in the course of your employment.

- you should treat all offers of gifts and hospitality with caution;
- where any such offers are made, you should be sensitive to the timing of decisions which affect the provider of the offer, for example, during the tendering period of a contract, the processing of a planning, housing or licensing application;
- you must reject any offer where it might be seen as intended to influence you in the discharge of your duties;
- you should accept an offer only if you feel that by doing so, you can comply with these guidelines. If you are in any doubt, you should err on the side of caution, and refuse the offer;
- you should accept an offer of hospitality only if there is a genuine requirement for you to attend the event and be part of the proceedings as a result of your role at the Council or to represent the Council in the community;
- you should not accept regular hospitality from the same source; and
- you must declare any offer of gifts or hospitality with an estimated value of over £50, whether accepted or not, in the Council Register by e-mail to Chief Office Admin Support within 7 days of the date of the offer. If you choose to accept a gift or hospitality, you must first obtain the approval of your Director, Head of Service or Service Lead (as appropriate). You and your line manager will receive confirmation of receipt of your declaration. The Register will be scrutinised on a 6 monthly basis by the Council's Monitoring Officer.

1.2 The information provided to Chief Officer Admin Support team should be in the following format:

- Date Offered
- Date Registered
- Received from Details
- Details of Offer
- Estimated Value (if greater than £50)
- Business Justification for Acceptance

- Accepted/ Rejected
- Approved by Director/ Head of Service/ Service Lead

2. General Considerations

2.1 You may find it helpful to consider the following when deciding whether or not to accept an offer of gift or hospitality.

- Will the reputation of the Council and its standing in the community be enhanced or diminished as a result of accepting or rejecting the offer?
- Could you easily justify your decision to the Council, press or the public?
- Is the offer of the gift or hospitality part of the normal business practice of the company, organisation, or individual?
- Is the motivation behind the invitation or offer absolutely clear? If it is not, then the hospitality cannot be accepted.
- Could any decision by the Council either now, or in the future, be prejudiced in any way by the acceptance, or otherwise of the offer?
- Is the extent of the hospitality, or the nature of the gift reasonable and appropriate?
- Is the company or organisation involved in the procurement process for Council business or support on which decisions will be taken in the immediately future?

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Appendix 2

Disciplinary Procedures Manager's Handbook

July 2025

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Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	28/03/24	New Policy Template and update to Appendices – Appendix D – link Special Investigation Procedure added and removal of appendix E Council Tax Fraud – now dealt with by DWP .	L Boyd	Dec 24
2	July 2025	Updated to provide guidance on Use of Social Media	L Boyd	July 2026

1. INTRODUCTION

This advisory handbook provides practical advice and guidance for managers on disciplinary matters and is based on the ACAS Code of Practice on Disciplinary and Grievance Procedures. It is intended to assist managers/supervisors at all stages of the disciplinary process from initial fact finding to dealing with particular problems such as performance and deciding whether disciplinary action is appropriate.

When using this handbook, reference should also be made to the relevant Disciplinary Policy for local government employees and Chief Officials, or Teaching Staff detailed in JNCT 1.16. All policies are available on the Core.

Before undertaking the Council's Disciplinary Procedures, supervisors/managers must have attended the corporate training course on Discipline and Grievance. Further information on this is available from Human Resources.

The Council has separate procedures to enable an employee to raise a formal complaint, e.g., the Council's Grievance policy, however, in certain circumstances for instance, following an investigation into a complaint of bullying or harassment, the matter may be progressed through the appropriate disciplinary procedures.

Advice and assistance should be sought from Human Resources on any aspect of managing discipline.

2. OVERVIEW

2.1 Employees must be made clearly aware of the standards of conduct and performance expected of them and the Council has set out the standards of conduct expected in its Code of Conduct for Employees. A copy of the Code will be issued to every new employee as part of the induction process and is also available on the Core Code of conduct for employees - The Core (south-ayrshire.gov.uk) In addition, there are rules and procedures covering areas such as health and safety at work, attendance and leave, bullying and harassment, use of Council equipment and performance.

2.2 Disciplinary procedures can be used when conduct or performance falls short of expected standards, however it may be possible to avoid formal disciplinary action if a problem is dealt with early and resolved promptly. In situations where there has been serious misconduct or where a pattern of behaviour has developed over a specific period of time, there may be no alternative but to begin disciplinary action, and hopefully, if used positively this may prevent any recurrence.

2.3 While it is important to deal with discipline issues fairly and effectively, the Council recognises that it is better to prevent problems arising in the first instance and will make every effort to do this through effective recruitment, induction, employee development and communication as well as working in partnership with the trade unions to address issues which give rise to disciplinary action.

3. ACAS CODE OF PRACTICE

3.1 This code provides basic practical guidance and sets out the principles for handling disciplinary and grievance situations in the workplace.

Summary of key points

- Employers and employees should raise and deal with issues promptly and should

not unreasonably delay meetings, decisions or confirmation of these decisions.
- Employers and employees should act consistently.
- Employers should carry out any necessary investigations, to establish the facts of the case.
- Employers should inform employees of the basis of the problem and give them the opportunity to put their case in response before any decision is made.
- Employers should allow employees to be accompanied at any formal disciplinary or grievance meetings.
- Employers should allow an employee to appeal against any formal decisions made.

3.2 Employment tribunals are legally required to take the ACAS Code of Practice into account when considering relevant cases. Tribunals will also be able to adjust any compensatory awards made in these cases by up to 25% (either by increasing or reducing) for unreasonable failure to comply with any provision of the Code.

4. EFFECTIVE HANDLING OF DISCIPLINARY ISSUES

4.1 Resolve Disciplinary Issues Informally

A manager has the right to speak to an employee on a one-to-one basis at any time where there is concern about the employee's work performance or conduct. This is expected, as part of the management function, to enable the employee to receive feedback on performance, to be given the support or training needed to improve and to tackle any problems as they arise and before they escalate. If discipline issues are settled at an early stage, they are normally less time consuming and less likely to damage working relationships. This type of discussion would not form part of an investigatory process. Please refer to the flow chart in Appendix G - Managing Poor Performance.

Any employee found to be failing to perform to the required standard must be given an opportunity to provide an explanation.

Capability:
Where the reason identified is related to **Capability**, i.e., lack of skills, the employee should be assisted through coaching/training or other appropriate measures and given reasonable time to improve and reach the required standard. Please refer to the Capability Policy Capability policy - The Core (south-ayrshire.gov.uk) for further information.

Conduct:
If the reason for poor performance is the result of an unwillingness to properly carry out the duties of a post or to comply with reasonable instructions or to meet specific registration and qualification requirements of the employee's post(s) with the Council (rather than a lack of ability to do so), the matter will be deemed to be one of **Conduct** and dealt with through this policy.

One to one discussions between an employee and manager to discuss employee's conduct, should be held in private, the aim of the discussion is to encourage improvement with the emphasis being on finding ways for the employee to improve and for the improvement to be sustained. Make sure the employee understands what needs to be done, how their performance will be reviewed and over what period. This should be confirmed in writing (Appendix H Standard Letters Performance Improvement). an employee will not normally be dismissed for poor performance unless warnings have been issued and a chance to improve provided.

During the discussion, informal action should not turn into formal action as this may deny the employee certain rights. If during the discussion, it becomes obvious that the

matter may be more serious, the meeting should be adjourned. The employee should be advised that the matter may be subject to further investigation and that they will be informed of this as soon as possible. In these circumstances, further advice should be sought from Human Resources.

If a performance problem is related to an employee's disability, the manager must consult Human Resources for guidance and to discuss appropriate support.

4.2 Be Firm and Fair

Whilst maintaining satisfactory standards and dealing with disciplinary issues promptly, managers must also be objective, keep an open mind, and not prejudge the issues. It is important not just to be fair but also to be seen to be fair. Listen to what the employee has to say. Any new rules or systems of work must be properly communicated, and training provided to ensure they are complied with.

4.3 Provide Support

No matter how effectively or sensitively handled, it is recognised that this process can be stressful both for the employee who is the subject of an investigation or for other employees who have been asked to provide evidence. Support can be made available from Human Resources e.g., arranging a referral to Occupational Health or to act as a individual contact person, e.g., to clarify or provide access to Council policies and procedures.

4.4 Stay Calm

Managers should avoid hasty decisions, or actions in the heat of the moment. Taking disciplinary action is a serious matter and should never be regarded lightly or dealt with casually.

4.5 Consider all Facts

While fairness and equity are important, it is essential to take account of the individual circumstances of each case. In addition, personal details such as any existing or "live" disciplinary action, length of service, type of post held, and any mitigating circumstances which may have had a bearing on the employee's behaviour or conduct will be relevant. Any action taken should lie within a range of "reasonable" responses for the type of misconduct and it would not be reasonable for instance to dismiss an employee for a first and relatively minor breach of conduct.

Where a single error is committed due to negligence, the actual or potential consequences of which are, or could be, extremely serious for the Council, warnings may not be appropriate and punitive disciplinary action may be taken.

Advice should be sought from Human Resources.

5. FACT FINDING

5.1 Reporting an Incident

5.1.1 Where an incident occurs which may be due to an employee's misconduct that may lead to some form of disciplinary action being taken, the responsible officer should complete and submit an Incident Report Form (DCP REP1 Appendix A) to their senior manager whilst at the same time ensuring that the employee is advised of their intention to do this.

5.1.2 Following assessment of the information provided and having due regard to the seriousness and circumstances surrounding the incident plus the previous record of the employee concerned, the nominated senior manager will decide whether further investigation is required, a disciplinary hearing convened or the matter dismissed.

5.2 Anonymous Complaints

Where an anonymous complaint has been made, the Head of Service or nominated senior manager must assess the allegation and consider whether there is sufficient information to enable an investigation to progress. The manager should consult with Human Resources to make an initial assessment and decide whether an investigation is required, and which officer will undertake it.

5.3 Investigatory Stage

5.3.1 Prior to any employee being required to attend a disciplinary hearing, all relevant facts must be collected to enable a decision to be taken as to whether the matter should be dealt with under the Disciplinary Procedures. Disciplinary action should not normally be taken without some form of investigation being carried out beforehand.

However, not all instances will require a formal investigation. Where the matter is straightforward, e.g., timekeeping and spells of absence, at the investigatory stage, the manager or nominated officer will gather and collate the necessary information and compile a report to enable a view to be reached as to the whether or not a disciplinary hearing is required.

5.3.2 Where a formal investigation is required, the appropriate Head of Service or nominated senior manager will appoint an investigating officer(s). The investigating officer may be from another Directorate or Service area. Depending on the complexity of the matter under investigation, a note taker may be present.

5.3.3 Any investigation will be conducted as speedily as possible. A timescale will be set in advance based on the complexity of the investigation and the number of witnesses. The investigating officer will notify the Head of Service or nominated senior manager if, for any reason the set timescale requires to be revised and the employee and their representative will be advised accordingly.

5.4 Briefing the Investigating Officer(s)

The manager should brief the investigating officer before the investigation begins. Issues that should be covered include:

- Advising of the terms of reference and the scope of the investigation;
- Advising whether the investigation is being arranged under any of the special procedures (Appendices C and D);
- Ensuring officers are clear about the remit i.e., to investigate and come up with conclusions;
- Stressing the need for objectivity; the investigation should be balanced and seek out the facts, not focus on establishing the allegation;
- Discussing sources of information including witnesses, records etc.;
- Where there is the possibility of interviewing witnesses from outside the Council, this should be agreed with a senior manager within the Directorate. There may be protocols to be followed for example with regard to interviewing service users or pupils and these must be followed see section 5.6.

5.5 Advising the Employee who is Subject of the Investigation

5.5.1 The employee involved, will be advised at an early stage by the manager, of the reasons for and the scope of the investigation, who will undertake the investigation, as well as the employee's right to be accompanied at any interview. The manager should also advise the employee of the following:

- Whether the investigation is being carried out under any of the special procedures;
- Whether the employee is to be transferred to other duties, another location or removed from the workplace on full pay and the requirements associated with this procedure. (see section 5.8 below);
- About the process that would include being invited to a fact-finding meeting, at which the employee may be accompanied;
- Of the anticipated timescale for the investigation;
- Not to contact or influence any potential witnesses to the investigation, or obtain any other form of evidence e.g., computer records;
- That on conclusion of the investigation the employee will be advised of the findings and recommendations.

5.5.2 **Interviewing the Employee**

There is likely to be more than one interview with the employee who is the subject of the investigation. An interview should take place at the start of the investigation. However, as information is collected, the investigating officer may decide that a further interview with the employee is required for example, to enable them to respond to information obtained from other sources, which contradicts their original evidence.

During the investigation should further information come to light which alters the grounds of the original allegation, the investigating officer should advise the manager who initiated the investigation. The employee will then be advised and asked to attend a further interview with the investigating officer to have these matters put to them and given the opportunity to respond.

5.5.3 **The Right to be Accompanied**

If the employee wishes to be represented or accompanied this will be by a trade union representative or appropriate work colleague only, and the latter must not be someone whose presence would prejudice the hearing or who might have a conflict of interest. It is the responsibility of the employee to ensure that their representative or companion is present at any stage of the procedure. Reasonable notice should be given to allow for preparation by the employee and representative where appropriate. Where the employee is unable to make the arranged date through circumstances such as illness or if their representative is unavailable, the employee may offer a suitable alternative date within **5 working days** of the original date.

In matters of serious allegations, contact can be made with the relevant trade union if appropriate, to advise them that an investigation will be starting. In any event in scheduling the interviews, the timescale must allow sufficient time for representation to be arranged, and a trade union representative to be made available.

If the employee is not accompanied by choice, the fact that this facility was offered and refused should be recorded.

5.5.4 **Advising the Employee of the Arrangements for Interview**

The investigating officer should ensure receipt of the letter inviting the employee to attend an investigatory meeting either by sending the letter by recorded delivery or hand delivering where practicable, and the employee asked to confirm attendance or

to advise of another convenient date/location, if, for example a trade union representative is not available, (Appendix H Standard Letters Fact Finding 1, Fact Finding 2 or Fact Finding 3).

5.5.5 Conducting an Investigation while the Employee is on Sickness Absence

Advice should be sought from Human Resources, however as a general rule, it is important that the investigation proceeds. Not only does this resolve issues one way or the other for the employee, but evidence may become more difficult to obtain if matters are delayed. Where an employee is absent from the workplace during an investigation, the line manager must continue to deal with the absence in accordance with the Council's Framework for Maximising Attendance.

Employees will be offered every support throughout the process particularly if the absence is stress related. The investigating officer should emphasise that it is important for the employee to respond to the allegations and cite any evidence or witnesses who should be contacted on their behalf.

In considering how to progress matters, the investigating officer should consider what 'reasonable adjustments' could be made without compromising the outcome of the investigation, for example by offering:

- Help and support from Human Resources;
- Flexibility around the date and location of the interview, for example by offering 'neutral ground' for example outwith the normal work location;
- The opportunity to respond in writing to the allegations.

Should the employee not co-operate in the process either by not attending an interview or by not replying to a request for further information, this will be recorded in the investigating officer's report.

5.6 Fact Finding Interviews

5.6.1 Deciding who should be Interviewed

The investigating officer(s) must consider who to interview and the logical order for interviewing witnesses. It is important that the investigation is "balanced" and sets out to establish the facts as opposed to confirming any allegations. As the investigation progresses, other witnesses will need to be added to the list of employees asked to attend further interviews, particularly where further information comes to light. However, the investigating officer(s) must also consider the timescale agreed with the manager and consult them if it appears that this might no longer be practical.

Where an allegation has been made by a service user or young person such as a pupil, the investigating officer must seek advice from the appropriate senior manager before proceeding to make any arrangements. For example, it might be that contact can only be made through the client's social worker and parental consent would be required before interviewing a child.

5.6.2 Employees as Witnesses

Witnesses who are Council employees, should be contacted and advised that they are required to co-operate as part of a fact-finding investigation. They should be advised of the right to be accompanied by a work colleague or trade union representative. At this stage to keep matters as discreet as possible, any witness should be given only information relating to their involvement. (Appendix H - Standard letter Fact Finding 2).

Should an employee be reluctant to give evidence, the investigating officer should meet with them to find out the reasons for the employee's concern. It may be that the employee is worried about possible intimidation or implicating themselves. The investigating officer can provide the following advice:

- Where there is a genuine concern about reprisals, this will be assessed and the possibility of an anonymous statement considered. (See section 6.2 below).
- Support will be provided for an employee required to attend as a witness at any possible hearing.
- The Council's disciplinary procedures have been jointly agreed with employee representatives and require the participation and co-operation of both sides to operate effectively and fairly.

5.6.3 Preparation for Interview

Investigating officer(s) should consider the content and order of questions as well as remembering the appropriate format for asking a question, i.e. open, closed etc., and decide who will take the lead in questioning the witness.

Similar to any interview, the type of question used can influence the answer. Some questioning techniques are designed to obtain the maximum information and others to establish a point of fact.

For example:

- Use open ended questions such as "What happened then……." to get a broad picture

- Use precise, closed questions to get specific information, "At what time did you leave the building that morning?"

- Use direct questions to put issues or highlighting conflicting information for example "I have heard ….. from another witness yet you say ….. How do you account for the difference?"

While information has to be obtained and corroboration sought, care should be taken that this does not result in an interrogation of witnesses.

The usual points about suitable and discreet accommodation for interviews apply.

5.6.4 Note Taking

It should be made clear that a note of the interview will be drawn up and sent to the interviewee for signing. Where agreement cannot be reached about the content of any interview note, this should be recorded on the meeting note. Where a formal statement is required, this should be attached to the final report, a copy of which will be provided to the employee under investigation.

5.6.5 Structure of Interview

The investigating officer(s) should work through the prepared questions, making sure everything is covered and checking if any matter needs to be clarified. If it is a long or complex interview, the investigating officer can arrange for a break to check over the notes, consider the information provided and any further questions that need to be asked. While points should be put to an employee, information should be sought from the employee in a productive manner.

Before finishing, the investigating officer(s) should ask the employee if they have anything else to add and if there is any other employee who can corroborate or add to the information provided. The need for confidentiality should again be stressed. **The employee should be advised not to discuss the content of the interview with anyone**.

5.6.6 Assessing the Evidence

The purpose of the fact-finding process is to gather all available evidence to enable the manager to make a reasonable decision about what action to take.

The investigating officer should always remember that the objective is not to search for evidence to support the allegations but to carry out as much investigation 'as is reasonable in all the circumstances of the case.' The report will be the subject of extensive scrutiny, in the first instance, from the manager who instigated the investigation and possibly thereafter from the members of a disciplinary hearing and appeals panel as well as the employee and their representative. When it appears that the investigation is concluded, the investigating officer should assess the evidence collected and consider:

- The extent to which any findings can be substantiated, what information has been established and what witness evidence is corroborated for example by cross checking with other witnesses or records.

- How much of the evidence of events has been directly observed by witnesses and how much is hearsay or contained in records or other data e.g., flexi records, training records, databases?

- Are witnesses credible and can their evidence be corroborated?

- Whether there are still areas to explore, information or procedures to be verified or additional documentary evidence to be checked. It can be useful to produce a matrix of information to cross check witness evidence against other records or a time chart to plot the time of events against locations of witnesses.

- What conclusions can reasonably be reached? Can they stand up to scrutiny? It is important to remember that the case does not have to be "proved beyond all reasonable doubt" it is about reasonable conclusions based on all the evidence available.

5.6.7 The Framework of the Report

On conclusion of the investigation, the investigating officer will prepare a report for consideration by the Head of Service or nominated senior manager who will decide whether there are grounds to convene a disciplinary hearing. There is no set format for a fact-finding report however, as with any management report it should be complete, balanced, accurate and succinct. Pages and sections should be numbered for ease and reference. A suggested framework can be found in Appendix B.

5.6.8 Advising the Employee

A meeting will be arranged to inform the employee of the outcome. The Incident Report Form should be completed indicating whether the decision taken has been to continue to a disciplinary hearing or not.

5.7 Special Investigations

5.7.1 Where an incident/situation occurs which gives rise to doubt as to an employee's professional conduct or competence to perform their duties, the matter will be dealt with in accordance with the Council's Procedure for Investigating Professional Misconduct, Competence etc (reference Appendix C).

5.7.2 Any investigation involving teaching staff will be dealt with under the appropriate GTC Code of Practice and guidance on this is available from Human Resources.

5.7.3 Where an incident/situation occurs involving the suspected or actual misappropriation or embezzlement of cash, monies etc, placed in an employee's charge, the matter will be investigated in accordance with the Council's Procedures on Fraud, Financial Regulations and Standing Orders further information (reference Appendix D).

5.7.4 Following a special investigation and consideration of action, a decision will be taken as to whether or not the employee should be disciplined.

5.7.5 Following a special investigation, where the decision is to take no further action in terms of the disciplinary procedures, all references to the investigation should be removed from the employee's personal file.

5.8 Removal from the Workplace

5.8.1 Precautionary Measure

An immediate supervisor/manager will have the necessary delegated powers to remove an employee from the workplace, who is considered to be creating a situation where the employee is in personal danger or a danger to others (e.g., under the influence of alcohol etc). This should be done in person and not by telephone. If an employee is removed from the workplace as a precautionary measure, this will be with pay and will not normally be for more than one day.

This will entail the employee leaving or being sent from the workplace therefore arrangements may need to be made to provide transport e.g., if the employee is under the influence of alcohol, then it would not be safe for them to drive. Arrangements should also be made to report to the supervisor/manager at the start of the employee's next working day. The employee can be accompanied to the meeting by a work colleague or Trade Union representative if they wish.

The supervisor/manager should then complete the Incident Report Form (DCP REP 1) and submit it to their senior manager whilst at the same time ensuring that the employee is advised of their intention to do so.

As removal from the workplace does not constitute disciplinary action, there is no right of appeal.

As soon as the employee has been removed from the workplace, the immediate supervisor/manager must contact the ICT Coordinator (Service Delivery) requesting that the employee's corporate account is disabled. If the Coordinator is not available, you must contact one of the ICT Technical and Helpdesk Supervisors. **Due to the sensitive nature of a workplace removal, managers must not raise a ticket with the service desk to request the de-activation.**

If the employee is in possession of any ICT equipment, such as a laptop or a work mobile, there may also be situations whereby, as a precautionary measure, it is appropriate for line managers to request that any relevant equipment is returned to them whilst an investigation is taking place.

5.8.2 **During an Investigation**

Where considered absolutely necessary, the Director or nominated senior officer may remove an employee from the workplace (suspension) whilst an investigation is underway. Suspension is one of the options available to management and will only be applied where the nature of the incident/allegation requires the total removal of that employee from duty. This action is not to be associated with any presumption of guilt and is not considered a disciplinary action.

Suspension should only be considered when other options such as redeployment to other duties or relocation on the same or alternative duties are inappropriate. Any such decision will be confirmed in writing to the employee (Appendix H Standard Letters DISCP 1).

The decision will be reviewed at agreed intervals during the investigation and the employee, and trade union representative where appropriate, advised (Appendix H Standard Letters DISCP2).

The Director/nominated senior officer will ensure that the employee is offered support during the period of the investigation through Occupational Health and Human Resources.

6. PREPARATION FOR THE DISCIPLINARY HEARING

6.1 Advising the Employee

6.1.1 Once a decision has been taken to proceed with a disciplinary hearing, the employee should be advised in writing of the arrangements and grounds for the hearing, providing sufficient information about the alleged misconduct or poor performance and including the right to representation (Appendix H Standard Letters DISCP3).

Any letter relating to a disciplinary hearing should, where possible, be hand delivered to the employee or sent recorded delivery. Any hand delivery should be dealt with discreetly, i.e. within a closed office and not in view of colleagues.

6.1.2 The employee will be provided with a copy of any evidence to be presented for consideration at the hearing. This will include the Incident Report Form (DCP REP 1), any investigatory report and/or signed witness statements and details of any witnesses who will be called. The employee should also provide similar evidence that will be led in their case in reasonable time before the hearing.

6.1.3 Where the employee is a trade union representative, no action should be taken until contact has been made with the full time official of the trade union advising of the reason for the hearing.

6.2 Confidentiality of Witness Evidence

6.2.1 Management and employees will have the opportunity to call witnesses at a disciplinary and appeal hearing. It is the responsibility of each side to make arrangements for the attendance of their witnesses and where witnesses are being called, advance notice must be given to the other side. They should be advised of the right to be accompanied by a work colleague or TU representative and be advised of the availability of support from Human Resources.

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6.2.2 In certain extreme circumstances management might consider it appropriate for witness evidence to be provided anonymously. In these circumstances, any questions which the employee's representative wishes to ask the witness as part of the

preparation for the case, would be put to the witness by the Investigating Officer who would then report back to the employee's representative and provide a written statement. The decision regarding the anonymity of witness(es) will be taken by the Chief HR Officer following discussion with Trade Union Representatives as appropriate and will only occur where there is a genuine concern for the wellbeing or safety of the witness(es) in question.

6.2.3 When speaking to members of the public or witnesses from outside organisations who may not wish to attend a disciplinary hearing in person to give evidence, the investigating officer should arrange to take a signed statement. In these circumstances the witness must be advised that the statement might be used at a future hearing. In the exceptional circumstances outlined above, these witnesses may receive the same protection as employees and have any part of the statement which would identify them omitted and treated as confidential.

6.3 Preparation for the Hearing

6.3.1 The hearing is chaired by a manager (the "Disciplining Officer") who will not have been previously involved in the matter. They will normally be accompanied by another manager or a member of Human Resources who will act in an advisory capacity also a note taker may be present. Where possible arrange for a note taker to provide a note of the meeting. Where there has been a formal investigation, the investigating officer should present the case for the Directorate.

The disciplining officer is responsible for ensuring that there is a fair hearing and that the relevant procedures are followed. This involves preparation before the hearing as well as conducting the hearing and reaching a decision.

6.3.2 Meeting Arrangements

Ensure that the employee is treated in a professional manner. Hold the hearing in a private room where there will be no interruptions or telephone calls. A breakout room should be made available to give the employee and their representative privacy for conferring and provide a waiting area for any witnesses.

Set aside a reasonable amount of dedicated time to carry out the hearing.

Where a disciplinary hearing at departmental level has to be arranged for a night-shift worker it should be considered whether it will be more cost efficient for the hearing to be held during the shift the employee would normally work. This would also ensure that witnesses would be readily available if necessary.

The disciplining officer should also check if anyone participating has any special communication or access requirements.

Employees who are requested to attend a disciplinary hearing are doing so as a management requirement and therefore are entitled to any expenses incurred i.e. travelling.

6.3.3 Liaise with Either Side

The disciplining officer should liaise with each side to ensure they have exchanged all relevant information (copies of all submissions/reports/details of witnesses). In the interests of fairness, it is important that both the employee and the disciplining officer are issued with copies any submissions to allow reasonable time to prepare a response. They should also get details of any witnesses being called to prevent duplication of witnesses and ensure necessary arrangements are made for time off to enable the

witnesses to attend the hearing.

6.3.4 **Ensure Adequate Time to Prepare**

The disciplining officer should also ensure each side has reasonable time to prepare following receipt of documents for the case. The time allowed should reflect the complexity and serious nature of the case.

6.3.5 **Ensure all Relevant Facts/Records are Available**

The disciplining officer must ensure the following relevant information is available and be familiar with the contents:

- Relevant information from the employee's personal file;
- Information on any previous disciplinary record (check if there are any current warnings);
- Any fact finding report and written statements from witnesses;
- The Incident Report Form (DCP REP1) which has to be completed prior to and after the hearing.

6.3.6 **Consider the Structure of the Interview**

The disciplining officer should ensure that everyone is clear about their roles and how to proceed. Consider the issues such as:

- Who should be present at the meeting, what witnesses are being called and in what order.

- Precedent - what action has been taken by the Directorate in similar circumstances, but remember, whilst fairness and equity are important, each case should be judged on it's own merits.

- The employee's likely response - what explanation is likely to be provided by the employee and are there any special circumstances to be taken into account.

- Any questions to be put or points to be clarified. Having read the submissions from either side what questions arise? What contradictions are there in the evidence from either side. At the end of the hearing the disciplining officer must reach a view of the most likely version of events.

- Mark up/note any particular areas that require clarification or further questioning both in the management and employee submissions. Make a note of any questions that might usefully be asked of witnesses.

- Are there any special circumstances surrounding this case? Check any relevant policies for example if the case involves issues under the Framework for Maximising Attendance or the Scheme of Special Leave or the Addiction Policy if there is a chance that the employee might seek help under this policy.

7. CONDUCTING THE DISCIPLINARY HEARING

7.1 How the Hearing should be Conducted

7.1.1 The employee or representative will be given the opportunity at the hearing to present their case, call witnesses, subject to the terms of Paragraph 6.2 and explain their views on the circumstances. The representative does not however have the right to answer

questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employee from explaining their case. The hearing will be conducted in line with the procedures applying to an Appeals Panel as set out in Appendix E. In summary this is as follows:

- The management representative will present the case for the Directorate calling witnesses as necessary;
- The disciplining officer will then invite the employee's representative to question any management witness;
- Thereafter the disciplining officer can question the witness;
- Finally the management representative can ask questions of the witness to clarify any point; not to introduce any new information;
- This process is then repeated when the employee's representative presents the employee's case;
- Each side should conclude with a brief summary of their case not introducing any new information;
- The disciplining officer will then adjourn the meeting to reach a decision based on the information presented.

7.1.2 If new evidence comes to light during the hearing, it is the responsibility of the disciplining officer to adjourn the hearing to enable the points raised to be investigated. On completion of any further investigation, the hearing will be reconvened and all parties advised of the findings of that particular investigation.

7.1.3 In the event of an employee or their representative refraining from offering an explanation or contesting any allegation, the disciplining officer will draw their own conclusions from the information available and reach a decision on the appropriate action to be taken.

7.1.4 Following completion of the submissions by management and the employee, or representative, the hearing will be adjourned to allow the Disciplining Officer the opportunity to consider the evidence. Thereafter, the hearing will be re-convened and the employee advised of the outcome. Written confirmation of the decision must be issued within 7 days of conclusion of the hearing and must contain advice as to the employee's right of Appeal and Appeal's process.

7.1.5 Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause, the disciplining officer should make a decision based on the evidence available.

7.1.6 If it is decided that no disciplinary action is to be taken, all references to the case will normally be removed from the employee's personal file. However, in exceptional circumstances, it may be appropriate to retain details of the decision for a specified period on the employee's file. Where this is the case, the employee will be notified.

7.2 Problems Which May Arise in Disciplinary Hearings

7.2.1 If the Hearing Becomes Heated

It is possible that a disciplinary hearing may not proceed smoothly; people may be

upset or even angry. The disciplining officer must keep control of proceedings while encouraging the employee and witnesses to speak freely with a view to establishing the facts. The approach should be formal and polite, this will include:

- Ensuring that parties are not badgered or harassed when giving evidence;
- Intervening to prevent any display of temper from either side;
- Responding appropriately if the employee becomes too emotionally upset during the proceedings. Clearly during a hearing there will be some "letting off of steam", and this can be helpful to establish what happened. However the disciplining officer has to reach a view as to whether it would be in the best interest of the employee/the hearing to continue. If the discussion becomes so heated that the situation may become unmanageable, the disciplining officer should adjourn the hearing, having made it clear to both sides that such behaviour is unacceptable and will not help the outcome.
- Stating objectives/intentions firmly e.g. if either party continues to be interrupted while giving evidence, the disciplining officer may decide to adjourn the hearing until the situation calms down or reconvene at a later date.

7.2.2 Adjourning the Hearing

An adjournment can take place at any time with the consent of the disciplining officer, for example to allow the trade union representative to confer with the employee.

The disciplining officer may also decide to adjourn the hearing to give everyone a break in the proceedings, however it is sensible to look for a natural point to do this, for example after the management case has concluded.

An adjournment should also be offered to both sides prior to summations at the end of the hearing.

7.2.3 Questioning Employee and Witnesses

Throughout the hearing, the disciplining officer should remember that they have to reach a view on the most likely version of events. and decide whether to take any disciplinary action or not.

The employee should be questioned to find out whether they accept any responsibility for what has happened, to check out explanations and generally to assess whether they understand that they may have done something wrong.

Witnesses should be questioned to assess whether they actually saw any events or are giving hearsay evidence. If witnesses give differing accounts of events, the disciplining officer must question the witnesses and consider all the evidence carefully to reach a view. The disciplining officer should intervene if witnesses are badgered at any point during cross examination.

8. DECIDING ON AND IMPLEMENTING DISCIPLINARY ACTION

8.1 Deciding on Disciplinary Action

8.1.1 What has been established about the Incident/Allegation?

In cases of misconduct, the disciplining officer must reach a view of the most likely version of events based on the "balance of probabilities". The "test" used by Employment Tribunals is to assess whether there is:

- a genuine belief
- on reasonable grounds
- after reasonable investigation…

that the employee committed the misconduct. This is different to the level of proof required for a criminal case where guilt has to be proven "beyond all reasonable doubt".

Therefore the disciplining officer should consider:

- What facts have been clearly established;
- What facts are still in dispute;
- Is it possible to make a 'reasonable' judgement about what happened? Consideration must be given to the balance of probabilities and the credibility of witnesses and other evidence;
- How serious does the allegation appear since hearing the evidence? Is the misconduct "gross". An employee may have received a series of warnings about their behaviour and ignored them. On the other hand, it may be a one-off offence, which is so serious that the result is dismissal.

8.1.2 Has Council Policy Been Followed?

For example, if the grounds for the hearing relate to attendance has the Directorate followed the Council policy on Maximising Attendance. The disciplining officer should check the circumstances of the case for example:

- Has there been attendance review and meetings with the employee before initiating the disciplinary procedure to check if there was any underlying medical condition?
- Did discussions take place about how the employee could achieve the level of improved attendance sought by the Resource and was support considered?
- Where there is no underlying medical condition and no improvement in the employee's attendance the policy advises managers to deal with the matter under the disciplinary procedures as a conduct issue.

8.1.3 The Employee's Record

Before deciding whether disciplinary action is appropriate and at what level, the Disciplining Officer should consider the employee's disciplinary and general record. Are there any "live" warnings on the employee's record?

Disciplinary action is cumulative so if an employee has an outstanding warning on their record any future action taken must be at least at the next level on the disciplinary scale.

Disciplinary action need not start with an oral warning. The level of action taken should be appropriate in all the circumstances for example, in a case involving absence or performance management, the process will have involved acknowledgement, and performance improvement discussion before any disciplinary action is considered. If an employee has been through this route, then disciplinary action need not commence at an oral warning.

Where an employee has a final warning or punitive action, which is subject to the

outcome of an appeal hearing and is involved in a further incident which may result in dismissal, advice should be sought from Chief HR Officer.

8.2 Types of Disciplinary Action

8.2.1 Oral Warning

For minor breaches of discipline, misconduct or poor performance, an oral warning may be given and confirmed in writing for record purposes. The employee will be advised of the reason and grounds for the oral warning, its duration (6 months), and that any further breach may leave them open to further disciplinary action. (Appendix H Standard letters DISCP 4)

8.2.2 Written Warning

For more serious breaches of discipline, misconduct or continued poor performance, or a failure to improve conduct or performance following receipt of a formal oral warning, a written warning may be given. The employee will be advised of the reason and grounds for the written warning, its duration (6 months), and that a further breach may result in further disciplinary action being taken. (Appendix H Standard Letters DISCP 5)

8.2.3 Final Written Warning

For significant breaches of discipline, misconduct or continued poor performance or a failure to improve conduct or performance following receipt of a written or oral warning, a final written warning may be given. The employee will be advised of the reason and grounds for the final written warning, its duration (12 months), and that a further breach during the time limit of the warning may result in further disciplinary action being taken which may be punitive. (Appendix H Standard Letters DISCP 6)

Where a final written warning is issued as a result of misconduct which was so serious that it verged on gross misconduct, the employee will be advised that should there be any repetition of the misconduct the previous action may be taken into account at any future hearing. This does not mean that an employee has been issued with a final written warning without limit of time. It means that the previous action can be taken into consideration in these circumstances. Accordingly, a prescribed period during which the final written warning would be admissible will be confirmed.

8.2.4 Punitive Disciplinary Action

As an alternative to dismissal, punitive disciplinary action may be imposed against an employee who has previously received a final warning or where the gravity of the misconduct warrants this level of sanction, even in the absence of any previous disciplinary history. Punitive disciplinary action comprises the imposition of a final written warning in conjunction with one of the following:

- Suspension without pay (Appendix H DISCP 7)
- The withholding of an annual increment – in matters of performance only (Appendix I DISCP 8)
- Reduction in grade or position (Appendix H DISCP 9 or DISCP10)

The implications of this action must be carefully considered and a strategy developed. It is not enough to demote and transfer an employee without considering the implications for the new manager, colleagues and not least the employee whose duties must be reduced accordingly.

Issues therefore may include:

- Ensuring support / induction for the employee in their new role.
- Support for the new line manager to deal with the situation; they may be less experienced than the demoted employee.
- In all of the above instances, the Chief HR Officer and the employee's trade union, where appropriate, will be formally notified.

8.2.5 Dismissal

An employee may be dismissed for gross misconduct or serious repeated misconduct or poor performance during the currency of a final written, written or oral warning. The employee will be advised of the grounds for the dismissal, its effective date and whether it is summary dismissal or dismissal with notice. Gross misconduct is generally seen as misconduct serious enough to invalidate the employment contract between the employer and the employee and make any further working relationship and trust impossible. It is normally restricted to very serious offences e.g. physical violence, theft, fraud, gross negligence, serious insubordination, incapability due to the influence of drugs or alcohol, serious breach of health and safety rules, malicious damage to Council property, acts of harassment or discrimination, exploitation of a vulnerable service user, serious abuse of the Council's email and/or internet policies.

8.2.6 Dismissal with Notice

In circumstances other than gross misconduct, a dismissed employee will be entitled to notice. Notice will be either the statutory or contractual period, whichever is the greater. (Appendix H Standard Letters DISCP 11 or DISCP 12)

Before deciding to make a payment in lieu of notice, consideration should be given to the circumstances. It may be more appropriate for the employee to work the period of notice rather than receive payment in lieu. There must be a valid reason why the manager does *not* want the employee to work out their notice period. An example of this may be: -

An employee is being dismissed as a result of their unacceptable performance. The manager may feel that it would be inappropriate for the employee to remain on the premises if they have access to computer records. In these circumstances they would be dismissed with immediate effect and appropriate payment in lieu of notice.

8.2.7 Dismissal without Notice

When an employee is summarily dismissed without notice on the grounds of gross misconduct, no payment will be made in lieu of notice, however there will be entitlement to payment of accrued annual leave based on the statutory minimum (pro-rated where appropriate). (Appendix H Standard Letters DISCP 13)

If an employee is dismissed with immediate effect, they should be accompanied by a member of management to collect personal belongings and escorted from the premises. All Council property should be reclaimed, keys, identification badge, flexi-card etc.

8.3 Time Limits for Disciplinary Action

Disciplinary action will be recorded and be admissible against further breaches of discipline, misconduct or poor performance for the undernoted periods of time, effective from the date of the letter confirming the outcome of a disciplinary hearing.

Level of Action	Time Limit (Months)*
Oral Warning	6 Months
Written Warning	6 Months
Final Written Warning	12 Months
Final Written Warning & Punitive Action (demotion, reduction in grade, suspension of an increment, suspension without pay)	12 Months for final written warning (time limit on punitive action as deemed appropriate)

8.4 **Taking Disciplinary Action**

8.4.1 Following the hearing, once a decision has been reached, the Disciplining Officer should recall the employee, their representative and manager to advise of the outcome. Before notifying the decision, the disciplining officer should summarise: -

- The case presented by the management side and the employee's response
- The Disciplining Officer's view of the case, including an assessment of any facts in dispute and their conclusions
- Issues taken into account when reaching the decision: -
  - The severity of the allegation/misconduct
  - Any existing disciplinary record
  - The employee's position and length of service
  - Any mitigating circumstances
- The action being taken and the time limit which applies.
- To whom the employee may appeal and the time limit for submitting an appeal. An appeal against punitive disciplinary action, a warning issued by a Director /nominated senior officer or a final warning in the case of a teacher, is heard by the Appeals Panel.

8.4.2 It is the responsibility of the Disciplining Officer to ensure that the employee is clearly told the required level of improvement in their conduct or performance and over what period of time this is expected. The employee must also be made aware of the next stage in the process if this is not attained.

Remember that the purpose of discipline is to encourage improvement so further discussions may be required together with a strategy to assist/support the employee to reach the required standard.

8.4.3 Employees will be advised in writing of the disciplinary sanction and the reason for it, any improvements expected, the availability of appropriate support to achieve and maintain the improvement and the consequences of further misdemeanour.

8.4.4 All disciplinary action will be recorded in writing and remain in the employee's personal file during the period of the currency of the warning together with any relevant records which relate to the disciplinary action.

8.4.5 After the appropriate period of time, the warning will not be held against an employee in any further incident except where the employee's conduct is satisfactory for the period that the action is in force only to become unsatisfactory shortly thereafter, or where a pattern of behaviour like this emerged and there is evidence of abuse. In such circumstances the employee's disciplinary record should be borne in mind in deciding the level of any future action.

8.5 Follow Up

8.5.1 The Incident Report Form (DCP REP 1) should be completed by the disciplining officer.

All documentation and correspondence must be collated, forwarded to Human Resources and filed in the employee's personal file for future reference. This should include: -

- A copy of the submissions;
- Copies of correspondence relating to the disciplinary hearing;
- Copy of the written confirmation of disciplinary action taken;
- The completed Incident Report Form.

8.5.2 In circumstances where an employee is registered with an outside body such as the GTCS or SSSC, is dismissed or there are circumstances surrounding the misconduct which give rise to concern about the employee's registration, the Council is required to make a formal notification to the appropriate body. The employee will be advised of this in the letter confirming disciplinary action. There may also be notification requirements under the Protection of Children (Scotland) Act 2003. In any of these circumstances described above, Human Resources must be kept informed so as formal notifications can be arranged.

8.6 Prevent Recurrence

It is important to prevent any recurrence of the situation. The Disciplining Officer should advise the employee's manager and Human Resources of:

- Any management issues which became evident during the hearing e.g. the need to clarify operating systems/procedures, introduce/review training, and review supervision arrangements.
- Any support/assistance identified as being required to enable the employee to reach/maintain the required standard of conduct or performance.

9. PARTICULAR CASES

9.1 Criminal Offences

9.1.1 An employee should not be dismissed or otherwise disciplined solely because they have been charged with or convicted of a criminal offence. What needs to be considered is whether the employee's conduct warrants action because of the implications for their employment. The Council's Code of Conduct states that any employee convicted of a criminal offence must advise their Head of Service immediately. However, if an employee fails to inform their Head of Service, this in itself may lead to disciplinary action being considered.

9.1.2 Where it is thought that the conduct warrants disciplinary action, the following should be considered:

- The matter should be investigated as far as possible to enable a view to be reached

on whether the disciplinary procedure needs to be instigated. Where the conduct requires prompt attention, the manager need not wait for the outcome of any prosecution before taking fair and reasonable action.

- Where an employee charged or convicted of a criminal offence, refuses or is unable to co-operate with disciplinary investigations or proceedings, this should not deter any action being taken. The employee should be advised in writing that unless further information is provided, a disciplinary decision will be taken on the basis of the information available that could result in dismissal. Any decision taken needs to be reasonable in the circumstances.

9.1.3 Given the particular circumstances, it may be necessary to consider:

- Redeployment to other duties or to another location pending the outcome of the criminal proceedings;
- Removal from the workplace with pay pending an investigation;
- Disciplinary proceedings.

Further advice should be sought from Human Resources.

9.2 Absence

Absence from work will normally be dealt with under the Council's policy on "Maximising Attendance". Managers must be aware of the various support mechanisms available to employees and should take steps to ensure that this is offered at the earliest opportunity. They should deal immediately, fairly and sensitively with their employees when they are ill and provide support to encourage attendance.

Following each absence, managers should conduct a Return to Work interview. On return from a third period of absence, or earlier as is appropriate, an Attendance Review Meeting should be arranged to agree targets and actions required. Further absences should be reviewed and where there is an unacceptable level of short term persistent absences and no underlying health problem, action in terms of the disciplinary procedures considered.

If there is there is a breach of the Council's absence reporting procedures, then the matter should be treated as a conduct issue and dealt with appropriately.

9.3 Dealing with Addiction

The Council has a policy to help employees experiencing addiction problems which is detailed in Appendix F.

Addiction includes alcohol, drug, solvent abuse, gambling or any other recognised addiction which interferes with an employee's conduct or performance whilst at work.

Information about the existence of an addiction problem might emerge during a disciplinary hearing or be provided as mitigating circumstances. The Disciplining Officer must conclude the hearing, assess the evidence and reach a view as to what action to take, if any. The existence of an addiction problem will form part of the evaluation of the level of action that is appropriate. The Disciplining Officer should advise the employee of the outcome of the hearing, and if appropriate can decide to hold any action in abeyance pending the employee's satisfactory referral under the Addiction Programme. The disciplinary action remains in abeyance for the duration of the warning e.g. 6 months for a warning. Should the employee not comply with the addiction programme, the hearing will be reconvened and the warning imposed.

The employee will be expected to comply with the recovery programme for example in the case of an addiction to alcohol by attending regular counselling sessions and abstaining from alcohol. During the period of referral, their line manager will provide support but will also be expected to monitor the employee's general conduct including work performance, attendance and timekeeping. Regular meetings should be held with the employee to discuss progress, and identify any areas where improvement is required at an early stage when intervention would be most effective.

9.4 When an Employee Raises a Grievance

Where an employee raises a grievance prior to or during the disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the discipline and grievance cases are related, it may be appropriate to deal with both issues concurrently. In these circumstances advice should be sought from Human Resources.

9.5 Use of Social Media

9.5.1 Social media refers to online platforms and technologies that enable users to create, share, and interact with content, and to connect and communicate with others. These platforms facilitate the exchange of information, ideas, interests, and expressions through virtual communities and networks. Whilst this is not an exhaustive list, examples of social media platform are Facebook, Instagram, Snapchat, TikTok, WhatsApp, LinkedIn, YouTube, Twitter and Pinterest.

The Council understands that Employees have the right to express themselves freely when using social media, however, employees must take care not to undermine the Council's reputation at all times. Therefore, employees should be aware that posting certain information or comments in regard to South Ayrshire Council, even in their own time and using their own equipment, may be in breach of the Council's IT Acceptable Use Policy, the Code of Conduct or other Council policies which may result in disciplinary action up to and including Dismissal.

When communicating, posting or agreeing to comments electronically, employees should consider the impact this may have on their job or their colleagues, clients, service users or customers. If employees identify themselves as employees of South Ayrshire Council, they must not act in a manner which could bring the Council into disrepute or affect colleagues, clients, service users or customers.
Examples of unacceptable and inappropriate online activity and use of social media include (but not restricted to):

- Posting of or distributing by email, offensive or defamatory comments in relation to any employee, including management, colleagues, or service users, of the council, service user, customer, or elected member;
- Comments that may be considered as discriminatory, harassment, bullying, or victimisation;
- Language or comments used in a discriminatory or defamatory way;
- Using photographs or video footage of an employee or service user of the Council without their permission;
- Disclosure of personal, sensitive, or confidential information gained during your employment without authorisation (unauthorised disclosure could constitute misconduct/gross misconduct in accordance with the council's disciplinary procedures);

- Posting comments, content, media, or information that could bring the Council into disrepute;
- Indecent, violent, or offensive behaviour while working on behalf of the council, including the viewing, downloading, and/or circulation of offensive or sexually explicit material;
- Harassment, bullying, discrimination, intimidation, or victimisation against any individual(s) while working on behalf of the council or which can be connected to work by bringing the name of the Council into disrepute;
- Behaviour during working hours and outwith hours which brings the name of the Council into disrepute.

The extent to which such information or images shall be regarded as meeting any of the above descriptions shall be judged in terms of the likelihood of the employee's comments causing harm or distress, the scale of any harm, and the implications of such harm, whether physical, psychological, financial, reputational, or commercial or illegal.

There are other areas which may be deemed to be unacceptable use therefore employees are not permitted to:

- Post or send confidential pupil, client or service user information which may breach the Data Protection Act 2018 or the General Data Protection Regulation. Consult your manager if you are unsure;
- Communicate with employees, clients, pupils or service users (whether as friends on Social Networking sites or otherwise) in a way that could be deemed inappropriate, unprofessional or potentially breach confidence and trust;
- Correspond with clients, pupils or service users from personal email accounts in a way that could be deemed inappropriate;
- Publish unfounded statements about another person which could damage their reputation or working relationships;
- Use the Council's logo unless authorised and only for business related purposes;
- Make use of any confidential information gained through your work with the Council.

9.5.2 **Cyber Bullying**

Cyber-bullying is when someone or a group of people use a mobile phone or the internet to send or post text or images which may be offensive, intimidating, malicious, humiliating or insulting towards an individual or group of employees. Cyber-bullying can take many forms, for example:

- Someone continually sending messages after being asked not to;
- Sending messages that are threatening or upsetting;
- Setting up profiles on Social Networking sites with the sole purpose of making fun of someone;
- Posing as someone else for the purposes of publishing material in their name to cause offence, ridicule or humiliate others.

Inappropriate online behaviour, such as cyberbullying, can result in disciplinary action up to and including Dismissal. However, it can also result in criminal action or, in some instances, civil action brought by others. Employees should also be aware that in circumstances where their behaviour is unlawful (i.e., a hate crime incident, such as sectarianism, racism, or homophobia), the matter will be referred to the Chief Executive who in conjunction with the Chief HR Officer and Chief Governance Officer, will report the matter to the Police.

10. APPEALS

10.1 Right of Appeal

Employees will be advised in writing of their right of appeal against all levels of disciplinary action imposed and the process and timescales to be followed to submit an appeal. Appeals against disciplinary action will not be heard by the same person who implemented the action in the first place and any appeal should normally be heard by a more senior officer than the disciplining officer.

The following table outlines ***as an example,*** the appropriate level at which appeals may be heard:

Level of Warning	Imposed by	Appeal Heard by
Oral warning	Supervisor and above	Co-ordinator/Service Manager
Written warning	Supervisor and above	Co-ordinator/Service Manager
Final Written Warning	Co-ordinator and above	Service Manager/Head of Service
Final Written Warning & Punitive Action (demotion, transfer or suspension of an increment)	Co-ordinator and above	Appeals Panel
Dismissal	Service Manager and above	Appeals Panel

10.2 Time Limits for Submitting an Appeal

If an employee considers the disciplinary action taken to be unfair, an appeal may be submitted in writing, preferably though a trade union within 14 days of receipt of notification of the decision of the disciplinary hearing.

10.3 Appeal Hearing at Directorate Level

Appeals against oral, written and final written will be heard as soon as possible at Directorate level and normally within 28 days of receipt of the application.

The employee must be advised in writing of the arrangements for hearing the appeal, including the right to representation should they wish someone to be present. Representation will be by a trade union representative or work colleague only and it is the responsibility of the employee to ensure the presence of their representative should they wish someone to be present.

Reasonable notice should be given to allow for preparation by the employee or the employee's representative where appropriate.

The procedure followed will be the same as for the Appeals Panel (reference Appendix E).

The officer hearing the appeal may vary the disciplinary action previously taken but in no instance can the previous disciplinary action imposed be increased.

Written confirmation of the decision will be issued within 7 days of conclusion of the appeal hearing.

Following an appeal should any disciplinary action be revised, the employee will be notified accordingly and records amended. If an appeal is successful and the original disciplinary sanction is withdrawn all references to the case will be removed from the employee's personal file.

Appeals against warnings will be concluded within the relevant Directorate with two exceptions:

- Where a warning has been issued by a Director/nominated senior officer, the appeal will be heard by the Appeals Panel; and
- Where a Director has been involved in the decision to take disciplinary action against an employee within that Directorate the appeal will be heard by another Chief Officer nominated by the Chief Executive.

10.4 **The Appeals Panel**

Appeals against Punitive Disciplinary Action or against a Warning issued by a Director/nominated senior officer should be submitted in writing and preferably through a trade union, for hearing by the Appeals Panel. Appeals will be dealt with as soon as possible and normally within 28 days of receipt of the application.

The role of the Appeals Panel is to consider the case before it by reviewing and providing an independent assessment of the case. Members are required to hear, question and assess the evidence submitted from either side to reach a view which might be to uphold, reject or vary the previous decision taken by the officers within the department.

The employee must be advised in writing of the arrangements for hearing the appeal, including the right to representation. Normally representation at an Appeals Panel will be by a trade union representative or work colleague only. However, in certain limited cases an employee may be permitted to legal representation. Legal representation may be appropriate where the disciplinary action could have implications for their general employability through registration or de-registration with a professional body. If legal representation is requested this must be agreed with the Chair of the Appeals Panel at least 7 days prior to the date of the Hearing. In all cases, it is the responsibility of the employee to ensure the presence of their representative.

Together with the written notification of lodgement of the appeal, the employee or their representative should specify the grounds for the appeal and may include a brief statement of the case to be made, together with supporting documents.

The management representative shall also be invited to submit a brief statement. This should be submitted within 14 days of the date of the appeal hearing.

At least 7 days' notice of the Hearing of the Appeals Panel will be given to the parties involved and will include copies of any papers submitted by the parties.

In exceptional circumstances, if either side intends to submit or refer to any further documentary evidence, then this should be submitted to Chief Governance Officer no later than 3 days prior to the Hearing. Committee Services will ensure, where

practicable, that copies are available at the Hearing and that parties are notified of the intention to submit or refer to this further documentary evidence.

Details of the procedures adopted by the Appeals Panel will be supplied to the appellant(s) and their trade union representatives. These are set out in Appendix E.

Should the appellant fail to appear on the set date, the Appeals Panel will dismiss the appeal unless, within 7 days prior to the date of the hearing, the appellant has provided, in writing, acceptable reason why the Panel should not do so.

Where an Appeals Panel decides to revise the original disciplinary action the employee will be notified accordingly and records amended.

11. DISCIPLINARY PROCEDURES FOR CHIEF OFFCIALS AND THE CHIEF EXECUTIVE

11.1 Disciplinary Procedures for Chief Officials

11.1.1 The Chief Executive will be responsible for all matters affecting the discipline of Chief Officials, but is recommended that, where formal disciplinary action is contemplated, they should consult with senior elected members.

11.1.2 Investigation

In circumstances where a Chief Official is suspected of misconduct or unsatisfactory work performance, the Chief Executive will carry out, or arrange for, an investigation to establish the facts. Depending on the circumstances, and to assist with the investigation, the Chief Official may be suspended on full pay, pending completion of the investigation.

11.1.3 Disciplinary Hearing

In all circumstances where disciplinary action is being considered, the Chief Executive, at the earliest opportunity, will interview the Chief Official, having advised him/her in advance of the purpose of the interview. At this interview the allegations will be put to the Chief Official, who will be given the opportunity to explain or defend himself/herself. This may be done personally or with the assistance of a representative of their choice.

The Chief HR Officer will be present as an adviser at all disciplinary interviews.

11.1.4 Disciplinary Action

Where a situation arises in relation to a Chief Official's work performance or conduct and it is considered that some form of disciplinary action should be taken, the Chief Executive will take the necessary action which may include a warning, final warning, suspension without pay, demotion, reduction in salary or dismissal.

Any disciplinary action imposed will be confirmed in writing by the Chief Executive. The letter will specify the reason for the disciplinary action, its extent, the consequences for the Chief Official of further misconduct, the right of appeal and the nominated official to whom the appeal should be submitted. The letter will be delivered to the Chief Official by hand, or by post using recorded delivery.

11.1.5 Appeals

If the Chief Official wishes to appeal, they should do so in writing to the Chief HR Officer within 14 days of receipt of notification of the disciplinary action taken.

If they are a member of a recognised trade union, the appeal should be submitted through the trade union acting on the official's behalf.

On receipt of the letter intimating an appeal, the Chief HR Officer, through the Chief Executive, will call a meeting of the appropriate Appeals Panel. Where possible, this meeting should be convened within 28 days of an appeal being submitted, although this timescale may be varied with the agreement of both parties.

Any appeal should be heard in accordance with the procedures laid down for the Appeals Panel, all such meetings of the Appeals Panel shall be taken in private session.

11.2 Disciplinary Procedures for the Chief Executive

11.2.1 Investigation

Where disciplinary action is contemplated against the Chief Executive, it is recommended that investigation of the matter should be carried out by a special Sub-Committee of the Council, with the Chief HR Officer acting as an adviser. Where it is considered necessary, the Chief Executive should be suspended on full pay, prior to the investigation commencing. This course of action will be intimated to the Chief Executive at a specially convened meeting of the appropriate Panel and be confirmed in writing to the Chief Executive by the Chief HR Officer.

11.2.2 Disciplinary Hearing

On completion of the investigation, the Chief Executive will be called to the special Panel acting as a disciplinary body, at which time the Chief Executive will be advised of the findings of the investigations and given the opportunity to comment thereon. Thereafter, the Chief Executive will be advised of the course of action which will be taken. The Chief Executive may be accompanied by a representative if they so wish. Any disciplinary action taken will be confirmed to him/her in writing by the Chief HR Officer.

11.2.3 Appeal by the Chief Executive against Disciplinary Action

Any appeal by the Chief Executive, should be submitted in writing to the Chief HR Officer within 14 days of receipt of notification of the disciplinary action taken.

The appeal will be heard by a special Panel of the Council with delegated authority to dispose of the appeal. This Panel will exclude any member of the investigating disciplinary Committee and appeals will normally be heard within 7 days of being submitted.

DISCIPLINARY PROCEDURES – INCIDENT REPORT FORM / RECORD SHEET (DCP REP1)

Note: If completing by hand, please do so *clearly* and in *black ink.* If you require assistance in completing this form please contact Human Resources.

SECTION A

To be completed by the employee's Supervisor or Manager as soon as possible following an incident, and *before* the disciplinary hearing.

EMPLOYEE DETAILS			
Name:		Directorate:	
NI Number:		Service:	
Date of Birth:		Designation:	
Home Address:		Work Location:	
Phone (Home):		Phone (Work):	
Date entered service:		Grade/Level:	
Trade Union details:			

BRIEF DESCRIPTION OF ALLEGED OFFENCE/INCIDENT:

SECTION A - CHECKLIST:	
Has the employee been advised of potential disciplinary hearing and advised of their rights?	☐ Yes ☐ No
Person Reporting Alleged Offence/Incident: (Investigating Officer)	Name: Designation:
Having considered the alleged offence/incident, do you wish to continue to a formal disciplinary hearing?	☐ Yes ☐ No If *YES* move to Section B
Person taking this decision: (Disciplining Officer)	Name: Designation: Date:

SECTION B

To be completed *prior* to the date of the disciplinary hearing.

SUMMARY OF PREVIOUS UNEXPIRED DISCIPLINARY ACTION				
Disciplinary Action	Yes/No	Date Issued	Expiry Date	Details
Oral Warning				
Written Warning				
Final Written Warning				
Suspension without Pay				
Demotion				
Reduction in Grade				
Withheld Increment				

Note: This summary should only be taken into account when deciding on the severity of the action to be taken. The current incident under investigation should be judged on its own merits.

SECTION B – CHECKLIST:	
Has standard letter calling employee to the disciplinary hearing been issued?	☐ Yes ☐ No
Details of Disciplinary Hearing:	Date: Time: Disciplining Officer: HR Representative:
If the employee is a TU representative has the Full Time Official been advised?	☐ Yes ☐ No
Person taking this decision: (Disciplining Officer)	Name: Designation: Date:

Note: Sections A and B must be completed prior to the start of the disciplinary hearing and if requested the information contained therein should be made available to the employee.

SECTION C

To be completed during / immediately following the disciplinary hearing.

REPRESENTING MANAGEMENT			
Name:		Designation:	

ACCOMPANYING EMPLOYEE / REPRESENTATIVE			
Name:	T.U./Other:	Address:	Tel No:

DETAILS OF ALLEGED OFFENCE / INCIDENT

EXPLAINATION OFFERED BY EMPLOYEE

MITIGATING CIRCUMSTANCES

WITNESSES CALLED AT DISCIPLINARY HEARING			
Name:	**Status:**	**Address:**	**Tel No:**

STATEMENT SUBMITTED			
Name:	**Status:**	**Address:**	**Tel No:**
Note: Statements must be attached to this form.			

SECTION D

NON PUNITIVE ACTION	Tick	PUNITIVE ACTION	Tick
No action		Suspension Without Pay	
Counselling		Demotion	
Addiction Referral		Reduction in Grade	
Oral/Warning		Withhold Increment	
Written Warning		Dismissal with Notice	
Final Written Warning		Dismissal without Notice	
Detail:			

DATE EMPLOYEE ADVISED IN WRITING	

Notes:

a) If no disciplinary action is taken then advise employee accordingly
b) If disciplinary action is taken then issue employee with appropriate letter (see Standard Letters)
c) In the case of **punitive action** a copy of this completed form, together with a copy of the letter to the employee and any other relevant papers **must** be sent to Human Resources.

DISCIPLINING OFFICER			
Name:		Designation:	
Work Tel:		Work Location:	
Date:		Signature:	

Note: when completed, please store securely in employees **personal** file for record purposes.

This form is used for the investigation and recording of an incident which might lead to disciplinary action. It will be securely stored in your personal file where only authorised personnel will have access to it.

SOUTH AYRSHIRE COUNCIL

Fact Finding Report
Date
Area and subject of investigation
Investigating officer(s)

1. Background

Give a summary of the background to the investigation

2. Terms of Reference

The area and extent of the investigation

3. Method of Investigation

Describe the approach taken by the investigating officers e.g. list any witnesses interviewed and areas of records or other evidence sourced.

4. Findings

Set out the findings, supporting them with evidence from witnesses and records, attaching as appendices, copies of documents or records where relevant, and any witness statements. If there is more than one allegation, the findings should address each in turn. This section should be a detailed and balanced analysis of the evidence setting out those areas where information is supported by witness statement or other records.

5. Conclusions

The conclusions should be based on the findings as set out above. There should be no 'surprises' at this point in that the evidence and arguments will have already been presented in detail.

APPENDIX C

PROCEDURES FOR INVESTIGATIONS INTO PROFESSIONAL CONDUCT, COMPETENCE, ETC.

Situations could arise whereby it may be appropriate to have an agreed special procedure available which would enable a "Special Investigation" to be undertaken to establish the facts of an incident or complaint prior to any consideration being given to the need for disciplinary action being taken against an employee.

This area mainly concerns professional staff and is related to professional conduct or competence in the carrying out of duties in situations where it is considered advisable to have the matter investigated and a report prepared by officers qualified to do so and who have no direct involvement in the situation or with local management of the employee(s) involved. Where such a move is contemplated, the following procedures will apply:

1. Such a decision will normally rest with the Director or senior nominated officer and they should advise the Chief HR Officer of their wish to have a "Special Investigation" carried out. This may involve Internal Audit and / or Corporate Fraud Team.

2. Having discussed the situation with the Director or senior nominated officer and being satisfied that this is the proper course, the Chief HR Officer (or representative) will convene a meeting with the full-time officer or senior trade union officials of the appropriate trade union(s) together with the Director or senior nominated officer and their support staff.

3. At the meeting, the trade union(s) will be formally advised of the background to the situation and of the reasons for a "Special Investigation" being considered necessary. The union representatives will be advised of the officers nominated to undertake the investigation and asked to nominate their own Liaison Officer.

4. At this stage, the terms of reference and the scope of the investigation should be agreed with the trade union(s) and the procedures set in motion.

5. All employees to be interviewed will have the right to be interviewed in the presence of the nominated Liaison Officer or, if a member of a different union, an official of that union, if they so wish, and the union(s) will be kept advised of the progress of the investigation.

6. At the conclusion of the investigation, a report will be prepared and presented to the Director or senior nominated officer and the Chief HR Officer and arrangements made for the trade union(s) to be likewise provided with a copy.

7. A meeting will then be arranged, attended by the trade union(s) at which the content and the recommendations of the report will be discussed.

8. Where the report clearly indicates that remedial action as opposed to disciplinary action is indicated, then agreement on this should be sought with the union(s) involved and an agreed statement recorded.

9. Where, however, the findings are such as to warrant disciplinary action, then management shall indicate to the trade union(s) the course of action they propose taking and thereafter take the appropriate procedural steps in terms of the Disciplinary Procedures.

10. Thereafter, the normal disciplinary procedures, rights and privileges etc will apply together with the right of appeal, where appropriate.

APPENDIX D

FRAUD, FINANCIAL REGULATIONS AND STANDING ORDERS PROCEDURES

In line with the Council's Anti-Fraud and Anti-Bribery Strategy, this section sets out the procedures to be followed where fraud is uncovered or suspected.

1. All Directors/nominated senior officers, shall make arrangements to ensure that where it is suspected or known that fraud has occurred (i.e. the misappropriation or embezzlement of monies, materials, etc, placed in an employee's charge) or a significant breach of Financial Regulations, the matter shall be reported immediately to them or the Senior Officer nominated by them for the purpose of receiving on their behalf reports concerning suspected or known defalcations or a significant breach of Financial Regulations.

2. Where a Director or nominated Senior Officer, is informed of a suspected or known defalcation or a significant breach of Financial Regulations, they shall immediately contact the Section 95 Officer requesting that an investigation be carried out. The Chief Internal Auditor with reference to the Special Investigation Procedure Internal Audit & Corporate Fraud - Special Investigation Procedure - May 2024.pdf - All Documents (sharepoint.com), will thereafter decide the approach that should be taken (including the requirement for a preliminary investigation), having due regard to the nature and materiality of the suspected fraud and the surrounding circumstances. It may be appropriate or necessary to involve an external expert or organisation to inform or support the special investigation.

3. On the basis of a report on the preliminary investigation from the Chief Internal Auditor, a decision shall be taken by the Director or nominated Senior Officer, in consultation with the Section 95 Officer as to whether or not the employee concerned should be removed from the workplace and found alternative work or suspended with pay pending the results of further investigation.

4. Prior to this decision being implemented, the employee concerned shall be called to an interview (accompanied if wished, by a trade union representative or work colleague) and advised of the reasons for the interview, of the decision to extend the Audit investigation and whether a removal to another work location or suspension with pay is proposed pending the completion of the investigation. (If an employee is to be suspended with pay, the Chief HR Officer must be informed).

5. If, in the course of the investigation, further interviews by Internal Audit and/or Corporate Fraud teams or other Council Officials are required with the employee concerned, the employee must be given the opportunity of being accompanied by a trade union representative or appropriate work colleague.

6. On completion of the investigation, the Section 95 Officer shall prepare a written report.

7. Where disciplinary procedures appear necessary, the Section 95 Officer shall advise the Director/nominated senior officer concerned and Chief HR Officer.

8. The Section 95 Officer and Chief HR Officer shall consult jointly with the Chief Executive on all cases of defalcation or a significant breach of Financial Regulations and advise the Chief Executive in writing on what further action they consider should be taken.

9. At the conclusion of the investigation when the findings are known and the required consultations between the Chief Executive, the Section 95 Officer and the Chief HR Officer have taken place, the employee concerned shall be called to a further interview

by the Director or the nominated Senior Officer, and advised of the broad nature of the findings and of the proposed course of action (e.g. a return to place of work and normal working, or disciplinary action).

10. In the event of disciplinary action being contemplated, the employee shall be given written information on the broad nature of the findings of the investigation. Thereafter, the employee shall be called to a disciplinary interview by the Director (or nominated Senior Officer) and may be accompanied if so wished by a trade union representative or appropriate work colleague.

11. At this disciplinary interview, the employee should be given an opportunity to answer the case before any decision is taken and thereafter the normal disciplinary procedures shall apply.

12. In cases of significant breaches of Standing Orders, the Council's Monitoring Officer should be kept fully informed. Breaches of Standing Orders that may involve financial irregularities would be investigated by applying the above procedure. Other significant breaches of Standing Orders will be investigated following the procedure for the investigation into professional conduct.

Please note:
No approach is to be made to the Police regarding defalcation except by the Chief Executive or other person acting on the Chief Executive's authority.

APPENDIX E

PROCEDURE TO BE FOLLOWED AT HEARING OF AN APPEAL AGAINST PUNITIVE DISCIPLINARY ACTION

1. There may be present at all times, the appellant, their representative and the Directorate representative.

2. A person or persons acting in an advisory capacity only to the appellant their representative or to the Directorate representative, may also be allowed to be present at the hearing provided such persons are made known to the Appeals Panel prior to the case commencing.

3. The Directorate representative will put forward its case in the presence of the appellant and their representative, and call such witness(es) as may be required.

4. The appellant's representative or the appellant (if not represented) will have the opportunity to ask questions of witnesses called by the Service.

5. The members of the Appeals Panel will then have the opportunity to ask questions of the witness.

6. The Directorate representative will have the opportunity to ask further questions to clarify points arising from questions from the appellant's representative and members of the Appeals Panel.

7. The appellant or their representative will put their case in the presence of the Directorate representative and may call any witnesses required.

8. The Directorate representative will have the opportunity to ask questions of any witnesses called by the appellant or their representative.

9. The members of the Appeals Panel will then have the opportunity to ask questions of the appellant's representative, the appellant or any witnesses called.

10. The appellant or their representative will have the opportunity to ask further questions of the witness, to make points of clarification arising from questions from the Directorate representative and members of the Appeals Panel.

11. The Directorate representative followed by the appellant or their representative will have the opportunity, if they wish, to sum up their case introducing no new material.

12. The Directorate representative, the appellant and their representative and any advisers if present, will then withdraw.

13. The Appeals Panel in the presence of the officer(s) appointed to assist the Panel, will then deliberate in private, only recalling if necessary the Directorate representative, the appellant and their representative to clarify points of uncertainty on evidence already given. If recall is necessary, **both** parties have to return even if only one of the parties is required to clarify any point.

14. The Appeals Panel will recall the Directorate representative, the appellant and their representative and announce its decision on the appeal which will be confirmed in writing.

Under the Council's Scheme of Delegation, the Appeals Panel is authorised to uphold

or reject appeals against disciplinary action or to order the varying of the disciplinary action taken. The form of the decision to be announced by the Appeals Panel will be one of the following as appropriate.

(1) That the grounds of the appeal have been substantiated and the appeal be upheld.

(2) That the grounds of the appeal have been substantiated in part and the appeal is upheld to the extent that .....

(3) That the grounds of the appeal have not been substantiated and the appeal is not upheld.

PROCEDURES FOLLOWING THE HEARING OF A DISCIPLINARY APPEAL

1. The Chief Governance Officer (or appointee) will give the parties written confirmation of the decision taken by the Appeals panel. This will be in writing within 7 days of the hearing at which the decision was taken.

2. An employee shall be entitled to request written reasons for the decision by writing to the Chief Governance Officer within 14 days of the notification of the decision.

3. If such a request is received, the written reasons shall be given within 14 days of the receipt of the request.

Please Note:

Where the decision of the Appeals Panel is to vary the disciplinary action to a period of unpaid suspension, the duration of the suspension will be a matter for the determination of the Appeals Panel at its complete discretion having due regard to the circumstances of the case.

Where the grounds of an appeal against dismissal have been substantiated in part and the Appeals Panel varies the disciplinary action previously taken to action other than dismissal, the appellant shall be deemed to have been reinstated to the employ of the Council with effect from the date of the dismissal.

APPENDIX F

PROCEDURES FOR DEALING WITH ADDICTION PROBLEMS

The following information and procedures outlined below, apply equally to alcohol related problems, drug related problems, solvent abuse, gambling and other recognised addictions which interfere with an employee's health and/or work capability.

Employees who come to notice through normal disciplinary procedures or as the result of a decision by the Appeals Panel as possibly having an addiction problem will be offered the opportunity to seek diagnosis and treatment, if necessary, from the appropriate agencies approved by the Council.

Further information is available in the Council's Addiction Policy, here Supporting Employees in Managing Addiction.docx (sharepoint.com).

Those employees who:

- decline to accept the offer of referral for diagnosis and/or help and treatment;
- discontinue a course of treatment before its satisfactory completion;
- continue to return unsatisfactory levels of work performance and attendance;

will be subject to the normal and recognised disciplinary procedures.

Where an employee has work capability problems, the cause of which is known or suspected to be addiction related and where disciplinary measures have been applied or are indicated, the following procedures will apply:

1. The Head of Service (or nominated senior officer) will interview the employee in the normal course of endeavouring to rectify work performance, in the presence of a trade union representative or work colleague, if the employee so wishes.

2. The Head of Service (or nominated senior officer) will offer referral to Occupational Health through Human Resources.

3. Occupational Health Referral can be carried out as an alternative to taking disciplinary action OR, dependant on the nature of the misconduct, after disciplinary action has been applied.

4. If the employee accepts the offer of a referral to Occupational Health, the Head of Service (or nominated senior officer) will arrange a referral through Human Resources.

   Occupational Health have responsibility to progress all addiction related problems in the most appropriate way depending on the support needs of the employee's individual case. This may include referral to appropriate external support agencies or a medical examination.

5. If an employee rejects the offer of referral, the next stage of the disciplinary procedures will be applied.

6. Occupational Health will issue a report confirming whether or not an addiction problem is confirmed. Occupational Health will be aware of this via the external support agencies put in place and a report will be sent through Human Resources to the Head of Service (or nominated senior officer).

   If an addiction problem is confirmed, Human Resources will obtain the co-operation and agreement of the employee's department regarding any required absence from

work. This could include attending appointments and/or to accommodate any other appropriate support. Where the employee co-operates and accepts the help and treatment prescribed and returns to an acceptable level of work performance and attendance the problem is then resolved.

If an addiction problem is confirmed and the employee does not co-operate with the support mechanisms put in place Occupational Health will be notified and in turn, via Human Resources, will refer the employee back to the Head of Service (or nominated senior officer).

If an addiction problem is not confirmed, the employee will be referred back to the Head of Service (or nominated senior officer) and the next appropriate stage of the disciplinary procedures applied.

7. If work performance and attendance problems continue or recur, a decision will be taken as to whether the employee should be sent for further treatment or if the next stage of the disciplinary procedures should be applied.

APPENDIX G

MANAGING PERFORMANCE – HOW TO DEAL WITH ISSUES OF POOR PERFORMANCE

Performance review meeting held – discuss job remit, standards of performance, levels of competence, conduct, manager's expectations

CONSIDER - IS PERFORMANCE AN ISSUE OF CAPABILITY?

Please refer to the Council Capability Policy here - Capability policy - The Core (south-ayrshire.gov.uk)

CONSIDER - IS PERFORMANCE AS ISSUE OF CONDUCT?

Discuss and agree performance improvement measures, set SMART objectives and set an appropriate review period, this should be confirmed in writing to the employee.
If the performance problem is related to disability, consult Human Resources for guidance

REVIEW – IF THERE IS NO PERFORMANCE IMPROVEMENT

Performance review meeting held – allow employee to offer an explanation if failing to perform to the required standard, consider other appropriate measures to assist the employee

POOR PERFORMANCE CONTINUES ALL OTHER OPTIONS ARE EXHAUSTED

* If continued failure to improve then instigate disciplinary action on grounds of conduct, action taken should be within the range of reasonable responses for the type of misconduct.

EMPLOYEE – RIGHT TO APPEAL

* Please note the employees has the right to be accompanied/represented at disciplinary stages of the above procedure

APPENDIX H

INDEX TO STANDARD LETTERS

The following letters are for general guidance only and will require minor adjustment to take account of individual circumstances.

Performance Improvement:	Letter to employee confirming performance improvement measures
Fact Finding 1:	Letter advising employee who is the subject of an investigation
Fact Finding 2:	Letter to employee who is a witness to an investigation
Fact Finding 3:	Letter to employee advising of Special Investigation
Sign off statement:	Cover letter and sign off sheet for fact finding interview statements
DISCP 1	Letter advising employee of removal from the workplace on Full Pay pending Investigation
DISCP 2	Letter advising employee of extension to period of removal from the workplace on Full Pay
DISCP 3	Letter calling employee to Disciplinary Hearing
DISCP 4	Letter advising employee of Oral Warning
DISCP 5	Letter advising employee of Written Warning
DISCP 6	Letter advising employee of Final Written Warning
DISCP 7	Letter advising employee of period of Suspension without Pay
DISCP 8	Letter withholding increment
DISCP 9	Letter advising of Reduction in Grade
DISCP 10	Letter advising of Demotion
DISCP 11	Letter advising of Dismissal with Pay in Lieu of Notice
DISCP 12	Letter advising of Dismissal - Notice to be worked
DISCP 13	Letter advising of Summary Dismissal
DISCP 14	Addiction Clause
DISCP 15	Letter Calling employee to Appeal Hearing
DISCP 16	Letter advising employee of Outcome of Appeal - Appeal not upheld
DISCP 17	Letter advising employee of Outcome of Appeal - Appeal upheld in part
DISCP 18	Letter advising employee of outcome of Appeal - Appeal upheld

Performance Improvement: Letter to employee detailing performance improvement measures

Dear (insert name)

PERFORMANCE IMPROVEMENT

I refer to the meeting which was held on (insert date), regarding XXXXX.

Following this discussion, I would confirm that the *conduct or performance improvement expected is as follows XXXXXX, and it is expected that this improvement will take place (insert timescale) and thereafter on an ongoing basis.

Appropriate training and support will be provided as follows XXXXXX.

I will meet with you again on (insert date) at (insert time) in (insert location) to review progress.

Yours sincerely,

Manager

Copy: Personal file

Fact Finding Letter 1: Letter to employee who is subject of investigation

PRIVATE AND CONFIDENTIAL

Dear (insert name)

FACT FINDING INVESTIGATION

I write to confirm that an investigation is being undertaken into the following matter: xxxxxxx.

I am therefore writing to ask you attend a fact finding interview on (insert date) at (insert time) in (insert location) at which you will be given the opportunity to respond to the allegation and to provide any information or names of witnesses who can support your case. Your trade union representative or work colleague may accompany you at the interview. It would be helpful if you would confirm both your attendance and the name of anyone accompanying you at the interview.

On completion of the investigation a report will be prepared for the Disciplining Officer to consider. You will be advised in due course of the outcome of the investigation and of any further proceedings which the Council may wish to instigate.

Yours sincerely,

Manager

Copy: Line Manager
Trade Union (as appropriate)

Fact Finding Letter 2: Letter to employee who is a witness to an investigation

Dear (insert name)

FACT FINDING INVESTIGATION

I write to confirm that I would like you to attend an interview with (insert name) from (insert service/Directorate) on (insert date) at (insert time) in (insert location).

The purpose of the interview is to seek your assistance with regard to an ongoing investigation and would confirm that you are not the subject of the investigation.

If you would find it helpful, a trade union representative or work colleague may accompany you. The interview should take approximately xxxxx and I would ask that you treat this request as confidential. Your line manager has been advised and will arrange appropriate time off for you to attend.

Please confirm with (insert name) that you are able to attend the meeting at the above noted time.

Yours sincerely,

Manager

Copy: Line manager
Trade Union (as appropriate)

Fact Finding Letter 3: Letter advising employee of special investigation

Dear (insert name)

Special Investigation into (insert detail)

As you are aware from your meeting on (insert date) with (insert name and job title), a Special Investigation under the Council's Disciplinary Procedure is being undertaken by (insert name) into the following matters:

a) Insert detail
b)
c)

I am therefore writing to ask you to attend a fact finding interview on (insert date) at (insert time) in (insert location), where you will be interviewed to ascertain facts and information on the matters detailed above. Your trade union representative or work colleague may accompany you at the interview.

It would be helpful, if you would confirm to (insert name and contact details), both your attendance and the name of anyone accompanying you at the interview.

*****I can also confirm that you will be removed from work during the Investigation and initially this will be for up to (insert number of weeks) i.e. from (insert date) to (insert date), at which point your suspension will be reviewed. Your suspension from duty is with pay and this will not be recorded on your personal record, consequently you have no right of appeal.

Since your removal from work is on full pay you are required to be available for recall to work at any time during your normal working hours. Accordingly, if you fall ill during this period, you must report this to your line manager providing the appropriate fit note from your GP. If you wish to take annual leave during the period of removal, you must seek the approval from your line manager.

On completion of the investigation, a report will be prepared for the Council's Section 95 Officer, detailing the findings. You will be advised in due course of the outcome of the investigation and of any further proceedings the Council may wish to instigate.

Finally, you are advised that you should not contact any potential witnesses to discuss the investigation as it may prejudice the outcome.

Yours sincerely,

Manager

***** Call in paragraph, use if employee being removed from work during investigation

Sign off Statement: Cover letter for fact finding interview statements

Dear (insert name)

INVESTIGATORY INTERVIEW – INTERVIEW RECORD

Please find enclosed two copies of the interview record taken during our investigatory interview held on (insert date).

I would ask that you review the enclosed interview record and respond by either signing and returning or advising of any suggested variations to the document. The second copy is for your retention.

If you wish to provide additional information, please do so by including a clearly marked appendix to the interview record.

Please return your signed copies or suggested amendments to (insert name) by (insert time) on (insert date), at the above address.

I have to advise you that should you fail to respond by the above date then the Investigating Officer will progress the investigation based on the original record issued to you.

***** I can confirm that a copy of the enclosed interview record has also been issued, by email, to your Representative.

Yours sincerely

Manager

***** Call in paragraph, use if appropriate

Sign Off Statement Cover Sheet

INTERVIEW RECORD – date

START TIME: am **FINISH TIME:** pm

PRESENT: **Name**
Name

This is an accurate account of the interview conducted by xxname and name on datexx .

The answers are a note of the responses provided by xxnamexx.

I, xxname and job titlexx, agree that the interview record is an accurate account of the interview that took place on xxdatexx as a result of the investigation into xx brief detail xx :

Signed:	
Name:	
Date:	

DISCP 1 - Letter to employee - removal from workplace pending investigation

Dear (insert name)

REMOVAL FROM THE WORKPLACE ON FULL PAY DURING INVESTIGATION

I refer to the meeting which was held on (insert date). In terms of the Council's Disciplinary Procedures, I have to advise you that you will be removed from the workplace with pay from (insert date) to (insert date).

The reason for your removal, is to enable the department to carry out an investigation concerning XXXXXXXX.

Your removal from duty with pay is a temporary measure which will not be recorded on your personal record, consequently you have no right of appeal.

Since your removal is on full pay, you are required to be available for recall to work at any time during your normal working hours. Accordingly, if you fall ill during this period, you must report this to your line manager in the normal manner providing the appropriate Fit Note from your GP. If you wish to take annual leave during the period of removal, you must seek the approval of your line manager to take leave in the normal manner.

You will be advised in due course of the outcome of the investigation and of any further proceedings which the Council may wish to instigate.

A copy of this letter has been forwarded to the Director (insert Directorate) and to your Trade Union (as appropriate).

Yours sincerely,

Manager

DISCP 2 - Letter to employee - extension to removal from workplace

Dear (insert name)

EXTENSION OF REMOVAL FROM THE WORKPLACE ON FULL PAY DURING INVESTIGATION

I refer to my letter dated (insert date) confirming the decision to remove you from the workplace on full pay from (insert date) to (insert date) to enable an investigation to take place concerning XXXXXXXX.

I have now to advise you that the investigation is not yet complete and consequently you will continue to be removed from duty with pay from (insert date) to (insert date) pending the outcome of the investigation.

Since your removal is on full pay you are required to be available for recall to work at any time during your normal working hours. Accordingly, if you fall ill during this period, you must report this to your supervisor in the normal manner providing the appropriate medical certificates. If you wish to go away on leave during the period of removal you must seek the approval of your supervisor to take leave in the normal manner.

You will be advised in due course of the outcome of the investigation and of any further proceedings which the Council may wish to instigate.

A copy of this letter has been forwarded to the Director (Directorate name) and to your Trade Union (as appropriate).

Yours sincerely,

Manager

DISCP 3 - Letter calling employee to disciplinary hearing

Dear (insert name)

DISCIPLINARY HEARING

In accordance with the Council's Disciplinary Procedures, you are required to attend a disciplinary hearing on (insert date) at (insert time) in (insert location).

The reason(s) for the hearing is/are XXXXXXXXXX.

You will be given the opportunity to explain your views on the allegations. If you wish, you may be accompanied by your Trade Union representative or appropriate work colleague.

*****call in clause: The purpose of the hearing is to decide whether any disciplinary action, up to and including dismissal is appropriate.

****** call in clause: You / your representative should advise me of any written submission you wish to make. A copy of the management submission is enclosed / will be sent to you / your representative prior to the hearing.

You should also advise me of any witnesses you intend to call on your behalf.

It would be helpful if you would confirm both your attendance and the name of anyone accompanying you at the interview.

Yours sincerely,

Manager

*****call in clause use if disciplinary hearing is serious and could lead to the employee's dismissal.

DISCP 4 - Letter confirming oral warning

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I have to confirm that I issued you with an Oral Warning regarding XXXXXXXXXX.

The *****conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale).

This warning will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of six months from the date of this letter, namely until (insert date). Any further complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you.

I have to advise you that the Disciplinary Procedures entitle you to appeal to (insert name) within fourteen days of receipt of this letter if you believe the issuing of an Oral Warning to be unfair in the circumstances. If you choose to appeal, you will be given an opportunity to explain your reasons at an interview with (inset name) at which you may be represented by your Trade Union official or appropriate work colleague.

A copy of this letter has been forwarded to your Trade Union (as appropriate).

Yours sincerely,

Manager

***** use as appropriate

DISCP 5 - Letter confirming written warning

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date)**.** In terms of the Council's Disciplinary Procedures, I am issuing this Written Warning to you regarding XXXXXXX.

The *****conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale).

******Your conduct/work performance has previously given cause for concern and resulted in an Oral Warning being issued to you on (insert date)**.**

This Written Warning will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of six months from the date of this letter, namely until (insert date)**.** Any future complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you.

I have to advise you that the Disciplinary Procedures entitle you to appeal to (insert name) within fourteen days of receipt of this letter if you believe the issuing of a Written Warning to be unfair in the circumstances. If you choose to appeal, you will be given an opportunity to explain your reasons at an interview with (insert name) at which you may be represented by your Trade Union Official or appropriate work colleague.

A copy of this letter has been forwarded to your Trade Union (as appropriate).

Yours sincerely,

Manager

***** Use as appropriate

******Call in paragraph, use if appropriate where disciplinary action is still live

DISCP 6 - Letter confirming final written warning

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I am issuing this Final Written Warning to you regarding XXXXXXXX.

The *****conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale)

******Your conduct/work performance has previously given cause for concern and resulted in an Oral Warning being issued to you on (insert date) and a Written Warning being issued to you on (insert date).

This Final Written Warning will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of one year from the date of this letter, namely until (insert date). Any further complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you which may be dismissal.

*******In addition, as this misconduct is serious verging on gross misconduct, should there be any repetition in the future, this Final Written Warning may be taken into account.

I have to advise you that the Disciplinary Procedures entitle you to appeal to (insert name) within fourteen days of receipt of this letter if you believe the issuing of a Final Written Warning to be unfair in the circumstances. If you choose to appeal, you will be given an opportunity to explain your reasons at an interview with (insert name) at which you may be represented by your Trade Union official or appropriate work colleague.

********A copy of this letter has been forwarded to your Trade Union XXXXXX and to the Chief HR Officer.

Yours sincerely

Manager

*****	Call in paragraph, use if appropriate where disciplinary action is still live
******	Call in paragraph, use if appropriate
*******	Call in paragraph, use if Trade Union Representative attended disciplinary hearing
********	Use if appeal against final warning will be heard by Appeals Sub Committee i.e. warning issued by Director

DISCP 7 - Letter confirming final written warning and punitive action, suspension without pay

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I have to advise you that you have been issued with a final written warning and that you will be suspended from work without pay from (insert date) to (insert date).

The reason(s) for this action is/are XXXXXXXX.

The ***** conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale)

****** Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

The action will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of one year from the date of this letter, namely until (insert date).

Any future complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you which may be dismissal.

******* In addition, as this misconduct is serious verging on gross misconduct, should there be any repetition in the future, this action may be taken into account.

If you consider this action to be unfair in the circumstances you may appeal, in writing and preferably through your Trade Union, within fourteen days of receipt of this letter to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr KA7 1DR, for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

* use as appropriate
** Call in paragraph, use as appropriate where disciplinary action still live
*** Call in paragraph, use as appropriate

DISCP 8 - Letter confirming final written warning and punitive action – withholding increment

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I write to advise you that you have been issued with a Final Written Warning with effect from (insert date) and payment of the increment due to you on (insert date) will be witheld.

The reason(s) for this action is/are XXXXXXX.

The *****conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale)

******Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

This action will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of one year from the date of this letter, namely until (insert date). Any future complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you which may be dismissal.

*******In addition, as this misconduct is serious verging on gross misconduct, should there be any repetition in the future, this action may be taken into account.

If you consider this action to be unfair in the circumstances you may appeal in writing and preferably through your Trade Union, within fourteen days of receipt of this letter, to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr KA7 1DR for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

***** Use as appropriate
****** Call in paragraph, use if appropriate where disciplinary action still live
******* Call in paragraph, use if appropriate

DISCP 9 - Letter confirming final written warning and punitive action - reduction in grade

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I write to advise you that you have been issued with a Final Written Warning and your grade has been reduced from (insert grade/level) to (insert grade/level) with effect from (insert date).

The reason(s) for this action is/are XXXXXXX.

The ***** conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale)

****** Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

This action will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of one year from the date of this letter, namely until (insert date). Any future complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you which may be dismissal.

******* In addition, as this misconduct is serious verging on gross misconduct, should there be any repetition in the future, this action may be taken into account.

If you consider this action to be unfair in the circumstances you may appeal in writing and preferably through your Trade Union, within fourteen days of receipt of this letter, to the Chief Governance Officer, Chief Executives Office, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

* Use as appropriate

** Call in paragraph, use if appropriate, where disciplinary action is still live

*** Call in paragraph, use if appropriate

DISCP 10 - Letter confirming final written warning and punitive action - demotion

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on XXXXXXX. In terms of the Council's Disciplinary Procedures, I write to advise you that you have been issued with a Final Written Warning and demoted from (insert post/grade/level) to (insert post/grade/level) with effect from (insert date).

The reason(s) for the action is/are XXXXXXXX.

The *conduct or performance improvement expected is as follows XXXXXX and it is expected that this improvement will take place (insert timescale)

**Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

This action will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of one year from the date of this letter, namely until (insert date). Any future complaints I receive about your conduct or work performance may result in more serious disciplinary action being taken against you which may be dismissal.

***In addition, as this misconduct is serious verging on gross misconduct, should there be any repetition of this type of misconduct in the future, this action may be taken into account.

If you consider this action to be unfair in the circumstances you may appeal, in writing and preferably through your Trade Union, within fourteen days of receipt of this letter to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

* Use as appropriate
** Call in paragraph, use if appropriate, where disciplinary action is still live
*** Call in paragraph, use if appropriate

DISCP 11 - Letter confirming dismissal (notice to be paid)

Dear (Insert Name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I have to advise you that you will be dismissed from your post of (insert post title) with effect from (insert date).

You will receive a payment of XX weeks' pay in lieu of notice and any outstanding annual leave entitlement.

The reason(s) for your dismissal is/are XXXXXXXX.

*Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

If you consider this action to be unfair in the circumstances you may appeal, in writing and preferably through your Trade Union, within fourteen days of receipt of this letter to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR, for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

* Call in paragraph, use if appropriate where disciplinary action is still live

DISCP 12 - Letter confirming Dismissal – notice to be worked

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I have to advise you that you will be dismissed from your post of (insert post) with effect from (insert date).

The reason(s) for your dismissal is/are XXXXXXXX.

***Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

If you consider this action to be unfair in the circumstances you may appeal, in writing and preferably through your Trade Union, within fourteen days of receipt of this letter to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR, for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

*Call in paragraph, use if appropriate where disciplinary action is still live

DISCP 13 - Letter confirming summary dismissal (gross misconduct)

Dear (insert name)

DISCIPLINARY PROCEDURES

I refer to the disciplinary hearing which was held on (insert date). In terms of the Council's Disciplinary Procedures, I write to advise you that you are being/have been dismissed from your post of (insert post title) in this department with effect from (insert date) on the grounds of gross misconduct.

You will not be entitled to any payment in lieu of notice however you are entitled to accrued annual leave based on the statutory minimum of 28 days pro rata, which includes public holidays already taken.

The reason(s) for your summary dismissal for gross misconduct is/are XXXXXXXX.

***Your conduct/work performance has previously given cause for concern and resulted in a(n) (insert type of warning) Warning being issued to you on (insert date).

If you consider this action to be unfair in the circumstances you may appeal, in writing and preferably through your Trade Union, within fourteen days of receipt of this letter to the Chief Governance Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR, for consideration by the Appeals Panel.

A copy of this letter has been forwarded to the Chief HR Officer and to your Trade Union (as appropriate).

Yours sincerely

Manager

***** Call in paragraph, use if appropriate where disciplinary action is still live

DCP 14 - Add in clause for Addiction issues

However, as you have indicated that you may have an alcohol/drug/gambling/solvent abuse related problem and have accepted the offer of assistance offered by the Council's policy, I am holding the above mentioned disciplinary action in abeyance pending the outcome of your attendance at the appropriate helping agency and satisfactory attendance, conduct and performance at work which will be monitored during your attendance for counselling.

DISCP 15 - Letter to invite employee to Appeal Hearing

Dear (insert name)

APPEAL HEARING

I refer to your letter dated (insert date) appealing against the (insert type of warning) Warning issued to you on (insert date).

I have to advise you that, in accordance with the Council's Disciplinary Procedures an Appeal Hearing will be held on (insert date) at (insert time) at (insert location).

You will be given the opportunity to put forward your case for appeal. If you wish, you may be represented by your Trade Union representative or appropriate work colleague.

Please confirm with (insert name) that you are able to attend the appeal hearing at the above noted time.

Yours sincerely

Manager

DISCP 16 - Letter confirming outcome of Appeal Hearing - Appeal Not Upheld

Dear (insert name)

APPEAL HEARING

I refer to the Appeals Hearing which was held on (insert date) to consider your appeal against the (insert type of warning) Warning issued to you on (insert date) regarding XXXXXXX.

Following consideration of the case put forward by you and/or your representative, I have to advise you that I have decided not to uphold your appeal. In terms of the Council's Disciplinary Procedures, you have no further right of appeal against this decision.

Consequently, in accordance with the Disciplinary Procedures, the XXXXXX Warning issued to you on (insert date) will stand and will continue to be admissible against any further misdemeanour for a period of six months/one year from that date, namely until (insert date).

A copy of this letter has been forwarded to your Trade Union (use as appropriate).

Yours sincerely

Manager

DISCP 17 - Letter confirming outcome of Appeal Hearing – Appeal Upheld

Dear (insert name)

APPEAL HEARING

I refer to the Appeals Hearing which was held on (insert date) to consider your appeal against the XXXXXX Warning issued to you on (insert date) regarding XXXXXXX.

Following consideration of the case put forward by you and/or your representative, in accordance with the Council's Disciplinary Procedures I have decided to uphold your appeal in part, to the extent that the XXXXXXX Warning issued to you on (insert date) will be replaced with a XXXXXXX Warning.

This warning will be noted on your personal record and will stand to be admissible against any further misdemeanour for a period of six months effective from the date of the original letter intimating the XXXXX Warning, namely (insert date).

Any future complaint I receive about your conduct or work performance may result in more serious disciplinary action being taken against you.

*A copy of this letter has been forwarded to your Trade Union (use as appropriate).

Yours sincerely

Manager

DISCP 18 - Letter confirming outcome of Appeal Hearing – Appeal Upheld no Further Action

Dear (insert name)

APPEAL HEARING

I refer to the Appeals Hearing which was held on (insert date) to consider your appeal against the XXXXXX Warning issued to you on (insert date) regarding XXXXXXX.

Following consideration of the case put forward by you and/or your representative, I have to advise you that I have decided to uphold your appeal.

Consequently, in accordance with the Council's Disciplinary Procedures the XXXXX Warning issued to you on (insert date) will be expunged from your record and no written reference to the warning will be held in your personal file.

*A copy of this letter has been forwarded to your Trade Union (use as appropriate).

Yours sincerely

Manager

Agenda Item No. 9(a)

South Ayrshire Council

Report by Depute Chief Executive and Director of Housing, Operations and Development to Cabinet of 26 August 2025

Subject: Housing Capital Programme 2025/26: Monitoring Report as at 30 June 2025

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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 June 2025 (Period 3), and to agree the changes to budgets in 2025/26, 2026/27 and 2027/28.

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 June 2025, resulting in spend of £5.679m, or 9.65%, 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 2025/26 at £59.527m and 2026/27 at £30.851m, as highlighted in Appendix 2.

3. Background

3.1 The Housing Capital Programme for 2025/26 to 2029/30 was approved by South Ayrshire Council of 6 March 2025 through the paper 'Housing Revenue Account (HRA) – Revenue Budget 2025/26 and Capital Budget 2025/26 to 2029/30'.

3.2 Adjustments were approved by Cabinet of 17 June 2025 and incorporated into the Programme.

3.3 The current approved budget for 2025/26 is £58.837m.

4. Proposals

4.1 Works have now completed on site for Full Internal Modernisation Works – 63Nr Properties (Ayr, Prestwick, Troon, Girvan and Ballantrae.

4.2 Works are on site for Full Internal Refurbishment Works - 64 Properties Within Ayr - 2024/25 Programme and 'Internal Refurbishment Works 2024/25 - 195 Partial & 2 Full Modernisations.

4.3 A contract has been let for 262Nr Full Modernisations - Various Locations 2025/26 Programme (H26112), with works starting on site in August. Further works to Partial Internal Mods - 35Nr SHUs Millrock, Panrock and Sundrum Park (H26111) and 172Nr Partial Modernisations - Ayr, Prestwick. Maybole & Girvan 2025/26 Programme (H26113) are being taken forward and survey work is currently being undertaken.

4.4 A number of 2025/26 annual programmes of work have started on site, including Addressing Dampness and Condensation, Central Heating Replacement and Replacement Double Glazed Units and Doors, and these will continue throughout the year.

4.5 A contract for Roofing and External Fabric Upgrade Works 37 Nr. Properties at Ayr, Coylton, Minishant and Prestwick (H25112) is currently on site and due for completion in August 2025. Further external fabric and roofing projects are being scoped to be taken forward in the current year.

4.6 The project Window Replacement Batch 6 - 415 Addresses in Ayr, Dundonald, Girvan, Loans, Maybole, Mossblown, Prestwick and Troon is on site and progressing. The project Window Replacement Programme 2025/26 - Batch 7A - 306 Addresses - Various, being undertaken by Property Maintenance, is also on site. Window Replacement Programme 2025/26 - Batch 7B - 296 Addresses – Various is currently being surveyed by the Managing Agent prior to being tendered.

4.7 In relation to projects being taken forward under the Energy Efficiency / HEEPS ABS line, works are due to complete on Lochside North at the end of July. Tenders have been issued for works to Lochside South.

4.8 Works to Riverside Flats New Builds continues on site and a number of other sites are currently being assessed for future investment.

4.9 Discussions have taken place between Housing and Professional Design Services colleagues to consider the works that are required to be undertaken during financial year 2025/26 and the budgets required for this. Based on the outcome of these discussions, a number of adjustments have been requested. The adjustments requested are made based on the best information available at this time, and budgets will be reviewed as the Programme progresses, works are tendered, and costs are established, and any further adjustments required will be brought back to future Cabinet's for approval.

4.10 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).

4.11 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 3 report. A summary of these adjustments is shown as Table 1 below:

Table 1: Summary of Adjustments 2025/26 to 2027/28 Requested Per Appendix 2

Section	Summary Adjustment	Total Proposed Adjustments 2025/26 to 2027/28 £	Notes
1	N/A	N/A	Summary to current programme budgets.
2	Contribution from HRA Surplus	500,000	Additional funding transferred from the HRA Surplus.
3	Internal Allocations to New Projects	141,179	Re-allocation of approved overarching programme budgets to new projects within the programme e.g. Major Component Replacements - Unallocated and new budgets added.
4	Various Adjustments	(1,500)	Write back of budget no longer required, internal allocations to ongoing works and reprofiling between financial years.
Total		**639,679**	

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 P3, actual expenditure stood at £5.679m Income for this period stood at £5.679m. Based on the budget of £58.837m, actual expenditure of £5.679m equates to an overall spend of 9.65% at the end of Period 3.

6.2 Proposals contained in this report, if approved, would lead to a revised 2025/26 programme of £59.527m and 2026/27 programme of £30.851m. There are no changes requested to the 2027/28 programme.

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 2025/26, 2026/27 and 2027/28, in relevant budget lines to complete planned Housing capital projects.

9. Integrated Impact Assessment (incorporating Equalities)

9.1 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 Integrated 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.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report as a financial update is being provided.

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. Link to Shaping Our Future Council **Yes** ☐ **No** ☑

13.1 Not applicable.

14. Results of Consultation

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

14.2 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.

15. Next Steps for Decision Tracking Purposes

15.1 If the recommendations above are approved by Members, the Depute Chief Executive 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:

Implementation	***Due date***	***Managed by***
Process adjustments to the Housing Capital Programme	9 September 2025	Service Lead - Corporate Accounting (Treasury / Capital Function)

Background Papers	**Report to Cabinet of 17 June 2025 – Housing Capital Programme 2024/25 – Monitoring Report as at 31 March 2025** **Housing Capital Programme 2024/25 – Period 3 – Ward Analysis (Members Only)**
Person to Contact	**Pauline Bradley, Service Lead - Professional Design Services** **County Buildings, Wellington Square, Ayr, KA7 1DR** **Phone 01292 612858** **E-mail pauline.bradley@south-ayrshire.gov.uk**

Date: 18 August 2025

Appendix 1

HOUSING CAPITAL MONITORING REPORT
PERIOD 3 2025/26

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Key Strategic Objective	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Detailed Project Information	2026/27 Approved Budget £	2027/28 Approved Budget £
Major Component Replacement	18,726,479	19,226,480	2,528,803	16,197,676	See Section on 'Major Component Replacement'	12,380,931	11,340,931
Contingencies	199,000	179,000	0	199,000	See Section on 'Contingencies'	269,000	269,000
Demolitions	1,120,491	1,120,491	544	1,119,947	See Section on 'Demolitions'	66,667	0
Structural and Environmental	11,742,295	11,742,295	632,850	11,109,445	See Section on 'Structural and Environmental'	5,453,721	6,453,721
Other Capital Expenditure	27,048,746	27,258,425	2,517,260	24,531,486	See Section on 'Other Capital Expenditure'	12,730,302	18,480,302
TOTAL PROGRAMME EXPENDITURE	**58,837,011**	**59,526,690**	**5,679,456**	**53,157,554**		**30,900,621**	**36,543,954**
CFCR	3,226,000	3,226,000	3,226,000	0	See Section on 'Income'	3,273,000	3,550,000
Draw on Accumulated Surplus	0	0	0	0	See Section on 'Income'	0	0
Borrowing	48,351,410	48,399,910	1,904,379	46,447,031	See Section on 'Income'	23,711,621	31,793,954
Reserves	0	0	0	0	See Section on 'Income'	0	0
Scottish Government Funding	7,259,600	7,259,600	506,500	6,753,100	See Section on 'Income'	3,916,000	1,200,000
2nd Homes Council Tax	0	0	0	0	See Section on 'Income'	0	0
Commuted Sums	0	0	0	0	See Section on 'Income'	0	0
Other Income	0	641,179	42,577	(42,577)	See Section on 'Income'	0	0
TOTAL PROGRAMME INCOME	**58,837,011**	**59,526,690**	**5,679,455**	**53,157,555**		**30,900,621**	**36,543,954**

NET EXPENDITURE	**0**	**0**	**0**	**0**	**0**	**0**

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Major Component Replacements - Allocated	*12,457,927*	*19,059,939*	*2,528,803*	*9,929,124*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*4,880,931*	*3,840,931*
Major Component Replacements - Unallocated	*6,268,552*	*166,541*	*0*	*6,268,552*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*7,500,000*	*7,500,000*
TOTALS	**18,726,479**	**19,226,480**	**2,528,803**	**16,197,676**			**12,380,931**	**11,340,931**

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Analysis of Block Allocations - Major Component Replacement								
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Current Projects								
Full Internal Refurbishment Works - 64 Properties Within Ayr - 2024/25 Programme	1,469,029	1,001,732	245,002	1,224,027	On Site	The contract has now been let and works started on site on the 5th May, 2025 with anticipated completion by the end of August 2025. There were a number of properties omitted and as a result the total overall costs are lower than budgeted. It is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 that the additional budget not required be returned to the Unallocated Balance - Major Components.	0	0
Internal Refurbishment Works 2024/25 - 195 Partial & 2 Full	782,351	699,351	414,817	367,534	On Site	Works started on site on the 13th January, 2025 and it is anticipated these works will run through until early August. The full budget will not be required based on the current anticipated projected spend provide by the Managing Agent and it is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 that the part of the budget be returned to the Unallocated Balance - Major Components.	0	0

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Partial Internal Mods - 35Nr SHUs Millrock, Panrock and Sundrum Park (H26111)	0	326,537	0	0	Design and Tender	The Managing Agent has undertaken 1st attempt surveys and there are 2 no access properties that are being followed up with Housing colleagues. Current projections are that works will start on site in September, with completion by October, 2025. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to allocate provisional budget to this line from the Unallocated Balance - Major Components.	0	0
262Nr Full Modernisations - Various Locations 2025/26 Programme (H26112)	0	3,438,163	98,292	(98,292)	Legally Committed	Contract has been negotiated through SAC's Internal Refurbishment Framework and works are anticipated to start on site on the 18th August, 2025, with completion by the end of February, 2026. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to allocate budget to this line from the Unallocated Balance - Major Components.	0	0
172Nr Partial Modernisations - Ayr, Prestwick. Maybole & Girvan 2025/26 Programme (H26113)	0	1,604,694	0	0	Design and Tender	The Managing Agent has undertaken 1st and 2nd attempt surveys and there are 42 no access properties that are being followed up with Housing colleagues. Anticipated start date to be confirmed. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to allocate provisional budget to this line from the Unallocated Balance - Major Components.	0	0

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Sheltered Housing Complex - 2 - 4 Benmore	367,232	257,660	0	367,232	On Site	The tender has been awarded and works started on site on the 2nd June, 2025 with an 18 week programme. Tender costs returned were lower than the budget initially allocated to this project and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that part of the allocated budget is returned to the Unallocated Budget - Major Components.	0	0
Upgrade Works - 16, Main Street, Ballantrae	217,438	217,438	0	217,438	Legally Committed	Works are required to internally and externally upgrade a property in Ballantrae. Tender package has been prepared by the Managing Agent and was uploaded to Public Contracts Scotland. Tender was returned on the 4th March, 2025 and the contract has now been awarded. Pre start meeting has now taken place and works are due to start on site Monday 11th August.	0	0
Partial Internal Modernisation Works - 50 Nr Properties in Girvan (H20127)	1,634,111	1,634,111	0	1,634,111	Concept	High level survey data and probable costs were previously provided by the Managing Agent. Based on current information held on properties, this has been refreshed.	0	0
Current Programmes of Work								

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Addressing Dampness and Condensation Issues as Reported During the Course of the Year	650,000	1,500,000	725,112	(75,112)	Ongoing	Term contract is in place to address dampness and condensation issues reported by tenants. Works are demand led and may be in any ward. To the end of P3 (30th June, 2025), works have been completed to 50 properties, with works identified to a further 10. It is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025, that additional budget be allocated to this line from the Unallocated Balance - Major Components.	650,000	650,000
Capital Element of Works Undertaken In Void Properties (3089)	1,850,000	1,500,000	61,743	1,788,257	Ongoing	Funding allocated to undertake capital element of works carried out in properties by Property Maintenance through the voids process. Works are demand led throughout the course of the year and may be in any ward. Additional funding of £500,000 has been made available through a transfer from revenue for capital works on void properties to be outsourced to an external contractor. Based on this, it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th June, 2025 this line be reduced and £350,000 with this budget being added to the below line.	1,850,000	1,850,000

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Full Internal Modernisations in Void Properties - Externally Sourced Works (H26117)	0	1,050,000	0	0	Ongoing	Through the Budget Management – Revenue Budgetary Control 2024/25 – Out-turn Statement at 31 March 2025, Appendix 1g, taken to Cabinet of 17th June, 2025, Members approved earmarking from the uncommitted surplus for use in 2025/26 of £500,000 for outsourcing voids work to sub-contractors to help reduce the overall number of properties under repair and improve relet times. Request to (a) recognise expenditure and income budgets; and (b) allocate further budget to this line made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Central Heating Replacement - Emergency & Urgent Works	850,000	1,500,000	262,020	587,980	Ongoing	Replacement central heating systems required as emergency or urgent jobs. Works are demand led and may be in any ward. To the end of P3 (30th June, 2025), works have been completed to 48 properties. Request to allocate additional budget to this line from the Unallocated Balance - Major Components made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	850,000	850,000

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Cyclical Replacement of Fire and Carbon Monoxide Detectors	0	150,000	0	0	On Site	Cyclical replacement of fire and carbon monoxide detectors (as required) is included within the Council's Electrical Installation Condition Report (EICR) programme, which involves each property being electrically tested at least every 5 years. Approximately 1,600 council homes are included on the annual EICR/detector replacement programme delivered by Property Maintenance. Request to allocate budget form the Unallocated Major Component's line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Energy Efficiency / HEEPS ABS Projects	1,469,841	1,469,841	306,423	1,163,418	Complete / Design & Tender / On Site	Girvan/Dailly - Works are complete on site. Partial Certificate of Practical Completion has been issued for all addresses apart from Birch Terrace where there are ongoing delays with Building Warrants. Dalmilling and Tarbolton (Swedish Timbers) - Works are now complete and in defects liability period until 25 October, 2025 when retention will be released. Lochside North - Works are on site and continuing on programme (97% complete). Anticipated completion date now the end of July, 2025 due to additional sign up's. Chestnut Drive, Troon - Drawings and costs have been produced and a meeting to be arranged to discuss. Lochside South - tender is currently out with a return date of 16th July, 2025.	1,000,000	0

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
External Works Undertaken on Properties	200,000	100,000	0	200,000	On Site	Funding allocated to undertake major external works identified on properties through the voids and other processes. Works are demand led and may be in any ward. Works are ad-hoc in nature and will be undertaken and recharged during the course of the year. Based on the levels of spend incurred in 2024/25, it is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 that that the budget be reduced and this be transferred to the Unallocated Budget - Major Components line.	0	0
Fire and Smoke Alarms - LD2 Compliance Work	12,040	12,040	0	12,040	Complete	All works have now completed on site with final costs outstanding.	0	0
Sprinkler, Lift and Fire Alarms - Surveys and Upgrades	36,800	36,800	12,336	24,464	Complete	Upgrading works to sprinkler system set up recently concluded at Lichtenfels Gardens.	0	0
Replacement Screens in Flats	598,290	598,290	675	597,615	Design and Tender	Replacement screen works to four flatted blocks in Ayr currently being scoped for imminent delivery, which. Remaining budget will be used to replace further screens where work is deemed essential, or as part of future planned holistic external projects.	101,294	101,294
Targeted Energy Works In Properties to Achieve Compliance With Energy Efficiency Standard Social Housing (EESSH)	87,511	87,511	13,313	74,198	Design and Tender	Technical research continues to be undertaken as necessary to determine the most appropriate solutions for maximising energy ratings within property types that are failing EESSH or will potentially fail EESSH in the future.	0	0
Upgrading of Door Entry Systems	436,477	436,477	27,227	409,250	On Site	Door entry upgrade works instructed to 11 communal blocks since 1 April 2025. Measured term contract in place for remainder of 2025/26 financial year.	189,637	189,637

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Upgrading of Lock Up Garages	285,005	285,005	0	285,005	Design and Tender	Significant investment needed to a range of lock up sites across South Ayrshire. Survey of lock up sites in Carrick area taken place via PDS colleagues to determine investment needs, and help inform strategic considerations around the future viability of site lock up assets. Further stakeholder engagement to occur on initial rationalisation and investment proposals due to high value of recent PDS tender for one site with repairs scope similar to many others originally earmarked for investment.	40,000	0
Replacement PIV's Identified Through FET Programme	500,000	200,000	6,850	493,150	Ongoing	Cyclical maintenance (replacement as necessary) of any Positive Input Ventilation/extraction fan systems has been included within the Council's Electrical Installation Condition Report (EICR) programme, which requires each property to be electrically tested at least every 5 years. Approximately 1,600 council homes are included on the annual EICR programme delivered by Property Maintenance. It is requested through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 that that the budget be reduced based on previous years spend levels, with this being returned to the Unallocated Balance - Major Components.	200,000	200,000
Completed Projects								

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
4 Nr Full and 205 Nr Partial Modernisations: Maybole, Tarbolton, Ayr, Kirkoswald and Troon (H23112)	236,660	236,660	2,723	233,937	Complete	Main works completed on site in mid-November 2023, with final payments due to be made for this element of works in November 2025. Additional works are required to replace external lead pipework are ongoing. 1st phase of works (replacement pipework from boundary to property) now complete. 2nd phase of works (Internal connections & valve installation works within properties) now complete with the exception of 2nr properties. Currently awaiting update from Scottish Water for new “public side” connection dates on a plot-by-plot basis.	0	0
266 Nr Kitchen and Boiler Replacements: Ballantrae, Girvan, Mossblown, Ayr, Prestwick and Tarbolton (H23113)	40,920	40,920	8,515	32,405	Complete	Works completed on site on the 3rd March, 2024. Final account agreed and final payment processed in May 2025. Awaiting final fee invoices being submitted for payment.	0	0
97 Nr Full Modernisations: Ayr	42,364	42,364	8,288	34,076	Complete	Works completed on site on the 19th April, 2024. Final account has been agreed and final payment was made in July, 2025. Final fees will are still due to be submitted and paid.	0	0

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
221 Nr Kitchen and Heating Replacements: Ayr, Crosshill, Dundonald, Mossblown, Prestwick, Symington & Troon	14,611	29,611	(20)	14,631	Complete	This project started on site on 19th February 2024 and was completed at the end of August, 2024. The final account is now being prepared for agreement with the contractor and payment is due to be made in August, 2025. It is anticipated that including all fees, an additional £15,000 will be required. Request made through the P3 capital Monitoring Report to Cabinet of the 26th August, 2025 to add additional budget from the Unallocated Balance - Major Components.	0	0
328 Nr Kitchen and Boiler Replacements: Annbank, Ayr, Ballantrae, Barr, Barrhill, Colmonell, Crosshill, Dailly, Dundonald, Dunure, Kirkmichael, Kirkoswald, Maidens, Maybole, Minishant, Mossblown, Prestwick & Troon	250,000	125,000	70	249,930	Complete	Practical completion was achieved in November, 2024, with final account to be agreed with the contractor and due to be paid in November, 2025. The full budget allocated between 2024/25 and 2025/26 will not be required based on current projections. It is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that part of the budget be re-allocated back to the Unallocated Balance - Major Components.	0	0
Full Internal Modernisation Works – 63Nr Properties (Ayr, Prestwick, Troon, Girvan and Ballantrae	172,701	322,701	318,493	(145,792)	Complete	Works completed on site at the end of May, 2025. Final account to be agreed and final payments made thereafter. Request made through the P3 Capital Monitoring Report to Cabinet of the 28th July to allocate additional budget from the Unallocated Major Components line below.	0	0

Major Components	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Full Internal Refurbishment Works - 163 Properties Various Locations - 2024/25 Programme	241,326	141,326	1,216	240,110	Complete	Project achieved practical completion in December, 2024 with final payment due to be made in December 2025. Final costs are anticipated to be lower than budgeted. It is therefore requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that £100,000 be returned to the Unallocated Balance - Major Components.	0	0
Fullarton Avenue SHU - Boiler Replacement 2024/25	13,220	15,707	15,707	(2,487)	Complete	Works to replace one boiler at Fullarton Sheltered Housing Unit are now complete. Request to allocate additional budget to project made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
	12,457,927	**19,059,939**	**2,528,803**	**9,929,124**			**4,880,931**	**3,840,931**
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Major Component Replacements - Unallocated 2025/26 & Future Years	6,268,552	166,541	0	6,268,552	N/A	Budgets available for allocation in 2025/26, 2026/27 and 2027/28. A number of adjustments are being requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 to reflect (a) allocations of budgets to new projects in 2025/26; (b) return of budgets to the unallocated line where projects have been tendered and the currently allocated budgets are not fully required; and (c) a number of adjustments between project lines to reflect projected costs.	7,500,000	7,500,000
	6,268,552	**166,541**	**0**	**6,268,552**			**7,500,000**	**7,500,000**

Contingencies	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Carried Forward to 2026/27 £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025									
Contingencies Unallocated 2024/25 & Future Years	199,000	179,000	0	199,000	0	N/A	Budget available for allocation in 2025/26, 2026/27 and 2027/28. Request made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 to reallocate part the contingencies budget in 2025/26 to 'Initial Work for Future Years Projects' in line with similar allocations made in previous years.	269,000	269,000
	199,000	**179,000**	**0**	**199,000**	**0**			**269,000**	**269,000**

Demolitions	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Demolitions - Unallocated Funding 2025/26 & Future Years	133,334	0	0	133,334	Concept	Budget available for allocation in 2025/26 and 2026/27. It is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that the unallocated budgets in both 2025/26 and 2026/27 be allocated to the Demolition of Lockup's budget line below.	66,667	0
Demolition of Lockups	214,703	348,037	0	214,703	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 being developed by officers. Demolition of sites at Fenwickland Ave, Dalmellington Rd (Ayr), Dalmellington Rd, Ayr, Willow Lane, Troon and Burns Road, Troon imminent upon confirmation of tender. As above, it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that the unallocated budgets in both 2025/26 and 2026/27 be allocated to the Demolition of Lockup's budget line below.	0	0
1 - 20 Miller Terrace & 32 - 78 Dailly Road (Even Numbers) Maybole	45,000	0	0	45,000	Complete	Works are now complete on site. Final account has been agreed and payment made. Request made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 to allocate the unused balance in 2025/26 to the Demolition of Riverside Flats - Block 1 line below.	0	0

Demolition of Riverside Flats - Block 1	727,454	772,454	544	726,910	Design and Tender	Demolition of Blocks 2 and 3 now complete. Decommissioning of mast and power disconnection has taken place and missives have concluded to reflect this. An AWV has been instructed to Ashleigh to demolish the existing block and the relevant variation of the DBDA contract is to be agreed and concluded. Request to transfer budget from above line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
	1,120,491	**1,120,491**	**544**	**1,119,947**			**66,667**	**0**

Structural and Environmental	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Current Projects								
External Fabric Upgrades to 237 Properties - Various Locations (inc. Ayr, Barr, Coylton, Girvan, Kirkmichael, Minishant, Monkton, Prestwick & Troon)	4,692,087	3,679,826	44,452	4,647,635	Design and Tender	List of 237 addresses was originally passed to the Managing Agent who have completed external surveys of all properties. On site structural inspections have also been completed and results returned. However, following Preliminary Roost Assessment Surveys for bats in a number of addresses, Bat Emergence Surveys require to be undertaken, which is being undertaken between April and August 2025. The original address list is will now be divided into a number of separate contracts and requests to re-allocate budget will be made once probable costs are available.	0	0
External Fabric Upgrades to 37 Properties - Various Locations Throughout South Ayrshire Council	0	1,012,261	424,749	(424,749)	On Site	Works are currently on site with completion in August, 2025. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025, to allocate budget to this project from the External Fabric Upgrades to 237 Properties - Various Locations line above.	0	0

External Fabric Upgrades to 110 Nr. Properties in Various Locations (inc. Ayr, Coylton, Craigie, Maybole, Prestwick & Troon)	0	3,100,000	28,195	(28,195)	Design and Tender	New project for 2025/26. List of addresses have been passed to the Managing Agent and surveys are being arranged. It is requested through the P3 Capital Monitoring Report to cabinet of the 26th August, 2025, that a notional budget be allocated to this project from the Unallocated Structural and Environmental Works 2025/26 & Future Years budget line.	0	0
Social Housing Net Zero Heat Fund 2026/26	2,700,000	2,712,250	0	2,700,000	Design and Tender	A revised bid was submitted to Scottish Government on 05/05/25 by officer's for funding to undertake work to 80 hard to treat properties across South Ayrshire through the Net Zero Heat Fund. Awaiting outcome of application from Scottish Government.	0	0
Stabilisation Works at Main Road, Ayr	89,243	89,243	6,495	82,748	On Site	Structural engineer has considered proposals for this work and provided a design solution. Works have now been negotiated and costs provided to Housing and owner engagement has taken place. A contractor has been appointed. Permissions from Scottish Water have been given. Works started on site on the 28th July, and due to be complete by 31st August, 2025.	0	0
Completed Projects								
External Fabric Upgrades to 170 Properties - Maybole and Prestwick	328,935	328,935	116,343	212,592	Complete	Main works completed on site in December, 2024. Additional works identified at the rear access to 4Nr flatted blocks at Minnoch Crescent, Maybole started on site on the 6th January, 2025 and completed on the 9th May, 2025. Final account is now to be agreed and final payment's made.	0	0

External Fabric Upgrades to 167 Properties - Dailly, Prestwick, Troon, Symington & Ayr	0	0	(475)	475	Complete	Works are complete on site and the final account has been prepared by the Managing Agent. This has now been agreed by the contractor. The final payment should only involve the release of retention. Credit in relation to Purchase Order issue being investigated.	0	0
Disabled Adaptations to Property, Ayr East	30,000	30,000	0	30,000	Complete	Main works to building are complete with costs to be charged. Some additional external works currently being discussed.	0	0
Forrester's Hall - Roof Works	0	13,090	13,090	(13,090)	Complete	Prior to the sale of the building, works were required to be undertaken due to an ongoing issue with water penetration which has now been rectified. Request to allocate budget from the Unallocated Structural and Environmental line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Unallocated Balance - 2024/25, 2025/26 & 2026/27 - Structural and Environmental								
Unallocated Structural and Environmental Works 2025/26 & Future Years	3,902,030	776,690	0	3,902,030	Other	Budgets available for allocation in current and future years of the programme. Request made to allocate budget to new projects in 2025/26 made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	5,453,721	6,453,721
	11,742,295	**11,742,295**	**632,850**	**11,109,445**			**5,453,721**	**6,453,721**

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Sheltered Housing Common Areas	*233,707*	*233,707*	*300*	*233,407*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Footpaths	*120,000*	*120,000*	*0*	*120,000*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*50,000*	*50,000*
Buy Back Properties	*2,717,208*	*2,717,208*	*922,100*	*1,795,108*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*2,400,000*	*2,400,000*
Housing Asset Management System	*300,000*	*300,000*	*0*	*300,000*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*0*	*0*
Window Replacement Programme	*5,992,056*	*5,992,056*	*331,977*	*5,660,079*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*3,939,333*	*3,939,333*
Environmental Improvements	*2,074,827*	*2,074,827*	*1,980*	*2,072,847*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*360,969*	*360,969*
New Builds	*15,380,948*	*15,570,627*	*1,231,523*	*14,149,425*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*5,750,000*	*11,500,000*
Advance Works / Fees / ICT	*230,000*	*250,000*	*29,380*	*200,620*	*See Expanded Section*	*For detailed breakdown, see expanded tab below.*	*230,000*	*230,000*
	27,048,746	**27,258,425**	**2,517,260**	**24,531,486**			**12,730,302**	**18,480,302**

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Sheltered Housing Common Areas								
Sheltered Housing Common Areas - Unallocated Budget 2025/26	57,500	0	0	57,500	N/A	Budget available to be allocated to projects in 2025/26. It is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that the budget in this line be reallocated to the Upgrading External Areas at Sheltered Housing Units line below and this be used to look at works both external and internal common areas.	0	0
Upgrading External & Internal Areas at Sheltered Housing Units	79,198	136,698	300	78,898	Complete / Concept	Dementia friendly garden furniture has been installed at various Sheltered Housing Units in previous financial years. Key staff/residents views have been sought around options for use of remaining budget, and appropriate works will be instructed after due consideration. As above, it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025 that the budget in the above line be reallocated to be used for Upgrading External and Internal Common Areas within Sheltered Housing Units.	0	0
Analogue to Digital Upgrading Within SHU's	97,009	97,009	0	97,009	Design and Tender	It has been identified that a number of SHU's require to be upgraded to allow for the forthcoming transfer from analogue to digital services. Work is being planned for delivery via ICT project management colleagues to address these upgrade requirements to relevant housing support communications technology. Purchase Order issued for the Supply, Install & Commission of IP Connectors to 20 Tunstall Control units in Sheltered Housing Units.	0	0
	233,707	**233,707**	**300**	**233,407**			**0**	**0**

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Footpaths								
Footpaths Unallocated Budget 2025/26 and Future Years	120,000	120,000	0	120,000	Concept	Upgrades to HRA Footpaths/Carparks are undertaken upon notification of need from ARA or Property Maintenance colleagues.	50,000	50,000
	120,000	**120,000**	**0**	**120,000**			**50,000**	**50,000**
Buy Back Properties								
Buy Back Properties	2,717,208	2,717,208	922,100	1,795,108	Ongoing	Budget to fund the buy back of properties. During the financial year 2025/26 to date, 12 properties have been purchased. This included 10 in Ayr and 2 in Prestwick.	2,400,000	2,400,000
	2,717,208	**2,717,208**	**922,100**	**1,795,108**			**2,400,000**	**2,400,000**
Housing Asset Management System								
Housing Asset Management System	300,000	300,000	0	300,000	Design and Tender	Budget to fund the purchase of a Housing Asset Management System. Updated costs and system requirements are currently being prepared.	0	0
	300,000	**300,000**	**0**	**300,000**			**0**	**0**
Window Replacement Programme								
Unallocated Window Replacement Budget 2025/26 & Future Years	2,949,366	99,961	0	2,949,366	N/A	Budget available for allocation to projects in 2025/26, 2026/27 & 2027/28. Request to allocate budget in 2025/26 to projects below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025/26.	3,439,333	3,439,333
2025/26 Programme								

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Window Replacement Programme 2025/26 - Batch 7A - 306 Addresses - Various	0	1,361,700	59,530	(59,530)	On Site	New window contract to be undertaken by Property Maintenance in 2025/26. Surveys started in April and window units have recently started arriving at the Property Maintenance Depot. In total, works to 21 properties have been completed in 2025/26. Request made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, to allocate budget to this project from the Unallocated Window Replacement budget line above.	0	0
Window Replacement Programme 2025/26 - Batch 7B - 296 Addresses - Various	0	1,672,157	8,719	(8,719)	Design and Tender	Works to be tendered for 2025/26 programme. Address list has been passed to the Managing Agent for progression, with survey works having started in May. Request made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, to allocate budget to this project from the Unallocated Window Replacement budget line above.	0	0
Ad-hoc Window and Door Replacements	500,000	500,000	249,660	250,340	Complete	Funding allocated to undertake capital element of works carried out in properties through the voids process. Works are demand led throughout the course of the year and may be in any ward.	500,000	500,000
2024/25 Programme								
Window Replacement Programme 2024/25 - Batch 5 - 318 Addresses in Ayr, Coylton, Girvan, Monkton, Prestwick and Troon	254,169	254,169	0	254,169	On Site	All works are now complete apart from 30 properties where there have been access issues. Housing and Property Maintenance are engaging to resolve as many of the access issues as possible.	0	0

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Window Replacement Programme 2024/25 - Batch 6 - 415 Addresses in Ayr, Dundonald, Girvan, Loans, Maybole, Mossblown, Prestwick and Troon	2,288,521	2,104,069	14,068	2,274,453	On site	The contractor started measured surveys on the 20th May, 2025 and works commenced on site on the 7th July. A number of properties have been omitted from the contract as works have been completed through the voids process. As a result of this, it is therefore requested that part of the budget be re-allocated back to the Unallocated Window Replacement budget above.	0	0
	5,992,056	**5,992,056**	**331,977**	**5,660,079**			**3,939,333**	**3,939,333**
Environmental Improvements								
Environmental Improvements - Uncommitted Funding 2025/26, 2026/27 & 2027/28	1,896,839	1,945,839		1,896,839	Concept	Funding allocated for works in 2025/26, 2026/27 and 2027/28.	360,969	360,969
Alterations to Doune / Mill Burn, Girvan (H20111)	31,988	31,988	1,980	30,008	Complete	Works are now complete on site with final account to be agreed and final charges anticipated from the contractor thereafter.	0	0
North Park Court - Upgrade of External Ramps	97,000	97,000		97,000	Design and Tender	Design proposals have now been agreed and a billing package and associated structural engineer design information is currently awaited. Once received, a tender document will be issued.	0	0
Supply/Installation of Eurobin Corrals - Various Locations	49,000	0		49,000	Complete	Final certificate has now been processed. It is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August that the balance of budget remaining on this project be returned to the Unallocated Balance above.	0	0
	2,074,827	**2,074,827**	**1,980**	**2,072,847**			**360,969**	**360,969**
New Builds								

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Projects Under Construction								
New Housing Development - Site of Former Riverside Flats, Ayr	2,729,070	2,729,070	1,069,237	1,659,833	On Site	Delay of handovers is expected due to future demolition of remaining high rise.	0	0
4 Gorse Park, Kincaidston, Ayr - Rebuild of Council Dwelling	0	362,149	47,895	(47,895)	On Site	Works to rebuild a Council owned property which was damaged in an explosion. Works are on site and progressing well. Works will be funded from (a) a draw on the unallocated new builds b budget; and (b) an insurance claim for the property and it is requested through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025, that expenditure and income budgets be created to reflect this.	0	0
Projects Under Development								
Riverside Block 1 - New Build	5,875,000	5,875,000	0	5,875,000	Design and Tender	Budget allocated to works through the Housing Business Plan as approved by Council on the 17th January, 2024.	0	0
North Park Court, Girvan - Accessibility Feasibility Study	1,500	0	0	1,500	Concept	Budget should not be included under New Builds and is accounted for in the Environmental Improvements Section above. Request to release budget back to Programme made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Affordable Housing Manse Road, Coylton	2,990,000	2,990,000	0	2,990,000	Concept	Budget has been added into financial year 2025/26 through the Revenue Budget and Capital Budget 2025/26 to 2029/30 paper approved by Council on the 6th March, 2025. Ongoing discussions around taking forward this project taking place.	0	0

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
New Build Housing - McConnell Square, Girvan	45,000	45,000	2,500	42,500	Design and Tender	Main project budget has been added into financial year 2026/27 through the Revenue Budget and Capital Budget 2025/26 to 2029/30 paper approved by Council on the 6th March, 2025. LMA carrying out feasibility and Clancy carrying out high level drainage surveys. A site investigation is to be carried out. Clancy are providing information on what information would be required and an SI will be procured over the next coming weeks.	4,600,000	0
New Build Housing - Fenwickland Avenue, Ayr	0	50,000	1,196	(1,196)	Concept	Budget has been added into financial year 2026/27 through the Revenue Budget and Capital Budget 2025/26 to 2029/30 paper approved by Council on the 6th March, 2025. Design works are currently being undertaken. Request to advance budget for initial design works in 2025/26 made through the P12 Capital Monitoring Report to Cabinet of the 26th August, 2025.	1,150,000	0
Re-instatement Following Fire Damage at 23 St Catherines Road, Ayr	0	50,000	0	0	Concept	Works will be required to a property following recent fire damage. Reports are being commissioned to assess the required works. Discussions ongoing with Council's insurers. Request to allocate budget for initial fees / design works from the Unallocated New Builds line below made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025.	0	0
Completed Projects								

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
New Build - Mainholm	1,669,410	1,669,410	692	1,668,718	On Site	All 160 units at Mainholm have now been handed over to Housing Management as of 29th January 2025. Ongoing end of years defects will be carried out throughout 2025 with the final sign off expected January 2026. Final account will be agreed and final payments made thereafter.	0	0
St Ninians Primary School Site - Affordable Housing	671,325	671,325	106,565	564,760	On Site	All phased handovers were on programme with the site completed 9th April 2025. Final account will now be agreed and final payments made in 2025/26. Request to carry balance of budget forward to 2025/25 made through the P12 Capital Monitoring Report to Cabinet of 17th June, 2025.	0	0
Waggon Road, Ayr	936,575	936,575	3,438	933,137	Complete	Works are now complete and handed over. Final account to be agreed and payments made. Awaiting collateral warranties be provided before this can be concluded.	0	0
Unallocated New Build Budgets								
New Builds - Unallocated 2027/28 & Future Years - SHIP Projects	0	0	0	0	Concept	Budget allocated to future projects to be identified through the SHIP in 2027.28 and Future Years.	0	11,500,000
New Builds - LDP2 Sites Unallocated 2025/26	463,068	192,098	0	463,068	Concept	Unallocated budgets for LDP2 in 2025/26. Request made through the P3 Capital Monitoring Report to Cabinet of 26th August, 2025 to allocate part of this to the New Build at 4, Gorse Park, Kincaidston and Re-instatement Following Fire Damage at 23 St Catherines Road, Ayr projects above.	0	0
	15,380,948	**15,570,627**	**1,231,523**	**14,149,425**			**5,750,000**	**11,500,000**
Advance Works / Fees / ICT								

Other Capital Expenditure	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Initial Work for Future Years Projects	0	20,000	0	0	N/A	Budget to allow for feasibility works in relation to possible future years projects. Request to allocate budget from the Contingencies line made through the P3 Capital Monitoring Report to Cabinet of the 26th August, 2025.	0	0
Central and Departmental Overheads	230,000	230,000	29,380	200,620	N/A	Charges made in relation to Central and Departmental Overheads charged throughout the course of the financial year.	230,000	230,000
	230,000	**250,000**	**29,380**	**200,620**			**230,000**	**230,000**

Income	Approved Budget 2025/26 £	Projected to 31st March, 2026 £	Actuals at P3 £	Variance £	Key Project Milestone	Project Update	2026/27 Approved Budget £	2027/28 Approved Budget £
Project Budgets Approved 2025/26: - Cabinet of 17th June, 2025								
Funding Type								
CFCR	3,226,000	3,226,000	3,226,000	0	Income	CFCR Income due.	3,273,000	3,550,000
Draw on Accumulated Surplus	*0*	*0*	*0*	*0*	*Income*	*See below.*	*0*	*0*
Borrowing	*48,351,410*	*48,399,910*	*1,904,379*	*46,447,031*	*Income*	*See below.*	*23,711,621*	*31,793,954*
Reserves	*0*	*0*	*0*	*0*	*Income*	*See below.*	*0*	*0*
Scottish Government Funding	*7,259,600*	*7,259,600*	*506,500*	*6,753,100*	*Income*	*See below.*	*3,916,000*	*1,200,000*
2nd Homes Council Tax	*0*	*0*	*0*	*0*	*Income*	*See below.*	*0*	*0*
Commuted Sums	*0*	*0*	*0*	*0*	*Income*	*See below.*	*0*	*0*
Other Income	*0*	*641,179*	*42,577*	*-42,577*	*Income*	*See below.*	*0*	*0*
TOTAL FUNDING	**58,837,006**	**59,526,689**	**5,679,455**	**53,157,555**			**30,900,621**	**36,543,954**

	Request For Budget Adjustments	Advanced/ (Carry Forward) from/to 2025-26 £	Release Back 2025-26 £	In Year Budget Amendments 2025-26 £	Additional Budget 2025-26 £	Projected 2025-26 Budget £	Proposed Revised 2026-27 Budget £	Proposed Revised 2027-28 Budget £
Revised Total Budgets as approved by Cabinet of 17th June 2025						**58,837,011**	**30,900,621**	**36,543,954**
1	South Ayrshire Council of 6th March, 2025 approved the paper 'Housing Revenue Account (HRA) - Revenue Budget 2025/26 and Capital Budget 2025/26 to 2029/30'. Budget adjustments to the programme have been approved through: - - P12 Capital Monitoring Report approved by Cabinet of the 17th June, 2025. All of the above adjustments have been incorporated to the P3 Capital Monitoring Report presented to Cabinet of the 26th August, 2025.							
2	Through the Budget Management – Revenue Budgetary Control 2024/25 – Out-turn Statement at 31 March 2025, Appendix 1g, taken to Cabinet of 17th June, 2025, Members approved earmarking from the uncommitted surplus for use in 2025/26 of £500,000 for outsourcing voids work to sub-contractors to help reduce the overall number of properties under repair and improve relet times. It is requested that a new expenditure and income budget lines be created for this in 2025/26 as below: - - Full Internal Modernisations in Void Properties - Externally Sourced Works (H26117);				500,000	500,000	0	0
3	Discussions have taken place between Housing and Professional Design Services colleagues to consider the works that are required to be undertaken during financial year 2025/26 and the budgets required for this. Based on the outcome of these discussions, a number of adjustments are requested (a) allocating sums from the Unallocated Balances within the Programme to specific jobs; and (b) reallocation budgets between project lines as detailed below. The below allocations are made based on the best information available at this time, and budgets will be reviewed as the Programme progresses, works are tendered and costs are established. Any requests for further adjustments will be brough to future Cabinet meetings.							
	- Major Component Replacements - Unallocated 2025/26 & Future Years;			(6,099,525)		(6,099,525)	0	0
	- Sheltered Housing Complex - 2 - 4 Benmore;			(109,572)		(109,572)	0	0
	- 221 Nr Kitchen and Heating Replacements: Ayr, Crosshill, Dundonald, Mossblown, Prestwick, Symington & Troon;			15,000		15,000	0	0
	- 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);			(125,000)		(125,000)	0	0
	- Full Internal Modernisation Works – 63Nr Properties (Ayr, Prestwick, Troon, Girvan and Ballantrae;			150,000		150,000	0	0

- Full Internal Refurbishment Works - 64 Properties Within Ayr - 2024/25 Programme (H24134);		(467,297)	(467,297)	0	0
- Full Internal Refurbishment Works - 163 Properties Various Locations - 2024/25 Programme (H24131);		(100,000)	(100,000)	0	0
- Internal Refurbishment Works 2024/25 - 195 Partial & 2 Full (H24133);		(83,000)	(83,000)	0	0
- Partial Internal Mods - 35Nr SHUs Millrock, Panrock and Sundrum Park (H26111);		326,537	326,537	0	0
- 262 Nr. Full Modernisations – Various Locations (H26112);		3,438,163	3,438,163	0	0
- 172Nr Partial Modernisations - Ayr, Prestwick. Maybole & Girvan 2025/26 Programme (H26113);		1,604,694	1,604,694	0	0
- Addressing Dampness and Condensation Issues as Reported During the Course of the Year (H18133);		850,000	850,000	0	0
- Capital Element of Works Undertaken In Void Properties (3089) (H15119);		(350,000)	(350,000)	0	0
- Full Internal Modernisations in Void Properties - Externally Sourced Works (H26117);		550,000	550,000	0	0
- Central Heating Replacement - Emergency & Urgent Works;		650,000	650,000	0	0
- Cyclical Replacement of Fire and Carbon Monoxide Detectors (H23116);		150,000	150,000	0	0
- External Works Undertaken on Properties (H17113);		(100,000)	(100,000)	0	0
- Replacement PIV's Identified Through FET Programme (H24125);		(300,000)	(300,000)	0	0
- Contingencies Unallocated 2024/25 & Future Years;		(20,000)	(20,000)	0	0
- Initial Work for Future Years Projects;		20,000	20,000	0	0
- Demolitions - Unallocated Funding 2024/25 & Future Years;		(133,334)	(133,334)	(66,667)	0
- Demolition of Lockups;		133,334	133,334	66,667	0
- External Fabric Upgrades to 110 Nr. Properties in Various Locations (inc. Ayr, Coylton, Craigie, Maybole, Prestwick & Troon) (H26115);		3,100,000	3,100,000	0	0
- Social Housing Net Zero Heat Fund 2025/26 (H25114);		12,250	12,250		
- Forrester's Hall - Roof Works (H24128);		13,090	13,090	0	0
- External Fabric Upgrades to 237 Properties - Various Locations (inc. Ayr, Barr, Coylton, Girvan, Kirkmichael, Minishant, Monkton, Prestwick & Troon);		(1,012,261)	(1,012,261)	0	0
- External Fabric Upgrades to 37 Properties - Various Locations Throughout South Ayrshire Council;		1,012,261	1,012,261	0	0
- Unallocated Structural and Environmental Works 2025/26 & Future Years;		(3,125,340)	(3,125,340)	0	0
- Sheltered Housing Common Areas - Unallocated Budget 2025/26;		(57,500)	(57,500)	0	0
- Upgrading External & Internal Areas at Sheltered Housing Units;		57,500	57,500	0	0
- Unallocated Window Replacement Budget 2025/26 & Future Years;		(2,849,405)	(2,849,405)	0	0
- Window Replacement Programme 2025/26 - Batch 7A - 306 Addresses - Various;		1,361,700	1,361,700	0	0
- Window Replacement Programme 2025/26 - Batch 7B - 296 Addresses - Various;		1,672,157	1,672,157	0	0
- Window Replacement Programme 2024/25 - Batch 6 - 415 Addresses in Ayr, Dundonald, Girvan, Loans, Maybole, Mossblown, Prestwick and Troon;		(184,452)	(184,452)	0	0

	- Environmental Improvements - Uncommitted Funding 2025/26, 2026/27 & 2027/28;			49,000		49,000	0	0
	- Supply/Installation of Eurobin Corrals - Various Locations;			(49,000)		(49,000)	0	0
	- 4 Gorse Park, Kincaidston, Ayr - Rebuild of Council Dwelling;			220,970	141,179	362,149	0	0
	- Re-instatement Following Fire Damage at 23 St Catherines Road, Ayr; and			50,000		50,000	0	0
	- New Builds - LDP2 Sites Unallocated 2025/26.			(270,970)		(270,970)	0	0
4	Adjustments are requested as (a) there are 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 advanced from a future year of the Programme. Adjustments requested are as detailed below:-					0	0	0
	- Fullarton Avenue SHU - Boiler Replacement 2024/25;			2,487		2,487	0	0
	- Major Component Replacements - Unallocated 2025/26 & Future Years;			(2,487)		(2,487)	0	0
	- 1 - 20 Miller Terrace & 32 - 78 Dailly Road (Even Numbers) Maybole;			(45,000)		(45,000)	0	0
	- Demolition of Riverside Flats - Block 1;			45,000		45,000	0	0
	- New Build Housing - Fenwickland Avenue, Ayr; and	50,000				50,000	(50,000)	0
	- North Park Court, Girvan - Accessibility Feasibility Study.		(1,500)			(1,500)	0	0
		50,000	**(1,500)**	**0**	**641,179**	**689,679**	**(50,000)**	**0**
TOTAL REVISED BUDGET						**59,526,690**	**30,850,621**	**36,543,954**

Agenda Item No. 10a

South Ayrshire Council

Report by Chief Financial Officer to Cabinet of 26 August 2025

Subject: Procurement of Capital Projects and Construction Works – Corporate Procurement Structural Changes

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1. Purpose

1.1 The purpose of this report is to seek approval for changes in responsibilities in terms of the procurement processes associated with capital projects and construction works across the Council. This report also details updates that are required to the Councils Standing Orders Relating to Contracts as outlined within Appendix 1.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 agrees that all Capital project procurement activity is added to the remit of the Corporate Procurement Team;

2.1.2 notes that this will be implemented through a transition period from 31 August 2025 until expected full implementation on 31 December 2025;

2.1.3 approves the creation of two Level 9 and one Level 7 resource for the Procurement Service;

2.1.4 agrees the transfer of funding relating to one vacant Level 11 from Professional Design Services to Corporate Procurement to offset a proportion of the cost of the new posts identified at 2.1.3 above;

2.1.5 notes that the additional 2025-26 in-year cost and ongoing future year cost implications will be met through increased charges to capital works, split between General Services and the Housing Revenue Account capital programmes; and

2.1.6 notes the required updates to the Standing Orders Relating to Contracts identified within the extract in Appendix 1 with proposed changes being incorporated within the next full Standing Orders Relating to Contracts update to Council.

3/

3. Background

3.1 The Council's Standing Orders Relating to Contracts currently state that the procurement of works ('construction') contracts is progressed via the Service Lead – PDS as per the below extract:

> ***'Works £50,000 - £199,999*** *Contact the Service Lead - Professional Design Services to progress with your requirement which must be concluded using appropriate construction contract terms and conditions.'*
>
> *With all larger contracts over this value being progressed by Professional Design Services or Special Property projects in line with the Standing Orders Relating to Contracts, Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.*

3.2 At present the Corporate Procurement team are only responsible for procuring Supplies and Services for all council departments. The procurement of minor construction works is also within the procurement team's remit. However capital construction projects and larger scale works contracts have been tendered and procured by members of staff who are not part of the Procurement team and therefore don't report directly to the Service Lead - Procurement.

3.3 Whilst procurement advice is given by the procurement team in relation to Works projects, the same procurement processes, and associated documentation, are not used when a procurement exercise is conducted out with the procurement team. As the procurement team are not currently directly responsible for capital works procurement exercises it is not guaranteed that all documentation, which can be visible to potential suppliers and publicly available, is up to date and in line with current policy.

3.4 This has resulted in inconsistencies in terms of how South Ayrshire Council procures and advertises its contract opportunities on Public Contracts Scotland and opens the Council up to legal challenge in terms of fair and transparent procurement activity in line with the Public Contracts Scotland Regulations 2015.

3.5 The Procurement team has 2 senior managers qualified as Members of the Chartered Institute of Procurement and Supply (MCIPS) which is a widely recognised procurement professional qualification. Currently no capital works procurement tender documents are reviewed by either of these qualified officers. Tender documents for capital works are currently prepared and issued by Chartered Quantity Surveyors.

3.6 Updates to Procurement policy (including updates for works procurement) are communicated and discussed via the Scottish Local Government Procurement Forum. These updates come directly from Scottish Government in terms of changes to procurement legislation for all sectors. Although Procurement attend these meetings there is currently little or no feedback/discussion given back to the Scottish Government from South Ayrshire. This is due to the current arm's length involvement that the procurement team have with larger construction procurement exercises.

3.7 The Procurement team regularly attend meetings with national framework providers for construction procurement such as the Scottish Procurement Alliance and Scotland Excel. These updates and meetings ensure that the Council takes account of any policy or framework changes which can be reflected in the Procurement

Strategy and Annual Report which Procurement produce every year. As with 3.6 feedback/discussion from the Procurement team at South Ayrshire are minimal.

3.8 The Procurement team currently have 4 Level 9 Procurement Officers (PO's) and one L5 Procurement Support Assistant (PSA). The four Procurement Officers are aligned to Council Services and Directorates, and all have rolling wave plans consisting of all planned contract renewals for statutory council services. The number of contracts in total to be renewed over the next two years is 376, this includes both Quick Quotes, solely managed by the L5 PSA, and tenders, managed by the PO's. However, this does not take into account any additional projects or 'one-off' requirements which may be required by Services (of which there were 32 additional unplanned one-off requirements in 2024/25). The number of contracts not including any projects from the General Services or Housing Capital Programme within the current workplan, to be renewed by June 2027, per department is detailed in Table 1 below;

Table 1 – Current number of contracts

Department	**Current Alignment**	**Number of current procurement exercises**
HSCP	1 L9 Procurement Officer	115
Corporate & ICT/Education/Communities & Transformation	1 L9 Procurement Officer	94
Housing, Operations and Development (excluding Neighbourhood Services)	1 L9 Procurement Officer	59
Neighbourhood Services/Education/Communities & Transformation	1 L9 Procurement Officer	64
Quick Quotes (Council wide)	1 L5 Procurement Support Assistant	44
Total		**376**

3.9 The General Services Capital Programme, as at P12 2024/25, has 167 construction type projects at the concept stage therefore will require future procurement support.

Table 2 – General Services Capital Programme

Strategic Objective	**Number of projects**
Education Investment	10
HSCP	1
Communities	96
Other	60
Total	**167**

3.10 The Housing Services Capital Programme, as at P12 2024/25, has 20 projects at the concept stage therefore will require future procurement support.

Table 3 - Housing Capital Programme

Strategic Objective	Number of projects
Major Components	8
Contingencies	1
Demolitions	1
Structural & environmental	1
Other	9
Total	**20**

3.11 Due to the nature of capital projects there are a number of the **187** projects in total that may need multiple procurement exercises completed to cover various stages of the project, consultancy, project management etc. Larger Capital projects by nature will require more substantial and longer procurement exercises to ensure full transparency and fairness in line with current Public Contracts Scotland 2015 regulations. These procurement exercises will also have to follow certain forms of contract, either New Engineering Contracts (NEC) or Scottish Building Contracts Committee (SBCC).

4. Proposals

4.1 It is proposed to bring all procurement activity into the Corporate Procurement team for works across all areas of capital project procurement. This will promote consistency in the way South Ayrshire advertises all its contracts, ensure relevant policy updates are applied to all tender documents and ensure compliance across all council services with the Public Contracts Scotland Regulations 2015.

4.2 It is proposed that a current temporary role at L9 Procurement Officer with the Procurement team (currently covering maternity leave) is converted into a permanent post. This will allow for the realignment of the current Procurement Officers to take into account the current Council structure where there are no Procurement officers responsible for a number of teams, including, Special Property Projects, Events, Transformation and Ayrshire Growth Deal projects.

4.3 Currently there is no resource within the team to cover these Services, resulting in a significant demand within the current FTE of the team and tenders for statutory services being delayed. Previously for Special Property Projects the majority of the third-party supplier appointments were made via the Hub SW. The exemption to use the Hub SW without any formal procurement process has previously been removed from the Standing Orders Relating to Contracts. This has resulted in increased demand for procurement advice and support for future projects as options, in terms of the procurement route, must be considered before deciding on a route to market. Continued Procurement support for the Events team (DSA) will be required for all future events and the Ayr Show. Procurement activity will start in October 2025 for the 2026 Ayrshow and requests have been submitted for procurement support for other events and event spaces such as the Cutty Sark. In regard to Transformation projects and the Ayrshire Growth deal procurement support has been minimal to date. These areas have a high level of exposure, and spend, for the Council and therefore have a high-risk level associated with them. Dedicated resource from procurement to reduce risk and promote compliance with Public Contracts Scotland Regulations 2015 across all projects will be necessary.

4.4 It is proposed that a new L9 Procurement Officer post is created to cover Works and Construction related projects specific to the General Services and Housing Capital Programmes, working very closely with the Professional Design Service (PDS) team for the progression of these contracts. In 2024-25 there were 14 contracts awarded by the PDS Service and 18 notices published. In addition, there were 21 Quick Quotes awarded by this Service for Works relating to PDS and Asset Management.

4.5 Current tender procedures within PDS consist of:

- documentation being prepared by the project Quantity Surveyor, either internal or external, in collaboration with the wider design team;
- the tender is then passed to a Level 5 Admin Assistant who publishes the document on PCS, either as an open, competitive tender or as a Quick Quote, depending on the value;
- the Admin Assistant then monitors any tender questions submitted and passes to the relevant person for a response;
- an Excel spreadsheet is set up and put on a shared drive so that responses can be monitored, and all members of the design team have visibility of the submitted queries;
- when the tender period ends, any/all tenders submitted are downloaded by the Service Lead – PDS and passed to the Quantity Surveyor for checking;
- the Level 5 Admin Assistant sets up a Price/Quality matrix with information from the tender submissions and will carry out the pass/fail checks which includes obtaining credit scored from Creditsafe and ensuring compliance with mandatory requirements such as CHAS;
- a panel assess the quality submissions which consists of scored/weighted questions;
- the Quantity Surveyor will finalise the Price/Quality evaluation once the tenders are fully checked and corrected and will prepare a Report on Tenders with recommendations for acceptance.

4.6 The proposed new Level 9 Procurement officer would be responsible for running this entire process for works via the Public Contracts Scotland Tender system (which is far more resource intensive than using the lighter Public Contracts Scotland portal) and drafting tender documentation that is consistent with those used for other Council services. This includes but is not restricted to:

- Contract Strategy documents;
- Conflict of interest declarations;
- Stand Procurement document (SPD) and making use of an Invitation to Tender Statement of Requirements template which includes all statutory clauses that the Council should be publishing with all regulated tenders;
- Facilitating the evaluation and award process including the Request for Documentation (RFD) stage (not currently used by PDS); and
- Detailed Tender Outcome report (currently a summary version is produced by PDS).

4.7 Tender documents will go through an approval process prior to publication with approval being granted from either the Procurements Contracts Coordinator or

Service Lead Procurement (following consultation with the Service Lead – PDS) to ensure compliance and consistency. All communications with bidders would also follow the same process as with tenders for other Council services including the use of standard templates for award/decline letters, standstill letters as required per the Public Contracts Scotland Regulations 2015. A statutory award notice would be published for every contract award, including any Framework call offs.

4.8 It is proposed that a new L7 Procurement Assistant post is created to provide assistance to the Procurement Officers for low value works procurement exercises, including the progression and support of Quick Quotes for works and Direct Awards (DAU's) for works which are now sent to the Service Lead – Procurement for review. Currently there is no resource within the team to cover these additional requests including the drafting of contracts, award documentation and mandatory awards that are required to be published (for example 134 awards published in 2024/25 without prior publication of a call for competition i.e. direct awards or Framework awards).

4.9 This role will be responsible for all Quick Quote works procurements and direct award requests for works currently administered via the PDS team. The Quick Quote threshold for works is up to £200,000 and all direct award requests must follow the rules within the Standing Orders Relating to Contracts. Despite the restricted value of Quick Quotes at £200,000 the risk of challenge to the Council is still very high particularly within the Construction industry. A dedicated resource will ensure that Public Contracts Scotland 2015 regulations are followed for every procurement exercise.

4.10 Additional training/qualifications will be required for Procurement staff (including the Contracts Coordinator and Service Lead Procurement) in regard to NEC (New Engineering Contracts) and SBCC (Scottish Building Contracts Committee) forms of contracts commonly used within the construction industry in Scotland. The requirement for these courses/experience will need to be added to the Job Descriptions of the Service Lead – Procurement and Coordinators within the Procurement team. Training costs for these courses will be able to be met from the existing Procurement budget and training requirements will be monitored annually and recorded via staff PDR's.

4.11 The proposal to transfer the responsibility for the procurement processes associated with capital projects and construction works from PDS to Corporate Procurement alongside increasing the capacity of the Corporate Procurement team, will ensure that all procurement within the Council is dealt with in a consistent way and ensure compliance across all council services with the Public Contracts Scotland Regulations 2015. Furthermore it will free up capacity in PDS to manage the design and build element of all capital works and contracts across both the General Services and Housing Revenue Account capital programmes. This additional support to PDS will also ensure that all available procurement options are being explored and a clear rationale will be available to support the route chosen. PDS staff currently responsible for issuing tenders will be able to undertake other duties which will further support and develop the service. It is anticipated that the rate of tender issue and turnaround will be improved with this additional dedicated procurement resource.

4.12 It is anticipated that there will need to be a period of transition where the current approach will require to remain in place until the recruitment of the new posts is completed, and new processes and protocols embedded. It is expected that full transfer of responsibility will be completed by 1 January 2026.

5. Legal and Procurement Implications

5.1 The Council must ensure that all procurement activity complies with both the Procurement Reform Act 2014 and Public Contracts Scotland regulations 2015 and the transfer of the procurement tasks identified in this report to the Corporate Procurement team will achieve this for the reasons set out in the proposals.

5.2 Procurement Implications require the resource identified above to ensure compliance across all Council Services and reduce the risk of challenge in regard to Council procurement exercises.

5.3 Standing Orders relating to contracts require to be updated to reflect the changes proposed above at the next Council meeting. Appendix 1 provides details of the revisions to the appropriate clauses that will be presented for approval at the next Council.

6. Financial Implications

6.1 Cost implications for the proposed new posts are shown in Table 4 below. PDS are currently carrying a Level 11 Quantity Surveyor vacancy which would be transferred to the procurement budget to put towards the funding required below.

Table 4

FTE	Grade	Spinal Point	Salary £	Supn. £	NI £	Full Year Total cost impact £	Estimated part year cost impact £
2	L9	69	87,314	5,676	11,598	104,586	43,578
1	L7	53	35,149	2285	4,522	41,957	17,482
(1)	L11	81	(51,649)	(3,357)	(6,997)	(62,003)	(25,835)
					Total	84,540	35,225

6.2 Approval of the proposals contained in this report will only have a part year cost impact in 2025-26, as it will take a number of months to recruit to the newly created posts. Assuming that the proposed transfer of responsibility transition period commences on 31 August 2025, then the associated costs may only start from 31 October (i.e. 5 months remaining of financial year 2025-26).

6.3 It is anticipated that the 2025-26 estimated part year costs and ongoing future year cost implications will be met through increased charges to capital works, split between General Services and the HRA. .

7. Human Resources Implications

7.1 There are Human Resource implications as below:

- Creation of one new permanent L9 Procurement Officer posts
- Creation of one new permanent L7 Procurement Assistant post.
- Deletion of one L11 Quantity Surveyor post from PDS.

7.2 It is expected that it will take a number of months to recruit the new posts from the date of transfer of responsibility.

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 limit the Council's ability to achieve Best Value and ensure consistency of approach in terms of fair and transparent procurement activity in line with the Public Contracts Scotland Regulations 2015, impact on the reputation of the Council and/ or may give rise to breach of statue, legal challenge or Council liability.

9. Integrated Impact Assessment (incorporating Equalities)

9.1 There are no significant potential positive or negative equality impacts of agreeing the recommendations and the recommendation in the cabinet paper is an operational matter which relates to service structural changes therefore, there is no requirement to carry out an Integrated Impact Assessment.

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. Link to Shaping Our Future Council **Yes ☐** **No ☑**

13.1 Not applicable.

14. Results of Consultation

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

14.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, HR and ICT, Councillor Chris Cullen, Portfolio Holder for Economic Development, and Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

15. Next Steps for Decision Tracking Purposes

15.1 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***
Commence transition period to transfer responsibility and implement structural changes	31 August 2025	Service Lead - Procurement
Complete transfer of responsibility	31 December 2025	Service Lead - Procurement

Background Papers **None**

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Date: 18 August 2025

Appendix 1

Extract of updates required to Standing Orders Relating to Contracts July 2024

Section 3.5 page 12

Works	£50,000 - £199,999	~~Contact the Service Lead - Professional Design Services to progress with your requirement which must be concluded using appropriate construction contract terms and conditions~~ Follow the procedures set out in these standing orders, and comply with any applicable legislation as detailed below

For works over that threshold the wording within Standing Orders Relating to Contracts currently reads:

'Follow the procedures set out in these standing orders, and comply with any applicable legislation...'

Appendix 3 Standing Orders Relating to Contracts – Executive Officer Delegations

7.1	Award external Contractor(s) to undertake any planned maintenance and/ or responsive repairs to buildings or property owned by the Council	~~Professional Design Services Manager and Asset Manager~~ Director of Housing, Operations and Development
7.2	Award external Contractor(s) shall be appointed, to undertake any planned maintenance and/ or responsive repairs to Council Houses	~~Property Repairs and Maintenance Manager~~ Director of Housing, Operations and Development