

County Buildings
Wellington Square
AYR KA7 1DR
Tel. No. 01292 612169

23 June 2022

Dear Councillor

SOUTH AYRSHIRE COUNCIL

You are requested to participate in a meeting of South Ayrshire Council to be held **on Wednesday 29 June 2022 at 10.00 a.m.** for the purpose of considering the undernoted business.

This meeting will be held 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
Head of Legal, HR and Regulatory Services

B U S I N E S S

1. Provost.
2. Sederunt and Declarations of Interest.
3. Minutes of previous meetings of the Council.

Submit for approval as correct records and authorise to be signed:-

- (1) 19 May 2022; and
- (2) 26 May 2022 (Special)

(copies herewith).

4. Review of Management Structure – Submit report by Chief Executive (copy herewith)
5. Appointments to Panel – Submit report by Head of Legal, HR and Regulatory Services (copy herewith).
6. Representation on Outside Bodies – Submit report by Head of Legal, HR and Regulatory Services (copy herewith).
7. Appointments to Convention of Scottish Local Authorities Policy Boards – Submit report by Head of Legal, HR and Regulatory Services (copy herewith).

8. South Ayrshire Charitable Trust – Submit report by Head of Legal, HR and Regulatory Services (copy herewith).
9. Standing Orders Relating to Contracts – Submit report by Head of Legal, HR and Regulatory Services (copy herewith).
10. Budget Management – Revenue Budgetary Control 2021/22 – Out-turn Statement at 31 March 2022 – Submit report by Head of Finance and ICT (copy herewith).
11. ICT Security and ICT Acceptable Use Policies – Submit report by Head of Finance and ICT (copy herewith).
12. Addressing Future Needs/ Local Authority Covid Economic Recovery (LACER) Fund – Submit report by Head of Finance and ICT (copy herewith).
13. Levelling Up Fund – Submit report by Assistant Director – Place (copy herewith).
14. Ayrshire Roads Alliance Service Plan 2022/23 and Performance Report 2021/22 – Submit report by Director – Place (copy herewith).
15. Ayr Station Hotel Update – Submit report by Director – Place (copy herewith).
16. Update on the Local Development Plan 2 Supplementary Guidance Design Brief – Submit report by Director – Place (copy herewith).
17. Updated Policy for the Acquisition and Disposal of Land and Buildings – Submit report by Director – Place (copy herewith).
18. Formal Questions.
19. **Ayrshire Growth Deal – Commercial Build – Submit report by Director – Place (Members only) (to follow)**
20. Consideration of Disclosure of the Above Confidential Report.

For more information on any of the items on this agenda, please telephone Janice McClure, Committee Services on at 01292 612169, at Wellington Square, Ayr or
e-mail: janice.mcclure@south-ayrshire.gov.uk
www.south-ayrshire.gov.uk

/Webcasting

Webcasting

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SOUTH AYRSHIRE COUNCIL.

Minutes of a hybrid webcast meeting
on 19 May 2022 at 10.00 a.m.

Present in County Buildings: Councillors Iain Campbell (Provost), Kenneth Bell, Laura Brennan-Whitefield, Ian Cavana, Alec Clark, Brian Connolly, Chris Cullen, Ian Davis, Julie Dettbarn, Mark Dixon, Martin Dowey, Stephen Ferry, William Grant, Peter Henderson, Hugh Hunter, Martin Kilbride, Mary Kilpatrick, Lee Lyons, Craig Mackay, Brian McGinley, Bob Pollock, Cameron Ramsay, Philip Saxton, Gavin Scott, Bob Shields, Duncan Townson and George Weir.

Present Remotely: Councillor Ian Cochrane.

Attending in County Buildings: E. Howat, Chief Executive; C. Caves, Head of Legal, HR and Regulatory Services; T. Baulk, Head of Finance and ICT; J. McClure, Committee Services Lead Officer; C. Buchanan, Committee Services Officer; A. Gibson, Committee Services Officer; and E. Moore, Committee Services Assistant.

Attending Remotely: D. Gillies, Director – Place; L. McRoberts, Director – Education; J. Bradley, Assistant Director – People; and C. McCallum, Committee Services Assistant.

1. Chair.

The Chief Executive, in her capacity as Returning Officer, took the Chair pending the appointment of the new Provost and

- (1) welcomed everyone to the meeting;
- (2) congratulated all Elected Members on their successful election;
- (3) intimated that no apologies had been received;
- (4) outlined the procedures for conducting this meeting and advised that this meeting would be broadcast live; and
- (5) referred to the recent death of former Councillor Nan McFarlane and advised that the Council would write to Nan's family expressing its condolences and would be represented at the funeral.

2. Sederunt and Declarations of Interest.

The Chief Executive called the Sederunt for the meeting and having called the roll, confirmed that there were no declarations of interest by Members of the Council in terms of Council Standing Order No. 17 and the Councillors' Code of Conduct.

3. **Results of South Ayrshire Council Elections.**

There was submitted a [report](#) (issued) of 12 May 2022 by the Chief Executive outlining the results of the South Ayrshire Council Election which took place on 5 May 2022.

Having heard the Chief Executive congratulate all Councillors on being elected, the Council

Decided: to agree to record the results of the Election held on 5 May 2022 as an Appendix to these Minutes.

4. **Appointment of Provost.**

The Chief Executive invited nominations for the appointment of Provost of South Ayrshire Council.

Councillor Henderson, seconded by Councillor Cochrane, moved that Councillor Grant be appointed Provost.

By way of Amendment, Councillor Dowey, seconded by Councillor Lyons, moved that Councillor Campbell be appointed Provost.

On a vote being taken by electronic means, twelve Members voted for the Amendment, eleven Members voted for the Motion and five Members abstained. The Amendment was accordingly declared carried and the Council

Decided: to appoint Councillor Iain Campbell as Provost.

Provost Campbell then took the Chair.

5. **Acceptance of Office as Provost.**

Councillor Campbell, after thanking members for electing him as Provost,

- (1) indicated that he looked forward to his forthcoming period as Provost;
- (2) welcomed all returning Members and the newly elected Members; and
- (3) expressed his thanks to all Elected Members who had retired from the previous Council.

6. **Appointment of Deputy Provost.**

The Provost invited nominations for the appointment of Deputy Provost of South Ayrshire Council.

Councillor Dowey, seconded by Councillor Lyons, moved that Councillor Kilpatrick be appointed Deputy Provost.

By way of Amendment, Councillor Henderson, seconded by Councillor Brennan-Whitefield, moved that Councillor Dettbarn be appointed Deputy Provost.

A Council Member requested a roll call vote and the Head of Legal, HR and Regulatory Services then took the vote by calling the roll as follows:-

Iain Campbell	Motion
Kenneth Bell	Motion
Laura Brennan-Whitefield	Amendment
Ian Cavana	Abstain
Alec Clark	Abstain
Ian Cochrane	Amendment
Brian Connolly	Abstain
Chris Cullen	Amendment
Ian Davis	Motion
Julie Dettbarn	Amendment
Mark Dixon	Amendment
Martin Dowey	Motion
Stephen Ferry	Motion
William Grant	Amendment
Peter Henderson	Amendment
Hugh Hunter	Motion
Martin Kilbride	Motion
Mary Kilpatrick	Motion
Lee Lyons	Motion
Craig Mackay	Amendment
Brian McGinley	Abstain
Bob Pollock	Motion
Cameron Ramsay	Abstain
Philip Saxton	Abstain
Gavin Scott	Motion
Bob Shields	Motion
Duncan Townson	Abstain
George Weir	Amendment

Nine Members voted for the Amendment, twelve Members voted for the Motion and seven Members abstained. Accordingly, the Motion was declared carried and the Council

Decided: to appoint Councillor Kilpatrick as Depute Provost.

7. **Appointment of Leader.**

The Provost invited nominations for the appointment of Leader of South Ayrshire Council.

Councillor Cullen, seconded by Councillor Cochrane, moved that Councillor Henderson be appointed Leader.

By way of Amendment, Councillor Lyons, seconded by Councillor Kilpatrick, moved that Councillor Dowey be appointed Leader.

A Council Member requested a roll call vote and the Head of Legal, HR and Regulatory Services then took the vote by calling the roll as follows:-

Iain Campbell	Amendment
Kenneth Bell	Amendment
Laura Brennan-Whitefield	Motion
Ian Cavana	Abstain
Alec Clark	Abstain
Ian Cochrane	Motion
Brian Connolly	Abstain

Chris Cullen	Motion
Ian Davis	Amendment
Julie Dettbarn	Motion
Mark Dixon	Motion
Martin Dowey	Amendment
Stephen Ferry	Amendment
William Grant	Motion
Peter Henderson	Motion
Hugh Hunter	Amendment
Martin Kilbride	Amendment
Mary Kilpatrick	Amendment
Lee Lyons	Amendment
Craig Mackay	Motion
Brian McGinley	Abstain
Bob Pollock	Amendment
Cameron Ramsay	Abstain
Philip Saxton	Abstain
Gavin Scott	Amendment
Bob Shields	Amendment
Duncan Townson	Abstain
George Weir	Motion

Nine Members voted for the Amendment, twelve Members voted for the Motion and seven Members abstained. Accordingly, the Amendment was carried and the Council

Decided: to appoint Councillor Dowey as Leader of South Ayrshire Council.

8. Appointment of Depute Leader.

The Provost invited nominations for the appointment of Depute Leader of South Ayrshire Council.

Councillor Henderson, seconded by Councillor Cullen, moved that Councillor Cochrane be appointed Depute Leader.

By way of Amendment, Councillor Dowey, seconded by Councillor Kilpatrick, moved that Councillor Lyons be appointed Depute Leader.

On a vote being taken by electronic means, nine Members voted for the Amendment, twelve Members voted for the Motion and seven Members abstained. The Amendment was accordingly declared carried and the Council

Decided: to appoint Councillor Lyons as Depute Leader of South Ayrshire Council.

Adjournment

The time being 10.40 a.m., the Council agreed to take a thirty minute adjournment.

Resumption of Meeting

The Council resumed at 11.10 a.m.

9. **Review of Political Decision Making Structure and Appointments to Panels, etc.**

There was submitted a [report](#) (issued) of 12 May 2022 by the Chief Executive seeking consideration of any changes to the Political Decision Making Structure and appointments to Panels.

Councillor Dowey, seconded by Councillor Lyons, moved an Amendment to the report as follows:-

- (1) that Appendix 1 to the report be amended as follows:-

Leadership Panel to be renamed as Cabinet, with the Cabinet to comprise of eight Portfolio Holders:-

- Corporate and Strategic – Martin Dowey;
- Economic Development – Bob Pollock;
- Health and Social Care – Lee Lyons;
- Education – Stephen Ferry;
- Finance, HR and ICT – Ian Davis;
- Sport and Leisure – Brian Connolly;
- Tourism and Rural Affairs – Alec Clark; and
- Buildings, Housing and Environment – Martin Kilbride;

- (2) to request the Chief Executive to update the Scheme of Delegation to reflect revised remits and present these to a Special meeting of South Ayrshire Council on 26 May 2022; and

- (3) that Appointments to Panels be presented to a Special meeting of South Ayrshire Council on 26 May 2022.

In terms of Standing Order No. 19.9, there was no general agreement to the unopposed motion, therefore, Council moved to a vote undertaken by electronic means for or against the Motion. Nineteen Members voted for the Motion and nine Members voted against the Motion and the Council, having considered the contents of the report,

Decided:- to approve the amendment to the report as outlined at (1) to (3) above.

10. **Appointments to Convention of Scottish Local Authorities.**

There was submitted a [report](#) (issued) of 12 May 2022 by the Head of Legal, HR and Regulatory Services seeking approval to appoint a delegation to COSLA's Convention following the outcome of the South Ayrshire Council election on 5 May 2022.

Councillor Dowey, seconded by Councillor Lyons, moved an Amendment to 2.1.1 of the report as follows:-

- (1) that the proposed membership of COSLA comprise Conservative, Labour, SNP and Independents; and
- (2) that the nominations and substitutes should be confirmed to the Chief Executive by 26 May 2022.

Following a question from a Member on the composition of the Council's representation of COSLA, the Chief Executive advised that there would be four Members - one Member from Conservative, SNP, Labour and the Independents.

In terms of Standing Order No. 19.9, there was no general agreement to the unopposed motion, therefore, Council moved to a vote undertaken by electronic means for or against the Motion. Twenty four Members voted for the Motion, one Member voted against the Motion and three Members abstained; and the Council

Decided:-

- (a) that the proposed membership of COSLA comprise Conservative, Labour, SNP and Independents;
- (b) that the nominations and substitutes should be confirmed to the Chief Executive by 26 May 2022; and
- (c) to request the Head of Legal, HR and Regulatory Services to submit a further report to a future meeting of the Council in relation to appointments to the COSLA Policy Boards.

11. Members' Remuneration.

There was submitted a [report](#) (issued) of 12 May 2022 by the Head of Legal, HR and Regulatory Services advising of the salaries payable under the current regulations; and seeking approval of the remuneration for the Civic Head and other Senior Councillors.

Councillor Dowey, seconded by Councillor Lyons, moved an Amendment to the report as follows:-

- (1) that the level of remuneration to be paid to the Civic Head be £29,361;
- (2) that the level of remuneration to Senior Councillors be as follows:-
 - (a) 7 Portfolio Holders to be paid £26,305; and
 - (b) the Chairs of the Regulatory Panel, Appeals Panel, Audit and Governance Panel, Partnerships Panel, Service and Performance Panel and the Licensing Board to be paid £23,704; and
- (3) that Elected Members could only receive payment in respect of one position.

In terms of Standing Order No. 19.9, there was no general agreement to the unopposed motion, therefore, Council moved to a vote undertaken by electronic means for or against the Motion. Twenty three Members voted for the Motion, one Member voted against the Motion and four Members abstained; and the Council, having noted the provisions for remuneration for Councillors, the Civic Head and the Council Leader in terms of The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations

Decided:- to approve the amendment to the report as outlined at (1) and (3) above.

12. Representation on Working Groups, Etc.

There was submitted a [report](#) (issued) of 12 May 2022 by the Head of Legal, HR and Regulatory Services seeking approval to appoint or nominate representatives to the List of Working Groups following the outcome of the South Ayrshire Council election on 5 May 2022.

Councillor Dowey, seconded by Councillor Lyons, moved the recommendations in the report, subject to an Amendment to 2.1.1 of the report as follows:-

- (1) that three cross party Working Groups be created, namely:-
 - (a) Ayrshire Growth Deal/Levelling Up Fund/Shared Prosperity Fund;
 - (b) Budget; and
 - (c) Station Hotel;
- (2) that the Golf Strategy Member/Officer Working Group be disbanded;
- (3) that the Sustainable Development and Climate Change Member/Officer Working Group and the Sustainability Forum be merged – comprising five members; and
- (4) that the appointments to Working Groups be presented to a Special meeting of South Ayrshire Council on 26 May 2022.

Questions were raised by Members in relation to:-

- (i) the terms of the Amendment and the Head of Legal, HR and Regulatory Services advised that the Amendment was in relation to 2.1.1 of the report; and
- (ii) the reasons for disbanding the Golf Strategy Member/Officer Working Group; and Councillor Dowey advised that the Portfolio Holder for Sport and Leisure would now oversee this matter while taking recommendations from all Members on how to further develop Golf within South Ayrshire.

Having heard a Member request that the Mover of the Motion include the creation of a Cost of Living Crisis Member/Officer Working Group within his Motion, Councillor Dowey and Councillor Lyons, as seconder, agreed to this inclusion.

In terms of Standing Order No. 19.9, there was no general agreement to the unopposed motion, therefore, Council moved to a vote. A vote was then undertaken by electronic means for or against the Motion. Twenty six Members voted for the Motion, one Member voted against the Motion and one Member abstained; and the Council

Decided:-

- (A) that three cross party Working Groups be created, namely:-
 - (I) Ayrshire Growth Deal/Levelling Up Fund/Shared Prosperity Fund;
 - (II) Budget; and
 - (III) Station Hotel;
- (B) that the Golf Strategy Member/Officer Working Group be disbanded;
- (C) that the Sustainable Development and Climate Change Member/Officer Working Group and the Sustainability Forum be merged – comprising five members;
- (D) to create a Cost of Living Crisis Member/Officer Working Group;

- (E) to remove the City Status Bid Member/Officer Group from the list of Working Groups; and
- (F) that the appointments to Working Groups be presented to a Special meeting of South Ayrshire Council on 26 May 2022.

13. **Representation on Outside Bodies.**

There was submitted a [report](#) (issued) of 12 May 2022 by the Head of Legal, HR and Regulatory Services seeking approval to appoint or nominate representatives to the List of Outside Bodies following the outcome of the South Ayrshire Council election on 5 May 2022.

Councillor Dowey, seconded by Councillor Lyons, moved as an Amendment to the report:-

- (1) the removal from the list of Ayr Renaissance Board and SAC (LLP Nominees) Limited on conclusion of all matters regarding Ayr Renaissance;
- (2) the removal from the list of Culzean Country Park Joint Committee;
- (3) the removal from the list of South Ayrshire Crime Prevention Panel (formerly known as Carrick Crime Prevention); and
- (4) that appointments to Outside Bodies be presented to a Special meeting of South Ayrshire Council on 26 May 2022.

Various comments were made by Members in relation to:-

- (a) the Ayrshire Educational Trust now ceasing to exist and should be removed from the list;
- (b) the importance of the Council appointing the appropriate Councillors to each Outside Body; and
- (c) the need to advise the Outside Bodies of the representatives timeously as some Bodies were meeting in the near future.

On a vote being taken by electronic means, the Council

Decided: to agree

- (i) the removal of Ayr Renaissance Board and SAC (LLP Nominees) Limited on conclusion of all matters regarding Ayr Renaissance;
- (ii) the removal of Culzean Country Park Joint Committee;
- (iii) the removal of South Ayrshire Crime Prevention Panel (formerly known as Carrick Crime Prevention);
- (iv) the removal of Ayrshire Educational Trust; and
- (v) that appointments to Outside Bodies be presented to a Special meeting of South Ayrshire Council on 26 May 2022.

14. Schedule of Meetings.

There was submitted a [report](#) (issued) of 12 May 2022 by the Head of Legal, HR and Regulatory Services seeking approval of a proposed timetable of Panel meetings for June 2022 and for August 2022 to June 2023.

Councillor Dowey, seconded by Councillor Lyons, moved the recommendations as outlined in the report.

On a vote being taken by electronic means, the Council

Decided:

- (1) to request the Head of Legal, HR and Regulatory Services to submit a timetable of meetings from August 2023 onwards to a future meeting of South Ayrshire Council; and
- (2) to approve the timetable of Panel meetings from June 2022 to June 2023 as detailed below:-

June 022			
Week 1			
Tuesday 14 June	10.00 am	Cabinet (Education)	
Wednesday 15 June	10.00 am	Licensing Board	
Thursday 16 June	10.00 am	Regulatory Panel - Licensing	
Week 2			
Tuesday 21 June	10.00 am	Appeals Panel	
Tuesday 21 June	2.00 pm	Local Review Body	
Wednesday 22 June	10.00 am	Audit and Governance Panel	
Wednesday 22 June	2.00 pm	Service and Performance Panel	
Thursday 23 June	10.00 am	Regulatory Panel - Planning	
Week 3			
Tuesday 28 June	10.00 am	Partnerships Panel	
Tuesday 28 June	2.00pm	Audit and Governance Panel (Special)	
Wednesday 29 June	10.00am	South Ayrshire Council	
Recess			
Schools close on Wednesday 29 June 2022 and re-open on Thursday 18 August and Friday 19 August 2022 (in-service days) and Monday 22 August 2022 (pupils)			

Schedule of Meetings – August 2022 to June 2023

2022			
Week 1			
Tuesday 23 August	10.00 am	Service and Performance Panel	
Tuesday 23 August	2.00 pm	Local Review Body	
Thursday 25 August	10.00 am	Licensing Board	
Week 2			
Tuesday 30 August	10.00 am	Cabinet	
Thursday 1 September	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 7 September	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 13 September	2.00 pm	Local Review Body	
Wednesday 14 September	10.00 am	Appeals Panel	
Thursday 15 September	10.00 am	Regulatory Panel - Planning	
Friday 16 and Monday 19 September 2022 - Public Holidays			
Week 5			
Tuesday 20 September	10.00 am	Service and Performance Panel	
Wednesday 21 September	10.00 am	Partnerships Panel	
Thursday 22 September	10.00 am	Licensing Board	
Week 6			
Tuesday 27 September	10.00 am	Cabinet (Education)	
Thursday 29 September	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 4 October	2.00 pm	Local Review Body	
Wednesday 5 October	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 11 October	10.00 am	Appeals Panel	
Wednesday 12 October	10.00 am	Regulatory Panel - Planning	
Thursday 13 October	10.00 am	South Ayrshire Council	
<p>Recess - Schools Close on Friday 14 October 2022 and re-open on Monday 24 October 2022 (in-service day) and Tuesday 25 October 2022 (pupils)</p>			

2022			
Week 1			
Tuesday 25 October	10.00 am	Service and Performance Panel	
Tuesday 25 October	2.00 pm	Local Review Body	
Thursday 27 October	10.00 am	Licensing Board	
Week 2			
Tuesday 1 November	10.00 am	Cabinet	
Thursday 3 November	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 9 November	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 15 November	2.00 pm	Local Review Body	
Wednesday 16 November	10.00 am	Appeals Panel	
Thursday 17 November	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 22 November	10.00 am	Service and Performance Panel	
Wednesday 23 November	10.00 am	Partnerships Panel	
Thursday 24 November	10.00 am	Licensing Board	
Week 6			
Tuesday 29 November	10.00 am	Cabinet (Education)	
Thursday 1 December	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 6 December	2.00 pm	Local Review Body	
Wednesday 7 December	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 13 December	10.00 am	Appeals Panel	
Wednesday 14 December	10.00 am	Regulatory Panel - Planning	
Thursday 15 December	10.00 am	South Ayrshire Council	
<p>Recess - Schools Close on Friday 23 December 2022 and re-open on Monday 9 January 2023</p>			

2023			
Week 1			
Tuesday 10 January	10.00 am	Service and Performance Panel	
Tuesday 10 January	2.00 pm	Local Review Body	
Thursday 12 January	10.00 am	Licensing Board	
Week 2			
Tuesday 17 January	10.00 am	Cabinet	
Thursday 19 January	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 25 January	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 31 January	2.00 pm	Local Review Body	
Wednesday 1 February	10.00 am	Appeals Panel	
Thursday 2 February	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 7 February	10.00 am	Service and Performance Panel	
Wednesday 8 February	10.00 am	Partnerships Panel	
Thursday 9 February	10.00 am	Licensing Board	
<i>Schools Close on Thursday 9 February 2023 and re-open on Tuesday 14 February 2023 (in-service day) Wednesday 15 February 2023 (pupils return)</i>			
Week 6			
Wednesday 15 February	10.00 am	Cabinet (Education)	
Thursday 16 February	10.00 am	Regulatory Panel - Licensing	
Week 7			
Tuesday 21 February	2.00 pm	Local Review Body	
Wednesday 22 February	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 28 February	10.00 am	Appeals Panel	
Wednesday 1 March	10.00 am	Regulatory Panel - Planning	
Thursday 2 March	10.00 am	South Ayrshire Council	
Week 1			
Tuesday 7 March	10.00 am	Service and Performance Panel	
Thursday 9 March	10.00 am	Licensing Board	

2023			
Week 2			
Tuesday 14 March	10.00 am	Cabinet	
Tuesday 14 March	2.00 pm	Local Review Body	
Thursday 16 March	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 22 March	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 29 March	10.00 am	Appeals Panel	
Thursday 30 March	10.00 am	Regulatory Panel - Planning	
Recess - Schools close on Friday 31 March 2023 and re-open on Monday 17 April 2023			
Friday 7 April 2023 – Public Holiday			
Monday 10 April 2023 – Public Holiday			
Week 5			
Tuesday 18 April	10.00 am	Service and Performance Panel	
Tuesday 18 April	2.00 pm	Local Review Body	
Wednesday 19 April	10.00 am	Partnerships Panel	
Thursday 20 April	10.00 am	Licensing Board	
Week 6			
Tuesday 25 April	10.00 am	Cabinet (Education)	
Thursday 27 April	10.00 am	Regulatory Panel - Licensing	
Monday 1 May 2023 – Public Holiday			
Week 7			
Wednesday 3 May	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 9 May	2.00 pm	Local Review Body	
Wednesday 10 May	10.00 am	Appeals Panel	
Thursday 11 May	10.00 am	Regulatory Panel - Planning	
Week 1			
Tuesday 16 May	10.00 am	Service and Performance Panel	
Thursday 18 May	10.00 am	Licensing Board	
Week 2			
Tuesday 23 May	10.00 am	Cabinet	
Thursday 25 May	10.00 am	Regulatory Panel - Licensing	
Monday 29 May 2023 – Public Holiday			

2023			
Week 3			
Tuesday 30 May	2.00 pm	Local Review Body	
Wednesday 31 May	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 7 June	10.00 am	Appeals Panel	
Thursday 8 June	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 13 June	10.00 am	Service and Performance Panel	
Wednesday 14 June	10.00 am	Partnerships Panel	
Thursday 15 June	10.00 am	Licensing Board	
Week 6			
Tuesday 20 June	10.00 am	Cabinet (Education)	
Tuesday 20 June	2.00 pm	Local Review Body	
Thursday 22 June	10.00 am	Regulatory Panel - Licensing	
Week 7			
Tuesday 27 June	10.00 am	Regulatory Panel - Planning	
Wednesday 28 June	10.00 am	Audit and Governance Panel	
Thursday 29 June	10.00 am	South Ayrshire Council	
<p>Recess</p> <p><i>Schools close on Friday 30 June 2023 and re-open on Thursday 17 August and Friday 18 August 2023 (in-service days) and Monday 21 August 2023 (pupils)</i></p>			

15. Closing Remarks.

The Provost thanked all in attendance for their contribution.

The meeting ended at 12 noon

South Ayrshire Council Election

Thursday 5 May 2022

Ward 1 – Troon

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Bell	Kenneth	Scottish Conservative and Unionist	8
Mackay	Craig	Scottish National Party (SNP)	1
Pollock	Bob	Scottish Conservative and Unionist	6
Saxton	Philip	Scottish Labour Party	3

Turnout: 54.6%

Ward 2 – Prestwick

<i>Surname</i>	<i>First Name</i>	<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Cochrane	Ian	Scottish National Party (SNP)	1
Hunter	Hugh	Independent	1
Kilbride	Martin	Scottish Conservative and Unionist	6
Ramsay	Cameron	Scottish Labour Party	8

Turnout: 54.0%

Ward 3 – Ayr North

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Brennan-Whitefield	Laura	Scottish National Party (SNP)	1
Cavana	Ian	Scottish Labour Party	1
Davis	Ian	Scottish Conservative and Unionist	7
Dixon	Mark	Scottish National Party (SNP)	2

Turnout: 39.2%

Ward 4 – Ayr East

<i>Surname</i>	<i>First Name</i>	<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Cullen	Chris	Scottish National Party (SNP)	1
Kilpatrick	Mary	Scottish Conservative and Unionist	7
McGinley	Brian	Scottish Labour Party	9

Turnout: 49.0%**Ward 5 – Ayr West**

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Dowey	Martin	Scottish Conservative and Unionist	1
Lyons	Lee	Scottish Conservative and Unionist	9
Shields	Bob	Independent	1
Weir	George	Scottish National Party (SNP)	7

Turnout: 58.5%**Ward 6 – Kyle**

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Dettbarn	Julie	Scottish National Party (SNP)	1
Ferry	Stephen	Scottish Conservative and Unionist	6
Townson	Duncan	Scottish Labour Party	2

Turnout: 45.9%

Ward 7 – Maybole, North Carrick and Coylton

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Campbell	Iain	Scottish Conservative and Unionist	4
Connolly	Brian	Independent	6
Grant	William James	Scottish National Party (SNP)	1

Turnout: 46.8%

Ward 8 – Girvan and South Carrick

<i>Candidate Name</i>		<i>Affiliation</i>	<i>Stage at which Candidate was Elected</i>
Clark	Alec	Independent	1
Henderson	Peter	Scottish National Party (SNP)	2
Scott	Gavin	Scottish Conservative and Unionist	7

Turnout: 46.7%

SOUTH AYRSHIRE COUNCIL (SPECIAL).

Minutes of a hybrid webcast meeting
on 26 May 2022 at 10.00 a.m.

Present in County Buildings: Councillors Iain Campbell (Provost), Laura Brennan-Whitefield, Ian Cavana, Alec Clark, Brian Connolly, Ian Davis, Julie Dettbarn, Mark Dixon, Martin Dowey, Stephen Ferry, William Grant, Peter Henderson, Martin Kilbride, Mary Kilpatrick, Lee Lyons, Brian McGinley, Bob Pollock, Cameron Ramsay, Philip Saxton, Gavin Scott, Duncan Townson and George Weir.

Present Remotely: Councillors Kenneth Bell, Ian Cochrane, Chris Cullen, Hugh Hunter and Craig Mackay.

Apology: Councillor Bob Shields.

Attending in County Buildings: E. Howat, Chief Executive; D. Gillies, Director – Place, K. Briggs, Service Lead - Legal and Licensing J. McClure, Committee Services Lead Officer; A. Gibson, Committee Services Officer; C. Buchanan, Committee Services Officer; F. Maher, Temporary Committee Services Officer; C. McCallum, Committee Services Assistant; and E. Moore, Committee Services Assistant.

Attending Remotely: T. Eltringham, Director – Health and Social Care Partnership; and K. Carr, Assistant Director – Place.

1. Provost.

The Provost

- (1) welcomed everyone to the meeting;
- (2) intimated that apologies had been received from Councillor Bob Shields; and
- (3) outlined the procedures for conducting this meeting and advised that this meeting would be broadcast live.

2. Sederunt and Declarations of Interest.

The Chief Executive called the Sederunt for the meeting and having called the roll, confirmed that there were no declarations of interest by Members of the Council in terms of Council Standing Order No. 17 and the Councillors' Code of Conduct.

3. Appointments to Panels, etc.

There was submitted a [report](#) (issued) of 20 May 2022 by the Chief Executive seeking consideration of the appointments to Panels.

Councillor Dowey, seconded by Councillor Lyons, moved the recommendation within the report subject to the membership of the Service and Performance Panel being reduced from eight members to six members; and the membership of the Licensing Board being reduced from nine members to seven members.

Adjournment

The time being 10.08 a.m., Councillor Henderson requested a short adjournment to submit a written amendment.

Resumption of Meeting

The meeting resumed at 10.28 a.m.

Councillor Henderson, seconded by Councillor Brennan-Whitefield, moved as an Amendment that Councillor Mark Dixon be appointed Vice-Chair of Partnerships Panel; and Councillor Julie Dettbarn be appointed Vice-Chair of the South Ayrshire Integration Joint Board.

Point of Order

Councillor Pollock raised a Point of Order regarding the competency of the Amendment; and the Service Lead – Legal and Licensing advised that the order of the Appointments to Panels and the Appointments to Working Groups within the written Amendment had been out of sync, however, the Amendment was competent.

Councillor Dowey, as Mover of the Motion and Councillor Lyons, as seconder, accepted that part of the Amendment that Councillor Mark Dixon be appointed Vice-Chair of the Partnerships Panel.

Having heard a Member request a roll-call vote, the Service Lead – Legal and Licensing took the vote by calling the roll as follows:-

Iain Campbell	Motion
Kenneth Bell	Motion
Laura Brennan-Whitefield	Amendment
Ian Cavana	Motion
Alec Clark	Motion
Ian Cochrane	Amendment
Brian Connolly	Motion
Chris Cullen	Amendment
Ian Davis	Motion
Julie Dettbarn	Amendment
Mark Dixon	Amendment
Martin Dowey	Motion
Stephen Ferry	Motion
William Grant	Amendment
Peter Henderson	Amendment
Hugh Hunter	Motion
Martin Kilbride	Motion
Mary Kilpatrick	Motion
Lee Lyons	Motion
Craig Mackay	Amendment
Brian McGinley	Motion

Bob Pollock	Motion
Cameron Ramsay	Motion
Philip Saxton	Motion
Gavin Scott	Motion
Duncan Townson	Motion
George Weir	Amendment

Nine Members voted for the Amendment and eighteen for the Motion which was accordingly declared carried and the Council

Decided: to approve the Appointments to Panel as follows:-

**Audit and Governance Panel
(8 members – quorum 3)**

Peter Henderson (Chair)	Mary Kilpatrick
Brian McGinley (Vice-Chair)	Cameron Ramsay
Kenneth Bell	Gavin Scott
Chris Cullen	George Weir

**Partnerships Panel
(6 members – quorum 3)**

Philip Saxton (Chair)	Ian Davis
Mark Dixon (Vice-Chair)	Hugh Hunter
Ian Cochrane	Martin Kilbride

**Service and Performance Panel
(6 members – quorum 3)**

Bob Shields (Chair)	Ian Cochrane
Chris Cullen (Vice-Chair)	Gavin Scott
Kenneth Bell	George Weir

**Appeals Panel (Various)
(6 members – quorum 3)**

Ian Cavana (Chair)	Mary Kilpatrick
Laura Brennan-Whitefield (Vice-Chair)	Gavin Scott
Iain Campbell	Duncan Townson

**Chief Officers' Appointments/ Appraisal Panel
(5 members – quorum 3)**

Martin Dowey (Chair)	Peter Henderson
Lee Lyons (Vice-Chair)	One Labour Member TBC *
Alec Clark	

* subsequently agreed as Councillor McGinley

**Regulatory Panel
(9 members – quorum 3)**

Kenny Bell (Chair)	Mark Dixon
TBC (Vice-Chair)*	Martin Kilbride
Ian Cavana	Mary Kilpatrick
Alec Clark	Craig Mackay
Brian Connolly	Duncan Townson

* subsequently agreed at Regulatory Panel of 16 June 2022 as Councillor Kilbride

**Local Review Body
(9 members – quorum 3)**

Kenny Bell (Chair)	Mark Dixon
TBC (Vice-Chair) *	Martin Kilbride
Ian Cavana	Mary Kilpatrick
Alec Clark	Craig Mackay
Brian Connolly	Duncan Townson

* subsequently agreed at Regulatory Panel of 16 June 2022 as Councillor Kilbride

**Licensing Board
(7 members – quorum 4)**

TBC (Chair) *	Martin Kilbride
Laura Brennan-Whitefield	Bob Pollock
Stephen Ferry	Gavin Scott
William Grant	Duncan Townson

* subsequently agreed at the Licensing Board meeting of 15 June 2022 as Councillor William Grant

The Council's representatives on the undernoted are as follows:

**Ayrshire Shared Service Joint Committee
(4 members)**

Alec Clark	William Grant
Ian Davis	Philip Saxton

**South Ayrshire Integration Joint Board
(4 members and 2 proxies)**

Lee Lyons (Chair/Vice-Chair)	Hugh Hunter
Julie Dettbarn	Cameron Ramsay
Ian Davis (Proxy)	George Weir (Proxy)

4. Representation on Working Groups, Etc.

There was submitted a [report](#) (issued) of 20 May 2022 by the Chief Executive seeking Council's approval to appoint or nominate representatives to the list of Working Groups following the outcome of the South Ayrshire Council election on 5 May 2022

Councillor Dowey, seconded by Councillor Lyons, moved the recommendations as outlined in the report.

A vote was undertaken by electronic means and the Council

Decided:- having reviewed the list of Working Groups, to appoint the Members as outlined in [Appendix 1](#) to the report.

5. Representation on Outside Bodies.

There was submitted a [report](#) (issued) of 20 May 2022 by the Chief Executive seeking Council's approval to appoint or nominate representatives to the list of Outside Bodies following the outcome of the South Ayrshire Council election on 5 May 2022

Councillor Dowey, seconded by Councillor Lyons, moved the recommendations as outlined in the report.

By way of Amendment, Councillor Henderson, seconded by Councillor Grant, moved the recommendations in the report, with the exception that Councillor Martin Kilbride be appointed to the Strathclyde Concessionary Travel Scheme Joint Committee and Strathclyde Partnership for Travel as Portfolio Holder (with Councillor George Weir proposed if Councillor Kilbride not agreed); Councillor Dettbarn be appointed to Ayrshire and Arran Health Board; and Councillor Grant be appointed to the Galloway and Southern Ayrshire Biosphere.

By way of a Counter-Amendment, Councillor McGinley, seconded by Councillor Saxton, moved the recommendations in the report with the exception that Councillor Townson be appointed to the Strathclyde Partnership for Travel.

Councillor Dowey, as the Mover of the Motion and Councillor Lyons, as the Second, agreed to accept Councillor McGinley's Counter-Amendment within the terms of the Motion and Councillor McGinley withdrew his Counter-Amendment.

On a vote being taken by electronic means, eight Members voted for the Amendment and nineteen for the Motion, which was accordingly declared carried; and the Council

Decided: to appoint representatives to the organisations as outlined in [Appendix 1](#) to the report with the exception of Councillor Townson being appointed to the Strathclyde Partnerships for Travel instead of Councillor Cochrane.

6. Scheme of Delegation.

There was submitted a [report](#) (issued) of 25 May 2022 by the Chief Executive seeking approval to amend the Scheme of Delegation following review.

Councillor Dowey, seconded by Councillor Lyons, moved the recommendations as outlined in the report.

In terms of Standing Order No. 19.9, there was no general agreement to the unopposed motion, therefore, Council moved to a vote. A vote was then undertaken by electronic means and the Council unanimously

Decided: that the Council approve the revised Scheme of Delegation, attached as Appendix 1 to the report, with effect from 27 May 2022.

7. Formal Question.

The Council noted that no formal questions had been submitted.

8. Closing Remarks.

The Provost thanked all in attendance for their contribution.

The meeting ended at 11.00 a.m.

South Ayrshire Council

**Report by Chief Executive
to South Ayrshire Council
of 29 June 2022**

Subject: Review of Management Structure

1. Purpose

1.1 The purpose of this report is to request that Elected Members provide the Chief Executive with parameters for a further review of the Management Structure.

2. Recommendation

2.1 It is recommended that the Council agrees that the Chief Officers' Appointments/ Appraisal Panel meets with the Chief Executive to set out the parameters of a Management Restructure and consider the interim staffing structure required.

3. Background

3.1 The current Chief Officer structural arrangements were approved by the Leadership Panel in December 2017 and reflected the emerging changes and challenges that existed at that time.

3.2 Further revisions were made in March 2020 which deleted the post of Head of Employee Services and amended the responsibilities of Assistant Directors.

3.3 In November 2021, the Chief Officers' Appointments/ Appraisal Panel agreed to recommend to Council that the post of Depute Chief Executive and Director - People be divided into two posts, namely Director of Education and Director – People.

3.4 At a special meeting on 15 November 2021, the Council:

3.4.1 agreed to create a new post of Director of Education at grade CO44, and that, in the interim, the two Assistant Directors – People report to the Chief Executive; and

3.4.2 requested the Chief Executive to submit a further report to Council in due course.

3.5 The recent Best Value Assurance report recommended 'that the Council should assure itself that it has the capacity and skills required to increase its pace of improvement in key aspects of Best Value, such as community planning and empowerment, financial and workforce planning and transformation'.

3.6 One post of Assistant Director within the Place Directorate will be become vacant at the end of June following the resignation of Kevin Carr to take up the post of Head of Facilities, Waste and Grounds with South Lanarkshire Council.

3.7 The current Chief Officer structure is attached at [Appendix 1](#).

4. Proposals

4.1 It is proposed that the Chief Officers' Appointments/ Appraisal Panel meets with the Chief Executive and outlines the parameters for the review of the Management Structure and the proposed timescale for completion.

4.2 The appointment of any Chief Officer is delegated to the Chief Officers' Appointments/ Appraisal Panel which will also be asked to consider how support for Service Leads in Corporate Procurement, Facilities Management, Housing Operations and Neighbourhood Services should be provided until any review of the Management Structure is concluded.

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 at this stage. The further report to Council will outline the financial implications of the proposals.

7. Human Resources Implications

7.1 There are no staffing implications at this stage. The further report to Council will outline the staffing implications of the proposals.

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 Rejection of the recommendations will reduce the ability to deliver the Programme for Effective Governance/ Best Value Audit Review action plan.

9/

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 2](#).

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Martin Dowe, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Further report to Council outlining proposals for a revised Management Structure	31 August 2022	Chief Executive

Report to South Ayrshire Council of 5 March 2020 – [Review of Management Structure](#)

[Audit Scotland – Best Value Assurance Report – South Ayrshire Council – October 2021](#)

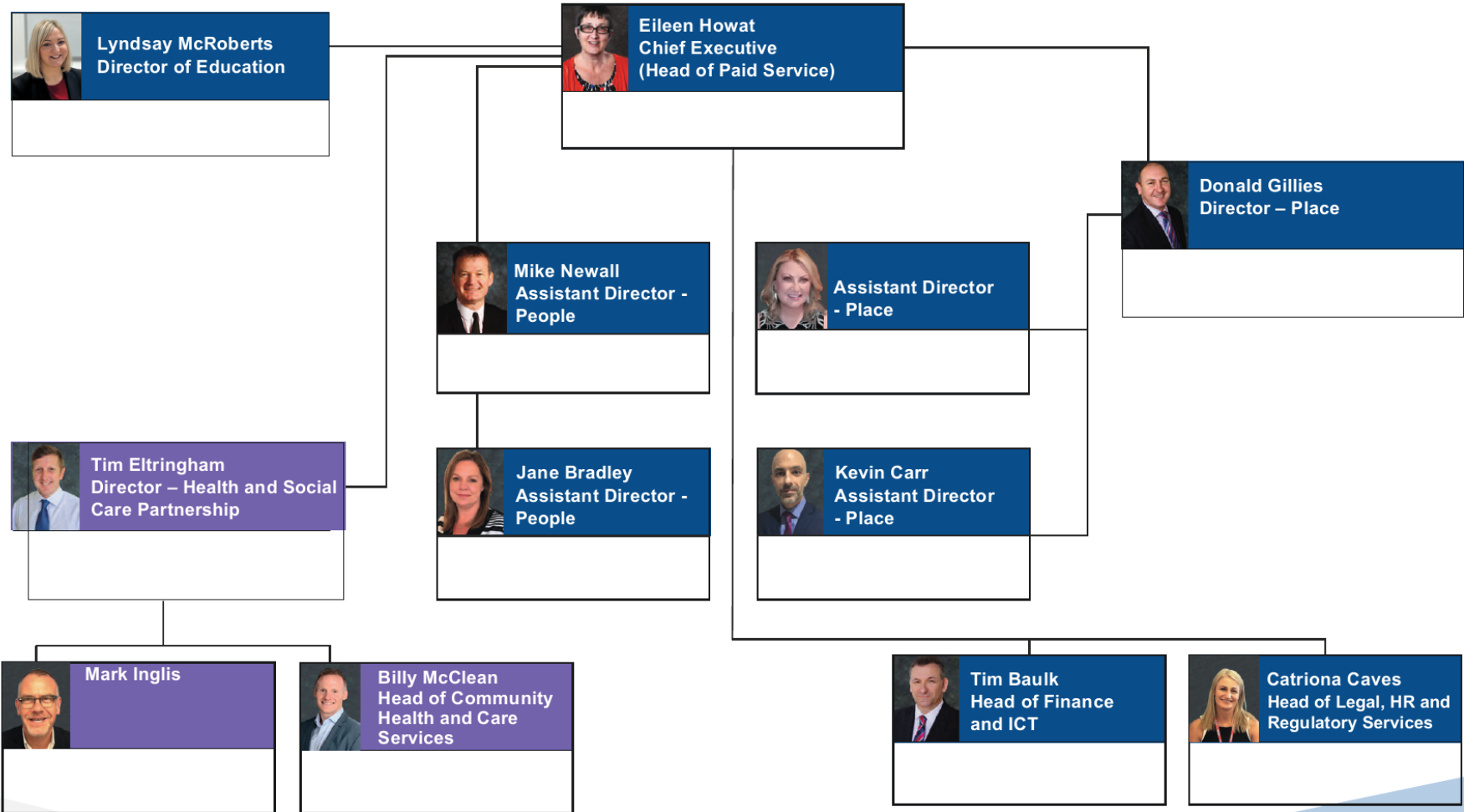
Report to South Ayrshire Council (Special) of 15 November 2021 – [Review of Management Structure](#)

Person to Contact

Eileen Howat, Chief Executive
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612612
E-mail eileen.howat@south-ayrshire.gov.uk

Date: 22 June 2022

Current Management Structure



South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Review of Management Structure
Lead Officer (Name/Position/Email)	Eileen Howat, Chief Executive – eileen.howat@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>— YES</p> <p>NO</p>
<p>Rationale for decision:</p> <p>This report seeks approval of revised staffing and structural arrangements in respect of Chief Officers. Members’ decision on this has no specific equality implications</p>	
<p>Signed : Eileen Howat Chief Executive</p> <p>Date: 9 June 2022</p>	

South Ayrshire Council

Report by Head of Legal, HR and Regulatory Services
to South Ayrshire Council
of 29 June 2022

Subject: Appointments to Panels

1. Purpose

1.1 The purpose of this report is to seek approval to make alterations to the list of Panels.

2. Recommendation

2.1 It is recommended that the Council:

2.1.1 **appoints Councillors Kenneth Bell and Mary Kilpatrick to replace Councillors Ian Davis and Martin Kilbride as members of the Partnerships Panel; and**

2.1.2 **considers any other amendments which might be required to membership of Panels.**

3. Background

3.1 In terms of para 11.1 of the Council's Scheme of Delegation, amendment of the membership of the Leadership Panel and other Panels, Committees and Sub-Committees is reserved to Council.

4. Proposals

4.1 **Partnerships Panel** - at a special meeting on 26 May 2022, the Council approved the following appointments:

**Partnerships Panel
(6 members – quorum 3)**

Philip Saxton (Chair)	Ian Davis
Mark Dixon (Vice-Chair)	Hugh Hunter
Ian Cochrane	Martin Kilbride

4.2 However, in terms of para 35.3 (3) of the Standing Orders Relating to Meetings, 'No member of the Cabinet may be a member of any of the Scrutiny Panels'. It is, therefore, proposed that membership of the Partnerships Panel be amended as below (changes highlighted in **bold** text):

Partnerships Panel
(6 members – quorum 3)

Philip Saxton (Chair)	Kenneth Bell
Mark Dixon (Vice-Chair)	Hugh Hunter
Ian Cochrane	Mary Kilpatrick

4.3 Members may wish to consider any other amendments which might be required to membership of Panels.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

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

8.1.1 There are no risks associated with adopting the recommendations.

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

8.2.1 There are no risks associated with rejecting the recommendations.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 1](#).

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/

11. Options Appraisal

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

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

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

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

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Publish details of membership of Panels	8 July 2022	Service Lead – Democratic Governance

Background Papers **Report to South Ayrshire Council (Special) of 26 May 2022 – [Appointments to Panel](#)**

[Scheme of Delegation](#)

[Standing Orders Relating to Meetings](#)

Person to Contact **Catriona Caves, Head of Legal, HR and Regulatory Services
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612556
E-mail catriona.caves@south-ayrshire.gov.uk**

Date: 21 June 2022

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Appointments to Panels
Lead Officer (Name/Position/Email)	Catriona Caves, Head of Legal, HR and Regulatory Services – catriona.caves@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Rationale for decision:	
<p>This report seeks approval to make alterations to the list of Panels. Their decision on this has no specific equality implications</p>	
Signed : Catriona Caves	Head of Service
Date: 9 June 2022	

South Ayrshire Council

**Report by Head of Legal, HR and Regulatory Services
to South Ayrshire Council
of 29 June 2022**

Subject: Representation on Outside Bodies

1. Purpose

1.1 The purpose of this report is to seek the Council’s approval to make alterations to the list of Outside Bodies.

2. Recommendation

2.1 It is recommended that the Council:

2.1.1 nominates and appoints an Elected Member as representative for the David Elder Edward’s Trust (as Charitable Trustee);

2.1.2 nominates and appoints Elected Members as representatives for the Ayrshire Community Wealth Building Commission; and

2.1.3 nominates and appoints an Elected Member as representative on the Ayrshire Economic Joint Committee Sub-Committee responsible for the administration of the Ayrshire Skills Investment Fund.

3. Background

3.1 In terms of para 11.2 of the Council’s Scheme of Delegation, the selection and de-selection of Councillors and officers to serve on and/ or to represent the Council on Joint Committees, Joint Boards and other external bodies and organisations is reserved to Council.

4. Proposals

4.1 *David Elder Edward’s Trust*

4.1.1 At a special meeting on 26 May 2022, the Council approved the undernoted Councillors as representatives (and Charitable Trustees):

<i>Outside Body</i>	<i>Representatives</i>
David Elder Edward’s Trust	Cllr Iain Campbell (as Provost) Cllr Bob Pollock (as Portfolio Holder)

- 4.1.2 However, the ex officio trustees in the trust deed are identified as the Provost and the ‘Convener of Leisure and Recreation’, as the trust purposes relate to the advancement of the arts and culture, specifically at Rozelle House.
- 4.1.3 In terms of the revised Scheme of Delegation approved by Special Council on 26 May 2022, libraries and museums now fall under the remit of the Tourism and Rural Affairs Portfolio. It is, therefore, proposed that the representatives (as Charitable Trustees) be amended as below (change highlighted in **bold** text):

<i>Outside Body</i>	<i>Representatives</i>
David Elder Edward Trust	Cllr Iain Campbell (as Provost) Cllr Alec Clark (as Portfolio Holder)

4.2 ***Ayrshire Community Wealth Building Commission***

4.2.1 The Commission was established to progress and promote the development of a collaborative approach to Community Wealth Building in Ayrshire, ensuring Ayrshire remains at the forefront of Community Wealth Building in Scotland. Membership includes Elected Members and officers from the 3 Ayrshire Councils, NHS Ayrshire and Arran, Police Scotland, Ayrshire College, Scottish Fire and Rescue, Scottish Enterprise and The Ayrshire Community Trust. South Ayrshire Council representatives are:

- Leader of the Council;
- Director – Place; and
- Service Lead – Director Support, Place Directorate (which was a temporary post).

4.2.2 It is proposed that the Council nominates and appoints an Elected Member to replace the Service Lead – Director Support as representative for the Commission.

4.3 ***Ayrshire Economic Joint Committee – Sub Committee***

4.3.1 On 20 June 2022, Ayrshire Economic Joint Committee agreed to establish a Sub-Committee with delegated authority to:

- consider the output of the Regional Skills Investment Plan;
- identify and prioritise skills gaps on an ongoing basis;
- determine and implement the most appropriate means of administering the Ayrshire Skills Investment Fund (ASIF) to meet identified skills gaps;
- invite and evaluate ASIF Grant applications
- award grants from the ASIF; and

- develop and establish a suitable procurement process to ensure sufficient training provision is secured to meet identified skills gaps.
- 4.3.2 This project is currently profiled to spend a total of £3.5m revenue from the Ayrshire Growth Deal funding.
- 4.3.3 It is proposed that the Council nominates and appoints a member of the Ayrshire Economic Joint Committee (representatives noted below) as South Ayrshire Council representative on the Sub-Committee.

<i>Outside Body</i>	<i>Representatives</i>
Ayrshire Economic Joint Committee	Cllrs Martin Dowey, Bob Pollock and Peter Henderson

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 Minimal costs for attending meetings, etc, can be met from existing budget.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with adopting the recommendations.

Risk Implications of Rejecting the Recommendations

- 8.2.1 In some cases failing to nominate or appoint Members would result in the Council being unrepresented on key outside bodies/ organisations.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 2](#).

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

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

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

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Notification of nominations/ appointments to relevant outside bodies	8 July 2022	Service Lead – Democratic Governance

Background Papers **Report to South Ayrshire Council (Special) of 26 May 2022 – [Representation on Outside Bodies](#)**

[Scheme of Delegation](#)

Person to Contact **Catriona Caves, Head of Legal, HR and Regulatory Services
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612556
E-mail catriona.caves@south-ayrshire.gov.uk**

Date: 21 June 2022

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Representation on Outside Bodies
Lead Officer (Name/Position/Email)	Catriona Caves, Head of Legal, HR and Regulatory Services – catriona.caves@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

South Ayrshire Council

Report by Head of Legal, HR and Regulatory Services to South Ayrshire Council of 29 June 2022

Subject: Appointments to Convention of Scottish Local Authorities Policy Boards

1. Purpose

- 1.1 The purpose of this report is to request the Council to nominate and appoint Members to COSLA's Policy Boards.

2. Recommendation

- 2.1 **It is recommended that the Council nominates and approves one Councillor to be appointed to represent the Council on each of the COSLA Policy Boards, namely:**

2.1.1 **Community Wellbeing;**

2.1.2 **Economy and Environment;**

2.1.3 **Education and Children; and**

2.1.4 **Health and Social Care.**

3. Background

- 3.1 The Council meeting of 19 May 2022 approved representation on COSLA's Convention, and requested that the Head of Legal, HR and Regulatory Services submit a further report to a future meeting of the Council in relation to appointments to the COSLA Policy Boards

- 3.2 COSLA cannot appoint any Spokespersons until the political balance of the Convention is established which is dependent on receipt of delegations for Convention. Once the political balance on the Convention is clear, the Groups (via Political group Leaders) on COSLA will be advised of any Spokesperson vacancies available to them and invited to agree the division of portfolios and agree nominations for Spokespersons. This also has to be gender balanced.

- 3.3 Each Council is invited to make an appointment to the four Policy Boards, namely: Community Wellbeing; Economy and Environment; Education and Children; and Health and Social Care. It is unlikely that the Boards will start meeting until late August/ early September. COSLA have advised that the vast majority of outside appointments it makes will be dealt with at the Boards although a small number will be handled at the June Convention meeting.

4. Proposals

4.1 It would be appropriate for the Council to nominate and approve appointment of representatives to the four COSLA Policy Boards.

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 Minimal costs for attending meetings, etc, can be met from existing budget.

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 result in the Council not being fully represented on COSLA.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 1](#).

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 Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Head of Legal, HR and Regulatory Services 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 Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Notify COSLA of the Council's appointments to the Policy Boards	8 July 2022	Service Lead – Democratic Governance

Background Papers **Report to South Ayrshire Council of 19 May 2022 - [Appointments to Convention of Scottish Local Authorities](#)**

Person to Contact **Catriona Caves, Head of Legal, HR and Regulatory Services
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612256
E-mail catriona.caves@south-ayrshire.gov.uk**

Date: 21 June 2022

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Appointments to Convention of Scottish Local Authorities
Lead Officer (Name/Position/Email)	Catriona Caves, Head of Legal, HR and Regulatory Services – catriona.caves@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Rationale for decision:	
<p>This report seeks the Council’s approval re appointments to COSLA’s Policy Boards. Their decision on this has no specific equality implications</p>	
Signed : Catriona Caves	Head of Service
Date: 19 May 2022	

South Ayrshire Council

Report by Head of Legal, HR and Regulatory Services to South Ayrshire Council of 29 June 2022

Subject: South Ayrshire Charitable Trust

1. Purpose

- 1.1 The purpose of this report is to provide an annual update on the South Ayrshire Charitable Trust and amend the Trust Business Plan for this financial year.

2. Recommendation

- 2.1 **It is recommended that the Members as Trustees of South Ayrshire Charitable Trust:**

2.1.1 **note the summary of grant funding made by the trust during 2021/22 detailed in [Appendix 1](#); and**

2.1.2 **approve the business plan for the running of the trust for the year 2022/23 detailed in [Appendix 2](#).**

3. Background

- 3.1 At the Council meeting of 18 December 2014, Members considered a report concerning the consolidation of sixteen charitable and seven non-charitable trusts into a new trust. The Members were trustees of these historic trusts which were administered by the Council. Members agreed to set up the South Ayrshire Charitable Trust, and to seek charitable status for that trust from the Office of the Scottish Charity Regulator (OSCR). At the Council meeting of 25 June 2015, Members were advised that the South Ayrshire Charitable Trust had been established and given charitable status by OSCR. The purposes of the South Ayrshire Charitable Trust are (a) the prevention and relief of poverty and (b) the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage. The trustees of the South Ayrshire Charitable Trust are the elected members of South Ayrshire Council.
- 3.2 Transfers of the sixteen charitable and seven non charitable trusts to South Ayrshire Charitable Trust took place on 1 April 2016. The assets transferred remained ring fenced for the geographic area of the trust from which they came. The consolidation of the charitable and non-charitable trusts operated by South Ayrshire Council into the South Ayrshire Charitable Trust has allowed for a simpler management process of the trusts and meaningful disbursement to those in need in South Ayrshire as envisaged by the original benefactors.

3.3 The trustees approved a Business Plan on 17 December 2015 for the operation of the South Ayrshire Charitable Trust. In terms of that Business Plan decisions for disbursement of trust funds were delegated to Committees of Trustees who comprised the Councillors for the areas of Ayr; Prestwick and Monkton; Troon; Coylton; Maybole; Barr and Girvan. The Business Plan has been amended in each subsequent year to take account of changes in the amounts held by the trust.

3.4 Applications have been invited for grant funding for the last six years. Funds for Maybole were fully utilised in 2016/17; for Troon and Barr in 2017/18 and for Prestwick and Monkton in 2020/21. Funds for Girvan include external investments in the name of predecessor Trusts and Trustees which are currently inaccessible. Officers in Finance are working to resolve these access issues. The Committees of Trustees for Ayr and Coylton met to determine grant applications in 2022. A summary of the grant awards made by each Committee is found in [Appendix 1](#). In total grants were awarded with a total value of £30,572. In the last six years grants and donations of £650,000 have been made from the trust.

4. Proposals

4.1 Further applications for grant funding will be invited in this financial year. The advertising process and application administration is undertaken by the Thriving Communities service, with support from Legal Services. Given the limited funds available individual limits have been placed on the grant funding for each area. The business plan in [Appendix 2](#) sets out the limits for spending in each area and the process to be followed for decision-making on grant applications.

5. Legal and Procurement Implications

5.1 The recommendations in this report are consistent with legal requirements. Legal advice will continue to be provided as required.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 In the year 2022/23 there will be no funds available to be spent in Barr, Troon, Maybole and Prestwick and Monkton. The remaining Girvan funds (£13,000) are tied up in external investments and other restricted funds which are held in the name of predecessor Trusts and Trustees. Officers' efforts to have these assets legally transferred to the Trust were delayed firstly by the impact of Covid-19 and latterly due to staff vacancies. This work will resume in early course. However, until that issue is resolved it may be that no or very limited funds are available for that area in 2022/23. Applications for grants will accordingly be invited for Ayr and Coylton. The estimated funds available in 2022/23 to be spent on grant funding as follows are:

- Ayr- £50,000; and
- Coylton- £500.

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 If the recommendations are not approved, trust resources will not be best utilised for the benefit of residents of South Ayrshire in the coming year.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 3](#).

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

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

13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, and Councillor Ian Davis, Portfolio Holder for Finance, HR and ICT, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Advertising for grant applications for South Ayrshire Charitable Trust for the year 2022/2023	31 August 2022	Service Lead - Thriving Communities

Background Papers **Report to South Ayrshire Council of 18 December 2014 – [Consolidation of Charitable and Non-Charitable Trust Funds Administered by South Ayrshire Council](#)**

Report to South Ayrshire Council of 25 June 2015 – [South Ayrshire Charitable Trust](#)

Person to Contact **Karen Briggs, Service Lead - Legal and Licensing
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612416
E-mail Karen.briggs@south-ayrshire.gov.uk**

Date: 21 June 2022

APPENDIX 1

GRANT PAYMENTS BY SOUTH AYRSHIRE CHARITABLE TRUST IN 2021/22

	APPLICANT	AWARD
<u>Coylton</u>		
1.	Individual	£500
<u>Ayr</u>		
1.	Ayrshire Cancer Support	£4000
2.	Broken Chains	£3120.
3.	FLAIR	£7500
4.	Vics in the Community	£7500
5.	Riverside Community Trust	£7500
6.	Individual	£952
Total spend =		£30572

South Ayrshire Charitable Trust – Business Plan 2022/23

1. The Trust

The South Ayrshire Charitable Trust was established in 2015. The following comments are made regarding the trust deed:

- (a) The trustees are the Councillors of South Ayrshire Council and their statutory successors in office. All trustees will be appointed on an *ex officio* basis.
- (b) The South Ayrshire Charitable Trust is designed to assist and improve the lives of those who are in need because of poverty, age, ill-health, disability, financial hardship or other disadvantage, and who are resident within the South Ayrshire area.
- (c) The funds which made up the initial trust fund came from trusts which were designed to benefit specific geographic areas within South Ayrshire. The funds which originated from these trusts remain ring fenced for these specific geographic areas. The trustees appointed from their number trustees who sit on Committees relative to each of these geographic areas who will decide grant applications for these areas. The trustees for each area can also make donations as they see fit from the funds ring fenced for their area. A minimum of three trustees was appointed for each Committee. The trustees for each Committee are detailed in Annex 1. A quorum of two is sufficient for all decisions regarding the awarding of grants and donations from the trust funds from the said Committees. (hereinafter referred to as ‘the Committees’).

2. Purposes of the South Ayrshire Charitable Trust

The purposes of the South Ayrshire Charitable Trust are :

- (a) the prevention or relief of poverty; and
- (b) relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage and who are resident in South Ayrshire.

3. Limitation of Value of Funding

The limitation on particular grants and donations is strictly at the discretion of the trustees. The limitation on grants for the year 2022-2023 will be £7,500 for Ayr; £1000 for Girvan; £500 for Coylton. No limitation is placed on the donations which can be made from each area. These limits will be reviewed on an annual basis at a meeting of all the trustees.

4. Who can apply for Funding?

Groups, organisations and individuals provided they can demonstrate to the satisfaction of the trustees that the funding will be utilised for the trust purposes. Where the trust funds are ring fenced for a specific geographic area the applicants will require to show to the trustees that the funding will be utilised for the benefit of the residents of the specific geographical area.

5. The Use of Trust Funds

The revenue generated from the capital of the trust fund and where the trustees consider it reasonable the capital of the trust fund will be used to support and improve the lives of residents in South Ayrshire through grants and donations. Possible activities the trust may support could include but are not limited to:

- (a) providing grants and donations to local clubs or organisations which support the poor, the disadvantaged, the disabled, the elderly or the sick; and
- (b) providing grants and donations to purchase items for local hospitals and care homes for projects which will benefit patients and residents.

6. Application for Grants

The trust will be highlighted to groups, organisations and individuals once per annum via the South Ayrshire Council website and other appropriate methods of publication. Prospective applicants will be notified of the funding criteria and how to obtain application forms.

An application form will be completed by the applicant and returned to South Ayrshire Council.

Applications will then be examined by officers and if they are fully completed they will be passed before the relevant Committee of trustees at a meeting for consideration.

The Committees will meet at least on a yearly basis to consider the grant applications and award grants. The decisions on which applications are awarded funding will be at the discretion of the Committees of trustees.

Grants will be issued by South Ayrshire Council from the accounts they hold for the trust.

Applicants will be required to provide an evaluation form detailing how grant funds were spent and evidence of spending. If they fail to do so the Committees can decide not to fund future applications.

Annex 1

Ayr

The Committee of trustees will be the Members who represent Wards 3,4 and 5.

Girvan

The Committee of trustees will be the Members who represent Ward 8.

Coylton

The Committee of trustees will be the Members who represent Ward 7.

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	South Ayrshire Charitable Trust
Lead Officer (Name/Position/Email)	Karen Briggs, Service Lead – Legal and Licensing – karen.briggs@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

South Ayrshire Council

Report by Head of Legal, HR and Regulatory Services to South Ayrshire Council of 29 June 2022

Subject: Standing Orders Relating to Contracts

1. Purpose

- 1.1 The purpose of this report is to seek approval to amend the Council's Standing Orders Relating to Contracts following their most recent review.

2. Recommendation

2.1 It is recommended that the Council:

2.1.1 considers the revisions proposed to the Standing Orders Relating to Contracts (summary of proposals contained in Appendix 1); and

2.1.2 approves the revised Standing Orders Relating to Contracts (Appendix 2) and the list of delegations (Appendix 3) with effect from 1 July 2022.

3. Background

- 3.1 It is a requirement of corporate governance that the Council's Standing Orders Relating to Contracts be kept under review. The last update was approved by Council on 24 June 2021.

4. Proposals

- 4.1 Proposed amendments to the Council's Standing Orders Relating to Contracts for 2022 include revisions reflecting:

4.1.1 Minor updates to job titles, the change of name of the Leadership Panel to Cabinet and dates; and

4.1.2 Changes in the Procurement Threshold and contract value estimations. A new Scottish Policy Note SPPN 8/2021 has been released to communicate threshold changes and these are reflected in Appendix 1 and Appendix 2. The World Trade Organisation Agreement on Government Procurement (GPA) procurement thresholds changed on 1 January 2022. (As the GPA procurement thresholds change every 2 years, to allow for currency fluctuations, the next threshold change is due to occur on 1 January 2024.) It should be noted that Council Standing Orders for Contracts still apply for contracts of value of £50,000 and over regardless of these changes.

- 4.2 The proposed revisions to the Council's Standing Orders Relating to Contracts for 2022 are detailed in a summary table attached as Appendix 1.
- 4.3 The full, proposed, revised Standing Orders Relating to Contracts for 2022 are attached as Appendix 2.
- 4.4 The list of delegations is attached as Appendix 3 and delegations remain unchanged.
- 4.5 Subject to approval, it is proposed that the revised Standing Orders Relating to Contracts are adopted with effect from 1 July 2022.
- 4.6 Subject to approval, the revised Standing Orders Relating to Contracts will be published on The Core and the Council's website and will be notified to Council staff by way of the Communications bulletin.
- 4.7 Subject to approval, Standing Orders Relating to Contracts refresher training sessions will be organised for all relevant Service Leads and Co-ordinators.

5. Legal and Procurement Implications

- 5.1 The recommendations in this report are consistent with legal requirements. Legal Services will continue to work closely with Procurement colleagues to support appropriate procurement processes and compliance with both Standing Orders Relating to Contracts and all relevant procurement legislation.
- 5.2 The implications of this report for the procurement practices of the Council are considerable and have been fully considered.

6. Financial Implications

- 6.1 Not applicable.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with adopting the recommendations.

8.2 Risk Implications of Rejecting the Recommendations

- 8.2.1 Rejecting the recommendations carries the risk that the Council's Standing Orders Relating the Contracts will fail to properly reflect updated procurement processes.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equalities Impact Assessment Scoping process, and there are no significant positive or negative equality impacts of agreeing the recommendations, therefore an Equalities Impact

Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 4.

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 Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Martin Dowe, Portfolio Holder for Corporate and Strategic, Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Updated Standing Orders Relating to Contracts to be published and notified to employees	1 July 2022	Head of Legal, HR and Regulatory Services

Background Papers Report to South Ayrshire Council of 24 June 2021 – [Standing Orders Relating to Contracts](#)

Person to Contact Catriona Caves, Head of Legal, HR and Regulatory Services
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Date: 21 June 2022

**Summary of Proposed Revisions from
Revised Standing Orders Relating to Contracts – 2022**

Page Nr:	SO Reference:	SO Title	Proposed Change
	n/a	n/a	Title Page.date July 2022
4	1.1	Commencement	A change of dates for commencement of new SOs, proposed as 01 July 2022.
4	1.1	Commencement	Standing Orders Relating to Contracts approved by the Council on 24 June 2021
4	2.4	Contract Documents	Replace pre-qualification questionnaire with Single Procurement Document (SPD) (Scotland)
6	3.5	Extent and Application	Supplies and Services Threshold to be changed from >£189,330 to >£177,897 (exc VAT)
6	3.5	Extent and Application	Works Threshold to be changed from >£4,733,252 to >£4,447,447 (exc VAT)
6	3.5	Extent and Application	Social and Other Specific Services Threshold to be changed from >£663,540 to >£552,950 (exc VAT)
9	4.2.2	Exemptions and Special Arrangements	Replace “Leadership Panel” with “Cabinet”

10	4.3.3	Exemptions and Special Arrangements	Add (RPA) after Request for Procurement Action
11	4.5.2	Exemptions and Special Arrangements	Add this sentence at the end of the paragraph "Contract details should be submitted to the Service Lead Procurement so that they can be added to the Council Contract Register. Replace 'Leadership Panel' with 'Cabinet'
12	8.3	Collaborative Procurement	Remove text within brackets "(which shall be in the format of the template form available on the Procurement page of the intranet)"
12	8.5	Collaborative Procurement	Replace "Procurement Manager" with "Service Lead Procurement"
13	9.2	Framework Agreements and Dynamic Purchasing Systems (DPS)	Replace "Procurement Manager" with "Service Lead Procurement"
14	11.3	Advertising of Contracts	Replace "Procurement Manager" with "Service Lead Procurement"
16	15.2	Opening and Recording Tenders	Repeated wording "shall be shall be"
18	18.2.3	Acceptance of Tenders	Replace "Leadership Panel" with "Cabinet"
18	18.2.4	Acceptance of Tenders	Replace "Leadership Panel" with "Cabinet"

19	22.1	Authority to Negotiate Contract without Prior Advertisement	Replace "Leadership Panel" with "Cabinet"
21	24.10.2	Sustainability and Community benefits	Change wording to "Community Benefits clauses, which are mandatory for contracts over £50,000, should be"
26	C.3	Procedures for Procuring Contracts for Health or Social Care Services	Replace "Procurement Manager" with "Service Lead Procurement"

Standing Orders Relating to Contracts

July 2021-2022



Index

Introduction

1. Commencement
2. Glossary of Terms
3. Extent and Application
4. Exemptions and Special Arrangements
5. Disaggregation
6. Delegation of Duties under these Standing Orders
7. Maintenance and Repair of Council Buildings
8. Collaborative Procurement
9. Framework Agreements and Dynamic Purchasing Systems (DPS)
10. Procedures Prior to Commencing Procurement Exercise
11. Advertising of Contracts
12. Tendering Procedures
13. Submission of Tenders
14. Late Tenders
15. Opening and Recording Tenders
16. Checking, Clarification and Evaluation of Tenders
17. Post Tender Negotiations
18. Acceptance of Tenders
19. Contracts Register
20. Nomination of Sub-Contractor
21. Serial and Phased Works Contracts
22. Authority to Negotiate Contract without Prior Advertisement

23. Periodic Supplies

24. Contractual Matters

25. Application to Procurement Consultants

Annex 1: Procedures for Paper Tendering

Annex 2: Procedures for Commissioning of Health or Social Care Services

Annex 3: General Powers of Executive Officers under these Standing Orders

Introduction

The Standing Orders Relating to Contracts set out how contracts for all supplies, services and works will be made by or on behalf of the Council. For the avoidance of doubt, the term 'contract' includes any form of agreement, written or unwritten, to which the Council is a party which creates rights and responsibilities for any of the parties involved.

The purpose of the Standing Orders is to ensure that contracts are appropriate for their purpose, provide the right balance between price and quality, and are procured in an open way that demonstrates probity and compliance with the Council's policies.

These Standing Orders apply equally where payment is expected to be received by the Council as where payment is to be made.

In entering contracts for or on behalf of the Council, every Committee, Panel, Officer or such other person as may have the power of entering into contracts on the Council's behalf, regardless of whether any such contracts are otherwise exempted from the application of these Standing Orders, shall be subject to an obligation to seek Best Value for the Council and be able to demonstrate equal treatment, non-discrimination, proportionality and transparency in the process of awarding contracts.

Notwithstanding the provisions and requirements of these Standing Orders, all contracts must comply with:

- (a) The Financial Regulations of the Council;
- (b) The Scheme of Delegation to Officers;
- (c) The requirements of the Public Contracts (Scotland) Regulations;
- (d) The requirements of the Procurement Reform (Scotland) Act; and
- (e) All other relevant legislation including retained EU law.

Due consideration should also be given to all Guidance and Policy Notes issued by the Scottish Government, Scottish Procurement Directorate in respect of procurement matters including the Scottish Procurement Journey. Details can be obtained from the website - [Scottish Procurement Journey](#).

1. Commencement

- 1.1 These Standing Orders relating to Contracts ('Contract Standing Orders') shall apply and have effect as from 1 July ~~2021~~ **2022** and supersede the Standing Orders Relating to Contracts approved by the Council on ~~3 October 2019~~ **24 June 2021**.

2. Glossary of Terms

- 2.1 **Best Value** means the optimum combination of price (whole life cost or acquisition cost, as appropriate) and quality for any particular requirement, and which supports the continuous improvement in the performance of the Council's functions having regard to (a) efficiency, (b) effectiveness, (c) economy, (d) equal opportunities and (e) sustainability.

- 2.2 **Call-off Contract** means a contract which is entered into between the Council and a Contractor on a Framework Agreement or Dynamic Purchasing Systems (DPS) to which the Council has access. A Call-off Contract shall be awarded in accordance with the terms of the Framework Agreement or DPS, which may provide for:

2.2.1 A direct call-off, Framework Agreement only, by application of the terms set out in the Framework Agreement (which shall be referred to in these Contract Standing Orders as a Direct Award); or

2.2.2 A mini-competition between the Contractors within the Framework Agreement or DPS that are capable of performing the proposed Call-off Contract (which shall be referred to in these Contract Standing Orders as a Mini-Competition).

- 2.3 **Collaboration (or Collaborative Procurement)** is where two or more Contracting Authorities, including the Council, aggregate demand for procurement purposes where it makes logical and commercial sense to do so. This results in the maximisation of procurement skills and resources while leveraging greater purchasing power and encouraging competition or innovation in the market place. For the purposes of these Standing Orders, Collaboration relates only to the procurement exercise and Tendering process up to the point of contract award.

- 2.4 **Contract Documents** means the documents to be used in any procurement exercise and where different those intended to form part of any contract following on from a procurement exercise. It includes, but is not limited to, the ~~pre-qualification questionnaire~~ **Single Procurement Document (SPD)**, the invitation to either Tender for or negotiate a contract, the proposed conditions of contract, the specifications or the descriptions of the supplies, services or works required by the Council and any bill of quantities, and all supplementary documents.

- 2.5 **Contracting Authority** shall have the same meaning as provided for in the Public Contracts (Scotland) Regulations, which are available at the link provided at Standing Order 2.15 below.

- 2.6 **Contractor** means a Contractor or supplier or service provider (as the case may be) appointed by or on behalf of the Council under a contract to which these Contract Standing Orders apply.

- 2.7 **Executive Officer** means in any case the Chief Executive, the Director, Assistant Director or Head of Service with responsibility for the Council service which has the contract requirement, unless these Standing Orders provide otherwise. Where the contract is required for more than one service, the term shall refer to any one of the relevant Executive Officers.
- 2.8 **Framework Agreement or DPS** means an agreement or other arrangement between one or more Contracting Authorities and one or more Contractors, which establishes the terms under which a Call-off Contract may be agreed in the period during which the Framework Agreement or DPS applies.
- 2.9 **Health or Social Care Services** means a care service within the definition provided in regulation 5 of the Procurement (Scotland) Regulations 2016.
- 2.10 **Most Economically Advantageous Tender** means the Tender offer that is most economically advantageous from the Council's point of view having regard to the subject matter of the contract and may include matters such as quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, running costs, cost effectiveness, after-sales service, technical assistance, delivery date and delivery period or period of completion and other matters (as may be considered appropriate in relation to any particular contract).
- 2.11 **National Advertising Portal** means the national portal for advertising public sector contract opportunities in Scotland, which may be found at the [Public Contracts Scotland](#) website.
- 2.12 **Procurement Exercise** means any procurement process which is subject to these Standing Orders.
- 2.13 **Procurement Reform (Scotland) Act** means the Procurement Reform (Scotland) Act 2014 (as may be amended from time to time). These are available at <http://www.legislation.gov.uk/asp/2014/12/data.pdf>. Any reference to the Procurement Reform (Scotland) Act shall include where the context permits reference to any secondary legislation made and statutory guidance issued under the powers conferred in terms of that Act;
- 2.14 **Procurement Strategy** means a procurement strategy in terms of the Procurement Reform (Scotland) Act, section 15;
- 2.15 **Public Contracts (Scotland) Regulations** means the Public Contracts (Scotland) Regulations 2015 (as may be amended from time to time). These are available at: <https://www.legislation.gov.uk/ssi/2015/446/made/data.pdf>
- 2.16 **Retained EU law** means any retained EU law within the meaning of section 6(7) of the European Union (Withdrawal) Act 2018.
- 2.17 **Scottish Procurement Threshold** means the relevant contract value threshold specified under the terms of the Procurement Reform (Scotland) Act applicable to, as the case may be, contracts for the supply of goods, provision of services or works (all as may be amended from time to time). The current thresholds are set out under Standing Order 3.5.
- 2.18 **Tender** means a formal process undertaken during a Procurement Exercise where potential Contractors submit bid proposals for supplies, services or works.

2.19 **UK Find a Tender Service (FTS) Threshold** means the relevant contract value threshold specified under the terms of the Public Contracts (Scotland) Regulations, referred to previously as the EU Threshold, applicable to, as the case may be, contracts for the supply of goods, provision of services or works (all as may be amended from time to time). The current thresholds are set out under Standing Order 3.5.

3. Extent and Application

3.1 These Contract Standing Orders are made under Section 81 of the Local Government (Scotland) Act 1973, as amended.

3.2 The Contract Standing Orders shall be interpreted and applied having regard always to the General Rules of the Public Contracts (Scotland) Regulations and the Principles of equal treatment, non-discrimination, proportionality and transparency. All Council employees shall treat Tenderers equally and without discrimination and shall act in a transparent and proportionate manner at all times.

3.3 Subject to the exemptions contained in Standing Order 4 below and in accordance with the further provision at Standing Order 3.5, these Standing Orders shall apply to all contracts made by or on behalf of the Council with an estimated total price or value (which shall always be calculated excluding VAT and over the entire contract period, including any extension options) of or exceeding £50,000 for the supply of goods and materials and the provision of services or £200,000 for the execution of works.

3.4 These Standing Orders are subject to the over-riding provisions of United Kingdom and Scottish legislation, including the Procurement Reform (Scotland) Act, the Public Contracts (Scotland) Regulations and retained EU law. They are also subject to any UK Government or Scottish Government guidance on public procurement that may be issued from time to time. The rules and procedures that apply to the procurement of any particular contract will depend on the nature of that contract and its estimated total price or value over its duration. In the event of any conflict between these Standing Orders and any provision of United Kingdom or Scottish legislation or retained EU law, the legislative provision(s) shall prevail.

3.5 The following table details the different contract thresholds and, as appropriate, the procedures and legislation that apply at each level.

Type of contract	Threshold (excluding VAT)	Applicable procedures / legislation
Best Value Duty		
*All	< £10,000	Follow the relevant Route Zero procurement journey procedure at: https://thecore.south-ayrshire.gov.uk/article/301/Procurement-journey

<i>Type of contract</i>	<i>Threshold (excluding VAT)</i>	<i>Applicable procedures / legislation</i>
Quick Quote procedures		
Supplies and Services	£10,000 - £49,999	Follow the relevant Route One procurement journey procedure at:
		https://thecore.south-ayrshire.gov.uk/article/301/Procurement-journey
Works	£10,000 - £49,999	Follow the relevant procurement journey procedure at:
		https://thecore.south-ayrshire.gov.uk/article/301/Procurement-journey
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
South Ayrshire Council Standing Orders		
Supplies & Services	> £50,000	Follow the procedures set out in these standing orders, and comply with any applicable legislation as detailed below
Works	£200,000 - £2,000,000	Follow the procedures set out in these standing orders, and comply with any applicable legislation as detailed below
Scottish Procurement Threshold		
Supplies and Services	> £50,000	Procurement Reform (Scotland) Act
Works	> £2,000,000	Procurement Reform (Scotland) Act
UK Find a Tender Service (FTS) Threshold		
Supplies and Services	> £189,330 £177,897 (excluding VAT)	Procurement Reform (Scotland) Act; and the Public Contracts (Scotland) Regulations
Works	> £4,733,252 £4,447,447 (excluding VAT)	Procurement Reform (Scotland) Act; and the Public Contracts (Scotland) Regulations
Social and Other Specific Services	> £663,540 £552,950 (excluding VAT)	Procurement Reform (Scotland) Act; and the Public Contracts (Scotland) Regulations

* 'All' is a reference to a supply, service and/ or works contract

3.6 All Council employees shall comply with the terms of the Contract Standing Orders and any failure to do so may result in disciplinary action.

- 3.7 The Head of Legal, HR and Regulatory Services shall have power to vary these Standing Orders but only in the following circumstances:
- 3.7.1 to reflect changes in job titles, reorganisations of departments and vacancies in posts;
 - 3.7.2 to change references to any piece of legislation where the legislation is repealed, and to insert references to new pieces of legislation where the new pieces of legislation largely re-enact the provisions of the repealed legislation;
 - 3.7.3 to change the financial values of the UK Find a Tender Service (FTS) Threshold or Scottish Procurement Threshold where referred to in these Standing Orders, to implement any changes made to those thresholds.

Any alterations made in terms of this Standing Order 3.7 shall be reported to the next meeting of the Council.

- 3.8 Other than alterations of a nature which fall within Standing Order 3.7, these Standing Orders may only be varied or revoked by the Council and any motion to vary or revoke these Standing Orders shall conform to the requirements of Standing Orders 18 and 19 of the Standing Orders Relating to Meetings.
- 3.9 Subject to the modifications contained in Annex 2 below and in accordance with the principles set down in the Statutory Guidance issued by Scottish Ministers in terms of the Procurement Reform (Scotland) Act 2014 as well as the Best Practice Guidance on the Procurement of Care and Support Services 2016 issued in terms of the Procurement Reform (Scotland) Act, these Contract Standing Orders shall apply to contracts for Health or Social Care Services subject to the special procedures set out in Annex 2.
- 3.10 Any query regarding the application or interpretation of these Contract Standing Orders must be referred in the first instance to the Head of Legal, HR and Regulatory Services.

4. Exemptions and Special Arrangements

- 4.1 It must be noted that whilst certain categories of contract are exempt from the Contract Standing Orders, they are not exempt from the application of the Procurement Reform (Scotland) Act, the Public Contracts (Scotland) Regulations or retained EU law, where these apply and all stated exemptions from Contract Standing Orders are subject to the proviso that such exemption is within the statutory powers of the Council and does not contravene any retained EU law or UK legislation including, for the avoidance of doubt, any Scottish legislation.
- 4.2 With the exception of Standing Orders 4.1 and 4.3 (which apply in all cases), these Contract Standing Orders shall not apply to:
- 4.2.1 Any contract for the execution of works, the supply of goods or materials or for the provision of services which, in the opinion of the Executive Officer, is urgently required to address a genuine emergency situation brought about by events which could not have been foreseen by the

Council. Lack of forward procurement planning shall not constitute an emergency requirement.

- 4.2.2 Any contract declared to be exempt by the ~~Leadership Panel~~**Cabinet** if they are satisfied that the exemption is justified by special and exceptional circumstances, such as where (a) the requirement is not readily obtainable from more than one Contractor and it can be demonstrated that no equivalent is available; or (b) the prices of the supplies, services or works are wholly controlled by trade organisations or government order and it can be demonstrated that no equivalent is available; or (c) the requirements are subject to intellectual property rights and it can be demonstrated that either no suitable alternative is available or that exposure to competition of an item covered by copyright, patent or trademark would breach such rights.
 - 4.2.3 Any contract of direct employment.
 - 4.2.4 Any contract of engagement of consultants (including junior and senior counsel) for the provision of specialist legal or financial advice and skills within the meaning of regulation 11 (1) (e) and (f) of the Public Contracts (Scotland) Regulations, as may be procured on an ad hoc basis on the authorisation of the Head of Legal, HR and Regulatory Services (for legal advice and skills) or of the Head of Finance and ICT (for financial advice and skills).
 - 4.2.5 Any contract for works, supplies or services procured and awarded on the Council's behalf by other Contracting Authorities, in accordance with Standing Order 8.5.
 - 4.2.6 Any Direct Award placed in accordance with Standing Order 9.3 under the terms of a Framework Agreement which has been established by the Council; provided always that the terms of the relevant Framework Agreement are complied with. For the avoidance of doubt, these Standing Orders shall apply in respect of any Mini-Competition held under any such Framework Agreement or DPS.
 - 4.2.7 Any Direct Award placed in accordance with Standing Order 9.4 under the terms of a Framework Agreement which has been established or is being utilised by any consortium, partnership, company or similar body of which the Council is a member or user, which body exists for the purpose of joint purchasing arrangements, and where such body has invited Tenders for the provision of supplies, services or works; provided always that the terms of the relevant Framework Agreement are complied with. For the avoidance of doubt, these Standing Orders shall apply in respect of any Mini-Competition held by the Council under any such Framework Agreement or DPS.
- 4.3 The foregoing exemptions shall not be deemed in any way to detract from the requirement of the Council and every officer of the Council to ensure that every contract is constituted only after full assessment that:
- 4.3.1 its terms comply with the duty to achieve Best Value;

- 4.3.2 the Financial Regulations have been complied with; and
- 4.3.3 a Request for Procurement Action (**RPA**) has been submitted in accordance with Standing Order 10.2.2 (except in cases where Standing Orders 4.2.1 or 4.2.3 apply).
- 4.4 These Contract Standing Orders shall not apply to any proposals, transactions or contracts regarding the acquisition or disposal of lands or buildings by the Council.
- 4.5 These Contract Standing Orders shall not apply to any contract for works or services delivered under the South West Territory Hub arrangements. Any such contracts shall be let in accordance with the Council's duty to achieve best value. In advance of procuring and awarding any such contract under this Standing Order, a report shall be submitted in terms of the following:
 - 4.5.1 Where the contract is for works, goods or services up to the value of £500,000, a report on the procurement process followed shall be submitted to the Director – Place seeking approval to procure and award; or
 - 4.5.2 Where the contract is for works, goods or services of a value equal to or exceeding £500,000, a report on the procurement process followed shall be submitted to the Council or ~~Leadership Panel~~**Cabinet** seeking approval to procure and award. **Contract details should be submitted to the Service Lead – Procurement so that they can be added to the Council Contract Register.**
- 4.6 These Contract Standing Orders shall not apply to any contract entered into on behalf of the Council by Strathclyde Partnership for Transport acting in their capacity as agents of the Council to secure the provision of school transport. All such contracts will be subject to the procedures of Strathclyde Partnership for Transport although the Depute Chief Executive and Director – People shall approve the award of all such contracts on behalf of the Council and shall, as soon as reasonably practicable after the award of the contract, submit a report to be included on the monthly Members' Bulletin and naming the successful tenderer, explaining the evaluation process undertaken and detailing the value of the successful tender. A copy of the report shall be sent by the Depute Chief Executive and Director – People to the Service Lead - Procurement.

5. Disaggregation

- 5.1 Contracts must not be disaggregated, packaged or split into separate smaller contracts or requirements to avoid the application of any provision of these Standing Orders, the Procurement Reform (Scotland) Act, the Public Contracts (Scotland) Regulations or any other legislative provisions including retained EU law.
- 5.2 In determining whether either the Scottish Procurement Threshold or UK Find a Tender Service (FTS) Threshold has been exceeded in respect of any single requirement for works, services or supplies, the value of that requirement will be aggregated across the whole Council.

6. Delegation of Duties under these Standing Orders

- 6.1 No officer may award a contract without written delegated purchasing authority from the Executive Officer.
- 6.2 Executive Officers may nominate, in writing, such other properly qualified officers as they consider appropriate to undertake any of the general duties set out in these Contract Standing Orders, as more fully detailed in the table at Annex 3 to these Contract Standing Orders, who will then have delegated authority to act in lieu of the Executive Officer in respect of the prescribed duties.
- 6.3 A note of all written nominations made in terms of Standing Order 6.2 shall be provided to the Director – Place for his/ her retention.
- 6.4 No officer who has a potential conflict of interest or a direct or indirect pecuniary interest in any Tender is permitted to be involved in the Tendering process.

7. Maintenance and Repair of Council Buildings

- 7.1 Subject to Standing Order 7.2, all planned maintenance and/ or responsive repairs to buildings or property owned by the Council shall be undertaken under the direction of the Asset Management service. Such work may, at the direction of the Director – Place, be undertaken either by the Council's Property Maintenance service in accordance with plans agreed with that service, or by external Contractor(s). No external Contractor(s) shall be appointed, to undertake any planned maintenance and/ or responsive repairs to buildings or property owned by the Council, by any officer other than the Director – Place or his/ her delegate.
- 7.2 All planned maintenance and/ or responsive repairs to Council houses shall be undertaken under the direction of the Housing service. Such work may, at the direction of the Director – Place, be undertaken either by the Council's Property Maintenance service in accordance with plans agreed with that service, or by external Contractor(s). No external Contractor(s) shall be appointed, to undertake any planned maintenance and/ or responsive repairs to Council Houses by any officer other than the Director – Place or his/ her delegate.

8. Collaborative Procurement

- 8.1 The powers set out in this Standing Order 8 shall be exercised by the Executive Officer through the Council's Procurement Service.
- 8.2 Following consultation with the Council's Procurement Service, where an Executive Officer considers that there is no suitable existing contract, Framework Agreement or DPS to meet the particular requirements of the Council, he/ she may seek to enter into a Collaboration with one or more other contracting authorities provided that it would be in the best interests of the Council and in accordance with Best Value to do so. The provisions of this Standing Order 8 shall apply.
- 8.3 A contract strategy ~~(which shall be in the format of the template form available on the Procurement page of the intranet)~~ shall be prepared in respect of every proposed Collaboration and shall detail the justifying reasons for the Collaboration. The contract strategy shall be approved by the Executive Officer.

- 8.4 Where it is proposed that the Council shall act as 'lead authority' in a Collaborative Procurement, the terms of these Contract Standing Orders shall apply to the Procurement Exercise and the written agreement of the other parties to the Collaboration shall be obtained to this effect.
- 8.5 Where another Contracting Authority acts as 'lead authority' in a Collaborative Procurement, the procurement and award process shall be conducted in accordance with the Standing Orders of the 'lead authority'. In every such case, the Executive Officer must first be satisfied (after consultation with the **Service Lead - Procurement-Manager**) that the procurement and award of any such contract shall be carried out in accordance with Standing Orders equivalent in all material respects to and no less robust than these Standing Orders such that the principles of Best Value are adhered to and the best interests of the Council are served at all times in the Collaboration.
- 8.6 Prior to commencing any Collaborative Tender exercise, the Executive Officer shall agree the parameters for the Collaboration with the appropriate officers in the other Contracting Authorities and shall record this in writing. Appropriate monitoring arrangements shall be put in place to ensure the agreed terms for the Collaboration are adhered to by all parties.

9. Framework Agreements and Dynamic Purchasing Systems (DPS)

- 9.1 The powers set out in this Standing Order 9 shall be exercised by the Executive Officer through the Council's Procurement Service.
- 9.2 Where there is likely to be a repeated requirement for a particular supply, service or works, an Executive Officer may seek to establish or participate in a Framework Agreement or DPS in line with Standing Orders 9.3 or 9.4, where he/ she deems that offers Best Value. Before doing so, the Executive Officer shall consult with the **Service Lead - Procurement-Manager**.
- 9.3 The Executive Officer may elect to establish a Framework Agreement or DPS to provide for agreement on the terms for future call-off contracts (whether through Direct Award, in the case of a Framework Agreement only, or by the acceptance of a Tender following a Mini-Competition) where permitted in accordance with the terms of that Framework Agreement or DPS. Standing Order 4.2.6 will apply to Call-off Contracts awarded in such circumstances.
- 9.4 The Executive Officer may elect to participate in an existing Framework Agreement or DPS that has been properly constituted by Scotland Excel, the Scottish Procurement and Commercial Directorate, another local authority, the Crown Commercial Service or any other public sector procurement agencies and may enter into Call-off Contracts (whether through Direct award, in the case of a Framework Agreement only, or by the acceptance of a Tender following a Mini-Competition) where permitted in accordance with the terms of that Framework Agreement or DPS. Standing Order 4.2.7 will apply to Call-off Contracts awarded in such circumstances.
- 9.5 Where, in order to participate in an existing Framework Agreement or DPS of the type described in Standing Order 9.4, the Council is required to enter into a participation agreement or other similar agreement regulating the use of the Framework Agreement or DPS by the Council, the Head of Legal, HR and

Regulatory Services shall have the authority to enter into that agreement on behalf of the Council.

- 9.6 Any Mini-Competition run by the Council shall be conducted by means of electronic tendering for the purposes of Standing Order 13, and shall run in accordance with the procedures set out therein, unless contrary to any provisions set out in the relevant Framework Agreement or DPS (in which case, the terms of the Framework Agreement or DPS will have precedence).

10. Procedures Prior to Commencing Procurement Exercise

- 10.1 Prior to commencing with a Procurement Exercise, the Executive Officer shall check the Council's contract register to establish whether any existing contracts, Framework Agreements or DPS accessible to the Council might fulfil their requirement.

- 10.2 No Tender shall be invited or any contract negotiations commenced, unless:

10.2.1 The estimated expenditure thereon is within the budgetary provision previously approved by the Council and in compliance with the Council's Financial Regulations. The Executive Officer shall be responsible for ensuring that sufficient funds are available prior to the commencement of any Procurement Exercise;

10.2.2 A Request for Procurement Action (in the form made available on the Procurement page on the intranet) has been completed by the Executive Officer and returned to the Service Lead - Procurement;

10.2.3 In cases of Collaborative Procurement, the terms of Standing Order 8 have been complied with;

10.2.4 Where the estimated expenditure of goods and services contracts is above £50,000, or of works contracts is above £200,000, consultation with the relevant Portfolio Holder(s) has taken place; and

10.2.5 In cases of procurement that will involve the evaluation of both price and quality criteria, to determine the Most Economically Advantageous Tender, advice must be sought in advance from the Council's Procurement Service on the weighting of such criteria.

11. Advertising of Contracts

- 11.1 In terms of the Procurement Reform (Scotland) Act, the Public Contracts (Scotland) Regulations and retained EU law, the Council has a duty to ensure that contracts are procured in accordance with the principles of non-discrimination on grounds of nationality, equal treatment and transparency.

- 11.2 Contract opportunities that are subject to the requirements of the Procurement Reform (Scotland) Act or the Public Contracts (Scotland) Regulations must comply with the provisions relating to advertising of contracts set out in that legislation.

- 11.3 In relation to contract opportunities that are outside the scope of the requirements of the Public Contracts (Scotland) Regulations, and which therefore fall outside the

scope of Standing Order 11.2, the Executive Officer (in consultation with the **Service Lead - Procurement Manager**) must assess, on a case by case basis, the degree of advertising necessary to ensure that the contract opportunity will be subject to open competition, will satisfy the requirements of the principles of non-discrimination on grounds of nationality, equal treatment and transparency, and will achieve best value for the Council.

- 11.4 All contract opportunities shall be advertised using the National Advertising Portal; unless a decision has been reached by reason of either Standing Order 3.9 or Standing Order 22 that the contract opportunity is to be awarded without advertising.

12. Tendering Procedures

- 12.1 Procurement exercises shall be carried out by electronic means, unless the Director – Place considers that there are substantial reasons for not doing so (in which case Standing Order 12.2 shall apply).
- 12.2 The procedures set out in Annex 1 to these Standing Orders shall apply in place of Standing Orders 13 to 17 (*Submission of Tenders to Post Tender Negotiations*) in respect of the submission, opening and acceptance of non-electronic Tenders and communication with Tenderers in respect of any Procurement Exercise undertaken by the Council by hard copy means.

13. Submission of Tenders

- 13.1 Every set of Contract Documents shall state:
- 13.1.1 the nature and purpose of the contract for which Tenders are invited;
 - 13.1.2 that electronic tendering will be used in the procurement and that submission of Tenders will be subject to the Tenderer registering as a user of the particular e-tendering platform chosen to host the process;
 - 13.1.3 the last date and time (in all cases being twelve noon) when Tenders will be received (noting in particular that any such timeous submission of an electronic Tender requires the Tender to have been submitted and uploaded in full onto the electronic tendering platform before the closing date and time; partial submissions will not be accepted);
 - 13.1.4 the website/ system details/ electronic address through which the electronic Tender is to be submitted;
 - 13.1.5 the period during which Tenders must remain open for acceptance;
 - 13.1.6 the format in which Tenders are to be submitted;
 - 13.1.7 the award criteria and weightings to be used in the evaluation of Tenders received, which shall be based on the Most Economically Advantageous Tender, as assessed on the basis of criteria linked to the subject-matter of the contract and appropriate to securing Best Value for the Council. The award criteria and weightings must not be changed once agreed and published in the Contract Documents.

- 13.1.8 that the Council is not bound to accept the Most Economically Advantageous Tender received;
- 13.1.9 any specific requirements regarding verification and authentication of the Tender submission and the signature of the person making that submission, as the Director – Place may direct as being necessary and appropriate;
- 13.1.10 the contact details and method of submitting all Tenderer queries during the Tender period; and
- 13.1.11 the duration of the contract period (including any extension options).

13.2 Every set of Contract Documents shall state that no Tender will be considered unless it is received at the website/ electronic address notified before the last date and time specified and is submitted in the format specified.

14. Late Tenders

- 14.1 No Tender submitted using electronic means will be considered unless it is received in the format and at the website/ electronic address specified in the contract documents and unless it is received prior to the deadline for the receipt of Tenders, all as stated in the Contract Documents.
- 14.2 Where a Tender is late due to a failure or lack of availability of the electronic tendering platform, and which is not attributable to the Tenderer or as the case may be their agent, the express approval of the Director – Place shall be required to admit the Tender for consideration.
- 14.3 Late Tenders, save where these have by exception been admitted for consideration in accordance with Standing Order 14.2 above, must remain unopened. The Tenderer must be advised as soon as possible (and in any event within 2 working days of all other Tenders being opened) that if the late Tender is not re-called within 14 days it will be deleted. At the same time, the Tenderer should be informed why the Tender is not being considered.

15. Opening and Recording Tenders

- 15.1 Tenders shall be kept unopened in a single secure electronic mailbox until after the expiry of the time limit for the receipt of Tenders.
- 15.2 All Tenders relating to the same contract shall be ~~shall be~~ opened immediately one after the other during one session, as soon as practicable after the time and date specified for return of Tenders, and shall be opened by an officer from Procurement authorised and nominated by the Director - Place.

16. Checking, Clarification and Evaluation of Tenders

- 16.1 All Tenders shall be subject to checking for completeness and errors by the Executive Officer. Any arithmetical errors that result in a change to the pricing submitted should be documented.

- 16.2 Between the last date and time for the receipt of Tenders and the date on which a decision is taken as to which, if any, Tender is to be accepted, the Executive Officer may instruct members of his/ her staff or consultants to contact a Tenderer in respect of any Tender submitted in cases where such contact may be necessary to clarify the terms of the Tender or to effect any necessary adjustments but not otherwise for any reason.
- 16.3 Where any factor giving rise to post Tender communications is not specific to one tenderer, all Tenderers must be invited to participate in such communications. There must be no material change to the specification(s) and/ or criteria on which Tenders are to be assessed. If it becomes apparent that a material change is required, the Tender process must be recommenced with a revised specification or award criteria.
- 16.4 A full record of any contact between the Council and Tenderers (which shall include copies of all written communications) shall be kept and retained with each tenderer's original Tender.
- 16.5 This Standing Order shall not be used in any way to permit any Tenderer to amend their bid in a manner that allows them to improve their offer, nor to put other Tenderers at a disadvantage nor to distort competition. All Tenderers must be treated at all times equally and in an open, transparent and fair manner.
- 16.6 Tenders shall be evaluated strictly in accordance with the award criteria or price/ quality weighting agreed at the commencement of the Procurement Exercise and detailed in the Contract Documents.

17. Post Tender Negotiations

- 17.1 Once the evaluation of Tenders has been completed in accordance with Standing Order 16.6, the Executive Officer may instruct members of his/ her staff or consultants to enter into post Tender negotiations. Such negotiations shall take place only in circumstances where the Executive Officer:
- 17.1.1 has identified the Tenderer who has submitted the Most Economically Advantageous Tender for a contract; and
 - 17.1.2 is satisfied that there is scope for improvement in the Tender received and that such negotiations will be in the best interests of securing Best Value and improved terms and conditions for the Council.
- 17.2 Post Tender negotiations may only be used with the Tenderer identified in terms of Standing Order 17.1.1.
- 17.3 Where it is considered possible that post Tender negotiations might apply, a clear indication will be given to prospective Contractors in the instructions to Tenderers that post Tender negotiations might be considered.
- 17.4 A full record (which shall include copies of all written communications) shall be kept by Procurement of all contracts where post Tender negotiations have been used and the written record will be retained with the original Tender. The written record will include the justification for authorising post Tender negotiations, the nature of

the negotiations undertaken, the outcome of such negotiations and shall detail any additional terms agreed by the Council.

- 17.5 This Standing Order 17 shall not be used in any way to put any Tenderer at a disadvantage or to distort competition, and it shall not be used to make any change to the specification(s) and/ or criteria on which the identified Tender is to be assessed.

18. Acceptance of Tenders

- 18.1 Contracts shall be awarded subject to Standing Order 18.2 in accordance with the evaluation of award criteria.

- 18.2 Without prejudice to the specified award criteria for any Tender, authority to accept Tenders may be given by:

18.2.1 the Executive Officer in the case of Tenders for the supply of goods or materials and the provision of services (valued in excess of £50,000) or the execution of works (valued in excess of £2,000,000) where the value or amount is within the budgetary provision approved previously by the Council and the Tender to be accepted is the lowest priced and Most Economically Advantageous Tender received (after checking); or

18.2.2 the Executive Officer in the case of Tenders for the execution of works (valued below £2,000,000) where the value or amount is within the budgetary provision approved previously by the Council and the Tender to be accepted is the lowest priced (after checking) received; or

18.2.3 the Executive Officer on the authority of the Council or **Leadership PanelCabinet** in the case of Tenders which exceed the budgetary provision approved previously by the Council; or

18.2.4 the Executive Officer on the authority of the Council or **Leadership PanelCabinet** in any case where the Tender evaluated as the Most Economically Advantageous Tender is not the lowest priced tender received (after checking) by an amount exceeding 10 per cent of the lowest priced tender received.

- 18.3 If the Executive Officer recommends that none of the Tenders submitted should be accepted, he/ she shall notify all Tenderers accordingly, providing justification as to why the decision has been taken.

19. Contracts Register

- 19.1 The Director – Place shall keep and maintain a register of all awarded contracts having an estimated price or value of or exceeding £50,000. The register shall be compliant with the Public Contracts (Scotland) Regulations and the Procurement Reform (Scotland) Act and shall be referred to in these Standing Orders as the 'Contracts Register'.

20. Nomination of Sub-Contractor

- 20.1 Where a contract provides for the nomination by the Executive Officer of a Sub-Contractor or supplier for the execution of works or supply of goods or materials or for the provision of services, the provisions of these Contract Standing Orders shall apply, (with the necessary changes having been made), to the procurement, Tender and award process.
- 20.2 The Executive Officer is hereby authorised to nominate the Tenderer of the Most Economically Advantageous Tender (as appropriate in accordance with the award criteria stated in the invitation to Tender documentation) as Sub-Contractor.

21. Serial and Phased Works Contracts

- 21.1 Where the Executive Officer considers that Tenders should be obtained for a series of related works projects or for phased works projects, he/ she shall first obtain the approval of the appropriate Panel to that course of action both in respect of the execution of the works and the proposed serial Tender process.

22. Authority to Negotiate Contract without Prior Advertisement

- 22.1 If, after consultation with the Head of Legal, HR and Regulatory Services, the Executive Officer decides that, in accordance with the terms of either the Procurement Reform (Scotland) Act or the Public Contracts (Scotland) Regulations, for contracts above the threshold at which these Standing Orders Relating to Contracts apply (see table at 3.5), £50,000 for goods and services and £200,000 for works respectively, there are circumstances or reasons which justify the negotiation of a contract with any Contractor, without prior advertisement and competition, he/ she shall, before entering into negotiations, first obtain the approval of the ~~Leadership Panel~~**Cabinet** in respect of the proposed negotiation of the contract to be awarded and the person with whom the contract is to be negotiated.
- 22.2 In seeking prior approval in terms of Standing Order 22.1, the Executive Officer shall submit to the Panel a report detailing the nature of the contract (including, where appropriate, the identity of any collaborative partners) and the reasons which are considered to justify the proposed negotiation without advertisement and competition, and which shall provide a fully reasoned assessment made in relation to the Council's obligations arising from the Procurement Reform (Scotland) Act and/ or the Public Contracts (Scotland) Regulations and/ or any retained EU law.

23. Periodic Supplies

- 23.1 Where a contract is for the supply of goods or services which will require to be delivered from time to time during a specified period the requirements of Standing Orders 8 to 19 shall be carried out only once prior to the commencement of such period. This will apply to term contracts and Framework Agreements where Call-off Contracts are ordered throughout the term of the contract.

24. Contractual Matters

24.1 *Form of Contract and Terms and Conditions*

Except where otherwise agreed by the Head of Legal, HR and Regulatory Services, every contract shall be in writing, shall be signed by the appropriate Executive

Officer or other officer specifically authorised by him/ her for the purpose and shall be subject to the laws of Scotland and the jurisdiction of the Scottish Courts.

24.2 ***Equal Opportunity in Employment***

During the Procurement Exercise and before entering into a contract, the Council shall obtain from the Contractor an assurance in writing that, to the best of its knowledge and belief it has complied with all statutory requirements in respect of ensuring equal opportunity in employment; and that it is not unlawfully discriminating within the meaning and scope of the provisions of the on the Equality Act 2010 (or any statutory modification or re-enactment thereof) including but not limited to discrimination on grounds of gender, marital or civil partnership status, race, disability, gender reassignment, religion or belief, sexual orientation, age, pregnancy or maternity leave.

24.3 ***Prevention of Collusion and Corrupt or Illegal Practices***

Every contract shall contain a clause entitling the Council to cancel the contract and to recover from the Contractor the amount of any loss resulting from such cancellation if the Contractor or its representative (whether with or without the knowledge of the Contractor) shall have practised collusion in Tendering for the contract or any other contract with the Council or shall have employed any corrupt or illegal practices either in the obtaining or execution of the contract or any other contract with the Council.

24.4 ***Assignment and Sub-Contracting***

In every contract, there shall be included a provision whereby:

24.4.1 the Contractor shall be prohibited from transferring, assigning or sub-contracting a contract or any part thereof without the prior written consent of the Council; and

24.4.2 the Contractor shall be prohibited from changing any Sub-Contractors from those noted in the Contract Documents without the prior written consent of the Council.

24.5 ***Industry Standards***

Where there is a recognised international or British Standards Specification or British Standard Code of Practice applicable to any commodity or service at the date of the invitation to Tender, the Contract Documents shall require that, as the case may be, all goods and materials used or supplied, all services rendered, and all workmanship undertaken shall at least meet the requirements of that standard. In the absence of any such recognised standard, the Contract Documents shall require an appropriate equivalent standard be used.

24.6 ***Copyright***

The Executive Officer shall, in so far as practicable, ensure that in contracts for the commissioning of reports, research, graphics, design, media and other consultancy services to which copyright applies, that whilst copyright in the work vests in the Contractor, the Council has royalty free rights to utilise the information provided in relation to the continued development of the specific project and subsequent related projects.

24.7 ***Health and Safety***

- 24.7.1 Every Contractor appointed by or on behalf of the Council shall be required to comply with current Health and Safety legislation and approved Codes of Practice, as may be applicable to the contract. The Executive Officer will have the ultimate decision as to whether a Contractor's Health and Safety qualification is equal to that required by the Council or in an approved form.
- 24.7.2 In the case of contracts for construction type works, in addition to the aforementioned, Contractors appointed by or on behalf of the Council shall be required to hold either Contractors Health and Safety Scheme (CHAS), Safety Schemes in Procurement (SSIP) or equal and shall be required (prior to entering a contract) to exhibit an approved letter of compliance or accreditation certificate.

24.8 ***Insurance***

Every contract shall contain a clause requiring the Contractor to take out and maintain, for the duration of the contract, such insurance cover for such amounts as the Executive Officer may deem relevant to the contract, including, if appropriate, but not restricted to:

- 24.8.1 Employers Liability Insurance;
- 24.8.2 Public (Third party) Liability Insurance;
- 24.8.3 Professional Indemnity Insurance, which shall remain in force for a period of 6 years beyond the end of the contract;
- 24.8.4 Other such specialist classes of insurance as advised by the Head of Legal, HR and Regulatory Services.

24.9 ***Bonds and Parent Company Guarantees***

Where considered appropriate by the Executive Officer, the Council shall require the Contractor to take out a bond, obtain and deliver a formal parent company guarantee or provide other sufficient security for the due performance of the contract.

24.10 ***Sustainability and Community Benefits***

Where relevant and proportionate and in accordance with the terms of the Procurement Reform (Scotland) Act:

- 24.10.1 Every contract shall set out the Council's commitment to sustainable development, including sustainability in procurement and that the Contractor or supplier must take all reasonable steps to provide products and services that are designed for sustainability, as well as safety and minimise the environmental impacts that arise from their delivery or use.
- 24.10.2 Community Benefits clauses, **which are mandatory for contracts over £50,000**, should be considered to cover, for example, training proposals,

intentions regarding the provision of apprenticeships and employment opportunities, local SME, social enterprise and supply chain development, proposals to generate local economic opportunities and development and general investment proposals for local communities. This list of examples is not exhaustive.

- 24.10.3 Every contract shall set out the Council's commitment to fair working practices, the Scottish Government's Fair Work framework and that the Council expects Contractors or suppliers to take a similarly positive approach as part of a fair and equitable employment and reward package for their staff. Every contract shall also set out that the Council is committed to proactively vetting our supply chain to ensure no instances of modern slavery are taking place.

24.11 ***Variation and Termination***

Every contract shall contain provisions allowing for the contract to be varied or amended, and allowing for the contract to be terminated in certain circumstances. The Executive Officer may exercise any power on behalf of the Council to:

- 24.11.1 Vary or amend any terms of a contract, provided: (i) the proposed variation or amendment will not in the view of the Executive Officer constitute a material difference to the terms originally agreed between the Council and Contractor; and (ii) the variation has been approved by the Head of Legal, HR and Regulatory Services; and
- 24.11.2 Terminate any contract or to terminate the Council's participation in a Framework Agreement or DPS, but only following consultation with the Head of Legal, HR and Regulatory Services and subject to their being satisfied that it is reasonable and in the interests of the Council to exercise that power.

25. **Application to Procurement Consultants**

- 25.1 Any agent or consultant (not being an officer of the Council) who is to be responsible to the Council for the procurement of a contract on its behalf shall, in relation to that contract:
- 25.1.1 comply with these Contract Standing Orders as though he/ she were an officer of the Council;
- 25.1.2 at any time during the carrying out of the contract, produce, on request, to the Executive Officer, all records maintained by him/ her in relation to the contract; and
- 25.1.3 on completion of the contract, transmit all such records to the Executive Officer.

1 July 2021

Procedures for Paper Tendering

A. Introduction

- A.1 In accordance with Standing Order 12.2, the following procedures are to apply in place of Standing Orders 13 to 17 in respect of any Procurement Exercise undertaken by the Council by hard copy means.

B. Submission of Paper Tenders

- B.1 Every set of Contract Documents shall state:

- B.1.1 the nature and purpose of the contract for which Tenders are invited;
- B.1.2 the last date and time (in all cases being twelve noon) when Tenders will be received;
- B.1.3 the address to which Tenders are to be sent;
- B.1.4 the period during which Tenders must remain open for acceptance;
- B.1.5 the award criteria and weightings to be used in the evaluation of Tenders received, which shall be based on the Most Economically Advantageous Tender to secure Best Value for the Council. The award criteria and weightings must not be changed once agreed and published in the Contract Documents.
- B.1.6 that the Council is not bound to accept the Most Economically Advantageous Tender received;
- B.1.7 the contact details and method of submitting all Tenderer queries during the Tender period; and
- B.1.8 the duration of the contract period (including any extension options).

- B.2 Every set of Contract Documents shall state that no Tender will be considered unless it is received at the address notified before the last date and time specified and is submitted in a plain sealed envelope.

C. Late Tenders

- C.1 Tenders received after the closing date and time for submission or received at a place other than as stated in the Contract Documents shall not be opened or considered.

- C.2 Late Tenders shall be marked as late and returned to the Tenderer within 2 working days of receiving it, together with an accompanying letter explaining why the Tender is not being considered. Such Tenders may be opened to ascertain the name of the tenderer, but no details of the Tender shall be disclosed, and a statement to this effect shall be included in all Contract Documents.

D. Opening and Recording Tenders

- D.1 All Tenders relating to the same contract shall be opened immediately one after the other during one session, as soon as practicable after the time and date specified for return of Tenders, and shall be opened in the presence of:
- D.1.1 in the case of contracts where the estimated value or amount is below the relevant UK Find a Tender Service (FTS) Threshold, two officers nominated by the Director – Place, at least one of whom shall be an authorised officer from Procurement; and
- D.1.2 in the case of contracts where the estimated value or amount equals or exceeds the relevant UK Find a Tender Service (FTS) Threshold, any member of the Council and an officer duly nominated by the Director - Place.
- D.2 The Tender Record Sheet (which shall be in the format of the template form available on the Procurement page of the intranet) shall be completed and signed by both officers or the Elected Member and officer, as the case may be at the time of opening the Tenders.
- D.3 In cases of urgency (during Council recess periods or otherwise), the Chief Executive shall be authorised to act in the absence of a member of the Council in terms of Standing Order D.1.2.

E. Checking, Clarification and Evaluation of Tenders

- E.1 All Tenders shall be subject to checking for completeness and errors by the Executive Officer. Any arithmetical errors that result in a change to the pricing submitted should be documented, signed and dated.
- E.2 Between the last date and time for the receipt of Tenders and the date on which a decision is taken as to which, if any, Tender is to be accepted, the Executive Officer may instruct a member of his/ her staff or consultants to contact a Tenderer in respect of any Tender submitted in cases where such contact may be necessary to clarify the terms of the Tender or to effect any necessary adjustments but not otherwise for any reason.
- E.3 Where any factor giving rise to post Tender communications is not specific to one tenderer, all Tenderers must be invited to participate in such communications. There must be no material change to the specification(s) and/ or criteria on which Tenders are to be assessed. If it becomes apparent that a material change is required, the Tender process must be recommenced with a revised specification or award criteria.
- E.4 A full record of any contact between the Council and Tenderer (which shall include copies of all written communications) shall be kept and retained with the tenderer's original Tender.
- E.5 This Standing Order shall not be used in any way to permit any Tenderer to amend their bid in a manner that allows them to improve their offer, nor to put other

Tenderers at a disadvantage nor to distort competition. All Tenderers must be treated at all times equally and in an open, transparent and fair manner.

- E.6 Tenders shall be evaluated strictly in accordance with the award criteria or price/ quality weighting agreed at the commencement of the Procurement Exercise and detailed in the Contract Documents.

F. Post Tender Negotiations

- F.1 Once the evaluation of Tenders has been completed in accordance with paragraph E.6 above, the Executive Officer may instruct a member of his/ her staff or consultants to enter into post Tender negotiations. Such negotiations shall take place only in circumstances where the Executive Officer has:

F.1.1 identified the Tenderer who has submitted the Most Economically Advantageous Tender for a contract; and

F.1.2 is satisfied that there is scope for improvement in the Tender received and that such negotiations will be in the best interests of securing Best Value and improved terms and conditions for the Council.

- F.2 Post Tender negotiations may only be used with the Tenderer identified in terms of Standing Order F.1.1.

- F.3 Where it is considered possible that post Tender negotiations might apply, a clear indication will be given to prospective Contractors in the instructions to Tenderers that post Tender negotiations might be considered.

- F.4 A full record (which shall include copies of all written communications) shall be kept by Procurement of all contracts where post Tender negotiations have been used and the written record will be retained with the original Tender. The written record will include the justification for authorising post Tender negotiations, the nature of the negotiations undertaken, the outcome of such negotiations and shall detail any additional terms agreed by the Council.

- F.5 This Standing Order shall not be used in any way to put any Tenderer at a disadvantage or to distort competition, and there must be no material change to the specification(s) and/ or criteria on which the identified Tender is to be assessed.

Procedures for Commissioning of Health or Social Care Services

A. Introduction

- A.1 In accordance with Standing Order 3.9, the Contract Standing Orders shall apply to the procurement of contracts for Health or Social Care Services subject to the special procedures set out in this Annex.
- A.2 These procedures are intended to accord with and reflect the principles set down in the Statutory Guidance issued by Scottish Ministers in terms of the Procurement Reform (Scotland) Act 2014 as well as the Best Practice Guidance on the Procurement of Care and Support Services 2016 issued in terms of the Procurement Reform (Scotland) Act.
- A.3 The term 'Executive Officer' means in the context of these Annex 2 procedures either the Depute Chief Executive and Director – People, the Director – Place or the Director - Health and Social Care.

B. Governing Bodies (Care Inspectorate)

- B.1 Unless the Executive Officer approves otherwise on a case by case basis, all Contractors providing Health or Social Care Services under a contract with the Council must be registered with Care Inspectorate (or its statutory successor(s)) or any other relevant regulatory bodies that are a mandatory requirement to the service provision.

C. Procedures for Procuring Contracts for Health or Social Care Services

- C.1 In accordance with Standing Order 11.2, a contract for Health or Social Care Services that has an estimated value in excess of the UK Find a Tender Service (FTS) Threshold for Social and Other Specific Services must be procured by following a procedure that satisfies the Council's duties set out in the Public Contracts (Scotland) Regulations.
- C.2 In cases of procuring a contract for Health or Social Care Services that has an estimated value below the UK Find a Tender Service (FTS) Threshold for Social and Other Specific Services, the Executive Officer shall be responsible for deciding whether the particular contract is one which may be awarded without advertisement and competition, in accordance with section 12 of the Procurement Reform (Scotland) Act.
- C.3 In determining whether a contract for Health or Social Care Services may be awarded without advertisement and competition in terms of paragraph C.2, the Executive Officer shall take account of the individual circumstances of the contract, including the subject matter and estimated value of the contract, the specifics of the service sector concerned and the geographic location of the place of performance of the contract to identify firstly whether there is likely to be a cross-border interest in the contract. The Executive Officer, following consultation with the **Service Lead - Procurement Manager**, may determine that there is no cross-border interest in the contract where:

- C.3.1 it can be demonstrated that the contract is of no interest to cross-border Contractors; and/ or
 - C.3.2 the total sum to be paid under the contract is so low that cross-border Contractors would not be interested in bidding for the contract; and/ or
 - C.3.3 the service is of such a specialised nature that no cross-border market of suitable Contractors exists; and/ or
 - C.3.4 advertising the contract would result in the loss of a linked service.
- C.4 Where the Executive Officer decides under paragraphs C.2 and C.3 above that a contract is likely to attract a cross-border interest, it should be procured by way of a competitive process and it will be advertised in accordance with Standing Order 11 unless the Executive Officer decides that there are special circumstances justifying a departure from that requirement. Such decisions will be taken on a case by case basis and advertising may not be required where, for example:
- C.4.1 the needs of the service user(s) concerned would be best met by a particular Contractor; and/ or
 - C.4.2 the existing Contractor(s) are the only Contractor(s) capable of delivering the service to meet the needs of the individual(s) concerned; and/ or
 - C.4.3 the nature of the service is such that it should not or cannot be adequately specified in advance because of the nature of the social care needs of the service user(s) concerned; and/ or
 - C.4.4 there are special circumstances such as ownership of land or property, geographic locations or particular skills or experience of Contractors of social care which limit the choice to one Contractor; and/ or
 - C.4.5 there are reasons of extreme urgency, brought about by unforeseen events which are not attributable to the Council.
- C.5 Where the Executive Officer decides under paragraphs C.2 and C.3 above that the principles of procurement from the Public Contracts (Scotland) Regulations do not apply to a contract for Health or Social Care Services, he/ she may also decide that Standing Order 12 shall not apply to that contract.
- C.6 The Executive Officer shall be required to maintain a list of all proposed contracts which he/ she decides do not require to be advertised on the basis of the determinations made under paragraphs C.2, C.3, C.4 or C.5 above. He/ she shall provide a copy of that list to the Elected Members once every 6 months. Any decisions taken under paragraphs C.2, C.3, C.4 or C.5, that neither advertising nor competition will be required for a particular contract shall be subject to review by the Executive Officer at regular intervals (and at least annually).
- C.7 The decisions (and subsequent review of those decisions) taken by the Executive Officer under this Annex 2 will all be fully documented. Any reasons for deciding that a proposed contract will not be advertised must be recorded and included on the list which is to go to the Elected Members under paragraph C.6.

C.8 In addition to demonstrating how Best Value will have been achieved, the contracting service will be responsible for evidencing the reasons referred to under paragraph C.6.

General Powers of Executive Officers
under these Standing Orders

SO Number	Duty/ Power to...
4.2.1	Determine whether a contract is urgently required to address a genuine emergency situation to prevent or mitigate risk to life or damage
8.2	Determine whether it is in the best interests of the Council and in accordance with best value to enter into a collaborative arrangement, for the purposes of Standing Order 9
8.5	Satisfy themselves that the principles of best value will be adhered to and the best interests of the Council will be served, in entering a collaborative arrangement where another public body takes the role as lead authority
8.6	Agree the parameters for the collaboration with appropriate officers in the other public bodies and to record this in writing
9.2	Seek to establish or participate in a framework agreement or DPS, where he/ she deems that offers best value. Duty to consult with the Service Lead - Procurement prior to acting under Standing Order 10.1
9.3	Establish a framework agreement or DPS and enter into call-off contracts, in accordance with Standing Order 10.2
9.4	Award call-off contracts under framework agreements or DPS to which the Council has access or is utilising
10.1	Consult the Council's contract register in order to establish whether any existing contracts, framework arrangements or DPS are accessible to the Council which would fulfil their requirement
10.2.1	Ensure that sufficient funds are available prior to the commencement of any procurement exercise
10.2.2	Complete a Request for Procurement Action and return the same to the Service Lead - Procurement
11.3	In consultation with the Service Lead - Procurement, assess the appropriate competitive procedure to follow to ensure that the contract opportunity will be subject to open competition, will satisfy the requirements of the principles of non-discrimination on grounds of nationality, equal treatment and transparency, and will achieve best value for the Council

SO Number	Duty/ Power to...
15.2	Nominate officers to open electronic Tenders, at least one of whom shall be an authorised officer from Procurement
16.1	Check all Tenders for completeness and errors
16.2	Instruct officers to contact a Tenderer in respect of any Tender submitted
17.1	Instruct officers to contact the Tenderer identified as offering the most economically advantageous, to enter into post Tender negotiations; where they are satisfied that there is scope for improvement in the price of the tender
18.2.1	Award a contract to the Most Economically Advantageous Tender (after checking)
18.2.2	Award a contract for the execution of works (valued below £2,000,000) to the lowest priced Tender (after checking)
18.2.3	Obtain the approval of the Council or Panel to award a contract in the case of a Tender exceeding the budgetary provision previously approved
18.3	Recommend that none of the Tenders submitted should be accepted, and to notify all Tenderers accordingly in such instances
19.1	Provide information to Procurement for Contracts Register, in relation to all contracts with an estimated price or value of or exceeding £50,000
20.2	Nominate the Tenderer of the Most Economically Advantageous Tender (as appropriate) as Sub-Contractor
21	Obtain the approval of the appropriate Panel before authorising a series of related works projects or phased works projects
22.1	Determine whether there are circumstances or reasons which justify the negotiation of a contract without prior advertising in accordance with law; Obtain the approval of the appropriate Panel before authorising the extension/ award of contract
22.2	Submit a report, to the appropriate Panel, detailing the nature of the proposed award of contract and the reasons for the proposed negotiation without competition
24.1	Sign contracts (subject to the Scheme of Delegation)
24.6	Ensure that, where applicable in relation to contracts for consultancy services, the Council has royalty free rights to utilise information provided in relation to the continued development of the specific project and subsequent related projects

SO Number	Duty/ Power to...
24.8	Determine what insurance cover, if any, is relevant to the contract and which the Contractor will be required to take out and maintain for the duration of the contract
24.9	Determine whether the Council shall require the Contractor to take out a bond, obtain and deliver a formal parent company guarantee or provide other sufficient security for the due performance of the contract
24.11.1	Vary or amend any terms of a contract, if satisfied that the variation or amendment will not constitute a material difference to the original terms
24.11.2	Terminate a contract or the Council's participation in a framework agreement or DPS, following consultation with the Head of Legal, HR and Regulatory Services
25.1.2	Request that any consultant (not being an officer of the Council) produce all records maintained by him/ her in relation to a contract
Annex 1/ B.2	Nominate officers to take custody of returned Tenders
Annex 1/ D.1.1	Nominate officers to open below UK FTS Threshold Tenders, at least one of whom shall be an authorised officer from Procurement
Annex 1/ D.1.2	Nominate an officer to open above UK FTS Threshold Tenders
Annex 1/ E.1	Check all Tenders for completeness and errors
Annex 1/ E.2	Instruct officers to contact a Tenderer in respect of any Tender submitted
Annex 1/ F.1	Instruct officers to contact the Tenderer identified as offering the most economically advantageous, to enter into post Tender negotiations; where they are satisfied that there is scope for improvement in the price of the tender
Annex 2/ C.2 and C.3	Determine whether the proposed contract is one to which the principles of procurement from the Public Contracts (Scotland) Regulations apply and consequently requires advertising and competition
Annex 2/ C.4	Determine whether there are special circumstances justifying departure from requirement to advertise proposed contract

SO Number	<i>Duty/ Power to...</i>
Annex 2/ C.5	Determine whether Standing Order 12 is to apply to the proposed contract
Annex 2/ C.6	<p>Maintain a list of all proposed contracts which he/ she decides do not require to be advertised on the basis of the determinations made under paragraphs C.2, C.3, C.4 or C.5;</p> <p>Provide a copy of that list to the Elected Members on an annual basis</p>
Annex 2/ C.7	Keep full records of decisions taken and reasons, and provide those on list to Elected Members under paragraph C.6

Standing Orders Relating to Contracts - Delegations

SO Number	Duty/ Power to...	Depute Chief Executive & Director - People	Director - Place	Director - Health and Social Care Partnership	Head of Finance and ICT	Head of Legal, HR and Regulatory Services
		Delegation	Delegation	Delegation	Delegation	Delegation
4.2.1	Determine whether a contract is urgently required to address a genuine emergency situation to prevent or mitigate risk to life or damage.	Not Delegated	Not Delegated	Not Delegated	Not Delegated	Not Delegated
6.1	Award a contract without written delegated purchasing authority	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit
7.1	Award external Contractor(s) to undertake any planned maintenance and/ or responsive repairs to buildings or property owned by the Council	N/A	Professional Design Services Manager and Asset Manager	N/A	N/A	N/A

7.2	Award external Contractor(s) shall be appointed, to undertake any planned maintenance and/ or responsive repairs to Council Houses	N/A	Property Repairs and Maintenance Manager	N/A	N/A	N/A
8.1	Determine whether it is in the best interests of the Council and in accordance with Best Value to enter into a collaborative arrangement, for the purposes of SO 8.	All Assistant Directors and Service Leads in the Directorate	All Assistant Directors and Service Leads in the Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
8.5	Satisfy themselves that the principles of Best Value will be adhered to and the best interests of the Council will be served, in entering a collaborative arrangement where another public body takes the role as Lead Authority.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
8.6	Agree the parameters for the Collaboration with the appropriate officers in the other Contracting Authorities and record this in writing.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
9.2	Seek to establish or participate in a Framework Agreement or DPS, where he/ she deems that offers Best Value. Duty to consult	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service

	with Procurement Manager prior to acting under SO 9.1.					
9.3	Establish a Framework Agreement and enter into Call-off Contracts, or a DPS in accordance with SO 9.2.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
9.4	Participate in an existing Framework Agreement.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
9.5	Enter into a Participation Agreement to participate in an existing Framework Agreement.	Not Delegated	Not Delegated	Not Delegated	Not Delegated	Not Delegated
10.1	Consult with the Procurement Manager in order to establish whether any existing contracts or framework arrangements are accessible to the Council which would fulfil their requirement.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in the Service	All Service Leads and 4th tier co-ordinators in the Service
10.2.1	Ensure that sufficient funds are available prior to the commencement of any procurement exercise.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service
10.2.2	Complete a Request for Procurement Action and return the same to the Procurement Manager.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in the Service	All Service Leads in the Service

11.3	Assess the degree of advertising necessary to ensure that the contract opportunity will be subject to open competition, will satisfy the requirements of the principles of non-discrimination on grounds of nationality, equal treatment and transparency, and will achieve Best Value for the Council.	Not Delegated	Not Delegated	Not Delegated	Not Delegated	Not Delegated
16.1	Check tenders for completeness and errors.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate & Procurement Team	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
16.2	Instruct officers to contact a tenderer in respect of any Tender submitted.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager (no requirement to consult Procurement where Works tender conducted)	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager

			by PDS) & Procurement Team			
17.1	Instruct officers to contact the tenderer identified as the lowest or offering the most economically advantageous, to enter into post Tender negotiations; where they are satisfied that there is scope for improvement in the price of the Tender.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager (no requirement to consult Procurement where Works tender conducted by PDS)	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager
18.2.1	Award a contract for goods or services (over £50K) and works (over £2m) to the lowest priced Tender or MEAT (after checking).	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit
18.2.2	Award a contract for works (less than £2m) to the lowest priced Tender & MEAT (after checking).	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit

18.2.3	Obtain the approval of the Council or Panel to award a contract in the case of a Tender exceeding the budgetary provision previously approved, or where the Tender proposed for acceptance is not the lowest by an amount exceeding 10 percent of the lowest priced tender received (after checking).	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit
18.3	Recommend that none of the Tenders submitted should be accepted, and to notify all tenderers accordingly in such instances.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
20.2	Nominate the tenderer of the Most Economically Advantageous Tender (as appropriate) as sub-contractor.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
21	Obtain the approval of the appropriate Panel before authorising a series of related works projects or phased works projects.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
22.1	Determine whether there are special and exceptional circumstances or reasons which justify the extension or	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in Service	All Service Leads in Service

	negotiation of a contract without prior advertising;					
	Obtain the approval of the appropriate Panel before authorising the extension/award of contract.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in Service	All Service Leads in Service
22.2	Submit a report, to the appropriate Panel, detailing the nature of the proposed extension/award of contract and the reasons for the proposed negotiation without competition.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	All Service Leads in Service	All Service Leads in Service
24.1	Sign contracts.	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit	Contracts must only be awarded up to each Officer's Oracle i-Proc P2P limit
24.6	Ensure that, where applicable in relation to contracts for consultancy services, the Council has royalty free rights to utilise information provided in relation to the continued development of the specific project and subsequent related projects.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service

24.8	Determine what insurance cover, if any, is relevant to the contract and which the Contractor will be required to take out and maintain for the duration of the contract.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
24.9	Determine whether the Council shall require the contractor/supplier/service provider to take out a bond, obtain and deliver a formal parent company guarantee or provide other sufficient security for the due performance of the contract.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
24.11.1	Vary or amend any terms of a contract, if satisfied that the variation or amendment will not constitute a material difference to the original terms and is first approved by the Head of Legal, HR and Regulatory Services.	All Assistant Directors and Service Leads in Directorate	All Assistant Directors and Service Leads in Directorate	All Heads of Service and Service Leads in Directorate	Head of Services and Service Leads in Directorate	Head of Services and Service Leads in Directorate
24.11.2	Terminate a contract or the Council's participation in a Framework Agreement or DPS, following consultation with the Head of Legal, HR and Regulatory Services.	Not Delegated	Not Delegated	Not Delegated	Not Delegated	Not Delegated

25.2	Request that any consultant (not being an officer of the Council) produce all records maintained by him/ her in relation to a contract.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
Annex 1/ E.1	Check all tenders for completeness and errors.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate & Procurement Team	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate	All Service Leads and 4th tier co-ordinators in Service	All Service Leads and 4th tier co-ordinators in Service
Annex 1/ E.2	Instruct officers to contact a tenderer in respect of any Tender submitted.	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager (no requirement to consult Procurement where Works tender conducted by PDS)	All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager	All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager

<p>Annex 1/ F.1</p>	<p>Instruct officers to contact the tenderer identified as the lowest or offering the most economically advantageous, to enter into post Tender negotiations; where they are satisfied that there is scope for improvement in the price of the Tender.</p>	<p>All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager</p>	<p>All Assistant Directors and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager (no requirement to consult Procurement where Works tender conducted by PDS)</p>	<p>All Heads of Service, and Service Leads and 4th tier co-ordinators in Directorate, in conjunction with Procurement Manager</p>	<p>All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager</p>	<p>All Service Leads and 4th tier co-ordinators in Service, in conjunction with Procurement Manager</p>
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South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Standing Orders Relating to Contracts
Lead Officer (Name/Position/Email)	Catriona Caves, Head of Legal, HR and Regulatory Services – catriona.caves@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	n/a	n/a
Disability	n/a	n/a
Gender Reassignment (Trans/Transgender Identity)	n/a	n/a
Marriage or Civil Partnership	n/a	n/a
Pregnancy and Maternity	n/a	n/a
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	n/a	n/a
Religion or Belief (including lack of belief)	n/a	n/a
Sex – gender identity (issues specific to women & men or girls & boys)	n/a	n/a
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	n/a	n/a
Thematic Groups: Health, Human Rights & Children's Rights	n/a	n/a

South Ayrshire Council

**Report by Head of Finance and ICT
to South Ayrshire Council
of 29 June 2022**

**Subject: Budget Management – Revenue Budgetary Control
2021/22 – Out-turn Statement at 31 March 2022**

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 2021/22 as at 31 March 2022.

2. Recommendation

2.1 It is recommended that the Council:

- 2.1.1 notes the out-turn position for each Directorate/ service for 2021/22 detailed in Appendix 1;**
- 2.1.2 approves the new earmarking of funds for normal service activity of £2.916m and Covid-19 related activity of £7,846m, to be carried forward for utilisation in 2022/23, as outlined in Appendix 2a) and 2b) respectively;**
- 2.1.3 notes the latest Covid-19 reserves position of £14.082m, including the new earmarking requested at 2.1.2, to be carried forward for utilisation in 2022/23, as outlined in 4.1.3;**
- 2.1.4 notes the £21.089m HSCP 2021/22 in-year underspend and accumulated reserves position of £24,768m available to the Partnership for 2022/23, as outlined in 4.1.8 to 4.1.10; and**
- 2.1.5 approves the contribution of £0.500m to provide additional funding to support future Workforce Change projects, as outlined in 4.1.12.**

3. Background

- 3.1 The budget management report contains overview information for General Service Revenue, Housing Revenue and the Common Good Funds. The associated Directorate Appendices 1a to 1g show all financial variance analysis and other relevant financial information.
- 3.2 As detailed in the Budget Management – Revenue Budgetary Control 2021/22 – Position Statement at 31 December 2021, presented to the Leadership Panel of 15 February 2022, revisions to the 2021/22 revenue budget have been made in terms

of corporate allocations and other transfers actioned in line with Financial Regulations rules on budget transfers.

- 3.3 Since February 2022, further notifications of additional general revenue grant funding due have been notified from the Scottish Government. Service expenditure plans have been reviewed in light of this and expenditure/income budgets have been revised in line with the additional allocated funding.
- 3.4 During Scottish Government also provided substantial un-ringfenced funding to Councils to help mitigate the continuing general increased cost or loss of income suffered by Councils as a result of the Covid-19 pandemic. The Council received £5.501m in general un-ringfenced expenditure support during 2021/22 and £0.059m for general administrative support, totalling £5.560m in 2021/22.
- 3.5 In March 2022, the Scottish Government announced the new £80m Local Authority Covid Economic Recovery (LACER) fund. South Ayrshire Council's allocation has been confirmed as £1.688m and received in 2021/22. The funding is flexible and ultimately is designed to empower local authorities to utilise funding where they consider this necessary or justified based on local circumstances. The guiding policy intent of this funding is to support local economic recovery and cost of living impacts on low-income households. A report on the allocation of this funding is shown elsewhere on the Agenda to this Council meeting.

4. Proposals

4.1 Overview of General Services Financial Position at 31 March 2022

- 4.1.1 Detailed explanations for Directorate/ service variances are provided in the revenue out-turn reports (Appendix 1) to this report. Appendix 2a) provides details of final earmarking requests for sums to be carried forward for use in 2022/23. The final Directorate/Service position for 'normal service' activity and Covid-19 activity is summarised in Table 1 below:

Table 1

	'Normal Service' Out-turn Fav/(Adv) £m	Covid-19 Out-turn Fav/(Adv) £m	Overall Out-turn Fav/(Adv) £m	Normal Earmarking approved/ requested £m	Covid-19 Earmarking approved/ requested £m	Revised Year End Out-turn Fav/(Adv) £m
1) Service Expenditure						
Chief Executive's	0.533	0.379	0.912	0.387	0.409	0.116
People	6.061	3.653	9.714	5.716	3.445	0.553
Place	1.283	1.421	2.704	1.706	1.379	(0.381)
Miscellaneous Services	2.646	7.233	9.879	-	7.233	2.646
2) Funding						
Council tax income	(0.267)	-	(0.267)	-	-	(0.267)
HSCP contribution to reserves	1.092	-	1.092	-	-	1.092
Total underspend	11.348	12.686	24.034	7.809	12.466	3.759

- 4.1.2 Table 1 above shows a net combined underspend of £24.034m for the year. Earmarking of £7.809m and £12.466m for normal service activity

(Appendix 2a) and Covid-19 activity (Appendix 2b) respectfully, results in a net overall uncommitted underspend of £3.759m for the year.

- 4.1.3 **Employee provision** – Within Miscellaneous services an employee provision budget was established during 2021/22 funded through the receipt of Scottish Government funding to address payroll issues arising from 2021/22 pay negotiations.

Given the protracted and complex nature of the pay negotiations, and the fact that agreement was only reached late in the financial year it was considered appropriate to retain the employee provision budget in Miscellaneous Service as, on conclusion of the negotiations, the cost incurred by services were, in most cases, met by payroll management savings within the services. This negated the need to draw funds from the provision and has resulted in an underspend occurring within Miscellaneous Services rather than across the Directorates.

As a result of this approach the Place Directorate, whilst showing a significant actual underspend of £2.704m, is showing a net overspend of £0.381m in Table 1 above after taking account of requested earmarking. Had the appropriate employee provisions been allocated then this net overspend, after earmarking, would not have occurred.

- 4.1.4 **Covid-19 Reserve-** Table 2 below provides detail on the movement in Covid-19 reserves during 2021/22.

Table 2

	£m	£m
2021/22 opening balance		17.660
Approved draws to Services made during 2021/22		
2020/21- Earmarking	(8.178)	
2021/22 – additional exp/loss of income funding budget approvals	(6.076)	
2021/22 – Recovery projects budget approvals	(3.466)	
Funds returned to reserve	1.678	(16.044)
Net balance currently held		1.616
Earmarking Funds to be added to reserves (per App 2b)		
CEX	0.409	
People	3.445	
Place	1.379	
Miscellaneous Services	7.233	12.466
Revised final balance held in Covid reserve at 31 March 2022		14.082
Commitments		
2022/23 approved budget commitments	(6.370)	
LACER programme	(1.688)	
2021/22 Service earmarking	(5.233)	(13.291)
Uncommitted Covid reserve at 31 March 2022		0.791

- 4.1.5 As can be seen from Table 2 above, following various approved movements during 2021/22, combined with additional funding provided by the Scottish Government, the revised amount held in the Covid-19 reserve sits at £14.082m at 31 March 2022. Specific details of the previously approved and new Covid-19 earmarking requests for each Directorate is shown in Appendix 2b). It should be noted that of this £14.082m held in the reserve, commitments of £13.291m are identified, subject to approval

of earmarking, leaving an uncommitted balance of £0.791m available to support further Covid-19 Council activity in 2022/23 and beyond, should it be required.

- 4.1.6 **Council Tax income** – Table 1 above indicates an under recovery of income £0.267m recorded in 2021/22. Actual in year collections were circa £0.300m above target however due to the impact of the agreed 3.25% increase in the bad debt provision applied as part of the 2021/22 budget a prior year BDP adjustment of £0.567m has also been applied resulting in an overall net under recovery being shown for 2021/22.
- 4.1.7 **HSCP reserves repayment** - In 2018/19 the Councils contribution to the Health and Social Care Partnership (HSCP) included an additional £3.277m which was drawn down from reserves to offset an in year overspend. During 2021/22 the HSCP made a further repayment of £1.092m, leaving a remaining balance of £0.802 million to be repaid in 2022/23.
- 4.1.8 **Health and Social Care Partnership** – details of the out-turn information can be found within the Financial Monitoring report presented to the Integration Joint Board (IJB) meeting of 15 June 2022. Appendix 1b summarises this information and indicates an in-year underspend of £21.089m.
- 4.1.9 As detailed in Appendix 1b, of the in-year underspend of £21.089m, a total of £19.563m is being requested to be earmarked for use in 2022-23 for various initiatives, leaving a remaining unallocated underspend of £1.526m for 2021/22.
- 4.1.10 A total of £3.679m remains within the HSCP reserves brought forward from 2021/22 brought forward from 2020/21, therefore, when added to the in-year underspend, the partnership has total reserves of £24,768m, of which £5.205m remains uncommitted.
- 4.1.11 **Bad Debt Provisions** – In order to take a prudent approach in light of current the current financial environment, an increase in the Council's general bad debt provision of £1.077m has been applied to ensure that it remains at an appropriate level.
- 4.1.12 **Funding for Workforce Change** – There is currently an uncommitted balance of £0.627m held in the Workforce change fund. In order to provide funding to continue to re-design and develop the Council's workforce in the future to be more efficient and effective it is recommended that £0.500m of the in-year underspend be transferred to the Workforce Change Fund.
- 4.1.13 **Overall Accumulated Reserve position:** Table 3 below highlights the £39.887m Council's overall General Services accumulated reserve position, outlining commitments of £33.974m and uncommitted funds at this stage of £5.913m which represents approximately 2.73% of 2022/23 planned spend, excluding HSCP expenditure, as the partnership now holds its own reserves of which £5,205m is uncommitted.

Table 3

	£m	£m
Accumulated General Reserves brought forward from 2021/21	37.373	
Approved draw from accumulated reserves to fund 2021/22 expenditure (includes Covid-19 draws)	(21.520)	
Normal Service underspend for the year 2021/22 (per Table 1, para 4.1.1)	11.348	
Covid-19 underspend for the year 2021/22 (per Table 1, para 4.1.1)	12.686	
Accumulated general reserves 2021/22		39.887
Less commitments:		
Previously approved (per Leadership Panel or Council)	(11.583)	
Previously approved Service earmarking (Per Appendix 2a)	(4.893)	
New Service earmarking requests (Per Appendix 2a)	(2.916)	
Covid-19 Reserve (Para 4.1.3 to 4.1.4)	(14.082)	
Contribution to Workforce Change Fund (para 4.1.11)	(0.500)	(33.974)
Uncommitted Reserves at 31 March 2022		5.913

4.2 **Overview of Housing Revenue Account Financial Position at 31 March 2022**

4.2.1 The HRA shows a net draw from reserves of £4.723m, the reasons for which are outlined in Appendix 1f. The accumulated surplus on the HRA revenue account at 31 March 2022 is £9.531m, of which £2,000m is held as a minimum working balance and a further £7.344m has been earmarked to fund capital and revenue expenditure in future years. This leaves an uncommitted balance of £0.187m.

4.2.2 The appropriate uncommitted balance will be considered as part of the annual Housing Business plan update and will form part of the HRA 2023/24 budget setting process.

4.3 **Overview of Common Good Financial Position at 31 March 2022**

4.3.1 The accumulated revenue surplus for each individual fund is outlined in Appendix 1g. At 31 March 2022 the Common good fund shows a combined accumulated revenue surplus of £0.355m together with a combined capital reserve of £0.932m.

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 At 31 March 2022, General Services shows an accumulated reserve of £39.894m. After adjustment for the factors outlined in this report, the Council has uncommitted funds of £5.913m as at 31 March 2022. which represents approximately 2.73% of 2022/23 planned spend, excluding the HSCP, which now holds its own uncommitted reserves of £5.205m.

6.2 It is recognised that, in line with other local authorities, this Council faces significant financial challenges and is required to operate within tight fiscal constraints for the foreseeable future due to the continuing difficult national economic outlook and increased demand for services. It is therefore prudent to maintain the level of uncommitted reserves at least at this level to assist in future budget setting considerations.

6.3 At 31 March 2022, the Housing Revenue Account shows an accumulated reserve of £9.531m. After adjustment for the factors outlined in this report, the Council has uncommitted funds of £0.187m as at 31 March 2022.

7. Human Resources Implications

7.1 There are no specific human resource implications arising directly from this report. Any indirect implications are being managed on an operational basis by the Service Directorates.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 There are no risks associated with rejecting the recommendations.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, HR and ICT, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Incorporate financial information in the unaudited 2021/22 Annual Accounts to be submitted to external audit	30 June 2022	Head of Finance and ICT

Background Papers **Report to Leadership Panel of 15 February 2022 – [Budget Management – Revenue Budgetary Control 2021/22 – Position Statement as at 31 December 2021](#)**

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Date: 21 June 2022

Budget Management Report to 31 March 2022 (Period 12 out-turn)

Appendix 1

Ref.	Directorate/ Account	Pages
1a	Chief Executive's Strategic Office	1 to 4
1b	Health & Social Care	5
1c	People	6 to 13
1d	Place	14 to 19
1e	Miscellaneous Services Account	20 to 22
1f	Housing Revenue Account	23 to 24
1g	Common Good Funds	25 to 26

This appendix outlines the **key financial issues** for each directorate or account (**Tables 1 to 3**), together with **other financial information** (**Tables 4 to 8**).

Chief Executive's

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
75	Chief Executive & Support	526	450	76	0
	Finance and ICT Services:				
1	Head of Finance & ICT Services	273	195	78	0
69	Corporate Finance and Accounting	2,180	2,111	69	31
66	Revenues and Benefits	5,169	5,470	(301)	27
256	Information and Communication Technology	7,938	7,305	633	214
392	Total Finance and ICT Services	15,560	15,081	479	272
	Regulatory Services				
19	Head of Regulatory Services	233	178	55	0
20	Civil Contingencies & Business Continuity	108	88	20	0
20	Democratic Governance Services	2,781	2,739	42	0
3	Insurance, Risk & Safety Management	466	466	0	0
59	Legal & Licensing Services	980	903	77	36
35	Trading Standards & Environmental Health	2,009	1,909	100	31
(3)	Employee Services	1,077	1,073	4	0
36	Human Resources	1,081	1,023	58	39
189	Total Regulatory Services	8,735	8,379	356	106
0	Covid-19 Mobilisation Costs	142	99	43	43
(42)	Covid-19 Recovery Costs	0	42	(42)	(42)
614	Total Chief Executive's Office	24,963	24,051	912	379

Table 2 - Subjective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Account	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
374	Employee costs	20,093	19,387	706	309
22	Property costs	262	283	(21)	(18)
(39)	Supplies and services costs	1,743	1,304	439	58
59	Transport costs	93	29	64	18
155	Administrative costs	691	991	(300)	0
79	Third party payments	1,850	1,585	265	0
5	Transfer payments	25,210	26,241	(1,031)	0
0	Financing costs	2,948	2,949	(1)	0
655	Gross expenditure	52,890	52,769	121	367
(41)	Gross income	(27,927)	(28,718)	791	12
614	Net expenditure	24,963	24,051	912	379

Table 3 - Analysis of Significant Variances

Year End Variance Fav/(Adv) £'000	Chief Executive & Support
76	Chief Executive & Support - a final vacancy management overachievement of £0.021m has arisen at 2021/22 year end. Also within Chief Executive's office is an underspend of £0.049m against the budget held in relation to addressing the implications of Brexit on the Council. Earmarking of this amount for use in 2022/23 has previously been agreed by this panel.
76	Total variance

Year End Variance Fav/(Adv) £'000	Finance and ICT Services
78	Head of Finance and ICT - £0.076m relates to the final overachievement of vacancy management for the service.
69	Corporate Finance & Accounting - there is a final underspend recorded throughout the service of £0.069m. Earmarking of £0.031m due to the delay in recruitment of the covid recovery posts has previously been agreed. There is also an underspend of £0.034m in relation to training within Corporate Finance and earmarking of £0.010m has been previously agreed to address the outstanding training issues. As shown in Table 5 below.
(301)	Revenues and Benefits - an overall underspend of £0.097m has arisen in relation to housing benefit payments and related subsidy and administration grant. This is offset by an overspend of £0.216m recorded against Non domestic rates discretionary relief and sheriff officers costs recovered for the year. There is also an overspend of £0.388 which relates to an increase in the bad debt provision for housing benefit overpayments. Budgets for these areas will be reviewed for reasonableness during 2022/23 and adjusted where required through budget transfers.
	The budget for mainstream Scottish Welfare Fund payments has underspent by £0.144m during 2021/22 and it is requested that this amount be earmarked for use in 2022/23. Earmarking of £0.027m due to the delay in recruitment of the covid recovery posts has previously been agreed.
633	ICT - there is a final underspend recorded throughout the service of £0.633m. Due to the timing and delays in the recruitment/spend for covid recovery budgets there is an underspend of £0.214m. Previously £0.225m of earmarking has been approved therefore a reduction in earmarking of £0.011m is now requested. Also included in this underspend is £0.376m which has arisen mainly due to software maintenance contracts and oracle ad-hoc maintenance spend being less than anticipated during the year. There are various other underspends throughout the service contributing to the final position.
479	Total variance

Year End Variance Fav/(Adv) £'000	Regulatory Services
55	Head of Regulatory Services - the vacancy management target for Regulatory Services has overachieved by £0.051m.
20	Civil Contingencies & Business Continuity - £0.060m was requested from reserves to allocate a rebate of £0.020m to each authority in 2021/22.
42	Democratic Governance Services - There are various small underspends throughout the service within supplies and services, administration and transport costs, reduced by an overspend of £0.030m in property costs for Watson Peat. Earmarking of £0.055m has previously been approved for Watson Peat but costs now anticipated in 2022/23 of £0.080m, therefore an additional £0.025m is requested. Earmarking of £0.020m is requested to fund the training requirement for elected members in 2022/23.
77	Legal and Licensing Services - income budgets for legal services and licensing have under recovered by £0.013m and £0.010m respectively and relate to work carried out by legal services for third parties and in licensing for liquor licensing. Budgets have already been reduced this year to take account of reduced income due to the Covid 19 pandemic. However, there has been further additional recurring under recoveries. A budget of £0.064m was earmarked from 2020/21 financial year to address outstanding work in relation to historic child abuse inquiries. This work has been managed within existing resources to date, however there has been contact from the Inquiry in the past month relating to the Council's response to their ongoing foster care study and there will be additional work and advice required on this over 2022/23, including from Counsel. This may include written statements to the Inquiry and potentially taking part in evidential hearings, although this is not yet clear. Earmarking has previously been approved by this panel for use in 2022/23 to address this potential resource requirement.
100	Earmarking of £0.036m due to the delay in recruitment of the covid recovery posts has previously been agreed. Trading Standards & Environmental Health - employee costs are underspent in relation to funding provided by Scottish Government for continuation of work within Environmental Health due to the Covid 19 pandemic. It is requested that £0.031m be earmarked to continue to fund the posts in 2022/23. Income of £0.029m received from Food Standards Scotland to carry out works, but this work was met within existing resources. £0.040m relates to various underspends throughout the service.
58	Human Resources - Due to the delay in recruitment of the covid recovery posts an underspend of £0.039m has arisen, earmarking of £0.041m was previously approved but a reduction in earmarking of £0.002m is now required. An underspend of £0.014m has resulted in relation to a reduction of disclosure checks in 2021/22.
352	Total variance

Projected Variance favourable / (adverse) £'000	Covid-19
43	Covid-19 Mobilisation Costs - employee costs underspent by £0.031m, earmarking to be requested to fund Revenues and Benefits post already approved by ELT. £0.012m covid admin grant received late in year, expenditure for which is recorded in licensing service.
(42)	Covid-19 Recovery Costs - the spend for recovery costs for the Chief Executive's directorate relates mainly to ICT costs to ensure home working continues to operate successfully, and to provide smaller items of replacement equipment (e.g. docking stations, screens, phones) for those staff who are returning to work in Council buildings where equipment is being utilised by staff continuing to work at home.
1	Total variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
	None at Period 12		
Total		0	0

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
Previously approved:		
Finance and ICT - Covid recovery posts	Finance and ICT/Employee costs	183
Finance and ICT - Covid recovery ICT equipment	Finance and ICT/Supplies and Services	100
Legal and Licensing - Covid recovery solicitor post	Legal and Licensing/Employee costs	41
HR and Employee Services - Covid recovery post	HR/Employee Services	36
Brexit funds	Chief Executive's Office - Payments to Agencies	49
Finance and ICT - training underspend	Corporate Finance/Supplies and Services	10
Employee Services - continuation of temp post	Employee Services/Employee Costs	10
Tarbolton Landfill - Legal Costs	Legal and Licensing/supplies and services	10
Historic child abuse cases - earmarked funds	Legal and Licensing/employee costs	64
Regulatory Services - Watson Peat dilapidation costs	Democratic Services/Property Costs	55
Total previously approved		558
New Covid recovery :		
Finance and ICT - Covid recovery posts	Finance and ICT/Employee costs	(11)
HR and Employee Services - Covid recovery post	HR/Employee Services	(2)
Total New Covid:		(13)
New approvals others:		
Environmental Health - continuation of temp post	Trading Standards and Env Health/Employee Costs	31
Covid Admin Grant - to fund temp post	Covid 19/Employee Costs	31
Scottish Welfare Fund - grant payments	Revs and Bens/Third party payments	144
Elected Members - Training costs	Democratic Services/Admin Costs	20
Regulatory Services - Watson Peat Legal Fees	Democratic Services/Supplies and services	25
Total new approvals:		251
Total		796
Comments:		
See comments in Table 3		

Table 6 - Efficiency Savings

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
Brought forward from 2020/21 - Review staffing levels within democratic support	24	10	0
Review of management structure	167	0	0
Software maintenance contracts	63	0	0
Revenues and benefits	23	0	0
Full year impact Env Health structural efficiencies	13	0	0
Archives service	5	0	0
Revenues and benefits - education grant processing	22	0	0
Revenues and benefits - Phase 2 benefits service review	85	0	0
Reduced software maintenance costs	8	0	0
Democratic Services - council care, hire on the wire, overtime cost recovery, admin & supplies	12	0	0
Legal and licensing admin	1	0	0
Increase external fees by CPI	18	0	0
Total	441	10	0
Comments: Democratic support efficiencies of £0.024m are currently being addressed on a temporary basis via payroll management. A balance of £0.010m permanent savings still to be identified during 2022/23.			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 12 £'000	Over/(Under) achieved £'000
Payroll Management - Corporate target	537	685	148
Total	537	685	148
Comments: The Directorate payroll management target over-recovered by £0.148m at the end of the financial year.			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
0		
Comments: Additional amounts notified during the financial year, not included in original budget.		

Social Care

Table 1 - Objective Analysis

Period 9 Projected Variable Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
	Community Care Services :				
2,307	Older People	50,374	47,596	2,778	0
(170)	Physical Disabilities	3,827	3,954	(126)	0
2,137	Total Community Care Services	54,201	51,549	2,652	0
464	Children's Services	22,977	21,708	1,268	0
9	Justice Services	224	209	16	0
473	Total Children and Justice Services	23,201	21,917	1,284	0
423	Learning Disabilities	21,256	20,791	465	0
79	Mental Health	3,665	3,449	216	0
123	Addiction	1,729	1,227	502	0
625	Total Mental Health Services	26,650	25,466	1,183	0
343	Directorate Services	8,100	28,784	(20,683)	0
(194)	Other Services	1,130	1,214	(83)	0
291	Vacancy management	277	0	277	0
440	Total Support Services	9,507	29,997	(20,490)	0
(16)	Integrated Care Fund/Delayed Discharges	501	489	12	0
0	Additional Funding Repayment	1,092	1,092	0	0
0	Interagency payments with Health	(35,000)	(38,633)	3,633	0
0	Covid-19 Costs	16,337	4,624	11,713	11,713
3,659	Social Care Sub-total	96,488	96,501	(13)	11,713
0	Scheme of assistance/Aids and adaptations etc	793	780	13	0
3,659	Final Social Care total	97,281	97,281	(0)	11,713

Earmarking requests	£'000s
NHS (IJB) Underspend passed to Council for carry	3,633
Covid 19 - Children and Young People Mental Health	47
Covid 19 - Mobilisation Plan	11,666
Social Care additional specific items	966
	16,312
Social Care specific items already approved (Period	3,251
Total	19,563

Health & Social Care - the above table provides an overview statement of the financial budget and out-turn position for the Council element of the Integration Joint Board (IJB) for 2021/22. There is an in-year underspend of £21.089m and a balance of £3.679m in reserves resulting in an overall reserves position of £24.768m to be carried forward into financial year 2022/23. Of this, £19.563m has been identified for earmarking, as per the above table, leaving a remaining balance of £5.205m in reserves for Social Care. This will be utilised in the first instance to address any underlying financial risks during 2022/23 with further proposals being compiled for consideration by the IJB budget working group.

People Directorate

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
40	Directorate	1,469	1,727	(258)	0
1,482	Community Services and Facilities	12,577	11,324	1,253	687
841	Corporate and Housing Policy	2,826	1,838	988	404
0	Corporate Planning & Improvement	2,209	2,054	155	0
19	Education - Early Years	11,570	11,337	233	11
1,490	Education - Learning and Teaching Primary	41,746	40,215	1,531	0
503	Education - Learning and Teaching Secondary	42,720	42,009	711	0
454	Education - Learning and Teaching Additional Support	15,224	14,669	555	0
455	Education Support Services	2,267	1,859	408	370
4	Performance Appraisal & Audit	317	311	6	0
234	Organisational Development & Public Affairs	1,328	1,091	237	0
781	Youth Skills and Employability	3,883	1,980	1,903	311
103	Customer Services	1,760	1,623	137	108
977	Education Recovery - including recruitment of additional teachers and support staff April 21 - June 22 & safe re-opening of schools	4,164	2,920	1,244	1,244
681	Addressing Future Need to Support Individuals at Financial Risk Flexible Funding for Level 4 Financial Insecurity	1,804	1,286	518	518
0	Free School Meals - holiday payments	696	603	93	0
8,064	Total People Directorate	146,560	136,846	9,714	3,653

Table 2 - Subjective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Account	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
5,305	Employee costs	125,100	118,989	6,111	1,891
342	Property costs	13,437	13,310	127	32
332	Supplies and services costs	5,227	4,625	602	335
(208)	Transport costs	4,520	4,519	1	0
157	Administrative costs	2,707	2,503	204	0
1,639	Third party payments	14,697	12,303	2,394	1,187
0	Transfer payments	944	918	26	0
0	Financing costs	9,965	9,965	0	0
7,567	Gross expenditure	176,597	167,132	9,465	3,445
497	Gross income	(30,037)	(30,286)	249	208
8,064	Net expenditure	146,560	136,846	9,714	3,653

Table 3 - Analysis of Significant Variances

Year end Variance Fav/(Adv) £'000	Directorate
(258)	<p>Payroll management target - under-recovered by £0.312m due to higher than budgeted teachers pay award, Jan-Mar 2021 backdated apt&c pay award and the consolidation of the living wage rates into the SCP framework (refer to Table 7 below).</p> <p>Access to Sanitary Products (non-schools) - underspent by £0.042m in relation to the funding allocation of £0.056m from Scottish Government. ELT recently approved the recruitment of a Development Worker post a period of 23 months, who will co-ordinate activity in relation to free access to sanitary products and wider work to mitigate poverty. Members previously approved to earmark £0.040m and are now requested to increase this to £0.042m, to be utilised during 2022-24 to fund this post (refer to Table 5 below).</p> <p>Various small underspends - £0.012m.</p>
(258)	Total variance

Year end Variance Fav /(Adv) £'000	Community Services and Facilities
1,253	<p>Members approved income target reductions within Community Services and Facilities as part of the COVID-19 Programme of Recovery, to reflect the loss of income due to Scottish Government restrictions resulting in reduced capacity and membership cancellations. These reductions are:-</p> <ul style="list-style-type: none"> - leisure memberships & admissions (£0.439m) - golf memberships & green fees etc (£1.330m - £0.505m returned to COVID reserves at period 9) - lets income (£0.090m), and - outdoor learning (£0.191m) - bowling and dam park (£0.057m) - Culture and events (£0.080m) <p>Net over-recovery in income of £0.127m, primarily due to the following:</p> <ul style="list-style-type: none"> - £0.081m shortfall in income relating to utility cost recharges to user groups for use of Council community centres, as a result of their lack of financial resources. - £0.070m additional school lets and pitches income, which is due to the £0.090m reduction in income target. - £0.656m additional income above target, within golf memberships and green fees This is due to higher than anticipated uptake in memberships and the £1.330m reduction to the income target. - £0.518m net shortfall in income target within leisure memberships, admissions and health & wellbeing classes, primarily as a result of cancellations and ongoing capacity restrictions. <p>Sport and leisure are underspent by £0.074m within supplies and services and relates to funds set aside for a one off purchase of gym equipment for Prestwick, including servicing of equipment for 5 years, which due to the extensive lead time will not be received until June/July 2022. Members previously approved to earmark these funds, to purchase this equipment during 2022/23 (refer to Table 5 below).</p> <p>Transport costs - are underspent by £0.148m, of which £0.116m relates to golf. This is due to leases being extended as a result of time delays in purchasing new equipment. Members are requested to earmark these funds to be utilised during 2022/23, to offset the increased purchase price of the new equipment (refer Table 5 below).</p> <p>Payments to agencies are underspent by £0.010m in relation to VACMA Project. Members previously approved to earmark these underspends, to be utilised in next financial year (refer to Table 5 below).</p> <p>Events - are underspent by £0.315m, primarily due to events not going ahead during COVID pandemic. Members have already approved to earmark £0.010m of this underspend to fund the extended unified bowls programme to July 2022 (refer to Table 5 below).</p> <p>COVID additional expenditure - Members approved £0.011m funding in relation to leisure booking software to provide digital mobile solution for participants and the parents of our swimming, gymnastics and diving lessons ensuring they monitor progress, make payments and move to new levels digitally. However, the go live date has been delayed until 2022/23 and Members previously approved to earmark these funds, to carry out this update during next financial year (refer to Table 5 below).</p> <p>COVID additional expenditure - Members approved £0.177m funding in relation to golf recovery projects. These projects are underspent by £0.115m, primarily due to closures and recruitment issues. Further disruption is anticipated during 2022/23 and Members have already approved to earmark these funds, to be utilised during next financial year (refer to Table 5 below).</p> <p>COVID Recovery Projects - Members approved £0.463m in relation to COVID recovery projects within health and wellbeing. However, primarily due to delays in programmes being launched, these funds are £0.353m underspent. Members approved to earmark £0.648m, to be utilised for these projects during 2022/23 and are now requested to reduce this earmarking to £0.353m (refer to Table 5 below). This reduction in earmarking is due to the capital funds allocated being transferred back to Covid reserves at Period 9 to be drawn down in 2022/23.</p> <p>Further underspends across supplies and administration costs, primarily due to COVID pandemic - £0.100m.</p>
1,253	Total variance

Year end Variance Fav /(Adv) £'000	Corporate and Housing Policy
988	<p>Corporate and Housing Policy - underspent by £0.988m, primarily within payments to agencies due to the following pilots/projects:-</p> <p>Social Letting Service (SLS) - was approved by Members at LP 26 November 2019 and is one of the aims contained within the RRTP 2019-2024. This scheme is underspent by £0.168m and this funding is required to pay for the startup costs and operational delivery of the SLS over the 3 years. Members have already approved to earmark £0.175m, in order to continue with this scheme in 2022/23 and are now requested to reduce this earmarking to £0.168m (refer to Table 5 below).</p> <p>Rapid Rehousing Transition Programme - is £0.360m underspent, due to delays in implementation of the programme. The annual funding received by the SG is making it increasingly difficult to recruit and retain staff, particularly in key Housing First posts where continuity of support is vital to tenancy sustainment. Subject to ELT approval, the current underspend and a portion of the 22/23 RRTP allocation will be used to offer existing staff 23 month contract extensions. The posts identified are: RRTP Officer (L9), Housing First Officer (L8 split 50/50 with the HRA) and 4 Housing First Support Workers (L5). Members have already approved to earmark £0.275m, to be utilised for these purposes in 2022-24 and are now requested to increase this earmarking to £0.360m (refer to Table 5 below).</p> <p>Members approved £0.443m in relation to COVID recovery projects within policy, performance and community planning. However, primarily due to recruitment issues and additional Scottish Government funding, these funds are £0.404m underspent. Members approved to earmark £0.361m to be utilised for these projects during 2022/23 and are now requested to increase this earmarking to £0.404m (refer to Table 5 below).</p> <p>Various small underspends across supplies and administration costs - £0.019m.</p>
988	Total variance

Year end Variance Fav /(Adv) £'000	Corporate Planning & Improvement
155	Underspent by £0.155m across third party payments within Community Councils, Tackling Deprivation and community based projects, primarily as a result of COVID. Members are requested to earmark £0.120m of this underspend to be utilised in 2022/23 (refer to Table 5 below).
155	Total variance

Year end Variance Fav /(Adv) £'000	Education - Early Years
233	<p>Employee costs underspent by £0.222m, which primarily relates to posts not being filled as planned, as a result of delays within capital works.</p> <p>Members approved £0.024m in relation to COVID recovery project to support parents of babies to reduce social isolation and improve outcomes particularly early language and communication skills in areas of deprivation. However, primarily due to the ongoing restrictions, these funds are £0.011m underspent. Members are requested to earmark these funds to be utilised for these project during 2022/23 (refer to Table 5 below).</p>
233	Total variance

Year end Variance Fav /(Adv) £'000	Education - Learning and Teaching - Primary, Secondary and Additional Support
2,797	<p>Net underspend of £2.797m, as a result of:</p> <p>Devolved School Management carry forward - underspent by £0.300m within school carry forward budgets, primarily relating to primarily employee costs across academic years and a number of ICT orders (HP/XMA) which have been raised, but not fulfilled prior to the year end, due to the unprecedented demand and lack of the worldwide supply of semi-conductors. This underspend is subject to schools Devolved School Management Scheme and Members previously approved to earmark this underspend to be utilised 2022/23 (refer to Table 5 below).</p> <p>Pupil Equity Funding - underspent by £1.120m. This Scottish Government funding relates to the academic year (August 2021 - August 2022) and has permissible carry forward. Members previously approved to earmark £1.079m and are now requested to increase this to £1.120m, to be utilised in 2022/23 (refer to Table 5 below).</p> <p>Pupil Transport - overspent by £0.219m, primarily within ASN which is demand led based on referrals from the Inclusion Group, which are currently under review.</p> <p>Access to Sanitary Products (Schools) - underspent by £0.034m in relation to the funding allocation of £0.045m from Scottish Government, to continue the implementation of access to free sanitary products to students in schools, colleges and universities. Members previously approved to earmark £0.020m and are now requested to increase this to £0.034m, to fund the recruitment of a Development Worker (refer to Directorate above) during 2022-24 (refer to Table 5 below).</p> <p>Access to Counselling - underspent by £0.316m in relation to Scottish Government funding to support the introduction of access to counsellors through schools. The commitment to counselling through schools was to be delivered in 2 phases and was previously expected to be fully delivered by September 2020, however this has been continuously delayed due to COVID-19 pandemic and the availability of qualified counsellors, resulting in increased waiting lists. Members previously approved to earmark £0.150m and are now requested to increase this to £0.316m, to enhance the services to reduce current waiting lists in 2022/23 (refer to Table 5 below).</p> <p>100 day commitment - Scottish Government has a first 100 days commitment to "Fund councils to increase teacher numbers by 1,000 and classroom assistants [pupil support assistants] by 500. Our share of this funding was £1.025m (21fte teachers and 10 PSA's) and is £0.662m underspent at the year end, due to recruitment delays. SG have confirmed that any underspend can be utilised, to employ further temporary teachers and support staff, in order to support additional capacity and resilience in schools between Christmas and the summer. This would further support the issues experienced by schools due to COVID related absence. Members previously approved to earmark £0.570m and are now requested to increase this to £0.662m, to be utilised during 2022/23 (refer to Table 5 below).</p> <p>Community Mental Health and Wellbeing Funding - Scottish Government funding was underspent by £0.145m, primarily due to recruitment/contract delays as a result of pandemic. Members previously approved to earmark £0.140m and are now requested to increase this to £0.145m, to be utilised during 2022/23 (refer to Table 5 below).</p> <p>Support for Additional Support for Learning Implementation - underspent by £0.448m, primarily due to recruitment delays as a result of COVID. Members previously agreed to earmark £0.305m of this underspend, which relates to Scottish Government funding, to support the provision of support staff in schools in this academic year (refer to Table 5 below).</p> <p>Energy Costs - were £0.303m overspent, primarily due to heating temperatures being increased to offset ventilation/opening of windows as a result of COVID pandemic. However, £0.238 of these costs were met from SG Education Recovery funding, leaving a revised overspend of £0.065m.</p> <p>Various small overspends - £0.056m.</p>
2,797	Total variance

Year end Variance Fav /(Adv) £'000	Education - Support Services
408	<p>COVID Recovery Projects - Members approved £0.404m in relation to:-</p> <ul style="list-style-type: none"> - secondary schools family first project (£0.332m) - school based nature groups (£0.066m) - summer care experienced activity programme (£0.006m). <p>However, due to significant delays in recruitment, these projects are underspent by £0.370m. Members previously approved to earmark £0.315m and are now requested to increase this to £0.370m, to be utilised for these projects during 2022/23 (refer to Table 5 below).</p> <p>Various small underspends - £0.038m.</p>
408	Total variance

Year end Variance Fav /(Adv) £'000	Performance Appraisal & Audit
6	There are number of small variances across the service.
6	Total variance

Year end Variance Fav /(Adv) £'000	Organisational Development & Public Affairs
237	Underspent by £0.237m, due to the following:- Various small underspends - £0.013m.
237	Total variance

Year end Variance Fav /(Adv) £'000	Youth Skills and Employability
1,903	<p>Underspent by £1.903m, due to:-</p> <ul style="list-style-type: none"> - Employability team is underspent by £0.242m. Members previously approved to earmark £0.278m and are now requested to reduce this to £0.242m, to be utilised for Modern Apprenticeship Programme in 2022/23, in order to recruit more than usual modern apprentices. - Modern Apprenticeship Programme 2021/22 £0.100m, due to delays in starting. - Work Out Experience Programme £0.006m <p>Members have already approved the earmarking of £0.384m in relation to Modern Apprenticeship and Work Out Programme and are now requested to reduce this earmarking to £0.348m to allow these programmes to continue in 2022/23 (refer to Table 5 below).</p> <p>South Ayrshire's share of No-one Left Behind (NOLB) of £1.279m was received as Revenue Support Grant redetermination in March 2022 and has permissible carry forward until spent in line with Memorandum of Understanding (MOU). The following programmes were £1.242m underspent due to receiving this late funding:-</p> <ul style="list-style-type: none"> - No-one Left Behind £0.011m - Parental Employability Support Fund £0.101m - Young Persons Guarantee £0.942m - Parental Employability Support Fund (Boost) £0.075m - Disabled Parents Employability Support Fund £0.113m <p>Members previously approved to earmark £0.053m in relation to PESF and are now requested to increase this to £1.242m, to continue with these programmes in 2022/23.</p> <p>Members approved £0.393m in relation to COVID recovery projects within employability and skills. However, primarily due to recruitment issues these funds are £0.311m underspent. Members previously requested to earmark £0.339m and are now requested to reduce this to £0.311m, to be utilised for these projects during 2022/23 (refer to Table 5 below).</p> <p>Various small underspends - £0.002m.</p>
1,903	Total variance

Year end Variance Fav /(Adv) £'000	Customer Services
137	<p>Information and advice hub were allocated £0.207m for the following COVID recovery projects :-</p> <ul style="list-style-type: none"> - Administrative support to meet increased enquiries (£0.059m) - Targeted Community Based Education and Outreach Service (£0.129m) - Digital inclusion project (£0.019m) <p>However, due to recruitment delays these projects were £0.108m underspent. Members approved the earmarking of £0.091m, to allow these projects to continue in 2022/23 and are now requested to earmark a further £0.017m (refer to Table 5 below).</p> <p>The remaining £0.029m relates to small underspends across property, supplies, transport and admin costs.</p>
137	Total variance

Year end Variance Fav /(Adv) £'000	Covid-19
1,244	<p>Education Recovery funding comprises:-</p> <ul style="list-style-type: none"> - Scottish Government grants earmarked from 2021/22 £2.236m, of which £0.620m devolved to schools. - Additional 2021/22 earmarking of £0.164m in relation to energy costs - School COVID resources funding of £0.150m, approved as part of COVID-19 Programme of Recovery (LP 15th June 2021) with £0.027m returned to reserves in Period 9. - EYC practitioners earmarked 2021/22 £0.392m - £1.204m Education Recovery SG funding 2021/22 - £0.258m Additional Teacher Payment £400 - £0.076m Childcare Omicron Impacts Fund - £0.045m Scottish Child Bridging Payments admin costs <p>These funds include the recruitment of additional teachers and support staff (April 21 - June 22) & safe re-opening of schools. Members have already approved to earmark £0.950m of these funds and are now requested to increase this to £1.244m, to be utilised for additional costs during the remainder of the 2021/22 academic year, including academic year staffing, delays in receiving ICT equipment and to assist in funding maternity leave cover where original guidance received indicated all staff over 28 weeks should work from home. From January 2022 the guidance was updated and all pregnant staff are referred for an Occupational Health Assessment. The assessment is used in conjunction with a personalised risk assessment to determine if the employee can continue to attend work (refer to Table 5 below).</p>
518	The following Scottish Government COVID grants were treated as one and the £1.022m underspend in 2020/21 was earmarked to be utilised during 2021/22 to fund the COVID Response team, self-isolating FSM, hardship payments (based on clothing grant criteria) and fuel poverty payments etc:-
93	<p>Free School Meals - holidays (Easter, Summer, October, Christmas and February) - this includes the following Scottish Government funding:-</p> <ul style="list-style-type: none"> - £0.081m Easter 2021 (earmarked from 2020/21) - £0.406m Expansion of Free School Meals (Summer, October, Christmas, February and Easter). <p>Additional resources of £0.209m have also been approved as part of the COVID-19 Programme of Recovery (LP 15th June 2021), to meet the £0.50 shortfall in Free School Meals holiday payments, between SG contribution of £2.50 compared to the SAC £3.00 agreed amount in 2021/22.</p> <p>Members are requested to earmark the underspend of £0.093m, relating to the Easter 2022 payments to be paid in April 2023 (refer to Table 5 below).</p>
1,855	Total variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
	None at period 12		
Total		0	0

Table 5 - Earmarking Requests

Earmarking requests:		Previously Approved £'000	New Requests £'000	Total Earmarking £'000
Directorate	Period Poverty	40	2	42
Community Services and Facilities	Prestwick Pool gym equipment	74	0	74
Community Services and Facilities	Golf - Transport Costs	0	116	116
Community Services and Facilities	VACMA Project	10	0	10
Community Services and Facilities	Unified Bowls Programme	10	0	10
Community Services and Facilities	COVID recovery additional expenditure	126	0	126
Community Services and Facilities	COVID recovery projects	648	(295)	353
Corporate and Housing Policy	Social Letting Service	175	(7)	168
Corporate and Housing Policy	Rapid Rehousing Transition Programme	275	85	360
Corporate and Housing Policy	Short-term lets start up	0	33	33
Corporate and Housing Policy	Housing Support 16-25	0	4	4

Corporate and Housing Policy	COVID recovery projects	361	43	404
Corporate Planning and Improvement	Community Based grants etc.	0	120	120
Education - Early Years	COVID recovery projects	8	3	11
Education - various	Schools carry forwards	300	0	300
Education - various	Pupil Equity Fund	1,079	41	1,120
Education - various	Period Poverty	20	14	34
Education - Learning and Teaching Additional Support	Access to Counselling - SG Funding	150	166	316
Education - various	SG 100 day commitment	570	92	662
Education - Learning and Teaching Additional Support	Community Health and Wellbeing Funding	140	5	145
Education - Learning and Teaching Additional Support	Additional Support for Learning (PSA's)	305	0	305
Education Support Services	COVID recovery projects	315	55	370
Organisational Development	Graduate Interns	47	0	47
Organisational Development	Employee Engagement	100	24	124
Organisational Development	Branding - supplies and services	43	0	43
Employability and Skills	Modern Apprenticeship Programme 22/23	278	(36)	242
Employability and Skills	Modern Apprenticeship Programme 21/22	100	0	100
Employability and Skills	Work Out Work Experience Programme	6	0	6
Employability and Skills - ESF	No-one Left Behind	0	11	11
Employability and Skills - ESF	Parental Employability Support Fund	53	48	101
Employability and Skills - ESF	Young Persons Guarantee	0	942	942
Employability and Skills - ESF	Parental Employability Support Fund (Boost)	0	75	75
Employability and Skills - ESF	Disabled Parents Employability Support Fund	0	113	113
Employability and Skills	COVID recovery projects	339	(28)	311
Customer Services	COVID recovery	91	17	108
Scottish Government funding	SG COVID Education Recovery	950	294	1,244
Scottish Government funding	SG COVID Financial insecurity funding	681	(163)	518
Scottish Government funding	FSM Easter Holidays	0	93	93
Total requests		7,294	1,867	9,161
Comments:				

Table 6 - Efficiency Savings

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
Reconfiguration of central Education Quality Improvement Team - 21/22 full year impact	21	21	21
2020/21 agreed staff changes - 2021/22 full year impact	189	0	0
Merge Corporate and Housing Policy team with Corporate Planning and Improvement team - 2021/22 full year impact	27	0	0
Review of the Libraries, Museums and Galleries service which will include a reduction or reconfiguration of staffing levels - 2021/22 full year impact	50	50	50
Thematic review of the Community Safety and Engagement, CLD, Health and Wellbeing and Employability and Skills - 2021/22 full year impact	100	100	100

Introduction of a new category of enhanced Membership which provides additional benefits to Members for an increase in their annual season ticket cost - 2021/22 full year impact	30	30	30
Introduction of Sundries/Refreshment Cart at Troon Links and Belleisle Park - 2021/22 full year impact	35	35	35
Reduction in Central School Support Budgets	10	0	0
Reduction in Career Long Professional Learning budgets	10	0	0
Reduction in the devolved budgets to schools in reaction to non-employee costs	82	0	0
Reduce contribution to annual cost of modern apprentices	20	0	0
Corporate Planning Improvement & Housing Policy restructure/review	41	10	10
Cancel LAGAN contract from April 2021 as no longer required	24	0	0
Total	639	246	246
Comments:			
These shortfalls have all been included within the above projections			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 12 £'000	Over/(Under) achieved £'000
Payroll Management - Corporate target	2,813	2,501	(312)
Total	2,813	2,501	(312)
Comments:			
The Directorate payroll management target, which primarily relates to:-			

Table 8 - Grant Income

New Grants Received:		
Amount		
32	Creative Scotland	Youth Music 19
41	Dumfries & Galloway Council	South West Collaborative
5	Cycling Scotland	Play on pedals
5	Edina Trust	Science Resources
1	Children in Scotland	Resources
6	Coventry City Council	Looked after pupil funding
1	ELC Inclusion	Outside education
126	Ayrshire Chamber of Commerce	Developing Young Workforce
4	Nature Scotland	Natural Health project
6	Museums Galleries Scotland	Henry Moore Museum
19	Ayr College	ESOL
6	Scottish Library Information Centre	Public libraries COVID relief fund
10	Visit Scotland	Year of stories / events
25	NCCBC	Maybole Town Centre Regeneration
31	National Heritage	Maybole Town Centre Regeneration
27	Historic Env't Scotland	Maybole Town Centre Regeneration
2	Scottish Council Voluntary Organisation	Community based learning
9	Dumfries & Galloway Council	STEM
30	VASA	Community based adult learning
2	Paths for All	Walking Dev't
273	Scottish Government	Attainment Challenge
2,090	Scottish Government	Unitary Charge - QMA & Ayr Academy
186	Scottish Government	Leader
749	Scottish Government	HEEPS
283	Scottish Government	Mental Health & Wellbeing
163	Scottish Government	Care experienced children & young people
6	Local Government Improvement Service	ICT equipment for rural communities
2	Scottish Government	Food for Thought Fund
258	Scottish Government	Additional teacher payment (£400)
76	Scottish Government	Omicron Impacts Fund
120	Scottish Government	Coastal communities
40	European Social Fund	ESF Management & Pipeline
34	Scottish Enterprise	Modern Apprentice
4,668		
Comments:		
Additional amounts notified during the financial year, not included in original budget.		

Place Directorate

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
0	Directorate	2,391	1,561	830	754
195	Asset Management and Community Asset Transfer	8,901	8,770	131	0
0	Ayrshire Roads Alliance/SPT	10,836	10,663	173	0
462	Economy & Regeneration	2,601	1,686	915	58
431	Facilities Management	12,227	12,498	(271)	228
435	Housing Services	1,870	1,257	613	204
286	Neighbourhood Services	18,099	18,321	(222)	211
285	Planning and Building Standards	1,559	979	580	114
(2)	Procurement	727	689	38	0
70	Professional Design Services	(386)	(306)	(80)	(148)
(16)	Property Maintenance	835	838	(3)	0
0	Special Property Projects	68	68	0	0
2,146	Total Place Directorate	59,728	57,024	2,704	1,421

Table 2 - Subjective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Account	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Projected Variance due to Covid-19 £'000
1,154	Employee costs	39,959	39,613	346	370
(337)	Property costs	6,455	7,996	(1,541)	(182)
(452)	Supplies and services costs	12,457	13,364	(907)	474
(665)	Transport costs	5,243	5,985	(742)	13
29	Administrative costs	976	1,067	(91)	0
418	Third party payments	18,321	16,284	2,037	812
3	Financing costs	7,437	7,434	3	0
150	Gross expenditure	90,848	91,743	(895)	1,487
1,996	Gross income	(31,120)	(34,721)	3,601	(66)
2,146	Net expenditure	59,728	57,022	2,706	1,421

Table 3 - Analysis of Significant Variances

Year end Variance Fav /(Adv) £'000	Directorate
830	<p>Directorate - underspend of £0.830m as a result of ;</p> <p>Employee costs - underspend of £0.013m as a result of vacancies</p> <p>Third Party Payments - underspend of £0.817m. An underspend of £0.754m is in relation to receipt of the covid-19 Level 4 Discretionary Grant for businesses. Members are requested to approve earmarking of this underspend for carry forward to be made available for businesses in 2022/23 (Table 5 below). Other small budget underspends total £0.063m</p>
830	Total projected variance

Year end Variance Fav /(Adv) £'000	Asset Management & Community Asset Transfer
131	<p>Asset Management - underspend of £0.131m as a result of ;</p> <p>Employee Costs - underspend of £0.125m due to vacancies.</p> <p>Property Costs - overspend of £0.105m due to; overspend of £0.145m in Central Repairs Account due to the volume of work carried out partially offset by underspends of £0.026m in property repair costs and £0.014m in utility costs across Council properties.</p> <p>Supplies & Services Costs - overspend of £0.085m, mainly due to spend on consultancy services and increased cost of software maintenance contracts.</p> <p>Transport Costs - overspend of £0.010m due to increased cost of new vehicle leases.</p> <p>Administrative Costs - underspend of £0.020 across various small budget lines.</p> <p>Third Party Payments - underspend of £0.180m, £0.130m of this is in energy survey costs as staff not in post to arrange surveys due to vacancies and £0.036m underspend in grant funding for the installation of CO2 Monitors in Schools. Members are requested to approve earmarking of this underspend for carry forward to 2022/23 to complete the project (Table 5 below). The remaining £0.014m underspend is made up of various small underspends.</p> <p>Income - over-recovery of £0.006 from various budget lines.</p>
131	Total projected variance

Projected	Ayrshire Roads Alliance/SPT
173	Ayrshire Roads Alliance/SPT - £0.173m underspend mainly due to underspends in employee costs (£0.271m) and insurance (£0.113m) offset by an overspend in material costs and supplies (£0.201m)
173	Total projected variance

Year end Variance Fav /(Adv) £'000	Economy & Regeneration
915	<p>Economy & Regeneration - underspend of £0.875m due to :-</p> <p>Employee costs - £0.040m underspend due to vacancies</p> <p>Third Party Payments - £0.835m underspend due to the delay in progress of various projects as a result of vacancies</p> <p>Members previously approved £0.400m of the service underspend to be earmarked for carry forward to 2022/23 to fund projects (Table 5 below) and are now requested to approve a further £0.384m to be carried forward to 2022/23 to fund the projects detailed at Table 5 below</p>
915	Total projected variance

Year end Variance Fav /(Adv) £'000	Facilities Management
(271)	<p>Facilities Management - overspend of £0.271m due to :-</p> <p>Employee costs - overspend of £0.557m predominantly due to the unbudgeted backdated Living Wage Pay Award</p> <p>Property costs - overspend of £0.161m due to increased contract cleaning costs during the pandemic</p> <p>Supplies and services costs - underspend of £0.474m due to reduced school meal food costs during covid-19 restrictions</p> <p>Transport costs - underspend of £0.013m due to a reduction in travel during covid-19 restrictions</p> <p>Administrative costs - small underspends across various budget lines totalling £0.037m</p> <p>Income - under-recovery of £0.077m due a reduction in school meal income during covid-19 restrictions</p>
(271)	Total projected variance

Year end Variance Fav /(Adv) £'000	Housing Services
613	<p>Housing Services - underspend of £0.613m as a result of;</p> <p>Employee Costs - underspend of £0.166m due to vacancies. Due to delays recruiting for the posts funded by the Covid-19 Programme of Recovery funding, Members previously approved earmarking of £0.072m of this underspend for carry forward to 2022/23 to carry out this work (Table 5 below)</p> <p>Property Costs - overspend of £0.009m, relating to increased repairs and electricity costs.</p> <p>Supplies & Services - overspend of £0.041m. This relates to increased furniture costs spend (£0.030m) and increased removal & storage costs (£0.011m) as a result of the increased demand for temporary homeless accommodation. This is offset by the corresponding over-recovery of income noted below.</p> <p>Transport Costs - overspend of £0.003m, due to increased cost of vehicle hire.</p> <p>Administrative Costs - overspend of £0.106m. This is due to the creation of a bad debt provision to fund any future write off relating to the increased level of homeless rent arrears. This is offset by the corresponding over-recovery of income noted below.</p> <p>Third Party Payments - underspend of £0.377m. An underspend of £0.125m relates to the Covid-19 Programme of Recovery funding for mixed tenure properties which has been delayed and Members approved earmarking of this underspend for carry forward to 2022/23 to carry out this work (Table 5 below) at Period 9. There is an underspend of £0.090m against the Tenant Hardship Grant, and Members are requested to approve earmarking of this underspend for carry forward to 2022/23 to continue to fund the outstanding grant applications from tenants (Table 5 below). There are also underspends against the funding for the following 3 initiatives; development and improvement of housing options advice to assist with homeless prevention (£0.030m), essential works to meet SHQS in mixed tenure properties (£0.100m), development of housing led regeneration options (£0.040m) for which Members are requested to approve earmarking of these underspends for carry forward to 2022/23 in order to complete the projects (Table 5 below). This is partly offset by an overspend due to the increased use of bed & breakfast properties (£0.008m) as a result of the increased demand for temporary homeless accommodation. This is offset by the corresponding over-recovery of income noted below.</p> <p>Income - over recovery of £0.229m. 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 previously approved earmarking of £0.134m of this underspend for carry forward to 2022/23 to fund 4.0fte temporary posts for homeless temporary accommodation to support and process those presenting as homeless (Table 5 below). The Living Wage pay award has resulted in an increased cost of £0.007m and Members are requested to approve this additional earmarking for carry forward to 2022/23 to meet this cost (Table 5 below)</p>
613	Total projected variance

Year end Variance Fav /(Adv) £'000	Neighbourhood Services
(222)	<p>Neighbourhood Services - £0.222m overspend due to :-</p> <p>Employee costs - £0.239m underspend due to vacancies and delays in filling some temporary Covid funded posts. Members approved earmarking of £0.392m at Period 9 to fund year 2 funded posts in 2022/23 (Table 5 below)</p> <p>Supplies and services costs - overspend of £0.185m due to the increased use of subcontractor sweeper hire costs (£0.081m) and increased costs (£0.064m) of horticultural supplies, along with £0.040m overspends across various small budget lines</p> <p>Transport Costs - overspend of £0.681m due to the increased costs of fuel (£0.300m) and increased costs of materials and spares (£0.381m). Resource Demand were approved to deal with these pressures in 2022/23.</p> <p>Third party payments - £0.068m underspend due to reduced recycling costs</p> <p>Income - £0.337m over-recovery due to increased berevement service income (£0.212m) along with an increase in commercial bins income (£0.098) as we ease out of lockdown restrictions and £0.027m over-recovery of income across various small income lines. Members previously approved £0.250m of this over-recovery of income to be earmarked for carry forward to 2022/23 to fund the cost to deal with ash tree die back. Members are further requested to approve earmarking of £0.020m for a Police quad bike and £0.055m to purchase communal bins for the Wallacetown area of Ayr (Table 5 below)</p> <p>Members approved earmarking of the Covid-19 Programme of Recovery project for promenade and shorefront improvements underspend of £0.295m at Period 9. This has subsequently been returned to Covid-19 Reserves and will be drawn down in 2022/23 (Table 5 below)</p>
(222)	Total projected variance

Year end Variance Fav /(Adv) £'000	Planning & Building Standards
580	<p>Planning & Building Standards - £0.580m underspend due to :- Employee costs - £0.242m underspend due to part year vacancies with many posts now filled following a recent staffing realignment within Building Standards Third party Payments - £0.058m underspend balance in payments to other bodies previously earmarked for LDP2. Income - £0.280m over-recovery of fees in relation to the volume of both building warrants and planning applications processed throughout the year</p> <p>Members are requested to approve earmarking of £0.082m of the service underspend to fund the remaining costs of LDP2 and £0.114m to fund Covid-19 Temporary Resources 2 year posts (Table 5 below)</p>
580	Total projected variance

Projected Variance favourable /(adverse) £'000	Procurement
38	<p>Procurement - £0.038m underspend as a result of ; Employee costs - £0.075m underspend due to part year vacancies now filled following a service structure review Income - £0.037m under recovery in contract rebate income from suppliers</p>
38	Total projected variance

Year end Variance Fav /(Adv) £'000	Professional Design Services
(80)	<p>Professional Design Services - overspend of £0.080m as a result of; Employee costs - underspend of £0.077m due to vacancies. Supplies & Services - underspend of £0.002m across various small budget lines. Transport Costs - overspend of £0.003m on increased vehicle hire costs. Administrative Costs - overspend of £0.008m due to increased cost of membership fees and subscriptions. Income - under recovery of £0.148m. Covid-19 continues to impact on the delivery of the General Services and Housing Capital Programmes and as a result, the fees able to be claimed for capital related projects in 2021/22 was lower than anticipated.</p>
(80)	Total projected variance

Year end Variance Fav /(Adv) £'000	Property Maintenance
(3)	<p>Property Maintenance Service - overspend of £0.003m as a result of ; Employee Costs - overspend of £0.050m. This is due to the unbudgeted pay award backdated to January 2021 and previous approved Budget Transfer Request Property Costs - overspend of £0.012m in repair costs. Supplies & Services - overspend of £0.804m due to an increased use of sub contractors on capital jobs. This is offset by the over-recovery of income below. Transport Costs - overspend of £0.068m on increased vehicle hire costs. This is offset by the over-recovery of income below. Administrative Costs - overspend of £0.007m, which is due to staff training courses. Third Party Payments - overspend of £0.025m due to increased spend on Agency payments, and Covid related PPE. Income - over recovery of £0.963m due to the volume of jobs carried out.</p>
(3)	Total projected variance

Year end Variance Fav /(Adv) £'000	Special Property Projects
0	No material variance to report.
0	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:		DR £'000	CR £'000
	None at period 12		
Total		0	0

Table 5 - Earmarking Requests

	Objective/ Subjective	Amount £'000
Previously approved:		
Fund 4 FTE temporary posts for Homeless Temporary	Housing/Income	134
Covid-19 Programme of Recovery - Housing Services - Homeless prevention	Housing Services/Employee costs	39
Covid-19 Programme of Recovery - Housing Services - Anti-Social Behaviour	Housing Services/Employee costs	33
Covid-19 Programme of Recovery - Housing Services - Mixed Tenure Capital improvements	Housing Services/Third party payments	125
Waste Strategy implementation 2 year post approved 2020/21 - appointment now made at Level 13 requiring increased funding	Neighbourhood Services/Employee costs	136
Covid-19 Programme of Recovery - Neighbourhood Services - Place based teams	Neighbourhood Services/Employee costs	256
Covid-19 Programme of Recovery - Neighbourhood Services - Promenade and Shorefront Improvement Scheme	Neighbourhood Services/Supplies & services costs	295
Economy & Regeneration - Scottish Space and telecomms sector development costs	Economy & Regeneration/Third party payments	300
Economy & Regeneration - Grow Ayrshire - Pan-Ayrshire food and drinks programme	Economy & Regeneration/Third party payments	50
Economy & Regeneration - Ayrshire Engineering Alliance - delays in programme delivery	Economy & Regeneration/Third party payments	50
Ash tree dieback	Neighbourhood Services/Supplies & services costs	250
Total		1,668
Additional requests for approval:		
Covid-19 - Level 4 Discretionary Grant for Businesses - ongoing applications	Directorate/Third Party Payments	754
CO2 Monitors in Schools grant	Asset Management/Third Party Payments	36
Fund 4 FTE temporary posts for Homeless Temporary Accommodation to support and process the increased level of those presenting as homeless - increased earmarking due to Living Wage pay award	Housing/Income	7
Tenant Hardship Grant	Housing Services/Third Party Payments	90
Develop/improve housing options advice to assist with homeless prevention	Housing Services/Third Party Payments	30
Essential works to meet SHQS in mixed tenure properties	Housing Services/Third Party Payments	100
Development of housing led regeneration options	Housing Services/Third Party Payments	40
Economic Growth & Investment Opportunity	Economy & Regeneration/Third party payments	231
Girvan Place Based Strategy - Create Streets Ltd	Economy & Regeneration/Third party payments	37
Economy & Regeneration - Grow Ayrshire - Pan-Ayrshire food and drinks programme	Economy & Regeneration/Third party payments	8
Covid 19 Programme of Recovery – E&R Shopfront Scheme	Economy & Regeneration/Third Party Payments	18
5 Towns Audit (Girvan,Ayr,Maybole, Troon,Prestwick) in support of ongoing Regeneration and Placemaking activity	Economy & Regeneration/Third Party Payments	20
Aerospace Skypath Website	Economy & Regeneration/Third Party Payments	30
Covid-19 Programme of Recovery - Economy & Regeneration - Digital Shopping Platforms	Economy & Regeneration/Third Party Payments	40
Police quad bikes	Neighbourhood Services/Third party payments	20
Wallacetown communal bins	Neighbourhood Services/Supplies & services costs	55
Covid-19 Programme of Recovery - Neighbourhood Services - Promenade and Shorefront Improvement Scheme -	Neighbourhood Services/Supplies & services costs	(295)
LDP 2	Planning & Building Standards/Third party payments	82
Covid-19 - Temporary Resources 2 Years post	Planning & Building Standards/Employee costs	114
Total		1,417
Comments:		

Table 6 - Efficiency Savings

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
AM & CAT - Reduction in property management costs with the demolition of Burns House in 2020 – 2021/22 full year impact	48	0	0
AM & CAT - Reduction in property management costs with the demolition of the John Pollock Centre – 2021/22 full year impact	106	106	0
FM - Reduced budgets following closure of the John Pollock Centre – 2021/22 full year impact	40	30	30
FM - Standardise cleaning productivity rates across all Primary and Secondary Schools to facilitate an overall reduction in cleaning hours – 2021/22 full year impact	65	65	65
NS - Reduction in transport costs across Council depts following a review by fleet management of use of hired vehicles – 2021/22 full year impact	65	65	0
Planning and Building Services service review	44	0	0
Housing - Contribution from over recovery of rental income from Homeless Temporary Accommodation (Temporary for 2021/22 only).	550	0	0
NS - Remove organist fees at crematorium following installation of media platform.	19	9	0
NS - Increase Bereavement charges	40	0	0
NS - Introduce Return to Service charge for bins that have not been presented or contaminated - £25 for first item	30	0	0
NS - Commercial Waste Service price increase	45	45	45
NS - Reduction in residual waste tonnage.	50	0	0
Procurement - Reduction in the number of remittance slips that are printed and posted from our mailing supplier.	3	0	0
AM & CAT - Rationalisation of Office Accommodation in Ayr (Newton House).	55	0	0
AM & CAT - Lease of small office space to public sector partner organisation within County Buildings.	12	0	0
AM & CAT - Reduce admin costs and supplies & services.	6	0	0
NS - Increase use of electric vehicles (3 year saving based on funding allocation).	65	0	0
FM - Conclusion of Police Scotland cleaning contract and redeployment of staff.	95	0	0
FM - General budget reductions based on current underspends.	18	0	0
FM - Close County Buildings Canteen and introduce a cost neutral service such as hot/cold vending (Temporary for 2021/22).	16	16	16
FM - Remove remaining Burns House budgets following closure and redeploy staff.	36	0	0
FM - Reduce budgets following Office Rationalisation in Ayr (Newton House) and redeploy staff.	27	0	0
FM - Remove budgets following closure of John Pollock Centre and redeploy staff.	40	30	30
ARA - General Service redesign across a number of areas of spend.	293	0	0
Total	1,768	366	186
Comments:			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 12 £'000	Over/(Under) achieved £'000
Payroll Management - Corporate target	940	940	0
Payroll Management - Directorate target	0	0	0
Total	940	940	0

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
9,363	Scottish Executive	Covid-19 SFBF Transition payment and Scottish business restart grant
10	Scottish Executive	Building Standards remote verification inspection
145	Scottish Executive	Levelling Up and Community Renewal Funds
140	Scottish Executive	Smarter Choices Smarter Places
9,658		
Comments:		

Miscellaneous Services

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
2,849	Miscellaneous Services	(4,755)	(14,634)	9,879	7,233
2,849	Total Miscellaneous Services	(4,755)	(14,634)	9,879	7,233

Table 2 - Subjective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Account	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
985	Debt management charges	12,266	11,526	741	0
80	Investment income	(135)	(204)	70	0
0	Recharges to other services	(1,667)	(1,707)	40	0
0	Requisitions and other initiatives	859	859	(0)	0
0	Contributions to/ from Funds	(479)	(479)	0	0
954	Employee provision	2,857	601	2,256	0
(1)	Fees and subscriptions	416	424	(7)	0
805	Other payments	2,563	3,056	(493)	0
11	Covid-19 Costs	7,248	15	7,233	7,233
	Year-end accounting adjustments:				
0	Depreciation/ impairment reversal	(19,058)	(19,058)	0	0
0	Short-term employee benefit adjustment	1,309	1,309	0	0
0	Finance lease adjustment	286	286	0	0
0	Capital Financing from Current Revenue (CFCR)	627	627	0	0
0	Capital grant/ expenditure written out	1,244	1,244	0	0
0	PPP unitary charge capital element/contingent rental/finance lease	10,706	10,706	0	0
0	Pension Fund contribution - net revenue charge	(23,777)	(23,777)	0	0
2,834	Gross expenditure	(4,734)	(14,573)	9,840	7,233
15	Gross income	(21)	(61)	39	0
2,849	Net expenditure	(4,755)	(14,634)	9,879	7,233

Table 3 - Analysis of Significant Variances

Year end Variance Fav/(Adv) £'000	Miscellaneous Services
741	Debt Management Charges/Interest - the full year budget of £12.266m comprises £5.249m for loan principal repayments, £6.837m for interest costs and £0.180m for loans fund expenses based on significant capital spend and borrowing during the financial year. The actual loan charges incurred is impacted by the timing of the new borrowing and also the pace of spend in the capital programme. A pragmatic approach has been taken throughout the financial year, resulting in a favourable year end variance of £0.741m.
70	Investment income - full year budget of £0.135m was based on an estimate of the average revenue balances held during 2021/22, and achieving an interest rate of 0.50% on these balances. The year end outturn showed income of £0.204m resulting in an over achievement of £0.069m.
40	Recharges to Other Services - This budget represents the element of central support staff costs recoverable from services out with the General Fund, such as the Housing Revenue Account, capital, Ayrshire Valuation Joint Board, etc. Recharges are broadly in line with the anticipated level, with the year end position showing a £0.040m over recovery.
0	Contributions to/from funds - These budgets include the agreed contribution of £0.500m from the Capital Fund for 2021/22. Also recorded are contributions to both the Repairs and Renewals Fund and the Capital Fund totalling £0.021m.

2,256	Employee provision - This budget holds employee costs provisions established during 2021/22 through receipt of Scottish Government additional funding to address any payroll issues arising as a result of 2021/22 pay negotiations. These negotiations were concluded with the additional costs within Service in most cases being met by payroll management savings without the need to draw funds from the provision held in Miscellaneous Services resulting in a significant £2.332m underspend. This underspend is offset to some extent by an overspend in apprenticeship levy costs for general services of £0.076m which is also held in Miscellaneous Services employee provisions.
(7)	Fees and subscriptions - overspend of £0.007m, mainly related to an increase in the Audit fees.
(493)	Other payments Budgets are held within other payments for Non Domestic Rates (NDR) increases during the financial year. The Scottish Government have continued relief measures due to the Covid pandemic in relation to NDR charges and as a result there is an underspend of £0.385m for Council held properties. There is an underspend of £0.321m for utility costs this financial year. Budgets were calculated based on anticipated increases for the year, but contractual arrangements have been put in place until March 2023 which mitigate these increased costs, resulting in the underspend highlighted. A budget of £0.705m is held within Miscellaneous Service to fund pension costs attributable to former employees of the Council. Due to the reducing number of recipients this budget has underspent by £0.074m at the year end. This budget will be reviewed for reasonableness during 2022/23 financial year, and any ongoing efficiency will be addressed as part of the following year's budget process. Corporate efficiency budgets are held within other payments totalling £0.425m, details for which are held at Table 6 below. The ongoing £0.177m corporate procurement target has been unachieved. Due to homeworking arrangements less employees are now taking enhanced annual leave, and this has resulted in a shortfall of £0.060m this year against the target of £0.200m, resulting in an overall under recovery in the efficiency target of £0.239m. As the overall position for Miscellaneous services is a considerable favourable variance these targets have been met on a temporary basis for 2021/22. Work will continue in 22/23 financial year to identify permanent solutions where appropriate. In order to take a prudent approach, an increase in the Council's general bad debt provision has been applied to ensure that it remains at an appropriate level. This has resulted in an adverse variance for the year of £1.077m. There is an underspend of £0.043m within various other budgets (Admin costs, Insurance, Legal Fees and VAT Consultants).
39	Other income - income of £0.039m has been received. This relates to charges to ESF for staff use of Netwon House (£0.025m) and an over recovery of Council arranged insurance for leased buildings (£0.015m).
7,233	Covid 19 - the spend relates to £0.015m of specific costs in relation to the ongoing rental of the temporary mortuary facility at Prestwick Airport, for which costs are shared with East and North Ayrshire Councils and NHS Ayrshire and Arran. There is remaining funding of £7.233m, encompassing £1.688m of recently received Local Authority Covid Economic Recovery (LACER) funding and £5.545m of General Covid funding received, both of which will be transferred to Council Covid reserves and earmarked for use in 2022/23.
9,879	Total projected variance

Table 4 - Budget Transfer Requests

Budget Transfer Requests:	DR £'000	CR £'000
Total	0	0

Table 5 - Earmarking Requests

Earmarking requests:	Objective/ Subjective	Amount £'000
No earmarking requests in the current reporting period		
Total		0
Comments:		

Table 6 - Efficiency Savings

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
Procurement (prior year saving) - work is ongoing to identify relevant contracts where savings targets will be applied.	(177)	(177)	0
Purchase of holidays - allocation to be carried out across services	(200)	(60)	0
Reduced on costs in relation to additional AVCs	(48)	(2)	0
Total	(425)	(239)	0
Comments:			
Work is ongoing to identify procurement efficiencies to be allocated against the target of £0.177m. Due to homeworking arrangements less employees are now taking enhanced annual leave. This has resulted in an anticipated shortfall of £0.060m this year against the target of £0.200m.			

Table 7 - Payroll Management

Payroll Management:	Targeted £'000	Achieved at period 12 £'000	Over/(Under) achieved £'000
Payroll Management - Corporate target	0	0	0
Payroll Management - Directorate target	0	0	0
Total	0	0	0
Comments: No payroll management target was allocated to Miscellaneous Services for 2021/22			

Table 8 - Grant Income

New Grants Received:		
Amount £'000	Grant name/ body	Grant purpose
0		
Comments:		

Housing Revenue Account

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
2,201	Housing Revenue Account	0	4,723	(4,723)	0
2,201		0	4,723	(4,723)	0

Table 2 - Subjective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Service	Full Year Budget 2021/22 £'000	Actual Expenditure to 31 March £'000	Year end Variance Fav/(Adv) £'000	Variance due to Covid-19 Fav/(Adv) £'000
300	Employee costs	5,272	5,009	263	0
605	Property costs	12,842	12,956	(114)	0
130	Supplies and services costs	378	186	192	0
60	Transport costs	90	40	50	0
555	Administrative costs	1,315	699	616	0
120	Support services costs	1,698	1,567	131	0
12	Third party payments	515	594	(79)	0
0	Transfer payments	77	80	(3)	0
404	Financing costs	4,050	3,838	212	0
15	CFCR	8,479	14,489	(6,010)	0
2,201	Gross expenditure	34,716	39,458	(4,742)	0
0	Income	(34,716)	(34,735)	19	0
2,201	Net expenditure	0	4,723	(4,723)	0

Year end	Housing Revenue Account
263	Employee costs - underspend of £0.263m due to current vacancies.
(114)	Property Costs - overspend of £0.114, which is related to costs associated with Home Loss Payments at Riverside High Flats and provision for Disturbance Allowance. These costs will be funded from provision made within the HRA accumulated surplus.
192	Supplies & Services - underspend of £0.192m. This is due to underspends in; ICT costs (£0.054m), Legal Fees (£0.049m), Removal/Storage Costs (£0.015m), Consultancy Services (£0.021), and other various small underspends totalling £0.053m.
50	Transport Costs - underspend of £0.050m, due to less use of private contract hire, car mileage allowance, fuel and repairs & maintenance of vehicles.
616	Administrative costs - underspend of £0.616m. There are underspends on Photocopying (£0.016m), Stationery (£0.011m), Postage (£0.034m) and Training Courses (£0.041m) as well as less Feasibility & Design Costs for capital projects being charged to revenue (£0.083m). There is also an underspend of £0.451m in bad debts based on the current level of arrears of council house rental income. There are also various other small underspends totalling £0.083m. These underspends are offset by an overspend on Insurance costs (£0.103m) where there has been an increase in the cost of the insurance premium which covers the Council's Housing stock.
131	Support service costs - underspend of £0.131m, due to less staff overheads being charged from other services.
(82)	Third Party Payments and Transfer Payments - overspend of £0.082, this is due to contributions of £0.100m made to Womens Aid towards their Refuge refurbishment. These costs will be funded from provision made within the HRA accumulated surplus.
212	Financing costs - net underspend of £0.212m comprising: - Principal, Interest payments and expenses - projected underspend of £0.211m on principal, interest and expenses, which relates to the timing of loan payments and interest rates of temporary loan debt. - Interest income on revenue balances - £0.001m surplus as a result of the Loans Fund exceeding the originally estimated rate of interest on investments.
(6,010)	CFCR - overspend of £6.010m. These costs will be funded from provision made within the HRA accumulated surplus.
19	Income - over recovery of £0.019m, due to a higher than anticipated level of rental income.
(4,723)	Total variance
Comments:	

Table 4 - Accumulated Surplus

	£'000	£'000
Accumulated Surplus		
HRA accumulated surplus as at 1 April 2021		14,254
Current year surplus/(deficit) before draw on surplus	(4,723)	
Current year Draw on Surplus	6,413	
Revised current year surplus/(deficit)		1,690
Minimum working balance		(2,000)
Deduct current year Draw on Surplus		(6,413)
Accumulated Surplus for the year ended 31 March 2022		7,531
Current commitments:		
Capital:		
Previously approved draws on surplus now committed as part of the Capital Programme	(5,401)	
Revenue:		
Welfare reform - mitigating risks to HRA (per Council report of April 2013) - (spend in 2021/22:	(64)	
Transformation within Housing - support costs (spend in 2021/22: £0.000m). Council of 5 March 2020 approved a funding increase of £0.050m	(44)	
Tenant Participation - support aims of TP Strategy	(30)	
Costs associated with Home Loss Payments at Riverside High Flats and provision for Disturbance Allowance approved by Leadership Panel 26 November 2019 (spend of £0.288m in 21/22)	(182)	
Extending the temporary contracts for the 2 FTE Housing Officers at Grade – Level 7 until 30 September 2022 approved by Leadership Panel 26 November 2019 (spend of £0.051m in 21/22)	(67)	
2020/21 CFRCR underspend to be used for financing costs for capital projects in 21/22 approved by Leadership Panel 21 August 2020	(1,000)	
2020/21 Repairs underspend to be used for the backlog of repairs due to COVID-19	(556)	
Total current commitments		(7,344)
Uncommitted surplus as at 31 March 2021		187
Comments:		
<p>Welfare Reform - £0.444m was originally set aside to mitigate the risks associated with the impact of welfare reform. Measures implemented thus far include additional contact and follow-up actions with affected tenants. Pro-active prevention work has also increased, including the provision of advice and information to affected tenants and identification of new or additional housing support needs.</p> <p>Since 2014/15 to date, £0.380m has been spent, including £0.016m in the current year. The remaining balance of £0.064m will be used to continue work in this area.</p>		

Table 5 - Rent Arrears

	As at 31 March 2021	As at 31 March 2022	Movement
Rent Arrears			
Current Tenants – Mainstream	745	755	1%
Current Tenants – Homeless	19	99	421%
Former Tenants – Mainstream	425	479	13%
Former Tenants – Homeless	215	255	19%
Total	1,404	1,588	13%
Comments:			
<p>Performance in this area was strong when benchmarked against other Scottish local authorities for 2021/22. Rent arrears is an area of focused activity with a dedicated team managing rent accounts and supporting tenants in arrears. Following Covid-19, the Council took the decision to suspend recovery action for the three-month period from 1 April – 30 June 2020. Officers are maintaining contact with tenants to provide ongoing advice and support to those who are experiencing hardship as a consequence of Covid-19. Every effort is being made to secure repayment arrangements as an alternative to formal recovery action, taking account of the temporary legislative changes introduced by the Scottish Government to provide additional protection to tenants. These place additional duties on the team and extend the recovery process. Consequently, the level of outstanding debt has increased while support and advice is being provided to help tenants reach a repayment plan, resulting in debts being higher and being on accounts for longer periods of time and reducing at a slower rate.</p> <p>Rent arrears typically follow an annual trend of increasing in the first six months of the financial year. For the equivalent period in 2020/21, total current tenants arrears were £0.764m in comparison to £0.854m this year (an increase of £0.090m) while former tenants arrears were £0.640m in comparison to £0.734m this year (an increase of £0.094m).</p>			

Table 6 - Budget Transfer Requests

	DR £'000	CR £'000
N/A		
Total	0	0

Common Good Funds

Table 1 - Objective Analysis

Period 9 Projected Variance Fav/(Adv) £'000	Common Good Fund	Full Year Budget 2021/22 £'000	Actual to 31 March 2022 £'000	Variance favourable /(adverse) £'000	Variance due to Covid-19 £'000
(2)	Ayr Common Good Fund	0	40	(40)	0
1	Prestwick Common Good Fund	5	0	5	0
0	Troon Common Good Fund	(0)	(0)	0	0
0	Maybole Common Good Fund	(0)	0	(0)	0
0	Girvan Common Good Fund	0	0	0	0
(1)		5	40	(35)	0

Table 3 - Financial Variance Analysis

Variance favourable /(adverse) £'000	Common Good Fund
(133)	<p>Ayr Common Good Fund: Property Costs: Significant unbudgeted expenditure (approximately £0.080m in 2020/21 and a further £0.093m 2021/22) has been incurred in relation to the fire-damaged properties on Ayr High Street however this continues to be offset by insurance recovery income, as noted in income below, and accordingly no net impact on the overall out-turn position. An overspend of £0.045m has occurred primarily due to emergency works in relation to the Ayr Town Hall roof that were identified and required to be undertaken in the final quarter of 2021/22.</p>
93	<p>Income: A full year over-recovery of £0.093m in relation to unbudgeted insurance recovery income referred to above (see property costs). A further over-recovery of £0.020m in respect of rental income has been achieved during the year. This over-recovery of rental income is offset by the creation of a bad debt provision (BDP) of £0.020m in respect of unpaid rental income invoices issued to non-current tenants which are at least over one year old. The creation of this BDP recognises the likelihood that these amounts will not be successfully recovered. Rental income invoices continue to be issued to tenants of occupied properties and although a number of these properties were previously closed due to Covid-19 restrictions, work is ongoing to follow up outstanding invoices with existing tenants.</p>
5	<p>Prestwick Common Good Fund: Property costs: A full-year underspend of £0.001m has occurred within general repairs and maintenance costs for prestwick properties. Income: A full-year over-recovery of approximately £0.004m has been achieved in terms of rental income.</p>
(35)	Total projected variance

Table 4 - Accumulated Revenue Reserves

Common Good Fund	Reserves as at 31 March 2021 £'000	Reserves as at 31 March 2022 £'000	
Ayr Common Good Fund	96	56	
Prestwick Common Good Fund	253	253	
Troon Common Good Fund	35	35	
Maybole Common Good Fund	2	2	
Girvan Common Good Fund	9	9	
Total	395	355	
Comments:			

Table 5 - Accumulated Capital Reserves

Common Good Fund	Reserves as at 31 March 2021 £'000	Reserves as at 31 March 2022 £'000	
Ayr Common Good Fund	904	897	
Prestwick Common Good Fund	35	35	
Total	939	932	
Comments: Ayr Common Good: Capital works at Rozelle house have been undertaken during 2021/22 to replace the hot water cylinder.			

South Ayrshire Council
Requests for Carry Forward of Resources to 2022/23
for Normal Service Activity

	<i>Previously Approved £m</i>	<i>New request £m</i>	<i>Total £m</i>
Chief Executive			
Brexit funding	0.049	-	
Training - Corporate Finance	0.010	-	
Temp post – employee services	0.010	-	
Tarbolton Moss Landfill legal costs	0.010	-	
Work on historic child abuse cases	0.064	-	
Watson Peat dilapidation costs	0.055	0.025	
Members training	-	0.020	
Scottish Welfare Fund payments	-	0.144	
	0.198	0.189	0.387
People			
Scheme of Delegation – Schools	0.300	-	
School Pupil Equity Funds	1.079	0.041	
Period poverty – Non Schools	0.040	0.002	
Period poverty – Schools	0.020	0.014	
Secondary Schools - Access to Counselling (SG Funding)	0.150	0.166	
100 day commitment – teachers (SG funding)	0.570	0.092	
Community Health and Wellbeing Funding	0.140	0.005	
Additional Support for Learning (PSA's)	0.305	-	
Prestwick pool – gym equipment	0.074	-	
VACAM project	0.010	-	
Unified bowls programme	0.010	-	
Employee engagement	0.100	0.024	
Graduate Intern programme	0.047	-	
Modern Apprenticeship 21- 22 Commitments	0.100	-	
Modern Apprenticeship 22- 23 Commitments	0.278	(0.036)	

	Previously Approved £m	New request £m	Total £m
Workout work experience programme	0.006	-	
Branding	0.043	-	
Rapid Rehousing Transition Programme	0.275	0.085	
Social Letting Service	0.175	(0.007)	
Golf – transport costs	-	0.116	
Short term lets start up	-	0.033	
Housing Support 16 - 25	-	0.004	
Community based grants	-	0.120	
No one left behind programme	-	0.011	
Parental Employability Support Fund	0.053	0.048	
Parental Employability Support Fund (boost)	-	0.075	
Young Persons Guarantee	-	0.942	
Disabled Parents employability Support Fund	-	0.113	
FSM – Easter holiday funding	-	0.093	
	3.775	1.941	5.716
Place			
Homeless Temporary accommodation (4 temp posts)	0.134	7	
Waste Strategy implementation 2 year post approved 2020/21	0.136	-	
Ash tree dieback - initial survey and emergency works	0.250	-	
Economy and Regeneration – Ayrshire Engineering Alliance	0.050	-	
Economy and Regeneration – Scottish Space and telecoms sector development costs	0.300	-	
Economy and Regeneration - Grow Ayrshire - Pan-Ayrshire food and drinks programme	0.050	-	
Economy and Regeneration – Economic Growth and Investment opportunity	-	0.231	
Economy and Regeneration – Girvan Place Based Strategy - Create Streets Ltd	-	0.037	
Economy and Regeneration – Grow Ayrshire - Pan-Ayrshire food and drinks programme	-	0.008	
Economy and Regeneration – 5 Towns Audit (Girvan, Ayr, Maybole, Troon, Prestwick) in support of ongoing Regeneration and Placemaking activity	-	0.020	

	<i>Previously Approved £m</i>	<i>New request £m</i>	<i>Total £m</i>
Aerospace Skypath Website		0.030	
Asset Management - CO2 Monitors in Schools grant	-	0.036	
Housing Services - Tenant Hardship Grant	-	0.090	
Housing Services - Develop/improve housing options advice to assist with homeless prevention	-	0.030	
Housing Services - Essential works to meet SHQS in mixed tenure properties	-	0.100	
Housing Services - Development of housing led regeneration options	-	0.040	
Neighbourhood Services - Police quad bikes	-	0.020	
Neighbourhood Services – Wallacetown communal bins	-	0.055	
Planning and Building Standards – LDP2	-	0.082	
	0.920	0.786	1.706
Total Carry-Forward	4.893	2.916	7.809

**Requests for Carry Forward of Resources to 2022/23
for Covid-19 Activity**

	<i>Previously Approved £m</i>	<i>New request £m</i>	<i>Total £m</i>
Chief Executive			
Covid recovery project - Finance and ICT posts	0.183	(0.011)	
Covid recovery project – ICT equipment	0.100		
Covid recovery project – Solicitors post	0.041	(0.002)	
Covid recovery project – HR/Employee services post	0.036		
Covid recovery project – Admin support post		0.031	
Covid recovery project – Environmental Health post		0.031	
	0.360	0.049	0.409
People			
Covid recovery additional expenditure	0.126	-	
Covid recovery projects – Community Service and Facilities	0.648	(0.295)	
Covid recovery projects – Corporate and Housing Policy	0.361	0.043	
Covid recovery projects – Early Years	0.008	0.003	
Covid recovery projects – Education Support Services	0.315	0.055	
Covid recovery projects – Employability and Skills	0.339	(0.028)	
Covid recovery projects – Customer Services	0.091	0.017	
Scottish Govt. – Covid Education Recovery	0.950	0.294	
Scottish Govt. – Covid Financial insecurity funding	0.681	(0.163)	
	3.519	(0.074)	3.445
Place			
Covid recovery projects - Neighbourhood Services - Promenade and Shorefront Improvement	0.295	(0.295)	
Covid recovery projects - Neighbourhood Services - Place based teams	0.256		
Covid recovery projects - Housing Services - Homeless prevention	0.039		
Covid recovery projects - Housing Services - Anti-Social Behaviour	0.033		

	<i>Previously Approved £m</i>	<i>New request £m</i>	<i>Total £m</i>
Covid recovery projects - Housing Services - Mixed Tenure Capital improvements	0.125		
Covid-19 - Level 4 Discretionary Grant for Businesses - ongoing applications		0.754	
Covid 19 Programme of Recovery – E&R Shopfront Scheme		0.018	
Covid-19 Programme of Recovery - Economy and Regeneration - Digital Shopping Platforms		0.040	
Covid-19 - Temporary Resources 2 Years Planning and Building Standards post		0,114	
	0.748	0.631	1.379
Miscellaneous Services			
Covid 19 – General Funding to Covid reserve	-	5.545	
Covid-19 - LACER	-	1.688	
	-	7.233	7.233
<i>Total Carry-Forward</i>	4.627	7.846	12.466

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Budget Management – Revenue Budgetary Control 2021/22 – Out-turn Statement at 31 March 2022
Lead Officer (Name/Position/Email)	Tim Baulk, Head of Finance and ICT – tim.baulk@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p style="text-align: center;">YES</p> <p style="text-align: center;">NO</p>
<p>Rationale for decision:</p> <p>This report presents Members with a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2021/22 as at 31 March 2022. Their decision on this has no specific equality implications</p>	
<p>Signed : Tim Baulk Head of Service</p> <p>Date: 19 May 2022</p>	

South Ayrshire Council

**Report by Head of Finance and ICT
to South Ayrshire Council
of 29 June 2022**

Subject: ICT Security and ICT Acceptable Use Policies

1. Purpose

- 1.1 The purpose of this report is to seek Members' approval of revisions to the Council's ICT Security Policy, which describes how ICT will apply strong governance to reduce risk to the Council, and the Acceptable Use Policy which governs the appropriate and effective use of ICT services and facilities

2. Recommendation

2.1 It is recommended that the Council:

- 2.1.1 approves the revised ICT Security Policy (attached as Appendix 1);
and**
- 2.1.2 approves the revised ICT Acceptable Use Policy (attached as Appendix 2).**

3. Background

- 3.1 South Ayrshire Council has a responsibility to maintain its ICT network in a safe and effective operational state to ensure the confidentiality, integrity and availability of Council information.
- 3.2 The purpose of the ICT Security Policy is to describe how ICT will apply strong governance intended to reduce risk across the Council and it sets out the mandatory actions or rules that give formal policies support and direction.
- 3.3 South Ayrshire Council also provides access to a range of ICT services and facilities which are vital for delivery of services. To ensure the appropriate and effective use of these, it has developed policies, procedures and guidance to cover all aspects of computer use, including email, internet and monitoring.
- 3.4 Collectively these policies are known as an Acceptable Use Policy (AUP) and they provide practical guidance and rules on the use of ICT across the Council.
- 3.5 Previously the AUP consisted of a single overarching policy definition supplemented by four specific policy rules governing computer use, email, internet and the monitoring of ICT use. These have now been streamlined and revised into a single document attached as Appendix 2 for review and approval.

- 3.6 The last revision to the Council's ICT Security Policy was in 2017 with the Acceptable Use Policy revised in 2019. Both policies require some minor changes to reflect the accelerating pace of change in the use and application of technology including home working and the cyber threat environment that the Council operates in.
- 3.7 The changes are aimed at improving the currency and relevance of both policies and reflect changes recommended to the Integrity Group by ICT over the intervening two years since the previous Policy was approved.
- 3.8 The revised policies also commit ICT to a yearly review of both the ICT Security Policy and AUP to ensure its continued relevance across the organisation.

4. Proposals

- 4.1 Members are asked to approve both documents that comprise the revised ICT Security Policy (attached as Appendix 1) and Acceptable Use Policy (attached as Appendix 2).
- 4.2 The updates/changes to the previous version of the documents are highlighted in bold text throughout both Appendix 1 and 2.
- 4.3 Subject to approval, both Policies will be published on The Core, and will also be notified to employees by way of the Communications bulletin.
- 4.4 ICT and Public Affairs will also look at other ways of communicating this important policy to staff including videos and inclusion in both the staff induction process and the Council's annual cyber training exercise.

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/

8.2 **Risk Implications of Rejecting the Recommendations**

- 8.2.1 Without having clear, up-to-date policies in place to govern information and cyber security the Council's overall security posture would be weakened. This would directly contribute to an increased risk for the Council from either a data/information breach or a cyber-security incident with the associated cost and reputational impacts either of these would bring.

9. **Equalities**

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. **Sustainable Development Implications**

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

11. **Options Appraisal**

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

12. **Link to Council Plan**

- 12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. **Results of Consultation**

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided.

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

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Revised Policies to be published and notified to employees	31 July 2022	Service Lead – ICT Enterprise Architecture

Background Papers **None**

Person to Contact **Tim Baulk, Head of Finance and ICT**
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Date: 21 June 2022

Information and Communication Technology

ICT Security Policy

Employee Handbook
June 2022



RESPECTFUL
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Table of contents

1.	Introduction	3
2.	Purpose	3
3.	Scope.....	3
4.	Pillars of ICT Security Governance	3
5.	The ICT Security Programme.....	5
6.	Measuring our Progress	6
7.	The ICT Policy Framework.....	6
8.	Responsibilities related to ICT Security	7
9.	Policy Review	9

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
0.1	Jun 2022	Initial Review – ICT, Governance , Quorum Cyber and Kevin Mullin and Stewart McCall	A Yeo	

1. Introduction

The ICT Security Policy demonstrates how the ICT Security aligns with the Enterprise Architecture Principles and ICT Strategy, and the ICT Digital Strategy to embed cyber security across the enterprise.

The ICT Digital Strategy 2021-2023 commits South Ayrshire to embedding security across South Ayrshire Council and the Digital Skills Strategy identifies being safe online as an essential skill for SAC employees.

The Council's ICT security guidance and direction is framed in accordance with the National Cyber Security Centre (NCSC) guidelines, guidance from the Scottish Government, and industry best practice.

This policy works in support of the ICT Acceptable Use Policy to ensure the Council's commitment to a simpler, safer, and more efficient ICT service.

2. Purpose

The Council has a responsibility to maintain the network in a safe and effective operational state to ensure the confidentiality, integrity and availability of Council information.

The purpose of the ICT Security Policy is to describe how ICT will apply strong Governance intended to reduce risk across the Council.

3. Scope

This policy will:

- **Define the pillars of ICT Security Governance;**
- **Provide authority for the standards that will define behaviours the Council requires in relation to ICT. ICT Security Standards are mandatory actions or rules that give formal policies support and direction; and**
- Define roles and responsibilities of employees, contractors and business partners.

4. Pillars of ICT Security Governance

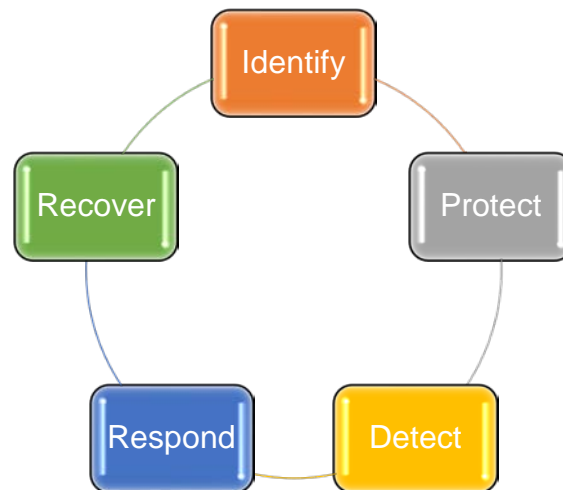
Here at South Ayrshire Council, ICT (Information and communications for technology) security governance is a subset discipline of corporate governance, focused on network performance and risk management. ICT Security Governance defines how technology, people and ICT business processes ensure the Council can meet strategic and operational obligations with the minimum amount of risk.

ICT security governance enables compliance and focuses on protecting the confidentiality, integrity and availability of data and technology across the Council by ensuring the Council can identify risks and vulnerabilities, provide protection in depth, detect attacks and respond and recover with as little negative impact as possible.

It provides a foundation that ensures the Council can balance the provision of proactive ICT security safeguards with an ability to respond and recover should the worst happen.

Identify

Knowing what we have is the key to taking good care of it. Identifying and managing technology assets and electronic information is the place where security begins. This makes management of physical and data assets is a key priority for ICT. ICT is committed to delivering confidentiality, integrity and availability of electronic information and relating our security and technical solutions to reducing the risks that challenge that delivery.



Knowing where our weaknesses and vulnerabilities lie makes it possible to initiate programmes, projects and activities designed to address those vulnerabilities. An annual Security Maturity assessment will guide priorities and commitments across ICT.

Protect

The ICT Security training and awareness programme, regular system updates, business continuity/disaster recovery plans and documented policies, standards and procedures all contribute to the protection framework.

Automated and 24/7 monitoring by our managed SOC (security operations centre) provide additional protections.

Identifying risks and vulnerabilities, assessing threats, and monitoring the network continuously provides an opportunity for a proactive response. ICT is committed to taking advantage of the information gathered to improve incident response and reduce our risk levels.

Detect

The health of the network is measured and monitored regularly. Vulnerability scanning and automated alerting makes it possible to detect network issues quickly.

Employees are expected to report issues as soon as possible to ICT can take appropriate action.

Respond and Recover

The ICT incident response are intended to resume normal operation as quickly and securely as possible. ICT and ICT Security will follow agreed incident response plans. Employees are required understand their roles and responsibilities related to the incident resolution process and will participate in practice exercises when requested.

Information security incidents (breaches, threats, weaknesses or malfunctions) will be reported and investigated through the appropriate management channels using the same operational processes that are used to manage all ICT incidents.

After each incident, ICT Security will assess the residual risk and update the risk register with a plan that addresses the root cause. There will also be an investigation into lessons learned and specific continuous improvement commitments based on the discussions and resolutions.

5. The ICT Security Programme

The Council is committed to complying with legal requirements and internationally recognised information security best practices. The secure creation, sharing, storing and destruction of information in all its forms is the cornerstone of the ICT Security mandate.

People

- Business requirements and objectives remain at the core of ICT security provision;
- Work with individuals and services to minimise and reduce risk and recommend secure solutions;
- Record and report ICT security related metrics and makes them available on the CORE;
- A consistent information security awareness programme with mandatory components will contribute to a strong ICT security culture.

Process

- Information will be protected against unauthorised access and misuse
- Business continuity plans and associated ICT Disaster Recovery Plans will be maintained and regularly tested;
- Policies, standards, processes and guidelines will be regularly reviewed and updated as necessary;
- Information security incidents (breaches, threats, weaknesses or malfunctions) will be recorded and investigated using a formal process;
- Assets and information will be classified and protected according to classification.

Technology

- ICT will work to continuously improve using automated processes and alerting;
- Changes to ICT systems and technology will be carefully controlled and approved by a Review Board prior to implementation;
- Regular impact and vulnerability assessments will provide a clear understanding of gaps to be addressed;
- A managed Security Operations Centre (SOC) will provide 24-hour monitoring.

Risk Management and Risk Reduction

A continual risk assessment process identifies ICT security risks and then monitors, assesses, mitigates and remediates them. Risk assessments identify the risks associated with change, so we can better understand, protect and prepare for risk levels introduced by change.

Any new application, cloud service or new technology will need to undergo a risk assessment. Individuals and services will be required to initiate and participate in the ICT Security Risk Assessment process.

6. Measuring our Progress

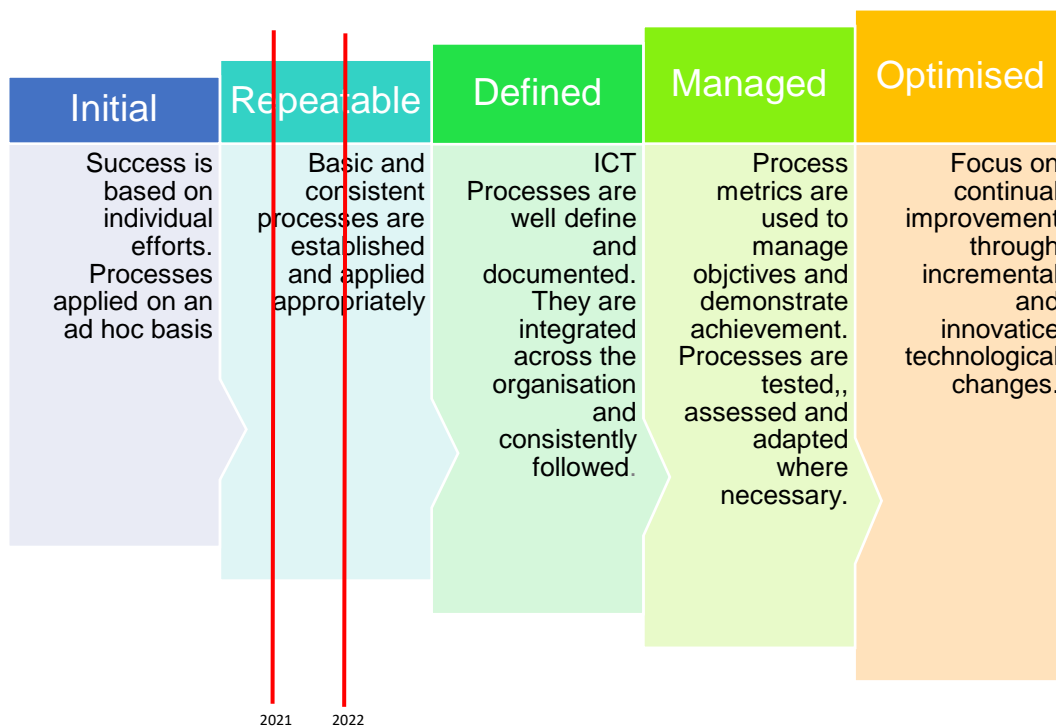
Annual Security Maturity Assessment

The managed Security Operations Centre conducts an annual security maturity review as part of its service offering. This serves as a tool for continuous improvement.

It reviews our existing cyber security controls, looking for gap areas that present an increased level of risk. We are then able to better understand our risk exposure and initiate projects and programmes that will support risk reduction across the Council.

Capability Maturity

The capability maturity model allows us to measure the maturity of information security integration with processes and behaviours across ICT. As the Council moves along the maturity scale it becomes increasingly possible to demonstrate how ICT behaviours, standards and processes are maturing to produce a culture focussed on delivering the Council’s goals and objectives supported by technology centred on a documented, repeatable security foundation.



7. The ICT Policy Framework

The ICT Acceptable Use Policy and the ICT Security Policy

The Acceptable Use Policy seeks to promote the proper use of ICT across the Council. It provides a framework for online behaviour, information protection and risk reduction by defining individual responsibilities intended to reduce risk and make us all safer.

The ICT Security Policy partners with the Acceptable Use Policy and outlines the ICT and ICT Security commitments and contributions to risk reduction, protection and reduced exposure to known threats.

ICT Security Standards

Supporting security standards describe the goals and principles of the ICT Security Program. ICT Security Standards set out minimum acceptable requirements across three key areas: people, process and technology. Operating processes are used to define how those requirements must be carried out and guidelines are used to describe best practices and provide guidance. Standards go through a rigorous, formal review process prior to being published.

ICT Security standards exist to protect the Council and have been framed using ICT security best practices, including the recommendations of the NCSC (National Cyber Security Centre). It is the responsibility of all Council employees to understand how security standards are to be applied in the context of their specific job roles.

The following ICT security standards have been published in support of the ICT Acceptable Use Policy:

ICT Security Standards

People	Process	Technology
Human Resources – ICT Security	Access Control	Asset Management
ICT Security Training and Awareness	Business Continuity - Disaster Recovery	Boundary Protection and Firewalls
Physical and Environmental Security	Change Management	Platform Management / Network Management
BYOD and Personal Devices	Data Classification and Retention	Portable Devices and Removable Media
User Passphrase	Incident and Security Incident Management	Privacy and Data Security
	Logging, Monitoring and SOC Management	Security Patch Management
	Passphrase Management	System Acquisition, Development and Maintenance
	Risk Management	Endpoint Protection and Remote Access
	Security Audit	

These documents are all available on the CORE. Each is supported by operational policies, processes and procedures. An annual policy/standard review ensures the documents accurately represent the ongoing requirements of the Council.

8. Responsibilities related to ICT Security

Everyone in the organisation has a role when it comes to maintaining a strong ICT Security culture.

All Employees

All employees are responsible to understand the specific cyber security responsibilities associated with their role within the Council. You must apply information classification standards and use passphrases that conform with the rules outlined in the Acceptable Use Policy and the ICT Security standard.

Individuals must understand that they are accountable for any intended or accidentally introduced vulnerability or damage to Council information systems or technology. It is necessary to advise your line manager when you no longer require permissions or access to a particular system. You may be required to participate in the assessment or review of an incident.

It is expected that you will report when something goes wrong with a device or with information that you have been using. Any suspicious or unusual ICT security related activity or any loss or damage to a Council device in your care must be reported to the Service Desk.

Also, every employee is required to participate in annual cyber awareness training.

Supervisors, Managers and Service Leads

In addition, supervisors, managers, service leads, and executive leadership are expected to maintain accurate records of users authorised to use BYOD and those who are logging in to Council systems from corporate devices.

A strong ICT security culture requires that service leads, supervisors and managers advocate for cyber security and actively participate in completing and supporting annual mandatory cyber awareness training activities.

Supervisors, Managers and Service Leads also need to:

- Regularly review assigned permissions and request revocation of user access as required;
- Support employee participation in the annual mandatory ICT Training and Awareness program and actively participate;
- Support the digital commitments required of employees as part of the employee deal;
- Advise Information Governance, ICT Security and the ICT service desk of any lost or stolen data, information or computer equipment reported by an employee;
- Advise the ICT Service Desk of starters, leavers and individuals changing job roles within the Council to ensure smooth transition of data/information responsibilities.

When considering or approving a purchase with an information or technology component, Service Leads must:

- Work with ICT to ensure ICT purchases meet the defined standards;
- Develop supplier relationships with partners that demonstrate security standards which match or exceed our own;
- Use Council standards and guidelines provided by the Scottish Government when assessing the suitability of supplier contracts;
- Confirm appropriateness of third party and third-party subcontractors and ensure contracts contain appropriate language to reduce risk.

In return ICT Security as part of ICT Services will commit to:

- Ensure that the information and system resources are secured according to ICT Security standards;
- Provide appropriate protection at network boundaries;
- Apply appropriate technical controls to manage secure authentication and access to the Council's technology;
- Ensuring an adequate process to monitor and report unusual behaviour, and respond accordingly;
- Identify risks and threats and make recommendations to reduce risk;

- **Apply the classification of data and information according to the corporate Data Classification and Retention Standard;**
- **Manage and maintain compliance activities including PCI-DSS, PSN and Cyber Essentials;**
- **Provide advice regarding ICT security within the to all services, as required;**
- **Ensure ICT Policies, Standards and processes are maintained in line with recognised security standards and industry best practice.**

9. Policy Review

This Policy will be reviewed and made available to the Integrity Group when appropriate, but no less frequently than every 12 months.

Information and Communication Technology Policy

ICT Acceptable Use

April 2022



RESPECTFUL
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Table of Contents

1. Introduction	3
2. Purpose	3
3. Scope.....	3
4. Overview.....	4
5. Access to Council Systems	4
6. Managing Digital Equipment.....	5
7. Conducting Council Business using Technology	6
8. Using Council Data and Information	7
9. M365, Teams and the Cloud	8
10. Special Considerations for Front Line Workers	9
11. Special Considerations for Hybrid and Agile Workers	9
12. Special Considerations for Home Workers	9
13. Security Inspections	10
14. Cyber Training and Awareness	11
15. ICT Engagement or Notification	11
16. Compliance	11
17. Exceptions.....	12
18. Legal provisions	12
19. Policy Review	13

1. Introduction

The Council provides access to ICT facilities which are vital for delivery of services and has developed a series of policies, procedures and guidance to ensure appropriate and effective use of these facilities. The ICT Acceptable User Policy or AUP is provided for employees and covers all aspects of acceptable computer use, including email, internet use and computing equipment. A series of procedures is available on the Core in support this policy. The information in the Acceptable Use policy is based on guidance as at April 2022. The Policy has been written in line with guidance from the Council's Cyber Security specialists, the Council's cyber security partner, the Scottish Government and that published by other public agencies and authorities such as the National Cyber Security Centre (NCSC).

Anyone using the Council's equipment or network services is required to understand and comply with the ICT Acceptable Use Policy set by the Council. It is important to note that existing, new and developing technologies used in Council facilities may not be explicitly called out in this in this document but are covered by the policy.

2. Purpose

The purpose of the Acceptable Use Policy is to provide the Council's ICT users with instructions and guidance on appropriate use of information and Information and Communications Technology (ICT) equipment. It also includes the use of email, the internet, voice, and mobile IT or associated systems (e.g. printers, phones etc.). The Acceptable Use Policy supports the need of the Council to keep its ICT estate – systems, digital services, technology, networks, telephony, databases, data and other resources – in a safe and effective operational state to ensure the Confidentiality, Integrity and Availability (CIA) of the information held and processed by council services. The main objectives of this policy are to ensure:

- The Council complies with all relevant legislation including (but not limited to) the Data Protection Act 2018; the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000; the Human Rights Act 1998; the Regulation of Investigatory Powers (Scotland) Act 2000; the General Data Protection Regulation 2016; and the Privacy and Electronic Communications (EC Directive) Regulations 2003;
- ICT assets are protected in a cost-effective manner; and
- All users of ICT are aware of the responsibilities that go along with the use of Council devices, data and networking technology.

3. Scope

Employees will be offered ICT equipment and access to the Council devices, networks and data necessary to enable them to fulfil responsibilities associated with their job roles. This may include specialist tools and additional security (for example Public Services Network (PSN)). Employees are expected to contribute to the protection of these digital assets from risks posed by inappropriate use. This includes defending devices and information from unauthorised or unlawful access, accidental or deliberate loss, damage, theft, disclosure or destruction.

This policy applies to all parties (either as part of a contract of employment or third-party contract) who have access to, or use of technology assets belonging to, or under the control of the Council including:

- Elected Members (specific additional guidance is available);
- Council employees;
- Third Parties and partner organisations (specific additional guidance is available);

- Any other party using Council ICT resources.

This policy and the supporting standards should be followed when accessing Council information from any device. Questions regarding the content or application of this policy should be directed to the ICT Service Desk at ict.servicedesk@south-ayrshire.gov.uk.

4. Overview

The Council encourages its staff to seek innovative ways of using information technology to improve the way services are provided. The Employee Deal requires individuals to embrace new technology and take advantage of opportunities to increase digital skills. The Acceptable Use Policy provides parameters that will increase cyber awareness and contribute to reducing risks to Council assets and data.

The basic rules for all users of the Council computer network are as follows:

- A risk-based approach is used to establish the required level of security required for records, manual or electronic;
- The management of ICT and ICT Security balances risk, usability, accessibility and cost. Bypassing any security controls is unacceptable and exposes the Council to unacceptable risk;
- **Messaging apps (e.g. WhatsApp) cannot be used for performing council business or for transferring council data;**
- Where personal use of Council facilities is undertaken there can be no presumption of privacy. South Ayrshire Council electronically audits devices, internet and email usage to ensure that abuse or other issues are detected quickly;
- You should treat paper-based and electronic information with equal care. All information relating to our customers and business operations is confidential;
- In accordance with the South Ayrshire Way, equipment and information must be used in a positive, supportive, respectful way:
 - Defamatory, rude or abusive language is not permitted;
 - Communication or documents must not be used to harass, annoy or intimidate an individual or group of individuals;
 - Spreading chain mail, jokes, spam, animations or hoax virus warnings will not be tolerated;
- Where there is a breach of this policy, it is understood that the Council will take steps in accordance with the disciplinary procedures. Unlawful acts will be referred to the appropriate authorities when necessary;
- Users will not be held responsible for receiving objectionable material in unsolicited email, but must immediately upon receipt must take one of the steps listed below;
 - Refer to a line manager for an appropriate action where the email is potentially illegal or is offensive. This may then be escalated as appropriate; or
 - Immediately delete it, without forwarding it to anyone, where the email contains nothing illegal or offensive;
- A certain amount of limited and responsible personal use of our equipment is permitted.

5. Access to Council Systems

All network users will be issued a unique Username and Passphrase to be used to connect to the Council network. Individuals will be required to change the passphrase at regular intervals. Passphrases must be created, managed and protected in accordance with the *Passphrase Standard*, should not be written down, kept where others might find them or shared with anyone else including

colleagues or family members. Multi-factor authentication will be required as part of the transition to M365.

Individuals will only be authorised to access systems required for their specific job roles.

It is a criminal offence under the Computer Misuse Act 1990, to deliberately attempt to access a system which you have no authority to use. ICT Services regularly monitor systems and any unauthorised attempts to access council systems will be investigated. It is also a criminal offence under privacy laws for any person to knowingly or recklessly obtain, disclose, sell or offer for sale any personal information managed by South Ayrshire Council.

All network users must agree to abide by this Acceptable Use Policy and comply with other relevant legislation.

6. Managing Digital Equipment

Changing work patterns and advancements in technology have not changed the Council's responsibility to maintain and protect digital equipment and information (official and sensitive) used to carry out council business. As users of the Council network, each of us has a responsibility to care for the device we are issued. Therefore, it is imperative to remember:

1. No attempt must be made to switch off or bypass ICT security controls, including anti-virus systems or internet controls. This applies to Council owned devices and to personal devices used for BYOD.
2. Council-owned devices may not be removed from the UK. **Exceptions can be granted for Agile Workers and Home Workers and must be approved by an Assistant Director/Head of Service;**
3. Computers and other devices owned by South Ayrshire Council are reserved for the business of the Council. Unauthorised use will be investigated under the Computer Misuse Act 1990.
4. Only authorised users will use a Council device. The Council may authorise personnel from other organisations to access Council systems by specifying acceptable usage in applicable contracts or agreements but will not issue our devices to a third-party. Third party access will not be granted until contracts or agreements are finalised and signed.
5. Adequate safeguards must be taken to protect all equipment allocated by the Council. Unsecured devices must never be left unattended. Devices must not be left on view in vehicles, public transportation or hotels and should never be left in vehicles overnight and placed away from windows to reduce risk;
6. Mobile devices (phones and tablets) must be used in accordance with the **Portable Devices and Removable Media Standard**.
7. Caution must be exercised when browsing unfamiliar websites. Compromised websites may be used to trick users into accidentally activating malware. It is a crime under the Computer Misuse Act 1990 to deliberately introduce malicious programmes (malware or ransomware) into the council network.
8. The use of council-owned or personal computer devices for Council business, must comply with the **Corporate Safety Standard on Display Screen Equipment**.

9. The Council cannot recover information stored on personal or corporate devices if the device is lost, damaged or stolen. Council data and information must be stored in a networked location provided for that purpose.

Council Issued Device

Based on job role requirements, the Council provides employees with technology (including laptops, tablets and smart phones) to assist in the performance of their duties. Security controls are applied to devices to protect employees, data and council infrastructure.

Use of this equipment by anyone other than the employee to whom it is issued is not permitted.

ICT is the custodian of all Council owned equipment provided to employees. All devices remain the property of the Council and must be returned in accordance with the *Device Governance standards*. Most equipment is subject to a 5-year refresh-cycle.

An employee must not use ICT equipment provided in any manner which will prevent or interfere with its primary purpose as a tool to assist in the discharge of the functions of the Council. Accordingly, the employees must not:

- Misuse or mistreat of the device provided in such a manner as to cause it to cease to function; and
- Install or use any equipment or software which may cause the computer to malfunction.

Council provided end user devices are identified by an asset tag and unique asset number. Never remove this identification.

BYOD (use of a personal device)

The Acceptable Use Policy applies to all council business conducted using a personal device registered for BYOD.

The use of Multifactor authentication will be required to increase the security when accessing Council resources from your personal device.

Support from the authority's ICT Service Desk will be limited to resolving any issues with accessing corporate information systems via personal devices. The Council cannot provide any support for an employee's own personal equipment.

Council email must not be transferred or forwarded to a personal email address.

Employees should not store Council data on their personal device – Council data must remain on the network.

7. Conducting Council Business using Technology

Employees representing the Council, virtually or online, must use the same care and attention with data and technology that they would if they were at any Council owned location or speaking to a third-party in person.

The use of social media is only available for individuals with a defined business requirement and where appropriate approvals are in place. The use of personal storage sites is not allowed, and these sites are blocked by the Council.

Employees must exercise caution when:

- Conducting any business on an unfamiliar website or cloud service;

- Registering Council email addresses on websites and apps;
- Clicking on a link within an email that has been flagged with a red banner (**Egress Defend User Guide**) indicating strong signs of phishing;
- Managing email received from unknown or unexpected sources;
- Posting messages or images on any Internet message board or other similar web-based service; or
- Working with information or images in a way that may be in violation of Copyright and Intellectual Property Rights legislation.

While using a Council device, users must not participate in any of the following:

- Illegal activity;
- Commercial or personal business activity;
- Hosting a personal website on Council owned equipment;
- On-line gambling;
- Social Networking;
- Visiting sites known to contain offensive material;
- Trolling, bullying, stalking or anti-social behaviours;
- Online dating;
- Reading or distributing obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities policy;
- Accessing personal webmail accounts;
- Accessing personal on-line storage systems;
- Use of interactive software (such as games) across the Internet;
- Streaming films, music and podcasts using a streaming service;
- Any activity that would discredit or embarrass the Council.

Whether you are using the phone system internal to your computing device or a mobile phone supplied by the Council, there are behaviours specific to telephone use that need to be considered. The Council has the ability to track telephone calls (number called/calling and duration) and some staff members have their call interactions recorded (related to employee job roles).

The use of directory services is not allowed unless authorised by a Service Lead and use of the speaking clock is not permitted.

Employees must not call to an international or premium rate number from a council owned device or knowingly participate in telephone fraud. If you are contacted by someone attempting fraudulent telephone activity or a telephone scam you must report the call to the Service Desk.

8. Using Council Data and Information

Council data and information must be strictly controlled and protected. Compliance with the following rules will ensure you are applying appropriate protections in your effort to keep Council data and information secure.

1. Whenever the device is left unattended you must ensure information is protected by logging out or “locking” the screen.
2. Retention schemes must be followed, and housekeeping must be done to ensure the Council complies with information management requirements.

3. Council information and documents must be saved appropriately. Microsoft OneDrive is not an appropriate place to store Council data and records. To ensure Council data, documents and records are stored appropriately, Information Governance policies and M365 Governance guidelines must be followed.
4. All electronic messages including email, instant messages and chat, created and stored on Council computers or networks are the property of the Council and cannot be considered private.
5. Any personal use must be undertaken in compliance with relevant Council policies and standards. Personal use must not interfere with normal business or be detrimental to productivity.
6. Employees will not amend or delete the automatic footer that is attached to all external emails. A formal address must be included in all email, must follow the Council defined format and must not include additions.
7. Users must clearly identify any changes to another person's message before sharing it.
8. Users must never set up automatic forwarding of emails to an external email address (including a personal email address).
9. Distribution of a Council wide email must be approved by Organisational Development. This facility must only be used when the content is deemed to be of immediate interest to the majority of recipients.
10. Council data must not be held or transferred to a Flash Drive (USB Key), even as a temporary measure. See the **Portable Devices and Removable Media Standard** for more information.
11. Email communication with external individuals or organisations about council business can only be conducted using the provided South Ayrshire email account. A personal email must never be used for this purpose.
12. To ensure compliance with the Government's Public Services Network (PSN) Code of Connection, employees must never set up automatic forwarding of emails from their secure PSN email address to their employee email address.
13. All personal information held by the Council is subject to GDPR legislation and must be managed accordingly.

9. M365, Teams and the Cloud

The M365 Governance suite of documents are considered part of this Acceptable Use Policy as they outline how to use the new M365 tools appropriately. This suite of documents is expected to expand as our use of M365 matures. The documents can be accessed at [M365 Adoption Portal - Governance](#).

The use of any new application or cloud service (a website where you need to register your details) requires a risk assessment and a data protection impact assessment (DPIA) to determine the risk and appropriateness for use within the Council. Information Security and Information Governance must be consulted before agreeing/signing up or adding any new service or technology. ICT Service Advisors will facilitate this.

Email and MS Teams chat are not Council sanctioned records management tools. Managers must ensure their employees understand the rules surrounding the classification of data and the records management procedures to be followed in every case. This may require extracting attachments and conversations and storing them more appropriately.

The use of Zoom or other online digital collaboration platforms to initiate online meetings is not authorised, but participation in calls set up by a third-party is acceptable using the web-based instance of the product.

Downloading any app that is not ICT approved onto a council device, requires a risk assessment and a data protection impact assessment (DPIA) be completed to determine the risk and appropriateness for Council tasks. ICT Service Advisors will facilitate this.

The use of a personal hosted online storage service such as personal OneDrive services, Dropbox, iCloud or Amazon is not allowed. Data stored in these services may be held in ways not allowed under the UK Data Protection law for personal data, and their use may put you in breach of law.

10. Special Considerations for Front Line Workers

Front line workers have a smaller digital footprint than employees in other environments but are not exempt from any aspect of the Acceptable Use Policy.

11. Special Considerations for Hybrid and Agile Workers

While not in a Council-owned property, Hybrid and Agile Workers will be considered Home Workers when considering the terms of acceptable use and must comply with the special considerations for home workers in addition to the base set of rules defining behaviour.

12. Special Considerations for Home Workers

Working from home can pose several unique security risks and so the following special considerations must apply when working outside a Council owned property.

You are responsible for your workspace and the safe, secure operation of your technology. Any Council owned device maintenance will be conducted at a Council owned site.

Adopt good cyber security hygiene and housekeeping practices at home to ensure council devices and information are always well protected. Remember that all actions undertaken will be attributed to you as the authorised user of the device, network and services provided by the council.

To help reduce these risks, you should ensure you carry out the following:

- No one, not even a member of your family should have access to South Ayrshire Council's data or information. Position yourself so that your work cannot be overlooked;
- Do not allow family members or anyone else to use the Council owned equipment in your home for any purpose;
- Printing to a home printer is not supported by ICT;
- Connection of a council-owned device to any personal wired or wireless device is not allowed;
- Keep your passphrases secret, even from family members;
- Inform your manager as soon as possible if any sensitive paperwork or computer equipment is stolen, lost or damaged;
- If employees have a requirement to work from a location which is not their home (within the UK or outside the UK), they must explain the reasons for the requirement to their line

manager and these requests must be agreed by an Assistant Director/Head of Service.

These requests can only be considered for Agile or Home Workers;

- **Ensure that any work you do remotely is saved on South Ayrshire Council's network;**
- **When not in use devices should be kept out of sight and preferably locked away.**

13. Security Inspections

The Council monitors and logs the use of digital equipment, ICT services and information. Monitoring will identify individuals, the dates and times of transactions and some information about user activity. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

The Council will take measures to prevent malware from entering the Council environment. Without prior notice, the Council may need to disable or access an employee's device, email account, or network drive to remove malware. Any such access or investigation will be carried out by an appropriate and competent member of ICT under the guidance of the Information Security Team. This will be authorised by the Head of Finance and ICT.

The Council retains the right to access user electronic mail, contents of Teams meetings or Skype messages if it has reasonable grounds to do so. The Council may retrieve email or messages even though the sender and the reader have deleted them. The contents will only be accessed or disclosed for security purposes or as required by law.

Unauthorised access will be reported to the appropriate authorities.

Monitoring

To ensure information processing systems are not open to abuse, the Council reserves the right to monitor individual employee's usage. This level of monitoring must be fair and proportionate and will be appropriately authorised. By logging in to any Council information processing system or device, a user is consenting to the Council's monitoring procedures.

Monitoring is undertaken to:

- Comply with regulatory and statutory obligations, including those that guarantee privacy;
- Maintain the effectiveness of information processing systems;
- Prevent or detect unauthorised use or other threats to information processing systems;
- Prevent or detect criminal activities;
- Ensure compliance with Council policies and procedures; and
- Review usage.

Content Inspection

Employees are expected to cooperate with any reasonable security investigation.

Content inspection will only be undertaken for legitimate business reasons when necessary, including:

- Investigation of a potential cyber security breach;
- Compliance with the request of law enforcement officers;
- Compliance with legal obligations;
- Prevention or detection of activities in contravention of criminal or civil law; and
- Investigation of a potential breach of an individual's employment contract.

Content inspection may involve viewing information held in:

- Business and/or personal files and documents;

- Business and/or personal email messages or any other ICT based communication;
- Business and/or personal information displayed on a screen;
- Emails that have not yet been opened or received by the intended recipient.

14. Cyber Training and Awareness

The ICT Security Team will ensure individuals are made aware of this policy as they begin employment with the Council. The document is subject to an annual review and appropriate communication will indicate when the review period begins. The ***Acceptable Use Policy*** will be made available on the Intranet, along with the *ICT Security Policy* so individuals can reference it at any time.

Executive Managers, Service Leads and Managers must ensure this policy is followed and implemented within their area of responsibility.

Participation in the annual cyber awareness training is mandatory and employees have a responsibility to participate. Cyber resilience and lessons about good cyber hygiene will be communicated periodically throughout the year in support of this document. The cyber training and awareness programme is intended to reinforce positive behaviours and ensure employees understand the risk and vulnerabilities created by ignoring the rules outlined in this document.

Where third parties are required to access Council facilities, their responsibilities will be outlined in the appropriate agreement documentation. Acceptable use guidance documentation will be provided to third parties who require access to the Council network.

15. ICT Engagement or Notification

An employee must report any potential breach of the Acceptable Use Policy to their manager and to the ICT Service Desk with as much information as possible about the event. It is expected that any of the following will be reported immediately:

- The loss or theft of a device;
- Faults or failures on a device;
- Accidental introduction of malware, ransomware or data loss through a phishing incident;
- Warning messages generated by anti-virus software;
- Loss of sensitive data;
- Any unintended access of offensive materials in a document, email or website.

Also contact the ICT Service Desk if you use a council owned device and need to:

- Dispose of the device;
- Purchase ICT equipment or software for business use (including a cloud service);
- Install, uninstall or amend software;
- Copy Council licensed software from one device to another.

16. Compliance

All employees, and anyone who delivers services on the Council's behalf (contractors, partners, agents or other third parties with access to the Council's information assets) have a responsibility to comply with this policy and to promptly report any suspected or observed security breach.

Security breaches that result from a deliberate or negligent disregard of any security policy or standard may, in the Council's absolute discretion, result in disciplinary action being taken against that

employee. In the event that breaches arise from the deliberate or negligent disregard of the Council's security standard requirements by a user who is not a direct employee of the Council, the Council shall take such punitive action against that user and/or their employer as the Council in its absolute discretion deems appropriate.

ICT reserves the right to take short term preventative action which protects the Council's digital resources.

The Council may, in its absolute discretion refer the matter of any breach of the Council's security standard requirements to the police for investigation and (if appropriate) the instigation of criminal proceedings if in the reasonable opinion of the Council such breach has or is likely to lead to the commissioning of a criminal offence.

If you don't understand the implications of this policy or how it applies to you please contact the ICT Service Desk for advice at ICT.ServiceDesk@south-ayrshire.gov.uk

17. Exceptions

A formal exception process exists to request consideration for an exception in various situations, defined in the **Exceptions Process**. Without an approved exception an individual found in breach of any standard will be investigated.

The Council may, in its absolute discretion refer the matter of any breach of the Council's security standard requirements to the police for investigation and (if appropriate) the instigation of criminal proceedings if in the reasonable opinion of the Council such breach has or is likely to lead to the commissioning of a criminal offence.

18. Legal provisions

The *Computer Misuse Act 1990* states that:

- Unauthorised access to computer-based material is punishable by up to two years in prison or a fine or both; and
- Unauthorised acts with intent to impair operation of a computer, etc. is punishable by up to 10 years in prison or a fine or both.

For example, it would be a criminal offence for an individual to access a Council system just because they knew a colleague's password. This could lead to two years in prison.

The *Data Protection Act 2018* is the implementation of the UK General Data Protection Regulation (UKGDPR) and sets out what may or may not be done with personal data (that is any information that identifies a living individual). It would be contrary to UKGDPR for an individual to take home a list of citizens' names and address that might be useful to a friend in their plumbing business.

The *1988 Copyright, Designs and Patents Act* governs the use of a 'work' created by an individual or company. A "work" is defined as something that is original, created with effort and a tangible entity - an idea cannot be copyright. If a work is produced as part of employment, then the owner will normally be the employer of the individual who created the work.

It's an offence to perform any of the following acts without the consent of the copyright owner: copy the work; rent, lend the work to the public; broadcast or show the work in public; or adapt the work. For example, an individual may commit an offence by showing documents they wrote on how to manage Council procurement to a third party. It could also be an offence to copy training material that an individual found useful but is licensed for use only by the Council.

The *Equality Act 2010* legally protects people from discrimination in the workplace and in wider society. It sets out the different ways in which it's unlawful to treat someone. The Equality Act covers age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

Other relevant legislation:

- Civil Evidence (Scotland) Act 1988;
- Copyright (Computer Programs) Regulations 1992;
- Freedom of Information (Scotland) Act 2002 and Scottish Public Authorities Amendment Order 2020;
- Human Rights Act 1998;
- Counter Terrorism and Security Act (2015);
- Official Secrets Act 1989;
- Criminal Procedure (Scotland) Act 1995;
- Public Records (Scotland) Act 2011;
- Regulations of Investigatory Powers (Scotland) Act 2000;
- Serious Organised Crime and Police Act 2005;
- Civil Contingencies Act 2004;
- Communications Act 2003;
- The Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000; and
- Wireless Telegraphy Act 2006.

19. Policy Review

This Policy will be reviewed and made available to the Integrity Group when appropriate, but no less frequently than every 12 months.

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	ICT Security Policy and ICT Acceptable Use Police
Lead Officer (Name/Position/Email)	Stewart McCall, Service Lead – ICT Enterprise Architecture – stewart.mccall@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Rationale for decision:	
This report seeks Members’ approval of revisions to the Security Policy and Acceptable Use Policy. Their decision on this has no specific equality implications	
Signed : Tim Baulk	Head of Service
Date: 19 May 2022	

South Ayrshire Council

**Report by Head of Finance and ICT
to South Ayrshire Council
of 29 June 2022**

**Subject: Addressing Future Needs/ Local Authority Covid
Economic Recovery (LACER) Fund**

1. Purpose

- 1.1 The purpose of this report is to provide Members with information relating to the various Scottish Government Covid-19 grants in place to address financial insecurity (Addressing Future Needs) and details of proposals in relation to the most recent grant scheme; the Local Authority Covid Economic Recovery (LACER) fund along with resources allocated from General Reserves on a one-off basis in 2022-23 to assist in alleviating financial insecurity.

2. Recommendation

2.1 It is recommended that the Council:

- 2.1.1 notes the details of previous Covid-19 related grant funding received during 2020/21 and 2021/22 and the expenditure incurred as detailed in Appendix 1;**
- 2.1.2 notes that funding of £1.688m from the LACER fund, £0.250m from general reserves and £0.020m of underspends carried forward from the Addressing Future Needs scheme, totalling £1.958m, is available for disbursement; and**
- 2.1.3 considers the proposals totalling £1.958m, as summarised at 4.2 below and provided in detailed in Appendix 2.**

3. Background

- 3.1 In October 2020, the Scottish Government provided the first of a number of grants to be utilised to 'Address Future Needs' to support individuals who were at financial risk due to the Covid-19 Pandemic. The main objective of the grant was to support individuals at financial risk with some examples of appropriate activities suggested as follows:

- Supplementing local budgets for the Scottish Welfare Fund to ensure demand is met in full;
- Provision of cash-based support to tackle food insecurity, or alternate provision where this is more appropriate or is the preference of individuals themselves, including for households whose children are registered for Free School Meals;

- Providing support to meet fuel costs, for example through existing schemes such as fuel cards or a locally targeted fuel grant;
- Further boosting local funding for Discretionary Housing Payments as needed; and
- Other activities and services, as necessary, to support individuals to overcome financial crisis and support wellbeing.

3.2 An Addressing Future Needs (AFN) officers working group was set up involving staff from several services including Revenues and Benefits, Thriving Communities, Education, Housing, Customer Services and Corporate Finance. This group has continued to meet on a regular basis to consider how best to support individuals and families impacted by the pandemic with additional Scottish Government grants being received to address Winter/ Spring Hardship, Flexible Funding (to tackle financial insecurity) and Covid Isolation Support.

3.3 A number of initiatives have been funded including the Council's Covid19 Response Team, Free School Meals during lockdown/ holidays, Fuel Poverty Grants and Food Poverty schemes. One key area of support that was agreed in the initial stages of the pandemic was to award Winter/ Spring Hardship payments that subsequently became known as Family Pandemic Payments (FPP) to parents/ carers in receipt of Clothing Grants for their children. These hardship payments were already separately funded by the Scottish Government for parents in receipt of Free School Meals. In August 2021, the Scottish Government confirmed that FPP were being redefined as the 'Scottish Child Payment Bridging Payments' and would be increased to payments totalling £520 during 2022/23. The Leadership Panel of 15 February 2022 approved the use of a £0.533m allocation from the Addressing Future Needs Fund to ensure parents in receipt of Clothing Grants could also be awarded the full Bridging Payments. Further details of the various grants received and how they have been utilised are detailed in Appendix 1.

3.4 In March 2022, the Scottish Government announced the new £80m LACER fund. South Ayrshire Council's allocation has been confirmed as £1.688m. The funding is flexible and ultimately is designed to empower local authorities to utilise funding where they consider this necessary or justified based on local circumstances. The guiding policy intent of this funding is to support local economic recovery and cost of living impacts on low-income households.

3.5 In addition to the LACER fund, the Council agreed to allocate £0.250m of resources from General Reserves on a one-off basis in 2022-23 to assist in alleviating financial insecurity of those most in need and to augment any additional funding provided by the Scottish Government for this purpose.

4. Proposals

4.1 The AFN officer's group have now reviewed the existing initiatives funded from grants received during 2020/21 and 2021/22 as detailed in Appendix 1. It is proposed that the funding arrangements for all previous grants are now finalised and all new Covid-economic recovery initiatives are funded from the £1.688m LACER fund, along with the additional £0.250m funded from Council budgets to address financial insecurity. The underspend of £0.020m in the AFN fund will be allocated to the new LACER fund. Total funding available for allocation to projects is therefore £1.958m.

4.2 The AFN officer's group have considered a number of options to utilise the LACER fund and are recommending the following initiatives are approved for further development (full details are noted in Appendix 2):

4.2.1 **Summary of proposals**

	Proposal Name	Funding Required £m
i	Training and Skills Fund	0.600
ii	Household Boost Fund	0.400
iii	NEC Free Travel Support	0.045
iv	Social Enterprise Support	0.200
v	Empowering Communities Fund	0.100
vi	Senior Community Advisor (Peripatetic)	0.047
vii	Scotland Loves Local	0.530
viii	Economic Support Officer	0.036
	Total	£1.958m

4.3 Members are asked to approve the proposed allocations outlined in para 4.2.1 above.

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 As outlined above.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

8.1.1 There are no risks associated with adopting the recommendations.

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

8.2.1 There are no risks associated with rejecting the recommendations.

9. **Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. **Sustainable Development Implications**

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

11. **Options Appraisal**

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

12. **Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. **Results of Consultation**

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

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided.

14. **Next Steps for Decision Tracking**

14.1 If the recommendations above are approved by Members, the Head of Finance and ICT 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 Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Lead officers notified of approved funding allocations in order to initiate programme activity	30 June 2022	Head of Finance and ICT

Background Papers **Report to Leadership Panel of 15 February 2022 – [Budget Management – Revenue Budgetary Control 2021/22 – Position Statement at 31 December 2021](#)**

Person to Contact **Tim Baulk, Head of Finance and ICT
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612620
E-mail tim.baulk@south-ayrshire.gov.uk**

Date: **23 June 2022**

Appendix 1

		£
2020-21 Scottish Government Funding;		
Addressing Future Needs Funding		421,000
Free School Meals - holiday cover (Oct-March)		135,000
Flexible Tier 4 Funding		632,000
Free School Meals January		134,000
Free School Meals February		111,000
Free School Meals March		89,000
Financial Insecurity Funding		421,000
Support to People at Risk to Access Food and other essentials		88,000
2021-22 Scottish Government Funding;		
Flexible Funding to Tackle Financial Insecurity (29/11/21)		533,000
Extension of Funds for COVID-19 Self-Isolation Assistance Service (20/04/21)		200,200
TOTAL AVAILABLE FUNDING		2,764,200
Expenditure 2020-21;		
COVID Response Team	(85,984)	
Free School Meals & FSM Self-isolating payments	(533,852)	
Winter & Spring Hardship Payments	(268,519)	
Fuel Poverty	(32,749)	
Communities Grants, Food, discretionary payments etc	(88,708)	
Expenditure 2021-22;		
COVID Response Team	(272,277)	
Free School Meals & FSM Self-isolating payments	(4,671)	
Pandemic Payments	(554,140)	
Fuel Poverty	(41,685)	
Communities Grants, Food, discretionary payments etc	(175,812)	
Scottish Child Payments - Spring	(168,220)	
TOTAL EXPENDITURE 2020 - 2022		(2,226,618)
CARRIED FORWARD To 2022/23		537,582

		£
2022-23		
2022-23 AFN Funding;		
22/23 Budget - Yr 2 COVID Recovery - Family Pandemic Payments		250,000
Extension of Funds for COVID-19 Self-Isolation Assistance Service (20/04/22)		16,685
2021-22 Earmarking		537,582
TOTAL AVAILABLE FUNDING		804,267
Planned Expenditure AFN Fund 2022/23;		
Scottish Child Payments	(507,780)	
COVID Response Team (3 months)	(31,500)	
FSM Holiday Payments (£3-£2.50 diff & increase in families mtg criteria)	(150,000)	
VASA - Food Bank Running Costs	(67,664)	
Children's 1st Food Pantry	(25,000)	
Fuel Poverty, Food etc	(2,000)	
TOTAL Planned Expenditure 2022/23		(783,944)
BALANCE OF AFN FUNDING (TO BE TRANSFERRED TO LACER FUND)		20,323

Appendix 2

	Proposal	Service/Officer Responsible	Details	Funding Required
i	Training and Skills Fund	Economy & Regeneration Theo Leijser/ Calum McPhail	<p>This proposal will see an allocation from the LACER fund to support the training and skills development of local residents to enable them to secure employment, progress in employment or secure redeployment.</p> <p>Up to £30,000 will be available to local training providers and employers to provide training to those in employment or seeking employment. Training should help to address labour market shortages, changes to business operations and re or up-skilling requirements as a result of the pandemic and will support the local economy in the recovery from COVID.</p> <p>Each applicant will be asked to meet set criteria within their application that demonstrates business need and how the funding will be used. Bids will be assessed against these criteria by the Council's Economy & Regeneration Service (with input and necessary approvals from Council). Successful providers/businesses will enter into a grant agreement with the Council.</p>	£0.600m
ii	Household Boost Fund	Customer Services Tracy Ferguson/ Laura Donnelly	<p>The Household Boost Fund will provide grants to replace the current low income Discretionary Covid Support Grant and Fuel Poverty Grants which have been delivered using Addressing Future Needs funding. It will offer financial support to combat the increased cost of living impact for low income households. Access to the Fund will be provided via a referral or self-application process and delivered by advisors at the Information & Advice Hub (IAAH). It is anticipated that over 1,200 households would be supported in</p>	£0.400m

	Proposal	Service/Officer Responsible	Details	Funding Required
			2022/23. As well as the grant customers will be offered ongoing budgeting support provided by IAAH advisors and access to services provided by the Fuel Bank Foundation & the Energy Agency.	
iii	NEC Free Travel Support	Thriving Communities Jamie Tait	<p>The Scottish Government launched the NEC Free Travel for young people up to the age of 22 years on 31st January 2022. Local authorities have been supporting the NEC Free Travel rollout through Customers Service, Education and Young Scot. Over 2300 young people have benefitted from the scheme however this is lower than the most local authority areas.</p> <p>To allow the NEC Free Travel scheme to reach those who are digitally excluded and ensure young people and families can benefit from the scheme, helping reduce the cost of living and encouraging free travel in and around South Ayrshire.</p> <p>Funding required £44,865 to recruit two level 5 Thriving Communities Assistants. These new temporary posts will be responsible for promoting the scheme and administering the process for new cards. The posts will be temporary for 9 months to allow every young person aged 5-22 years to access this offer.</p>	£0.045m
iv	Social Enterprise Support	Thriving Communities Jamie Tait	<p>Social Enterprise programme administering £10-20k grants to allow local social enterprises to implement plans for recovery, growth and sustainability.</p> <p>The last Social Enterprise Census in 2019, funded by the Scottish Government, showed there were 85 social enterprises in South Ayrshire, an increase of 24 since 2015. The full impact of COVID-19 on the sector locally isn't clear as yet. It is difficult for social</p>	£0.200m

	Proposal	Service/Officer Responsible	Details	Funding Required
			<p>enterprises to find start up and development funding for new staff posts, improved premises, feasibility studies and marketing. 32Our previous social enterprise funding programme: Ambition for Social Enterprise, which ran from 2013/14 - 2015/16 provided grants of up to £15k per financial year to new or established social enterprises. Over the 3 years, a total of £410,697 was distributed via 32 grants to 23 different organisations.</p> <p>Funding requested £200,000 to support up to 15 organisations across South Ayrshire. Applications would be managed by SAC Social Enterprise Officer on a rolling programme between June 22 - June 23. A panel of officer's would assess applications.</p>	
v	Empowering Communities Fund	Thriving Communities Jamie Tait	<p>South Ayrshire Council and our Community Planning Partners continue to support 3rd sector community groups and organisations who continue to assist low-income families impacted by the cost of living crisis. Over the past 18 months we have provided direct funding to groups and organisations, purchased food and essentials to support low-income families and provided advice and guidance for groups responding to Covid-19.</p> <p>Funding requested - £100,000 to administer small grants of up to £10,000 for 3rd sector groups and organisations, including community associations and community councils to help them support low-income families with the cost of living crisis.</p> <p>Funding will be used to enhance the support for families and communities to address issues such as food insecurity, fuel poverty while supporting communities to recover from Covid-19.</p>	£0.100m

	Proposal	Service/Officer Responsible	Details	Funding Required
vi	Senior Community Advisor (Peripatetic)	Education/IAAH Laura Donnelly/ Kimberley Keenan	<p>In May 2021 approved was given to fund 3 Peripatetic Senior Advisors at Level 8 temporarily for 24 months to work in community and educational based settings, assisting with welfare benefits, money/debt advice & employment. The 3 posts were filled in September 2021 with 1 FTE covering the North (Troon/Prestwick/Dundonald areas), 1 FTE covering the South (Maybole/Girvan/Daily etc), and 1 FTE covering Ayr. The role of the peripatetic senior advisors is to -</p> <ul style="list-style-type: none"> • Provide an outreach service in multiple locations across the authority including home visits. • Provide support to clients who require additional assistance. • Work with schools, partner agencies, GP's & midwives in these localities and develop new relationships with Community Councils and volunteer groups to maximise access to information and advice services provided by the Hub. <p>The remit also includes delivering educational sessions within schools to pupils and parents/carers however, the considerable demand of the service within the community has made it challenging to offer this much needed support in schools. The Information and Advice Hub are currently providing support in Newton Primary on a weekly basis which is generating in the region of 10 enquiries every week. It has been identified through education there is a need for further support across all schools to ensure harder to reach parents/carers in poverty, who have disengaged from other services, are able to access support locally. To provide this support an additional 1 x Peripatetic Senior Advisor is required in the Information and Advice Hub, funded temporarily for 12 months.</p>	£0.047m

	Proposal	Service/Officer Responsible	Details	Funding Required
			Total funding required £46,967 - 1 x Level 8 Peripatetic Senior Advisor temporarily for 12 months £42,467 with an additional £4,500 for training, travel, and ICT.	
vii	Boosting local spend	Economy & Regeneration	<p>Glasgow City Council have disbursed over £9 million of COVID recovery funding to residents in receipt of Council tax benefits, using the 'Scotland Loves Local Gift Card' to distribute funds. Benefits are two-fold as it also supports Community Wealth Building ensuring spend is redistributed amongst local businesses adversely affected by the COVID pandemic; as well as providing funds to those residents most in need. In Glasgow, since the announcement was made, over 500 businesses have additionally signed up to the scheme, increasing the number of local businesses benefitting from the scheme.</p> <p>This proposal would see a pre-loaded Scotland Loves Local Ayrshire Gift Card with £50 per card provided to all residents in receipt of Council Tax Reduction (approx. 10,150). Concerns were raised by the group on a lack of coverage in Maybole/Girvan, however 8 businesses in Girvan have signed up and 5 in Maybole including Boots, Scotmid, Semi Chem, and ASDA as well as smaller businesses. Following the Glasgow example, this would be an incentive for more businesses to sign up. The card can also be used South Ayrshire wide. An additional proposal (viii below) would also help to increase promotional activity and engagement with local businesses to encourage them to sign up (it is anticipated by up to 500%).</p>	£0.530m

	Proposal	Service/Officer Responsible	Details	Funding Required
			<p>No stigma is attached to using the Gift Card and this initiative could pave the way for other schemes to distribute funds using this mechanism e.g., Thriving Communities.</p> <p>Additional cards would require to be printed and this would be covered by the monies allocated (there are around 3,000 cards remaining from existing supplies). In terms of distribution, personal details are held for those benefitting from Council Tax benefits which could be passed on to the Economy & Regeneration team.</p> <p>The proposed funding of £0.530m will be sufficient to meet the estimated cost of purchasing sufficient cards, pre-loading the cards with £50 and posting to the eligible households.</p>	
viii	Economic Support Officer	Economy & Regeneration	<p>An Economic Support Officer targeting and engaging with harder to reach local businesses across South Ayrshire who have suffered losses because of the pandemic, to connect them with recovery and business support.</p> <p>This will also help the Council to better understand the needs of local businesses and ensure support can be developed and tailored to meet their needs and support economic recovery across our towns and rural areas.</p> <ul style="list-style-type: none"> • Offer one to one in person and virtual contact • Promote a range of tools (e.g., Scotland Loves Local Gift Card) to aid recovery and support business growth • Explore business options, e.g., Growth, diversification • Record number and nature of businesses engaged with • Signpost products and agencies that can offer support and advice 	£0.036m

	Proposal	Service/Officer Responsible	Details	Funding Required
			<ul style="list-style-type: none"> • Inform future policies and direction of travel in how to target and support industries impacted by the pandemic <p>This is a one year temporary post , managed by Economy & Regeneration and working across and with Thriving Communities.</p>	
			Total Funding Allocated	£1.958m

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Addressing Future Needs/ Local Authority Covid Economic Recovery (LACER) Fund
Lead Officer (Name/Position/Email)	Tim Baulk, Head of Finance and ICT – tim.baulk@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>_____ YES</p> <p>NO</p>
<p>Rationale for decision:</p> <p>This report provide Members with information relating to the various Scottish Government Covid-19 grants in place to address financial insecurity (Addressing Future Needs) and details of proposals in relation to the most recent grant scheme; the Local Authority Covid Economic Recovery (LACER) fund along with resources allocated from General Reserves on a one-off basis in 2022-23 to assist in alleviating financial insecurity. Members’ decision on this has no specific equality implications</p>	
<p>Signed : Tim Baulk Head of Service</p> <p>Date: 13 June 2022</p>	

South Ayrshire Council

Report by Assistant Director - Place to South Ayrshire Council of 29 June 2022

Subject: Levelling Up Fund

1. **Purpose**

- 1.1 The purpose of this report is to provide an update on Levelling Up joint bid development and submission ahead of round 2 deadline.

2. **Recommendation**

- 2.1 **It is recommended that the Council approves the submission of 3 bids to the Levelling Up Fund as detailed in section 4 by 6 July 2022.**

3. **Background**

- 3.1 As part of the 2020 Spending Review, UK Government announced the creation of a number of funds, including the Levelling Up Fund. This is a competitive fund, with funding distributed to places across the UK on the basis of successful project selection. The Fund will set aside at least £800 million across Scotland, Wales and Northern Ireland over four years from 2021-2022 to 2024-2025.
- 3.2 A capital bid can be for an individual project or a package of up to 3 projects, up to £20 million in value per bid, or in exceptional cases up to £50 million per bid for larger transport projects. Both individual and package bids can contain proposals within a single, or across multiple themes, so long as they form part of a coherent, consistent proposal. Councils can only have one successful bid for each of their allocated number of bids over the lifecycle of the Fund.
- 3.3 The first round of the Fund focussed on three themes: smaller transport projects that make a genuine difference to local areas; town centre and high street regeneration; and support for maintaining and expanding the UK's portfolio of cultural and heritage assets.
- 3.4 It is expected that Members of Parliament, as democratically-elected representatives of the area, will back one bid that they see as a priority. South Ayrshire have been working with neighbouring Ayrshire Councils on two joint bids given that there are two UK Parliamentary constituencies within the area and will also be able to submit a separate transport bid.
- 3.5 Within the competition, funding will be targeted towards places in England, Scotland and Wales with the most significant need, South Ayrshire and the other two Ayrshire Councils have all been placed in Category 1- ie places with the highest level of need.

- 3.6 The first round of the Levelling Up Fund closed on 18 June 2021. Leadership Panel of 15 June 2021 agreed to participate in the second round of funding that was expected to open in Autumn 2021. During the Spring Statement 2022 the Government announced that the second round of the fund would open on 31 May and close on 6 July 2022. The new prospectus has also provided more detail and sub categories of funds three investment themes.
- 3.7 The Cities and Local Growth Unit have held a number of briefing sessions and officers have attended meetings with our new Area Lead as well as the Parliamentary Under-Secretary (Scotland Office). During this time work has continued with our bid partner authorities and specialist consultants to develop suitable bids with the best chance of success.

4. Proposals

- 4.1 Leadership Panel of 15 June 2021 approved the broad themes of South Ayrshire Council's joint bids with North and East Ayrshire Councils. Since then, significant work has been undertaken to develop bid proposals that meet the technical requirements of the fund as well as providing a coherent package of strategic interventions.
- 4.2 The broad themes for the joint bid with North Ayrshire Council for the Central Ayrshire constituency are *Commercial Development* and *Active Travel*. As outlined to Leadership Panel on 26 October 2021, two Commercial Development proposals were being developed with the first focussed on the live significant inward investment opportunity and the second based on increasing hangar capacity at Prestwick. As it is now evident that the inward investment opportunity is unlikely to meet LUF requirements and timescales, this part of the bid has now pivoted solely to developing hangar space for the purpose of developing an aerospace training and Maintenance, Repairs and Operations (MRO) facility. It is anticipated the total cost of the facility will be in the region of £10m. Further information on the project is provided in [Appendix 1](#).
- 4.3 The Active Travel theme will support Council's Green Recovery aims as well as aligning with UK and Scottish Governments ambitions for investment in low carbon infrastructure. The South Ayrshire element will build on proposals already under development by the Ayrshire Roads Alliance (ARA) that aims to create a new Active Travel route between Dundonald and Barassie as well as upgrades and improvements to the N7 National Cycle Route that connects the commercial areas of Prestwick and Irvine and the communities in between. A briefing on the scheme was presented to Portfolio holders following Leadership Panel on 26 October.
- 4.4 ARA have already secured around £3m of external funding for the scheme and given the increases in project costs experienced over the last year a further £5m will be required for full delivery. It should also be noted that the Council are able to use the external funding against the match funding component of the LUF requirements. The LUF financial ask for our bid as part of the Central Ayrshire submission is £5m for Active Travel and around £10m for Commercial Development.
- 4.5 The Round 2 prospectus for LUF changed the parameters of the bidding process. There is now no specific requirement for a joint bid where a parliamentary constituency spans a number of local authorities. East Ayrshire Council have intimated their intention to submit their own constituency bid for Ayr, Carrick and Cumnock. Therefore, South Ayrshire Council will also submit a constituency bid for

Ayr, Carrick and Cumnock. As previously agreed by Leadership Panel, this single bid will be the new leisure centre development in Ayr.

- 4.6 The bid theme will focus on Town Centre Regeneration and will request the maximum bid value of £20m. As this is already factored within the Council's capital programme no further match funding will be required. In addition, a successful bid will 'free up' £20m within the capital programme which could provide the opportunity to develop further regeneration proposals across South Ayrshire's communities or used to cover project cost increases due to current market conditions.
- 4.7 The Council is also expected to submit a separate transport bid initially this was a joint bid with East Ayrshire Council to improve the A70, however since publication of the second prospectus East Ayrshire Council intend submitting Bellfield Interchange improvements as their Transport bid to support the AGD and defer the A70 and submit a bid under the shared prosperity round. Portfolio holders were briefed on 10 June 2022 regarding East Ayrshire Councils Transport bid and an alternative single Transport Project for South Ayrshire was proposed. The proposed submission is an active travel bid providing a link from Prestwick Station to Ayr including the construction of a bridge over the River Ayr and upgrading of the promenade, this submission will complement the joint constituency bid with North Ayrshire and is supported by Sustrans with the potential to attract additional match funding.
- 4.8 Transport Scotland have confirmed that they will not support individual projects and would expect that any bids associated with the National Network A77/A75 would require to align with the National Transport Strategy and STPR2.
- 4.9 The Ayrshire Roads Alliance on behalf of South Ayrshire Council in partnership with Dumfries and Galloway and Mid East Antrim have issued tender documents for the commissioning of an Economic Impact Assessment for the A77/A75 with a view on a submission based on the STPR2 in round 3 of the Levelling Up Fund. The document will be complete for publication in July 2022.

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 The Council has received £125,000 capacity funding to support bid development. On 26 October 2021, Leadership Panel agreed to allocate £125,000 from uncommitted reserves to provide additional capacity funding to be drawn down only if required.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with adopting the recommendations.

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

8.2.1 There are no risks associated with rejecting the recommendations.

9. **Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 2](#).

10. **Sustainable Development Implications**

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

11. **Options Appraisal**

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

12. **Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitments 4 and 6 of the Council Plan: South Ayrshire Works/ Make the most of the local economy; and A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

13. **Results of Consultation**

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

13.2 Consultation has taken place with Councillor Martin Dowe, Portfolio Holder for Corporate and Strategic, Councillor Ian Davis, Portfolio Holder for Finance, HR and ICT, and Councillor Bob Pollock, Portfolio Holder for Economic Development Culture, and the contents of this report reflect any feedback provided.

14. **Next Steps for Decision Tracking**

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Submit LUF applications	6 July 2022	Assistant Director – Place/ Head of Roads, Ayrshire Roads Alliance
Further report to be presented to Cabinet on progress	December 2022	Assistant Director - Place

Background Papers **Report to Leadership Panel of 15 June 2021 - [Levelling Up and Community Renewal Funds](#)**

Report to Leadership Panel of 26 October 2021 - [Levelling Up and Community Renewal Funds](#)

[HM Treasury/ Ministry of Housing, Communities and Local Government/ Department for Transport - Levelling Up Fund Round 2: application guidance](#)

[HM Treasury/ Ministry of Housing, Communities and Local Government/ Department for Transport - Levelling Up Fund: Prospectus – March 2021](#)

[Ministry of Housing, Communities and Local Government – UK Community Renewal Fund: Prospectus 2021-22 – Updated 11 May 2021](#)

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Date: 21 June 2022

LUF proposal: Addressing the needs for workspace in Ayrshire – Hangar space to support MRO growth.

Background:

Prestwick is the home of the Scottish Aviation industry with a history of 80 years of aerospace excellence. The Prestwick Aerospace Cluster is an established centre of excellence for MRO, aero structures and design engineering. The size of the UK aerospace sector is second only to the US with reported sales of £31.8bn last year, up 8% on the previous year. MRO operations are an essential part of this sector with over 1,300 companies based in the UK, with a combined turnover of £15bn and 57,000 staff.

The Prestwick Aerospace cluster is an integral part of this UK success story with an established MRO hub which comprises 55% of Scotland's aviation industry with over twenty companies employing over 4000 people in high value jobs. The cluster boasts many of aviation's world leaders such as Spirit Aerosystems, GE, UTC and BAE. The future of this confident cluster depends on its ability to compete, expand and diversify its offerings and is vital to both the Ayrshire and Scottish economies.

In order to compete, expand and grow, Glasgow Prestwick Airport (GPA) urgently needs to address the lack of airside commercial hangar space. Hangar space is urgently needed to capture current and forecasted demand for Maintenance, Repair, Overhaul (MRO) operations. It is believed that the current growth in requirements for MRO services, combined with the re-shoring of work due to capacity and skill shortages in Eastern Europe and Asia, presents a time bound and mobile opportunity to invest in infrastructure for the future safeguarding of Prestwick's place as a global centre of aviation.

The proposal is being co-ordinated and developed by partners to bring good quality industrial property to the market that will act as a catalyst for digital/data driven advanced manufacturing and aligned services - attracting new inward investment and supporting recovery and growth across the indigenous business base and helping the struggling post-industrial Ayrshire economy to 'level up'.

The South Ayrshire component will support the construction of Hangar space for MRO operators and inward investors at the Prestwick Space and Aerospace Cluster.

With the legacy of aerospace MRO activity and the proposed (horizontal launch) space port facility at the Prestwick Airport site making significant progress, there is a recognised opportunity to build a cluster of activity to grow the aerospace sector. Specifically, within the MRO and MRO Decommissioning sub-sector where SAC and partners have had numerous inward investment enquiries.

Project Outline:

The proposed project is to provide additional, flexible hangar space to accommodate multi-use work packages for a number of potential stakeholders that have already identified demand that is currently unmet.

Several companies have expressed to South Ayrshire Council a requirement for hangar space to be able to deliver diverse services to a range of customers. This includes MRO and re-design services for aircraft operators, provision of aviation engineering training, including Part 145 which incorporates work on live aircraft and produces licenced aviation

engineers and a new Fixed Base Operator (FBO) service to replace the current FBO which requires upgrading.

Multi-use requirements need to be clearly articulated to identify layout requirements, equipment provision, workshop space, classrooms, parts storage and offices to be planned.

The project will see the erection of modular single storey hangars within the curtilage of Glasgow Prestwick Airport. The development of 50m X 50m standalone hangar facilities, will be leased by South Ayrshire Council to operators in the Aerospace Sector on a minimum 15-year lease term. Lease income generated from the facility will be utilised to further invest in commercial space and the provision of training to young people and those unemployed or economically inactive. Additional training facilities will be created by establishing a fully accredited EASA Part 147 training centre that will provide a key resource in addressing the skills and workforce requirements of both the Aerospace Cluster at Prestwick and the wider needs of the industry in the UK. In particular, the centre will address the current ongoing shortage of qualified Part 147 Engineers.

Why is this important

The rationale and case for change include:

- Existing stock of business and industrial premises in the Prestwick cluster is inadequate for the needs of the aerospace and space sector
- Existing rents / yields in the Prestwick cluster are insufficient to generate new speculative build without public sector support. The commercial viability gap is preventing businesses from growing and prevents developers to invest.
- Pre-COVID, Invest South Ayrshire identified approximately 80,000 m² of potential unfulfilled demand from the aerospace and space sectors. Current opportunities and inward investment enquiries alone are expected to create over 1,000 jobs.
- The development of Hangarage will further establish the cluster at Prestwick so that it achieves a critical mass, which is expected to catalyse further cluster growth as additional companies recognise the benefits of co-location. As a result, Prestwick will become the hub for the space and aerospace sectors in Scotland.
- COVID-19 has resulted in the acceleration of opportunities pertaining to the decommissioning of aircraft. Currently, development of this significant and strategically aligned market opportunity is constrained by the lack of airside hangarage.

COVID-19 and Brexit have also created potential opportunities for local SMEs to bid for work within aerospace and space supply chains for customers who may be attracted by their proximity and the relative ease of delivery during disruption. COVID-19 has also driven substantial change within the airline industry with operators terminating lease contracts on older, thirstier aircraft disrupting the MRO supply chain. This shift in policy has created an increase in demand for services currently and potentially offered in Prestwick.

This project is vital to capture the economic growth opportunities of the aerospace and space sectors. In the post COVID-19 landscape, it is also imperative that we act to counter the new threats that we face.

What will we deliver?

The project consists of the erection of modular single storey hangar space within the curtilage of Glasgow Prestwick Airport. The hangars are a standalone facility with a footprint

of 50m Wide x 50m Deep and minimum wall height of 8m. The hangars will also require a minimum opening access door of 43m wide x 8m height generally with a 9m wide 14m height central opening door. In addition to the Hangar a modular accommodation building will be provided offering welfare facilities for use by hangar staff. Construction of the hangar will be a modular steel frame design with an insulated waterproof cladding, a brushed finished concrete floor slab suitable to support the required aircraft and associated mechanical and electrical services. Construction of the accommodation building will be of a modular steel frame design with an insulated waterproof cladding to the exterior. The accommodation building is a standalone facility adjoined to the hangar with a footprint of Approx. 22m Wide x 10m Deep and minimum internal ceiling height of 2.4m. Maintenance and construction access to be determined by manufacturer/supplier. Within the scope of the project also includes the removal and replacement of an existing sub-station.

Planning Permission:

Under The Town and Country Planning (General Permitted Development) (Scotland) Order 1992 the hangar building, and associated welfare facility fall under Class 44 –Development at an Airport. As the works are considered to be the erection of an operational building/s there is an exemption offered from seeking planning permission if prior notification is submitted. Our planning consultants will form and issue a Prior Notification application. The buildings fall within the modular building category, but exceed the area required for exception from building standards. Therefore, a building warrant application will be required.

Location of the project:

The Ayrshire Growth Deal investment portfolio aims to establish Prestwick as a premier Aerospace and Space Park. Master planning for the site has been undertaken. Air site hangar facilities have been identified north of the main runway as shown below.

Project Benefits:

- Up to 150 high skilled jobs for each hangar
- Inward investment into the Prestwick Cluster of MRO & MRO-D operators
- Cluster Building
- A programme has been prepared for the construction of hangarage. By adopting a modular approach to the Hangar, the programme from approval to completion is 14 months.
- Full project costings are being finalised ahead of the bid submission.

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Levelling Up Fund
Lead Officer (Name/Position/Email)	Kevin Carr, Assistant Director - Place – kevin.carr@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p><input checked="" type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>Rationale for decision:</p> <p>This report outline funds and the bidding process for the Levelling Up and Community Renewal Fund and seeks approval for the submission of bids. Members’ decision on this has no specific equality implications</p>	
<p>Signed : Kevin Carr Assistant Director - Place</p> <p>Date: 10 May 2022</p>	

South Ayrshire Council

**Report by Director – Place
to South Ayrshire Council
of 29 June 2022**

**Subject: Ayrshire Roads Alliance Service Plan 2022/23 and
Performance Report 2021/22**

1. Purpose

- 1.1 The purpose of this report is to present the Ayrshire Roads Alliance Service Plan for 2022/23 and the Performance Report for 2022/23.

2. Recommendation

2.1 It is recommended that Council:

- 2.1.1 **approves the Ayrshire Roads Alliance Service Plan for 2022/23 (Appendix 1);**
- 2.1.2 **notes that regular progress updates are provided to the Ayrshire Shared Service Joint Committee;**
- 2.1.3 **considers the performance scorecard for 2021/22 (Appendix 2) presented to the Partnership Panel on 24 June 2022; and**
- 2.1.4 **otherwise, notes the content of this report.**

3. Background

- 3.1 The Ayrshire Roads Alliance is a shared integrated roads and transportation service which was established on 1 April 2014, and provides a service for East Ayrshire Council and South Ayrshire Council. East Ayrshire Council acts as the lead authority for the Ayrshire Roads Alliance.
- 3.2 The first Service Plan for 2014/15 was approved by the Ayrshire Shared Service Ayrshire Roads Alliance Joint Committee on 23 May 2014. As part of the Service Planning process, it was agreed that the Service Plan would be approved prior to submission to both East Ayrshire Council and South Ayrshire Council. At its meeting on 10 June 2022, the Ayrshire Shared Service Joint Committee approved the 2022/23 Service Plan. East Ayrshire Council will consider the 2022/23 Service Plan at their Council meeting on 29 June 2022. A report is being submitted to the Partnerships Panel on 28 June 2022 and a verbal update will be provided at Council on any issues raised at the Panel meeting.

- 3.3 The Service Plan provides detail on the Ayrshire Roads Alliance's current operating position and sets out the vision, challenges, aims and objectives for the 2022/23 financial year. The activities to be undertaken in support of these objectives comprise the following:
- the service transformation plan;
 - service performance through the Performance Management Framework;
 - the Risk Register and Report which has established a method of effective management of risk to ensure service improvement through better service delivery; increased certainty and fewer surprises; more effective and efficient management of resources; reduced waste; and better management at all levels through improved decision-making; and
 - through the Benefits Realisation Strategy and Plan which sets out how benefits will be tracked and controlled across the fully integrated Roads service.
- 3.4 The submitted Service Plan in Appendix 1 now reflects the settled position in terms of South Ayrshire Council 2022/23 budget approved on 3 March 2022 and by East Ayrshire Council on 23 February 2022.
- 3.5 In addition to revenue funding, the Ayrshire Roads Alliance receives funding from other sources including capital and grants from the Scottish Government, Strathclyde Partnership for Transport; and other locations including both external to the Council (e.g. Sustrans) and internal Council Departments.
- 3.6 The Ayrshire Roads Alliance has been in operation for just over eight years, and has achieved a significant amount in that time. The new integrated operating model provides an excellent platform for service delivery and will continue to facilitate a number of continuous improvement initiatives.
- 3.7 Significant challenges lie ahead in terms of maintaining good performance, dealing with financial pressures and their impact on service delivery and delivering on the Benefits Realisation Strategy and Plan to ensure that all the revenue saving targets are met. The Benefits Realisation Strategy and Plan was approved by the Ayrshire Shared Services Joint Committee on 1 May 2015.
- 3.8 The Service Plan contains a change programme, which is complemented by the Business Realisation Strategy and Plan. This has been designed to enable the Ayrshire Roads Alliance to achieve the objectives of the detailed business case set out in June 2013.

Performance Information

- 3.9 A range of performance data is used by the Ayrshire Roads Alliance to measure performance in accordance with statutory requirements to ensure coherent and regular reporting to stakeholders, including service planning actions, budgetary control measures, absence management, customer complaints and risk management. The Ayrshire Roads Alliance benchmarks its activities with the Association for Public Sector Excellence (APSE) and the Society of Chief Officers of Transportation in Scotland (SCOTS) to identify areas for improvement and cost reductions.

Performance Detail

- 3.10 In addition to the statutory indicators the Ayrshire Roads Alliance has a number of other service performance targets. The performance report for 2021/22 is included in Appendix 2.
- 3.11 The performance management framework reflects the service's desire to place the Customer at the heart of service delivery, and the need to provide continuous improvement in the most important issues including the condition of the road; response to fix street lights; response to fill potholes and other emergencies; and response to correspondence received.

4. Proposals

- 4.1 Members are asked to approve the Ayrshire Roads Alliance Service Plan for 2022/23 (Appendix 1) and performance report for 2021/22 and otherwise note the contents of this report.

5. Legal and Procurement Implications

- 5.1 By virtue of the relevant statutory provisions principally detailed within the Roads (Scotland) Act 1984, the Council as local roads authority, is required to manage and maintain all publicly adopted roads within its geographical area other than those which are maintained and managed by the Scottish Ministers. Accordingly, the proposals detailed within this report are in compliance with the discharge of the statutory responsibilities which are incumbent upon the Council as local roads authority.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 There are no immediate financial implications arising from this report.

7. Human Resources Implications

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

8. Risk

Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with adopting the recommendations.

Risk Implications of Rejecting the Recommendations

- 8.2.1 The Ayrshire Roads Alliance Risk Register and performance report is presented to every meeting of the Shared Service Joint Committee.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 3.

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking

- 14.1 If the recommendations above are approved by Members, the Director – Place 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 Leadership Panel in the ‘Council and Leadership Panel Decision Log’ at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Continue to submit reports to the Ayrshire Shared Service Joint Committee	March 2023	Head of Roads – Ayrshire Roads Alliance

Background Papers **Report to Joint Committee of 10 June 2022 - Service Plan 2022-23**

Report to Partnerships Panel of 28 June 2022 - Ayrshire Roads Alliance Service Plan 2022/23 and Performance Report 2021/22

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Date: 21 June 2022



Ayrshire Roads Alliance

Service Plan 2022-2023

May 2022

A Partnership between East Ayrshire Council and South Ayrshire Council

Table of Contents

INTRODUCTION	3
STRATEGIC CONTEXT	15
SERVICE PERFORMANCE FRAMEWORK.....	16
RISK, OPPORTUNITIES and CHALLENGES.....	19
PROFILE OF SAVINGS AND COSTS OVER THE FIRST 10 YEARS.....	23
AYRSHIRE ROADS ALLIANCE IMPROVEMENT ACTION PLAN 2021/22.....	25
APPENDIX 1 – ORGANISATIONAL CHART	34
APPENDIX 2-STRATEGIC AND LOCAL DELIVERY SPLIT SPLIT.....	36

INTRODUCTION

The Ayrshire Roads Alliance is a shared integrated roads and transportation service which provides the roads service for East Ayrshire Council and South Ayrshire Council.

The Service is delivered with the overall objective of improving the road and transportation service in the East Ayrshire and South Ayrshire areas to move the Ayrshire Roads Alliance to a position that will deliver at least £8.634 million of savings by 2024.

The Ayrshire Roads Alliance is governed by the Ayrshire Shared Service Joint Committee. The Joint Committee has responsibility for all shared Council services in Ayrshire.

The Shared Services Minute of Agreement describes the functions of the Joint Committee as follows:

- making decisions within the confines of the service budget,
- developing and implementing a strategic policy framework,
- co-ordinating, monitoring and reviewing service performance,
- monitoring budget spend,
- considering and approving an annual Service Plan.

In addition, the "Joint Committee Arrangements for the Ayrshire Roads Alliance" document covers those issues that are specific to the Ayrshire Roads Alliance.

The two Councils involved in the Ayrshire Roads Alliance have each appointed four Elected Members to the Joint Committee. Meetings take place as often as required to conduct business, but at least twice per year in line with the terms of the Minute of Agreement.

The Alliance is responsible for all the roads and transportation activities listed in Appendix 2, split between strategic and local delivery, that are the responsibility of East Ayrshire Council and South Ayrshire Council. Both Authorities retain the role of Roads Authority under the Roads (Scotland) Act 1984 - Section 1.

East Ayrshire Council - Strategic Issues

The East Ayrshire Community Plan is the sovereign and overarching planning document for the East Ayrshire area, providing the strategic policy framework for the delivery of public services by all local Partners. The Plan is the Council's Corporate Plan and covers the 15 years from 2015 to 2030.

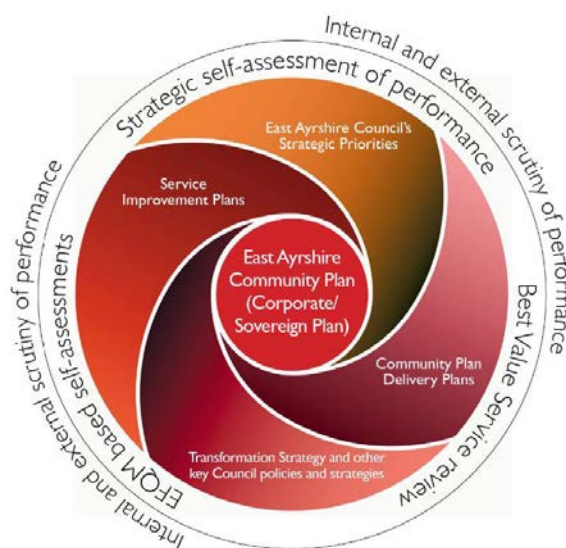
The Vision contained within the Community Plan is shared by all Partners and states that:

“East Ayrshire is a place with strong, safe, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people’s needs.”

The Community Plan is implemented through three thematic Delivery Plans - Economy and Skills, Safer Communities and Wellbeing. The Plan is also implemented through the day to day work carried out by services across the Council.

Service Improvement Plans are an essential element of the Council's performance management and improvement framework. They set out the key issues for delivering services in support of the Community Plan Vision and priorities, provide a focus on performance improvement aligned to the Single Outcome Agreement and describe the service specific risks that may impact on the delivery of the Service.

The diagram below provides a graphic representation of the Council's Policy Planning Framework and shows the strategic context within which the Service Improvement Plans sit. In addition it shows the wider Performance Management and Improvement Framework which the Council has adopted to ensure the rigorous scrutiny of performance and drive service improvement across the Council.



South Ayrshire Council - Strategic Issues

The Council Plan 2018-2022 sets out the Council's vision for the next four years, with a focus on “**Our People, Our Place**”. The Plan details the high-level objectives and outcomes to be achieved by 2022.

The Council strategic objectives are:

- Effective leadership that promotes fairness;
- Reduce poverty and disadvantage;
- Health and care systems that meet people's needs;
- Make the most of the local economy;
- Increase the profile and reputation of South Ayrshire and the Council; and
- Enhanced environment through social, cultural and economic activities.

The Council Plan is supported by Plans for the People and Place Directorates, as well as the Health and Social Care Partnership which detail the proposed delivery outcomes.

These plans are the key documents which will provide the foundation to plan and manage services over the next four years.

There are a number of other key strategic documents that will inform the way forward for the Council which include:

South Ayrshire Profile	Demographic, social and economic statistics for the area.
Programme for Effective Governance	Vision for the future direction of the Council.
Directorate Plans	Programming the delivery of the Council Plan
Council Financial Strategy	Five year financial programme to achieve the Council Plan.
Council Asset Management Plan	Use of land and buildings deliver the Council Plan
Corporate Workforce Plan	Workforce planning aligned to business and people strategies.
Local Outcomes Improvement Plan	Focused Community Planning Partnership activity.

The Council Plan commitments will be achieved through:

Culture	Councillors, and staff ensuring a shared set of values that complements the South Ayrshire Way behaviours of positive, respectful and supportive, and underpins the work of the Council.
Governance	Councillors being demonstrably able to carry out effectively their governance and leadership functions, promoting fairness to all both within the Council and across South Ayrshire.
Partnerships	Effective partnership arrangements will reflect the Council's leadership role in community planning.
Locality planning	Establishing arrangements that are clear to residents, effective in their operation, well supported and responsive to community aspirations, and are accountable to all partners.
Place making	Councillors and officers working with communities to create local place plans and setting local priorities, with progress monitored and assessed.
Resources	Ensuring that there is effective engagement, including with communities to ensure that all annual budgeting, workforce planning and capital programmes are targeted to achieve Council Plan aspirations.
Service planning	Ensuring services work together to deliver Council Plan outcomes.
Structure	Ensuring services are structured to deliver Plan outcomes.
Systematic review	Designing systems to eliminate duplication; streamline processes; harness technology; improve online service access; and maximise the potential of our assets and workforce.
Workforce planning	Ensuring a stable and productive workforce, and improved staff consultation outcomes through succession planning, identifiable career paths, reviewed staff welfare provision, flexible work patterns to suit individual, family and community circumstances.
Regulation	Working within regulation to facilitate development, build fruitful networks with business and communities and reach out to residents.
Monitoring and Evaluation	Providing progress reporting, that is meaningful and drives improvement, based on meaningful baseline information and clear measures of success.

The Ayrshire Regional Growth Deal

The three Ayrshire Councils have worked in partnership with other agencies, communities and businesses to secure the first Regional Growth Deal in Scotland. This will see £251.5 million of investment in key assets and key sectors across Ayrshire, underpinned by an ambition to facilitate economic growth across the region. The projects within the Growth Deal offer the best opportunity to attract private sector investment into Ayrshire and to transform the area. It is considered that the various interventions in the Growth Deal will unlock £300 million of private investment and deliver around 7,000 new jobs across a wide range of sectors.

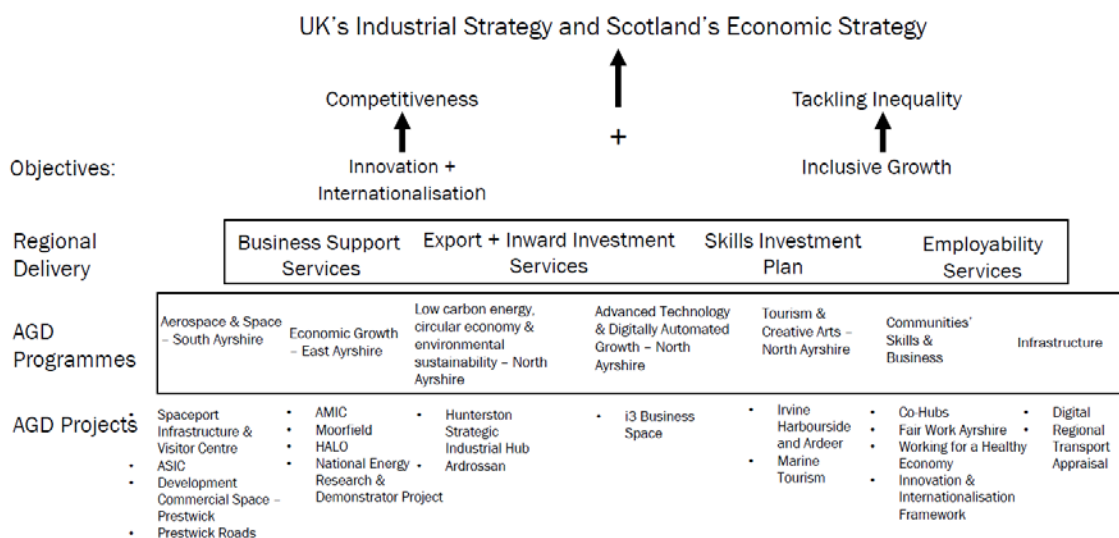
The vision is for Ayrshire to be “a vibrant, outward looking, confident region, attractive to investors and visitors, making a major contribution to Scotland’s growth and local well-being, and leading the implementation of digital technologies and the next generation of manufacturing.”

Project proposals and associated outline business cases have been prepared, reviewed, assessed and refined following feedback received from policy leads with the United Kingdom and Scottish Government and these now form the overall programme business case.

The Heads of Terms for the Ayrshire Growth Deal were signed on 8 March 2019. Partners are now working with Governments to agree the profiling and phasing of projects and the development of full business cases for those projects in 2020.

The figure below illustrates how the Ayrshire Growth Deal programme links to the Governments’ objectives of increased growth and prosperity. The programme is based on the achievement of economic growth and inclusive growth with a clear focus on addressing the issues of innovation and productivity, and inequality across the regional economy.

AGD Strategic Framework



There are no transport projects within the current Ayrshire Growth Deal proposals outwith the areas where development is proposed. Connectivity and accessibility are key tenets of the Deal, and transport infrastructure will be essential to securing Ayrshire's economic growth.

Ayrshire Growth Deal - Transport Projects

It is essential that businesses are connected to markets to make Ayrshire more accessible to investors and visitors, and also to ensure communities are connected to employment and training, which is critical overall to securing Ayrshire's economic growth. Transport infrastructure will underpin the Growth Deal proposals and this has been developed to support the proposals as specified in the project business cases.

Ayrshire's key transport routes (road, rail, sea and air) are critical for businesses to enable goods to get to market, our communities to employment and for training opportunities. A number of key route improvements have been identified.

Transport Scotland has agreed to undertake the Regional Transport Appraisal for the Ayrshire Growth Deal area which commenced in early 2019. This work will ensure the appropriate consideration is given to the relevant Growth Deal projects. This work is part of the wider Strategic Transport Projects Review process in which named schemes will be identified. This will be beneficial to the Ayrshire area as it will confirm, the important strategic nature of the various Ayrshire Growth Deal proposals.

The current Strategic Transport Projects Review for the 20 year period from 2012 deals with just road and rail modes of transport. The new Strategic Transport Projects Review to be published by October 2022 will include all modes of travel including active travel and public transport. In addition, this work will develop transport projects outputs at a national, regional and local level.

Due to Covid-19, Transport Scotland has restructured the STPR2 into two phases. Phase 1 will focus on the short-term (up to 5 years) with a view to identifying interventions which can be accelerated to support a green economic recovery from Covid-19, and also those which embed, support and extend any increase in travel by sustainable travel modes, including positive behaviour change seen during the pandemic. Phase 2 will complete the review and report in autumn 2022, giving Scottish Ministers a programme of potential transport investment opportunities for the period 2022-2042.

Projects

The projects will be developed from the Transport Appraisal process. This work will identify the specific infrastructure required to underpin the Growth Deal to ensure the maximum economic benefit from investment is achieved. At this stage the project list is indicative and each will be assessed in line with the agreed objectives as part of the Regional Transport Appraisal for the Growth Deal through transport appraisal work.

- A70 Ayr to M74 link (East Ayrshire and South Ayrshire)
- A737 corridor improvement (North Ayrshire)
- A760 improvements (North Ayrshire)

- B741 Dalry to Saltcoats Link Road (North Ayrshire)
- A77/A77 Bellfield interchange (East Ayrshire)
- A77 Ayr bypass (South Ayrshire)
- A77 Maybole bypass (South Ayrshire) Complete
- Prestwick Aerospace Park access link road (South Ayrshire)
- Glasgow Prestwick Airport station upgrade (South Ayrshire)
- Glasgow to Carlisle (via Kilmarnock) rail upgrades (East Ayrshire)
- Ayrshire freight strategy (including ports) (All)

Levelling Up Fund

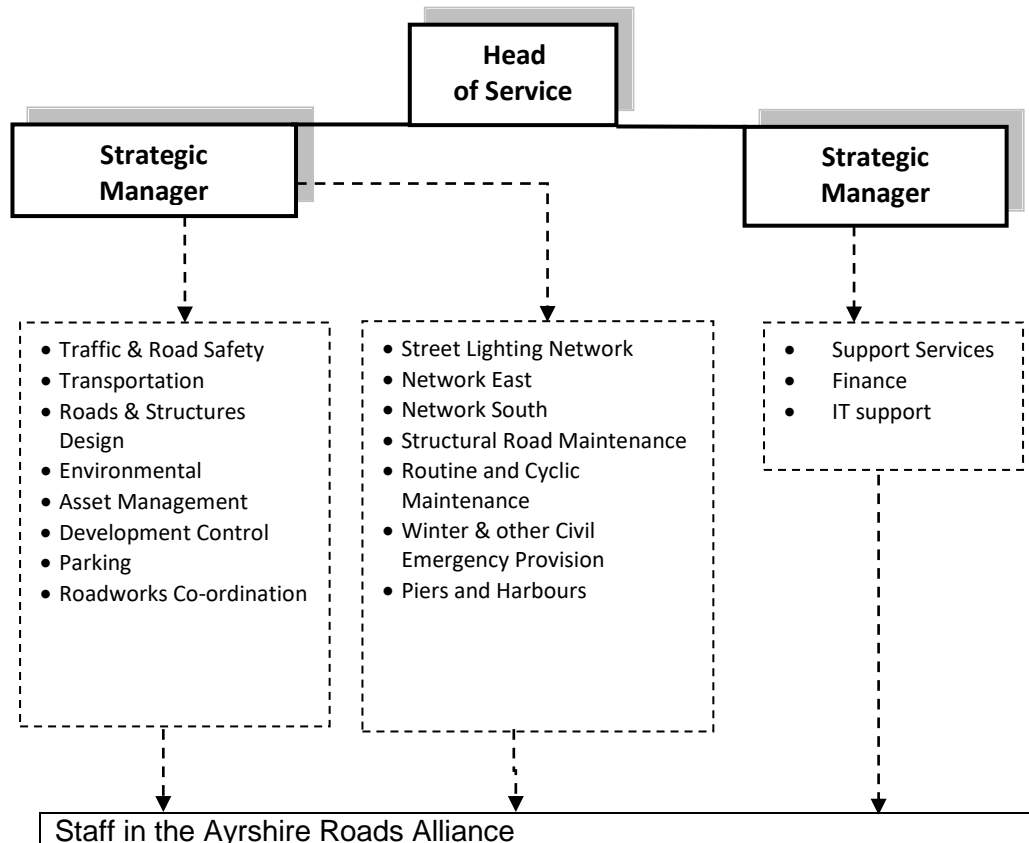
The Fund provides £4.8bn capital investment allocated through a competitive bid process that will operate from 2021/22 through to 2024/25. Total funding of £800m from the quantum has been allocated to Scotland, Wales and Northern Ireland with Scotland guaranteed to receive at least 9% (£432m) of the overall UK total. The fund will be jointly managed by the Ministry of Housing, Communities and Local Government (MHCLG), the Department for Transport (DfT) and HM Treasury

The Fund will focus on capital investment and the Fund Prospectus, which was published by the UK Government in March 2021, highlights that the first bidding round will accept bids which focus on the following specific themes; Investment in Transport
Transport investments - including (but not limited to) public transport, active travel, bridge repairs, bus priority lanes, local road improvements and major structural maintenance, and accessibility improvements. The UK Government are requesting proposals for high-impact small, medium and by exception larger local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth and improve the experience of transport users.

Our Current Service Resources

Table 1 – The Ayrshire Roads Alliance Assets (as at 31 March 2022)

	EAC	SAC	Total
Number of staff			200
Length of Carriageway (km)	1,218	1,175	2,393
Length of Footways (km)	1,022	940	1,962
Number of Streetlights	20,626	20,105	40,731
Number of Traffic Signals	83	81	164
Number of Council owned bridges	618	360	978
Number of privately owned bridges	115	199	314
Number of gullies	27,692	26,040	53,732
Length of retaining walls (km)	6.8	3.0	9.8
Length of sea defences (km)	Nil	24	24
Piers and Harbours	Nil	1	1
No of depots	1	2	3



Staff, Property and Fleet

The Ayrshire Roads Alliance has depots located at Gauchalland in Galston; Meadowhead in Coylton and Grangestone in Girvan. Offices are located in Kilmarnock, Ayr and at Girvan Harbour. We also have extensive vehicles, plant and equipment to allow our service to be delivered.

There will be an ongoing need for property and accommodation across the area for the Ayrshire Roads Alliance; for vehicle and equipment storage; and maintenance and staff facilities. It is important that property and accommodation is safe, secure, fit for purpose, and strategically placed to minimise the time spent travelling from depot to workplace to maintain the road asset, minimise the associated vehicle wear and tear, and emissions.

From April 2014, the following actions have been taken in relation to property and accommodation:

- Gauchalland Depot - Street lighting operations have moved from Munro Place in Kilmarnock to Galston.
- The street lighting technical team is located at the Johnnie Walker Bond in Kilmarnock which now provides a more centralised service. This involved some staff transferring from Burns House in Ayr.
- The closure of the Underwood Depot in Cumnock has seen staff re-located to the Gauchalland Depot in Galston.

- All salt for the Ayrshire Roads Alliance previously stored in the Underwood Depot is now distributed from the Meadowhead Depot in Coylton.
- A rationalisation of fleet across the Ayrshire Roads Alliance has taken place resulting in a reduction in cost.

Further office developments include staff transferring from the Johnnie Walker Bond to the Opera House in Kilmarnock and from Burns House to Wellington Square and Town Hall in Ayr which was restricted due to COVID guidance.

Staff have now returned to the Opera House Kilmarnock on a rota based model with posts designated as fixed, flexible and mobile.

Staff will return to County Buildings and Ayr Town Hall in June 2022 on a rota hybrid model.

Depots at Galston, Ayr and Girvan were fully operational throughout the Pandemic and continued to support other services with waste collection and food delivery.

Our key messages from this work include:

The Ayrshire Roads Alliance completed an organisational review which delivers the current management structure which has generated £326,000 of revenue savings per year. This will contribute £2.242 million towards the Business Case savings target of £8.634 million. The Joint Committee agreed to this review on 1 April 2016, and the work was completed during 2017/18. In accordance with good management practice the Alliance continued to review staff provision, and completed the service re-design during 2021/22 with management actions realising a saving of £190,000, parking £86,000 and £293,000 in South Ayrshire.

The Ayrshire Roads Alliance has completed a depot review which will result in £404,362 of revenue savings by 2024. This included the closure of the Underwood Depot with staff transferring to Gauchalland Depot; and the Munro Place Street Lighting Depot with all street lighting staff now being based in Gauchalland. In accordance with good management practice the Alliance will continue to review depot and accommodation provision.

The Ayrshire Roads Alliance has completed the fleet review which will result in £1,350,699 of revenue savings by 2024. In accordance with good management practice the Alliance will continue to review fleet and plant provision.

Budgets

The Ayrshire Roads Alliance delivers the strategic and local services as stated in this Service Plan and listed in Appendix 2.

The budget to deliver these services is provided from East Ayrshire Council, South Ayrshire Council, and other external organisations. budgets for 2022/23 are confirmed and this is reflected in Tables 1 and 2.

Table 1 - Budgets 2022/23

Council	Revenue	Non - Revenue	Total (£m)
East Ayrshire Council	£6,107,970	£16,023,632	£22,131,602
South Ayrshire Council	£5,892,848	£8,127,238	£14,020,086
Total	£12,000,818	£24,150,870	£36,151,688

Table 2 provides the current non-revenue budgets for 2022/23

Table 2- Non-Revenue Budgets

Funding Source	Type/Level of Funding	Annual Budget 2022/23
East Ayrshire Council Carriageway, Footway Street Lighting. Traffic, Transportation & Road Safety. Bridges & Culvert Replacement. Other works Kilmarnock Car Parks School Streets EV Charging	£5.125m £0.250m £0.230m £0.315m £3.000m £0.080m £1.583m £0.100m £0.100m	Current approved budget £12.803m at Cabinet meeting of 16 March 2022.
Scottish Government	Cycling Walking and Safer Streets. Smarter Choices, Smarter Places. Deliver the Local Flood Risk Management Plan. New Cumnock. Grant funding equivalent to 80% of scheme estimate of £6.29 million.	£0.778m £0.172m £0.114m Overall grant £2.020m Total £3.084mm
Strathclyde Partnership for Transport	General funding	£2,270,000
Sustrans	Projects	£100,000
SFT	Funding for Strategic Strategy for Public charging	£0.060m TBC
Scottish Timber Transport Group	Projects	£0.000m
LED Street Lighting Replacement	LED Replacement	£3.650m

Funding Source	Type/Level of Funding	Annual Budget 2022/23
South Ayrshire Council Roads Improvement Plan Bridge Works Street Lighting LED 20mph in Rural Villages Traffic Signals Girvan Harbour Slope Stabilisation EV Charging	£3.500m £0.840m £0.205m £0.232m £0.023m £0.390m £0.318m £0.190m £0.100m	£6.100m (Confirmed at Leadership meeting on 8 March 2022)
Scottish Government	Cycling Walking and Safer Streets. Smarter Choices, Smarter Places.	£0.718m £0.158m

	Deliver the Local Flood Risk Management Plan.	£0.173m
Strathclyde Partnership for Transport	General funding	£0.500m
Sustrans	Projects	£0.262m
SFT	Funding for Strategic Strategy for Public charging	£0.060m TBC
Scottish Timber Transport Group	Projects	£0.148m

STRATEGIC CONTEXT

EAST AYRSHIRE COUNCIL

The Community Plan 2015 - 2030 includes a Safer Communities Delivery Plan, which sets out the key actions to be undertaken and also measures progress. The Delivery Plan contains three distinct strategic priorities, all of which will be influenced by the activities undertaken by the Ayrshire Roads Alliance. These are:

- Make East Ayrshire a safe, secure and attractive place to live, work and visit.
- Improve community safety in neighbourhoods and homes and protect and support our most vulnerable individuals and families.
- Promote our vibrant communities by encouraging active and responsible citizenship.

Single Outcome Agreement (SOA)

The SOA was reviewed and developed as a key element of the comprehensive review of the Community Plan to ensure alignment with strategic priorities and high level local outcomes. There are a number of National Outcomes which are supported by the activities undertaken by the Ayrshire Roads Alliance. The Community Planning Partnership receives an annual report in September each year at which they are advised of progress against the local outcomes previously agreed.

SOUTH AYRSHIRE COUNCIL –

The Local Outcomes Improvement Plan and Local Place Plans were introduced in 2017. The plan focuses on two strategic themes which emerged from the development process.

- Closing the poverty-related outcomes gap for children and young people in South Ayrshire
- Supporting older people to live in good health

The Plan is supported by a partnership wide focus on four priority areas

- Improving outcomes for looked after children and care leavers
- Providing support for young people who are carers
- Reducing social isolation and loneliness
- Support for people living with dementia and their carers

There will be an effort to improve outcomes for children and older people particularly in the Ayr North and Girvan Glendoune areas, and to identify transferable good practice to be used to support outcomes improvement in other parts of South Ayrshire. The work on progressing this work is taking place within the auspices of the Integrated Children's Services Strategic Delivery Partnerships and the Health and Social Care Partnership and this is supported by appropriate partnership work.

SERVICE PERFORMANCE FRAMEWORK

PERFORMANCE AND BENCHMARKING

The Councils' performance management frameworks operate on a number of levels providing detail on strategic priorities, operational priorities and day to day management information. Within the Ayrshire Roads Alliance, the approach is fully integrated and aligned with the corporate frameworks.

- Strategic (Community Plan and Single Outcome Agreement; and Local Outcomes Improvement Plan)
- Operational Priorities (Council performance indicators)
- Management information (operational statistics, corporate measures of performance)

Strategic Issues

East Ayrshire Community Plan 2015-30. The Community Plan includes three Delivery Plans, which set out the key actions to be undertaken and measures to progress against them. The Delivery Plans contains distinct strategic priorities, which will be influenced by the activities undertaken by the Ayrshire Roads Alliance Service.

Single Outcome Agreement. The single outcome agreement has been reviewed and developed as a key element of the comprehensive review of the Community Plan in 2014/15 to ensure alignment with strategic priorities and high level local outcomes.

Operational Issues

Council Performance Indicators.

The Ayrshire Roads Alliance reports on a number of performance indicators through an electronic Performance Management System. A management framework has been developed, which has been approved by the Joint Committee. The data includes both contextual and performance information thereby allowing statutory returns to be made facilitate benchmarking provide each Council and the Joint Committee with the information they require to monitor performance.

A performance scorecard is produced as an integral part of the Ayrshire Roads Alliance which is reviewed at the monthly Ayrshire Roads Alliance Management Team meetings and reported to every Joint Committee.

This scorecard is used to:

- monitor the progress in meeting the Ayrshire Roads Alliance's objectives;
- help managers to have performance-related conversations with staff;
- identify any problem areas that need addressed.

Performance Management System

Relevant information contained within the Performance Management System is provided for each four week period in a scorecard which is used by the Depute Chief Executive (Safer Communities) and the Head of Service to monitor performance activity and improvement within their respective management team meetings.

SCOTS/APSE Benchmarking Framework

The Society of Chief Officers of Transportation in Scotland (SCOTS) and the Association for Public Sector Excellence (APSE) have developed a series of indicators to utilise SCOTS definitions using a single template.

The Alliance participates in the SCOTS/APSE benchmarking framework through the APSE Annual Return; the SCOTS/Institution of Civil Engineers “state of the network” annual return; and the Scottish Road Maintenance Condition Survey.

Local Government Benchmarking Framework

The Local Government Benchmarking Framework (LGBF) collates information from the APSE Annual Return that is published by the Improvement Service with specific actions to improve performance.

Monitoring and Review

Monitoring of the service plan is the responsibility of the Joint Committee. An annual review will be completed and reported to the Joint Committee and both Councils. The Joint Committee will receive a six monthly update on the Service Plan progress. In addition, separate monthly meetings are held with the Depute Chief Executive responsible for the provision of the roads service within East Ayrshire Council; and the Executive Director responsible for the provision of the roads service within South Ayrshire Council.

Scrutiny in respect of the Joint Committee is undertaken by both Councils in accordance with their own processes as set out within their respective Corporate Governance arrangements. Matters in relation to service performance will be closely monitored by both Councils through the Joint Committee.

QUALITY MANAGEMENT AND ASSESSMENT

European Foundation for Quality Management (EFQM) Excellence Model

The European Foundation for Quality Management (EFQM) Excellence Model is a practical self-assessment tool designed to promote continuous improvement within organisations by assessing their performance against concepts of tested and recognised good management practice. The EFQM Model is the cornerstone of Best Value. The service also has an externally accredited Quality Management System.

ENGAGEMENT WITH SERVICE USERS

The Ayrshire Roads Alliance will continue to undertake engagement with relevant service users. This engagement will take a number of forms through informing, consulting, involving, collaborating or empowering our service users.

Through 2022/23 we will continue engagement with our customers to ensure we maximise the involvement of our service users.

CONSULTATION WITH EMPLOYEES

Employee Engagement

The Employee Attitude Survey identified a number of issues to be addressed. Employee engagement will continue through 2021/22 and this will take many forms including management meetings; team meetings and staff forums. The staff forums will take place when important Council or service information requires to be provided to staff. One of the main issues for 2021/22 was the transformation strategy for Ayrshire Roads Alliance and implemented April 2022.

Trade Union Meetings

The Alliance will continue to engage with the Trade Unions through the established JCC process which involves meetings at a Corporate; Service and work specific level.

RISK, OPPORTUNITIES and CHALLENGES

Risk

The Ayrshire Roads Alliance records risk using a “five by five” scoring matrix, for the risks identified which quantifies the assessment of the likelihood and severity of a particular risk occurring. This information is hosted on the Performance Management System and it is used to understand the impact of proposed controls and mitigations on the overall risk profile. This is a widely used tool in risk management.

The service risk register, and the Corporate Risk Registers, are aligned to the approach of identifying and recording risk, which ensures a consistent approach to service level risk recording. This allows service objectives and priorities, performance measures and service risks to be captured in a single document. These areas are closely aligned, and this approach offers benefits in business planning, service delivery, and performance and risk management.

The risk register for the Ayrshire Roads Alliance is presented to every meeting of the Joint Committee.

There continues to be a number of opportunities and challenges which the Ayrshire Roads Alliance faces over the next twelve months.

Opportunities

The opportunities include the following

- Although the Organisational Review was approved by Joint Committee on 1 April 2016 and implemented during 2017/18, we continued to review staff provision during 2020/21 as part of service re-design reported and approved by Cabinet 23 February 2022 the transformation and redesign was implemented from 1 April 2022.
- The Plant & Fleet review from June 2016 was implemented immediately. However, with new technology and the need to increase the number of electric vehicles then all plant and fleet will continue to be reviewed during 2022/23.
- The property and accommodation review from November 2016 and all the actions have been implemented. Nevertheless, with more agile and remote working, the Alliance will continue to review these issues during 2022/23, as part of the service re-design.
- The opportunity to continue to make significant revenue budget savings through the replacement of existing street lighting units with LED units cannot be understated. Work commenced in 2018/19 with work programmed to be completed in 2021/22, however completion has been delayed due to COVID and the impact of material shortages... It was expected that street lighting revenue delivery cost would reduce by more than 50%, however, the current challenge

against this, is the current rising energy costs as a result of wider economic issues.

- Use of Digital software to improve our gully, culvert, and harbour infrastructure management
- The developing Ayrshire Growth Deal will allow the provision of strategic transportation projects throughout the whole of Ayrshire with this work being carried out by Transport Scotland as part of the Strategic Transport Projects Review Regional Transport Appraisal work.

Challenges

There are a number of challenges the Ayrshire Roads Alliance will face in 2022/23 which include the following.

External

- There is the potential to increase the utilisation of electric cars and vans to comply with emission standards and the Scottish Government decision to ensure that all new cars and vans are not powered through fossil fuel means by 2030. This will result in the reduction in harmful emissions, and an improvement to air quality.
- The Transport (Scotland) Bill places increased emphasis on low emission zones; smarter ticketing arrangements; the increased role and powers for the Roadworks Commissioner; the ban on pavement and double parking; the workplace parking levy and the ability for Councils to run public bus services.
- The National Transport Strategy will focus on sustainable, inclusive and accessible transport systems to promote prosperity, health and fairness. The **Sustainable Transport Hierarchy** will be used to inform budgetary decisions with walking first; then cycling; public transport; taxis and shared transport and then the private car. There is a need on many levels for more active travel and public transport use across Scotland. The **Sustainable Investment Hierarchy** will be used to inform budgetary decisions – reduce the need to travel; maintain existing assets; make better use of existing capacity; and finally targeted infrastructure improvements.
- There continues the potential for re-organisation of roads services at a national and local level. The National Transport Strategy has identified the need to focus on increased collaboration, and this was considered through the Roles and Responsibilities Working Group which made recommendations to the Scottish Ministers including that future transport governance arrangements should be on the basis of some form of regional model allowing for variations in approach between different geographic regions; and
- There is the potential for continuous increases in the unit costs of electricity due to 'green taxes' and on-going energy costs. The Department of Energy and Climate Change has predicted that electricity prices are likely to double within the

next ten years. SCOTS reported a 20% increase in energy costs with a further 6% increase expected in 2022/23.

- However, provided the programme for LED lights is completed then the impact of this specific challenge may be reduced.
- Ensure the current Regional Transport Appraisal work aligns with the needs of East Ayrshire and South Ayrshire Council.
- Rising costs of oil based products and construction materials as a result of ongoing world issues with Bitumen and coated road stone increasing by 12%.
- Rising costs and shortage of general construction materials, steel, and high value electrical products.
- Changes to the use of rebated fuel (Red Diesel) for construction plant will see an increase in overall fuel costs.

Internal

- There are increased austerity measures resulting in need to drive further efficiency savings over and above the £8.634m identified in the Benefits Realisation Strategy & Plan which was presented to Joint Committee on 1 May 2015.
- The need to increase the level of mobile working across the Ayrshire Roads Alliance workforce as a direct result of implementing the Roads Asset Management Plan and the impact of COVID. This has resulted in an increase in mobile technology, full use of the WDM Roads Maintenance and Management System, Artificial Intelligence and the decrease in the demand for desk and office space. As a result of COVID many of the aforementioned have been accelerated by the service in particular reduced desk space, mobile technology and the implementation of Artificial Intelligence, training has been delivered on this particular element for operational use from April 2022.
- The rise in demand for electricity charging points as a direct result of the greater number of electric vehicles and the Scottish Government initiative to ban the sale of new fossil fuel powered cars and vans from 2030.
- The impact of an ageing workforce and the need to ensure an appropriate knowledge transfer and succession planning; and service re-design. Work around this was carried out over 21/22 with a greater emphasis on the service being more resilient with an amended structure to be more community focused along with Modern Apprenticeships and trainee opportunities.

Resilience

- Continue to engage with community councils and community groups to improve local winter and flooding resilience. This allows these groups to take ownership of gritting the footpaths and minor roads; and attend minor flooding events and report them directly to the Alliance for action. The uptake to date has been encouraging and risen to 160 groups. This resilience work was recognised by the National Highways Industry in October 2021 and APSE in March 2022.
- Decreasing requirements for desk and office space due to the increase in mobilisation of workforce from the developing Roads Asset Management Plan using the WDM system and working patterns amended due to COVID will see an increase in 'hot desking' and access to welfare facilities at key strategic locations throughout the geographical area of the Ayrshire Roads Alliance, through service re-design.
- Improved adverse weather resilience during periods of heavy rain, and severe snow conditions.
- Ensuring improved resilience as a measure of our ability to successfully absorb future changes; to reshape ourselves; and a strategic capability to thrive.

PROFILE OF SAVINGS AND COSTS OVER THE FIRST 10 YEARS

The Ayrshire Roads Alliance will achieve savings of £8.634 million by 2024.

This represents a saving on the costs to deliver the service when comparing the first year with later years. Table 3 has been extracted from the Detailed Business Case, and this shows the various costs/savings to be delivered. The reason for the variations in year one to year four is due to set up costs. In practice, these set up costs may be spread over a longer period to mitigate any operational risks. This may impact on when consequential savings are realised.

Continual updates on progress and targets will be contained within the service plan, and reported to the Joint Committee when required.

This savings will enable Councils to take individual decisions, either to bank their share of the savings, or to invest some or all in additional roads maintenance.

Strategic Delivery Savings for each Council are now calculated by considering a smaller group of core strategic delivery staff and that their costs are apportioned on a budget spend profile basis, in line with local delivery budget spend plus the actual capital expenditure in that specific year.

Local Delivery Savings are pro rata to the existing budgets.

Table 3 – Ayrshire Roads Alliance Total Revenue Savings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
Proposed Savings (£m)	0.696	-0.426	-0.730	-1.049	-1.187	-1.188	-1.187	-1.188	-1.187	-1.188	-8.634
Savings to date (£m)	0.696	-0.441	-0.971	-1.315	-1.768	-2.515	-3.067	-3.636	-3.828		
Total Proposed Savings (£m)	0.696	0.270	-0.460	-1.509	-2.696	-3.884	-5.071	-6.259	-7.446		
Total Actual Savings to date (£m)	0.696	0.255	-0.715	-2.031	-3.799	-4.283	-5.582	-6.703	-7.464		

To date savings of £7.464 million have been realised from a target of £3.828. Million. This is £3.636 million ahead of target.

The Benefits Realisation Strategy and Plan has provided the framework for achieving the £8.634 million of savings by 2023.

The Benefits Realisation Strategy and Plan

- Ensures benefits are identified and also defined at the outset, and appropriately linked to the East Ayrshire and South Ayrshire Council's strategic objectives.

- Ensures relevant business areas are prepared to realising their defined benefits.
- Reduces the risk of unrealistic optimism in the Detailed Business Case and subsequent benefits realisation dilution or delay during or after potential implementation.
- Drives the process of realising benefits, including benefits measurement, tracking and recording benefits as they are realised.
- Uses the defined, expected benefits as a roadmap for the programme, providing a focus for delivering change.

AYRSHIRE ROADS ALLIANCE IMPROVEMENT ACTION PLAN 2022/23

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
1	Continue to use the integrated Roads Asset Management Plan across the Ayrshire Roads Alliance.	There is one Asset Plan for the Service delivering a risk based approach for full service delivery	Head of Service	March 2023.	SCOTS RAMP Project. Development work has been extended with staff attending various external workshops to progress this work.
2	Continue to prepare details for developing an integrated Local Transport Strategy.	A Strategy covering both Council areas, which will involve consultation with stakeholders. Information will be gathered to inform the future Local Transport Strategy. Continue to contribute to the Scottish National Transport Strategy, Regional Transport Strategy and Strategic Transport Projects Review work.	Head of Service	March 2023	The Regional Transport Strategy, through SPT, has just commenced on which the Alliance has Board membership. The Local Strategy will be created as an appendix to the Draft RTS when this is published in June 2022
3	Action the Flood Risk Management Plan	Complete schemes and undertake studies. Inform the next national cycle of potential flood risk management schemes beyond 2022.	Head of Service	January 2023	Continue with construction of new Cumnock Phase 2. Continue design work on the Irvine Valley Work. Continue with flood study works for the River Ayr, River Doon and in Girvan. Continue to engage with SEPA with the final document due for publication Autumn 2022 with reports brought to committees within East and South Ayrshire.
4	Improve the condition of the road network.	Improve annual roads survey results which are part of the	Head of Service	Site works will be undertaken	Key dependencies are the Road Improvement Plans approved by the relevant Committees in

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
		SRMCS work. Ensure the Alliance undertakes more proactive maintenance.		throughout 2022/23.	East Ayrshire and South Ayrshire in spring 2022. Progress is provided to members, and relevant Committees.
5	Ensure the road network remains safe through raising awareness and improving road safety through education, engineering and enforcement.	Reduce road accidents in line with government targets. Provide appropriate traffic management schemes and initiatives.	Strategic Manager Roads and Transportation	March 2023	Scottish Government and SCOTS guidance is used. A key dependency is the Road Improvement Plans which are presented to Cabinet and Leadership each year.
6	Improve the condition of the bridge stock.	Improve bridge condition index. Reduce the number of weight restricted bridges. Complete all general, special and principal bridge inspections.	Design & Environment Manager	March 2023	Through the Road Asset Management Plan. Key dependencies are Road Improvement programmes approved by Committees in East Ayrshire and South Ayrshire in spring 2022. Deliver the capital and revenue programmes.
7	Manage and improve the street lighting asset and install energy efficient lighting schemes.	Maintain high standard of fixing dark street lights. Complete the LED lighting replacement programme in both East Ayrshire and South Ayrshire.	Head of Service	October 2023	Through the Road Asset Management Plan, with additional funding being provided to commence the LED programme. At present performance is 35% of streets lights are now LED in EAC; and 80% in SAC. On target for completion within timescales.
8	Maximise and deliver externally funded sources of work	Identify external funding sources and deliver work on time and on budget. Improve infrastructure; and contribute to improving the condition of the network.	Head of Service	Works will be undertaken throughout the 2022/23.	External sources, including Timber Transport, Sustrans, SPT - Regional Transport Partnership, CWSS - Cycling Walking and Safer Streets. Scottish Government Bridge Fund.SFT
9	Implementation of Parking Strategy	Develop	Head of Service	Works will be undertaken	Amendments to TRO's, lining, signing and residential parking permits and implementing

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
				through 2022/23	an improved process using digital technology.
10	Prepare Service Plan	Publish	Head of Service	Annual	East Ayrshire Council Community Plan. South Ayrshire - Local Outcomes Improvement Plan and Local Place Plans. Draft Plan to be submitted to Joint Committee in December 2022.
11	Continue to review insurance costs and insurance issues.	Review current practices to minimise insurance costs.	Head of Service	Complete	Ayrshire Roads Alliance Monthly Insurance Report. There is good dialogue with the Risk & Insurance to ensure our work improves the number of repudiated claims. The number of claims has greatly reduced due to the implementation of the new Code of Practice.
12	Review Depots and Accommodation	Continue to review in 2022/23 from initial work was completed in 2017 as a result of amended working practices.	Head of Service	March 2023	Joint Committee Reports of November 2016. Although initial work has been completed we continue to strive to make depot and accommodation cost savings. Further work will continue on this as a result of COVID and the return to office space during 2022/23.
13	Review vehicle and plant costs	Continue to review in 2021/22 from initial work that was completed in 2017.	Head of Service	March 2023	Joint Committee Reports of June 2016 The service continues to review fleet requirements with the most recent improvement being on the management of vehicle utilisation, electric vehicles and Telematics.
14	Monitor and exercise Business Continuity Plans	Improved resilience.	Business Support Manager	Review and update following relevant local and	Existing East Ayrshire and South Ayrshire Council plans

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
				national events.	
15	Continue to use the Roads Costing System to its full potential.	Improve service performance from both an on-site and financial perspective.	Business Support Manager	August 2022	Revised roads costing system was fully operational from November 2018. The system continues to be used to monitor performance and work is ongoing to implement digital timesheets linked to the Roads Costing System.
16	Support and contribute to the Ayrshire Growth Deal	Transport Summit has taken place and outcomes are included in the National Transport Strategy, Regional Transport Strategy and the Strategic Transport Projects Review.	Head of Service	October 2022	The Transport Appraisal being led by Transport Scotland commenced in January 2019. We continue to engage with Transport Scotland to ensure the Ayrshire Growth Deal transportation work is included in Strategic Transport Projects Review 2 work.
17	Regional Transport Strategy	Successfully contribute to the preparation of this work being led by SPT. The Alliance has Board representation.	Head of Service	June 2022	SPT documents and existing Regional Transport Strategy Work is on-going with the completion date for the draft RTS to be published June 2022.
18	Regional Transport Appraisal	Ensure the various projects identified as part of this work are included in the Strategic Transport Projects Review.	Head of Service	October 2022	Transport Scotland documents Work is on-going with the completion date for the STPR2 of October 2022.
19	National Transport Strategy	East Ayrshire and South Ayrshire Councils contribute to this process to ensure the sustainable transport hierarchy and sustainable investment	Head of Service	October 2023	In recognition of the anticipated increase in Active Travel work, it is proposed that a member of staff is dedicated directly to this work.

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
		hierarchy are delivered.			
20	National Transport Strategy – review of Governance	East Ayrshire and South Ayrshire Councils contribute to this process to ensure that the outcome/output meets the needs of the road users/communities in both Council areas.	Head of Service	March 2023	National Transport Strategy
21	Transport (Scotland) Bill -	East Ayrshire and South Ayrshire Councils contribute to this process to ensure the work provides the best outcome for road users in both Council areas.	Head of Service	Complete	Transport (Scotland) Bill received Royal Assent 15 November 2019.
22	Transport (Scotland) Bill -	East Ayrshire and South Ayrshire Councils contribute to this process to ensure a pragmatic approach is taken in delivering the pavement parking ban in both Council areas.	Head of Service	March 2023	Transport (Scotland) Bill and Transport Scotland Parking Standards working group still awaiting guidance from Transport Scotland.
23	Levelling Up Fund	East Ayrshire and South Ayrshire Councils contribute to this process to ensure that the outcome/output meets the needs of the road users/communities	Head of Service	June 2022	Levelling Up Fund bids will be submitted June 2022.

East Ayrshire Council Strategic Priorities 2022/23

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
1	Progress and complete the New Cumnock Flood Protection Project	Complete the flood prevention projects at the Leggate and beside the Afton Water.	Head of Service	November 2022	East Ayrshire Council and Scottish Government funding. The Leggat stage of the works was completed in August 2018 with the Afton Water phase commenced May 2021 with an 18 month contract duration
2	Develop Projects approved from the Flood Risk Management Plan	Progress relevant studies and inform the developing list of schemes for cycle two of the national protection schemes to be delivered from 2022.	Head of Service	October 2022	East Ayrshire Council and Scottish Government Funding. Continue with work on studies for the Irvine Valley, Dalrymple, Catrine and Dalmellington through the financial year.
3	Support and contribute to the Ayrshire Growth Deal	Stimulate economic growth and address inclusive growth concerns. Contribute to infrastructure projects which are being developed through the Regional Transport Appraisal work being led by Transport Scotland.	Head of Service	October 2022	The all Ayrshire Transport Appraisal being led by Transport Scotland commenced in January 2019. We will continue to engage with Transport Scotland to ensure the Ayrshire Growth Deal transportation work is included in Strategic Transport Projects Review work.
4	Transformation Strategy 2	Continue to provide a high quality roads service within decreasing available budgets. Includes service re-design work.	Head of Service	Complete	East Ayrshire Council reports to various Committees. Work commenced and was completed by March 2022 including a full revision of ARA structure.
5	Active Travel Strategy	Develop active strategy for travel across South Ayrshire Network and East Ayrshire Network	Head of Service	Complete	A full review of active travel provision in East Ayrshire has been undertaken and this will be presented to the relevant East Ayrshire Council Committee Summer 2022.

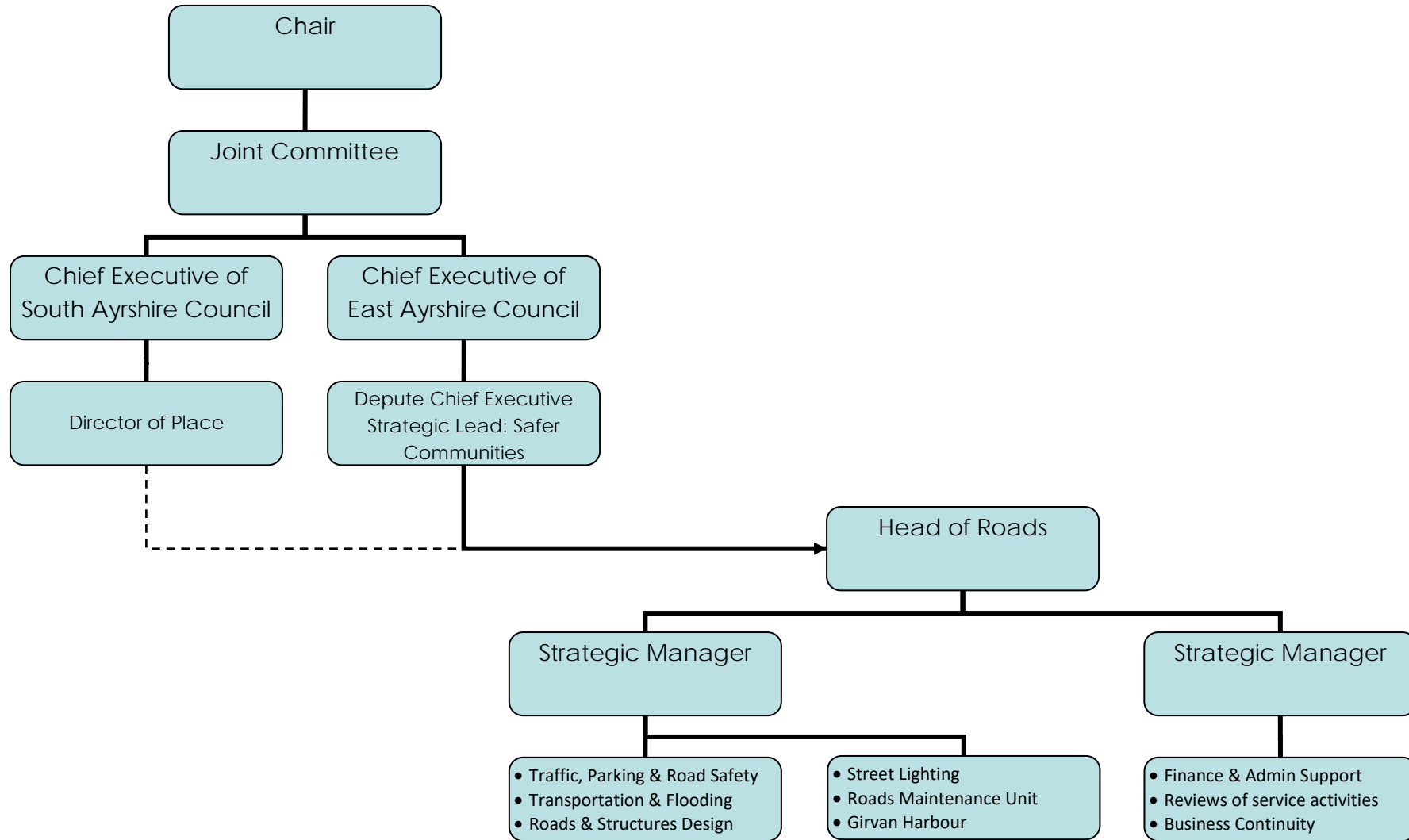
Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
6	EV Strategy	Develop EV strategy across East Ayrshire Network	Head of Service	August 2022	A full review of EV provision in East Ayrshire has been undertaken at present and this will be presented to the relevant East Ayrshire Council Committee with further work being carried out in partnership with Scottish Futures Trust to assess public charging funding models.
7	Levelling Up Fund	Completion and Submission of Bid for improvements to Bellfield Interchange	Head of Service	June 2022	Design and modelling work to improve Bellfield to increase capacity and open up [development opportunities.
8	Ash Die back Strategy	Develop a risk based strategy for the management of Ash Die Back.	Head of Service	August 2022	Develop a risk based approach to the management of Ash Die Back.

South Ayrshire Council Strategic Priorities 2022/23

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
1	Implementation of car parking strategy for South Ayrshire.	Complete this work with improved parking provision and management.	Head of Service	Complete	A full review of car parking provision in South Ayrshire is being undertaken at present and this will be presented to the relevant South Ayrshire Council Committee.
2	Develop Projects approved from the Flood Risk Management Plan	Progress relevant studies and inform the developing list of schemes for cycle two of the national protection schemes to be delivered from 2022.	Head of Service	October 2022	Flood study work in the Girvan area is progressing and a report will be presented to the relevant South Ayrshire Council Committee.
3	Support and contribute to the Ayrshire Growth Deal	Stimulate economic growth and address inclusive growth concerns. Contribute to infrastructure projects which are being developed through the Regional Transport Appraisal work being led by Transport Scotland.	Head of Service	October 2022	The all Ayrshire Transport Appraisal being led by Transport Scotland commenced in January 2019. We will continue to engage with Transport Scotland to ensure the Ayrshire Growth Deal transportation work is included in Strategic Transport Projects Review work.
4	20mph speed restrictions in villages	Progress with the 20mph speed restrictions in all villages. Maintain engagement with the local communities.	Head of Service	March 2022 phase 1&2 Complete March 2023 phase 3	Completed phase 1 and 2. Design work and consultation phase 3
5	Anticipated Budget Reductions in 2022/23	Continue to provide a high quality roads service within decreasing available budgets. Includes service re-design work.	Head of Service	March 2023	Reports to various Committees.

Action		Success Criteria/ Desired Outcome	Responsible	Timescale	Details
6	Active Travel Strategy	Develop active strategy for travel across South Ayrshire Network	Head of Service	Complete	A full review of active travel provision in South Ayrshire has been undertaken and was presented to Leadership Panel. Strategy to be published.
7	EV Charging Strategy	Develop further the EV strategy for South Ayrshire Network	Head of Service	August 2022	A full review of EV provision in South Ayrshire was being undertaken and approved by Leadership Panel. This will be reviewed as a result of work with Scottish Futures Trust to assess public charging funding models.
8	Levelling Up Fund	Submission of Active Travel bid	Head of Service	June 2022	Joint bid with NAC for active travel route Ayr to Irvine
9	Levelling Up Fund	Submission of A70 Improvement Package	Head of Service	June 2022	Bid submission for A70 improvements.
10	Motorhome Trials	Develop Campervan sites along the coastline.	Head of Service	March 2023	Formalisation of two temporary sites at Girvan and Ayr and additional trials at Ballantrae, Maidens, Prestwick and Troon.
11	Strategic Economic Impact Assessment A75/A77	There is a growing desire to understand the importance / effectiveness of the improvements outlined along the A75 and A77.	Head of Service	July 2022	Public consultation / survey covering communities throughout Ayrshire (North, South and East) and Dumfries & Galloway is currently being undertaken. To date there has been approximately 600 responses, with more responses expected as the survey is promoted on social media and the radio. Final report complete for reporting July 2022.

APPENDIX 1 – ORGANISATIONAL CHART



APPENDIX 2 – STRATEGIC AND LOCAL DELIVERY SPLIT

TABLE 1 - PROPOSED SPLIT BETWEEN STRATEGIC AND LOCAL DELIVERY

Strategic Service Delivery	Local Service Delivery
<p>Asset and Performance Local Transport Strategy; Transportation Policy; Road Safety Plan; Cycling Strategy Council/Partner Liaison;</p>	<p>Transportation, Development Control and Road Safety Maintenance of Bus Shelters; Split Cycle Offset Optimisation Technique (SCOOT) systems (an adaptive control system for controlled road crossings); Development Control; Bus Shelter Advertising; Shopmobility; Travel Planning; Planning Applications; Development Planning; Section 75 Agreements; Road Safety Audits; School Travel Plans; School Crossing Patrol; Road Safety Education. Maintenance of Traffic signals, traffic signs, Traffic Orders; Traffic Counts, Accident Investigation and Prevention;</p>
<p>Asset and Performance Asset Management Plan; Performance Monitoring; Parking Strategy. Scottish Roadworks Register</p>	<p>Asset, Traffic and Parking Car Park Maintenance and Parking Enforcement. Roads Improvement Plan; Infrastructure Surveys; Inventory Management; Issue of Permits; Accident Investigation and Prevention;</p>
<p>Asset and Performance Flood Risk Management Strategy; Flood Risk Management Plans;</p>	<p>Design and Environment Maintenance of Watercourses, Bridges, Retaining Walls, Piers and Harbours. Watercourses; Flood Mitigation; Coastal Protection; Inspection of Piers & Harbours; Bridge Inspections and Maintenance; Structural Assessments; Technical Approval; Abnormal Load Routing; and Design of Major Road Schemes and Improvements. Road Construction Consents</p>
<p>Construction and Roads Maintenance Winter Service Planning; Street Lighting Management;</p>	<p>Operations Proactive, Reactive, Cyclic Maintenance of Roads and Footways; Winter and Weather Emergency Service; Proactive and Reactive Maintenance of Streetlights; Electricity costs for streetlights. Carriageway Inspections; Programming of Proactive, Reactive and Cyclic Maintenance; Street Lighting Design; Festive Lighting, Construction of Road Safety Schemes; Design of Minor Road Schemes. EV Charging.</p>

Strategic Service Delivery	Local Service Delivery
Business Operations Scottish Roadworkers National Training Programme New Business opportunities	
Support Services HR, Finance, ICT, and Administrative Support.	

TABLE 2 - CURRENT SPLIT BETWEEN STRATEGIC AND LOCAL DELIVERY

Strategic Service Delivery	Local Service Delivery
Transportation, Development Control and Road Safety Local Transport Strategy; Transportation Policy; Road Safety Plan; Travel Planning, Cycling Strategy; Planning Applications; Road Construction Consents; Development Planning, Council/Partner Liaison, Section 75 Agreements; Road Safety Schemes; Road Safety Audits; School Travel Plans; School Crossing Patrol; Road Safety Education.	Transportation, Development Control and Road Safety Maintenance of Bus Shelters; Split Cycle Offset Optimisation Technique (SCOOT) systems (an adaptive control system for controlled road crossings); Development Control; Bus Shelter Advertising; Shopmobility; Construction of Road Safety Schemes.
Asset, Traffic and Parking Asset Management Plan; Roads Improvement Plan; Infrastructure Surveys; Inventory Management; Scottish Roadworks Register; Issue of Permits; Performance Monitoring; Accident Investigation and Prevention; Traffic Orders; Traffic Counts; and Parking Strategy.	Asset, Traffic and Parking Maintenance of Traffic signals, traffic signs, Car Park Maintenance and Parking Enforcement.
Design and Environment Flood Risk Management Strategy; Flood Risk Management Plans; Watercourses; Flood Mitigation; Coastal Protection; Inspection of Piers & Harbours; Bridge Inspections and Maintenance; Structural Assessments; Technical Approval; Abnormal Load Routing; and Design of Major and Minor Road Schemes and Improvements.	Design and Environment Maintenance of Watercourses, Bridges, Retaining Walls, Piers and Harbours.
Operations Carriageway Inspections; Winter Service Planning; Programming of Proactive, Reactive and Cyclic Maintenance; Street Lighting Design and Management; and Festive Lighting.	Operations Proactive, Reactive, Cyclic Maintenance of Roads and Footways; Winter and Weather Emergency Service; Proactive and Reactive Maintenance of Streetlights; Electricity costs for streetlights.

APPENDIX 2 AYRSHIRE ROADS ALLIANCE PERFORMANCE SCORECARD DETAILED MONITORING REPORT

ANNUAL REPORT 2021/2022

ANNUAL PERFORMANCE INDICATORS (CALENDAR YEAR)	AYRSHIRE ROADS ALLIANCE						
	2014	2015	2016	2017	2018	2019	2020
Number of people killed or seriously injured in road accidents per 100,000 population	25	29	29	33	59	46	36
Number of slightly injured casualties per 100,000 population	147	176	138	150	181	86	65

ANNUAL PERFORMANCE INDICATORS (FINANCIAL YEAR)	APSE Average	EAST AYRSHIRE COUNCIL									SOUTH AYRSHIRE COUNCIL								
		2011/13	2012/14	2013/15	2014/16	2015/17	2016/18	2017/19	2018/20	2019/21	2011/13	2012/14	2013/15	2014/16	2015/17	2016/18	2017/19	2018/20	2019/21
% of A Class roads that should be considered for maintenance	27.06%	29.70%	26.20%	24.60%	21.30%	19.10%	19.80%	21.20%	23%	22.10%	38.40%	41.60%	42.20%	40.50%	38.60%	38.20%	36.10%	34.40%	34.10%
% of B Class roads that should be considered for maintenance	31.89%	37.80%	37.80%	36.90%	34.20%	34.00%	35.70%	32.20%	32.50%	32.60%	47.90%	49.70%	50.40%	48.90%	43.90%	40.70%	38.10%	36.90%	37.30%
% of C Class roads that should be considered for maintenance	34.22%	42.10%	46.50%	45.50%	40.30%	38.50%	40.50%	40.60%	38.80%	33.50%	43.20%	48%	49.50%	43.90%	40.20%	41.40%	42.40%	42.20%	40.80%
% of unclassified roads that should be considered for maintenance	39.84%	43.60%	45.00%	44.10%	44.90%	45.60%	44.00%	43.70%	42.10%	42.30%	44.90%	46.20%	42.00%	43.30%	43.30%	41.40%	42.90%	42.30%	43.30%
Overall % of road network that should be considered for maintenance	-	40.60%	41.70%	40.80%	39.40%	39.10%	39.00%	38.40%	37.80%	36.80%	44.50%	46.80%	45.00%	44.10%	42.30%	41%	41.30%	37.80%	40.90%

AYRSHIRE ROADS ALLIANCE																	
MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	Target	Current Status	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Comments	
FINANCE																	
No of invoices paid within 30 days	-	98%	↑	428	906	1336	1,749	2,069	2453	2893						Finance unable to provide data for the last 5 months due to system issues. However, all invoices have continued to be paid within the 30 days	
No of Invoices Received				431	917	1,366	1,782	2,107	2491	2939							
% of invoices paid within 30 days				99%	98%	97%	98%	98%	98%	98%							
Average Year to date of Number of Invoices paid within 30 days				99%	99%	98%	98%	98%	98%	98%							
HEALTH AND SAFETY																	
Number of ARA Safety Inspections Completed within Timescale	92.02%	90%	↑	52	52	47	50	51	46	40	46	48	49	52	51		
Number of ARA Safety Inspections Scheduled				52	52	47	50	51	48	44	46	48	49	52	51		
% of ARA Safety Inspections Completed within timescale				100%	100%	100%	100%	100%	96%	91%	100%	100%	100%	100%	100%		
Number of Health and Safety Incidents Reported to the Health and Safety Section	-	5	↑	4	1	3	2	3	3	3	3	2	1	3	2		
Average Number of days to report an incident to the Health and Safety Section				1.5	4	2	1	1	1.3	1.7	2	1	2	2	1		
ABSENCE MONITORING																	
Average days lost per employee	-	-	↑	0.64	0.51	0.81	0.83	0.86	0.84	0.53	0.52	0.54	0.51	0.48	0.56		
WELL ENGAGED																	
Visits to the ARA Website every month	-	49,000 per annum	↑	2,421	4,649	7,036	7,331	5,340	6,710	6,940	5,128	4,016	5,312	7,123	7,068		
No of Twitter Followers every month	-	-	-	3,896	3,913	3,938	3,966	3,999	4,005	4,058	4,089	4,106	4,137	4,197	4,238		
Monthly visits to the website from social media	-	1,800 per annum	↑	504	553	520	490	567	571	2082	1142	618	738	1989	2473		

MONTHLY PERFORMANCE INDICATORS	APSE Average	EAST AYRSHIRE COUNCIL										SOUTH AYRSHIRE COUNCIL				
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MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	EAST AYRSHIRE COUNCIL														SOUTH AYRSHIRE COUNCIL														Comments	
		Target	Current Status	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Target	Current Status	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12		
FACETIME																															
Number of staff who have received annual EAGER/PDR review	-	100%	↑	11	10	14	14	14	14	14	14	14	14	14	14	100%	↑	13	1	22	22	22	22	22	22	22	22	22	22	22	
% of staff who have received annual EAGER / PDR review				1%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%			17%	3%	37%	37%	37%	37%	37%	37%	37%	37%	37%	37%	37%	37%	
PARKING																															
Number of parking appeals accepted	-	-	-	5	40	27	28	15	33	30	24	22	20	25	23	-	-	12	22	25	15	43	38	37	29	12	19	50	42		
Number of parking appeals received				19	72	64	58	69	41	78	81	59	68	84	78			39	49	71	84	100	61	85	84	49	71	116	101		
% of parking appeals accepted				26%	56%	42%	48%	21%	80%	38%	30%	37%	29%	38%	29%			31%	45%	35%	18%	43%	62%	43%	35%	24%	27%	43%	42%		
ROADWORKS PROGRAMME																															
Physical % of Roadworks Programme Completed	-	100%	↑	12%	22%	23%	26%	28%	30%	31%	35%	55%	62%	82%	100%	100%	↑	7%	20%	30%	40%	50%	60%	75%	90%	98%	99%	100%	100%		
BRIDGES																															
Number of General Bridge Inspections	-	435	↑	61	22	54	27	75	66	51	48	0	49	78	52	257	↑	28	42	70	51	74	31	23	53	4	0	0	26		
Number of General Bridges Inspected Year to Date				61	83	137	164	239	305	356	404	404	453	531	583			28	70	140	191	265	296	319	372	376	376	376	402		
Number of Special Bridge Inspections	-	372	↑	11	68	11	66	6	63	7	62	7	62	7	62	150	↑	25	2	26	2	25	2	25	2	24	2	24	4		
Number of Special Bridge Inspections Year to Date				11	77	88	154	60	123	130	192	199	261	268	330			25	27	53	55	80	82	107	109	133	135	159	163		
Number of Principal Bridge Inspections	-	88	↑	0	0	0	0	0	0	0	0	0	0	0	0	56	↑	6	0	6	0	0	6	5	3	6	2	14	6		
Number of Principal Bridge Inspections Year to Date				0	0	0	0	0	0	0	0	0	0	0	0			6	0	12	12	12	18	23	26	32	34	48	54		
PRIORITY 1 DEFECTS																															
Number of Category 1 Road Emergency defect repairs made safe within 2 hours	91.20%	75%	↑	2	2	2	3	4	2	3	20	4	14	0	4	75%	↑	1	2	1	13	7	2	3	16	20	1	1	1		
Number of Category 1 Repair Lines issued				2	2	2	3	4	2	3	20	4	16	0	5			1	2	1	13	7	2	3	20	20	1	1	1		
% of Category 1 Road Emergency defect repairs made safe within 2 hours				100%	100%	100%	100%	100%	100%	100%	100%	100%	88%	-	80%			100%	100%	100%	100%	100%	100%	100%	80%	100%	100%	100%	100%	100%	
PRIORITY 2 DEFECTS																															
Number of Category 2 Road Emergency defect repairs made safe within 5 working days	76.23%	50%	↑	24	13	26	15	10	6	12	4	18	189	2	32	50%	↑	25	2	11	43	50	5	13	11	80	16	4	14		
Number of Category 2 Repair Lines issued				30	28	27	17	18	11	19	6	24	217	6	36			26	2	12	45	63	10	14	11	95	17	7	16		
% of Carriageway Category 2 Defects repaired within 5 working days				80%	46%	96%	88%	56%	55%	63%	67%	75%	87%	42%	89%			96%	100%	92%	96%	73%	50%	93%	100%	84%	94%	57%	88%		
STREET LIGHTING																															
Number of Street Lighting repairs completed within 7 working days	88.07%	95%	↑	113	13	86	104	137	275	434	241	204	205	187	133	95%	↑	68	10	49	36	51	116	88	224	139	110	96	71		
Number of Street Lighting Repair Lines Issued				121	28	91	107	142	291	458	302	268	259	202	141			70	10	60	38	51	125	90	234	147	114	97	71		
% Street Lighting repairs completed within 7 working days				94%	46%	95%	97%	97%	95%	95%	80%	76%	79%	92%	94%			98%	100%	82%	95%	100%	93%	98%	96%	95%	96%	98%	100%		
TRAFFIC																															

MONTHLY PERFORMANCE INDICATORS	APSE Average 2015/16	EAST AYRSHIRE COUNCIL														SOUTH AYRSHIRE COUNCIL														Comments
		Target	Current Status	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Target	Current Status	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	
Number of Traffic light repairs completed within 48 hours	88.23%	95%	↑	6	20	10	10	7	13	8	7	9	6	19	8	95%	↑	13	8	12	14	11	7	10	11	10	14	9	9	
Number of Traffic light repair lines issued				6	20	10	10	7	14	8	8	9	6	19	8			13	8	12	14	11	8	10	12	10	15	10	10	
% of Traffic light repairs completed within 48 hours				100%	100%	100%	100%	100%	92%	100%	88%	100%	100%	100%	100%			100%	100%	100%	100%	100%	88%	100%	92%	100%	93%	90%	90%	
COMPLAINTS																														
Number of Stage 1 Complaints responded to within allotted timescales	-	100%	↑	1	2	2	0	2	0	2	1	1	0	0	1	100%	↑	1	0	0	2	3	3	1	3	2	1	1	1	
Number of Stage 1 Complaints received				1	2	2	0	2	0	2	1	1	0	0	1			1	0	0	2	3	3	1	3	2	1	2	1	
% of Stage 1 Complaints responded to within allotted timescales				100%	100%	100%	-	100%	-	100%	100%	100%	-	-	100%			100%	-	-	100%	100%	100%	100%	100%	100%	100%	50%	100%	
Number of Stage 2 complaints responded to within allotted timescales	-	100%	↑	0	0	0	0	0	2	2	0	0	0	0	100%	↑	0	1	0	1	0	0	0	0	0	1	0	1		
Number of Stage 2 complaints received				0	0	0	0	0	2	2	0	0	0	0			0	0	1	0	1	0	0	0	0	0	1	0		1
% of Stage 2 complaints responded to within allotted timescales				-	-	-	-	-	100%	100%	-	-	-	-			-	-	100%	-	100%	-	-	-	-	-	100%	-		100%
ENQUIRIES																														
Number of enquiries responded to within allotted timescales	83.44%	80%	↑	122	130	87	93	95	103	88	90	104	109	98	102	80%	↑	35	26	36	54	61	33	32	44	51	62	68	34	
Number of enquiries received				140	158	118	131	123	131	110	103	136	128	120	129			51	48	59	59	85	45	47	50	58	76	77	40	
% of enquiries responded to within allotted timescales				87%	82%	74%	71%	77%	78%	80%	87%	76%	85%	81%	77%			68%	54%	61%	92%	72%	73%	68%	88%	87%	81%	88%	85%	
FREEDOM OF INFORMATION																														
Number of FOI & EIR requests responded to within 20 working days	88.52%	100%	↑	14	15	11	9	13	15	9	13	3	14	16	11	100%	↑	8	11	8	12	10	17	8	21	6	14	8	19	
Number of FOI & EIR requests received				14	16	11	9	13	15	9	13	3	14	16	11			8	11	8	12	10	17	8	21	6	14	8	19	
% of FOI & EIR requests responded to within 20 working days				100%	94%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
PUBLIC LIABILITY CLAIMS																														
Number of Public Liability claims closed	-	-	-	24	7	17	10	6	6	4	8	6	9	5	6	-	-	11	3	14	11	11	8	1	3	2	0	3	3	
Number of Public Liability claims received				22	12	8	9	7	4	5	6	3	7	3	2			11	14	9	8	6	4	7	4	3	5	5	3	
Total number of open claims				9	3	7	2	4	3	1	2	3	2	2	1			12	7	6	2	2	2	3	2	2	13	6	2	
Number of Public Liability Claims that were successful				2	2	6	0	1	1	1	1	1	1	0	1			1	0	0	1	0	1	1	0	1	1	0	1	

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Ayrshire Roads Alliance Service Plan 2022/23
Lead Officer (Name/Position/Email)	Kevin Braidwood, Head of Roads - Kevin.Braidwood@ayrshireroadsalliance.org

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	Yes
Disability	No	Yes
Gender Reassignment (Trans/Transgender Identity)	No	Yes
Marriage or Civil Partnership	No	Yes
Pregnancy and Maternity	No	Yes
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	Yes
Religion or Belief (including lack of belief)	No	Yes
Sex – gender identity (issues specific to women & men or girls & boys)	No	Yes
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	Yes
Thematic Groups: Health, Human Rights & Children's Rights	No	Yes

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No adverse impact identified. Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	No adverse impact identified. Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No adverse impact identified. Low
Increase participation of particular communities or groups in public life	No adverse impact identified. Low
Improve the health and wellbeing of particular communities or groups	High positive impact. SAC shall be seen to offer facilities which encourage tourists and positive impacts on the local economy.
Promote the human rights of particular communities or groups	No adverse impact identified. Low
Tackle deprivation faced by particular communities or groups	No adverse impact identified. Low

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>_____ YES</p> <p>_____ NO</p>
<p>Rationale for decision:</p> <p>There are no negative implications associated with these proposals which are designed to deal with known issues around unregulated parking. All objectives shall be applied to ensure equality in approach and inclusion</p>	

Signed : Kevin Braidwood

Head of Roads

Date: 14 May 2022

South Ayrshire Council

**Report by Director - Place
to South Ayrshire Council
of 29 June 2022**

Subject: Ayr Station Hotel Update

1. Purpose

1.1 The purpose of this report is to update Members on activity undertaken by the Council in relation to the Ayr Station Hotel and seeks approval from the Council to fund the encapsulation works until 31 December 2022.

2. Recommendation

2.1 It is recommended that the Council:

2.1.1 notes the progress made by the consultant advising on permanent safety works to the Station Hotel;

2.1.2 notes the activity undertaken by the Council as a member of the Station Hotel Strategic Governance Group to develop a Memorandum of Understanding and to conclude the ‘Ayr Station Hotel Phase 2 Option Review’; and

2.1.3 agrees to fund the total encapsulation costs from 1 May 2022 until 31 December 2022 from Council reserves, subject to any confirmation of the continuing shared funding agreement with Network Rail.

3. Background

3.1 The Station Hotel Strategic Governance Group (membership comprising Network Rail, Transport Scotland, Scotrail, Historic Environment Scotland and South Ayrshire Council) agreed in 2021, following publishing of the Feasibility Study, to further review potential options for the re-development of the Ayr Station Hotel and site.

3.2 The ‘Ayr Station Hotel Phase 2 Option Review’ was commissioned and funded by Transport Scotland, on behalf of the stakeholders, and Atkins were appointed to carry out the work.

3.3 The scope of the Option Review was to further develop the following areas for each of the shortlisted options:

- Develop brief;
- Spatial designs;

- High level description of work;
- Material sufficient for costings;
- Outline Programme for delivery of proposal; and
- Supporting information regarding statutory context.

- 3.4 At a meeting of South Ayrshire Council on 16 March 2021, Members agreed to make the report public on completion.
- 3.5 The stakeholders subsequently proposed that each stakeholder would publish a link to the report on their respective websites and that the report would be hosted on a publicly accessed site.
- 3.6 Due to further clarifications from stakeholders and work required to update the report, the 'Ayr Station Hotel Phase 2 Option review' is still in a draft format and has not been finalised (as of 17 June 2022).
- 3.7 On 15 February 2022, the Leadership Panel agreed to a continuation of the financing of the encapsulation costs of the Hotel until 31 December 2022, which would result in further Council costs of £295,000 to be met from uncommitted reserves - subject to Network Rail confirming they would cover the remainder of the costs.
- 3.8 No correspondence has been received from the Scottish Government or Network Rail to confirm any continuation of the joint funding arrangement for the encapsulation costs past 30 April 2022. Latest correspondence confirms 'so my agreement to extend that funding is until 30 May 2022 and conditional on the Strategic Governance Group arriving at a permanent solution for the site without further delay'.
- 3.9 At a meeting of the Strategic Governance Group (SGG) on 1 June 2022, the stakeholders agreed a willingness and commitment to move forward and commit to action that will address the ongoing issues impacting upon all partners and the wider community. To this end a draft Memorandum of Understanding has been forwarded to the Council for consideration of terms with a view to agreeing to sign this MOU.
- 3.10 In line with previous Council instruction, engineering consultants Mott MacDonald have been engaged on behalf of the Council to identify and cost further works required to make the safe in line with our responsibilities under the Building Scotland Act, but reduce the ongoing financial liability to the Council.

4. Proposals

- 4.1 It is proposed that the Council agrees to earmark an additional £295,000 from reserves to meet the full encapsulation costs for the period 1 May 2022 until 31 December 2022, subject to any agreement reached with Network Rail or the Scottish Government to continue to share the costs of the encapsulation.
- 4.2 The Council are asked to note that despite attempts by Council officers, the 'Ayr Station Hotel Phase 2 Option Review' still remains in a draft format due to continued requests for changes from other partner organisations. Whilst the Council has agreed to chair the Strategic Governance Group for the Station Hotel, it remains a challenge to fully control the narrative of the finalised report. This is because it has been commissioned and funded directly by other partners. Officers will continue to

work on this with a view to early agreement and finalisation to allow the report to be presented to Cabinet in August.

4.3 The Council should be aware of the desire to develop and finalise a Memorandum of Understanding with other members of the Strategic Stakeholder Group. Signing of this MOU however, depending on content, may significantly bind the Council to specific actions and funding commitments and therefore will require further discussion with various services of the Council, including Legal and Finance and by the Administration. It is hoped that this will be agreed and finalised and presented to Cabinet in August for approval.

4.4 As indicated at para 3.10, Consultants have been appointed to identify and cost any mitigation works that could be progressed to ensure safety but reduce ongoing costs to the Council. It is understood that this work and advise of potential solutions and the indicative costs of this. This has proven challenging for the consultants given the nature of the existing building and current mitigations. Nevertheless they are finalising their reports on this and again it is planned to bring the outcome of these reports to Cabinet in August for consideration.

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 Request that £295,000 be allocated from uncommitted reserves to cover the remainder of the costs of the encapsulation from 1 May 2022 until 31 December 2022.

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 is a risk that if the recommendations are rejected, then the Council will not be able to keep the public safe.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 1](#).

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 all Commitments of the Council Plan.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Further update to Cabinet in August on matters outlined in this report	30 August 2022	Director – Place

Background Papers **Report to Leadership Panel of 19 January 2021 – Former Station Hotel, Ayr (Members only)**

Report to Leadership Panel of 9 February 2021 – Former Station Hotel, Ayr (Members only)

Report to Leadership Panel of 16 March 2021 – Former Station Hotel, Ayr (Members only)

Person to Contact **Donald Gillies, Director - Place
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612839
E-mail donald.gillies@south-ayrshire.gov.uk**

Date: 21 June 2022

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Ayr Station Hotel Phase 2 Option review
Lead Officer (Name/Position/Email)	Donald Gillies, Director – Place – donald.gillies@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	No
Disability	No	No
Gender Reassignment (Trans/Transgender Identity)	No	No
Marriage or Civil Partnership	No	No
Pregnancy and Maternity	No	No
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	No
Religion or Belief (including lack of belief)	No	No
Sex – gender identity (issues specific to women & men or girls & boys)	No	No
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	No
Thematic Groups: Health, Human Rights & Children's Rights	No	No

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No adverse impact identified. Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	No adverse impact identified. Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No adverse impact identified. Low
Increase participation of particular communities or groups in public life	No adverse impact identified. Low
Improve the health and wellbeing of particular communities or groups	No adverse impact identified. Low
Promote the human rights of particular communities or groups	No adverse impact identified. Low
Tackle deprivation faced by particular communities or groups	No adverse impact identified. Low

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>———— YES</p> <p>NO</p>
<p>Rationale for decision:</p> <p>This proposal does not directly impact on service delivery. If future work leads to amendments in policy then the need for a full Equality Impact Assessment will be considered</p>	
<p>Signed : Louise Reid Assistant Director</p> <p>Date: 8 June 2022</p>	

South Ayrshire Council

**Report by Director - Place
to South Ayrshire Council
of 29 June 2022**

**Subject: Local Development Plan 2, Supplementary Guidance
Design Brief**

1. Purpose

- 1.1 The purpose of this report is to update members on the situation in relation to the Local Development Plan 2, Supplementary Guidance Design Brief and to seek approval for the following actions

2. Recommendation

2.1 It is recommended that the Council:

- 2.1.1 notes the withdrawal of the Local Development Plan 2 Supplementary Guidance Design Brief from consideration by the Scottish Government;**
- 2.1.2 approves the revised Supplementary Guidance Design Brief, excluding South East Ayr and agrees its submission to the Scottish Government for their consideration.(Appendix 1); and**
- 2.1.3 agrees to the preparation of a Supplementary Guidance Design Brief for South East Ayr, working with relevant landowners and stakeholders.**

3. Background

- 3.1 The Local Development Plan 2 (LDP2) and the Supplementary Guidance documents on Design Briefs and Housing Land supply were approved by Council on 10th of March 2022. On 7 April 2022, the LDP2 and both Supplementary Guidance documents were submitted to the Scottish Government for their consideration before final adoption by ourselves. This was an initial 28 day consideration period but has now been extended by the Scottish Government until 1 July.
- 3.2 During this period, the Council received correspondence from a concerned landowner that that the South East Ayr section of the Supplementary Guidance Design Brief was flawed. Firstly, that the Planning Authority did not properly consult on the revised Supplementary Guidance Design Brief document, after it was revised from the version which was consulted upon in 2019.
- 3.3 Document indicated that the changes to the document were as a result of the Scottish Government Reporter's general comments within the assessment of the

Local Development Plan 2, however the landowner contests that the changes to the draft 2019 Supplementary Guidance document were not required by the Reporter (and were of our volition) and therefore was inaccurate.

- 3.4 While the Planning Service acted in good faith, in the preparation of the South East Ayr section of the Supplementary Guidance Design Brief, we recognise that these matters could have been dealt with in a more inclusive and precise manner. Therefore, it was determined on 8 June 2022, under G29 of the Scheme of Delegation, that, on the basis that it was a service matter which was not specifically reserved to Council, the Supplementary Guidance Design Brief document would be withdrawn from consideration by the Scottish Government.

4. Proposals

- 4.1 In order to provide a Supplementary Guidance Design Brief for the proposed Housing sites detailed within the LPD2 document. It is proposed to remove the South East Ayr section from the Supplementary Guidance Design Brief Document (approved by Council on 10 March 2022) and to seek approval from Council for this truncated document. Which, if approved, would be presented to the Scottish Government for their consideration before final adoption by the Council. This would ensure that all sites identified in LDP2, with the exception of South East Ayr, would have an approved Design Brief in the near future.

- 4.2 With regards to the Design Brief requirement for South East Ayr, we seek approval for the preparation of a revised Supplementary Guidance Design Brief specifically for South East Ayr, working with relevant landowners and stakeholders for consideration by the Council in the Autumn of 2022.

5. Legal and Procurement Implications

- 5.1 There are no legal implications in the proposed course of actions, other than officer time in the preparation of the revised Supplementary Guidance Design Brief for the South East Ayr area.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 There are no financial implications in the proposed course of actions, other than officer time in the preparation of the revised Supplementary Guidance Design Brief for the South East Ayr area.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

Risk Implications of Adopting the Recommendations

- 8.1.1 There are no risks associated with adopting the recommendations.

8.2/

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

8.2.1 If the Council determines not to pursue the creation of a Design Brief specifically for the South East Ayr development area, then the Planning Authority would have less control on the design of any proposals submitted for that area.

9. **Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 2.

10. **Sustainable Development Implications**

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

11. **Options Appraisal**

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

12. **Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitments of the Council Plan.

13. **Results of Consultation**

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

13.2 Consultation has taken place with Councillor Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

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

14.1 If the recommendations above are approved by Members, the Director – Place 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 Leadership Panel in the ‘Council and Leadership Panel Decision Log’ at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Submission to the Scottish Government for consideration the revised Supplementary Guidance Design Brief, (excluding South East Ayr)	30 June 2022	Service Lead - Planning and Building Standards
The preparation of a Supplementary Guidance Design Brief for South East Ayr, working with relevant landowners and stakeholders for consideration by Council	13 October 2022	Service Lead - Planning and Building Standards

Background Papers **Report to South Ayrshire Council (Special) of 10 March 2022 - [Proposed South Ayrshire Local Development Plan 2 Modification and Adoption](#)**

Report to South Ayrshire Council (Special) of 10 March 2022 - [Supplementary Guidance: Maintaining an Effective Housing Land Supply and Housing Site Design Briefs](#)

[Scheme of Delegation](#)

Person to Contact **Craig Iles, Service Lead - Planning and Building Standards
County Buildings, Wellington Square, Ayr, KA7 1DR
E-mail: craig.iles@south-ayrshire.gov.uk
Tel – 01292 61 61 07**

Date: 21 June 2022

Supplementary Guidance: Housing Site Design Briefs

Making a Difference Every Day 



Introduction	pg. 3
Proposed Housing Release Sites (LDP2)	pg. 4
Ayr: Dunlop Terrace - AYR AH1	pg. 5
Ayr: Westwood Avenue - AYR AH2	pg. 6
Prestwick: Afton Avenue and Afton Park - PRES AH1	pg. 7
Prestwick: St. Cuthbert Golf Club - PRES2	pg. 8
Troon: Aldersyde Avenue - TRO AH1	pg. 9
Troon: Buchan Road - TRO AH2	pg. 10
Existing Housing Site Allocations LDP1	pg. 11
Annbank	pg. 12
Ayr	pg. 14
Coylton	pg. 16
Crosshill	pg. 18
Dailly	pg. 19
Dundonald	pg. 20
Fisherton	pg. 22
Girvan	pg. 23
Kirkmichael	pg. 26
Kirkoswald	pg. 28
Maybole	pg. 29
Minishant	pg. 31
Monkton	pg. 32
Straiton	pg. 34
Tarbolton	pg. 35

Introduction

What is supplementary guidance?

Supplementary Guidance (SG) intention is to supplement the provisions of the LDP, by providing additional detail on certain LDP policies and proposals and how they will be implemented. Scottish Government Circular 6/2013 “Development Planning” states that Supplementary Guidance adopted and issued in connection with the LDP will form part of the development plan, and so will have equivalent status in determining planning applications. This Supplementary Guidance is linked to the South Ayrshire Local Development Plan 2, Policy LDP: maintaining and protecting land for housing, as set out below.

LDP policy: maintaining and protecting land for housing

We will ensure the maintenance of an effective five-year supply of land for housing to meet demand. Where the supply is not maintained we may seek an early review of the local development plan, and will assess any housing proposals on unallocated sites against relevant development plan policies and the criteria set out in supplementary guidance 'Maintaining an Effective Land Supply'. We will encourage housing development on appropriate brownfield sites, rather than greenfield sites.

To meet current housing need and demand, residential development on sites identified in the local development plan settlement maps will be acceptable. Development on any allocated housing site identified on the Proposals Map (referenced as 'Proposed LDP2 Housing Release Site', or 'Existing Housing Allocation Site') must meet the Council's supplementary guidance: Housing Site Design Briefs for all Local Development Plan housing sites.

Proposals for development other than housing on land identified in the housing land supply or identified for housing development in the settlement maps will have to show they will have environmental, economic or social benefits or encourage regeneration. The proposal must also have an acceptable effect on the amenity of surrounding uses, especially residential uses, in line with LDP policy: residential policy within settlements, release sites and windfall sites.

Appendix D sets out the indicative number of houses to be built on each of the existing housing allocation sites and proposed housing release sites including guidance on what could limit the release of any particular site. If a development proposes more houses than are planned for the site, the developer will have to show the proposal can provide any further infrastructure needed and will have to show there is no negative effect on the environment and complies with other local development plan policies.

Future housing growth, and the scale of growth, will be subject to future priorities, our vision and spatial strategy, and changing housing need and demand. In the period 2032-2042 around 2700 new homes may be required. Housing is likely to be focused on the completion of the strategic expansion site in South East Ayr and distributed in and around the settlements of Ayr, Prestwick, Maybole and Girvan, with limited expansion in other settlements.

Purpose of Supplementary Guidance

This supplementary guidance has been produced to support the development of allocated housing sites within the South Ayrshire Local Development Plan 2 (including sites allocated in South Ayrshire Local Development Plan 1 (LDP1)) by establishing design priorities for developers, communities and development management, thereby ensuring the allocated housing sites can become successful places, which integrate well with existing settlements. Local Development Plan 2 clarifies that planning applications submitted for the development of housing allocations will be expected to meet the terms of this guidance. As such, this guidance provides a framework for each allocated site, which seeks to ensure that issues like accessibility, site layout, building design, open space, landscaping and boundaries are all integral to the design process for the site. This means that road layout and standardised building types do not dominate design solutions, and therefore that the design of housing developments recognises the locality of the site, and seeks to complement the features that characterise settlements. The design guidance is not prescriptive, and, therefore, does not preclude either traditional or innovative design solutions: it aims to set design parameters for each site.

The guidance also highlights where infrastructure contributions are likely to be expected from any development, particularly relating to education and transportation, although other contributions may only be identified at planning application stage, as the potential impacts of the proposal are assessed. The guidance has been informed by the outcomes of the strategic environmental assessment of LDP2, which identified known development constraints, and the principles of Scottish Government policies “Designing Streets” and “Creating Places”. This adopted version of the guidance has been informed by representations received on the draft guidance and Reporter’s Examination Report of the Modified Proposed Local Development Plan 2 (MPLDP2) due to the recommendations within the report.

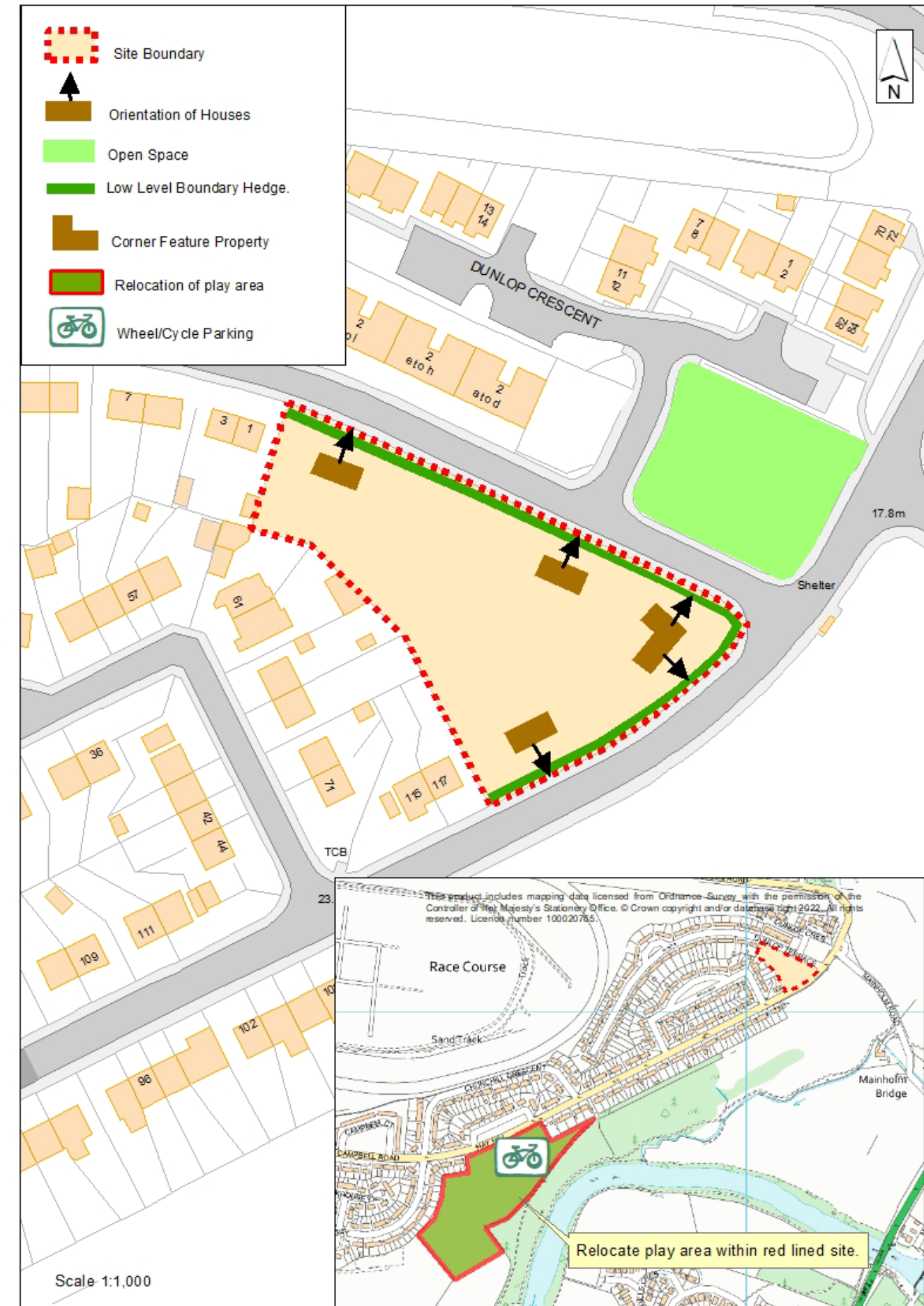
Design guidance for existing housing allocation sites brought forward from LDP1 is included within this SG, with some minor amendments to reflect LDP2 policies and the Reporter’s recommendations in the Examination Report of the Modified Proposed Local Development Plan 2 (MPLDP2) published on 12 January 2022. This will ensure those previously allocated sites in LDP1 are developed in accordance with design briefs.

Note. It is intended that a complementary Supplementary Guidance document will be prepared separately in respect of a design brief for the South East Ayr (AYR4) housing release site for adoption in due course as a counterpart volume to this Supplementary Guidance.

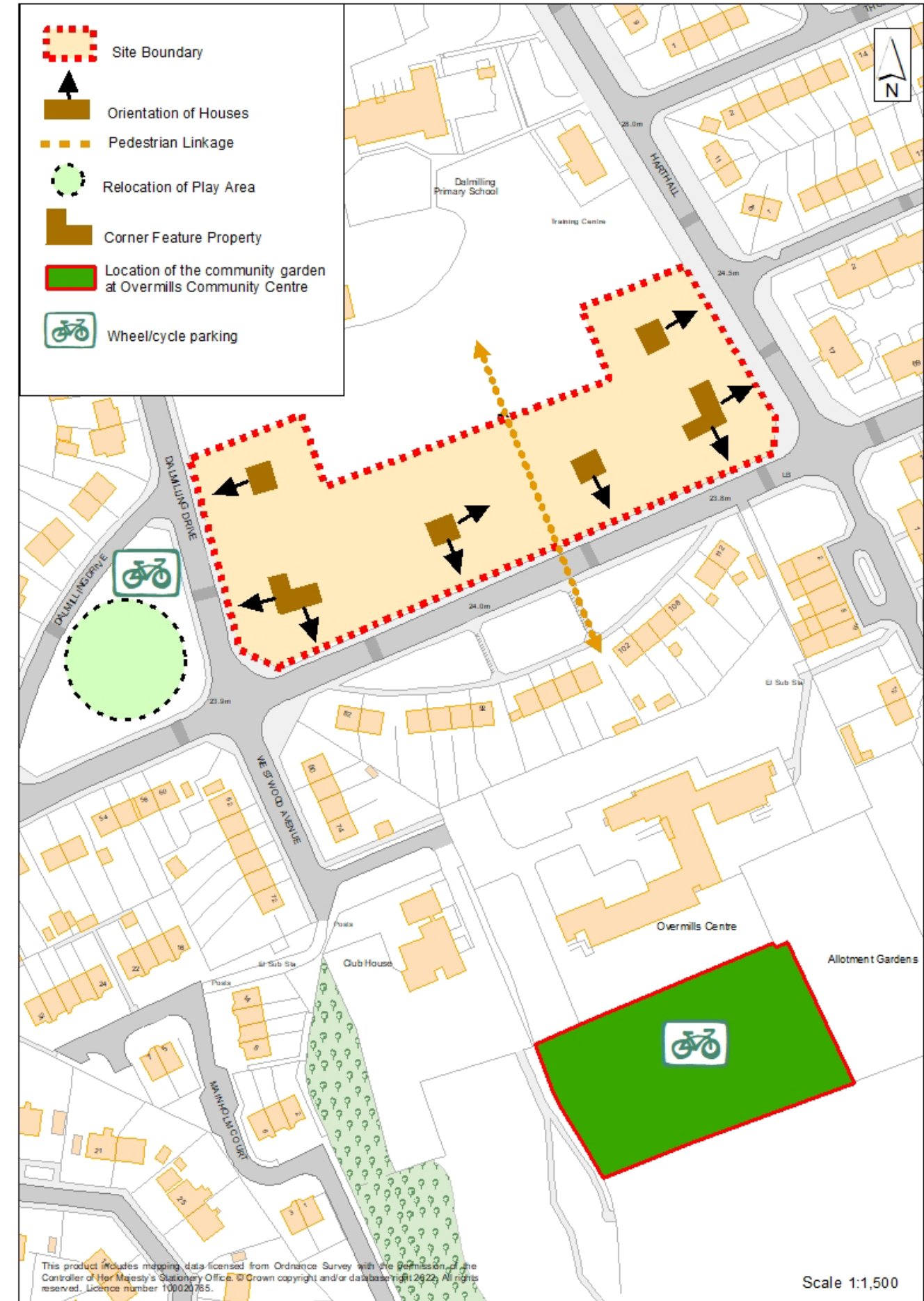
Housing Release Sites (LDP2)

Ayr

Dunlop Terrace AYR AH1	
Building Design & Site Layout	<ul style="list-style-type: none"> The affordable housing units should be in keeping with the existing residential properties in the area, in terms of height, scale, massing and type and colour of finishing materials. The affordable housing units should be designed to have their front elevations on to Dunlop Terrace or Hayhill. The existing building lines should be retained. Vehicular access should be taken directly off Dunlop Terrace or Hayhill into driveways or parking bays/ parking areas. A feature dual frontage unit should be provided on the corner of Dunlop Crescent/ Hayhill, which overlooks the open space. Car parking associated with the development should not dominate the streetscape. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access. All units should be designed to be barrier free and adaptable over time to the changing needs of the resident.
Landscaping and Boundaries	<ul style="list-style-type: none"> 1.8m timber, close boarded, screen fencing should be provided around the rear gardens. Front gardens should be preferably defined by hedges to reflect existing property boundaries within the locality and encourage biodiversity; the overall boundary scheme is required to ensure uniformity and definition of semi-private space to create a distinctive and pleasant residential environment, which enhances the overall streetscape.
Open Space	<ul style="list-style-type: none"> Garden ground/open space should be provided in accordance with the Council's adopted Guidance on Open Space and Designing New Residential Developments or any succeeding guidance. <p>The following open space improvements should be provided in association with the development:</p> <ul style="list-style-type: none"> The existing playground on the site should be relocated to an alternative site accessible to the existing local community (see insert map). Suitable replacement play equipment and landscaping provided to ensure the same or enhanced play area for local children. Seating (and bin) either in the play area or adjacent to it for supervision. Wheel/cycle parking provision to be provided beside to encourage active travel. The new play area should be open prior to commencement for development to ensure continuity of play facilities within the locality.
Transportation and Access	<ul style="list-style-type: none"> The existing footways on Dunlop Terrace and Hayhill should be retained. Parking should be provided within the site in accordance with Ayrshire Roads Alliance specifications. Transport Statement is required, which may highlight additional transportation requirements necessary due to the development.
Education Impact	<ul style="list-style-type: none"> Affordable Housing units are exempted from payment of Educational contributions.

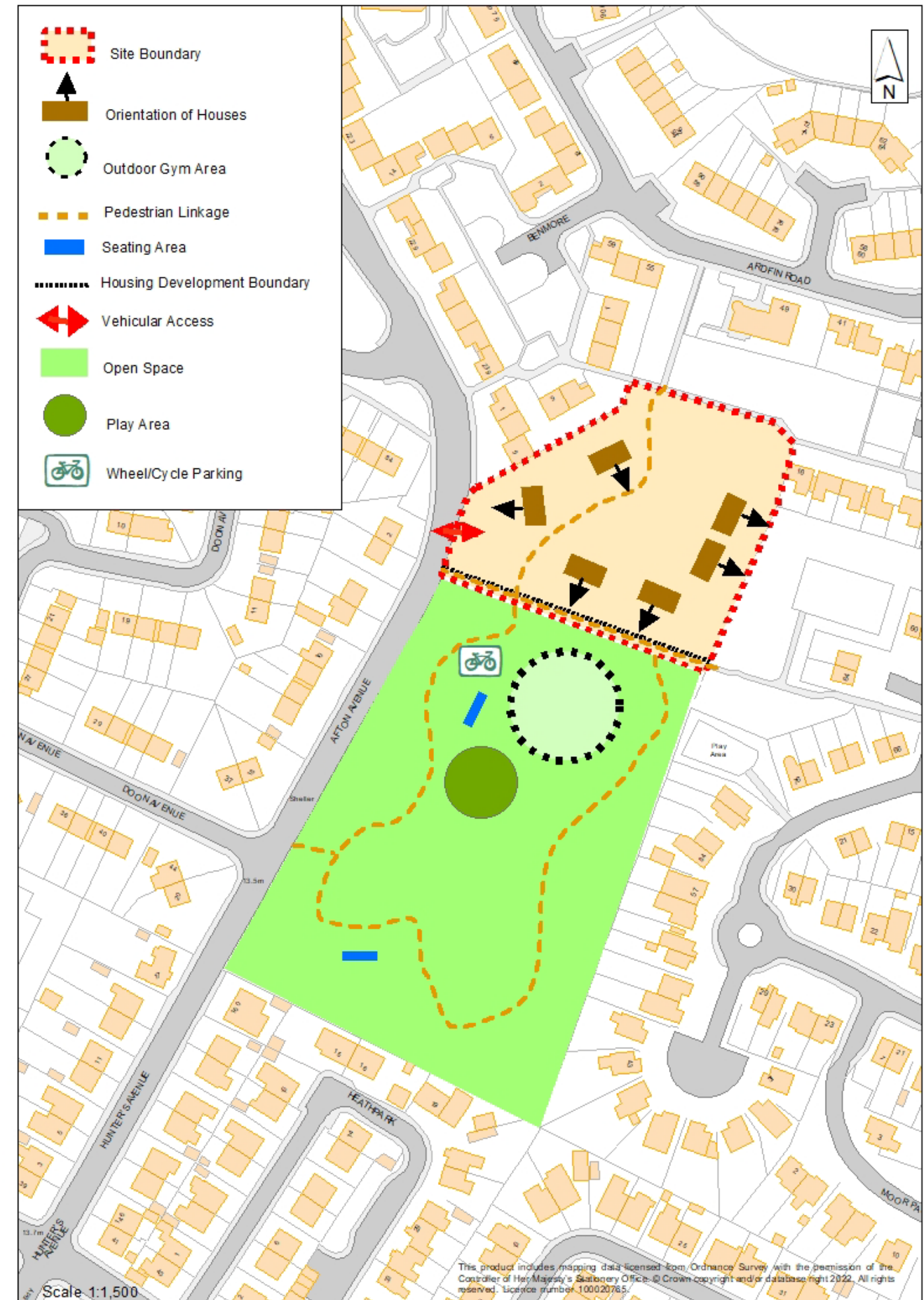


Westwood Avenue Housing - AYR AH2	
<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> The affordable units' height, scale, massing and finishing materials should reflect the existing residential buildings in the locality. The units' main elevations should front on to Westwood Avenue, Harthall or Dalmilling Drive. One of the housing units adjacent to the path to Dalmilling Primary School should have a dual frontage: one on to the path and the another on to Westwood Avenue, to provide passive surveillance. There should be feature units at key visual locations within the site. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access. All units should be designed to be barrier free, dementia friendly and adaptable over time to meet resident's needs. Any specialised units should be designed to meet the needs of the residents.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> 1.8m timber, close boarded, screen fencing should be provided around the rear gardens. Front gardens should be defined by fences, walls or hedge or other landscape features, a maximum of 1.2 in height from the road channel level. There must be an overall boundary scheme to ensure uniformity and definition of semi-private space to create a distinctive and pleasant residential environment. Along the frontage with Westwood Avenue small trees should be planted at regular intervals to provide a soft edge to the street and enhance the overall streetscape in the locality. The trees should be native species.
<p>Open Space</p>	<ul style="list-style-type: none"> Gardens/open space should be provided in accordance with the Council's adopted Guidance "Open Space and Designing New Residential Developments" or any succeeding guidance. Soft and hard landscaping within gardens should be designed to meet the needs of residents. If any specialised units, a communal garden may be acceptable providing it is of a reasonable size, barrier free, dementia friendly and centrally located and well connected to all associated units. <p>The following open space improvements should be provided in association with the development:</p> <ul style="list-style-type: none"> The existing play areas will be relocated to the triangular area of open space, enclosed by Dalmilling Grove/Dalmilling Drive/Westwood Avenue, with similar or enhanced equipment, seating area and bins. The play area should be fenced for safety. There should be provision for wheel and cycle parking provision beside both the play area. And community garden. As an Open Space improvement for the wider, a community garden should be created at Overmills Community Centre to provide a growing space for the local community (see plan for location). The replacement play area should be completed prior to commencement of development and the community garden should be completed prior to the first units being occupied on the site.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> If any specialised units there should be sufficient car parking spaces within the development to accommodate longer and wider disability vehicles which have rear and/or side ramp access. Any specialised units should have car parking provided near to property entrances where required for mobility reasons. Any specialised units should have car parking provided for carers, where appropriate Internal paths surfaces should be designed to meet the requirements of residents and linked to the existing footways to encourage active travel. A path link should be provided through the site to Dalmilling Primary School from Westwood Avenue, if feasible and can be accessible to all. Transport Statement is required, which may highlight additional transportation requirements necessary due to the development.
<p>Education Impact</p>	<ul style="list-style-type: none"> Affordable Housing units are exempted from payment of Educational contributions.



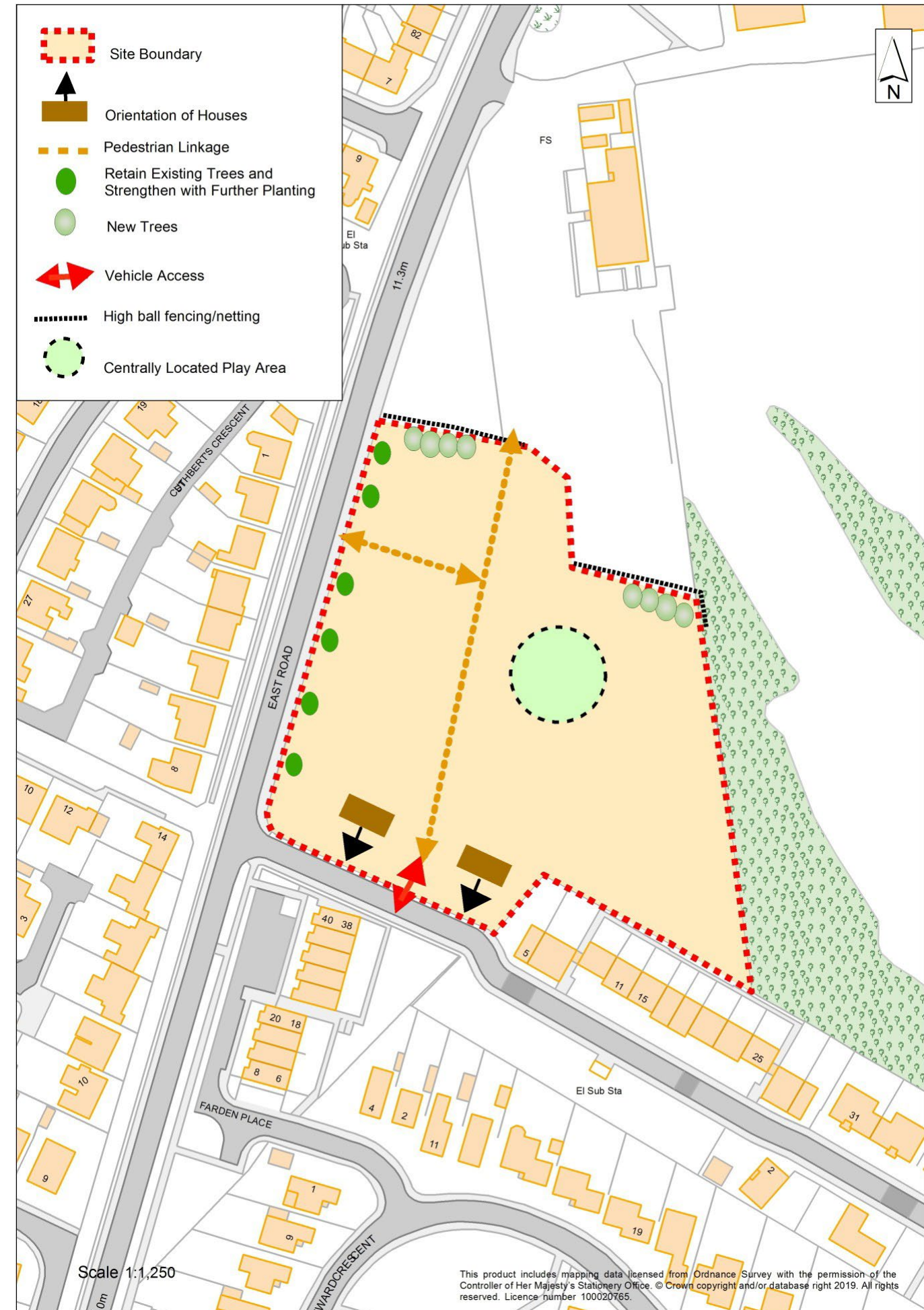
Prestwick

Afton Avenue Site and Afton Park, Prestwick - PRES AH1	
Building Design & Site Layout	<ul style="list-style-type: none"> The affordable units should be designed for older people. Vehicular access to the new units will be taken from Afton Avenue. The new units should be oriented in such a manner as to protect the privacy of the rear gardens of adjoining residential properties. The scale, massing, height and finishing materials of the new units should reflect existing residential properties in the locality. The units should have their front elevations onto adjacent paths, open spaces and the new road to provide casual surveillance. Some dual frontage units will be required in some locations to provide surveillance. There should be feature units at key visual locations within the site. Car parking should not be the over dominant feature and be at the side of units or in rear parking courts with dedicated space(s) for each unit. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access. All units should be designed to be barrier free, dementia friendly and adaptable over time to the changing needs of residents.
Landscaping and Boundaries	<ul style="list-style-type: none"> Front gardens should be defined by fences, walls or hedges or other landscape features, a maximum height of 1.2m to the road channel level. There must be an overall boundary scheme to ensure uniformity and definition of semi-private space to create a distinctive and pleasant residential environment. 1.8m timber, close boarded, screen fencing should be provided around the rear gardens. Any feature delimiting the boundary of the new housing site with the adjacent open space should be a maximum height of 1m to enable casual surveillance.
Open Space	<ul style="list-style-type: none"> Gardens and amenity open space should be provided in accordance with the Council's adopted Guidance "Open space and Designing New Residential Developments" or any succeeding guidance. However, any play area requirement will be accommodated on the adjacent open space to the south. A communal garden may be acceptable providing it is of a reasonable size, barrier free, and dementia friendly and centrally located and well connected to all units. If a communal garden is provided then each unit should have a small outdoor area with a drying area for individual use only. <p>The following open space improvements should be provided in association with the development:</p> <ul style="list-style-type: none"> The adjacent open space to the south will be upgraded as part of this development, in the form of re-contouring, earth moulding, new planting (tree and spring bulbs), provision of a new adult outdoor gym and children's play area and associated equipment, new circular path, seating areas with bins. These new facilities should be designed to be fully inclusive (barrier free and dementia friendly). This should create an outdoor community hub for local residents. There should be provision for wheel and cycle parking beside the play/ gym area to promote active travel.
Transportation and Access	<ul style="list-style-type: none"> The existing connecting path from Afton Avenue to Moorpark Crescent should be relocated immediately adjacent to the south of the site and new links created to the north and south through the site. The internal road layout should be designed in accordance with the principles of designing streets. The development should have sufficient adequate number of car parking spaces specifically able to accommodate longer and wider disability vehicles which have rear and/or side ramp access and these spaces should be accessible to and from all units. Any specialised units should have car parking provided near to property entrances where required, for mobility reasons. Transport Statement is required which may highlight additional transportation requirements necessary due to the development.
Education Impact	<ul style="list-style-type: none"> Affordable Housing units are exempted from payment of Educational contributions.



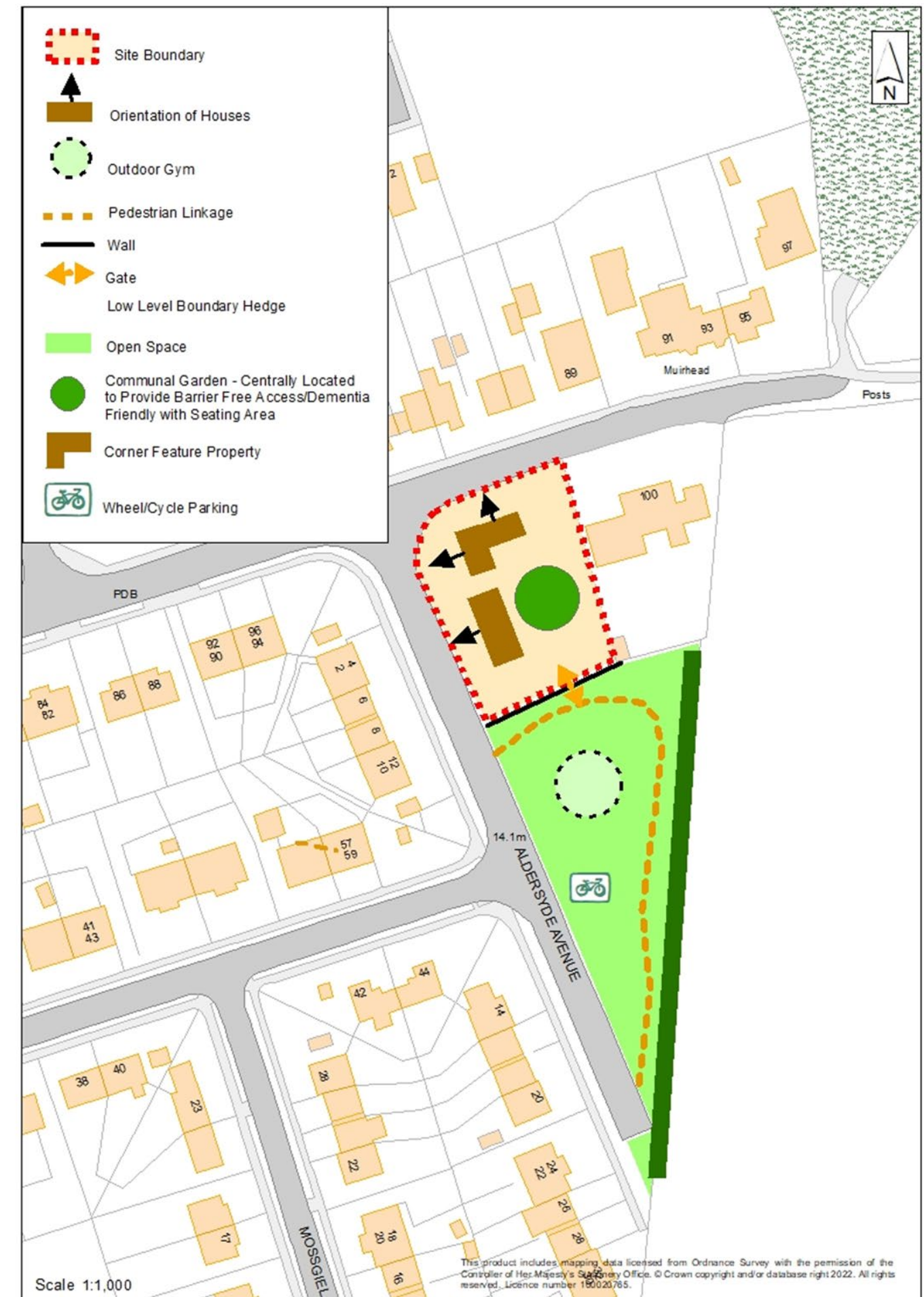
Prestwick

St. Cuthbert Golf Club - PRES2	
Building Design & Site Layout	<ul style="list-style-type: none"> The development layout should take cognisance of the existing street pattern, with the new units preferably being accessed from Fairway View, subject to the appropriate road design criteria being met. The new road layout should be based on the principles of Designing Streets. The amenity of the existing properties should be protected through the orientation of the new units and site access. New units should reflect the existing properties within the locality, in terms of scale, massing, height and finishing materials. Where affordable housing provision is required on site, the development should be fully integrated into the design layout physically and visually. There should be feature units at key visual locations within the site. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access. On site affordable units should be designed to be barrier free and adaptable over time to the changing needs of residents.
Landscaping and Boundaries	<ul style="list-style-type: none"> Gardens and amenity open space should be provided in accordance with the Council's adopted Guidance "Open space and Designing New Residential Developments" or any succeeding guidance. Front gardens should be defined by fences, walls or hedges or other landscape features, a maximum height of 1.2m from the road channel level. There must be an overall boundary scheme to ensure uniformity and definition of semi-private space to create a distinctive and pleasant residential environment. 1.8m timber, close boarded, screen fencing should be provided around the rear gardens. The existing trees along East Road boundary of the site should be retained and strengthened by further planting. New tree planting should be provided along the boundary with the Golf Club practice area and on the eastern boundary of the site, to protect new residents from stray golf balls. If necessary, specialised protective ball netting should be erected on these boundaries until the trees have had an opportunity to mature to offer adequate protection. All new trees should be native and where possible provide a range of colour through the year.
Open Space	<ul style="list-style-type: none"> Gardens and amenity open space should be in accordance with the Council's adopted Guidance "Open Space and Designing New Residential Developments", to ensure a high quality residential amenity. Seating and a bin should be provided within any amenity open space.
Transportation and Access	<ul style="list-style-type: none"> Vehicular access shall be preferably taken from Fairway View. Although not shown in the plan, access from East Road may be acceptable providing it can be demonstrated that the existing trees are protected, as this would assist in dispersing traffic movements and maximise permeability. New paths should be provided within the site to link with East Road and St. Cuthbert Golf Club, to help integrate the site with the surrounding area. Roads should be designed to Ayrshire Road Alliance specifications. Transport Statement/ Transport Appraisal is required which may highlight additional transportation requirements necessary in the locality due to the development.(dependent on scale of development).
Education Impact	<ul style="list-style-type: none"> It is anticipated that the site will require to contribute towards meeting the impact of the development on local secondary education facilities through developer contributions. Affordable Housing units within the site would be exempt from Education contributions.
Flooding	<ul style="list-style-type: none"> A Flood Risk Assessment will be required to support any proposals.



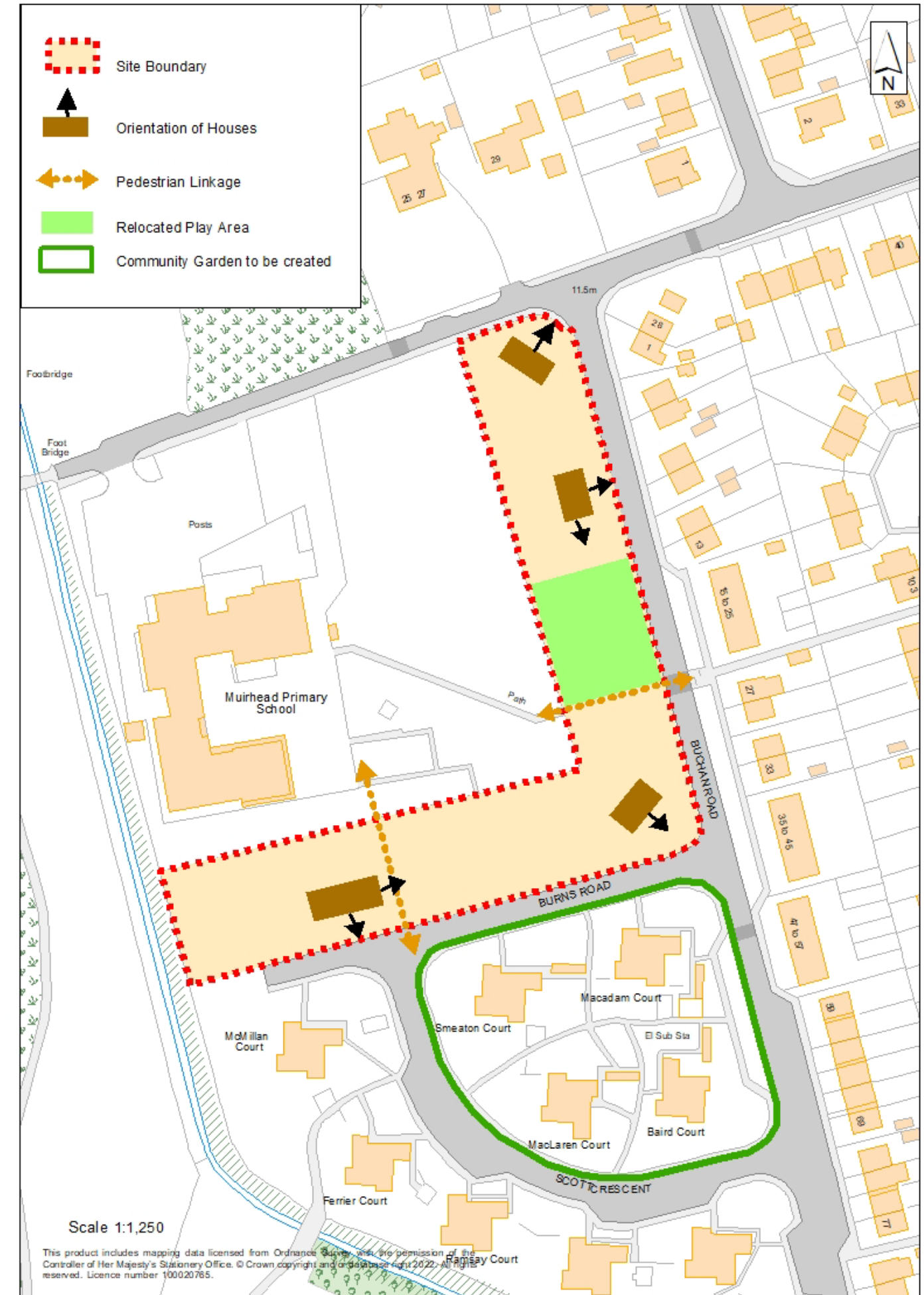
Troon

Aldersyde Avenue, Troon - TRO AH1	
Building Design & Site Layout	<ul style="list-style-type: none"> The residential development will be restricted to the northern part of the site, identified in orange on the plan. The units are for older people, so should be designed to be barrier free, dementia friendly and adaptable over time. The units should reflect the scale, massing, height and finishing materials of the existing properties within the area. Units should be a maximum of 1.5 storeys in height immediately adjacent to the adjoining house at 100 North Drive, to ensure the new development does not dominate the house. Maximum of 2.5 storeys at other parts of the site. The units should have their main elevations on to North Drive or Aldersyde Avenue and the same building line should be retained on North Drive. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access. A corner focal feature unit is desired to add to the character of the area. Car parking should be provided near to units' entrances for mobility reasons but should not be an over dominant feature of the streetscape. Each unit should have a small outdoor area with a drying area for individual use only, but the main garden ground should be communal.
Landscaping and Boundaries	<ul style="list-style-type: none"> The front gardens should be open with some hedge planting defining boundaries rather than a hard boundary to complement the existing housing. The boundary with the remaining open space to the south should be marked by a brick wall, to enclose the communal garden and provide continuity of boundary treatment with the adjacent property, at 100 North Drive. Ideally, there should be a gated access from the communal garden to the improved open space behind to encourage healthier lifestyles. All new trees should be native and provide a range of colour through the year.
Open Space	<ul style="list-style-type: none"> A communal garden should be provided to the rear of the units and be accessible by rear doors. This communal garden should be fenced off for privacy for residents, with gate access to Aldersyde Avenue for maintenance purposes. It should be barrier free and dementia friendly, to enable residents of different mobility to utilise it. It should be provided in accordance with the Council's adopted Guidance "Open space and Designing New Residential Developments" or any succeeding guidance. Seating, a social space and an outbuilding for outdoor equipment storage should be provided within the communal garden. <p>The following open space improvements should be provided in association with the development:</p> <ul style="list-style-type: none"> A strong defensible and soft landscape boundary should be provided along the eastern boundary with the agricultural land. The open space to the south should be upgraded by the provision of an adult, outdoor gym area, seating and a whin dust path for use by the wider community. Trees and shrubs should be introduced within the open space, to provide shade for people, habitats for wildlife and increase the visual attractiveness of the area. Seating and a bin should be provided within the amenity open space. The remaining area should encourage informal play. There should be provision for wheel and cycle parking beside the gym area. A barrier to vehicular access should be formed along the Aldersyde Avenue frontage of the open space, to prevent cars parking or driving on it, whether with soft landscaping or natural bund with some landscaping. This should be permeable by people and wildlife. Some limited visitor parking should be provided along Aldersyde Avenue adjacent to park.
Transportation and Access	<ul style="list-style-type: none"> Vehicular access to the site should be taken directly off North Drive or Aldersyde Avenue. There should be sufficient longer and wider disability vehicles car park spaces, which serve all units, to accommodate rear and/or side ramp access. All units should have car parking provided near to property, for mobility reasons. Footways should be formed along the Aldersyde Avenue and North Drive frontages of the residential part and to the new path network within the open space. Transport Statement is required which may highlight additional requirements necessary due to the development.
Education Impact	<ul style="list-style-type: none"> As the site is to be developed for specialised affordable housing units for older people, there will be no requirement to contribute to education.
Flooding	<ul style="list-style-type: none"> A Flood Risk Assessment will be required to support any proposals.



Troon

Buchan Road - TRO AH2	
Building Design & Site Layout	<ul style="list-style-type: none"> The affordable housing units will be well spaced out and be designed to be reflect the scale, massing, height and finishing materials of the existing residential properties within the locality. Maximum height 2.5 storeys. All units should be designed to be barrier free and some specialised units should be designed to be flexible to enable adaptation over time. Corner plots units at the Scott Crescent/ Buchan Road and Burns Road/ Buchan road should be designed to provide visual features. At least one of the units adjacent to the paths/ play area to Muirhead Primary School should have dual frontage to provide passive surveillance of the path and relocated play area. Bin storage areas should be designed into the layout, ideally in the rear gardens to ensure they are not visually intrusive, but easy for residents to access.
Landscaping and Boundaries	<ul style="list-style-type: none"> 1.8m timber, close boarded, screen fencing should be provided around the rear gardens. Front gardens should be defined by fences, walls or hedge or other landscape features, a maximum height of 1.2m from the road channel level. There must be an overall boundary scheme to ensure uniformity and definition of semi-private space to create a distinctive and pleasant residential environment. There should be native small trees planted within some plots where they will not affect the residential units but add character and provide habitats.
Open Space	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's adopted Guidance "Open Space and Designing New Residential Developments" or any succeeding guidance, ensuring that the site provides a desirable place to live. Garden space should be provided in accordance with the above Guidance; however, consideration may be given to a communal garden to service specialised units, providing it is of a reasonable size, barrier free, dementia friendly and centrally located and well connected to units it is associated with. If a communal garden is provided then each unit, excluding flats should have a small outdoor area with a drying area for individual use only <p>The following open space improvements should be provided in association with the development:</p> <ul style="list-style-type: none"> The children's play park area should be relocated to the location identified of the plan next to the path to the school at Buchan Road, which includes space for informal play adjacent to the play equipment. Seating, cycle/wheel parking and a bin should be provided within the play area. A communal garden will be created within the open space around the Burns Road / Scott Crescent flats, retaining the accessible path network between flat blocks. The design and layout of the communal garden will be determined through consultation with residents undertaken by Neighbourhood Services. The area should incorporate native and fruit trees to create more visual interest, produce food and increase biodiversity.
Transportation and Access	<ul style="list-style-type: none"> Footways should be created along Buchan Road and Burns Road frontages of the site. Any specialised units, where required should have parking spaces large enough to accommodate disabled vehicles with side and rear access ramps access. Retain path to the Muirhead Primary School from Buchan Road. If feasible provide a path from Burns Road to Muirhead Primary School. Transport Statement is required, and this should consider displacement of existing car parking area within site.
Education Impact	<ul style="list-style-type: none"> Affordable Housing is exempt from education contributions.
Flooding	<ul style="list-style-type: none"> A Flood Risk Assessment will be required to support any proposals.

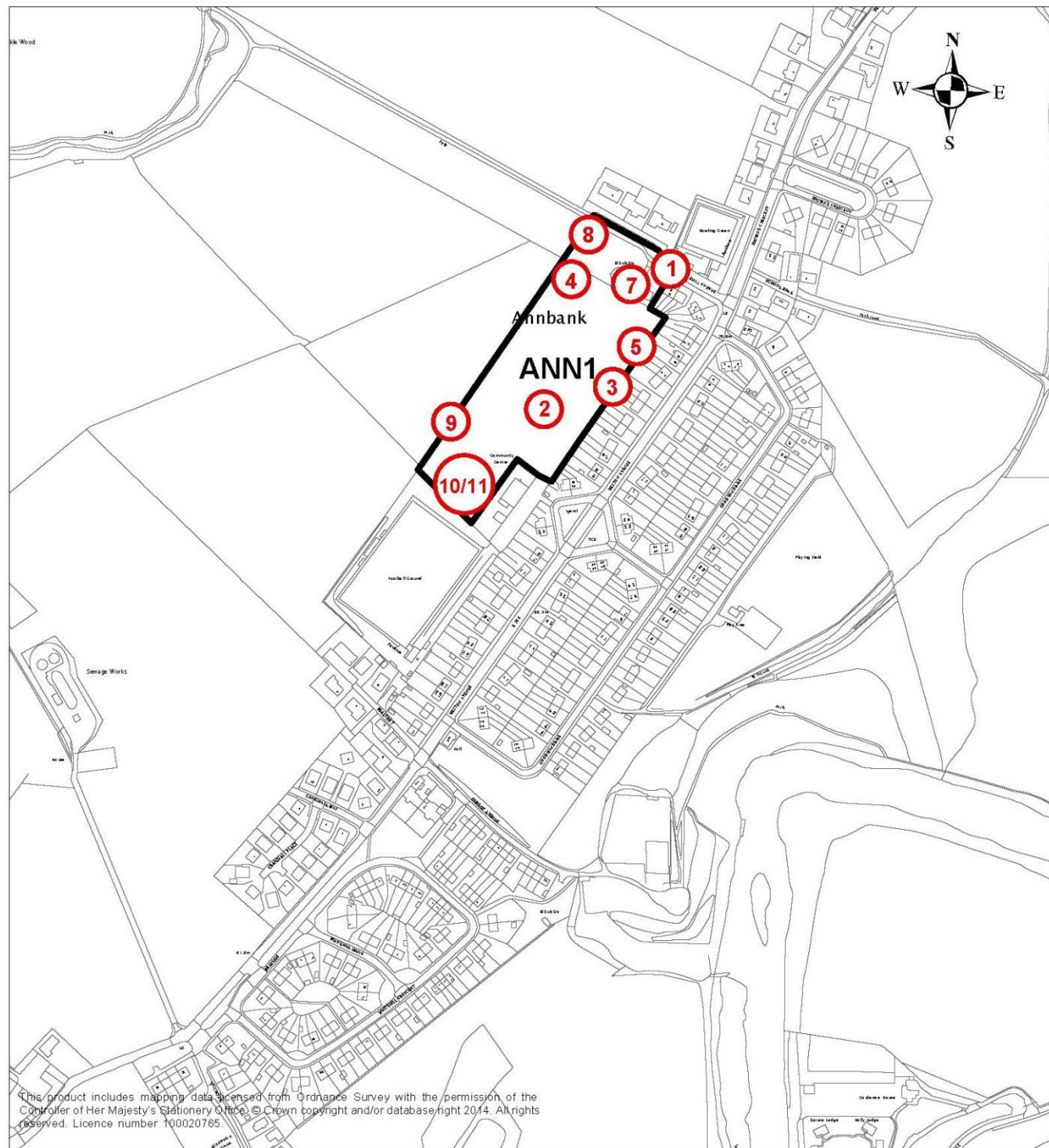


Existing Housing Sites Allocations (LDP1)

Annbank

Building Design & Site Layout	<ul style="list-style-type: none"> • Building height should be restricted to single storey within the south western portion of the site in order to minimise impact upon the landscape setting of the village. • Buildings should face west at the western edge of the site. • Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
Landscaping and Boundaries	<ul style="list-style-type: none"> • The western boundary of the site should provide the settlement with a boundary incorporating landscaping, pedestrian linkage and dwellings fronted onto adjacent agricultural land. • In developing the site, it will be important to retain as much woodland as possible along the northern boundary. This area of woodland forms part of the Auchincruive Estate which is contained within the Inventory of Gardens and Designed Landscapes. • The eastern boundary of the site should be carefully considered where the rear gardens of new houses is likely to back on to the rear gardens of existing properties on Weston Avenue.
Open Space	<ul style="list-style-type: none"> • Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. • Open space should be sited adjacent to the western boundary to integrate into pedestrian linkage, and integrate with adjacent agricultural land - houses should front onto open space to provide natural surveillance. • The Council will favour proposals that include allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> • Vehicular access to the site should be taken via Brocklehill Avenue. • This site has a core path (SA14) which runs along the north edge of the site. This core path then links into several others, within Auchincruive estate and also to the River Ayr Way. This core path route is also a claimed right of way, recorded on the Council's file and also the Scotways file (as SCROWS ref. SKC25). It is essential to protect this route, and also to link any routes within the site with this core path. • The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. • A pedestrian and cycle linkage should be provided at the south eastern corner of the site in order to provide a physical link with the existing settlement. The development should be appropriately orientated to provide the pedestrian linkage with natural surveillance.
Education Impact	<ul style="list-style-type: none"> • It is anticipated that the site will require to contribute towards meeting the impact of the development on local primary and secondary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.

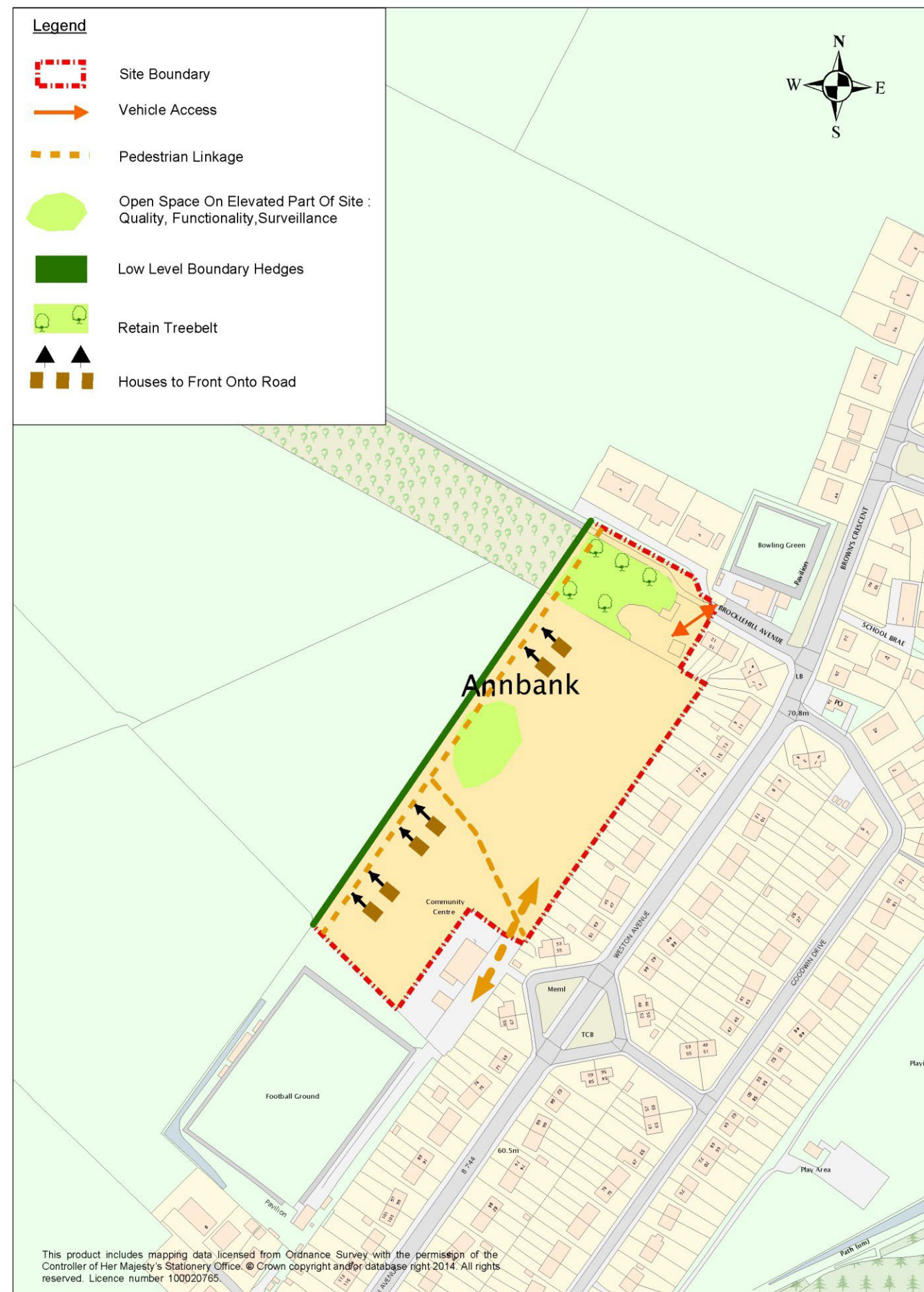
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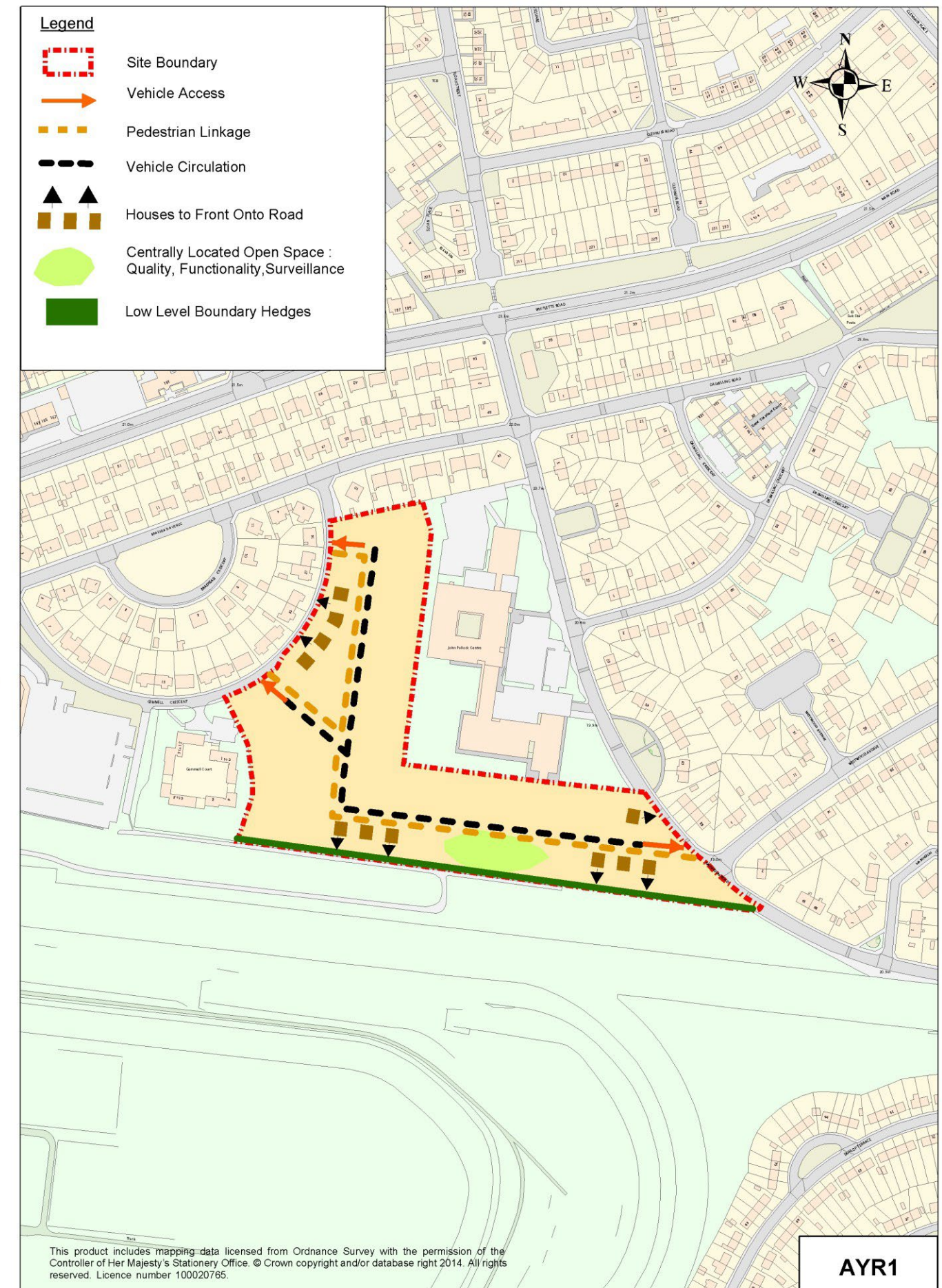
- ① Site access and ownership may be problematic
- ② Retain existing views – limit height of buildings
- ③ Limit proximity of new houses to existing ones
- ④ Create open space at highest part of site
- ⑤ Avoid paths behind gardens
- ⑥ Existing nursery is on the proposed site access point- relocate it within village
- ⑦ Drainage issues
- ⑧ Retain woodland on site
- ⑨ Landscaped edge to provide improved village boundary
- ⑩ New affordable housing urgently needed
- ⑪ Integrate affordable housing with private



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Ayr

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> New houses should front onto Mainholm Road at the access to AYR1; as well as onto Gemmell Crescent, by completing the established streetscape at Gemmell Crescent. New houses on Gemmell Crescent should be single or storey-and-a-half to replicate the built form in the locality. Houses should also front onto the racecourse. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses. Any development proposals relating to AYR1 should seek to retain the existing sports pitches on the site. Where this is not feasible, provision should be made for the inclusion of facilities of an equal or higher standard within the site or at another location that is convenient for users and maintains or improves the overall playing capacity in the area. At AYR2, the primary objective of any development is to secure the re-use of Holmston House. Any alterations to the building or enabling element of the development of this site must not compromise the character or setting of this listed building. Pre-application discussions with the Council are strongly encouraged for any proposed development - particularly relating to new development within the curtilage.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> AYR1 should incorporate a low level natural boundary along the southern boundary with the racecourse. AYR2 should retain existing boundary walls that are part of the listing. The Council will not support proposals that involve the loss of listed features, such as boundary enclosures. These should be incorporated into the design. Any development within the curtilage should be mindful of the prominence of the site from Station Road. The Council will not support suburban fences for rear gardens along this boundary.
<p>Open Space</p>	<ul style="list-style-type: none"> Within site AYR1, open space and play areas should be provided along the southern boundary with the racecourse, with pedestrian links throughout the site, and natural surveillance. Sites AYR2 should provide sufficient private open space to serve the proposed number of units on site. The Council's Open Space supplementary Guidance provides details on expected levels of provision. This site may not be sufficient to accommodate functional public open space within the development, however, and it may therefore be more appropriate for development to pay a commuted sum to contribute to the enhancement of a local play facility. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> AYR1 should take vehicle access onto Gemmell Crescent and Mainholm Road. It would be important to provide easily accessible links from a new development to core paths (SA1, SA2, and SA3). SA1 (the National Cycle Route7) SA2 (the Ayrshire Coastal Path) and SA3 (the River Ayr Way) are important recreational and tourist routes. The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. AYR2 should provide easily accessible links from a new development to core paths (SA1, SA2, and SA3). SA1 (the National Cycle Route7) SA2 (the Ayrshire Coastal Path) and SA3 (the River Ayr Way) are important recreational and tourist routes.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is anticipated that the sites will require to contribute towards meeting the impact of the development on local primary and secondary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.



Ayr



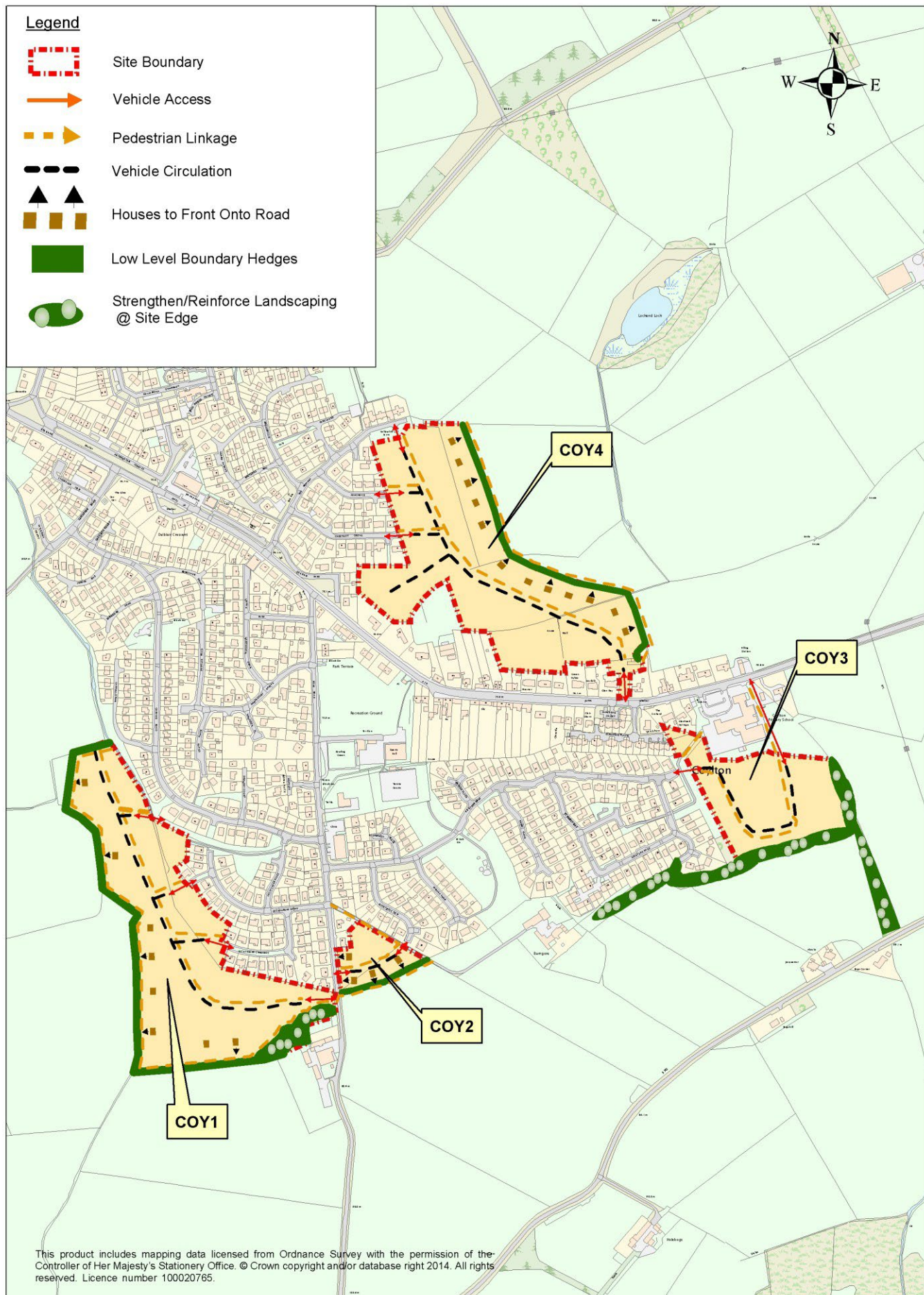
AYR 3 – This site is currently being development under planning permission 17/01214/APP

Coylton

Building Design & Site Layout	<ul style="list-style-type: none"> For the allocation sites in Coylton, where the site links into existing street patterns, the Council will encourage design solutions that maximise accessibility and linkage throughout the sites, and with the adjacent areas, so that the development integrates with the settlement, and continues existing street patterns. Development patterns should take cognisance of Designing Streets. Where new development accesses onto existing roads, there should be new dwellings fronting onto that road to continue established streetscape patterns. Where affordable housing is required on site, the development should physically and visually integrate with private housing, so that it is not functionally or visually disconnected with the remainder of the development. Sites COY1, COY2 and COY4 should provide houses fronting onto neighbouring agricultural land, connected into peripheral footpaths around the sites, so development does not present suburban rear boundaries onto rural landscapes.
Landscaping and Boundaries	<ul style="list-style-type: none"> COY1 should be defined, along the southern and western edge of the site, by low level vegetation. The surrounding landscape is rolling agricultural land, which is delineated, in boundary terms, by hedgerows, interspersed with occasional trees. The boundary to COY1 should replicate this boundary treatment to blend with the landscape of the surrounding area. The southern boundary of the site at Hole Road contains a small grouping of mature trees. This should be incorporated into the boundary treatment at this location, with the tree planting being retained and strengthened. COY2 should be defined, along the southern edge of the site, by low level vegetation. The surrounding landscape is rolling agricultural land, which is delineated, in boundary terms, by hedgerows, interspersed with occasional trees. The boundary to COY2 should replicate this boundary treatment to blend with the landscape of the surrounding area. COY3 should retain and strengthen any planting along its south and east boundaries to continue the strip of trees that runs to the south of Highpark Road and the strip that runs from the B742 to the southeast corner of the site. The north boundary should not enclose the school in suburban rear garden fences. Planting should mark this boundary – though should not prohibit any existing pedestrian access. COY4 should be defined, along the eastern edge of the site, by low level vegetation. The surrounding landscape is rolling agricultural land, which is delineated, in boundary terms, by hedgerows, interspersed with occasional trees. The boundary to COY4 should replicate this boundary treatment to blend with the landscape of the surrounding area. COY5 should maintain its existing boundaries to the east and south, which are defined by mature woodland.
Open Space	<ul style="list-style-type: none"> Site COY1, COY3, COY4, COY5 are all large enough to accommodate large, functional areas of open space within the development. Open space should be provided, including play areas, centrally within the site, to maximise accessibility. Open space should benefit from natural surveillance, through the design process, by being overlooked by dwellings fronting onto any open space. Private amenity ground should be provided in accordance with the Council's established guidelines for private garden ground. COY5 should provide open space to the southwest, adjacent to the cemetery to link existing and new public spaces. COY2 should provide appropriate private amenity ground for any new houses. Given the scale of the site, it is unlikely that on-site open space provision and play equipment will be favoured (if required). As such, any such requirement will be best dealt with by way of play equipment commuted sum, to contribute to a nearby facility. The Council will favour proposals that include allotments that are well designed and integrated into developments.

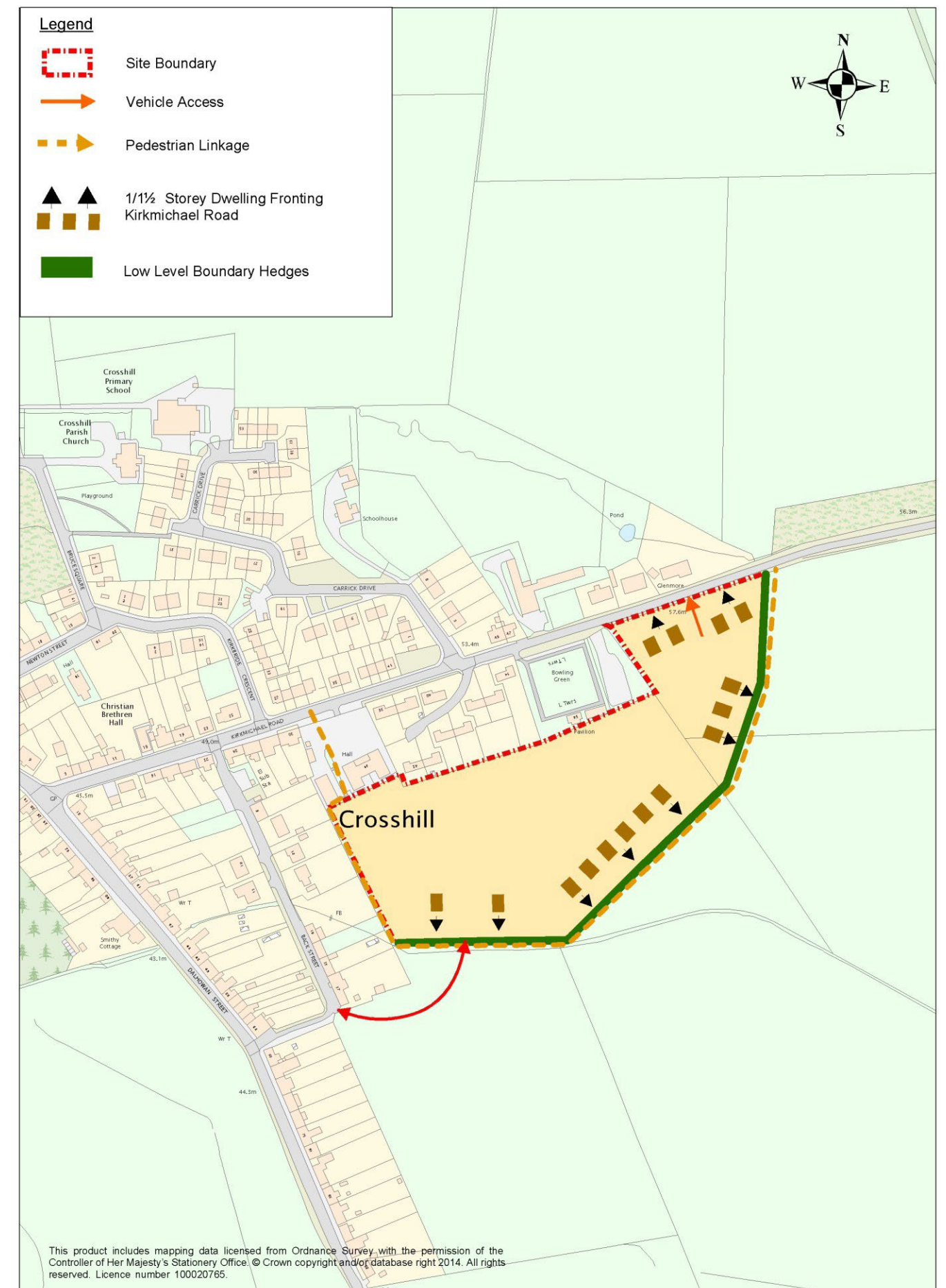
Transportation and Access	<ul style="list-style-type: none"> Release dependent on the outcome of an assessment of impact (including cumulative impact) of housing releases within Coylton on the trunk road network. The assessment should be carried out in consultation with Transport Scotland. Where possible, the assessment should be coordinated and conducted by the developers of each of the Coylton allocations, with any required mitigation being related to the impact of development (as directed by the council). The development is expected to contribute to the costs of mitigating any localised impact on the trunk road network. COY1 should take vehicle access into the site from Hole Road, Garvine Road, Lochfergus Drive and Lochfergus Crescent. These accesses should also provide pedestrian accessibility. This connectivity and access for vehicles and pedestrians will increase circulation around the site and allow it to integrate with the settlement. Pedestrian links should also be provided to play area and open spaces within the site. COY2 should take vehicle access into the site from Hole Road. The developer should also explore the possibility of creating a second vehicle access to the site from Dalrymple View. COY3 should take vehicle access to the site from Highpark Road, and should also explore the possibility of a second vehicle access from the A70. Existing pedestrian links to the school and A70 should be retained, within additional linkage provided, where possible. COY4 should take vehicle access to the site from the A70 at the location of the current 'gap' site at approximately opposite Glenhead Court. Vehicle access should also be taken from the north at Gallowhill, and from the west from Ashgrove and Chestnut Grove. Pedestrian access should also be taken from all these vehicle access points. Pedestrian access should allow safe, quick access from all parts of the site to amenities and public services within Coylton, generally located along the A70. Pedestrian access should also be safe and convenient to open spaces within the site. COY5 should take vehicle access from Manse Road. It would be preferable for the site to achieve dual vehicle access from Manse Road to maximise safe and convenient vehicle and pedestrian access opportunities. For all sites it is important to create easily accessible walking and cycling routes from within the site, to link to routes in the wider core path network.
Education Impact	<ul style="list-style-type: none"> It is anticipated that the sites will require to contribute towards meeting the impact of the development of local primary and secondary education through developer contributions. Details of contributions will be set out in supplementary guidance for education impact of housing development.

Coylton



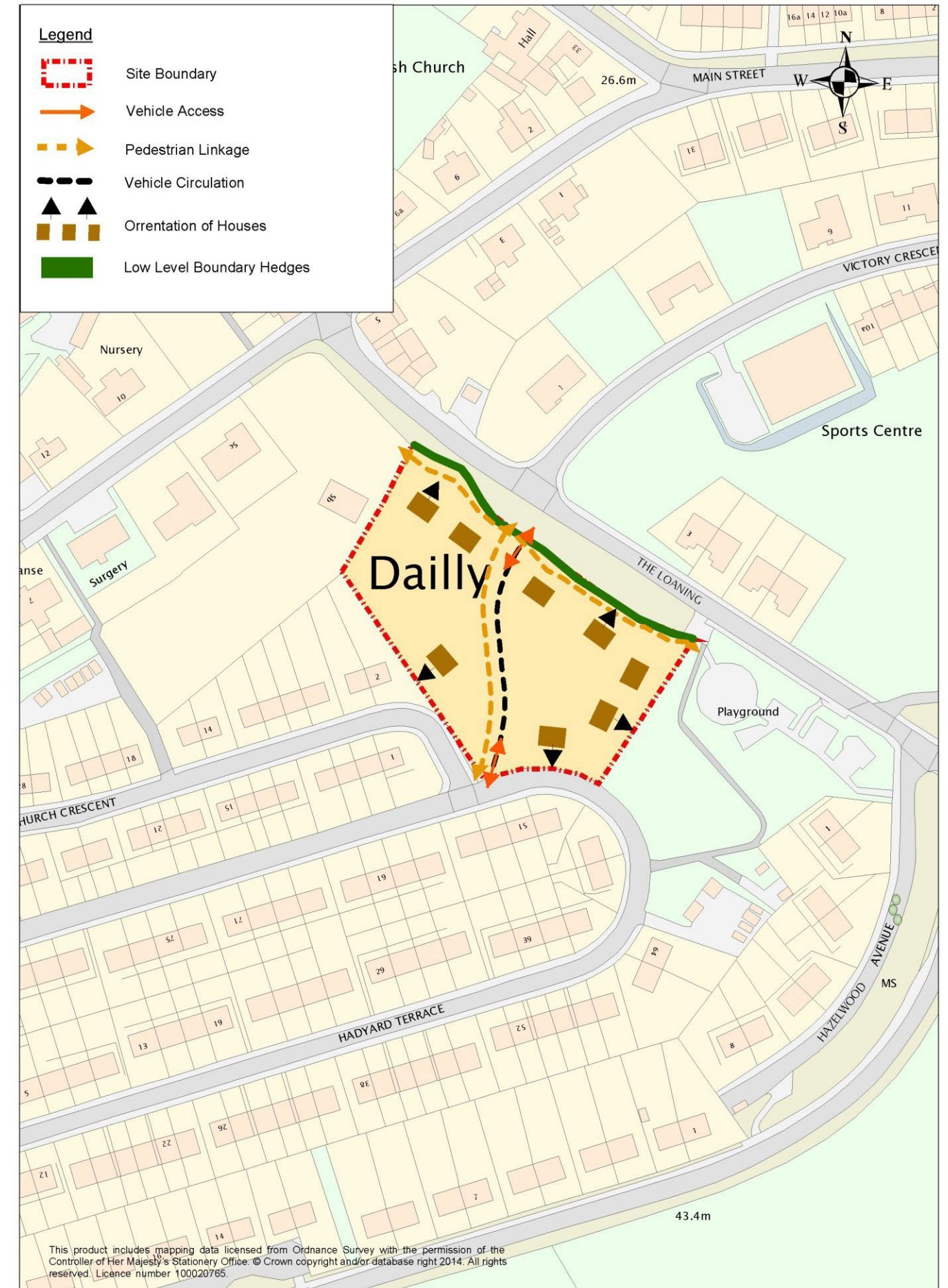
Crosshill

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Given that portions of the site are higher than the existing settlement and the scale of the majority of the buildings within the surrounding area, building height should be restricted to one and one and a half storey in order to provide for integration and to ensure that it does not dominate the existing settlement. SEPA has indicated that a small watercourse/drain or culverted watercourse is present on the northern boundary of the site. Subject to detailed investigations, this may require the imposition of a no build zone within the relevant part of the site. Houses should front on to Kirkmichael Road (subject to detailed investigations relating to the presence of a culverted watercourse) and should be restricted to single storey in order to reflect existing residential units on Kirkmichael Road. Housing should also front onto the agricultural land to the south and east, connecting into a peripheral pedestrian footpath around the site, to provide a welcoming and accessible settlement edge. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> A strong defensible, low-level, landscaped boundary should be provided along the southern and eastern boundary of the site in order to protect the landscape setting of the village and to soften the transition from urban to rural. This will also help to better define the edge of the settlement at this location. The northern boundary of the site, where it meets Kirkmichael Road should contain outward facing buildings, ensuring that the development respects and integrates with the existing settlement. Along the northern and western boundary, the development should be mindful of impacts upon the residential amenity of existing properties and should avoid visual segregation.
<p>Open Space</p>	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. Open space should be sited in order to benefit from natural surveillance. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Vehicular access to the site should be taken via Kirkmichael Road. The site should also seek to achieve a vehicle link from the south-west corner to Back Street. Pedestrian linkages should also be provided to connect with Kirkmichael Road, linking with the existing village. A peripheral footpath should be provided around the southern edge of the site. The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. There are 2 core paths (SA1 and SA39) close to the site. These core paths connect Crosshill's Main Street to the wider path network. SA1 is also the National Cycle Route no.7, and SA39 links to local routes in Straiton, Kirkmichael and beyond. It is important to link any walking/ cycling routes from the site to these core paths.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is anticipated that the site will require to contribute towards meeting the impact of the development on local primary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.



Dailly

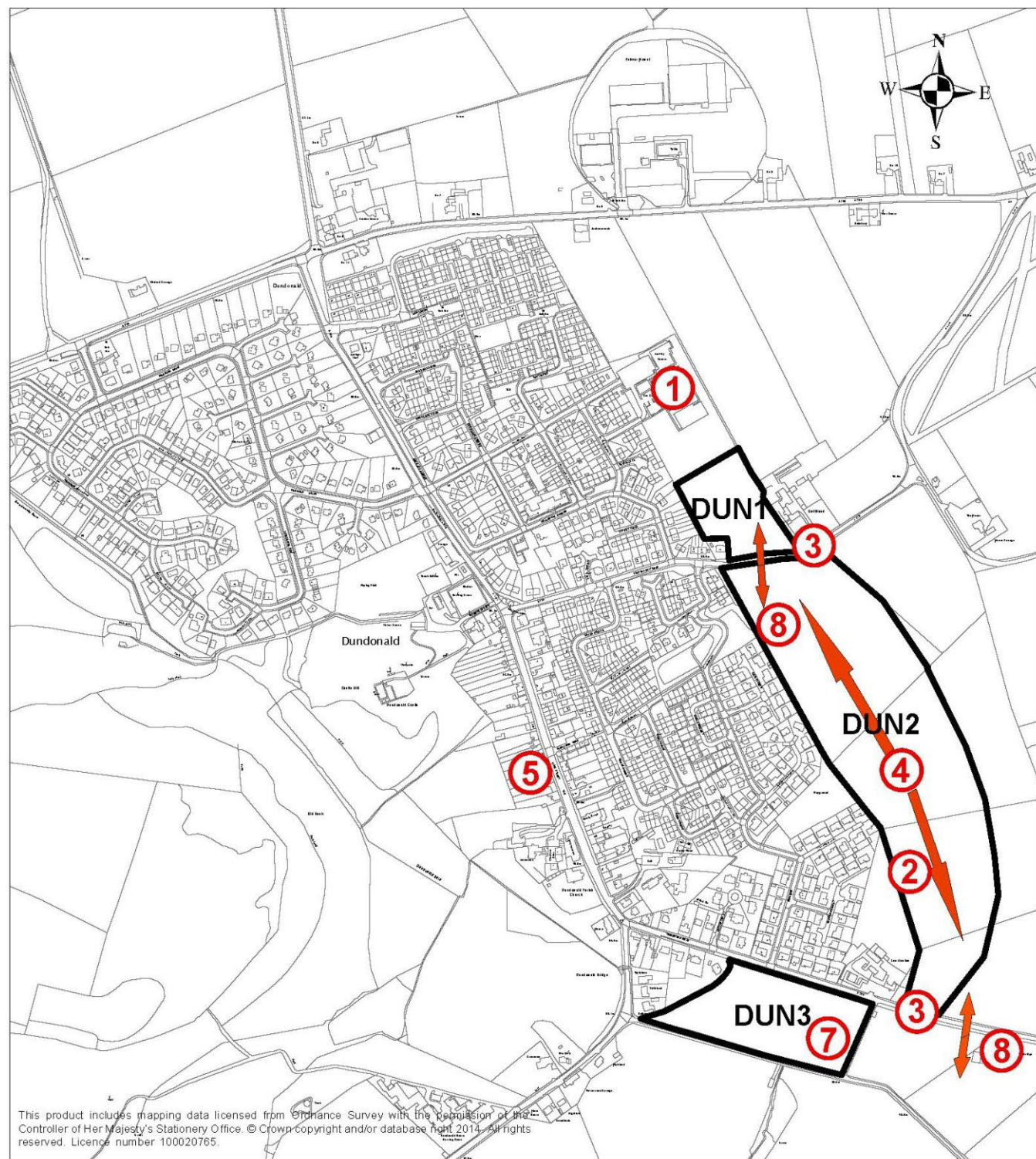
<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Houses should front onto Hadyard Terrace to integrate with the existing street. Houses should also face the open space to the south. The site should have frontages facing The Loaning in order to create visual integration. The design solution should attempt to reflect the existing linear urban form where the site is most prominent. Achieving this will minimise the impact of the development on the village, particularly when viewed from the north western corner and beyond. The existing vegetation along the northern boundary of the site should be retained and strengthened, where possible in order to minimise impacts upon the landscape setting of the village. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> The existing trees and vegetation along the northern boundary of the site should be retained in order to protect the impact upon the landscape setting of the village. No rear gardens should face on to Hadyard Terrace or Church Crescent along the southern boundary.
<p>Open Space</p>	<ul style="list-style-type: none"> The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Pedestrian linkages should be provided in order to link the development with Hadyard Terrace to the south, The Loaning to the north and the existing play area to the east of the site. The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. There are 3 core paths which link into Dailly (SA42, SA43 and SA44). Core path SA42 is adjacent to the site. These routes then connect to the wider path network. There are also several recreational Local Trails around the village, which are very popular with residents and tourists. It is to link any walking/cycling routes from the site to these core paths and Local Trails.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is not anticipated that the site will require to contribute towards meetings its impact on local schools.



Dundonald

Building Design & Site Layout	<ul style="list-style-type: none"> The pattern of development along Main Street, Dundonald is well established with houses fronting onto Main Street. This is continued into Tarbolton Road and Kilmarnock Road. Development along Kilmarnock Road and Tarbolton Road, as well as any development along the U99 should front onto those roads, to continue the established built form of Dundonald. Houses fronting onto Tarbolton Road and within site DUN3 should be predominantly single storey or 1 ½ storey. Development should face onto the agricultural land to the east, incorporating a peripheral footpath along this boundary, to provide a welcoming and accessible settlement edge. Affordable housing should be provided onsite in line with the Local Development Plan and supplementary guidance. Any affordable housing at the site should be designed to integrate with the wider development so that it does not appear to be visually separate from private housing. The Council would encourage a masterplan approach to design for DUN1, DUN2 and DUN3.
Landscaping and Boundaries	<ul style="list-style-type: none"> The eastern boundary along sites DUN1, DUN2 and DUN3 should incorporate a low level landscape buffer and footpath to create a defensible edge to the settlement. Given the topography of the site; and that it is generally rolling agricultural land, it is important to define the edge of the settlement in an appropriate manner. Exposed suburban fences along the eastern edge of the sites will not be favoured. Front gardens of properties fronting onto Tarbolton Road and U99 should be open, and not be contained within walls, fences or hedges. This should assist development at these locations match the urban character of Dundonald – particularly within the locality – and provide a suitable entrance to the settlement when approaching from the east.
Open Space	<ul style="list-style-type: none"> New houses should be sited in spacious plots, with good separation distances from existing and other proposed new houses. Amenity open space should be provided centrally within the site, with natural surveillance – with particular reference to site DUN2, existing open space areas to the west should be linked to open space provision as part of the development of DUN2, to provide functional and usable open space. The open space should also be used to provide pedestrian linkage to the west, with houses facing onto open space areas. The Council will favour proposals that include allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> It is likely that site DUN1 will have a single vehicle access to the site from the B750. The site should, however provide pedestrian access to the school, located immediately to the north of the site. This will improve pedestrian access from the site as well as from DUN2. Site DUN2 should have dual vehicle access, with principal entrance points from B750 and Tarbolton Road. The site should also provide vehicle access to the site from the existing residential areas to the west of the site, where possible. Pedestrian access to the west should also be provided – particularly through the existing open space areas – to provide safe and convenient access for future residents to village amenities. Vehicle access to DUN3 should be taken from Tarbolton Road, however, subject to technical assessment, access should also be taken onto U99, with this road being widened appropriately to accommodate the development. The allocations push the settlement boundary eastwards. Traffic calming should be incorporated into the design solution to slow traffic entering Dundonald on Tarbolton Road and Kilmarnock Road from the east. Speed restrictions should be adjusted to reflect the new developments and settlement boundary. Core path SA37 runs through Dundonald, and along Kilmarnock Road, adjacent to the site. This core path links to Symington, and to Troon (via the Smugglers Trail – which is a very popular walking/ cycling route for locals and visitors). It would be important to link any walking/ cycling routes from the site to this core path and the wider network of routes.
Education Impact	<ul style="list-style-type: none"> It is anticipated that the sites will require to contribute towards meeting the impact of the development on local primary and secondary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.

Dundonald



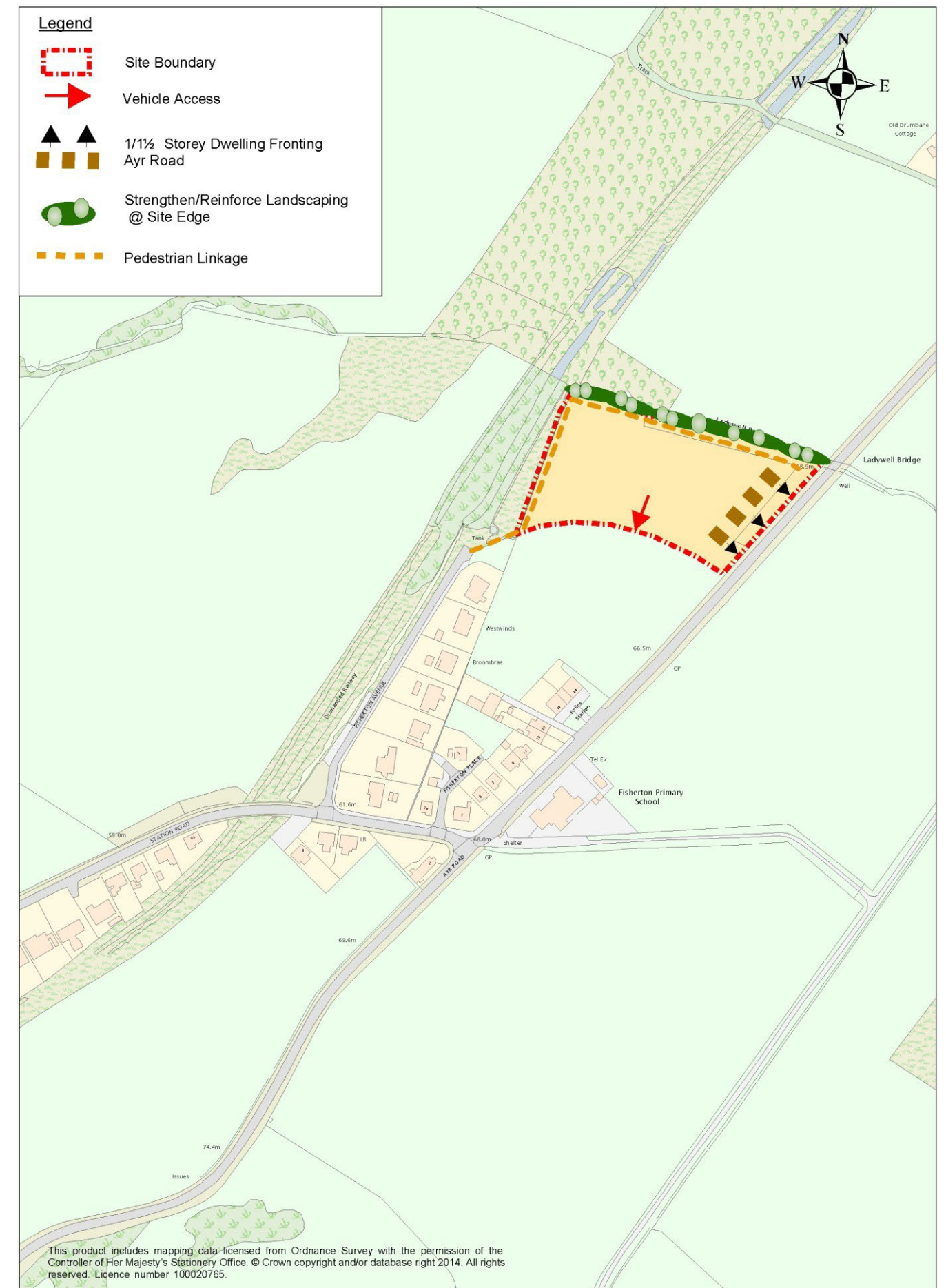
Dundonald

- ① Issues with nursery and school provision
- ② Drainage issues
- ③ Extend speed limit beyond new sites/Traffic calming
- ④ Distributor road should run north-south through site
- ⑤ Contribution towards local service – post office
- ⑥ Improved bus service to village- buses too expensive, not everyone has car access
- ⑦ Style and layout of houses to fit with those on Tarbolton Road
- ⑧ Sites of less than 50 houses normally only require 1 access road, but should seek dual access routes into sites.



Fisherton

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Houses should front the A719 to reflect the urban form of the existing settlement and to maintain the visual relationship that the settlement has established with the A719. The site should be designed to integrate visually and physically with the adjacent residential area to the immediate south of the site, capitalising upon opportunities for vehicular and pedestrian linkages. A collaborative approach to the development of this site will be required in conjunction with the adjacent site. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> Existing trees along the boundary of the site should be retained in order to minimise impacts upon the landscape setting of the village. Landscaping works along the northern boundary of the site should be designed to provide the settlement with a strong defensible boundary whilst limiting views into the site when approaching along the A719 from the north.
<p>Open Space</p>	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. Open space should be sited in order to benefit from natural surveillance. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Vehicular access to the site should be provided through the existing residential area to the south. There should be pedestrian linkages with the existing residential area to the south and beyond. The developer should explore the possibility of providing a pedestrian link from Fisherton Avenue to the north east corner of the site. The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is not anticipated that the site will require to contribute towards meetings its impact on local schools.



Girvan

Building Design & Site Layout	<ul style="list-style-type: none"> • New houses within GIR1 should front onto Coalpots Road to continue to the streetscape pattern characterised within the existing settlement. • Affordable housing may be required within GIR1 in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses. • Site GIR2, which is the former Davidson Hospital, is a listed building. The purpose of this allocation is to assist the re-use of the building. As such, the site is predicated on the retention of the building. Any proposed redevelopment of this site must include the conversion of the existing building. The Council will not support the demolition of the site, or alterations to the building or any new development in the curtilage that unacceptably harms the setting of the listed building. • Site GIR3 should have dual building frontage onto both Wilson Street, to the rear, and Henrietta Street, to the front. Buildings on this site should be single storey or 1.5 storey high terrace properties to reflect the built form of the surrounding area.
Landscaping and Boundaries	<ul style="list-style-type: none"> • The eastern and southern boundaries of site GIR1 are already defined by vegetation, including trees and scrub. These boundaries should be strengthened and retained to reinforce the natural edge to the settlement at this location. • Boundaries at GIR2 will form part of the listing for the former Davidson Hospital, and must be retained as part of any design solution for the re-use of the site. • Site GIR3 is currently within a traditional stone wall boundary enclosure. This should be retained, particularly along Henrietta Street, as part of any design solution for the site.
Open Space	<ul style="list-style-type: none"> • Site GIR1 should provide suitable open space within the site. The entrance to the site from Torcy Way and the play area at this location offer an opportunity to enhance this open space, providing a larger, better equipped play area. Other open spaces within the site should be collected and located centrally to increase accessibility and amenity value, with pedestrian linkage to the open space. Dwellings should be fronted onto open space to secure natural surveillance. • The redevelopment of the former Davidson Hospital at GIR2 and site GIR3 should incorporate sufficient private amenity ground for any new dwellings. The Council will be sensitive to viability implications in seeking the re-use of this listed building at GIR2 and potential costs of redevelopment of the brownfield site GIR3. Notwithstanding any viability issues, and subject to any requirement for a contribution for play equipment, the Council will likely favour a commuted sum for the enhancement of nearby play equipment, rather than providing public open space on either of these sites. • The Council will favour proposals that include allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> • Site GIR1 should incorporate dual vehicle access to the site from Coalpots Road and Torcy Way to allow vehicle and pedestrian movements around the site. Where possible vehicle and/or pedestrian access should link the site to Assel Place. • Site GIR2 should retain the existing vehicle arrangements to the site. Any parking requirements to accommodate the residential re-use of the building should be sensitive to the character and setting of the listed building. • Site GIR1 may be able to accommodate a mix of vehicle access options. New residential properties at this site may, subject to technical considerations, be able to take vehicle access directly onto local roads. The design solution, equally, may suit a site access from Firth Terrace, to the rear of the properties, with parking provision provided in rear gardens. The design solution should not be determined principally by the requirement to accommodate vehicles; the siting and location of buildings should be given equal consideration, in order to achieve a development that respects the character of the surrounding built environment. Existing pedestrian access to the north of the site should be retained, and the development may wish to provide additional pedestrian linkage through.

Transportation and Access	<ul style="list-style-type: none"> • There are 3 core paths which link into Girvan (SA2, SA50 and SA51). SA2 (the Ayrshire Coastal path, a popular tourist attraction) runs very close to the site. These routes then connect to the wider path network. There are also several recreational Local Trails around Girvan, which are very popular with residents and tourists. It would be important to link any walking/ cycling routes from the site to these core paths and Local Trails.
Education Impact	<ul style="list-style-type: none"> • It is not anticipated that the site will require to contribute towards meetings its impact on local schools.

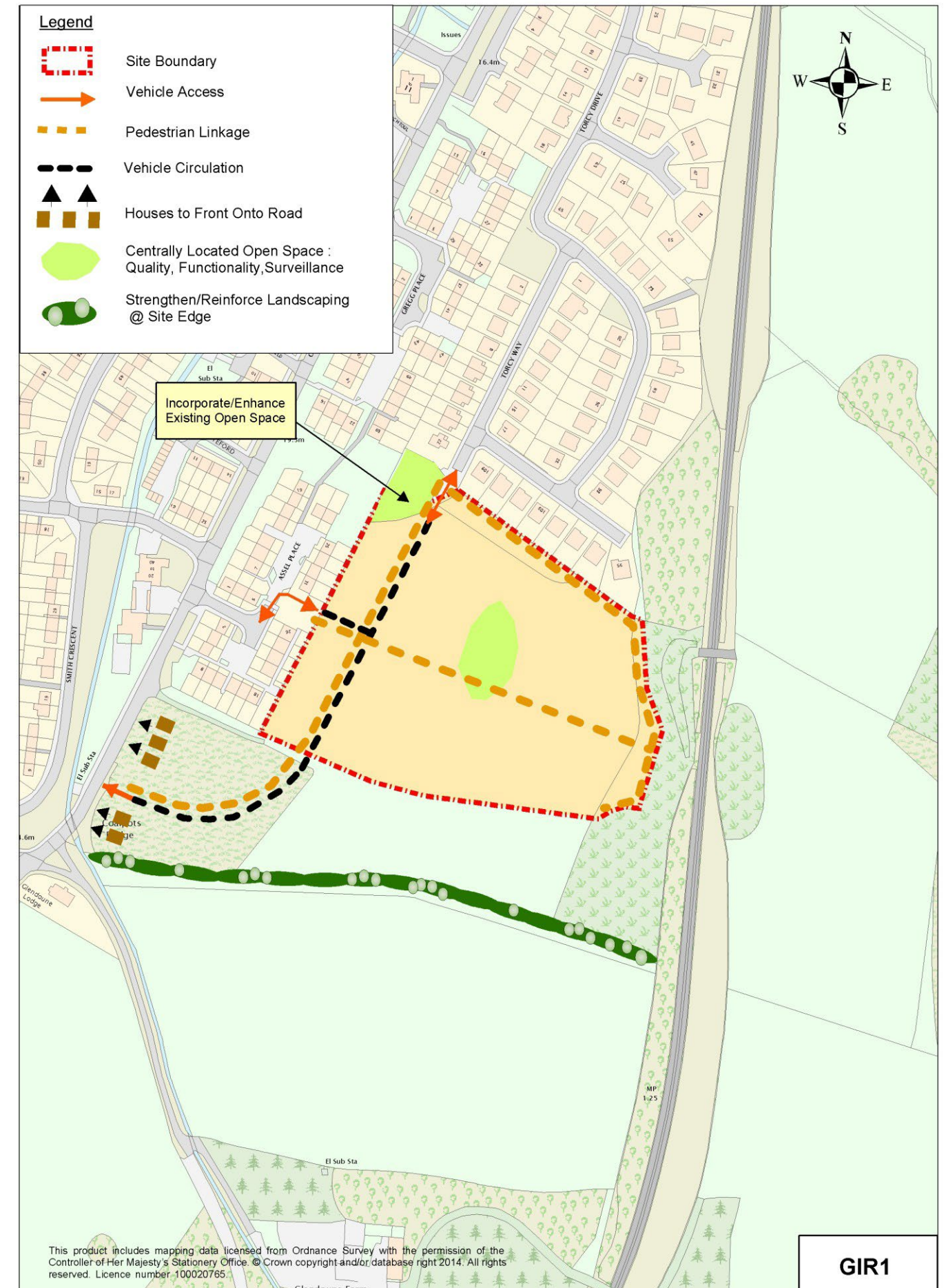
Girvan



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Girvan

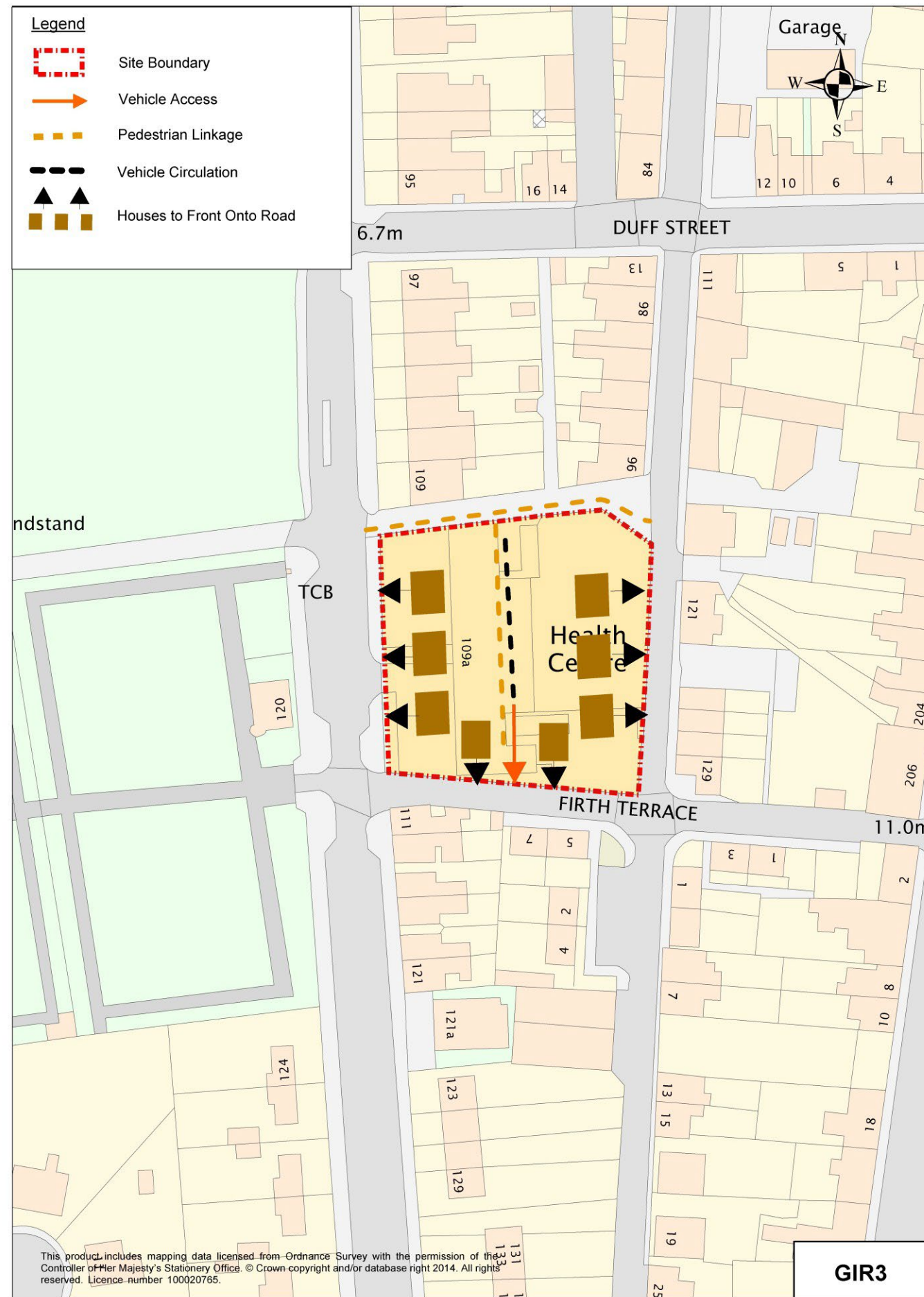
- ① Retain Davidson Hospital listed building
- ② Avoid making flooding problems in Victory Park worse from more run-off
- ③ Play area at corner of site access from Torcy Drive to site GIR1
- ④ Height of land at south of GIR1 site would raise houses above existing houses –boundary treatment to mitigate?
- ⑤ Include affordable housing suitable for first time buyers and retirement/ down-sizers



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GIR1

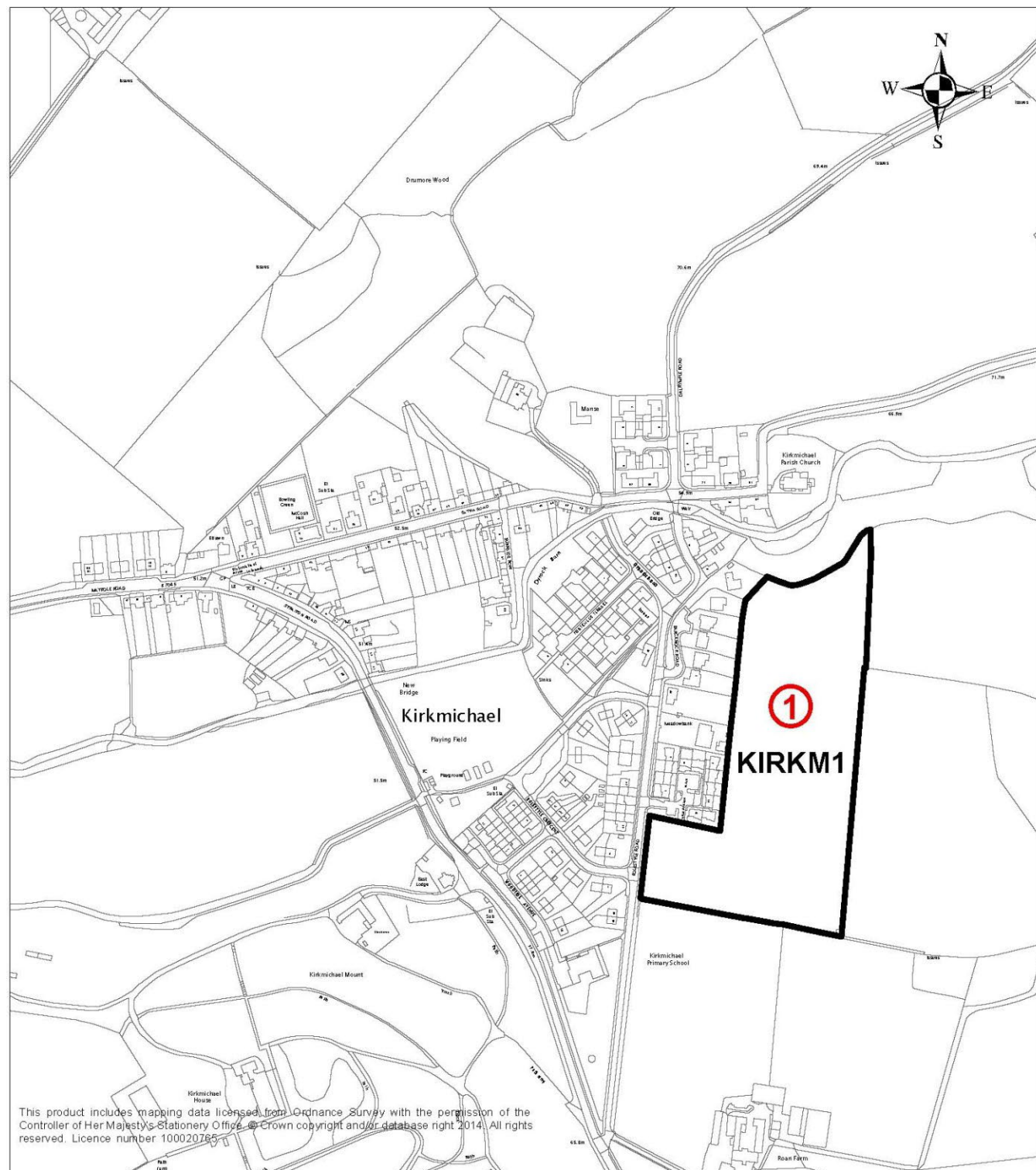
Girvan



Kirkmichael

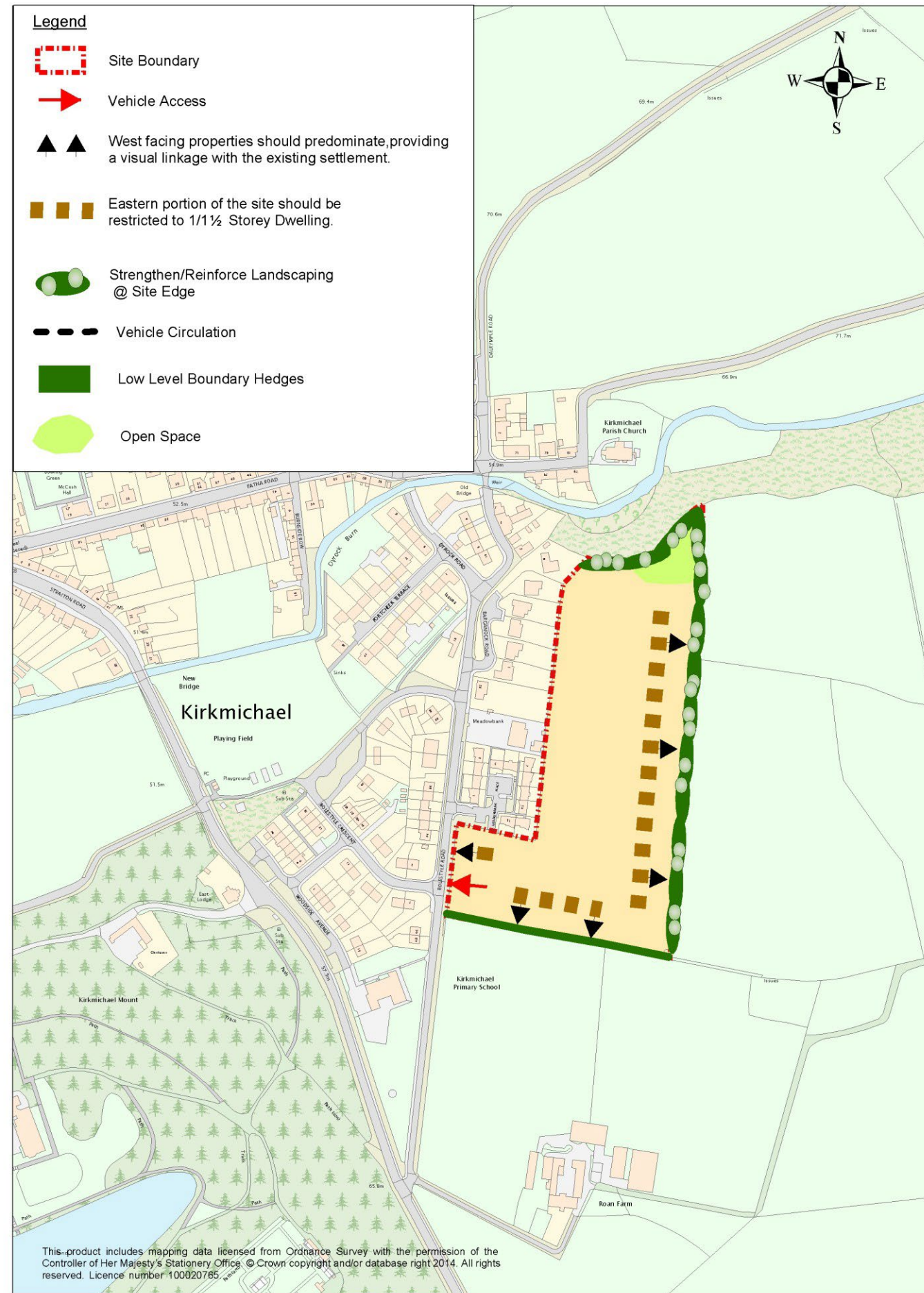
Building Design & Site Layout	<ul style="list-style-type: none"> • Building height should be restricted to single storey along the eastern part of the site in order to minimise impacts upon the character and setting of the village. Development should not breach the ridge line to the east. • The development to the east of the site should be east-facing, incorporating a pedestrian footpath to provide a welcoming and accessible settlement edge. Similarly, houses should face south at the southern edge, and those at the front should face onto Bolestyle Road. • 2-storey dwellings are unlikely to be acceptable within the site as a result of its prominent location. • Houses should front on to Bolestyle Road, ensuring that the site is visually and physically integrated with the existing settlement. • SEPA has indicated that there may be a culverted watercourse on part of the site. Subject to detailed investigations, this may require the imposition of a no build zone within the relevant area. • Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
Landscaping and Boundaries	<ul style="list-style-type: none"> • Landscaping works will be required along the eastern boundary of the site in order to establish a strong defensible settlement edge. The southern edge should be defined by a low level, natural boundary. • Landscaping works should provide screening for the development when viewed from the north. This will be particularly important in protecting the setting of the B-listed Kirkmichael Parish Church.
Open Space	<ul style="list-style-type: none"> • Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. • Open space should be sited in order to benefit from natural surveillance. • The Council will favour proposals that include allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> • Vehicular access should be taken via Bolestyle Road, at the south western corner of the site. • The site should provide a pedestrian linkage to Bolestyle Road in order to integrate with the existing settlement. • The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. • Core path SA40 links Kirkmichael to Straiton, Crosshill and the wider path network. There are also recreational local walks through the Kirkmichael House estate. It would be important to create links from walking/ cycling routes in the site to these core paths and local walks.
Education Impact	<ul style="list-style-type: none"> • It is not anticipated that the site will require to contribute towards meeting the impact of the development on local education facilities through developer contributions.

Kirkmichael



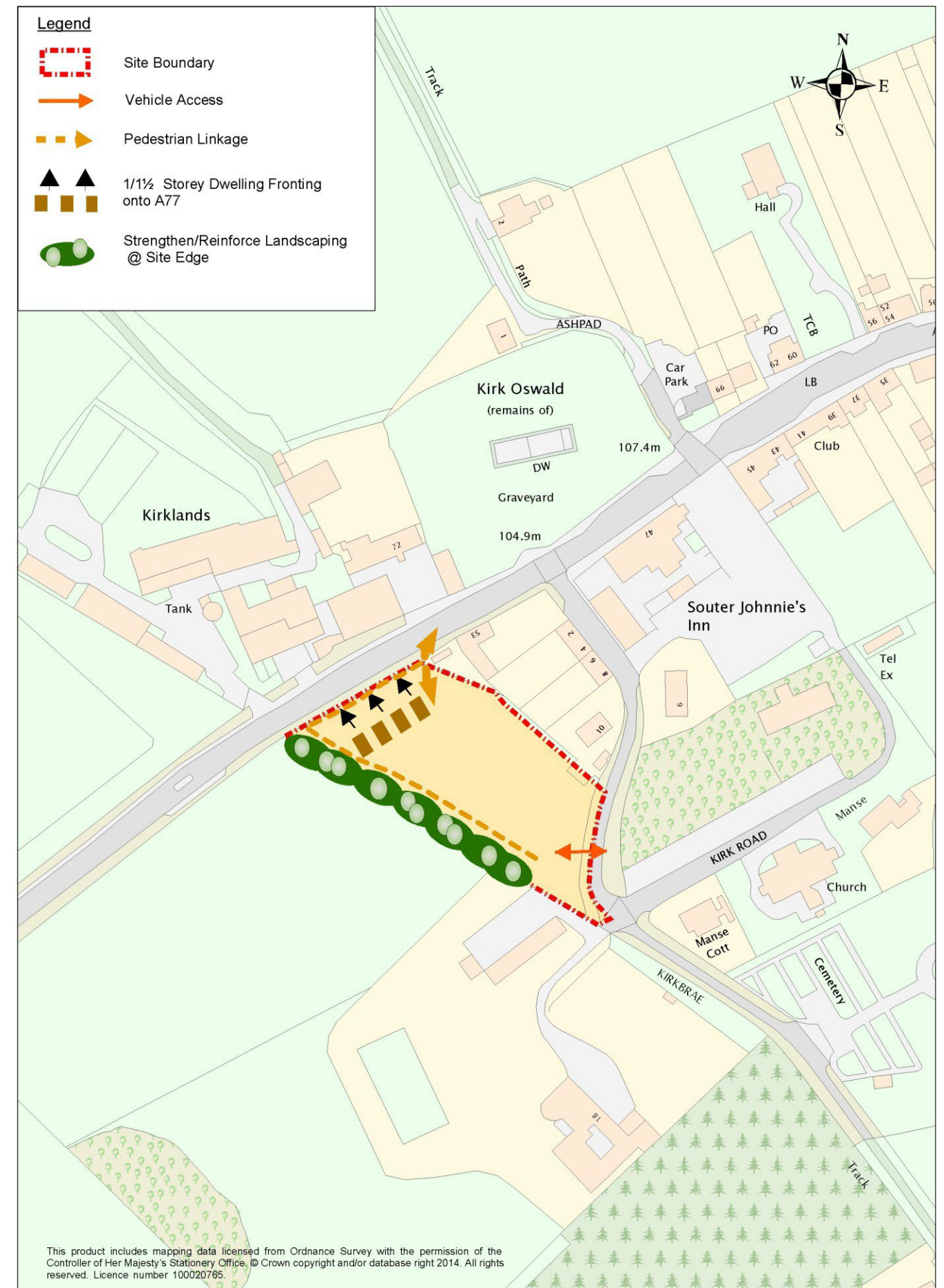
Kirkmichael

① Drainage/run-off from site is an issue. It is a sloping site.



Kirkoswald

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Development should be set back from the south eastern boundary of the site in order to respect the setting of nearby listed buildings and the character and appearance of the conservation area. However, it is important to ensure that the site forms part of the settlement and seeks to integrate both visually and physically with the village. The site should be restricted to 1 and 1 ½ storey dwellings in order to respect its prominence and the character of the existing village. Houses should front on to the A77 in order to achieve visual integration with the settlement and to be reflective of buildings located along Main Street, however direct vehicle access may be limited onto the A77. The materials used within the site will require to respect the character and appearance of the conservation area, in general, and the buildings located within it. A unique design solution for this site will be required which avoids the use of suburban, standard house types. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> The south eastern boundary of the site requires to be sensitively treated as a result of the proximity to the A-listed Kirkoswald Parish Church. Development should be set back from this boundary in order to allow for the continuation of views to the open countryside at this location. Landscaping works will be required to provide the western edge of the settlement with a strong defensible boundary.
<p>Open Space</p>	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. Given the requirement to set the development back from the south eastern boundary, this presents a logical location to meet the open space requirements for the site. This would also help to minimise impacts upon the landscape setting of the village, given that this is the most prominent part of the site. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Vehicular access to the site should be taken via Kirk Brae. A pedestrian linkage should connect the northern corner of the site with the A77, which will link the site with the village, and connect to Kirk Road/Kirk Brae. The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority. Core path 34 runs through Kirkoswald, linking the village to Culzean Country Park and to the Ayrshire Coastal Path. Part of this route (to the north) is a claimed right of way, and part of it (to the south) is also the Carrick Way. The core path runs adjacent to the site. It would be important to link any walking/ cycling routes in the site to these core paths and long distance routes in the wider path network.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is not anticipated that the site will require to contribute towards meeting the impact of the development on local education facilities through developer contributions.

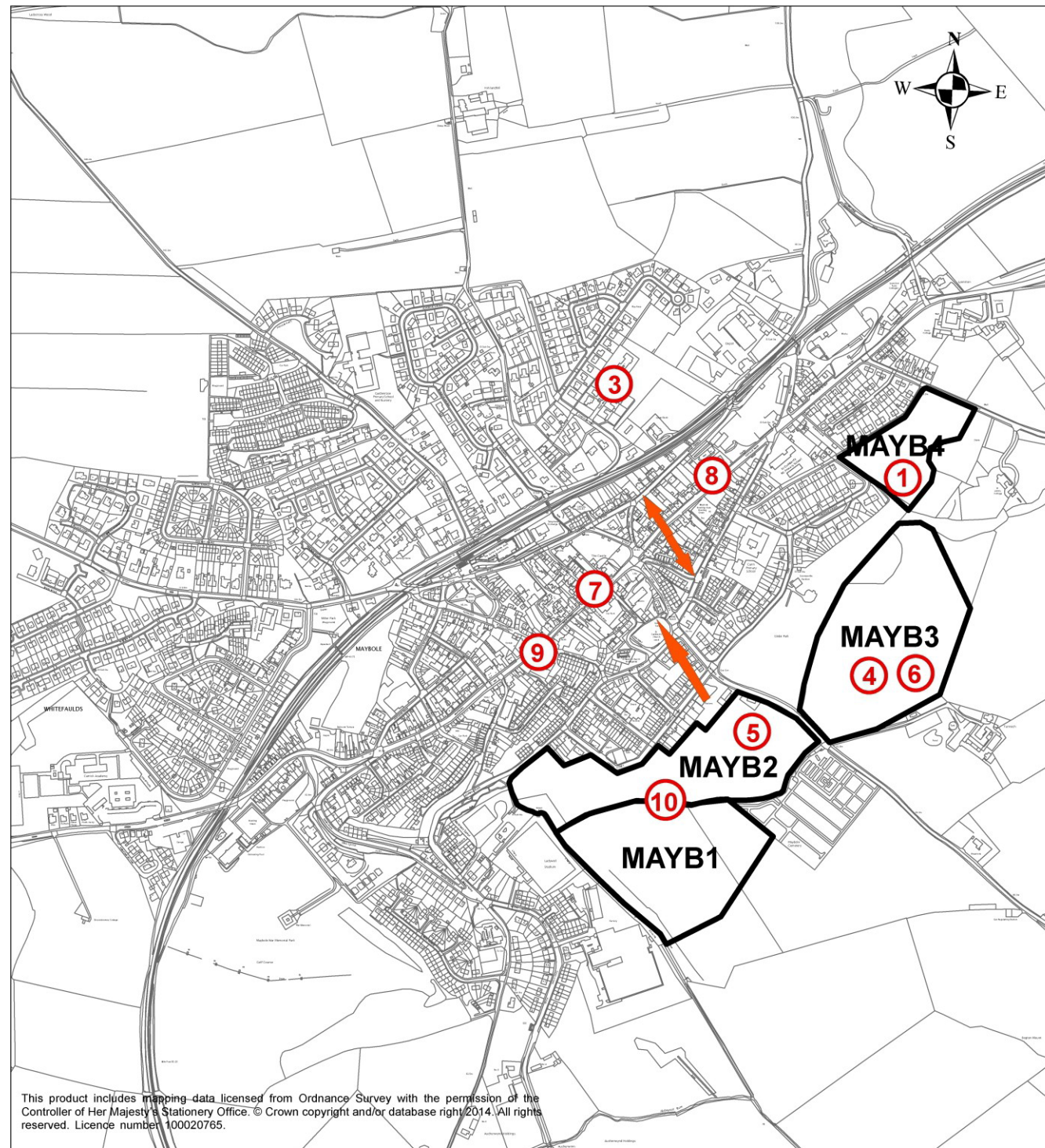


Maybole

Building Design & Site Layout	<ul style="list-style-type: none"> New houses within the allocation sites should provide frontages onto, and form part of the streetscape along Drumellan Road and Cairnfield Avenue. The allocation sites provide for a substantial amount of housing units to be provided at Maybole. The Council will be supportive of development proposals that provide a variety of houses styles and sizes within the development site. This can cater for different housing demands and provide the opportunity to provide a visually distinctive development. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
Landscaping and Boundaries	<ul style="list-style-type: none"> Maybole is located on rising land, and the location of the allocation sites is at the lower end of the town. At the current edge of settlement, views of the site are relatively localised due to the topography. The landscape at the settlement edge comprises of rolling agricultural land, with little in the way of tree belts/stands (except around St. John's Cottage and along Kirkmichael Road). Generally, boundaries along roads and fields are defined by low level, natural boundary treatment, such as hedge rows, with occasional trees. This should be replicated around the majority of the rear (eastern) boundary of the site. Houses along the south east boundary should face south east and be connected into a pedestrian footpath around the perimeter of the site to provide a welcoming and accessible settlement edge. The edge of the site along Kirkmichael Road is currently defined by mature tree planting. This should be retained and strengthened as part of the development of the site, and along the boundary of the site near St John's Cottage. The site frontage along Glebe Park should contain dwellings fronted onto the open space to replicate the urban form on the western side of the park.
Open Space	<ul style="list-style-type: none"> The large open space at Glebe Road is a significant, valuable and functional area of open space that provides community-wide amenities. The design solution for the allocations should incorporate the open space as a central part of the design solution for the site by fronting dwellings onto the open space to replicate the built form of the local area, where dwellings along Glebe crescent face onto the open space. Similarly, the football ground and skate park to the southwest of the allocations are community-wide recreational amenities. While vehicle linkage direct to these assets may be limited, pedestrian linkages should be provided to these open space assets. While there will be additional open space within the development site, the masterplan process should engage with the Council's planning and grounds sections to understand how best to provide additional open space and open space facilities. It may, for example, be appropriate for some of the open space play equipment that would normally be required for a development of this scale can be provided through upgraded, central facilities that exist at existing areas of open space, rather than fragmenting the play equipment provision. Amenity open space should be provided centrally within the site, with natural surveillance. There will be opportunities to link path networks through the site given the linear form of the site and various opportunities to link into existing paths. The Council will favour proposals that include allotments that are well designed and integrated into developments.

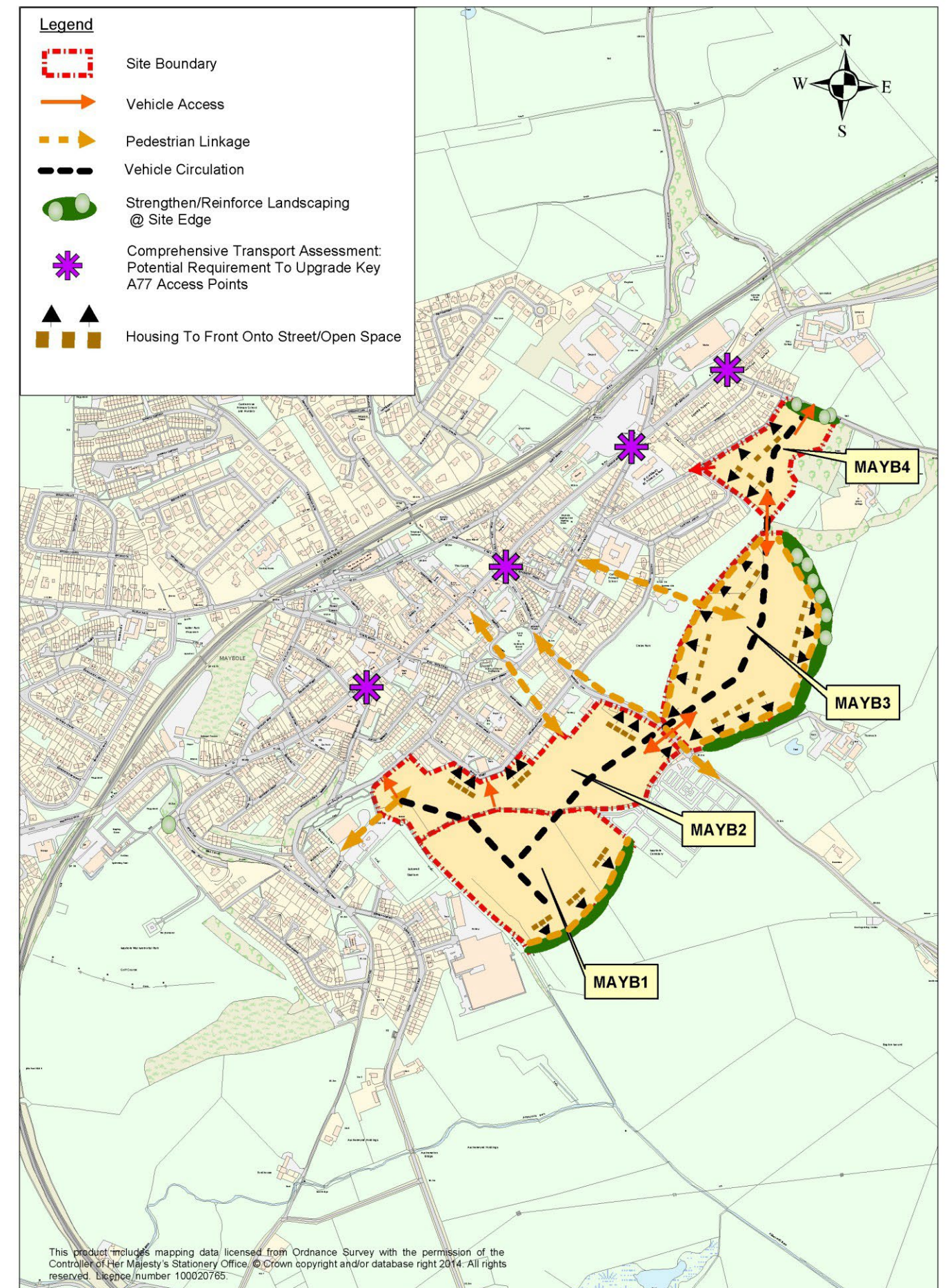
Transportation and Access	<ul style="list-style-type: none"> There should be a masterplan approach to development of the Maybole allocation sites, which should include a comprehensive transport assessment and design solution. Release dependent on the outcome of an assessment of impact (including cumulative impact) of housing releases within Maybole on the trunk road network. The assessment should be carried out in consultation with Transport Scotland. Where possible, the assessment should be coordinated and conducted by the developers of each of the Maybole allocations, with any required mitigation being related to the impact of development (as directed by the council). The development is expected to contribute to the costs of mitigating any localised impact on the trunk road network. The design solution for the site should incorporate multiple vehicle accesses to the site. A main vehicle route should be incorporated into the development to provide continuous linkage between Kirkmichael Road to Crosshill Road. Vehicle access should also be taken onto Drumellan Street, Cairnfield Avenue and Loaning. Pedestrian links should also be enhanced, where existing, and created as part of all vehicle routes. A pedestrian link to the cemetery should be provided. Pedestrian linkages should be incorporated into and permeate existing and proposed open space areas, and focus on providing connectivity with the town centre and other amenities within the town. Maybole is well connected to the Core Paths Network. Core paths SA1, SA32 and SA33 run through Maybole. SA1 is also the National Cycle Route7. It would be important to link walking/ cycling routes from the site to these core paths and the wider network of routes. In addition, there is an established, but not vindicated, right of way, to the north-west edge of site MAYB2, at the Boag Steps. This route must be protected.
Education Impact	<ul style="list-style-type: none"> It is anticipated that the sites will require to contribute towards meeting the impact of the development on local primary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.

Maybole



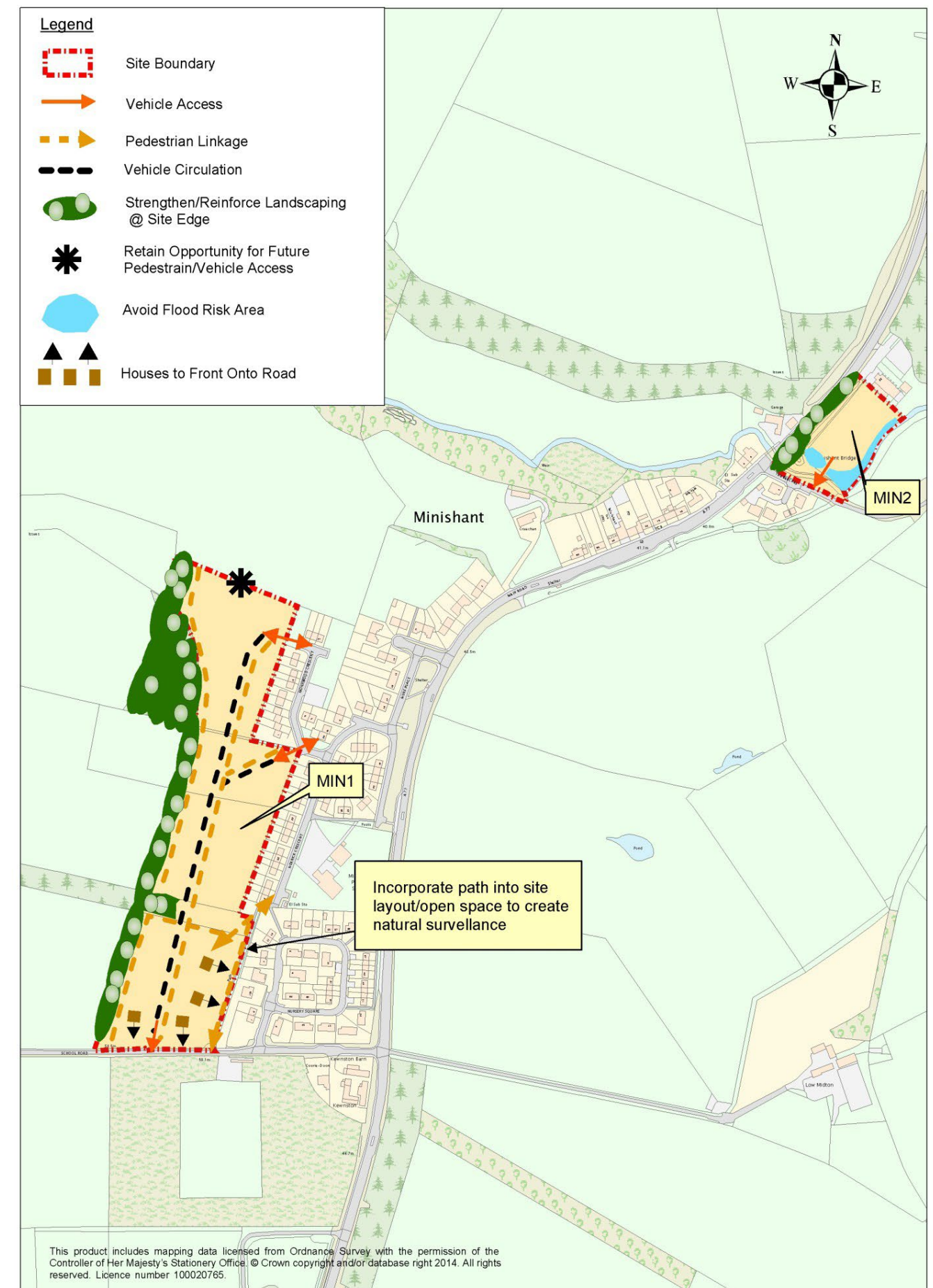
Maybole

- ① Drainage issues on the sites – e.g. MAYB4 site opposite Loaning road
- ② Walking links to High Street and rest of town, also to west and NE; Steep access up to town centre is an issue- well designed routes can help mitigate
- ③ New/improved bus links through new sites to rest of town
- ④ High quality green, open space and landscaping needed –and good maintenance
- ⑤ Height of buildings to be sympathetic to surrounding properties to ensure integration
- ⑥ Include new community facilities, allotments and retirement opportunities
- ⑦ Strategic approach needed- link with town centre regeneration and plans for consolidation of school estate
- ⑧ Better crossings needed on A77 to integrate two halves of town
- ⑨ Improved parking in town centre- some people will be unable to walk in from new sites
- ⑩ Provision of housing for all age groups



Minishant

MIN1 & MIN2	
Building Design & Site Layout	<ul style="list-style-type: none"> New houses in MIN1 should front onto School Road. New houses within site MIN1 - particularly those located on the eastern edge of the site - should minimise their impact on the amenity of neighbouring properties along Merrick Crescent and Monkwood Crescent. Separation distance, building height and boundary treatment should all be carefully planned to ensure minimal loss in amenity to neighbouring properties by way of loss of outlook and privacy. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
Landscaping and Boundaries	<ul style="list-style-type: none"> The western boundary of site MIN1 has intermittent landscaping and tree strips. The western boundary of the site should incorporate a landscape buffer to provide a continuous and strong natural boundary to the site. This landscape buffer should incorporate the existing tree and strips along Townend Road should reflect the character of the immediate locality, by being defined by a combination of natural stone walls and hedge planting of a native species. The western boundary of MIN2 is the main characteristic of the site and defines the edge of the site and the A77. This should be retained and strengthened.
Open Space	<ul style="list-style-type: none"> Amenity open space should be provided centrally within the site, with natural surveillance. There will be opportunities to link path networks through the site given the linear form of the site and various opportunities to link into existing paths. The development at MIN1 should explore opportunities to utilise the existing footpath at School Road and the adjacent open space can form part of the open space for MIN1, creating a larger, improved open space. Development on MIN2 should avoid areas of the site that are within flood risk areas. Any undeveloped land may provide opportunities for amenity open space. The Council will favour proposals that include allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> The principal vehicle access to site MIN1 should be taken via School Road. Vehicle access should also be taken onto Monkwood Crescent, where possible. Subject to any required transport assessment for MIN1, access to School Road, from the A77 should be improved to accommodate additional vehicles. Site MIN1 offers significant opportunities to create and enhance pedestrian linkage between the site and existing residential areas in Minishant. Pedestrian access should be taken from School Road, Monkwood Crescent and Merrick Crescent. The existing pedestrian link from Merrick Crescent to School Road should be incorporated into the design of the site (for example, by incorporating the path into open space or the road access to the site. This existing path should not back onto residential rear gardens and suburban fences, which will reduce natural surveillance. The developer should retain space at the north of MIN1 to create vehicle access to the land to the north. Vehicle access to site MIN2 should, where possible, not access directly onto the A77. In assessing any planning application for this site, a transport assessment and the views of Transport Scotland will be critical to determining the most appropriate vehicle access to the site. Where possible, the developments should maximise opportunities for pedestrian linkage and linking to core paths.
Education Impact	<ul style="list-style-type: none"> It is anticipated that the sites will require to contribute towards meeting the impact of the development on local primary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.

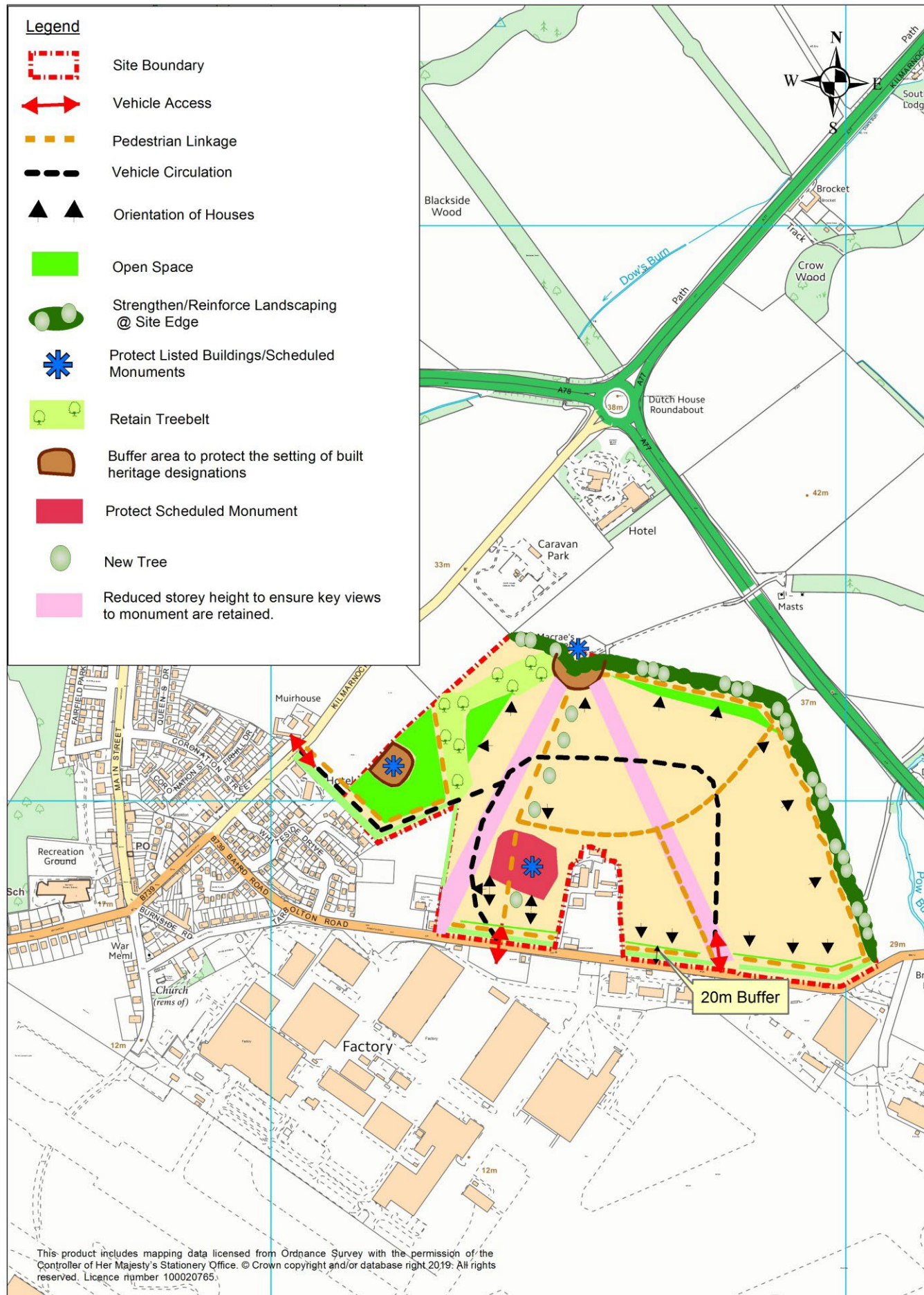


Monkton

MON1	
Building Design & Site Layout	<ul style="list-style-type: none"> • There should be a 20m buffer between Tarbolton Road and the new housing to provide a landscape buffer between the industrial area to the south of Tarbolton Road and the new residential development. This area should have a hedge boundary with the road and be landscape with small trees and include a path which runs parallel to the road and links with the village and wider development. • New houses should front onto this 20m buffer at Tarbolton Road. • New houses to be of similar scale and massing of the existing houses within the locality and to ensure that views of the monument and windmill are maintained no buildings should be developed within the view lines highlighted on the Plan. • Affordable housing should be provided in line with the LDP policy: affordable housing. The design layout, materials and boundary treatments of the affordable homes should be similar to that of the private housing to ensure tender blindness. • Any development should be set back from the Windmill and Macrae's monument in order to protect the setting of these built heritage designations. In terms of Macrae's Monument, it is evident that this monument is located in a prominent site in order for it to be highly visible and for it to have a visual relationship with the surrounding landscape and seascape. Any development will be required to retain the relationship that this monument has with the surrounding area by ensuring that the design solution does not adversely affect its setting. Any development will be expected to ensure the protection of the Whiteside scheduled monument. Consultation with Historic Environment Scotland should be undertaken to ensure that the importance of this feature is understood and that appropriate measures are in place for its protection. The masterplan approach to this development should demonstrate a clear understanding of these features and their settings. Consultation with Historic Scotland should be undertaken in the development of the masterplan. Furthermore the development should help raise awareness within Monkton through the provision of path linkages to these historic sites, as well as annotation information for each historic asset. • Any development proposals relating to MON1 should seek to retain the same sports pitches/courts or provide the same or higher provision within the site boundary. The sports facilities should be properly drained and provide a level surface for ball games. The sports facilities should be overlooked by housing units to create casual surveillance. • Houses should be orientated to ensure main elevations are fronting onto roads and paths.
Landscaping and Boundaries	<ul style="list-style-type: none"> • The boundary of the site that stretches from the western edge of the site, along the northern boundary and meets Tarbolton Road to the east of the site is already defined by a band of trees. Parts of this boundary are more sparsely planted than others; however the existing tree belt provides a good opportunity to strengthen this natural boundary with additional planting to integrate this prominent site into the landscape more successfully, whilst retaining existing landscape features. • Care should be taken in designing the landscape proposals for the site where they relate to McRae's Monument (A-listed) and the Windmill (scheduled monument). It will be particularly important for and new planting on the site edges near these historic features to follow established vegetation patterns, rather than establishing new tree belts that may alter the landscape character at this location by prohibiting views, and the setting of these features. In any case, the masterplan approach to this development should be carried out in consultation with Historic Scotland, which will assist to guide the design process.
Open Space	<ul style="list-style-type: none"> • The masterplan for the site should consider the area designated as open space located immediately to the west of the housing development off Tarbolton Road. This area was allocated as being open space within the settlement boundary as part of the South Ayrshire Local Plan, but, functionally, remains as agricultural land. Part of the rationale for the release of the site, was that it would allow the regeneration of the brownfield HMS Gannett residential complex in a manner that fully integrated with Monkton, rather than being an isolated pod. In line with this, the development of the site should incorporate that open space area, providing pedestrian linkage through the area.

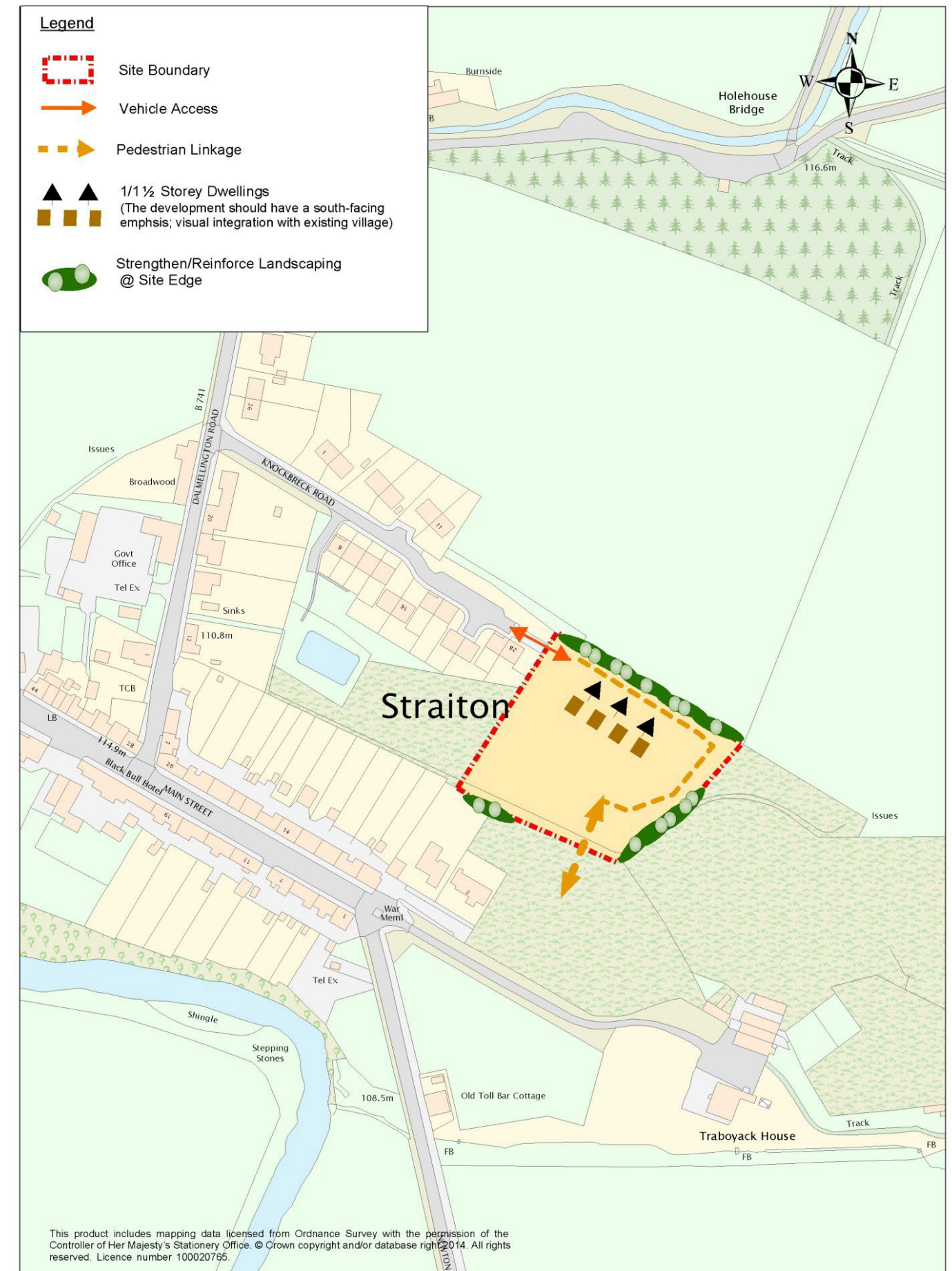
Open Space	<ul style="list-style-type: none"> • The listed buildings and scheduled monument within the site must be carefully managed through the masterplan. These features should remain visually prominent from outwith the site, as they currently are, and the development should maximise access to these heritage features and explore the possibility of incorporating open space areas around the structures. • The Council will favour proposals that include community growing space and allotments that are well designed and integrated into developments.
Transportation and Access	<ul style="list-style-type: none"> • A masterplan will be required to support a planning application for this site. In agreement with Transport Scotland, the masterplan should incorporate a detailed roads scheme, based on a comprehensive transport assessment, which takes cognisance of the impact of the development on local road networks and the A77. Any identified impact on local and strategic road networks should be fully mitigated by the development. • The internal layout should be designed in accordance with the principles of designing streets, but should cater for pedestrian movement as a priority – particularly in providing pedestrian linkage from the village, adjacent to Tarbolton Road to the site; and providing access to historic environmental assets within the site, via a paths around the perimeter of the site with path linkages at reasonable intervals to the housing. • The site should provide two vehicle accesses to the site from Tarbolton Road. The masterplan process should also explore the possibility of creating a third vehicle access to and from the site, directly to Kilmarnock Road, to alleviate the impact of the development on the road network within the village. The Council recognises this is subject to technical considerations and impact on listed buildings. • Core path SA8, on Kilmarnock Road, links Monkton to Symington, and this would be important opportunity to create easily accessible walking and cycling routes from within the site, to link to the current settlement in Monkton, and to routes in the wider core path network.
Education Impact	<ul style="list-style-type: none"> • It is anticipated that the site will require to contribute towards meeting the impact of the development on local primary and secondary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.

Monkton



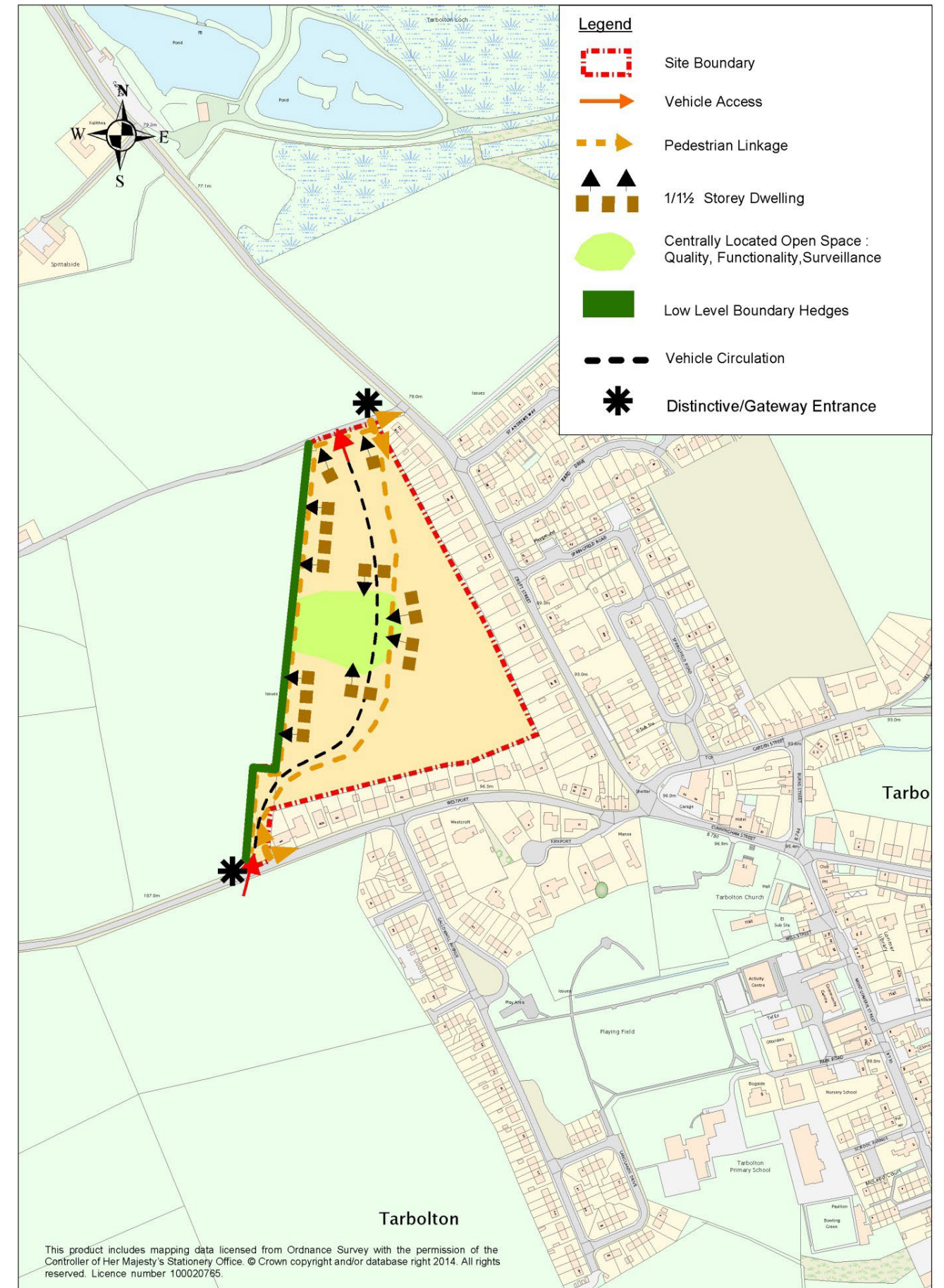
Straiton

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Houses should be restricted to 1 ½ storeys in order to reflect the character of the existing village. The site should be designed to be open and welcoming. It should be sensitively designed in order to continue the street scape along Knockbreck Road to establish a visual relationship with the existing settlement. The materials used within the site will require to respect the character and appearance of the conservation area, in general, and the buildings located within it. A unique design solution for this site will be required which avoids the use of suburban, standard house types. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> Landscaping works along the northern boundary should provide this part of the settlement with a strong defensible boundary which enhances the backdrop of the village. Existing trees and hedgerows around the site should be retained in order to minimise impacts upon the landscape setting of the village.
<p>Open Space</p>	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. Open space should be sited in order to benefit from natural surveillance. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Vehicular access to the site should be taken via Knockbreck Road. A pedestrian linkage which connects the southern part of the site with the eastern part of the existing village is desirable. The internal layout should be designed in accordance with the principles of Designing Streets, but should cater for pedestrian movement as a priority. There are 3 core paths which link into Straiton (SA39, SA47 and SA48). These routes then connect to the wider path network. There are also several recreational Local Trails around the village, which are very popular with residents and tourists. It would be important to link any walking/ cycling routes from the site to these core paths and Local Trails.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is not anticipated that the site will require to contribute towards meeting the impact of the development on local education facilities through developer contributions.



Tarbolton

<p>Building Design & Site Layout</p>	<ul style="list-style-type: none"> Houses should face outward along the northern boundary in order to establish a visual relationship with the existing settlement. This would also help to make the development appear welcoming and part of the settlement on the approach from the north. Houses should be restricted to 1 ½ storeys in the most prominent part of the site (western and south western areas) in order to reduce the visual impact of the development on the existing surrounding area and to minimise the impact upon the landscape setting of the village. A pedestrian link should be provided along the western boundary, connecting into open space along this edge. New houses should face westwards at this boundary and onto open space. Affordable housing may be required at this site in line with the Local Development Plan. Any affordable housing at the site should be designed to integrate with the wider development. The Council will not favour a design solution that emphasises differences between the affordable and private houses.
<p>Landscaping and Boundaries</p>	<ul style="list-style-type: none"> Existing trees and hedges along the western boundary should be retained and additional planting should strengthen this edge. This will provide for a strong defensible boundary which defines the settlement edge. The northern boundary of the site should have north-facing frontages which will help to integrate the development with the existing settlement.
<p>Open Space</p>	<ul style="list-style-type: none"> Open space should be provided in accordance with the Council's open space standards, ensuring that the site provides a desirable place to live with a pleasant residential amenity. The Council will favour proposals that include allotments that are well designed and integrated into developments.
<p>Transportation and Access</p>	<ul style="list-style-type: none"> Vehicular access to the site should be taken via Croft Street to the north and Westport to the south. Pedestrian linkage should be provided to connect into existing footpaths along the northern and southern boundaries of the site. The internal layout should be designed in accordance with the principles of Designing Streets, but should cater for pedestrian movement as a priority. Core path SA24 links Tarbolton to the wider path network and directly to the River Ayr Way in Failford. It is important to create easily accessible walking and cycling routes from within the site, to link to the current settlement in Tarbolton, and to routes in the wider core path network.
<p>Education Impact</p>	<ul style="list-style-type: none"> It is anticipated that the site will require to contribute towards meeting the impact of the development on local primary and secondary education facilities through developer contributions. Details of contributions will be set out in education supplementary guidance.



Scottish Water Note

Information Note: Water and Wastewater Infrastructure Funding and Delivery

As per Planning Advice Note 79 - Water and Drainage: The water and drainage infrastructure relating to development can be split into four parts:

Part 1 Assets: connections from individual properties to a main or sewer;

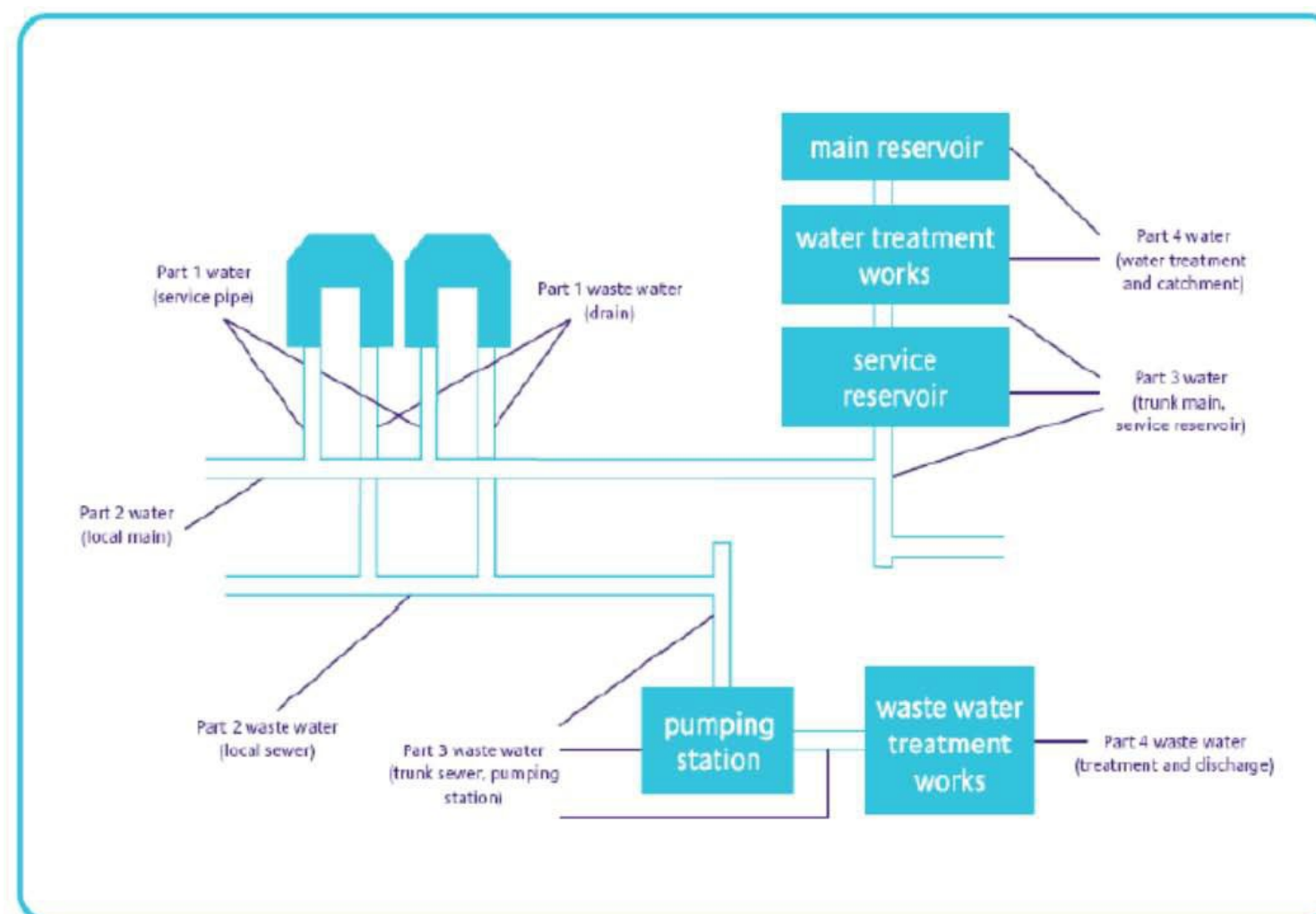
Part 2 Assets: water mains and sewers that connect developments to trunk mains and trunk sewers, and some sustainable drainage systems (SuDS);

Part 3 Assets: local bulk infrastructure, such as trunk mains and trunk sewers, water service reservoirs, waste water pumping stations and some SuDS;

Part 4 Assets: strategic assets such as raw water intakes, raw water impounding reservoirs and aqueducts, water treatment works and waste water treatment works.

The developer is solely responsible for funding Part 1 Assets, the developer also funds Part 2 and Part 3 Assets, with a Cost Contribution from Scottish Water. Under our funding rules, customers are obliged to meet the cost of providing additional local capacity and Scottish Water meet the cost of the Part 4 Strategic Capacity.

Please refer to the diagram below for a simplified schematic of the Part 1 to Part 4 Assets.



Scottish Water is funded to provide additional capacity at Part 4 Assets, if the developer can meet the following criteria:

1. The development is supported by the Local Plan and has full planning permission. If the capacity in the Scottish Water system is the only reason preventing a development gaining full planning then outline planning would be accepted.
2. The developer can confirm land ownership or control through a solicitor's letter.
3. The developer can confirm plans are in place to mitigate any network constraints that will be created by the development through a Minute of Agreement with us or alternatively a letter showing commitment to mitigate network impact through Part 3 investment.
4. The developer confirms any time remaining on current planning permissions with the local council.
5. The developer can demonstrate reasonable proposals in terms of the development's annual build rate. On receipt of these criteria, Scottish Water will instigate a growth project to provide additional Part 4 capacity for development. Scottish Water will also work with SEPA, the Developer and the Local Authority to enable development to proceed.

Scottish Water encourages developers to contact us as early as possible during the planning process in order to discuss the requirements of a development. In certain circumstances Scottish Water is able to provide additional funding to assist with the upsizing of the network, beyond the immediate demands of developers in order to meet potential future growth and these funds are allocated on a case by case basis.

Wastewater Drainage

To clarify Scottish Water's responsibilities, Scottish Water is responsible delivering investment in our wastewater network and grants connections to the network. It is important to note that where more than 10 homes or greater is proposed, the Developer will be required to submit a Drainage Impact Assessment, (DIA). The information supplied on the DIA form is used to assess our assets capability in servicing sites. Also, as per Planning Advice Note 79 – Water and Drainage, where a development is proposed in an area already served by the Scottish Water network, connection to that network is the preferred option. Private schemes can be later adopted by Scottish Water as part of our network, but only if the private schemes are built to an adoptable standard and contact should be made with Scottish Water to determine the standards that are required to ensure adoption of new infrastructure. Developers are also advised to contact Scottish Water early on to determine the capacity of the wastewater system, and to determine if any upgrades to the public system are required.

Pre-Development Enquiry Form

Scottish Water operates a service whereby applicants can fill out a 'Pre-Development Enquiry Form' to enable an assessment of whether Scottish Water is able to provide planned development with water and/or drainage services. Scottish Water encourages the submission of the PDEF at an early stage in the process to ensure that applicants are fully aware of the infrastructure requirements of their site. The form can be found on Scottish Water's website.

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

درخواست کرنے پر یہ معلومات نابینا افراد کے لئے ابھرے 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。

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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.

South Ayrshire Council
Planning Service
Wellington Square
Ayr
South Ayrshire
KA7 1DP

Telephone 0300 123 0900

Email: planning.development@south-ayrshire.gov.uk

www.south-ayrshire.gov.uk/planning

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Local Development Plan 2, Supplementary Guidance Design Brief
Lead Officer (Name/Position/Email)	Craig Iles, Service Lead – Planning and Building Standards – craig.iles@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	No
Disability	No	No
Gender Reassignment (Trans/Transgender Identity)	No	No
Marriage or Civil Partnership	No	No
Pregnancy and Maternity	No	No
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	No
Religion or Belief (including lack of belief)	No	No
Sex – gender identity (issues specific to women & men or girls & boys)	No	No
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	No
Thematic Groups: Health, Human Rights & Children's Rights	No	No

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No adverse impact identified. Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	No adverse impact identified. Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No adverse impact identified. Low
Increase participation of particular communities or groups in public life	No adverse impact identified. Low
Improve the health and wellbeing of particular communities or groups	No adverse impact identified. Low
Promote the human rights of particular communities or groups	No adverse impact identified. Low
Tackle deprivation faced by particular communities or groups	No adverse impact identified. Low

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES NO
Rationale for decision: This proposal does not directly impact on service delivery. If future work leads to amendments in policy then the need for a full Equality Impact Assessment will be considered	
Signed : Craig Iles Service Lead Date: 10 June 2022	

South Ayrshire Council

**Report by Director – Place
to South Ayrshire Council
of 29 June 2022**

**Subject: Updated Policy for the Acquisition and Disposal of
Land and Buildings**

1. Purpose

- 1.1 The purpose of this report is to obtain approval from the Council for an updated *Policy for the Acquisition and Disposal of Land and Buildings*.

2. Recommendation

- 2.1 It is recommended that the Council approves the updated Policy for the Acquisition and Disposal of Land and Buildings (attached as Appendix 1).**

3. Background

- 3.1 On 26 November 2019, the Council's *Policy for the Acquisition and Disposal of Land and Buildings* was approved by Leadership Panel.

- 3.2 Following a recent internal audit, one of the actions arising was that the policy be reviewed and an updated policy presented to Members for approval:

‘A review of the Policy for the Acquisition and Disposal of Land and Buildings to be undertaken by Director of Place at an early date. The current policy advises that ‘*In recognition of the new guidance and other requirements for land transfers and acquisitions for Housing, a separate complementary policy on HRA land acquisition and disposal is being developed*’ It would be appropriate that both matters are dealt with in this review’.

- 3.3 In revising the policy, guidance from the Scottish Government and Acquisition and Disposal policies from other Local Authorities have been considered.

- 3.4 Following discussion with officers in March 2022, it was clarified by the previous Leader of the Council, the Portfolio Holder for Resources and Performance and the Chief Internal Auditor that one new revised policy should be provided, with the policy on HRA land acquisition included in the updated policy, rather than as a separate policy.

- 3.5 Advice from the Council's legal and finance services has been incorporated and relevant stakeholders across the Council consulted and involved in the development of the updated policy.

4. Proposals

- 4.1 The Policy for the Acquisition and Disposal of Land and Buildings has been updated, amongst other things, to reflect the following:
- 4.1.1 ability to procure houses and land at increased values (para 3.1.5);
 - 4.1.2 land or buildings potentially surplus to requirement to be first offered to the Council's Housing Services or be transferred at affordable housing market value as determined by an independent valuer (para 4.1.5);
 - 4.1.3 a new proposal that internal transfer of all land or property from General Services or Common Good for affordable housing to Housing Services and disposals to Housing Associations will take into account any abnormal costs and any other factors considered to be appropriate (para 4.1.6);
 - 4.1.4 the process regarding subsidies from the General Services Account to the HRA (para 4.1.7 to 4.1.9); and
 - 4.1.5 addition of a checklist to the updated Policy to be followed in this event.
- 4.2 All proposed amendments are tracked and highlighted in **bold text** in the revised policy (attached as Appendix 1 for Members' approval).

5. Legal and Procurement Implications

- 5.1 The recommendations in this report are consistent with legal requirements.
- 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 is no risk to the Council in adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 The risks associated with rejecting the updated Policy for the Acquisition and Disposal of Land and Buildings is that the policy does not address actions from the recent audit;
- 8.2.2 Furthermore, that there is not sufficient information available to the Council in considering and approving internal transfers of land from the General Services account to the Housing Revenue account and vice versa.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 2.

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Commitment 4 of the Council Plan: South Ayrshire Works/ Make the most of the local economy.

13. Results of Consultation

- 13.1 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.
- 13.2 There has also been consultation with Legal Services, Finance, Special Property Projects and Housing Service Leads regarding the content of this report and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Director – Place 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 Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
<i>Policy for the Acquisition and Disposal of Land and Buildings updated and published on The Core</i>	6 July 2022	Service Lead – Asset Management and Community Asset Transfer

[Policy for the Acquisition and Disposal of Land and Buildings](#)

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

Date: 23 June 2022

Policy for the Acquisition and Disposal of Land and Buildings

June 2022



Policy for the Acquisition and Disposal of Land and Buildings

Contents

- 1. Introduction**
- 2. Statutory Framework**
- 3. Acquisition of Land and Buildings**
 - 3.1 Options for Acquisition of Land and Buildings
 - 3.2 Compulsory Purchase
 - 3.3 Acquisition of Land or Buildings for Service Delivery
 - 3.4 Acquisition of Land or Buildings for Investment Purposes
- 4. Disposal of Land and Buildings**
 - 4.1 Options for Identification of Surplus Land and Buildings
 - 4.2 Criteria for Land and Buildings Disposals
 - 4.3 Methods of Disposal
 - 4.4 Open Market Disposal
 - 4.5 Negotiation with a Third Party
 - 4.6 Public Auction
- 5. Community Asset Transfer**
- 6. Common Good**

Appendix 1: Checklist for Disposals

1. Introduction

- 1.1 The purpose of this policy for the Acquisition and Disposal of Land and Buildings is to inform Elected Members, services and also other interested parties of the principles and rules by which the Council will acquire and dispose of land and buildings.
- 1.2 The extent of Council land and buildings assets is significant and whilst this can be seen as a tremendous resource it can, if underperforming, become a major burden. It is therefore vital that the Council delivers proactive management of its land and buildings assets through the introduction of a policy for the acquisition and disposal of land and buildings and assessment of appropriateness for other uses, including for community use, or disposal.
- 1.3 As the strategic arrangements outlined within the Council's Asset Management Plan are embedded within the Council, it is likely that land and building assets will be identified as being surplus to requirements. The Council must make the most of the potential opportunities to rationalise the Council's land and buildings portfolio.
- 1.4 This policy aims to formalise the basis for the identification of any future need for land and buildings and the means of its disposal and contribute to the efficiency saving in future years.

2. Statutory Framework

- 2.1 The disposal of the Council's land and buildings is subject to the **statutory duty to secure best value in terms of section 1 of the Local Government Act 2003, the provisions of section 74 of the Local Government (Scotland) Act 1973 as amended and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.**
- 2.2 Section 74 (2) of the 1973 Act places a duty on the Council to achieve the best consideration that can reasonably be obtained in the disposal of land or buildings, except where disposal at less than the best consideration is in accordance with the above Act and/ or Regulations.
- 2.3 In addition to the requirements explained in paragraph 2.2 above, the disposal of land or buildings from the Housing Revenue Account (HRA) may require the consent of Scottish Ministers under section 12(7) of the Housing (Scotland) Act 1987. **Similarly, consent is required under section 203(2) of the 1987 Act to transfer land or buildings between the HRA and the General Fund.** This is also the case where land held on the HRA consists of common or open space or is held for use as allotments, under section 12(5) of the 1987 Act. The Scottish Government has introduced guidance on how Councils seek consent to dispose of assets from their HRA or to transfer assets between the General Fund and HRA. In order to improve efficiency and introduce uniformity across General Fund and HRA disposals, a general consent process in line with the existing 'Disposal of Land by Local Authorities (Scotland) Regulations 2010' has been developed. **Under General Consent, Councils are able to 'self-certify' consent where two key considerations have been met: the disposal price is in line with a best consideration valuation performed by a surveyor accredited to the Royal Institution of Chartered Surveyors (RICS) and an appropriate level of tenant and public consultation has taken place.**

- 2.4** Removal of HRA assets that are no longer connected to the housing stock or are not providing a financial return can take two forms - sale (or lease) to a third party or transfer to the General Fund. There is no obligation for the General Fund to receive HRA assets no longer required by the HRA. A transfer will only occur where the Council determines there is a benefit to the General Fund by retaining the asset. ~~Any proposed internal transfer to or from the Housing Revenue Account shall require the consent of the Scottish Ministers under Section 203(2) of the Housing (Scotland) Act 1987. The 'Disposal of Land by Local Authorities (Scotland) Regulations 2010', apply to disposal of land from HRAs. They allow Councils to dispose of land valued under £10,000 at less than market value, without having to follow the procedure set out in the regulations. Disposals which fall below a value of £10,000 no longer need to be considered by Scottish Ministers for consent. This will apply to the majority of garden ground type disposals and the same for non-HRA property disposals under £10,000 in value. In recognition of the new guidance and other requirements for land transfers and acquisitions for Housing, a separate complementary policy on HRA land acquisition and disposal is being developed.~~
- 2.5** If transferring to the General Fund at market price, the Council has the option to keep the asset and use it productively as a General Fund asset or dispose of it at a later date. This approach ensures the HRA receives the full financial compensation for any disposal of HRA assets. Assets may be transferred for less than the market value but this requires the consent of Scottish Ministers
- 2.56** If it is proposed to ~~appropriate~~**acquire** or dispose of any land or buildings which forms part of the Common Good and with respect to which a question arises as to the right of the Council to alienate, authorisation must be obtained from the Court in accordance with section 75(2) of the Local Government (Scotland) Act 1973. This restriction applies in addition to the requirements explained at paragraph 2.2 above. **In addition, in terms of the Community Empowerment (Scotland) Act 2015 section 104, before taking any decision to dispose of, or change the use of, any land or buildings forming part of the Common Good, the Council is required to carry out a public consultation. These**is processes must also be adhered to with regard to Community Asset Transfers of Common Good assets. **Furthermore, under section 15(4) of the Local Government etc. (Scotland) Act 1994, regard must be had by the Council to the interests of the residents in the area of the former burgh to which the particular common good fund relates.**
- 2.7** Before disposing of any land consisting or forming part of a common or open space (except land used for allotments), the Council will publish notice of the proposed disposal and consider any objections, in terms of the Town and Country Planning (Scotland) Act 1959 section 27(2A). There are also similar requirements in respect of the appropriation of common or open space of land (not being land held for use as allotments) under section 24(2A) of the 1959 Act.
- 2.8** The Community Empowerment (Scotland) Act 2015 Part 5 provides rights for qualifying community bodies to make requests to the Council for the transfer of the ownership of land or for land to be leased to the community body. There is a presumption in favour of granting such requests.

3. Acquisition of Land and Buildings

3.1 Options for Acquisition of Land and Buildings

3.1.1 The Council can choose to acquire land and buildings in either of the following forms:

- (i) ownership; or
- (ii) leasehold.

3.1.2 The reasons for the Council to acquire land or buildings would be:

- (i) opportunities for improved service delivery;
- (ii) investment purposes; and
- (iii) acquisition in line with Council's strategic objectives.

3.1.3 Prior to the purchase or lease of any asset a full options appraisal should be carried out which should involve appraisal of all the options for delivery of the final objective. Consideration should be given to all other Council-owned land and buildings and ~~their ability~~ **whether these could be used** to fulfil the requirement prior to any acquisition.

3.1.4 Authority for the decision to pursue a purchase of any land or buildings will be by the ~~Leadership Panel~~ **Cabinet**/ Council except insofar as included within the provisions of paragraph 3.1.5 below.

3.1.5 It is recognised that from time to time, it will be necessary to supplement new build Council housing with the acquisition of second hand residential properties on the open market. Scottish Government subsidy can be used to assist Councils to purchase properties on the open market which can then be used as affordable housing for rent. This, together with options for bringing empty private properties back into use as affordable housing through the Empty Homes Strategy and loan scheme, will increase the number of available Council houses for rent. In order to streamline this process (often referred to as Council House buy-backs as often the properties have previously been owned by the Council and sold under 'Right to Buy') the Director – Place ~~will have~~ **has** delegated authority to purchase individual residential properties to be used as Council houses for rent on behalf of Housing Services up to the value of ~~£100,000~~ **£150,000** **and the acquisition of land either in Council ownership or on the open market of up to £250,000 with agreement from the Portfolio Holder or in their absence, the Leader or Depute Leader of the Council** each subject to available funds.

3.2 Compulsory Purchase

3.2.1 The Council may consider, where appropriate the acquisition of land or buildings through its compulsory purchase powers. In this regard Legal Services would advise ~~from the outset~~ on the compulsory purchase powers available to the Council.

- 3.2.2 The Head of **Legal, HR and Regulatory Services** ~~will~~**should** be consulted at the earliest opportunity if consideration is being given to acquisition in this way.
- 3.2.3 Powers of compulsory purchase are conferred on public authorities by legislation. They enable the authorities authorised to compulsorily purchase land or buildings **for a wide range of purposes, where there is a strong enough case for this required to carry out a function which Parliament has decided is** in the public interest. **The Council requires to be satisfied that the purposes for which a compulsory purchase order is made justify the interference with the rights of the people affected. The justification for making a compulsory purchase order will be subject to the requirements of the law and will be a matter of facts and circumstances in each case.** These powers will be used where the owner or occupier of the land is unwilling to sell by agreement or where agreement cannot be achieved **in a project timeframe or at reasonable cost, or where the owner cannot be traced.**
- 3.2.4 **The Council will consult and engage with people affected by compulsory purchase at every stage of the process.** Where compulsory purchase powers are used, the land owner or occupier is entitled to compensation.
- 3.2.5 Any ~~decision~~ **resolution** to pursue acquisition by compulsory purchase of any land or buildings will be **passed taken** by a **meeting of the Leadership Panel/** Council as appropriate. **The report to the Council will explain the public benefits to be delivered by the scheme and explain why these justify the interference with the rights of the people affected. The extent of the land to be acquired will be shown on a plan or map attached to the report.**
- 3.2.6 Notification and advertising procedures which apply to the making of a compulsory purchase order will be adhered to. Once made, the order will be confirmed with the Scottish Ministers (where there are objections to the order, the Scottish Ministers may hold a public local inquiry or a hearing). Once the order has been confirmed by the Scottish Ministers any further notification or advertising procedures will be adhered to. Thereafter, provided there is no challenge to the validity of the order, the Council can take possession and legal title to the land, and pay any compensation due.

3.3 ***Acquisition of Land or Buildings for Service Delivery***

- 3.3.1 Land or buildings may be acquired for the purpose of service delivery, subject to the following conditions:
- (i) an options appraisal has been carried out and reported to the Director - Place, the result of which identifies the requirement for the land or buildings for service delivery;
 - (ii) the ongoing revenue and capital costs are contained within an approved budget which has been confirmed as appropriate by the Head of Finance and ICT and/ or an appropriate budget is approved by the Council; and

- (iii) the ~~Cabinet Leadership Panel~~/ Council has approved the acquisition of the land or buildings for the purpose of service delivery.

3.3.2 Where land is identified for HRA housing purposes which is currently held under the General Services account then any transfer will follow this policy.

3.4 *Acquisition of Land or Buildings for Investment Purposes*

3.4.1 Land or buildings may be acquired for the purpose of investment, subject to the following conditions:

- (i) an options appraisal has been carried out and reported to the Director - Place, the result of which identifies the suitability of the land or buildings for investment purposes;
- (ii) the ongoing revenue and capital costs are contained within an approved budget which has been confirmed as appropriate by the Head of Finance and ICT, and/ or an appropriate budget is approved by the Council; and
- (iii) the ~~Cabinet Leadership Panel~~/ Council has approved the acquisition of the land or buildings for investment purposes.

4. Disposal of Land and Buildings

4.1 *Options for Identification of Surplus Land and Buildings*

4.1.1 The identification of surplus assets is an ongoing process which will require the co-operation of all Council services. There are clear benefits to the Council in reducing its portfolio of properties and therefore a rigorous examination of assets is required.

4.1.2 The Asset Management Plan (land and buildings) highlighted that a key priority for the Council is to continually review the land and buildings it currently manages and assess whether these assets are surplus to Council requirements.

4.1.3 Vacant and surplus properties cost the Council money. It is therefore important that once a property is declared surplus its future use is determined in a timely manner to minimise ongoing costs to the Council. Until the property has been disposed of by the Council or formal transfer of a property to another Council service has been completed the incumbent holding service will continue to be responsible for the property and all associated costs.

4.1.4 Property may be identified as being potentially surplus to the Council's requirements as a result of any one or more of the following circumstances:

- (i) the holding service determining it no longer has a requirement for its property due to changes in its operational requirements;

- (ii) as part of a wider strategic review of the Council's land and buildings an alternative and more cost effective service delivery site has been identified;
- (iii) the property has no potential for future strategic or regeneration/ redevelopment purposes (including affordable housing);
- (iv) the income generated from the land or buildings is nil or less than £1,000 per annum and there is a potential regeneration or redevelopment opportunity for the asset; and/ or
- (v) the site has been identified by the Council's Housing Services or local or national Housing associations as being suitable for affordable housing.

4.1.5 All land and property that is potentially surplus to requirements will **first** be offered to **Housing Services** for **affordable housing as an internal transfer or for a disposal to a Housing Association for the purposes of affordable housing (subject to 2.4) subject to Leadership Panel approval. Thereafter, following consideration by the Director – Place, a decision would be made by the Leadership Panel or Council on one of the following outcomes** use as follows:

~~(i) market disposal to achieve a capital receipt;~~

~~(ii) internal transfer of the land and buildings for use by another Directorate; and~~

~~(iii) disposal to a public sector organisation.~~

(i) Housing Services;

(ii) Council Directorate; and

(iii) Public Sector Organisations.

4.1.6 Following consideration with the appropriate party above and with the Director – Place, a report will be presented to Cabinet/ Council for the transfer of the property and this will include a recommendation on the appropriate value for that transfer and will ,where appropriate, take into account the provisions of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the procedure set out in **Appendix 2**. Council/ Cabinet will determine the value to be applied to the transfer of the land and property.

4.1.7 The internal transfer of all land or property from General Services or Common Good for affordable housing to **Housing Services and disposals to Housing Associations will take into account any abnormal costs, will be at an appropriate value approved by Leadership Panel. Appropriate value will be market value subject to any discount to take account of affordable housing use**, nature of the site and any other factor considered to be appropriate. **Abnormal or 'extraordinary' development costs are site-specific costs that relate to additional works that would otherwise not be required on a greenfield**

site with reasonable ground bearing strata including those associated with the treatment of contamination, demolitions, ground remediation, flood risk protection and utilities upgrades to ensure that the site and the building under development are legally compliant and meet all planning obligations. These costs will be reported to the Council's Cabinet for its consideration and approval.

- 4.1.8 Whilst not specifically required by the legislation, it is implied that a HRA in Scotland is self-financing, that is the budgeted income is sufficient to cover budgeted expenditure. The legislation permits a Council to transfer, any actual HRA surpluses to the General Fund. However, they are not permitted to budget for a transfer of funds from the General Fund to the HRA. The HRA is also not permitted to show a deficit at the end of the financial year. If this occurs, authorities are required to transfer funds from the General Fund to cover this deficit.
- 4.1.9 Since April 2010, no limits have been set on contributions from the General Fund to the HRA though any such contribution would require the consent of Scottish Ministers under paragraph 2(5) of schedule 15 to the 1987 Act. In theory therefore a subsidy is allowed with appropriate permissions. Subsidies from the General Services Fund should not be planned or budgeted; however, if they do occur and are approved by Cabinet/ Council, then permission must be sought from the Scottish Ministers.
- 4.1.10 The financial implications of any subsidy required from the General Services Fund to the HRA requires to be approved by the Cabinet/ Council. The decision sought from the Cabinet should clearly set out why the subsidy is required in order that they are fully aware of the financial implications of the decision they require to make.
- 4.1.11 As part of the ongoing remit of the Asset Management Plan, the Service Lead – Asset Management and Community Asset Transfer will discuss with services to determine if there is a continuing need for the Council to retain the asset. If a Council service expresses an interest in retaining the asset, a clear business case including recognition of the ongoing financial responsibilities will require to be developed to justify retention.
- 4.1.12 This exercise may therefore culminate in an alternative Council use being identified, disposal to a community organisation, the leasing of the property where the Council wishes to retain a long term interest, demolition of the property or the property's outright sale on the open market.
- 4.1.13 Formal approval to declare the asset surplus to requirements will be given by the ~~Leadership Panel~~Cabinet or Council. Requests for approval to declare land and buildings surplus to requirements will usually be sought in batches to limit the number of individual reports required.

4.2 ***Criteria for Land and Buildings Disposals***

- 4.2.1 For the disposal of land and buildings which have been declared surplus to requirements up to the value of £100,000 and are to be marketed for disposal, the Director - Place will decide if the disposal should be on the open market or by public auction. ~~This will include land and buildings held within the Housing Revenue Account (subject to paragraph 2.4).~~

4.2.2 Formal approval from the ~~Leadership Panel~~**Cabinet** or Council will be sought to approve disposals and acquisitions of land and buildings which exceed £100,000, and disposals of land to community organisations, public sector organisations and Housing Associations.

4.3 ***Methods of Disposal***

4.3.1 Where the Council approves the property's disposal for a capital receipt, the disposal will be carried out in accordance with the Council's Standing Orders Relating to Contracts.

4.3.2 The Service Lead – Asset Management and Community Asset Transfer, in conjunction with the Service Lead – Planning and Building Standards, will determine if there is a requirement for a planning brief or statement to be provided prior to marketing the property.

4.3.3 Methods of disposal are:

- (i) open market disposal;
- (ii) negotiation with a third party; and
- (iii) public auction.

4.4 ***Open Market Disposal***

4.4.1 The Service Lead – Asset Management and Community Asset Transfer shall assess, on a case by case basis, the degree of advertising necessary to ensure that a proposed disposal of land and buildings will be subject to open competition, will satisfy the requirements of transparency and will achieve best value for the Council.

4.4.2 When appropriate, independent agents will be appointed to manage the advertisement and the disposal of the land or buildings, to report to the Council the value of the bids received and to recommend which they consider to be the best consideration, taking into account both financial and non-financial benefits.

4.5 ***Negotiation with a Third Party***

4.5.1 In certain circumstances, the Council will decide to dispose of an asset by negotiation with a third party without prior advertisement.

4.5.2 In order to justify a private disposal, the proposal must meet one, or more of the following criteria:

- (i) the proposed disposal is to a purchaser who owns or controls an adjoining property or piece of land;
- (ii) the proposed disposal is to a third party who, whilst not an adjoining landowner, would bring additional social, environmental, health or economic benefit: an example would be a sale to an existing major employer who could otherwise leave the area or a sale to a new major employer who would move into the area or

organisations who wish to invest in upgrading existing facilities or building new facilities; and/ or

- (iii) to enable the purchase of another site, which the Council considers necessary to meet its priorities and objectives.

4.6 **Public Auction**

4.6.1 The Service Lead – Asset Management and Community Asset Transfer shall assess, on a case by case basis, whether it is appropriate to market a property by public auction. In such cases, the Director – Place, in consultation with the Service Lead – Asset Management and Community Asset Transfer, will set a reserve price at a level that ensures the Council's interests are protected.

4.6.2 Formal approval from the ~~Leadership Panel Cabinet~~ or Council will be sought to approve disposals and acquisitions of land and buildings by public auction where the reserve price exceeds £100,000 prior to the auction date.

5. **Community Asset Transfer**

5.1 **Part 5 of the Community Empowerment (Scotland) Act was passed on 7 June 2015 and the part relating to the community asset transfer requests came into force on 23 January 2017.** The disposal of assets from local authorities and other public sector organisations is legally recognised as an important means of supporting communities to own assets. The Scottish Government hopes the Act will increase the flow of assets into community ownership and aims to facilitate this by encouraging and supporting local authorities and community organisations both to gain a wider appreciation of the benefits and risks associated with asset transfers.

5.2 Community ownership of assets can make an important contribution to the range of innovative, 'bottom up' solutions which community organisations can develop to address local needs. These solutions can meet the needs of local people and also contribute to the delivery of both the Council's Single Outcome Agreement and national government outcomes. The Council does, however, recognise that the community ownership of land and buildings assets is a major commitment for eligible bodies.

5.3 The process for any Community Asset Transfer is set out in the Council's Community Asset Transfer **Process Policy**. This process is in accordance with Part 5 of the Community Empowerment (Scotland) Act 2015. It should be noted that this process is different from the acquisitions and disposal process as it provides communities with the right to make requests for ownership, lease management or use of publicly owned buildings and land, including common good properties, which are still in operational use by the Council. **Applications under Part 5 of the Community Empowerment (Scotland) Act 2015 are determined under the Community Asset Transfer Process and in accordance with the requirements of the Act and the associated Scottish Government Guidance.**

5.4 It is recognised that in small rural communities the requirements to form **Social Scottish Charitable Incorporated Organisation (SCIO) or a Community Benefit Company (Becom)** in accordance with Part 5 of the Community Empowerment (Scotland) Act 2015 which requires a **minimum** 20 person board can be a potential

obstacle with regard to **the ownership of** land and property assets being transferred to these communities.

5.5 In these circumstances, **if an application for the transfer of ownership would not meet the requirements of Part 5 of the Community Empowerment (Scotland) Act 2015, it would be open to the Council to consider** ~~has the right to~~ transfer of an asset to a community group for less than market value under the Disposal of Land by Local Authorities (Scotland) Regulations 2010 if the disposal **is considered reasonable**, demonstrates the **following purposes of promotion** or improvement of:

5.5.1 Economic development or regeneration;

5.5.2 Health;

5.5.3 Social wellbeing; and/ or

5.5.4 Environmental wellbeing.

6. **Common Good**

6.1 Where a disposal involves Common Good property, the same considerations of the acquisitions and disposals policy generally apply. Any potential sale of Common Good property would be subject to the statutory restrictions explained in paragraphs **2.1, 2.2 and 2.42.6** above.

6.2 It is necessary to consider advice from Legal Services as to whether an application to the Court is required to dispose of the property. The Service Lead – Asset Management and Community Asset Transfer will determine, following consultation with Legal Services, if the matter is to be referred to the Court for authority to dispose of the asset.

6.3 Formal approval will be sought from the ~~Leadership Panel Cabinet~~ or Council to approve the acquisition and disposal of all Common Good assets regardless of its value.

6.4 Where there is a disposal of the Common Good asset the proceeds will be treated as receipts to the relevant Common Good account.

Checklist for Disposals

- **Surplus to requirements**
 - has the land/ property been declared surplus to requirements in line with the relevant policy? Y/N

- **Title Issues:**
 - Has a recent or refreshed title report been completed by Legal Services? Y/N
 - Have any issues raised by Legal Services in the title report been addressed by Estates, for example, if further deeds are needed or a legal report obtained? Y/N/NA
 - Has the extent of the disposal been plotted with reference to the title? Y/N
 - Are Legal Services satisfied that the disposal does not trigger any rights under the School Sites Act 1841? Y/N

- **Common Good**
 - Is the land/ property common good? Y/N
 - If yes, have Legal Services been consulted about the disposal? Y/N
 - Is the land/ property alienable? Y/N
 - Is a sheriff court petition required? Y/N
 - Has a common good consultation been carried out? Y/N

- **Owning account**
 - Is the land/ property in the HRA? Y/N
 - If yes, has the HRA disposal procedure for general consent been followed? Y/N
 - [HRA+-+Consent+Reforms+-+General+Consent+Guidance+-+February+2016.pdf \(www.gov.scot\)](#)
 - If advice is required from Finance or Legal Services, has this been obtained and followed? Y/N/NA

- **Open Space**
 - Is the land open space? Y/N
 - If yes, have the open space statutory requirements (notice of disposal and consideration of any objections) been fulfilled? Y/N
 - [Town and Country Planning \(Scotland\) Act 1959 \(legislation.gov.uk\) s.24 and s.27](#)
 - If advice is required from Legal Services, has this been obtained and followed? Y/N/NA

- **Valuation**

- **Have Estates undertaken a valuation of the land/ property in line with the relevant policy? Y/N**

- **If the land/ property is being sold for less than market value, has the legislation and statutory guidance for disposals for less than market been adhered to? Y/N**

The Disposal of Land by Local Authorities (Scotland) Regulations 2010 (legislation.gov.uk)

Disposal of Land by Local Authorities (Scotland) Regulations: General Guidance - gov.scot (www.gov.scot)

- **If advice is required from Finance or Legal Services, has this been obtained and followed? Y/N/NA**

- **Conditions**

- **Are there any special conditions recommended for the disposal, such as clawback, economic development burdens? Y/N**

- **If yes, have the conditions been discussed with Legal Services? Y/N**

Provisions of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and Procedure

- 1. Unless the value of the land (best consideration for the disposal) is less than £10,000 (the 'threshold amount'), or the difference between the best consideration that can reasonably be obtained and proposed consideration (the 'marginal amount') is 25% or less of the best consideration that can reasonably be obtained, then the local authority must follow the 'procedure' set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010 which requires that the local authority must:**
 - a) appraise and compare the costs and other dis-benefits and benefits of the proposal; and**
 - b) determine that the 'circumstances' set out in Regulation 4 are met.**
- 2. The 'circumstances' in which a local authority may dispose of land for a consideration less than the best that can be reasonably be obtained are that:**
 - a) the local authority is satisfied that the disposal for that consideration is reasonable; and**
 - b) the disposal is likely to contribute to any of the 'purposes' set out within the Regulations (in respect of the whole or any part of the area of the local authority or any persons resident or present in its area).**
- 3. These 'purposes', which the local authority must consider, include the promotion or improvement of following types of benefit:**
 - a) economic development;**
 - b) regeneration;**
 - c) public health;**
 - d) social wellbeing; and**
 - e) environmental wellbeing.**
- 4. Officers in the Council Directorate seeking the transfer at less than market value shall, with the assistance of the Service Lead - Asset Management and Community Asset Transfer, arrange for a business justification/ evaluation to be prepared that demonstrates how the proposal meets the requirements of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the Community Empowerment (Scotland) Act 2015 (if applicable) having regard to the following:**
 - a) the business justification/ evaluation will need to take account of whether/ not the proposed 'benefits' to be delivered by the proposal justify the proposed level of discount sought;**
 - b) the business justification/ evaluation will need to include an assessment of the proposed disposal taking into account all relevant factors, all available options and all relevant information, and**

demonstrates that an evaluation, supported by evidence, makes clear how the decision has been reached; and

- c) the benefits of such a proposal should be proportionate to the value of the asset and the level of discount being proposed, with an appropriate level of information to support the business justification/evaluation.**

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

1. Policy details

Policy Title	Updated Policy for the Acquisition and Disposal of Land and Buildings policy
Lead Officer (Name/Position/Email)	Tom Burns, Service Lead – Asset Management and Community Asset Transfer – tom.burns@south-ayrshire.gov.uk

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – gender identity (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children's Rights	-	-

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage? (Fairer Scotland Duty). Consideration must be given particularly to children and families.

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

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

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

5. Summary Assessment

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>— YES</p> <p>NO</p>
<p>Rationale for decision:</p> <p>This report advises the Panel of 8 March 2022. Their decision on this has no specific equality implications</p>	
<p>Signed : Tom Burns, Service Lead – Asset Management and Community Asset Transfer</p> <p>Date: 25 May 2022</p>	